



COUNCIL WORK SESSION

Wednesday, April 20, 2022 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below).

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m.*

- [1.](#) Employee Length of Service Recognition - Officers Hartless & Boswell (5 Years)
- [2.](#) Presentation from CASA for Children - *Paige Diaz, CASA Supervisor*
- [3.](#) Enterprise Zone Sponsor Request regarding Control Solutions Inc. - *Paul Vogel, CET Executive Director*
- [4.](#) Planning Division Semi-Annual Report - *Jacob Graichen, City Planner*
- [5.](#) Public Works Department Semi-Annual Report - *Mouhamad Zaher, Director*
6. Discuss Appointing someone to Traffic Safety Committee - *Council President Morten*
- [7.](#) Administration Department Report (*Informational only*)

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 20, 1:00PM, Council Work Session, Council Chambers/Zoom
- April 20, 7:00PM, Council Regular Session, Council Chambers/Zoom

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

- PH: May 4, 6:15PM, Right-of-Way Vacation for Public Safety Facility
- PF: May 4, 6:30PM, Grey Cliffs Waterfront Park In-Water Facility Design

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85220893647?pwd=SFtREdMcFRidFpZbINSa3BaZzN0dz09>

Meeting ID: 852 2089 3647

Passcode: 056166

Dial: 253-215-8782

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: April 20, 2022

I am happy to announce that we have two employees who has reached a milestone in their employment with the City of St. Helens. The following individuals will be recognized at the April 20 Council Work Session.

5 Years

On April 3, 2017, the Police Department hired **Adam Hartless** as a Code Enforcement Officer. He then became a Police Officer in September 2018, where he currently serves the citizens of our community.

AJ Boswell came to work for the City as a Police Officer on April 10, 2017, where he is currently serving the citizens of St. Helens.

Congratulations, Officer Hartless and Officer Boswell, and **thank you** for your service!



▼

Welcome!

Paige Diaz (she/her)

CASA supervisor, Volunteer Recruiter, CASA for Children

Paige.diaz@multco.us

Please Share:

1. Your Name
2. Your Pronouns
3. Your answer to one of the following

- What brought you here today?
- Why you are interested in becoming a CASA?
- One thing you're hoping to learn more about during this session.
- A strength you would bring as a CASA.

- Court Appointed Special Advocates
 - Advocate for children in foster care
 - Legal parties
 - Best interest
 - CASA's role: Investigate, advocate, facilitate, monitor
- CASA for Children: Multnomah, Washington, Columbia
 - Mission: We advocate for the best interests of abused and neglected children who are in custody of the state and under the protection of the court. We dedicate our resources to recruiting, training, and supporting citizen advocates to provide quality advocacy to as many children as we can.
 - Current statistics

What is a
CASA?

Who is CASA
for Children?

CASA for Children of Multnomah, Washington, and Columbia Counties

- CASA for Children recognizes the inherent benefits of reunification and believes that every parent should be given a chance to be healthy and safe for their children.
- CASA for Children believes that child abuse and neglect are rooted in systemic oppression and that the system tasked with helping those families can and has often caused additional harm.
- CASA for Children believes every child has a right to a safe, stable, healthy home and dedicated, loving attention.

- Have direct impact on a case
- Get a voice in court
- Get to know a family/child
- Pre-service training
- Supervisor support/partnership
- Provide 1:1 attention
- Provide consistency that others on the child's team cannot
- [Dear CASA](#)

Why CASA?

What to expect

- 1 visit with your child(ren)/month
- Attend all meetings/hearings
- Stay in touch with supervisor
- Write reports
- 12 hours continuing education year
- 1 case is approximately 2 years
- Working with a great team

Next Training

May, 2022
Day time training.

June, 2022
Evening Training.



CasaHelpsKids.org/
application



Interview with
Karin Miller



Questions?



Training In
May!



▼
Thank you!

Paige Diaz (she/her)

CASA supervisor, Volunteer Recruiter, CASA for Children

Paige.diaz@multco.us



Date: March 7, 2022
 To: John Walsh, City Administrator
 From: Paul Vogel, Executive Director, CET/Zone Manager
 Subject: Request for Extended Enterprise Zone Authorization, Control Solutions, Inc.

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John, attached is a sample resolution for Port of Columbia County Board of Commissioners' consideration, as co-sponsor of the South Columbia County Enterprise Zone.

The resolution would act on the application for a two-year extended Enterprise Zone abatement for Control Solutions, Inc., located in St. Helens. A letter from company Founder and President Kevin Wick is also included, as is the agreement between CET, Zone Sponsor, and Control Solutions for Standard Enterprise Zone Exemption, dated in 2021, the year the investment/building construction was completed. The Extension request was anticipated as an option and due to market conditions and need to invest in growth, the applicant has opted to formalize the extension request.

The application qualifies for Enterprise Zone Extension under existing statutes. The application:

- Represents a completed investment by an existing business, Control Solutions, Inc. at its location in St. Helens, within the South Columbia County Enterprise Zone
- Meets (and exceeds by 3X) the new job-creation requirements for both a standard and extended exemption
- Meets the requirement of 150% of annual covered wage requirement for a standard and extended exemption
- Has completed, signed, and submitted the required agreement for First Source Hiring
- Has been reviewed and discussed with Business Oregon
- Has been reviewed in a Pre-Authorization Conference and additional consultation with the Columbia County Assessor's office, per state Enterprise Zone Guidelines
- Requires authorization by all six Zone sponsors, extending the agreement and exemption, sustaining commitment by the applicant to meet all appropriate and required conditions.

As Zone Manager, CET respectfully requests a vote for authorization by the St. Helens City Council at its next available opportunity. I will attend the designated City Council meeting, along with Mr. Kevin Wick, President of Control Solutions. In addition to scheduling, I'll be pleased to provide additional information in advance, or at the meeting, as requested.

**Control Solutions Inc
35851 Industrial Way Suite D
St. Helens, OR 97051
503-410-5996**



Item #3.

Mr. Paul Vogel

March 17, 2022

Manager
South Columbia County Enterprise Zone
C/O Columbia Economic Team
PO Box 1653
St. Helens, Oregon 97051

Dear Mr. Vogel,

Thank you for qualifying Control Solutions for Enterprise Zone exemption for our recent building construction and relocation. We are pleased to be able to report construction completion, occupation of the building, and addition of employees in excess of the level required, and at the wage level required, as well.

As you know, coming out of the COVID pandemic, many companies have entered or expanded into our field of product expertise. We're competing well, we've added more employees than required or even projected. However, we also have identified need and opportunities to diversify or product offerings by making some production adjustments and modifications to enter new verticals. We've identified both need and market channels in pharmacies, the farm to fork chain, environmental applications, and even museums. Doing more vertical marketing means some new or additional costs for development into these channels. In order to execute this diversification into production not yet producing revenue, we request an Extended Enterprise Zone abatement of two years, to a total of five years, to augment growth capitalization.

We understand the Extended exemption requires authorization by the Zone sponsors. Please let us know what we need to do to move forward to achieve the authorization.

Sincerely,

Kevin Wick

President

City of St. Helens
RESOLUTION NO. 1949

A RESOLUTION OF THE ST. HELENS CITY COUNCIL AUTHORIZING
 EXTENDED ENTERPRISE ZONE BENEFITS FOR A FOURTH AND FIFTH
 YEAR TO CONTROL SOLUTIONS INC., LOCATED IN THE SOUTH
 COLUMBIA COUNTY ENTERPRISE ZONE

WHEREAS, the South Columbia County Enterprise Zone has six (6) sub-area co-sponsors, the City of Scappoose, the City of St. Helens, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County offering economic incentives through property tax relief to businesses and industries providing capital investments resulting in job growth; and

WHEREAS, Control Solutions Inc. is located at 35851 Industrial Way, St. Helens, Oregon 97051 and has made an application to extend the three-year property tax abatement by two (2) years for a total of five (5) years; and

WHEREAS, Control Solutions Inc. invested \$1,183,405.00 in enterprise zone qualified building construction at their manufacturing operations located in St. Helens, Oregon resulting in the creation of a minimum of two (2) new jobs within the South Columbia County Enterprise Zone; and

WHEREAS, Control Solutions Inc. is required to pay employee wages and benefits at a rate of not less than 150% of the Average Annual Covered Payroll, which is \$40,729, and that Average Annual Compensation Standard of 150% is \$61,093; and

WHEREAS, the co-sponsors and the zone manager of the South Columbia County Enterprise have reviewed the application and agree that the proposed investment is consistent with the Enterprise Zone Purpose.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. The City authorizes the two-year extension request for a total of five (5) years exemption subject to the terms and conditions set forth in an Extended Enterprise Zone Exemption Agreement that will confirm Control Solutions' commitment to all state and Zone requirements and conditions.

Section 2. The South Columbia County Enterprise Zone, upon concurrence of all the other sub-zone sponsors, is authorized to execute an Extended Enterprise Zone Exemption Agreement with Control Solutions Inc.

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXTENDED ENTERPRISE ZONE EXEMPTION AGREEMENT

This Extended Enterprise Zone Exemption Agreement (this "Agreement") is made and entered into by and among the City of St. Helens, Oregon ("St. Helens"), the City of Columbia City, Oregon ("Columbia City"), the City of Scappoose, Oregon ("Scappoose") Port of St. Helens ("Port"), the City of Vernonia ("Vernonia") and Columbia County, Oregon ("Columbia"), as zone sponsors of the South Columbia County Enterprise Zone, and Control Solutions Inc./Faith E Holdings, ("the Firm"). St. Helens, Scappoose, Port, Columbia City, Vernonia and Columbia County are sometimes referred to collectively as the "Zone Sponsor," and the "Zone Sponsor" and the "Firm" are sometimes referred to individually as the "Party" and/or collectively as the "Parties."

RECITALS

WHEREAS, the Oregon Legislative Assembly has adopted ORS Chapter 285C creating provisions for the establishment and operation of Enterprise Zones. ORS 285C.175 provides that the qualified property of a qualified business firm shall be exempt from ad valorem property taxation under certain circumstances. ORS 285C.180 describes what kinds of property are qualified for the tax exemption provided under ORS 285C.175. ORS 285C.135 describes what kind of business firm is qualified to receive a property tax exemption under ORS 285C.175 for its qualified property; and

WHEREAS, pursuant to ORS 285C.175, the tax exemption shall apply to the first tax year for which, as of January 1 preceding the tax year, the qualified Property is in service. The exemption shall continue for the two succeeding assessment years if the property continues to be owned or leased by the qualified business firm and located in the Enterprise Zone; and

WHEREAS, pursuant to ORS 285C.160, the tax exemption, may be extended up total of five consecutive assessment years, i.e. an additional two years, if the qualified business firm agrees with the sponsor of the Enterprise Zone in writing at the time of pre-certification:

- (a) To annually compensate all new employees hired by the firm at an average rate of not less than 150 percent of the county's average annual wage until the end of the tax exemption period, as determined at the time of authorization. If the Zone is in more than one county, the county with the highest average annual wage shall be used; and
- (b) To meet any additional requirements which the Zone Sponsor may reasonably request; and

WHEREAS, the Firm has agreed that the Firm's property, which is located within the Enterprise Zone, has been developed as a paper converting facility and that the Firm's proposed investment will expand existing operations and production and is expected to provide new full-time jobs within the Enterprise Zone. The commitment made by the Firm under term (a) above, and in Section 2.3, below, is given to assure that the average annual compensation paid to all New Employees, as defined in Section 2.3.3 below, who work at the facility during the exemption period shall not be less than 150 percent of the most recent average annual wage paid in Columbia County available from the

Oregon Employment Department at the time that the Firm's application for precertification is approved under the Oregon Revised Statutes; and

WHEREAS, the Oregon Business Development Department has adopted Chapter 123, Division 674 of the Oregon Administrative Rules (OAR), to administer the statutory provisions regarding Enterprise Zones; and

WHEREAS, the South Columbia County Enterprise Zone is a non-urban Enterprise Zone and pursuant to ORS Chapter 285C, the Zone Sponsor wishes to offer the Firm the extended tax exemption provided by ORS 285C.175(2)(b) in exchange for the Firm's location of qualified property improvements within the Enterprise Zone.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

1. ZONE SPONSOR'S AGREEMENTS.

1.1 Approval of Authorization Application. Upon timely submission of the Firm's claim for authorization as provided by ORS 285C.220 and paragraph 2.1 below, the Zone Sponsor agrees to approve the application if the Zone Sponsor determines that the Firm is eligible under ORS 285C.135 and that the Firm has committed to meet the requirements of ORS 285C.200.

1.2 Approval of Tax Exemption Claim. Upon timely submission of the Firm's claim for tax exemption as provided by ORS 285C.220, and paragraph 2.2, below, the Columbia County Assessor shall determine whether the property for which the tax exemption is sought satisfies the requirements of ORS Chapter 285C. That determination is beyond the authority of the Zone Sponsor. However, the Zone Sponsor agrees that the three-year tax exemption provided for by ORS 285C.175 shall remain in effect if the Firm remains in compliance with the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. Nothing in this Agreement shall modify or infringe on the regular three-year exemption or the requirements thereof.

1.3 Extended Tax Abatement. Notwithstanding ORS 285C.175, the Zone Sponsor agrees to extend the period of property tax abatement or exemption by two additional years to a total of five consecutive assessment years, subject to compliance with paragraph 2.3 below and the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. The Firm may separately apply for the extended five-year exemption for different portions of qualified property in the Zone that are covered by a single authorization as such portion becomes eligible for exemption pursuant to OAR 123-674-6200, and 123-674-6300.

1.4 Additional Requirements. The Zone Sponsor requires the following additional community benefit investments to qualify for the additional two years of property tax abatement:

1.4.1 \$2,221.09 per year for five consecutive years payable to the Columbia County Economic Team beginning on April 1, 2021. The amount is Betterment Contribution based upon 10% of estimated annual property tax of \$22,210.86.

1.4.2 Companies agree to enter into First Source Hiring Agreement with local employment agencies to hire qualified Columbia County residents.

2. THE FIRM'S AGREEMENTS.

2.1 Application for Authorization. The Firm agrees to file an application for authorization pursuant to ORS 285C.140 following adoption of this Agreement.

2.2 Notices. The Firm agrees to provide and, if necessary, file applicable notices, statements, claims or reports required by ORS Chapter 285C or OAR Chapter 123, Division 674 and shall file all claims or reports as required by ORS 285C.220.

2.3 County Average Annual Wage. As required by ORS 285C.160, the Firm agrees to annually compensate all new employees, as that term is used in ORS 285C.050(13), hired by the Firm at an average rate of not less than 150 Percent (150%) of the County Average Annual Wage until the end of the tax exemption period.

