



CITY COUNCIL REGULAR SESSION

Wednesday, May 20, 2020

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

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

1. **7:00 P.M. - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Announce & Award Prizes to "If I Were Mayor..." Student Contest Winners**
5. **Ordinances - Final Reading**
 - 5.a. Ordinance No. 3253: An Ordinance Amending the St. Helens Municipal Code Chapters 17.46 and 17.124 Regarding Floodplains and Floodways, and Accessory Structures
[Ord No 3253 - Amend SHMC re Floodplains & Accessory Structures PENDING 052020.pdf](#)
6. **Resolutions**
 - 6.a. Resolution No. 1882: A Resolution Adopting a Cybersecurity Policy
[Res No 1882 - Adopt Cybersecurity Policy PENDING 052020.pdf](#)
 - 6.b. Resolution No. 1883: A Resolution of the Common Council of the City of St. Helens, Oregon, Amending the City Employee Compensation Plan for Temporary Water Filtration Facility Supervisor
[Res No 1883 - Amend Unrep Salary Sched to Add Temp WFF Supervisor PENDING 052020.pdf](#)

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

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For more information or for an application, stop by City Hall or call 503-366-8217.**

- 6.c. Resolution No. 1884: A Resolution to Authorize Application for Community Development Block Grant Funds for COVID-19 Emergency Assistance
[Res No 1884 - Authorize Application for CDBG Grant Funds PENDING 052020.pdf](#)

7. Award Bid/Contract

- 7.a. 2020 Annual Street Striping Project to Apply-A-Line, Inc. in the Amount of \$18,860
[5-20-20AwardStreetStriping.pdf](#)

8. Approve and/or Authorize for Signature

- 8.a. Agreement with Oregon State Marine Board for Maintenance Assistance Program FY21
[OSMB_FY21_MAP_Grant_Agreement.pdf](#)

9. Appointments to Boards/Commissions

- 9.a. Appointments to City Boards & Commissions
[052020 Appts to Boards and Commissions.pdf](#)

10. Consent Agenda for Acceptance

- 10.a. Parks & Trails Commission Minutes dated February 10, 2020
[PTC Minutes 2-10-20 APPROVED.pdf](#)
- 10.b. Planning Commission Minutes dated March 10, 2020
[03102020 PC Minutes APPROVED.pdf](#)

11. Consent Agenda for Approval

- 11.a. New Police Corporal Job Description
[Police Corporal DRAFT.pdf](#)
- 11.b. Accounts Payable Bill Lists
[AP Bill Lists.pdf](#)

12. Mayor Scholl Reports

13. Council Member Reports

14. Department Reports

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15. **Other Business**

16. **Adjourn**

Zoom Meeting Options -

<https://zoom.us/j/95584116206>

Meeting ID: 955 8411 6206

Dial by your location: 1-346-248-7799

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City of St. Helens
ORDINANCE NO. 3253

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS
17.46 AND 17.124 REGARDING FLOODPLAINS AND FLOODWAYS, AND
ACCESSORY STRUCTURES

WHEREAS, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17); and

WHEREAS, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to the Oregon Department of Land Conservation and Development on January 30, 2020, agencies on February 19, 2020, and the local newspaper of record on February 26, 2020; and

WHEREAS, due to the COVID-19 pandemic and social distancing efforts, the City provided additional notice to agencies on April 3, 2020, and the local newspaper of record on April 8, 2020; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on March 10, 2020 and, following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on April 15, 2020 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the code amendments be approved.

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

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. The City of St. Helens Municipal Code (Development Code) is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. In support of the code amendments described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

Section 4. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 5. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: May 6, 2020
Read the second time: May 20, 2020

APPROVED AND ADOPTED this 20th day of May, 2020 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

Added text is underlined.

Deleted text is ~~stricken~~.

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

Chapter 17.46 FLOODPLAINS AND FLOODWAYS

Sections:

17.46.010 Statutory Authorization, findings of fact, purpose, and ~~objectives~~ methods of reducing flood losses.

17.46.020 Definitions.

17.46.030 General provisions.

17.46.040 Administration.

17.46.045 Variances and FIRM Boundary Appeal.

17.46.050 Provisions for flood hazard reduction.

17.46.010 Statutory Authorization, findings of fact, purpose, and ~~objectives~~ methods of reducing flood losses.

(1) Statutory Authorization. The State of Oregon has in ~~the home rule provisions of the Oregon Constitution~~ ORS 197.175 delegated the responsibility to ~~the City of St. Helens~~ local government units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City of St. Helens does ordain as follows in the subsequent sections of this chapter.

(2) Findings of Fact:

(a) The flood hazard areas of the City of St. Helens are subject to periodic inundation which may ~~results~~ in loss of life and property, health, and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

(b) These flood losses ~~are~~ may be caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities, and when inadequately anchored, cause ~~uses~~ damage in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to ~~the~~ flood loss.

(3) Purpose. It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flooding ing conditions in specific in flood hazard areas by provisions designed:

- (a) To protect human life and health;
- (b) To minimize expenditure of public money and costly flood control projects;
- (c) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (d) To minimize prolonged business interruptions;
- (e) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard;

(f) To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize ~~future flood~~ blight areas caused by flooding;

(g) To ~~ensure that~~ notify potential buyers ~~are notified~~ that the property is in an area of special flood hazard; ~~and~~

(h) To ~~ensure that~~ notify those who occupy ~~the~~ areas of special flood hazard that they assume responsibility for their actions; ~~and~~

(i) To participate in and maintain eligibility for flood insurance and disaster relief.

(4) ~~Objectives~~ Methods of reducing flood losses. In order to accomplish its purposes, this chapter includes methods and provisions for:

(a) Restricting or prohibiting ~~uses~~ development which ~~are~~ is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;

(b) Requiring that ~~uses~~ development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;

(c) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;

(d) Controlling filling, grading, dredging, and other development which may increase flood damage;

(e) Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters or may increase flood hazards in other areas; and

(f) Coordinating and supplementing the provisions of the state building code with local land use and development ordinances.

17.46.020 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage, ~~to give this chapter its most reasonable application~~, and shall apply only to requirements of this chapter and Chapter 17.44 SHMC.

(1) “Appeal” means a request for a review of the interpretation of any provision of this chapter or a request for a variance.

(2) “Area of shallow flooding” means a designated Zone AO, ~~or~~ AH, AR/AO or AR/AH Zone on the a community’s Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. ~~The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and, velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.~~

(3) “Area of special flood hazard” means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. ~~Designation on maps always includes the letter “A.”~~ It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, or AR. “Special flood hazard area” is synonymous in meaning and definition with the phrase “area of special flood hazard.”

(4) “Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year. ~~Also referred to as the “100-year flood.” Designation on maps always includes the letter “A.”~~

(5) “Base Flood Elevation (BFE)” means the ~~water surface~~ elevation to which floodwater is anticipated to rise during the base flood ~~in relation to a specified datum. The Base Flood Elevation (BFE) is depicted on the FIRM to the nearest foot and in the FIS to the nearest 0.1 foot.~~

(6) “Basement” means any portion area of ~~a structure or~~ the building having its floor ~~sub-grade~~ subgrade (below ground level) on all sides.

(7) “Below-grade crawl space” means an enclosed area below the base flood elevation in which the interior grade is not more than two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the top of the crawlspace foundation, does not exceed 4 feet at any point.

~~(8) “Building Codes” means the combined specialty codes adopted under ORS 446.062, 446.185, 447.020 (2), 455.020 (2), 455.496, 455.610, 455.680, 460.085, 460.360, 479.730 (1) or 480.545, but does not include regulations adopted by the State Fire Marshal pursuant to ORS chapter 476 or ORS 479.015 to 479.200 and 479.210 to 479.220.~~

~~(9)~~ (8) “Critical facility” means a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installation, and installations which produce, use or store hazardous materials or hazardous waste.

~~(10)~~ (9) “Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

~~(11)~~ (10) “Digital FIRM (DFIRM)” means Digital Flood Insurance Rate Map. It depicts flood risk and zones and flood risk information. The DFIRM presents the flood risk information in a format suitable for electronic mapping applications.

~~(12)~~ (11) “Elevated building” means, for insurance purposes, a nonbasement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

~~(13)~~ (12) “Flood” or “flooding” means:

(a) A general and temporary condition of partial or complete inundation of normally dry land areas from:

~~(a)~~ (i) The overflow of inland or tidal waters; ~~and/or~~

~~(b)~~ (ii) The unusual and rapid accumulation of runoff of surface waters from any source; ~~and/or~~

(iii) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(ii) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

(b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(i) of this definition.

(13) “Flood elevation study” means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

(14) “Flood insurance rate map (FIRM)” means the official map of a community, on which the Federal Insurance Administration Administrator has delineated both the areas of special flood hazards and/or the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

(15) “Flood insurance study (FIS)” means the official report provided by the Federal Insurance Administration Administrator that includes flood profiles, the flood boundary-floodway map, and the water surface elevation of the base flood.

(16) “Flood proofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

~~(16)~~ (17) “Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one-foot a designated height. Also the channel of a river/watercourse and those portions of the floodplain adjoining the channel required to discharge and store the floodwater or flood flows associated with the regulatory flood. Also referred to as a “regulatory floodway.”

(18) “Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

(19) “Hazardous material” per the Oregon Department of Environmental Quality means materials to include any of the following:

(a) Hazardous waste as defined in ORS 466.005;

(b) Radioactive waste as defined in ORS 469.300, radioactive material identified by the Energy Facility Siting Council under ORS 469.605 and radioactive substances defined in ORS 453.005;

(c) Communicable disease agents as regulated by the Health Division under ORS Chapter 431 and 433.010 to 433.045 and 433.106 to 433.990;

(d) Hazardous substances designated by the United States Environmental Protection Agency (EPA) under section 311 of the Federal Water Pollution Control Act, P.L. 92-500, as amended;

(e) Substances listed by the United States EPA in section 40 of the Code of Federal Regulations, Part 302 – Table 302.4 (list of Hazardous Substances and Reportable Quantities) and amendments;

(f) Material regulated as a Chemical Agent under ORS 465.550;

(g) Material used as a weapon of mass destruction, or biological weapon;

(h) Pesticide residue; and

(i) Dry cleaning solvent as defined by ORS 465.200.

(20) “Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

~~(17)~~ (21) “Historic structure” means a structure that is:

(a) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or to a district preliminarily determined by the Secretary to qualify as a registered historic district;

(c) Individually listed on a state inventory of historic places ~~and determined as eligible by~~ **in** states with historic preservation programs which have been approved by the Secretary of the Interior; or

(d) Any “designated landmark” pursuant to Chapter 17.36 SHMC.

(22) “Letter of Map Change (LOMC)” means an official FEMA determination, by letter, to amend or revise effective Flood Insurance Rate Maps and Flood Insurance Studies. The following are categories of LOMCs:

(a) Conditional Letter of Map Amendment (CLOMA): A CLOMA is FEMA’s comment on a proposed structure or group of structures that would, upon construction, be located on existing natural ground above the base (1-percent-annual-chance) flood elevation on a portion of a legally defined parcel of land that is partially inundated by the base flood.

(b) Conditional Letter of Map Revision (CLOMR): A CLOMR is FEMA’s comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the special flood hazard area.

