



COUNCIL WORK SESSION

Wednesday, May 15, 2024 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

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 three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

- [1.](#) 2:10PM - Review Request from Hudson Garbage to Increase Garbage/Recycling Rates
- *Hudson Garbage District Manager Josh Brown*
- [2.](#) 2:20PM - Recreation Program Semi-Annual Report - *Recreation Manager Shanna Duggan*
- [3.](#) 2:35PM - Communications Semi-Annual Report - *Communications Officer Crystal King*
- [4.](#) 2:50PM - Review Proposed Engineering Fees - *Engineering Manager Sharon Darroux*
- [5.](#) 3:00PM - Utility Bill Leak Adjustment Request for 280 St. Helens Street (Salisbury)
6. 3:10PM - Discussion Regarding Events in the Downtown Area Considering all the Construction Projects
7. 3:30PM - Discussion Regarding Current Agreement for Events Management
- [8.](#) 3:50PM - Report from City Administrator John Walsh

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:

- May 13, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom
- May 13, 7:15PM, Library Board, Zoom
- May 14, 6:00PM, Planning Commission, Council Chambers/Zoom
- May 15, 2:00PM, Council Work Session, Council Chambers/Zoom
- May 15, 7:00PM, Council Regular Session, Council Chambers/Zoom
- May 16, 6:00PM, Urban Renewal Agency Budget Committee, Council Chambers/Zoom
- May 27, MEMORIAL DAY, City Offices Closed

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

- PH: June 5, 6:25PM, Fiscal Year 2023/2024 Supplemental Budget
- PH: June 5, 6:35PM, Fiscal Year 2024/2025 State Revenue Sharing & Budget
- PH: June 19, 6:20PM, Annex 35456 E. Division Road (Dahlgren)
- PH: June 19, 6:30PM, Annex Property West, South, and East of 58212 Old Ptld Rd (Port)
- PH: June 19, 6:45PM, Annex 2180 Gable Road (JLJ Earthmovers, LLC)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/81794177680?pwd=eUx5ZG5jQmtmWTVMMk9Nb3VsdW5YQT09>

Passcode: 268296

Dial: +13462487799

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.



May 2, 2024

John Walsh – City Manager
City of St. Helens
265 Strand Street
St. Helens, Oregon 97051

RE: Request for Solid Waste and Recycling Rate Adjustment

Dear Mr. Walsh,

Hudson Garbage Service would like to propose an adjustment to our solid waste and recycling collection rates. We continue to experience upward cost pressures in our business as we have the past several years. Fuel costs continue to remain unstable and have increased from prior year. We have also continued to evaluate and raise our employee wages to remain competitive in our driver and mechanic ranks specifically. Skilled and professional drivers and mechanics remain challenging to recruit and retain, causing increased labor costs to our company.

Columbia County is increasing the disposal fee at the transfer station 3.6% effective July 1st, 2024, also impacting the cost of our operation. As you know, the disposal component is a large percentage of our rates we charge customers. Supply chain challenges remain impactful to our business specifically the cost for parts and materials for our equipment. New truck deliveries from manufacturers are still delayed anywhere from 12-18 months, causing us to run older equipment longer than anticipated at a higher cost.

These are a few examples of some of our larger cost impacts. Given these pressures, we are requesting an increase of 4.3% on all service rates, effective July 1, 2024. CPI-U is a reasonable and objective measure of our cost increases that is commonly used in industry for evaluating our cost of doing business. At year-end 2023, the CPI-U index was 4.3%.

We look forward to meeting with the Council to answer any questions. We also want to thank you and the City of St. Helens for the continued relationship we have. We are proud to be your community partner!

Regards,

Josh Brown

Josh Brown
District Manager

**HUDSON GARBAGE SERVICE
RATES EFFECTIVE July 1, 2024
CITY OF ST. HELENS**

Item #1.

ST. HELENS CITY

	RATE FREQUENCY	CURRENT RATE	NEW RATE
RESIDENTIAL SERVICES			
WEEKLY			
(1) 35 Gallon Cart Weekly	PER MONTH	\$ 33.13	\$ 34.60
Each Additional 35 Gallon Cart Weekly	PER MONTH	\$ 19.57	\$ 20.40
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 50.97	\$ 53.20
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 44.85	\$ 46.80
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 68.78	\$ 71.70
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 60.52	\$ 63.10
EOW			
(1) 35 Gallon Cart Every Other Week	PER MONTH	\$ 23.92	\$ 24.90
Each Additional 35 Gallon Cart Every Other Week	PER MONTH	\$ 14.57	\$ 15.20
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 36.75	\$ 38.30
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 32.34	\$ 33.70
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 49.30	\$ 51.40
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 43.38	\$ 45.20
MONTHLY			
(1) 35 Gallon Cart OAM	PER MONTH	\$ 7.24	\$ 7.60
(1) 35 Gallon Cart OAM - With Recycle	PER MONTH	\$ 13.23	\$ 13.80
ON-CALL			
(1) 35 Gallon Cart On Call	PER PICKUP	\$ 6.63	\$ 6.90
Each Additional 35 Gallon On Call After First	PER PICKUP	\$ 5.84	\$ 6.10
RECYCLE - GREENWASTE			
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 10.63	\$ 11.10
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 9.35	\$ 9.80
(1) 95 Gallon Greenwaste EOW	PER MONTH	\$ 10.63	\$ 11.10
(1) 95 Gallon Greenwaste EOW - With Garbage Service	PER MONTH	\$ 4.92	\$ 5.10

HUDSON GARBAGE SERVICE
RATES EFFECTIVE July 1, 2024
CITY OF ST. HELENS

Item #1.

ST. HELENS CITY

COMMERCIAL

	RATE FREQUENCY	CURRENT RATE	NEW RATE
Temp 2 Yard Container (First 7 Days)	PER PICKUP	\$ 82.73	\$ 86.30
Comm Daily Rental Fee (After 7 Days)	PER DAY	\$ 2.67	\$ 2.80
Comm Container Overfill/Overweight	PER YARD	\$ 19.93	\$ 20.80
Comm Container Extra Yardage Fee	PER YARD	\$ 19.93	\$ 20.80
Comm Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.33	\$ 1.40
Return Trip Charge - Business	PER PICKUP	\$ 20.00	\$ 20.90
Walk-In - Business	PER PICKUP	\$ 5.20	\$ 5.40

BULKY

TIRE under 16" no/rim	PER PICKUP	\$ 6.88	\$ 7.20
TIRE under 16" w/rim	PER PICKUP	\$ 16.05	\$ 16.70
HOT WATER HEATER	PER PICKUP	\$ 36.01	\$ 37.60
SM MATTRESS	PER PICKUP	\$ 11.92	\$ 12.40
M/LG MATTRESS	PER PICKUP	\$ 17.77	\$ 18.50
SM FURNITURE	PER PICKUP	\$ 17.02	\$ 17.80
M/LG FURNITURE	PER PICKUP	\$ 35.52	\$ 37.00
SM APPLIANCE*	PER PICKUP	\$ 17.53	\$ 18.30
M/LG APPLIANCE*	PER PICKUP	\$ 36.01	\$ 37.60

*(No refrigerators, freezers, Freon or compressors)

WEEKLY

(1) 35 Gallon Cart Weekly Business	PER MONTH	\$ 22.68	\$ 23.70
Each Additional 35 Gallon Cart Weekly Business	PER MONTH	\$ 21.96	\$ 22.90
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 38.32	\$ 40.00
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 33.72	\$ 35.20
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 53.78	\$ 56.10
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 47.33	\$ 49.40

EOW

(1) 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 13.58	\$ 14.20
Each Additional 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 13.44	\$ 14.00
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 25.28	\$ 26.40
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 22.25	\$ 23.20
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 49.30	\$ 51.40
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 43.38	\$ 45.20

**HUDSON GARBAGE SERVICE
RATES EFFECTIVE July 1, 2024
CITY OF ST. HELENS**

Item #1.

