



COUNCIL WORK SESSION

Wednesday, May 03, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

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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 - Semi-Annual Communications Report - *Communications Officer Crystal King*
2. 2:30PM - Presentation on Columbia County Sheriff's Levy - *Commissioner Garrett and Sheriff Pixley*
3. 2:50PM - Finance FY 2022/23 3rd Quarter Report - *Finance Director Gloria Butsch*
4. 3:10PM - Review Proposed Code of Conduct for City Boards, Committees, and Commissions
5. 3:30PM - 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 3, 2:00PM, Council Work Session, Council Chambers/Zoom
- May 3, 6:30PM, Council Public Hearing Continued from April 5, Council Chambers/Zoom
- May 3, 7:00PM, Council Regular Session, Council Chambers/Zoom
- May 4, 5:00PM, Budget Committee, Council Chambers/Zoom
- May 8, 4:00PM, Parks and Trails Commission, Council Chambers/Zoom
- May 8, 7:15PM, Library Board, Zoom
- May 9, 6:00PM, Planning Commission, Council Chambers/Zoom

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

- PH: May 3, 6:30PM, Continued from April 5, Renaming of Mill Street
- PH: May 17, 6:30PM, Annexation of 35046 Maple Street (May)
- PH: May 17, 6:40PM, Annexation of 35082 Maple Street (Jenkins)
- PH: May 17, 6:50PM, Annexation of 58927 Firlok Park Street (Loveland)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/84857982200?pwd=bFFaZEx0QlJmNXBGK2xuSDZDM2dqZz09>

Meeting ID: 848 5798 2200

Passcode: 641931

Dial: 669-900-9128

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.

St. Helens Communications Report

NOVEMBER 2022 TO APRIL 2023



By the Numbers

20

Press Releases



1 press release
every **6** days

762

Social Media
Posts



6 social media
posts every day

117

News Media
Contacts/Requests



4.5 media
requests per
week

18

Newsletters



1 newsletter
every **7** days

*Totals through April 21, 2023

Everything Else

Photography

Video

City ID Badges

Document edit support

Surveys

Communications team meetings

Project progress check ins with staff

Event support and promotion

Coordination with partner agencies

Waterfront development contractor/agency meetings

Take Your Child to Work Day organization

Citizens Day in the Park planning committee

Website updates

Special use permit pre-event meetings

Council meeting coverage assistance

Community traffic alerts

TMDL communications deliverables

Emergency weather alerts and closures

Miscellaneous community inquiries

Trainings and education on latest platform updates

Illustration and graphic design support

Communications budget for next fiscal year


Manage communications purchases and reconciliation


March 2023 Highlight


Work Snapshot


- SHARP Newsletter edits
- Influent Flow Meter Project photos
- HB 3115 media questions
- Underground Utilities meeting and photos
- St. Helens Mainstreet media coordination
- Central Waterfront Open House
- Waterfront newsletters
- Communications Budget
- Streets and Utilities contractor meeting
- If I Were Mayor winners
- Twice weekly communication team meetings
- Employee photos
- Veterans Memorial photos for grant application
- General City newsletter edits
- Citizens Day comms and planning committee
- Streets and Utilities Project photos
- Media photo requests
- Riverwalk Project and Gateway feature media request
- Mass casualty preparedness media request
- CLG Grant follow up
- Spring burn dates
- Website updates for various departments
- SUP permit meetings
- Budget cover design
- Godfrey Park safety improvements media request
- Social media comments follow up
- Recreation Program event edits
- Columbia County DA coordination on Fleming sentencing PR
- Business video project for Waterfront Redevelopment
- Gov Kotek visit comms and media request
- First amendment social media webinar
- Riverwalk stage rendering release
- Council quorum notices
- Campbell Park restroom closure
- Waterfront newsletter postcard printing
- County hospital feasibility media request


Of Note




City Of St.Helens 
@sthelens



St. Helens Public Library 
@SHPublicLibrary Follows you



St. Helens Police 
@SHPD Follows you

The St. Helens Police Department is a full service police agency serving the citizens of St. Helens. Account is not monitored 24/7.

📍 150 S. 13th St. St. Helens, OR sthelenspolice.org 📅 Joined March 2009

61 Following 1,338 Followers

Edit profile

Pricing

Country	Base Subscription price per month	Affiliate Seat Subscription price per month
United States	\$1,000	\$50 USD



Pricing

Country	iOS Pricing (Monthly)	Web Pricing (Monthly)	Android Pricing (Monthly)	iOS Pricing (Yearly)	Web Pricing (Yearly)	Android Pricing (Yearly)
United States	\$11.00	\$8.00	\$11.00	\$114.99	\$84.00	\$114.99



Following

Of Note

Be careful NOT to ban protected speech

1. Inappropriate or inflammatory comments
2. Misleading posts
3. Colorful language (i.e., profanity)
4. Hate speech
5. Content that might defame someone
6. Posts that hold an individual up to public ridicule, derision, or embarrassment
7. Negative or critical comments about the government or any official or employee

You CAN regulate non-protected speech

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of race, age, religion, gender
3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities
7. Spam, links, or malware/viruses

Public officials – case study #3

School district sued after school board members deleted parent posts and blocked them from their social media pages

Court held that board members used their social media pages as “tools of governance” and their blocking of hundreds of comments for a 3 year period was unconstitutional

Up Next

Streets and Utilities Extension Project

Riverwalk Project

Summer Events and construction:

- 13 Nights
- Citizens Day
- Independence Day

Weekly service/fact highlight for socials

Video shorts

Podcasting

Waterfront businesses video highlights

City of St Helens
3rd Qtr FY 2023 Budget to Actuals

Item #3.