(c) Conditional Letter of Map Revision based on Fill (CLOMR-F): A CLOMR-F is FEMA’s comment on a proposed project that would, upon construction, result in a modification of the special flood hazard area through the placement of fill outside the existing regulatory floodway.

(d) Letter of Map Amendment (LOMA): An official amendment, by letter, to the Flood Insurance Rate Maps (FIRMs) based on technical data showing that an existing structure, parcel of land or portion of a parcel of land that is naturally high ground, (i.e., has not been elevated by fill) above the base flood, that was inadvertently included in the special flood hazard area.

(e) Letter of Map Revision (LOMR): A LOMR is FEMA’s modification to an effective Flood Insurance Rate Map (FIRM), or Flood Boundary and Floodway Map (FBFM), or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the SFHA. The LOMR officially revises the FIRM or FBFM, and sometimes the Flood Insurance Study (FIS) report, and, when appropriate, includes a description of the modifications. The LOMR is generally accompanied by an annotated copy of the affected portions of the FIRM, FBFM, or FIS report.

(f) Letter of Map Revision based on Fill (LOMR-F): A LOMR-F is FEMA’s modification of the special flood hazard area shown on the Flood Insurance Rate Map (FIRM) based on the placement of fill outside the existing regulatory floodway.

(g) Physical Map Revision (PMR): A PMR is FEMA’s physical revision and republication of an effective Flood Insurance Rate Map (FIRM) or Flood Insurance Study (FIS) report. PMRs are generally based on physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the special flood hazard area.

~~(18)~~ (23) “Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than basement area, is not considered a ~~structure’s building’s~~ lowest floor; provided, that ~~the such enclosed area enclosure~~ is ~~not~~ built ~~and maintained in accordance with~~ so as to render the structure in violation of the applicable ~~non-elevation~~ design requirements of ~~the Building Codes~~ this chapter.

~~(19)~~ (24) “Manufactured dwelling” or “manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured dwelling” or “manufactured home” does not include a “recreation vehicle.”

~~(20)~~ (25) “Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

(26) “Mean sea level” means the National Geodetic Vertical Datum of 1929 (NVGD 29), North American Vertical Datum of 1988 (NAVD 88), or other datum, to which Base Flood Elevations shown on a community’s Flood Insurance Rate Map are referenced.

~~(21)~~ (27) “New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this chapter, and includes any subsequent improvements to such structures.

~~(22)~~ (28) “Recreational vehicle” means a vehicle which is:

- (a) Built on a single chassis;
- (b) Four hundred square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

(29) Special flood hazard area. See “area of special flood hazard” for this definition.

~~(23)~~ (30) “Start of construction” includes “substantial improvement,” and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The “actual start” means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. “Permanent construction” does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the “actual start” of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

~~(24)~~ ~~“State building code” means the combined specialty codes adopted by the State of Oregon.~~

~~(25)~~ (31) “Structure” means a walled and roofed building, a manufactured dwelling, a modular or temporary building, or a gas or liquid storage tank that is principally above ground.

~~(26)~~ (32) “Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

(27) (33) “Substantial improvement” means reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage,” regardless of the actual repair work performed. The market value of the structure should be:

(a) The appraised real market value of the structure prior to the start of the initial repair or improvement; or

(b) In the case of damage, the appraised real market value of the structure prior to the damage occurring.

The term does not, however, include either:

(a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

(b) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure's continued designation as a “historic structure.”

(28) (34) “Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter and shall follow the requirements as established in Chapter 17.108 SHMC and SHMC 17.46.045.

(35) “Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

(29) (36) “Water-dependent” means a structure for commerce or industry which cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations.

17.46.030 General provisions.

(1) Lands to Which This Chapter Applies. This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city of St. Helens.

(2) Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration Administrator in a scientific and engineering report entitled “The Flood Insurance Study (FIS) for Columbia County, Oregon and Incorporated Areas,” dated November 26, 2010, with accompanying flood insurance rate maps (FIRMs) including panels 41009C0345D, 41009C0451D, 41009C0452D, 41009C0454D, 41009C0456D and 41009C0458D is are hereby adopted by reference and declared to be a part of this chapter. The flood insurance study FIS and FIRMs are on file with the Planning Department at City Hall. ~~The best available information for flood hazard area identification as outlined in SHMC 17.46.040(3)(b) shall be the basis for regulation until a new FIRM is issued which incorporates the data utilized under SHMC 17.46.040(3)(b).~~

(3) Coordination with State of Oregon Specialty Codes. Pursuant to the requirement established in ORS 455 that the city of St. Helens administers and enforces the State of Oregon Specialty Codes, the city of St. Helens does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in special flood hazard areas. Therefore, this chapter is intended to be administered and enforced in conjunction with the Oregon Specialty Codes.

(4) Compliance. All development within special flood hazard areas is subject to the terms of this chapter and required to comply with its provisions and all other applicable regulations.

(3) (5) Penalties for Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined and/or imprisoned pursuant to SHMC 17.12.030, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City of St. Helens from taking such other lawful action as is necessary to prevent or remedy any violation.

(4) (6) Abrogation and Greater Restrictions.

(a) Abrogation. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another chapter, ordinance, state building code, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more restrictions shall prevail.

(b) Severability. This chapter and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of this chapter is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this chapter.

(5) (7) Interpretation. In the interpretation and application of this chapter, all provisions shall be:

(a) Considered as minimum requirements;

(b) Liberally construed in favor of the governing body; and

(c) Deemed neither to limit nor repeal any other powers granted under state statutes and rules including the state building code.

(6) (8) Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city of St. Helens, an officer or employee thereof, or the Federal Insurance Administration Administrator, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

17.46.040 Administration.

(1) Establishment of Development Permit.

(a) Development Permit Required. A development permit shall be obtained before construction or development begins within any area horizontally within of the special flood hazard area established in SHMC 17.46.030(2). The development permit shall be required for all structures including manufactured homes dwellings, as set forth in the "Definitions" (SHMC 17.46.020), and for all development including fill and other activities, also as set forth in the "Definitions" (SHMC 17.46.020).

(b) Application for Development Permit. Application for a development permit shall be made on forms furnished by the community development department Floodplain Administrator and may include but not be limited to plans in duplicate drawn to scale showing the nature,

location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

(i) Elevation (based on the North American Vertical Datum of 1988 (NAVD 88)) in relation to mean sea level of the lowest floor (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the requirements of (3)(b) of this section;

(ii) Elevation (based on the North American Vertical Datum of 1988 (NAVD 88)) in relation to mean sea level to which any non-residential structure ~~has~~ will been floodproofed;

(iii) Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in SHMC 17.46.050(23)(b); ~~and.~~

(iv) Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

(v) Base Flood Elevation data for subdivision proposals or other development when required per (3) of this section and SHMC 17.46.050(1)(g).

(vi) Substantial improvement calculation for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure.

(vii) The amount and location of any fill or excavation activities proposed.

(2) Designation of the ~~Planning Director~~ Floodplain Administrator. The planning director is hereby appointed to administer, ~~and~~ implement, and enforce this chapter by granting or denying development permit applications in accordance with its provisions. The floodplain administrator may delegate authority to implement these provisions.

(3) Duties and Responsibilities of the ~~Planning Director~~ Floodplain Administrator. Duties of the ~~planning director~~ floodplain administrator, or their designee, shall include, but not be limited to:

(a) Permit Review. Review all development permits to determine:

(i) ~~Review all development permits to determine t~~That the permit requirements and conditions of this chapter have been satisfied.

(ii) ~~Review all development permits to determine t~~That all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required.

(iii) ~~Review all development permits to determine i~~If the proposed development is located in the a floodway. If located in the floodway, assure that the encroachment provisions of SHMC 17.46.050(45)(a) are met.

(iv) If the proposed development is located in an area where Base Flood Elevation (BFE) data is available either through the Flood Insurance Study (FIS) or from another authoritative source. If BFE data is not available then ensure compliance with the provisions of SHMC 17.46.050(1)(h).

(v) That the Base Flood Elevation (BFE) including the minimum freeboard required per this chapter has been provided to the Building Official for any building or structure requiring a development permit.

(vi) If the proposed development qualifies as a substantial improvement as defined by this chapter.

(vii) If the proposed development activity is a watercourse alteration. If a watercourse alteration is proposed, ensure compliance with the provisions in SHMC 17.46.050(1)(a).

(viii) If the proposed development activity includes the placement of fill or excavation.

~~(b) Use of Other Base Flood Data (In A Zones). When base flood elevation data has not been provided (A zones) in accordance with SHMC 17.46.030(2), Basis for Establishing the Areas of Special Flood Hazard, the planning director shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer SHMC 17.46.050(2), Specific Standards, and 17.46.050(4), Floodways.~~

~~(e)~~ (b) Information to Be Obtained and Maintained. The following information shall be obtained and maintained and shall be made available for public inspection as needed:

~~(i) Where base flood elevation data is provided through the flood insurance study, FIRM, or required as in subsection (3)(b) of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level based on the North American Vertical Datum of 1988 (NAVD 88)) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.~~

~~(ii) For all new or substantially improved floodproofed structures where base flood elevation data is provided through the flood insurance study, FIRM, or as required in subsection (3)(b) of this section:~~

~~(A) Verify and record the actual elevation (in relation to mean sea level based on the North American Vertical Datum of 1988 (NAVD 88)) to which the structure was floodproofed, and~~

~~(B) Maintain the floodproofing certifications required in subsection (1)(b)(iii) of this section.~~

(i) Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of all new or substantially improved structures where Base Flood Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with SHMC 17.46.050(1)(h).

(ii) Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill and ensure that the requirements of (3)(a)(ii) of this section and SHMC 17.46.050(5) are adhered to.

(iii) Upon placement of the lowest floor of a structure (including basement) but prior to further vertical construction, obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).

(iv) Where base flood elevation data are utilized, obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection.

(v) Maintain all Elevation Certificates (EC) submitted to the City of St. Helens.

(vi) Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attendant utilities were floodproofed for all new or substantially improved floodproofed structures where allowed under this chapter and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtained in accordance with SHMC 17.46.050(1)(h).

(vii) Maintain all floodproofing certificates required under this chapter.

(viii) Record and maintain all variance actions, including justification for their issuance.

(ix) Obtain and maintain all hydrologic and hydraulic analyses performed as required under SHMC 17.46.050(5).

(x) Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under (3)(f) of this section.

(xi) All elevation information (in relation to mean sea level) required by this subsection shall be based on the North American Vertical Datum of 1988 (NAVD 88).

~~(iii)~~ (xii) Maintain for public inspection all records pertaining to the provisions of this chapter.

(c) Community Boundary Alterations. The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.

(d) Alteration of Watercourses.

(i) Notify adjacent communities, the State Department of Land Conservation and Development (DLCD), and other appropriate state and federal agencies prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration Administrator. This notification shall be provided by the applicant to the Federal Insurance Administrator as a Letter of Map Revision (LOMR) along with either:

(A) A proposed maintenance plan to assure the flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or

(B) Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance.

~~(ii) Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.~~ The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under (3)(e) of this section. Ensure compliance with all applicable requirements in (3)(e) of this section and SHMC 17.46.050(1)(a).

(e) Requirement To Submit New Technical Data.