ST. HELENS CITY

	RATE FREQUENCY	CURRENT RATE	NEW RATE
OTHER COMMERCIAL			
(1) 35 Gallon On Call Business	PER MONTH	\$ 6.63	\$ 6.90
(1) 35 Gallon 1x Monthly Business	PER PICKUP	\$ 7.24	\$ 7.60
Comm Overfill/Overweight Can/Cart Business	PER PICKUP	\$ 2.98	\$ 3.10
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 10.63	\$ 11.10
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 6.00	\$ 6.30
(1) 95 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 10.63	\$ 11.10
(1) 95 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 6.00	\$ 6.30
(1) 95 Gallon Yard Waste EOW	PER MONTH	\$ 4.92	\$ 5.10
CONTAINER SERVICE			
1 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 34.37	\$ 35.80
1 Yard Every Other Week Service	PER MONTH	\$ 70.89	\$ 73.90
1 Yard Container Weekly Service	PER MONTH	\$ 114.51	\$ 119.40
*Each additional	PER MONTH	\$ 105.69	\$ 110.20
1 Yard Container 2 x Weekly Service	PER MONTH	\$ 212.94	\$ 222.10
*Each additional	PER MONTH	\$ 196.08	\$ 204.50
1 Yard Container 3 x Weekly Service	PER MONTH	\$ 315.67	\$ 329.20
*Each additional	PER MONTH	\$ 276.39	\$ 288.30
1 Yard Container 4 x Weekly Service	PER MONTH	\$ 406.69	\$ 424.20
*Each additional	PER MONTH	\$ 349.21	\$ 364.20
1 Yard Container 5 x Weekly Service	PER MONTH	\$ 510.39	\$ 532.30
*Each additional	PER MONTH	\$ 441.15	\$ 460.10
1.5 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 45.16	\$ 47.10
1.5 Yard Every Other Week Service	PER MONTH	\$ 101.28	\$ 105.60
1.5 Yard Container Weekly Service	PER MONTH	\$ 161.73	\$ 168.70
*Each additional	PER MONTH	\$ 150.06	\$ 156.50
1.5 Yard Container 2 x Weekly Service	PER MONTH	\$ 307.86	\$ 321.10
*Each additional	PER MONTH	\$ 287.09	\$ 299.40
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 453.97	\$ 473.50
*Each additional	PER MONTH	\$ 419.71	\$ 437.80
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 577.34	\$ 602.20
*Each additional	PER MONTH	\$ 533.17	\$ 556.10
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 730.64	\$ 762.10
*Each additional	PER MONTH	\$ 661.83	\$ 690.30

**HUDSON GARBAGE SERVICE
RATES EFFECTIVE July 1, 2024
CITY OF ST. HELENS**

Item #1.

ST. HELENS CITY

	RATE FREQUENCY	CURRENT RATE	NEW RATE
2 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 54.23	\$ 56.60
2 Yard Every Other Week Service	PER MONTH	\$ 111.46	\$ 116.30
2 Yard Container Weekly Service	PER MONTH	\$ 214.34	\$ 223.60
*Each additional	PER MONTH	\$ 198.73	\$ 207.30
2 Yard Container 2x Weekly Service	PER MONTH	\$ 405.25	\$ 422.70
*Each additional	PER MONTH	\$ 375.06	\$ 391.20
2 Yard Container 3x Weekly Service	PER MONTH	\$ 607.94	\$ 634.10
*Each additional	PER MONTH	\$ 530.96	\$ 553.80
2 Yard Container 4x Weekly Service	PER MONTH	\$ 771.29	\$ 804.50
*Each additional	PER MONTH	\$ 672.16	\$ 701.10
2 Yard Container 5x Weekly Service	PER MONTH	\$ 962.59	\$ 1,004.00
*Each additional	PER MONTH	\$ 826.91	\$ 862.50
3 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 69.36	\$ 72.30
3 Yard Container 1x Weekly Service	PER MONTH	\$ 280.77	\$ 292.80
3 Yard Container 2x Weekly Service	PER MONTH	\$ 524.50	\$ 547.10
3 Yard Container 3x Weekly Service	PER MONTH	\$ 768.27	\$ 801.30
3 Yard Container 4x Weekly Service	PER MONTH	\$ 1,012.02	\$ 1,055.50
3 Yard Container 5x Weekly Service	PER MONTH	\$ 1,255.66	\$ 1,309.70
4 Yard Every Other Week Service	PER MONTH	\$ 212.44	\$ 221.60
4 Yard Container 1x Weekly Service	PER MONTH	\$ 343.68	\$ 358.50
4 Yard Container 2x Weekly Service	PER MONTH	\$ 668.69	\$ 697.40
4 Yard Container 3x Weekly Service	PER MONTH	\$ 993.65	\$ 1,036.40
4 Yard Container 4x Weekly Service	PER MONTH	\$ 1,318.66	\$ 1,375.40
4 Yard Container 5x Weekly Service	PER MONTH	\$ 1,643.67	\$ 1,714.30

OTHER RATES

Res Extra Can/Cart, Bag or Box (32-35 Gallons)	PER PICKUP	\$ 5.09	\$ 5.30
Res Every Other Week Off Week	PER PICKUP	\$ 6.57	\$ 6.90
Res Extra Bag (12 Gallon Kitchen Bag)	PER PICKUP	\$ 3.64	\$ 3.80
Res Overfill/Overweight Cart or Can	PER PICKUP	\$ 2.98	\$ 3.10
Res Oversize Can	PER PICKUP	\$ 2.98	\$ 3.10
Res Special Trip Off Day	PER PICKUP	\$ 20.00	\$ 20.90
Res Walk In Fee	PER MONTH	\$ 4.79	\$ 5.00
Res Drive In Fee	PER MONTH	\$ 4.79	\$ 5.00
Drive-In Additional 100Ft Increments	PER MONTH	\$ 2.67	\$ 2.80
Res Restart Fee - Includes Cart Re-delivery	ONE TIME	\$ 25.00	\$ 26.10
Returned Check Fee	ONE TIME	\$ 20.00	\$ 25.00
Res Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.34	\$ 1.40
Lockbar Installment Fee	ONE TIME		\$ 40.00
Lock Replacement Fee	PER LOCK		\$ 20.00

St. Helens Recreation Program Semi-Annual Report

“Building Community Through Activity.”



