City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, March 2, 2016, 1:00 p.m.
City Council Chambers, 265 Strand Street, St. Helens

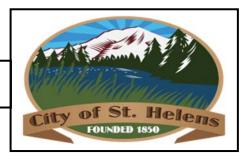*www.ci.st-helens.or.us*

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1.	Visitor Comments	1:00 p.m.
2.	Employee Length of Service Award	1:05 p.m.
3.	Discussion on Affordable Housing – *Jim Tierney, Community Action Team*	1:10 p.m.
4.	Review Proposed 2016 Council Goals	1:30 p.m.
5.	Discuss Appointments to CCET Board of Directors	1:45 p.m.
6.	Discuss Proposal for New Website	1:50 p.m.
7.	Department Reports	2:05 p.m.
8.	Council Reports	2:25 p.m.
9.	Executive Session: ORS 192.660(2)(h) Potential Litigation	2:45 p.m.
10.	Other Business	
11.	Next Work Session Items	

12. Upcoming Dates to Remember:
    - **March 2, Council Work Session, 1:00 p.m., Council Chambers**
    - **March 2, Council Regular Session, 7:00 p.m., Council Chambers**
    - March 8, Planning Commission, 7:00 p.m., Council Chambers
    - March 15, Library Board, 7:15 p.m., Columbia Center Auditorium

13. Future Public Hearing(s)/Forum(s):
    - March 16, 6:00 p.m., PF: Proposed Upgrades to Columbia View Park
    - June 1, 6:30 p.m., PH: FY2016-17 State Revenue Sharing/Budget

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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.

LENGTH OF SERVICE AWARD PROGRAM

To: Mayor and City Council

From: Kathy Payne

Date: March 2, 2016

I am happy to announce that we have an employee who has reached a big milestone in their employment with the City of St. Helens. The following individual will receive a certificate and pin at the March 2 Council work session.

5+ Years

Nicole Woodruff is an avid reader who began working for the City in August of 2008 as a part-time Library Assistant. In addition to her primary duty of serving Library patrons at the front desk, Nicole plans the annual observation of Banned Books Week and serves as the Library Board secretary. She is also the Library employee that manages all aspects of the Oregon Humanities Conversation Projects that the Library has hosted in recent years. Nicole has been a valuable asset to the St. Helens Public Library.

Congratulations, Nicole, and **thank you** for your service!

Thank you.

2016 CITY OF ST. HELENS - DRAFT
CITY COUNCIL MISSION AND 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 Activities**
GOAL 5   **Provide Sound Stewardship of Community Assets**

> ***The City of St. Helens' mission is to provide quality, effective and efficient service to our citizens.***
>
> **By doing so we will:**
> - ***Develop and preserve the highest possible quality of life for our residents, businesses, and visitors.***
> - ***Provide a safe and healthy environment within a sound economic framework.***
> - ***Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.***

GOAL 1 - Provide Effective Governance and Fiscal Management

The operation of government is reflected in the organization structure and management of 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**
  - **Improve tax base and revenue sources**
  - **Explore options to reduce unfunded PERS liability**

- ✓ **Promote balanced revenue system that reflects service demands**

- ✓ **Support stable, effective and accountable management**
  - **Review/update stormwater fees/utility billing policies**

- ✓ **Improve efficiencies and effectiveness**
  - **Explore Monthly Utility Billing**
  - **Continue to explore, develop and implement cost saving efficiencies**

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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 mark the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ✓ **Provide open and transparent government**
  - **Encourage citizen involvement**
  - **Promote separation of policy and administrative decision making processes**
  - **Participate in initiatives which further the City's goals**
  - **Explore community survey options to measure City governance performance**

- ✓ **Improve communication**
  - **Assure good communication between City departments**
  - **Utilize P.E.G. 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 positive workplace environment and good employee morale**

- ✓ **Improve community relationships**
  - **Promote estate/endowment donation to support services and improve sense of community**
  - **Develop plan for recruiting and sustaining volunteers**
  - **Improve civic relationships (schools, county, state, federal and community partners)**

- ✓ **Promote inclusive governance**

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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 (ie. Police, Library, Parks, Public Works)**
  - **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 access to social and health 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 parks, trails and recreation programs**
  - **Explore alternative funding for parks maintenance**