(i) A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six (6) months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Section 44 of the Code of Federal Regulations (CFR), Sub-Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this section through the applicable FEMA Letter of Map Change (LOMC) process.

(ii) The Floodplain Administrator shall require a Conditional Letter of Map Revision (CLOMR) prior to the issuance of a floodplain development permit for:

(A) Proposed floodway encroachments that increase the base flood elevation; and

(B) Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.

(iii) An applicant shall Notify FEMA within six (6) months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA. This notification to FEMA shall be provided as a Letter of Map Revision (LOMR).

(iv) The applicant shall be responsible for preparing all technical data to support CLOMR/LOMR applications and paying any processing or application fees associated with the CLOMR/LOMR. The Floodplain Administrator shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, until the applicant demonstrates that the project will or has met the requirements of this code and all applicable state and federal laws.

(f) Substantial Improvement and Substantial Damage Assessments and Determinations. Conduct Substantial Improvement (SI), as set forth in the "Definitions" (SHMC 17.46.020), reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with (3)(b) of this section. Conduct Substantial Damage (SD), as set forth in the "Definitions" (SHMC 17.46.020), assessments when structures are damaged due to a natural hazard event or other causes. Make SD determinations whenever structures within the special flood hazard area, as established in SHMC 17.46.030(2), are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

(g) Interpretation of FIRM Boundaries. Make interpretations, where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in SHMC 17.46.045.

17.46.045 Variances and FIRM Boundary Appeal.

(1) The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance.

(2) The applicable approval authority shall hear and decide appeals and requests for variances from the requirements of this chapter.

(3) The applicable appellate authority shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the City of St. Helens in the enforcement or administration of this chapter.

(4) Those aggrieved by the decision of the applicable approval authority or any taxpayer, may appeal such decision to the applicable appellate authority, in accordance with the St. Helens Development Code.

(5) In passing upon such applications, the applicable approval authority shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

- (a) The danger that materials may be swept onto other lands to the injury of others;
- (b) The danger to life and property due to flooding or erosion damage;
- (c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- (d) The importance of the services provided by the proposed facility to the community;
- (e) The necessity to the facility of a waterfront location, where applicable;

(f) The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;

(g) The compatibility of the proposed use with existing and anticipated development;

(h) The relationship of the proposed use to the comprehensive plan and flood plain management program for that area;

(i) The safety of access to the property in times of flood for ordinary and emergency vehicles;

(j) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and

(k) The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

↔ (6) Upon consideration of the factors of SHMC 17.46.045(45) and the purposes of this chapter, the approval authority may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.

↔ (7) The Planning Director shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency (FEMA) upon request.

↔ (8) Conditions for Variances:

(a) Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items SHMC 17.46.045(45)(a)-(k) have been fully considered. As the lot size increases beyond one-half acre the technical justification required for issuing the variance increases.

(b) Variances may be issued for the reconstruction, rehabilitation, or restoration of historic structures, as set forth in the "Definitions" (SHMC 17.46.020), without regard to the procedures set forth in this section.

(c) Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.

(d) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(e) Variances shall only be issued upon:

(i) A showing of good and sufficient cause;

(ii) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and

(iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.

(f) Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece or property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.

(g) Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance

criteria except ~~SHMC 17.46.045(7)~~ (8)(a) of this section, and otherwise complies with the provisions of SHMC 17.46.050(1)(a)-(e).

(h) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use, as set forth in the "Definitions" (SHMC 17.46.020), provided that the criteria of this section are met except (8)(a), and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

~~(h)~~ (i) Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of result in increased premium rates for flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation, and that such construction below the base flood elevation increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance, shall be maintained in accordance with SHMC 17.46.040(3)(b).

17.46.050 Provisions for flood hazard reduction.

(1) General Standards. In all areas of special flood hazards, the following standards are required:

(a) Alteration of Watercourses. Require that the flood carrying capacity within the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of said watercourse to ensure that the flood carrying capacity is not diminished. Require compliance with SHMC 17.46.040(3)(d) and (e).

~~(a)~~ (b) Anchoring.

(i) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(ii) All manufactured homes dwellings must likewise shall be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques) per (3)(c) of this section.

~~(b)~~ (c) Construction Materials and Methods.

(i) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(ii) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

~~(iii) Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.~~

~~(c)~~ (d) Utilities Water Supply, Sanitary Sewer, and On-Site Waste Disposal Systems.

(i) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;

(ii) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and

(iii) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality.

(e) **Electric, Mechanical, Plumbing, and Other Equipment.** Electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall be elevated at or above one (1) foot above the Base Flood Elevation (BFE) or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. In addition, if replaced as part of a substantial improvement, electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall meet all the requirements of this section.

(f) **Tanks.**

(i) **Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood.**

(ii) **Above-ground tanks shall be installed (elevated) at or above one (1) foot above the Base Flood Elevation (BFE) or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood.**

~~(g)~~ (g) **Subdivision Proposals and Other Proposed Developments.**

(i) **All new subdivision proposals and other proposed new developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, shall be consistent with the need to minimize flood damage; include within such proposals, Base Flood Elevation data.**

(ii) **All new subdivision proposals and other proposed new developments (including proposals for manufactured home parks and subdivisions) shall:**

(A) **Be consistent with the need to minimize flood damage.**

~~(ii)~~ (B) **All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems, located and constructed to minimize or eliminate flood damage;**

~~(iii)~~ (C) **All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and hazards.**

~~(iv)~~ **Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).**

~~(e)~~ **Review of Building Permits.** ~~Where elevation data is not available either through the flood insurance study, FIRM, or from another authoritative source (SHMC 17.46.040(3)(b)) applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate the lowest floor at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.~~

(h) **Use of Other Base Flood Data.**

(A) **When Base Flood Elevation data has not been provided in accordance with SHMC 17.46.030(2) the local floodplain administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer this section. All new subdivision proposals and other proposed new developments**

(including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of (1)(g) of this section.

(B) Base Flood Elevations shall be determined for development proposals that are 5 acres or more in size or are 50 lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within a riverine unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of clear and objective information such as historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, etc. where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

(i) Structures Located in Multiple or Partial Flood Zones. In coordination with the State of Oregon Specialty Codes:

(A) When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply.

(B) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

(⊕) (j) AH Zone Drainage. Adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures.

(2) Specific Standards for Riverine (Including all Non-Coastal) Flood Zones. ~~In all areas of special flood hazards where base flood elevation data has been provided (zones A1—30, AH and AE on the community's FIRM) as set forth in SHMC 17.46.030(2), Basis for Establishing the Areas of Special Flood Hazard, or 17.46.040(3)(b), Use of Other Base Flood Data (In A Zones), the following provisions are required:~~ These specific standards shall apply to all new construction and substantial improvements in addition to the General Standards contained in (1) of this section.

(a) Flood Openings. All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including crawl spaces shall:

(i) Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters.

(ii) Be used solely for parking, storage, or building access.

(iii) Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria:

(A) A minimum of two openings. The openings shall be installed on at least two sides of each enclosed area to decrease the chances that all openings could be blocked with floating debris and to allow for more even filling by floodwater and draining of the enclosed area. In addition, openings shall be distributed around the entire perimeter of the enclosed area unless there is clear justification for putting all openings on just one or two sides (such as in attached dwellings as defined by Chapter 17.16 SHMC or buildings set into sloping sites).

(B) The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls.

(C) The bottom of all openings shall be no higher than one foot above grade.

(D) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.

(E) All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 (as revised) shall be complied with when applicable.

(b) Garages.

(i) Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) if the following requirements are met:

(A) If located within a floodway the proposed garage must comply with the requirements of (5) of this section.

(B) The floors are at or above grade on not less than one side;

(C) The garage is used solely for parking, building access, and/or storage;

(D) The garage is constructed with flood openings in compliance with (2)(a) of this section to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater.

(E) The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage.

(F) The garage is constructed in compliance with the standards in (1) of this section.

(G) The garage is constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

(ii) Detached garages must be constructed in compliance with the standards for appurtenant structures in (3)(e) of this section or non-residential structures in (3)(b) of this section depending on the square footage of the garage.

(c) Below grade crawlspaces (i.e. crawlspaces below the lowest adjacent exterior grade) as set forth in the "Definitions" (SHMC 17.46.020) and described in FEMA Technical Bulletin 11-01 (as revised), are prohibited.

(3) Additional Specific Standards for Riverine (Non-Coastal) Special Flood Hazard Areas with Base Flood Elevations (BFEs). In addition to the standards listed in (1) and (2) of this section, the following additional standards shall apply in Riverine (non-coastal) special flood hazard areas with Base Flood Elevations (BFE): Zones A1-A30, AH, and AE.

(a) Residential Construction.

(i) New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated ~~a minimum of one foot or more~~ at or above ~~one (1) foot~~ above the ~~b~~Base ~~f~~Flood ~~e~~Elevation (BFE).

(ii) ~~Fully e~~Enclosed areas below the lowest floor ~~that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:~~

~~(A) A minimum of two opening having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.~~

~~(B) The bottom of all openings shall be no higher than one foot above grade.~~

~~(C) Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.~~ shall comply with the flood opening requirements in (2)(a) of this section.

(b) Nonresidential Construction.

(i) New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall ~~either have the lowest floor, including basement, elevated at or above the base flood elevation or, together with attendant utility and sanitary facilities, shall:~~

~~(A) Have the lowest floor, including basement elevated at or above one (1) foot above the Base Flood Elevation (BFE); or together with attendant utility and sanitary facilities comply with (B), (C) and (D) as follows:~~

~~(i) (B) Be floodproofed so that below one (1) foot above the base flood level Base Flood Elevation (BFE) the structure is watertight with walls substantially impermeable to the passage of water;~~

~~(ii) (C) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;~~

~~(iii) (D) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official Floodplain Administrator as set forth in SHMC 17.46.040(3)(e)(ii);~~

~~(iv) (ii) Nonresidential structures that are elevated, not floodproofed, must meet shall comply with the same standards for space enclosed areas below the lowest floor as described in subsection (2)(a)(ii) of this section;~~

~~(v) (iii) Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level (e.g., a building floodproofed to one (1) foot above the base flood level will be rated as one foot below at the base flood level).~~

~~(c) Manufactured Homes Dwellings. New or substantially improved manufactured dwellings shall comply with all the following:~~

~~(i) The ground area reserved for the placement of a manufactured dwelling shall be a minimum of 12 inches above BFE unless the foundation walls are designed to automatically equalize hydrostatic forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must be either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:~~

~~(A) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided;~~

~~(B) The bottom of all openings shall be no higher than one foot above grade; and~~

~~(C) Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters. Manufactured dwellings supported on solid foundation walls shall be constructed with flood openings that comply with (2)(a) of this section.~~

~~(ii) The bottom of the longitudinal chassis frame beam in A-zones shall be a minimum of 12 inches above BFE (see definition of Lowest Floor in Manufactured Dwelling Specialty Code) at or above one (1) foot above the Base Flood Elevation (BFE).~~

~~(iii) The manufactured dwelling shall be anchored to prevent flotation, collapse and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques); and~~

~~(iv) Electrical crossover connections (see Manufactured Dwelling Specialty Code) shall be a minimum of 12 inches one (1) foot above the Base Flood Elevation (BFE).~~

- (d) Recreational Vehicles. Recreational vehicles placed on sites are required to either:
- (i) Be on the site for fewer than 180 consecutive days;
 - (ii) Be fully licensed and ready for highway use, on its wheels or jacking system, be attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
 - (iii) Meet the requirements of ~~subsection (23)~~(c) of this section and the elevation and anchoring requirements for manufactured ~~homes~~ dwellings.

