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City of St. Helens COUNCIL AGENDA

Wednesday, June 7, 2017

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. **6:30PM – PUBLIC HEARING: 2017/18 State Revenue Sharing & Budget Adoption**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **COLUMBIA VIEW PARK EXPANSION FINAL PRESENTATION (20-30 MINUTES)**
5. **PRESENTATION OF CERTIFICATES TO YOUTH COUNCIL**
6. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
7. **DELIBERATIONS: 2017/18 State Revenue Sharing & Budget Adoption**
8. **RESOLUTIONS**
 - A. **Resolution No. 1784:** A Resolution Adopting a City of St. Helens Purchase Card Program Policy
 - B. **Resolution No. 1785:** A Resolution Adopting the Columbia View Park Expansion Plan
9. **AWARD CCTV PIPE INSPECTION SYSTEM PURCHASE TO GENERAL EQUIPMENT, INC. THROUGH THE HGAC BUY PURCHASING PROGRAM FOR \$150,000**
10. **AWARD PUMP INSTALLATION AND UPGRADES FOR LIFT STATION NO. 9 TO WILKISON PUMP UTILITIES, INC. FOR \$40,000**
11. **AWARD CONTRACT FOR THE 2017 ANNUAL STREET STRIPING PROJECT, R-664 TO APPLY-A-LINE, INC. FOR \$19,004**
12. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Extension of Agreement with Nicholas A. Wood for Pro Tem Judicial Services
 - B. Extension of Agreement with Clayton Joseph Lance for Pro Tem Prosecutorial Services
 - C. Amendment No. 4 to Agreement with City of Carlton for Personnel Services Related to Communications and Public Information
 - D. Amendment No. 1 to Agreement with Columbia County to Delivery of Homeland Security and Emergency Management Services
 - E. Extension of Contract with Metro Presort Inc. for Utility Bill Printing and Mailing Services
13. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
14. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Planning Commission Minutes dated April 11, 2017
 - B. Accounts Payable Bill List

Continued...

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.

15. **CONSENT AGENDA FOR APPROVAL**

- A. Council Work Session and Regular Session Minutes dated May 17, 2017
- B. Declare Surplus Property: Library – Projector
- C. OLCC License
- D. Accounts Payable Bill List

16. **MAYOR SCHOLL REPORTS**

17. **COUNCIL MEMBER REPORTS**

18. **DEPARTMENT REPORTS**

19. **ADJOURN**



City of St. Helens, Oregon

Proposed Budget

2017-18



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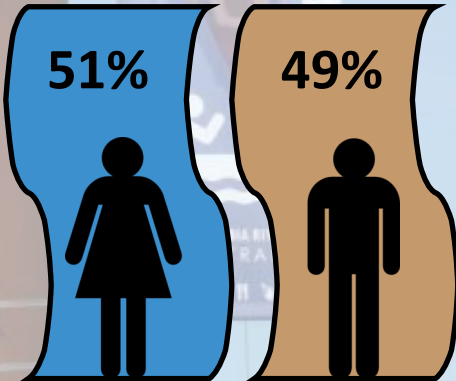
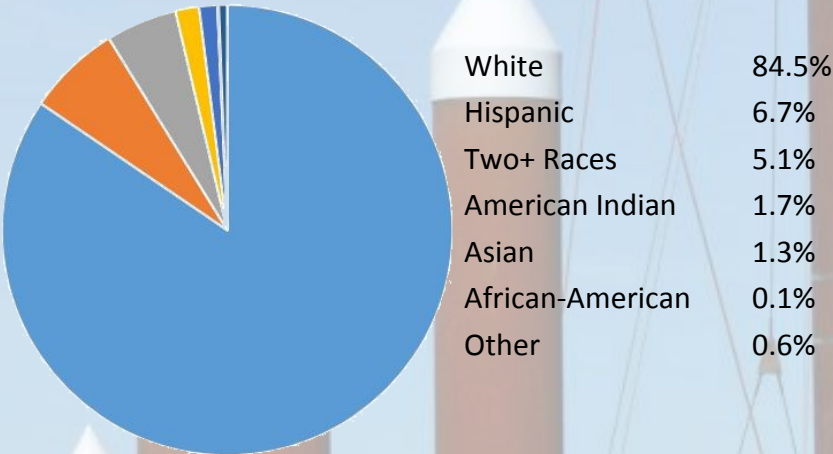
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St. Helens Demographics

The City of St. Helens is the 40th largest city in Oregon and is located within Columbia County. It is approximately 28 miles north west of Portland. The City of St. Helens is considered the entrance to Columbia County and is also home of the Spirit of Halloweentown, a month-long celebration of Halloween that takes place all around the City in October as well as multiple annual events throughout the year, including July 4th fireworks and December events like the annual tree lighting and Christmas ships passing on the Columbia River.

St. Helens Demographics




2017 Certified Population
13,095



Economic Indicators

Active Business Licenses	1,027
Unemployment Rate	7.20%
Largest Employer	Pacific Stainless
Principal Industry	Manufacturing
City Government Workers	75



Weather

Avg High Temp	78° F
Avg Low Temp	33° F
Sunny Days per year	141
Avg Annual Rainfall	49.8"



86.8%

High School Diploma or higher



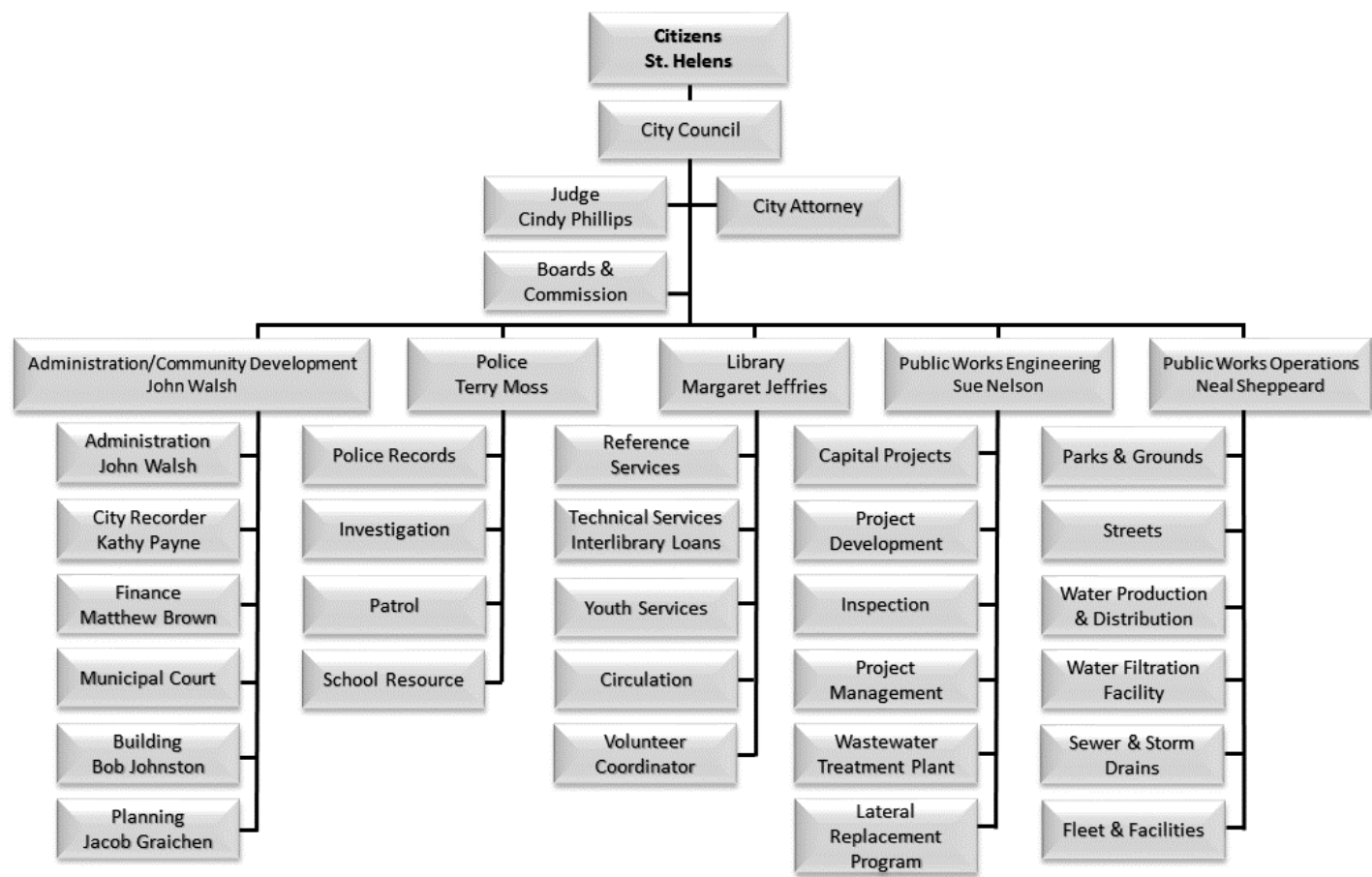
\$50,254

Median Family Income

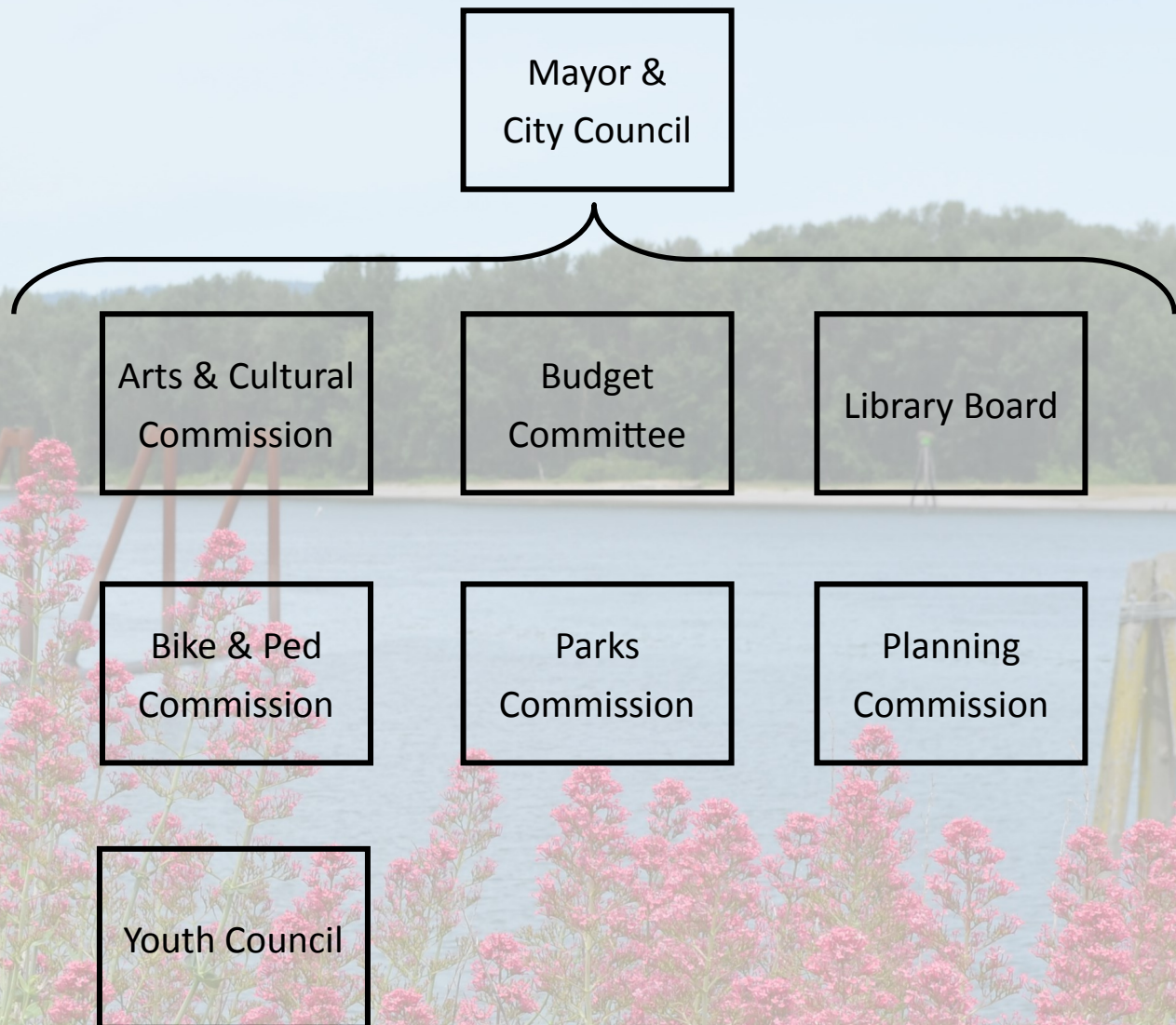
St. Helens City Map



Organizational Chart



City Boards and Commissions



Join Us and Help Shape the Future

If you wish to apply for any of the City advisory boards, committees, or commissions, simply complete the application found online. You may apply at any time, as vacancies occur throughout the year. Members must commit to approximately 2-3 hours per month for meetings and activities. Selection is based on application questions, interview, and a willingness to serve. The Mayor and City Council appreciate your interest and your aspiration to service the City of St. Helens.

Budget Committee

<u>Budget Committee</u>		<u>Term Expires</u>
Mayor	Rick Scholl	12/31/2018
Councilor President	Douglas Morten	12/31/2018
Councilor	Keith Locke	12/31/2020
Councilor	Susan Conn	12/31/2018
Councilor	Ginny Carlson	12/31/2020
Citizen	Michael Funderburg	12/31/2018
Citizen	Garrett Lines	12/31/2017
Citizen	Paul Barlow	12/31/2018
Citizen	Bill Eagle	12/31/2017
Citizen	Patrick Birkle	12/31/2018

Administration Staff

City Administrator	John Walsh
Finance Director	Matthew Brown
Chief of Police	Terry Moss
Public Works Engineering Director	Sue Nelson
Public Works Operations Director	Neal Sheppard
Library Director	Margaret Jeffries

St. Helens Fund Structure and Descriptions

The City of St. Helens operates with four fund types that are listed and described below. Each category has a specific purpose and funds associated under it as approved by GAAP (Generally Accepted Accounting Principals).

General Fund

The General Fund is the chief operating fund of the local government. This fund reports all of a government's activities unless there is a compelling reason to report an activity in some other fund type.

FUNDS: - St. Helens General Fund (100)

Special Revenue Funds

Often certain revenue sources are set aside for a specific purpose. Governments are not required to have Special Revenue Funds but are permitted to use them if they wish.

FUNDS: - Visitor and Tourism (201) - Community Development (202)
 - Community Enhancement (203) - Streets (205)
 - Streets SDC (206)

Enterprise Funds

An Enterprise Fund may be used to report any activity for which a fee is charged to external users for goods and services. An Enterprise Fund should operate within itself (Revenues cover expenses) with no transfers from outside funds to fund operations.

FUNDS:

- Water (601)	- Water SDC (602)
- Sewer (603)	- Sewer SDC (604)
- Storm (605)	- Storm SDC (606)
- Parks SDC (607)	

Internal Service Funds

Governments are permitted to centralize certain services and allocate costs of those services within the government, hence the name “Internal Service Fund”. These funds’ services are “billed” to other Funds and Departments.

FUNDS: - Information Systems (701) - Equipment (702)
 - PW Operations (703) - Facility Major Maintenance (704)

St. Helens Fund Structure Account Numbers

XXX . XXX . XXXXXX

100 . 701 . 052009

Fund Number	Dept. Number	Rev / Exp. Number
----------------	-----------------	----------------------

Accounting Structure

Basis of Budgeting

The City's accounts are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Governmental Funds (The General Fund and Special Revenue Funds) use the modified accrual basis of budgeting and accounting. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized when liabilities are incurred.

Proprietary Funds (Enterprise Funds and Internal Service Funds) are budgeted on a modified accrual basis which does not include depreciation or compensated absences. Each fund's financial statements, which can be found in the City's Annual Financial Audit Report, are reported on a full accrual basis. In the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which they occur.



St. Helens Budget Calendar for FY 2017-18

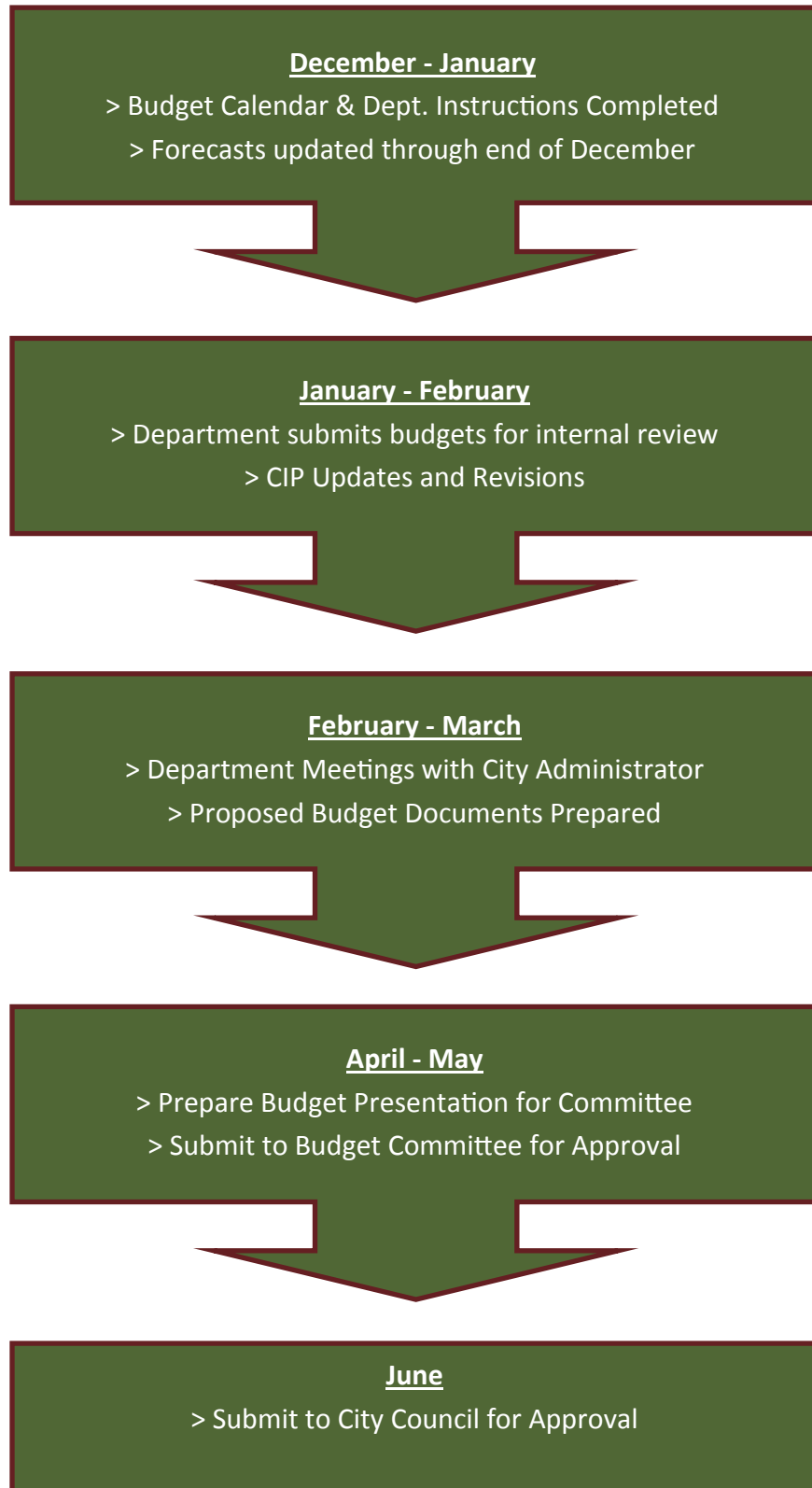
<u>DATE</u>	<u>DAY</u>	<u>DESCRIPTION</u>
01/09/17	Mon	Year End Projections to Department Heads
01/16/17	Mon	Salary/Benefit Projections for 17/18 - Handout to Dept Heads
01/23/17	Mon	Year End Projections DUE
02/01/17	Wed	CIP Proposed Projects DUE (additions to CIP)
02/01/17	Wed	Salary/Benefit Projections DUE
02/06/17	Mon	Handout Department Budgets
02/16/17	Thurs	Informational Budget Committee Meeting
02/20/17	Mon	Department Budgets DUE
03/01/17	Wed	Begin Internal Review with City Admin and Department Manager
03/16/17	Thurs	Informational Budget Committee Meeting
03/27/17	Mon	Budget Officer Publishes FIRST Notice of Budget Committee Meeting
04/17/17	Mon	Budget Officer Publishes SECOND Notice of Budget Committee Meeting
04/17/17	Thurs	Proposed Budget Distributed to Budget Committee
05/04/17	Thurs	Budget Committee Meeting (1st)
05/11/17	Thurs	Budget Committee Meeting (2nd)
05/25/17	Thurs	Budget Committee Meeting (3rd if necessary)
06/07/17	Wed	City Council holds Public Budget Hearings:
06/26/17	Mon	Tax Levy Certified to County Assessor

During the fiscal year, there are usually a few supplemental budgets mostly for receipt of unexpected funds. In June, there is usually a contingency transfer to adjust budget amounts for any unforeseen expenses/revenue items.

Supplemental budgets may go through a public process with public notices in local newspapers and council agendas. Expenditure of some unexpected funds do not require a formal supplemental process but require the council to appropriate expenditure of the funds prior to them being spent.

City of St. Helens Budget Process

The process followed by the City of St. Helens complies with Oregon Local Budget Law which was established by the State of Oregon under Oregon Revised Statutes. The process and calendar of events leading to the adoption of the budget are generally as follows:



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BUDGET MESSAGE

To: The Budget Committee and the Citizens of St. Helens

It is my pleasure as Finance Director to submit the FY 2017-18 City of St. Helens Proposed Budget to the City of St. Helens Budget Committee for its review and consideration. This budget retains the focus of prior budgets of maintaining fiscal responsibility while prudently proposing to add resources for additional services in limited areas that are sustainable for at least the next several years. The Budget also targets City resources towards meeting City Council goals and objectives along with other community aspirations identified within the City Council Goals.

Each year, the City Council adopts goals and objectives that aim to achieve various priorities and needs that have been identified as important to the community. The goals adopted for FY 2017-18 are:

- Goal 1 - Provide Effective Governance and Fiscal Management
- Goal 2 - Improve Service, Communication and Relationships
- Goal 3 - Foster a Safe and Healthy Community
- Goal 4 - Facilitate Economic Development
- Goal 5 - Provide Sound Stewardship of Community Assets

St. Helen's population continues to grow and the resulting new housing and residences in St. Helens and surrounding communities increase the pressure of City services. The budgets for the last several years have been focused on being sustainable into the future and prudently adding services to address critical needs where possible while avoiding any serious financial pitfalls. Additional proposed annual expenses to the General Fund Budget are added to the City's five-year financial forecast to determine the effect of adding those expenses before the decision is made to propose these additional expenses.

While most operating funds currently have healthy fund balances, increasing costs over the next few years, particularly cost increases in the City's PERS retirement and healthcare expenses, will begin to put pressure on the fund balances over the next several years and likely well into the future.

The City has been prudent when adding new services to try and ensure that services can be maintained over the next several years. Staff FTE is proposed to increase to 75.90 in FY 2017-18 from 74.45 FTE in 2016-17 or 1.9%. These staff increases are spread 4 departments (Finance, Court, Police, and Public Works).

Overall Budget

The City's total proposed budget is \$36.85 million, which includes ending cash balances and contingencies, and compared to last year's adopted budget of \$36.42 million, for an increase of \$428k.

The City's total tax rate is \$_.__ per \$1,000 of taxable assessed value.

In the future years, cash reserves will be near the City's minimum targeted reserves, so additional revenue or service reductions will be required to fund the increased personnel services cost as well as ongoing maintenance for public facilities.

Revised medical and dental rate changes will take effect on January 1, 2018 and are as follows:

Health Care Related:

Regence 5%, VSP 5%, Kaiser 5.5%, Delta Dental 4.5%, Willamette Dental 1.5%, Kaiser Dental 4%

City Related:

Liability 3.8%, Auto Physical 6.5%, Property 7.3%, Workers' Compensation 7.5%

Revised PERS retirement changes took effect starting 7/1/15 and are known through 6/30/2019

City of St. Helens PERS Rates:

7/1/15 – 6/30/17

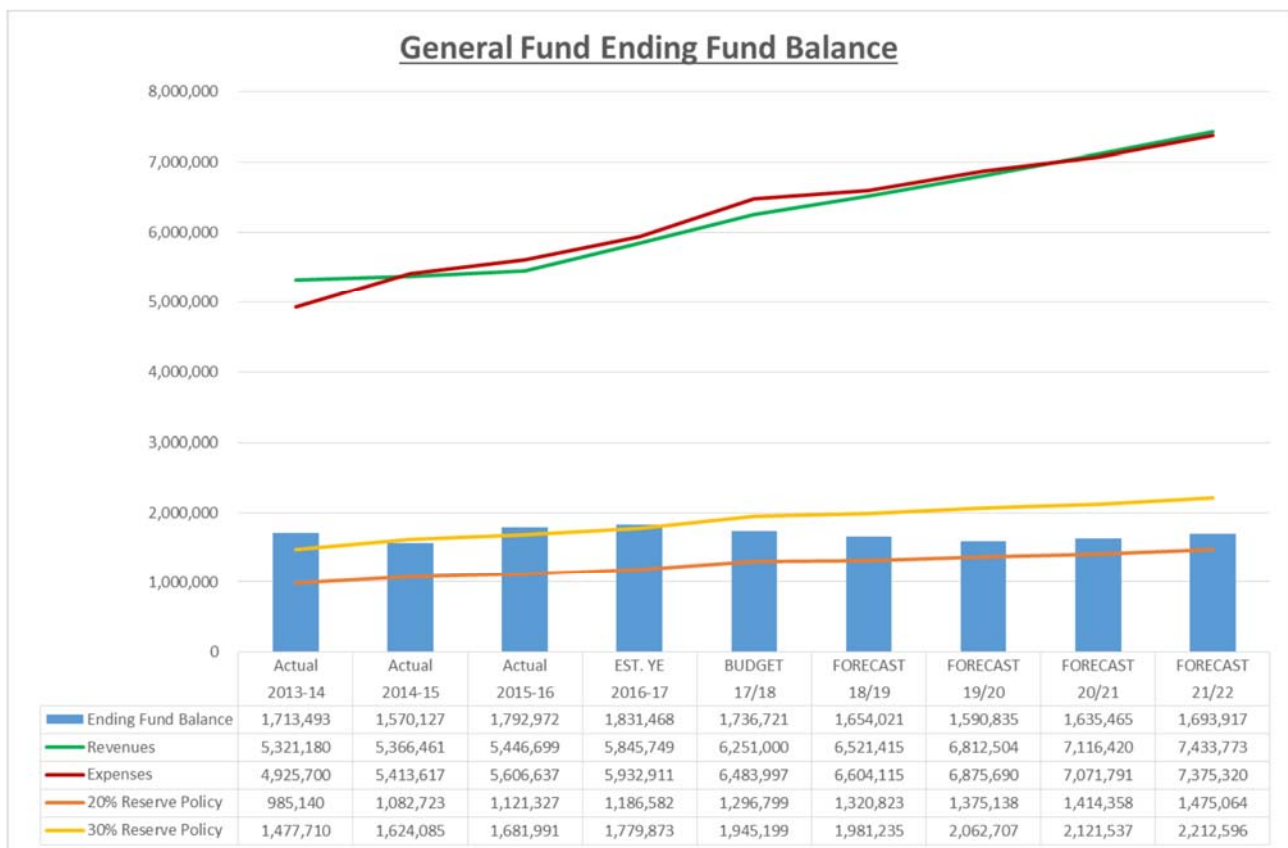
Tier 1 & 2	= 21.39%	(10% increase from 6/30/15)
OPSRP General	= 14.99%	(2% increase from 6/30/15)
OPSRP Police/Fire	= 19.10%	(9% increase from 6/30/15)

7/1/17 – 6/30/19

Tier 1 & 2	= 25.72%	(20% increase from 6/30/17)
OPSRP General	= 18.01%	(20% increase from 6/30/17)
OPSRP Police/Fire	= 22.78%	(19% increase from 6/30/17)

For the five-year projection, 20% increases in retirement were used for years past 6/30/19.

General Fund 5-Year Forecast



The forecast for the next five years, although showing lower ending fund balances has both positive and negative aspects to the outlook.

The first item to note is the Red/Green lines with represent General Fund revenues and expenditures. As you can see in years 4-5, we are working towards expending less than we are receiving which will assist in future years of building back up the reserve balances that are shown in the blue bars, which are seen less than in the previous actual years. Compared to previous years of spending more than the City receives, you can see staff's efforts to correct the expenditure (red) line in the next 4-5 years to a more manageable level barring any unforeseen events.

The next notable item are the Reserve Policy lines in yellow/orange. One of my goals in the next fiscal year will be to review the financial policies to see if there are any needed changes/updates. One time in particular will be a council discussion what an appropriate ending fund balance percentage is for the City. In previous years there was a goal of 30%, which as you can see we will not be achieving. To achieve a 30% ending fund balance in the FY 2017-18 budget, the Budget Committee and Council would need to discuss revenue increases, expenditure decreases or any combination that would result in the range of \$210,000.

The Governmental Finance Officers Association (GFOA) recommends from their “Best Practices” a range of 5% to 15%, regardless of the size of the government, however this is only a recommendation, so Council and management input will help decide for the next five years (at least) what an appropriate level of Ending Fund Balance should be budgeted or set as a goal in the next five years.

Budget Format

This year’s Proposed Budget document as some format, fund and structure changes compared to previous years. These changes will be discussed with each fund below. The overall goal of all the changes is to simplify the accounting purpose and simplify the structure of the funds to help improve overall fiscal relationships between funds as well as improve in the transparency of government revenue and expenses as seen through the citizens of the City of St. Helens.

Direct Labor & Indirect Cost Allocation

You will notice some major differences in this year’s budget due to some structural changes as well as operational changes in how items are charged to departments. Most notably are the changes of the Direct Labor Charges and Indirect Cost Allocation that have been used in previous years. In place of these 2 items, will be an item called General Fund Support Services (GFSS). This item essentially combines these two items into one and it is used for the General Fund to collect operational expenses from the Enterprise Funds, much like Direct Labor Charges and Indirect Cost Allocation accomplished in the past.

You will also see that many Enterprise Funds will now also have a “Public Works Support Services Charges” associated with the fund instead of direct labor personnel service costs. The reason for this charge is that unless a Public Works employee works 100% in a specific department, their salary & benefit expenses will be charged to the Public Works Operations Fund. Their specific allocated time working in each department (Water, Sewer, Storm and Streets) are then charged to the PW Support Services line item in each of these funds under Personnel Services.

General Fund

The General Fund has taken on the addition of the Administrative Services Fund, bringing departments such as Administration, City Recorder and Finance into the General Fund. The reason for this fund structure change was to simplify the fund structure and follow methods seen more prevalent in other City comparisons and operational methods. The General Fund is more definably discussed along with the five-year General Fund projection mentioned earlier in this message.

SPECIAL REVENUE FUNDS**Visitor and Tourism Fund**

The Visitor and Tourism Fund is the same fund from previous fiscal years and did not see any major changes within the fund. Event expenditures use the Motel/Hotel Tax revenues to operate with the goal of creating a no-cost event for the City through the use of tax revenue, event revenues, Sponsorships and donations. One new item to this year's budget is a 10% Administration Fee that is a 10% fee associated with the revenue received from the Motel/Hotel Tax.

Community Development Fund

The Community Development Fund is replacing the current Economic Development Fund in the FY 2016-17 Budget that was created to house the departments for the Boise and Veneer properties while the City continues work on the Waterfront Development program as well as the Economic Development Department that assists in the Waterfront plans and properties. This fund is home to these three departments as well as the Forestry department that is being re-located from the Water Fund. The purpose of moving the Forestry department revenue and expenditures out of the Water Fund was to take away the association to the Water Fund in the event that City Council may have more available options of what to use future revenues from foresting on compared to if the Forestry department was kept only in the Water Fund.

Community Enhancement Fund

This Fund will see changes in the FY 2017-18 compared to previous years. The new Community Enhancement Fund will have three separate departments to help better categorize the specific revenue received as well as the corresponding expenditures. The three department that will remain in the Community Enhancement Fund are Police, Library, and Public Arts. In prior years, this fund has general been used for specific purposes and that goal will still remain, however the structure of the fund will be more defined with specific existing departments to help better categorize revenue and expenses used within this fund.

In restructuring and creating new funds for the City, some funds out of the Community Enhancement Fund will be moved to other funds that are more appropriate.

- Library Building Reserve will be moved to the Facility Major Maintenance Fund
- Library Equipment Reserve will be moved to the Information Technology Fund
- Parks Property Reserve will be moved to the Parks SDC Fund
- PEG Access Reserve will be moved to the Information Technology Fund
- Building Reserve will be moved to the Facility Major Maintenance Fund

Street Fund

The Street Fund will remain a separate fund as it currently is budgeted, but there will be some operational differences in the accounting/budgeting outlook. With the removal of the Capital Projects Fund, the Street Department will receive its share of the Capital reserve amount to house for future capital projects. This explains the increase in Available Fund Balance from the previous year. The amount coming from the Capital Projects Fund into the Street Fund is estimated to be about \$62,000 and will be used for future capital outlay projects.

In FY 2017-18, the Street Fund also has taken on a debt service requirement for the Street Light replacement program. This loan is a fixed 15-year loan that will cost the Street Fund about \$59,500 each year until it is paid off in July 2031.

Street SDC

A common theme in many fund descriptions will involve the removal of the Capital Projects Fund. The specific departments within that fund will either be combined into their enterprise fund or if they are SDC departments they will receive their own SDC fund. This is the first case of the Street SDC fund that is newly created.

The capital outlay projects work in conjunction with the Capital Improvement Plan portion of the Proposed Budget. For this fiscal year there is only 1 specified project within the Streets SDC, although like all other SDC funds you see in this proposed budget, I have proposed to the entire Fund Balance as “available funds” listed as General Capital Outlay in the Capital Outlay line item of each SDC. The purpose of making all of the SDC funds available is an effort to have these funds available for use IF any projects that were not anticipated come to fruition, such as development money for the Waterfront area or other areas and projects around the city. Placing all of the funds as available to use eliminates the need to go back to the Council if funds were needed for a specific project not foreseen in the budget.

For historical reasons, the prior year history of the Street SDC fund is showing the revenue and expenditures that have occurred within the Street SDC department of the old Capital Projects Fund.

ENTERPRISE FUNDS**Water Fund**

The Water Fund will remain similar to prior fiscal years with departments specifically for Water Distribution and Water Filtration. Revenue sources mainly come from Water Sales on Utility Bills as well as Late fees and new water connections. The General Fund receives 10% of this revenue as a Franchise Tax from the Water Fund to the General Fund. Revenue for water sales is shown as a flat increase with the Ending Year Estimate for FY 2016-17. No rate increases were proposed in FY 2016-17 and I do not expect any changes to the rates until the City completes their Cost of Service Study that is scheduled to begin in June 2017.

Similar to the Street Fund, the Water Fund will receive its portion of capital expenses from the Capital Projects Fund, which is about \$158k plus an additional \$540k that is specifically set aside for Filter Replacements at the Filtration plant.

The Water Fund will have four capital projects scheduled which include meter and main replacements, waterproof exterior of reservoir, and a water well clean up. The Water Fund also holds one debt service agreement to Capital One, which Principal and Interest payments will amount to about \$563k for the \$6.1M loan.

Water SDC Fund

The Water SDC fund, like the Street SDC fund is broken out from the old Capital Projects Fund. For historical reporting reasons, the SDC revenue and expenditures for the Water SDC department within the Capital Projects Fund is shown broken out as well. The Available Fund Balance is anticipated to be about \$253k. There is one project scheduled for FY 2017-18. Much like the Streets SDC fund, I have proposed a budget that makes all SDC funds available. The remaining funds are budgeted in Capital Outlay for any unforeseen projects or developments that may come to the City during next fiscal year.

Sewer Fund

The Sewer Fund will remain similar to prior fiscal years with departments specifically for Sewer Collection, Primary Treatment, Secondary Treatment, and Pump Services. One major difference in this fund compared to previous years will be that the Storm department is now broken out into its own fund. The General Fund receives a 10% Franchise Tax on revenues generated by the Sewer Fund just like the Water Fund. No rate increases were proposed in FY 2016-17 and I do not expect changes until the completion of a Cost of Service Study to begin in June 2017. Revenues for this fund mainly come from Utility Bills, but other revenue sources include Secondary Boise and Sludge Disposal charges. Revenue from utility bills are shown as generally flat with the estimated end of year amounts for FY 2016-17.

Like other enterprise funds, the Sewer Fund will receive about \$550k from the Capital Projects Fund for Sewer Capital Projects for its portion of reserves. This amount is included in the Beginning Fund Balance. There are three capital projects scheduled for FY 2017-18 which include Sewer main replacements, lift station maintenance, and trunk upgrades.

The Sewer Fund also holds four debt service agreements. These yearly debt service agreements are shown in the Debt Service category and include payments to the Clean Water Revolving Loan (3 different loans) as well as a Capital One loan. The three Clean Water Revolving Loans have reserve requirements for the loan that are listed as part of the Unappropriated Fund Balance for the Sewer Fund.

Sewer SDC Fund

The Sewer SDC Fund is a newly created fund for FY 2017-18 with the removal of the Capital Projects Fund. The Sewer SDC Fund will have a beginning balance from the Capital Projects Fund of about \$804k. Revenues for this fund include St. Helens SDC as well as Columbia City SDC.

There are no specific Sewer SDC projects scheduled for FY 2017-18 however like other SDC funds, I have proposed all of the funds as available for use under General Capital Outlay in case there is an opportunity to use these funds throughout the fiscal year.

Storm Fund

The Storm Fund is a new fund for FY 2017-18 as well. In the past, the Storm Fund was kept as a department within the Sewer Fund. The purpose of creating a new fund for this department is to ensure that, as an enterprise entity, it remains self-sustainable with the revenue it receives from storm service charges on Utility Bills. This fund will need special consideration during the Cost of Service Analysis due to the fact that this is a newly created fund but also it has not garnered much attention because of its placement within the Sewer Fund, thus using the Sewer Fund as a blanket to help cover storm expenses. As the Fund appears in this budget, it is sustainable through FY 2017-18 however, Council was made aware at past meetings that when this department is created as its own fund, it does not appear to be sustainable over the next few years, operating at a negative net position. During the Cost of Service Analysis, this Fund will be reviewed along with the other Enterprise Funds and changes will be recommended by staff and consultants as to how to best correct this problem in the future.

There are five Capital Outlay projects scheduled for FY 2017-18 which include Columbia Blvd, general storm drain maintenance, S. 10th Street, Godfrey Park, and a Street Sweeping Cleanup project.

Storm SDC

The Storm SDC Fund is a newly created fund for FY 2017-18 with the removal of the Capital Projects Fund. The Storm SDC Fund will have about \$1.9M of available funds based on estimates. There is only one Capital Outlay project scheduled for FY 2017-18 which is a shared portion with the Storm Fund for Godfrey Park. The remaining available funds, like other SDC Funds, is proposed as all available to use under General Capital Outlay in case there are projects or opportunities that come up in the fiscal year to use SDC funds.

Parks SDC

The Parks SDC Fund is a newly created fund for FY 2017-18 with the removal of the Capital Projects Fund. The Parks SDC fund will have about \$100k of available funds for a beginning balance based on year-end estimates. There are no specific Parks SDC-eligible projects scheduled for FY 2017-18, but like all other SDC Funds, I have proposed a budget making all funds available for use should any opportunities arise throughout the fiscal year.

INTERNAL SERVICE FUNDS**Equipment Fund**

The Equipment Fund is a dedicated internal service fund that helps manage the maintenance, purchase, and disposal of vehicles and equipment that the City owns and operates. New to this fiscal year is an official vehicle & equipment schedule by department (City Hall, Police and PW). Each vehicle and piece of equipment is placed on a schedule with a useful life of years. We estimate what the replacement cost would be for each vehicle and piece of equipment and divide that by the length of years. Basically, the City will begin saving a specific amount each year based on this schedule that is set aside in this Equipment Fund for the eventual replacement of all vehicles and equipment within their useful life.

The Equipment Fund houses 2 FTE Mechanics. The cost of these 2 FTEs are spread amongst the contributing departments as a shared cost. Insurance for each vehicle and equipment is calculated into the “yearly cost” of each vehicle and charged to those corresponding departments. So each department is paying their fair-share of a vehicle they use and everyone shares in the cost of the fund’s operating expenses which include the 2 FTE and other materials and services located in the budget.

With over half of the City’s fleet being 20+ years in age, the time to start thinking long term is now. With all of the other structural and operating changes from an accounting aspect, the increases that departments will see with the added Equipment Fund charges is not as large of a factor in starting a fund such as this.

The replacement schedule for the Equipment Fund is reviewed with department managers every year during the budget processes and replacement vehicles and equipment slated to be purchased next are reviewed with staff to ensure that replacement is the best course of action as opposed to keeping a vehicle an additional year or two if the maintenance costs are not exponential.

Information Technology Fund

The IT Fund is also a new internal service fund that is created this upcoming fiscal year. In prior years, costs for contracted services have been spread amongst departments as well as specific items budgeted based on departmental needs and replacement schedules.

The new process for the upcoming fiscal year will be a fixed yearly amount charged to each department based on the new Centerlogic contract that is a fixed monthly amount. Also included in a department’s charge for IT Services is a general replacement share and a share of the general materials and services budget for IT services, which includes general IT maintenance, server replacement, any potential projects that can be estimated for the next fiscal year, as well as any future IT projects that are currently foreseen in the future.

One project on the horizon as a possibility will be the replacement of the current financial software, Springbrook aka, Accela Finance and Administration. Over the course of this past year and previous years, our support functionality for this product has diminished. This is in part because Springbrook, which was once owned locally in Portland, was bought out by Accela, a California based and much larger company. In anticipation of a possible switch in 2-5 years, I will make an effort when it is financially feasible to save funds over the next few years in this anticipation. I expect the cost of a new financial software program to up upwards of \$300,000, so this is not by any means a light purchase and decision that comes quickly. As you will see in the budget, there is about \$75,000 set aside in this next fiscal year in the Unappropriated Fund Balance. The purpose of these funds is to begin that savings so when the time comes for a review of the financial software the City is financially stable to make this large purchase.

Public Works Operations Fund

The Public Works Operations Fund is similar to what is currently being used. Some minor differences from previous years is an increase in Personnel Services, which is where the Enterprise Funds are charged the PW Support Service Charge for employees that share their time amongst several different departments.

The Public Works Operations Fund also houses the Engineering Department, which receives money from the Enterprise Funds for operational expenses. This is no different than the current Public Works Operation Fund in previous fiscal years.

Facility Major Maintenance Fund

The Facility Major Maintenance Fund is a new created fund, but also a continuation of the previous year's Facility Equipment Maintenance Fund. This previous fund was split into two new funds: Equipment Fund and Facility Major Maintenance. Each fiscal year, a department may elect to set aside money for future facility maintenance, whether that be City Hall, Library, Public Works, etc. The department is charged whatever expense they choose and those funds are transferred into this fund.

From the previous fiscal year, you will see that the Fund Balance Available is \$250k, which is this fund's share of the previous Equipment Facility Maintenance Fund along with a combination of additional funds from the previous Community Enhancement Fund that includes Library Building Maintenance and general City Hall Maintenance.

Projects for the FY 2017-18 include many City Hall updates with outside maintenance, Council room, Server Room, Utility Billing, and Mail room. No current projects for Police, Library, or Public Works is proposed in the 2017-18 fiscal year.

I would like to close by expressing my appreciation to the Budget Committee, the City Council, all of the Department Managers and staff for their leadership in managing and guiding the use of St. Helen's budget resources. By looking five years into the future when examining budgets, we have been able to make decisions today that have allowed us to avoid financial difficulties in later years. Also, the City Council's leadership in promoting measures to leverage financial opportunities from other agencies has helped the City to support a sustainable future for all of our departments and the important functions they provide.

Financial, even though we are moving in the right direction, we strive to monitor City resources carefully. We know that economic conditions can impact us greatly. Protecting adequate reserves and carefully evaluating any additional new services is critical given the uncertainties that may be ahead.

Matt Brown, Finance Director

Council Goals

- 
- GOAL 1** **Provide Effective Governance and Fiscal Management**
- GOAL 2** **Improve Service, Communication and Relationships**
- GOAL 3** **Foster a Safe and Healthy Community**
- GOAL 4** **Facilitate Economic Development**
- GOAL 5** **Provide Sound Stewardship of Community Assets**

Council Goals

GOAL 1 - Provide Effective Governance and Fiscal Management

This operation of government is reflected in the organization structure and management of the financial resources.

DESIRED OUTCOME - City government operates efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the Citizens. Financial management is prudent and sound.

- ◆ Promote Fiscal Sustainability
 - Maintain sufficient operating reserves in General Fund and Enterprise Fund Accounts
 - Update financial elements of capital improvement plans
 - Consider sustainability in purchasing decisions
 - Review and adjust rates as appropriate to ensure equity to system users
- ◆ Promote balanced revenue system that reflects service demands
- ◆ Support stable, effective and accountable management
- ◆ Improve efficiencies and effectiveness
 - Implement monthly utility billing
 - Continue to explore, develop and implement cost saving efficiencies
 - Enhance use of existing resources (Columbia Center, Library, PEG channel 29, Website)

GOAL 2 - Improve Service, Communication and Relationships

The channels of communication, service and partnership are embodied in the relationships between City government and the Citizens.

DESIRED OUTCOME - Effective leveraging of resources, respect, and good will make the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ◆ Provide open, inclusive and transparent government
 - Encourage citizen involvement
 - Support City programs and City Departments mission and goals
 - Participate in initiatives which further the City's mission and goals
 - Explore community survey options to measure City governance performance
 - Further organize website to improve user experience
- ◆ Improve communication
 - Assure good communication throughout the City and community
 - Utilize PEG programming to improve community outreach efforts
 - Explore live camera feeds on City website
 - Continue social media engagement efforts: Gazette, Facebook, Twitter, E-blasts, Youtube Channels
- ◆ Deliver excellent customer service
 - Promote a positive workplace environment and good employee morale
 - Explore customer service training program
- ◆ Improve community relationships
 - Promote estate/endowment donation to support services and improve community connection
 - Develop plan for recruiting and sustaining volunteers
 - Improve civic relationships (schools, county, state, federal and community partners).

Council Goals

GOAL 3 - Foster a Safe and Healthy Community

The City government facilitates access to available resources in order to ensure a healthy, safe and prosperous community.

DESIRED OUTCOME - The community is safe, attractive and inviting. Citizens have good access to public resources and take pride in their personal health and the overall health of their community.

- ◆ Provide resources to support City services
 - Explore methods to attract and retain police officers
 - Support Police Reserve Program
 - Support Police accreditation program
 - Support Library operations and programming
- ◆ Support City infrastructure and facilities
 - Maintain streets in safe/serviceable condition
 - Explore alternative funding for street maintenance
 - Provide clean drinking water and compliant waste water treatment
 - Adequately staff, equip and house police services
- ◆ Promote and support public health programs and services
- ◆ Promote education, activities and programs to improve community health and welfare
 - Improve personal/family preparedness
 - Exercise disaster/emergency preparedness plans
 - Support public art and beautification
 - Support Library programs for all ages
- ◆ Support parks, trails and recreation programs
 - Explore alternative funding for parks maintenance

GOAL 4 - Facilitate Economic Development

The City's programs and leadership encourage sustainable economic development.

DESIRED OUTCOME - The City has a vibrant and durable local economy with job growth in both the commercial and industrial sectors. The three commercial districts are all prosperous with a variety of viable businesses and high occupancy rates.

- ◆ Leverage assets to retain, support and attract local business
 - Support Columbia County Economic Team (CCET)
 - Support and promote Tourism related activities
 - Support the Main Street Approach to improving community vitality
- ◆ Establish development policies and public improvements/standards that recognize economic trends and further community "livability"
- ◆ Collaborate with community organizations to create a cohesive Economic Development effort
 - Develop strategic partnerships to further the City's mission and goals
 - Participate in regional economic development activities
- ◆ Encourage business-friendly policies
- ◆ Encourage private investment in the City

Council Goals

GOAL 5 - Provide Sound Stewardship of Community Assets

The community's assets are maintained and operated in a manner demonstrating professionalism and community pride.

DESIRED OUTCOME - The City exercises wise stewardship of public infrastructure assuring facilities are built to meet growing needs, infrastructure is maintained to industry standards, and provisions are made to provide funding for needed future investments. Private spaces visible or usable by the public are well maintained.

- ◆ Complete capital projects in a timely and cost effective manner
 - Radio read water meter replacement
 - I&I reduction program
 - Gable Road Design and Construction
 - Drinking Water Reservoir Rehabilitation
- ◆ Secure Infrastructure funding resources
 - Evaluate urban renewal infrastructure funding
 - Ensure capital facilities plans are up to date
 - Secure grants, loans and funding
 - Develop public/private partnerships and collaborations
 - Pursue street/highway safety project funding
- ◆ Maintain compliance with local, state, and federal regulations
 - Update 2006 Personnel Policies and Procedures
- ◆ Complete community visioning and planning projects
 - Update 2006 Economic Opportunities Analysis
 - Continue waterfront redevelopment site planning and development
 - Complete DLCD TGM grant - Gable Rd/Old Portland/1st Street/Plymouth Street Refinement Planning
 - EPA-CWA Community Wide Assessment Grant
 - Wastewater Lagoon repurposing analysis
 - Explore Sykes Road Land Fill Property acquisition
 - Complete Branding and Wayfinding Plan

Personnel Requirements Summary

<u>DEPARTMENT</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Administration						
Administration	1.00	1.00	1.00	2.00	2.00	2.00
City Recorder	4.20	4.00	4.00	2.00	2.00	2.00
Court	2.00	2.00	2.00	2.00	2.00	2.15
Finance	5.00	5.00	5.00	5.30	5.80	5.85
Building	1.00	1.00	1.00	2.00	2.50	2.50
Planning	1.00	1.00	1.00	2.00	2.00	2.00
City Council	5.00	5.00	5.00	5.00	5.00	5.00
Library	5.20	5.46	5.29	5.30	5.50	5.50
Police	18.00	17.00	17.00	17.08	17.00	18.00
Public Works						
Engineering	5.80	4.00	3.25	3.25	3.25	3.25
Operations	19.00	19.50	19.50	20.00	20.00	20.25
WFF	2.00	2.00	2.00	2.00	2.00	2.00
Fleet	2.00	2.00	2.00	2.00	2.00	2.00
WWTP	4.00	3.00	3.00	3.00	3.40	3.40
Total FTE	75.20	71.96	71.04	72.93	74.45	75.90

For FY 2017/18, there are increases in FTE within the Court & Finance Department. In this specific situation, FTE that was budgeted in FY 2016/17 at 0.8 FTE shown in the Finance Department was made full-time during the middle of the year. This position shares time between Finance and the Court Department.

The remaining increase of 0.25 FTE in Public Works Operations is an increase that shows on paper but was not used in FTE calculations in the past. This 0.25 FTE reflects part-time temporary employees that assist Public Works for limited Summer Hours to assist PW and the Parks Department.

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SUMMARY OF FUND REVENUES

FUND	Local Taxes	Intergovernmental Revenue	Charges for Services	Fines	Licenses, Permits, Fees	Miscellaneous	Transfers & Reimbursements	Beginning Fund Balance	Total Revenues
Total General Fund	1,725,000	615,500	3,209,000	225,000	370,000	106,500	-	1,969,718	8,220,718
Special Revenue Funds									
Visitor & Tourism	140,000	-	-	-	-	146,000	-	212,363	498,363
Community Development	-	1,500,000	-	-	-	500,000	660,000	446,861	3,106,861
Community Enhancement	-	141,485	3,250	-	-	17,600	-	42,721	205,056
Streets	-	1,285,000	-	-	-	17,000	-	825,275	2,127,275
Streets SDC	-	-	40,000	-	-	-	-	1,079,591	1,119,591
Total Special Revenue Funds	140,000	2,926,485	43,250	-	-	680,600	660,000	2,606,811	7,057,146
Enterprise Funds									
Water	-	-	3,430,000	-	-	35,000	-	2,817,070	6,282,070
Water SDC	-	-	60,000	-	-	-	-	253,099	313,099
Sewer	-	-	4,194,000	-	-	13,000	-	4,320,237	8,527,237
Sewer SDC	-	-	125,000	-	-	-	-	804,102	929,102
Storm	-	-	865,000	-	-	6,000	-	959,070	1,830,070
Storm SDC	-	-	25,000	-	-	-	-	1,987,930	2,012,930
Parks SDC	-	15,000	30,000	-	-	-	-	101,799	146,799
Total Enterprise Funds	-	15,000	8,729,000	-	-	54,000	-	11,243,307	20,041,307
Internal Service Funds									
IT Services Fund	-	-	230,000	-	-	-	-	11,000	241,000
Equipment Fund	-	-	638,478	-	-	-	-	788,135	1,426,613
PW Operations	-	2,925,000	-	-	-	-	-	154,416	3,079,416
Facility Major Maintenance	-	50,000	-	-	-	-	-	250,530	300,530
Total Internal Service Funds	-	2,975,000	868,478	-	-	-	-	1,204,081	5,047,559
TOTAL - ALL FUNDS	1,865,000	6,531,985	12,849,728	225,000	370,000	841,100	660,000	17,023,917	40,366,730

SUMMARY OF FUND EXPENDITURES

FUND	PERSONEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL APPROP.	UNAPPROP. END BAL	TOTAL EXPENDITURES
General Fund									
Administration	290,000	55,294	-	-	-	-	345,294	-	345,294
City Recorder	225,220	63,645	-	-	-	-	288,865	-	288,865
City Council	51,000	50,027	-	-	-	-	101,027	-	101,027
Court	198,100	173,527	-	-	-	-	371,627	-	371,627
Police	2,385,500	391,320	-	-	-	-	2,776,820	-	2,776,820
Library	466,500	193,573	-	-	-	-	660,073	-	660,073
Finance	592,000	164,281	-	-	-	-	756,281	-	756,281
Parks	212,200	149,500	-	-	-	-	361,700	-	361,700
Planning	204,200	67,700	-	-	-	-	271,900	-	271,900
Building	262,000	31,730	-	-	-	-	293,730	-	293,730
Non-Department	-	205,000	-	-	60,000	750,000	1,015,000	978,401	1,993,401
Total General Fund	4,886,720	1,545,597	-	-	60,000	750,000	7,242,317	978,401	8,220,718
Special Revenue Funds									
Visitor & Tourism	-	275,527	-	-	-	10,000	285,527	212,836	498,363
Community Development	-	1,914,000	600,000	274,749	-	250,000	3,038,749	68,112	3,106,861
Community Enhancement	-	199,575	-	-	-	5,481	205,056	-	205,056
Streets	400,000	390,292	545,000	60,000	-	100,000	1,495,292	631,983	2,127,275
Streets SDC	-	-	1,119,591	-	-	-	1,119,591	-	1,119,591
Total Special Revenue Funds	400,000	2,779,394	2,264,591	334,749	-	365,481	6,144,215	912,931	7,057,146
Enterprise Funds									
Water	890,600	994,817	305,000	562,123	300,000	100,000	3,152,540	3,129,530	6,282,070
Water SDC	-	-	313,099	-	-	-	313,099	-	313,099
Sewer	1,028,000	1,747,713	490,000	729,000	300,000	100,000	4,394,713	4,132,524	8,527,237
Sewer SDC	-	-	929,102	-	-	-	929,102	-	929,102
Storm	375,000	438,062	788,850	-	-	100,000	1,701,912	128,158	1,830,070
Storm SDC	-	-	2,012,930	-	-	-	2,012,930	-	2,012,930
Parks SDC	-	-	146,799	-	-	-	146,799	-	146,799
Total Enterprise Funds	2,293,600	3,180,592	4,985,780	1,291,123	600,000	300,000	12,651,095	7,390,212	20,041,307
Internal Service Funds									
IT Services Fund	-	160,000	-	-	-	21,000	181,000	60,000	241,000
Equipment Fund	221,000	112,000	402,000	-	-	250,000	985,000	441,613	1,426,613
PW Operations	2,779,200	298,000	-	-	-	2,216	3,079,416	-	3,079,416
Facility Major Maintenance	-	50,000	60,000	-	-	190,530	300,530	-	300,530
Total Internal Service Funds	3,000,200	620,000	462,000	-	-	463,746	4,545,946	501,613	5,047,559
TOTAL - ALL FUNDS	10,580,520	8,125,583	7,712,371	1,625,872	660,000	1,879,227	30,583,573	9,783,157	40,366,730

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2014-15 Actual	2015-16 Actual	2016-17 Budget	17/18 Proposed
Local Taxes	1,592,949	1,608,041	1,695,890	1,725,000
Intergovernmental Revenue	368,286	283,763	462,200	577,500
Grants	25,009	15,400	29,500	38,000
Charges for Services	2,722,978	2,784,260	3,070,150	3,209,000
Licenses, Permits, Fees	343,915	371,113	372,800	370,000
Fines	208,870	230,683	218,300	225,000
Miscellaneous Revenue	104,455	153,438	113,880	106,500
Transfers	50,400	56,350	22,070	-
Fund Balance Available	1,566,882	1,896,560	1,800,108	1,969,718
TOTAL RESOURCES	6,983,744	7,399,609	7,784,898	8,220,718

TITLE	2014-15 Actual	2015-16 Actual	2016-17 Budget	17/18 Proposed
LOCAL TAXES				
Property Tax Revenue	1,514,493	1,562,767	1,615,240	1,675,000
Previously Levied Tax	78,237	45,125	80,340	50,000
Property Tax Interest	219	149	310	-
TOTAL LOCAL TAXES	1,592,949	1,608,041	1,695,890	1,725,000
INTERGOVERNMENTAL REVENUE				
Cigarette Tax	17,275	13,057	16,600	15,500
Alcohol Bev. Tax	186,668	156,784	198,300	202,000
Revenue Sharing	119,343	48,683	130,000	135,000
Cannabis Tax	-	-	1,000	140,000
Scappoose Building Permits	-	-	40,000	-
Intergovernmental Revenue	45,000	64,940	66,300	65,000
Columbia City Permits	-	300	10,000	20,000
TOTAL INTERGOVERNMENTAL REVENUE	368,286	283,763	462,200	577,500
GRANTS				
Grant - General	16,500	15,400	16,500	15,000
Grant - Police	-	-	-	5,000
Grant - Parks	8,509	-	13,000	5,000
Grant - Planning	-	-	-	13,000
TOTAL GRANTS	25,009	15,400	29,500	38,000
CHARGES FOR SERVICES				
Dockside Services	-	6,210	8,000	6,000
Rents	3,000	3,000	3,000	3,000
In Lieu of Franchise Fees	712,074	713,509	751,710	850,000
General Fund Support Services	-	-	-	1,550,000
Indirect Cost Allocation - Admin	1,203,690	1,318,164	1,441,050	-
Indirect Cost Allocation - GF	59,785	77,343	84,390	-
Franchise Tax	738,008	661,015	774,000	800,000
Natural Gas Royalties	6,422	5,019	8,000	-
TOTAL CHARGES FOR SERVICES	2,722,978	2,784,260	3,070,150	3,209,000

GENERAL FUND RESOURCES SUMMARY

TITLE	2014-15 Actual	2015-16 Actual	2016-17 Budget	17/18 Proposed
LICENSES, PERMITS, FEES				
Business License	84,962	94,604	90,600	93,000
Building Permits	100,133	93,421	106,000	109,000
Building Admin Fee	5,185	18,007	15,000	15,000
Plumbing Permits	32,186	30,675	26,800	30,000
Mechanical Permits	12,244	17,274	14,300	16,000
Plan Check Fee	64,716	75,387	76,900	65,000
Non-resident library card fees	11,486	6,600	8,200	8,000
Dog License	3,453	-	-	-
FOG	-	-	2,000	-
Camping Fees	3,483	3,753	3,800	3,000
Excise Tax	-	-	-	-
Planning Fees	16,494	21,789	20,000	22,000
Police Training Fee	9,574	9,603	9,200	9,000
TOTAL LICENSES, PERMITS, FEES	343,915	371,113	372,800	370,000
FINES				
Fines- Library	17,894	16,711	18,300	20,000
Library Fines - Collections	-	-	-	-
Fines	190,975	213,973	200,000	205,000
TOTAL FINES	208,870	230,683	218,300	225,000
MISCELLANEOUS REVENUE				
Interest Earnings	12,608	75,259	12,000	45,000
Misc Revenue Park	18,471	13,730	15,300	15,000
Police Misc Rev	5,100	2,676	7,200	5,000
Misc Revenue	5,335	7,623	5,100	5,000
Insurance Proceeds	22,915	13,442	15,300	15,000
CLG Revenue	-	-	-	12,500
Contributions - CENT	-	-	-	-
Donation- Parks	2,394	956	1,600	1,000
IT Equipment Reserve	26,624	31,090	28,280	-
Self Insurance	-	-	20,000	-
Reimbursements - Court	8,389	8,662	9,100	8,000
Reimbursements - Traffic	2,619	-	-	-
Donations - Police	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	104,455	153,438	113,880	106,500
TRANSFERS				
Transfers - GF	19,000	56,350	22,070	-
Transfers - Admin	31,400	-	-	-
TOTAL TRANSFERS	50,400	56,350	22,070	-
FUND BALANCE AVAILABLE				
Fund Balance Available - GF	1,469,528	1,742,954	1,645,886	1,969,718
Fund Balance Available - Admin	97,354	153,606	154,222	-
TOTAL FUND BALANCE AVAILABLE	1,566,882	1,896,560	1,800,108	1,969,718
TOTAL RESOURCES	6,983,744	7,399,609	7,784,898	8,220,718