2.3.1 Pursuant to OAR 123-574-0600, to qualify for the additional one or two years of an enterprise zone exemption, all of the eligible business Firm's Affected Employees, as that term is defined by OAR 123-674-0600(4), must on average receive Compensation, as that term is defined by OAR 123-674-0600(1), of not less than 150 percent of the County Average Annual Wage, as that term is defined by OAR 123-674-0100(5) during each year throughout the exemption's first three years and the additional two years. The firm agrees to maintain an average wage and benefits package of \$61,094 per year for the five years of exemption.

2.3.2 "County Average Annual Wage" is defined by OAR 123-674-0100(5) and OAR 123-674-0600 and is based on the time the application is approved and is fixed during the entire exemption period. The current County Average Annual Wage is \$40,729, by Business Oregon calculation tables of economic data.

2.3.3 "New Employees" include only employees working at jobs filled for the first time after the application for precertification is filed but prior to December 31 following the first full year of the initial exemption year and performed primarily within the current boundaries of the Zone. "New Employees" include only full-time, year-round, and non-temporary employees engaged a majority of their time in the Firm's eligible operations pursuant to ORS 285C.050(13), whether such employees are leased, contracted for, or otherwise obtained through an external agency or are employed directly by the Firm.

2.4 Election to Forego. The Firm shall have the right to elect to forego the extension of the term for two additional years by delivery of written notice of such election to the Zone Sponsor and Columbia County Assessor prior to expiration of the initial three-year term, and upon delivery of said notice, this Agreement and the Firm's rights and obligations hereunder shall terminate, except that nothing in this Agreement shall modify or infringe on the regular three-year exemption or of the requirements thereof.

3. AUTHORIZATION. The Zone Sponsors have authorized and directed the Executive Director of CCET as Zone Manager to execute this Agreement pursuant to OAR 123-674-0700.

4. COUNTERPARTS. This Agreement may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. A signature sent and received by facsimile or a scanned signature sent by e-mail shall have the same effect as an original signature.

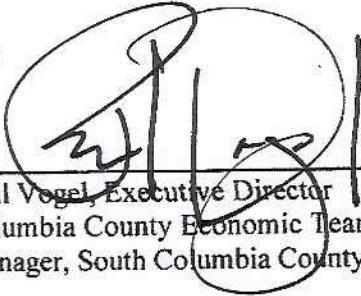
5. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding and agreement of the Parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, written or oral, between the Parties with respect to such subject matters.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the 17th day of March, 2021, which shall be known as the "effective date" of the Agreement.

SOUTH COLUMBIA COUNTY
ENTERPRISE ZONE ENTERPRISE ZONE


CONTROL SOLUTIONS INC./FAITH E
HOLDINGS LLC

By:



Paul Vogel, Executive Director
Columbia County Economic Team,
Manager, South Columbia County Enterprise Zone

By:



president/manager
(Title) Kevin Wick

Semi-Annual Planning Department Report

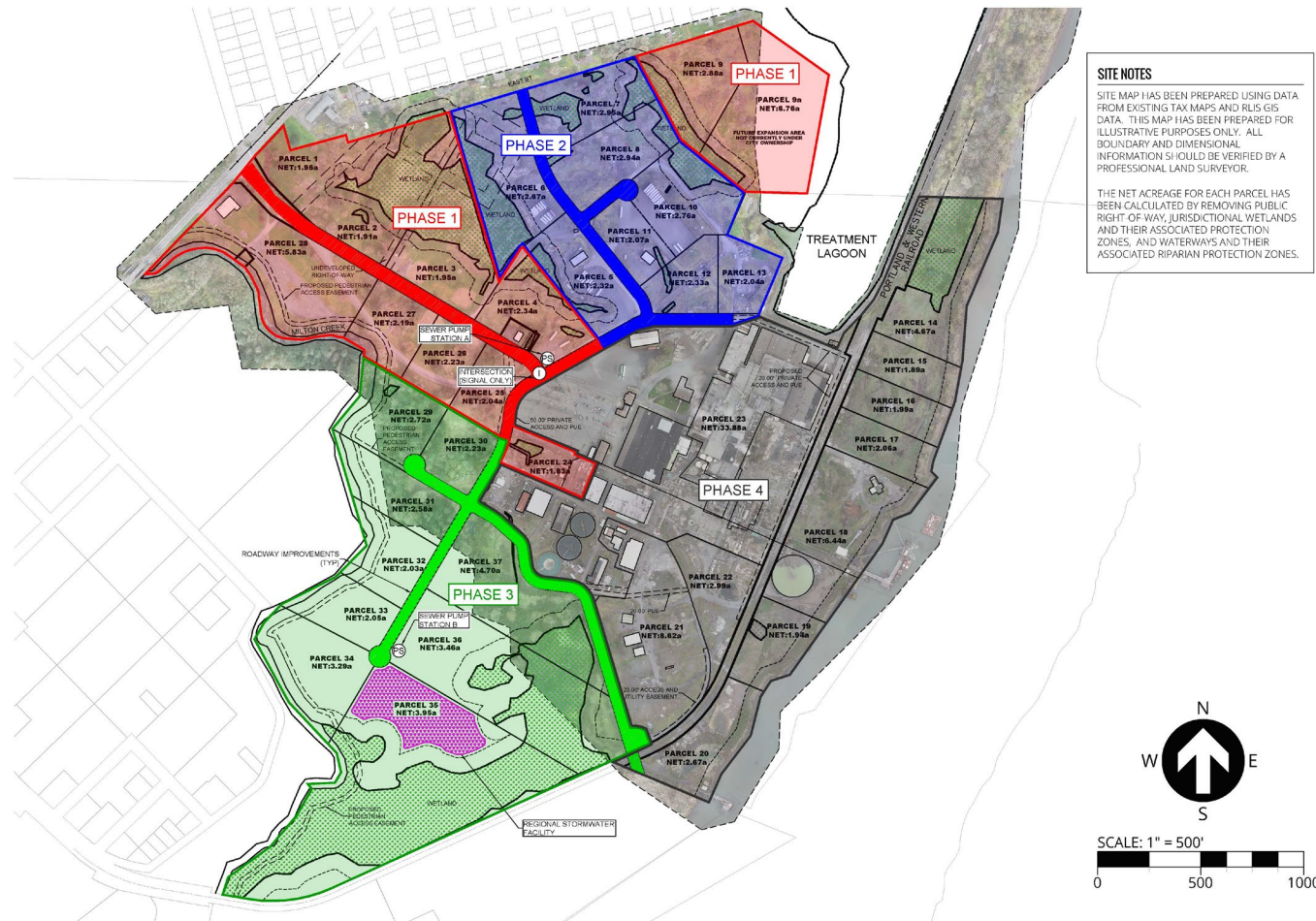
April 20, 2022 Council Update

Jennifer Dimsho, AICP

Associate Planner & Community Development Project Manager

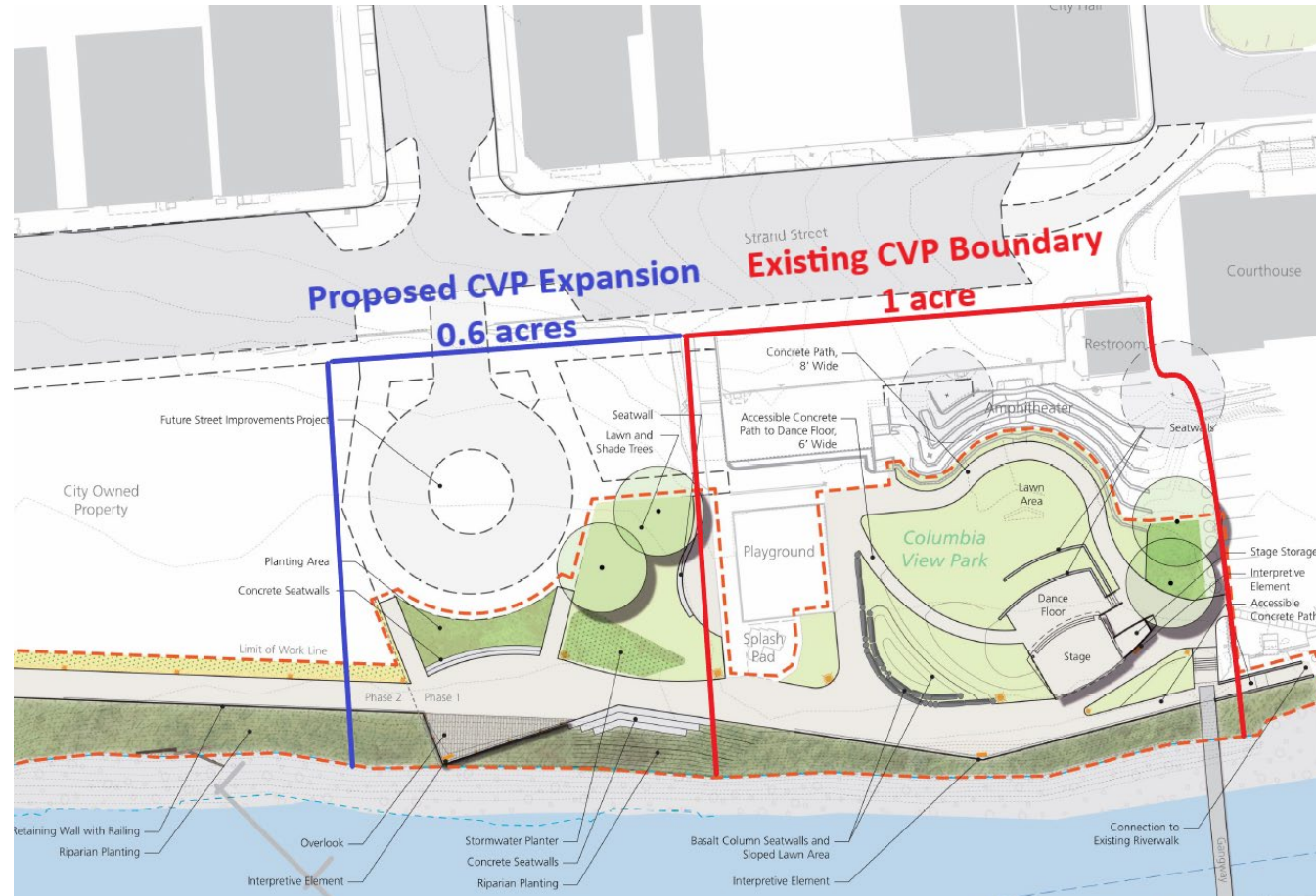


St. Helens Industrial Business Park



- St. Helens Industrial Business Park Parcelization & Financing Plan (Adopted January 2021)
- Assisting with Design/Engineering
 - Phase I** Infrastructure & Initiating
 - Phase II** Site Prep
 - Mackenzie selected
 - Project kickoff meeting
 - 2 Stakeholder meetings (PGE et al)

Riverwalk Phase I



- Kicking off 60% design for Riverwalk Phase I
- Added playground scope of work to Mayer/Reed contract
- Completed Columbia View Park expansion/permitting

Bennett Building Front Façade Phase II



- Phase I complete (before & after pictured)
- Phase II includes new parapet roofing – Partially funded by SHPO

Community Development Block Grant Columbia Pacific Food Bank Relocation

Item #4.



- 6-month contract extension to June 2022 to cover COVID-related delays
- Substantial completion walk-through in April. Completion is eminent!

Page 24

Other Project Management Support

- **Business Oregon Special Public Works Loan Program - Riverfront District Public Improvements**
 - Submitted all required contract documents to the state for review (including URA IGA, legal counsel letter, disbursement schedule, etc.)
- **Oregon State Marine Board Technical Assistance – Grey Cliffs Park in-water facility design**
 - Conducted series of input gathering sessions to narrow down a preferred design (Stakeholder Meeting, Parks & Recreation Commission, Planning Commission, Public Forum)
- **Oregon Parks & Recreation Local Government Grant - Campbell Park Sports Courts Project**
 - 6-month extension to 4/30. Working on project closeout with OPRD, although additional site work may continue beyond 4/30.

Other Project Management Support

- **Oregon Watershed Enhancement Board** – Scappoose Bay Watershed Council assistance with 5th Street Trail enhancement
- **ODOT Safe Routes to School** – Columbia Blvd. sidewalk project from Gable to Sykes Road managed by Sharon. Filed for grant extension from 11/22 to 2/24 due to County partnership on culvert repair (not in original contract)
- **Marshall Street/US 30 Closure** – Project complete & ODOT fully reimbursed the City for the closure



Other Project Management Support

Riverfront Redevelopment Request for Qualifications

- Preparation and advertisement of the RFQ
- Developed process for developer presentations/interviews
- Assisted with Developer Selection Committee members and process for determining developer selection
- Worked with Communications to advertise and announce Special Meetings related to developer selection and process
- Worked with Communications to update and improve Waterfront-related City webpages

Urban Renewal Agency Support

Urban Renewal Agency Accomplishments

- Special Session on Transportation Planning overview and How Urban Renewal Works Overview in January 2022
- 2-Year Budget Adoption in January 2022
- Intergovernmental Agreement between City Council and URA April 2022

Semi-Annual Planning Department Report

April 20, 2022 Council Update

Jacob Graichen, AICP

City Planner



Beekeeping In St. Helens

ORD. No. 3271

November 2021

BROADLEAF ARBOR

Gathering Celebration

Wednesday, October 13 / 1:00–2:00 pm

12:45 PM GUEST ARRIVAL

1:00 PM PROGRAM

WELCOME REMARKS

NINA REED, Board Chair
Northwest Oregon Housing Authority

LAND ACKNOWLEDGMENT & SITE DEDICATION

WREN CHRISTOPHER

INTRODUCTION

ERIC PAINE, CEO
Community Development Partners

SPEAKERS

STATE SENATOR BETSY JOHNSON
Oregon State Senate, Senate District 16

MARGARET SALAZAR, Executive Director
Oregon Housing and Community Services

MARIA ROJO DE STEFFEY, Regional Director
EngAGE Northwest

FINAL ACKNOWLEDGMENTS

NINA REED, Board Chair
Northwest Oregon Housing Authority

1:45 PM GROUP PHOTOS

BROADLEAF ARBOR

A Gathering Place

Broadleaf Arbor is a new Community for All Ages that will provide 239 affordable homes and intentionally-designed amenities where people of all ages can live, play, and thrive together. The community will feature a trail system along the existing wetlands, gardens, an outdoor play area, and a dedicated community building for services and programming. Apartments will be affordable to households earning between 30%-60% AMI.