~~(e) Below grade crawlspaces (i.e. crawlspaces below the lowest adjacent exterior grade) as described in FEMA Technical Bulletin 11-01, are prohibited.~~

~~(f) (e) Appurtenant (Accessory) Structures. "Accessory buildings" or "accessory structures" as defined by Chapter 17.16 SHMC that qualifies under the definition of "structure" pursuant to SHMC 17.46.020, are not considered residential construction or nonresidential construction pursuant to SHMC 17.46.050(2)(a) and (b), for the purpose of administering the standards of structures in areas of special flood hazard, as long as such structure represents a minimal investment (i.e. no more than 10% of the total assessed value of the property based on current Columbia County Assessor records) and such structure is not greater than 200 square feet in gross floor area. Such structure needn't be subject to elevation or dry floodproofing requirements provided all of the following performance standards are met: Relief from elevation or floodproofing requirements for residential and non-residential structures in Riverine (Non-Coastal) flood zones may be granted for appurtenant structures that meet the following requirements:~~

- ~~(i) Structure shall not be used for human habitation;~~
- ~~(ii) Structure shall be designed to have low flood damage potential;~~
- ~~(iii) Structure shall be constructed and placed so as to offer the minimum resistance to the flow of floodwaters;~~
- ~~(iv) Structure shall be firmly anchored to prevent flotation which may result in damage to other structures, and shall have flood water openings; and~~
- ~~(v) Any service facilities incorporated into the structure such as electrical and heating equipment shall be elevated above the base flood elevation or floodproofed; flood resistant materials shall be used below the base flood elevation.~~

(i) Appurtenant structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in (5) of this section.

(ii) Appurtenant structures must only be used for parking, access, and/or storage and shall not be used for human habitation;

(iii) In compliance with State of Oregon Specialty Codes, appurtenant structures on properties that are zoned residential are limited to one-story structures less than 200 square feet, or 400 square feet if the property is greater than two (2) acres in area and the proposed appurtenant structure will be located a minimum of 20 feet from all property lines. Appurtenant structures on properties that are zoned as non-residential are limited in size to 120 square feet.

(iv) The portions of the appurtenant structure located below the Base Flood Elevation must be built using flood resistant materials;

(v) The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.

(vi) The appurtenant structure must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in (2)(a) of this section.

(vii) Appurtenant structures shall be located and constructed to have low damage potential:

(viii) Appurtenant structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with (1)(f) of this section.

(ix) Appurtenant structures shall be constructed with electrical, mechanical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

(3) (4) Before Regulatory Floodway. In areas where a regulatory floodway has not been designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within zones A1 – 30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(4) (5) Floodways. Located within areas of special flood hazard established in SHMC 17.46.030(2) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

(a) Prohibit encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless:

(i) Certification by a registered professional civil engineer is provided demonstrating through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachments shall not result in any increase in flood levels within the community and beyond during the occurrence of the base flood discharge; or

~~(b) If subsection (4)(a) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this section.~~

~~(c) Projects for stream habitat restoration may be permitted in the floodway provided:~~

~~(i) The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023); and,~~

~~(ii) A qualified professional (a Registered Professional Engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and,~~

~~(iii) No structures would be impacted by a potential rise in flood elevation; and,~~

~~(iv) An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval.~~

(ii) A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that a Conditional Letter of Map Revision (CLOMR) is applied for and approved by the Federal Insurance Administrator, and the requirements for such revision as established under Volume 44 of the Code of Federal Regulations, section 65.12 (as revised) are fulfilled.

(b) If the requirements of (5)(a) of this section are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of this section.

~~(d)~~ (c) New installation (including replacement) of manufactured dwellings and recreational vehicles is prohibited.

~~(5)~~ (6) Critical Facility. Construction of new critical facilities shall be, to the extent possible, located outside the limits of the special flood hazard area (SFHA) ~~(100-year floodplain)~~. Construction of new critical facilities shall be permissible within the SFHA only if no feasible alternative site is available. Critical facilities construction within the SFHA shall have the lowest floor elevated at least three (3) feet above the Base Flood Elevation (BFE) or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility ~~should~~ shall also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. ~~Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.~~

[...]

Chapter 17.124 ACCESSORY STRUCTURES

[...]

17.124.030 Applicability of provision.

(1) Review of accessory structures by the director is required except for the following situations:

(a) Buildings or structures within residential zoning districts which ~~are less than~~ do not exceed ~~120~~ 200 square feet in gross floor area and 15 feet or less in height, measured from base to highest point of the structure;

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development Code Amendments ZA.1.20**

APPLICANT: City of St. Helens

PROPOSAL: Amend Chapters 17.46 Floodplains and Floodways and 17.124 Accessory Structures of the St. Helens Municipal Code

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.

BACKGROUND

These amendments address two Chapters of the Development Code. One deals with floodplains and the other accessory structures.

Floodplain

The City of St. Helens is a participating community in the National Flood Insurance Program (NFIP). One aspect of being a part of the NFIP is periodic Community Assistance Visits (CAV), so a community's implementation of the NFIP can be reviewed by a higher authority. In November of 2019, the City had its first Community Assistance Visit (CAV) since 2006. This was conducted by DLCD staff, who identified some follow-up actions. One of those actions was to update the City's floodplain ordinance (Chapter 17.46) to comply with the State of Oregon Model Flood Hazard Management Ordinance, which became effective in August of 2019 after FEMA's approval. The bulk of these amendments pertain to this.

Accessory Structures

For many years the maximum size an accessory structure (in a residential zone) could be installed without requiring permits has been <120 square feet in gross floor area. The Oregon Building Code used this number until sometime in the early to mid-2000's (as the City Planner recalls) when it was changed to 200 square feet. Changing the 120 to 200 to better align with the building codes (i.e., Oregon Residential Specialty Code) is also proposed.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: **March 10, 2020** before the Planning Commission and **April 15, 2020** before the City Council.

Notice was sent to agencies by mail or e-mail on February 19, 2020. Notice was published in the The Chronicle on February 26, 2020. Notice was sent to the Oregon Department of Land Conservation and Development on January 30, 2020.

In addition and due to the COVID-19 epidemic, notice was sent to agencies by email on April 3, 2020 and published the The Chronicle on April 8, 2020, because of changes for how public

meetings are being conducted (i.e., virtually) due to social distancing requirements to help slow the spread of the virus.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(a) Findings: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are: Goal 1, Goal 7, and Goal 10.

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal as required by State law.

After the CAV described above under the background section of this report, the City was instructed to update its floodplain ordinance (Chapter 17.46) to comply with the State of Oregon Model Flood Hazard Management Ordinance. Given the necessary amendments, this was an appropriate opportunity to discuss any measures the City may consider that are more stringent than the minimum standard. "Freeboard" which is the required elevation of buildings above the base flood level, is a key element where the City has latitude (can be 0-3 feet). Currently, residential structures require 1' of freeboard and non-residential 0 feet. An important question on this matter is if the status quo is the way to go or not. Thus, the issue was vetted.

Staff presented the freeboard issue to the Planning Commission at their December 10, 2019 meeting and the City Council at their January 15, 2020 work session. Both the Council (4-1 vote) and the Planning Commission (unanimous vote) favored 1' of freeboard for both residential and non-residential applications. This was a listed agenda item for these meetings which are publicly advertised and attended. Staff also reached out to Columbia County and the Port of St. Helens (potentially most affected land owner) for input in December and early January as well.

Note that the window of time for vetting before the formal adoption process was small because the amendments are supposed to be done by May 5, 2020 according to DLCD in their CAV follow up letter.

The 120 to 200 square foot area change for accessory structures was also discussed at these meetings with unanimous support of the concept from both the Planning Commission and City Council.

The Council consented to this legislative amendment proposal (concept) at their January 15, 2020 work session, as required by SHMC 17.20.020(2)(b).

Statewide Planning Goal 7: Areas Subject to Natural Disasters and Hazards.

Goal 7 requires local comprehensive plans to address Oregon's natural hazards, including but not limited to floods (coastal and riverine), landslides, earthquakes and related hazards, tsunamis, coastal erosion, and wildfires.

Amending the City's floodplain regulations directly aligns with Goal 7. The State created the new model ordinance in coordination with FEMA based on Goal 7. These updates are required by the State's (DLCD per the CAV described above) NFIP representation. Note that Goal 7 states that "*state agencies shall coordinate their natural hazard plans and programs with local governments and provide local governments with hazard inventory information and technical assistance including development of **model ordinances** and risk evaluation methodologies.*"

Goal 7 specifically calls out the NFIP. For example:

Local governments should consider measures that exceed the National Flood Insurance Program (NFIP) such as:

- a. limiting placement of fill in floodplains;*
- b. prohibiting the storage of hazardous materials in floodplains or providing for safe storage of such materials; and*
- c. elevating structures to a level higher than that required by the NFIP and the state building code.*

The City's proposed floodplain regulation amendments honor these provisions and include higher elevations than the minimum required. The minimum required is 0 feet of freeboard. Current law requires 1' of freeboard for residential and 0' for non-residential. As described above, this proposal includes changing the standard to 1' for *both* residential and non-residential.

These amendments are Goal 7 driven with appropriate practices for Goal 1 compliance.

Statewide Planning Goal 10: Housing.

Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

Though not directly related to housing, this Goal must still be addressed as residential lands or any land where needed housing is possible are potentially affected.

St. Helens completed and adopted a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) in 2019 (Ordinance No. 3244). The results of the housing needs analysis indicates that the current St. Helens Urban Growth Boundary is sufficient to accommodate future housing needs, with a small deficiency of high density land for multi-family development.

The area of special flood hazard (100 year floodplain) within St. Helens is not vast. Further, the portion that overlaps Apartment Residential, AR zoning (the City's highest density zoning) is particularly small.

In addition, the proposed floodplain rules impact residential development similarly to those that have been in effect since 2010 (the last time they were changed). The amount of freeboard (i.e., elevation above the flood level) is not proposed to change as it is for non-residential development.

Thus, given the small impact of geographic extent and limited changes for residential development (i.e., not requiring additional heightening) this proposal does not reduce adequate land supply for residential development.

(b) Findings: This criterion requires analysis of any applicable federal or state statutes or guidelines. The Oregon model floodplain code is based on the State's building codes and federal policy; these amendments are largely based on that model code.

In addition, the change to the accessory structure maximum size allowed without permits rule is based on state building code provisions. This will better align the building codes with the City's Development Code.

(c) Findings: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps. SHMC 19.12.130(2)(a)(1) is pertinent:

(a) Prohibit development on lands within the 100-year floodplain (i.e., special flood hazard areas subject to inundation by at least one percent annual flood probability), on slopes exceeding 20 percent, or with recognized drainage problems unless showing that design and construction techniques can minimize potential loss of life or property; specifically:

(i) All development within the 100-year floodplain (i.e., special flood hazard areas subject to inundation by at least one percent annual flood probability) shall conform to the standards set by FEMA;

The City's floodplain ordinance implements and exceeds these policies.