General Fund

	FY 21-22		FY 22-23			Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23		
Revenues							
Local Taxes	2,150,000	2,046,031	2,325,000	2,325,000	2,006,271	(318,729)	-13.71%
Intergovernmental	605,000	605,533	640,000	640,000	464,936	(175,064)	-27.35%
Grants	585,000	422,068	832,000	1,270,650	1,270,618	(32)	0.00%
Charges for Services	4,961,000	5,054,986	6,035,000	6,035,000	5,257,283	(777,717)	-12.89%
License, Permits, Fees	1,039,000	1,094,885	1,081,000	1,081,000	1,040,619	(40,381)	-3.74%
Fines	197,000	196,199	200,000	200,000	117,915	(82,085)	-41.04%
Miscellaneous	258,000	246,605	305,000	305,000	792,432	487,432	159.81%
Transfers	140,000	31,860	100,000	102,650	-	(102,650)	-100.00%
Total Revenues	9,935,000	9,698,168	11,518,000	11,959,300	10,950,074	(1,009,226)	-8.44%
Expenditures							
Administration							
Personnel Services	597,000	548,149	585,000	585,000	452,025	132,975	22.73%
Materials & Services	99,000	77,599	55,000	55,000	38,766	16,234	29.52%
City Recorder							
Personnel Services	290,000	281,717	300,000	300,000	215,629	84,371	28.12%
Materials & Services	75,000	59,518	55,000	95,000	51,975	43,025	45.29%
City Council							
Personnel Services	60,000	59,169	65,000	65,000	47,290	17,710	27.25%
Materials & Services	95,000	92,202	70,000	70,000	38,188	31,812	45.45%
Municipal Court							
Personnel Services	209,000	203,139	225,000	225,000	156,040	68,960	30.65%
Materials & Services	227,000	227,376	200,000	200,000	139,987	60,013	30.01%
Police							
Personnel Services	4,281,000	4,201,939	4,573,000	4,573,000	3,254,373	1,318,627	28.84%
Materials & Services	649,000	631,292	627,000	772,000	338,771	433,229	56.12%
Library							
Personnel Services	638,000	592,286	700,000	700,000	462,617	237,383	33.91%
Materials & Services	288,000	287,389	130,000	160,100	102,483	57,617	35.99%
Finance							
Personnel Services	650,000	633,511	700,000	700,000	564,996	135,004	19.29%
Materials & Services	400,000	401,270	295,000	348,000	220,063	127,938	36.76%
Parks							
Personnel Services	374,000	335,145	359,000	359,000	243,604	115,396	32.14%
Materials & Services	120,000	111,789	113,000	131,000	73,623	57,377	43.80%
Recreation							
Personnel Services	283,000	272,306	300,000	300,000	250,918	49,082	16.36%
Materials & Services	84,000	76,234	50,000	50,000	26,176	23,824	47.65%
Planning							
Personnel Services	347,000	344,793	364,000	364,000	275,980	88,020	24.18%
Materials & Services	103,000	63,077	46,000	46,000	24,023	21,977	47.78%
Building							
Personnel Services	446,000	431,009	460,000	460,000	348,850	111,150	24.16%
Materials & Services	70,000	57,181	65,000	65,000	16,195	48,805	75.09%
Technology							
Personnel Services	-	-	295,000	295,000	218,661	76,339	25.88%
Materials & Services	-	-	305,000	429,100	297,241	131,859	30.73%
Facilities							
Personnel Services	56,000	55,024	-	-	-	-	0.00%
Materials & Services	287,000	277,963	245,000	245,000	190,833	54,167	22.11%
Total Expenditures	10,728,000	10,321,076	11,182,000	11,592,200	8,049,306	3,542,895	30.56%
Excess, (Deficit) of revenues Over (Under) Expenditures	(793,000)	(622,908)	336,000	367,100	2,900,769	2,533,669	690.2%
Beginning Fund Balance	2,719,000	2,841,271	2,115,000	2,218,363	2,218,363	-	Page 10
Ending Fund Balance	1,926,000	2,218,363	2,451,000	2,585,463	5,119,132	2,533,669	98.0%

Property Taxes:	The bulk of property taxes are generally received in November. Columbia County has an approximate 97.5% collection rate, meaning 975% of the current year's assessment is collected during the current year and 2.5% is collected in subsequent years. For FY2023 the budget estimate for property taxes was based on a 6% increase in assessment. This included an estimated growth rate (new building & development) of +3%. We have actually seen a decline in the last 6 months and anticipate receipt of about 90% of budget.
Intergovernmental:	This is mainly the State Shared Revenue received (Cigarette, Liquor, State Shared Revenue, and Cannabis). We project that Liquor Taxes will be approximately \$60,000 more than budgeted, however Cannabis sales have declined, and we project approximately \$95,000 less than budgeted. We also anticipate State Shared Revenue and Cigarette Taxes to be less than budgeted.
Grants:	Grants received were the General Fund's portion of the COVID relief payments (ARPA). Half of the disbursement was in last fiscal year and the other half was received this 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 incurs. This amount is based off a formula used for many years and updated/simplified in 2015. 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.
Lic/Permits/Fees:	The main driver for this category is building/planning fees. The last few years, building has seen an uptick in building and development. Large projects like the middle school, high school and the multi-generational living complex by Walmart have greatly contributed. The slowing economy has resulted in a decrease in building and development and a related decrease in revenue.
Fines:	The main provider in this category is Municipal Court fines. The out-going Governor Brown did a mass pardon of traffic fines just prior to leaving office with resulted in a significant write-off court fines. We project approximately \$82,000 less than budgeted.
Miscellaneous:	Interest that the City receives from money in the State Pool account is accounted for here. In past years, the rates have gone from 0.2% low up to the current rate of 3.75%. 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 69% of the updated budget amounts. The significant factors being having unfilled budgeted positions for most of the first 3 quarters of the year.

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.

As was noted at this time last year, 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 2022/2023 Year End Estimates, 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 that budgeted revenue projections are higher than actual. In this fiscal year the recreation utility fee was reallocated to public safety to help offset debt service impacts to the General Fund. This should be increased for FY2024 to at least cover the debt service.

								Item #3.
	FY 21-22		FY 22-23				Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23	Projected 6/30/2023		
Tourism Fund								
Motel Hotel Tax	135,000	149,659	120,000	160,000	136,942	160,000	-	14.41%
Miscellaneous	-	-	-	-	-	-	-	0.00%
Event Revenue	850,000	853,705	370,000	200,000	190,413	200,000	-	4.79%
Total Revenues	985,000	1,003,364	490,000	360,000	327,355	360,000	-	9.07%
							-	
Utilities	12,000	8,057	25,000	10,000	4,434	7,800	(2,200)	55.66%
Building Lease & Utilities							-	
Professional Services	200,000	183,594	120,000	180,000	142,937	163,700	(16,300)	20.59%
Projects & Programs	773,000	559,784	65,000	290,000	234,980	290,500	500	18.97%
GFSS	-	-	-	-	-	-	-	0.00%
Transfer	-	-	70,000	-	-	-	-	0.00%
Total Expenditures	985,000	751,435	280,000	480,000	382,351	462,000	(18,000)	20.34%
							-	
Excess, (Deficit) of revenues Over (Under) Expenditures	-	251,929	210,000	(120,000)	(54,996)	251,000	371,000	(0)
Beginning Fund Balance	-	-	-	190,000	251,930	149,000	(41,000)	132.59%
Ending Fund Balance	-	251,929	210,000	70,000	196,934		(70,000)	281.33%

Revenues: Hotel taxes up from the original budget and amended in March. Fiscal year revenue for taxes should come in above budget, estimated right now to be around \$160,000.

Expenses: The City no longer pays the tourism director a monthly amount for services. In the new contract, the City receives a percentage of the gross revenues and continues to lease the building and pay for utilities for tourism activities.

		FY 21-22		FY 22-23				Item #3.
Community Development		Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23	Variance Favorable (unfavorable)	Percent
Revenues								
Grants		2,100,000	1,741,324	2,251,000	3,005,000	373,346	(2,631,654)	-87.58%
Lease Payments		330,000	457,688	465,000	465,000	215,400	(249,600)	-53.68%
Loan Proceeds		-	-	7,000,000	7,000,000	-	(7,000,000)	-100.00%
Miscellaneous		2,280,000	2,310,322	125,000	125,000	1,398,722	1,273,722	1018.98%
Transfers		-	-	70,000	93,000	-	(93,000)	-100.00%
Total Revenues		4,710,000	4,509,334	9,911,000	10,688,000	1,987,468	(8,700,532)	-81.40%
Expenditures								
Economic Development								
Materials & Services		2,132,000	1,855,285	372,000	376,000	412,682	(36,682)	-9.76%
Debt Services		-	-	-	310,000	310,000	-	0.00%
Business Park								
Materials & Services		202,000	72,319	202,000	202,000	32,364	169,636	83.98%
Debt Services		165,000	150,000	165,000	165,000	125,000	40,000	24.24%
Riverfront								
Materials & Services		1,300,000	1,395,327	7,880,000	2,585,100	336,724	2,248,376	86.97%
Capital Outlay		-	-	-	5,298,900	1,192,394	4,106,506	77.50%
Debt Services		-	-	-	58,100	5,370	52,730	90.76%
Timber								
Materials & Services		5,000	140,535	75,000	75,000	58,118	16,882	22.51%
Central Waterfront								
Materials & Services		120,000	35,052	1,371,000	1,371,000	221,784	1,149,216	83.82%
Total Expenditures		3,924,000	3,648,518	10,065,000	10,441,100	2,694,436	7,746,664	74.19%
Excess, (Deficit) of revenues								
Over (Under) Expenditures		786,000	860,816	(154,000)	246,900	(706,968)	(953,868)	-386%
Beginning Fund Balance		463,000	813,149	1,610,000	1,673,965	1,673,965	-	
Ending Fund Balance		1,249,000	1,673,965	1,456,000	1,920,865	966,997	(953,868)	

Revenues: The main revenue so far is from timber harvesting, which currently is nearly \$1.4 million received.