THANK YOU



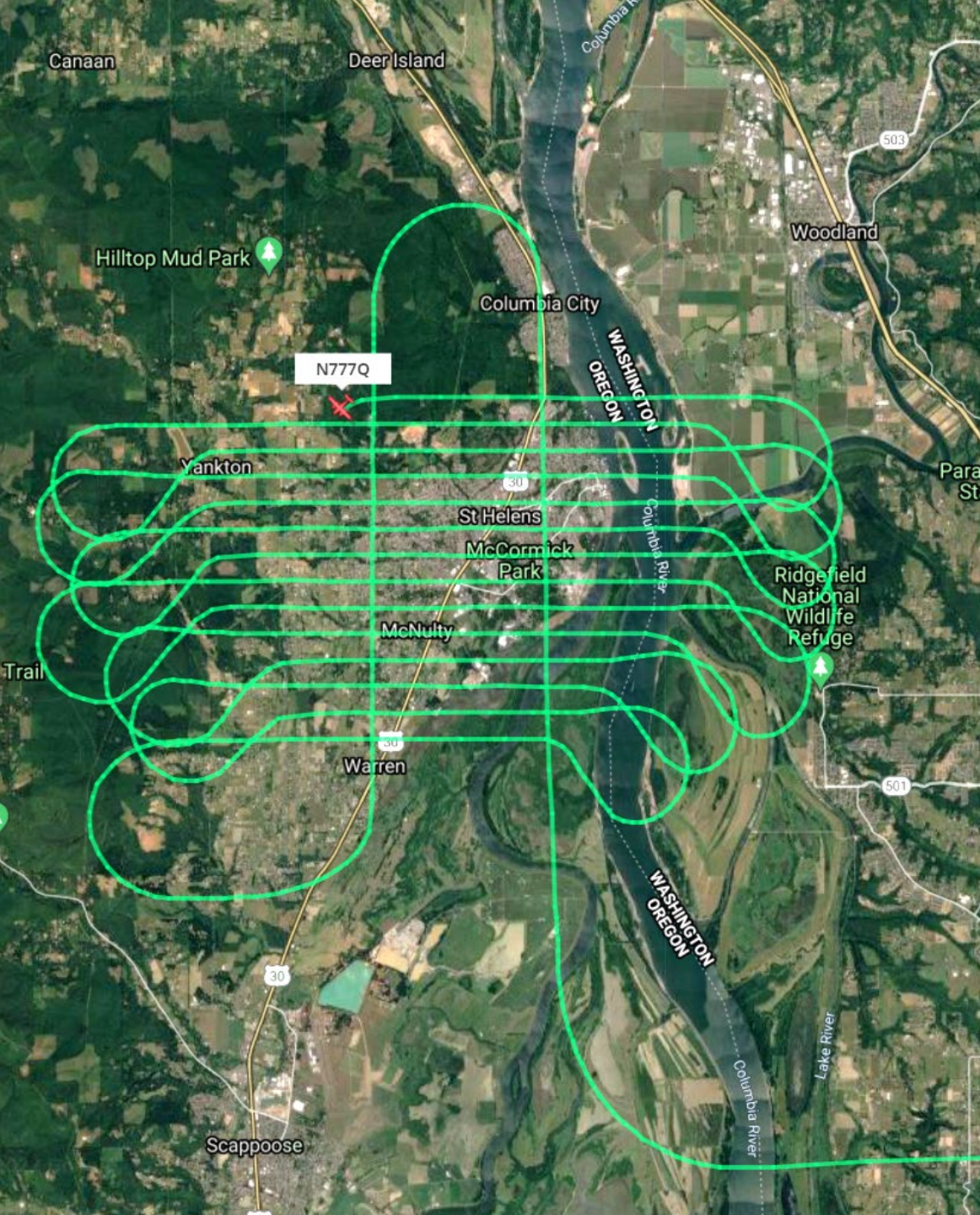


City of St. Helens

Planning Commission Membership Handbook



- Above average recruitment efforts
- Proactive initiative



D1347-01.NEF



D1347-02.NEF



D1347-03.NEF



D1347-04.NEF



D1347-05.NEF

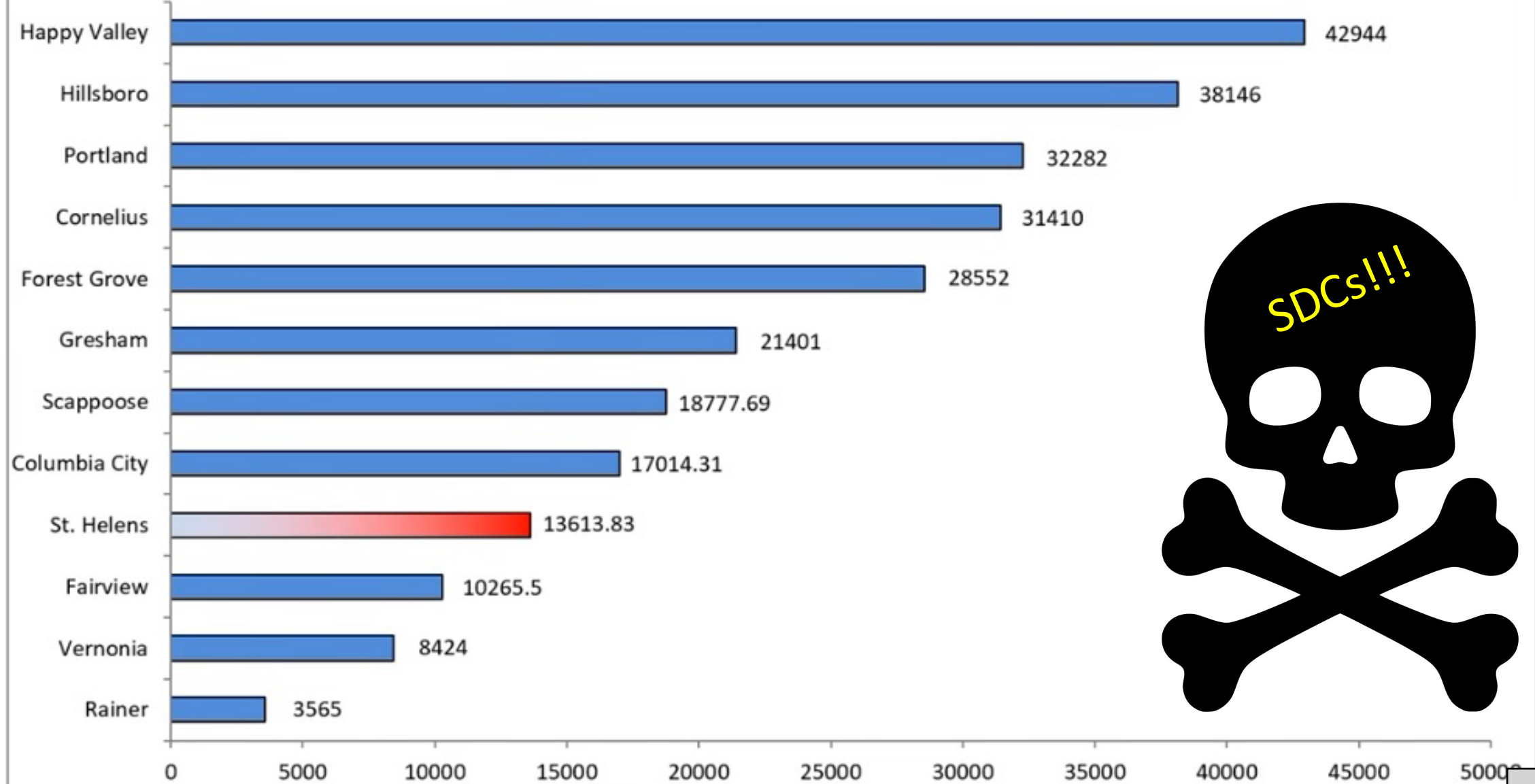


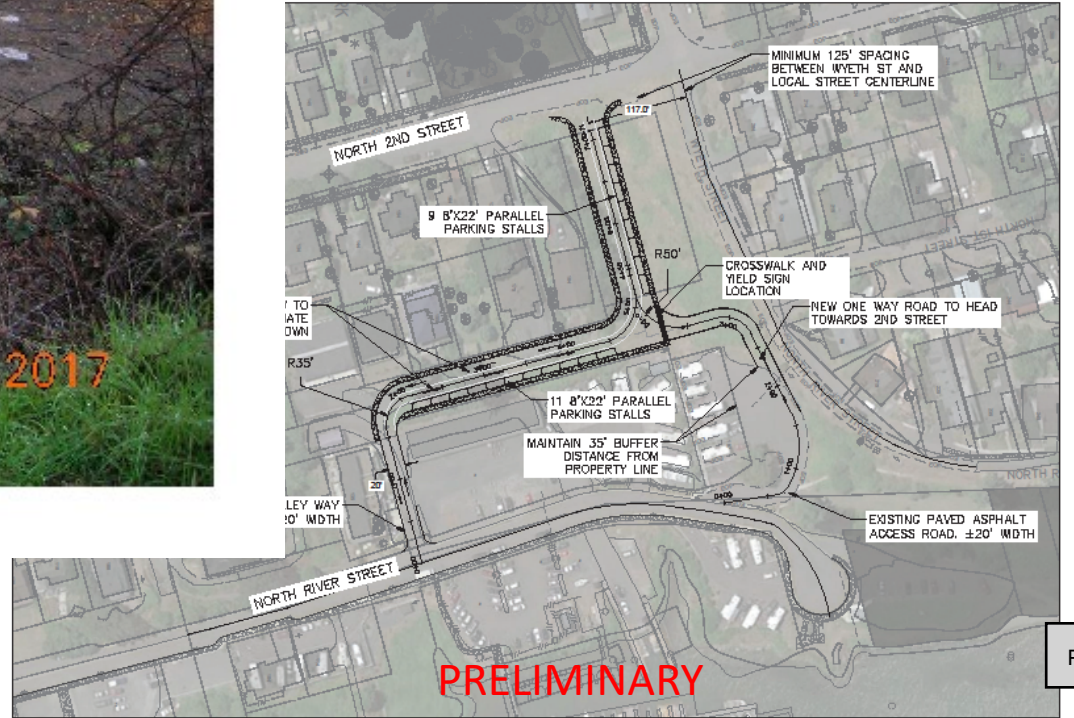
D1347-06.NEF

GEOTERRA

Job: 22004
Date: 3-16-22
File: D1347

Regional System Development Charges - Single Family Residential January, 2022







04.12.2022



Current Planning Update

What has happened the last six months?



Item #4.





04.12.2022



01.30.2014



04.12.2022

DRAWING 826-12001(v12)
 APPROVED BY L. GREEN 06/21/2021
 CHECKED BY P. TRONE 06/14/2021
 DRAWN BY J. BIGELOW 01/30/2017



LEGEND:

- LOT BOUNDARIES AND LOT NUMBERS
- LOCALITY OF THE FACILITY

NOTES:

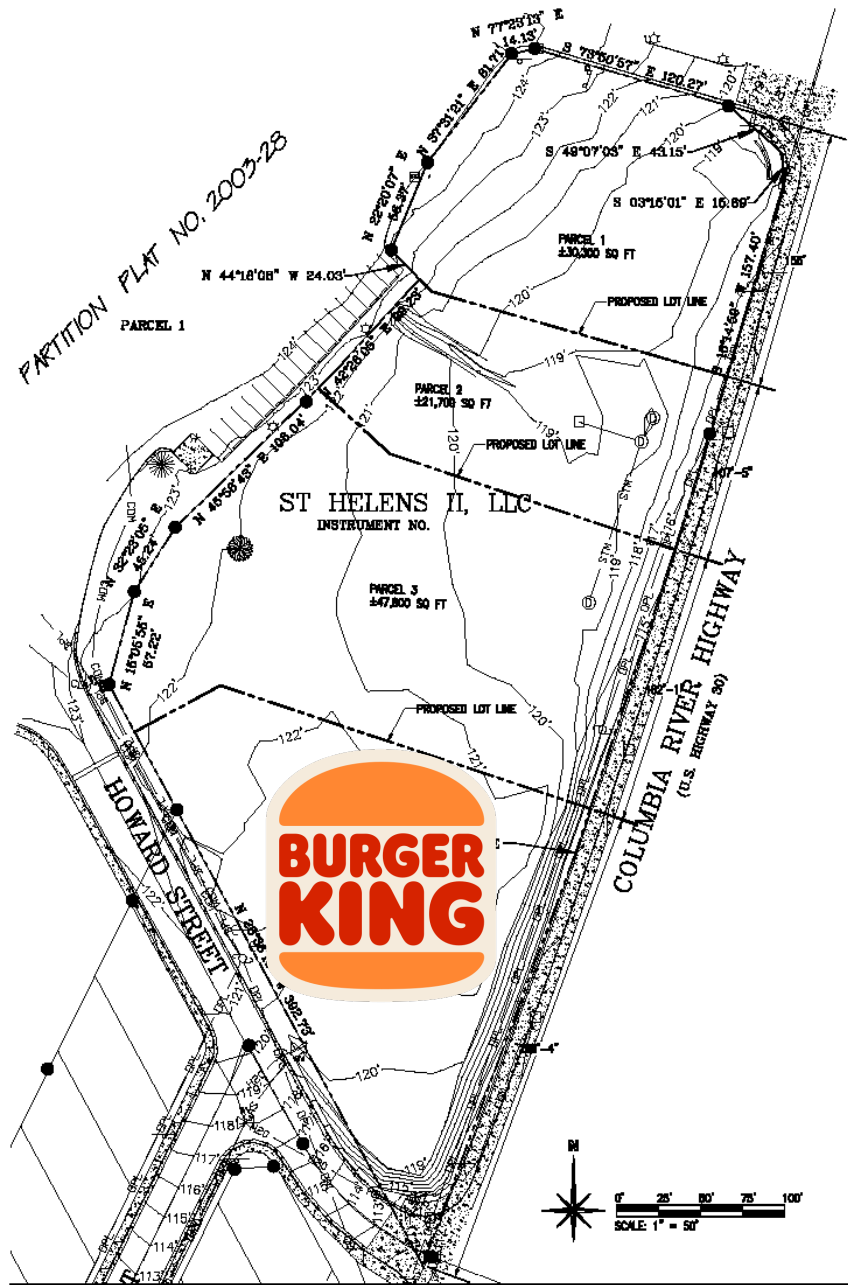
1. BASE MAP DEVELOPED FROM AN AERIAL PHOTOGRAPH MAP DATED 2011 AND ENW FIELD NOTES.
2. ALL LOT, ROAD, AND FEATURE LOCATIONS ARE APPROXIMATE.