(d) Findings: This criterion requires analysis of the applicable provisions of the implementing ordinances. This proposal updates the City's implementation ordinances as embodied in the Development Code.

(e) Findings: This criterion is intended to prevent spot zoning, which doesn't apply in this case.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves these amendments to the St. Helens to the Community Development Code (Title 17 SHMC).

Rick Scholl, Mayor

Date

City of St. Helens
RESOLUTION NO. 1882

A RESOLUTION ADOPTING A CITY OF ST. HELENS
CYBERSECURITY POLICY

WHEREAS, the purpose of the Cybersecurity Policy is to ensure that appropriate measures are implemented to protect our citizens' information; and

WHEREAS, the City Council finds it in the best interest of the employees, citizens, and customers of the City of St. Helens, to adopt a Cybersecurity Policy.

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

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

Approved and adopted by the City Council on May 20, 2020, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



Cybersecurity Policy

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Objective

The focus of this policy is to help the City of St. Helens meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and any revisions will be approved by the City Council.

The purpose of this policy is to clearly communicate the City of St. Helens' security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all City of St. Helens selected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by the City of St. Helens. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

Roles and Responsibilities

The City of St. Helens has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

IT Specialist

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Identify all Personally Identifiable Information.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.

- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Employees and Contractors

- See Appendix A - Acceptable Use Policy

Identify, Protect, Detect, Respond, and Recover

The following sections outline the City of St. Helens requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): ***Identify, Protect, Detect, Respond, and Recover***.

The scope of security controls addressed in this policy focus on the activities most relevant to the City of St. Helens as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the City’s IT Specialist.

IDENTIFY (ID)

Objective: To develop the organization’s understanding that’s necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

Asset Management

An inventory of all approved hardware and software on the City of St. Helens’ network and systems will be maintained in a computer program or spreadsheet that documents the following:

- The employee in possession of the hardware or software.
- Date of purchase.
- Amount of purchase.
- Serial number.
- Type of device and description.
- A listing of software or devices that have been restricted.

Personally Identifiable Information (PII)

An inventory of all PII information by type and location will be taken. The following table may be useful to inventory PII.

Location	PII by type	Essential	Location	Owner
Website				
Contractors				
File in staff office				
File in building				

File offsite				
Desk top				
HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

Each manager will determine if PII is *essential*. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as a Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity’s record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

PROTECT (PR)

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

Identity Management, Authentication and Access Control

The City’s IT Specialist is responsible for ensuring that access to the organization’s systems and data is appropriately controlled. All systems housing the City of St. Helens’ data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to the City of St. Helens’ systems and data are not to share passwords with anyone.

The City of St. Helens has established the following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for four (4) iterations
- Changed periodically every 90 days
- Invalid login attempts set to three
- Automatic logout due to inactivity = 30 minutes

Other potential safeguards include:

- Not allowing PII on mobile storage media
- Locking file cabinets
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by the City's IT Specialist.
- It is the responsibility of the IT Specialist to ensure that all employees and contractors who separate from the organization have all system access removed within 24 hours.

On an annual basis, a review of user access will be conducted under the direction of the IT Specialist to confirm compliance with the access control policies outlined above.

Awareness and Training

City of St. Helens personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Upon completion of training, participants will review and sign the ***Acceptable Use Policy*** included in Appendix A.

Two online classes are available through the CIS Learning Center at learn.cisoregon.org:
“*Cyber Threats and Best Practices to Confront Them*” and “*Cyber Security Basics*.”

On an annual basis, the City of St. Helens will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

Data Security

Data Classification

You must adhere to your Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no requirements for public information.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
 - Employee or customer Social Security numbers or personally identifiable information (PII)
 - Personnel files
 - Medical and healthcare information
 - Protected Health Information (PHI)
 - Network diagrams and security configurations
 - Communications regarding legal matters
 - Passwords/passphrases
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

Data Destruction

You must follow your records retention policy before destroying data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
 - Paper/documents: Cross-cut shredding is required.
 - Storage media (CD's, DVD's): Physical destruction is required.
 - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the organization must use the most secure commercially-available methods for data wiping. Alternatively, the organization has the option of physically destroying the storage media.

Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels

- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

Information Protection Processes and Procedures

Secure Software Development

Where applicable, all software development activities performed by the City of St. Helens or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of three software environments for the development of software systems should be available – development, quality assurance, and a production environment. Software developers or programmers are required to develop in the development environment and promote objects into the quality assurance and production environments. The quality assurance environment is used for assurance testing by the end user and the developer. The production environment should be used solely by the end user for production data and applications. Compiling objects and the source code is not allowed in the production environment. The information technology manager or an independent peer review will be required for promotion objects into the production environment.

- All production changes must be approved before being promoted to production.
- Developers should not have the ability to move their own code.
- All production changes must have a corresponding help desk change request number.
- All production changes must be developed in the development environment and tested in the quality assurance environment.
- All emergency changes must be adequately documented and approved.

Software code approved for promotion will be uploaded by the City's IT Specialist to the production environment from the quality assurance environment once the change request is approved. The IT Specialist may work with the developer to ensure proper placement of objects into production.

Contingency Planning

The organization's business contingency capability is based upon local backups of all critical business data. This critical data is defined as all data residing on servers, direct attached storage, network attached storage, & storage area network devices as well as highly configured workstations. Full data backups will be performed on a weekly basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the City's IT Specialist.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of the City of St. Helens' systems or applications are deemed corrupted or inaccessible, the IT Specialist will work with the respective vendor(s) to restore data from the most recent local backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City of St. Helens' systems are no longer accessible, the IT Specialist will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent local backup.

As an important reminder, CIS covers data reproduction (subject to a deductible) for only one week.

Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by the IT Specialist.
- Both router and firewall passwords must be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.
- All web services running on routers must be disabled.
- Simple Network Management Protocol (SNMP) Community Strings must be changed from the default "public" and "private."

Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.
- If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.

- Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

Network Segmentation

Network segmentation is used to limit access to data within the City of St. Helens network based upon data sensitivity. City of St. Helens maintains two wireless networks. The *guest* wireless network is password protected, and proper authentication will grant the user internet access only. Access to the *secure* wireless network is limited to City personnel and provides the user access to the intranet.

The following paragraph can be included if a third-party vendor is used for network administration:

Under the direction of the IT Specialist, the third-party network administrator manages the network user accounts, monitors firewall logs, and operating system event logs. The IT Specialist authorizes vendor access to the system components as required for maintenance.

The City employs industry-accepted configurations/standards for mobile devices, laptops, workstations, and other hardware and software.

Protective Technology

Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. The City of St. Helens will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Additionally, ProofPoint may have been implemented to identify and quarantine emails that are deemed suspicious. This functionality may or may not be used at the discretion of the IT Specialist.

Network Vulnerability Assessments

On a monthly basis, the City of St. Helens will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of IT Specialist to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

The City uses WebBlocker to limit a user's access to dangerous or malicious sites. It also monitors the flow of data across the network using Auvik Network Monitoring and WatchGuard Threat Detection Response.

DETECT (DE)

Definition: Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

Anomalies and Events

The following logging activities are conducted by the IT Specialist under the direction of IT Consultant.

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.
- Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, and login failures.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.

Passwords should not be contained in logs.

Logs of the above events will be reviewed by the IT Specialist at least once per month. Event logs will be configured to maintain record of the above events for three months.

Security Continuous Monitoring

Anti-Malware Tools

All organization servers and workstations will utilize Sentinel One to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the Sentinel One dashboard will be conducted by to confirm the status of virus definition updates and scans.

The City of St. Helens utilizes Mobile Device Management in Microsoft 365 to protect mobile devices from malware and viruses.

Patch management

All software updates and patches will be distributed to all City of St. Helens systems as follows:

- Workstations will be configured to install software updates every week automatically.
- Server software updates will be manually installed at least monthly.
- Any exceptions shall be documented.

The City manages the ongoing use of ports, protocols, and services on networked devices to minimize vulnerabilities.

RESPOND (RS)

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

Response Planning

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City of St. Helens' information assets, can be defined as either an Electronic or Physical Incident.

The City's IT Specialist is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the IT Specialist or IT Consultant.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain

organization information. All instances of a suspected physical security incident should be reported immediately to the IT Specialist or IT Consultant.

Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at claims@cisoregon.org.
2. Inform your attorney
3. Complete this form if the breach involves more than 250 records.
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

RECOVER (RC)

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

The IT Specialist is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of the IT Specialist. Recovery activities are communicated to internal stakeholders, executives, and management teams.

Appendix A – Acceptable Use Policy

The intention of this Acceptable Use Policy is not to impose restrictions that are contrary to the City of St. Helens' established culture of openness, trustworthiness, and uprightness. Understanding and adhering to the organization's IT security policies is necessary to protect our employees and organization from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of every employee. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at all locations. These rules are in place to protect the employee and the organization. Inappropriate use exposes the organization to risks including virus attacks, compromises of network systems and services, and legal liability.

Scope

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the organization. This policy is a supplement to the *City of St. Helens' Cybersecurity Policy*.

1.0 Policy

The following actions shall constitute unacceptable use of the corporate network. The list also provides a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

1. Engage in an activity that is illegal under local, state, federal, or international law.
2. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the organization.
3. Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, threatening, obscene, or otherwise inappropriate messages or media.
4. Engage in activities that cause an invasion of privacy.
5. Engage in activities that cause disruption to the workplace environment or create a hostile workplace based on a legally protected class.
6. Make fraudulent offers for products or services.
7. Install, download or distribute unlicensed or "pirated" software.
8. Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

Email

The following activities are strictly prohibited:

1. Using the email system to send or forward pornographic material.
2. Using the email system for any form of harassment whether through language, content,

frequency or size of the message.

3. Sending unsolicited bulk email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam).
4. Sending or forwarding emails of a non-business nature to the “All Employee” list.
5. Sending or forwarding emails of a non-business nature with either an excessive number of attachments or attachments of excessive size (examples would be emails with numerous photos, video clips, or large PowerPoint presentations).
6. Creating or forwarding “chain letters,” “Ponzi” schemes or other get rich quick “pyramid” schemes of any type.
7. Using the email system in a manner that would violate the City of St. Helens Cybersecurity Policy.
8. Opening file attachments with file extensions such as .vbs, .exe, .com, or .sys.

Social Networking/Blogging

The following applies to social networking/blogging:

1. Employees are discouraged from using employer-owned equipment, including computers, organizationally licensed software or other electronic equipment, or organization time to conduct personal blogging. Social networking activities are discouraged.
2. Employees are expected to protect the privacy of the organization and its employees and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which the employees have access.
3. Management strongly urges employees to report any violations or possible violations or perceived violations to supervisors or managers. Management investigates and responds to all reports of violations of the social networking policy and other related policies.
4. Only executive management are authorized to remove any content that does not meet the rules and guidelines of the policy or that may be illegal or offensive.
5. Views of the individual employee are not ever attributed to the City of St. Helens.
6. Posts must comply with existing policies regarding harassment and discrimination.
7. Posts must comply with existing policies regarding confidentiality and improper disclosures.
8. Online activities must not interfere or negatively affect work tasks or the City of St. Helens, except for “Concerted Activities.”
9. Employees must not reference the City of St. Helens or its services in the employee’s social medial posts, except for “Concerted Activities.”
10. The City of St. Helens logos should not be used in the employee’s social media posts, except for “Concerted Activities.”
11. Posts must not violate copyright laws.
12. Consult the City’s Personnel Policies and Procedures Handbook for further clarification.