Expenses: Main expenses are for the Riverfront Development and the Industrial Business Park Development with professional services for planning Phase I.

	FY 21-22			FY 22-23		Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23		
Community Enhancement							
Revenues							
Grants	72,000	88,700	20,000	357,200	283,621	(73,579)	-20.60%
Charges for Services	20,000	15,743	25,000	20,000	23,879	3,879	19.40%
Miscellaneous	1,000	3,912	-	1,000	-	(1,000)	-100.00%
Transfers	-	-	130,000	130,000	-	(130,000)	-100.00%
Total Revenues	93,000	108,354	175,000	508,200	307,501	(200,699)	-39%
Expenditures							
Administration							
Materials & Services	16,000	20,000	-	100,000	-	100,000	100.00%
Transfers	141,603	31,860	-	-	-	-	0.00%
Police							
Materials & Services	11,000	(16,111)	-	34,000	-	34,000	100.00%
Library							
Materials & Services	45,281	10,919	162,000	149,500	-	149,500	100.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Parks							
Materials & Services	6,000	1,087	-	2,000	619	1,381	69.04%
Recreations							
Personnel Services	-	-	-	1,000	-	1,000	100.00%
Materials and Services	99,967	60,361	-	202,000	58,803	143,197	70.89%
Building							
Materials and Services	56,042	900	81,000	70,350	6,240	64,110	91.13%
Arts and Culture							
Materials & Services	10,000	-	9,000	9,000	-	9,000	100.00%
Traditional Housing							
Materials & Services	35,000	34,270	20,000	20,000	6,291	13,709	68.55%
Total Expenditures	420,893	143,285	272,000	587,850	71,953	515,897	88%
Excess, (Deficit) of revenues Over (Under) Expenditures	(327,893)	(34,931)	(97,000)	(79,650)	235,548	315,198	-396%
Beginning Fund Balance	327,893	223,126	97,000	188,196	165,286	(22,910)	-12%
Ending Fund Balance	-	188,195	-	108,546	400,834	292,288	269%

Revenues: Main revenue came from a beginning balance of grant revenues from ARPA. 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.

Expenses: Main expenses so far this year are for Recreation programs using ARPA and other grants.

							Item #3.
FY 21-22			FY 22-23				
Street Fund	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23	Variance Favorable (unfavorable)	Percent
Revenues							
Intergovernmental	1,300,000	1,137,375	1,130,000	1,130,000	848,753	(281,247)	-24.89%
Grants	465,000	669,736	450,000	469,999	210,384	(259,615)	-55.24%
Charges for Services	60,000	75,517	30,000	30,000	2,988	(27,012)	-90.04%
Miscellaneous	210,000	15,884	5,000	205,000	-	(205,000)	-100.00%
Transfers							
Total Revenues	2,035,000	1,898,511	1,615,000	1,834,999	1,062,124	(772,875)	-42.12%
Expenditures							
Personnel Services	476,000	476,000	570,000	570,000	570,000	-	0.00%
Materials & Services	669,500	636,683	579,000	604,000	530,362	73,638	12.19%
Capital Outlay	300,000	153,377	500,000	1,200,330	404,552	795,778	66.30%
Debt Services	61,000	60,000	60,000	60,000	5,630	54,370	90.62%
Transfers	-	-	-	-	-	-	0.00%
Total Expenditures	1,506,500	1,326,060	1,709,000	2,434,330	1,510,544	923,787	37.95%
Excess, (Deficit) of revenues Over (Under) Expenditures	528,500	572,451	(94,000)	(599,331)	(448,419)	150,912	-25.18%
Beginning Fund Balance	502,000	502,236	1,000,000	1,074,700	1,074,700	-	-
Ending Fund Balance	1,030,500	1,074,687	906,000	475,369	626,281	150,912	

Revenues: Main revenues come from gas taxes passed through from the State. The main source of revenue are grants from the State of Oregon that are received for certain street projects that the city completes. We project that gas tax revenues will be close to budget, however we do not anticipate receiving the additional \$259,615 for grants, so that will not be expended.

Expenses: Total expenditures are about 62% of the budget. We will likely remain at 75% at fiscal year-end due to the reduction in grant revenue.