Administrative Services Department

The Administration Services Department is managed by the City Administrator who is appointed by the City Council and is responsible for the administration of City Council Policies and provides direction to the Administration and Community Development Departments. This department is responsible for coordination between departments of consistent application of contracting and purchasing, information technology, legal services, human resources, communications, economic development, inter-governmental relations, community grant administration, and special projects.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Publication of Quarterly Gazette	Yes	Yes	Yes	Yes	Yes	Yes
Press Releases	49	43	27	32	40	38
Website, Twitter, Facebook Contacts	380	570	426	507	611	608
Business Licenses Issued	883	940	946	1012	1055	1057



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
701-051001	Regular Wages	111,581	169,140	226,540	200,000
701-051004	Overtime	-	(674)	520	-
701-051005	Health Dental Benefits	16,790	26,004	53,160	30,000
701-051006	VEBA	1,080	1,560	2,040	2,000
701-051007	Retirement	23,053	35,901	47,820	39,000
701-051008	FICA	8,400	12,936	17,420	14,500
701-051009	Workers Comp	194	318	1,940	500
701-051011	Longevity Pay	-	360	720	3,000
701-051012	Certification & Incentive	370	420	1,800	500
701-051014	Disability Life Ins	211	400	610	500
701-xxxxxx	Direct Labor	2,127	(29,243)	(92,400)	-
TOTAL PERSONNEL SERVICES		163,806	217,122	260,170	290,000
MATERIALS & SERVICES					
701-052002	Personnel Uniforms Equipment	-	-	700	1,000
701-052004	Office Supplies	263	485	500	500
701-052005	Small Equipment	-	2,656	2,000	2,000
701-052011	Public Information	492	-	-	-
701-052016	Insurance - General	3,788	4,000	4,530	4,500
701-052017	Insurance - Self	-	-	580	-
701-052018	Professional Development	5,890	8,939	8,770	9,000
701-052019	Professional Services	16,790	30,834	28,800	20,000
701-052024	Miscellaneous	150	287	500	1,000
701-052026	Equipment Fund Charges	-	-	-	294
701-052027	IT Fund Charges	2,958	5,265	4,910	7,000
701-052040	Communications	45	795	8,200	10,000
TOTAL MATERIALS & SERVICES		30,376	53,261	59,490	55,294
TOTAL EXPENDITURES		194,182	270,383	319,660	345,294

City Recorder Department

The City Recorder department provides administrative and technical support to the Mayor, City Council members, City Administrator, board and commission members and other City staff, as well as the public. The office handles a broad range of City functions which includes licensing and permitting, public records requests, records management, human resources, and website development and maintenance. The City Recorder serves as the Municipal Elections Officer.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Public Records Requests Processed	163	166	165	173	173	170
Council Minutes Transcribed	62	53	53	51	54	52
Contracts Processed	58	34	61	55	46	55



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
702-051001	Regular Wages	223,186	127,548	130,130	135,000
702-051004	Overtime	1,738	-	-	-
702-051005	Health Dental Benefits	57,054	36,960	39,720	39,000
702-051006	VEBA	1,920	960	960	960
702-051007	Retirement	52,716	35,100	36,050	37,000
702-051008	FICA	17,289	9,680	10,070	11,000
702-051009	Workers Comp	527	248	320	300
702-051011	Longevity Pay	1,320	600	1,500	600
702-051012	Certification & Incentive	669	809	600	960
702-051014	Disability Life Ins	845	400	420	400
702-xxxxxx	Direct Labor	(137,089)	16,220	8,250	-
TOTAL PERSONNEL SERVICES		220,174	228,525	228,020	225,220
MATERIALS & SERVICES					
702-052001	Operating Supplies	-	-	-	1,000
702-052004	Office Supplies	568	394	510	500
702-052005	Small Equipment	-	3,403	4,000	4,000
702-052011	Public Information	7,614	8,039	6,500	6,500
702-052012	Materials	-	-	810	-
702-052013	Memberships	-	-	-	350
702-052016	Insurance - General	7,260	8,050	8,520	8,650
702-052017	Insurance - Self	-	-	580	-
702-052018	Professional Development	7,604	8,029	7,450	7,000
702-052019	Professional Services	11,429	11,981	14,620	15,000
702-052024	Miscellaneous	1,117	1,375	2,150	1,000
702-052026	Equipment Fund Charges	-	-	-	560
702-052027	IT Fund Charges	7,959	8,448	12,180	15,085
702-052028	Projects & Programs	2,506	3,515	3,500	4,000
TOTAL MATERIALS & SERVICES		46,058	53,234	60,820	63,645
TOTAL EXPENDITURES		266,232	281,759	288,840	288,865

City Council Department

The City Council is made up of 5 elected officials. Each official is paid a stipend for their time and efforts on City Council and each councilor oversees specific departments throughout the City of St. Helens. These appointments are made by the City Mayor at the beginning of each new term.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Set City Goals and Objectives	Yes	Yes	Yes	No	Yes	Yes
Conduct Annual Performance Reviews	5	5	5	5	3	5
Average Length of Council Work Sessions	NA	NA	NA	1:39 hrs	2:00 hrs	2:30 hrs
Number of Public Forums and Hearings	15	11	11	8	9	9



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
703-051001	Regular Wages	30,000	46,980	47,540	47,200
703-051008	FICA	2,295	3,594	3,650	3,700
703-051009	Workers Comp	40	55	60	100
TOTAL PERSONNEL SERVICES		32,335	50,629	51,250	51,000
MATERIALS & SERVICES					
703-052004	Office Supplies	142	-	150	250
703-052011	Public Information	299	291	300	250
703-052018	Professional Development	14,942	15,240	16,980	18,000
703-052024	Miscellaneous	1,939	1,216	2,550	500
703-052026	Equipment Fund Charges	-	-	-	27
703-052027	IT Fund Charges	4,140	4,512	3,160	16,000
703-052041	Council Discrecenary	5,989	5,455	10,000	15,000
TOTAL MATERIALS & SERVICES		27,450	26,713	33,140	50,027
TOTAL EXPENDITURES		59,785	77,343	84,390	101,027



Court Department

The Court Department is managed by the Finance Department and City Administration. Court violations and trials are held at City Hall generally on Mondays and Tuesdays. The Court Department contracts out for the services of City Judge and City Prosecutor, which is paid out of the Professional Services line item below. The City Municipal Court disposes of roughly 1,000+ cases per year from non-traffic misdemeanors to traffic violations and ordinance violations. Over the last 5 years, new criminal cases have steadily risen about 5% each year. In 2016, 367 criminal cases were filed compared to 352 cases in 2015. The City of St. Helens is somewhat unique compared to other municipalities in that it will process criminal cases of a less-serious manner instead of these cases being directed to Columbia County.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Non-Traffic Violations	NA	557	518			
Traffic Violations	375	332	602			



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
704-051001	Regular Wages	84,549	91,404	97,020	106,000
704-051004	Overtime	-	6,365	-	-
704-051005	Health Dental Benefits	35,721	42,815	47,790	55,000
704-051006	VEBA	1,520	1,560	1,560	2,500
704-051007	Retirement	17,542	20,509	20,440	23,000
704-051008	FICA	6,477	7,581	7,450	8,500
704-051009	Workers Comp	215	237	240	300
704-051011	Longevity Pay	360	360	360	600
704-051012	Certification & Incentive	198	627	1,200	1,500
704-051013	Unemployment	-	4,209	-	-
704-051014	Disability Life Ins	405	400	420	700
704-xxxxxx	Direct Labor	-	16,723	32,990	-
TOTAL PERSONNEL SERVICES		146,987	192,790	209,470	198,100
MATERIALS & SERVICES					
704-052004	Office Supplies	887	1,215	1,000	1,000
704-052012	Materials	94	205	390	-
704-052017	Insurance - Self	-	-	580	-
704-052018	Professional Development	2,522	2,602	4,250	4,000
704-052019	Professional Services	128,940	127,833	136,240	145,000
704-052024	Miscellaneous	96	739	200	500
704-052026	Equipment Fund Charges	-	-	-	27
704-052027	IT Fund Charges	8,794	16,110	15,930	23,000
704-052999	Indirect Cost Allocation	28,272	30,734	34,020	
704-052042	Jury Witness Expense	1,152	310	1,250	-
TOTAL MATERIALS & SERVICES		170,756	179,747	193,860	173,527
TOTAL EXPENDITURES		317,743	372,537	403,330	371,627

Police Department

The St. Helens Police Department strives to continue as a full-service agency providing police services to the community 24/7. These services are comprised of:

Patrol - Consists of three shifts of uniformed police officers. These officers provide emergency response, traffic enforcement, criminal investigations and routine patrol functions that allow them to engage the community in a number of problem solving scenarios.

Criminal Investigations - Provides for the professional and thorough investigation of reported criminal activity. Some of these investigations are incredibly detailed and complex matters that require the full time attention of an investigator.

School Resource Officer Program - The Police Department enjoys a strong relationship with the St. Helens School District. Through a long-standing agreement with the District, the Police Department provides the services of a School Resource Officer.

Reserve Officer Program - The Department has been actively engaged in a Reserve Police Officer program. These unpaid, volunteer members of the community serve the Department in a variety of functions that relieve some of the pressures of our currently strained patrol staff.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Number of Sworn Officers	16	16	16	16	16	16
City Population	12,890	12,920	12,990	13,095	13,158	13,158
Sworn Officers Per Thousand	1.24	1.24	1.23	1.22	1.21	1.21
Annual Dispatch Activity	15,166	15,051	17,262	16,643	15,534	16,000
Annual Activity per Officer	947	940	1078	1040	970	1,000
Annual Case Numbers	1,746	1,574	1,823	1,574	1,501	1,600
Annual Case Numbers per Officer	109	98	114	98	93	100
Traffic Stops	1,914	1,807	2,431	1,809	2,048	2,200
Traffic Citations	338	424	555	578	584	600
Percent of Citations to Stops	18%	23%	23%	32%	28%	25%
Ordinance Violations	112	41	14	18		
Number of Code Enforcement Officers	1	0	0	0.3	1	1



Police Department

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
705-051001	Regular Wages	1,054,590	1,033,900	1,122,750	1,190,000
705-051004	Overtime	111,548	120,321	75,010	100,000
705-051005	Health Dental Benefits	295,040	312,763	369,450	405,000
705-051006	VEBA	15,743	39,650	17,880	19,000
705-051007	Retirement	300,265	316,608	348,270	310,000
705-051008	FICA	98,281	96,631	101,350	110,000
705-051009	Workers Comp	30,083	28,819	31,450	35,000
705-051010	Holiday Pay	14,473	21,166	24,230	30,000
705-051011	Longevity Pay	630	660	2,460	2,500
705-051012	Certification & Incentive	105,626	95,347	109,250	180,000
705-051014	Disability Life Ins	3,339	3,237	3,570	4,000
705-xxxxxx	Direct Labor	(124,518)	(96,379)	(137,500)	
TOTAL PERSONNEL SERVICES		1,905,100	1,972,724	2,068,170	2,385,500
MATERIALS & SERVICES					
005-052001	Operating Supplies	7,518	11,561	36,950	40,000
005-052002	Personnel Uniforms Equipment	16,063	18,180	17,780	18,000
005-052003	Utilities	7,207	7,521	8,200	8,000
005-052004	Office Supplies	4,618	3,887	5,180	5,000
005-052005	Small Equipment	30,830	23,784		1,000
005-052006	Computer Maintenance	32,234	24,289	26,570	8,000
005-052009	Postage	268	318	500	500
005-052010	Telephone	23,939	23,907	25,070	25,000
005-052011	Public Information	963	732	1,000	1,000
005-052016	Insurance - General	37,233	40,490	43,730	45,000
005-052017	Insurance - Self	-	-	4,930	-
005-052018	Professional Development	10,888	13,825	24,580	20,000
005-052019	Professional Services	46,094	28,673	35,000	35,000
005-052022	Fuel/Oil	25,196	20,495	28,420	30,000
005-052023	Facility Maintenance	10,409	16,810	18,000	20,000
005-052024	Miscellaneous	22,362	19,914		1,000
005-052026	Equipment Fund Charges	9,568	14,604	15,000	53,000
005-052027	IT Fund Charges	-	-		54,500
005-052028	Projects & Programs	-	-	1,000	13,320
005-052029	Indirect Cost Allocation	124,549	140,158	156,900	-
005-052053	CERT	798	-	1,000	2,000
005-052054	K9 Expense	152	-	1,500	5,000
005-052055	Ammunition	7,504	5,853	8,000	6,000
TOTAL MATERIALS & SERVICES		418,393	415,001	459,310	391,320
TOTAL EXPENDITURES		2,323,492	2,387,725	2,527,480	2,776,820

Library Department

The St. Helens Public Library is a vibrant institution that provides an array of services within the Library, through its growing number of online services and through outreach in the community. Library services are comprised of Electronic access to information such as downloadable audio and e-books, downloadable music, research databases, and digitized historical newspapers. Additional Library services include computers for public use, wireless internet access, story times for young children, summer reading programs, hands-on science, technology, engineering and mathematic programs for youth, and Cultural passes.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Grant Dollars Awarded	3.4k	66.3k	57.7k	60.1k	1.8k	9.5k
Open Hours Per Week	47	47	42	42	42	47
Staffing	5.2	5.65	5.38	5.38	5.5	5.5
Total Library Users	61,895	56,933	59,311	51,556	56,926	45,661
Outreach/Program Attendance	5,740	5,788	5,928	8,729	4,694	4,811
Circulation (Checkouts/Renewals)	105,115	109,120	115,483	112,395	92,093	87,499
Downloads - eBooks, Music	4,028	4,382	6,833	7,912	11,215	13,123
Volunteer Hours	892	1,116	813	511	857	678
Children's Programs	167	159	192	242	182	100
Teen Programs	3	23	36	50	8325	15
Adult Programs	30	60	48	85	83	99
Summer Reading Program	Yes	Yes	Yes	Yes	Yes	Yes
Teen Advisory Board	No	No	Yes	Yes	Yes	Yes
Teen Babysitting Classes	No	Yes	Yes	Yes	Yes	Yes
Teen Game Nights	No	Yes	Yes	Yes	Yes	Yes
Public Computing and Wi-Fi	Yes	Yes	Yes	Yes	Yes	Yes
Resume Help/Job Search	Yes	Yes	Yes	Yes	Yes	Yes
Exam Proctoring	Yes	Yes	Yes	Yes	Yes	Yes
Host Writers' Build/Workshops	No	Yes	Yes	Yes	Yes	Yes
Oversee Building Upkeep	Yes	Yes	Yes	Yes	Yes	Yes
Maintain Library's Collection	Yes	Yes	Yes	Yes	Yes	Yes
Manage Meeting Rooms	Yes	Yes	Yes	Yes	Yes	Yes



		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed
PERSONNEL SERVICES					
706-051001	Regular Wages	273,058	268,953	288,260	243,000
706-051002	Part Time Wages	-	-	-	56,000
706-051004	Overtime	95	195	-	-
706-051005	Health Dental Benefits	42,429	45,958	60,940	73,000
706-051006	VEBA	4,320	23,305	4,320	3,800
706-051007	Retirement	61,023	57,805	67,540	63,000
706-051008	FICA	20,792	20,486	22,200	24,000
706-051009	Workers Comp	657	613	660	600
706-051011	Longevity Pay	1,800	1,800	2,160	2,200
706-051012	Certification & Incentive	-	-	600	-
706-051014	Disability Life Ins	845	720	840	900
706-xxxxxx	Direct Labor	(31,165)	-	-	-
TOTAL PERSONNEL SERVICES		373,854	419,835	447,520	456,500
MATERIALS & SERVICES					
706-052001	Operating Supplies	816	2,955	-	-
706-052003	Utilities	13,868	14,765	15,280	15,500
706-052004	Office Supplies	5,014	6,018	5,340	5,500
706-052005	Small Equipment	-	-	1,020	1,000
706-052006	Computer Maintenance	22,375	27,230	28,340	20,000
706-052010	Telephone	3,321	3,274	3,640	3,500
706-052015	Intergovernmental Services	2,111	1,093	2,230	-
706-052016	Insurance - General	9,550	10,580	11,430	11,500
706-052017	Insurance - Self	-	-	1,590	-
706-052018	Professional Development	881	3,619	5,000	5,000
706-052019	Professional Services	-	-	-	3,000
706-052023	Facility Maintenance	31,423	32,704	33,740	35,000
706-052024	Miscellaneous	1,264	1,753	2,000	2,000
706-052026	Equipment Fund Charges	-	-	-	73
706-052027	IT Fund Charges	-	-	-	34,500
706-052028	Projects & Programs	5,780	5,995	5,600	7,000
706-052029	Indirect Cost Allocation	28,027	30,699	36,100	-
706-052031	Periodicals	2,385	3,096	2,540	2,900
706-052032	Digital Resources	2,602	3,703	6,900	7,200
706-052033	Printed Materials	26,437	25,934	26,800	29,320
706-052034	Visual Materials	4,735	5,750	4,530	6,030
706-052035	Audio Materials	3,661	3,239	3,880	4,550
TOTAL MATERIALS & SERVICES		164,250	182,407	195,960	193,573
TOTAL EXPENDITURES		538,104	602,242	643,480	660,073

Finance Department

The Finance Department provides professional financial services and information to the City Council, City Administrator and City departments in order to promote fiscal stability and integrity. In addition to providing financial services related to accounting and payroll, Finance prepares the annual budget, works with the City's auditors to prepare the annual audit and Annual Financial Report, performs utility billing and fee analysis, and manages the City's investments and debts.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Unqualified Audit Report	Yes	Yes	Yes	Yes	Yes	Yes
GFOA Budget Certification	No	Yes	Yes	Yes	Yes	Yes
Avg # of days Qtrly Reports Issued	40	38	35	35	39	19
Physical Checks Printed	3,249	3,239	3,282	3,348	3,274	3,000



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
PERSONNEL SERVICES					
707-051001	Regular Employee Wages	295,371	314,386	338,720	350,000
707-051004	Overtime	933	1,973	-	-
707-051005	Health Dental Benefits	84,885	81,301	117,190	125,000
707-051006	VEBA	3,838	4,328	5,280	5,000
707-051007	Retirement	65,156	73,871	81,900	78,000
707-051008	FICA	21,794	23,777	26,030	28,000
707-051009	Workers Comp	678	687	830	800
707-051010	Holiday Pay	-	-	-	-
707-051011	Longevity Pay	900	1,260	1,620	2,000
707-051012	Certification Incentive	1,500	2,632	1,800	2,000
707-051014	Disability Life Ins	1,042	1,067	1,260	1,200
707-051015	Direct Labor	20,413	7,084	(16,660)	
TOTAL PERSONNEL SERVICES		496,509	512,366	557,970	592,000
MATERIALS & SERVICES					
707-052004	Office Supplies	5,406	2,170	2,500	2,000
707-052005	Small Equipment	1,905	4,903	5,500	3,000
707-052009	Postage	28,421	13,707	14,700	30,000
707-052011	Public Information	791	348	1,000	500
707-052017	Insurance - Self	-	-	1,680	-
707-052018	Professional Development	4,888	4,035	10,250	10,000
707-052019	Professional Services	78,535	100,126	104,100	80,000
707-052024	Miscellaneous	423	754	500	500
707-052026	Equipment Fund Charges	-	-	-	3,781
707-052027	IT Fund Charges	31,162	34,046	33,900	34,500
TOTAL MATERIALS & SERVICES		151,532	160,088	174,130	164,281
TOTAL EXPENDITURES		648,041	672,454	732,100	756,281

Parks Department

The Parks Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities. Staff improves public facilities, regularly inspects all park facilities and equipment to ensure everything is clean and safe for users.

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
708-051001	Regular Employee Wages	-	-	-	107,000
708-051002	Part Time Wages	-	-	-	29,000
708-051004	Overtime	-	-	-	1,000
708-051005	Health Dental Benefits	-	-	-	33,000
708-051006	VEBA	-	-	-	1,200
708-051007	Retirement	-	-	-	28,000
708-051008	FICA	-	-	-	8,000
708-051009	Workers Comp	-	-	-	4,000
708-051012	Certification Incentive	-	-	-	500
708-051014	Disability Life Ins	-	-	-	500
708-051015	Direct Labor	101,485	135,207	178,520	-
TOTAL PERSONNEL SERVICES		101,485	135,207	178,520	212,200
MATERIALS & SERVICES					
708-052001	Operating Supplies	44,435	40,359	42,000	45,000
708-052003	Utilities	15,710	19,798	18,000	16,000
708-052004	Office Supplies	75	-	-	-
708-052006	Computer Maintenance	139	-	-	-
708-052010	Telephone	1,311	1,870	2,000	2,000
708-052018	Professional Development	1,103	1,240	2,000	2,000
708-052019	Professional Services	15,905	17,699	17,000	25,000
708-052022	Fuel/Oil	7,441	5,863	9,000	8,000
708-052026	Equipment Fund Charges	-	-	-	22,000
708-052027	IT Fund Charges	-	-	-	7,000
708-052028	Indirect Cost Allocation	21,452	25,350	30,650	-
708-052056	Dock Services	-	919	6,600	6,000
708-052057	Marine Board	9,283	16,778	16,500	16,500
TOTAL MATERIALS & SERVICES		116,854	129,876	143,750	149,500
TOTAL EXPENDITURES		218,339	265,084	322,270	361,700

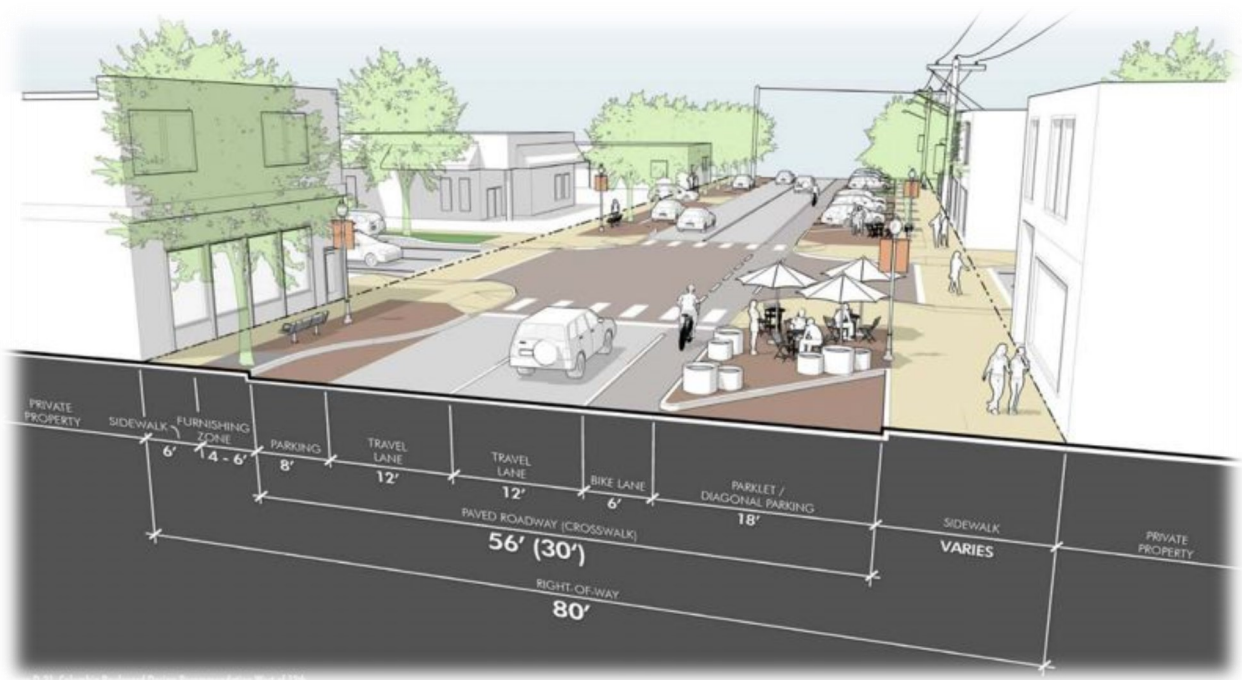
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Planning Department

The Planning Department provides a variety of services intended to preserve and enhance the quality of life for those who visit, live and work in our community. The department guides the physical development of the City of St. Helens in a manner that encourages sustained growth and helps protect the character of the community. The Division is responsible for the City’s current land use development issues and long range planning.

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Land Use Permits	98	97	76	85	97	91
Annexations	2	0	2	0	1	1



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
710-051001	Regular Employee Wages	109,641	121,206	127,470	135,000
710-051005	Health Dental Benefits	10,656	14,299	14,700	17,000
710-051006	VEBA	1,620	2,160	2,160	2,500
710-051007	Retirement	22,441	30,311	31,820	37,000
710-051008	FICA	8,355	9,288	9,780	11,500
710-051009	Workers Comp	252	252	310	300
710-051011	Longevity Pay	-	-	360	400
710-051012	Certification Incentive	-	720	600	-
710-051014	Disability Life Ins	334	400	420	500
710-051015	Direct Labor	(4,554)	(64,364)	(75,930)	-
TOTAL PERSONNEL SERVICES		148,744	114,272	111,690	204,200
MATERIALS & SERVICES					
710-052004	Office Supplies	67	-	500	500
710-052011	Public Information	2,259	4,936	4,320	4,500
710-052015	Intergovernmental Services	15,000	15,000	-	-
710-052017	Insurance - Self	-	-	580	-
710-052018	Professional Development	2,481	4,017	3,860	4,000
710-052019	Professional Services	58,411	3,737	4,000	4,000
710-052026	Equipment Fund Charges	-	-	-	5,700
710-052027	IT Fund Charges	4,606	5,811	6,670	11,500
710-052xxx	Indirect Cost Allocation	14,105	15,574	22,960	
710-052028	Projects & Programs	16,712	22,971	51,015	-
710-052029	Main Street	-	-	-	25,000
710-052030	CLG Expenses	-	-	-	12,500
TOTAL MATERIALS & SERVICES		113,641	72,046	93,905	67,700
TOTAL EXPENDITURES		262,385	186,318	205,595	271,900

Building Department

The Building Department ensures that all building within the City are safe for the occupants. The department is responsible for enforcement of State and City Codes related to new construction, alterations, and repairs. It provides for structural, mechanical plumbing, fire, grading work, and performs all required inspections related to both commercial and residential construction. The Building Official acts as a Code Enforcement Officer as necessary to ensure compliance with City building ordinances and codes.

PERFORMANCE MEASURES

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Code Enforcement	6	10	2	20		
Res. SF Dwellings Permits Issued	12	22	16	34		
Commercial Permits Issued	65	98	68	115		
Total Permits Issued	400	309	364	328		



EXPENDITURES		2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
711-051001	Regular Employee Wages	-	96,654	157,560	165,000
711-051005	Health Dental Benefits	-	32,511	41,130	44,000
711-051006	VEBA	-	800	2,440	1,000
711-051007	Retirement	-	20,363	33,710	35,000
711-051008	FICA	-	7,346	12,280	13,000
711-051009	Workers Comp	-	764	1,590	2,000
711-051011	Longevity Pay	-	360	600	600
711-051012	Certification Incentive	-	320	960	600
711-051014	Disability Life Ins	-	347	420	800
711-051015	Direct Labor	52,786	(14,132)	(16,330)	-
TOTAL PERSONNEL SERVICES		52,786	145,333	234,360	262,000
MATERIALS & SERVICES					
711-052004	Office Supplies	1,229	3,447	3,000	1,000
711-052010	Telephone	-	481	1,000	1,200
711-052012	Materials	-	-	-	3,000
711-052017	Insurance - Self	-	-	720	-
711-052018	Professional Development	923	2,944	5,000	2,000
711-052019	Professional Services	62,899	27,119	15,500	7,000
711-052022	Fuel/Oil	-	-	2,000	-
711-052024	Miscellaneous	-	-	300	500
711-052026	Equipment Fund Charges	-	18	1,500	5,530
711-052027	IT Fund Charges	7,045	10,236	8,800	11,500
711-052999	Indirect Cost Allocation	17,573	16,841	25,890	-
TOTAL MATERIALS & SERVICES		89,669	61,086	63,710	31,730
TOTAL EXPENDITURES		142,454	206,419	298,070	293,730

Non-Departmental Department

The Non-Departmental Department encompasses mostly shared expenses of the General Fund that can consist of utilities, telephone services, general office supplies, insurance, and facility maintenance. Also included in this department are any General Fund Expenses having to do with Capital Outlay, Transfers, Contingency, and Unappropriated Fund Balance.

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
715-051015	Direct Labor	18,447	20,316	93,490	-
MATERIALS & SERVICES					
715-052003	Utilities	17,473	17,388	17,760	18,000
715-052004	Office Supplies	10,836	11,229	13,060	10,000
715-052005	Small Equipment	36,303	24,068	15,240	25,000
715-052010	Telephone	15,861	17,755	16,950	17,000
715-052016	Insurance - General	8,810	9,760	10,330	25,000
715-052019	Professional Services	50,494	34,494	35,860	-
715-052023	Facility Maintenance	12,718	6,624	7,700	50,000
715-052024	Miscellaneous	269	129	500	-
715-052027	IT Fund Charges	3,909	1,631	1,780	-
715-052049	Litigation Settlement	-	-	89,459	60,000
TOTAL MATERIALS & SERVICES		156,673	123,078	208,639	205,000
CAPITAL OUTLAY					
715-053001	Capital Outlay	-	-	55,000	-
TRANSFERS					
715-054001	Transfers	267,740	140,980	72,600	60,000
CONTINGENCY					
715-058001	Contingency	-	-	971,043	750,000
UNAPPROPRIATED FUND BALANCE					
715-059001	Unapp Fund Balance	-	-	558,911	978,401
TOTAL EXPENDITURES		442,860	284,374	1,959,683	1,993,401

SPECIAL REVENUE FUNDS



Visitor & Tourism Fund

The Visitor & Tourism Fund is mainly funded from a Motel/Hotel Tax that is charged on local establishments. These funds are used to help fund tourism activities for the City including programs such as Fireworks, Halloweentown, 13 Nights music events and other events throughout the year. Tourism events held throughout the year help bring in people and money from outside the City limits and assists the City in helping grow our local economy.



Visitor & Tourism Fund

RESOURCES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
INTERGOVERNMENTAL REVENUE					
000-032002	Motel Hotel Tax	110,671	129,900	126,000	140,000
MISC REVENUE					
000-037001	Interest	-	-	-	-
000-037020	Sponsorships	11,746	10,311	25,000	45,000
000-031021	Fireworks	-	450	4,500	-
000-037022	Halloween	-	-	-	40,000
000-037023	13 Nights	-	-	-	60,000
000-037015	Other Events	7,027	5,911	-	1,000
TOTAL MISC REVENUE		18,773	16,672	29,500	146,000
GRANTS					
000-033005	Grants	-	-	50,000	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	230,498	164,832	199,241	212,363
TOTAL RESOURCES		359,942	311,404	404,741	498,363

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
MATERIALS & SERVICES					
000-052011	Public Information	62,726	10,087	14,000	15,000
000-052019	Professional Services	33,441	28,963	29,000	40,000
000-052025	GFSS Charge	-	-	-	14,000
000-052026	Equipment Fund Charges	-	-	-	1,527
000-052055	Public Art	-	5,000	5,000	5,000
000-052056	Branding and Way Finding	-	-	100,000	5,000
000-052057	Events - Fireworks	-	-	-	20,000
000-052058	Events - Halloween	-	-	-	110,000
000-052059	Events - General	79,943	57,550	88,000	5,000
000-052074	Events - 13 Nights	-	-	-	60,000
TOTAL MATERIALS & SERVICES		176,110	101,599	236,000	275,527
TRANSFERS					
000-054001	Transfers	19,000	-	30,000	-
CONTINGENCY					
000-058001	Contingency	-	-	19,500	10,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	119,241	212,836
TOTAL EXPENDITURES		195,110	101,599	404,741	498,363

Community Development

The Community Development Fund encompasses 4 major areas of development or economic development opportunities. Each area has it's own department. The information below is a summary of each department that is included in the Community Development Fund. The pages following will give you a more in-depth review of each department and their activities.

RESOURCES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
MISC REVENUE					
000-037001	Interest	-	-	-	-
000-037026	Property Tax Reimbursement	-	-	-	150,000
000-037004	Miscellaneous - General	-	-	-	50,000
000-037011	Lease Payments - Property	-	-	450,000	300,000
000-037027	Lease Payments - Businesses	-	-	-	-
TOTAL MISC REVENUE		-	-	450,000	500,000
GRANTS					
000-033005	Grants	-	-	400,000	1,500,000
TRANSFERS					
000-038001	Transfers	-	-	549,850	660,000
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	-	-	-	446,861
TOTAL RESOURCES		-	-	1,399,850	3,106,861
EXPENDITURES					
MATERIALS & SERVICES					
Dept 721	Economic Planning	-	-	600,000	1,560,000
Dept 722	Boise WP Property	-	-	184,800	248,500
Dept 723	Boise Veneer Property	-	-	30,200	55,500
Dept 724	Forestry	-	-	50,000	50,000
TOTAL MATERIALS & SERVICES		-	-	865,000	1,914,000
DEBT SERVICE					
Dept 722	Boise WP Property	-	-	235,000	150,000
Dept 723	Boise Veneer Property	-	-	39,800	124,749
TOTAL DEBT SERVICE		-	-	274,800	274,749
CAPITAL OUTLAY					
000-057001	Capital Outlay	-	-	-	600,000
CONTINGENCY					
000-058001	Contingency	-	-	237,290	250,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	22,760	68,112
TOTAL EXPENDITURES		-	-	1,399,850	3,106,861

Community Development

DEPT 721—Economic Planning

The Economic Planning Department is responsible for the planning and feasibility studies of the Boise/Veneer property as well as general city economic planning activities. One main project in the 2017/18 year will be for a consultant to review and document an inventory list of all vacant land and buildings available within City Limits. This project will assist the City in helping developers and entrepreneurs review potential sites for incoming and new businesses in St. Helens in hopes of improving the local economy and bringing more job potential to the City. Along with this project, the City of St. Helens continues to work consultants on the feasibility and studies for the waterfront and lagoon projects. An EPA grant is shown in the Revenue section for this fund with the corresponding expenses shown in this department. This EPA Grant would help the City take the next steps in the Waterfront and Lagoon projects.

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
DEPT 721 - ECONOMIC PLANNING					
MATERIALS & SERVICES					
721052019	Professional Services	-	-	-	60,000
721-052050	Area Wide Planning	-	-	400,000	-
721-052051	Urban Renewal	-	-	110,000	-
721-052052	Sediment Repository Review	-	-	90,000	-
721-052075	EPA Grant	-	-	-	1,500,000
TOTAL MATERIALS & SERVICES		-	-	600,000	1,560,000



Community Development

DEPT 722—Boise White Paper Property

The Boise White Paper Property Department's main task is to manage the property. Some of these tasks include facility maintenance for the existing buildings as well as paying property taxes (which are reimbursed to the City by the Boise Paper company). This department also is repaying a debt that was taken out to help the City purchase this property from the Boise Paper company. This department will continue operating until development of the Waterfront and surrounding property is complete and the debt is paid off.

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
DEPT 722 - BOISE WP PROPERTY					
MATERIALS & SERVICES					
722-052019	Professional Services	-	-	10,000	20,000
722-052016	Insurance - General	-	-	-	11,000
722-052023	Facility Maintenance	-	-	19,800	60,000
722-052053	Property Taxes	-	-	150,000	150,000
722-052054	Offshore Lease	-	-	5,000	7,500
TOTAL MATERIALS & SERVICES		-	-	184,800	248,500
DEBT SERVICE					
722-055001	Principal	-	-	150,000	150,000
TOTAL - BOISE WP PROPERTY		-	-	334,800	398,500



Community Development

DEPT 723—Boise Veneer Property

The Boise Veneer Property is an additional property the City purchased from the Boise Paper company. The department's main tasks, like the Boise White Paper Property is the maintenance of the property until development takes place. This department also has a debt service payment for the purchase of this property.

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
DEPT 723 - BOISE VENEER PROPERTY					
MATERIALS & SERVICES					
723-052016	Insurance - General	-	-	-	8,000
723-052023	Facility Maintenance	-	-	25,200	40,000
723-052054	Offshore Lease	-	-	5,000	7,500
TOTAL MATERIALS & SERVICES		-	-	30,200	55,500
DEBT SERVICE					
723-055001	Principal	-	-	85,000	84,949
723-055002	Interest	-	-	39,800	39,800
TOTAL DEBT SERVICE		-	-	124,800	124,749
TOTAL - BOISE VENEER PROPERTY		-	-	155,000	180,249

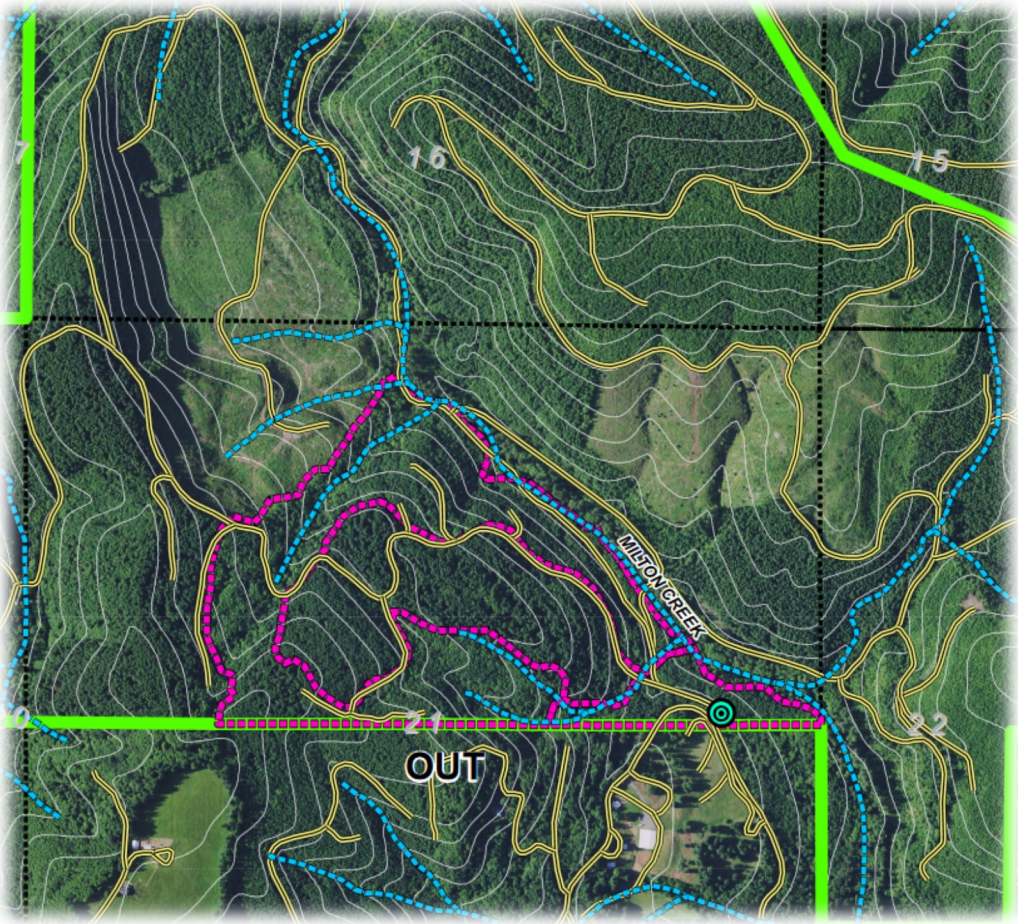


Community Development

DEPT 724—Forestry

The City of St. Helens about 2,000 Acres of Forestland northwest of the City. The Forestland is managed by a consulting company that works at increasing the potential harvesting of trees each year. The City’s timber has not been harvesting for several years due to an increased harvesting in previous years. The City’s goal is to build up the harvest to a manageable level until it reaches the point where it can be harvested on a more regular basis every year going forward. This has meant careful planning and planting of trees to achieve a more even age distribution in the forestland. The City has anticipated an initial first cut in 2018/19 if the land continues to grow as expected. The 2017/18 year will include continued maintenance and planting as the City looks at building a sustainable and manageable growth for the future years.

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed
DEPT 724 - FORESTRY				
MATERIALS & SERVICES				
724-052019 Professional Services	-	-	50,000	50,000
TOTAL - FORESTRY	-	-	50,000	50,000



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COMMUNITY ENHANCEMENT FUND

The Community Enhancement Fund is a Special Revenue Fund for donations and grants that is kept separate from a department’s specific operating fund/department. The Community Enhancement Fund has 3 separate departments for the 2017/18 Fiscal Year which include Police, Library, and Public Arts.



COMMUNITY ENHANCEMENT FUND

RESOURCES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
CHARGES FOR SERVICES				
716-034024 PW Projects for Public Art	-	-	-	2,750
706-034023 Room Rental Fee	-	-	-	500
TOTAL CHARGES FOR SERVICES	-	-	-	3,250
INTERGOVERNMENTAL REVENUE				
000-033005 Grants - General	510,808	124,529	6,000	-
705-033005 Grants	-	-	126,805	126,000
706-033005 Grants	-	-	6,850	3,485
716-033005 Grants	-	-	-	12,000
TOTAL MISC REVENUE	510,808	124,529	139,655	141,485
MISC REVENUE				
000-037001 Interest	1,141	202	1,200	-
000-037007 Miscellaneous - General	1,025,558	383,579	380	-
000-037011 Donations - Police	-	-	16,500	14,000
000-037013 Donations - Gateway Funding	-	-	38,000	2,000
000-037017 Donations - Ukulele Club	-	-	-	350
000-037018 Donations - Cultural Coalition	-	-	-	1,250
000-037014 Donations - Community Enhance	-	22,567	36,629	-
TOTAL MISC REVENUE	1,026,699	406,348	92,709	17,600
TRANSFERS				
000-038001 Transfers	2,070,340	1,075,980	43,530	-
FUND BALANCE AVAILABLE				
000-039001 Fund Balance Available	463,344	2,300,550	556,041	42,721
TOTAL RESOURCES	4,071,191	3,907,407	831,935	205,056

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
MATERIALS & SERVICES				
Dept 000 - General	591,399	3,378,837	42,992	-
Dept 705 - Police	113,814	16,402	188,664	172,997
Dept 706 - Library	15,195	10,346	23,950	6,078
Dept 716 - Public Arts	28,215	4,365	46,500	20,500
TOTAL MATERIALS & SERVICES	748,623	3,409,950	302,106	199,575
DEBT SERVICE				
000-053001 Debt Service	6,500	-	-	-
TRANSFERS				
000-054001 Transfers	2,421	82,850	157,560	-
CONTINGENCY				
000-058001 Contingency	-	-	80,510	5,481
FUND BALANCE AVAILABLE				
000-059001 Unapp Fund Balance	-	-	291,759	-
TOTAL EXPENDITURES	757,544	3,492,800	831,935	205,056

COMMUNITY ENHANCEMENT FUND

POLICE DEPARTMENT

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed
MATERIALS & SERVICES					
705-052028	Projects & Programs	113,814	16,402	188,864	40,497
705-052028	PD Reserve Officer Expenses	-	-	-	6,500
705-052028	CCT - Contract Personnel	-	-	-	100,000
705-052028	CCT - Travel Equip Other	-	-	-	26,000
TOTAL MATERIALS & SERVICES		113,814	16,402	188,864	172,997
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TOTAL EXPENDITURES		113,814	16,402	188,864	172,997

LIBRARY DEPARTMENT

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed
MATERIALS & SERVICES					
706-052028	Projects & Programs	15,195	10,346	23,950	2,243
706-052028	Ready to Read	-	-	-	1,750
706-052028	Donation Expense	-	-	-	2,085
706-052028	CCC Library Expense	-	-	-	-
TOTAL MATERIALS & SERVICES		15,195	10,346	23,950	6,078
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TOTAL EXPENDITURES		15,195	10,346	23,950	6,078

PUBLIC ARTS COMMISSION

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed
MATERIALS & SERVICES					
716-052028	Projects & Programs	7,971		500	-
716-052069	Summer Arts in the Park	603	881	1,500	1,000
716-052070	Maintenance of Public Art	50		750	500
716-052071	Administration & Marketing	312	120	500	250
716-052072	Bike Rack Projects	201		1,500	-
716-052073	Free Art & Craft Workshops	425	204	1,250	250
716-052074	Gateway Project - Phase 1	18,653	2,660	3,000	3,000
716-052075	Gateway Project - Phase 2		500	46,500	15,500
TOTAL MATERIALS & SERVICES		28,215	4,365	55,500	20,500
 CONTINGENCY					
716-058001	Contingency	-	1,000	3,000	5,481
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TOTAL EXPENDITURES		28,215	5,365	58,500	25,981

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Street Fund

The Street Fund supports the City's street utilities. The fund provides for the maintenance and repair of more than 52.5 miles of paved and unpaved streets, sidewalks and gutters along with the maintenance of the City's traffic control and safety devices (street signage and striping). The Street Fund receives revenue primarily from the state motor fuel taxes. Additional significant revenue comes from State Grants, which is used for capital outlay projects (Street Improvements) around the City.

Specific Capital Projects on the docket for 2017/18:

STS.001 > Paving Unimproved Streets	\$120,000
STS.003 > Sidewalk Improvements	\$50,000
STS.004 > General Overlays	\$240,000
STS.007 > General Road Patching Projects	\$20,000
STS.008 > Crack Sealing	\$75,000
STM.006 > Street Sweep Cleaning	\$15,000
Street Striping Maintenance	\$25,000



You can find more information on current and future capital projects in the Capital Improvement Plan section of the budget document.

	2014-15	2015-16	2016-17	2017-18
RESOURCES	Actual	Actual	Adopted	Proposed
INTERGOVERNMENTAL				
000-033008 Motor Vehicle Tax	736,027	773,214	772,200	800,000
000-033009 State Grants	-	-	95,000	485,000
TOTAL INTERGOVERNMENTAL	736,027	773,214	867,200	1,285,000
MISCELLANEOUS				
000-037004 Miscellaneous	1,821	2,506	2,250	1,000
000-037001 Interest	9,841	6,965	12,000	7,000
000-037030 Rental Revenue	-	-	-	9,000
TOTAL MISCELLANEOUS	11,662	9,471	14,250	17,000
TRANSFERS				
000-038001 Transfers	-	-	-	-
FUND BALANCE AVAILABLE				
000-039001 Fund Balance Available	630,182	600,884	656,813	825,275
TOTAL RESOURCES	1,377,871	1,383,569	1,538,263	2,127,275

Street Fund

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
000-051016	PW Support Service Charge	-	-	-	400,000
000-051xxx	Direct Labor Charge	311,689	318,098	325,100	-
TOTAL PERSONNEL SERVICES		311,689	318,098	325,100	400,000
MATERIALS & SERVICES					
000-052001	Operating Supplies	31,445	30,081	43,000	45,000
000-052003	Utilities	68,847	70,395	49,100	50,000
000-052004	Office Supplies	-	1,223	-	-
000-052019	Professional Services	7,517	3,732	13,000	25,000
000-052025	GFSS Fund Charges	-	-	-	150,250
000-052026	Equipment Fund Charges	62,500	69,500	69,500	95,042
000-052060	Lease	2,190	1,677	2,500	2,500
000-052061	Bicycle Safety	1,413	571	2,000	-
000-052063	PW Operation Fund Charges	-	-	-	22,500
000-xxxxxx	Indirect Cost Allocation	122,908	111,619	137,920	-
TOTAL MATERIALS & SERVICES		296,820	288,799	317,020	390,292
DEBT SERVICE					
000-055001	Principle	-	-	15,400	42,500
000-055002	Interest	-	-	10,500	17,500
TOTAL DEBT SERVICE		-	-	25,900	60,000
CAPITALY OUTLAY					
000-053001	Capital Outlay	29,989	113,247	120,000	545,000
TRANSFERS					
000-054001	Transfers	137,500	5,500	54,970	-
CONTINGENCY					
000-058001	Contingency	-	-	100,000	100,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	595,273	631,983
TOTAL EXPENDITURES		775,998	725,644	1,538,263	2,127,275

Street SDC Fund

The Street SDC Funds are for System Development Charges that are paid on development projects that happen throughout the City. These are most notably new homes, which pay a System Development Charge that is received by the City and used for increasing capacity needs based on the specific SDC (Streets, Water, Sewer, etc.) projects that are outlined by the City. SDC rates are reviewed usually every 7 years to take into consideration future development needs and known projects for the City.

Specific Street SDC Projects on the docket for 2017/18 are:

STS.001 > Paving unimproved Streets	\$30,000
Gable Road Payment to County	\$240,000
General Capital Outlay	\$Remaining Funds

The City of St. Helens budgets to use all SDC funds for any potential opportunities that become available where SDC funds can be used for potential projects that are not expected throughout the fiscal year.

		2014-15	2015-16	2016-17	2017-18
RESOURCES		Actual	Actual	Adopted	Proposed
CHARGES FOR SERVICES					
000-034008	SDC Charges	75,794	43,449	40,000	40,000
MISCELLANEOUS					
000-037004	Miscellaneous - General	36,223	258,738	1,080,000	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	1,267,150	1,321,848	1,395,886	1,079,591
TOTAL RESOURCES		1,379,167	1,624,036	2,515,886	1,119,591

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Adopted	Adopted	Proposed
CAPITAL OUTLAY					
000-053001	Capital Outlay	34,354	247,873	1,356,300	1,119,591
TRANSFERS					
000-054001	Transfers	-	500,000	100,000	-
CONTINGENCY					
000-058001	Contingency	-	-	100,000	-
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	959,586	-
TOTAL EXPENDITURES		34,354	747,873	2,515,886	1,119,591

ENTERPRISE FUNDS



Water Fund

The Water Fund supports the City’s water utility which provides for the delivery of adequate quantities of safe, high quality water to domestic and commercial/industrial water users. The Water Fund’s purpose is to operate and maintain the existing Water Filtration Facility, the existing wells and all other facilities and preventative maintenance for all equipment. This Fund is an enterprise fund, so it is designed to be self-supporting with expenses paid for from its own revenue sources.

The Water Fund is separated into two main departments; Water Operations and Water Filtration as you will see in the budget document. These departments are kept separate to help track expenses specifically for the water filtration facility.

For 2017/18 there are 5 main Capital Improvement Projects for the fiscal year. These projects are accounting for in the Capital Outlay section of the Water Fund Budget. More detailed information on these specific projects can be found in the Capital Improvement Plan section of the Budget.

WTR.003 - Water Meter Replacement	\$25,000
WTR.004 - Water Main Replacement	\$200,000
WTR.006 - Waterproof Reservoir Exterior	\$50,000
WTR.008 - Water Well Clean-up	\$30,000



Water Fund

WATER FUND SUMMARY

		2014-15	2015-16	2016-17	2017-18
RESOURCES		Actual	Actual	Adopted	Proposed
CHARGES FOR SERVICES					
000-034007	Water Sales - Residential	3,002,235	3,154,643	3,168,500	3,350,000
000-034008	Water Sales - Com/Ind	-	-	-	-
000-034009	Late Reconnection Tamper Fees	-	22,294	-	75,000
000-034010	Water Connections	3,335	8,350	3,880	5,000
TOTAL CHARGES FOR SERVICES		3,005,570	3,185,287	3,172,380	3,430,000
MISCELLANEOUS					
000-037001	Interest	26,461	22,803	18,000	15,000
000-037004	Miscellaneous - General	30,369	12,629	30,300	20,000
TOTAL MISCELLANEOUS		56,830	35,432	48,300	35,000
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	1,785,083	2,054,485	2,176,538	2,817,070
TOTAL RESOURCES		4,847,483	5,275,204	5,397,218	6,282,070
EXPENDITURES					
PERSONNEL SERVICES					
Dept 731	Dept 731 - Personnel Services	689,182	704,144	757,100	655,000
Dept 732	Dept 732 - Personnel Services	236,326	241,036	251,940	235,600
TOTAL PERSONNEL SERVICES		925,508	945,181	1,009,040	890,600
MATERIALS & SERVICES					
Dept 731	Dept 731 - M&S	1,003,227	1,025,688	1,135,413	825,317
Dept 732	Dept 732 - M&S	141,770	140,538	169,020	169,500
TOTAL MATERIALS & SERVICES		1,144,997	1,166,225	1,304,433	994,817
DEBT SERVICE					
000-055001	Principle	367,000	377,000	382,000	436,382
000-055002	Interest	134,502	125,760	116,900	125,741
TOTAL DEBT SERVICE		501,502	502,760	498,900	562,123
CAPITAL OUTLAY					
000-056001	Capital Outlay	-	-	-	305,000
TRANSFERS					
000-057001	Transfers	465,000	394,000	909,580	300,000
CONTINGENCY					
000-058001	Contingency	-	-	300,000	100,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	239,092	1,375,265	3,129,530
TOTAL EXPENDITURES		3,037,007	3,247,258	5,397,218	6,282,070

Water Fund**Department 731 - Water Operations**

		2014-15	2015-16	2016-17	2017-18
		Actual	Adopted	Adopted	Proposed
EXPENDITURES - WATER DISTRIBUTION					
PERSONNEL SERVICES					
731-051016	PW Support Service Charge	-	-	-	655,000
731-051xxx	Direct Labor Charge	689,182	704,144	757,100	-
TOTAL PERSONNEL SERVICES		689,182	704,144	757,100	655,000
MATERIALS & SERVICES					
731-052001	Operating Supplies	59,670	58,575	68,000	70,000
731-052003	Utilities	33,529	34,542	40,000	40,000
731-052010	Telephone	1,065	1,354	2,000	2,000
731-052016	Insurance - General	39,720	44,030	47,550	50,000
731-052019	Professional Services	21,114	11,379	43,000	40,000
731-052023	Facility Maintenance	75,000	-	-	-
731-052026	Equipment Fund Charges	-	83,400	83,400	205,117
731-052060	Lease	697	677	670	700
731-052063	PW Operation Fund Charges	-	-	-	52,500
731-052064	Lab Testing	9,190	5,749	10,000	12,000
731-052065	Uncollectable Accounts	11,283	-	12,720	10,000
731-052067	In Lieu of Franchise Fee	298,245	303,382	316,850	343,000
731-052068	Forestry Preservation	-	41,511	7,483	-
731-052xxx	Indirect Cost Allocation	453,714	441,088	503,740	-
TOTAL MATERIALS & SERVICES		1,003,227	1,025,688	1,135,413	825,317
TOTAL EXPENDITURES		1,692,409	1,729,832	1,892,513	1,480,317

Water Fund

Department 732 - Water Filtration

		2014-15	2015-16	2016-17	2017-18
		Actual	Actual	Adopted	Proposed
EXPENDITURES - WATER FILTRATION					
PERSONNEL SERVICES					
732-051001	Regular Wages	120,528	123,732	126,230	132,000
732-051004	Overtime	19,991	17,875	20,790	22,000
732-051005	Health Dental Benefits	31,826	33,447	36,060	35,000
732-051006	VEBA	960	960	960	1,000
732-051007	Retirement	31,936	32,838	34,040	28,000
732-051008	FICA	11,737	11,875	12,410	11,000
732-051009	Workers Comp	3,344	3,537	3,660	4,500
732-051011	Longevity Pay	720	860	960	1,000
732-051012	Certification & Incentive	-	-	600	600
732-051014	Disability Life Ins	422	400	420	500
732-051015	Standby Pay	13,339	13,981	14,200	-
732-051xxx	Direct Labor Charge	1,523	1,530	1,610	-
TOTAL PERSONNEL SERVICES		236,326	241,036	251,940	235,600
MATERIALS & SERVICES					
732-052001	Operating Supplies	56,443	59,857	38,500	40,000
732-052003	Utilities	66,823	67,148	63,540	65,000
732-052004	Office Supplies	603	293	-	-
732-052010	Telephone	8,811	9,402	9,400	9,000
732-052017	Insurance - Self	-	-	580	-
732-052018	Professional Development	-	2,341	5,500	5,500
732-052019	Professional Services	1,388	-	-	-
732-052022	Fuel/Oil	-	333	1,000	1,000
732-052023	Facility Maintenance	5,298	-	5,000	3,000
732-052027	IT Fund Charges	2,119	-	2,500	-
732-052064	Lab Testing	285	1,165	6,000	6,000
732-052083	Chemicals	-	-	37,000	40,000
TOTAL MATERIALS & SERVICES		141,770	140,538	169,020	169,500
TOTAL EXPENDITURES		378,096	381,574	420,960	405,100

Water SDC Fund

The Water SDC (System Development Charges) Fund receives revenue from SDC charges which are applied to every new service connection to the water distribution system. The amount of the charge is proportional to the impact of the service and is therefore based on water meter size. Revenue is dependent on the amount of development activity. The money is used to increase and improve the City's water supply, distribution, and treatment facilities.

For 2017/18 there is only one specific Water SDC Project that is projected:

WTR.002 - Purchase Land (high/low) for Water Reservoir

This available funds will be budgeted to be spent as general capital outlay on top of the one specific project. The reason for making these funds available is for an unforeseen projects that need to happen throughout the next fiscal year. This removes the requirement of completing a public hearing for a transfer of fund appropriations with the City Council should there be any need for funds in the next fiscal year.



Water SDC Fund

		2014-15	2015-16	2016-17	2017-18
RESOURCES		Actual	Actual	Budget	Proposed
CHARGES FOR SERVICES					
000-034008	SDC Charges	80,781	40,176	50,000	60,000
TRANSFERS					
000-038001	Transfers	450,000	325,000	500,000	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	1,684,024	1,643,229	1,681,529	253,099
TOTAL RESOURCES		2,214,805	2,008,405	2,231,529	313,099

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Budget	Proposed
CAPITAL OUTLAY					
000-053001	Capital Outlay	571,576	306,933	1,000,000	313,099
CONTINGENCY					
000-058001	Contingency	-	-	100,000	-
TOTAL EXPENDITURES		571,576	306,933	1,100,000	313,099

Sewer Fund

The Sewer Fund supports the City’s Wastewater utilities which ensures the safe collection and discharge of wastewater effluent under the requirements of the City’s National Pollutant Discharge Elimination System (NPDES) Permit. This fund is an enterprise fund meaning that it is designed and budgeted to be self-supporting with expenses paid from its own revenue sources. The main source of revenue is from the sewer charges on utility bills and other sewer revenue is provided through service fees and sewer connections. The Sewer Fund is separated into four departments; Sewer Collection, Primary Treatment, Secondary Treatment, and Pump Services.

For 2017/18 there are 3 main Capital Improvement Projects for the fiscal year. These projects are accounting for in the Capital Outlay section of the Sewer Fund budget. More detailed information on these specific projects can be found in the Capital Improvement Plan section of the Budget.