Clean Desk

A significant amount of confidential customer information is maintained in paper-based form. All staff members are responsible for ensuring that this information is properly safeguarded and is not improperly disclosed to unapproved third parties. In order to accomplish this, all employees are responsible for:

1. Ensuring that paper-based information is appropriately monitored and protected.
2. Ensuring that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
3. Maintaining a “clean desk” or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period. This will help to ensure that confidential customer information is not inadvertently disclosed.

Computer Usage (Password)

The following password criteria will be used to access Windows workstations:

1. Minimum password length: 8 characters
2. Password complexity: requires alphanumeric and special characters
3. Prohibited reuse for four (4) iterations
4. Changed periodically every 90 days
5. Invalid login attempts set to three
6. Automatic logout due to inactivity = 30 minutes

Portable Devices

The following Portable Devices are allowed for organization use only:

1. Cell phones
2. Laptops
3. Digital cameras
4. Any type of USB memory device or USB mass storage device

2.0 Monitoring

Employees should have no expectation of privacy for any information they store, send, receive, or access via the organization’s network. Content monitoring of email by management may occur without prior notice. All other monitoring, including but not limited to, internet activity, email volume or size, and other forms of electronic data exchange may occur without prior notice by management.

Monitoring may occur without prior notice of a suspected violation, either in part or in whole, of the Acceptable Use Policy or the *City of St. Helens Cybersecurity Policy* is detected or reported.

3.0 Reporting

Employees must report to their supervisor and the City’s IT Specialist when they learn of a suspected breach of information or have lost a laptop, telephone, or USB memory with City of St. Helens information.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Signature

I have received a copy of the City of St. Helens Acceptable Use Policy as revised and approved by the management. I have read and understood the policy.

(Print your name)

(Signature)

(Date)

Appendix B – Confidentiality and Non-Disclosure Agreement

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between the **City of St. Helens** ("Disclosing Party") and _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
 - Employee or customer Social Security numbers or personal information
 - Customer data
 - Entity financial data
 - Product and/or service plans, details, and schematics,
 - Network diagrams and security configurations
 - Communications about entity legal matters
 - Passwords
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party
2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.
4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence

shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

Disclosing Party

By: _____

Printed Name: _____

Title: _____

Dated: _____

Receiving Party

By: _____

Printed Name: _____

Title: _____

Dated: _____

City of St. Helens
RESOLUTION NO. 1883

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
 OREGON, AMENDING THE CITY EMPLOYEE COMPENSATION PLAN FOR
 TEMPORARY WATER FILTRATION FACILITY SUPERVISOR

WHEREAS, the position of Temporary Water Filtration Facility Supervisor (On Call) has been added to the Unrepresented Employee Salary Schedule for changes in operation and temporary employment of a Water Filtration Facility Supervisor until a full-time replacement can be hired.

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

POSITION - Unrepresented Employees		MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
TEMP - Water Filtration Facility Supervisor (On-Call)	Unrep	60.00				

Approved and adopted by the City Council on May 20, 2020 by the following vote:

Ayes:

Nays:

 Rick Scholl, Mayor

ATTEST:

 Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1884

A RESOLUTION TO AUTHORIZE APPLICATION FOR COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDS FOR COVID-19 EMERGENCY
ASSISTANCE

WHEREAS, the City Council of St. Helens is committed to maintaining an effective and efficient organization, serving our community in adherence to our Vision: To provide quality, effective and efficient service to our community; and

WHEREAS, the City Council recognizes that during the current COVID-19 pandemic, public services are stretched to meet the needs of our community so that our communities may reopen under the State of Oregon and Columbia County frameworks; and

WHEREAS, the City Council intends to apply for Community Development Block Grant (CDBG) funds for COVID-19 Emergency Assistance and desires to enter into partnerships to serve our residents and those of Columbia County.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of St. Helens City Council adopts this Resolution to apply for Community Development Block Grant funds for Emergency Assistance for Columbia County for COVID-19 Community Response for \$50,000 with the objective to secure these CDBG funds for county-wide purchase and distribution of equipment, supplies, and materials to support public services.

Approved and adopted by the City Council on May 20, 2020, by the following vote:

Ayes:


Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	20 May 2020	
Subject:	Award Contract for the 2020 Annual Street Striping Project, R-695	

Background:

The long lines (centerline skips, fog lines, and bike lane striping) on City streets require annual repainting to maintain visibility and reflectivity which requires specialized equipment and materials that the City does not own. This necessary work is contracted out on an annual basis based on competitive quotes from qualified contractors.

Quotes were requested from three qualified contracting firms and were due by on Thursday May 14, 2020. The results are as follows:

FIRM	LOCATION	BID
Apply-A-Line, Inc.	Portland, OR	\$18,860
Specialized Pavement Marking, Inc.	Tualatin, OR	\$23,110
Hicks Striping and Curbing, Inc.	Brooks, OR	23,690

The estimate for the project is \$25,000 and funds are included annually in the adopted budget.

Recommendation:

Award the contract for the 2020 Annual Street Striping Project to Apply-A-Line, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Materials and Services Contract for the 2020 Annual Street Striping Project, R-695. Contract will be at the rate prescribed in that firm's submitted bid.

**CITY OF ST HELENS
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM FY21**

This Maintenance Assistance Program (MAP) Allocation Certification Agreement is entered into by and between the State of Oregon, acting by and through the Oregon State Marine Board, hereinafter called "OSMB" and City of St Helens, hereinafter called the "Recipient." In accordance with OAR 250-14-004, the parties agree to the following:

I. The Recipient certifies that:

A. A budget has been adopted that includes the MAP grant allocation of \$14,200.00 state funds and \$1,200.00 federal Clean Vessel Act (CVA) funds for the fiscal year period of July 1, 2020, to June 30, 2021; and

B. The following Site Inventory lists facilities and site elements maintained by the Recipient; and

Site Inventory						
Site Name	Columbia View Courthouse Docks			Use Fee	\$0.00	Fee Reduction: 0%
Funding Source	MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value
Feature						Fee Adjusted
Flush Restroom			12	PSO	12	\$1,200.00
Additional Toilet Stall(s)	3		4	PSO	12	\$1,200.00
Vegetation Maintenance			6	PSO	12	\$600.00
Garbage Can or Dumpster			6	PSO	12	\$600.00
Transient Dock, total linear feet	840		21	PSO	12	\$2,100.00
Polypipe Debris Boom			3			\$300.00
<u>MAP Allocation for 6 site elements at Columbia View Courthouse Docks</u>					Allocation Subtotal:	\$6,000.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$6,000.00
Site Name	Courthouse Docks Pump/Dump			Use Fee	\$0.00	Fee Reduction: 0%
Funding Source	CVA Inland	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value
Feature						Fee Adjusted
Pumpout/Dump Station			12	PSO	12	\$1,200.00
<u>CVA Inland Allocation for 1 site element at Courthouse Docks Pump/Dump</u>					Allocation Subtotal:	\$1,200.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$1,200.00

Site Name Sand Island Marine Park North				Use Fee	\$0.00	Fee Reduction:	0%
Funding Source	MAP	Size /	Points	Seasons	Months	Seasonal	Fee
Feature		Quantity	Possible	of Use*	of Use	Point Value	Adjusted
Composting Toilet			10	PSO	12	\$1,000.00	\$1,000.00
Vegetation Maintenance			6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster			6	PSO	12	\$600.00	\$600.00
Transient Dock, total linear feet		470	13	PSO	12	\$1,300.00	\$1,300.00
Boat Allowance			0.5	PSO	12	\$50.00	\$50.00
<u>MAP Allocation for 5 site elements at Sand Island Marine Park North</u>						Allocation Subtotal:	\$3,550.00
						Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season						MAP Grant:	\$3,550.00
Site Name Sand Island Marine Park South				Use Fee	\$0.00	Fee Reduction:	0%
Funding Source	MAP	Size /	Points	Seasons	Months	Seasonal	Fee
Feature		Quantity	Possible	of Use*	of Use	Point Value	Adjusted
Composting Toilet			10	PSO	12	\$1,000.00	\$1,000.00
Vegetation Maintenance			6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster			6	PSO	12	\$600.00	\$600.00
Transient Dock, total linear feet		820	21	PSO	12	\$2,100.00	\$2,100.00
Polypipe Debris Boom			3			\$300.00	\$300.00
Boat Allowance			0.5	PSO	12	\$50.00	\$50.00
<u>MAP Allocation for 6 site elements at Sand Island Marine Park South</u>						Allocation Subtotal:	\$4,650.00
						Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season						MAP Grant:	\$4,650.00
Total Grant for City of St Helens (4 sites)						Total Allocation:	\$15,400.00

- C. MAP and CVA funds will be spent only to maintain improved public boating facilities identified in the Site Inventory in accordance with MAP procedures and policies; and
- D. The facilities will be open and maintained for public use according to their seasonal availability identified on the Site Inventory; and
- E. The amount of any user fee, identified on the Site Inventory, that is presently charged or will be charged during the fiscal year, includes the highest of any entrance, day use, launch ramp, parking, transient moorage, or other fees paid, excluding annual passes or donations, and no fee will be charged for any vessel waste disposal system or floating restroom; and
- F. OSMB will have access to all eligible boating facilities and maintenance expenditure and performance records upon request and the Recipient will cooperate during any audit; and
- G. The amount of state MAP funds expended will not exceed sixty percent of the overall maintenance cost of eligible boating facilities; and
- H. Matching funds will not include any cash or in-kind activities expended on campgrounds, marinas, fuel stations, trails, picnic shelters, swim areas, or other large day-use components. The percentage of shared use has been documented for areas such as restrooms and parking that serve eligible public boating facilities and other park uses; and
- I. MAP funds are principally targeted for labor, supplies, or contract services that will be expended at

the eligible public boating facilities. Expenditures for program administration, supervision, or other general service assessments will be limited to a maximum of fifteen percent; and

- J. MAP funds will not be expended for capital construction projects or used as match to other grants.
- K. The Recipient (*check one*): **does** **does not** have a federally approved indirect rate. If applicable, a copy of the letter from the Federal Agency approving the indirect rate will be provided to OSMB before MAP funds are paid. ***Response is required**
- L. The Recipient (*check one*): **does** **does not** receive \$750,000 or more in federal funding from all sources in a fiscal year requiring submission of a Single Audit report.