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GOAL 4 - Facilitate Economic Development Activities

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 tourism promotion activities**
  - **Support SHEDCO and the Main Street Program**

- ✓ **Establish development policies and public improvements/standards that recognize economic trends and 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**

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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**
  - **Godfrey Park stormwater outfall**
  - **Continue meter replacement program**
  - **Continue I&I reduction program**

- ✓ **Secure Infrastructure funding resources**
  - **Evaluate urban renewal infrastructure funding options**
  - **Ensure capital facilities plans are up to date**
  - **Secure grants, loans and funding**
  - **Develop public/private partnerships and collaborations**
  - **Secure waterfront planning and design funds**
  - **Pursue street/highway safety project funding**

- ✓ **Maintain compliance with local, state and federal regulations**

- ✓ **Complete community visioning and planning projects**
  - **Update 2006 Economic Opportunities Analysis**
  - **Continue Waterfront Redevelopment Planning**
  - **Explore alternate Public Works shop site locations**
  - **Apply for DLCD TGM grant - Gable Rd./Old Portland/ 1st Street/ Plymouth Street Refinement Planning**
  - **Update 2006 Personnel Polices and Procedures**
  - **Transportation Analysis for EPA - AWP Waterfront Planning**
  - **EPA-CWA Community Wide Assessment Grant**
  - **Lagoon repurposing analysis**
  - **Sykes Road Land Fill Property**
  - **City Website**

Exhibit A

City of St. Helens, Oregon

Website Design & Development

Aha Consulting, Inc.
415 North State Street #138
Lake Oswego, OR 97034
www.ahaconsulting.com

Contact: Brian Gilday
brian.gilday@ahaconsulting.com
Phone: 503-675-5121
Fax: 888-475-3753

Letter of Transmittal

February 23, 2016

City of St. Helens
265 Strand Street
St. Helens, OR 97051

Dear Selection Team:

Thank you for the opportunity to deliver a proposal for your website redesign project. We appreciate the opportunity to share our proposed plan for creating a solution that will enable you to deliver a highly-effective, long-term web solution for City of St. Helens residents, businesses, visitors, and staff. This proposal is valid for 90 days.

Sincerely,

Brian Gilday

Aha Consulting, Inc.
415 North State Street
Suite 138
Lake Oswego, OR 97034
Telephone: 503-675-4121
Email: brian.gilday@ahaconsulting.com

Company Profile

Our organization was founded in 2002 as Open Solutions.   In 2008 Open Solutions Partners merged with Fenway Technology Group – rebranding the merged organization as Aha Consulting, Inc. We have zero debt and have achieved profitability each year in business. We have developed a municipal web CMS solution built using the Drupal open source CMS that has features and functionality previously available to only the largest of private enterprises. We now bring that experience to local government. By building our solution using the popular Drupal open source framework, we can leverage the contributions of over 100,000 web developers across the globe to provide an unparalleled municipal web solution at a very compelling price point. We call our solution *Aha Fast Track for Cities.* Aha 'gets' municipalities and we get the web.   We're customer-service focused.   **We are the Drupal experts for municipalities.**   We will provide a solid, user friendly solution for the City of St. Helens.

Project Team

We have a highly-skilled team with a customer-service focus:

Brian - Project Sponsor
Brian is an information technology expert, former U.S. Naval Officer, and former Big 5 consultant with Deloitte Consulting. Brian holds a BS in Computer Science with distinction from the United States Naval Academy (Annapolis, MD) and an MS in Computer Information Systems from Boston University. Brian has also served as an Associate Professor at MIT and Boston University. Brian has a knack for staying cool under pressure, insulating teams from distraction, and staying focused on achieving the end goal.

Dave – Project Lead / User Experience
Dave has a Bachelor of Arts degree in Communications from California State University. In addition to assisting with acting as the project and design, Dave will participate in various analytical, site configuration, content migration, and training activities.

Mary Joy – Content Migration and Customer Support Lead
Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.

Paul - Lead Developer and QA Analyst
Paul has been working on software systems for years and a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years' experience in quality assurance testing, so he will be acting as Aha's lead tester for the engagement.