SWR.002 - Sewer Main Replacement	\$200,000
SWR.003 - Lift Station #1 Wet-Well	\$40,000
SWR.004 - South Trunk Upgrades	\$250,000



Sewer Fund

SEWER FUND SUMMARY

RESOURCES		2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed
CHARGES FOR SERVICES					
000-034011	Sewer Service Charges	3,423,220	3,652,471	3,510,000	3,600,000
000-034012	Secondary Boise Cascades	338,623	436,203	459,000	460,000
000-034013	Sludge Disposal Charge	87,771	136,780	118,500	130,000
000-034014	Connection Charge	2,087	810	1,000	1,000
000-034015	Sewer LID Payments	-	-	-	1,000
000-034016	Sewer Lateral Payments	515	565	500	2,000
TOTAL CHARGES FOR SERVICES		3,852,216	4,226,829	4,089,000	4,194,000
MISCELLANEOUS					
000-037001	Interest	29,528	32,894	25,000	12,000
000-037004	Miscellaneous	391	1,038	1,000	1,000
TOTAL MISCELLANEOUS		29,919	33,932	26,000	13,000
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	2,926,376	1,813,347	2,911,278	4,320,237
TOTAL RESOURCES		6,808,511	6,074,108	7,026,278	8,527,237

Sewer Fund

SEWER FUND SUMMARY

		2014-15	2015-16	2016-17	2017-18
		Actual	Adopted	Adopted	Proposed
EXPENDITURES					
PERSONNEL SERVICES					
Dept 735	PS Totals for Sewer Collection	696,355	683,488	669,890	575,000
Dept 736	PS Totals for Primary Treat	140,508	141,861	166,880	136,000
Dept 737	PS Totals for Secondary Treat	181,932	182,218	211,120	181,000
Dept 738	PS Totals for Pump Services	119,128	120,783	127,260	136,000
TOTAL PERSONNEL SERVICES		1,137,923	1,128,350	1,175,150	1,028,000
MATERIALS & SERVICES					
Dept 735	M&S Totals for Sewer Collection	844,379	795,771	847,450	1,237,213
Dept 736	M&S Totals for Primary Treat	185,718	197,396	224,790	179,500
Dept 737	M&S Totals for Secondary Treat	414,540	417,309	359,470	289,000
Dept 738	M&S Totals for Pump Services	41,673	57,155	83,830	42,000
TOTAL MATERIALS & SERVICES		1,486,310	1,467,632	1,515,540	1,747,713
DEBT SERVICE					
000-055001	Principle	330,650	350,276	442,200	537,000
000-055002	Interest	60,980	42,502	423,000	161,000
000-055003	Loan Fee	4,375	8,250	30,550	31,000
TOTAL DEBT SERVICE		396,005	401,028	895,750	729,000
CAPITAL OUTLAY					
000-056001	Capital Outlay	-	-	9,000	490,000
TRANSFERS					
000-057001	Transfers	265,000	395,500	647,740	300,000
CONTINGENCY					
000-058001	Contingency	-	-	410,000	100,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	2,373,098	4,132,524
TOTAL EXPENDITURES		3,285,238	3,392,510	7,026,278	8,527,237

Sewer Fund

EXPENDITURES SEWER COLLECTION		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
735-051016	PW Support Services Charge	-	-	-	575,000
735-051xxx	Direct Labor Charge	696,355	683,488	669,890	-
TOTAL PERSONNEL SERVICES		696,355	683,488	669,890	575,000
MATERIALS & SERVICES					
735-052001	Operating Supplies	11,476	12,838	35,000	25,000
735-052003	Utilities	-	131	-	-
735-052019	Professional Services	37,124	15,629	45,000	25,000
735-052023	Facility Maintenance	37,500	-	-	-
735-052025	GFSS Fund Charges	-	-	-	545,250
735-052026	Equipment Fund Charges	-	41,700	41,700	160,063
735-052063	PW Operation Fund Charges	-	-	-	52,500
735-052065	Uncollectable Accounts	15,229	-	14,080	10,000
735-052067	In Lieu of Franchise Fee	331,448	329,473	351,000	419,400
735-052xxx	Indirect Labor Charge	411,602	396,000	360,670	-
TOTAL MATERIALS & SERVICES		844,379	795,771	847,450	1,237,213

EXPENDITURES PRIMARY TREATMENT		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
736-051016	PW Support Services Charge	-	-	-	136,000
736-051xxx	Direct Labor Charge	140,508	141,861	166,880	-
TOTAL PERSONNEL SERVICES		140,508	141,861	166,880	136,000
MATERIALS & SERVICES					
736-052001	Operating Supplies	44,938	49,622	20,000	30,000
736-052003	Utilities	35,074	36,448	42,200	43,000
736-052004	Office Supplies	148	-	-	-
736-052006	Computer Maintenance	-	395	2,000	-
736-052010	Telephone	2,556	2,662	3,110	4,000
736-052016	Insurance - General	27,170	30,110	32,520	33,000
736-052018	Professional Development	237	1,750	2,000	2,000
736-052019	Professional Services	3,500	-	6,000	5,000
736-052023	Facility Maintenance	1,997	3,036	2,500	2,500
736-052026	Equipment Fund Charges	25,000	27,800	27,800	-
736-052027	IT Fund Charges	1,669	-	-	-
736-052064	Lab Testing	10,286	11,577	15,000	25,000
736-052083	Chemicals	-	-	33,000	35,000
736-052xxx	Indirect Cost Allocation	33,143	33,996	38,660	-
TOTAL MATERIALS & SERVICES		185,718	197,396	224,790	179,500

Sewer Fund

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES SECONDARY TREATMENT		Actual	Actual	Adopted	Proposed
PERSONNEL SERVICES					
737-051001	Regular Wages	201,924	196,318	239,550	-
737-051004	Overtime	20,127	28,804	23,040	-
737-051005	Health Dental Benefits	55,921	53,146	58,800	-
737-051006	VEBA	2,640	2,920	2,640	-
737-051007	Retirement	57,364	56,610	64,830	-
737-051008	FICA	18,074	18,400	21,510	-
737-051009	Workers Comp	5,783	6,098	6,860	-
737-051011	Longevity Pay	1,200	1,215	1,260	-
737-051012	Certification & Incentive	420	35	1,200	-
737-051014	Disability Life Ins	634	565	630	-
737-051015	Standby Pay	14,796	16,365	17,240	-
737-051016	PW Support Services Charge	-	-	-	181,000
737-051xxx	Direct Labor Charge	(196,951)	(198,258)	(226,440)	-
TOTAL PERSONNEL SERVICES		181,932	182,218	211,120	181,000
MATERIALS & SERVICES					
737-052001	Operating Supplies	17,704	20,916	20,000	50,000
737-052003	Utilities	107,742	180,947	116,500	120,000
737-052006	Computer Maintenance	-	1,745	2,000	-
737-052010	Telephone	2,640	2,801	3,000	4,000
737-052016	Insurance - General	27,190	30,140	32,550	34,000
737-052017	Insurance - Self	-	-	870	-
737-052018	Professional Development	142	1,750	2,000	2,000
737-052019	Professional Services	101,221	84	-	-
737-052023	Facility Maintenance	40,002	3,363	2,500	4,000
737-052026	Equipment Fund Charges	-	41,700	41,700	-
737-052027	IT Fund Charges	2,460	-	-	-
737-052064	Lab Testing	28,246	28,635	30,000	40,000
737-052066	Permit Fees	29,332	32,631	35,000	35,000
737-052xxx	Indirect Labor Allocation	57,861	72,597	73,350	-
TOTAL MATERIALS & SERVICES		414,540	417,309	359,470	289,000

Sewer Fund

	2014-15	2015-16	2016-17	2017-18
EXPENDITURES PUMP SERVICES	Actual	Actual	Adopted	Proposed
PERSONNEL SERVICES				
738-051016 PW Support Services Charge	-	-	-	136,000
738-051xxx Direct Labor Charge	119,128	120,783	127,260	-
TOTAL PERSONNEL SERVICES	119,128	120,783	127,260	136,000
MATERIALS & SERVICES				
738-052001 Operating Supplies	7,012	19,010	30,000	30,000
738-052003 Utilities	7,732	9,674	8,500	8,000
738-052010 Telephone	8,974	8,043	9,000	4,000
738-052xxx Indirect Cost Allocation	17,955	20,429	36,330	-
TOTAL MATERIALS & SERVICES	41,673	57,155	83,830	42,000

Sewer SDC Fund

The Sewer SDC (System Development Charges) Fund receives revenue from SDC charges which is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service and is therefore based on the number of water use fixture units in the building.

For 2017/18 there are no specified SDC specific projects. The available funds will be budgeted to be spent as general capital outlay on top of the one specific project. The reason for making these funds available is for an unforeseen projects that need to happen throughout the next fiscal year. This removes the requirement of completing a public hearing for a transfer of fund appropriations with the City Council should there be any need for funds in the next fiscal year.



Sewer SDC Fund

		2014-15	2015-16	2016-17	2017-18
RESOURCES		Actual	Actual	Budget	Proposed
CHARGES FOR SERVICES					
000-034008	SDC Charges	186,349	122,368	80,000	125,000
MISCELLANEOUS					
000-037001	Interest	-	-	-	-
000-037004	Miscellaneous - General	313,819	-	-	-
TOTAL MISCELLANEOUS		313,819	-	-	-
TRANSFERS					
000-038001	Transfers	250,000	235,000	270,000	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	1,467,050	1,672,050	1,799,039	804,102
TOTAL RESOURCES		2,217,218	2,029,418	2,149,039	929,102
		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Adopted	Budget	Proposed
CAPITAL OUTLAY					
000-053001	Capital Outlay	433,179	314,960	404,000	929,102
TRANSFERS					
000-054001	Transfers	-	500,000	-	-
TOTAL EXPENDITURES		433,179	814,960	404,000	929,102

Storm Fund

The Storm Fund is a new fund for the fiscal year 2017/18. In previous budgets the Storm Department was co-mingled with the Sewer Fund as a separate department. In FY 2017/18, this department will be a new fund created as an enterprise fund, which means that this fund should be self-supporting through revenue of charges for Utility service.

For 2017/18 there are five specific Storm Fund projects that are scheduled:

STM.001 - Columbia Blvd Swales	\$150,000
STM.002 - Storm Line Replacement	\$200,000
STM.004 - 10th Street Pump Station Decom.	\$400,000
STM.005 - Fence, Godfrey Park Storm	\$8,850 (\$6,150 from Storm SDC)
STM.006 - Street Sweeping Clean-up	\$30,000



Storm Fund

RESOURCES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
CHARGES FOR SERVICES					
000-034017	Storm Service Charge	833,793	827,210	856,500	865,000
MISCELLANEOUS					
000-037001	Interest	-	-	-	5,000
000-037004	Miscellaneous	-	-	-	1,000
TOTAL MISCELLANEOUS		-	-	-	6,000
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	431,799	726,649	883,810	959,070
TOTAL RESOURCES		1,265,592	1,553,859	1,740,310	1,830,070
EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed
PERSONNEL SERVICES					
000-051016	PW Support Services Charge	-	-	-	375,000
000-051xxx	Direct Labor	259,540	308,555	349,100	-
TOTAL PERSONNEL SERVICES		259,540	308,555	349,100	375,000
MATERIALS & SERVICES					
000-052001	Operating Supplies	24,701	6,072	25,000	25,000
000-052003	Utilities	764	1,026	700	800
000-052019	Professional Services	432	-	32,000	35,000
000-052023	Facility Maintenance	12,500	-	-	-
000-052025	GFSS Fund Charges	-	-	-	141,250
000-052026	Equipment Fund Charges	-	13,900	13,900	115,012
000-052063	PW Operations Fund Charges	-	-	-	29,500
000-052065	Uncollectable Accounts	7,006	13,900	4,190	5,000
000-052067	In Lieu of Franchise Fee	82,381	80,654	83,860	86,500
000-052xxx	Indirect Cost Allocation	151,619	282,108	321,710	-
TOTAL MATERIALS & SERVICES		279,403	397,661	481,360	438,062
CAPITAL OUTLAY					
000-056001	Capital Outlay	-	-	-	788,850
TRANSFERS					
000-057001	Transfers	-	-	550,000	-
CONTINGENCY					
000-058001	Contingency	-	-	100,000	100,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	-	128,158
TOTAL EXPENDITURES		538,943	706,216	1,480,460	1,830,070

Storm SDC Fund

The Storm SDC (System Development Charges) Fund receives revenue from SDC charges which is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service. In this SDC Fund, all money is budgeted to be spent as General Capital Outlay for any projects that come up throughout the fiscal year that funds could be used for. This eliminates the possible need to hold a future public hearing to transfer an appropriation of funds.

For 2017/18 there is only one specific Storm SDC Fund projects that is scheduled:

STM.005 - Fence, Godfrey Park Storm \$6,150 (\$8,850 from Storm Fund)

		2014-15	2015-16	2016-17	2017-18
RESOURCES		Actual	Actual	Budget	Proposed
CHARGES FOR SERVICES					
000-034008	SDC Charges	23,308	12,976	20,000	25,000
MISCELLANEOUS					
000-037001	Interest	-	-	-	-
000-037004	Miscellaneous - General	33,392	1,333,805	400,000	-
TOTAL MISCELLANEOUS		33,392	1,333,805	400,000	-
TRANSFERS					
000-038001	Transfers	900,000	-	550,000	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	1,706,681	2,045,681	745,076	1,987,930
TOTAL RESOURCES		2,663,381	3,392,462	1,715,076	2,012,930

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Adopted	Budget	Proposed
CAPITAL OUTLAY					
000-053001	Capital Outlay	586,306	1,294,617	328,000	2,012,930
CONTINGENCY					
000-058001	Contingency	-	-	200,000	-
TOTAL EXPENDITURES		586,306	1,294,617	528,000	2,012,930

Parks SDC Fund

The Parks SDC (System Development Charges) Fund receives revenue from SDC charges which is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service. In this SDC Fund, all money is budgeted to be spent as General Capital Outlay for any projects that come up throughout the fiscal year that funds could be used for. This eliminates the possible need to hold a future public hearing to transfer an appropriation of funds. For 2017/18 there are no specific projects anticipated.

	2014-15	2015-16	2016-17	2017-18
RESOURCES	Actual	Actual	Budget	Proposed
CHARGES FOR SERVICES				
000-034008 SDC Charges	45,784	21,792	25,000	30,000
GRANTS & INTERGOVERNMENTAL				
000-033007 Grants - Parks	-	-	57,700	15,000
MISCELLANEOUS				
000-037004 Miscellaneous - General	-	3,414	-	-
TOTAL MISCELLANEOUS	-	3,414	-	-
TRANSFERS				
000-038001 Transfers	7,421	66,500	17,000	-
FUND BALANCE AVAILABLE				
000-039001 Fund Balance Available	33,301	71,890	138,025	101,799
TOTAL RESOURCES	86,506	163,596	237,725	146,799

	2014-15	2015-16	2016-17	2017-18
EXPENDITURES	Actual	Actual	Budget	Proposed
CAPITAL OUTLAY				
000-053001 Capital Outlay	2,422	59,889	120,000	146,799
CONTINGENCY				
000-058001 Contingency	-	-	50,000	-
TOTAL EXPENDITURES	2,422	59,889	170,000	146,799

INTERNAL SERVICE FUNDS



Information Technology Fund

The IT Fund is an internal service fund where each department is charged a specific amount for the general replacement schedule of their computer and IT equipment, their percentage share of the IT services contract with CenterLogic, as well as any other IT related activities that are shared amongst the entire City. This is a new fund for the 2017/18 Fiscal Year and the City of St. Helens. Departmental costs and current/future projects are estimated at the time of creation and as the years go by, this fund will encompass those projects to ensure that the City is setting aside funds for future IT related projects.

	2014-15	2015-16	2016-17	2017-18
RESOURCES	Actual	Adopted	Adopted	Proposed
CHARGES FOR SERVICES				
000-034009 IT Fund Charges	-	-	-	230,000
FUND BALANCE AVAILABLE				
000-039001 Fund Balance Available	-	-	-	11,000
TOTAL RESOURCES	-	-	-	241,000

	2014-15	2015-16	2016-17	2017-18
EXPENDITURES	Actual	Adopted	Adopted	Proposed
MATERIALS & SERVICES				
000-052001 Operating Supplies	-	-	-	15,000
000-052005 Small Equipment	-	-	-	50,000
000-052006 Computer Maintenance	-	-	-	20,000
000-052019 Professional Services	-	-	-	75,000
TOTAL MATERIALS & SERVICES	-	-	-	160,000
CONTINGENCY				
000-058001 Contingency	-	-	-	21,000
UNAPPROPRIATED FUND BALANCE				
000-059001 Unapp Fund Balance	-	-	-	60,000
TOTAL EXPENDITURES	-	-	-	241,000

Equipment Fund

The Equipment Fund is an internal service fund used for the maintenance and replacement of fleet vehicles and equipment owned by the City of St. Helens. Each department within the City has a replacement schedule for vehicles and equipment that is reviewed every budget cycle for updates. From this replacement cycle and department manager’s input, the selection of vehicles and equipment to replace in the upcoming years are scheduled and updated. The Equipment Fund also funds two City mechanics that perform regular maintenance work on all City vehicles.

For 2017/18 the following departments are scheduled purchases:

City Hall -

None

Police -

1 Police Fleet vehicle \$32,000

Public Works -

Mower	\$20,000
Excavator	\$255,000
Dump Truck	\$85,000
Mower Deck	\$10,000



Equipment Fund

		2014-15	2015-16	2016-17	2017-18
		Actual	Actual	Budget	Proposed
RESOURCES					
CHARGES FOR SERVICES					
000-034008	Equipment Fund Charges	716,000	284,204	278,000	638,478
MISCELLANEOUS					
000-037004	Miscellaneous - General	-	-	10,500	-
TRANSFERS					
000-038001	Transfers	-	220,000	630,000	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	228,666	344,840	496,686	788,135
TOTAL RESOURCES		944,666	849,044	1,404,686	1,426,613

		2014-15	2015-16	2016-17	2017-18
		Actual	Actual	Budget	Proposed
EXPENDITURES					
PERSONNEL SERVICES					
000-051001	Regular Wages	108,936	111,648	113,900	125,000
000-051004	Overtime	-	-	560	500
000-051005	Health Dental Benefits	39,866	42,261	44,140	45,000
000-051006	VEBA	2,160	2,160	2,160	2,500
000-051007	Retirement	28,027	31,073	31,840	32,000
000-051008	FICA	8,409	8,613	8,900	9,500
000-051009	Workers Comp	2,581	2,921	3,080	3,500
000-051011	Longevity Pay	1,800	1,800	1,800	2,000
000-051012	Certification & Incentive	-	-	-	500
000-051014	Disability Life Ins	422	400	420	500
000-051015	Direct Labor Charge	1,523	1,530	1,610	-
TOTAL PERSONNEL SERVICES		193,724	202,406	208,410	221,000
MATERIALS & SERVICES					
000-052001	Operating Supplies	43,680	49,755	46,000	45,000
000-052010	Telephone	1,781	-	-	-
000-052016	Insurance - General	3,270	3,620	3,910	55,000
000-052017	Insurance - Self	-	-	580	-
000-052023	Facility Maintenance	9,789	7,841	14,000	12,000
000-052027	IT Fund Charges	356	571	1,000	-
000-xxxxxx	Indirect Cost Allocation	14,967	16,187	18,080	-
TOTAL MATERIALS & SERVICES		73,843	77,974	83,570	112,000
CAPITAL OUTLAY					
000-053001	Capital Outlay	312,969	177,745	159,611	402,000
CONTINGENCY					
000-058001	Contingency	-	-	10,000	250,000
UNAPPROPRIATED FUND BALANCE					
000-059001	Unapp Fund Balance	-	-	9,162	441,613
TOTAL EXPENDITURES		580,536	458,125	470,753	1,426,613

Public Works Operations Fund

The Public Works Operations Fund accounts for revenues and expenses associated with providing services to public facilities consisting of Streets, Water, Sewer and Storm. The major source of revenue is the service paid by operating funds based on a cost allocation formula. Expenses are for the operations of the offices of the Public Works Director, Engineering and Operations. As an internal service fund, revenues (Charges for Services) should equal expenses, with any accrued balance each year returned proportionately to the contributing funds. This fund contains two separate departments (Engineering & Operations).

PERFORMANCE MEASUREMENTS

TASK	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Number of Projects put out to Competitive Bid	8	13	16	15
Dollars of Grant Funding Received for Projects	467,607	43,300	7,750	
Miles of Gravel Roads Paved	0	1.27	0	0.40
Right-of-Way / Construction Permits Issued	30	14	40	35
Capital Improvement Projects Completed	6	9	15	15
Linear Feet of Sanitary Lines Repaired	8,368	150	0	1,000
Linear Feet of water Mains Replaced	300	1,022	520	1,000
Feet of New Storm Pipes Constructed	1,132	238	1,727	1,000
Private Developments Plans Reviewed & Approved	3	5	7	9
Provided Materials and Services for Community Events	18	17	17	17
Sanitary Manholes Replaced / Repaired			48	10
Number of Aging Water Meters Replaced	510	971	1,072	550
Miles of Sewer Mains Maintained	59.1	59.2	59.2	59.3
Miles of Water Lines Maintained	81.7	81.8	81.8	81.9
Miles of Storm Lines Maintained	43	43.1	43.4	43.5
Miles of Streets Maintained	105	105	105	105
Maintain City-Owned Building/Facilities	10	10	10	10
Maintain City Vehicle and Equipment Fleet	111	111	111	111
Acres of Improved Parks Maintained	140	140	140	140
Millions of Gallons of Drinking Water Filtered	489	531	547	555
Millions of Gallons of Wastewater Treated	1,489	1,757	2,000	1,900

Public Works Operations Fund Summary

		2014-15	2015-16	2016-17	2017-18
RESOURCES		Actual	Actual	Adopted	Proposed
CHARGES FOR SERVICES					
000-034010	PW Support Services Charge	234,272	237,873	271,530	2,925,000
License, Permits, Fees					
000-035017	Engineering Fees	7,806	203	500	-
Miscellaneous					
000-037004	Miscellaneous - General	-	455	-	-
TRANSFERS					
000-038001	Transfers	-	40,000	-	-
FUND BALANCE AVAILABLE					
000-039001	Fund Balance Available	1,524	-	-	154,416
TOTAL RESOURCES		243,602	278,531	272,030	3,079,416
		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed
PERSONNEL SERVICES					
733 - Engineer	Total Personnel Services	26,450	27,543	19,650	380,200
734 - Ops	Total Personnel Services	1,047	3,029	-	2,399,000
TOTAL PERSONNEL SERVICES		27,497	30,572	19,650	2,779,200
MATERIALS & SERVICES					
733 - Engineer	Total Materials & Services	17,996	25,052	25,350	36,500
734 - Ops	Total Materials & Services	193,428	185,158	227,030	261,500
TOTAL MATERIALS & SERVICES		211,424	210,210	252,380	298,000
CAPITAL OUTLAY					
000-053001	Capital Outlay	4,681	-	-	-
CONTINGENCY					
000-058001	Contingency	-	-	-	2,216
TOTAL EXPENDITURES		243,602	240,782	272,030	3,079,416

Public Works Operations Fund

Department 733 - Engineering

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed
PERSONNEL SERVICES					
733-051001	Regular Wages	226,631	236,213	244,190	240,000
733-051004	Overtime	-	1,054	2,000	2,000
733-051005	Health Dental Benefits	38,344	39,498	41,080	57,000
733-051006	VEBA	2,040	2,390	2,640	2,500
733-051007	Retirement	50,962	56,687	59,030	56,500
733-051008	FICA	17,267	18,063	19,000	16,000
733-051009	Workers Comp	2,102	2,254	2,920	2,600
733-051011	Longevity Pay	875	900	2,160	2,200
733-051012	Certification & Incentive	680	911	600	500
733-051014	Disability Life Ins	634	600	630	900
733-051xxx	Direct Labor Charge	(313,085)	(331,027)	(354,600)	-
TOTAL PERSONNEL SERVICES		26,450	27,543	19,650	380,200
MATERIALS & SERVICES					
733-052004	Office Supplies	758	406	750	6,000
733-052006	Computer Maintenance	-	6,569	3,500	4,000
733-052010	Telephone	1,005	1,459	1,160	1,200
733-052017	Insurance - Self	-	-	940	-
733-052018	Professional Development	4,064	2,475	4,000	4,500
733-052019	Professional Services	-	-	2,000	2,000
733-052026	Equipment Fund Charges	-	-	-	8,800
733-052027	IT Fund Charges	12,169	14,144	13,000	10,000
TOTAL MATERIALS & SERVICES		17,996	25,052	25,350	36,500

Public Works Operations Fund

Department 734 - Operations

		2014-15	2015-16	2016-17	2017-18
EXPENDITURES		Actual	Adopted	Adopted	Proposed
PERSONNEL SERVICES					
734-051001	Regular Wages	944,017	984,093	999,580	1,301,000
734-051002	Part Time Wages	42,528	36,007	52,260	29,000
734-051003	Temp Wages	-	-	-	-
734-051004	Overtime	11,072	11,396	14,100	60,000
734-051005	Health Dental Benefits	272,926	289,496	339,700	541,000
734-051006	VEBA	14,230	49,105	15,240	18,000
734-051007	Retirement	220,248	238,734	244,700	305,000
734-051008	FICA	77,479	80,069	83,440	90,000
734-051009	Workers Comp	26,296	24,668	28,330	38,600
734-051011	Longevity Pay	10,290	9,460	8,640	9,000
734-051012	Certification & Incentive	2,504	2,600	5,400	3,000
734-051013	Unemployment	-	2,794	-	-
734-051014	Disability Life Ins	3,748	3,520	3,780	4,400
734-051015	Standby Pay	14,218	15,150	15,630	-
734-051xxx	Direct Labor Charge	(1,638,509)	(1,744,062)	(1,810,800)	-
TOTAL PERSONNEL SERVICES		1,047	3,029	-	2,399,000
MATERIALS & SERVICES					
734-052001	Operating Supplies	5,626	6,900	11,000	12,500
734-052003	Utilities	8,152	7,543	7,500	7,500
734-052004	Office Supplies	5,408	4,844	-	-
734-052005	Small Equipment	-	-	1,500	1,500
734-052010	Telephone	7,290	7,420	7,000	7,000
734-052016	Insurance - General	81,974	90,960	98,240	102,000
734-052017	Insurance - Self	-	-	5,790	-
734-052018	Professional Development	5,994	6,529	12,000	12,000
734-052019	Professional Services	17,809	18,357	17,500	18,000
734-052022	Fuel/Oil	48,398	34,388	55,000	55,000
734-052023	Facility Maintenance	3,920	3,602	4,500	5,000
734-052027	IT Fund Charges	8,857	4,615	7,000	40,000
734-052028	Projects & Programs	-	-	-	1,000
TOTAL MATERIALS & SERVICES		193,428	185,158	227,030	261,500

Facilities Major Maintenance Fund

The Facilities Major Maintenance Fund is an internal service fund used for the maintenance of current City-owned buildings. Departments can elect to have funds charged to their departments' budget to be held in this fund for future maintenance needs as required. Similar to SDC Funds in Public Works Departments, this fund appropriates to have all funds available in case there are unforeseen expenses throughout the next fiscal year.

Projects and maintenance that is scheduled for next year include several City Hall upgrades including outside maintenance, carpet, blinds for public windows, mailroom/server room improvements, and utility billing department improvements.

	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed
RESOURCES				
CHARGES FOR SERVICES				
000-037020 Facility Maintenance	-	-	-	50,000
FUND BALANCE AVAILABLE				
000-039001 Fund Balance Available	-	-	-	250,530
TOTAL RESOURCES	-	-	-	300,530

	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed
EXPENDITURES				
MATERIALS & SERVICES				
000-052028 Projects & Programs	-	-	-	50,000
CAPITAL OUTLAY				
000-053001 Capital Outlay	-	-	-	60,000
CONTINGENCY				
000-058001 Contingency	-	-	-	190,530
TOTAL EXPENDITURES	-	-	-	300,530

City of St. Helens Capital Improvement Plan FY 2018 - FY 2022



ST. HELENS CAPITAL IMPROVEMENT PROJECTS**2017/18—2021/22**

Below is a summary sheet of Capital Improvement Projects that are scheduled for the next 5 years for the City of St. Helens. These projects are reviewed yearly and can change throughout the year depending on funding sources and development throughout the City. Each specific project is shown in more detail with information further in the Capital Improvement Plan section. If you have questions about a specific project you see listed, please reach out to the Public Works office for more information.

At the end of each department is a current list of future known projects through 2050. These projects are reviewed and updated every budget year with Department Managers and the Finance Director along with better estimates on development needs, goals, and expectations. These projects can change year to year depending on these variables. For more specific information, please contact the Public Works office for more information.

<u>CIP #</u>	<u>PROJECT</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>CIP TOTAL</u>
<u>PARKS DEPARTMENT</u>							
PKS.001	Veterans Memorial Plaza	69,000	-	-	-	-	69,000
PKS.002	Picnic Table Replacement	5,000	5,000	5,000	5,000	5,000	25,000
PKS.003	Dock Repairs/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
PKS.004	Nob Hill Staircase & Kiosk	5,000	-	-	-	-	5,000
Parks Total =		89,000	25,000	25,000	25,000	25,000	149,000

<u>STREETS DEPARTMENT</u>							
STS.001	Paving Unimproved Streets	150,000	-	-	-	-	150,000
STS.002	S. 1st Street Improvements	-	-	-	300,000	-	300,000
STS.003	Sidewalk Improvements	50,000	10,000	10,000	10,000	10,000	90,000
STS.004	AC Overlays	240,000	-	200,000	-	200,000	640,000
STS.005	Replace Downtown Street Lights	-	-	30,000	-	-	30,000
STS.006	Replace Light at OPR & S. 18th	-	-	-	100,000	-	100,000
STS.007	Road Patching Projects	20,000	20,000	20,000	20,000	20,000	100,000
STS.008	Crack Seal Project	75,000	-	-	-	-	75,000
Streets Total =		535,000	30,000	260,000	430,000	230,000	1,485,000

<u>WATER DEPARTMENT</u>							
WTR.001	Water Reservoirs	-	-	-	-	2,000,000	2,000,000
WTR.002	Purchase Land (High/Low)	240,000	-	-	-	-	240,000
WTR.003	Water Meter Replacement	25,000	25,000	25,000	25,000	25,000	125,000
WTR.004	Water Main Replacements	200,000	200,000	200,000	200,000	200,000	1,000,000
WTR.005	Filtration Membrane Replacement	-	130,000	130,000	130,000	130,000	520,000
WTR.006	Waterproof Reservoir Exterior	50,000	50,000	-	-	-	100,000
WTR.007	Pittsburg Road/Milton Creek Bypass	-	250,000	-	-	-	250,000
WTR.008	Water Well Clean-up	30,000	-	-	-	-	30,000
Water Total =		545,000	655,000	355,000	355,000	2,355,000	4,265,000

ST. HELENS CAPITAL IMPROVEMENT PROJECTS**2017/18—2021/22**

<u>CIP #</u>	<u>PROJECT</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>CIP TOTAL</u>
<u>SEWER DEPARTMENT</u>							
SWR.001	Primary Dredge	-	100,000	-	-	-	100,000
SWR.002	Sewer Main Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
SWR.003	Lift Station #1 - Wet well	40,000	-	-	-	-	40,000
SWR.004	South Trunk Upgrades	250,000	-	-	-	-	250,000
Sewer Total =		490,000	300,000	200,000	200,000	200,000	1,390,000
<u>STORM DEPARTMENT</u>							
STM.001	Columbia Blvd Swales	150,000	-	200,000	-	-	350,000
STM.002	Storm line replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
STM.003	Middle Trunk upgrade	-	200,000	200,000	200,000	200,000	800,000
STM.004	10th St. Pump Station Decom.	400,000	-	-	-	-	400,000
STM.005	Fence, Godfrey Park Storm	15,000	-	-	-	-	15,000
STM.006	Street Sweeping Clean-up	30,000	-	-	-	-	30,000
Storm Total =		795,000	400,000	600,000	400,000	400,000	2,595,000
<u>EQUIPMENT FUND</u>							
EQP.001	Equipment Fund Purchases	402,000	250,000	242,000	280,000	242,000	1,416,000
Equipment Total =		402,000	250,000	242,000	280,000	242,000	1,416,000
-	-	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>CIP TOTAL</u>
TOTAL 5-Year CIP		2,856,000	1,650,000	1,672,000	1,680,000	3,442,000	11,300,000

PARKS DEPARTMENT PROJECTS

Project # and Title: PKS.002 Picnic Table Replacement						
Project Description: Picnic Table replacement around all parks						
Estimated Completion: Ongoing						
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Project Costs	69,000	-	-	-	-	69,000
TOTAL	69,000	-	-	-	-	69,000
FUNDING						
Grant	46,770	-	-	-	-	46,770
City In-Kind Donation	22,230	-	-	-	-	22,230
TOTAL	69,000	-	-	-	-	69,000



Project # and Title:	PKS.002	Picnic Table Replacement				
Project Description:	Picnic Table replacement around all parks					
Estimated Completion:	Ongoing					

PARKS DEPARTMENT PROJECTS

Project # and Title:	PKS.003	Dock Repairs and Maintenance				
Project Description:	Dock Repairs and Annual Maintenance					
Estimated Completion:	Ongoing					
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000
FUNDING						
Facility Major Maint.	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000



Project # and Title:	PKS.004	Nob Hill Staircase & Kiosk				
Project Description:	Install staircase to connect nature trails to waterfront. Install Kiosk at Plymouth St.					
Estimated Completion:	Summer 2018					
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	5,000					5,000
TOTAL	5,000	-	-	-	-	5,000
FUNDING						
Grant	5,000					5,000
TOTAL	5,000	-	-	-	-	5,000

FUTURE PARKS PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
6th Street Park - Restrooms	\$ 40,000	2016-2021	Unknown
Campbell Park - Rehabilitate Tennis Courts	\$ 100,000	2016-2021	Unknown
Godfrey Park - Playground Installation	\$ 8,000	2016-2021	Unknown
McCormick Park - Flex Court Installation	\$ 35,000	2016-2021	Unknown
Trail - Riverfront Improvements	\$ 1,146,000	2016-2031	Unknown
Trail - 5th St Hiking Trail	\$ 200,000	2016-2031	Unknown
Trail - 4th St Gardens Trail	\$ 290,000	2016-2031	Unknown
Trail - Dalton Lake Trail	\$ 200,000	2016-2031	Unknown
Trail - West Columbia Blvd Extension	\$ 120,000	2016-2031	Unknown
Campbell Park - Covered Picnic Shelter	\$ 50,000	2021-2026	Unknown
Columbia View Park - Covered Picnic Shelter	\$ 75,000	2021-2026	Unknown
McCormick Park - Covered Picnic Shelters	\$ 150,000	2021-2026	Unknown
McCormick Park - War Memorial Expansion	\$ 28,000	2021-2026	Unknown
McCormick Park - Rehabilitate Baseball Fields	\$ 20,000	2021-2026	Unknown
Sand Island Marine Park - Feasibility Study	\$ 40,000	2021-2026	Unknown
Sand Island Marine Park - Designate Campsites	\$ 9,500	2021-2026	Unknown
Columbia View Park	\$ 350,000	2023-2028	Unknown
Promenade @	\$ 150,000	2023-2028	Unknown
New Gazebo & Storage @	\$ 200,000	2023-2028	Unknown
Tennis Courts @	\$ 50,000	2023-2028	Unknown
6th Street Park - Level Baseball Fields	\$ 24,000	2026-2031	Unknown
Campbell Park - Create Fenced pet area	\$ 11,000	2026-2031	Unknown
Civic Pride Park - Splash Garden	\$ 200,000	2026-2031	Unknown
Civic Pride Park - Restrooms	\$ 40,000	2026-2031	Unknown
Civic Pride Park - Playground Equipment	\$ 30,000	2026-2031	Unknown
Columbia View Park - Band Shell Installation	\$ 1,000,000	2026-2031	Unknown
Columbia Botanical Garden - Interpretive Signage	\$ 5,000	2026-2031	Unknown
Godfrey Park - Sprinkler System	\$ 5,000	2026-2031	Unknown
Godfrey Park - Restrooms	\$ 40,000	2026-2031	Unknown
Grey Cliffs Park - Fishing Pier	\$ 75,000	2026-2031	Unknown
Grey Cliffs Park - Covered Picnic Shelter	\$ 50,000	2026-2031	Unknown
Heinie Heumann Park - Covered Picnic Shelter	\$ 50,000	2026-2031	Unknown
Heinie Heumann Park - Playground Equipment	\$ 30,000	2026-2031	Unknown
Heinie Heumann Park - Sidwalk from Sr Ctr to Shelter	\$ 12,500	2026-2031	Unknown
McCormick Park - Repair & Update Skatepark	\$ 20,000	2026-2031	Unknown
Millard Road Property - Restrooms	\$ 50,000	2026-2031	Unknown
Millard Road Property - Playground Equipment	\$ 50,000	2026-2031	Unknown
Millard Road Property - Covered Picnic Shelter	\$ 50,000	2026-2031	Unknown
Millard Road Property - Flex court installation	\$ 40,000	2026-2031	Unknown
Master Plan Update (Every 10 Years)	\$ 50,000	2020	Parks SDC
Master Plan Update (Every 10 Years)	\$ 50,000	2030	Parks SDC
Master Plan Update (Every 10 Years)	\$ 50,000	2040	Parks SDC
Master Plan Update (Every 10 Years)	\$ 50,000	2050	Parks SDC

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.001	Unimproved Street Paving				
Project Description:	Paving currently unimproved streets					
Estimated Completion:	Summer 2018					



Project # and Title:	STS.002	1st Street Reconstruction				
Project Description:	Reconstruction of 1st Street					
Estimated Completion:	Summer 2020					

STREET DEPARTMENT PROJECTS

Project # and Title: STS.003 Sidewalk & ADA Improvements Project Description: ADA Ramps & Sidewalk Improvements around St. Helens Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	50,000	10,000	10,000	10,000	10,000	90,000
TOTAL	50,000	10,000	10,000	10,000	10,000	90,000
FUNDING						
Street Fund	50,000	10,000	10,000	10,000	10,000	90,000
TOTAL	50,000	10,000	10,000	10,000	10,000	90,000



Project # and Title: STS.004 General Street Overlays Project Description: General Street Overlays around St. Helens Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	240,000	-	200,000	-	200,000	640,000
TOTAL	240,000	-	200,000	-	200,000	640,000
FUNDING						
Street Fund	240,000	-	200,000	-	200,000	640,000
TOTAL	240,000	-	200,000	-	200,000	640,000

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.005	Replace Downtown Street Lights				
Project Description:	Replace Downtown Street Lights					
Estimated Completion:	Summer 2020					



Project # and Title:	STS.006	Replace Light at OPR & S. 18th				
Project Description:	Replace Light at OPR & S. 18th					
Estimated Completion:	Summer 2021					

STREET DEPARTMENT PROJECTS

Project # and Title: STS.007 Road Patching Projects Project Description: Misc road patching projects around City limits Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000
FUNDING						
STP	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000



Project # and Title: STS.008 Crack Seal Project Project Description: Crack seal projects Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	75,000	-	-	-	-	75,000
TOTAL	75,000	-	-	-	-	75,000
FUNDING						
STP	75,000	-	-	-	-	75,000
TOTAL	75,000	-	-	-	-	75,000

FUTURE STREET PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Roadway - Ross Rd / Bachelor Flat Rd	\$12,000	2011-2016	Unknown
Roadway - US 30 / Millard Rd	\$20,000	2011-2016	Unknown
Roadway - 18th St / Old Portland Rd	\$100,000	2020-21	Unknown
Bicycle - Firlock Park Rd (Gable Rd to US 30)	\$891,000	2011-2016	Unknown
Bicycle - 12th St (Columbia Blvd to Old Portland Rd)	\$364,000	2011-2016	Unknown
Bicycle - Barr Ave (Pittsburg Rd to Sykes Rd)	\$5,500	2011-2016	Unknown
Bicycle - Sunset Blvd (Pittsburg Rd to Sykes Rd)	\$15,000	2011-2016	Unknown
Bicycle - Columbia Blvd (Sykes Rd to US 30)	\$30,000	2011-2016	Unknown
Bicycle - Sykes Rd (Summit View Dr to Columbia Blvd)	\$643,000	2011-2016	Unknown
Bicycle - Bachelor Flat Road (Ross Rd to Columbia Blvd)	\$461,000	2011-2016	Unknown
Bicycle - Columbia Blvd (Gable Rd to Sykes Rd)	\$304,000	2011-2016	Unknown
Bicycle - Vernonia Rd (Pittsburg Rd to US 30)	\$482,000	2011-2016	Unknown
Bicycle - McNulty Way (Millard Rd to Gable Rd)	\$337,000	2011-2016	Unknown
Bicycle - US 30 / St Helens St	\$5,000	2011-2016	Unknown
Bicycle - US 30 / Gable Rd	\$5,000	2011-2016	Unknown
Pedestrian - Firlock Park Rd (Gable Rd to US 30)	\$1,103,000	2011-2016	Unknown
Pedestrian - 12th St (Columbia Blvd to Old Portland Rd)	\$580,000	2011-2016	Unknown
Pedestrian - 16th St (West St to Middle School Driveway)	\$266,000	2011-2016	Unknown
Pedestrian - Sunset Blvd (Pittsburg Rd to Columbia Blvd)	\$668,000	2011-2016	Unknown
Pedestrian - Columbia Blvd (Sykes Rd to US 30)	\$1,353,000	2011-2016	Unknown
Pedestrian - Sykes Rd (Summit View Dr to Columbia Blvd)	\$805,000	2011-2016	Unknown
Pedestrian - Sykes rd (Columbia blvd to US 30)	\$190,000	2011-2016	Unknown
Pedestrian - Bachelor Flat Rd (Ross Rd to Columbia Blvd)	\$804,000	2011-2016	Unknown
Pedestrian - Columbia Blvd (Gable Rd to Sykes Rd)	\$400,000	2011-2016	Unknown
Pedestrian - Vernonia Rd (Pittsburg Rd to US 30)	\$1,319,000	2011-2016	Unknown
Pedestrian - McNulty Way (Millard Rd to Gable Rd)	\$749,000	2011-2016	Unknown
Pedestrian - Columbia Blvd / Sykes Rd	\$19,000	2011-2016	Unknown
Pedestrian - 18th St / Old Portland Rd	\$19,000	2011-2016	Unknown
Pedestrian - Columbia Blvd / St Helens Couplet	\$106,000	2011-2016	Unknown
Pedestrian - Columbia Blvd Couplet to 2nd St	\$200,000	2011-2016	Unknown
Pedestrian - Columbia Blvd / 1st St	\$10,000	2011-2016	Unknown
Pedestrian - St Helens St	\$106,000	2011-2016	Unknown
Pedestrian - US 30 Corridor	\$15,000	2011-2016	Unknown
Roadway - US 30 / Deer Island Rd	\$485,000	2017-2021	Unknown
Roadway - US 30 / Millard Rd Intersection	\$1,000,000	2017-2021	Unknown
Roadway - Columbia Blvd / Sykes Rd	\$368,000	2017-2021	Unknown
Roadway - Ross Rd / Bachelor Flat Rd	\$769,000	2017-2021	Unknown
Roadway - Old Portland Rd / Millard Rd	\$60,000	2017-2021	Unknown
Roadway - Millard Rd	\$2,892,000	2017-2021	Unknown
Roadway - Ross Rd	\$1,617,000	2017-2021	Unknown

FUTURE STREET PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Bicycle - 18th St (Columbia Blvd to Old Portland Rd)	\$242,000	2017-2021	Unknown
Bicycle - Matzen St (Columbia Blvd to Sykes Rd)	\$51,000	2017-2021	Unknown
Bicycle - Old Portland Rd (Gable Rd to St Helens St)	\$1,048,000	2017-2021	Unknown
Bicycle - Old Portland Rd (Millard Rd to Gable Rd)	\$872,000	2017-2021	Unknown
Bicycle - Old Portland Rd (City Limits to Millard Rd)	\$517,000	2017-2021	Unknown
Pedestrian - 18th St (Columbia Blvd to Old Portland Rd)	\$683,000	2017-2021	Unknown
Pedestrian - Matzen St (Columbia Blvd to Sykes Rd)	\$94,000	2017-2021	Unknown
Pedestrian - Old Portland Rd (Gable Rd to St Helens St)	\$2,199,000	2017-2021	Unknown
Roadway - US 30 / Gable Rd	\$485,000	2022-2031	Unknown
Roadway - US 30 / Pittsburg Rd	\$400,000	2022-2031	Unknown
Roadway - US 30 / Vernonia Rd	\$400,000	2022-2031	Unknown
Roadway - 12th St / Columbia Blvd	\$250,000	2022-2031	Unknown
Roadway - Old Portland Rd / Gable Rd	\$2,785,000	2022-2031	Unknown
Roadway - Achilles Road Extension	\$2,952,000	2022-2031	Unknown
Roadway - Industrial Way Extension	\$1,000,000	2022-2031	Development
Roadway - Plymouth to 1st St Extension	\$1,505,000	2022-2031	Unknown
Roadway - Firlock Park Extension	\$2,260,000	2022-2031	Unknown
Roadway - Milton Way Extension	\$1,767,000	2022-2031	Unknown
Roadway - US 30 / Millard Rd	\$15,000	2022-2031	Unknown
Bicycle - Pittsburg Rd (Barr Rd to Vernonia Rd)	\$562,000	2022-2031	Unknown
Bicycle - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	\$242,000	2022-2031	Unknown
Bicycle - Port Avenue (Milton Way to Old Portland Rd)	\$340,000	2022-2031	Unknown
Bicycle - Milton Way (Port Ave to Columbia Blvd)	\$709,000	2022-2031	Unknown
Pedestrian - Pittsburg Rd (Barr Rd to Vernonia Rd)	\$680,000	2022-2031	Unknown
Pedestrian - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	\$402,000	2022-2031	Unknown
Pedestrian - Port Ave (Milton Way to Old Portland Rd)	\$453,000	2022-2031	Unknown
Pedestrian - Milton Way (Port Ave to Columbia Blvd)	\$756,000	2022-2031	Unknown
Pedestrian - Oregon Street (West St to Rutherford Parkway)	\$841,000	2022-2031	Unknown
Pedestrian - Deer Island Rd (Us 30 to West St)	\$591,000	2022-2031	Unknown
Streets Master Plan (Every 10 Years)	\$150,000	2025	SDC
Streets Master Plan (Every 10 Years)	\$150,000	2035	SDC
Streets Master Plan (Every 10 Years)	\$150,000	2045	SDC
Options - Ped Improv. (Multiple Projects per TSP)	\$15,886,000	2023-2050	Unknown
Options - Ped Intersect. Improv. (Multiple Projects per TSP)	\$475,000	2023-2050	Unknown
Options - Bike Lane Improv. (Multiple Projects per TSP)	\$8,622,000	2023-2050	Unknown
Options - Bike Cross Improv. (Multiple Projects per TSP)	\$10,000	2023-2050	Unknown
Options - Street Improv. (Multiple Projects per TSP)	\$15,649,000	2023-2050	Unknown
Options - Intersect Improv. (Multiple Projects per TSP)	\$7,134,000	2023-2050	Unknown
Options - Rail Intersect Improv. (Multiple Projects per TSP)	\$6,835,000	2023-2050	Unknown

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.001	Water Reservoirs				
Project Description:	Building new Water Reservoirs					
Estimated Completion:	Money available when land is purchased to Build					



Project # and Title:	WTR.002	Purchase Land (High & Low)				
Project Description:	Land purchase for water reservoirs					
Estimated Completion:	Monday available when land becomes available					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	240,000	-	-	-	-	240,000
TOTAL	240,000	-	-	-	-	240,000
FUNDING						
Water SDC Fund	240,000	-	-	-	-	240,000
TOTAL	240,000	-	-	-	-	240,000

WATER DEPARTMENT PROJECTS

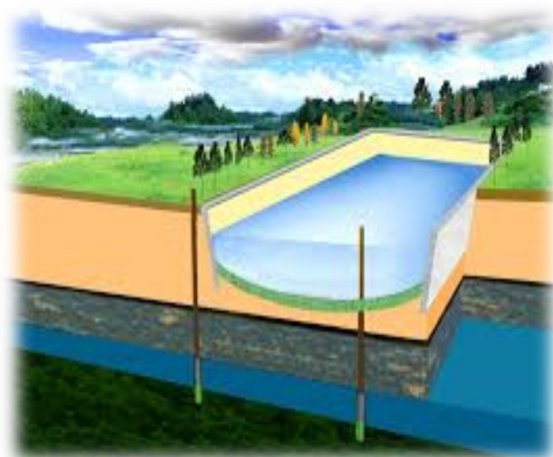
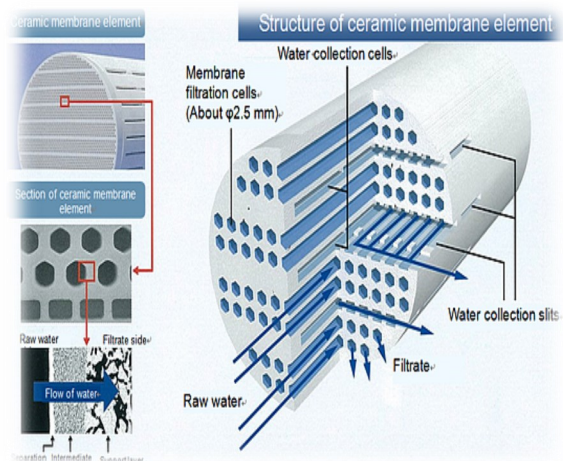
Project # and Title:	WTR.003	Water Meter Replacement				
Project Description:	Ongoing replacement of ERT Water Meters					
Estimated Completion:	Ongoing					



Project # and Title:	WTR.004	Water Main Replacements				
Project Description:	Ongoing Replacements of Water Main Lines					
Estimated Completion:	Ongoing					

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.005	Filtration Membrane Replacement				
Project Description:	Replacement of Filters at Water Treatment lant					
Estimated Completion:	Ongoing					



Project # and Title:	WTR.006	Waterproof Reservoir Exterior				
Project Description:	Waterproof Reservoir Exterior					
Estimated Completion:	Summer 2019					

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.007	Pittsburg Rd / Milton Creek Bypass				
Project Description:	Pittsburg Rd / Milton Creek Bypass improvements					
Estimated Completion:	Summer 2019					



Project # and Title:	WTR.008	Water Well Clean-up				
Project Description:	Water Well Clean-up					
Estimated Completion:	Summer 2018					
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Contracting	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Water Fund	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000

FUTURE WATER PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Water Reservoir - Land Purchase	\$ 4,000,000	2023-2050	Water Fund
Water Reservoir - Construction	\$ 4,000,000	2023-2050	Water Fund
Pipeline Improvements (4"-6") (\$200k/Yr)	\$ 6,564,000	2012-2030	Water Fund
18th St. Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
19th-21st Bottleneck Replacement (8")	\$ 51,000	2023-2050	Water Fund
6th-Plymouth Main Replacement (8")	\$ 51,000	2023-2050	Water Fund
2nd-4th Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
Land Acquisition High Zone Storage	\$ 200,000	2025-2050	SDC & Water
0.25 MG High Reservoir 2	\$ 300,000	2025-2050	SDC & Water
Ranney Well Maintenance	\$ 150,000	2018	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2026	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2034	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2042	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2050	Water Fund
Water Master Plan Update	\$ 120,000	2021	SDC
Water Master Plan Update (every 10 years)	\$ 120,000	2031	SDC
Water Master Plan Update (every 10 years)	\$ 120,000	2041	SDC
WMCP Update	\$ 40,000	2031	Water Fund
Meter Calibration (Annually 5k)	\$ 135,000	2023-2050	Water Fund

SEWER DEPARTMENT PROJECTS

Project # and Title:	SWR.001	Primary Dredge Lagoon				
Project Description:	Dredging sludge in Primary Lagoon restoring capacity					
Estimated Completion:	Summer 2019					



Project # and Title:	SWR.002	Sewer Main Replacement				
Project Description:	Ongoing Yearly Maintenance of Sewer Main Lines					
Estimated Completion:	Ongoing					

SEWER DEPARTMENT PROJECTS

Project # and Title: SWR.003 Lift Station #1—Wetwell Project Description: Cleaning and lining wetwell Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	40,000	-	-	-	-	40,000
TOTAL	40,000	-	-	-	-	40,000
FUNDING						
Sewer Fund	40,000	-	-	-	-	40,000
TOTAL	40,000	-	-	-	-	40,000



Project # and Title: SWR.004 South Trunk Upgrades Project Description: South Trunk Upgrades Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	250,000	-	-	-	-	250,000
TOTAL	250,000	-	-	-	-	250,000
FUNDING						
Sewer Fund	250,000	-	-	-	-	250,000
TOTAL	250,000	-	-	-	-	250,000

FUTURE SEWER PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Pump Station #4 to Port Ave Pipeline	\$ 325,000	Development	SDC & Sewer
Port Avenue Pipeline	\$ 740,000	Development	SDC & Sewer
Pump Station #11 Relocation & Improvement	\$ 1,155,000	Development	SDC & Sewer
Pump Station #4 Improvements	\$ 470,000	Development	SDC & Sewer
Master Plan (every 15 years)	\$ 75,000	2025	SDC
Master Plan (every 15 years)	\$ 75,000	2040	SDC

STORM DEPARTMENT PROJECTS

Project # and Title: STM.001 Columbia Blvd Improvements Project Description: Swales in 2018 : Drain upgrade in 2020 Estimated Completion: Summer 2020						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	150,000	-	1,000,000	-	-	1,150,000
TOTAL	150,000	-	1,000,000	-	-	1,150,000
FUNDING						
Storm Fund	150,000	-	-	-	-	150,000
Storm SDC	-	-	1,000,000	-	-	1,000,000
TOTAL	150,000	-	1,000,000	-	-	1,150,000



Project # and Title: STM.002 Storm Drain Maintenance Project Description: Ongoing Yearly Maintenance of Storm Lines Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Storm Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

STORM DEPARTMENT PROJECTS

Project # and Title:	STM.003	Middle Trunk Upgrade				
Project Description:	Middle Trunk Upgrade					
Estimated Completion:	Summer 2022					



Project # and Title:	STM.004	10th Street Pump Station Re-Route				
Project Description:	10th Street Pump Station Re-Route					
Estimated Completion:	Summer 2018					
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000
FUNDING						
Storm Fund	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000

STORM DEPARTMENT PROJECTS

Project # and Title: STM.005 Godfrey Park Storm Fence Project Description: Continuation of previous year project, finishing Godfrey Park Storm Improvements Estimated Completion: Summer 2018						
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	15,000	-	-	-	-	15,000
TOTAL	15,000	-	-	-	-	15,000
FUNDING						
Storm SDC	6,150	-	-	-	-	6,150
Storm Fund	8,850	-	-	-	-	8,850
TOTAL	15,000	-	-	-	-	15,000



Project # and Title: STM.006 Street Sweeping Clean-up Project Description: Clean-up of Street Sweeping Debris Estimated Completion: Summer 2018						
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Contracting	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Street Fund	15,000	-	-	-	-	15,000
Storm Fund	15,000	-	-	-	-	15,000
TOTAL	30,000	-	-	-	-	30,000

FUTURE STORM PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Middle Trunk Basin	\$ 2,790,000	2023-2030	Unknown
Greenway Basin	\$ 1,288,000	2023-2040	Unknown
Local Improvement Fund	\$ 1,000,000	2023-2040	Unknown
ESA Monitoring	\$ 25,000	2023-2030	Unknown
NPDES Permitting	\$ 200,000	2023-2030	Unknown
Storm water Master Plan (Every 15 Years)	\$ 30,000	2025	SDC Eligible
North Trunk Basin	\$ 2,570,000	2030-2040	Unknown
Milton Creek Basin	\$ 4,489,000	2030-2050	Unknown
Storm water Master Plan (Every 15 Years)	\$ 30,000	2040	SDC Eligible
McNulty Creek Basin	\$ 4,199,000	2040-2050	Unknown
Fischer Basin	\$ 3,089,000	2040-2050	Unknown

EQUIPMENT FUND PURCHASES

Project # and Title:	EQP.001	City Equipment Fund Purchases				
Project Description:	Fleet and Equipment Purchases					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	402,000	250,000	242,000	280,000	242,000	1,416,000
TOTAL	402,000	250,000	242,000	280,000	242,000	1,416,000
FUNDING						
Equipment Fund	402,000	250,000	242,000	280,000	242,000	1,416,000
TOTAL	402,000	250,000	242,000	280,000	242,000	1,416,000

**Scheduled Vehicle and Equipment Purchases for 2017/18 per department:****City Hall**

No scheduled purchases

Police

1 Police Fleet Vehicle—Estimated Purchase price \$32,000

Public Works

Mower —Estimated purchase price \$20,000

Excavator—Estimated purchase price \$255,000

Dump Truck—Estimated purchase price \$85,000

Mower Deck—Estimated purchase price \$10,000

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Schedule of Debt Service Requirements

Debt Service Summaries by Fund -

Water Fund

Capital One

Original Amount: \$6,142,000	Start Date: Sept 2016	End Date: Dec 2029
Principal Balance as of 6/30/18: \$5,251,158		

Sewer Fund

Clean Water Revolving Loan (R06801)

Original Amount: \$2,000,000	Start Date: March 2012	End Date: Sept 2031
Principal Balance as of 6/30/18: \$1,350,000		
Required Loan Reserve: \$50,000		

Capital One

Original Amount: \$1,912,000	Start Date: Sept 2016	End Date: Dec 2025
Principal Balance as of 6/30/18: \$1,633,000		

Clean Water Revolving Loan (R80162)

Original Amount: \$522,377	Start Date: Sept 2014	End Date: Mar 2019
Principal Balance as of 6/30/18: \$118,627		
Required Loan Reserve: \$55,574		

Clean Water Revolving Loan (R80163)

Original Amount: \$4,558,019	Start Date: Mar 2017	End Date: Sept 2036
Principal Balance as of 6/30/18: \$4,380,008		
Required Loan Reserve: \$158,461		

Community Development Fund

Columbia State Bank

Original Amount: \$1,000,000	Start Date: Dec 2015	End Date: June 2025
Principal Balance as of 6/30/18: \$743,433		

Interfund Loan

Original Amount: \$350,000	Start Date: Dec 2014	End Date: Dec 2019
Principal Balance as of 6/30/18: \$350,000		

Street Fund

US Bank

Original Amount: \$747,861	Start Date: Jul 2017	End Date: Jul 2031
Principal Balance as of 6/30/18: \$682,090		

Home Purchase (Funded by Street Fund & Street SDC - Amount listed below is Street Fund portion)

Original Amount: \$125,254.54	Start Date: Mar 2018	End Date: URA Purchase
Principal Balance as of 6/30/18: \$116,254.54 (assuming \$750 monthly rent payment)		

Schedule of Debt Service Requirements

Water Fund - Capital One

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
12/01/16	382,000.00	60,665.25	442,665.25
06/01/17		56,176.75	56,176.75
12/01/17	392,000.00	56,176.75	448,176.75
06/01/18		51,570.75	51,570.75
12/01/18	401,000.00	51,570.75	452,570.75
06/01/19		46,859.00	46,859.00
12/01/19	410,000.00	46,859.00	456,859.00
06/01/20		42,041.50	42,041.50
12/01/20	419,000.00	42,041.50	461,041.50
06/01/21		37,118.25	37,118.25
12/01/21	433,000.00	37,118.25	470,118.25
06/01/22		32,030.50	32,030.50
12/01/22	443,000.00	32,030.50	475,030.50
06/01/23		26,825.25	26,825.25
12/01/23	452,000.00	26,825.25	478,825.25
06/01/24		21,514.25	21,514.25
12/01/24	461,000.00	21,514.25	482,514.25
06/01/25		16,097.50	16,097.50
12/01/25	474,000.00	16,097.50	490,097.50
06/01/26		10,528.00	10,528.00
12/01/26	214,000.00	10,528.00	224,528.00
06/01/27		8,013.50	8,013.50
12/01/27	221,000.00	8,013.50	229,013.50
06/01/28		5,416.75	5,416.75
12/01/28	227,000.00	5,416.75	232,416.75
06/01/29		2,749.50	2,749.50
12/01/29	234,000.00	2,749.50	236,749.50

Schedule of Debt Service Requirements

Sewer Fund - Clean Water Revolving Loan (R06801)

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				2,000,000
03/01/12	50,000	-	50,000	1,950,000
09/01/12	50,000	-	50,000	1,900,000
03/01/13	50,000	-	50,000	1,850,000
09/01/13	50,000	-	50,000	1,800,000
03/01/14	50,000	-	50,000	1,750,000
09/01/14	50,000	-	50,000	1,700,000
03/01/15	50,000	-	50,000	1,650,000
09/01/15	50,000	-	50,000	1,600,000
03/01/16	50,000	-	50,000	1,550,000
09/01/16	50,000	-	50,000	1,500,000
03/01/17	50,000	-	50,000	1,450,000
09/01/17	50,000	-	50,000	1,400,000
03/01/18	50,000	-	50,000	1,350,000
09/01/18	50,000	-	50,000	1,300,000
03/01/19	50,000	-	50,000	1,250,000
09/01/19	50,000	-	50,000	1,200,000
03/01/20	50,000	-	50,000	1,150,000
09/01/20	50,000	-	50,000	1,100,000
03/01/21	50,000	-	50,000	1,050,000
09/01/21	50,000	-	50,000	1,000,000
03/01/22	50,000	-	50,000	950,000
09/01/22	50,000	-	50,000	900,000
03/01/23	50,000	-	50,000	850,000
09/01/23	50,000	-	50,000	800,000
03/01/24	50,000	-	50,000	750,000
09/01/24	50,000	-	50,000	700,000
03/01/25	50,000	-	50,000	650,000
09/01/25	50,000	-	50,000	600,000
03/01/26	50,000	-	50,000	550,000
09/01/26	50,000	-	50,000	500,000
03/01/27	50,000	-	50,000	450,000
09/01/27	50,000	-	50,000	400,000
03/01/28	50,000	-	50,000	350,000
09/01/28	50,000	-	50,000	300,000
03/01/29	50,000	-	50,000	250,000
09/01/29	50,000	-	50,000	200,000
03/01/30	50,000	-	50,000	150,000
09/01/30	50,000	-	50,000	100,000
03/01/31	50,000	-	50,000	50,000
09/01/31	50,000	-	50,000	-