II. The Recipient agrees:

- A. To provide a minimum of \$9,466.67 matching resources for state MAP funds and \$400.00 matching resources for federal CVA grant funds.
- B. That MAP is designed to supplement funds expended at eligible public boating facilities and the intent is to assist in improving the quality of maintenance at the facilities identified on the Site Inventory.
- C. To immediately notify OSMB of any changes in operation or maintenance practices, fees, seasonal availability, or public access at the facilities identified on the Site Inventory. The Recipient agrees to reimburse OSMB any MAP funds deemed an overpayment as a result of such changes.
- D. To reimburse OSMB any MAP funds not expended within the fiscal year; however, OSMB may grant permission to carry forward a maximum of ten percent of state MAP funds to the next fiscal year.
- E. To provide at the end of the fiscal year an expenditure report for maintenance and operations outlining actual expenditures for labor, supplies, materials, and services for each site identified on the Site Inventory and a performance report for each vessel waste collection system and/or floating restroom.

II. OSMB certifies that:

- A. It is authorized by ORS 830.150(2)(a) to provide MAP funds for annual maintenance of improved public boating facilities and is further authorized under CFR 50 Part 85 to provide federal Clean Vessel Act funds from the U.S. Fish and Wildlife Service for maintenance of vessel waste collection facilities and floating restrooms.
- B. It has sufficient MAP funds available within its current biennial budget and has authorized expenditure of MAP funds to the Recipient for the eligible public boating facilities identified on the Site Inventory.

The Recipient, by the signature of its authorized representative below, hereby acknowledges that it has read the agreement, understands it, and agrees to be bound by its terms and conditions.

OSMB: State of Oregon, acting by and through its Oregon State Marine Board
By:

RECIPIENT:
City of St Helens

By: _____

(Signature)

(Printed Name)

(Title)

(Date)

(Signature)

File: 122

DUNS: _____

(D-U-N-S Registration number)

If you do not have a D-U-N-S number, you will need to request it at <http://fedgov.dnb.com/webform>.

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ May 20, 2020

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20
• Jennifer Pugsley	Planning Commission	2/21/20	2/22/20
• David Bonn	Planning Commission	2/26/20	3/5/20
• Michelle Damis	Budget Committee	5/6/20	5/6/20

Budget Committee (3-year terms)

- Brian Vaerewyck resigned. His term expires 12/31/20.

Status: Application was received on May 6 from Michelle Damis and forwarded to Keith Locke, who is the Council member who needs to make an appointment.

Next Meeting: TBD

Recommendation: None at this time.

Library Board (4-year terms)

- The Board added positions.
- Heather Anderson-Bibler resigned. Her term expires 6/30/2021.
- Patrick Birkle & Melisa Gaelrun-Maggi's terms expire 6/30/2020. Both have not served two full terms yet, so, they would like to be reappointed.

Status: Currently, there are two vacancies.

Next Meeting: June 8, 2020

Recommendation: Reappoint Patrick Birkle and Melisa Gaelrun-Maggi to additional 4-year terms. Their terms will expire 6/30/2024.

Planning Commission (4-year terms)

- Julie Stenberg resigned. Her term expires on 12/31/2021.

Status: The Commission met on May 12 and voted to recommend to the City Council appointment of Jennifer Pugsley.

Next Meeting: June 9, 2020

Recommendation: Appoint Jennifer Pugsley to the vacant position with a term to expire 12/31/2021.

City of St. Helens
RESOLUTION NO. 1648

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,
SUPERSEDING RESOLUTION NO. 1521

WHEREAS, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

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

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

City of St. Helens
Parks & Trails Commission
February 10, 2020

Members Present: Howard Blumenthal
Carmin Dunn
Jerry Belcher
John Brewington
Elisa Mann
Paul Barlow
Jacob Woodruff

Members Absent: Lynne Pettit

Staff Present: Sheri Ingram
Thad Houk
Sue Nelson
Doug Morten

Others: Walter Fowler

1) **Call Meeting to Order - 4:00 p.m.**

2) **Approval of Minutes**

2.A Approve Minutes of January 13, 2020

Motion: Upon Jacob Woodruff's motion and John Brewington's second, the Commission approved the Minutes of January 13, 2020. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Elisa Mann, Paul Barlow, Jacob Woodruff; Nays: None]

3) **Topics from the Floor: From attendees not otherwise on the agenda**

5) **New Business**

5.A **Bee Association**

Belcher wanted to make a motion that the Council contact Linda Zahl and Columbia County Beekeepers Association to develop and propose a plan for the Botanical Garden which could then be forwarded to the Commission for review and approval. Brewington said we should get a plan from her and then send it to Council for a recommendation. Belcher asked if they have the power to ask for a plan or if the Council has to do it. Woodruff said we can ask her for it and she can come and present it to them. Belcher said at the last meeting, he said we have the Botanical Gardens which is the least used park and he would like their organization to look at it and come back with some recommendations of what they would like to do. He would like them to develop a plan in two or three parts or stages and his thinking was to ask the Council to ask the Beekeepers to come up with the plan but Morten said the Commission can contact her to come up with that. He isn't sure the Council should be the one to ask her to do it. Belcher said we should then make a proposal to ask her to make a plan. Mann said you may not be able to contact her directly but you could contact the organization. Woodruff said someone should e-mail them and ask them if they could put a plan together and bring it to a Parks meeting.

Motion: Upon Jerry Belcher's motion and John Brewington's second, Belcher proposed that the Commission contact Linda Zahl and the Columbia County Beekeepers to ask them to come up with a plan to improve bee habitat at Columbia Botanical Gardens. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Elisa Mann, Paul Barlow, Jacob Woodruff; Nays: None]

5.B Park Report - McCormick

Woodruff said the new Veterans Memorial looks phenomenal. The park is being used every day and there are always kids at the skate park. There is graffiti all over the skate park now - they marked it up after the "street art" went in there. It's not offensive or dangerous but it is an eyesore. The softball fields are under water and the BMX track is growing grass. The trails, dog park and disc golf course are getting used a lot. Nelson said they met with a person who is interested in putting drainage and artificial turf on the infields. He estimated \$65,000 for one field. We don't have that much money but there is money identified in the Parks Master Plan and the potential for SDC money to be applied towards that. Woodruff said he will ask Coed Softball if they want to help donate.

Houk said they also discussed just putting the drainage in to see how well that works and if that wicks out the fields enough, they could pay a lot more games on it than they do now and look at artificial turf later down the road. Morten was concerned with who would do the engineering and design and they would have to get three bids on it. Nelson said he kind of had a proposed layout of how to do the drainage and we could do a schematic and yes we would have to go out for bids. Morten asked if the engineering could be done in-house and Nelson said yes but it wouldn't be stamped but they could come up with a plan that a contractor could look at and get a concept of what needs to be done.

Brewington said they re-did the drainage at the high school when they put in the turf football field and he didn't know if the turf company did the engineering.

Houk said the play equipment they chose is affordable at \$73,000 and found people to install it but fall protection mats are \$80,000+ so we will have to see if we can afford it all. Chips have to constantly be replaced and get dragged around and the pads they have now have lasted 20+ years and are still in good shape. Nelson suggested maybe they look at a similar play structure with a smaller footprint. Houk said the one they were looking at is 70X65 feet and the current one is 50X50 feet which is a small one.

4) Councilor's Report

Morten said the Council set aside money for upgrading the intersection on 1st St. & St. Helens St. and adopted the plan. It includes a banner that goes across the street and benches on all four corners, lighting and landscaping. It will make a nice gateway for the waterfront. They wanted a four-way stop but the studies said it wasn't warranted. They have compromised as they are going to put in V-Loks so they can put in extra stop signs during events.

Belcher asked what the status was of the boardwalk and Morten said it is non-existent right now. They feel the developer has waffled a bit so they had a discussion of sending out new qualifications for proposals for that area and are waiting to see if other developers are interested. Tokola may come back and submit their proposal again and we will have to look at it and see who comes in with what kind of proposals. We will have to figure out grants and work with a developer on the boardwalk.

He is so excited about Parks & Trails and their vision. Check out the stairs at Grey Cliffs. They are great and you folks made it happen and he is proud of this Commission. He looks forward to more good work with trails and connectivity. Blumenthal said he has noticed more people walking on trails in the past couple of years. Dunn thinks they have been limited by budget and asked if that would get better in the future. Morten said there are grants through State Parks and Nelson said having things in the Master Plan to get grants is

the key. Blumenthal said they are getting 5th Street trail etched in and had a meeting on how to get through the wetlands. Morten said they have plans to put six or seven flags for each branch of service up at the Veterans Memorial.

6) Old Business

6.A Parks Commission Applicant - Walter Fowler

Dunn said they talked about this last time and asked if anyone had any follow-up questions for Walter. No one had any questions. After the vote, a lady in the audience said she was interested in applying so that is why she was at the meeting today because she was told to come to the last meeting but she was out of town. She didn't get good direction on where she could get an application and was told to come to a meeting. Dunn said they have already voted to recommend Fowler but she could apply for any future openings. Ingram said the applications are on the City website and they put out Press Releases when there are openings.

Motion: Upon Jacob Woodruff's motion and Elisa Mann's second, the Commission recommended that Council appoint Walter Fowler to the Parks & Trails Commission. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Elisa Mann, Paul Barlow, Jacob Woodruff; Nays: None]

6.B Dalton Lake Nature Preserve

Barlow had an update on the Dalton Lake project. Pettit had brought up the kiosk before and they had talked about Youngberg building some kiosks. Things have changed since then because she reached out to Casey at Columbia County and they have been working on interpretive historical signage kiosk along the CZ Trail and Columbia County tourism is working on a grant application to put on a tourism studio and Rutherford Parkway is on their list. His thought was to keep things looking the same County-wide and putting together an asset map for the entire county. There is a rough cost on kiosk and a stainless steel sign to go on them. They haven't figured out those details yet. They wanted to get a go-ahead from the Parks Commission to move forward and they were going to make a formal presentation to the Council pending the approval of this Commission and the Planning Commission.

Birkle said basically the City would have to come up with the materials and County will provide labor for the installation. Pettit had already got materials donated from Dahlgren's based on the old plan based on the kiosk at Nob Hill but then she reached out to the County who said they already have these kiosks designed and they are fairly simple and easy to build. Nelson said Dahlgren's already donated materials and delivered them to Youngberg's property in December and left it there when they were not home including a pallet of cement that sat in the rain for several days and got wet and is now unusable. Dunn said she doesn't know if Pettit knows the materials got delivered so it sounds like we should hold off on this until we know the status of everything.

7) Discussion Items

Belcher wanted to thank Nelson and Dave Elder for steps at Grey Cliffs. He doesn't mean for this to be taken wrong...the trail is nice but some of the details weren't done adequately. Limbs need to be trimmed and rocks were thrown over the edge so it needs to be cleaned up a bit. It just doesn't look finished. Houk said the last he heard, it wasn't finished. We need to work on the urban trail and add it to the Master Plan list.

Dunn said we got two banners for the Parks & Trails Commission. We got the second one because the first one came out kind of splotchy so it doesn't have grommets in it. They discussed where to keep them and decided to keep one at the Parks Shop and Dunn will keep one.

Blumenthal said with the new trail at Nob Hill, they have to come up with a way to get over the water. There was a lot of invasives and trash and tires including some of the biggest old growth ivy he has ever seen.

He would still like to get dog bags and leash signs at the bottom of the stairs and Houk said they would do it.

He asked if there was an update on the restroom and Nelson said the Administrator is dealing with the insurance company and will probably hire a contractor to repair it.

He asked if there was an update on the volunteer ID tag and Birkle said Kathy was working on updating the form with an ID.