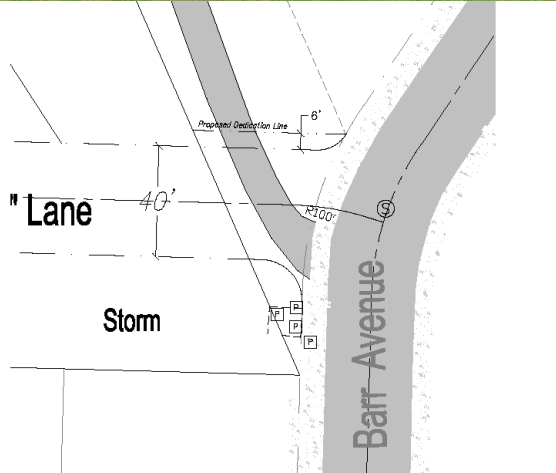
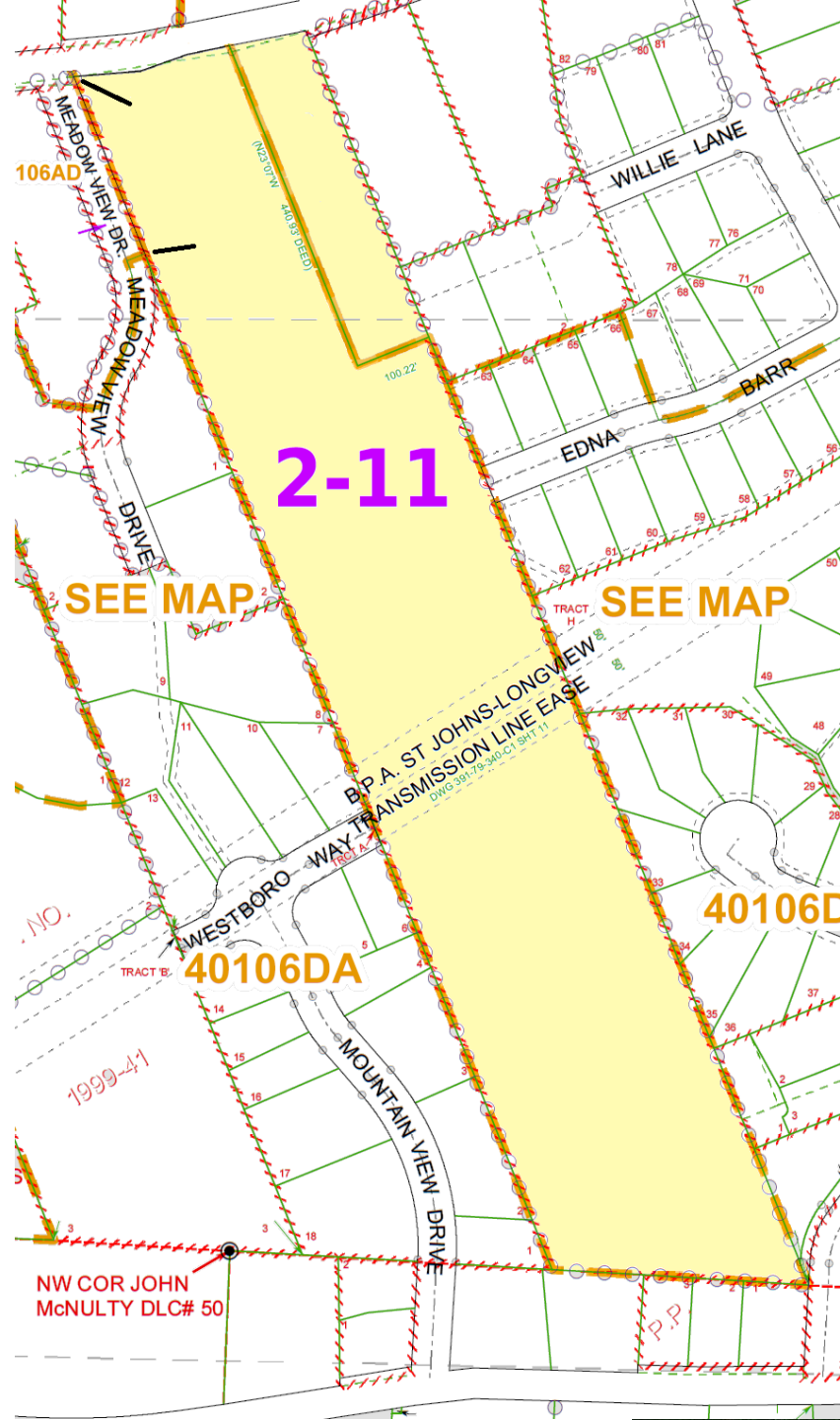
PO BOX 14488, PORTLAND, OREGON 97293
 P. (503)452-5561, E. ENW@EVREN-NW.COM

FIGURE 2
 SITE PLAN

ELK RIDGE ESTATES
 ST HELENS, OREGON



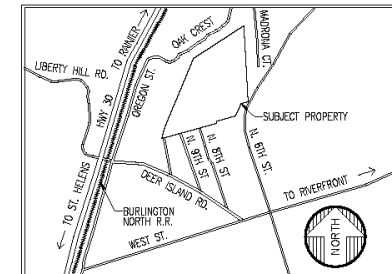
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12.03.2021

N. 8TH STREET PLANNED DEVELOPMENT

ST. HELENS, OREGON



VICINITY MAP
SCALE: NTS

DRAWING INDEX

SHEET	DESCRIPTION
C-1	COVER SHEET, INDEX, PLOT PLAN, & VICINITY MAP
C-1	EXISTING CONDITIONS PLAN
C-2	EROSION & SEDIMENT CONTROL PLAN
C-3	PROPOSED SITE PLAN
C-4	OVERALL DIMENSIONED SITE PLAN
C-5	DIMENSIONED SITE PLAN - NORTH
C-6	DIMENSIONED SITE PLAN - SOUTH
C-7	STREET PROFILES AND CROSS SECTION
C-8	PRELIMINARY UTILITY PLAN
C-9	OVERALL GRADING PLAN
C-10	ENLARGED GRADING PLAN - NORTH
C-11	ENLARGED GRADING PLAN - SOUTH
C-12	OVERALL STORMWATER PLAN
C-13	ENLARGED STORMWATER PLAN - NORTH
C-14	ENLARGED STORMWATER PLAN - SOUTH
C-15	STORMWATER PROFILES
C-16	OVERALL SANITARY PLAN
C-17	ENLARGED SANITARY PLAN - NORTH
C-18	ENLARGED SANITARY PLAN - SOUTH
C-19	SANITARY PROFILES
C-20	SANITARY PROFILES
C-21	OVERALL WATER PLAN
C-22	ENLARGED WATER PLAN - NORTH
C-23	ENLARGED WATER PLAN - SOUTH
C-24	WATER PROFILES
L-1	OVERALL LANDSCAPING PLAN
L-2	LANDSCAPING PLAN - NORTH
L-3	LANDSCAPING PLAN - SOUTH
D-1	STANDARD DETAILS

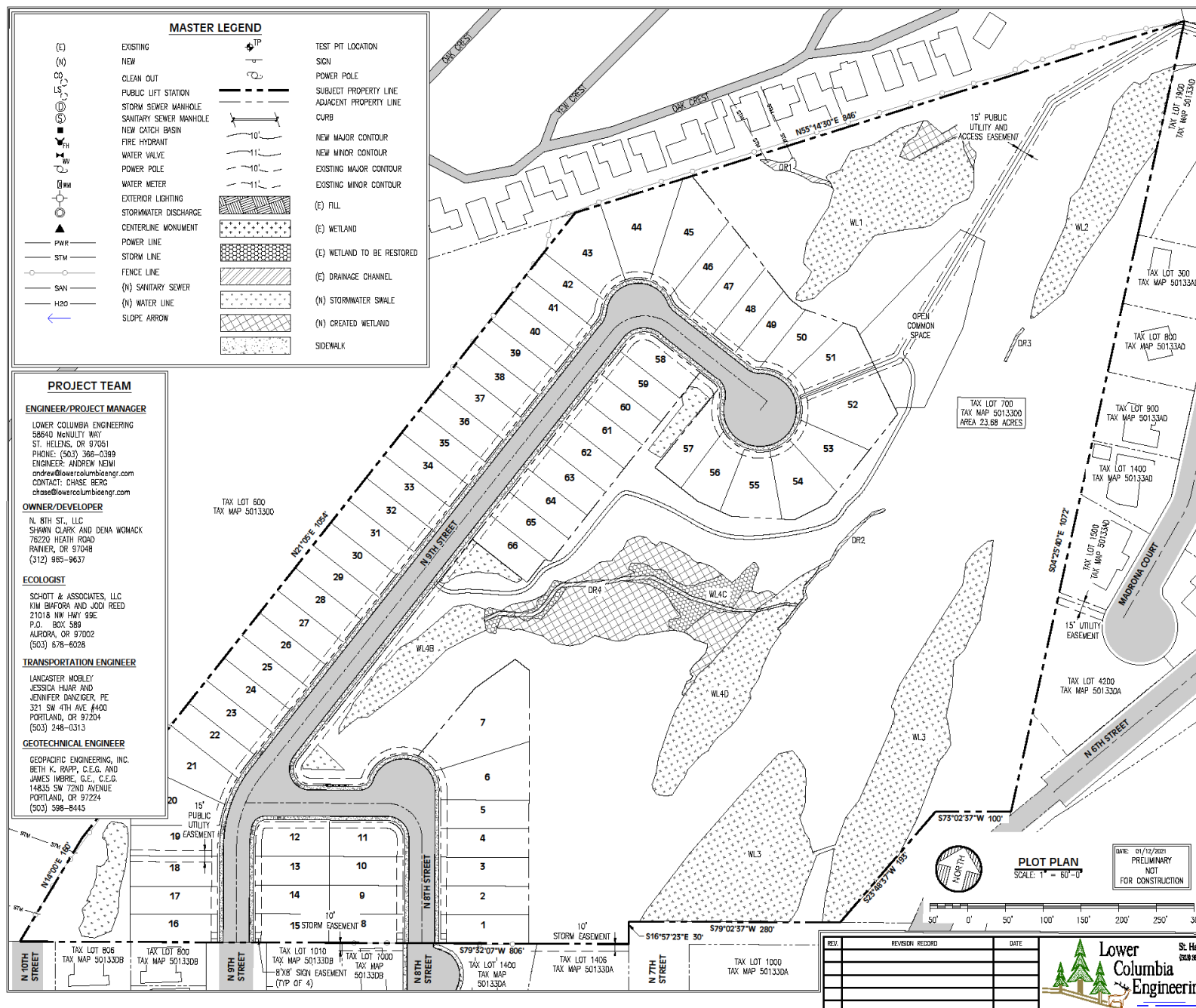
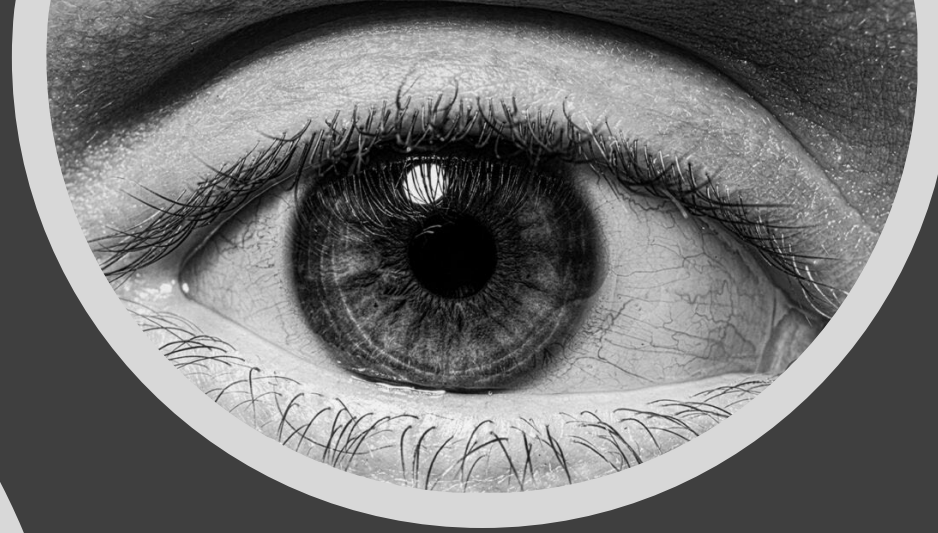


Figure 3. Rendering of St. Helens High School Renovations





Planning – Looking ahead!

What is in store for the next six months?



PUBLIC WORKS DEPARTMENT

SEMI-ANNUAL REPORT – APRIL 20, 2022

MOUHAMAD ZAHER
PUBLIC WORKS DIRECTOR

SHARON DARROUX - ENGINEERING MANAGER
DAVE ELDER - PUBLIC WORKS SUPERVISOR
BUCK TUPPER - FACILITIES MAINTENANCE SUPERVISOR
AARON KUNDERS - WATER QUALITY MANAGER



PRESENTATION OUTLINE

Water Quality Division

- New Organizational Structure
- Department Efficiencies
- Accomplishment
- Future Projects

Facilities & Joint Maintenance Division

- New Division
- Training Investment
- Infrastructure
- Behind the seen work.
- City Projects

Operations Division

- Division Projects
- Team Pride
- Accomplishments
- City Solutions
- Unseen Projects/Work

Engineering Division

- Engineering Services
- Universal FEE Schedule
- Accomplishments
- 2022 Goals
- Engineering the future

Water System Leakage

- Current System
- Issues/Challenges
- New System
- Benefits.
- Cost



PUBLIC WORKS DEPARTMENT MISSION

The City of St. Helens Public Works Department Strives To Provide A World Class Service To Our Citizens & Community.

Action Oriented Team That Provides Essential Public Services Promptly, Efficiently & Effectively.



WATER QUALITY DIVISION

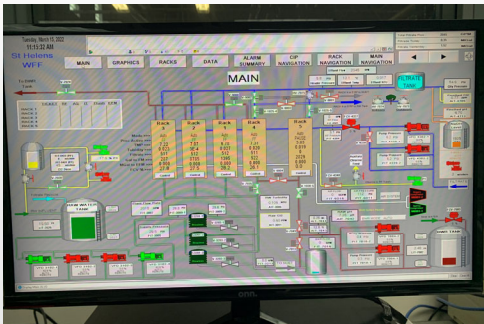
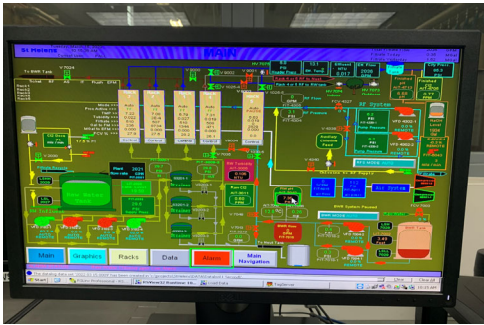


Public Works Department

TWO FACILITIES UNDER ONE DEPARTMENT ALREADY PAYING OFF

- Both facilities use the same chemicals
 - In the Bleach shortage in 2021, both facilities-maintained disinfection with no interruption
 - Both plants use the same chemical.
 - Will be able to tote bleach to the Water Filtration Facility if needed.
- Chemical Pumps
 - New chemical pumps will work at both locations
 - Only difference is the tubing size
 - One set of spare parts
 - New style makes it easier to control the dosage
 - Less than half the price of the pumps originally installed.