Schedule of Debt Service Requirements

Sewer Fund - Capital One

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
12/01/16	138,000.00	17,719.00	155,719.00
06/01/17		16,097.50	16,097.50
12/01/17	141,000.00	16,097.50	157,097.50
06/01/18		14,440.75	14,440.75
12/01/18	144,000.00	14,440.75	158,440.75
06/01/19		12,748.75	12,748.75
12/01/19	146,000.00	12,748.75	158,748.75
06/01/20		11,033.25	11,033.25
12/01/20	149,000.00	11,033.25	160,033.25
06/01/21		9,282.50	9,282.50
12/01/21	152,000.00	9,282.50	161,282.50
06/01/22		7,496.50	7,496.50
12/01/22	155,000.00	7,496.50	162,496.50
06/01/23		5,675.25	5,675.25
12/01/23	158,000.00	5,675.25	163,675.25
06/01/24		3,818.75	3,818.75
12/01/24	161,000.00	3,818.75	164,818.75
06/01/25		1,927.00	1,927.00
12/01/25	164,000.00	1,927.00	165,927.00

Schedule of Debt Service Requirements

Sewer Fund - Clean Water Revolving Loan (R80162)

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				522,377
09/01/14	-	16,903	16,903	-
03/01/15	56,606	3,265	59,871	465,771
09/01/15	56,960	2,911	59,871	408,811
03/01/16	57,316	2,555	59,871	351,495
09/01/16	57,674	2,197	59,871	293,821
03/01/17	58,035	1,836	59,871	235,786
09/01/17	58,397	1,474	59,871	177,389
03/01/18	58,762	1,109	59,871	118,627
09/01/18	59,130	741	59,871	59,497
03/01/19	59,497	372	59,869	-

Schedule of Debt Service Requirements

Sewer Fund - Clean Water Revolving Loan (R80163)

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				4,558,019
03/01/17	-	376,280	376,280	4,558,019
09/01/17	88,380	64,496	152,876	4,469,639
03/01/18	89,631	63,245	152,876	4,380,008
09/01/18	90,899	61,977	152,876	4,289,109
03/01/19	92,185	60,691	152,876	4,196,924
09/01/19	93,490	59,386	152,876	4,103,434
03/01/20	94,812	58,064	152,876	4,008,622
09/01/20	96,154	56,722	152,876	3,912,468
03/01/21	97,515	55,361	152,876	3,814,953
09/01/21	98,894	53,982	152,876	3,716,059
03/01/22	100,294	52,582	152,876	3,615,765
09/01/22	101,713	51,163	152,876	3,514,052
03/01/23	103,152	49,724	152,876	3,410,900
09/01/23	104,612	48,264	152,876	3,306,288
03/01/24	106,092	46,784	152,876	3,200,196
09/01/24	107,593	45,283	152,876	3,092,603
03/01/25	109,116	43,760	152,876	2,983,487
09/01/25	110,660	42,216	152,876	2,872,827
03/01/26	112,225	40,651	152,876	2,760,602
09/01/26	113,813	39,063	152,876	2,646,789
03/01/27	115,424	37,452	152,876	2,531,365
09/01/27	117,057	35,819	152,876	2,414,308
03/01/28	118,714	34,162	152,876	2,295,594
09/01/28	120,393	32,483	152,876	2,175,201
03/01/29	122,097	30,779	152,876	2,053,104
09/01/29	123,825	29,051	152,876	1,929,279
03/01/30	125,577	27,299	152,876	1,803,702
09/01/30	127,354	25,522	152,876	1,676,348
03/01/31	129,156	23,720	152,876	1,547,192
09/01/31	130,983	21,893	152,876	1,416,209
03/01/32	132,837	20,039	152,876	1,283,372
09/01/32	134,716	18,160	152,876	1,148,656
03/01/33	136,623	16,253	152,876	1,012,033
09/01/33	138,556	14,320	152,876	873,477
03/01/34	140,516	12,360	152,876	732,961
09/01/34	142,505	10,371	152,876	590,456
03/01/35	144,521	8,355	152,876	445,935
09/01/35	146,566	6,310	152,876	299,369
03/01/36	148,640	4,236	152,876	150,729
09/01/36	150,729	2,133	152,862	-

Schedule of Debt Service Requirements

Community Development Fund - Columbia State Bank

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				1,000,000
12/15/15	41,813.01	20,561.67	62,374.68	958,187
06/15/16	41,040.65	21,334.03	62,374.68	917,146
12/15/16	41,954.42	20,420.26	62,374.68	875,192
06/15/17	42,995.02	19,379.66	62,374.68	832,197
12/15/17	43,845.82	18,528.86	62,374.68	788,351
06/15/18	44,917.96	17,456.72	62,374.68	743,433
12/15/18	45,822.15	16,552.53	62,374.68	697,611
06/15/19	46,927.25	15,447.43	62,374.68	650,684
12/15/19	47,887.21	14,487.47	62,374.68	602,797
06/15/20	48,953.42	13,421.26	62,374.68	553,843
12/15/20	50,043.37	12,331.31	62,374.68	503,800
06/15/21	51,218.88	11,155.80	62,374.68	452,581
12/15/21	52,297.97	10,076.71	62,374.68	400,283
06/15/22	53,511.09	8,863.59	62,374.68	346,772
12/15/22	54,653.81	7,720.87	62,374.68	292,118
06/15/23	55,906.22	6,468.46	62,374.68	236,212
12/15/23	57,115.43	5,259.25	62,374.68	179,096
06/15/24	58,387.11	3,987.57	62,374.68	120,709
12/15/24	59,687.09	2,687.59	62,374.68	61,022
06/15/25	61,022.12	1,351.23	62,373.35	-

Schedule of Debt Service Requirements

Street Fund - US Bank

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				747,861
07/15/17	42,333.05	17,159.67	59,492.72	705,528
07/15/18	43,304.39	16,188.34	59,492.73	662,224
07/15/19	44,298.00	15,194.72	59,492.72	617,926
07/15/20	45,314.42	14,178.30	59,492.72	572,611
07/15/21	46,354.16	13,138.56	59,492.72	526,257
07/15/22	47,417.76	12,074.97	59,492.73	478,839
07/15/23	48,505.76	10,986.97	59,492.73	430,333
07/15/24	49,618.72	9,874.00	59,492.72	380,715
07/15/25	50,757.23	8,735.50	59,492.73	329,958
07/15/26	51,921.85	7,570.87	59,492.72	278,036
07/15/27	53,113.20	6,379.53	59,492.73	224,922
07/15/28	54,331.88	5,160.85	59,492.73	170,591
07/15/29	55,578.52	3,914.20	59,492.72	115,012
07/15/30	56,853.77	2,638.95	59,492.72	58,158
07/15/31	58,158.28	1,334.44	59,492.72	0

Salary and Classification Plan

CITY OF ST. HELENS													
Compensation Plans													
FY 2017-2018 (effective 7-1-17)													
POSITION		MONTHLY SALARY RANGE						HOURLY RATE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Season Part-Time Public Works	Unrep	-	-	-	-	-	-	9.80					
Season Part-Time Public Works	Unrep	-	-	-	-	-	-	10.30					
Season Part-Time Public Works	Unrep	-	-	-	-	-	-	10.80					
Library Assistant	AFSCME	2,202	2,312	2,428	2,549	2,676	-	12.70	13.34	14.01	14.71	15.44	-
Secretary / Clerical	AFSCME	2,656	2,788	2,927	3,074	3,227	-	15.32	16.09	16.89	17.73	18.62	-
Police Records Specialist	SHPA	3,044	3,222	3,402	3,593	3,805	4,016	17.56	18.59	19.63	20.73	21.95	23.17
Library Tech I	AFSCME	3,063	3,216	3,377	3,544	3,721	-	17.67	18.55	19.48	20.45	21.47	-
Parks Utility I	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Receptionist / Utility Billing Specialist	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Utility Billing Specialist	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Office Assistant	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Utility Worker I	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Library Tech II	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Code Enforcement Officer	SHPA	3,262	3,495	3,730	3,963	4,194	4,430	18.82	20.16	21.52	22.86	24.20	25.56
Utility Billing Court Specialist	AFSCME	3,296	3,461	3,635	3,817	4,008	-	19.01	19.97	20.97	22.02	23.12	-
Police Support Specialist	SHPA	3,303	3,467	3,641	3,823	4,014	4,216	19.05	20.00	21.01	22.06	23.16	24.32
Building / Admin Secretary	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Planning Secretary	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Municipal Court Legal Assistant	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Municipal Court Clerk	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Public Works Office Assistant	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
WWTP Operator I	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Assistant Planner	AFSCME	3,677	3,861	4,054	4,257	4,470	-	21.21	22.28	23.39	24.56	25.79	-
Accounting Assistant	Unrep	3,692	3,874	4,068	4,272	4,483	-	21.30	22.35	23.47	24.65	25.86	-
Deputy City Recorder	Unrep	3,692	3,874	4,068	4,272	4,483	-	21.30	22.35	23.47	24.65	25.86	-
Parks Utility II	AFSCME	3,792	3,981	4,183	4,391	4,610	-	21.88	22.97	24.13	25.33	26.59	-
Utility Worker II	AFSCME	3,792	3,981	4,183	4,391	4,610	-	21.88	22.97	24.13	25.33	26.59	-
Librarian I	AFSCME	3,982	4,306	4,436	4,570	4,706	-	22.97	24.84	25.59	26.36	27.15	-
Communications Officer	AFSCME	3,874	4,065	4,267	4,481	4,706	-	22.35	23.45	24.62	25.85	27.15	-
Parks Specialist	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Collections System Operator	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Mechanic II	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Utility Craftsman	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Utility Plumber	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
WWTP Operator II	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Water Systems Operator	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Water System Filtration Operator	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Patrolmen	SHPA	4,043	4,336	4,586	4,909	5,267	5,439	23.32	25.02	26.46	28.32	30.39	31.38
Engineering Tech I	AFSCME	4,281	4,490	4,715	4,950	5,197	-	24.70	25.90	27.20	28.56	29.98	-
Associate Planner	AFSCME	4,281	4,490	4,715	4,950	5,197	-	24.70	25.90	27.20	28.56	29.98	-
Accounting Technician	Unrep	4,319	4,532	4,758	4,996	5,244	-	24.92	26.14	27.45	28.82	30.26	-
Water Treatment Operator	AFSCME	4,402	4,638	4,876	5,111	5,347	-	25.39	26.76	28.13	29.48	30.85	-
WWTP Operator III	AFSCME	4,513	4,741	4,977	5,228	5,487	-	26.04	27.35	28.71	30.16	31.65	-
Detective	SHPA	-	-	-	-	-	5,712	-	-	-	-	-	32.95
Engineering Tech II	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
PW Construction Inspector	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
WWTP Operator / Pretreatment Coordinator	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
Building Inspector	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
Field Supervisor / Safety Coordinator	Unrep	4,961	5,210	5,469	5,744	6,031	-	28.62	30.06	31.55	33.14	34.79	-
Water Filtration Facility Supervisor	Unrep	4,961	5,210	5,469	5,744	6,031	-	28.62	30.06	31.55	33.14	34.79	-
WWTP Operator IV	Unrep	4,961	5,210	5,469	5,744	6,031	-	28.62	30.06	31.55	33.14	34.79	-
Engineering Tech - Project Manager	AFSCME	5,247	5,512	5,788	6,080	6,384	-	30.27	31.80	33.39	35.07	36.83	-
City Recorder	Unrep	5,463	5,735	6,020	6,315	6,630	-	31.52	33.09	34.73	36.43	38.25	-
City Planner	Unrep	5,463	5,735	6,020	6,315	6,630	-	31.52	33.09	34.73	36.43	38.25	-
Sergeant	Unrep	-	-	-	-	6,850	-	-	-	-	-	39.52	-
WWTP Superintendent	Unrep	5,804	6,099	6,406	6,724	7,064	-	33.48	35.19	36.96	38.79	40.76	-
Building Official	Unrep	6,379	6,698	7,034	7,386	7,755	-	36.80	38.64	40.58	42.61	44.74	-
Library Director	Unrep	6,388	6,708	7,009	7,377	7,763	-	36.85	38.70	40.44	42.56	44.79	-
Public Works Engineering Director	Unrep	6,445	6,767	7,105	7,460	7,833	-	37.18	39.04	40.99	43.04	45.19	-
Public Works Operations Director	Unrep	6,445	6,767	7,105	7,460	7,833	-	37.18	39.04	40.99	43.04	45.19	-
Lieutenant	Unrep	6,581	6,909	7,254	7,616	7,998	-	37.97	39.86	41.85	43.94	46.14	-
Finance Director	Unrep	7,110	7,465	7,837	8,231	8,640	-	41.02	43.07	45.22	47.49	49.85	-
Chief of Police	Unrep	7,324	7,688	8,074	8,478	8,902	-	42.25	44.35	46.58	48.91	51.36	-
Public Works Director	Unrep	7,506	7,877	8,273	8,686	9,118	-	43.30	45.45	47.73	50.11	52.60	-
City Administrator	Unrep	8,256	8,553	9,099	9,552	10,031	-	47.63	49.35	52.50	55.11	57.87	-

Inter-Fund Transfer Summary

FROM	AMOUNT	TO	DESCRIPTION
001-715-054001	\$60,000.00	202-000-038001	For Available Land Study & Report
603-000-057001	\$300,000	202-000-038001	For potential Economic Development
601-000-057001	\$300,000	202-000-038001	For potential Economic Development



Financial Policies

The City of St. Helens is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long range fiscal planning and decision making.

The City of St. Helens' financial goals seek to:

- Ensure the financial integrity of the City.
- Improve financial information for decision makers at all levels.
- Assist policy makers as they contemplate long-term City decisions.
- Guide department managers as they implement policy on a day to day basis.
- Demonstrate accountability in the financial operation of the City.
- Provide the financial stability needed to navigate through economic downturns
- Fully comply with financial related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting financial planning and forecasting, investments and asset management, debt management, accounting and financial reporting, reserves and internal controls.

Fiscal Objectives

- I. **Revenue Policies** - Design, maintain and administer a revenue system that will assure reliability, equitability, diversity and sufficient revenue stream to support desired City services.
 - a. The City will actively identify and administer funding sources that create a reliable, equitable and diverse revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain desired levels of services.
 - b. The City will estimate its annual revenues by an objective, analytical process. Revenues will be conservatively estimated in the budget process.
 - c. The City will maximize the use of service users' charges in lieu of taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - d. The City will consider full costs (operating, direct, indirect and capital) for providing the services, and comparable rates charged by other municipalities of similar size in establishing users' charges (charges, rates, and fees).

Financial Policies

- e. The cost for providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated,
- f. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary discontinuing service, small claims court, collections agencies, foreclosure, liens and other methods of collections, such as imposing penalties, collections and late charges, may be used.

II. Expenditure Policies - Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

- a. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years.
- b. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources to balance the budget shall be avoided.
- c. Expenditures will be regulated through appropriate internal controls and procedures administrated by the City Administrator. The City Administrator must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the administration of his/her department budget to include accomplishing the goals and objectives incorporated into the budget and monitoring his/her department budget for compliance with spending limitations.
- d. All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations. Staff shall use competitive bidding to attain the best possible price on goods and services.
- e. The City Administrator shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

Financial Policies

- III. Reserves / Contingencies Policies** – Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's financial position from emergencies.
- a. The City shall strive to maintain the combination of appropriated contingencies and unappropriated reserves in each of the Operating Funds to equal a minimum of 20% of the operating expenditures or expenses of that fund (excluding debt service, capital outlay, equity transfers, and other reserves).
 - b. The City shall establish contingency appropriations for unanticipated expenditures of a nonrecurring nature, unexpected increases in service delivery cost, and/or unexpected reduction to revenue streams. Contingencies should be appropriated within a range of 10% to 20% of operating expenditures.
- IV. Capital Improvement Plan Policies** – Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- a. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
 - b. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
 - c. Capital projects will conform to the following criteria:
 - i. Will be part of an approved City plan;
 - ii. Will be part of an adopted maintenance and/or replacement schedule;
 - iii. Will minimize operating costs; and
 - iv. Will be selected according to the established Capital Improvement Plan.
 - d. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

Financial Policies

- V. **Capital Asset Management Policies** – The capital assets of the City of St. Helens are property owned in-common by the citizens of our community.
- a. These community assets will not be degraded, given away, or allowed to deteriorate except by action of the City Council.
 - b. Funding new long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, System Development Charges (SDC) proportionate equity asset share, grants and gifts, or volunteer contributions when appropriate.
 - c. The Capitalization threshold used in determining if a given asset qualifies for capitalization are non-consumable assets with a purchase price of \$5,000 or greater and a useful life of more than one year.
 - d. The Administrative Services – Finance Division will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions, and depreciations of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board (GASB) Statement Number 34.
 - e. Adequate insurance will be maintained on all capital assets.
- VI. **Debt Policy** – Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
- a. The City will confine long-term borrowing to capital improvements too large to be financed from current revenues and to avoid depleting the capital reserve funds.
 - b. The City will follow a policy of full disclosure on every financial report and bond prospectus.
 - c. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing cost are minimized and access to the credit market is preserved.
 - d. The City shall ensure that its debt margins are within the 3% true cash value limitation as set forth in ORS 287.004.
 - e. No debt shall be issued for which the City is not confident that a sufficient specifically identified revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

Financial Policies

VII. Accounting, Auditing and Financial Reporting Policies – Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

- a. The City shall establish and maintain its accounting system according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards. Promulgated by the Government Finance Officers Associations (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- b. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- c. Full disclosure shall be provided in the financial statements and bond representations.
- d. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
- e. Quarterly financial reports showing the current status of revenues and expenditures shall be prepared and distributed to the Council in a timely manner and made available for public inspection.

VIII. Management of Fiscal Policies – Monitoring compliance and assuring timely updates to fiscal policies

- a. Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution.
- b. The Finance Director shall recommend fiscal changes in policy to the City Council. Recommendations shall be accompanied by a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
- c. The Budget Committee shall review the City's fiscal policies annually.
- d. The City Administrator shall implement fiscal policies and monitor compliance.

GLOSSARY

Accrual Basis

Method of accounting recognizing transactions when they occur without regard toward cash flow timing

Actual

Actual, as used in a fund, revenue, and expenditure summaries within the budget document, represents the actual cost results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principle payment on debt.

Adopted Budget

The budget as finally adopted by the City Council and represents the financial plan of the City which forms the appropriations for the fiscal year.

Appropriations

Legal authorization granted by the City Council to spend public funds

Approved Budget

The approved budget is that budget recommended by the Budget Committee and is reviewed by the City Council prior to adoption.

Assessed Value

The value set by the County Assessor on real and personal taxable property as a basis for levying taxes.

Assets

Resources having a monetary value and that are owned or held by an entity.

Audit

Conducted by an independent Certified Public Accounting (CPA) Firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget

A budget in which planned expenditures do not exceed projected funds available

Balanced Sheet

A financial statement reporting the organization's assets, liabilities, and equity activities

Beginning Working Capital

The beginning working capital is the residual non-restricted funds brought forward from the previous financial year (ending balance)

Bond

A written promise to pay a sum of money, called principle or face value at a future date, called the maturity date, along with periodic interest paid at a specified percentage of principle (interest rate). Bonds are typically used to finance long-term capital improvements

GLOSSARY

Budget

Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years and estimated revenues and expenditures for the upcoming year.

Budget Calendar

The schedule of key dates, which government follows in the presentation and adoption of the budget

Budget Committee

A panel of citizens consisting of the City Council and equal lay members responsible for the review and recommendation of the annual budget

Budget Document

The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan

Budget Message

An explanation, prepared by the Finance Director, of the principle budget items, an outline of the City's experience and its current financial status, and recommendation regarding the proposed budget

Budget Officer

Person responsible for assembling the budget. For the City of St. Helens, the Finance Director serves this role

Budget Resolution

The budget is adopted each year by the City Council through passage of a resolution. This budget resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year

Budgetary Basis

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP); with the following exceptions in the proprietary funds. The City budgets for bond principal retirements and does not budget for amortization or depreciation

Capital Improvement Project

Expenditures, which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewer, storm drains, and other public facilities.

Capital Outlay

Items which generally have useful life of one or more years, such as machinery, land, furniture, equipment or building

Capital Projects

An object classification which includes major capital improvement projects generally related to Streets, Water, Wastewater, Storm Water systems, and facilities

CDBG

Stands for Community Development Block Grant, which is a federal grant program administered by the State.

GLOSSARY

Contingency

Contingency is not a separate fund. It is a line item appropriation within an operating fund. Each operating fund is allowed one appropriation for a general operation contingency. The estimate for general operating contingencies is based on the assumption that in any municipal operating fund; certain unforeseen expenditures will become necessary

Contracted Services

Services rendered to City activities by private firms, individuals or other government agencies. An example of these services includes engineering, law enforcement, and city attorney services

Council Expense

Includes cost for food during lunch meetings and other meeting supplies, as well as the cost for Councilors to attend conferences and other meetings at which they represent the City of St. Helens

Debt Ratio

Operating Income divided by Total Fund Dept and used by Finance to assess fiscal health, internal controls, etc.

Debt Service

The payment of general long-term debt, consisting of principle and interest payments

Department

A major unit of the City which has been assigned overall management responsibility for an operation or a group of related operations which a functional area

Depreciation

Expiration in the service life of capital assets attributed to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pensions, medical and life insurance plans

Ending Balance

The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year

Enterprise Fund

A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting by user charges and fees

Expenditures

The outflow of funds paid for an asset obtained (Requirements) or goods and services obtained regardless of when the expense is actually paid. The term applies to all funds.

Fees

Charges for specific services levied by local government in connections with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

GLOSSARY

Fiscal Management

A government's directive with respect to revenues, spending, reserves, and debt management as they relate to governmental services, programs, and capital investments. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding

Financial Year

A twelve-month period designated as the operating year for accounting and budgeting process in an organization. The City of St. Helens' fiscal year is July 1 through June 30

Fixed Assets

Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land

Fleet Maintenance

Cost of maintenance and repairs to city-owned vehicles

Franchise Fee

A franchise fee is charged for the privilege of using public right -of-way and property within the City for public or private purpose. The City currently assesses franchise fees on cable television, utilities, and gas and telephone services

FTE

An abbreviation for Full-Time equivalent employees. Staffing levels are measured in FTE to give consistent comparisons from year to year. A regular full-time employee is 1.0 FTE

Fund

A fiscal and accounting entity with balancing revenues and appropriations

Fund Balance

The excess of a fund's total assets over its total liabilities. A negative fund balance is often referred to a deficit

Funding

Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken

GASB (Governmental Accounting Standards Board)

It is the highest source of accounting and financial reporting guidance for state and local governments

General Fund

Financial transactions relating to all governmental activities for which specific types of funds are not required are recorded in a General Fund. The fund is used for all receipts not dedicated for a specific purpose

General Fund Support Services

An indirect cost charge to enterprise funds based on expenses incurred by the General Fund for the operation of an enterprise fund

GIS

Geographic Information Services

GLOSSARY

Grants

Contributions of cash or other assets from another governmental agency to be used or expended for a specific purpose

Indicators

A desired output oriented accomplishments which can be measured and achieved within given periods of time. The achievement of the indicator advances the program and organization towards accomplishing goals

Infrastructure

That portion of a city's assets located at or below ground level, including the water system, sewer system, and streets

Insurance

Payment to insurance services for estimated general liability, property, auto, and employee bond insurance coverage

Interfund Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund

Intergovernmental Revenues

Levied by one government but shared on a predetermined basis with another government or class of governments. An example would be the state liquor tax, which is distributed in part to cities

Jury/Witness Fees

Fees incurred by a court case requiring a jury or witness. Fees are paid directly to a juror or witness

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes received.

L.I.D. (Local Improvement District)

The property which is to be assessed for the cost or the part of the cost of local improvements and the property on which the local improvement is located

Local Budget Law

Oregon Revised States (ORS) dictates local budget practices. ORS Chapter 294 contains Local Budget Law provisions

Materials and Services

An object classification which includes contractual and other services, materials and supplies, and other charges

Miscellaneous (Revenue)

Includes all revenues not specified such as title fees, copies, tow fees, park reservations, police records, etc.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies, and activities (internal and external) on a daily basis

GLOSSARY

Municipal Memberships

Cost of memberships on a city-wide basis, which as League of Oregon Cities

Net Assets

The equity associated with General governmental less liabilities

Non-Operating Budget

Part of the budget composed of the following items: Interfund transfers, reserves, contingencies, capital projects, and debt service payments

Objective

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame

ODOT

Refers to the Oregon Department of Transportation

Operating Budget

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled

Operating Revenue

Funds that the governmental receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-today services

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is the full force and effect of the law within the boundaries of the municipality to which it applies

Outstanding Debt

The balances due at any given time resulting from the borrowing of money or from the purchase of goods and services

PERS

Refers to the Public Employment Retirement System

Personnel Services

The object classification for costs associated with employees, including salaries, overtime and fringe benefit costs.

Program

A group of related activities to accomplish a major service or function for which the City is responsible

Projection

A projection of the revenue or expenditure as appropriated, to be recognized during the current fiscal period

GLOSSARY

Property Tax

Based according to assessed value of property and is used as the source of monies to support various funds

Proposed Budget

The proposed budget is the one proposed by the Finance Director and is reviewed by the Budget Committee

Public Works Support Services

A charge to Enterprise Funds that is received by the Public Works Operations fund where employees that work in multiple enterprise accounts are charged for personnel services and operational expenses

Real Market Value

The estimated value of property if sold

Reserve

An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending

Resolution

A formal order of a governing body; lower legal status than an ordinance

Resources

Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year

Revenue

Monies received during the year to finance City services, such as property taxes, franchise fees, license and fees, charges for services, revenue from other governmental agencies, fines and forfeitures, and transfers

Special Assessments

A way to finance a local improvement which allows property owners to pay the City back over time. Special Assessments may be bonded through a special bond or financed internally by the City

Storm Water

Run-off from rain water which is directed to a separate pipe and drainage system

System Development Charges (SDCs)

Fees charged to new development to pay for capacity adding infrastructure improvements necessary to accommodate new growth within the transportation, parks, water, and watershed infrastructure systems. The framework for collection of SDCs is established per ORS 223.297-223.314

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit

Tax Levy

The total amount of property taxes needed by the City to meet requirements

GLOSSARY

Tax Rate

A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable met property valuation

Tax Revenue

Includes property taxes, hotel and motel tax, and state shared revenues

Telecommunication

Communication operation costs including desk telephones, cell phones, and pagers

Transfers

An amount distributed from one fund to financial activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund

Unappropriated Fund Balance

An amount set aside to be used as cash carryover for the next fiscal year's budget. This amount cannot be used under normal circumstances in the current fiscal year except under very specific conditions which are set out in State law, which include a Declaration of Emergency, Budget Amendment, or a new Budget.

User Fees

The fees charged for services to the party or parties who directly benefit. Also called Charges for Service

Working Capital

The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent

WFF or WTP

Abbreviation for Water Filtration Facility or Water Treatment Plan

WWTP

Abbreviation for Waste Water Treatment Plan

THE END

Columbia View Park

St. Helens, Oregon



Expansion Plan

Columbia
View Park

Resolution # : _____

Date : June 2017



**Vista
Planning**

 **Portland State**
UNIVERSITY



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St. Helens Parks Commissioners

The people of St. Helens who provided their valuable
feedback on Columbia View Park

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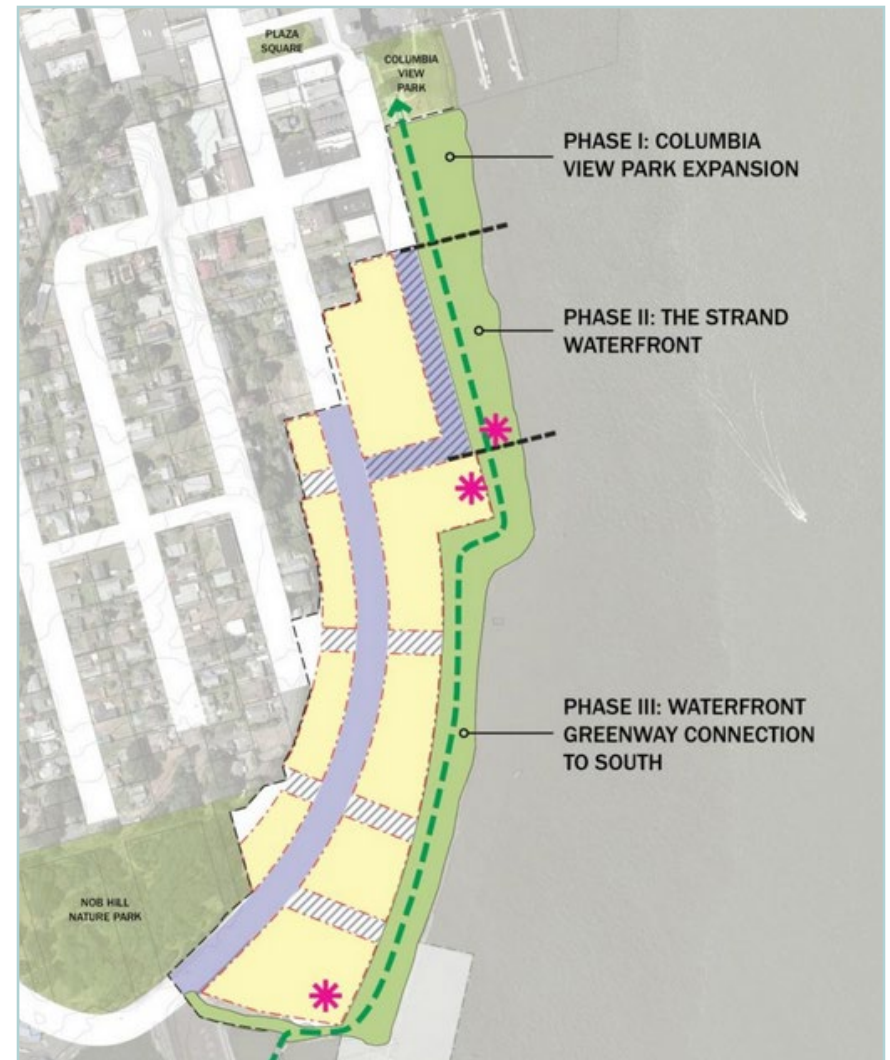
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1 Introduction

Project Overview

In 2016, the City of St. Helens developed the Waterfront Redevelopment Framework Plan to guide the redevelopment of the twenty-two acres of land vacant close to downtown activity. This framework plan was developed in response to a series of factory and other big employers for the region closing, directly removing high-paying low-educational barrier jobs from the region, likely leading to an estimated 20% drop in median income¹ for St. Helens between 2010 and 2015². The City intends to combat this trend by revitalizing and diversifying its economic base through a major rehaul of vacant, waterfront property acquired after the most recent plant closure. Kickstarting the Waterfront Redevelopment Project is a park expansion for one of the City's most beloved parks, the Columbia View Park. This expansion needs to meet the current needs of St. Helens, the anticipated needs of the revitalized city, and generally signal to investors and developers the redevelopment potential of the region.

To that end, the City of St. Helens has contracted Vista Planning, a team of graduating Masters of Urban and Regional Planning students at Portland State University. Vista Planning has been tasked with leading public engagement surrounding the park expansion project in order to gather necessary feedback for how the City should expand and renovate Columbia View Park. Between March and June 2017 Vista Planning has run this engagement in order to learn about the local community, build interest around the park expansion and broader framework plan, and ultimately develop a preliminary site plan based on community input.



Columbia View Park is in Phase I of the Waterfront Redevelopment Plan.

Goals

Together with input from the City, Vista Planning developed a list of goals and expectations for the project in March (Appendix A). These expectations reflected the needs of the City, as well as Vista Planning's academic and professional development needs as students. These goals acted as guide posts for reflective practice and course correction throughout the process:

Transparency

The logic behind every decision throughout the planning and site design process had to be clear to the City of St. Helens and local residents.

Engagement with the City

Every decision had to meet approval from the City to ensure we were on the right track regarding the City's needs.

Engagement with Park Users

We wanted high turn-out at our outreach events and forums, and we wanted the residents of St. Helens and the greater Columbia County to feel as though their voices were being heard, and that they had ownership of this project. This was particularly important as all members of Vista Planning are outsiders to St. Helens.

Equity and Diversity

Our outreach had to reach folks of diverse backgrounds. In terms of equity, we wanted to reach-out to populations that traditionally have not taken part in government planning processes due to subtle and institutional barriers. In terms of diversity, we wanted participants to reflect the diversity of St. Helens.

Viability

From the start, the City was clear that this project would have real impacts on the community. Throughout the process our participants reminded us how important implementation would be. For these reasons, it was important that our project was always more than an abstract representation of community desires, but resembled a viable first step in renovating and expanding the Columbia View Park.

2 Existing Conditions

The developed portion of Columbia View Park is currently about one acre and classified as an urban plaza park within the St. Helens park system. According to the Oregon Parks and Recreation Department, an urban park is a public gathering space that fosters community interaction and civic pride. They range from a quarter to three acres in size and are intensely developed. The park has a gazebo surrounded by amphitheater-style seating, which is used as a stage for concerts, weddings, and other community events. It includes a small playground and a splash pad that was fundraised and installed most recently by volunteers in 2012.

According to a community online survey conducted by the City of St. Helens in 2015 for the Parks and Trails Master Plan, Columbia View Park is one of the most popular parks in St. Helens. It has the highest level of maintenance, highest level of satisfaction for the number of amenities, and the second highest attendance rate at 72% of households. Attendance rates can partially be attributed to the many community-wide events held there.

Based on community feedback and other research, there are several crucial issues concerning the existing park (Appendix B). There is insufficient event space to accommodate big community events such as *13 Nights on the River*. Restrooms and parking do not have adequate capacity during these major events. Additionally, many community members want to be able to walk along the riverside comfortably to enjoy the view, but right now there is a chain link fence and no trail or walkway along the river.





1 The park seen from the top of the amphitheater. The gazebo sits near the center of the existing park.



2 The park seen from a gravel path to the south. The gravel trail roughly follows the a future planned trail within the Waterfront Redevelopment Plan. People can often be found taking a stroll there or walking their dogs along the path.



3 A chain link fence separates the existing park with its undeveloped future expansion. Visitors enter the undeveloped portion through a small gate.



4 Community members feel like the river's edge is uninviting. They dislike the chain link fence and the uncomfortable walking environment.

3 Community Feedback

Talking with the Community

In order to develop a comprehensive and community informed site design for the Columbia View Park Expansion, Vista Planning sought to engage with the community members of St. Helens to gather input and foster spaces of dialogue. To do this, Vista Planning held three community engagement activities, conducted interviews, and did general outreach by posting fliers (Appendix F), press releases in local newspapers (Appendix G), the City of St. Helens website, and Facebook page.

Introductory Forum

Vista Planning held an Introductory Forum on March 17, 2017 at the City of St. Helens Council Chambers to gather ideas from the community of St. Helens regarding specific amenities, design characteristics, and general ideas about expanding Columbia View Park. The goal of this particular event was to gather community input and facilitate a preliminary conversation on community wants and needs. Vista Planning members facilitated small and large group discussions and an open forum.

Recommendations Forum

The Recommendations Forum (Appendix F, G, H and I) was held at the Meriwether Place in St. Helens on April 26, 2017. The purpose of this forum was to present three alternative site designs for the Columbia View Park Expansion, and got feedback from community members to develop one final site design. The alternatives were derived from feedback from the Introductory Forum and a Parks Commission meeting held on April 10, 2017. Attendees were encouraged to walk around and engage with site designers to ask questions and give feedback by writing them down comments on Post-It notes and sticking them to the poster.

Site Audit

Two Site Audit activities were held on April 29 and May 4, 2017 to get more “on-the-ground” feedback from park goers. A survey was distributed where participants answered several questions on park elements and proposed amenities. They were also given the opportunity to provide open feedback on a developing site design. Our conversations with park-goers about Columbia View Park provided the most valuable insight. (Appendix J).

Stakeholder Interviews

Vista Planning interviewed stakeholders who would be directly impacted by the Columbia View Park Expansion, those identified in the Institutional Analysis, and attendees at public forums held. We conducted several interviews as a result, further informing our recommendations (Appendix M).



Vista Planning first learned about the community's concerns talking with them in group discussions during the Introductory Forum on March 17, 2017.

Community Concerns

Feedback Vista Planning received from the community provided insight into concerns and expectations for Columbia View Park, forming the basis for Vista Planning's recommendations. The following summary outlines feedback concerning the most important issues discussed with the community about the park. For particular park elements, there is disagreement among community members. More detailed feedback can be found in the appendices (Appendix K, L, M, O and P).

Event Space

Insufficient event space is a major issue for the existing park. Many people would like to see a new stage to accommodate larger events while moving the current gazebo to the undeveloped portion to continue using it for smaller events. The community wants improved sound quality for the new stage. On the other hand, some people want to maintain the existing park with the gazebo exactly as it is and just want all new amenities built within the expanded area. Only one comment called for the gazebo to be torn down.

Restrooms and Parking

Many community members raise the issue of inadequate restroom and parking capacity. There is essentially no opposition to providing additional restrooms. Many people say that they would like to see a permanent restroom building located at the opposite end of the new expanded park while others believe temporary restrooms for events is all that is needed and that a new restroom building might be too expensive. There is some disagreement regarding parking as well. Even though some people wanted additional parking, some suggested that the existing parking space along the road was enough and that the park area should reserved for park activities. People suggest that additional parking areas could be used for other purposes such as vendor space for particular kinds of events.

Playground Areas

Many community members, especially those who have children or grandchildren, want to expand the existing playground. They expect to have more seating area



Community members talked with Vista Planning and provided comments on potential amenities and other site design elements during the Recommendations Forum on April 26, 2017.

near the playground to watch their children. Many community members strongly desire more recreational opportunities for other age groups, particularly teenagers.

The Waterfront Trail

Community members strongly desire a new waterfront trail. Currently, one does not exist. Community members want to have the trail paved and connected along the riverfront. Some support the idea of having bikeable trails, but others are concerned about the safety of pedestrians, in particular children and seniors.

Dog Facilities

Many community members agree that the park should be more dog-friendly, but there was some disagreement regarding an off-leash dog area. Several community members are really excited about it while others mention that the community already has access to two other off-leash dog parks in St. Helens and that the limited space available should be utilized in a more valuable way.

4 Recommendations

Diverse feedback from the community outreach process made it possible to identify four key functions for placemaking within the park. A preliminary park site map illustrates the location and scale of major park amenities associated with those four functions. The description of each park amenity is included to explain the detailed function and consideration for its implementation. Implementation phases are included to guide the redevelopment of the park.

Placemaking

According to theorists, a “place” is much more than a location or a space. It includes the experiences, meanings, and connections that people have with a space. A place has a unique character of its own. It feels safe and comfortable. It feels like home. “Placemaking” is creating or enhancing those experiences, meanings and personal connections in a space. Project for Public Spaces has identified eleven basic principles for creating great community places using placemaking.³ Since Columbia View Park has been recognized as an important community place, this expansion project should consider “placemaking” in making the future park as beneficial and meaningful to the community as possible. We applied these principles to St. Helens and Columbia View Park.

1. The community is the expert

Only the community understands how Columbia View Park functions, what happens there, and what is valued. The recommendations consider community feedback first and foremost.

2. Create a place, not a design

Much more than just a physical design, the Columbia View Park expansion should consider how the park acts as a “place.” Do people feel relaxed, excited, entertained, playful, comfortable while using the park? Do they feel a sense of community? Do they feel connected to the park in some way?

3. Look for partners

We discovered that St. Helens has many community members who want to be closely involved with the park’s development. To our surprise we discovered that much of the park’s construction was performed by volunteers. The park’s viability will continue to depend on them.

4. They always say “It can’t be done”

Redeveloping Columbia View Park may run into challenges, but creating any good public space always will. Small scale community driven improvements build “place” and demonstrate that obstacles can be overcome.

5. You can see a lot just by observing

We spent some time at Columbia View Park learning how people experienced it. The inspiration for our Site Audit event was to catch people using the park and gather their impressions of the space while they were using it.

“[Places] are important sources of individual and communal identity, and are often profound centers of human existence to which people have deep emotional and psychological ties”

- Edward Relph from *Place and Placelessness*

6. Have a vision

Our ultimate goal was to discover the community’s vision for the park. St. Helens community members envision Columbia View Park as an active event space. Community members value the community’s connection to the river and hope to enjoy it in the park. Community members value family-friendly fun, hoping for play spaces for a variety of children. Some dog owners value the park as a space to spend time with their companions. Others hope to appreciate the interesting

history of St. Helens through the park. The number of people who participated in our outreach efforts only reinforced the value that the park has within the community and the investment that the people who live in St. Helens have in enriching community life there.

7. Form supports function

Only those who live in the community and use the park regularly for leisure or to attend events know how the space operates. Understanding how Columbia View Park functions was of the utmost importance in forming recommendations. We have outlined our recommendations around the functions that Columbia View Park serves for St. Helens.

8. Triangulate

It was important to us to understand how different elements of the park interact with each other and generate overlapping activity. Columbia View Park is one of the most active parks in the community. There are many activities that are overlapping. For example, a mother may attend a fireworks show with her children. While enjoying the show, she can also enjoy the magnificent scenic views of the Columbia River and Mount St. Helens. Play areas provide the opportunity to spend quality time with her children through play. Maybe she will discover some intriguing history along the way and learn something new. With so much going on, the experience is that much more profound.

9. Experiment: lighter, quicker, cheaper

Although we have attempted to create a comprehensive park plan, we understand that there needs to be flexibility. Experimenting with short-term easy improvements that can be easily adjusted over time will create the best outcomes for Columbia View Park.

10. Money is not the issue

Money does not have to limit the impact that Columbia View Park can have on St. Helens. The community has already invested their time and energy into the park. Many of the pieces that make Columbia View Park work were provided by volunteers or through donations. The hands of the community can be seen throughout the park, making it a unique and treasured place. Placemaking can be thought of like homemaking. Of course you can buy a house with money, but you cannot buy a home.

“Columbia View Park is the neighbor’s living room”

- St. Helens community member

11. You are never finished

The world is in a constant state of change. People’s needs will change and the park will need to change with them. Things will break down and need to be replaced. The park’s expansion itself was only made possible through a big change in the community, the closing of the Veneer plant. The Waterfront Redevelopment Plan and Columbia View Park carry a lot of promise in the minds of the people who live in St. Helens as the city heads towards an exciting future.

Park Functions

Through the community engagement process, issues concerning the existing park and expectations for the expansion project were raised from participants. We received diverse community feedback from many different perspectives, from specific design and usage of amenities to the value and character of Columbia View Park. From analyzing community feedback, we could identify four key functions that consider the value the park has for park goers and the community of St. Helens. They are color-coded by park function for convenience. The eleven key principles for placemaking were considered when developing these functions.

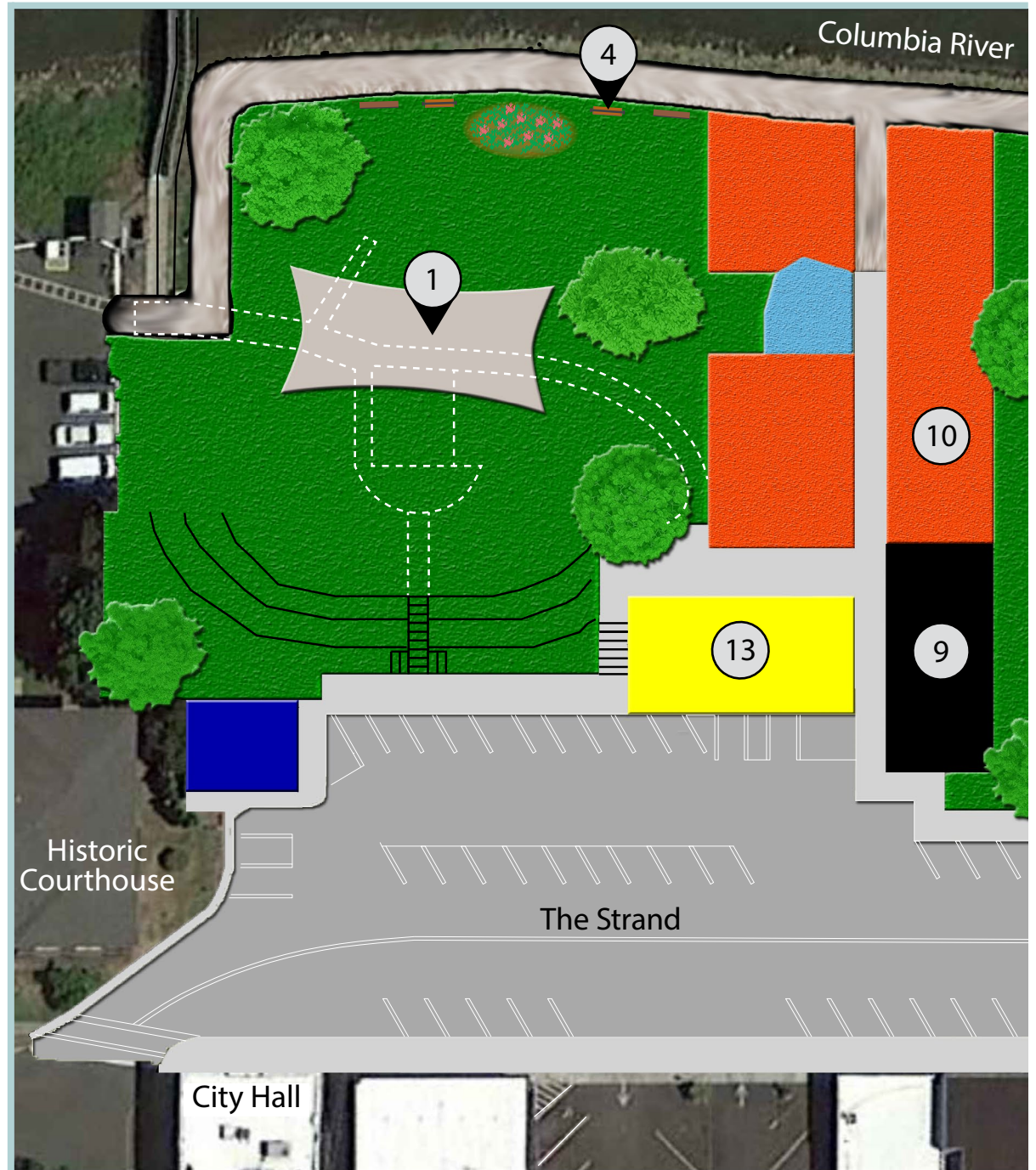
- Hosting Community Events
- Providing Access to the Scenic Columbia River
- Honoring St. Helens History and Character
- Providing Recreation for All Users

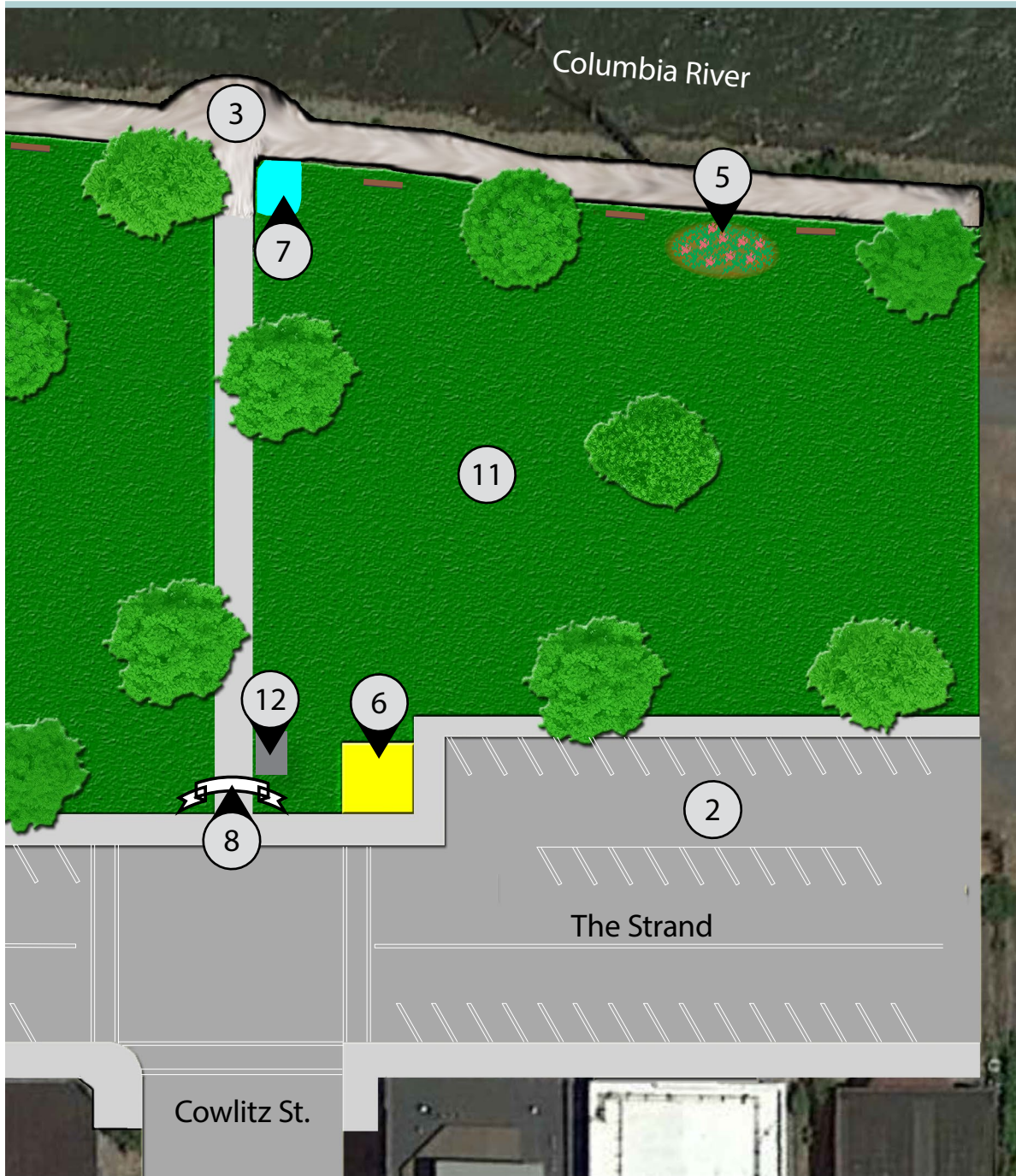
Site Map

We have created one site map that attempts to incorporate all of the diverse feedback we received from all of our outreach events (Appendix O, P and Q). During the Recommendations Forum, three different site plan alternatives were presented to the community. Each one illustrated different key park amenities the community wanted based on feedback from the Introductory Forum and the Parks Commission (Appendix K, L). “On-the-ground” feedback from the Site Audit event further informed the design.

The site map illustrates the location and the scale of major park amenities. Each park amenity is classified into one of the four key park functions. The following pages include descriptions of each of the four key functions and associated park amenities. Pages are color-coded by park function. On the site map, park areas with certain attributes are colored as shown below in “Map Features.” The dotted white lines show existing sidewalks that will need to be removed for the new stage area.

Map Features





◀ Amenities

Hosting Community Events

- ① New Stage
- ② Multi-Purpose Paved Area

Providing Access to the Scenic Columbia River

- ③ Boardwalk and Trail
- ④ Benches and Swings
- ⑤ Catch Basin

Honoring St. Helens History and Character

- ⑥ New Gazebo
- ⑦ Community Art Features
- ⑧ New Entrance / Gateway

Providing Recreation For All Users

- ⑨ Flex Court
- ⑩ New Playground
- ⑪ Open Space
- ⑫ Bike Rack
- ⑬ Covered Shelter

Hosting Community Events

Within the St. Helens park system, Columbia View Park is well known for accommodating various community events such as 13 Nights on the River and the Fourth of July celebration. The people of St. Helens value the park for the sense of community and culture it creates. An improved event space could host many different types of events such as movie nights, maritime festivals, and other seasonal community events. As discussed in the previous chapter, due to the expected population growth in St. Helens, a larger space would be required for people to have space to participate in community events. Providing sufficient restrooms, parking, and vendor space is essential to accommodate more people if the park hosts a greater number and size of events.

“I love the outdoor festivals and events. They bring the community together.”

“The community of St. Helens is so friendly and open. We have many good family-oriented events.”



Community members crowd around the gazebo during 13 Nights on the River.



Weddings are often held around the gazebo. Many people have a sentimental connection to the gazebo as a result.

Recommended Amenities

New Stage

Community members told us that they valued the existing amphitheater that overlooked the gazebo and thought it was unnecessary to have a second stage in another area of the park. We recommend placing a new stage in an area that allows the existing amphitheater-style seating to be utilized and not wasted. The new stage should be built closer to the river than the existing gazebo so that more seating and gathering space can be provided for people in front of the stage. Some sidewalks will need to be removed near the stage to accommodate for a larger gathering space in front of the stage. The stage should be equipped with improved sound and light facilities to host larger and more numerous types of events including concerts and movies. The stage should be shaded, but should have a minimalist design that does not unnecessarily block views of the river.

Centennial Park Entertainment Stage (Munster, IN)



Multi-Purpose Paved Area

Many community members complained about not having adequate parking for events. We recommend providing a new parking area suitable for multiple uses. Setting aside areas just for parking would limit the use of valuable community space. We recommend providing facilities for vendors and an area for temporary restrooms. Additional restrooms are needed, especially in the popular events, but a permanent restroom building would cost a lot for both construction and maintenance. A loading zone, short-term parking, and handicapped parking should be provided near the entrance in order to utilize the existing parking space. The surface of the area could use environmentally friendly materials that both fit the natural aesthetic of the park and help prevent stormwater runoff to mitigate flooding risks.

Farmers market at Wayzata American Legion parking lot (Wayzata, MN)



Providing Access to the Scenic Columbia River

Community feedback suggests that one of the most valued features of the park is the spectacular view of the Columbia River and Mount St. Helens. “Columbia View” is in the park’s name after all. In the park design process, careful attention should be paid to preserve this scenic view. The community wants more amenities, but at the same time, they are concerned that new structures such as new stage might block the scenic view. Also, access to the river is one of the most highly desired elements from community feedback. Currently people are only able to walk along the river in the grassy lawn area or the vacant gravel area. Constructing a paved trail could bring in more pedestrians to enjoy the river in comfort. Currently the park is closed after sunset, but community members think lighting could improve safety at night and allow nighttime activities.

“The river is a fantastic asset!”

“A Boardwalk is more inviting than just a path”

“I love the idea of porch-style swing benches.”

To maintain the scenic river view, park amenities should be coordinated with surrounding natural environment. Wild flowers and trees native to Oregon could be planted as landscaping to make the park more aesthetically pleasing. Park structures such as a stage, shelter, and playground could be made from logs, fitting into the history of St. Helens as a logging town while being both environmentally friendly and cost effective. The close proximity to river increases flooding risk especially during rainy seasons. The community members pointed out the importance of stormwater management in the park in order to keep the park area, especially the unpaved space, usable during inclement weather.



View of the Columbia River and Mount St. Helens from Columbia View Park.



A splash pad next to the playground shows the location of St. Helens among other towns and cities in Columbia County and their connection to the Columbia River.

Recommended Amenities

Boardwalk and Trail

The Waterfront Redevelopment Framework Plan calls for a new walking trail along the length of the Columbia River, planned to begin in Columbia View Park. We recommend installing a wall along the entire length within the park for safety. Community members want the water's edge to be more inviting than it is currently. In the middle of the trail, a viewing platform could be constructed over the river, allowing people to enjoy the river more closely as well as to fish from the platform. We recommend using wrought iron or another more attractive and sturdy wall or fence that will stand the test of time. The current chain link fence is not attractive and obstructs interaction with the water. The trail should be at least ten feet wide, enough to accommodate two-way traffic of bikes and pedestrians. For safety, consider painted lines on the trail to protect pedestrians from bicyclists. We recommend closing off parts of the trail to bicyclists when it is complete, particularly near the new stage, so that park-goers can feel more comfortable enjoying the river in a less active area.

Columbia River Renaissance Trail (Vancouver, WA)



Benches / Swings

Southport Waterfront Park (Southport, NC)

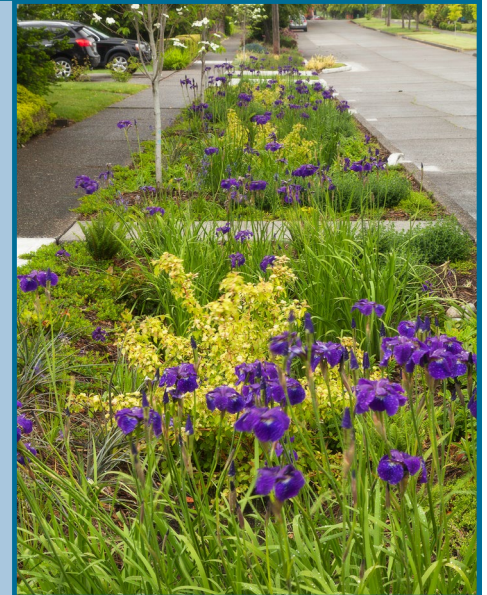
Install several benches with back support along the river. Place them off of the trail as to not obstruct bicyclists and pedestrians using it. Some community members enjoy the idea of installing porch-style swings as a more comfortable substitute for benches in some places. We recommend closing off parts of the park to bicyclists when the trail is complete for those who wish to sit and relax alongside the river comfortably.



Catch Basin

Green Stormwater Infrastructure (King County, WA)

Controlling runoff and mitigating flood risk close to the river is a current problem in the park. The community members complain about the muddiness of the park. A catch basin can reduce rainwater runoff volume where infiltration is feasible and attenuates peak flows. It also improves water quality and increases biodiversity in the park. In addition, when flowers and other plants are included there they beautify the park. A more detailed study is required to determine the appropriate location to install a catch basin.



Honoring St. Helens History and Character

The park is located inside the “Riverfront District” within the historic downtown of St. Helens, directly adjacent to the iconic historical courthouse and in close proximity to other historical sites. The park could have a theme representing St. Helens’ history of logging and shipbuilding, attracting people from outside St. Helens to promote tourism. Children would be able to learn about the history of their community while playing in the park. Many of the park elements have a direct connection with the community through donations and volunteer work. For example, the gazebo was donated by a long-time member of the community. Many events, including weddings, have been held in the gazebo that many community members have a sentimental connection to. The amphitheater and splash pad installation were completed with donated labor from volunteers. Community feedback emphasized that the expansion should reflect not only the history of St. Helens but also the park’s history and character.



Columbia View Park is directly adjacent to the iconic historical courthouse.

“Make a theme related to St. Helens history as a logging town. Good for education!”

“Put a kiosk along the walkway with information on the Columbia, St. Helens history, ecology, etc.”



Volunteers, in a partnership with the City of St. Helens, constructed the amphitheater used as seating during community events.

Recommended Amenities

New Gazebo



We recommend reconstructing a new gazebo using a similar design and materials to the current one to maintain the aesthetic of the park. Because of the current gazebo's age and the difficulty of relocation, it should be replaced. Since it is an iconic feature in the park, it should be placed in a highly visible location such as near the park entrance. The gazebo should be surrounded by open space so that people are able sit to around it. Chairs could be added if the gazebo accommodates events with many participants. It could be still used for smaller community events such as weddings and receptions or used simply as a picnic shelter.

New Entrance / Gateway



We recommend placing a park entrance at the The Strand and Cowlitz Street intersection. A crosswalk should be provided at that entrance to allow pedestrians to enter the park with ease. The design should provide for attractive and prominent wayfinding signage to help pedestrians and bicyclists orient themselves. Community members liked the idea of a old-fashioned arched gate at the entrance with the park's name.

Historical Information Signs



Continue placing signs that inform the public of St. Helen's history. Create a historical theme for the park.

Community Art Features



Continue providing space for community art features throughout the park. Provide space especially along the boardwalk and trail for passersby to enjoy.

Providing Recreation for All Users

The Columbia View Park expansion should include recreation activities for all users, including people from all the age groups, those with disabilities, and tourists. Adding amenities for older children and teenagers will encourage more people to visit to the park. Accessibility for handicapped people should be improved. The park is used mostly by the local community who already know the community well. In order to entice more tourists to visit St. Helens, maps and wayfinding signage should be placed around town to help people find Columbia View Park and to participate in all of the activities that happen there. Safety is also an important element for inviting all users to the park and make them feel comfortable. Community members want to have a dedicated space for seating and playing for elderly people and children.

“Make teenagers interested in the park!”

“Appeal to all ages, make the park friendly to dog walkers”

“Provide plenty of seating for the disabled. Make a resting place!”