	FY 21-22		FY 22-23				Item #3.
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23	Variance Favorable (unfavorable)	Percent
<u>Streets SDC Fund</u>							
Revenues							
Charges for Services	450,000	457,284	500,000	500,000	155,595	(344,405)	-68.88%
Total Revenues	450,000	457,284	500,000	500,000	155,595	(344,405)	-68.88%
Expenditures							
Materials & Services	125,000	8,160	525,000	525,000	49,399	475,601	90.59%
Capital Outlay	1,988,000	44,694	2,085,000	2,043,117	47,050	1,996,067	97.70%
Total Expenditures	2,113,000	52,854	2,610,000	2,568,117	96,448	2,471,669	96.24%
Excess, (Deficit) of revenues Over (Under) Expenditures	(1,663,000)	404,430	(2,110,000)	(2,068,117)	59,147	2,127,264	-103%
Beginning Fund Balance	1,663,000	1,663,687	2,110,000	2,068,117	2,068,117	-	-
Ending Fund Balance	-	2,068,117	-	-	2,127,264	2,127,264	
<u>Water SDC Fund</u>							
Revenues							
Charges for Services	150,000	157,958	200,000	200,000	55,511	(144,489)	-72.24%
Total Revenues	150,000	157,958	200,000	200,000	55,511	(144,489)	-72.24%
Expenditures							
Materials & Services	660,000	233,931	560,000	560,000	11,400	548,600	97.96%
Capital Outlay	926,000	5,050	1,155,000	995,300	-	995,300	100.00%
Total Expenditures	1,586,000	238,981	1,715,000	1,555,300	11,400	1,543,900	99.27%
Excess, (Deficit) of revenues	(1,436,000)	(81,023)	(1,515,000)	(1,355,300)	44,111	1,399,411	-103%
Beginning Fund Balance	1,436,000	1,436,333	1,515,000	1,355,300	1,355,310	10	
Ending Fund Balance	-	1,355,310	-	-	1,399,421	1,399,421	
<u>Sewer SDC Fund</u>							
Revenues							
Charges for Services	200,000	209,640	200,000	200,000	92,738	(107,262)	-53.63%
Total Revenues	200,000	209,640	200,000	200,000	92,738	(107,262)	-53.63%
Expenditures							
Materials & Services	560,000	91,556	560,000	560,000	10,000	550,000	98.21%
Capital Outlay	1,737,000	-	1,830,000	1,830,000	626	1,829,374	99.97%
Total Expenditures	2,297,000	91,556	2,390,000	2,390,000	10,626	2,379,374	99.56%
Excess, (Deficit) of revenues	(2,097,000)	118,084	(2,190,000)	(2,190,000)	82,112	2,272,112	-153.19%
Beginning Fund Balance	2,097,000	2,097,448	2,190,000	2,215,532	2,215,532	-	
Ending Fund Balance	-	2,215,532	-	25,532	2,297,644	2,272,112	
<u>Storm SDC Fund</u>							
Revenues							
Charges for Services	115,000	117,048	150,000	150,000	65,818	(84,182)	-56.12%
Total Revenues	115,000	117,048	150,000	150,000	65,818	(84,182)	-56.12%
Expenditures							
Materials & Services	150,000	57,452	115,000	115,000	8,179	106,821	92.89%
Capital Outlay	339,000	-	375,000	315,000	-	315,000	100.00%
Total Expenditures	489,000	57,452	490,000	430,000	8,179	421,821	98.10%
Excess, (Deficit) of revenues	(374,000)	59,596	(340,000)	(280,000)	57,639	337,639	-154.22%
Beginning Fund Balance	374,000	374,932	340,000	434,528	434,528	-	
Ending Fund Balance	-	434,528	-	154,528	492,167	337,639	
<u>Parks SDC Fund</u>							
Revenues							
Charges for Services	400,000	406,658	250,000	250,000	33,966	(216,034)	-86.41%
Total Revenues	400,000	406,658	250,000	250,000	33,966	(216,034)	-86.41%
Expenditures							
Materials & Services	175,000	85,208	150,000	150,000	34,370	115,630	77.09%
Capital Outlay	969,000	3,182	1,089,000	1,089,000	198	1,088,802	99.98%
Total Expenditures	1,144,000	88,390	1,239,000	1,239,000	34,568	1,204,432	97.21%
Excess, (Deficit) of revenues	(744,000)	318,268	(989,000)	(989,000)	(602)	988,398	-183.62%
Beginning Fund Balance	744,000	744,838	989,000	1,063,100	1,063,106	(0)	
Ending Fund Balance	-	1,063,106	-	74,100	1,062,504	988,398	

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Revenues: All SDC revenues have been very healthy over the last 2-3 years as development increased. Revenues are starting to slow, as shown in building permits and we do anticipate a recession-type economy impacting us further in the next fiscal year.

Expenses: SDC eligible projects remain small though.

Parks SDC has an eligible project with the expansion of Columbia View Park on the Riverfront. The City anticipates a contribution of 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.

	FY 21-22		FY 22-23			Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23		
Water Fund							
Revenues							
Charges for Services	3,690,000	3,544,545	3,815,000	3,815,000	2,993,985	(821,015)	-21.52%
Grants	-	-	-	-	-	-	0.00%
Miscellaneous	27,000	643,428	625,000	25,000	162,037	137,037	548.15%
Total Revenues	3,717,000	4,187,974	4,440,000	3,840,000	3,156,022	(683,978)	-17.81%
Expenditures							
Water Distribution							
Personnel Services	681,000	681,000	865,000	865,000	865,000	-	0.00%
Materials & Services	1,876,000	1,777,832	2,034,000	2,059,000	1,760,663	298,337	14.49%
Capital Outlay	-	-	-	250,000	60,292	189,708	75.88%
Total Water Distrib	2,557,000	2,458,832	2,899,000	3,174,000	2,685,956	488,044	15.38%
Water Filtration							
Personnel Services	237,000	237,000	211,000	211,000	211,000	-	0.00%
Materials & Services	239,000	185,388	222,000	222,000	172,244	49,756	22.41%
Capital Outlay	-	-	-	300,000	-	300,000	100.00%
Total Water Filtrati	476,000	422,388	433,000	733,000	383,244	349,756	47.72%
Non-Departmental							
Capital Outlay	450,000	450,814	966,000	1,194,000	111,412	1,082,588	90.67%
Debt Service	565,000	563,924	500,000	500,000	42,890	457,110	91.42%
Transfers	-	-	-	-	-	-	0.00%
Total INon-Departm	1,015,000	1,014,738	1,466,000	1,694,000	154,302	1,539,698	90.89%
Total Expenditures	4,048,000	3,895,958	4,798,000	5,601,000	3,223,502	2,377,498	42.45%
Excess, (Deficit) of revenues	(331,000)	292,016	(358,000)	(1,761,000)	(67,480)	1,693,520	-96.17%
Beginning Fund Balance	3,721,000	3,721,943	3,919,000	4,013,960	4,013,960	-	
Ending Fund Balance	3,390,000	4,013,959	3,561,000	2,252,960	3,946,480	1,693,520	

Revenues: Revenue for the water fund is on track with the budget amount of \$3.8 Million by the end of June. Miscellaneous revenues are for connection fees, interest, late charges and shut-off fees.

Expenses: The Water Fund has 3 separate departments (Distribution, Filtration, and Non-Departmental). Non-Departmental is where you will find debt service payments and operational capital outlay items. Overall capital outlay is at 89% remaining. 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 plant.

	FY 21-22			FY 22-23			Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23			
Sewer Fund								
Revenues								
Charges for Services	3,978,000	4,173,740	4,054,000	4,054,000	3,473,967	(580,033)	-14.31%	
Grants	-	-	-	-	-	-	0.00%	
Debt Proceeds	-	-	-	-	-	-	0.00%	
Miscellaneous	15,000	36,824	10,420,000	10,000	158,754	148,754	1487.54%	
Total Revenues	3,993,000	4,210,564	14,474,000	4,064,000	3,632,720	(431,280)	-10.61%	
Expenditures								
Collections								
Personnel Services	482,000	482,000	575,000	575,000	575,000	-	0.00%	
Materials & Services	1,523,000	1,495,080	1,840,000	1,865,000	1,619,576	245,424	13.16%	
Capital Outlay	-	-	-	75,000	23,788	51,212	68.28%	
Total Collections	2,005,000	1,977,080	2,415,000	2,515,000	2,218,364	296,636	11.79%	
Primary Treatment								
Personnel Services	108,000	108,000	140,000	140,000	140,000	-	0.00%	
Materials & Services	195,000	142,500	170,000	170,000	128,764	41,236	24.26%	
Total Water Filtration	303,000	250,500	310,000	310,000	268,764	41,236	13.30%	
Secondary Treatment								
Personnel Services	216,000	216,000	265,000	265,000	265,000	-	0.00%	
Materials & Services	399,000	306,087	334,000	334,000	230,659	103,341	30.94%	
Total Water Filtration	615,000	522,087	599,000	599,000	495,659	103,341	17.25%	
Pump Services								
Personnel Services	108,000	108,000	75,000	75,000	75,000	-	0.00%	
Materials & Services	41,000	20,487	27,000	27,000	9,392	17,608	65.21%	
Capital Outlay	-	-	-	75,000	10,369	64,631	86.17%	
Total Water Filtration	149,000	128,487	102,000	177,000	94,761	82,239	46.46%	
Non-Departmental								
Capital Outlay	200,000	42,116	6,218,000	541,200	77,026	464,174	85.77%	
Debt Service	1,190,000	1,231,771	1,266,000	1,266,000	157,055	1,108,945	87.59%	
Transfers	-	-	-	-	-	-	0.00%	
Total Non-Departmental	1,390,000	1,273,887	7,484,000	1,807,200	234,081	1,573,119	87.05%	
Total Expenditures	4,462,000	4,152,040	10,910,000	5,408,200	3,311,629	2,096,571	2	
Excess, (Deficit) of revenues	(469,000)	58,523	3,564,000	(1,344,200)	321,091	1,665,291	(2)	
Beginning Fund Balance	3,327,000	3,327,477	3,475,000	3,386,000	3,386,000	-		
Ending Fund Balance	2,858,000	3,386,000	7,039,000	2,041,800	3,707,091	1,665,291		

Revenues: Revenues for the sewer fund are projected at \$4.6 million by the end of June. Additional revenue sources are interest and sludge disposal charges projected at \$226,700 this fiscal year.