Drago - Lead Designer
Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

![aHa! Consulting logo]

References and Examples of Work

Fruita www.fruita.org **RESPONSIVE**

Project Owner's Representative: Mike Bennett, City Manager, 970-858-3663, mbennett@fruita.rg

Sherwood www.sherwoodoregon.gov **RESPONSIVE**

Project Owner's Rep: Brad Crawford, IT Director, 503 625-4203, crawfordb@sherwoodoregon.gov

Unalaska Alaska www.ci.unalaska.ak.us **RESPONSIVE**

Project Owner's Rep: Marjorie Veeder, 907-581-1602, mveeder@ci.unalaska.ak.us

North Pole Alaska www.northpolealaska.com **RESPONSIVE**

Project Owner's Rep: Kathy Weber, City Clerk, 907-488-8583, Kathy.weber@northpolealaska.org

Website Features and Deliverables

The below list summarizes the base and optional features and project deliverables that come with our Aha Fast Track CMS solution.

1 – Requirements	**Base** 1-01 Website Analysis 1-02 Requirements/Scope Refinement 1-03 Organization Surveys 1-04 Project Schedule Baseline
2 - Design	**Base** 2-02 Custom City Website Design with Design Workshop (Responsive, Mobile-Friendly) 2-04 Mega Menu
3 - Build	**Base** 3-1 Dynamic Home Page with ability to promote featured articles 3-2 Rotating Banner Images 3-3 Rotating Headline Articles 3-4 Web Page Search (Web Pages, PDFs, and Word Docs) 3-5 Email Subscriptions 3-6 Social Networking Tool Integration (Facebook, Twitter) 3-7 Unlimited Online Web Forms, Permits, Applications, Polls, Surveys 3-8 Emergency Alerts Ticker 3-9 Event Calendar / Upcoming Events 3-10 Sub-calendars for boards, committees, departments 3-11 Meeting agendas and minutes with auto-archiving 3-12 Online Job Postings 3-13 Online Bid/RFP Postings 3-14 Photo Album Slideshows 3-15 City Projects Directory with interactive map 3-16 City Parks Directory with interactive map 3-17 City Services Directory 3-18 Forms, Permits, Applications, Key Documents Directory 3-19 Google Maps Integration 3-21 Resource/Document Center 3-22 Image Auto-scaling and resizing 3-23 Site Metrics (Google Analytics) 3-24 Content Scheduling (Publish Today, Unpublish Tomorrow) 3-25 Unlimited User logins 3-26 Unlimited Content 3-27 Word-like WYSIWYG Editor 3-28 Web Page Categories - create a page once, have it show up in multiple places 3-29 RSS Feeds - Inbound and Outbound 3-30 Printer Friendly Pages 3-32 Latest News / Press Releases 3-33 Anti-spam controls 3-34 Content Versioning / Audit Trail / Revert to Previous Version

	3-35 ADA / Section 508 Compliance 3-36 Email Harvesting Protection 3-37 Broken Link Finder 3-38 Dynamic Sitemap 3-39 Support for Windows, Mac, Linux 3-40 Video 3-41 Client owns rights to all data 3-42 Browser and Mobile Device Compatibility 3-44 Department Micro-sites (sites-within-a-site) 3-45 Organization/Staff Directory **Options** 3-47 Private Staff Only Pages (Intranet) 3-48 Business Directory with Interactive Maps 3-50 Online Bid/Vendor Management System 3-53 Custom Feature Development

4 - Migrate Content	**Base**
	4-01 Content Migration - Standard
	    - <u>Meeting Agendas and Minutes</u>
	        o Up to 10 years of meeting agendas/minutes
	        o You complete an excel template with information regarding each meeting plus corresponding files. Aha assists with this process and will then auto-import that content.
	    - <u>Staff/Organization Directory</u>
	        o You complete an excel template with information regarding each directory listing plus corresponding staff photos (if desired). Aha will then auto-import that content.
	    - <u>Project Pages</u>
	        o You complete an excel template with information regarding each project. Aha will then auto-import that content.
	    - <u>Web Page Content</u>
	        o In addition to the above content Aha will import up to 500 existing standard web pages
	        o We define a standard web pages as any page that contains text plus up to a total of 5 links, file attachments, or images.
	