Within the St. Helens park system, the community recognizes Columbia View Park as a community event space and value the scenic view of the Columbia River. In order to utilize the two-acres of small park space, amenities should be selected carefully, considering to best use of limited space. Many other parks already have large athletic facilities and off-leash dog areas within just two miles of Columbia View Park (Appendix R). Columbia View Park is one of only two parks located along the Columbia River in St. Helens.



The existing playground is the only structure for play in the park currently.



Many community members say they would like to see more amenities for teenagers.

Recommended Amenities

Bike Rack

We recommend constructing an artistic bike rack which could encourage people, especially kids, to bike to the park.



Fish Bike Rack (Long Beach, CA)

Open Space



An open lawn should be provided for multiple uses such as laying out and reading or sporting events. The use should consider the future development of the adjacent vacant property.

New Playground

Even though the existing park already has a play structure and a splash pad, an expanded area and new play structure would encourage different generations, such as older children, to play there. Around the playground, more seats and tables should be installed so that parents are able to oversee their kids from a closer distance. A new play structure could be made of wood, which has a connection to St. Helens' logging history.

Wooden play structure in Cedar Hill Park (Oak Ridge, TN)



Recommended Amenities (Continued)

Covered Shelter

The existing viewing deck along the Strand should be covered by a structure to help people find shade from the sun and escape inclement weather all year round. Because the viewing deck is elevated, the community will still be able to enjoy scenic views of the Columbia River and watch performances in the new stage area, despite it being covered. The covered shelter will be located close to handicap parking, allowing those with disabilities to have easy access.

Anglers Park Picnic Shelter (Danville, VA)



Flex Court

We recommend creating a “flex” court to be used for sporting activities. There is already one basketball court in Campbell Park, but a “flex” court could be used for many different types of sporting activities, attracting more young people to the park.

Flex court example from Flex Court of Maryland



Dog Station



People would be able to continue walking with their dogs on the new waterfront trail more comfortably. To keep the trail clean for users, dog facilities such as several dog waste stations should be provided along the boardwalk and other walkways.

Expansion Phases

The park expansion will be developed in phases to ensure that the park's existing features will still be available for public use. Park expansion phasing was determined to ensure what new services and existing features would be used the most as full site implementation progresses.

1 Grass/ Open Space

The new grass/ open space will be the first stage of the park. This new space will be an improvement to the current land by adding grass and beginning to plant new vegetation and establish green features such as planter boxes, trees, and storm water basins.

2 New Gazebo

Once the new open space is ready for occupation, the new gazebo will be placed in location that will act as a 2nd event space for use once the existing gazebo begins renovation.

3 New Playground

The playground expansion will bring new activity to the area while connecting the old park to the new expansion project. A new activity center will generate greater park attendance and bolster usage.

4 Flex Court

The addition of the flex court, another key activity center, will activate the southern most part of the park including the entrance way and the picnic and event shelter spaces.

5 Picnic and Event Space Shelters

Renovating existing amenities means temporarily relocating services to other areas. With more of the park being engaged and available it will allow for existing services such as picnic area and event space shelters to be erected for future use.

6 Boardwalk

The boardwalk will take the longest time and thus the implementation will begin early, but will be one of the last new amenities finished. The opening of the boardwalk will be one of the grand opening events to christen the park.

7 Demo Old Stage/ Build New Stage

The final amenity to be added will be the construction of the new stage. The demo of the old stage will allow for the new stage to be constructed will still allowing events to take place in the new gazebo space and in other spaces around the new park. The opening of the new stage will mark the final completion of the park expansion.

5 Reflection & Next Steps

Evaluatory Framework

Entering this project, Vista Planning developed an evaluatory framework to demonstrate how well we met our initial goals with the project. We developed this framework for two primary reasons:

1. Provide a blueprint of our successes and failures for those who will pick-up our project after our contract ends.
2. Allow us to reflect on our own practice, so that we can improve upon our approach.

Providing this reflection also conforms with the value of transparency we have been trying to keep sight of throughout this project. We hope this section will be useful to those reviewing the equitability and general fairness through our process, regardless of their final judgment.

High Public Engagement

Compare attendance rates between our March 17th and April 26th public meetings. A higher rate of attendance will indicate success.

Underrepresented Communities

Compare rates of attendance of various demographic groups at each public meeting against population demographics for the City as a whole.

Community Buy - In

We will gauge how well our recommendations reflect community interest based upon feedback from public forums, surveys, and the City Council and Parks Commission meetings.

Utility to the City

City Council accepts and implements our recommendations.

High Public Engagement

Successful

As our plan rested on two major public forum events approximately a month apart, we decided to use the difference in attendance rates as an indicator of how successful our outreach we were. Although straight-forward, this indicator directly reflects how many unique people we were able to reach, and how well we sold the importance of the project.

On paper, we met our target for this goal. While our initial forum had 22 attendees according to the sign-up sheet, the second forum had 37 attendees, an impressive 68% increase in attendance. Although these were good numbers, we must also note that our outreach was not the full reason for this change. Part of the difference was a longer period of time between event announcements and hosting the events. For our first event this was less than a week, whereas our second was announced approximately a month before we held it. Additionally, our first forum was held on both a Friday and St. Patrick’s Day, which undoubtedly contributed to the relatively low attendance as well. It is also relevant to note our site audits had low attendance, albeit this was weather related.

Underrepresented Communities

Mixed Successes

We had two major goals for reaching our target populations. One was to simply have attendance that reflected the demographics of the city in terms of race, ethnicity, age, and gender. The second was to have the rates of underrepresented populations increase between the two forums. We included this second point as a way of addressing institutional barriers for marginalized populations that might attend the forums - attendance is not enough to guarantee these individuals will feel safe speaking truth to power. Therefore, our hope was to over-represent some of these populations, particularly women and people of color. However, there was a second reason for including this goal, which was to qualify whether or not there was progress towards our initial goal of reflective representation in case we were

unable to meet that goal. Simply stated, Vista Planning’s tenure in St. Helens was short - if there were any major demographic divides or distrust of government in specific populations, we knew our team would not be able to resolve those issues in that short time.

In terms of target population attendance we had mixed success; meeting some goals while missing others. While a detailed demographic breakdown of our participants is available in Appendix S, these were the major trends:

Successes in Outreach to Specific Groups:

Race / Ethnicity	<p>Met both goals:</p> <ul style="list-style-type: none">• The population was either reflective or over-represented⁴ people of color at both events• The percentage of attendees who identified as people of color increased between the events.
Gender	<p>Mixed success:</p> <ul style="list-style-type: none">• Percentage of female attendees went down by approximately 8%.• Both events significantly overrepresented women; despite being 51% of the St. Helens population they were 73% of the first forum’s participants and 64% of the second. Additionally, we had at least one gender neutral identified attendant at the second forum, representing 2.7% of the forum’s participants.
Age	<p>Missed our target:</p> <ul style="list-style-type: none">• Folks under 35 represent approximately 50% of St. Helen’s population, but our peak number of attendees under 40 was only 30% at the initial forum.• Additionally, the age of participants skewed significantly older during our second forum.

The major take-away is that more robust outreach methods must be devised to reach St. Helen’s younger generations. Presumably, this will be easier during the summer months when Columbia View Park hosts a number of events geared towards younger generations, so the major challenge becomes how to do this outreach during other seasons. Some questions to consider on this subject are: Where do St. Helens young professionals spend their leisure time? Where do they work in the region? Do they consider themselves permanent residents of the region, or temporary?

Community Buy-In

Uncertain Success

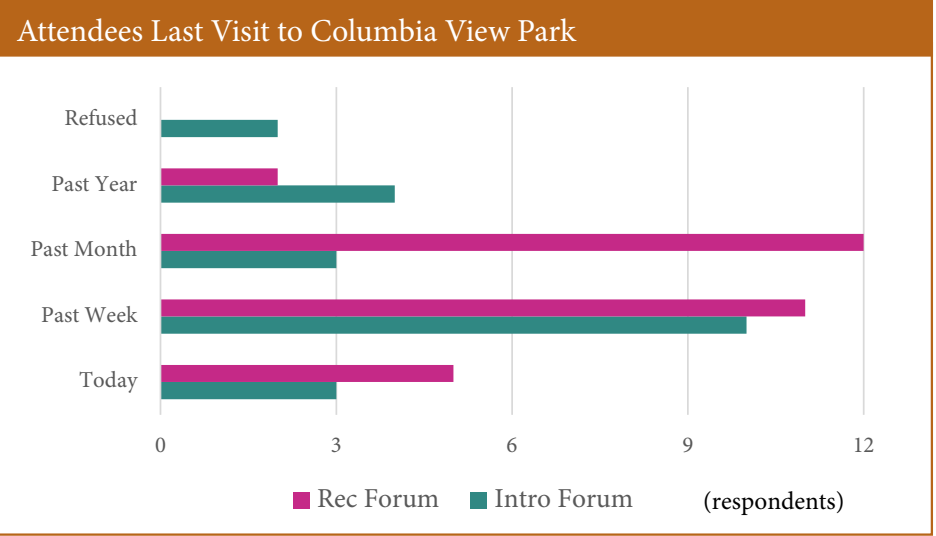
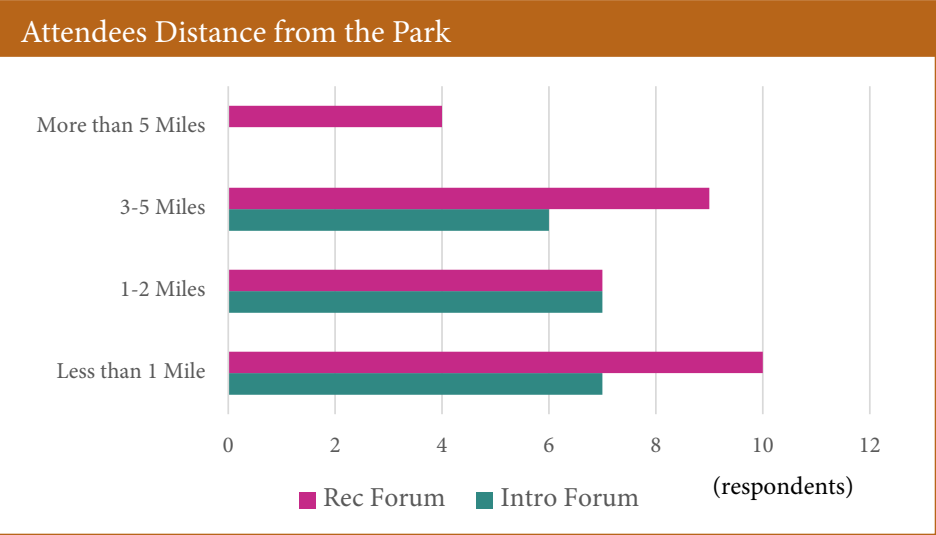
Unfortunately, we do not have a direct mechanism for calculating community buy-in. Instead, we have a few reflections on the process that we hope index community interest and investment in the project. As implementation will not happen for a while after our contract ends, it will be up to the City to continue garnering interest in the Park and overall Framework plan in the coming months.

Delayed Outreach Agenda

On a related note, our team had to push back our outreach agenda due to lack of initial response and interest. Initially, we anticipated running the site audits two to three weeks earlier than we did. It reasonable to expect these delays zapped momentum from the project, though it also reflects a low initial trust with our team that it is unclear we were able to overcome.

Participants Lived Further Away and Visited Less Frequently

Our second forum included more participants that lived further from the park, including individuals that actually lived out of town, and individuals that visited the park less frequently. This data implies we created enough excitement that individuals who do not typically use the park began to imagine changes that would make them want to.



Low Attendance

One major indicator of community buy-in was the willingness of individuals to engage with us outside of public forum events. Specifically, these were groups or individuals who had attended a forum or was otherwise networked to us, and were then invited to participate in more private conversations or activities. We had a low response rate on this front in terms of responses to interview requests, and attendance at our site audits⁵. This does not necessarily mean anything in terms of community investment, but it could reflect a lack of urgency surrounding the project.

Few On-site and In-town Activities

Our process called for limited events and activities actually in St. Helens, which could easily have projected low-urgency for the project and reduced overall awareness of the project for participants watching our progress. Although we had an appropriate number of events to meet our goals with the City, more imagination could have created more excitement within the community and kept our momentum strong throughout.

Utility to the City

The culmination of the Columbia View Park Expansion Project is a presentation to the City Council of St. Helens on June 7, 2017. The goal of this presentation is to get buy-in on our proposed site design and amenities that has been developed with community input in mind. City Council members have been involved with engagement efforts in the past through participation at both our Introductory Forum and Recommendations Forum, and thus are an important voice in this process, especially in regards to getting City approval to ultimately utilize our site design for future implementation.

Next Steps

A major goal of our site design and engagement process was to provide the City of St. Helens with a comprehensive report that is well researched, equitable, and feasible in terms of successful implementation and capacity. Our research, engagement, and site design is just the beginning of a more thorough implementation process that the City of St. Helens will be tasked with. Vista Planning has laid out some of the next steps in terms of implementation and recommendations for the City of St. Helens.

Waterfront Redevelopment Project

The first phase of the City of St. Helens' Waterfront Redevelopment Project is the expansion of Columbia View Park. Vista Planning aimed to develop a comprehensive site design and community engagement process that would guide the city through successful implementation. Vista Planning recommends for the City to hire a landscape architect who will be able to utilize our site design as a blueprint for a more formalized site plan.

Community Engagement and Outreach

Our community engagement efforts were successful at getting the community input we needed to develop an implementable site design for the Columbia View Park expansion. However, as identified in the Reflection section, there were some limitations in our engagement process. Vista Planning recommends for the City to prioritize more equitable community engagement, especially among communities of color and youth in the region.

Feasibility and Cost Analysis

Vista Planning was not able to provide the City of St. Helens with a feasibility analysis or an analysis of implementation costs. Vista Planning recommends for the City to partner with a local planning firm, engineer, or landscape architect who would be better suited to conduct a thorough analysis in terms of cost and feasibility, both financial and environmental, of the project implementation stages.

End Notes

1. Unemployment is estimated to have decreased 2% during this same five year period, pointing to decreased wages for the region that is most easily explained by the factory closure.
2. 2010 data from the U.S. Census; 2015 data is an American Community Survey estimate.
3. Project for Public Spaces is a nonprofit planning, design, and educational organization dedicated to helping people create and sustain public spaces that build stronger communities. The eleven principles come from their booklet called *Placemaking - What if we built our cities around places?*
4. For both events we had a significant number of attendees refuse our question on race. However, if all refusals were white for both events we would have had 91% white people at the first forum and 80% at the second. 90% of St. Helens residents identified as white-alone according to the 2010 US Census.
- 5 For these events we relied on informal interviews, where we spoke to people on the ground in the park. However, our initial expectation was to interview specific stakeholders.

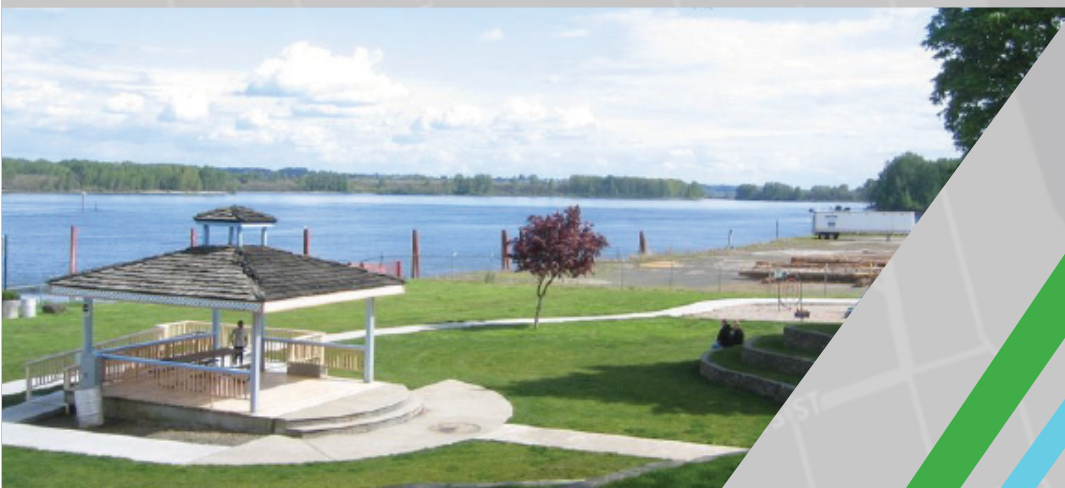
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A. Project Work Plan

COLUMBIA VIEW PARK EXPANSION

ST. HELENS, OREGON



WORK PLAN

**Paul Gagliardi
Jonathan Morales
Takayuki Shigematsu
Daniel Shor
Nathan Williams**

Columbia
View Park

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In 2016, the City of St. Helens developed the Waterfront Redevelopment Framework Plan to guide the redevelopment of the twenty-two acres of land vacant close to downtown activity. The vacant land will be transformed into a new business district as a means for attracting investors and diversifying the city's economic base.

The City of St. Helens intends to redevelop and expand the existing park. The park expansion must meet the needs of this new business district, as well as the community as a whole. The City of St. Helens has contracted Vista Planning to work with the public in order to develop recommendations that will guide the redevelopment and expansion of the park. These recommendations will be summed up in a final report, which will provide an initial site plan and account for our community outreach process.

Project Background

Columbia View Park

Columbia View Park is a one acre, city owned park located between Strand Street and the Columbia River next to the Columbia County Courthouse. It has amazing, scenic views of the three mountains. The land is mostly flat, with a stone and grass terraced hillside up to Strand Street, used as amphitheater-style terraced seating during special events such as the 13 Nights on the River summer series. The park has several amenities including, but not limited to: a gazebo with electricity available for weddings and community events, play equipment, a “Splash It Up” fountain splash pad with commemorative plaques, picnic tables, benches, and a chain link fence along the riverbank for safety.

Columbia View Park has the highest maintenance and satisfaction rating from park users among all of the parks in St. Helens, according to the Parks and Trails Master Plan survey. However, seating is not sufficient for the many popular events held there, limited by the capacity of the amphitheater-style seating and gazebo. Additionally, the park does not have enough nearby parking capacity for these more popular events. Increasing event capacity is a priority in planning for the park’s expansion.



Project Background



Waterfront Redevelopment Project Area: The Columbia View Park expansion is included in Phase I.

Waterfront Redevelopment Framework Plan

In 2015, the City of St. Helens was selected to receive a \$200,000 Brownfields Area-Wide Planning (AWP) grant from the EPA to support the revitalization of underutilized brownfields along the city's downtown waterfront, particularly the Veneer Plant and White Paper Mill sites. The City used this funding to develop an area-wide, community-driven plan and implementation strategy for the downtown riverfront. The city adopted the Framework Plan in December 2016, providing a generalized framework for the development of the property to be further studied and refined as part of future design and engineering efforts. The Columbia View Park expansion is included in the first phase of the Waterfront Redevelopment Project. The Framework Plan proposes the following for Columbia View Park:

1. An extension or enlargement of the existing Columbia View Park to the south, creating a contiguous park that allows for growth in programmed activities at the park and potential growth of play areas or active sports.
2. A continuous trail from Columbia View Park to the southern end of the Veneer Property at Frogmore Slough, with potential for further extension over an existing rail trestle to the Boise White Paper (BWP) Property.

Project Goals

Logical Framework

Our logical framework portrays our path from project goals and assumptions to outputs and outcomes. Outputs are the products the City will create, while outcomes are how those outputs will be used.

Goal: Develop a comprehensive, community led site design for the expansion of Columbia View Park in Downtown St. Helens, OR

Rationale:

Expanding the Columbia View Park will activate the Downtown St. Helens Waterfront and lead in redevelopment efforts already underway for the former Veneer Site which is currently vacant.

Assumptions:

There is a need to expand the park due to over capacity at seasonal events.

A park expansion will contribute to the goals of the waterfront redevelopment efforts.

Resources/ Inputs:

City of St. Helens planning staff expertise, guidance, and funding.

Community members and businesses; Property owners/developers.

Already identified stakeholders from previous plans.

Activities:

Develop a community engagement plan to get quality feedback from community members and other stakeholders. This in turn will inform the site design of the Columbia View Park expansion into the former Veneer Site through community participation. The site design will take into account the current park as is and recommend design alternatives to expand south.

Close collaboration with City of St. Helens Planning and Park staff to guide our site design and community engagement efforts, and publicize community events, etc.

Outputs:

A one-acre plus expansion of the existing Columbia View Park that takes into account the active use of the space for year round events, dog walking, and family use.

A park that has the community in mind, with respect to current waterfront redevelopment efforts and visioning underway by planning staff via community led participatory processes.

Outcomes:

A two-acre park that accommodates thousands of visitors per year for annual events, dog walkers, and the local community.

A family friendly park that contributes to the economic vibrancy of downtown St. Helens and that is part of a comprehensive redevelopment effort that will energize the waterfront.

Metrics:

Active use of Columbia View Park that accommodates thousands of visitors and local community.

Project Goals

Measures of Success

Our Measures of Success form a testable rubric that let us know whether we are meeting the goals set by the City. We will look to these measures throughout the process to confirm we are on track for success, and will include them in our final report to demonstrate how well we have met our goals.

High Public Engagement

1 Compare attendance rates between our March 17th and April 26th public meetings. A higher rate of attendance will indicate success.

Underrepresented Communities

2 Compare rates of attendance of various demographic groups at each public meeting against population demographics for the City as a whole.

Community Buy - In

3 We will gauge how well our recommendations reflect community interest based upon feedback from public forums, surveys, and the City Council and Parks Commission meetings.

Utility to the City

4 City Council accepts and implements our recommendations.

Final Products

By the completion of our contract, June 7th, we will produce two products outlining our recommendations for Columbia View Park; a final report, and a presentation to City Council.

Final Report:

Our final report will focus on interpreting community feedback into viable development options for Columbia View Park. The report will include summaries of the feedback we have gathered, expressed both through graphics in the form of a map and charts, and summary text; a list of the requirements set forth by the City of St. Helens; and our recommendations for the park site, expressed graphically through a rough site plan, and summary text.

Final Presentation:

We will also present our final recommendations, once approved by the City, in front of the St. Helens City Council on June 7th. This presentation will be a complement to our written report, meant to convince City Council of the value of this park to the community. The presentation will explain our recommendations as they connect to community input and our engagement process, highlighting why we made the choices that we have.

Project Milestones

This project is comprised of eight major milestones, outlined below. Each milestone is broken down into component tasks, as well as deadline dates.

1. **Project Planning- Preliminary work is necessary for a successful project.**

- 1.1. Draft Project Schedule - We will develop a preliminary draft of our project schedule.
- 1.2. Complete Work Plan - We will develop a workable draft of our work plan, broadly outlining our major project stages and tasks necessary for completion.
- 1.3. Complete Schedule - We will revise and share a completed version of our project schedule with our clients and advising faculty, incorporating the steps outlined in our Work Plan. Paul will ensure the draft is of professional formatting and design.
- 1.4. Complete / Sign MOU - We will present a Memorandum of Understanding to our client and have them sign it. This will ensure a productive client relationship and understanding of project scope and agreed upon activities.

2. **Research and Preparation - Initial research into community engagement and site design will inform the process of developing a community-driven site plan.**

- 2.1. Background Research for Community Engagement
 - 2.1.1. Demographic Research (throughout February) - Daniel will conduct demographic research that accounts for the communities of St. Helens in terms of who they are, and where they live.
 - 2.1.2. Institutional Analysis (throughout February) - Jonathan will conduct an institutional analysis that accounts for who the major stakeholders are in the Waterfront Redevelopment Project, and what their interests are. The analysis will also detail the institutional structure that exists in St. Helens by identifying businesses, nonprofits, etc.

- 2.1.3. Case Study Research (throughout February) - Nathan will conduct case study research that considers similar projects and communities, so as to develop a set of tools, recommendations, and potential pitfalls for our own community outreach strategy.

2.2. **Develop Community Outreach Plan (end of February) - Daniel, Jonathan, and Nathan will combine their findings to determine a plan for going forward that will engage the stakeholders and communities of St. Helens with interest in the Waterfront Redevelopment Project.**

- 2.2.1. We will collectively schedule these outreach activities and events by the end of February.
- 2.2.2. We will draft any necessary materials for these events and submit them to the City by early March. Point person and support for drafting these materials will be chosen by the end of February, once the Outreach Plan has been made and the scope of materials needed has been clarified.

2.3. **Background Research for Initial Site Plan (throughout March) - Paul and Takayuki will research case studies on best practices. This research will focus on existing conditions, land use and regulation, and other environmental constraints in order to start an initial site plan layout.**

3. **Introductory Forum (March 17th at 6pm) - We will host a community event to introduce the park project and gain initial feedback.**

3.1. **Outreach - We will reach out to local news media outlets, social media via the City of St. Helens Facebook page, and the City of St. Helens website. We will also reach out to the Community Action Team to get local grassroots participation in our planning process.**

3.2. **Activities:**

- 3.2.1. Participants will engage in a drawing activity and will be asked to draw their ideal Columbia View Park
- 3.2.2. We will distribute demographic surveys to gain a sense of who is there

Project Milestones

- 3.2.3. Participants will break out into small groups where they will discuss problems and solutions
- 3.2.4. Large group report back on small group discussions
- 3.2.5. Open Forum discussing a vision for Columbia View Park
- 4. **Site Audit and Visioning (end of March) - We will have select stakeholders visit the park and collect their feedback.**
 - 4.1. Outreach - Stakeholder participants will be selected based on:
 - 4.1.1. Recommendations from the City of St. Helens
 - 4.1.2. Stakeholders identified in Institutional Analysis and stakeholder interviews. We will conduct interviews with these stakeholders throughout the end of March.
 - 4.1.3. Individuals from the Introductory Forum, representing groups unaccounted for from the above recommendations.
 - 4.2. Activities - We will conduct an on-site walk audit with selected stakeholders.
 - 4.3. Share with Client (end of March) - We intend to consolidate and analyze our findings by the end of March, and share them with our client, the City of St. Helens for feedback and further direction.
- 5. **Initial Site Plan (end of March) - We will develop an initial site plan which includes a set of alternatives for both the existing and proposed park, based on the feedback gathered from the community during the introductory forum and the park audit and visioning session.**
 - 5.1. We will work with City of St. Helens and review the initial site plan so that it can incorporate the Framework Plan and Parks and Trails Master Plan in St. Helens.
 - 5.2. Review Initial Site Plan with Client (beginning of April) - We will submit the initial site plan to the client and review it together.
- 5.3. We will also meet with the Parks Commission and Youth Council for feedback on April 10th, 2017.
- 6. **Recommendations Forum (April 26th at 6pm) - We will hold another community event to receive the community's feedback on the developing site plan and recommendations.**
 - 6.1. Outreach:
 - 6.1.1. Local news media, social media, City of St. Helens website, local radio, Community Action Team and other local community organizations, and on the ground community outreach
 - 6.1.2. We will go out into the local neighborhoods where our target groups are heavily populated and hand out/post flyers advertising our event. We will also engage with people on the street.
 - 6.1.3. Our target populations include:
 - Young people, ages 25-34
 - People of Color, particularly the Latinx community
 - Native American and Alaskan Native families and individuals
 - 6.2. Activities:
 - 6.2.1. We will present consolidated feedback received thus far and our preliminary site designs based on community informed feedback and recommendations from the Introductory Forum and Site Audit Visioning events, in addition to feedback from our client.
 - 6.2.2. Activities will resemble those of our Introductory Forum on March 17th.
- 7. **Final Site Plan (throughout April and May) - The team will revise the site plan based on feedback gathered during the follow-up with the community and stakeholders.**
 - 7.1. Final Review of Site Plan with Client (middle of May) - We will work with the City of St. Helens to review the site plan and ensure that it incorporates the Waterfront Redevelopment Framework Plan and the Parks and Trails Master Plan.

Project Milestones

8. Final Report and Presentations - We will prepare a final report and give presentations on our project.

8.1. Develop Draft Final Report (May 13) - We will combine and organize the final report from the community outreach plan and the site plan to develop the draft final report.

8.1.1. We will develop a community outreach report draft by the end of April.

8.1.2. We will develop a site plan and site recommendations draft by the middle of May.

8.2. Review Draft Final Report (end of May) - We will submit the draft final report for the faculty's review. We will also finalize the site recommendations based on feedback from the client, which will be a part of final draft report.

8.3. Finalize Final Report (June 12) - We will finalize the deliverables to submit to the client and faculty.

8.4. Develop Presentation (middle of May) - We will prepare a presentation for the following events:

8.4.1. Presentation to Faculty (June 5) - The team will present the final products to the faculty and colleagues at PSU.

8.4.2. City Council Presentation (June 7) - The team will present the final products to the St. Helens City Council in the Council's regular meeting on June 7th at 7pm.

Project Schedule: Each milestone is estimated to occur on the following schedule.

Milestone	Milestone Description	29-Jan WW04	5-Feb WW05	12-Feb WW06	19-Feb WW07	26-Feb WW08	5-Mar WW09	12-Mar WW10	19-Mar WW11	26-Mar WW12	2-Apr WW13	9-Apr WW14	16-Apr WW15	23-Apr WW16	30-Apr WW17	7-May WW18	14-May WW19	21-May WW20	28-May WW21	4-Jun WW22	11-Jun WW23
1	Project Planning																				
1.1	Complete Work Plan																				
1.2	Complete Schedule																				
1.3	Complete / Sign MOU																				
2	Research and Preparation																				
2.1.1	Demographic Research																				
2.1.2	Institutional Analysis																				
2.1.3	Case Study Research																				
2.2	Develop Community Outreach Plan																				
2.3	Background Research for Initial Site Plan																				
3	Introductory Forum																				
4	Site Audit and Visioning																				
5	Initial Site Plan																				
6	Recommendations Forum																				
7	Final Site Plan																				
7.1	Final Review of Site Plan with Client																				
8	Final Report and Presentations																				
8.1	Develop Draft Final Report																				
8.2	Review Draft Final Report																				
8.3	Finalize Final Report																				
8.4	Develop Presentation																				



Appendix: Memorandum of Understanding

Scope of Work:

The Veneer Paper Mill ceased operation along the Columbia River in downtown St. Helens, leaving twenty-two acres of land vacant close to downtown activity. In 2016, the City of St. Helens developed the Waterfront Redevelopment Framework Plan to guide the redevelopment of the vacant property into a new business district as a means for attracting investors and diversifying the city's economic base.

Columbia View Park is located near the center of downtown St. Helens at the northernmost point of the Waterfront Redevelopment Project area. The City of St. Helens intends to redevelop and expand the park to better meet the needs of the intended business district and the community as a whole by increasing event space and public access to the Columbia River. The City of St. Helens contracted Vista Planning to gather public input to develop recommendations that will guide the redevelopment and expansion of the park.

Obligations of Partners:

Services to be Rendered:

- Community outreach to determine the community's desired recommendations for the Columbia View Park expansion.
- Produce a generalized site plan that incorporates the feedback from the community outreach process and the goals set in the Waterfront Redevelopment Framework Plan.
- Produce a generalized site plan that incorporates the feedback from the community outreach process and the goals set in the Waterfront Redevelopment Framework Plan.
- Create a final report consolidating our methodology, data collected, findings, and recommendations.
- All expectations not outlined in the Work Plan or this MoU will be provided in writing.

Appendix: Memorandum of Understanding

The City of St. Helens will Provide:

- Up to \$2,000 budget for the project to reimburse expenditures related to travel, food/refreshments, public events, and other project related expenses as needed.
- Public outreach support, including a meeting space in St. Helens and access to in-house printing services.
- Guidance from Jenny Dimsho and other City of St. Helens staff as needed with project direction, local context, and area knowledge during community outreach events and weekly check-ins. Support is also requested during the process to facilitate and direct development of the goals of the project.
- Guidance from Jenny Dimsho and other City of St. Helens staff as needed with project direction, local context, and area knowledge during community outreach events and weekly check-ins. Support is also requested during the process to facilitate and direct development of the goals of the project.
- Public relation services in the form of publicizing public meetings and/or open houses and access to public social media accounts to advertise meetings.
- Participate in biweekly (or weekly as needed) check-in calls. Scheduling for calls must be coordinated between group and client beforehand. Schedule of dates for check-ins is provided.
- All expectations not outlined in the Work Plan or this MoU will be provided in writing.

Project Duration:

This project will begin upon the date of signature for this document, and will end upon final presentation to the City Council, to be scheduled on June 7th, 2017.

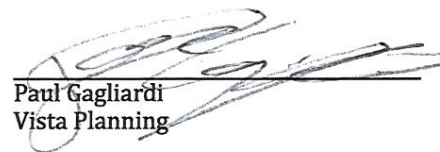
Signatures:



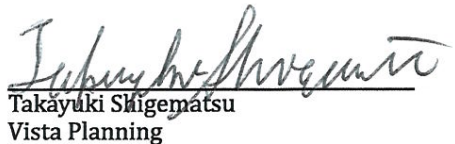
Jennifer Dimsho
City of St. Helens



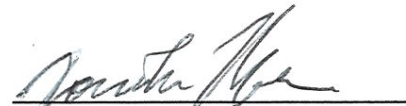
Daniel Shor
Vista Planning



Paul Gagliardi
Vista Planning



Takayuki Shigematsu
Vista Planning



Jonathan Morales
Vista Planning



Nathan Williams
Vista Planning

B. Columbia View Park Existing Conditions

Amenities	Description	History	Issue
Gazebo	With electricity	In October 1987, the Gazebo was donated to the City of St. Helens by Grace Chambers Sonneland, the original owner of Grace's Antiques, who was a well-known and long-time member of the community. Reconstructed and moved to a more central location around 2001, reserved at no charge for weddings, receptions and community events.	Poor sound quality. East/west orientation is poor. It's too low-blocking the view, too close to seating spaces, materials on the roof have weathered too poorly.
Amphitheater Style Seating		Gazebo re-location and amphitheater construction in the summer of 2004 and 2005. This project was completed with a ton of donated labor from volunteers and the City.	Seating is often overcrowded during events such as 13 Nights on the River
View Platform	Made of concrete, ADA Accessible, Used as beer garden in major events,	Used to be a wooden structure.	No outdoor kitchen/grill area for receptions
Picnic Area	A memorial bench, several picnic tables		Need a area to escape the elements (trees or structures)
Play equipment	Metal and plastic structure	The existing one was Installed in 2011 and the previous one was moved to the other park.	Crowded with children, need more space
"Splash It Up" fountain splash pad	With commemorative plaques	Made possible by volunteer fundraising and installation in 2012	It doesn't work frequently.

B. Columbia View Park Existing Conditions (Continued)

Amenities	Description	History	Issue
River Access	Chain link fence along the bank to prevent young children from getting near the river		A barbed wire prevents people from access to the vacant lot. Need to involve the edge of the waterline more
Restroom	Handicap accessible restrooms with showers just next to the Courthouse		Not sufficient for major events especially for female Not well maintained, unsanitary, sometimes used by homeless people
Parking	Paved lot off Strand St. shared with City Hall		Not sufficient parking space for major events No loading zone and short time parking
A memorial to Seaman, the Newfoundland	Accompanied Meriwether Lewis and the Corps of Discovery		
Little Free Library		Installed by the Friends of the St. Helens Public Library in 2015. People may borrow books any time they like and return them without worrying about library fines or fees.	
Free Wifi Access			
Dog friendly space			
Floral Plantings			

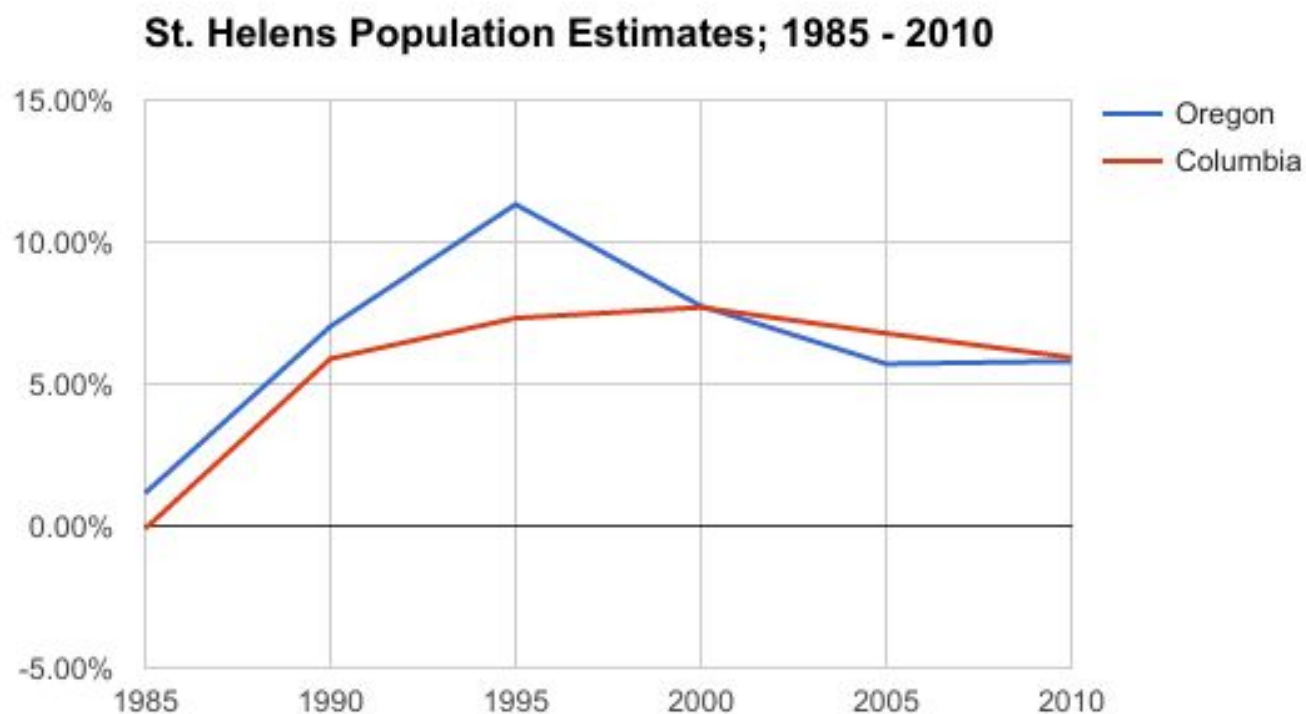
(Source: City of St. Helens, The Chronicle)

C. Demographic Analysis

Regional Population

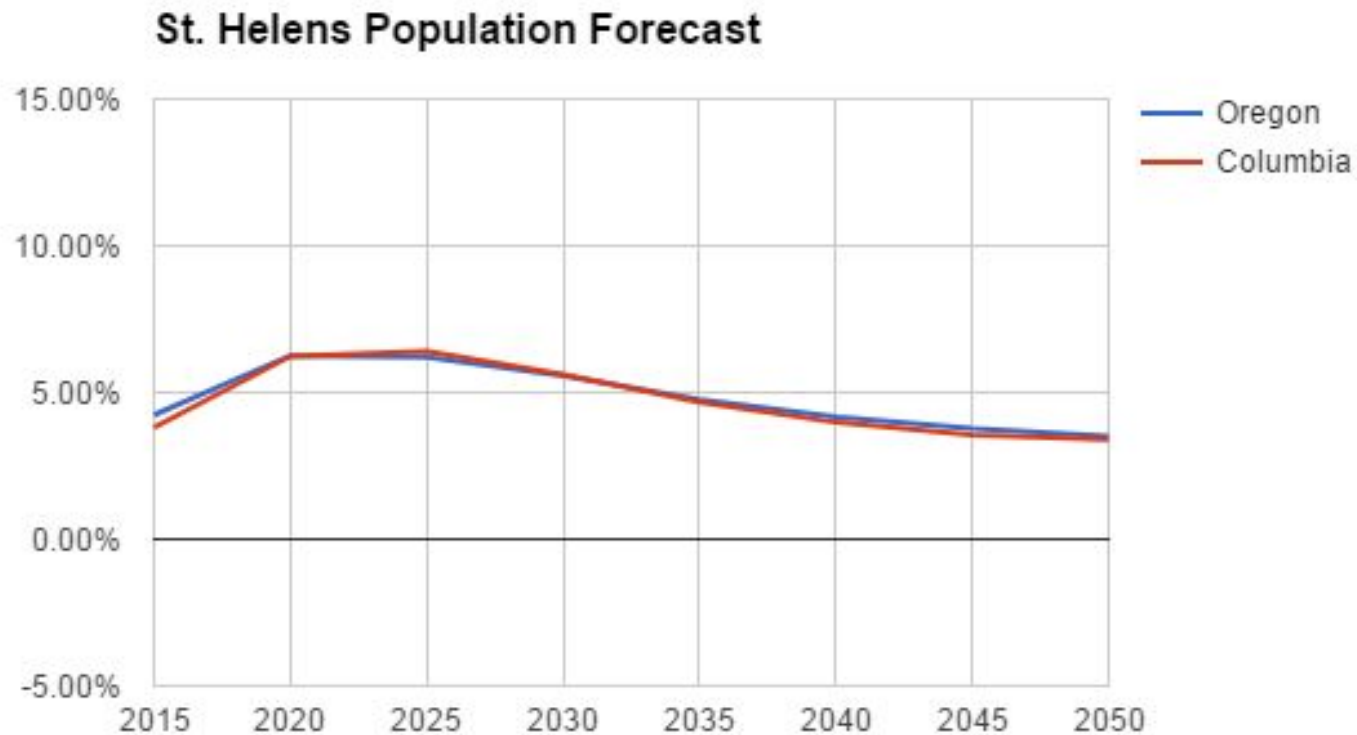
Population Change

Population change in St. Helens has largely followed statewide trends, seeing relatively consistent growth since 1985.



Source: Ibid

C. Demographic Analysis (Continued)



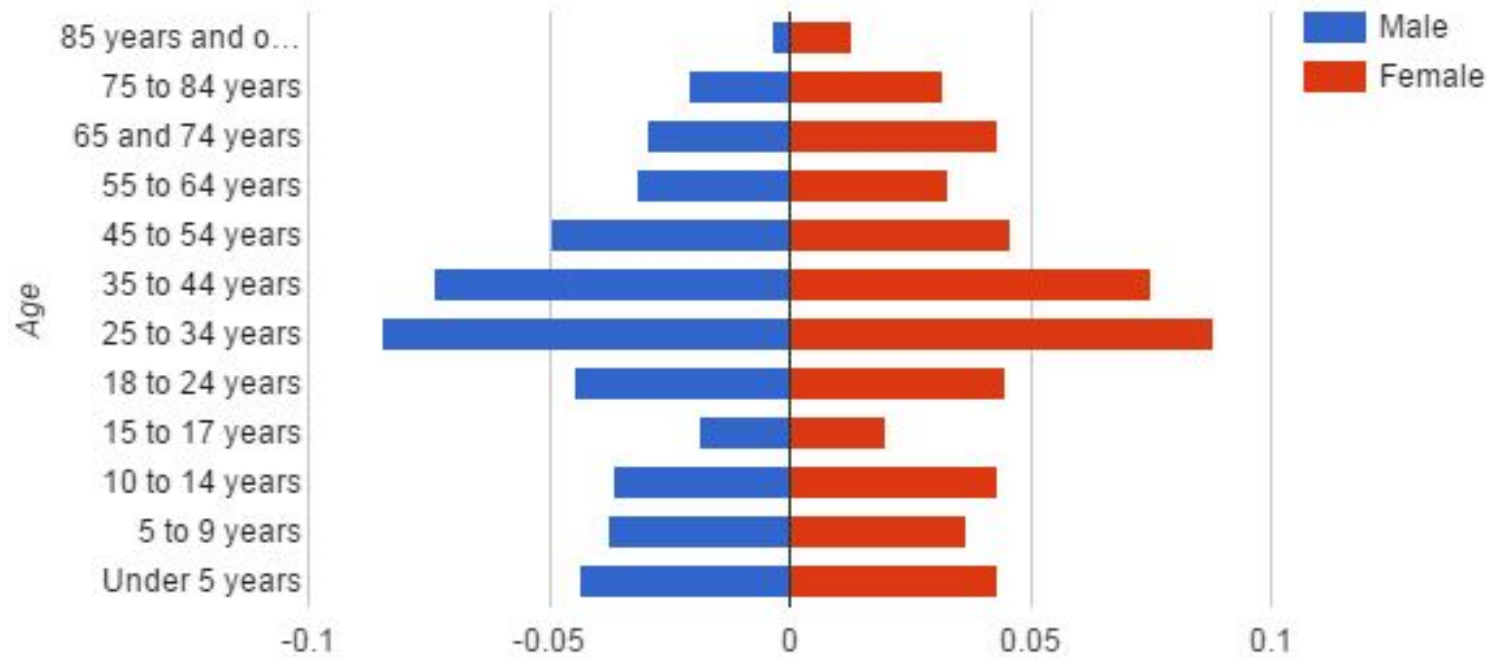
Source: Ibid

Forecasts for the region suggest these trends will continue, culminating in an approximately 45% population increase between 2010 and 2050: from about 50,000 to over 70,000. Importantly, nearly all population increase for the region comes from natural change - net migration in St. Helens was negative between 2010 and 2015.¹ Despite this overall negative trend in migration, international migration is actually a net positive and represents about a quarter of the net natural change for the region.² This means St. Helens and the greater Columbia County should anticipate a demographic shift over this period, presuming the forecasted population growth holds over time.

¹ ACS 5-Year Estimates, 2010-2015.

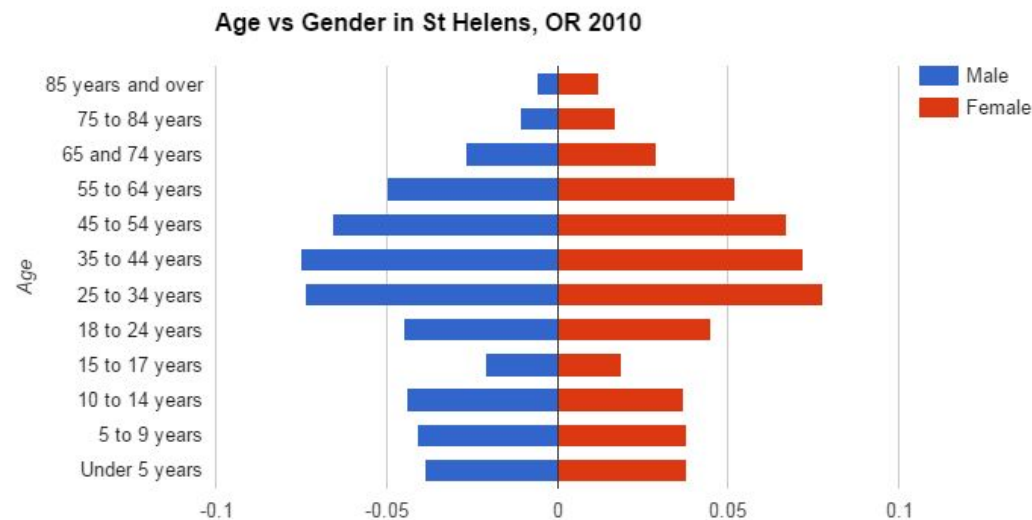
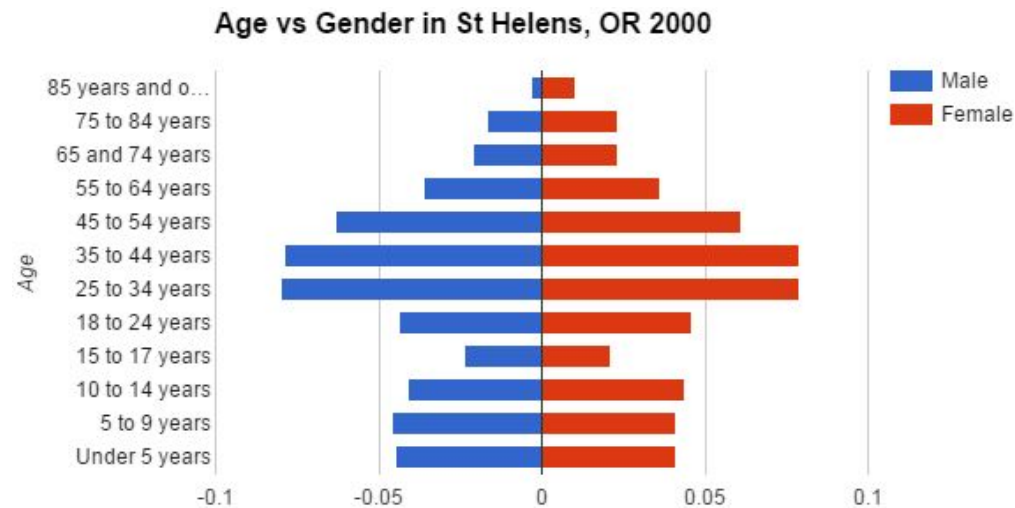
² Ibid.

Age vs Gender in St Helens, OR 1990



Source: U.S.Census Bureau via Fact Finder

C. Demographic Analysis (Continued)



Source: U.S.Census Bureau via Fact Finder

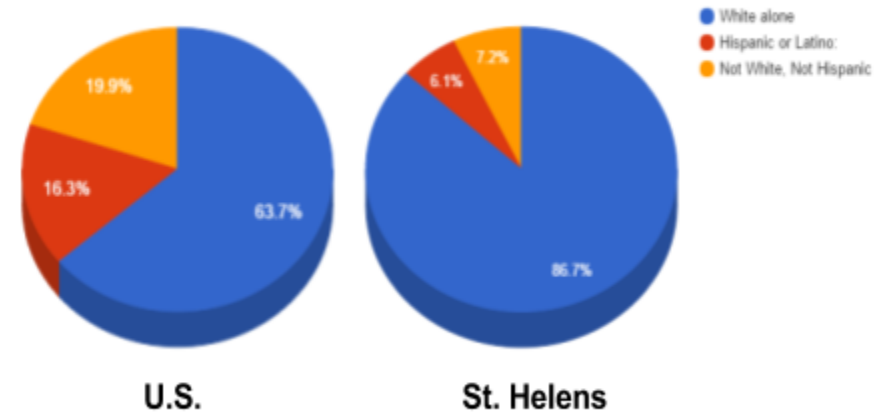
Predictably, the population has aged a bit - there has been a slight shift from residents in their 30s to residents in their 40s.

Interestingly, the age cohorts have evened out a bit over the past two-decades, and gender ratio has evened out over the past two decades, even seeing a slight imbalance towards men amongst teenagers.

Race and Ethnicity

In terms of race and ethnicity, St. Helens largely reflects Columbia County albeit slightly less white. Interestingly, after Hispanic and Latino which represents 6% of the population, a third of national Hispanic and Latino levels, the next biggest racial or ethnic minority group are multiracial individuals at 4.5%. This is actually the only racial or ethnic cohort that outweighs the national ratio to a significant degree.

Racial and Ethnic Demographics in St. Helens and the US, 2010



Population by Race in the US and Oregon, 2010³

	United States	Columbia County	St. Helens city
Total population:	308,745,538	49,351	12,883
White	72.40%	92.50%	90.30%
Black or African American	12.60%	0.40%	0.60%
American Indian	1.00%	1.30%	1.60%
Asian	4.80%	0.90%	1.30%
Native Hawaiian	0.20%	0.20%	0.30%
Other Race	6.20%	1.20%	1.30%
Two or More Races	2.90%	3.40%	4.50%

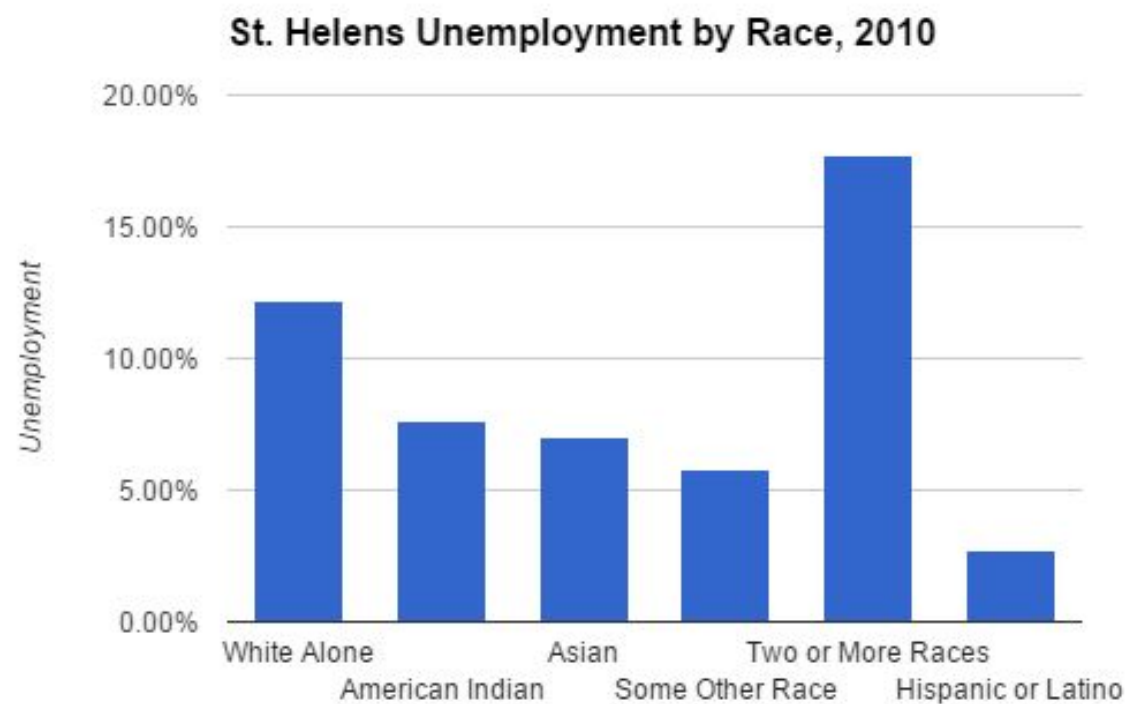
Source: US Census Bureau, via Social Explorer SE:T54. Race 2010

³ Racial cohorts which outweigh the US in terms of ratio of cohort to total population are emboldened.

C. Demographic Analysis (Continued)

Economic Indicators

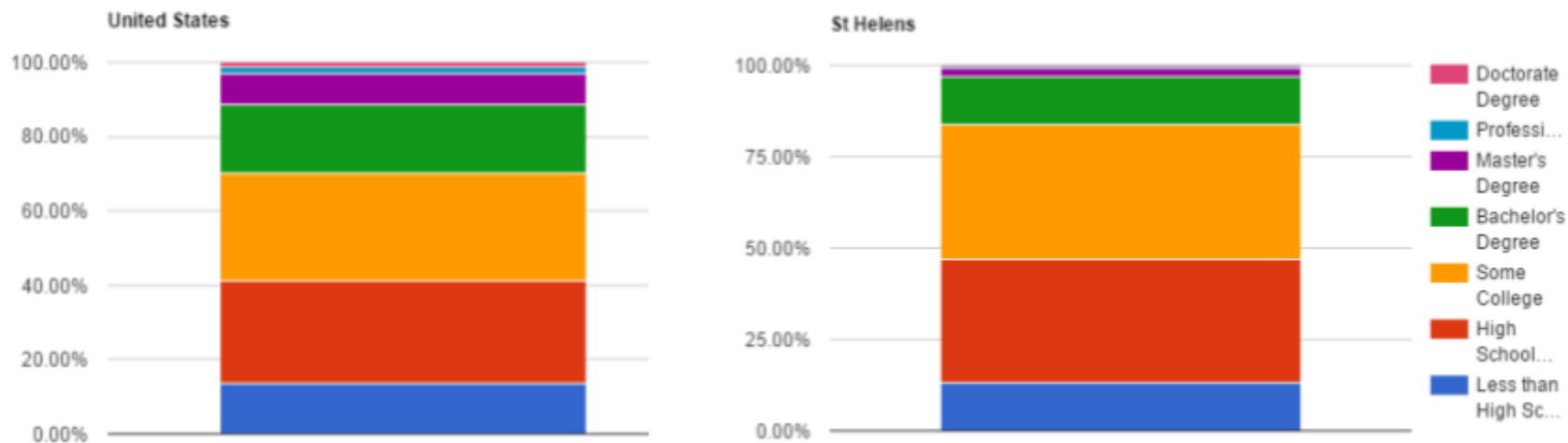
Unemployment by Race



Source: ACS 5-year Estimates, 2010-2015.

St. Helens has relatively high unemployment across the board, however by far the highest rate belongs to multiracial individuals - nearing 1 in 5 unemployed. However, the white population in St. Helens is struggling as well, with 1 in 8 unemployed. In context, these high unemployment rates are likely connected to both the Great Recession and the localized impact in terms of the closure of several large manufacturing plants and factories; high employers for the region.

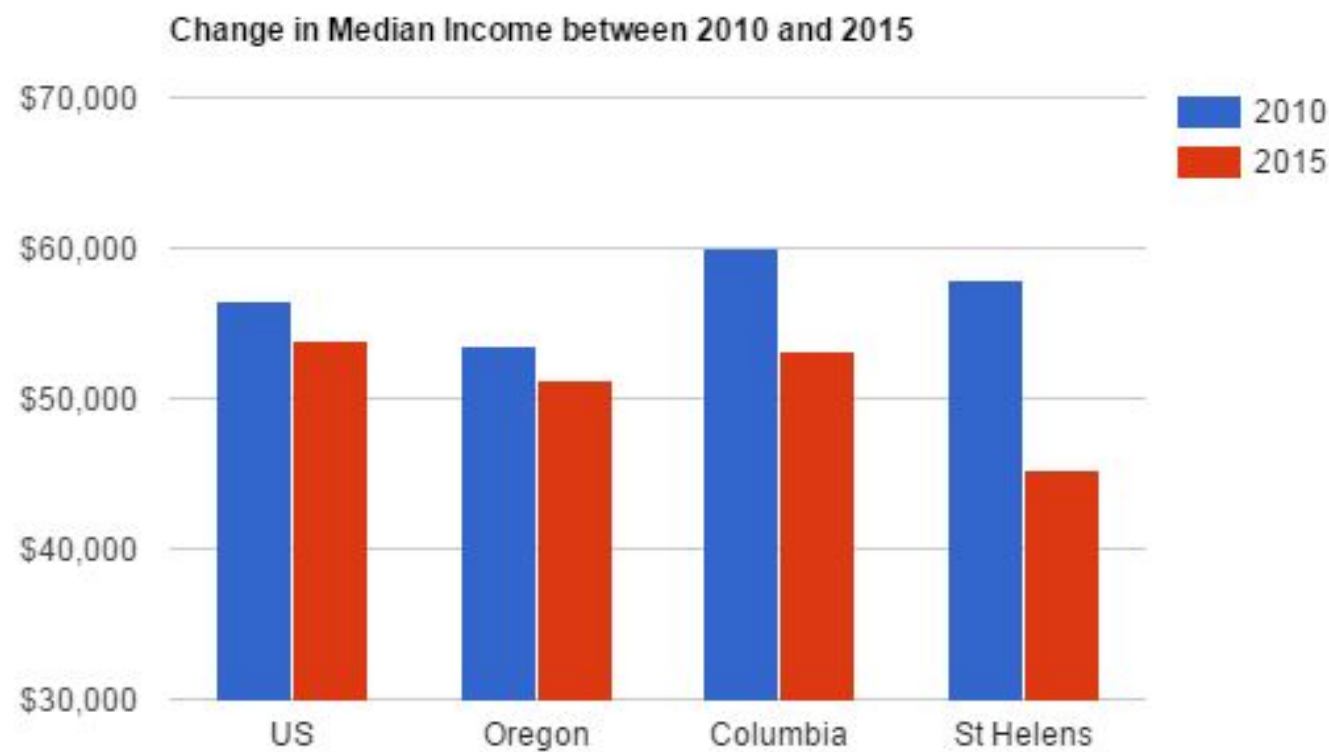
Although Oregon largely reflects the US overall in terms of educational attainment, St. Helens differs significantly. St. Helens actually outperforms the US in terms of high school graduation rates, but in terms of all higher level degrees at the Bachelor's level or above St. Helens underperforms.



C. Demographic Analysis (Continued)

Median Income

Perhaps unsurprisingly given the above indicators, St. Helens has seen a drastic crash in its median income between 2010 and 2015. Although the entire US, Oregon, and Columbia County have all suffered during this same time period, St. Helens has seen by far the most drastic decrease nearing 25%.



Source: Ibid

D. Institutional Analysis

This lists all the businesses, and other relevant stakeholders in the area that would be affected by the Columbia View Park Expansion either directly or indirectly. Businesses such as the Roythai Restaurant, Grace's Rivertown Antiques (which holds historical importance in the community), and others have been identified as those that would be impacted by improvements to Columbia View Park and the general Waterfront Redevelopment Project. By gathering a list of relevant stakeholders and businesses, it will provide the City of St. Helens with a basis from which to understand the various economic influences and players involved that attract people to St. Helens and the immediate downtown area.