Expenses: The Sewer Fund has 5 separate department areas (Collection, Primary Treatment, Secondary Treatment, Pump Services, and Non-Departmental). Non-departmental is debt service and capital outlay. Capital Outlay is at approximately 20% of budget. 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 is the lagoon costs associated with the general city involvement. Secondary Treatment is isolated to just Cascades Tissue where they are using the treatment plant for operations. The cost of this department is shared with Cascades as a reimbursement of this budgeted department. The Pump Services department is where all expenses related to the City pump services are housed.

	FY 21-22		FY 22-23			Variance Favorable (unfavorable)	Item #3. Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23		
Storm Fund							
Revenues							
Charges for Services	1,075,000	1,113,950	1,140,000	1,140,000	1,029,797	(110,203)	-9.67%
Miscellaneous	5,000	5,000	5,000	5,000	-	(5,000)	-100.00%
Total Revenues	1,080,000	1,118,950	1,145,000	1,145,000	1,029,797	(115,203)	-10.06%
Expenditures							
Personnel Services	505,000	505,000	550,000	550,000	550,000	-	0.00%
Materials & Services	891,000	863,907	964,000	989,000	893,912	95,088	9.61%
Capital Outlay	150,000	41,780	160,000	260,000	5,000	255,000	98.08%
Total Expenditures	1,546,000	1,410,687	1,674,000	1,799,000	1,448,912	350,088	19.46%
Excess, (Deficit) of revenues	(466,000)	(291,737)	(529,000)	(654,000)	(419,115)	234,885	-35.92%
Beginning Fund Balance	1,872,000	1,872,115	1,400,000	1,580,378	1,580,378	-	
Ending Fund Balance	1,406,000	1,580,378	871,000	926,378	1,161,263	234,885	

Revenues: Storm revenue, which is a fixed amount on utility bills, is currently at 90% of budget.

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.

	FY 21-22		FY 22-23			Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23		
PW Operations							
Revenues							
Charges for Services	3,399,000	3,433,196	3,662,000	3,762,000	3,614,727	(147,273)	-3.91%
Miscellaneous	1,000	350	-	-	11,111	11,111	0.00%
Transfers	-	-	-	197,600	-	(197,600)	-100.00%
Total Revenues	3,400,000	3,433,546	3,662,000	3,959,600	3,625,838	(333,762)	-8.43%
Expenditures							
Engineering							
Personnel Services	518,000	504,493	451,000	451,000	336,660	114,340	25.35%
Materials & Services	118,000	136,846	84,000	84,000	35,558	48,442	57.67%
Total Engineering	636,000	641,339	535,000	535,000	372,218	162,782	30.43%
Operations							
Personnel Services	2,627,000	2,592,844	2,360,000	2,360,000	1,606,966	753,034	31.91%
Materials & Services	510,000	450,696	346,000	346,000	274,148	71,852	20.77%
Total Operations	3,137,000	3,043,540	2,706,000	2,706,000	1,881,114	824,886	30.48%
Facilities							
Personnel Services	-	-	523,000	523,000	303,433	219,567	41.98%
Materials & Services	-	-	127,000	139,000	50,434	88,566	63.72%
Capital Outlay	-	-	-	85,000	44,845	40,155	47.24%
Total Facilities	-	-	650,000	747,000	398,713	348,287	46.62%
Total Expenditures	3,773,000	3,684,879	3,891,000	3,988,000	2,652,045	1,335,955	33.50%
Excess, (Deficit) of revenues	(373,000)	(251,333)	(229,000)	(28,400)	973,793	1,002,193	-3528.85%
Beginning Fund Balance	373,000	449,018	538,000	197,685	197,685	-	
Ending Fund Balance	-	197,685	309,000	169,285	1,171,478	1,002,193	

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 3 departments; Engineering, PW Operations, and Facilities. This fund is approximately 66% of budget.

	FY 21-22		FY 22-23			Variance Favorable (unfavorable)	Percent
	Amended Budget	Actual	Adopted Budget	Amended Budget	03/31/23		
Public Safety Facilities							
Revenues							
Charges for Services	65,000	87,821	215,000	215,000	158,217	(56,783)	-26.41%
Miscellaneous	15,150,000	15,249,528	3,000,000	3,000,000	8,954	(2,991,046)	-99.70%
Total Revenues	15,215,000	15,337,348	3,215,000	3,215,000	167,171	(3,047,829)	-94.80%
Expenditures							
Materials & Services	1,000,000	787,658	1,500,000	1,500,000	853,366	646,634	43.11%
Capital Outlay	14,215,000	-	15,255,000	15,255,000	-	15,255,000	100.00%
Debt Service	-	-	700,000	700,000	698,642	1,358	0.19%
Total Expenditures	15,215,000	787,658	17,455,000	17,455,000	1,552,008	15,902,992	91.11%
Excess, (Deficit) of revenues	-	14,549,691	(14,240,000)	(14,240,000)	(1,384,838)	12,855,162	-90.28%
Beginning Fund Balance	-	-	14,240,000	14,549,691	14,549,691	-	
Ending Fund Balance	-	14,549,691	-	309,691	13,164,853	12,855,162	

Revenues: The main source of revenue for this fund is the Public Safety Utility Fee. Other revenue sources are interest and the fund balance carryover of the bonds revenue to be used in the construction of the public safety facility.

Expenses: Expenditures in this fund are for the construction and debt service for the new public safety facility, with is currently in the architectural and engineering phase.



BOARDS, COMMITTEES, & COMMISSIONS

CODE OF CONDUCT

This Code of Conduct provides a framework to guide members of boards, committees, and commissions in their actions. The Code of Conduct operates as a supplement to existing statutes, including (but not limited to) Oregon Ethics Laws.

Advisory boards, committees, and commissions are referred to generally as “boards” in this code; members of boards, committees, and commissions are referred to generally as “board members.”

Member Conduct.

This section describes the manner in which board members will treat one another, other City officials (elected and appointed), members of the public, and City staff.

Board Conduct During Meetings

- Practice civility, professionalism, and decorum in discussions and debate. Difficult questions, tough challenges to particular points of view, and criticism of ideas and information are legitimate elements of democratic governance. However, this does not allow board members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Avoid personal comments that are intended to, or could reasonably be construed to, purposefully offend others. If a board member is offended by the conduct or remarks of another board member, the offended board member is encouraged to address the matter directly with the offending board member at the earliest opportunity and work toward an amicable resolution.