	Options
	4-02 Content Migration – Additional
	        o We can migrate additional standard web pages on a per-page basis
	        o For non-standard pages or online forms that do not fit the above criteria, we can provide quotes for each individual page.

	Base
5 - Train	**Base** 5-04 Training – Onsite 5-02 Training – Videos 5-01 Training - User Manuals
6 - Test	**Base** 6-01 Functional Testing, 6-02 Browser Compatibility Testing
7 - Go Live	**Base** 7-01 Pre Go-Live Checklist 7-02 Website DNS Changes 7-03 Post Go-Live Checklist
8 - Hosting	**Base** 8-01 Hosting by Aha (80GB data) 8-02 Maintenance and Customer Support

Project Timeline

Project Schedule and Approach

Every project differs in terms of timeline. The typical project takes from 3 to 5 months from start to finish, but we have completed City projects as quickly as 4 weeks to as long as 12 months. The below high-level timeline is an approximation. We will finalize the schedule once we meet with you:

Phase	Month 1		Month 2		Month 3		Month 4	
Analyze and Confirm Requirements	▓							
Design		▓	▓					
Build	▓	▓	▓					
Migrate Content	▓	▓	▓	▓	▓			
Train			▓					
Test			▓	▓	▓			
Go-Live						★		
Hosting and Support						▓	▓	▓

Analyze and Confirm Requirements

Aha has a proven "design to go-live" methodology to manage projects on time and on budget.

	Deliverables
TASK 1.1 ANALYZE AND CONFIRM REQUIREMENTS	
Website Assessment: Aha will complete an analysis of the current St. Helens website to assess the site's navigation, features/functions, and quality of content.	• Summary assessment sheet
Organizational Overview Inventory/Survey : Aha will provide an organizational overview document for the City of St. Helens to complete as part of this assessment	• Organization Survey
Website Design Workshop: Aha will conduct a three-hour on-site design workshop with a City-defined web advisory team of up to 8 members. This design workshop will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.	• Website design specification sheet (graphic design and information/navigation design)

Design and Build

	Deliverables
TASK 2.1 WEBSITE GRAPHIC AND INFORMATION DESIGN	
Design Concept Creation and Approval: Aha will complete home page design concepts for the City Home Page and departmental pages. These design concepts will incorporate all of the graphical elements as well as the high-level sitemap. The City will select a winning concept after going through a series of iterative design revision meetings.	• Design concepts – • Finalized design (Photoshop PSD)
TASK 2.2	
Website Setup, Configure, and Customization: Aha will create a fully functional website for St. Helens that includes the functional elements described in this proposal. As part of the website setup, Aha will finalize any remaining elements to the approved design and navigation.	• Fully functional beta website with St. Helens design • Content migration

Train, Migrate, Test, and Go-Live

	Deliverables
Task 3.1 TRAINING	
Staff Training	• Two half-day training sessions of up to 10 users each

Aha will provide onsite training to train City staff on how to use the website. We also provide training videos and user guides.	• Videos & User guides
TASK 3.2 CONTENT MIGRATION AND TESTING	
<u>Content Finalization and Departmental Acceptance</u> Trained City staff will work on finalizing content prior to go-live. They will analyze the pages that Aha has uploaded, create new pages, and make any final page edits before going into acceptance testing. Each department will confirm that their departmental pages are complete from a content standpoint and ready for go-live.	• Content creation and migration • Departmental content 'signoff'
<u>Aha Functional Testing</u> Aha will perform a series of tests across multiple browser and operating system versions to confirm site functionality. Test will confirm proper functionality of all features documented in this proposal.	• Completing Testing Checklists
<u>City Acceptance Testing</u> City staff will review the website for. Aha will have completed functional testing and cross-browser compatibility testing as well	• Site acceptance by City
TASK 3.3 FINAL CONVERSION & GO-LIVE	
<u>Go-Live</u> Prior to go-live we will connect the production version of the new website to a temporary DNS name to ensure proper functionality. We will then make appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address. During this time, the goal is zero website down-time.	• Accepted Final Live Website

Hosting

<u>Web server:</u>   Aha will host the website and ensure adequate bandwidth and performance. The site will reside on Aha-configured servers in a tier-1 data center.