SCADA UPGRADE

PROJECT WAS FINISHED IN LATE DECEMBER

- BOTH PLANTS CAN BE MONITORED FROM THE SAME LOCATION
- NEW HARDWARE AND SOFTWARE KEY FOR CONTINUITY OF OPERATIONS
- THIS PIECE OF CRITICAL INFRASTRUCTURE IS NOW ON THE LATEST SOFTWARE
- NEW, MORE SECURE REMOTE ACCESS

FUTURE PROJECTS

- Membrane Replacement
 - Typical life expectancy of 10-15 years.
 - Ours are the original and 16 years old.
 - Still making excellent water and showing no signs of failure.
 - Will replace one rack a year for the next five years.
 - The key to the plant running optimally is being proactive with maintenance and replacement.



FUTURE PROJECTS

- Move Disinfection System
 - Currently pumps move bleach through 150 feet of piping
 - New system will be within 15 feet of injection point, reducing chance of failure dramatically
 - The new pumps connected to the new SCADA will make operation much simpler and more predictable





FUTURE PROJECTS

- Headworks Screen Rebuild
 - Two screens were installed in 2010
 - Each screen cleans 150-200 cans of garbage out of the sewer each year
 - The manufacturer will send out a technician and repair/replace needed parts
 - This will add a number of years of service at a fraction of the replacement cost of the screen.

FACILITIES AND JOINT MAINTENANCE

PUBLIC WORKS

RESPONSIBILITY

- Maintenance and construction of City facilities and maintenance of City fleet vehicles and equipment.



FACILITIES MAINTENANCE

300 plus completed work requests since the inception of the PW maintenance service request system. A constant list of requests is prioritized and scheduled, increasing customer service and response time. Over 30 facilities are maintained by 1 FTE and assistance from P/W operations. Proudly, these tasks have been completed with 0 injuries or accidents.



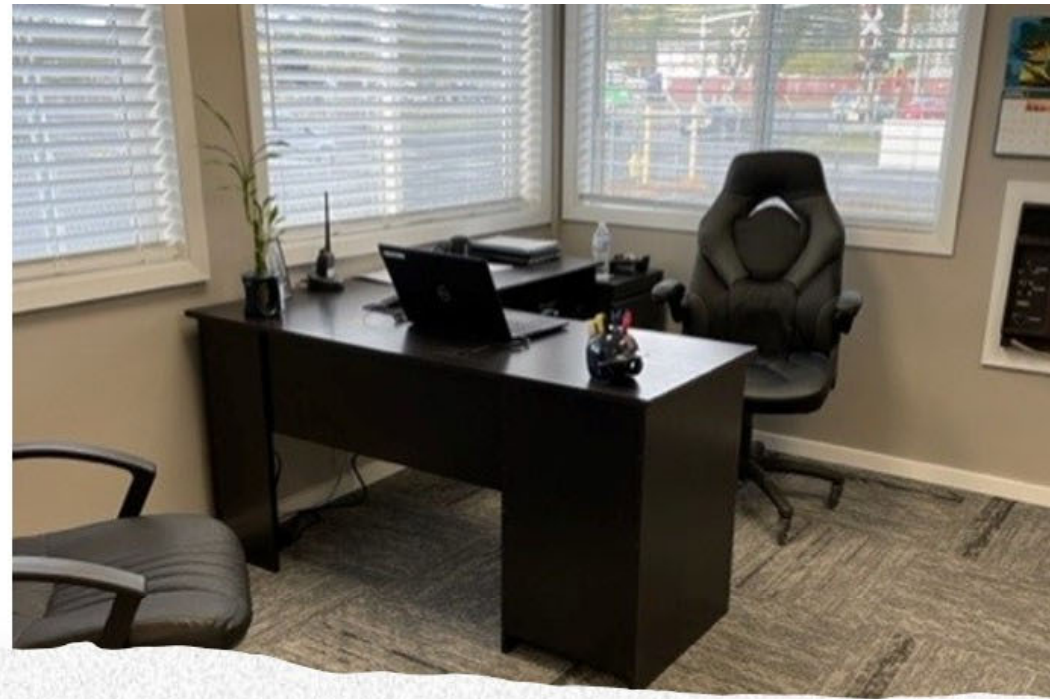


COMPLETED PROJECTS

- Remodel Community Center- flooring, trim, restrooms and concrete work
- Auditorium at Library- remove/install all seating for carpeting
- Halloweentown-every year several repairs to props
- Rec Center-cabinets, sinks, plumbing
- Building new offices at city hall
- Remodel upstairs at P/W ops building
- Dalton lake kiosks, benches and signage



The remodel of city hall took a once cluttered and unorganized space and turned it into a flowing, functional and professional space. Thanks to the skillset and talents of the public works team the estimated savings on this project by not using contracted labor was over \$200,000 dollars.



FACILITIES MAINTENANCE BUILDING

Created an office and lunch/meeting room for the facilities and maintenance team out of a building used for storage of outdated items. This space was created on a very low budget and is now an operating building.



Public Works Upstairs

- Remodeled cluttered space into 2 organized highly functional spaces for GIS mapping, backflow testing and inventory storage.

FLEET MAINTENANCE

Two full time mechanics maintain 153 pieces of equipment ranging from dump trucks to chainsaws. Over 100 equipment repair requests have been completed since the inception of the PW maintenance service request system. Mechanics have gone over 2 years without injury or accident.













PUBLIC WORKS OPERATIONS

THE MISSION OF THE DEPARTMENT IS TO ENHANCE AND SUSTAIN THE LIVABILITY AND QUALITY OF LIFE FOR CITIZENS IN THE COMMUNITY OF ST. HELENS.

WORKING EFFICIENTLY AND EFFECTIVELY TO FULFILL THE GOALS AS SET BY THE CITY COUNCIL AND PUBLIC WORKS DIRECTOR.

PUBLIC WORKS OPERATIONS: TEAM MEMBERS

- Our Team: Supervisor, Field Supervisor/Safety Coordinator, Water System Operator, and Office Assistant/Dispatcher.
- Eight crew members are cross trained in water distribution, sewer/storm collections, roadway maintenance among many other responsibilities throughout the City.
- PW Operations always has someone on standby for calls afterhours 24/7.



PW OPERATIONS: TRAINING

- Our crews stay up to date on a wide variety of specialized safety and health training requirements:
 - Confined Space
 - Traffic Control and Flagging
 - Aerial Lift
 - Incident Command System (ICS)
 - Customer Service
 - Water Distribution Certifications
 - Collection System Certifications
 - Backflow & Cross Connection Specialist Certifications

PUBLIC WORKS OPERATIONS IS RESPONSIBLE FOR A WIDE VARIETY OF ACTIVITIES INVOLVING THE DEVELOPMENT AND MAINTENANCE OF THE CITY'S INFRASTRUCTURE, WHICH INCLUDES:

Streets,
Sidewalks,
Gutters

Storm Drainage

Sewer
Collection

Water Line
Construction
and Maintenance

Traffic Control
Device
Maintenance

Street Signage
and Striping

Safety of City
Public Rights-of-
Way

PW Operations: Teamwork

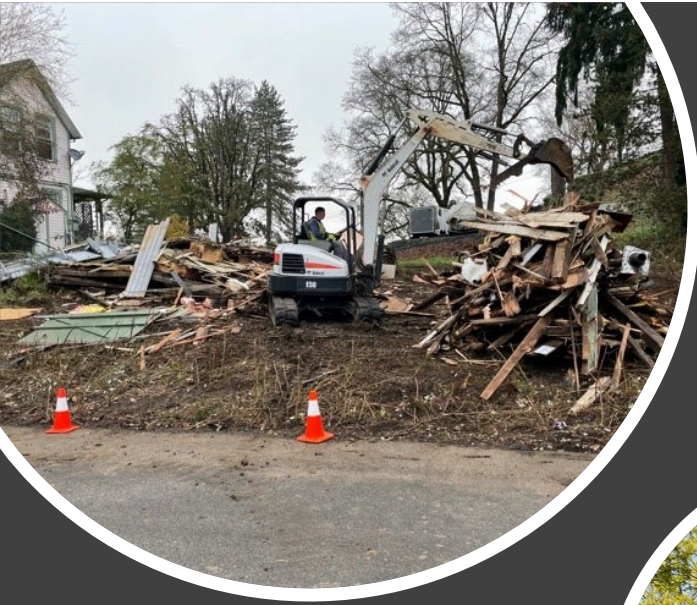
Electric Vehicle Power Station

- Public Works Operations working with Columbia River PUD helped bring this Electric Vehicle Power Station to be a reality.
- PW Operations work with many agencies to help provide support and teamwork to produce some outstanding results.



PW OPERATIONS: PRIDE

- Public Works Operations crews take pride in every project they are given.
- If it's cleaning up a vacant city lot to clearing out the Highway 30 strip making it more inviting for people coming into our city.



PW OPERATIONS: SOLUTIONS

- **Ashwood Storm Ditch Improvements**
 - A hot spot for flooding.
 - We produced a plan to make the overflow of storm water travel with more ease and away from homes.





PW OPERATIONS: UNSEEN WORK

- Our work is often behind the scenes, you may not even think about them until they are repairing or maintaining a water, sewer or storm line in front of your home.



PW OPERATIONS: PROJECTS

- **Outstanding Performers – Sanitary Survey**
 - We received an award for one of the Outstanding Performers in the State of Oregon.
- **Umatilla Water Line Installation**
 - PW Ops crews installed a new 6" water main, this saved the city thousands of dollars doing it ourselves.
- **Elk Ridge Pump Station On-Line**
 - Bringing this new Pump Station on-line helps to boost water pressure to homes in the Elk Ridge sub-division.
- **North 11th Valve Repair**
 - Pre-planning and excellent crew were able to accomplish this repair in 2 hours.



PW OPERATIONS: EXCELLENCE



- **Highway 30 Landscape Strip**

- Crews worked hard cleaning up the Highway 30 strip making it more inviting when people are traveling through our City.

- **McCormick Park Playground Preparation**

- Our crews were a huge part of bringing this beautiful playground to life with the groundwork and landscaping.

- **Halloweentown, Christmas and Event Set-Up**

- September through December are filled with decorations to give our city a festive atmosphere for our citizens and visitors throughout the holidays.

PW OPERATIONS: LOOKING FORWARD

- **Ridgeway Loop Storm Ditch Improvements**
 - Hard piping the open storm ditch for less maintenance and better storm water flow.
- **Tualatin & South 22nd Water Main Replacement**
 - Installing a new 6" water main, connecting South 22nd to Dubois Lane for better fire flow and distribution of our water system.
- **100 Block of North 9th Water Main Replacement**
 - Replacement of the existing old small water line with a new upsized mainline.
- **Storm Water Swale Preparation**
 - PW Ops crews continue work on the storm swale near the newly install sports courts for better storm water detention and flows.
- **Godfrey Park Canyon Storm Water**
 - Public Works Operation crews looking to help the storm water outfall flows into the canyon.

ENGINEERING DIVISION



Public Works Department

WHAT WE DO AND THE SERVICES WE OFFER



Project Design, Management, Construction Inspection



Planning and Improving the City Infrastructure Through Master Planning



Right-of-Way Permits



Private Development Plan Review



Public Infrastructure Permits



Blasting Permits



As-Built Drawings & GIS Map Requests



Utility Coordination Meetings



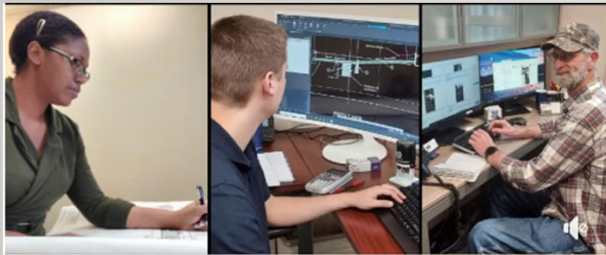
Reporting (Road Mileage, etc.)



Support Other Departments and Divisions

ENGINEERING BY THE NUMBERS

All Managed by a Team of Three!



Public and Private Public Improvement
Construction Projects Managed

35

Public & Private Public
Infrastructure Inspections

220

Permits

30

\$53,600 Saved
Performing
In-House
Design

Over \$30,000
Received for Plan
Review / Public
Improvement Permits

Over \$1,400
Received since
January for
R-O-W Permits

ENGINEERING FEE CHANGES

Engineering Fees have not been updated since 2003 – resulting in an estimated revenue loss of approximately \$1.2 Million Dollars in just the past ten years alone!