Board Conduct Outside Public Meetings

- Continue professional and respectful behavior outside of public meetings. Board members are viewed by the public as representatives of the City. As such, the same level of decorum and consideration for differing points of view deemed appropriate for board meeting deliberations (outlined above) should be maintained in other public settings and private conversations, particularly when

discussing City business, City officials (elected and appointed), members of the public, and City staff.

- Unless sharing specific information voted on by the majority of the board, you shall express only your personal opinions. Never represent yourself as a spokesperson for the City unless you are authorized by the City to do so. If the City is a subject of the content you are discussing, be clear and open about the fact that you are a member of a City board but that your views do not represent those of the board, the City, its employees, or its elected officials.
- Practice courtesy, civility, and respect when participating in social media forums. Provide accurate information, speak truthfully, and represent the views and positions of the City, the Council, and other individuals forthrightly and in good faith.
- Be aware of the public nature of written notes, calendars, voicemail messages, emails, and social media posts. All written or recorded materials created as part of one's official capacity can potentially be considered public records under Oregon law.
- Understand proper political involvement. Board members, as private citizens, may support political candidates or issues, but such activities must be undertaken separately from their role as a board member. When supporting any candidate or measure, the board member shall be clear that you are supporting as a private citizen, not as a representative of the City.

Board Conduct with the Public

- Be welcoming to speakers at public meetings and treat them with respect. For many citizens, speaking in front of a board is a new and difficult experience. Board members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful, and professional.
- Make no commitments on behalf of the board in unofficial settings. Board members are sometimes asked to explain a board action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview. Overt or implicit commitments that the City will take specific actions, however, are to be avoided.

Board Conduct with Staff

- Respect the professional duties of City staff. Board members should refrain from disrupting staff from conducting their duties; participating in administrative functions, including directing staff assignments; attending staff meetings unless requested by staff; and impairing the ability of staff to implement policy decisions.

Board Member Values.

The individual attitudes, words, and actions of board members should reflect the values of respect, integrity, and service to the community.

Respect

To show respect to others, board members are expected to:

- Treat board members, City officials (elected and appointed), members of the public, and City staff with patience, courtesy, and civility, even when they disagree on what is best for the community.
- Conduct themselves in a professional, courteous, and respectful manner at all times.
- Be honest with fellow board members, the public, and others.

Integrity

To demonstrate integrity as a public official, board members are expected to:

- Make independent, objective, fair, and impartial judgments and avoid relationships and actions that give the appearance of compromising objectivity, independence, and honesty.
- Adhere to Oregon ethics law requirements regarding gifts, services, or other special considerations, as regulated by the Oregon Government Ethics Commission.
- Excuse themselves from participating in decisions when their financial interests may be affected by the board's action.
- Use public resources, such as staff time, equipment, supplies, or facilities, only for City-related business and only with authorization from the City Administrator or applicable Department Director.
- Protect confidential information concerning litigation, personnel, property, or other affairs of the City.

Service

To serve the public effectively, board members are expected to:

- Review materials provided in advance of the meeting.
- Make every effort to attend meetings. If attendance is not possible, communicate absences with the board chair.
- Be prepared to make difficult decisions when necessary.
- Respect the distinction between the roles of citizens, elected officials, appointed board members, and staff.
- Promote meaningful public involvement in decision-making processes.

- Make decisions after prudent consideration of their long-term impacts to the community.

Accountability.

To ensure public confidence in the integrity of the City of St. Helens, board members are held to a high standard. For this reason, the City Council believes the Code of Conduct is as important to the public process as other rules and procedures. It is recognized that there may be times when action is required to correct and/or prevent behavior that violates the Code of Conduct.

Early recognition of the questioned conduct is encouraged, and progressive counsel may occur with the board member (though it is not required). The City Council reserves the right to remove board members at its discretion.

Implementation and Certification.

All board members will be given a copy of the Code of Conduct and will be required to affirm in writing that they have received the Code, understand its provisions, and pledge to conduct themselves by the Code. The City Council may choose to review and update this Code in the future to ensure it remains effective and useful.

Any board member declining to sign the Code of Conduct Certification may be removed from the board. Any board member who is removed under this provision will not be permitted to be appointed to a City board for a period of three (3) years unless the majority of the City Council establishes an exception.

CODE OF CONDUCT CERTIFICATION

As a member of a City of St. Helens board, I affirm that:

- ✓ I have read and understand the St. Helens Code of Conduct for members of boards, committees, and commissions, and I understand its application to my role and responsibilities while serving on a City board.
- ✓ I pledge to conduct myself by the St. Helens Code of Conduct for boards, committees, and commissions.
- ✓ I understand that the City Council may remove me from my position if my conduct falls below these standards.
- ✓ I understand that if I refuse to sign this Code of Conduct Certification, I may be removed from my position.

Print Name: _____

Signature: _____

Signed this _____ **day of** _____, **20** _____

Board Appointed to: _____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: May 3, 2023

Planning Division Report attached.

Business Licenses Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 04.24.2023

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

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—MISC.

Broadleaf Arbor (Gable Road apartments) conducted final inspection for Building E. D, the community building (no residential units) inspected previously. E is the 2nd of 10 buildings and the first one with families moving into the site.

Helping City Engineering with review of their CAD standards manual. The intent of this is to standardize the electronic data received for projects.

Conducted annual performance evaluation for Associate Planner/Community Development Project Manager.

Prepared and conducted semi-annual report to the City Council.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

April 11, 2023 meeting (outcome): The Commission recommended approval of three annexations, which will go before the Council soon. The Commission also spent much time hammering out their recommendation to the Council to address Oregon HB 3115. They also selected who will represent the Commission for the gateway project at 1st and St. Helens Street.

As the Historic Landmarks Commission, they reviewed proposed changes to the Klondike Tavern at 71 Cowlitz.

May 9, 2023 meeting (upcoming): The Commission will have two public hearings: one for an appeal of a Sensitive Lands Permit for a large retaining wall and a Site Development Review modification/Variance for the Skinny's Texaco complex parking lot addition.

The Commission will also consider its annual report to the Council and possibly review of the architectural changes to the mixed-use building proposal on the corner of N. 6th Street and Columbia Boulevard to meet a condition of approval.

Also possible, more Oregon HB3115 review, depending on how quick legal counsel review occurs and the outcome of that.

COUNCIL ACTIONS RELATED TO LAND USE

The Council considered the Planning Commission recommendations to address Oregon HB 3115 and, generally, agreed with the approach with a couple considerations as we move closer to the final draft, including not specifying designated camping sites in the ordinance itself (but retaining the ability to designate sites) and giving law enforcement the latitude to allow longer camping stays instead of that being a burden falling squarely on the council. More to come with legal counsel review.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Annual software license renewals for Planning and Engineering this month.

2020 – received original electronic wetland data for the SHIBP delineations. **March 2023** – after working with the data more closely (due to workload this was the first opportunity since 2020) noted some errors. Reached out to firm who did the work and received revised data.