<u>Backup, Disk Space, and Bandwidth:</u> Redundant incremental backups of your website database will be saved in two separate geographical time zones for disaster recovery purposes. Aha will provide 80 GB of disk storage. We also provide up to 1 Terabyte of data transfer per month.

<u>Guaranteed Uptime:</u> Aha will guarantee web server uptime of 99.9%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

<u>Indexed Document Search / Facets</u> – included if using the built-in CMS search.

Maintenance and Customer Support

<u>Free site upgrades</u>: as we update our <u>base</u> Aha features, you receive those upgrades for FREE

<u>24x7 Customer support</u>:   We will provide your primary IT contact numbers to reach us 24x7x365 for catastrophic site issues.   We will also be available from Monday to Friday 7AM-5PM Pacific via email and telephone to handle routine questions from staff related to the operation of the website.

<u>Security upgrades</u>:   Aha will apply security upgrades to your solution's core and contributed modules as they are published by drupal.org. This ensures that your website stays secure. Aha will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 12AM-3AM Pacific Time, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

<u>Site Monitoring and Site Recovery</u>: Aha will install auto-monitoring software routines that continually monitor website performance and instantly alert us when problems occur.   We will take action as soon as possible and no later than two hours after problems are detected.

Assistance from Client

- The Client will make available to Aha the inventory of existing applications, websites, and content at the start of this effort.
- The Client will assign a single point of contact for Aha to interact with that will be responsible for coordinating the schedules of other project stakeholders
- The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues to Aha at or before those 5 days have elapsed. Aha will in turn return updated deliverables for final review within 5 business days.
- The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps in order to access those features

Pricing - Base

OPTION A

Design, Development, and Implementation Phase $8,000

This includes all <u>base</u> features listed above -- custom design, build, on-site design workshop and training, page content migration, and testing. This is a fixed bid quote that includes travel costs for 2 on-site visits to conduct a design workshop and user training. Please see www.ahaconsulting.com/features for details on any of the base and optional features described above.

Annual Hosting, Maintenance, and Customer Support $3,000 / year

Maintenance and support is required for the first year, and it is optional thereafter.

OPTION B

Design, Development, and Implementation Phase $4,500

Annual Hosting, Maintenance, and Customer Support $3,900 / year

Pricing - Additional Options

- 2-02 Specialty Sub-site graphic designs/themes $3,000 per design
- 3-47 Private Staff Only Pages (Intranet) $4,000 + $1,800 per year
- 3-53 Custom Feature Development   fixed bid quote or $125 per hour

February 24, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Library Staffing: The Library expects to fill the part-time position for Library Assistant on March 9th and the position for Youth Librarian on April 11th – more news to come!

LEGO Play Day: Come to the Library during Spring Break to make your creations with the Library's LEGO collection on **Wednesday, March 23rd from Noon until 1pm** in the Library Hallway.

Calendar

2/24	Friends of the St. Helens Public Library, 530pm, Armstrong Room
2/27	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
3/4	KOHI City Talk – Library Director and Councilor Susan Conn, 9am
3/14	Early Childhood Team Meeting @ NW Regional ESD
3/15	Library Board Meeting, 7:15pm, Auditorium
3/23	LEGO Play Day, Noon until 1pm, Library Hallway

Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: March 2, 2016

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Planning Division Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT

To: City Council **Date**: 2.22.2016
From: Jacob A. Graichen, AICP, City Planner

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

PLANNING ADMINISTRATION

Spent time with Oregon DSL staff to understand the wetland and wetland mitigation history for the Millard Road property. This may be something discussed with Council at a future work session.

Had a preliminary Q&A meeting with people who are looking at re-booting the Red Leaf Subdivision. The land use approval for this subdivision lapsed during the Great Recession. This property is just South of Columbia Commons.

Also has a preliminary Q&A discussion with people who are considering a new manufactured home park, on the only property zoned for such in the city that is vacant. This property is just East of the Crestwood Manufactured Home Park on the North side of town.

Researched and documented Crestwood Manufactured Home Park space development history. Development of spaces that have never been used since the park's beginnings in the 1990's is being proposed. Since they have not been developed to date, there are implications for Planning and other Departments such as applicable rules and system development charges.