Recreation by the Numbers 2024

87

Registered Programs

50

Drop-in/Free Programs

4840

Profiles in the Rec Desk Data Base

3100

Facebook Followers



779

Current Afterschool Hours 23/24 School Year

14

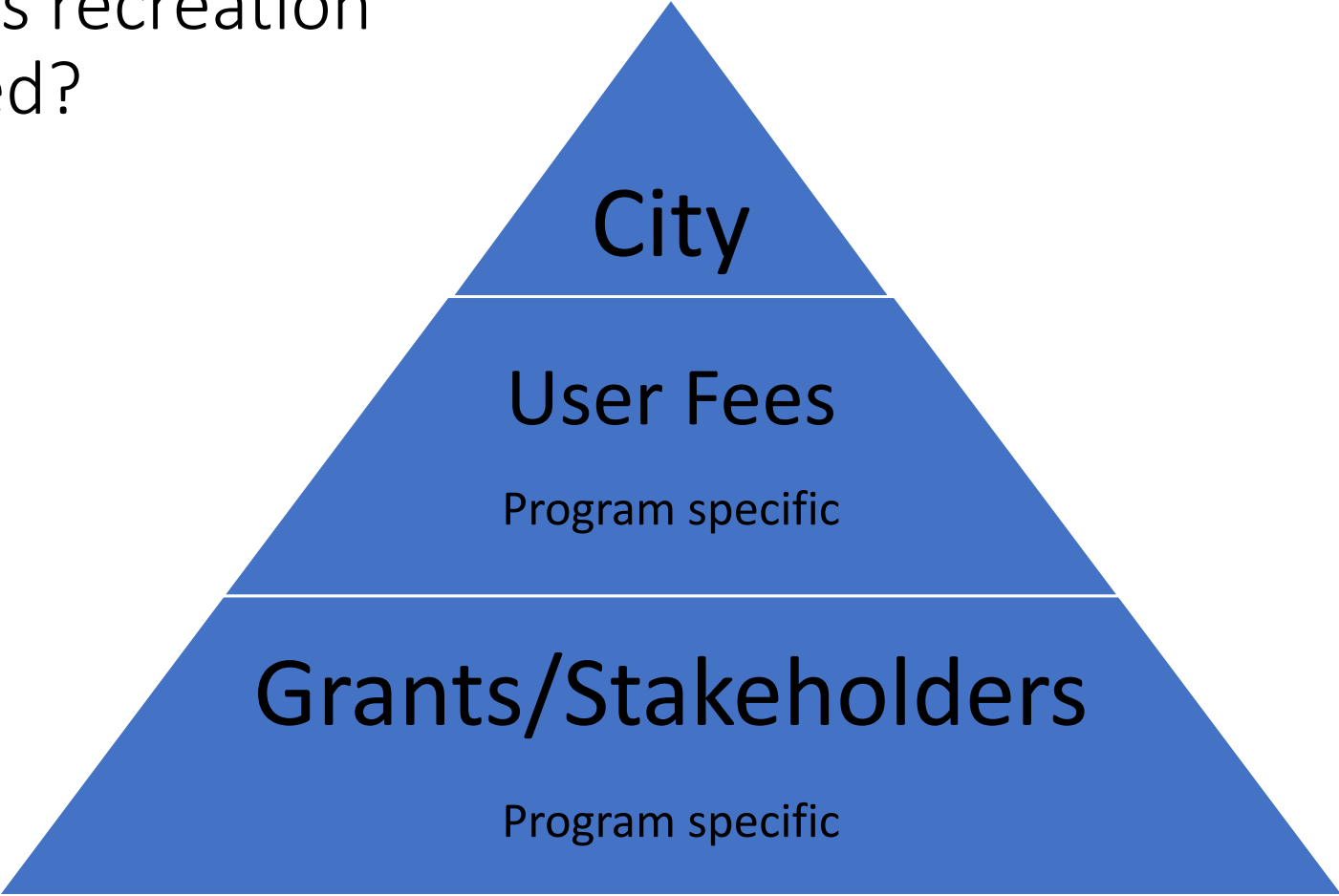
Summer Camps

Projects / Goals 2023/2024

- Providing a safe, comfortable atmosphere for our participants.
- Having information available for more resources in the community.
- Building programs and partnerships.
- Balancing free programming with programs have a fee.
- Continue offering services at our staff capacity.
- Being a good partner and community resource for other agencies.
- More life skills programs for tweens/teens.
- Intergeneration programming.
- Afterschool program expansion.
- Look at possibility of before school care.
- Facility rentals for the Recreation Center and Community Center.
- Support entrepreneurs with a space to hold classes.



How is recreation funded?



Board and Committee Work

Time spent building networks, creating funding opportunities, shared resources and partnerships.

Columbia County Trauma Informed Network

Early Learning Steering Committee

Columbia County Health Coalition

NW Parenting HUB/ESD

Columbia County Childcare Task Force

Gro Greater St. Helens



Current Programing Partnerships:

St. Helens School District

OSU Extension

St. Helens Mainstreet Alliance

NW Parenting HUB

Columbia Art Guild

MOM of Columbia County

CCMH

Griffins Place

St. Helens Police Department

St. Helens Library

Columbia County

Current grants:

21st Century Community Learning Centers (CCLC), Title IV-B

Support afterschool programs in the St. Helens School District, in a continuing learning environment for students to have a safe space to get homework help and a variety of other enrichment activities.

This grant also support hiring local high school students as well as community members to help the program operate each day.

This grant is through a partnership with the St. Helens School District.





Last 60 days snapshot:

Organization Activity From 2/29/2024 to 4/29/2024						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	424	62	0	0	120	25
Resident	345	40	0	0	69	
Non-Resident	79	22	0	0	51	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	381	0	0	0	46	
18 - 65	25	50	0	0	57	
65+	1	1	0	0	2	
Male	193	14	0	0	37	
Female	229	43	0	0	83	
Other Genders	2	5	0	0	0	
Online vs In-House						
Online	306	50	0	N/A	111	
In-Person	118	12	0	N/A	9	

Up Next

- Keep strengthening partnerships to help provide a safe and inclusive environment for all ages.
- Working with some new partners/businesses on programing.
- Focusing on what we “can do”
- Continue to explore grants, sponsorships and other funding opportunities.
- Expand our teaching and contract services.
- Find the gaps in the community and see how we can help close those gaps.

- Questions?

St. Helens Communications Report

NOVEMBER 2023 TO APRIL 15, 2024



By the Numbers

16

Press Releases



1 press release every 10.4 days

597

Social Media Posts



3.6 social media post every day

65

News Media Contacts/Requests



1 media request every 2.6 days

23

Newsletters



1 newsletter every 7.3 days

Comms Overview

TASKS

- Press Releases
- Newsletters
- Media Requests
- Social Media

- Photography and Video
- Event Planning and Coordination
- Editing
- Website Updates
- Partner Agency Coordination
- Graphic Design
- Advertisements (Print and Digital)
- Recurring department and contractor meetings
- Miscellaneous requests

DIVISIONS

- Administration
- Community Development
- Municipal Court
- Finance
- Utility Billing
- Engineering
- Public Works
- Parks
- Recreation
- Police
- Library
- City Council
- Boards and Commissions
- Tourism

Waterfront Projects

Business Canvassing

Business/Resident Open House

Resident and Business Mailer

Business Video Project

Website Updates

Contractor Project Meetings

Site Photos and Videos

Newsletters

Project Banners for Riverwalk

Central Waterfront Video

Riverwalk Drone

Other Projects / Focused Efforts

Christmas Ships Event

Winter Weather Messaging (Flooding, Snow, Freezing Temps)

Inclement Weather Closures

Public Works Highlights

National Library Week

National Engineers Week

National Trivia Day

Weekly Library Communication Meetings

Library Strategic Comms Focus

Flying Eagle Canoe Survey

Citizens Day Planning Committee

If I Were Mayor Student Contest

TMDL Project

School Field Trips

Oregon Film Trail/HGTV Twilight Highlight

A Day in the Life

Work with Alex to create customized Streets and Utilities construction area map Item #3.