April 2023 – edited raw data for use in the city's GIS system. Done 😊.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: April Department Report
Date: Monday, April 24, 2023 9:22:11 AM

Here are my additions to the April Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project. Will process a sensitive lands permit for this work as soon as property owner signs application. Construction on sidewalk to begin June 2023. County working through acquiring construction/slope easements for affected property owners.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. Will submit 1st reimbursement request design work is complete for Riverwalk project.
3. **Riverwalk Project (OPRD Grants x2)** – Submitted 2 Quarterly Project Reports for each LGGP and LCWF grant. Submitted time extension for LGGP. Prepared for Council presentation on 4/5 to review updated stage rendering. Given notice to proceed into final design which should be completed by May 5. Attended 2 interpretive signage review meetings, compiled feedback for signage content in coordination with the CCMA. Compiled City feedback on the Mayer/Reed Bid Assistance/Construction Mgmt scope of work for final approval on 5/3 Council meeting.
4. **Community Development Block Grants (CDBG)** – Submitted application for \$2.5 million for a design-only project to fund sanitary sewer design/engineering/permitting. CDBG apps include over 30 attachments/narrative/budget/etc. Coordinated initial review of application with state prior to the deadline of 4/30.
5. **Certified Local Government Historic Preservation Grant Program** – Received our contract for 17k in funding. Mailed announcement letters to 93 eligible property owners. Updated project materials on website and coordinated social media outreach. Began answering questions from property owners about potential projects.
6. **DLCD Technical Assistance Program** – Grant cycle will likely open in August and closes in October. DLCD Regional Rep thinks updating our Economic Opportunities Analysis (EOA) could be funded. Compiled resources to assist with scoping our EOA update and writing our grant application this August.
7. **Veterans Memorial Grant Program** - In partnership with the local VFW, we submitted a grant to fund a flag/monument expansion at the McCormick Park veterans memorial. Grant was due March 31. Request was for \$33k, with a match \$28k of in-kind labor/management/VFW donations.

PROJECTS & MISC

8. **Riverfront Streets/Utilities Project** – Attending weekly check-ins to stay in tune with project schedule and any construction delays/issues. Attending a joint utility coordination meeting for all franchise utilities and to discuss undergrounding project as it relates to the project. Reviewed 50% design and cost estimate for Undergrounding utilities.

9. **S. 1st Street & St. Helens St. Gateway Project** – Created a stakeholder group based on Council feedback. Coordinated and attended internal kickoff meeting with LCE. Prepared for and coordinated stakeholder group kickoff meeting on 4/28 (first of 3 total design meetings). Prepared project schedule with LCE. Anticipated completion date of design is 7/10.
10. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie revised footprint to accommodate feedback from Cascades regarding use of the existing mill buildings. PGE said no further reduction in size is possible for the sub-station, so we are moving forward with design as presented. Kicked off Phase II grading work effort.
11. **Warrior Rock Lighthouse Replica Project** – Restoration of the warrior rock lighthouse replica on County-property near Columbia View Park. Councilor Sundeen was able to locate original Warrior Rock lighthouse plans! Coordinated a meeting with SHPO to discuss the 2023 Oregon Heritage grant opportunity which opens this August 2023. This could potentially fund the design and cost of materials for the replica, a kiosk, and signage. Work would be completed in-house by Public Works staff.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

jdimsho@sthelensoregon.gov

4-21-2023 4:06 PM

FORMS REGISTER

 PACKET: 00562 4-21-23 Approvals 4-21-23 Approvals
 SEQUENCE: License #

 X Full
 Date: 4-26-23

Item #5.

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00114	1/01/23- 1/01/24	D.R. GARRISON CPA & P.C	ACCOUNT ACCOUNTING	0.00
00128	1/02/23- 1/02/24	MAY MARTIAL ARTS	MARTIALA MARTIAL ARTS	0.00
00133	1/02/23- 1/02/24	*TONY MANDELLA'S FIN CARPENTRY	CONTMISC CONTRACTOR-MISC.	0.00
00141	1/01/23- 1/01/24	COLUMBIA HEARING CENTER	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00148	1/01/23- 1/01/24	*R.L. OUTDOORS GUIDE SERVICE	REC OUT DOOR RECREATION	0.00
00152	1/01/23- 1/01/24	MARK A. GORDON P.C.	LAW LAW OFFICES	0.00
00169	1/01/23- 1/01/24	STARBUCKS COFFEE 313327	CATER CATERING/MISC FOOD E	0.00
00177	1/01/22- 1/01/23	EASY 2 WASH LLC	CARWASH CAR/TRUCK WASH	0.00
00179	1/02/23- 1/02/24	DIANNA'S FORMAL AFFAIR	RETCLOTH RETAIL - CLOTHING	0.00
00188	1/01/23- 1/01/24	CARLSON'S HEATING & AC INC	CONTHVAC CONTRACTOR-HVAC	0.00
00195	1/01/23- 1/01/24	MORE POWER COMPUTERS INC	COMPUTE COMPUTER	0.00
00317	2/02/23- 2/02/24	VIVINT INC	CONTMISC CONTRACTOR-MISC.	0.00
00320	2/01/23- 2/01/24	PACIFIC TECH CONSTRUCTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00321	2/02/23- 2/02/24	NWESTCO LLC	CONTMISC CONTRACTOR-MISC.	0.00
00322	2/01/23- 2/01/24	AMERICOOOL HEATING & A/C	CONTGEN CONTRACTOR-GENERAL	0.00
00334	2/01/23- 2/01/24	STONER ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00348	2/01/23- 2/01/24	COLUMBIA NW HEATING INC	CONTEMECH CONTRACTOR-MECHANICA	0.00
00355	2/01/23- 2/01/24	K&C LANDSCAPE LLC	LANDSCAP LANDSCAPING	0.00
00356	2/02/23- 2/02/24	JOHN BURGER HEATING & A/C	CONTEMECH CONTRACTOR-MECHANICA	0.00
00407	2/02/23- 2/02/24	BRACKIN CPA PC	ACCOUNT ACCOUNTING	0.00
00421	2/01/22- 2/01/23	HUDSON PORTABLE TOILET SERVICE	SANITATI SANITATION	0.00
00427	1/23/23- 1/23/24	INLAND ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00430	1/24/23- 1/24/24	INDUSTRIAL TIRE SERVICE INC	DELIVERY DELIVERY SERVICE	0.00
00439	1/27/23- 1/27/24	EXCEL PAINTING	CONTPAIN CONTRACTOR-PAINTING	0.00
00440	1/26/23- 1/26/24	APOLLO MECHANICAL CONTRACTORS	CONTEMECH CONTRACTOR-MECHANICA	0.00
00452	1/27/23- 1/27/24	BLAIRCO INC	CONTEMECH CONTRACTOR-MECHANICA	0.00
00453	1/27/23- 1/27/24	ARIEL TRUSS CO INC	DELIVERY DELIVERY SERVICE	0.00
00457	1/28/23- 1/28/24	CECO INCO	SALESERV SALES/SERVICE/MAINT	0.00
00466	1/27/23- 1/27/24	PACWEST ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00473	1/27/23- 1/27/24	EAGLE STAR ROCK PRODUCTS LLC	ROCKPROD ROCK PRODUCTS	0.00
00476	1/27/23- 1/27/24	AMERICAN GUTTER SERVICE INC	GUTTERS GUTTERS	0.00
00478	1/28/23- 1/28/24	SECURE PACIFIC CORP	SECURITY SECURITY	0.00
00479	1/28/23- 1/28/24	SHEAR PERFECTION	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00484	1/29/23- 1/29/24	TAURUS POWER & CONTROLS INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00510	2/04/23- 2/04/24	SMART HOME PROS INC	SOLICIT SOLICITATIONS	0.00
00564	2/10/23- 2/10/24	*WATERMAN GARAGE DOORS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00591	2/19/23- 2/19/24	OVERHEAD DOOR CO OF PORTLAND	DOORS DOORS	0.00
00606	2/18/23- 2/18/24	KENNEDY JENKS CONSULTANTS INC	ENG ENGINEERING	0.00
00693	4/02/23- 4/02/24	ARCTIC GLACIER USA, INC	DELIVERY DELIVERY SERVICE	0.00
00703	4/02/23- 4/02/24	POINT MONITOR CORPORATION	CONTELEC CONTRACTOR-ELECTRICA	0.00
00717	3/11/23- 3/11/24	HRB TAX GROUP INC	ACCOUNT ACCOUNTING	0.00
00724	3/11/23- 3/11/24	CENTERLOGIC	COMPUTE COMPUTER	0.00
00755	3/12/23- 3/12/24	ROBERTSON & OLSON CONST INC	CONTGEN CONTRACTOR-GENERAL	0.00
00763	3/02/23- 3/02/24	AMERICAN EXTERM. PLUS, INC.	PEST PEST CONTROL	0.00
00773	3/12/23- 3/12/24	SLB STUDIO	2NDHAND 2ND HAND DEALER/PAWN	0.00
00784	3/12/23- 3/12/24	RUBY RHINO VINTAGE	2NDHAND 2ND HAND DEALER/PAWN	0.00
00789	3/13/23- 3/13/24	ROCKET TRAVEL INC	RENTSVCS RENTAL SERVICES	0.00
00795	3/13/23- 3/13/24	FAST WATER HEATER	CONTMISC CONTRACTOR-MISC.	0.00
00796	3/13/23- 3/13/24	MARSH CLARISSA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00798	3/13/23- 3/13/24	LESSARD STRENGTH & CONDITIONIN	PHYSFIT PHYSICAL FITNESS	0.00