Attended Columbia County's Transportation Systems Plan (TSP) update meeting intended to ensure no conflict with the City's TSP. Takeaways from that meeting where: 1) its appears the County's consultant, DKS Associates, didn't include city TSP projects that involve County Roads and 2) where are the written agreements for road standards, development and transfer of jurisdiction for county roads? Updates to such agreements (if they exist), could be an aspect of the County's TSP update efforts. See attached.

DEVELOPMENT CODE ENFORCEMENT

Responded to a complaint about potential wetland impact at the Habitat for Humanity housing project on Sykes Road. Upon inspection, it didn't appear to be an issue.

Investigated a newly installed fence on the corner of McBride and Matzen Streets. We've received a couple of verbal complaints about intersection visibility issues there over the last several months. Doing some rough measurements, it appears to have been installed with the intent of our intersection vision clearance rules in mind. If it were scrutinized against all details of the Development Code, it may have some shortcomings, but it doesn't look too far off for vision clearance purposes.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

February 9, 2016 meeting (outcome): The public hearing for the major modification Conditional Use Permit for 1809/1807 Columbia Boulevard was continued to the March 2016 meeting. The Commission also determined this year's Chair and Vice Chair.

<u>March 8, 2016 meeting (upcoming)</u>: The continued public hearing from the February 9, 2016 will take place. There will also be a public hearing for a Variance request for 115 S. Vernonia Road.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)
Routine data updates. Also, with help from City Engineering, added a 2' elevation contour to internal use GIS. This was requested by the City Engineer in November 2013. "2013" is not a misprint.

MAIN STREET PROGRAM
Based on timesheets through 1/25/2016, Anya Moucha has completed **773** hours or **45.47%** of her RARE AmeriCorps term of service. The service is based on completing a certain number of work hours within an 11 month period.

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

Jacob Graichen

February 17, 2016, the County Road Department held a meeting with the Cities, in Healy Hall at the Road Department Office, 1054, Oregon Street, St. Helens. The meeting was held mainly to identify any issues the Cities may have with our collective transportation system that needs to be incorporated into the County TSP.

Attendance Included:

Jacob Graichen - City of St. Helens, Planner
Lonny Welter - Columbia County, Transportation Planner
Julie Wheeler - Columbia County Road Department - Recorder

The focus of the meeting was Tech Memo #12, of the developing County TSP. This memo identifies future projects which includes City, County and State Roads, Transit and Rail projects, all mostly related to the road system.

One of the comments from an earlier email from ODOT is that some of the project cost estimates may be a little low and should be adjusted.

Other Discussion:

- Lonny and Jacob had a good discussion of why the City's aspirational transportation projects on County roads were not listed in Tech Memo #12. The answer is, the County TSP is to address those areas outside the urban areas (City Limits and City UGBs). Any aspiratonal transportation projects within the Urban areas should be listed in the City TSPs. Therefore Tech Memo #12 only lists aspirational transportation projects within the County rural areas.

- When do the City standards apply to development improvements relating to County Roads within the City limits and the City Urban Growth Boundary? The County has jurisdiction on the County Roads within these areas, and agreements have been made with the Cities. Even though these documents wont be addressed within the County TSP it would be good to locate the documents. Other Cities should also review their documents and check with the County to insure visibility.

- Even though agreements may have been made, are there any changes that may be needed or desired? This item may be a longer process then just the TSP, but this is a good time to be open to the potential need.

- For a County Road within the City Limits, when/how does it get transferred from the County to the City. This goes back to the bullet on documents and agreements.

That concludes the points that were discussed. If any to the Cities receiving this email can think of anything to add for discussion please contact me.

Sincerely,

Lonny Welter

Transportation Planner

Columbia County Road Department

Jacob Graichen

Here are my additions to the February Planning Department Report.