Check in with Mouhamad on Streets and Utilities upcoming communications

Review Recreation Summer Camp Guide and send edits to Shanna

Coordinate Lewis and Clark first graders visit request from schoolteachers with Mayor

Meet with John and respond to The Chronicle's questions about previous Council meeting

Reassign SurveyMonkey accounts with Rachael leaving

Waterfront newsletter content uploaded, reviewed, and newsletter sent out

Review regular City newsletter content and send edits to Cameron

Share If I Were Mayor winners PR and photos with Stacey at School District, confirm photo release info with parents of private/home school students

Write up on Officer Jeremy Howell SRO award and send to School District to include in their award

Streets and Utilities traffic control maps compiled and labeled for business canvassing

Contact impacted business owner about adjacent construction work

Call St. Helens Mainstreet to review upcoming waterfront construction impacts

Contact Noelle at St. Helens High School about Senior Cruise and coordination of event route with construction work

Confirm account code with AP and request payment of City's annual archiving services

Up Next

Riverwalk Project

Streets and Utilities Extension Project

Summer and Fall Event Changes

Citizens Day in the Park Planning Committee

Extreme Weather Group Coordination

Columbia County PIO Group

Summer Reading Program

Recreation Summer Events

City of St. Helens
RESOLUTION NO. 2004

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
SUPERSEDING RESOLUTION NO. 1972

WHEREAS, Ordinance No. 3095 authorizes the City Council to establish Engineering Division fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses; and

WHEREAS, additional Engineering Division fees are required to manage the new traffic calming regulations established by Ordinance No. 3300: An Ordinance Amending the St. Helens Municipal Code Title 10, "Vehicles and Traffic," adding Chapter 10.20 "Traffic Calming".

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

Section 1. Exhibit A, Fee Schedule, is hereby adopted as amended.

Section 2. Exhibit A, Fee Schedule, is effective May 15, 2024.

Section 3. This Resolution supersedes Resolution No. 1972.

Approved and adopted by the City Council on May 15, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES		
Vehicle Impound Fee	\$	100.00 Per vehicle
Bicycle Impound Fee	\$	1.00 Per bicycle
Parking Citation	\$	25.00 Per ticket
Handicap Zone Violation	\$	250.00 Per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$	50.00
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$	125.00
Police Reports	\$	20.00 Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$	20.00 Per Cassette/CD/DVD/USB



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES		
Appeals Fee - General	\$	175.00 Per appeal
Non-Sufficient Check Charge	\$	25.00 Per check
Permit - To Use Sidewalk Area for Furniture	\$	50.00 Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts		
Black & White: 8.5" x 11"	\$	0.25 Per side
Black & White: 8.5" x 14"	\$	0.35 Per side
Black & White: 11" x 17"	\$	0.50 Per side
Color: 8.5" x 11"	\$	0.50 Per side
Color: 8.5" x 14"	\$	0.75 Per side
Color: 11" x 17"	\$	1.00 Per side
Up to 22" x 34" (B&W or Color)	\$	3.00 Per page
Up to 24" x 36" (B&W or Color)	\$	4.00 Per page
Greater than 24" x 36" (B&W or Color)	\$	5.00 Per page
Reproduction of Audio/Video from City Meetings	\$	20.00 Per Cassette/CD/DVD/USB
Public Records Request	\$	20.00 Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.
Lien Search	\$	29.00 Per Lien Search
Declaration of Candidacy Fee (to run for City Council)	\$	50.00
Advertising Bench - Annual Inspection Fee	\$	5.00 Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$	50.00 Per reinspection
Request for Information	\$	20.00 Per Cassette/CD/DVD/USB
Special Abatement of Illegal Notices or Advertisements	\$	10.00 Per notice or advertisement



St. Helens Universal Fee Schedule

LIBRARY FEES		
Nonresident Borrower Card Fee	\$	35.00 Per year
	\$	10.00 Per three (3) months
Resident Business Borrower Card Fee	\$	- No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card	\$	- No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$	3.00 Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, recordings, DVDs, CDs, or any other material		-> Original list price
Cultural Pass	\$	30.00
Replacing a borrower's lost card	\$	2.00
Missing bar code label	\$	2.00
Lost or damaged case for CDs and DVDs	\$	5.00
Lost or damaged insert for CDs and DVDs	\$	7.00
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.
Auditorium		\$25.00 Per hour \$75.00 Per half day (up to 4 hours) \$150.00 All day (Open hours)
Armstrong		\$20.00 Per hour \$50.00 Per half day (up to 4 hours) \$95.00 All day (Open hours)
Both Rooms		\$40.00 Per hour \$110.00 Per half day (up to 4 hours) \$210.00 All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$	45.00 Per hour
Makespace consumable materials		-> Current market price, as listed in the Makespace
Photocopies & Printouts		
Black & White Copies: 8.5" x 11"	\$	0.10 Per side
Black & White Copies: 8.5" x 14"	\$	0.10 Per side
Color Copies: 8.5" x 11"	\$	0.50 Per side



St. Helens Universal Fee Schedule

Color Copies: 8.5" x 14"	\$	0.50 Per side
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St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES	
Civil Compromise Costs	\$ 300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%
Default Judgment	\$ 20.00
Discovery	\$ 20.00 Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00
Failure to Appear for Bench Trial	\$ 150.00
Failure to Appear for Jury Trial	\$ 300.00
Installment Fee - for 6 month plan	\$ 25.00
Installment Fee - for 12 month plan	\$ 50.00
Warrant Issued	\$ 100.00
Withholding on County Assessment	10% at monthly distribution
Probation Violation	\$ 50.00
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 Per misdemeanor with maximum of \$400 unless approved by court
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 Per case with maximum of \$250 unless approved by court
Court Appointed Attorney Rates - Bench Trial	\$ 400.00
Court Appointed Attorney Rates - Jury Trial	\$ 600.00