Media

- St. Helen's Chronicle <http://www.thechronicleonline.com/>
- St. Helens Public Library <http://www.ci.st-helens.or.us/library>
- South County Spotlight <http://www.pamplinmedia.com/south-county-spotlight-news/>

Columbia County Economic Team <http://www.columbiacountyoregon.com/>

- Delivers economic development services for Columbia County businesses

Port of St. Helens <https://www.portsh.org/>

- The Port operates 11 different property sites and offers a variety of sites for industrial development

City Specific Commissions and Councils

- Parks Commission
- Urban Renewal Advisory Council
- Youth Council
- Planning Commission

D. Institutional Analysis (Continued)

Businesses--Restaurants

- Columbia County Brewing
- Vinnie's Chicago Sandwich Shop
- Zhen's Chinese
- Dari Delish
- Miyako
- Bella Maison
- Bertucci's Chocolate
- Sunshine Pizza
- El Tapatio Mexican
- Houlton Bakery Cake and Cafe
- Muchas Gracias
- Tea Time and Supplies
- Columbia Tavern
- Kozy Corner
- Wiggle Butz Gourmet Pet Bakery & Gifts
- Roythai
- Klondike Restaurant & Bar
- Big River Bistro
- Grace's Rivertown Antiques
- Dockside Steak and Pasta
- New Happy Garden
- Strange Birds Coffee House
- Noi's Thai Kitchen

Community Non-Profits

- St. Helens Economic Development Corporation <http://shedco.org/>
- Community Action Team <http://cat-team.org/>
- Friends of Nob Hill Nature Park <https://www.facebook.com/Friends-of-Nob-Hill-Nature-Park-1156887551001988/>
- Kiwanis St. Helens Day Breakers <http://www.kiwanisdaybreakers.com/>

E. Introductory Forum Demographic Survey

Columbia View Park Expansion Project - Survey

Please fill out this quick survey so we know who has attended our meeting. All responses to this survey will be completely confidential. If you would like to remain anonymous, please only fill out the front side of this survey.

Which of these categories best represents your age? Please check one.

☐ 21 or younger ☐ 22-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70 or older

What is your gender?

What is your race and/or ethnicity?

How far do you live from Columbia View Park? Your best guess is fine.

_____ mile(s)

How often do you visit Columbia View Park in a year? Please check one. Your best guess is fine.

☐ 0 times ☐ 1-5 times ☐ 6-10 times ☐ 10-20 times ☐ more than 20 times in a year

When is the last time you visited Columbia View Park? Please check one. Your best guess is fine.

☐ Today ☐ in the past week ☐ in the past month ☐ in the past year ☐ more than a year ago ☐ never

Do you own a business close to Columbia View Park? Please check one.

☐ Yes ☐ No

Any comments or feedback?

For an anonymous survey, stop here.

If you are open to us reaching out to you, please turn over.



Please answer these questions if we have permission to contact you further. For an anonymous survey, please leave this side blank.

Do we have permission to reach out to you further? Please check one.

☐ Yes ☐ No

Name

What is the best way to contact you? Please check one and fill out the address or number.

☐ Email _____

☐ Mailing _____

☐ Phone/ Other _____

If you have a business, what is it called?

Thank you for responding and coming to our event. We are excited to work with your community!

Please feel free to reach out to us with comments and questions not addressed in this survey at:

ColumbiaViewPark.StHelens@gmail.com

F. Recommendations Forum Flier



April 26th 6:00-8:00pm

Meriwether Place | 1070 Columbia Boulevard, St. Helens, OR 97051

ColumbiaViewPark.StHelens@gmail.com

Please join us on April 26th at 6pm at Meriwether Place for this exciting open house. A group of students from Portland State University are partnering with the City of St. Helens to get input from **you** in regards to the park expansion.

This open house is a perfect opportunity for your entire family to attend and participate in the decision-making process. If you have children who enjoy the outdoors and playing in parks, bring them with you. Parents can help their children fill out surveys so that the City of St. Helens can gather feedback from all age ranges on design elements and amenities for Columbia View Park. Food and refreshments will be provided, and children of all ages are welcome.

Columbia View Park Expansion Open House
April 26th, 6:00pm - 8:00pm
Meriwether Place 1070 Columbia Boulevard, St. Helens, 97051
ColumbiaViewPark.sthelens@gmail.com
Columbia View Park Expansion Open House
April 26th, 6:00pm - 8:00pm
Meriwether Place 1070 Columbia Boulevard, St. Helens, 97051
ColumbiaViewPark.sthelens@gmail.com
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G. Recommendations Forum News Article

Wednesday, April 19, 2017

www.thechronicleonline.com

Out & About

Second open house for Columbia View Park expansion



The City of St. Helens is hosting its second open house for the Columbia View Park expansion project on Wednesday, April 26 from 6-8 p.m. at Columbia River Receptions & Events at Meriwether Place, 1070 Columbia Boulevard, St. Helens.

After reviewing community feedback from an open house held on March 17, 2017, three alternative site

plans have been created for Columbia View Park. The April 26 open house will start with a brief presentation of the three proposed plans. Attendees will then have the opportunity to walk between stations that display specific elements of each site plan and offer feedback through a survey.

This open house is a perfect opportunity for your entire family to attend and

participate in the decision-making process. If you have children who enjoy the outdoors and playing in parks, bring them with you. Parents can help their children fill out surveys so that the City of St. Helens can gather feedback from all age ranges on design elements and amenities for Columbia View Park. Light refreshments will be provided.

Survey feedback will be

recorded and used as an integral part of outlining a plan of action for the park expansion. The Columbia View Park expansion is one of the initial projects anticipated to begin groundbreaking as part of the Waterfront Redevelopment Project. This open house is an important opportunity to provide feedback.

If you are unable to attend the open house but would like to offer feedback on

specific amenities that you would like to see at Columbia View Park, send an email to ColumbiaViewPark.sthelens@gmail.com.

The City of St. Helens has partnered with Portland State University (PSU) Master of Urban and Regional Planning (MURP) program on the Columbia View Park expansion project. The graduate program prepares students for a final project where

small teams work to conceive, plan and implement community-based planning project in close consultation with a committed client. The students' project started in January 2017 and will continue until June 2017, the final terms of their program. Projects give students the opportunity to gain experience working with the public and producing a professional project.

H. Recommendations Forum Demographic Survey

Columbia View Park Expansion Project - Survey

Please fill out this quick survey so we know who has attended our meeting. All responses to this survey will be completely confidential.

Which of these categories best represents your age? Please check one.

☐ 21 or younger ☐ 22-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70 or older

What is your gender?

What is your race and/or ethnicity?

How far do you live from Columbia View Park? Your best guess is fine.

_____ mile(s)

How often do you visit Columbia View Park in a year? Please check one. Your best guess is fine.

☐ 0 times ☐ 1-5 times ☐ 6-10 times ☐ 10-20 times ☐ more than 20 times in a year

When is the last time you visited Columbia View Park? Please check one. Your best guess is fine.

☐ Today ☐ in the past week ☐ in the past month ☐ in the past year ☐ more than a year ago ☐ never

Do you own a business close to Columbia View Park? Please check one.

☐ Yes ☐ No

Any comments or feedback?

Thank you for responding and coming to our event. We are excited to work with your community!

Please feel free to reach out to us with comments and questions not addressed in this survey at:

ColumbiaViewPark.StHelens@gmail.com

I. Recommendations Forum Handout

Columbia View Park Expansion Project Recommendations Forum

Thank you for attending today's forum. We look forward to your continued involvement in the Columbia View Park Expansion Project, a collaborative planning concept project with Portland State University Master of Urban & Regional Planning students and the City of St. Helens.



Next Steps!

Site Audit Activity

**Saturday, April 29, 2017, 10am -12pm and Thursday, May 4, 2017, 6pm - 8pm
in Columbia View Park**

Vista Planning will conduct on-site walk audit activity on April 29th and May 4th. Please come to Columbia View Park at any time during the hours, walk through the existing park and proposed expansion site! We look forward to your grounded feedback of the park.

Community Feedback for the Revised Site Plan

Approximately in mid - May, 2017

Vista Planning will share a revised site plan via the City of St. Helens Facebook page (<https://www.facebook.com/cityofsthelens/>) and the City of St. Helens website, seeking community feedback. Please look out for it!

City Council Hearing

Wednesday, June 7, 2017, 7pm in the City Council Chambers

Vista Planning will present our final recommendations and preliminary site plan based on community feedback, and outline our process.

In addition to those events, we hope to have your continued input and involvement in this process. Please contact us to let us know your opinions on what we're doing including recommendations for new amenities or design, and concerns with the project as we move forward. Your opinions will drive our recommendations for the park!

Please feel free to contact us with your comments and questions:

columbiaviewpark.sthelens@gmail.com

Vista Planning

Deme Shor, Paul Gagliardi,
Jonathan Morales, Takayuki
Shigematsu, Nathan Williams



J. Site Audit Work Plan

Purpose:

Gather recommendations for future improvements and recommendations for the Columbia View Park expansion from the broader St. Helens community. The site audit format is being used here to gather better feedback -- if participants are on site they can better visualize what they would like to see there as well as give feedback on the existing conditions. Feedback will come primarily in the form of completed surveys, but also through conversations with Vista Planning personnel stationed in the park.

Date/Location:

Columbia View Park on Saturday, April 29th (10am-12pm) and Thursday, May 4 (6pm-8pm)

Attendees:

Attendees will be community members who have expressed interest in attending during the Recommendations Forum, and through the City of St. Helens Facebook page. It will be open to the public, both those attending through outreach efforts as well as people visiting the park at the time that we will encourage to participate. We will also focus on inviting stakeholders who have responded to our requests for stakeholder input via phone and in-person interviews during the month of April.

Preparation:

Bring pens and the rating surveys. Set up picnic table at Columbia View Park for check in. Two to three Vista Planning members will be stationed at entrances to the park to hand out surveys and direct participants to the picnic table to check in. Provide flier with more information on our progress and next steps. Food will not be needed for this event.

Rating Surveys:

We will have participants walk through the existing park and proposed expansion site with the rating survey, which will have directions on how to go about the Site Audit and what to pay attention to. We will give participants an opportunity to walk freely without Vista Planning guides. The survey will gather information on the following:

- *Existing Conditions* - We will have participants rate categories which will include accessibility, public space amenities, and safety. They will give a score between 1-5, with 1 representing poor, and 5 representing excellent.
- *Expansion*- We will also have participants rate proposed amenities derived from the alternatives using a “mark the box” to determine their thoughts of the amenity and/or park improvement. They will then be given the opportunity to recommend improvements, etc., through open feedback.

Vista Planning members will be stationed at the north and south sides of the park to hand out surveys to community members as they enter the park, and collect them as they exit. Additionally, there will be Vista Planning members in the park engaging community members in conversation about the park, offering assistance, and carrying additional surveys.

Using Feedback:

As part of this Site Audit and the preceding stakeholder interviews with business owners and other stakeholders, we hope to get a more grounded perspective on the existing conditions and input for the expansion, by actively engaging with community members and stakeholders on the site. The rating system will allow us to determine how people feel about certain aspects of the existing park, and on the proposed amenities in each of our alternatives. Other feedback will be general in nature and will give us additional feedback to work with for our final versions of our site plan alternatives.

K. Introductory Forum Comments Summary

March 17, 2017 6pm -7:30pm City of St. Helens Council Chamber

Comments from open discussion session and demographic survey

Major concepts for expansion

- 1) Features that bring community together (old people and new residents) - Columbia view path is the neighbor's' living room,
- 2) Enhancing what is already working, maintain the character and theme of the park
- 3) All users friendly including all ages and ADA accessibility (inform people about what exists)

Park Amenities

- Renovate existing gazebo (east/west orientation is poor. It's too low-blocking the view, too close to seating spaces, materials weather too poorly, poor sound quality.) and install a bigger stage elsewhere in vacant space (4)
- Additional restrooms especially for female (2)
- Increase seating areas/benches/options (2)
- Splash pad water recapture. Solar demonstration. Educational element. (2)
- Swings (i.e. Seaside beach)/expanded playground areas
- Area for elderly people, dogs
- ADA accessible
- Fire pits /bonfire – Covered for use during rain
- Shaded sitting space

Other facilities - Parking, Trail, Sidewalk

- More parking (3)
- Impervious surfaces for sidewalks
- Path changes/lighted walkway
- Walkways that are solar collectible and they light up when you walk on them.
- Area for vendors/concessions (make the existing parking more suitable for a vendor area)

Design/landscape

- Area to escape the elements (trees or structures) – covered areas (3)
- Involve the edge of the waterline more. Make it more inviting. Doesn't get maintained now. Trail? Make it ADA friendly. Keep in mind the potential for flooding. Esplanade. Bike-friendly.
- Surface improvement : When it rains, the park is totally flooded (2) – Astroturf options? Anything but grass. (2) Can be parked on (2)
- Elevated dock over the river with a timber roof. Could be used for events, bands, etc.
- General aesthetics: Artwork, sculptures (Lake Oswego loan sculptures).
- Native plant or flower/landscaping installation (like the triangle garden)

L. Parks Commission Discussion Summary

April 10, 2017 4pm -5:30pm
City of St. Helens Council Chamber

Comments from the City and the commissioners

General Idea for the Park Expansion

- Consider costs and feasibility of the amenities that were suggested by the community
- Due to the small staff in the City, maintenance should be considered for feasibility
- The park expansion will be at the end of the Strand by Grace's Antiques
- Suggest moving the current chain link dividing the developed park from the gravel area out to save money and continue to keep the children safe. They wanted to plant grass close to the existing park and leave park of the park as gravel for the stage area.

Lighting

- Parks close at sunset - maybe not the best idea to focus on lighting. But some lights along the riverfront path and other major paths would be possible.

Dog Parks

- There are three dog parks already in the city - A new one isn't needed. Having dogs at the events creates problems.
- A dog park would subtract from event space. Others are open to at least providing more facilities for dogs

Gazebo

- Keeping the current gazebo and using during smaller events is agreed upon by all the commissioners.
- Commissioners question the feasibility of moving it. All of the power connections are located around the gazebo
- Should be renovated.

Riverfront

- Commissioners think that direct access to the water isn't possible because of the steepness of the bank.
- A ground pathway with a border fence or rail may be the most feasible. Stairs or a ramp leading down to water level may be possible in the future.

Vendors

- Not prioritize a separate vendor area since events usually happen 2 or 3 days out of the year, and they've been pretty successful at just utilizing street space by closing off streets, however this affects the availability of parking space.
- Check Festival Street idea in the framework plan.
- Could close the Strand street for vendors or also occupy the Plaza park during events.

Vegetation

- A sprinkler system is needed for new trees, flowers, etc. But it is feasible to expand the current sprinkler system.

Bathrooms

- Adding a new bathroom building was more feasible than expanding the current one.
- Managing trash is an issue.

Views

- Views are important. Picnic shelters and other buildings should be limited to avoid blocking the view of the water.

Playground

- The play structure should be expanded.
- One commissioner mentioned again that water from the splash pad could be recycled. (ex.a merry-go-round water feature)
- Not feasible for moving or expanding the splash pad

M. Stakeholder Interview Notes

4/19/2017

Interview Notes

Present Vista Planning Staff: Deme

Summary of Main Points

Waterfront

- Should have something at water level
- Some kind of transit or commercial docks that could provide transit to Sand Island

Gazebo

- Represents the historic nature of St. Helens & gets at community values for the city as it changes
- Should have a separate staging space

Other

- Should have more restrooms that also have showers
- Should have someone working park at night so restrooms can stay open for houseless
- Should have open space w/out permanent structures for camping, horse shows, bake-outs, etc
- Parking/traffic issues related to Emergency Vehicles
- Need for everything to be ADA accessible

Notes

Topaz's Background

Mechanical Engineer, medical business since graduated, involved in lots of planning/gov't projects & grants (large up to \$25mil)

Worked at university & medical schools (quite a lot, all over the place)

Retired, but still do medical research -- research and development

NIH Planning - for artificial heart

Lived in St. Helens since 2000

Volunteered for Framework Plan, but was not included - volunteered multiple times, chose to leave vacant rather than choosing him.

A few experiences of feeling excluded/marginalized around projects

Involved in development of the total waterfront

Involved in a few festivals

Planning Background

What goes into the questions of planning?

Waterfront

Born in Mystic CT near water, same in MA

One thing done wrong -- people are looking at it from 25 ft above from bank, instead of doing stuff at the water level

Want it to be interactive, not just something to look at (eg fishing, sea lions & otters, put hands in water)

One wasted pieces of land is flat land 25 feet above water, there is a diagonal piece of land that could have a path on it so the path is only 10ft above the water -- get people closer to the water

They are owned by the state, so we can't do anything commercial - if city built their own, then we could (eg ice-cream, tours)

Sand Island park -- issue is you can't get to it; used to have a pontoon boat that would go there and back but this stopped. If city had a commercial dock they could recreate this

- Lots of camping out there

- Spectacular park, but can't get there for here

- Have to own or rent a boat to get to the island

- As many as 40 or 50 boats tied up at the docks when Yacht Club comes up

M. Stakeholder Interview Notes (Continued)

Wants a really long pier along the waterfront

Most of the waterfront is deep waterfront

If I can get close to the water, I can get people who are handicapped onto the water

ADA accessibility

Mental happiness goes way up if they can gain access; excluded so many standard activities

Always folks that are going to speak of fear -- Columbia River can be fierce; gotta stay off the path if it's underwater

Can get to docks regardless, but path might be inaccessible

Otters love to come up and feed around the path -- wildlife changes w/seasons

It sounds like there's an absurd amount of wildlife

Gazebo

Should be renovated, too small as a venue

Quaint, does its job, cozy

A number of people rent it out for the weddings

Gazebo was poorly built (used more colorful language)

Stone amphitheater is nice for small crowds

Gets really chilly due to north wind at night

A nice place to have a little party

Need a second thing for bigger events

Thursday nights during Thirteen Nights they play rock n roll from the gazebo; teenagers show up and there's nothing for them to do -- a larger venue you could involve teenagers

Something bigger that could hold more people, without changing the gazebo

It fits the time and pace of the city; didn't have large gazebos in the 1800s

Represents the history and design of the City Hall area

Lessons from the Maritime Festival

A number of Indians rode in in their canoes

Confederated tribes had a portable kitchen

Just needed ground, not the gazebo -- to park trucks; put up tents, horse show, etc

Grass, not built structures

An area that is multi-purpose

Restrooms at the top

- Have showers in them

- Restrooms are locked down at night; folks can't use them that need them

- Need a person around, even at night -- gets rid of a lot of "strange problems" with homeless

- Needs more restrooms & showers; esp for larger events -- people don't like porta potties

- Park for homeless as well as residents, need a place to sit and detox -- becomes their living room and their house

- If the restrooms are open at night, homeless won't use during the day when other residents are using it/don't want to share space with homeless

Parking

- How you drive-in and drive-out

 - Police do a good job of getting people out

 - City charges for parking a bit high; keeps average person from coming in

 - Having a second entrance/exit would help alleviate congestion

 - Need to be able to get ambulances/emergency services in and out of the park

- Where you put your cars

 - People upset w/people parking in front of their house

Misc

Right now they are on top of the gazebo, looks like a bunch of g*****

- A bigger venue, cleared grass area, commercial docks

- Would be nice if you could drive right there if you're in a wheelchair and participate

Road b/n Portland & Astoria was Old Portland Rd, and the only way in was Columbia Blvd -- street layout is a holdover from that time

One thing that would help people's vision of a bigger park: the chain link fence blocks off the view of the park

- Area used to be wooded

- City used to be timber mills; mostly men; high wages they'd send home

- Highest per capita income of anywhere in the US during the '50s

Biggest problem that St Helens has -- has to learn how to become a community, attitude-wise

M. Stakeholder Interview Notes (Continued)

Interview with Heidi Oliver

Vista Planning Staff : Deme Shor

Main Takeaways:

- Better path/access to water
- Amenities other than playground (eg dog park)
- Limited structures; structures should match “old town” feel
 - Something that provides shade
- Bigger Venue Space
 - Keep Gazebo tho

Note: Wants to be emailed about May 4th event & sent the 3 alternatives

Heidi BG

- Lived in St. Helens whole life besides undergrad, 19 years not including those 4 (so 23yo)
- Social worker
- Uses the park a lot in the summer, 13 nights

Waterfront

- Important that if there are any structures they don't block the view
- Need more access to the waterfront itself
 - Currently you only can via boat docks
 - Would be nice if there was a dock/boardwalk for folks to just access

Gazebo

- Central attraction, but also need something bigger
 - Central gathering spot for a lot of people, even when an event isn't happening
 - When I think of St. Helens, it's what I think of
 - Combination of the image & memories there
 - When I think of St. Helens it's one of the nicer spots - if I'm going to show off my town, that's a spot that I would take people
 - Beautiful, unique to the area -- not everyone has the giant Columbia River going through
 - The Court House being right next to it, they're nice together

Other

- Need a bigger venue space
- Few buildings
 - Buildings should match the look of city hall/gazebo/court house/etc “old feel”
- Would be nice if there was a dog park
 - It's a good location - beautiful view; great part of town
 - Would give a reason to utilize the space more
 - There's a playground for kids; would be nice for something else to be there to get others there
 - General amenities for people of all age groups
- Having a better pathway through the park & more access to the water
- Would be nice to have some sort of covered area
 - BUT then it creates a big block, might affect the view
 - Eg things that will add to the view; like a tree that might frame the view of the island and seem like a good fit

M. Stakeholder Interview Notes (Continued)

City Councilor Ginny Carlson

Interviewer: Takayuki Shigematsu

Date: 4:30 pm- 4:50 pm, April 20, 2017

Key concepts

- Make teens more interested in the park - i.e., adding skateboarding place
- Not need to focus much on elderly generation - elderly people want to shaded seating space (picnic shelter)
- Think what is essential/unique in the CVP -natural beauty of the river, cultural connection (concerts, historical (native American, shipbuilder) and other cultural events)
- Not need to add what other parks in the city already have

Gazebo/ Event space

- Good idea to rebuild and renovate the existing gazebo - important to make more people come to the park
- Not necessary to have new bigger stage - just adding a platform for multiple use (concert, foodcart, etc) would work

Trail

- Should be paved, lights (not too many but enough for safety at night), wide enough to ADA accessible, some benches and canopies

Playground

- Would be nice to add more amenities such as swings for kids, but not need to add too many

Restroom

- Not feasible to add another new permanent restroom - cost too much and hard to maintain (cleaning, to be closed at night)
- Renovate existing one for more resistant, environmentally friendly restroom
- Add portable restroom at popular events if necessary

Will attend the Rec Forum on 26th!

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N. Site Plan Alternatives

Alternative 1



Proposed Amenities

1. Stage

- Install a new larger stage with improved facilities
- Keep the gazebo in its current location and renovate the gazebo to make it more attractive
- Copy existing amphitheater style seating.
- Provide a seating area above the amphitheater. This seating will use tables not benches.
- Potentially provide additional seating with a short sittable stone wall to divide the seating area from the open space
- Provide open space between the stage and seating area for people to either stand, sit on the grass, or sit in temporarily.

2. Fire Pit

- Provide a fire pit next to the river, centered on the path leading from the park entrance to the riverfront
- The area will have a cozy “living room” feel with an awesome view of the river.

3. Seating

- Install several benches with back support along the river, but place them just off of the pathway.
- Install porch-style swings occasionally as a substitute for benches.
- Consider closing the existing park to bicyclists to make seating along the river more comfortable.

4. Waterfront Trail

- Create a dog friendly trail along the river
- Install a couple of lights for safety at night
- Install a fence along the entire length for safety. If possible use rot iron or another more attractive and permanent wall than a chain link fence.

5. Art Features

- Leave spaces for art features throughout the park
- Construct an artistic bike parking area near the entrance of the park.

6. Entrance

- Make the entrance to the park open at the Stand/ Cowlitz Street intersection
- Focus on the attractiveness of this new entrance.
- Provide attractive signage and wayfinding to help pedestrians and bicyclists orient themselves.

7. Flex Space

- Create a flexible paved space for setting up booths for events or for overflow parking.
- Create a space for a basketball court or other sport that uses a blacktop in the same space to be used when there are no events.
- The space on the map is large enough for a high school basketball court.

8. New Play Areas

- Expand the existing play area
- Provide play equipment for older children, teenagers, and adults
- Consider a swing set facing the river

N. Site Plan Alternatives (Continued)

Alternative 2



Proposed Amenities

1. Event Stage

- Install a new bigger event stage with improved lights, sound facility
- Maintain existing amphitheater style seating, but add more distance between the stage and seating area.
- Removal of walkway for more grass seating/open area

2.Large Open Space

- Relocate existing gazebo to new open space
- Large open space for all activities
- Separated from the big event space
- Renovate gazebo - replace weathered materials on the roof, could be used for smaller events including weddings, receptions and other small events

3.Play ground

- Preserve existing Playground
- Preserve existing splash park
- Expand Park to include handicap accessible features
- Expand to include drinking fountains
- Expand to include benches

4.Boardwalk

- Construct new boardwalk over the river bank as part of waterfront trail
- Place to run or walk near the water
- several benches along path
- Lighted walk path

5.Multi-purpose Space

- Temporary event bathroom space
- Expanded parking for events
- Expanded vendor area

6.Parking Area

- Maintain existing parking lots along the Strand and Cowlitz
- Permanent parking lot (10-15 spots)
- Vendor area for special events
- Staging area for events

N. Site Plan Alternatives (Continued)

Alternative 3



Proposed Amenities

1.Event Stage

- A new bigger event stage with improved lights, sound facility
- Maintain existing amphitheater style seating, but add more space between the stage and seating area

2.Gazebo

- Relocate the existing gazebo and renovate weathered materials on the roof
- Will be used for smaller events including weddings, receptions
- Add space for sculptures on both sides

3.Picnic Shelter

- Install new picnic shelter on the existing picnic area
- Maintain scenic view
- ADA accessible, just next to parking

4.Off-leash Dog Area

- Install a fenced off-leash dog area on lawn
- Possibly removed or relocated when the space get crowded

5.Waterfront Trail

- 10' wide paved trail for peds and bikes
- Dog friendly - dog waste station
- Install a couple of lights for safety at night, and tree canopies for shading, and benches with back support

6.Boardwalk

- Construct new boardwalk over the river bank as a part of waterfront trail
- Install fence for safety

- Install several benches facing the river with back support

7.Walkway

- Paved vehicle-free walkway
- Additional space with gravel - potentially used for vendor area, portable restrooms in popular events

8.New Playground

- Install an additional playground with new amenities such as swings
- Preserve existing playground and splash pad

O. Recommendations Forum Comments Summary

April 26, 2017 6pm -8pm
Meriwether Place, St. Helens

Comments from open discussion session and demographic survey

Major themes of feedback on designs

Commentary largely mirrored the comments from the introduction forum, thematically: desire to preserve the character of the park (ie the design) as well as the substance (ie the views; the walking paths).

One element that gained more prominent importance is the need for bathrooms, with 17% of attendees explicitly asking for more permanent bathrooms.

One element that lost prominence was the call for educational features, which was not explicitly in any of the three designs and none of the participants commented on.

Park Amenities

- Larger stage (4)
- Covered picnic area (4)
- Swing seats (2)
- Dog off-leash area (3)
- Benches (3)
- Expanded play area (2)
- Fire Pit (2)
- Basketball court (1)
- Splash Pad or Wave Pool (1)
- Flower Bed (1)

Other facilities - Parking, Trail, Sidewalk

- Paved parking path (6)
- Separate bike paths/No bikes on walking trails (6)
- Permanent bathrooms (5)
- Boardwalk (3)
- Ferry to Sand Island (1)

Design/landscape

- Keeping the gazebo where it is (3)
- Moving the gazebo (2)
- Preserving the view (2)
- A large field area (1)

P. Comments for the Site Plan Alternatives

Amenity	For All Alternatives	Alternative 1		
		Like	Dislike	Others
Gazebo		-Like(3) -keeping the current portion of the park "as is."		
Stage		-Like (1)-the new band shell/stage be placed in the new portion.	-Should be at existing amphitheater -Stage should be at existing gazebo and no 2nd amthitheater -Keep it small or intimate -Amphitheater style seating will not work	
Waterfront Trail, Walkway	-Paved paths, walkways, boardwalks are great. Should be a walk along all of the river front, ie. behind the band shell -Love the chair swings, but think the trails/paths need to include bike paths (little kids will be riding bikes there)	-Yes, like (5) - should be paved -Keep bicycles off for safety of kids and elderly people (4)		-People before dogs
Seating along the river	-Plenty of seating for disabled - makes a resting place -Need designated area with tables and chairs for sitting close to the river	- Like swings (5) -Swings along the river is imperative. Have ability to have dogs on leash.	-Limit bikes on walkway -Bikes on streets - not pedestrian paths -Make seating back to keep bike path	-Small cleaner covers for rain
Boardwalk	-Like (2)- more inviting than just a path -Sidewalks need to be slip proof. Wood walks gather moss -Look at Hood River waterfront Park'			
Playground	-An expanded play area is important -Need a wave pool for big kids -Look at Hood River Waterfront Park. It has great play ideas for many ages'	-Yes, but smaller -Lots of seating needed for supervising adults -Like the all age play/exercise park for all ages		

Alternative 2			Alternative 3		
Like	Dislike	Others	Like	Dislike	Others
-Like relocation and keeping (2) -Larger openspace is attractive	-Too centralized (2)	-More covered area for family	-Good replacement (3)	-Tear it down -Do not move	
-Like (3)- don't worry about blocking the view	-Find better place in Columbia County for concert venue -Don't block view (2) -No wood	-Check out oldtown Tacoma waterfront -Add lighting and electrical outlets for theater -Can we somehow mimic gazebo that is more to one continuity to both structures?	-Like (4) -Maintain use of existing natural amphitheater (2) -Love the stage, but move it far back -Don't worry about view	- Leave some space behind the stage and put tables and chairs -stage should not block view of River - Too far from the seating	-Open with sand surface
			-Yes (3)- imperative, benches are essential especially for elderly people. -Native plants		-Look at Hood River Waterfront park for walkway -Add native plants
-Like (3) -nice fence(1) -Lighting along walk		-Add tables and benches close to the river -Need water control -Powered with something attractive than rot	-Like (3) -should be cyclist /stakeboard friendly	Decorative paved surface should be changed to boards rot	
		-Limit creating openness	-Like (2)		

Amenity	For All Alternatives	Alternative 1		
		Like	Dislike	Others
Multi-purpose Space/ Flex Court		-Like an outdoor basketball court	-BB court seems costly	
New Restroom Building	-Have a restroom building at the end of the park like Alt 1(2)	-Like permanent one(5)- Additional bathrooms especially for women -Improve existing restroom first		
Parking				
Picnic Shelter				
Off-leash Dog Area				
Fire Pit		-Like (4) -Use as a community gathering space, good but not the best location, chain late at night for homeless	-Not needed (3) - maintainance, concern for public nuisance and hazard	-Wood or gas? Renaissance. No niters.
Art Features		-Like(3) -good bike art(2)		
Entrance		-Like (2)		
Other Comments	-Involve Horticultural Society, St helens Gardening Club -Add flower beds -Add coverd picnic area next to playground	-Put kiosk along walkway with information on Columbia -St helens history, ecology etc.		

Alternative 2			Alternative 3		
Like	Dislike	Others	Like	Dislike	Others
-Need more bathrooms -Add picnic tables	-Not good location for restroom				
-Like (2) -large need -Parking can be converted to vendor spaces, but in rainy months, people like to park a car facing the river and stay in it.	-No more parking -This parking layout doesn't work for heavy traffic -Water friendly surface parking lot. Not concrete or cement.	-Flex green space			
			-Like (6) - for year round use -Be close to play areas for supervising kids.		-Another picnic area by play ground
			-Like (5) - make it larger(2), could walk with dogs along the trail(1), too valuable property often not compatible with young children, families (1)	-Not needed here (4)- 2 exisisting in St Helens -Wrong loation (3)- place it at the edge of the park, flexible	

Q. Site Audit Survey Answers Summary

April 29 and May 4, 2017 at the Columbia View Park

A. Survey Answers

Existing Conditions

1. Accessibility (Rating*: Average 2.3, Range: 1 - 3.5) *1= poor, 5=excellent

The existing park received higher rate for the accessibility. However, since the waterfront and vacant area is now fenced and not easy to access, the respondents want to have trails along the river and make expanded area more inviting and attractive for users.

(Examples of comments)

- Some parts are smooth ground, but some are rocky and uneven. From the downtown shops, this park is easily accessible with clear pathways.
- Good accessibility to current park. But not to new area.
- Current pathway- too open, more scary. Need more trees or structures to attract people
- Barbell wire is unwelcoming. Current park is well kept + attractive for kids
- Currently the park is not very inviting. The existing one is very nice. The new site needs to be more welcoming with a nice board walk (or a river walk). Possibly even dedicated bike trail.

2. Park Amenities (Rating: Average 2.5, Range: 1 - 4)

As for existing amenity, the respondents are not satisfied with the capacity of existing seating stage, space and restroom for bigger events. For the future expansion, they expect to add more amenities such as adequate seating space, more grass area, which will make the park more attractive.

(Examples of comments)

- Like the park- good space use, good amenities
- Could use the space better and add more (shops, docks etc.) if expanded
- Not big enough for community events
- The splash pad should work more frequently
- Need more grass, fountains, seating, restrooms, open space etc.

3. Safety (Rating: Average 2.4, Range: 1- 5)

All the respondents who answered that they feel safe for staying at the park normally use the park in day time or in the events, so they don't evaluate the safety for the night time. Some need lighting for enhancing safety.

(Examples of comments)

- Lighting also could promote more activity at night.
- Don't think the expanded area promotes safety
- Feels safe in daytime and during the events -won't come at night
- Need lighting - more activity at night, but not excessive light

B. Proposed Amenities

Top three amenities

- Expanded area for children(5)
- Event space setting up booths(5) -Space for a farmers' market.
- Boardwalk over the river(4)- Includes bike path. With seating along the river.
- New restroom building (2)
- New larger stage (2) -With larger seating space.Events could bring more people and make them together. Rain make events challenging, but need to encourage more events. Don't block the view.
- More open space (1)
- Community space (1)
- Basketball Court (1)
- More parking (1)
- Picnic Shelter (1)
- Off-leash Dog Area (1)

Gazebo and New Stage

5 out of 8 respondents want to renovate the existing gazebo and build a new bigger stage in the expanded area. One person prefers to renovate the gazebo so that it could be used for community members during off season/winter/ rainy months. Another person suggests to add more seating for a new stage.

Q. Site Audit Survey Answers Summary (Continued)

Restroom

5 out of 8 respondents answered that they need an additional permanent restroom building. The new restroom should be located further down the current one. Some raised the issue of current restrooms. The existing one is not enough cleaned and sanitary especially for women. One person suggests to build a new restroom building and provide space for temporary restrooms for events.

Parking

6 respondents said that they want more parking. More parking should be required if the park accommodates more events. But they also suggested that the existing parking space along the road should be utilized more properly before adding new parking. The others recommend to utilize the current street parking space and don't agree to add more parking.

C. Other comments from the site audit participants

- Nature of local community is friendliness, openness, good events, very family-oriented
- Community events are important - Have appropriate events for teenagers. A farmer's market can bring people, make money and be fun
- Make a theme to the park - Unique to St. Helens (Logging town).
- Amenities should be connected to the history of St. Helens - wood play structure: good opportunity to teach local history
- Current gazebo - Should be used as weddings and other community space
- A Curved shape for a new stage is great since it makes people more comfortable.
- Park needs a theme related to the history of St. Helens
- New playground - should be designed to different generation such as older kids
- Playground should be located close to the seating area
- Need amenities for teenagers - Basketball court is good. Could add skateboard park.

R. Amenities in St. Helens Park Systems

Name	Acreage	Athletic Field	Gazebo, Seating	Trail	Picnic Shelter	Picnic Area	Playground	Off-leash Dog Area	Others
Columbia View Park	1.0		X			X	X		
6th Street Park	2.9	2(Baseball/soccer)							
Godfrey Park	3.6					X	X		Horseshoe court
Grey Cliff Parks	1.6				X	X		X	Fishing Area
Heinie Heumann Park	2.9					X	X		
Columbia Botanical Garden	3.2			X					
Nob Hill Nature Park	6.6			X					
Civic Pride Park	1.2					X	X		
Walnut Tree Park	0.15					X			
County Courthouse Plaza	0.25								
Campbell Park	9.1	2 (Softball), 4 (Tennis), 1(Basketball)				X	X		
Sand Island Marine Park	31.7			X	X				Docks, Beaches, Campsites
McCormick Park	70.7	2(Softball), Skate park, Volleyball court		X	X	X	X	X	Camping Area

(Source: Parks and Trails Master Plan, City of St. Helens <http://www.ci.st-helens.or.us/parksites>)

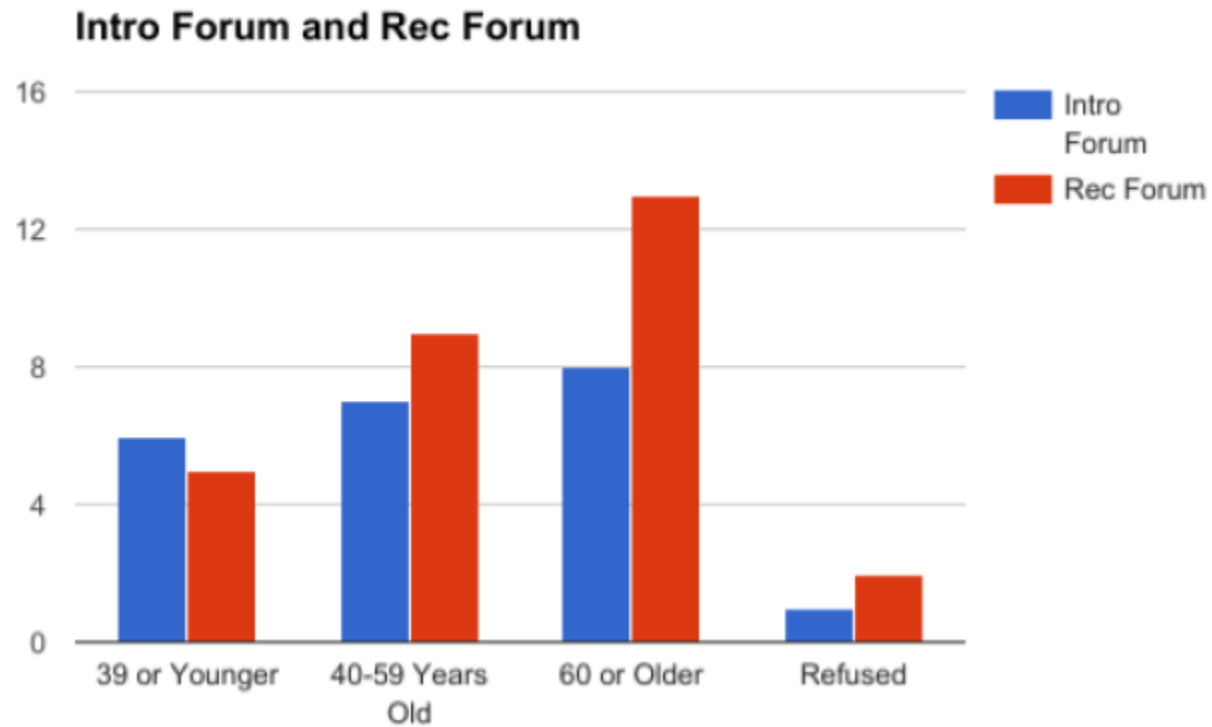
S. Participant Demographics

Attendance

- Target Hit
 - Overall attendance up by 13 people
 - 68% Change
- Target Miss
 - Lower percent completed demographic survey
 - 19% Drop from 100% at Intro Forum to 81% at Rec Forum

Demographics

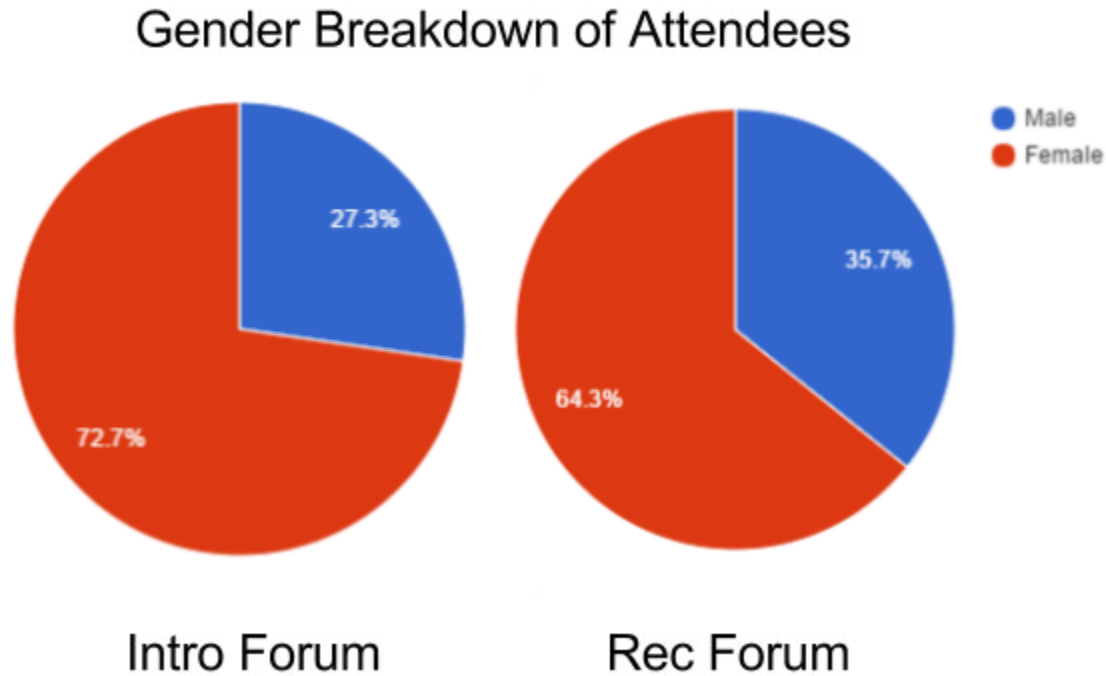
Age



- Missed Target
 - Age of Attendees shifted towards older residents as percent
 - Had actually fewer attendees under 40 in terms of absolute numbers

S. Participant Demographics (Continued)

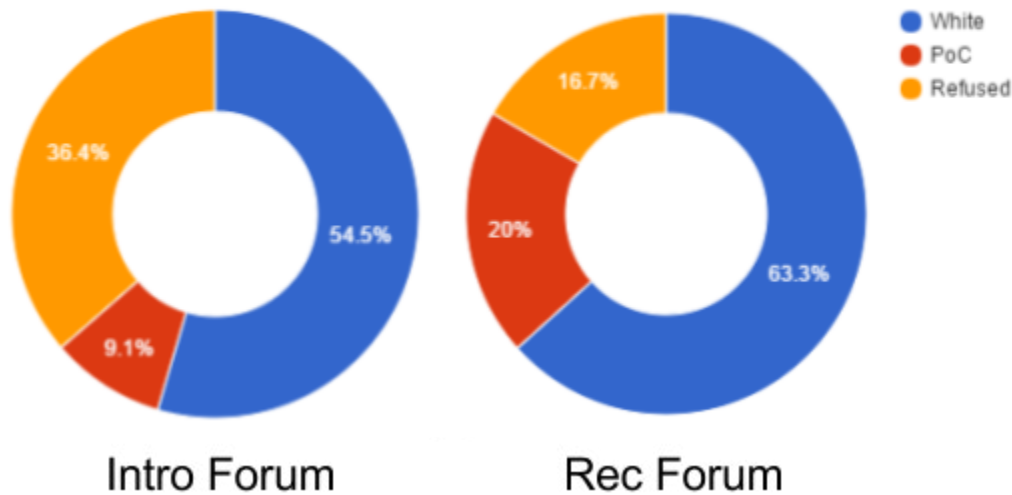
Gender



- Hit target
 - Higher gender diversity
 - Still overrepresented women
 - Positive, since men were more vocal
 - Had one nonbinary attendant (ID neutral)
 - Represents 2.7% of attendance, so probably on target
 - Obvi no trans data for city or for forums

Race

Race of Attendees

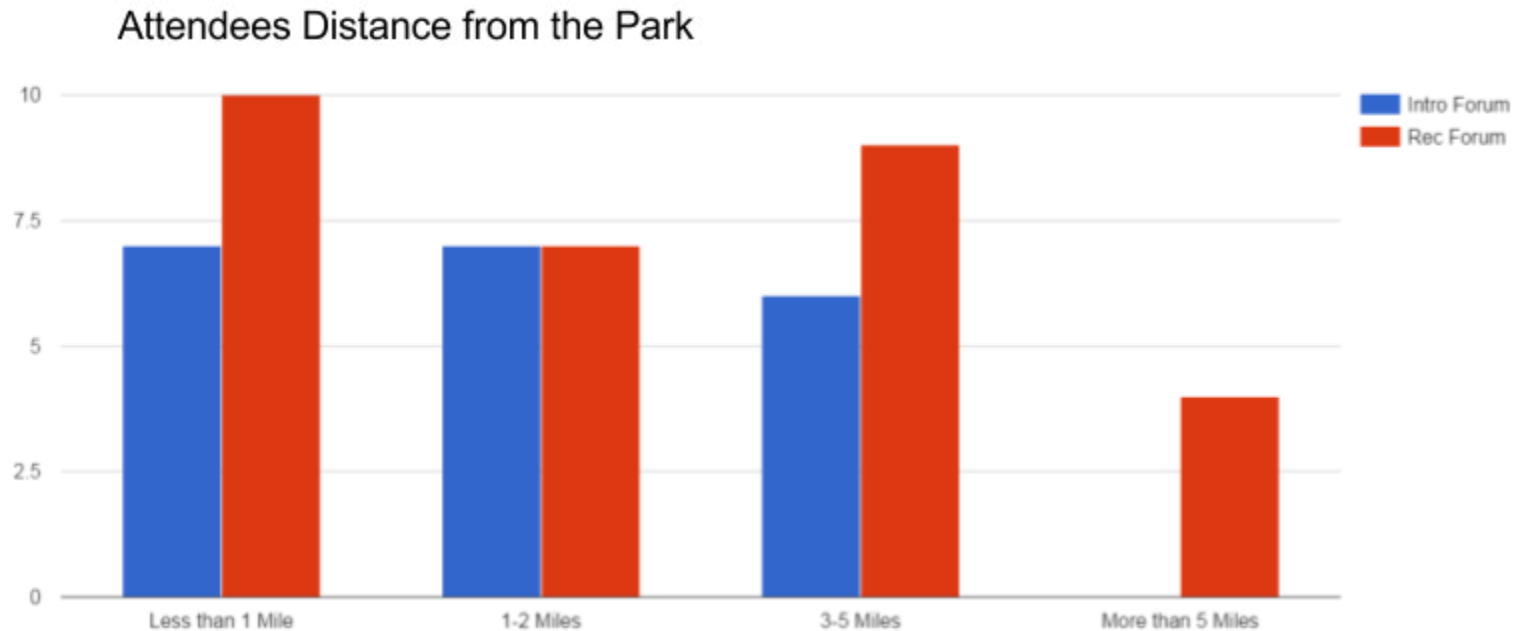


- Target Hit
 - By far our biggest success - representation of PoC more than doubled as a percentage of city's demographics
 - Actually overrepresented, which is good
 - Significantly lower refusal rate so we can be fairly confident this is a real difference
 - [List of represented races?]
- Target Miss
 - None of our attendees IDed as Latinx on the survey
 - Latinx population is 6% of St. Helen's population
 - Possibly an issue with survey: if we asked explicitly as is done in census/ACS we might have seen a different result

S. Participant Demographics (Continued)

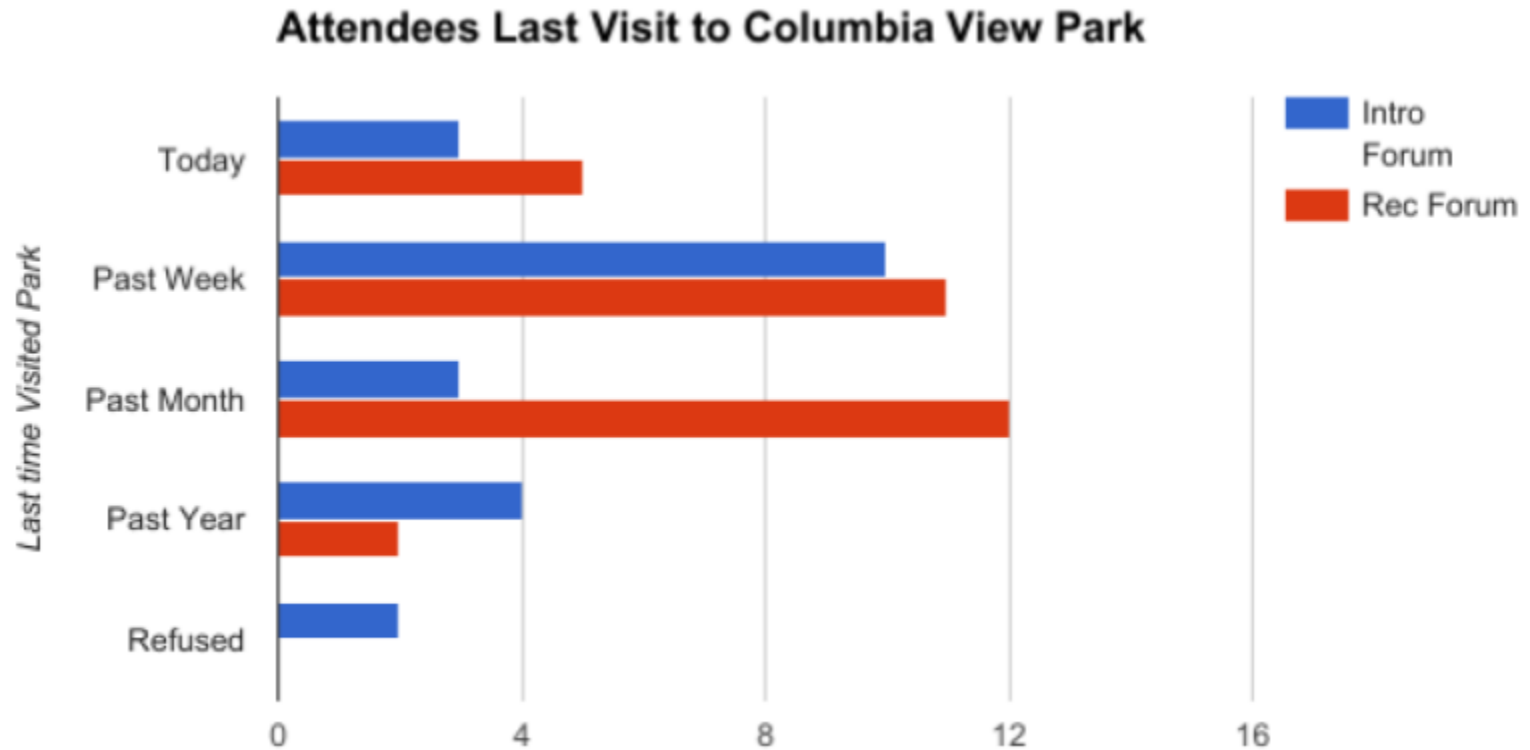
Relationship to Park

Distance from Park



- Success (not an explicit target)
 - Significant increase in attendees from outskirts of town & further
 - Intro - 30% of attendees 3-5mi from park; 0% more than 5mi away
 - Rec - 43% of attendees 3-5mi from park; 13% more than 5mi away
 - 10% 10 or more mi away

Last Visit to Park



- Success
 - Greater amount of people that visit the park infrequently vs those that already use it frequently

City of St. Helens
RESOLUTION NO. 1784

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
PURCHASE CARD PROGRAM POLICY**

WHEREAS, the City of St. Helens offers two methods for acquiring supplies, equipment, materials and services: physical checks and credit cards; and

WHEREAS, in many cases, the use of credit cards is more efficient and takes less staff time to process invoices and physical checks; and

WHEREAS, the purpose of the Purchase Card Program is to set forth procedures on the use of City credit cards and establish expectations for employees using such cards to follow; and

WHEREAS, the City Council finds it in the best interest of the City and its employees to adopt a Purchase Card Program Policy.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. The Purchase Card Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on June 7, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
PURCHASE CARD PROGRAM	POLICY NUMBER:
EFFECTIVE DATE:	APPROVAL:

I. POLICY

The City of St. Helens offers two different ways to acquire supplies, equipment, materials and services: Accounts Payable (physical checks) and Purchase Cards (credit cards). The questions below will help you determine if you can use a Purchase Card (City credit card) instead of Accounts Payable (AP).

II. PURPOSE

The purpose of the Purchase Card Program is to set forth procedures on the use of City credit cards and establish expectations for employees using such cards to follow.

III. PROCEDURES

Which one do I use?

1. Can you purchase the item with a credit card?

Yes – You might be able to use a Purchase Card from your department.

No – Use the Accounts Payable and Check Request process.

2. Does the vendor accept credit cards WITHOUT charging any additional fees?

Yes – If there are no additional fees, please use a credit card.

No – If there ARE additional fees, please use the Check Request process.

3. Verify with your supervisor that it is OK to use a card with your purchase.

> When the purchase is made, please make sure reconciler has a copy of the printed receipt to keep for reconciling at the end of the month.

> Purchases over \$5,000 should not be made with a credit card and should go through the Oregon State and City of St. Helens procurement process.

Selected managers in the City have a Purchase Card for their department/division. Certain departments/divisions have multiple cards specifically for positions. If your department would like to have an additional Purchase Card, an emailed request will need to be sent from the Department Head to the Finance Director.

The card looks and acts just like a normal credit card. When issued, you will be required to create a 4-digit pin for some authorization uses. Cards do not have access for withdrawals or cash back, but you may be required to enter your 4-digit pin when a purchase is made at certain locations.

The Purchase Card will not eliminate the AP Process. Many expenses you would normally pay through AP, you now have the ability to make on your own. Your Purchase Card can be used for reoccurring purchases/charges to your department if you choose. Use the questions above to ensure you can use a Purchase Card.

MONTHLY RECONCILIATION

Each department/division with a Purchase Card is responsible for reconciling and classifying each expense to its appropriate General Ledger (GL) code during the monthly reconciliation process. Each person involved in the reconciliation process will be given a username/password to log into Wells Fargo.

To log in, go to www.wellsfargo.com. Click on the “Commercial” section. Click on Log In and you will be taken to the CEO Portal where your username and password is used to login. Contact the Finance Division if you have trouble logging in or have any issues with the Wells Fargo online system.

At the beginning of each month, EVERY card is required to be reconciled. A designated reconciler for each card will receive an email three (3) business days into the month from Wells Fargo as a reminder. You will receive another reminder seven (7) business days into the month if you have not reconciled your purchase card.

If you have NOT reconciled your card by the 10th day of the new month, your card will be temporarily de-activated until the reconciliation process is complete and the Finance Division has re-activated your card for use again.

Card Users and Reconcilers

To reconcile your purchases each month:

1. Enter the GL codes for each purchase listed. This area is “free-form” so you can type the GL number. If you do not know your GL numbers, please use the current budget to identify specific GL numbers.
2. Scan into PDF all of your receipts/invoices/etc. that pertain to the specific statement/month you are reconciling. Please try to create ONE PDF file for every month. Email this PDF document to the Accounting Assistant when you have submitted your reconciliation online. This information is used for the final approval of your reconciliation. *Do NOT use the upload feature on the Wells Fargo website.*
3. Once reconciled, the Accounting Assistant and/or Finance Director will review your purchases and PDF file to confirm that everything is correct and will mark it for final approval.

RECORDS RETENTION

The City Recorder’s Office, Finance Division, and Department Heads maintain the following records, in accordance with OAR 166-200 City Retention Schedule, which are available upon written request:

Contact City Recorder’s Office for:

- Contract records, including maintenance and service agreements

Contact Finance Division for:

- Vendor files
- Purchasing records, which include information on each transaction processed

Contact Department Heads for:

- Formal bids
- Specifications of materials and construction
- Price records

EMERGENCY PROCEDURES

Emergency procedures are defined as those purchases requiring immediate action as the result of unforeseen circumstances. Such purchases should be held to an absolute minimum, as they are not conducive to proper purchasing methods.

All requests for emergency purchases must be accompanied by complete justification from the requesting department. If the City Administrator is satisfied with the justification, immediate action will be taken to complete the purchase.

Emergency purchases are handled differently depending on the cost of the purchase. The City Administrator and Finance Director have the authority to execute emergency purchases of less than \$5,000 in the most expeditious manner (e.g. telephone quotes, with a written quote to follow).

Emergency purchases \$5,000 and over require approval of the City Administrator. In most situations, competitive quotes will be sought; however, the City Administrator has the ability to waive the requirement for competitive solicitation.

COOPERATIVE PURCHASING

THROUGH THE STATE: Cooperative purchasing by the City through the State of Oregon contracts is encouraged where cost savings may be obtained without sacrificing quality, delivery, etc.

WITH OTHER GOVERNMENTAL UNITS: Certain commodities may be purchased at a better price by increasing quantities through a cooperative bid with other governmental agencies. When it is in the best interest of the City to enter in cooperative purchases, this is advised.

DEPARTMENTAL PURCHASING

Authority for all City purchases rests solely with the City Administrator. However, purchasing may be handled at the using department level at the discretion of the City Administrator. Department buyers may receive quotes and recommend vendor selections, and may put together bid packages. However, the ultimate authority in consummating such purchases still rests with the City Administrator and, to the extent delegated by the City Administrator, with the Finance Director. Since the City Administrator has the authority to determine the level of buying to be performed at the departmental level, certain factors are utilized in making that decision. The primary factors relate to the inherent advantages of centralized purchasing. These are:

1. Quantity discounts are obtained by consolidating the various departmental requirements.
2. Duplication of effort is lessened.
3. Transportation charges may be reduced with centralized, consolidated purchasing.
4. Purchasing expertise is concentrated to the City Administrator, allowing purchases to be made through a centralized process effectively and efficiently.
5. Using departments are free to spend their time where their expertise lies, when they are not involved in the purchasing function.
6. Management control is facilitated with centralized purchasing. This control includes evaluating vendor performance, long and short term material needs, etc.
7. With centralized purchasing, fewer orders are processed, fewer documents go through accounts payable, less employee time is spent with vendors, and fewer records are created and filed. All of these make for a more efficient operation.

The above factors are the type of item the City Administrator will consider in any request by a department to allow any increased buying at the departmental level.

RECEIPT OF MATERIALS

The City does not have a central receiving office. For this reason, all departments are responsible for receiving the materials purchased for them. This responsibility includes the following tasks:

1. Verifying that the goods received agree with what is shown on the packing slip. Check quantity, description, size, etc.
2. Verifying that the goods received agree with the intended purchase.
3. Reject damaged shipments or shipments of incorrect material.

Problems in the above-mentioned areas which cannot be resolved by the intended department should be brought to the attention of the Finance Director. Department personnel authorized to sign for receipt of purchases will certify that the item or items have been received and accepted, and should have access to any delivery slips or any other information concerning the goods received.

ETHICS/CONFLICTS OF INTEREST

A potential conflict of interest exists anytime a City employee has an interest in any other entity that transacts business with the City. An interest includes ownership, employment, participation, or an opportunity to derive personal gain. An entity includes individuals, companies, partnerships, corporations, organizations, and other governmental agencies.

Daily transactions include the provision of goods and services, the procurement of goods and services, and regulation and enforcement functions that may extend far beyond its political boundaries. A City employee's involvement in any activity that is, has a high potential of becoming, or appears to be a conflict of interest must be prohibited. Consequently, clear guidelines must be set forth to assist employees in avoiding situations that can be defined as a conflict of interest.

Situations which might present a conflict of interest regarding purchases should be brought to the attention of the City Administrator.

Minimum Standards

1. Involvement by a City employee in conflict of interest situations is prohibited.
2. Cash or negotiable instruments of any kind may not be accepted by a City employee for personal use.
3. City employees may not accept complimentary benefits of any kind from any person, firm, or other entity with whom that employee is currently dealing in an official City business capacity. "Currently dealing" as referenced in this section means a transaction of business in which a City employee has the authority and capability of using judgmental or administrative discretion in conducting official business with any person, firm, or other entity as opposed to a routine business interaction which is primarily procedural in nature and conducted in accordance with the rules, work load, and service requirements of the employee's department.
4. Past complimentary benefits accepted by a City employee from a person, firm, or other entity with which that employee is newly dealing in an official City business capacity will be disclosed to that employee's supervisor. If the supervisor determines that the employee must continue in an official capacity having accepted past complimentary benefits, action will be taken to insure the objectivity of the actions of the employee and the protection of the employee's and the City's reputation and integrity.