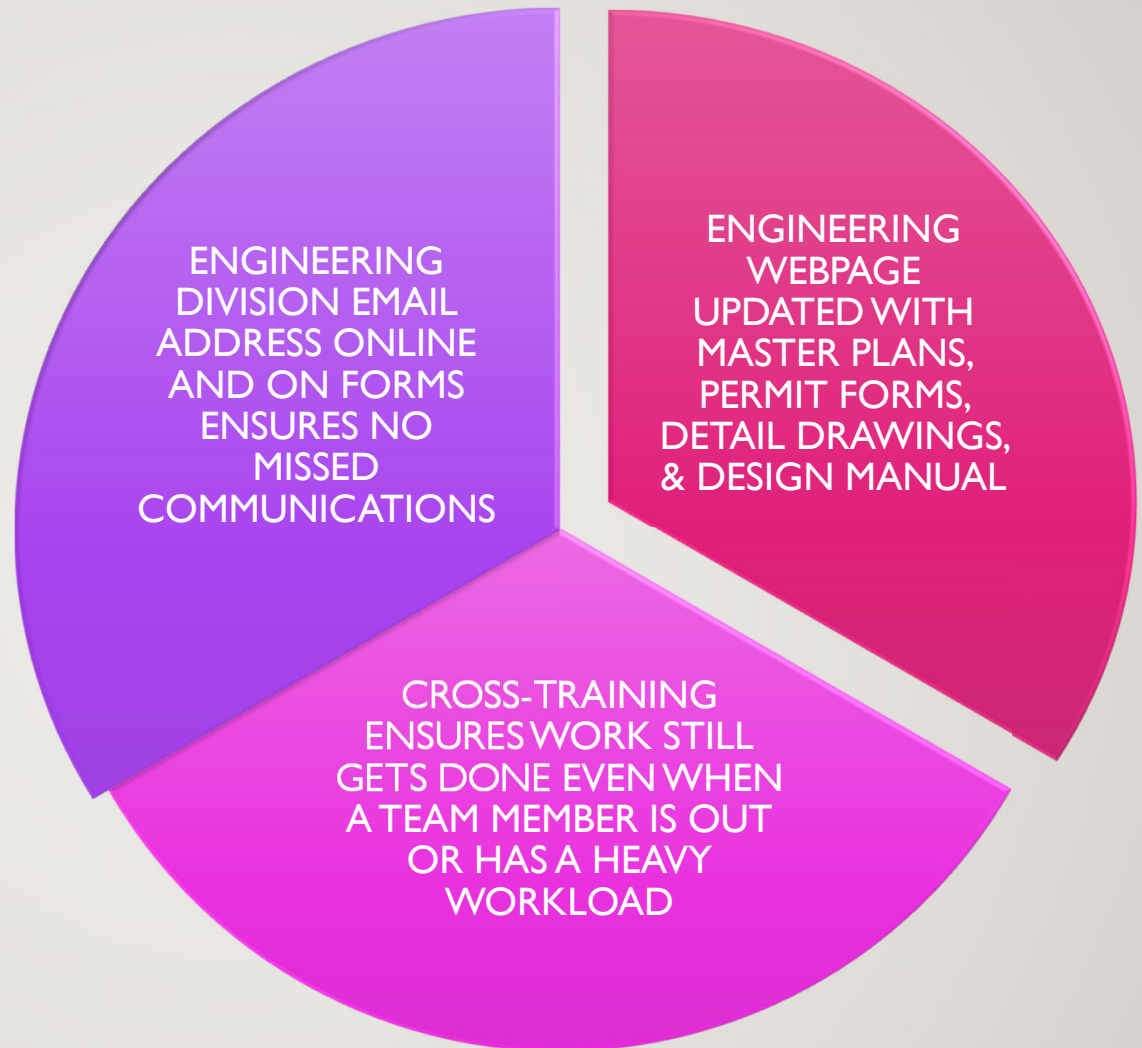




GOALS ACCOMPLISHED 2021 – 2022

- **COMPLETED:** Waterline Improvements on Tualatin St, Little St, Deer Island Rd, and N 7th St
- **COMPLETED:** Wastewater Master Plan Update
- **COMPLETED:** Stormwater Master Plan Update
- **COMPLETED:** 2022 Asphalt Patching
- **COMPLETED:** Abandonment of Storm Drain on Milton Way and Replacement of Failing Storm Structure at the WWTP
- **COMPLETED:** Water Master Plan Update (Adoption Set for May 4th)
- 1st Draft: Mercury TMDL Implementation Plan For The Willamette River Watershed
- Design Complete: S 3rd & Tualatin Sewer Replacement
- In Design: Water Main Replacements for 2022 - 2023
- Managing Public Improvements for the Broadleaf (Gable Rd) Apartments and the Columbia Commons Commercial Subdivision
- Formation and Continued Training to Maintain a High Performing Engineering Team
- Improved customer communication through the City's website

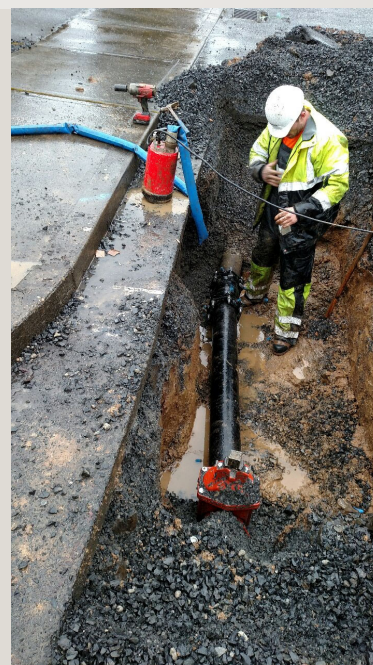
INCREASED EFFICIENCY & CUSTOMER SERVICE



PROJECT HIGH LIGHTS

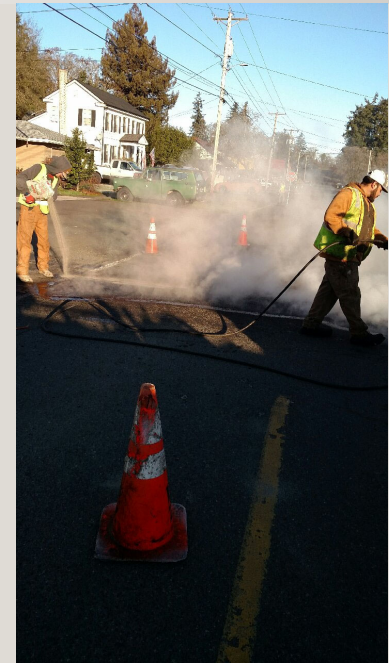
WATERLINE IMPROVEMENTS

Tualatin Street and Little Street

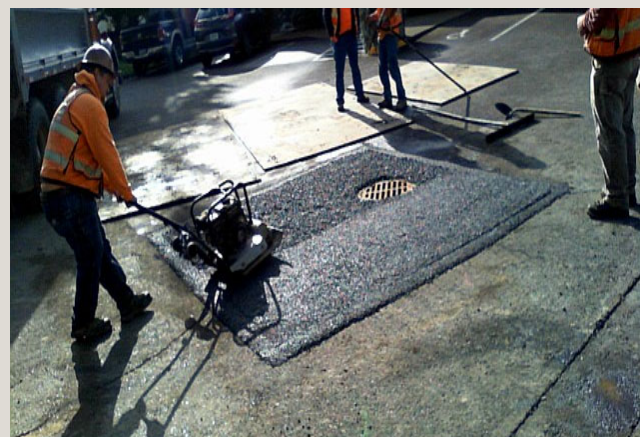


ASPHALT TRENCH PATCHING

Campbell Park and Other Miscellaneous Locations



STORM DRAIN ABANDONMENT & STRUCTURE REPLACEMENT





COMING UP

SEWER SYSTEM CAPACITY & GROWTH

- Capacity Issues – Current and Future
- Fee-in-Lieu Of – Ensures “Growth Helps Pay for Growth”
- Capital Improvement Projects

-  Pumping Facility
-  Storage Reservoir
-  Meets FF Demand
-  Doesn't Meet FF Demand



- WFF targets 83.5 psi at firm capacity
- Lemont lead and lag pump ON
- 2.5 MG Reservoir level at 14.9 ft.
- Green Tank level at 5.8 ft.
- Elk Ridge Reservoir level at 1.8 ft.
- System MDD equal to 2,120 gpm
- Minimum residual pressure of 25 psi

WATER MASTER PLAN

- On the May 4th Regular Session Agenda for Adoption
- Fire Flow Demands
- Seismic & Emergency
- Capital Improvement Plan

ENGINEERING THE FUTURE:

- Engineering Fees Update
- Update to Engineering Design Manual
- Update to City Standard Detail Drawings
- Develop of City CAD and Drafting Standards
- Develop Private Development Procedures Regarding Public Improvements
- Develop an Effective Pavement Management System
- Explore Grant Opportunities to Fund Projects
- Engineering Career Day Collaboration with High School and Middle School



CITY WATER SYSTEM

CURRENT WATER SYSTEM LEAKAGE

City owns ~ 4500 -5000 Meters.

Meters constantly break and needs to be replaced.

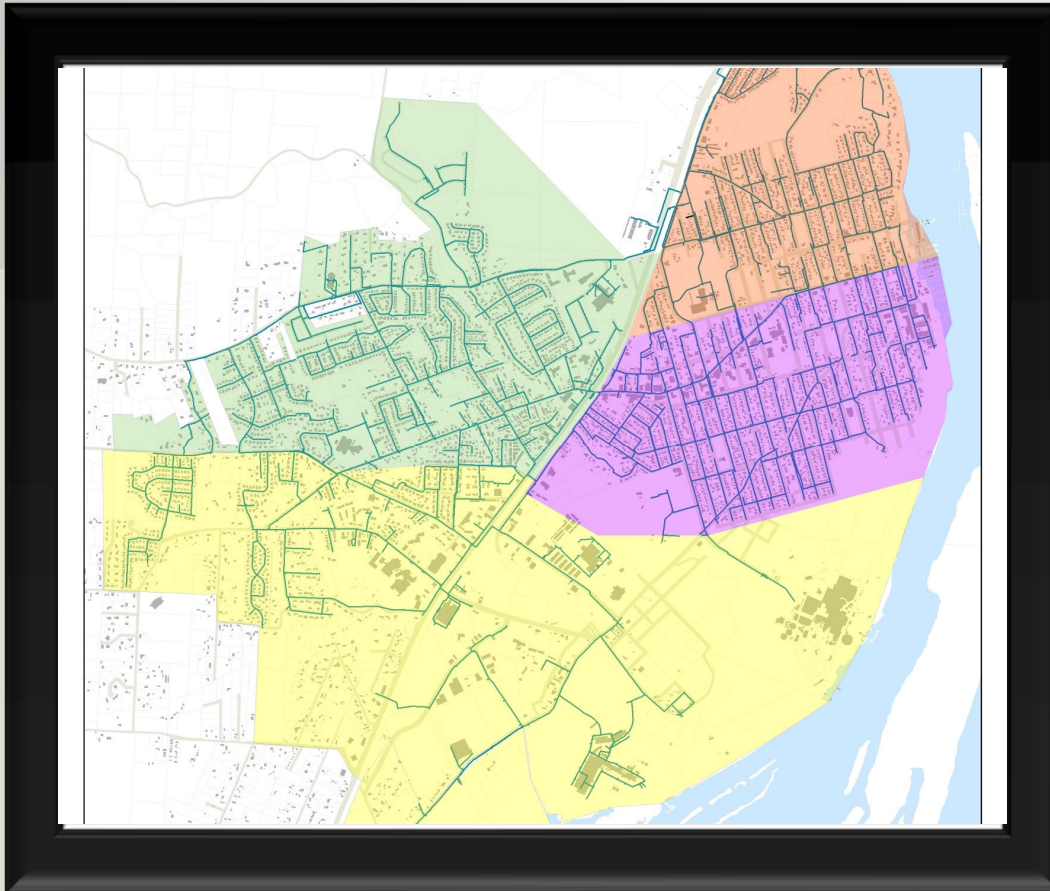
We typically order ~200 meters every few months to stay a head of the faulty one's.

Reading the meters is labor intensive.

Takes a whole week to get a reading.

Outdated technology.

Time consuming.



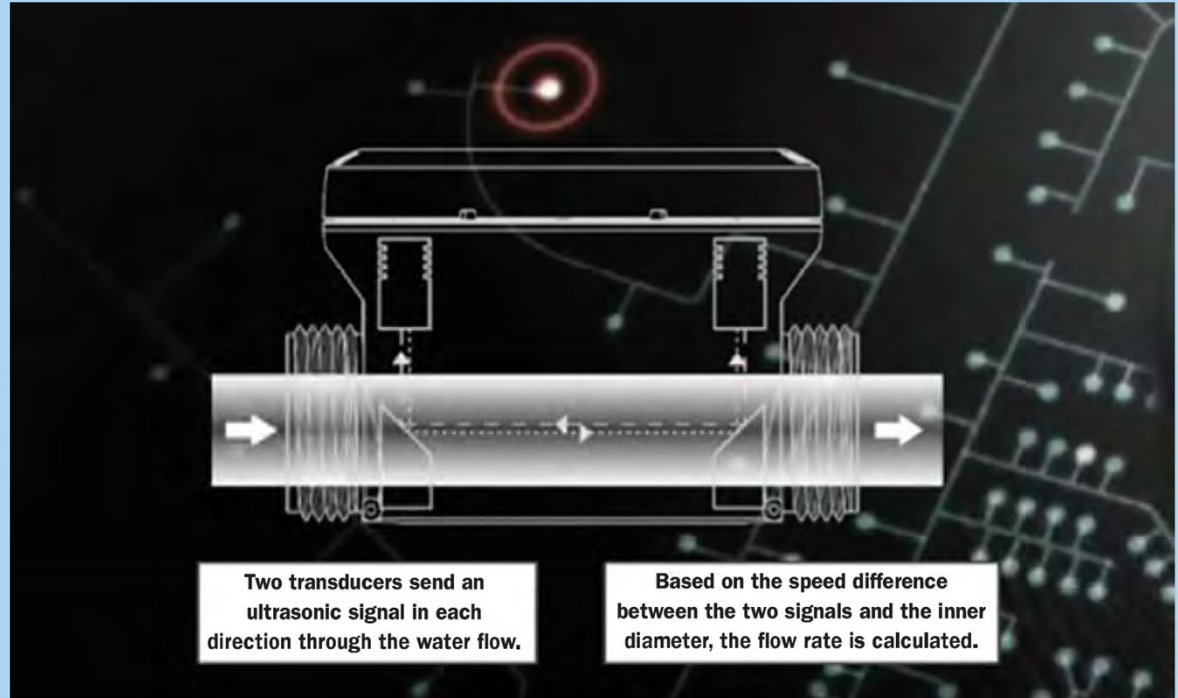
NEW SYSTEM APPROACH

- PW team had several meetings in 2021 & discussed current issues/challenges.
- PW team is a head of the curve.
- Conducted in-depth review of best technology.
- Had several demos done past few months.

NEW SYSTEM

ULTRASONIC TECHNOLOGY

Ultrasonic technology uses sound waves to precisely measure water flow.



REMOTE READING BENEFIT

- Dual band radio integrated into each meter transmit data via drive-by (AMR) or network remote AMI reading.



COST OF NEW DEPLOYMENT



AMI System Half Deployment
\$905,640.00



AMI System Full Deployment
\$1,535,526.00

PUBLIC WORKS

DEPARTMENT PROMOTIONS





Engineering
Division
Manager

Sharon
Darroux



Water Quality
Manager

Aaron
Kunders



Facilities &
Joint
Maintenance
Supervisor

Buck Tupper



Field & Safety
Supervisor

Ethan Stirling

Thank you from PW Family





Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 20, 2022

Financial Report for 3rd Quarter of FY2021/22.