St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES		
Residential Business License		
00 - 9.99 full-time equivalents	\$	65.00
10 - 24.99 full-time equivalents	\$	85.00
25 - 49.99 full-time equivalents	\$	105.00
50 - 99.99 full-time equivalents	\$	125.00
100+ full-time equivalents	\$	145.00
Non-Resident Business License	\$	150.00
Residential Rentals	\$	20.00 Per Unit
Commercial Rentals	\$	50.00 Per Unit
Non-Resident Temporary Business License	\$	75.00 6 Month Business License
Late Renewal Fee	\$	50.00 After 60 Days Late Renewal
Appeals Processing Fee	\$	150.00
OLCC New Application	\$	100.00
OLCC Application Change Fee	\$	75.00
OLCC Application Renewal Fee	\$	35.00
Sidewalk Vendor Application Fee	\$	65.00
Sidewalk Vendor Permit Fee	\$	65.00
Sidewalk Vendor Appeal Fee	\$	150.00
Marijuana Business Licenses:		
Producers:		<u>According to OAR 845-025-2040</u>
Micro Tier I	\$	250.00 <u>Indoor / Outdoor Production Size Limitations</u> Up to 625 sf / Up to 2,500 sf
Micro Tier II	\$	500.00 626 to 1,250 sf / 2,501 to 5,000 sf
Tier 1	\$	1,000.00 1,251 to 5,000 sf / 5,001 to 20,000 sf
Tier II	\$	1,500.00 5,001 to 10,000 sf / 20,001 to 40,000 sf
Medical Canopy	\$	65.00
Processors	\$	1,000.00
Wholesalers	\$	1,000.00
Retailers	\$	1,000.00



St. Helens Universal Fee Schedule

SOCIAL GAMING FEES		
Non-refundable Application Fee	\$	50.00 Per 12 month lease
License Fee for 1-10 Tables	\$	50.00 Per 12 month lease
License Fee for each additional table over 10	\$	10.00 Per table per 12 month lease



St. Helens Universal Fee Schedule

ENGINEERING FEES		
Right-Of-Way Permit	\$150.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.
Pavement Cut Fee	\$7.00 per linear foot \$150.00 minimum	
Plan Review for Public Improvements		Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.
<p>Engineer's Approved Preliminary Project Cost Estimate,</p> <p>from \$0.01 to \$10,000 12% of Cost Estimate</p> <p>from \$10,001 to \$50,000 10% of Cost Estimate</p> <p>from \$50,001 to \$100,000 8% of Cost Estimate</p> <p>from \$100,001 to \$500,000 6% of Cost Estimate</p> <p>from \$500,001 to \$1,000,000 4% of Cost Estimate</p> <p>from \$1,000,001 and above 2% of Cost Estimate</p>		
Plan Review - Additional Reviews	\$120/hour 1 hour minimum	Fee for plan reviews that exceed the initial three review iterations for plan reviews for public improvements.
Permit for the Construction of Public Improvements		Fee includes construction documentation reviews, project management, inspection, temporary use or closure of public right-of-way including sidewalk, lanes, or parking spaces as approved, warranty inspections.
<p>Engineer's Approved Final Project Cost Estimate,</p> <p>from \$0.01 to \$10,000 18% of Cost Estimate</p> <p>from \$10,001 to \$50,000 15% of Cost Estimate</p> <p>from \$50,001 to \$100,000 12% of Cost Estimate</p> <p>from \$100,001 to \$500,000 9% of Cost Estimate</p> <p>from \$500,001 to \$1,000,000 6% of Cost Estimate</p> <p>from \$1,000,001 and above 3% of Cost Estimate</p>		
Blasting Permit	\$1,200.00	Fee includes Blast plan compliance inspections.
Engineering Services for Building Permits	\$320	Review fee for site development permits, dwelling permits, manufactured home placement permits, and structural building permits (new construction and additions). Includes System Development Charges (SDCs) review, engineering plan review, and up to three site inspections, including final inspection.



St. Helens Universal Fee Schedule

	\$75.00	Review for minor site plan and design reviews such as decks which require only a minimal amount of review, demo permits, grade-fill permits, and plumbing permits.
Additional Engineering Inspections or Reviews	\$120/hour 1 hour minimum	Fee for engineering inspections or reviews not covered by an existing permit or fee.
Speed Hump Request Application Fee	\$150.00	Application processing and initial engineering review to determine if the road meets the necessary criteria for speed humps.
Traffic Study	\$2,200.00	Fee for performing traffic study, collecting and analyzing data regarding traffic patterns needed to inform decisions on speeding and the potential impacts of installing traffic calming measures



St. Helens Universal Fee Schedule

UTILITY BILLING FEES		
Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge
Water Service Shut off/on: During off business hours	\$ 150.00	Per request
Failed Payment Arrangement	\$ 50.00	
Late Fee	\$ 25.00	Fee waived if bill is < \$25
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day
Temporary Service for New Construction	\$ 25.00	
Tampering with Meter Fees		
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only



St. Helens Universal Fee Schedule

WASTEWATER TREATMENT PLANT FEES		
Pretreatment Program Administrative Fee (Choose Option)		
Annual	\$	1,500.00
Monthly	\$	125.00
Annual DEQ Fees Assessed to the City	\$	- Actual cost of DEQ
New Industrial Discharge Permit Issuance	\$	500.00
Renewal Industrial Discharge Permit Issuance	\$	300.00
Non Discharge Annual Permit Fee	\$	500.00
Demand Inspection Fee	\$	100.00
Demand Sampling and Monitoring Fee	\$	- Actual cost of service
Enforcement Activities	\$	- Actual cost of service



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES		
Park Areas for Reservation		
McCormick Park		
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session
Areas 2-4	\$ 15.00	Per 3 hour Session
Campbell Park		
Areas 1-2	\$ 15.00	Per 3 hour Session
Columbia View Park		
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session
Field Areas for Reservation		
McCormick Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session
6th Street Park		
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session
Campbell Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
Recreation Center		
Softball Fields 1-3	\$ 5.00	Per 3 hour Session
Dock moorage fee	\$ 15.00	Per day
Dock electrical connection	\$ 5.00	Per 24 hours
Recreation Center		
Recreation Center Rental	\$ 30.00	Per Hour
Security Deposit (refundable)	\$ 50.00	Refundable security deposit
Community Center		
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event
Late Fees		
General Park Use (7 business days)	\$ 10.00	
Public Assembly (45 business days)	\$ 25.00	



St. Helens Universal Fee Schedule

Parade & Walks (45 business days)	\$	50.00	
Tournament Fee	\$	10.00	Per Team
Use of Field Lights	\$	25.00	

From: [Jamie Ford](#)
To: [Kathy Payne](#); [Lisa Scholl](#); [John Walsh](#)
Cc: [Dawn Richardson](#)
Subject: Full Leak Adjustment Request
Date: Tuesday, April 30, 2024 11:19:38 AM
Attachments: [image001.png](#)
[Salisbury Full Adjustment Request.pdf](#)

Good Morning,

Dustin Salisbury reached out regarding a Full Leak Adjustment. He found that he had a leak at his 3 story Duplex. During the freeze, the customer found pipes had frozen and split in approximately 20 different areas, causing a significant loss of water. Those splits happened in: Valves, Tees, Couplers, Toilet, on Main, and above ground where it enters the crawl space. Repairs were \$2,200.00 and he will be re-piping during the summer to prevent further issues. Repair receipt is attached in the packet above. The leak had been active for 2 billing cycles (02/15 & 03/15). He is seeking a full adjustment for the months affected by the leak. I informed him, per our policy, that any adjustment above \$1,000.00 would require Council Approval and he would need to request that adjustment in writing (attached in packet above).

Dustin’s account began 09/16/2022 and his average monthly bill prior to the leak was \$141.46.

The months he is requesting an adjustment for, are as follows:

DATE	ADJUSTMENT AMOUNT
02/15/2024	\$ 4,467.94
03/15/2024	\$ 1,543.24
TOTAL ADJUSTMENT OF:	\$ 6,011.18

Thank you,

..Jamie Ford..