PACKET: 00562 4-21-23 Approvals 4-21-23 Approvals
 SEQUENCE: License #

Item #5.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00806	3/12/23- 3/12/24	CHEVERON ST HELENS	GASSVCS GAS/SERVICE STATION	0.00
00811	3/13/23- 3/13/24	NATIONAL ENTERTAINMENT NETWORK	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
00812	3/13/23- 3/13/24	THE CELLULAR CONNECTION LLC	RETAIL RETAIL	0.00
00814	3/13/23- 3/13/24	KEZEFF'S CURIOUS GOODS LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00815	3/13/23- 3/13/24	CURIOSITY MARKET LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00817	3/13/23- 3/13/24	BLACKBURN KATHY	2NDHAND 2ND HAND DEALER/PAWN	0.00
00824	3/13/23- 3/13/24	PAM POWELL RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00842	3/14/23- 3/14/24	ROUTE 30 LIQUIDATORS LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00843	3/14/23- 3/14/24	DS SERVICES OF AMERICA INC	DELIVERY DELIVERY SERVICE	0.00
00848	3/14/23- 3/14/24	NESSY'S NICK NACKS	2NDHAND 2ND HAND DEALER/PAWN	0.00
00861	3/14/23- 3/14/24	BARLOW ENTERPRISES INC	RETBIKE RETAIL - BIKE	0.00
00862	3/14/23- 3/14/24	2CS VENDOR MALL	2NDHAND 2ND HAND DEALER/PAWN	0.00
00873	3/27/23- 3/27/24	GREEN TERESA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00900	4/17/23- 4/17/24	*JUAN'S YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00905	4/28/23- 4/28/24	NORTHWEST PROTECTION SERVICES	SECURITY SECURITY	0.00
01075	3/21/22- 3/21/23	*OHLEH ORIGINALS	ART ART	0.00
01081	4/01/23- 4/01/24	*SUNNY DAY CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01095	4/19/23- 4/19/24	G SMITH HOLDINGS	RENTRESI RENTAL - RESIDENTIAL	0.00
01097	4/21/23- 4/21/24	HEALING HANDS THERAPEUTIC	MASSAGE MASSAGE	0.00
01098	4/23/23- 4/23/24	*THE WATERING HOLE LLC	FOODCART FOOD TRUCK	0.00
01195	3/30/23- 3/30/24	BERGEN CONSTRUCTION INC	CONTMISC CONTRACTOR-MISC.	0.00
01196	4/03/23- 4/03/24	JRT MECHANICAL INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
01197	4/03/23- 4/03/24	62 BISTRO	RESTAURA RESTAURANT	0.00
01198	4/03/23- 4/03/24	*A2W CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01199	4/03/23- 4/03/24	PATRIOT BURGER	FOODCART FOOD TRUCK	0.00
01200	4/03/23- 4/03/24	*AMY'S MARKETING	MARKETIN MARKETING	0.00
01201	4/04/23- 4/04/24	BREMIX CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01202	4/10/23- 4/10/24	FIVE STAR BUILDERS, INC	CONTGEN CONTRACTOR-GENERAL	0.00
01203	4/13/23- 4/13/24	SPLIT INK GALLERY	ART ART	0.00
01204	4/19/23-10/19/23	KOEHLER PLUMBING	7 DAY 6 MONTH LICENSE	0.00
01205	4/19/23-10/19/23	LUNA DESIGN AND CONSTRUCTION	7 DAY 6 MONTH LICENSE	0.00
01206	4/20/23- 4/20/24	SHIELDS INSTALLATION CF INC	CONTMISC CONTRACTOR-MISC.	0.00

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	10	0.00
7 DAY 6 MONTH LICENSE	2	0.00
ACCOUNT ACCOUNTING	3	0.00
AMUSEVEN AMUSEMENT/VENDING/BO	1	0.00
ART ART	2	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CARWASH CAR/TRUCK WASH	1	0.00
CATER CATERING/MISC FOOD E	1	0.00
COMPUTE COMPUTER	2	0.00
CONTELEC CONTRACTOR-ELECTRICA	5	0.00
CONTGEN CONTRACTOR-GENERAL	7	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTMECH CONTRACTOR-MECHANICA	4	0.00
CONTMISC CONTRACTOR-MISC.	7	0.00
CONTPAIN CONTRACTOR-PAINTING	1	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
DELIVERY DELIVERY SERVICE	4	0.00
DOORS DOORS	1	0.00
ENG ENGINEERING	1	0.00
FOODCART FOOD TRUCK	2	0.00
GASSVCS GAS/SERVICE STATION	1	0.00
GUTTERS GUTTERS	1	0.00
LANDSCAP LANDSCAPING	2	0.00
LAW LAW OFFICES	1	0.00
MARKETIN MARKETING	1	0.00
MARTIALA MARTIAL ARTS	1	0.00
MASSAGE MASSAGE	1	0.00
PEST PEST CONTROL	1	0.00
PHYSFIT PHYSICAL FITNESS	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
REC OUT DOOR RECREATION	1	0.00
RENTRESI RENTAL - RESIDENTIAL	2	0.00
RENTSVCS RENTAL SERVICES	1	0.00
RESTAURA RESTAURANT	1	0.00
RETAIL RETAIL	1	0.00
RETBIKE RETAIL - BIKE	1	0.00
RETCLOTH RETAIL - CLOTHING	1	0.00
ROCKPROD ROCK PRODUCTS	1	0.00
SALESERV SALES/SERVICE/MAINT	1	0.00
SANITATI SANITATION	1	0.00
SECURITY SECURITY	2	0.00
SOLICIT SOLICITATIONS	1	0.00
TOTAL ALL CODES:	82	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 **