City of St. Helens**Financial Report**

BLUE = Budget

RED = Actuals

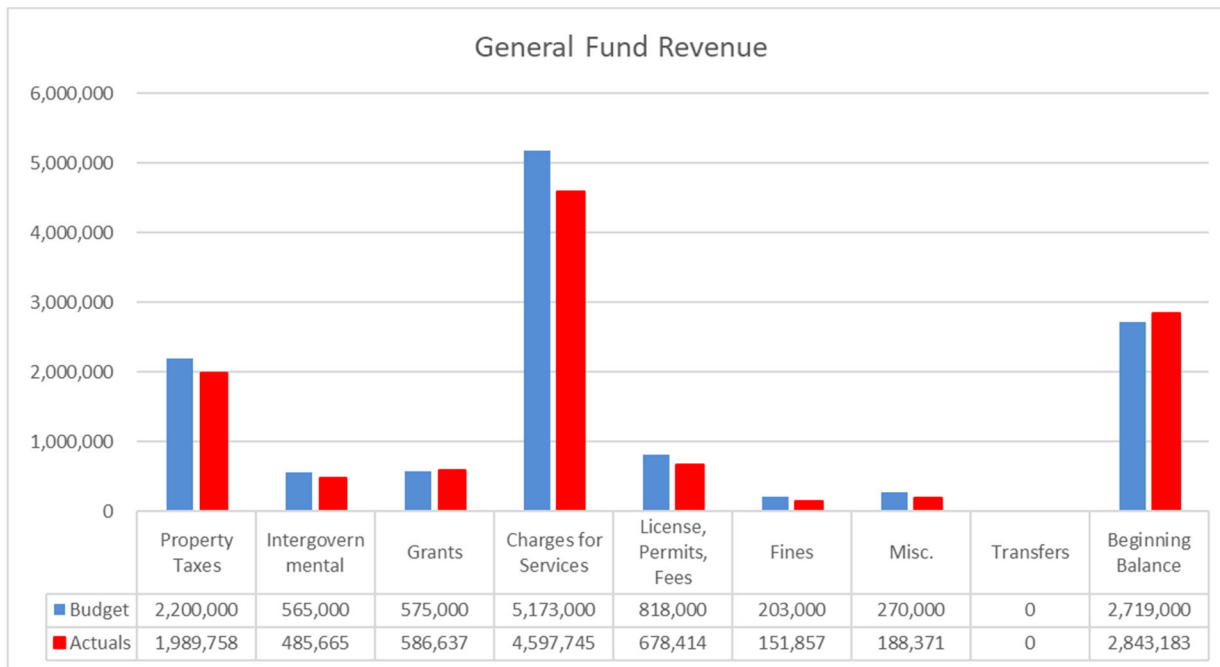
Greetings Council,

This is the Financial Quarterly Report for the 3rd quarter in Fiscal Year 2021/2022; (07/01/21 - 03/31/22). In this report you will find a graphical representation of each fund along with an explanation of revenue and expenses and any additional notes that I felt were important to update you on. I'm happy to answer any questions you may have.

Thank you,
Matt Brown
Finance Director
503-366-8227
mbrown@sthelensoregon.gov

General Fund (100)

General Fund Revenue

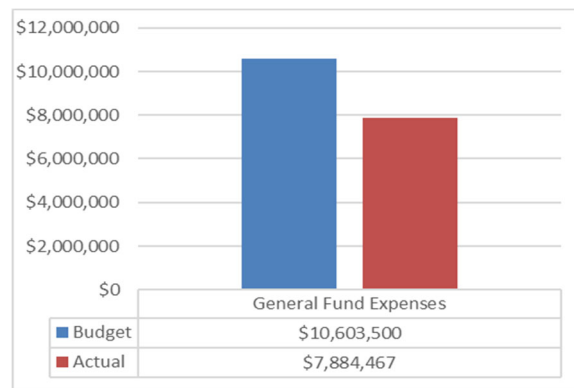


- Property Taxes:** Recent history has shown actuals of about 6% increase over the past years. This is mainly due to new developments coming on the tax roll in addition to the standard 3% increase that is budgeted in relation to Measure 5 and Measure 50 that every Finance Director in the State of Oregon just loves talking about. This year, I anticipate meeting that 6% increase. As the economy begins to slow with inflation and additional pressures, the future of this 6% will rely heavily on potential development within the City (and more specifically development outside of the URA but within city limits)
- Intergovernmental:** This is mainly the State Shared Revenue received (Cigarette, Alcohol, General Revenue Sharing, and Cannabis). In the past, when the City had an SRO officer, the school district contributed about \$140,000 as well. In 21/22, the City did not have an SRO and is not scheduled to have one in the next fiscal year.
- Grants:** Grants received were the General Fund's portion of the COVID relief payments. Half of the disbursement was in this fiscal year and the other half will be disbursed next fiscal year.
- Charges for Services:** The largest contributor is the General Fund Support Service charge. This is a charge to the PW Funds (Streets, Water, Sewer, Storm) for administration costs related to Public Works that the General Fund sees. This amount is based off a formula used for many years and updated/simplified in 2015 when I started. In addition, Charges for Services includes Franchise Taxes (Columbia River PUD, Comcast, PGE, etc.) and In Lieu of Franchise Taxes, which are internal franchise fees that Water, Sewer, and Storm pay on received revenue. Recreation revenue and the Recreation utility fee are also included in

this category. Next fiscal year, recreation revenue will be moved to the License, Permit, and Fees section for better classification with like fees.

- Lic/Permits/Fees:** The main driver for this category are building/planning fees. The last few years, building has seen an uptick in revenue as seen in property taxes. Large projects like the middle school and upcoming high school in addition to the multi-generational living complex by Walmart will pay building/planning fees. In many cities, Building and Planning departments have their own fund often called Community Development. Before this uptick in building in St. Helens, the Building and Planning department had been included in the General Fund because they did not receive enough money to be sustainable within their own program.
- Fines:** The main provider in this category is Municipal Court fines. The only other item in this category are Library fines, however I expect the Library Department to transition to a no-fine library. Fine revenue from the library is small (less than \$5,000 per year), so the loss of revenue on the General Fund is not substantial).
- Miscellaneous:** Interest that the City receives from money in the State Pool account is accounted for here. In past years, this had bene up to \$300-\$400k per year with additional side investment accounts. In the past year though, the Local Government Investment Pool has slashed return rates to as low as 0.2%. Those rates are reflected this year with lower returns. Other items in this category are general fund miscellaneous revenue which can be a menagerie of items.

General Fund Expenses



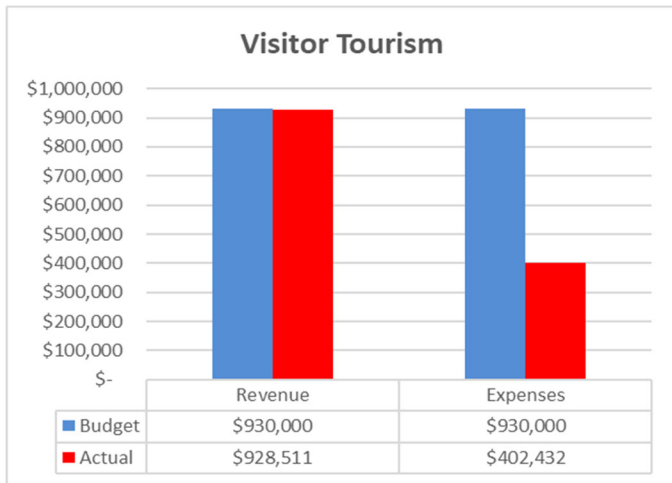
Overall, General Fund expenses are at 74% of the updated budget amounts. Final updated budget amounts will be approved by City Council in the second June meeting as a clean-up process for unanticipated revenue and expenses that have happened in the fiscal year.

Although expenses are shown at 74% and I do not anticipate going over “budget”. It is worth understanding that not going over budget implies assumed budget increases based on unforeseen revenue and expenses that have occurred already this year. Throughout the year, I will typically review/update budget numbers quarterly

and during the June meeting, will go through a public hearing process and resolution approval to approve the estimated year end budget adjustment. The amounts shown in the budget of a quarterly report may not reflect the original budget approved by City Council.

The General Fund this year is a great example of unforeseen expenses in relation to the increase in salary for Police Officers in addition to Hazard Pay for Police officers. These expenses were not part of the approved budget for 2021/2022. Also, in relation to this, revenue was received to help cover some of these costs. This revenue was not originally approved by City Council during the approval of the 2021/2022 budget.

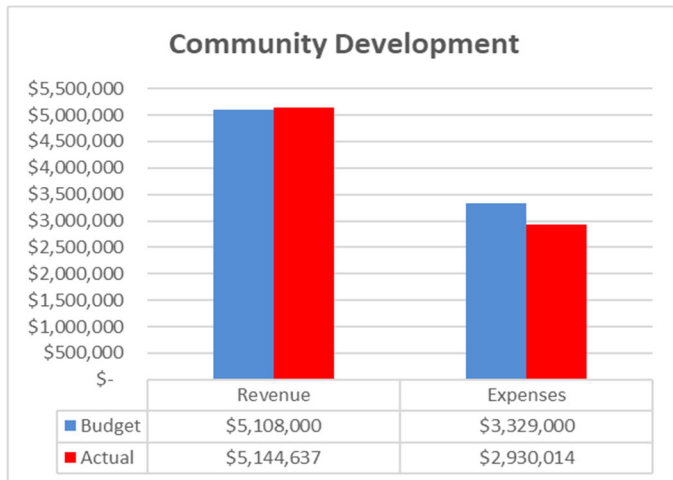
The City is expected to begin dedicating a sizable amount of General Fund revenue towards the public safety facility debt service. This is a loss to the General Fund of almost \$600k per year. The City may need to take additional action and retooling of revenue and expense resources to become sustainable in the future. Based on the 2021/2022 Year End Estimates, this is a notification that the General Fund will likely end the fiscal year below the 20% Reserve Policy. The reason for this dip in the current fiscal year is due to lower than expected beginning fund balances, a slowing of revenue and rising expenses that were greater than anticipated when the original budget was created. The City has a plan in place and a proposed budget for next fiscal year that is scheduled to meet the 20% reserve policy for the 2022/2023 fiscal year.

SPECIAL REVENUE FUNDS**Visitor Tourism Fund (201)**

Revenues: Hotel taxes are starting to come back from the lackluster-traveling COVID times. Fiscal year revenue for taxes should come in above budget, estimated right now to be around \$120,000. Event revenues are currently around \$820,000 and is mainly from ticket sales of events like Halloweentown and store revenue along with vendor and marketing revenue. It should be noted that the \$820,000 is not the full amount of ticket revenue received; a printout from the tourism director showed ticket revenue for the past Halloweentown at almost \$930,000 with no additional information received.

Expenses: As of right now, the City is continuing to pay the tourism director a monthly amount of \$10,000 for continued services into 2022. A new contract is pending attorney review along with a financial audit. The City continues to lease a building for tourism activities and continues to make improvements on the building. The City pays the lease of the building along with the utilities.

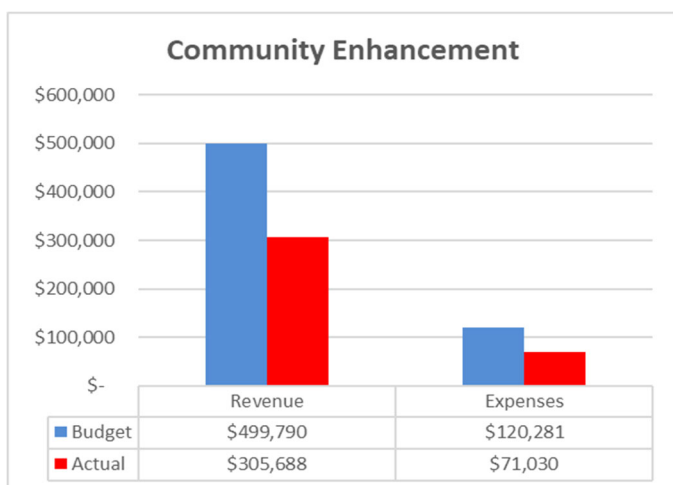
Community Development Fund (202)



Revenues: The fund received 2 large grants this fiscal year. The first was related to the Columbia Food Bank and was for about \$1.1 million. The City acts as an intermediate between the food bank and the main funding source. This grant is administered through ColPac. Additional main revenue was timber harvesting, which currently sits at \$2.1 million received, above the initial budgeted amount. This fund could receive a payback transfer from the Tourism fund of around \$140,000 if the Council decides to do so. Please see the Visitor Tourism Fund section for more information regarding this.

Expenses: Main expenses come from the CDBG grant expenses. Other large expenses come from the Riverfront Department for obvious reasons as the City continues moving forward. The Industrial Business Park Department will start seeing more professional services with Mackenzie Architecture as we begin planning Phase I.

Community Enhance Fund (203)

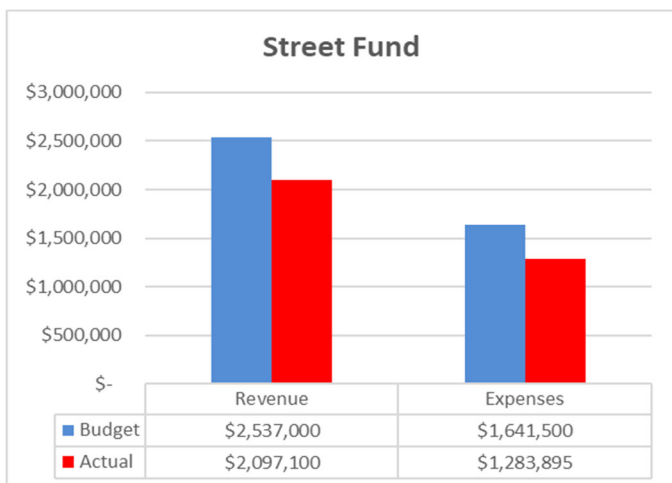


Revenues: This fund will start to dwindle in usage as I continue to clean/simplify our account structure. Main revenue came from a beginning balance of grant revenues from COVID Relief Funds (CRF)

that were used in last fiscal year and the beginning of this fiscal year. Other grant revenue sources are Library, Parks, and Recreation Grants housed here for easier tracking as opposed to putting everything into the General Fund. The Building Department has their technology fee revenue and expenses in the Community Enhancement Fund. This fee has brought in almost \$50,000 over the past two years and is there to assist with technology needs in the Building Department for the future. The other main revenue source in this fund is Transitional Housing/Loan funds that are funneled through the City, like the block grants and are sent to Community Action Team for use in their programs.

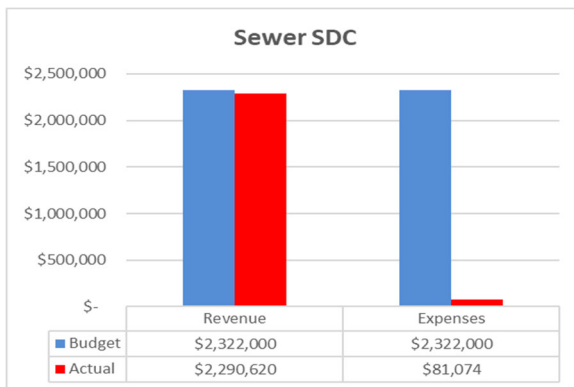
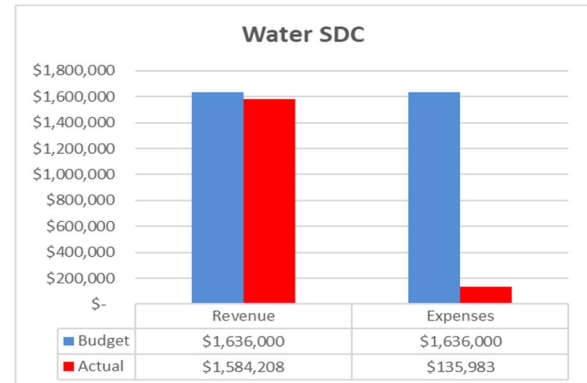
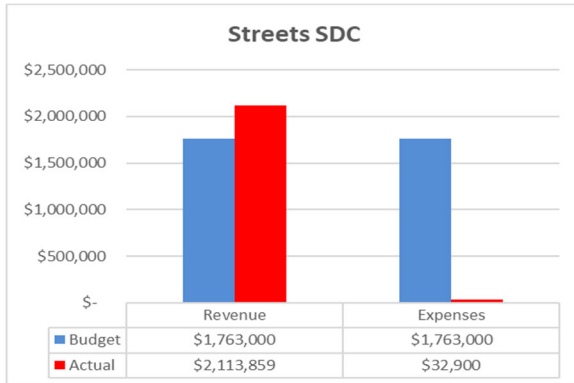
Expenses: Main expenses so far this year are for the Transitional Housing (CAT) and Recreation grants that have been used this year. The ACC still has an ongoing balance of about \$9,000 whenever that group gets off the ground again.