Administrative Billing Specialist
City of St. Helens
503-397-6272

275 Strand Street, St. Helens, OR 97051
www.sthelensoregon.gov | jford@sthelensoregon.gov



Jamie Ford

From: Jamie Ford
Sent: Tuesday, April 30, 2024 10:55 AM
To: 'Salisbury's email'
Subject: RE: [External] Leak Adjustment Request

Good Morning, Dustin.

We have received your written request for the City Council to review at tomorrow's meeting. Once their determination is affirmed, I will inform you of the status directly.

If you have any questions in the meantime, please feel free to reach out to me.

Thank you,

..Jamie Ford..

Administrative Billing Specialist

City of St. Helens

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



From: Salisbury's email <salisburys.in.idaho@gmail.com>
Sent: Tuesday, April 30, 2024 10:52 AM
To: Jamie Ford <jford@sthelensoregon.gov>
Subject: Re: [External] Leak Adjustment Request

Yes, thank you Jamie, I am requesting a full refund of the overage due to multiple leaks cause by the temps in the teens back in January, right after the enter was read. The leaks being in the crawl space where no one goes and the renter being on the 2nd floor made it impossible to hear the water spraying out. We couldn't hear the water until we were well into the crawl space.

I am happy to pay the normal water bill, I just cannot afford a huge bill from that kind of leakage that was sudden and unnoticed.

Thank you for your consideration to this,
Dustin Salisbury

On Mon, Apr 29, 2024 at 9:42 AM Jamie Ford <jford@sthelensoregon.gov> wrote:

Good Morning, Dustin.

Just following up on the leak adjustment to request a full refund. If you could please submit a written request directly to this email as soon as possible, I will get this submitted to the City Council to review this Wednesday, May 1st.

Thank you,

..Jamie Ford..

Administrative Billing Specialist

City of St. Helens

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



From: Jamie Ford
Sent: Tuesday, April 23, 2024 2:42 PM
To: Salisbury's email <salisburys.in.idaho@gmail.com>
Subject: RE: [External] Leak Adjustment Request

Good Afternoon, Dustin.

If you would like, you can respond directly to this email chain and request your full refund. Just begin the email with: "To Whom It May Concern" and I will submit it as your written request.

Thank you,

..Jamie Ford..

Administrative Billing Specialist

City of St. Helens

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



From: Salisbury's email <salisburys.in.idaho@gmail.com>

Sent: Tuesday, April 23, 2024 2:11 PM

To: Jamie Ford <jford@sthelensoregon.gov>

Subject: Re: [External] Leak Adjustment Request

Hi Jamie, I was intending to seek the full adjustment from the beginning since the bill was so outrageous. I didn't know I needed a written statement or I would have done that at the beginning, I will make up a written statement asap so we can make it for the 5/1 deadline

On Tue, Apr 23, 2024 at 11:08 AM Jamie Ford <jford@sthelensoregon.gov> wrote:

Good Morning, Dustin.

I have assessed your Leak Adjustment for the months of February and March. Just to reiterate some information we've discussed prior; The Water Utility Department can only refund up to 50% of the leak amount. For example: Leak is \$1,000.00 we can refund up to \$500.00. Also, any Adjustment over the amount of \$1,000.00 will need Council Approval. (Your adjustment will need to be approved by the City Council – the next council meeting will be May 1st)

FEBRUARY ADJUSTMENT:

50% Water Adjustment: \$1,105.75

100% Sewer Adjustment: \$2,256.49

MARCH ADJUSTMENT:

50% Water Adjustment: \$381.93

100% Sewer Adjustment: \$779.41

TOTAL ADJUSTMENT OF:

\$4,523.58

If you are seeking a **FULL ADJUSTMENT**, *we will need a written request from you* to the City Council to submit with the leak adjustment paperwork we currently have. If you were to seek a FULL Adjustment, your total adjustment for Water would be:

FEBRUARY:

\$2,211.47

MARCH:

\$763.85

TOTAL (FULL) ADJUSTMENT OF:

\$6,011.18

Please let me know how you would like to move forward as soon as possible. Once I hear back from the Council, I will reach out to you regarding their determination. If you have any questions or concerns, please feel free to reach out to me at any time. 😊

Thank you,

..Jamie Ford..

Administrative Billing Specialist

City of St. Helens

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



CITY OF ST. HELENS UTILITIES



265 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Email: jamiee@ci.st-helens.or.us or dawnr@ci.st-helens.or.us

REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustments for water leaks that are repaired by customers in a timely manner. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment will be credited to your account.

DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

The property is basically a 3-story old duplex. The middle level is vacant without much heat or electricity. The crawlspace is about 6' high and is storage for my rental supplies but has no heat or electricity either. Evidently, during the cold snap in January, the pipes froze and split in about 20 different places, including valves, tees, couplers, toilet on main, and just above the ground where it enters the crawlspace. Current repairs were \$2,200. Must re-pipe the rest this summer to fix future issues.

ACCOUNT # 23-00171-002

ACCOUNT NAME: Dustin Salisbury

PHONE NUMBER 360-200-3287

SERVICE ADDRESS: 280 St. Helens St. St. Helens OR 97051

MAILING ADDRESS: 3310 Tahama st. Columbia City 97018

X _____

WATER CLERK Jamie Ford

My Handyman

Date: 3/29/24

Agreement to do work

Location of work: 280 St. Helens St.

Scope of Work:

- 1: Emergency Repair of broken and leaky water lines. \$3200

- 2. Replace rusty/corroded pipes/repipe crawlspace & main floor piping to Pex \$2600

Total: \$5800
pd. in full

Homeowner Signature: *Dustin Anthony*

LEAK ADJUSTMENT REQUEST - Residential

Item #5.

Prepared By: Jamie Ford
 Customer Name: Dustin Salisbury
 Account #: 23-00171-002

Date Filled Out: 04/23/24
 Date of Bill: 03/15/24

Enter Billing Specifics: RESIDENTIAL	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>System Name</u></th> <th style="text-align: left;"><u>Detail</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: right;"><u>Volume</u></th> <th style="text-align: right;"><u>Rate</u></th> </tr> </thead> <tbody> <tr> <td>Water</td> <td>Consumption</td> <td style="text-align: right;">768.07</td> <td style="text-align: right;">13,649</td> <td style="text-align: right;">5.6273 Duplex</td> </tr> <tr> <td>Water</td> <td>Fixed</td> <td style="text-align: right;">23.42</td> <td></td> <td></td> </tr> <tr> <td>Water</td> <td>Utility Assist</td> <td></td> <td></td> <td style="text-align: right;">No</td> </tr> <tr> <td>Sewer</td> <td>Consumption</td> <td style="text-align: right;">783.70</td> <td style="text-align: right;">13,649</td> <td style="text-align: right;">5.7418 Consumption</td> </tr> <tr> <td>Sewer</td> <td>Fixed</td> <td style="text-align: right;">37.46</td> <td></td> <td style="text-align: right;">Standard Fixed</td> </tr> <tr> <td>Public Safety</td> <td>Fixed</td> <td style="text-align: right;">20.00</td> <td></td> <td></td> </tr> <tr> <td>Storm</td> <td>Fixed</td> <td style="text-align: right;">33.58</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Original Bill Amount =</td> <td colspan="3" style="text-align: right;">1,666.23</td> </tr> </tbody> </table>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>	Water	Consumption	768.07	13,649	5.6273 Duplex	Water	Fixed	23.42			Water	Utility Assist			No	Sewer	Consumption	783.70	13,649	5.7418 Consumption	Sewer	Fixed	37.46		Standard Fixed	Public Safety	Fixed	20.00			Storm	Fixed	33.58	-		Original Bill Amount =		1,666.23		
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Finance Director Authorization & Date Above																																														
Entered By & Date Above																																														

LEAK ADJUSTMENT REQUEST - Residential

Item #5.