GRANTS
1. Prepared materials for the OPRD Local Government Grant – Covered picnic shelter in McCormick Park – Presented project to Parks Commission, received letter of support, discussed cost estimates with Public Works and shelter companies
2. Researched USDA Rural Business Development Grant (RBDG) Due May 1– Researched grant priorities, Brainstormed potential eligible projects
3. TGM Pre-application Due March 11 – Researched program guidelines and requirements, discussions with staff
4. Columbia Community Mental Health (CCMH)– Mobile Crisis Services Grant Application due Feb 11 – Reviewed and finalized narrative and all required attachments for timely submission. Worked a total of 27.5 hours to support CCMH with this grant application preparation.
5. OPRD's Oregon Heritage Commission Museum Grant Program – Met with Museum Curator to fill in gaps in narrative for a Historic Walking Tours brochure and digital google maps update project
6. Travel Oregon's Tourism Matching Grants Program – Researched and discussed possible projects among staff

EPA AWP
7. Attended Advisory Committee Meeting #1 Feb 10 (3-5:30pm) and updated project website materials
8. Scheduled Advisory Committee Meeting #2 and discussed potential April Open House dates

IPP
9. Met with Port of St. Helens to discuss slight change in scope and timeline

MISC
10. Attended 1st meeting for the Columbia County Taskforce for the 2016 Year of Wellness on Feb 19
11. Met production company at artist workshop to film interview for video for the Gateway Project P.2's Kickstarter – Presented to Kiwanis to discuss project on Feb 11. Continued work on rewards and website. Attended and/or sent update to the ACC for their Feb 23 meeting.

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

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

Signature: _____
Date: 2/16/16

RESIDENT BUSINESS – RENEWAL 2016

	Business	Type
☐	Abby's Business Center, Inc.	Consulting
☐	Burgerville LLC	Restaurant
☐	Columbia Funeral Home	Funeral Home
☐	Flowers 4-U and Antiques Too	Florist, Antique & Collectible Retail Shop
☐	Junk It Store It	Junk Removal and Storage
☐	Kirby Co.	Grocery Store
☐	Law Office of Aaron B.D. Martin	Law Office
☐	The Smuggle Chest	Resale & Consignment
☐	*Suns Horizon	Landscaping/Masonry
☐	*Superior Building Maintenance	Janitorial
☐	Tetraskele Inc.	T-Shirts/Games/Merchandise
☐	The Vanity Room	Salon & Boutique
☐	Vault Elite	Tumble & Cheer Gym

RESIDENT BUSINESS – NEW 2016

	Business	Type
☐	Beckerich Construction dba Fairweather 161 St. Helens Street, Suite 104	Contractor
☐	Edison & Ives 215 S 1st Street	Selling New/Used Items

NON-RESIDENT BUSINESS - 2016

	Business	Type
☐	AT&T Digital Life, Inc.	Security Systems Services
☐	Advanced Finishing Systems, Inc.	Painting Equipment & Parts Resale
☐	All Season Yard Maintenance	Yard Maintenance
☐	American Sprinklers, Inc.	Fire Protection
☐	Bradley A McKay Gen. Contractor	Construction
☐	Cozy Lawn Maintenance	Landscape Maintenance
☐	D & F Plumbing Co.	Plumbing Contractor
☐	David A. Jones	Yard Work
☐	De Temple Company, Inc.	Plumbing & HVAC Services
☐	Eagle Electric	Electrical
☐	Greenleaf Tree Relief, LLC	Certified Arborist/Tree Pruning/Removal

*Denotes In-Home Business

City Approval: February 16, 2016

☐	Iron Horse Group (DBA) Moore Exc.	Pipeline Services
☐	K, L, & C, Inc.	General Contractor
☐	Oregon-Aire, Inc.	HVAC Commercial Contractor
☐	Overhead Door Co. of Portland	Garage Doors
☐	Spray Booths Northwest	Contractor
☐	Sunbelt Rentals, Inc.	Equipment Rental/Sales/Delivery
☐	T&L Communications Inc.	Fire Alarm & Sprinkler/Security System
☐	Terra Firma Foundation Systems Inc.	Construction
☐	Trojan Wall Products, Inc.	Wall Installation

RENTALS - 2016

☐	Craft Six, LLC	Commercial Rental
☐	Dorinda Aschoff	Residential Rental
☐	Franklin Manor Apts.	Residential Rental

MISCELLANEOUS - 2016

☐	Coca Cola Bottling Co. of Los Angeles	Delivery

*Denotes In-Home Business

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