From the standpoint of purchasing, a conflict of interest situation can only exist when the City employee concerned is involved in the purchasing process, as with a department head, department buyer, or the City Administrator. Furthermore, acceptance of complimentary benefits creates a conflict of interest only when the benefit has material value and is offered specifically to the individual employee or employees, rather than to a large group to which the employee belongs. Accordingly, acceptance of an advertising pen or pencil creates no conflict of interest, whereas acceptance of the free use of a vacation condominium does, and attending a potential vendor's hospitality suite at a convention creates no conflict of interest, whereas acceptance of a free lunch while conducting business with a vendor does.

The guidelines may seem excessively restrictive. However, it is just as important to avoid the appearance of a conflict of interest as to avoid an actual conflict. A good general rule is, if you're uncertain whether a particular action could be viewed as establishing a conflict of interest, don't do it.

No City employee can make personal purchase items using "City Prices." Such purchases are discouraged unless the discount is offered to all City employees as the result of being a large consumer group.

City of St. Helens
RESOLUTION NO. 1785

A RESOLUTION ADOPTING THE COLUMBIA VIEW PARK EXPANSION PLAN

WHEREAS, the City acquired approximately 230 acres of predominately industrial land in 2015 which includes an approximate 25-acre parcel now identified as the Riverfront District's Mill Sub-district (Ord. No. 3215, Attachment "C"), hereinafter referred to as PROPERTY, purchased by the City in order to facilitate redevelopment; and

WHEREAS, the PROPERTY is adjacent to the south side of Columbia View Park; and

WHEREAS, the City adopted the St. Helens Waterfront Framework Plan that applies to the PROPERTY (Resolution No. 1765); and

WHEREAS, the St. Helens Waterfront Framework Plan identifies a detailed list of projects that will guide the City through short term and long term redevelopment, one of which includes the expansion of Columbia View Park onto the PROPERTY; and

WHEREAS, the City partnered with Portland State University Masters of Urban and Regional Planning students to conduct outreach and engage the public in order to develop a site plan to guide the development of the Columbia View Park expansion; and

WHEREAS, the students prepared the Columbia View Park Expansion Plan after public involvement through two open houses, review and analysis of existing plans and data, consultation with City staff, the Parks Commission, and other stakeholders throughout the planning process.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES that the Columbia View Park Expansion Plan attached hereto is adopted and shall be used as a guide for development of the Columbia View Park expansion.

APPROVED AND ADOPTED by the City Council on June 7, 2017 by the following vote:

Ayes:


Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	7 June 2017	
Subject:	Award Camera Van Upgrade	

Background:

In 2008, the City purchased a transport van equipped with CCTV inspection and recording equipment used primarily for inspection of sanitary sewer and storm drain mains. The equipment is used often and the information it provides by obtaining an inside view of problems within the sanitary sewer and storm drain piping systems is extremely valuable to the Public Works Operations and Engineering staff. Because this equipment is operated in an environment that is typically toxic, it experiences a great deal of wear and tear despite careful maintenance. Funds were approved in the 2016/2017 budget to purchase and install new video recording equipment for the van.

During April and May, 2017, three qualified vendors provided demonstrations and quotes for new CCTV video recording equipment. Bids from each vendor were provided for specified equipment from Cues, Solid Waste Systems, and General Equipment Company through the Houston-Galveston Area Council Buy program (HGAC Buy). Cues' bid did not include prices for all requested equipment; Solid Waste Systems would only provide equipment included with the purchase of a new van, which is not needed, and they could not provide the software for the video recording hardware, therefore only the bid from HGAC Buy could be considered responsive. The City is a member of HGAC Buy and has previously purchased equipment through their program. State contracting law allows utilization of interstate cooperative procurement processes for obtaining competitive bids to streamline the purchasing process and save costs. The camera van upgrade is included in the 2016/2017 approved budget for \$150,000.

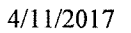
Public contracting rules require that the City advertise the intent to purchase through an interstate cooperative agreement for seven days. If any comments are received within that time they are to be reviewed by the City Attorney and a written determination will be made of whether it is in the City's best interest to enter such an agreement. If no comments are received within the comment period, the purchase may be finalized.

Recommendation:

Council award bid for the CCTV pipe inspection system purchase to General Equipment, Inc. through the HGAC Buy purchasing program in the amount of \$150,000, subject to approval by City Attorney at the end of the specified comment period.


Attachment:

HGAC Buy contract pricing worksheet.



150000

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	7 June 2017	
Subject:	Award Pump Installation and Upgrades for Lift Station No. 9	

Background:

Sanitary Lift Station No. 9 is a small lift station constructed approximately 20 years ago for the Yachts Landing condominium development. Although maintained regularly, the pumps are experiencing more issues and are not as efficient as they used to be meaning that they have to operate longer to pump the same volumes. During the Capital Improvement budget process for 2016/17 it was determined that the pumps should be replaced before the existing pumps experience complete failure, leaving multiple households without a functioning sewer. Currently, there is only one operating pump. In March, bids for new pumps were received and the Council awarded the purchase on April 3, 2017. Shortly after, and RFQ was issued was publicly advertised for contracting services to install the new pumps and complete other associated and required work.

Proposals for the pump installation and other upgrades were due on May 19, 2017. The following is a summary of the results:

FIRM	LOCATION	BID
Wilkison Pump Utilities, Inc.	Creswell, OR	\$40,000
Stettler Supply Company	Salem, OR	\$25,715


Upon review, the Scope of Work included with the proposal from Wilkison Pump Utilities, Inc. was far more comprehensive and pointed out several issues with the current pump station that would be corrected and brought up to code with their proposed Scope and quote. The proposal from Stettler Supply Company did not include any work to address these code issues, or any of the other installation challenges included in the Wilkison proposal. For this reason, the staff recommends awarding the project to Wilkison Pump Utilities for the comprehensive Scope of Work and knowledge that all portions of the upgraded pump station will meet current codes when completed. The proposed improvements will also make the pump station easier to maintain for the WWTP staff.

The project is identified in the 2016/2017 approved budget as Lift Station Upgrade in Sanitary Sewer Capital Projects, GL 010-303-653306, with a total budgeted amount of \$70,000. The previous pump purchase was \$15,542, leaving an available balance of \$54,458.00

Recommendation:

Award the pump installation and other associated work for the Sanitary Lift Station No. 9 Upgrade project to Wilkison Pump Utilities, Inc. and authorize a Public Improvement Contract for the described work.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	7 June 2017	
Subject:	Award Contract for the 2017 Annual Street Striping Project, R-664	

Background:

The long lines (centerline skips, fog lines, and bike lane striping) on City streets require annual repainting to maintain visibility and reflectivity. This requires specialized equipment and materials that the City does not own. This required work is contracted out on an annual basis based on competitive quotes from qualified contractors.

Quotes were requested from three qualified contracting firms and were due by 10:00 AM Wednesday May 31, 2017. The results are as follows:

FIRM	LOCATION	BID
Apply-A-Line, Inc.	Portland, Oregon	\$19,004
Specialized Pavement Marking, Inc.	Tualatin, Oregon	\$19,042
Hicks Striping & Curbing, Inc.	Brooks, Oregon	\$23,366

The estimate for the project is \$25,000. This project is identified in the current 2016/17 Budget as Street Striping, account 011-011-549980.

Recommendation:

Award the contract for the 2017 Annual Street Striping Project to Apply-A-Line, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Materials and Services Contract for the 2017 Annual Street Striping Project, R-664. Contract will be at the rate prescribed in that firm's submitted bid.

EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on _____, 2017, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Nicholas A. Wood** ("Contractor").

RECITALS

A. WHEREAS, on or about March 16, 2016, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide pro tem judicial services; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the agreement terminates on June 30, 2017, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

C. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the agreement for an additional year.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about March 16, 2016, shall be amended to reflect a **termination date of June 30, 2018**, unless earlier terminated according to the terms of the Agreement.

2. All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon
municipal corporation

Nicholas A. Wood

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on _____, 2017, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Clayton Joseph Lance, Attorney, OSB 85-2640** ("Contractor").

RECITALS

A. WHEREAS, on or about March 23, 2016, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide pro tem prosecutorial services; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the agreement terminates on June 30, 2017, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

C. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the agreement for an additional year.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about March 23, 2016, shall be amended to reflect a **termination date of June 30, 2018**, unless earlier terminated according to the terms of the Agreement.

2. All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

Clayton Joseph Lance, Attorney at Law

By: _____

Name: _____

Its: _____

AMENDMENT NO. 4 TO INTERGOVERNMENTAL AGREEMENT

This Amendment is made on _____, 2017, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and the **City of Carlton** ("Carlton"), an Oregon municipal corporation.

RECITALS

A. WHEREAS, on or about November 6, 2013, St. Helens and Carlton entered into an agreement ("Agreement") in which St. Helens agreed to provide personnel services ("Services") related to communications and public information; and

B. WHEREAS, on June 18, 2014, the agreement was extended to June 30, 2015 and on August 10, 2015, it was extended to June 30, 2016, and on June 20, 2016, it was extended to June 30, 2017; and

C. WHEREAS, City wishes and Contractor agrees to extend the contract an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The term of the Agreement is extended to June 30, 2018.
2. All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CARLTON:

CITY OF CARLTON, an Oregon
municipal corporation

By: Chad Olsen

Name: Chad Olsen

Its: City Manager

**AMENDMENT 1 TO
AMENDED AND RESTATED
INTERGOVERNMENTAL AGREEMENT**

Between

COLUMBIA COUNTY, OREGON
(Hereinafter referred to as the "County")

And

THE FOLLOWING GOVERNMENTAL ENTITIES
(Hereinafter referred to individually as "Agency" and in combination as "Agencies")

THE CITY OF ST. HELENS, OREGON (hereinafter "St. Helens")
THE CITY OF SCAPPOOSE, OREGON (hereinafter "Scappoose")
THE CITY OF COLUMBIA CITY, OREGON (hereinafter "Columbia City")
THE CITY OF RAINIER, OREGON (hereinafter "Rainier")
THE CITY OF CLATSKANIE, OREGON (hereinafter "Clatskanie")
THE CITY OF VERNONIA, OREGON (hereinafter "Vernonia")
THE COLUMBIA RIVER FIRE AND RESCUE DISTRICT (hereinafter "CRF&R")
THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT (hereinafter "Scappoose Fire")
THE VERNONIA RURAL FIRE PROTECTION DISTRICT (hereinafter "Vernonia Fire")
**THE MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT (hereinafter "Mist-
Birkenfeld Fire")**
THE CLATSKANIE RURAL FIRE PROTECTION DISTRICT (hereinafter "Clatskanie Fire")
THE COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT (hereinafter "C911CD")
THE PORT OF ST. HELENS (hereinafter "Port")
THE CLATSKANIE PEOPLE'S UTILITY DISTRICT (hereinafter "CPUD")
THE COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT (hereinafter "CRPUD")

RECITALS

WHEREAS, in 2015 the above listed Agencies entered into an Amended and Restated Intergovernmental Agreement (the "IGA") for the purpose of establishing and supporting a system to deliver Homeland Security and Emergency Management services to County Departments and Agencies and to share the cost of said system.

WHEREAS, the Parties desire to amend the IGA to revise the funding structure, and to extend the term of the Agreement.

WHEREAS, the Agreement for Homeland Security Emergency Management Commission with private entities will also be amended to adopt a revised fee structure and to extend the term of the Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. The IGA is amended as follows:
 - 1.1 Section 1(a) is amended to read as follows:

“(a) To provide funds to Columbia County for the purpose of creating and supporting a system to better provide homeland security and emergency management services to both County departments and Agencies. Elements of the system may develop and evolve over time but will include, at least, one (1) additional employee to be assigned to the County Office of Homeland Security and Emergency Management. For fiscal years 2007-08 to 2015-16, funding to the system will be the dollar amount identified in the funding formula in (c) below. For fiscal years 2016-2017 to 2018-2019, funding to the system will be the dollar figures identified in Attachment 1. All funds will be delivered to the Columbia County Treasurer. Funds should be paid on or before August 1st of each calendar year during the term of this agreement.”

1.2 Section 1(c) is amended to read as follows:

“(c) The funding formula will be based upon the minimum amount of annual funding needed (\$75,000), calculated based on the population served by each individual Agency and an assignment of points made pursuant to that population in the following formula.

Population served of less than 500 = zero points

Population served between 500 and 2,999 = 1 point

Population served 3000 and greater = 2 points

(Population numbers shall be based on most recent population estimates from Portland State University).

Additional government entities or other organizations may become parties (Agencies) to this agreement upon consent of County, and such contributions as may be collected from additional Agencies shall be dedicated to the County Homeland Security Emergency Management program. The amount of funding will not be reduced or reimbursed to Agencies in the event that more Agencies become party to the agreement. Irrespective of the final number of Agencies participating in this agreement, the dollar amount contributed by each Agency shall not change during the term of this agreement except by change in the population served by that Agency.”

1.3 Section 3, Effective Date and Duration, is amended to read as follows:

“3. This Amended and Restated Intergovernmental Agreement supersedes in its entirety the original IGA. This Amended and Restated Agreement shall become effective for each party on the date that party signs this Agreement. This Agreement shall expire on June 30, 2019, unless otherwise renewed, in writing, by the parties hereto.”

1.4 Section 5, Termination, is amended to read as follows:

“5. Subject to Section 1(b) of this Agreement, any signer of this agreement may terminate their participation in the agreement at any time following 60 days written notice of intent to terminate being provided to all other signers. This agreement will remain in effect as to the remaining parties to the agreement. Any unused funds will not be reimbursed for the current fiscal year. Additional Chapter 190 agencies or organizations may become parties to the

agreement at any time upon consent of the County and signature of the Agreement, as amended.”

- 2. Attachment 1 is attached hereto, and is incorporated herein by this reference.
- 3. This Amendment 1 shall be effective on the date last signed, and shall become effective as to each party on the date that party signs, retroactive to July 1, 2016.
- 4. Counterparts. This Amendment 1 may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

Columbia County

By:_____ Date_____

Title:_____

APPROVED AS TO FORM

By:_____ Date_____

County Counsel

City of St. Helens

By:_____ Date_____

Title:_____

HSEMC Revenue Participants	Points	2016/2017	2017/2018	2018/2019
Each year point amount		\$3,959.72	\$4,482.94	\$4,922.44
Scappoose Fire District	2	\$7,919.44	\$8,965.88	\$9,844.88
Clatskanie Fire District	1	\$3,959.72	\$4,482.94	\$4,922.44
Columbia River Fire & Rescue	2	\$7,919.44	\$8,965.88	\$9,844.88
Mist-Birkenfeld Fire District	1	\$3,959.72	\$4,482.94	\$4,922.44
Vernonia Fire District	0	\$600.00	\$650.00	\$700.00
City of Clatskanie	1	\$3,959.72	\$4,482.94	\$4,922.44
Columbia 911 Comm District	2	\$7,919.44	\$8,965.88	\$9,844.88
City of Columbia City	1	\$3,959.72	\$4,482.94	\$4,922.44
City of Rainier	1	\$3,959.72	\$4,482.94	\$4,922.44
City of Vernonia	1	\$3,959.72	\$4,482.94	\$4,922.44
Port of St Helens	1	\$3,959.72	\$4,482.94	\$4,922.44
City St Helens	2	\$7,919.44	\$8,965.88	\$9,844.88
City of Scappoose	2	\$7,919.44	\$8,965.88	\$9,844.88
Clatskanie PUD	2	\$7,919.44	\$8,965.88	\$9,844.88
Columbia River PUD	2	\$7,919.44	\$8,965.88	\$9,844.88
		\$83,754.12	\$94,791.74	\$104,071.24

EXTENSION OF MATERIALS AND SERVICES CONTRACT

This Extension is made on June 7, 2017, between City of St. Helens, an Oregon municipal corporation (“City”), and **Metro Presort Incorporated** (“Contractor”), an Oregon corporation.

RECITALS

A. WHEREAS, on or about April 15, 2015, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to bill printing and mailing services; and

B. WHEREAS, the contract is set to expire on June 30, 2017, and City wishes and Contractor agrees to extend the contract an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

- 1.** The term of the Agreement is extended to June 30, 2018.
- 2.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

METRO PRESORT INCORPORATED

By: _____

Name: _____

Its: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ June 7, 2017

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joann Nelson	Arts & Cultural Commission	9/19/16	9/19/16

Arts & Cultural Commission (3-year terms)

- Rosemary Imhoff resigned. Her term expires 9/30/2017.

Status: There is currently one vacancy. A press release was sent out on April 26, 2017 with a deadline of May 18 but we did not receive any applications. Another press release was sent out on May 23, 2017. And a display ad was published in the Chronicle on May 31, June 7 and June 14. The deadline to apply is June 20, 2017.

Next Meeting: June 27, 2017

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Cynthia Sweet resigned. Her term expired 12/31/2016.

Status: Currently, the Commission has 4 members and 1-7 vacancies. The Code requires 5-11 members.

Next Meeting: June 29, 2017

Recommendation: None at this time.

Library Board (4-year terms)

- Barbara Lines and Heather Anderson-Bibler's terms expire 6/30/2017.

Status: Currently, there is one vacancy.

Next Meeting: June 20, 2017

Recommendation: None at this time.

City of St. Helens
RESOLUTION NO. 1648

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,
SUPERSEDING RESOLUTION NO. 1521

WHEREAS, the City Council wishes ~~ed~~ to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, ~~this policy Resolution No. 1521 is to~~ established ed general recruitment, selection and appointment guidelines for appointments to the City of St. Helens ~~B~~boards, ~~C~~committees and ~~C~~commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

1. The City Recorder shall ~~advertise send a press release to in~~ the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application ~~on file with to~~ the City Recorder's Office.
- 3.4. Appointees Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
- 4.5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
- 5.6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
- 6.7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
- 7.8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a ~~vacancy~~ position. The number of applicants to be

interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

~~8.9.~~ Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his/her stated willingness to continue.

~~9. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the Council may waive this limitation if it is in the public interest to do so.~~

10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.

11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.

12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.

13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

~~Approved by the Mayor:~~

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

City of St. Helens
Planning Commission Meeting
April 11, 2017
Minutes

Members Present: Al Petersen, Chair
Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent: Ginny Carlson, City Council Liaison

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner & Planning Secretary

Others Present: Wayne Weigandt
Amanda Dick

The Planning Commission meeting was called to order by Chair Al Petersen at 7:00 p.m. Chair Petersen led the flag salute.

□

Consent Agenda

Approval of Minutes

Commissioner Semling moved to approve the minutes of the March 14, 2017 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Commissioner Lawrence did not vote due to her absence from that meeting. Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

Chair Petersen said SHEDCO is hosting the annual Spring Clean-Up on Saturday, April 22 from 9 a.m. to 1 p.m. Meet on the plaza to work on cleaning up the Riverfront District and join SHEDCO for a potluck lunch at the Columbia View Park gazebo after.

□

Public Hearing

Wayne Weigandt

Annexation / A.1.17

Lots 19-20, Block 2 of the Golf Club Addition

It is now 7:05 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated April 4, 2017 with attachments

Graichen introduced the annexation proposal to the Commission as presented in the staff report. Graichen said the Comprehensive Plan has the property listed as Highway Commercial, as well as all surrounding properties. The only zoning option is Highway Commercial. Graichen said this is a recommendation from the Commission that will go before City Council next week. Commissioner Cohen asked why this proposal will not go to voters for approval. Graichen said the recently passed Senate Bill 1578 overrides our local Charter requirement that annexations go to voters for approval, which is described in more detail in the staff report.

IN FAVOR

Weigandt, Wayne. Applicant. Weigandt said the property is adjacent to properties within City limits on the east and north. He would like to connect to city utilities which is why he is requesting annexation. Commissioner Semling asked if he would be doing frontage improvements along Kavanagh Ave. Weigandt said no, but he will be doing frontage improvements along 1st Street.

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

There were no requests to continue the hearing or leave the record open.

CLOSE PUBLIC HEARING & RECORD

The applicant waived the opportunity to submit final written argument after the close of the record.

DELIBERATIONS

There were no other questions of staff. The Commission felt this proposal was a simple recommendation.

MOTION

Commissioner Semling moved to recommend approval of the Annexation. Commissioner Cohen seconded. All in favor; none opposed; motion carries.

□

Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review (Major) at 1899 Old Portland Road - Premier Green LLC

Commissioner Webster moved to accept the acceptance agenda. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

CLG Historic Preservation Pass-Through Grant Program Update

Assistant Planner Dimsho said that the memo is incorrect. She said the City has decided not to advertise for

the grant program. Instead, the City will use the \$12,500 grant to help recover costs associated with City Hall façade cleaning and patching of the mortar. These renovations will prevent the leaking into the Council Chambers and City Hall. Graichen noted we have done three previous pass-through grant programs.

□

Planning Director Decisions

- a. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Sacagawea Health Center Auction & Fundraiser
- b. Lot Line Adjustment at 35611 Valley View Dr. - St. Helens Assets LLC
- c. Home Occupation (Type I) at 35120 Burt Rd. - Home-based videography business
- d. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Northwest Antique Airplane Club Fly-In & Cruise-In
- e. Accessory Structure Permits (x4) at 2154 Oregon Street Spaces #24, #25, #51, & #61 - Crestwood/Cabana LLC
- f. Home Occupation Permit (Type I) at 835 Matzen Street - Home office for yard maintenance business
- g. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - The Amani Center Race Against Child Abuse

There were no comments.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

Assistant Planner Dimsho noted two upcoming public meetings: April 26 is the second Columbia View Park Expansion Open House by the Portland State University graduate students and May 10 is a second Branding & Wayfinding Master Plan Open House. Both are at Meriwether Place from 6 p.m. to 8 p.m.

□

There being no further business before the Planning Commission, the meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2017 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/10/17	P	P	A	P	P	P	P
02/14/17	P	P	P	P	A	P	P
03/14/17	P	P	A	P	P	P	P
04/11/17	P	P	P	P	P	P	P
05/09/17							
06/13/17							
07/11/17							
08/08/17							
09/12/17							
10/10/17							
11/14/17							
12/12/17							


Accounts Payable

To Be Paid Proof List

User: jenniferj
Printed: 05/11/2017 - 1:45PM
Batch: 00006.05.2017 - AP 5/11/17 FY 16-17

42



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL									
012950									
05112017	5/11/2017	7,200.00	0.00	05/11/2017				False	0
001-110-554000 Contractual/consulting serv				RENT LEASE FOR PARKING LOT 600 PER YEAR BAC					
05112017 Total:		7,200.00							
MASONIC BUILDING LL		7,200.00							
Report Total:		7,200.00							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/11/2017 - 10:16AM
 Batch: 00002.05.2017 - AP 5/12/17 FY 16-17

40



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ACCELA, INC. #774375									
000496									
INV-ACC30258	4/30/2017	176.00	0.00	05/12/2017				False	0
012-106-554000	Contractual/consulting serv			WEB PAYMENTS TRAN FEE					
		<hr/>							
	INV-ACC30258 Total:	176.00							
		<hr/>							
	ACCELA, INC. #774375 T	176.00							
ACE HARDWARE									
000500									
1213	4/30/2017	50.41	0.00	05/12/2017				False	0
001-005-501000	Operating Materials & Supp			MATERIALS ACCT 1213					
1213	4/30/2017	3.98	0.00	05/12/2017				False	0
011-011-501000	Operating Materials & Supp			MATERIALS ACCT 1213					
		<hr/>							
	1213 Total:	54.39							
1217	4/30/2017	76.52	0.00	05/12/2017				False	0
018-019-501000	Operating Materials			MATERIALS ACCT 1217					
1217	4/30/2017	76.52	0.00	05/12/2017				False	0
018-020-501000	Operating Materials & Supplies			MATERIALS ACCT 1217					
		<hr/>							
	1217 Total:	153.04							
1218	4/30/2017	7.23	0.00	05/12/2017				False	0
015-015-501000	Operating Materials & Supp			MATERIALS ACCT 1218					
1218	4/30/2017	194.31	0.00	05/12/2017				False	0
001-002-470000	Building Expense			MATERIALS ACCT 1218					
1218	4/30/2017	22.99	0.00	05/12/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
018-018-501000 Operating Materials & Supplies					MATERIALS ACCT 1218				
1218	4/30/2017	55.14	0.00	05/12/2017				False	0
001-004-470000 Building Expense					MATERIALS ACCT 1218				
1218	4/30/2017	28.46	0.00	05/12/2017				False	0
001-005-509000 Marine board expense					MATERIALS ACCT 1218				
1218	4/30/2017	124.67	0.00	05/12/2017				False	0
001-005-501000 Operating Materials & Supp					MATERIALS ACCT 1218				
1218	4/30/2017	60.92	0.00	05/12/2017				False	0
010-302-653207 2 mg reservior rehab					MATERIALS ACCT 1218				
1218	4/30/2017	33.99	0.00	05/12/2017				False	0
017-417-501000 Operating materials and suppli					MATERIALS ACCT 1218				
1218	4/30/2017	145.40	0.00	05/12/2017				False	0
013-403-457000 Office supplies					MATERIALS ACCT 1218				
1218	4/30/2017	164.81	0.00	05/12/2017				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS ACCT 1218				
1218	4/30/2017	-71.73	0.00	05/12/2017				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS ACCT 1218 DISCOUNT				
1218	4/30/2017	42.93	0.00	05/12/2017				False	0
011-011-453000 Street Lighting					MATERIALS ACCT 1218 DISCOUNT				
1218	4/30/2017	5.16	0.00	05/12/2017				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS ACCT 1218				
1218 Total:		814.28							
ACE HARDWARE Total:		1,021.71							
ADVANCED AMERICAN CONSTRUCTION INC.									
ADV.AM.C									
7560	5/2/2017	4,500.00	0.00	05/12/2017				False	0
001-005-509000 Marine board expense					SAND ISLAND DOCK REPAIR JOB 1117-026				
7560 Total:		4,500.00							
ADVANCED AMERICAN		4,500.00							
ADVANCED LOCKING SOLUTIONS, INC.									
000668									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
12547	3/17/2017	688.74	0.00	05/12/2017				False	0
013-403-470000 Building				KNOB SET					
12547 Total:		688.74							
ADVANCED LOCKING S		688.74							
AIRGAS USA, LLC									
AIRGAS									
9944835122	4/30/2017	20.10	0.00	05/12/2017				False	0
017-017-501000 Operating Materials & Sup.				CO2					
9944835122 Total:		20.10							
AIRGAS USA, LLC Total:		20.10							
BEMIS PRINTING									
002701									
7475	4/27/2017	30.00	0.00	05/12/2017				False	0
012-106-457000 Office supplies				100 SHEETS PAD					
7475 Total:		30.00							
BEMIS PRINTING Total:		30.00							
BIG RIVER BISTRO, GAINOR RIKER									
003341									
05102017	5/10/2017	292.50	0.00	05/12/2017				False	0
008-008-558103 Grant Expense				BRANDING AND WAYFINDING OPEN HOUSE					
05102017 Total:		292.50							
BIG RIVER BISTRO, GA		292.50							

BOBCAT OF PORTLAND

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
003749									
2363647	5/1/2017	1,846.63	0.00	05/12/2017				False	0
015-015-501000	Operating Materials & Supp			HOUSING BREAKER					
	2363647 Total:	1,846.63							
	BOBCAT OF PORTLAND	1,846.63							
CENTERLOGIC, INC.									
011595									
40199	5/3/2017	65.00	0.00	05/12/2017				False	0
017-417-500000	Information Tech			IT SUPPORT					
	40199 Total:	65.00							
	CENTERLOGIC, INC. To	65.00							
CENTURY LINK									
034002									
05042017	5/4/2017	47.03	0.00	05/12/2017				False	0
012-107-458000	Telecommunication expense			130B					
	05042017 Total:	47.03							
050420172	5/4/2017	19.21	0.00	05/12/2017				False	0
001-004-458000	Telephone Expense			967B					
050420172	5/4/2017	19.21	0.00	05/12/2017				False	0
001-002-458000	Telephone Expense			967B					
050420172	5/4/2017	19.21	0.00	05/12/2017				False	0
012-107-458000	Telecommunication expense			967B					
050420172	5/4/2017	19.21	0.00	05/12/2017				False	0
017-417-458000	Telephone expense			967B					
050420172	5/4/2017	19.23	0.00	05/12/2017				False	0
012-107-458000	Telecommunication expense			967B					
	050420172 Total:	96.07							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	CENTURY LINK Total:	143.10							
CLARK, ROSS 00698									
05092017	5/9/2017	921.25	0.00	05/12/2017				False	0
001-000-204000 Bail Deposit				BAIL REFUND ROSS CLARK					
	05092017 Total:	921.25							
	CLARK, ROSS Total:	921.25							
COLUMBIA RIVER FIRE & RESCUE 029270									
16-12 DEC	5/1/2017	6,858.92	0.00	05/12/2017				False	0
015-015-501000 Operating Materials & Supp				JOINT MAINT FACILITY 7/1/16-12/31/16					
	16-12 DEC Total:	6,858.92							
	COLUMBIA RIVER FIRE	6,858.92							
COLUMBIA RIVER RECEPTIONS & EVENTS 008379									
05102017	5/10/2017	250.00	0.00	05/12/2017				False	0
008-008-558103 Grant Expense				WAYFINDING AND BRANDING OPEN HOUSE 2					
	05102017 Total:	250.00							
	COLUMBIA RIVER REC	250.00							
DEMCO, INC. 010130									
6117369	4/24/2017	528.26	0.00	05/12/2017				False	0
001-004-517000 Library Program				MATERIALS					
6117369	4/24/2017	436.94	0.00	05/12/2017				False	0
009-207-652730 Ready to Read				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
6117369 Total:		965.20							
DEMCO, INC. Total:		965.20							
DON'S RENTAL									
010700									
498187	5/5/2017	10.35	0.00	05/12/2017				False	0
018-019-501000 Operating Materials				PROPANE					
498187	5/5/2017	10.35	0.00	05/12/2017				False	0
018-020-501000 Operating Materials & Supplies				PROPANE					
498187 Total:		20.70							
DON'S RENTAL Total:		20.70							
E2C CORPORATION									
E2C									
4061	5/10/2017	2,350.00	0.00	05/12/2017				False	0
008-008-554000 Consulting/Contractual				MAY 2017 CONTRACTORS COMPENSATIONS					
4061 Total:		2,350.00							
E2C CORPORATION Tota		2,350.00							
ECONORTHWEST									
011130									
18383	4/30/2017	7,015.50	0.00	05/12/2017				False	0
004-400-554120 Urban Renewal				PROJECT 22668.00 URBAN RENEWAL PLAN					
18383 Total:		7,015.50							
ECONORTHWEST Total:		7,015.50							
EMMERT MOTORS, INC.									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
020693									
04302017	4/30/2017	-44.04	0.00	05/12/2017				False	0
001-002-510000 Automobile Expense				CREDIT					
04302017 Total:		-44.04							
14993	4/3/2017	924.62	0.00	05/12/2017				False	0
001-002-510000 Automobile Expense				2012 CHEV TAHOE REPAIR					
14993 Total:		924.62							
15596	4/27/2017	52.96	0.00	05/12/2017				False	0
001-002-510000 Automobile Expense				2016 CHEV CAPRICE REPAIR					
15596 Total:		52.96							
EMMERT MOTORS, INC		933.54							
GLEN R THOMMEN PE GE									
0138									
04.14.2017	4/14/2017	500.00	0.00	05/12/2017				False	0
010-304-653409 Godfrey Outfall				POTENTIAL CONTRACT DISPUTE / MEETING WITH :					
04.14.2017 Total:		500.00							
GLEN R THOMMEN PE G		500.00							
GRANTS PASS WATER LAB									
01414									
301181	5/1/2017	350.00	0.00	05/12/2017				False	0
017-417-472000 Lab testing				TESTING GIARDIA CYPTOSPORIDIUM					
301181 Total:		350.00							
GRANTS PASS WATER L		350.00							

HUDSON GARBAGE SERVICE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
015875									
9287501	5/1/2017	68.17	0.00	05/12/2017				False	0
001-004-459000 Utilities				1554					
9287501 Total:		68.17							
9287619	5/1/2017	112.28	0.00	05/12/2017				False	0
018-019-459000 Utilites				8333					
9287619	5/1/2017	112.28	0.00	05/12/2017				False	0
018-020-459000 Utilities				8333					
9287619 Total:		224.56							
9287771	5/1/2017	85.78	0.00	05/12/2017				False	0
012-107-459000 Utilitites				7539					
9287771 Total:		85.78							
9287772	5/1/2017	85.78	0.00	05/12/2017				False	0
001-002-459000 Utilities				7547					
9287772 Total:		85.78							
9287773	5/1/2017	80.78	0.00	05/12/2017				False	0
013-403-459000 Utilities				7555					
9287773 Total:		80.78							
9287774	5/1/2017	412.65	0.00	05/12/2017				False	0
001-005-459000 Utilities				7598					
9287774 Total:		412.65							
9287775	5/1/2017	316.58	0.00	05/12/2017				False	0
001-110-459000 Utilities				7601					
9287775 Total:		316.58							
9287776	5/1/2017	160.25	0.00	05/12/2017				False	0
001-005-459000 Utilities				77636					
9287776 Total:		160.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	HUDSON GARBAGE SER	1,434.55							
<hr/>									
INGRAM LIBRARY SERVICES, INC.									
016240									
98283971	4/27/2017	16.85	0.00	05/12/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
98283971 Total:		16.85							
<hr/>									
98283972	4/27/2017	75.92	0.00	05/12/2017				False	0
001-004-483000 Audio Materials				AUDIO BOOKS 20C7921					
98283972 Total:		75.92							
<hr/>									
98283974	4/27/2017	862.71	0.00	05/12/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
98283974 Total:		862.71							
<hr/>									
98283975	4/27/2017	21.21	0.00	05/12/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
98283975 Total:		21.21							
<hr/>									
	INGRAM LIBRARY SERV	976.69							
<hr/>									
KOLDKIST BOTTLED WATER									
007248									
04302017	4/30/2017	40.25	0.00	05/12/2017				False	0
001-002-501000 Operating Materials & Supp				BOTTLED WATER 169870					
04302017 Total:		40.25							
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	KOLDKIST BOTTLED W	40.25							

MAILBOXES NORTHWEST
019366

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
03312017	3/31/2017	12.89	0.00	05/12/2017				False	0
001-002-480000 Postage				POSTAGE OSP FOR. LABS					
03312017	3/31/2017	12.45	0.00	05/12/2017				False	0
001-002-480000 Postage				POSTAGE OSP FOR. LABS					
03312017 Total:		25.34							
05012017	5/1/2017	13.34	0.00	05/12/2017				False	0
001-002-480000 Postage				POSTAGE OSP FOR. LABS					
05012017	5/1/2017	99.92	0.00	05/12/2017				False	0
018-019-472000 Lab Testing				BIOASSAY LAB SHIPPING					
05012017	5/1/2017	99.93	0.00	05/12/2017				False	0
018-020-472000 Lab Testing				BIOASSAY LAB SHIPPING					
05012017 Total:		213.19							
MAILBOXES NORTHWE		238.53							
MARTIN, RICHARD & SARAH									
01940									
05092017	5/9/2017	6,816.16	0.00	05/12/2017				False	0
018-000-202100 Refunds due				REIMBURSEMENT FROM CITY FOR WINDY RIDGE A					
05092017 Total:		6,816.16							
MARTIN, RICHARD & S		6,816.16							
METRO OVERHEAD DOOR INC									
020285									
147635	4/26/2017	212.00	0.00	05/12/2017				False	0
001-002-470000 Building Expense				REPAIR STUCK DOOR					
147635 Total:		212.00							
METRO OVERHEAD DO		212.00							

MIDWEST TAPE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
020427									
94972352	4/20/2017	83.98	0.00	05/12/2017				False	0
001-004-483000 Audio Materials				ABD					
94972352 Total:		83.98							
95017746	4/28/2017	41.99	0.00	05/12/2017				False	0
001-004-483000 Audio Materials				ABD					
95017746 Total:		41.99							
MIDWEST TAPE Total:		125.97							
OLCC									
021739									
05082017	5/8/2017	200.00	0.00	05/12/2017				False	0
008-008-558104 Events				13 NIGHTS ON THE RIVER OLCC LIC 7/13,27 8/10,24					
05082017 Total:		200.00							
050820172	5/8/2017	350.00	0.00	05/12/2017				False	0
008-008-558104 Events				13 NIGHTS ON THE RIVER OLCC LIC JUNE 1,15,29,30					
050820172 Total:		350.00							
OLCC Total:		550.00							
PAULSON PRINTING									
025300									
D11084	4/30/2017	55.00	0.00	05/12/2017				False	0
001-104-457000 Office supplies				BUS CARDS 500 JENNY DIMSHO					
D11084 Total:		55.00							
D11125	4/30/2017	72.00	0.00	05/12/2017				False	0
001-002-501000 Operating Materials & Supp				BUS CARDS 500 S. LUEDKE					
D11125 Total:		72.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
PAULSON PRINTING To		127.00							
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PETERSON STRUCTURAL ENGINEERS 02444									
17-099-001	4/14/2017	2,799.00	0.00	05/12/2017				False	0
009-201-652010 Gateway project - phase 2				GATEWAY PHASE 2 PROF SERVICES					
<hr/>									
17-099-001 Total:		2,799.00							
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PETERSON STRUCTURA		2,799.00							
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PHILLIPS, CYNTHIA 025515									
05152017	5/9/2017	1,670.00	0.00	05/12/2017				False	0
001-103-554000 Contractual/consulting serv				MUNICIPAL COURT JUDGE					
<hr/>									
05152017 Total:		1,670.00							
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PHILLIPS, CYNTHIA Tot		1,670.00							
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PORTLAND GENERAL ELECTRIC 025702									
05102017	5/10/2017	42.94	0.00	05/12/2017				False	0
011-011-453000 Street Lighting				9724					
<hr/>									
05102017 Total:		42.94							
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PORTLAND GENERAL E		42.94							
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RICOH USA, INC. 027294									
98737510	5/4/2017	223.81	0.00	05/12/2017				False	0
001-002-470000 Building Expense				1496666-3356313					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
98737510 Total:		223.81							
RICOH USA, INC. Total:		223.81							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0000936	4/23/2017	70.00	0.00	05/12/2017				False	0
001-002-470000 Building Expense				LAWN SERVICE APRIL 4/6-4/19					
0000936 Total:		70.00							
RUBENS LAWN SERVIC		70.00							
SCHOLASTIC									
029100									
SRP2017SCHOL	4/24/2017	1,324.06	0.00	05/12/2017				False	0
009-207-652730 Ready to Read				MATERIALS LIBRARY 8430					
SRP2017SCHOL Total:		1,324.06							
SCHOLASTIC Total:		1,324.06							
SELDEN, LAURIE									
030715									
05152017	5/8/2017	3,015.00	0.00	05/12/2017				False	0
001-103-554000 Contractual/consulting serv				5/1-5/15 CRIMINAL PROSECUTORIAL SERVICES					
05152017 Total:		3,015.00							
SELDEN, LAURIE Total:		3,015.00							
SHERWIN-WILLIAMS									
031345									
043017	4/30/2017	59.66	0.00	05/12/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
001-002-470000 Building Expense				PAINT FOR POLICE STATION REMODLE					
043017 Total:		59.66							
SHERWIN-WILLIAMS To		59.66							
<hr/>									
SHRED-IT USA, LLC									
shred-it									
8122271140	4/30/2017	89.90	0.00	05/12/2017				False	0
012-102-554000 Contractual/consulting serv				CITY HALL SHRED					
8122271140 Total:		89.90							
8122274487	4/30/2017	134.39	0.00	05/12/2017				False	0
001-002-470000 Building Expense				POLICE SHRED 13664225					
8122274487 Total:		134.39							
SHRED-IT USA, LLC Tot		224.29							
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STAUFFER, ROGER									
STAUFFER									
04272017	4/27/2017	390.70	0.00	05/12/2017				False	0
013-403-490000 Professional development				R. STAUFFER TRAVEL EXP MUTCD CODE TRAINING					
04272017 Total:		390.70							
STAUFFER, ROGER Tota		390.70							
<hr/>									
STRANGE BIRDS COFFEE HOUSE									
032544									
05102017	5/10/2017	200.00	0.00	05/12/2017				False	0
010-300-653390 Columbia View Park				PINWHEELS COOKIES AND DRINKS					
05102017 Total:		200.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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STRANGE BIRDS COFFE		200.00							
SUMMER SEARS CPA, LLC									
SEARS.S									
13-2017	4/30/2017	115.00	0.00	05/12/2017				False	0
012-106-554000	Contractual/consulting serv				FINANCE / ACCOUNTING SUPPORT				
<hr/>									
13-2017 Total:		115.00							
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SUMMER SEARS CPA, L		115.00							
SUNSET AUTO PARTS, INC.									
020815									
04302017	4/30/2017	69.68	0.00	05/12/2017				False	0
015-015-501000	Operating Materials & Supp				AUTO PARTS				
<hr/>									
04302017 Total:		69.68							
<hr/>									
SUNSET AUTO PARTS, I		69.68							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
016287	5/2/2017	1,085.25	0.00	05/12/2017				False	0
001-110-470000	Building expense				C10625 SR CENTER MAINT AGREEMENT 5/1-7/31				
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016287 Total:		1,085.25							
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016378	5/5/2017	436.00	0.00	05/12/2017				False	0
001-004-470000	Building Expense				WORK ORDER LIBRARY SAFETY CAPS INSTALLED				
<hr/>									
016378 Total:		436.00							
<hr/>									
TCMS, TEMP CONTROL		1,521.25							
UNITED FIRE,HEALTH, & SAFETY									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
034285									
0182969	11/8/2016	235.00	0.00	05/12/2017				False	0
013-403-554000	Contractual/consulting serv			ALARM INSPECTION PUBLIC WORKS					
	0182969 Total:	235.00							
	UNITED FIRE,HEALTH,	235.00							
VERIZON WIRELESS									
000720									
9784821552	5/1/2017	167.76	0.00	05/12/2017				False	0
017-017-459000	Utilities			242060134-00001					
	9784821552 Total:	167.76							
	VERIZON WIRELESS To	167.76							
WILCOX & FLEGEL									
037003									
C018244-IN	5/2/2017	1,395.38	0.00	05/12/2017				False	0
001-005-531000	Gasoline Expense			PARKS GAS					
	C018244-IN Total:	1,395.38							
C018269-IN	5/3/2017	92.94	0.00	05/12/2017				False	0
013-403-531000	Gasoline			PW GAS					
	C018269-IN Total:	92.94							
C018447-IN	5/9/2017	1,848.22	0.00	05/12/2017				False	0
001-002-531000	Gasoline Expense			POLICE GAS					
	C018447-IN Total:	1,848.22							
	WILCOX & FLEGEL Tota	3,336.54							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:

54,934.73

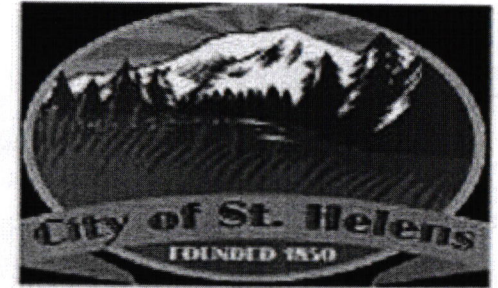
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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/18/2017 - 2:05PM
 Batch: 00009.05.2017 - AP 5/19/17 FY 16-17

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
ALEXIN ANALYTICAL LABS, INC.									
001650									
30045	4/30/2017	375.00	0.00	05/19/2017				False	0
017-017-472000 Lab Testing				TESTING MARCH 2017					
		<hr/>							
30045 Total:		375.00							
		<hr/>							
ALEXIN ANALYTICAL L		375.00							
ALONZO YARD MAINTENANCE LLC									
000115									
04112017	4/11/2017	680.81	0.00	05/19/2017				False	0
013-403-466000 Abatement Expense				244 N 2ND ST NUISANCE ABATEMENT PLUS DUMPI					
		<hr/>							
04112017 Total:		680.81							
04132017	4/13/2017	499.01	0.00	05/19/2017				False	0
013-403-466000 Abatement Expense				397 N 2ND ST NUISANCE ABATEMENT PLUS DUMPI					
		<hr/>							
04132017 Total:		499.01							
		<hr/>							
ALONZO YARD MAINTENANCE		1,179.82							
BEMIS PRINTING									
002701									
05162017	5/16/2017	10.00	0.00	05/19/2017				False	0
012-106-554000 Contractual/consulting serv				RETURN CHECK CHARGE REFUND POS PAY ERROR					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
05162017 Total:		10.00							
BEMIS PRINTING Total:		10.00							
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BIO-MED TESTING SERVICE, INC. 003505									
56628	5/9/2017	135.00	0.00	05/19/2017				False	0
012-102-554000 Contractual/consulting serv				RANDOM TESTING J. BEEHLER S. HARRINGTON J. E					
56628 Total:		135.00							
BIO-MED TESTING SERV		135.00							
BOBCAT OF PORTLAND 003749									
2365446	5/5/2017	458.50	0.00	05/19/2017				False	0
015-015-501000 Operating Materials & Supp				TOOL NAIL POINT					
2365446 Total:		458.50							
BOBCAT OF PORTLAND		458.50							
CANON SOLUTIONS AMERICA, INC 021694									
4022093998	4/30/2017	8.53	0.00	05/19/2017				False	0
001-004-473000 Misc Expense				CONTRACT 1539734					
4022093998 Total:		8.53							
CANON SOLUTIONS AM		8.53							
CARQUEST AUTO PARTS STORES 005845									
04302017	4/30/2017	5.74	0.00	05/19/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
015-015-501000 Operating Materials & Supp				AUTO PARTS					
04302017	4/30/2017	165.58	0.00	05/19/2017				False	0
001-005-501000 Operating Materials & Supp				AUTO PARTS					
04302017	4/30/2017	49.88	0.00	05/19/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
04302017	4/30/2017	49.99	0.00	05/19/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
04302017	4/30/2017	57.88	0.00	05/19/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
04302017	4/30/2017	15.19	0.00	05/19/2017				False	0
012-107-457000 Office supplies				AUTO PARTS					
04302017 Total:		344.26							
CARQUEST AUTO PART		344.26							
CENTERLOGIC, INC.									
011595									
39950	5/3/2017	228.08	0.00	05/19/2017				False	0
012-101-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	399.14	0.00	05/19/2017				False	0
001-100-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	171.06	0.00	05/19/2017				False	0
001-103-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	57.02	0.00	05/19/2017				False	0
001-104-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	1,368.48	0.00	05/19/2017				False	0
001-002-500000 Computer System Maint.				MSP AGREEMENT					
39950	5/3/2017	399.14	0.00	05/19/2017				False	0
001-004-500000 Computer Maintenance				MSP AGREEMENT					
39950	5/3/2017	171.06	0.00	05/19/2017				False	0
001-105-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	171.06	0.00	05/19/2017				False	0
015-015-500000 Computer System Maint.				MSP AGREEMENT					
39950	5/3/2017	171.06	0.00	05/19/2017				False	0
012-102-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	456.16	0.00	05/19/2017				False	0
012-106-500000 Information services				MSP AGREEMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
39950	5/3/2017	342.12	0.00	05/19/2017				False	0
013-402-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	1,368.48	0.00	05/19/2017				False	0
013-403-500000 Information services				MSP AGREEMENT					
39950	5/3/2017	171.06	0.00	05/19/2017				False	0
017-417-500000 Information Tech				MSP AGREEMENT					
39950	5/3/2017	228.08	0.00	05/19/2017				False	0
018-019-500000 Computer System Maint.				MSP AGREEMENT					
39950 Total:		5,702.00							
40012	4/28/2017	450.00	0.00	05/19/2017				False	0
001-004-457000 Office Supplies				TONER LIBRARY 3 MAGENTA AND YELLOW / 1 BLA					
40012 Total:		450.00							
40132	5/2/2017	9.75	0.00	05/19/2017				False	0
001-105-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	9.75	0.00	05/19/2017				False	0
017-417-501000 Operating materials and suppli				SERVERS BACKUP					
40132	5/2/2017	3.25	0.00	05/19/2017				False	0
001-104-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	78.00	0.00	05/19/2017				False	0
001-002-500000 Computer System Maint.				SERVERS BACKUP					
40132	5/2/2017	9.75	0.00	05/19/2017				False	0
001-103-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	26.00	0.00	05/19/2017				False	0
012-106-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	9.75	0.00	05/19/2017				False	0
012-102-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	13.00	0.00	05/19/2017				False	0
018-019-500000 Computer System Maint.				SERVERS BACKUP					
40132	5/2/2017	19.50	0.00	05/19/2017				False	0
013-402-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	9.75	0.00	05/19/2017				False	0
015-015-500000 Computer System Maint.				SERVERS BACKUP					
40132	5/2/2017	78.00	0.00	05/19/2017				False	0
013-403-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	22.75	0.00	05/19/2017				False	0
001-004-500000 Computer Maintenance				SERVERS BACKUP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
40132	5/2/2017	13.00	0.00	05/19/2017				False	0
012-101-500000 Information services				SERVERS BACKUP					
40132	5/2/2017	22.75	0.00	05/19/2017				False	0
001-100-500000 Information services				SERVERS BACKUP					
40132 Total:		325.00							
40190	5/3/2017	56.41	0.00	05/19/2017				False	0
012-101-500000 Information services				IT SUPPORT					
40190	5/3/2017	37.61	0.00	05/19/2017				False	0
001-100-500000 Information services				IT SUPPORT					
40190	5/3/2017	75.29	0.00	05/19/2017				False	0
001-103-500000 Information services				IT SUPPORT					
40190	5/3/2017	37.61	0.00	05/19/2017				False	0
001-104-500000 Information services				IT SUPPORT					
40190	5/3/2017	525.00	0.00	05/19/2017				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
40190	5/3/2017	71.50	0.00	05/19/2017				False	0
001-105-500000 Information services				IT SUPPORT					
40190	5/3/2017	82.79	0.00	05/19/2017				False	0
012-102-500000 Information services				IT SUPPORT					
40190	5/3/2017	199.41	0.00	05/19/2017				False	0
012-106-500000 Information services				IT SUPPORT					
40190	5/3/2017	154.35	0.00	05/19/2017				False	0
013-402-500000 Information services				IT SUPPORT					
40190	5/3/2017	157.50	0.00	05/19/2017				False	0
013-403-500000 Information services				IT SUPPORT					
40190 Total:		1,397.47							
CENTERLOGIC, INC. To		7,874.47							
CENTURY LINK									
034002									
05042017	5/4/2017	120.38	0.00	05/19/2017				False	0
013-403-458000 Telecommunication expense				909B PUBLIC WORKS					
05042017 Total:		120.38							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
05052017	5/5/2017	47.03	0.00	05/19/2017				False	0
001-002-458000 Telephone Expense				131B					
05052017 Total:		47.03							
CENTURY LINK Total:		167.41							
CERNAC, KEITH									
006300									
05172017	5/17/2017	125.00	0.00	05/19/2017				False	0
013-403-554000 Contractual/consulting serv				REIMB K. CERNAC FOR ODOT PHYSICAL					
05172017 Total:		125.00							
CERNAC, KEITH Total:		125.00							
CINTAS CORPORATION-463									
006830									
463843485	5/15/2017	43.53	0.00	05/19/2017				False	0
013-403-470000 Building				MATS					
463843485 Total:		43.53							
CINTAS CORPORATION		43.53							
COLUMBIA AUDIO SPEC.. INC.									
007300									
04406	4/27/2017	1,257.00	0.00	05/19/2017				False	0
015-015-501000 Operating Materials & Supp				3 MOBILE RADIO					
04406 Total:		1,257.00							
40410	5/4/2017	120.00	0.00	05/19/2017				False	0
015-015-501000 Operating Materials & Supp				REMOVE RELM MOBILE RADIO FROM TRUCK #31					
40410 Total:		120.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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COLUMBIA AUDIO SPEC		1,377.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201704CSH	5/8/2017	650.00	0.00	05/19/2017				False	0
001-005-554000 Contractual Services					PARKS WORKS WORK CREW				
201704CSH	5/8/2017	1,950.00	0.00	05/19/2017				False	0
013-403-554000 Contractual/consulting serv					PUBLIC WORKS WORK CREW				
201704CSH Total:		2,600.00							
COLUMBIA CO. DEPT. O		2,600.00							
COLUMBIA COUNTY RIDER									
007766									
16-1654	5/9/2017	400.00	0.00	05/19/2017				False	0
001-004-517000 Library Program					PRESCHOOL TO LIBRARY ROUND TRIPS 4/17/17				
16-1654 Total:		400.00							
COLUMBIA COUNTY RI		400.00							
COLUMBIA ELECTRIC FEED & SEED									
008000									
5195	3/31/2017	17.27	0.00	05/19/2017				False	0
001-005-501000 Operating Materials & Supp					LAWNMOWER CABLE				
5195 Total:		17.27							
5198	4/20/2017	77.40	0.00	05/19/2017				False	0
001-005-509000 Marine board expense					PINE SHAVINGS SAND ISLAND				
5198 Total:		77.40							
5200	4/20/2017	25.80	0.00	05/19/2017				False	0
001-005-509000 Marine board expense					PINE SHAVINGS SAND ISLAND				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
5200 Total:		25.80							
COLUMBIA ELECTRIC F		120.47							
COLUMBIA RIVER WOODWORKS, NATHAN D JOHNSON									
51222									
17011R1	4/12/2017	1,400.00	0.00	05/19/2017				False	0
001-002-470000 Building Expense					LAMINATED CABINET DOORS AND EXTERIORS				
17011R1 Total:		1,400.00							
COLUMBIA RIVER WOO		1,400.00							
COMCAST									
COMCAST									
05072017	5/7/2017	94.85	0.00	05/19/2017				False	0
013-403-458000 Telecommunication expense					9144				
05072017 Total:		94.85							
05092017	5/9/2017	124.90	0.00	05/19/2017				False	0
018-020-459000 Utilities					0082				
05092017 Total:		124.90							
05122017	5/12/2017	136.93	0.00	05/19/2017				False	0
017-417-459000 Utilities					3238				
05122017 Total:		136.93							
COMCAST Total:		356.68							
CONSOLIDATED SUPPLY									
009000									
S8217049.001	4/27/2017	566.69	0.00	05/19/2017				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
S8217049.001 Total:		566.69							
S8220415.001	5/2/2017	968.80	0.00	05/19/2017				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
S8220415.001 Total:		968.80							
CONSOLIDATED SUPPL		1,535.49							
COUNTRY MEDIA INC.									
006800									
275899	5/3/2017	48.06	0.00	05/19/2017				False	0
004-400-554120 Urban Renewal				URBAN RENEWAL MEETING NOTICE					
275899 Total:		48.06							
COUNTRY MEDIA INC. T		48.06							
DLT SOLUTIONS, LLC									
010120									
SI355520	4/18/2017	2,092.74	0.00	05/19/2017				False	0
013-402-575000 Equipment expense				AUTODESK INFASTRUCTURE 2017 1 YEAR					
SI355520 Total:		2,092.74							
DLT SOLUTIONS, LLC T		2,092.74							
DND ELECTRICAL CONTRACTORS									
010649									
19892	5/3/2017	1,120.53	0.00	05/19/2017				False	0
018-022-501000 Materials and supplies				MATERIALS RED TAN WIRE NUT					
19892 Total:		1,120.53							
19893	5/4/2017	903.83	0.00	05/19/2017				False	0
018-022-501000 Materials and supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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19893 Total:		903.83							
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DND ELECTRICAL CON		2,024.36							
<hr/>									
HERREN-KENAGA, BRENDA									
015085									
04222017	4/22/2017	109.02	0.00	05/19/2017				False	0
001-004-490000 Schools & Conventions				B. HERREN-KENAGA REIMB. MEALS / MILEAGE OL					
<hr/>									
04222017 Total:		109.02							
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HERREN-KENAGA, BRE		109.02							
<hr/>									
HOUK, THAD									
015757									
05112017	5/11/2017	781.20	0.00	05/19/2017				False	0
001-005-490000 Schools & Conventions				T.HOUK MILEAGE/ MEALS REIMB. PLAYGROUND M					
<hr/>									
05112017 Total:		781.20							
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HOUK, THAD Total:		781.20							
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INDUCTIVE AUTOMATION									
016068									
1091002	5/17/2017	4,948.50	0.00	05/19/2017				False	0
017-417-501000 Operating materials and suppli				RENEWAL PO 5413 MAIN 2GP-UFG WFF					
<hr/>									
1091002 Total:		4,948.50							
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INDUCTIVE AUTOMATI		4,948.50							
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INGRAM LIBRARY SERVICES, INC.									
016240									
97841467	3/27/2017	-10.19	0.00	05/19/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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001-004-511000 Printed Materials				BOOKS CREDIT					
97841467 Total:		-10.19							
98248551	4/25/2017	-29.99	0.00	05/19/2017				False	0
001-004-511000 Printed Materials				BOOKS CREDIT					
98248551 Total:		-29.99							
98283970	4/27/2017	23.07	0.00	05/19/2017				False	0
001-004-511000 Printed Materials				BOOKS					
98283970 Total:		23.07							
98283973	4/27/2017	25.84	0.00	05/19/2017				False	0
001-004-511000 Printed Materials				BOOKS					
98283973 Total:		25.84							
INGRAM LIBRARY SERV		8.73							
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JUSTICE SYSTEMS									
017270									
1501315-IN	5/9/2017	7,847.00	0.00	05/19/2017				False	0
001-103-500000 Information services				FULLCOURT SOFTWARE MAINT AND SUPPORT 7 LIC					
1501315-IN Total:		7,847.00							
JUSTICE SYSTEMS Total		7,847.00							
<hr/>									
LEAVY, JOHNNY									
LEA									
05112017	5/11/2017	44.16	0.00	05/19/2017				False	0
018-019-490000 Schools & Conventions				J. LEAVY MILEAGE REIMB. ACWA PRETREATMENT					
05112017	5/11/2017	44.17	0.00	05/19/2017				False	0
018-020-490000 Schools & Conventions				J. LEAVY MILEAGE REIMB. ACWA PRETREATMENT					
05112017 Total:		88.33							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
LEAVY, JOHNNY Total:		88.33							
LOGIC TREE IT SOLUTIONS									
01883									
312	5/15/2017	1,560.00	0.00	05/19/2017				False	0
001-002-500000 Computer System Maint.				BRANDED APP SET UP FEE / ANNUAL FEE					
312	5/15/2017	450.00	0.00	05/19/2017				False	0
012-101-527000 Communications				BRANDED APP SET UP FEE / ANNUAL FEE					
312	5/15/2017	222.00	0.00	05/19/2017				False	0
013-403-500000 Information services				BRANDED APP SET UP FEE / ANNUAL FEE					
312 Total:		2,232.00							
LOGIC TREE IT SOLUTI		2,232.00							
LONG, BRETT									
019005									
05162017	5/16/2017	125.00	0.00	05/19/2017				False	0
013-403-554000 Contractual/consulting serv				REIMB B. LONG FOR ODOT PHYSICAL					
05162017 Total:		125.00							
LONG, BRETT Total:		125.00							
MASONS SUPPLY COMPANY									
019416									
852326-00	4/10/2017	492.40	0.00	05/19/2017				False	0
011-011-501000 Operating Materials & Supp				QUICKRETE CEMENT					
852326-00 Total:		492.40							
MASONS SUPPLY COMP		492.40							
METRO PLANNING INC.									
020291									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
4002	5/11/2017	210.00	0.00	05/19/2017				False	0
001-104-500000 Information services				WEB GIS HOSTING MAY 2017					
4002	5/11/2017	135.00	0.00	05/19/2017				False	0
013-402-575000 Equipment expense				WEB GIS HOSTING MAY 2017					
4002 Total:		345.00							
METRO PLANNING INC		345.00							
MIDWEST TAPE									
020427									
95034880	5/4/2017	20.99	0.00	05/19/2017				False	0
001-004-481000 Visual Materials				DVD					
95034880 Total:		20.99							
MIDWEST TAPE Total:		20.99							
MURRAY, SMITH & ASSOC., INC.									
020762									
09-1078-84	4/25/2017	4,350.50	0.00	05/19/2017				False	0
010-304-653409 Godfrey Outfall				SD-146 GODFREY PARK STORM					
09-1078-84 Total:		4,350.50							
MURRAY, SMITH & ASS		4,350.50							
NORTHERN SAFETY CO., INC.									
021152									
902407741	5/1/2017	473.46	0.00	05/19/2017				False	0
013-403-501000 Operating materials/supplies				44 FIRST AID KITS / EAR MUFFS					
902407741 Total:		473.46							
902413916	5/4/2017	80.45	0.00	05/19/2017				False	0
013-403-501000 Operating materials/supplies				GLOVES / SUNSCREEN LOTION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
902413916 Total:		80.45							
NORTHERN SAFETY CO		553.91							
OLSON LLC									
021777									
05102017	5/10/2017	20.00	0.00	05/19/2017				False	0
001-000-311000 Business License				REFUND OVERPAYMENT 2017 BUS LIC					
05102017 Total:		20.00							
OLSON LLC Total:		20.00							
OREGON DEPARTMENT OF STATE LANDS									
023199									
18242	4/28/2017	7,559.98	0.00	05/19/2017				False	0
004-410-501200 Offshore Lease				WATERWAY LEASE FEE ML9809					
18242 Total:		7,559.98							
OREGON DEPARTMENT		7,559.98							
POLAR REFRIGERATION INC									
02565									
439423	4/14/2017	756.30	0.00	05/19/2017				False	0
018-019-501000 Operating Materials				SERVICE CALL WWTP					
439423 Total:		756.30							
POLAR REFRIGERATION		756.30							
PORTLAND GENERAL ELECTRIC									
025702									
05152017	5/15/2017	15.36	0.00	05/19/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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004-412-554000 Contract Services				7687					
05152017 Total:		15.36							
PORTLAND GENERAL E		15.36							
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RAILROAD MANAGMENT CO. III									
026847									
347387	4/27/2017	194.55	0.00	05/19/2017				False	0
017-017-475000 Lease Expense				LICENSE FEES					
347387 Total:		194.55							
RAILROAD MANAGMEN		194.55							
<hr/>									
RONEY, RITA MARIE									
0277									
0053738	5/15/2017	20.02	0.00	05/19/2017				False	0
001-000-354000 Misc Revenue				OVERPAYMENT REFUND					
0053738 Total:		20.02							
RONEY, RITA MARIE To		20.02							
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S-2 CONTRACTORS, INC.									
028399									
1705E1	4/14/2017	3,570.00	0.00	05/19/2017				False	0
010-304-653400 Storm drains				PREP AND PAVE PATCHES					
1705E1	4/14/2017	1,879.50	0.00	05/19/2017				False	0
010-302-653201 Water main replacement				PREP AND PAVE PATCHES					
1705E1	4/14/2017	1,027.43	0.00	05/19/2017				False	0
011-011-523000 Road patching projects				PREP AND PAVE PATCHES					
1705E1	4/14/2017	1,638.00	0.00	05/19/2017				False	0
010-301-653101 Sidewalk				PREP AND PAVE PATCHES					
1705E1 Total:		8,114.93							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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S-2 CONTRACTORS, INC		8,114.93							
SCAPPOOSE SAND & GRAVEL									
030050									
T16484	5/9/2017	101.25	0.00	05/19/2017				False	0
011-011-501000 Operating Materials & Supp				SAND					
T16484 Total:		101.25							
SCAPPOOSE SAND & GR		101.25							
SHELBY, TORY									
031215									
05112017	5/11/2017	70.58	0.00	05/19/2017				False	0
001-005-490000 Schools & Conventions				T. SHELBY MEALS REIMB PLAYGROUND MAINT TI					
05112017 Total:		70.58							
SHELBY, TORY Total:		70.58							
STAPLES BUSINESS ADVANTAGE									
031983									
3338616521	4/29/2017	19.39	0.00	05/19/2017				False	0
012-106-457000 Office supplies				OFFICE SUPPLIES					
3338616521	4/29/2017	49.74	0.00	05/19/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3338616521 Total:		69.13							
STAPLES BUSINESS AD		69.13							
THE CHRONICLE									
006800A									
05092017	5/9/2017	30.00	0.00	05/19/2017				False	0
012-102-473000 Miscellaneous				SUBSCRIPTION 6532 CITY OF ST. HELENS 1 YEAR					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
05092017 Total:		30.00							
THE CHRONICLE Total:		30.00							
TVW INC									
033827									
0029175-IN	4/28/2017	1,354.31	0.00	05/19/2017				False	0
012-107-554000 Contractual/consulting serv				JANITORIAL SERVICE CITY HALL					
0029175-IN Total:		1,354.31							
0029176-IN	4/28/2017	1,318.70	0.00	05/19/2017				False	0
001-004-508000 Janitorial Services				JANITORIAL SERVICE LIB					
0029176-IN Total:		1,318.70							
0029177-IN	4/28/2017	475.14	0.00	05/19/2017				False	0
001-002-508000 Janitorial Services				JANITORIAL SERVICE POLICE					
0029177-IN Total:		475.14							
0029178-IN	4/28/2017	163.96	0.00	05/19/2017				False	0
018-019-470000 Building Expense				JANITORIAL SERVICE WWTP					
0029178-IN	4/28/2017	163.97	0.00	05/19/2017				False	0
018-020-470000 Building Expense				JANITORIAL SERVICE WWTP					
0029178-IN Total:		327.93							
TVW INC Total:		3,476.08							
WINNING MIND TRAINING INC									
373000									
05152017	5/15/2017	127.00	0.00	05/19/2017				False	0
001-002-490000 Police Training/Supplies				J. CASTILLEJA HEROES PATH SEMINAR 5/17/17					
05152017 Total:		127.00							