Prepared By: Jamie Ford
 Customer Name: Dustin Salisbury
 Account #: 23-00171-002

Date Filled Out: 04/23/24
 Date of Bill: 02/15/24

Enter Billing Specifics:	System Name	Detail	Amount	Volume	Rate
RESIDENTIAL	Water	Consumption	2,215.69	39,374	5.6273 Duplex
	Water	Fixed	23.42		
	Water	Utility Assist			No
	Sewer	Consumption	2,260.78	39,374	5.7418 Consumption
	Sewer	Fixed	37.46		Standard Fixed
	Public Safety	Fixed	20.00		
	Storm	Fixed	33.58		
Original Bill Amount =			4,590.93		

<u>Previous Years Average</u>	
Month / Year	Consumption
01/15/2024	48
12/15/2023	90
11/15/2023	86
Average =	75

<u>LEAK ADJUSTMENT (50% Leak Amount)</u>					
System Name	Detail	Amount	Volume	Rate	
Water	Consumption	1,105.75	19,650	5.6273	
Sewer	Consumption	2,256.49	39,299	5.7418	
		3,362.23			

Adjustment Dollars: **3,362.23**
 Adj Water Volume **19,650**
 Adj Sewer Volume **1,305**

Notes:
 Customer has a 3 story Duplex. During the freeze, the customer found pipes had frozen and split in approximately 20 different areas, causing a significant loss of water. Those splits happened in: Valves, Tees, Couplers, Toilet, on Main, and above ground where it enters the crawl space. Repairs were \$2,200.00 and will have to repipe during the summer to prevent further issues. Repair receipt is attached and due to limited account history, I used the 3 reads prior to the leak to assess a consumption average.

Finance Director Authorization & Date Above

Entered By & Date Above



CITY OF ST. HELENS
 PO Box 35147 #2748
 SEATTLE, WA 98124-5147
 (503) 397-6272
 sthelensoregon.gov



Account Number	23-00171- Item #5.
AMOUNT DUE	Previous Balance Owed
\$6,257.16	\$4,590.93
Due Date	Previous Balance Due Date
4/10/2024	3/31/2024
Amount Enclosed	

CITY OF ST. HELENS
 P.O. BOX 35147 #2748
 SEATTLE, WA 98124-5147

Dustin Salisbury
 3310 Tahoma St
 COLUMBIA CITY, OR 97018

There will be a charge on all returned checks.
 Please return this portion with your payment.
 When paying in person, please bring both portions of this bill.

23001710020000006257160000006282165

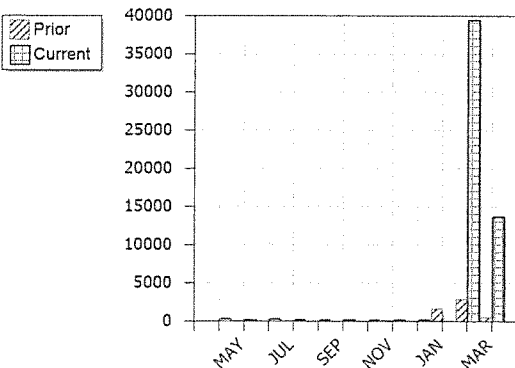
CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address			Account Number	
Dustin Salisbury		280 St Helens St			23-00171-002	
Status	Service Dates			Bill Date	Due Date	Penalty Date
	From	To	# Days			
Active	2/15/2024	3/15/2024	29	3/22/2024	4/10/2024	4/21/2024

PREVIOUS BALANCE	\$4,590.93
PAYMENTS	\$0.00
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$4,590.93

METER #	CURRENT READING	PREVIOUS READING	USAGE		
13202576	120,844	107,195	13,649	Water-Duplex-Fixed	23.42
				Water-Duplex-Usage	768.07
				Sewer-Duplex-Fixed	37.46
			13,649	Sewer-Duplex-Usage	783.70
				Storm Fixed	33.58
				Public Safety	20.00
				CURRENT BILL	\$1,666.23

AMOUNT DUE	\$6,257.16
AMOUNT DUE AFTER 04/20/2024	\$6,282.16



Full Water Adjustment = \$ 763.85
 Full Sewer Adjustment = \$ 779.41



CITY OF ST. HELENS
 PO Box 35147 #2748
 SEATTLE, WA 98124-5147
 (503) 397-6272

Account Number	23-00171-	Item #5.
AMOUNT DUE	Previous Balance	
\$4,590.93	\$0.00	
Due Date	Previous Balance Due Date	
3/10/2024	2/29/2024	
Amount Enclosed		

ASAP

81
087403



Dustin Salisbury
 3310 Tahoma St
 Columbia City, OR 97018-9789

CITY OF ST. HELENS
 P.O. BOX 35147 #2748
 SEATTLE, WA 98124-5147

There will be a charge on all returned checks.
 Please return this portion with your payment.
 When paying in person, please bring both portions of this bill.

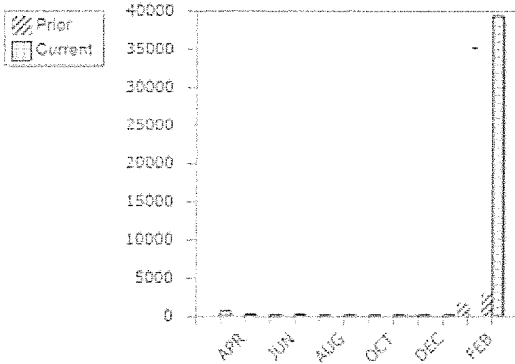
23001710020000004590930000004615938

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address			Account Number	
Dustin Salisbury		280 St Helens St			23-00171-002	
Status	Service Dates			Bill Date	Due Date	Penalty Date
	From	To	# Days			
Active	1/15/2024	2/15/2024	31	2/23/2024	3/10/2024	3/21/2024

PREVIOUS BALANCE	\$119.61
PAYMENTS	(\$119.61)
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00

METER #	CURRENT READING	PREVIOUS READING	USAGE		
13202576	107,195	67,821	39,374	Water-Duplex-Fixed	23.42
				Water-Duplex-Usage	2,215.69
				Sewer-Duplex-Fixed	37.46
			39,374	Sewer-Duplex-Usage	2,260.78
				Storm Fixed	33.58
				Public Safety	20.00
				CURRENT BILL	\$4,590.93
				AMOUNT DUE	\$4,590.93
				AMOUNT DUE AFTER 03/20/2024	\$4,615.93



Full Water Adjustment = \$ 2,211.47
 Full Sewer Adjustment = \$ 2,256.49

ONLINE PAYMENTS MAY BE DONE AT: <https://www.sthelensoregon.gov/>. OR PLEASE CALL 1-833-259-4016 TO PAY BY PHONE



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: May 15, 2024

Business License Report attached.