Street Fund (205)



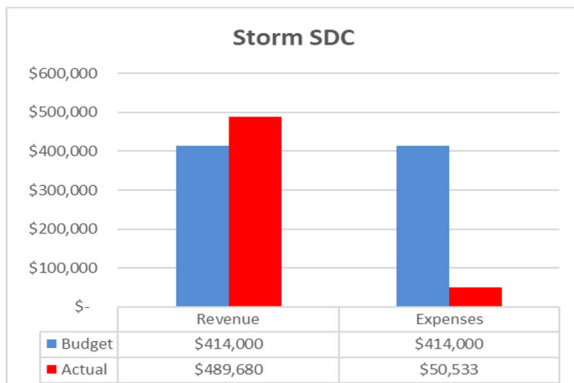
Revenues: Main revenues come from Motor Vehicle taxes and accounts for about \$1.3 Million. Other main sources of revenue are grants from the State of Oregon that are received for certain street projects that the city completes. This year, the City received a one-time COVID additional payment of about \$200,000 from ODOT.

Expenses: There are several large charges that are fixed costs in this fund. The first and highest is the Salary/Benefits expense for Public Works. Employees in Public Works have their salary/benefits split out among different funds (Street, Water, Sewer, Storm) based on a percentage of their estimated time spent doing work related to each fund. This allocation is reviewed yearly by Administration and updated. This year's expense was \$476,000. Other large yearly expenses include the General Fund Support Services (GFSS) of \$353,000. This is charged to Street, Water, Sewer, and Storm and is the cost of Administrative/Staff time related to Public Works. This again is a formula updated each year. The street fund sees a yearly amount of \$60,000 taken out for debt service which is related to the costs of the LED upgrades done on streetlights throughout the city. Capital Outlay costs of about \$135,000 so far this year are due mainly to the Columbia Blvd Sidewalk project, ADA Curb ramp improvements, and trench patching.

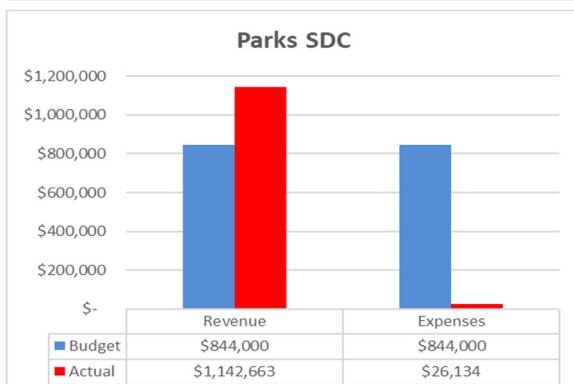
SDC FUNDS (301 - 305)

Revenues: All SDC revenues have been very healthy over the last 2-3 years simply because development has increased. I anticipate revenues starting to slow in this next fiscal year and I do anticipate a recession-type economy coming soon in 2023-2026.

Expenses: SDC eligible projects remain small though. I would suggest to the City Council that staff should investigate closer with a contractor the validity of the most updated master plans in relation to the SDC eligibility for each project listed in the capital improvement section. This may show that additional SDC funds could be spent on specific projects that are needed throughout the city.



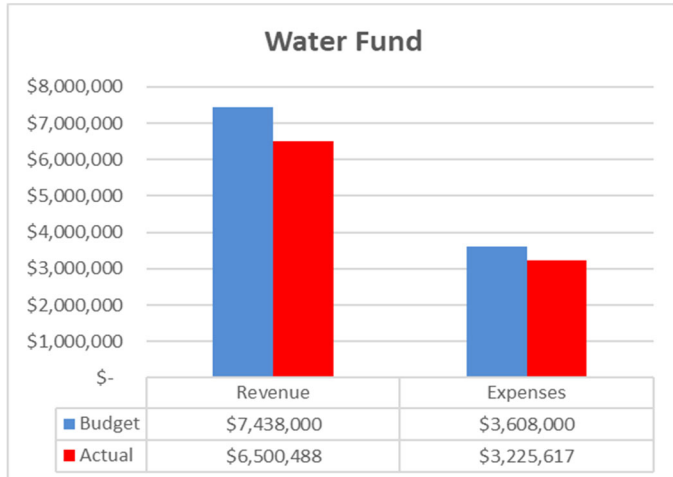
Parks SDC will have an eligible project with the expansion of Columbia View Park on the Riverfront. The City anticipates a contribution up to \$1 Million to aid in the construction and development of Columbia View Park that will include new play structures and an enhanced stage area for events.



Please note that SDC eligible projects must be identified in a master plan to spend money on them. For example, McCormick Park is an SDC eligible park identified in the 2015 Parks Master Plan, but the City can only spend SDC money on specific projects for McCormick Park that are identified in the master plan.

ENTERPRISE FUNDS

Water Fund (601)

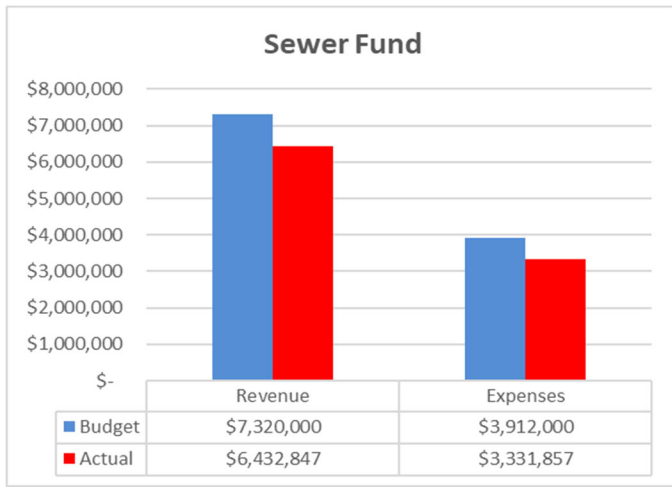


Revenues: Revenue for the water fund is on track with the budget amount of \$3.6 Million by the end of June. At the beginning of the calendar year, the City begun shut-off and late fee processes. Currently that revenue is sitting at \$49,000.

Expenses: The Water Fund has 3 separate departments (Operations, Distribution, Filtration). Operations is where you will find debt service payments and capital outlay items. So far this year, the Capital Outlay is at 84% spent, which was mainly the Tualatin 7th Street waterline replacement at over \$120,000 and meter replacements at \$34,000. Water Distribution sees PW Support Service Charges like the Street Fund and other Enterprise Funds. The other main expenses are General Fund Support Services. Water Filtration sees PW Support Service Charges as the main expenses along with utilities and chemicals for the filtration plant.

As calculated in the previous years the City loses almost 20% of water due to leakage. This calculation has been done by me in the 2016, 2018, and 2020 years and given to previous Public Works Administration. These stats were legitimized again in the water master plan that noted 18% leakage. This could be correct through investment in better water meters. Staff has met with vendors and earmarked the idea; however, the cost of implementation can be upwards of \$1 million for the entire city. The City would make that up over time, however it is still a large upfront cost to the City.

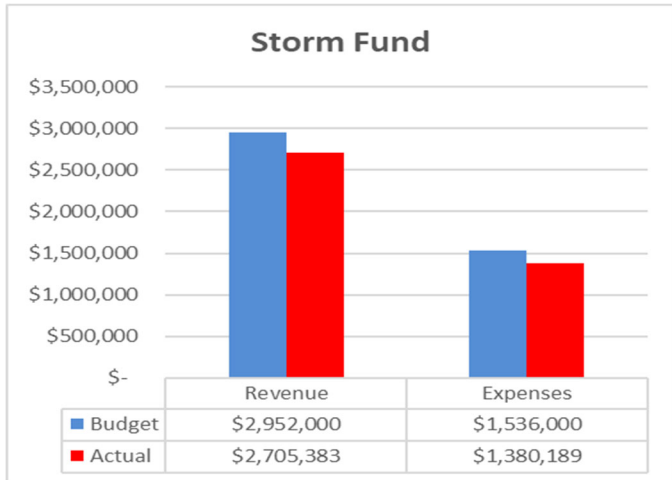
Sewer Fund (603)



Revenues: Revenues for the sewer fund are on track with the budget amount of \$3.8 million by the end of June. Additional revenue sources are sludge disposal charges budgeted at \$175,000 per year.

Expenses: The Sewer Fund has 5 separate department areas (Operations, Collection, Primary Treatment, Secondary Treatment, Pump Services). Part of operations is debt service and capital outlay. Capital Outlay has been only budgeted at \$200,000 to complete immediate repairs if something breaks. Sewer Collection houses the main collection system costs in staffing through the PW Support Services Charge and the General Fund Support Service Charges. Primary Treatment are the lagoon costs associated with the general city involvement. Secondary Treatment is isolated to just Cascades Tissue how they are using the treatment plant for operations. The cost of this department is shared with a Cascades reimbursement of this budgeted department. The Pump Services department are where all expenses related to the City pump services are housed.

Storm Fund (605)



Revenues: Storm revenue, which is a fixed cost on utility bills is coming in as budgeted at just over \$1 million. There are no additional revenue sources for this fund to operate.

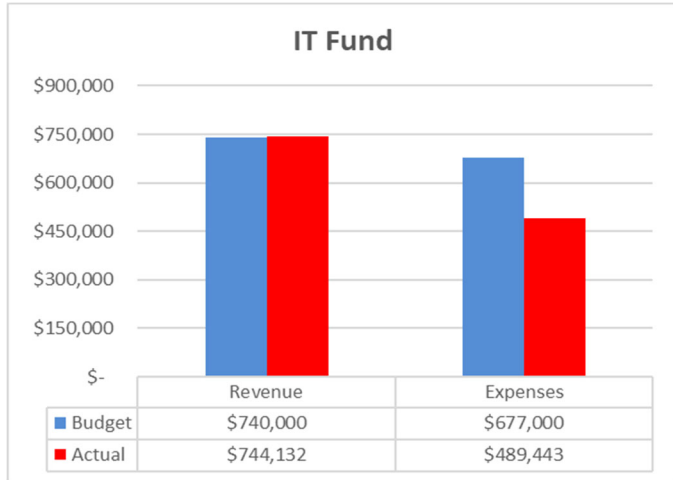
Expenses: The storm fund sees all the similar expenses of the Street, Water, and Sewer funds with PW Support Service charges and General Fund Support Service Charges.

INTERNAL FUNDS

Equipment Fund (701)

This fund is not being used anymore. The current balance will be transferred to the PW Operations Fund.

IT Fund (702)



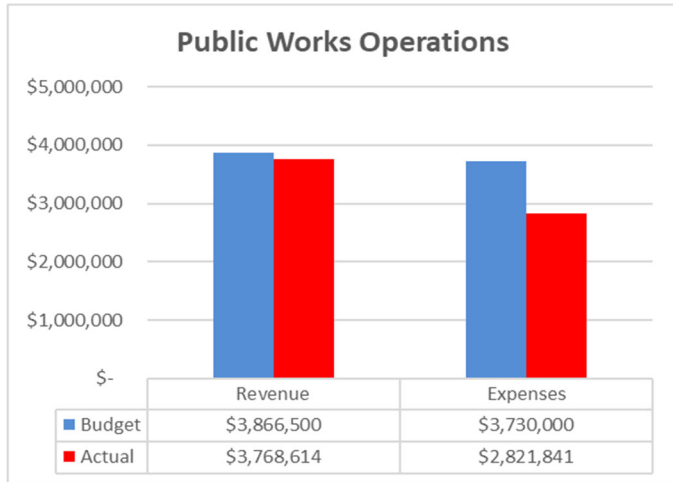
Revenues:

It receives its revenue from internal charges. The Fund this year also received one-time revenue from COVID related to additional staffing and continuation of a broadband study that is currently being done.

Expenses:

The city has 2 full time IT staff members. COVID Grant funds will cover a majority of the cost of the second employee for this fiscal year and next year; afterwards, departmental charges will be increased to cover the additional FTE. At that time, the City will also lower the contracted MSP for IT Services, MorePower, to a lower amount contract to ensure staffing in-house stays the same. MorePower has a more extensive contract in currently as they assist with network optimization and updating that is needed throughout the city.

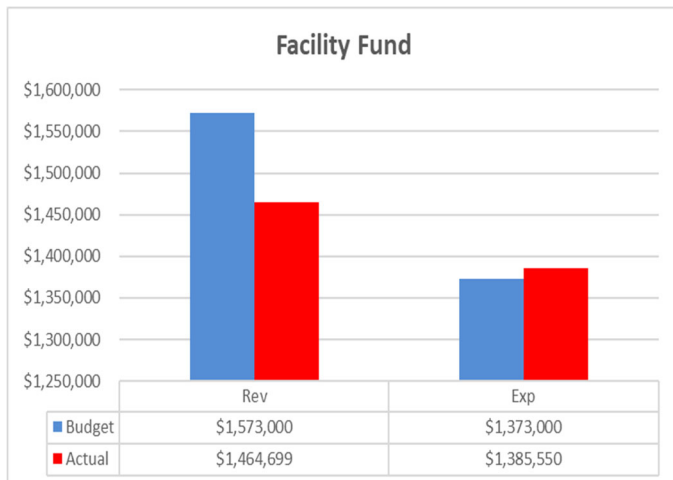
PW Operations Fund (703)



Revenues: The main source of revenues for this fund are through internal charges from other PW related funds (Street, Water, Sewer, and Storm). Other minor revenues are engineering fees for the Engineering Department within this fund.

Expenses: Currently this fund operates with 2 departments; Engineering and PW Operations. There is nothing surprising or tantalizing about the PW Operations Fund and nothing worth noting on this quarterly report.

FACILITY MAJOR MAINTENANCE FUND (704)



Revenues: Revenues for this fund come from mainly internal charges and grant proceeds. The City received \$75,000 in grant awards this fiscal year.

Expenses: Major expenses for this fiscal year account for the new recreation Center and the Campbell Park Improvements.