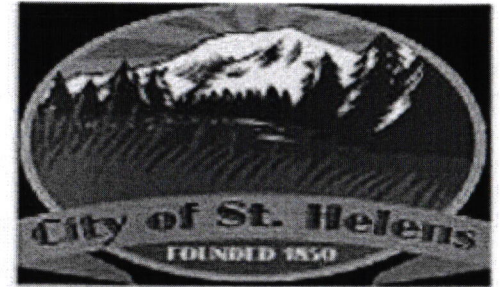
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	WINNING MIND TRAINI	127.00							
WOODRUFF, NICOLE									
N-Wood									
04222017	4/22/2017	23.49	0.00	05/19/2017				False	0
001-004-490000 Schools & Conventions					N. WOODRUFF MEALS REIMB. OLA CONF.				
04222017 Total:		23.49							
WOODRUFF, NICOLE To		23.49							
Report Total:		65,157.57							

Accounts Payable

To Be Paid Proof List

User: jenniferj
Printed: 05/25/2017 - 11:53AM
Batch: 00016.05.2017 - AP 5/25/17 FY 16-17

198



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
COLUMBIA COUNTY TAX COLLECTOR										
007625										
05252017	5/25/2017	1,200.00	0.00	05/25/2017					False	0
012-108-595000 Littigation settlement				LATE FEES ON ELLIOTT PARKING LOT TAX EXEMP1						
05252017 Total:		1,200.00								
COLUMBIA COUNTY TA		1,200.00								
Report Total:		1,200.00								

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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/26/2017 - 9:09AM
 Batch: 00015.05.2017 - AP 5/26/17 FY 16-17

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1099



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
BULLARD LAW									
004880									
28277	5/10/2017	722.00	0.00	05/26/2017				False	0
001-002-454000 Attorney				4/30/17 LEGAL SERVICES					
28277	5/10/2017	2,394.00	0.00	05/26/2017				False	0
013-403-554000 Contractual/consulting serv				4/30/17 LEGAL SERVICES					
		<hr/>							
28277 Total:		3,116.00							
		<hr/>							
BULLARD LAW Total:		3,116.00							
BUREAU OF LABOR & INDUSTRIES, BOLI									
004930									
05032017	5/3/2017	250.00	0.00	05/26/2017				False	0
010-303-653301 Sewer main replacement				SEWER REHAB S-644					
		<hr/>							
05032017 Total:		250.00							
		<hr/>							
BUREAU OF LABOR & I		250.00							
CENTURY LINK									
034002									
05172017	5/17/2017	40.71	0.00	05/26/2017				False	0
017-017-458000 Telephone Expense				369B					
05172017	5/17/2017	20.35	0.00	05/26/2017				False	0
018-019-458000 Telecommunication Expense				025B					
05172017	5/17/2017	20.36	0.00	05/26/2017				False	0
018-020-458000 Telecommunication Expense				025B					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
05172017 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S17134	5/14/2017	76.22	0.00	05/26/2017				False	0
017-417-458000 Telephone expense				0153					
3263X201S17134 Total:		76.22							
3263X204S17131	5/11/2017	82.22	0.00	05/26/2017				False	0
001-002-458000 Telephone Expense				0453					
3263X204S17131 Total:		82.22							
CENTURY LINK- ACCES		158.44							
CINTAS CORPORATION-463									
006830									
463839968	5/8/2017	51.61	0.00	05/26/2017				False	0
001-002-470000 Building Expense				MATS / SAFEWASHER					
463839968 Total:		51.61							
463847040	5/22/2017	100.79	0.00	05/26/2017				False	0
001-002-470000 Building Expense				MATS / SAFEWASHER					
463847040 Total:		100.79							
CINTAS CORPORATION		152.40							
CITY OF GRESHAM, ATTN BECKY DANNER									
52148									
05252017	5/25/2017	90.00	0.00	05/26/2017				False	0
001-002-490000 Police Training/Supplies				TERRY MOSS / JOSEPH HOGUE QUARTERLY DINNEI					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	05252017 Total:	90.00							
	CITY OF GRESHAM, ATT	90.00							
CLARK, ROSS 00698 0002760	4/26/2017	921.25	0.00	05/26/2017	ROSS CLARK BOND TRANSFER			False	0
001-000-204000 Bail Deposit									
	0002760 Total:	921.25							
	CLARK, ROSS Total:	921.25							
COASTAL ENTERPRISES 00715 660297	5/24/2017	26.75	0.00	05/26/2017	WATER			False	0
012-106-457000 Office supplies									
	660297 Total:	26.75							
	COASTAL ENTERPRISES	26.75							
COLUMBIA COUNTY TRANSFER STATION 007579 5575	1/31/2017	25.89	0.00	05/26/2017	SOLID WASTE			False	0
001-005-501000 Operating Materials & Supp									
	5575 Total:	25.89							
5606	2/28/2017	21.25	0.00	05/26/2017	SOLID WASTE			False	0
001-005-501000 Operating Materials & Supp									
	5606 Total:	21.25							
	COLUMBIA COUNTY TR	47.14							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
COLUMBIA RIVER P.U.D.									
008325									
05112017	5/11/2017	463.30	0.00	05/26/2017				False	0
001-002-459000	Utilities			7493					
05112017	5/11/2017	750.98	0.00	05/26/2017				False	0
001-004-459000	Utilities			7493					
05112017	5/11/2017	862.46	0.00	05/26/2017				False	0
001-005-459000	Utilities			7493					
05112017	5/11/2017	181.57	0.00	05/26/2017				False	0
001-005-509000	Marine board expense			7493					
05112017	5/11/2017	3,986.94	0.00	05/26/2017				False	0
011-011-453000	Street Lighting			7493					
05112017	5/11/2017	958.45	0.00	05/26/2017				False	0
012-107-459000	Utilitites			7493					
05112017	5/11/2017	462.32	0.00	05/26/2017				False	0
013-403-459000	Utilities			7493					
05112017	5/11/2017	3,013.72	0.00	05/26/2017				False	0
017-017-459000	Utilities			7493					
05112017	5/11/2017	5,236.28	0.00	05/26/2017				False	0
017-417-459000	Utilities			7493					
05112017	5/11/2017	1,134.90	0.00	05/26/2017				False	0
018-019-534000	Electrical Energy			7493					
05112017	5/11/2017	3,404.69	0.00	05/26/2017				False	0
018-020-534000	Electrical Energy			7493					
05112017	5/11/2017	74.40	0.00	05/26/2017				False	0
018-021-459000	Utilites			7493					
05112017	5/11/2017	838.04	0.00	05/26/2017				False	0
018-022-459000	Utilities			7493					
05112017 Total:		21,368.05							
COLUMBIA RIVER P.U.D		21,368.05							
COMCAST									
COMCAST									
05142017	5/14/2017	96.99	0.00	05/26/2017				False	0
001-005-458000	Telephone Expense			9228					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
05142017 Total:		96.99							
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COMCAST Total:		96.99							
<hr/>									
DAILY JOURNAL OF COMMERCE, INC									
009900									
743286439	5/22/2017	163.80	0.00	05/26/2017				False	0
004-400-554110 Area Wide Planning					RFQ FOR WATERFRONT REDEV PROJECT				
<hr/>									
743286439 Total:		163.80							
<hr/>									
DAILY JOURNAL OF CO		163.80							
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EAGLE STAR ROCK PRODUCTS, INC.									
010970									
32402	4/24/2017	254.18	0.00	05/26/2017				False	0
017-017-501000 Operating Materials & Sup.					ROCK- S 5TH ST WATER				
<hr/>									
32402 Total:		254.18							
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EAGLE STAR ROCK PRO		254.18							
<hr/>									
EASI FILE									
010990									
83348	4/20/2017	334.84	0.00	05/26/2017				False	0
013-402-457000 Office supplies					AXCESS HANGER 24				
<hr/>									
83348 Total:		334.84							
<hr/>									
EASI FILE Total:		334.84							
<hr/>									
ELMERS FLAG & BANNER									
011179									
10501	5/15/2017	219.55	0.00	05/26/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-002-501000 Operating Materials & Supp				FLAG					
10501 Total:		219.55							
ELMERS FLAG & BANN		219.55							
EVERBANK COMMERCIAL FINANCE INC 03522									
4459434	5/21/2017	150.00	0.00	05/26/2017				False	0
012-107-502000 Equipment expense				CONTRACT 41452028					
4459434 Total:		150.00							
EVERBANK COMMERC		150.00							
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM 013074									
007449953	5/1/2017	16.16	0.00	05/26/2017				False	0
001-002-501000 Operating Materials & Supp				T. DAVIS ELITE HOLDER					
007449953 Total:		16.16							
GALLS, LLC - D.B.A BLU		16.16							
H.D. FOWLER CO. 012650									
I4499284	5/11/2017	239.00	0.00	05/26/2017				False	0
018-021-501000 Operating Materials & Supplies				PERF PIPE ASTM M252 TYPE S					
I4499284 Total:		239.00							
H.D. FOWLER CO. Total:		239.00							
HAFEMAN, BART 014322									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
05252017	5/25/2017	2,000.00	0.00	05/26/2017				False	0
008-008-558104 Events				BAND FOR 13 NIGHTS					
	05252017 Total:	2,000.00							
	HAFEMAN, BART Total:	2,000.00							
HASA 014771									
516301	5/15/2017	4,302.80	0.00	05/26/2017				False	0
018-020-527000 Hypochlorite Expense				MULTI CHLOR					
	516301 Total:	4,302.80							
	HASA Total:	4,302.80							
HICKS, STACY 015200									
05252017	5/25/2017	30.00	0.00	05/26/2017				False	0
008-008-558104 Events				BEER GARDEN 13 NIGHTS					
	05252017 Total:	30.00							
	HICKS, STACY Total:	30.00							
KNIFE RIVER 017628									
1695331	5/11/2017	157.08	0.00	05/26/2017				False	0
011-011-501000 Operating Materials & Supp				ROCK					
	1695331 Total:	157.08							
1695625	5/12/2017	440.13	0.00	05/26/2017				False	0
011-011-501000 Operating Materials & Supp				ROCK					
	1695625 Total:	440.13							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
KNIFE RIVER Total:		597.21							
KOLDERUP, GRETCHEN									
007249									
04222017	4/22/2017	87.25	0.00	05/26/2017				False	0
001-004-490000 Schools & Conventions				MILEAGE REIMB G.KOLDERUP Q MEETING OR YOU					
04222017 Total:		87.25							
05122017	5/12/2017	75.97	0.00	05/26/2017				False	0
001-004-490000 Schools & Conventions				MILEAGE REIMB G.KOLDERUP Q MEETING OR YOU					
05122017 Total:		75.97							
05152017	5/22/2017	21.23	0.00	05/26/2017				False	0
001-004-517000 Library Program				WALMART YOUTH PROGRAM SUPPLIES					
05152017	5/22/2017	80.00	0.00	05/26/2017				False	0
001-004-517000 Library Program				YOUTH SUMMER READING DARI DELISH PRIZES					
05152017	5/22/2017	110.00	0.00	05/26/2017				False	0
001-004-490000 Schools & Conventions				OLA YEARLY MEMBERSHIP DUES					
05152017 Total:		211.23							
KOLDERUP, GRETCHEN		374.45							
MALLORY SAFETY AND SUPPLY LLC									
019378									
4226800	3/3/2017	116.69	0.00	05/26/2017				False	0
001-002-501000 Operating Materials & Supp				GLOVES					
4226800 Total:		116.69							
MALLORY SAFETY AND		116.69							
MASTER METER INC, C/O SOUTHWEST BANK									
019403									
168012	5/17/2017	750.00	0.00	05/26/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
018-018-501000 Operating Materials & Supplies				ANNUAL SUPPORT AND MAINT 6/30/2018 EXP						
168012	5/17/2017	750.00	0.00	05/26/2017						False0
017-017-501000 Operating Materials & Sup.				ANNUAL SUPPORT AND MAINT 6/30/2018 EXP						
168012 Total:		1,500.00								
MASTER METER INC, C		1,500.00								
MAUL FOSTER ALONGI, INC.										
019555										
28363	5/10/2017	357.50	0.00	05/26/2017						False0
004-400-554110 Area Wide Planning				PROJECT 0830.01.02 VENEER ON CALL SERVICES						
28363 Total:		357.50								
28364	5/10/2017	677.50	0.00	05/26/2017						False0
004-400-554110 Area Wide Planning				PROJECT 0830.02.03 BWP ON CALL SERVICES						
28364 Total:		677.50								
28365	5/10/2017	2,696.75	0.00	05/26/2017						False0
004-400-554110 Area Wide Planning				PROJECT 0830.03.03 WWTP LAGOON ON CALL SERV						
28365 Total:		2,696.75								
MAUL FOSTER ALONGI		3,731.75								
MISSION COMMUNICATIONS, LLC										
MISS.COM										
1008417	5/10/2017	347.40	0.00	05/26/2017						False0
018-022-458000 Telecommunication expense				SERVICE PACKAGE M110 SERIES 1 YEAR NON SHIP						
1008417 Total:		347.40								
MISSION COMMUNICAT		347.40								
NORTHSTAR CHEMICAL, INC.										

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
021556									
102750	5/16/2017	504.27	0.00	05/26/2017				False	0
017-417-527000 Chlorine					SODIUM HYPOCHLORITE 12.5				
	102750 Total:	504.27							
	NORTHSTAR CHEMICAL	504.27							
NORTHWEST NATURAL GAS									
021400									
05112017	5/11/2017	7.91	0.00	05/26/2017				False	0
017-017-459000 Utilities					7720 HALF				
05112017	5/11/2017	7.91	0.00	05/26/2017				False	0
018-018-459000 Utilites					7720 HALF				
05112017	5/11/2017	734.53	0.00	05/26/2017				False	0
017-417-459000 Utilities					2942				
05112017	5/11/2017	48.85	0.00	05/26/2017				False	0
013-403-459000 Utilities					8675				
	05112017 Total:	799.20							
05122017	5/12/2017	39.13	0.00	05/26/2017				False	0
012-107-459000 Utilitites					2848				
05122017	5/12/2017	52.63	0.00	05/26/2017				False	0
012-107-459000 Utilitites					5285				
05122017	5/12/2017	21.76	0.00	05/26/2017				False	0
001-005-459000 Utilities					8563				
05122017	5/12/2017	290.92	0.00	05/26/2017				False	0
001-004-459000 Utilities					7673				
05122017	5/12/2017	42.22	0.00	05/26/2017				False	0
018-019-459000 Utilites					5750 HALF				
05122017	5/12/2017	42.23	0.00	05/26/2017				False	0
018-020-459000 Utilities					5750 HALF				
05122017	5/12/2017	58.73	0.00	05/26/2017				False	0
001-002-459000 Utilities					5638				
05122017	5/12/2017	55.64	0.00	05/26/2017				False	0
001-005-459000 Utilities					3047				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
05122017 Total:		603.26							
NORTHWEST NATURAL		1,402.46							
OPUS:INTERACTIVE, INC.									
021979									
286279	5/15/2017	78.00	0.00	05/26/2017				False	0
012-102-500000 Information services				5951					
286279 Total:		78.00							
286365	5/15/2017	10.00	0.00	05/26/2017				False	0
001-002-500000 Computer System Maint.				5022					
286365 Total:		10.00							
286413	5/15/2017	10.00	0.00	05/26/2017				False	0
001-002-500000 Computer System Maint.				4775					
286413 Total:		10.00							
OPUS:INTERACTIVE, IN		98.00							
OSTERBAUER, MARK									
OST									
05252017	5/25/2017	150.00	0.00	05/26/2017				False	0
008-008-558104 Events				TEAR DOWN SET UP 13 NIGHTS					
05252017 Total:		150.00							
OSTERBAUER, MARK T		150.00							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
170162	5/24/2017	430.00	0.00	05/26/2017				False	0
012-107-502000 Equipment expense				ELECTRIC SERVICE REPAIR					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
170162 Total:		430.00							
PEAK ELECTRIC GROU		430.00							
PHILLIPS, CYNTHIA									
025515									
05312017	5/22/2017	1,670.00	0.00	05/26/2017				False	0
001-103-554000 Contractual/consulting serv				5/15-5/31 MUNI COURT JUDGE					
05312017 Total:		1,670.00							
PHILLIPS, CYNTHIA Tot		1,670.00							
PORTLAND STATE UNIVERSITY, INSTITUE OF PORTLAND METI									
PSU									
05162017	5/16/2017	262.00	0.00	05/26/2017				False	0
012-101-490000 Professional development				ANNUAL DUES FOR FY 17-18					
05162017 Total:		262.00							
PORTLAND STATE UNIV		262.00							
POWERDMS, INC.									
026999									
15733	5/13/2017	900.00	0.00	05/26/2017				False	0
001-002-554000 Contractual Services				POWER DMS STANDARS FOR OAA LE					
15733 Total:		900.00							
POWERDMS, INC. Total:		900.00							
PYKONEN, LINDSEY									
PYK									
05252017	5/25/2017	30.00	0.00	05/26/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
008-008-558104 Events					BEER GARDEN FOR 13 NIGHTS ON THE RIVER				
	05252017 Total:	30.00							
	PYKONEN, LINDSEY To	30.00							
REIGN AUDIO 027111									
05252017	5/25/2017	5,000.00	0.00	05/26/2017				False	0
008-008-558104 Events					SOUND FOR 13 NIGHTS ON THE RIVER BANDS				
	05252017 Total:	5,000.00							
	REIGN AUDIO Total:	5,000.00							
SELDEN, LAURIE 030715									
05312017	5/23/2017	3,015.00	0.00	05/26/2017				False	0
001-103-554000 Contractual/consulting serv					CRIM PROSECUTORIAL SERVICES 5/15-5/31				
	05312017 Total:	3,015.00							
	SELDEN, LAURIE Total:	3,015.00							
SOLUTIONS YES 013581									
INV105719	5/15/2017	600.00	0.00	05/26/2017				False	0
012-107-458000 Telecommunication expense					FAX SYSTEM				
	INV105719 Total:	600.00							
INV105914	5/17/2017	363.61	0.00	05/26/2017				False	0
012-107-502000 Equipment expense					CONTRACT C10184-01				
	INV105914 Total:	363.61							
INV106356	5/22/2017	113.83	0.00	05/26/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
012-107-502000 Equipment expense				CONTRACT C11379-01					
INV106356 Total:		113.83							
SOLUTIONS YES Total:		1,077.44							
STAPLES BUSINESS ADVANTAGE									
031983									
3340038594	5/13/2017	51.49	0.00	05/26/2017				False	0
012-107-457000 Office supplies				FOAM SOAP					
3340038594 Total:		51.49							
3340038595	5/13/2017	191.50	0.00	05/26/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3340038595 Total:		191.50							
3340038596	5/13/2017	27.60	0.00	05/26/2017				False	0
012-107-457000 Office supplies				FOAM SOAP					
3340038596 Total:		27.60							
STAPLES BUSINESS AD		270.59							
STRANGE BIRDS COFFEE HOUSE									
032544									
05252017	5/25/2017	184.00	0.00	05/26/2017				False	0
012-106-490000 Professional development				VARIETY OF SANDWICHES					
05252017 Total:		184.00							
STRANGE BIRDS COFFE		184.00							
SUPERIOR TIRE SERVICES									
032774									
6443443	5/5/2017	196.07	0.00	05/26/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
015-015-501000 Operating Materials & Supp					SPARE TIRE EQ TRAILER				
6443443 Total:		196.07							
SUPERIOR TIRE SERVIC		196.07							
TERRITORIAL SUPPLIES INC.									
033015									
13499	5/12/2017	40.94	0.00	05/26/2017				False	0
001-002-501000 Operating Materials & Supp					NK TEST A OPIUM B. HERION				
13499 Total:		40.94							
TERRITORIAL SUPPLIE		40.94							
U.S. BANK EQUIPMENT FINANCE									
033955									
330787623	5/15/2017	150.00	0.00	05/26/2017				False	0
012-107-502000 Equipment expense					5/9-6/9 CONTRACT PAYMENT				
330787623 Total:		150.00							
U.S. BANK EQUIPMENT		150.00							
UPS									
033900									
00006550XW197	5/13/2017	3.75	0.00	05/26/2017				False	0
017-417-472000 Lab testing					SHIPPING FEE				
00006550XW197 Total:		3.75							
0006550XW207	5/20/2017	53.59	0.00	05/26/2017				False	0
017-417-472000 Lab testing					SHIPPING FEE GRANTS PASS WATER LAB				
0006550XW207 Total:		53.59							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
UPS Total:		57.34							
VERNON, VICKI R.									
034920									
05022017	5/2/2017	360.00	0.00	05/26/2017				False	0
001-103-554000 Contractual/consulting serv				JASON BARKER					
05022017 Total:		360.00							
05152017	5/15/2017	240.00	0.00	05/26/2017				False	0
001-103-554000 Contractual/consulting serv				GABRIEL MURDOCK					
05152017 Total:		240.00							
VERNON, VICKI R. Total		600.00							
WILBUR-ELLIS CO.									
037000									
10755365	4/25/2017	1,250.00	0.00	05/26/2017				False	0
018-019-501000 Operating Materials				SEED/ LIME/ IRON / WG LONG DIST / HERBICIDE					
10755365	4/25/2017	1,250.00	0.00	05/26/2017				False	0
018-020-501000 Operating Materials & Supplies				SEED/ LIME/ IRON / WG LONG DIST / HERBICIDE					
10755365	4/25/2017	2,516.90	0.00	05/26/2017				False	0
001-005-513000 Chemicals				SEED/ LIME/ IRON / WG LONG DIST / HERBICIDE					
10755365 Total:		5,016.90							
WILBUR-ELLIS CO. Tota		5,016.90							
WILCOX & FLEGEL									
037003									
C018620-IN	5/16/2017	2,703.48	0.00	05/26/2017				False	0
013-403-531000 Gasoline				GAS PW					
C018620-IN Total:		2,703.48							
C018650-IN	5/16/2017	2,703.48	0.00	05/26/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
013-403-531000 Gasoline					GAS PW				
	C018650-IN Total:	2,703.48							
	WILCOX & FLEGEL Tota	5,406.96							
YARBOR, JEFF YARBOR.J 0002761	5/22/2017	6,250.00	0.00	05/26/2017				False	0
001-000-204000 Bail Deposit					BOND TRANSFER J YARBOR				
	0002761 Total:	6,250.00							
	YARBOR, JEFF Total:	6,250.00							
	Report Total:	73,398.24							

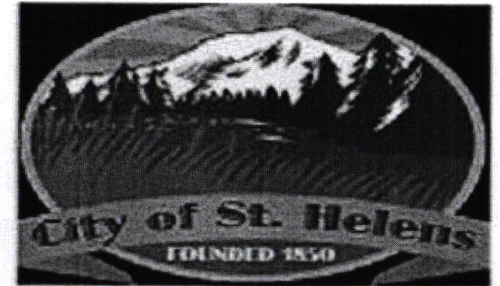


Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/26/2017 - 2:40PM
 Batch: 00017.05.2017 - AP 5/26/17 FY 16-17 (2)

204



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
PETTY CASH - MATT BROWN									
018744									
05262017	5/26/2017	600.00	0.00	05/26/2017				False	0
001-110-473000 Miscellaneous				REIMBURSE CUSTOMERS WHO USED POWER AT CI					
05262017 Total:		<hr/>							
		600.00							
PETTY CASH - MATT BR		<hr/>							
		600.00							
Report Total:		<hr/>							
		600.00							
		<hr/>							
		<hr/>							

SIGN HERE

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Accounts Payable

To Be Paid Proof List

User: jenniferj
Printed: 06/01/2017 - 8:35AM
Batch: 00020.05.2017 - AP 6/2/17 FY 16-17 OVER 10K

2



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
RHIZA A+D									
002788									
02	4/17/2017	12,000.00	0.00	06/02/2017				False	0
009-201-652010 Gateway project - phase 2				GATEWAY PHASE 2 - FAB DWGS AND MATERIAL PR					
02 Total:		12,000.00							
RHIZA A+D Total:		12,000.00							
Report Total:		12,000.00							

✓ M/V

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 7th day of June, 2017 are the following Council minutes:

2017

- Work Session and Regular Session Minutes dated May 17, 2017

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post PDFs to website
- ☐ Email minutes to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

City of St. Helens

CITY COUNCIL

Work Session Minutes

May 17, 2017

Members Present: Rick Scholl, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Crystal Farnsworth, Communications Officer

Others: Mary Ellen Funderburg, Leanne Murray, Cody Mann
William Stroup, Linda Demaray, Shawna Stroup-Harrison
Elaine Frank, Leslie Everett

Mayor Rick Scholl called the meeting to order at 1:00 p.m.



Visitor Comments

♦Crystal Farnsworth, City Communications Officer. 13 Nights on the River and 4th of July are rapidly approaching. She is looking for direction from the Council on advertising for the event.

It was the consensus of the Council for Crystal to proceed with advertising.

♦Linda Demaray. Thanked the Code Enforcement Officer Adam Hartless, the three police officers, and two contractors who handled the nuisance property near her. They handled the situation very well. However, the garbage bin is full again and the camper is still there. She has no hopes of it being maintained.

Annual Report from Library Board

Library Board Vice Chair Mary Ellen Funderburg was in attendance to give the Library Board report, a copy of which is included in the archive packet for this meeting.

- Thanked the Council for their support of the Library.
- The diverse age range of the Board gives them a good perspective during discussion.
- Board members bring varied skills and knowledge through involvement in community organizations and their daily jobs.
- Completed the Five-Year Strategic Plan.
- Created subcommittees consisting of two board members and two staff members:

- Facilities
- Access to Library Services/Fees and Services
- Marketing and Communications
- Lifelong Learning and Information/Resources for the Community
- Programs and assistance offered:
 - Oregon Humanities Conservation Projects
 - Art shows
 - Book readings
 - Ukulele orchestra
 - MakeIt programs
 - Storytelling
 - Proctoring exams for college students
 - Assisting patrons with pre-employment tests
 - Research information for job applications and interviews
 - Resume assistance
 - Computers available to patrons for emails, classes, etc.
 - Research for projects, history, etc.

Councilor Carlson saw that some larger retailers offer grants for programs involving children. IKEA is one she recently became aware of. Library Director Jeffries said that some of the Library staff and board members will be attending a grant-writing workshop early next month organized by the Oregon Community Foundation. They have received grants in the past.

Councilor Conn thanked Library staff and board members for their investment into the Strategic Plan.

Concerns Regarding Traffic Safety Around N. Vernonia Road & MacArthur Street

William Stroup, a citizen who lives at the corner of this intersection, is very concerned about traffic safety along N. Vernonia Road from Frantz Street to MacArthur Street. It is very unsafe for kids walking between those streets and Campbell Park. He suggested a crosswalk near Goodman Lane to improve safety.

Staff confirmed that the closest crosswalk is near Sherlock's Grocery.

Councilor Carlson talked about different strategies to naturally slow drivers. Public Works Engineering Director Nelson talked about it being difficult because of the way the street is classified, as well as multiple driveways and streets accessing it.

Further discussion ensued. Temporary speed radar signs will be posted in the area. Staff will investigate installing sidewalks in the area.

Police Chief Moss added his opinion that nothing works as well as a police officer with a stack of tickets and a radar gun. Complaints are up and traffic citations are down due to lack of staff. Ideally, they would have an officer issuing traffic citations all day.

♦Shawna Stroup-Harrison. She lives on Vernonia Road. She saw two kids almost get hit on her way here. She is in favor of whatever it will take to make it safer.

Mayor Scholl will talk to staff further and follow-up with William and Shawna.

Request for Council Consideration Regarding Property Off Deer Island Road

Leslie Everett, Elaine Frank and her husband are co-owners of the subject property. They are requesting the rental property be rezoned. It was purchased in 2013 with a house and duplex on it. She showed photos of the property. The residences are a nonconforming use because they are now zoned Light Industrial. There is a driveway to access City property adjacent to their property. They are now challenged with a tenant that did significant damage to the small house, which was discovered after a house fire. They have been working hard to clean up the property. The current zoning prohibits them from replacing the house. They are requesting a zone change to allow them the opportunity to rebuild and improve the neighborhood and offer affordable housing.

Public Works Operations Sheppard pointed out that the owners have done a fantastic job cleaning the property.

City Planner Graichen said the property has been zoned Light Industrial for over 30 years. It is subject to nonconforming use rules. In order to replace the dwelling unit, they need to change the zoning and apply for a land partition. Normally, they wouldn't come to the Council but would go through the application process. Graichen pointed out the proximity to the City's driveway access. He suggested the property owners approach the Council about including that piece of City property with the re-zone request.

Council liked the idea of adding more affordable housing in close proximity to the transit station.

Department Reports

Police Chief Moss reported...

- Referring back to the earlier discussion on pedestrian safety, ODOT defines a school zone as a minimum of 200 feet from the school property line.
- Tonight's agenda includes two declarations of surplus property.
- The CERT graduation was held last Thursday.
- He, Finance Director Brown, and Communications Officer Farnsworth reviewed a mobile app program last week. It would give the community direct access to the Police Department. It would also benefit Public Works and Communications. Brown is doing further research on the finance side of it.
- The Cops Grant application is opening soon. It will pay up to 75% of a police officer for three years. The City is responsible for the cost the fourth year. Brown reviewed the cost and the City would be paying about \$27,000 a year. There is definitely a need. There were 3,000 applicants last year. Only 900 were awarded. It's a competitive process. One area of funding the City qualifies to apply under is an additional school resource officer. He will meet with the Superintendent Scott Stockwell to review needs. Consensus of the Council to proceed with the application.

Public Works Engineering Director Nelson reported...

- Still working on the LED light exchange project. Columbia River PUD is about 75% of the way done. Anticipate it being done by the end of the month.
- Next week is National Public Works Week. Council and staff are invited to breakfast at the City Shops on Friday, May 26th beginning at 7:30 a.m.

Public Works Operations Director Sheppard reported...

- The slab will be poured for the new pavilion at McCormick Park tomorrow.
- They will be participating in Big Rig Day at McBride Elementary School on Friday.

Library Director Jeffries reported...

- The quarterly artist talk is happening tomorrow at 7 p.m.
- MakerFest is Saturday, 11 a.m. - 12:30 p.m.
- On June 8, there is a collaborative program between the Oregon Historical Society, Portland Garden Club, St. Helens Garden Club, St. Helens Public Library, and the Columbia County Museum Association. They will be reviewing the history of Portland gardens to celebrate national garden week.
- Tonight's agenda includes an agreement for the Library to participate in the Edge Initiative. It is a suite of tools that help libraries assess their technology needs and align with the community's needs. St. Helens is one of five Oregon libraries selected to participate. It is a chance for us to interact with libraries that are of a similar size.

Finance Director Brown reported...

- Tonight's agenda includes RFPs for Municipal Court Judge and Prosecutor. He has tentatively contacted the Pro-Tem Judge and Prosecutor to possibly fill in during the month of July.
- He has been researching the purchase of cameras on top of City Hall to face toward the river and the Plaza. If it's ok with the Council, he would like to spend \$160 on one camera and invest time with Centerlogic to install it. Council concurred.
- The AV system upgrades have been pushed back to June 20. A piece of the equipment is on backorder.
- He distributed and reviewed a handout comparing court budgets with similar sized cities. A copy is included in the archive meeting packet.

Mayor Scholl talked about incentives to get people to pay past amounts due, which totals \$2.5 million. Brown can look into program ideas. Councilors Conn and Carlson did not agree that was a priority. These are most likely people that can't even afford a smaller amount. Carlson suggested a new program moving forward. City Recorder Payne suggested having them conduct community service hours during 13 Nights on the River.

City Administrator Walsh pointed out that St. Helens has the lowest number of FTE police officers. There are fewer officers to write tickets compared to other cities. Brown asked if Council would be interested in him researching what it would look like to add a traffic team. Discussion continued. Councilor Conn would like to review the contracts for cities that contract with the county or adjacent city for court services.

Brown will conduct more research and return to the next meeting with additional information.

City Recorder Payne reported...

- Council will need to appoint a member to the Columbia Learning Center Board of Directors at tonight's meeting. Council President Morten has expressed interest.

City Administrator Walsh reported...

- Referring to earlier discussion about a camera on the rooftop. He envisions something similar to Port of Ilwaco. You can control the camera from a laptop. Brown added that cameras like that range from \$400-500 instead of \$200. Council preferred a camera that zooms and moves around.
- An RFQ for a master site developer was released two weeks ago.
- Only two applications were received in response to the event manager/coordinator RFP. Councilor Locke received a request yesterday to extend the deadline. Council concurred to leave it open an additional two weeks.
- A revised social media policy will be coming to the Council.

Council Reports

Councilor Locke reported...

- The Bicycle and Pedestrian Commission gave away helmets at McBride Elementary School on May 5th. It was very successful. They will be doing the same at Lewis & Clark Elementary School in two weeks.
- He has been trying to get companies to relocate to the Boise property. They have lost some interest because of the higher PGE service rates. PGE has been very unresponsive to service needs. He would like to pursue switching to Columbia River PUD. Council was in concurrence to allow Locke and Walsh to begin correspondence.

Councilor Carlson reported...

- The Youth Council is hosting a mixer to gain interest on May 22nd. They are up to 15 members and ideally would have a core group of 20-30.
- Sunday is the NAMI Walk. Some statistics to consider are:
 - 1 in 5 people experience mental illness every year.
 - Only 1% of those get the medical attention they need.
 - 75% of youth involved in law enforcement have a mental health diagnosis.
 - Suicide is the number 3 cause of death of youth in the nation.
- She suggested using native plants in our parks. That could reduce maintenance costs.
- A few weeks ago Mayor Scholl brought up the need to become more business friendly. She suggested the City include a survey card with their business license renewal. That would give them the opportunity to provide feedback of what's working well and what's not. Mayor Scholl added that it may be beneficial to hold a town hall to hear from businesses as well.

Councilor Conn reported...

- The Arts & Cultural Commission is discussing holding a retreat to develop their mission and goals, and define their purpose.
- She attended the Columbia Pacific Economic Development District meeting last week. Information is shared between four counties. She distributed the RFQ for a master site developer to be shared with their networks.
- The next CIT training is June 5-9.

Mayor Scholl reported...

- He needs to meet with the State Fire Marshall to discuss 4th of July. He is asking for staff to help coordinate since the City is taking over it this year. The Elks Lodge is handling alcohol sales that day. The City is going to provide the insurance. Scholl suggested selling the alcohol in storage that was donated/purchased for Spirit of Halloweentown.
- A guy who visits Sand Island daily brought up the need for trashcans on the island. Council talked about the problems in the past where excess garbage was being dumped there when there were cans on site. They removed them with hopes of people packing it out, which was working in the past. Councilor Locke will talk to Parks staff.

William Stroup thanked the Council for listening to him earlier. He went back and talked to some of the neighbors. He appreciates that the City is going to work on it.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 3:13 p.m., upon Carlson's motion and Locke's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 3:54 p.m., upon completion of the executive session, Carlson moved to go back into

work session, seconded by Locke, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 3:55 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT

City of St. Helens

CITY COUNCIL

Regular Session Minutes

May 17, 2017

Members Present: Rick Scholl, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Cindy Phillips
Ashley Timonen

7:00PM – Call Regular Session to Order – Mayor Scholl

Pledge of Allegiance – Mayor Scholl

Invitation to Citizens for Public Comment

No comments.

Proclamations

- A. National Police Week – May 14-22, 2017 and Peace Officers Memorial Day – May 15, 2017
 - B. National Public Works Week – May 21-27, 2017
- See attached.*

Ordinances – Final Readings

- A. **Ordinance No. 3216:** An Ordinance to Annex and Designate Lots 19 and 20, Block 2, Golf Club Addition

Mayor Scholl read Ordinance No. 3216 by title for the final time. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Ordinance No. 3216. [Ayes: Locke, Carlson, Conn, Scholl; Nays: None]

Award Pump Purchase for Lift Station No. 3 to Correct Equipment for \$12,036

Motion: Upon Locke's motion and Carlson's second, the Council unanimously awarded the pump purchase for lift station No. 3 to Correct Equipment in the amount of \$12,036.

Approve and/or Authorize for Signature

- A. Extension of Community Service Agreement with Columbia Humane Society for Community Service Workers

- B. Extension of Agreement with Cindy Phillips for Legal Review of City Contracts and Other Public Contracting Law Related Services
- C. Agreement to Participate in the Edge Initiative's 2017 Small and Rural Libraries Cohort
- D. Agreement with Maul Foster & Alongi, Inc. for On-Call Professional Services
- E. Contract Payments

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved 'A' through 'E' above.

Appointment to Columbia Learning Center Foundation Board

Motion: Upon Carlson's motion and Locke's second, the Council unanimously appointed Doug Morten to serve on the Columbia Learning Center Foundation Board.

Consent Agenda for Acceptance

- A. Budget Committee Minutes dated May 18, 2016
- B. Accounts Payable Bill List

Motion: Upon Conn's motion and Carlson's second, the Council unanimously accepted 'A' through 'B' above.

Consent Agenda for Approval

- A. Council Work Session, Public Hearing and Regular Session Minutes dated April 19 and May 3, 2017
- B. Declare Surplus Property: Police Department – Unclaimed Personal Property & Radio Equipment
- C. Street Closure Requests:
 - i. Annual Kiwanis Parade – June 17
 - ii. 13 Nights on the River Concert Series – Various Summer Dates
- D. Request for Proposals for Judicial Services
- E. Request for Proposals for Prosecutorial Services
- F. Accounts Payable Bill List

Motion: Upon Carlson's motion and Locke's second, the Council unanimously approved 'A' through 'F' above.

Council Reports

Mayor Scholl reported...

- Looking forward to this nice weather coming. Encouraged citizens to enjoy the many parks.
- He is concerned about the 4th of July insurance and following up with the State Fire Marshal. Discussion ensued about alcohol sales and insurance. The Elks will handle alcohol sales if the City takes care of the insurance. Councilor Carlson emphasized the need for volunteers for 4th of July activities.

Councilor Locke reported...

- A gentleman approached him about the memorial benches at Grey Cliffs Park and the need to keep them clean. Locke recalls discussing a time frame to maintain those. Nelson said there are written rules that donations become the property of the City. When it becomes irreparable or no longer functions, it can be disposed of at will. Since it's only cleanup needed, Sheppeard will talk to Parks staff about cleaning it up.

Councilor Carlson reported...

- Monday is the recruiting event for Youth Council. Middle school to high school students are welcome.

Councilor Conn reported...

- Makerfest is Saturday at the Library.

Department Reports

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The City received a request for deaf child signs to be posted in their neighborhood. Unfortunately, signs like that are discouraged by Code. It creates a false sense of security. Nelson was interviewed by KATU news for the story.

Adjourn - There being no further business, the meeting adjourned at 7:18 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
PROCLAMATION
By Mayor Rick Scholl

Police Week ~ May 14 – 22, 2017
Peace Officers Memorial Day ~ May 15, 2017

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of St. Helens Police Department; and

WHEREAS, there have been 15,548 assaults against law enforcement officers in 2015, resulting in approximately 14,453 injuries; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including one member of the City of St. Helens Police Department; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, 394 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 143 officers killed in 2016 and 251 officers killed in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 29th Annual Candlelight Vigil, on the evening of May 13, 2017; and

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 14-20; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

THEREFORE, BE IT RESOLVED that the City Council of the City of St. Helens formally designates May 14-20, 2017, as Police Week in St. Helens and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 17th day of May, 2017.



MAYOR: _____

Rick Scholl, Mayor

ATTEST: _____

Kathy Payne, City Recorder

City of St. Helens

PROCLAMATION

By Mayor Rick Scholl

National Public Works Week

May 21-27, 2017

WHEREAS, public works infrastructure, facilities, and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of the City of St. Helens, Oregon; and

WHEREAS, public works services provided in our communities are an integral part of our citizens' everyday lives; and

WHEREAS, these facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers, and employees of state and local government and the private sector; and

WHEREAS, these individuals plan, design, build, operate, and maintain the transportation, water supply, water treatment, wastewater treatment, and solid waste systems; public buildings, structures, and facilities; and deliver transit and fleet services which are essential to serve our citizens; and

WHEREAS, it is in the public interest for citizens and civic leaders to gain knowledge of and maintain a progressive interest and understanding of public works and public works programs in their communities; and

WHEREAS, the year 2017 marks the 57th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, Rick Scholl, Mayor of the City of St. Helens, call upon all citizens to be thankful for the Public Works services provided to this community and to recognize the substantial contributions our Public Works personnel make every day to our health, safety, comfort, and quality of life, and do hereby proclaim **May 21 – 27, 2017** as **National Public Works Week** in the City of St. Helens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 17th day of May, 2017.

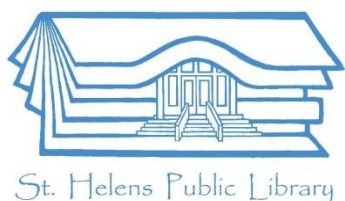


MAYOR:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



June 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Declare Surplus Library Equipment

The St. Helens Public Library requests that the following list of items be declared surplus and that we are authorized to dispose of the property through sale, donation or discard.

Quantity	Type	Brand or further description	Model number, if known	Serial number, if known	Working condition
1	Projector	InFocus	IN35	AWLB74800004	Does not work

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2017 NEW

A copy of the OLCC application documents submitted for the business listed below was emailed to the Police Department for review. No adverse response was received.

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Village Inn Restr. & Motel 6	Mahant Investments, LLC	535 S. Columbia River Hwy.	New Owner

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/18/2017 - 1:49PM
 Batch: 00014.05.2017 - AP 5/19/17 FY 16-17 OVER 10K

147



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
Boise White Paper, LLC									
003720									
05152017	5/15/2017	12,500.00	0.00	05/19/2017				False	0
004-410-563000 Principal expense				JUNE 2017 NOTE PAYMENT					
		<hr/>							
	05152017 Total:	12,500.00							
		<hr/>							
	Boise White Paper, LLC To	12,500.00							
 HUBBARD CHEVROLET									
015850									
000988	5/12/2017	27,758.26	0.00	05/19/2017				False	0
010-305-653551 Police vehicles				2017 CHEVROLET CAPRIXE 1466					
		<hr/>							
	000988 Total:	27,758.26							
		<hr/>							
	HUBBARD CHEVROLET	27,758.26							
 JAMES W. FOWLER CO.									
012675									
11	5/1/2017	29,360.70	0.00	05/19/2017				False	0
010-304-653409 Godfrey Outfall				SD-146 GODFREY PARK STORM					
		<hr/>							
	11 Total:	29,360.70							
		<hr/>							
	JAMES W. FOWLER CO.	29,360.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:

69,618.96

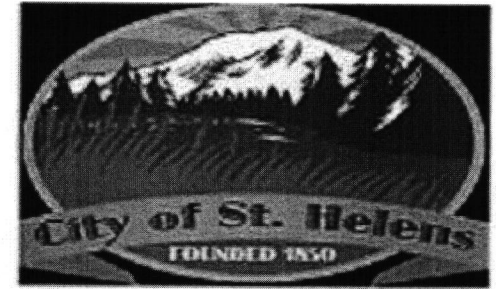
MP

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 06/01/2017 - 8:34AM
 Batch: 00019.05.2017 - AP 6/2/17 FY 16-17

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
AIRGAS USA, LLC									
AIRGAS									
9063712718	5/22/2017	51.92	0.00	06/02/2017				False	0
017-017-501000 Operating Materials & Sup.				CO2					
9063712718 Total:		51.92							
AIRGAS USA, LLC Total:		51.92							
CINTAS CORPORATION									
037620									
5008022028	5/30/2017	111.72	0.00	06/02/2017				False	0
012-107-457000 Office supplies				CITY HALL CAB REFILL					
5008022028 Total:		111.72							
CINTAS CORPORATION		111.72							
COMCAST									
comcast									
05212017	5/21/2017	244.74	0.00	06/02/2017				False	0
001-002-458000 Telephone Expense				4855					
05212017	5/21/2017	320.25	0.00	06/02/2017				False	0
012-107-458000 Telecommunication expense				9110					
05212017	5/21/2017	196.94	0.00	06/02/2017				False	0
001-004-500000 Computer Maintenance				8631					
05212017	5/21/2017	94.85	0.00	06/02/2017				False	0
012-107-458000 Telecommunication expense				8453					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
05212017	5/21/2017	184.85	0.00	06/02/2017				False	0
001-004-500000 Computer Maintenance				3388					
05212017 Total:		1,041.63 ✓							
05252017	5/25/2017	102.85	0.00	06/02/2017				False	0
001-005-509000 Marine board expense				3930					
05252017 Total:		102.85 ✓							
COMCAST Total:		1,144.48							
CONSOLIDATED SUPPLY									
009000									
S8217049.002	5/12/2017	230.29	0.00	06/02/2017				False	0
017-017-501000 Operating Materials & Sup.				UNION MUELLER LOW LEAD					
S8217049.002 Total:		230.29 ✓							
S8219192.001	5/16/2017	717.64	0.00	06/02/2017				False	0
018-021-501000 Operating Materials & Supplies				MATERIALS					
S8219192.001 Total:		717.64 ✓							
S8220415.002	5/16/2017	432.48	0.00	06/02/2017				False	0
017-017-501000 Operating Materials & Sup.				REPAIR CLAMP					
S8220415.002 Total:		432.48 ✓							
S8231143.002	5/10/2017	-343.69	0.00	06/02/2017				False	0
017-017-501000 Operating Materials & Sup.				CREDIT					
S8231143.002 Total:		-343.69 ✓							
S8245435.001	5/18/2017	1,243.58	0.00	06/02/2017				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
S8245435.001 Total:		1,243.58 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CONSOLIDATED SUPPL		2,280.30							
COUNTRY MEDIA INC.									
006800									
277710	5/17/2017	7.00	0.00	06/02/2017				False	0
012-102-526000 Advertisements				ADVERTISING					
277710 Total:		7.00	✓						
COUNTRY MEDIA INC. T		7.00							
DEPARTMENT OF STATE LANDS									
010135									
05302017	5/30/2017	190.00	0.00	06/02/2017				False	0
001-000-220000 Alcohol/Subs Abuse Fund				ESCHEATING CK 102681					
05302017	5/30/2017	100.00	0.00	06/02/2017				False	0
001-004-517000 Library Program				ESCHEATING CK 104725					
05302017	5/30/2017	2,794.00	0.00	06/02/2017				False	0
001-000-204000 Bail Deposit				ESCHEATING CK 108304					
05302017	5/30/2017	125.00	0.00	06/02/2017				False	0
009-201-652000 Gateway project - phase I				ESCHEATING CK 108513					
05302017 Total:		3,209.00							
DEPARTMENT OF STATE		3,209.00	✓						
E2C CORPORATION									
E2C									
4079	5/18/2017	3,669.91	0.00	06/02/2017				False	0
008-008-554000 Consulting/Contractual				HALLOWEEN PROPS / 13 NIGHTS T SHIRTS					
4079 Total:		3,669.91	✓						
4086	5/31/2017	2,000.00	✓	06/02/2017				False	0
008-008-554000 Consulting/Contractual				DEPOSIT ON NEW PROPS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
4086 Total:		2,000.00							
E2C CORPORATION Tota		5,669.91							
EATON'S TIRE AND SERVICE CENTER									
011000									
67822	5/22/2017	15.00	0.00	06/02/2017				False	0
001-005-501000 Operating Materials & Supp				MOWER TUBE					
67822 Total:		15.00	✓						
67836	5/24/2017	15.00	0.00	06/02/2017				False	0
001-005-501000 Operating Materials & Supp				MOWER TUBE					
67836 Total:		15.00	✓						
EATON'S TIRE AND SER		30.00							
ETTER, TERRI R.									
ETTER.T									
05302017	5/30/2017	1,325.00	0.00	06/02/2017				False	0
001-002-554000 Contractual Services				MAY 2017 53 HOURS					
05302017 Total:		1,325.00							
ETTER, TERRI R. Total:		1,325.00	✓						
INGRAM LIBRARY SERVICES, INC.									
016240									
98551981	5/17/2017	-14.39	0.00	06/02/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921CREDIT					
98551981 Total:		-14.39	✓						
98642744	5/24/2017	36.03	✓	0.00	06/02/2017			False	0
001-004-511000 Printed Materials				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
98642744 Total:		36.03							
INGRAM LIBRARY SERV		21.64							
INTEGRA TELECOM, INC.									
016479									
14662028	5/21/2017	115.09	0.00	06/02/2017				False	0
001-002-458000 Telephone Expense				754802					
14662028	5/21/2017	339.08	0.00	06/02/2017				False	0
012-107-458000 Telecommunication expense				754802					
14662028	5/21/2017	285.56	0.00	06/02/2017				False	0
001-004-458000 Telephone Expense				754802					
14662028	5/21/2017	48.72	0.00	06/02/2017				False	0
017-017-458000 Telephone Expense				754802					
14662028	5/21/2017	485.14	0.00	06/02/2017				False	0
017-017-458000 Telephone Expense				754802					
14662028	5/21/2017	105.38	0.00	06/02/2017				False	0
013-403-458000 Telecommunication expense				754802					
14662028	5/21/2017	98.80	0.00	06/02/2017				False	0
018-019-458000 Telecommunication Expense				754802					
14662028	5/21/2017	98.80	0.00	06/02/2017				False	0
018-020-458000 Telecommunication Expense				754802					
14662028	5/21/2017	270.78	0.00	06/02/2017				False	0
018-022-458000 Telecommunication expense				754802					
14662028 Total:		1,847.35							
INTEGRA TELECOM, IN		1,847.35							
KINNEAR SPECIALTIES INC.									
017537									
5023208	5/24/2017	30.24	0.00	06/02/2017				False	0
015-015-501000 Operating Materials & Supp				HOSE END					
5023208 Total:		30.24							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
KINNEAR SPECIALTIES		30.24							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC									
KJSECUR									
0001597	5/24/2017	214.00	0.00	06/02/2017				False	0
001-004-470000 Building Expense				SERVICE ALARM LOCK					
0001597 Total:		214.00							
KJ SECURITY SOLUTIO		214.00	✓						
KNIFE RIVER									
017628									
1698886	5/16/2017	176.64	0.00	06/02/2017				False	0
018-021-501000 Operating Materials & Supplies				ROCK					
1698886 Total:		176.64	✓						
1698887	5/16/2017	180.60	0.00	06/02/2017				False	0
018-021-501000 Operating Materials & Supplies				ROCK					
1698887 Total:		180.60	✓						
KNIFE RIVER Total:		357.24							
KONECRANES INC.									
21285									
POR01156354	12/6/2016	79.59	0.00	06/02/2017				False	0
018-020-501000 Operating Materials & Supplies				PENDANT					
POR01156354 Total:		79.59							
KONECRANES INC. Tota		79.59	✓						
LD PRODUCTS, INC.									


Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
018060									
SIP-006233852	5/3/2017	39.41	0.00	06/02/2017				False	0
001-004-457000 Office Supplies				TONER					
	SIP-006233852 Total:	39.41							
	LD PRODUCTS, INC. Tot	39.41							
METROPRESORT									
020292									
493064	5/24/2017	547.89	0.00	06/02/2017				False	0
012-106-554000 Contractual/consulting serv				DELINQUENT BILLINGS					
	493064 Total:	547.89							
	METROPRESORT Total:	547.89							
MOSS, TERRY J.									
020691									
05312017	5/31/2017	79.80	0.00	06/02/2017				False	0
001-002-501000 Operating Materials & Supp				T. MOSS REIMB. CASH AND CARRY SUPPLIES					
	05312017 Total:	79.80							
	MOSS, TERRY J. Total:	79.80							
NORTHERN SAFETY CO., INC.									
021152									
902415936	5/5/2017	9.99	0.00	06/02/2017				False	0
013-403-501000 Operating materials/supplies				FIRST AID KIT					
	902415936 Total:	9.99							
	NORTHERN SAFETY CO	9.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PATTERSON, JANICE									
025100									
05312017	5/31/2017	40.00	0.00	06/02/2017				False	0
001-000-315200	Non-resident library card fees			REFUND LIBRARY CARD FEE					
	05312017 Total:	40.00							
	PATTERSON, JANICE To	40.00							
PORTLAND STATE UNIVERSITY, INNOVATION & INTELLECTUA									
PSU									
IIP17126	5/30/2017	800.00	0.00	06/02/2017				False	0
012-106-554000	Contractual/consulting serv			TOTAL EMPL COST OF COMP STUDY AGREE 3 OF 3					
	IIP17126 Total:	800.00							
	PORTLAND STATE UNIV	800.00							
PROPIPE, HOFFMAN SOUTHWEST CORP									
026244									
P802147	5/4/2017	918.75	0.00	06/02/2017				False	0
010-302-653207	2 mg reservior rehab			EQUIPMENT ISSSUE					
	P802147 Total:	918.75							
	PROPIPE, HOFFMAN SO	918.75							
STAPLES BUSINESS ADVANTAGE									
031983									
3339479117	5/6/2017	50.55	0.00	06/02/2017				False	0
013-403-457000	Office supplies			OFFICE SUPPLIES					
	3339479117 Total:	50.55							
3339479118	5/6/2017	166.98	0.00	06/02/2017				False	0
017-417-457000	Office supplies			OFFICE SUPPLIES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
3339479118 Total:		166.98							
3339479119	5/6/2017	-28.92	0.00	06/02/2017				False	0
012-107-457000 Office supplies				CREDIT					
3339479119 Total:		-28.92 ✓							
3339479120	5/6/2017	83.52	0.00	06/02/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3339479120 Total:		83.52 ✓							
3339479121	5/6/2017	113.29	0.00	06/02/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3339479121 Total:		113.29 ✓							
3339479122	5/6/2017	100.81	0.00	06/02/2017				False	0
001-004-470000 Building Expense				OFFICE SUPPLIES					
3339479122 Total:		100.81 ✓							
3340663623	5/20/2017	100.81	0.00	06/02/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3340663623 Total:		100.81 ✓							
STAPLES BUSINESS AD		587.04							
U.S. BANK EQUIPMENT FINANCE									
033955									
331177949	5/30/2017	99.00	0.00	06/02/2017				False	0
012-107-502000 Equipment expense				CONTRACT PAYMENT 1497999					
331177949 Total:		99.00 ✓							
U.S. BANK EQUIPMENT		99.00							

UNIVERSITY OF OREGON

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
034500									
3752A8-04	6/1/2017	5,500.00	0.00	06/02/2017				False	0
001-104-558321 Main street					RARE PROGRAM SERVICES AGREEMENT 4Q BILLIN				
3752A8-04 Total:		5,500.00							
UNIVERSITY OF OREGO		5,500.00							
VERIZON WIRELESS									
000720									
9786092151	5/20/2017	1,463.78	0.00	06/02/2017				False	0
001-002-458000 Telephone Expense					271826771-00001 POLICE				
9786092151 Total:		1,463.78							
9786143895	5/20/2017	36.20	0.00	06/02/2017				False	0
012-101-527000 Communications					871458396-00001				
9786143895	5/20/2017	130.23	0.00	06/02/2017				False	0
013-402-458000 Telecommunication expense					871458396-00001				
9786143895	5/20/2017	87.88	0.00	06/02/2017				False	0
001-105-458000 Telephone expense					871458396-00001				
9786143895	5/20/2017	332.87	0.00	06/02/2017				False	0
013-403-458000 Telecommunication expense					871458396-00001				
9786143895	5/20/2017	173.10	0.00	06/02/2017				False	0
017-417-458000 Telephone expense					871458396-00001				
9786143895	5/20/2017	49.63	0.00	06/02/2017				False	0
018-019-458000 Telecommunication Expense					871458396-00001				
9786143895	5/20/2017	37.23	0.00	06/02/2017				False	0
018-020-458000 Telecommunication Expense					871458396-00001				
9786143895	5/20/2017	40.01	0.00	06/02/2017				False	0
017-017-458000 Telephone Expense					871458396-00001				
9786143895	5/20/2017	37.22	0.00	06/02/2017				False	0
018-022-458000 Telecommunication expense					871458396-00001				
9786143895	5/20/2017	-50.00	0.00	06/02/2017				False	0
013-403-458000 Telecommunication expense					871458396-00001 EQUIP INCENTIVE CREDIT				
9786143895 Total:		874.37							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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	VERIZON WIRELESS To	2,338.15							
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WILCOX & FLEGEL 037003									
C019190-IN	5/30/2017	1,682.34	✓ 0.00	06/02/2017				False	0
001-002-531000 Gasoline Expense				GAS POLICE					
<hr/>									
	C019190-IN Total:	1,682.34							
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	WILCOX & FLEGEL Tota	1,682.34							
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	Report Total:	29,021.76							
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