John 5-2-24

Item #8.

PACKET: 00810 05/01/24 Approvals 05/01/24 Approvals

SEQUENCE: License #

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00162	1/03/24- 1/03/25	PURE SERENITY HEALTH SPA	MASSAGE MASSAGE	0.00
00216	1/03/24- 1/03/25	T & A LOGISTICS INC	TRANSP TRANSPORTATION	0.00
00270	4/23/24- 4/23/25	VAULT ELITE CHEER	PHYSFIT PHYSICAL FITNESS	0.00
00343	2/03/24- 2/03/25	OEG INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00417	2/03/24- 2/03/25	ASCHOFF DORINDA	RENTRESI RENTAL - RESIDENTIAL	0.00
00486	4/02/24- 4/02/25	WESTSIDE DRYWALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00688	4/03/24- 4/03/25	DOLLAR TREE STORES # 1947	RETVARI RETAIL - VARIETY	0.00
00772	3/03/24- 3/03/25	INSTALLED BUILDING PRODUCTS	CONTINSU CONTRACTOR-INSULATIO	0.00
00777	3/03/24- 3/03/25	TERMINIX INTERNATIONAL	PEST PEST CONTROL	0.00
00788	3/13/24- 3/13/25	DON'S RENTAL INC	RENTSVCS RENTAL SERVICES	0.00
00814	3/14/24- 3/14/25	KEZEFF'S CURIOUS GOODS LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00815	3/14/24- 3/14/25	CURIOSITY MARKET LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00817	3/14/24- 3/14/25	BLACKBURN KATHY	2NDHAND 2ND HAND DEALER/PAWN	0.00
00851	3/15/24- 3/15/25	PAULSON PRINTING CO	PRINTING PRINTING	0.00
00871	3/27/24- 3/27/25	RIVERSIDE COMMUNITY OUTREACH	NON PROF NON PROFIT COUNSELIN	0.00
00873	3/28/24- 3/28/25	GREEN TERESA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00880	4/01/24- 4/01/25	2 BROKE GIRLS & A GUY	2NDHAND 2ND HAND DEALER/PAWN	0.00
00891	5/03/24- 5/03/25	MILLER COMMUNICATIONS LLC	COMMUNIC COMMUNICATION	0.00
00892	5/03/24- 5/03/25	BOBBIE'S CUTS+ LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00917	5/06/24- 5/06/25	TYGO, LLC	REALEST REAL ESTATE	0.00
00923	5/22/24- 5/22/25	COLLSON FANCHON	2NDHAND 2ND HAND DEALER/PAWN	0.00
00924	5/23/24- 5/23/25	GALE CONTRACTOR SERVICES	CONTINSU CONTRACTOR-INSULATIO	0.00
00928	5/28/24- 5/28/25	PEPSI BEVERAGE COMPANY	DELIVERY DELIVERY SERVICE	0.00
00929	5/31/24- 5/31/25	QUIET HEART COUNSELING LLC	COUNSEL COUNSELING	0.00
01078	4/01/24- 4/01/25	EATON'S TIRE & AUTO REPAIR	AUTOTIRE AUTO/TIRE SERVICE	0.00
01079	4/01/24- 4/01/25	SMITH DAN	AUTO AUTO REPAIR	0.00
01087	4/13/24- 4/13/25	PIXEL BOKEH PRODUCTIONS LLC	MISC MISCELLANEOUS	0.00
01104	5/28/24- 5/28/25	TOSCHI STEVE	RENTRESI RENTAL - RESIDENTIAL	0.00
01165	1/06/24- 1/06/25	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01166	1/06/24- 1/06/25	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01168	1/06/24- 1/06/25	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01169	1/06/24- 1/06/25	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01198	4/04/24- 4/04/25	*A2W CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01199	4/04/24- 4/04/25	PATRIOT BURGER	FOODCART FOOD TRUCK	0.00
01203	4/14/24- 4/14/25	SPLIT INK GALLERY	ART ART	0.00
01213	4/29/24- 4/29/25	*HARRISON HOMEZ	REPAIR REPAIR - GENERAL	0.00
01217	5/23/24- 5/23/25	JOHNS WATERPROOFING CO	CONTPLUM CONTRACTOR-PLUMBING	0.00
01321	3/29/24- 3/29/25	SWEET STARLING CO LLC	RETAIL RETAIL	0.00
01322	3/29/24- 3/29/25	*WHITE CHAMELEON ENTERTAINMENT	MISC MISCELLANEOUS	0.00
01323	4/01/24- 4/01/25	ALEX'S QUALITY CLEANING LLC	HOUSECLE HOUSECLEANING	0.00
01335	4/15/24- 4/15/25	LONGHORN GEOMATICS LIMITED	SURVEY SURVEYOR	0.00
01336	4/18/24- 4/18/25	GLITTER & PIXIE DUST LLC	SALESMKT INTERNET SALES/MARKE	0.00

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	6	0.00
AMUSEVEN AMUSEMENT/VENDING/BO	4	0.00
ART ART	1	0.00
AUTO AUTO REPAIR	1	0.00
AUTOTIRE AUTO/TIRE SERVICE	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
COMMUNIC COMMUNICATION	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	1	0.00
CONTGEN CONTRACTOR-GENERAL	1	0.00
CONTINSU CONTRACTOR-INSULATIO	2	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
COUNSEL COUNSELING	1	0.00
DELIVERY DELIVERY SERVICE	1	0.00
FOODCART FOOD TRUCK	1	0.00
HOUSECLE HOUSECLEANING	1	0.00
MASSAGE MASSAGE	1	0.00
MISC MISCELLANEOUS	2	0.00
NON PROF NON PROFIT COUNSELIN	1	0.00
PEST PEST CONTROL	1	0.00
PHYSFIT PHYSICAL FITNESS	1	0.00
PRINTING PRINTING	1	0.00
REALEST REAL ESTATE	1	0.00
RENTRESI RENTAL - RESIDENTIAL	2	0.00
RENTSVCS RENTAL SERVICES	1	0.00
REPAIR REPAIR - GENERAL	1	0.00
RETAIL RETAIL	1	0.00
RETVARI RETAIL - VARIETY	1	0.00
SALESMKT INTERNET SALES/MARKE	1	0.00
SURVEY SURVEYOR	1	0.00
TRANSP TRANSPORTATION	1	0.00
TOTAL ALL CODES:	42	0.00

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
 License Codes: All
 Balance: 9999999999R thru 9999999999
 Fee Codes: All
 Fee Paid Status: Paid and Unpaid
 Origination Dates: 0/00/0000 thru 99/99/9999
 Effective Dates: 0/00/0000 thru 99/99/9999
 Expiration Dates: 0/00/0000 thru 99/99/9999
 Renewal Dates: 0/00/0000 thru 99/99/9999
 Payment Dates: 0/00/0000 thru 99/99/9999
 Print Dates: 0/00/0000 thru 99/99/9999
 License Status: Active
 Termination Code:
 Paid Status: Paid
 City Limits: Inside and Outside
 Printed: No
 Comment Code:

** END OF REPORT **