He asked what happened to all the garbage cans downtown and Morten said some were removed because people were abusing them and using them for their household garbage. They will keep re-examining it and see how it goes.

Brewington wanted to give credit to Jenny Dimsho for all of the work on getting trails in the Master Plan. Morten said the amount of grants she has obtained for the City is unbelievable.

Morten had a park information brochure and he didn't notice in the Master Plan if there is anything in there for Civic Pride Park. Dunn said we just did an update on it and what the plan is for it at the last meeting.

8) **Other Business**

9) **Adjournment - 4:54 p.m.**

Respectfully submitted by Sheri Ingram

City of St. Helens Planning Commission

Approved Minutes

March 10, 2020

1) **7:00 p.m. Call to Order and Flag Salute**

Members Present: Chair Hubbard
Vice Chair Cary
Commissioner Semling
Commissioner Lawrence
Commissioner Webster

Members Absent: Commissioner Cohen
Commissioner Stenberg

Staff Present: City Planner Graichen
Assistant City Administrator Matt Brown
Councilor Carlson
Community Development Admin Assistant Sullivan

Others:

Jennifer Pugsley	Jane Garcia	Julianne Cullen
MaryAnne Anderson	Don Parrett	Rachel Krager
Marcia Parrett	Al Petersen	Kannikar Petersen
Les Watters	Emilia Ponti	

2) **Consent Agenda**

2.A **Planning Commission Minutes dated February 11, 2020**

Commissioner Webster noted there were details missing from the minutes compared to previous examples.

Motion: Upon Commissioner Lawrence's motion and Vice Chair Cary's second, the Planning Commission unanimously approved Minutes Dated February 11, 2019. Commissioner Semling did not vote due to her absence from that meeting. [AYES: Commissioner Lawrence, Commissioner Webster, Vice Chair Cary; Nays: None]

3) **Topics from the Floor: Limited to 5 minutes per topic (not on Public Hearing Agenda)**

Petersen, Kannikar. Petersen lives at 101 St. Helens St. Petersen was representing Columbia County Habitat for Humanity. She presented her series of public forums on housing instability and homelessness in rural communities. She is hoping to raise awareness of the homeless crisis by bringing organizations together to discuss it and find ways to prevent it. She mentioned the City Council offered \$750 to support the cause. She wants to create a panel who will come and discuss the issue, while listening to the community to learn about what is going on with homelessness. She invited the commissioners to attend to the event.

4) **Vagt Building Discussion - Matt Brown**

City Planner Graichen began the discussion about the Bennett Building (the historic name for the Vagt Building) project where our Utility Billing Department is held. He mentioned it was in the Historic Riverfront District which has architectural review standards for buildings that are not official historic landmarks. Graichen discussed how the project started ahead of some of the process. He mentioned how the Commission asked for the person in charge of the project to come and discuss the project.

Brown, Matt. Assistant City Administrator Brown is the Project Manager of the Bennett Building improvements. He started the discussion with showing the improvements to the inside of the building. He explained that the building had a dropped ceiling before and that the windows above were never used. Once the ceiling was removed, they realized there was a lot of space. They were excited to see that they were able to use the windows. The windows were replaced with fiberglass that could be painted. He clarified they were not vinyl. He mentioned how the white on the windows was not the finished project.

Brown presented plans, after the windows were put in, to the City Planner with a rendition of what they would like the building to look like. He showed where the Planner had marked up the plans with what they could and could not do based on a brief review only hours before the meeting tonight, including colors and specific tile types. He discussed how they are trying to increase the façade outside and the space inside to make it more appealing to our community and the many visitors.

Commissioner Webster asked why they did not order windows that were historically correct. Brown mentioned the ordering was done by Public Works. Chair Hubbard asked when they hired an architect. Brown interjected that he was trying to present his case to the best of his ability, but if they were not going to allow him that he was happy to leave. Brown said it was started before, but not done until after the work was completed. He later mentioned that the architect was not hired until after a problem arose. He wanted to have something to show the Commission the intent or the final plan for the building. Brown mentioned the supplies they purchased were within the approved budget for the building. Brown said 50 Plaza Square was a great example of historic restoration, but the City did not have the same funds to do the same type of extravagant restoration. Brown said since there is only a guideline of what is supposed to be done when it comes to renovations, he did not feel it was fair to be punished because he did not do the same extensive renovations as another business did. Commissioner Webster said the Commission was not holding him to a different standard, just trying to hold him to the standard the City expects for everyone else.

Brown also mentioned the windows were put in before the permit was obtained. City Planner Graichen said when the permit was submitted, the staff should have seen the change and brought it before the Historic Landmarks Commission before any work occurred. This did not happen. Commissioner Webster asked when the white windows would be fixed. She said the money they spent on the architect should have been spent on a way to fix the window problem. Brown said he felt the rendering would help in explaining what the building would like in the future and be a more informative way to explain what the City was doing with the Bennett Building to the Commission. Vice Chair Cary asked if the fiberglass windows that were put into the building could be used on a different project the City has in order to save money from the mistake. Brown mentioned because of their specific measurements they would likely be declared surplus and sold to recoup the cost.

Commissioner Semling wanted to know why he did not come to the Commission first. City Planner Graichen explained to her this was the meeting she was absent for. He explained normally the building would have come before the Historic Landmarks Commission for a recommendation. Graichen did say that ideally it should have come before the Commission before the work was done, but since it had already been started, the idea was to present the Commission with the plans in a formal setting to get a recommendation on how to proceed. Brown also mentioned incorrectly the main reason it was not brought before the Historic Landmarks Commission was because the Bennett Building was not listed on the Historic Landmark List.

Commissioner Webster asked why the Bennett Building was not considered historic. She said it has over 80 years of history. Graichen said when the Historic Landmarks Registry was created, the Bennett Building was never designated. Webster feels that it should have been added.

Commissioner Lawrence said she stopped by Brown's office to discuss the quality of the materials. She mentioned she had spoken with Brown about the product and felt that the windows looked cheap compared to what was previously there. She said that the material looked like it would need to be replaced in five years or less. Commissioner Lawrence mentioned that she did not think it was Brown's fault, but that she hoped there would be a resolution to fix the windows and make them historically correct.

Graichen said it was up to Chair Hubbard if public comment would be heard. He said in a normal circumstance there would not likely be as many comments or opinions on a project. Chair Hubbard said he felt that there were a lot of individuals there who wanted to have their opinions and comments heard, so he allowed for public comment. Chair Hubbard said once public comment was heard, they would come up with a solution.

Watters, Les. Watters is a representative of the Columbia County Museum Association. He mentioned the Bennett Building was built in 1929. It is listed in the Nationally Registered Historic District as secondary significant. He mentioned the date of construction is what determines that. Graichen interjected that the Nationally Registered Historic District is a separate from the local Historic Landmarks list. Anything that is within the Riverfront District is subject to the architectural guidelines. Watters said he was referencing Commissioner Webster's question about historic significance. Watters said he knows of the architectural guidelines as he had several buildings where he used them. Watters said he just wanted to clarify the historic significance of the Bennett Building. Watters said the Bennett building is within the Nationally Registered Downtown St. Helens Historic District, but not individually listed.

Petersen, Al. Petersen said he has an office at 101 St. Helens Street which is considered a secondary significant building. He said it was considered secondary because it was built after the fire of 1906. He said the buildings that did not burn down received a primary historic significance. Once they are on the Nationally Registered Historic District, they are considered historic. He said the City's secondary standard makes no difference on whether the building is historic or not. Petersen mentioned he was on the Historic Landmarks Commission when they went through the architectural design guidelines. When the guidelines were set for the Riverfront District, it was mentioned in the guidelines that if a business within those limits decides to make exterior improvements, they are required to come before the City Planner or to the Historic Landmarks Commission for recommendations. Petersen said that guideline is enforced strictly by the City. Petersen said he felt the City was trying to wiggle out of following

those same guidelines. Graichen interjected explaining that this was a mistake. He wanted to clarify that this was not deliberate. It was an error; he wished it had not happened. Petersen said that this kind of mistake has happened before by the same entity. Petersen said he was not trying to point fingers. Citizens have been held to the higher standard than the government. Petersen used the volcano as an example. He mentioned no one knew where it had come from, no one knew who approved it, and after the whole process, it was taken away. He said he spends his tax dollars in the hope that they will be spent in a thoughtful way so that his community ends up nicer. He said, in theory, these standards are meant to do that. Petersen said he was disappointed that in many cases the City does not follow the rules, and then when called out, instead of taking responsibility, fingers are pointed at others. He said he thinks the government should be trying to do better than the standards.

Pugsley, Jennifer. Pugsley is the owner of 50 Plaza Square. She mentioned how the Planning Commission set standards for her and the remodeling of her building. She said she did not feel that she went above and beyond but tried to match the historic design and requirements. She said the 1984 Historic District nomination for her building states that the Bennett Building was a good example of how she should renovate her façade. She said the City needs a do-over, and it would be tragic if the City did not remodel it the right way. She suggested stopping the work and reassessing how to move forward. She strongly opposed to the proposed rendering of the Bennett Building. She said she still had the prism glass that originally was removed from the Bennett building and would be happy to give it back.

Petersen, Kannikar. Petersen mentioned how fiberglass windows are not cheap. She said the fiberglass window is the same price as a solid wood window. She feels that the fiberglass window was a missed opportunity.

Chair Hubbard suggested the project be placed on hold and asked Brown and the City to come back to them with a better plan. Commissioner Webster mentioned there were measurements wrong on the windows. Commissioner Webster mentioned she is not expecting the windows to be like the ones at 50 Plaza Square, but that they should keep some historic resemblance. Chair Hubbard asked Brown to get some quotes on what restoring the windows to what they were. He asked to bring plans or a scope of work to the Commission for review. Vice Chair Cary said that this is how it should have been done first.

Brown asked what he should be presenting in his scope of work. Chair Hubbard asked Brown to go to a window company and ask for a quote on true divided light and separate windows and to hold off on replacing any tiles. Graichen said any exterior changes to a building that requires a building permit within the Riverfront District must be brought before the Historic Landmarks Commission for a recommendation on compliance with the architectural guidelines. He said if this was a listed Historic Landmark, there would very clear guidelines and standards to follow. Graichen said prior to the existing architectural guidelines, the guidelines were extremely vague and not effective. He said working with these newer guidelines over the years, most cases have been presented and approved without issue. Pointing fingers with this mistake causes frustration. Commissioner Webster said they are trying to get the building back to historically correct. Chair Hubbard took a vote on whether it was the process everyone was upset with or the window themselves. Most of the audience said the windows were the problem and should be replaced correctly.

- 5) **Public Hearings (times are earliest start time)**
5.A 7:20 p.m. Conditional Use Permit at 165 N 11th - Wildflower Play Collective

Chair Hubbard opened the Public Hearing at 8:08 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Chair Hubbard mentioned the applicant had called about the fee for a Conditional Use Permit and that he had referred them to City Council. The applicant did attend a City Council meeting where the fee was waived.

Graichen entered the staff report dated March 3, 2020. Graichen introduced the proposal to the Commission as presented in the staff report. He talked about how the applicant is a nonprofit who will bring a play space and family resource center to the community. He clarified that it is not a daycare. He mentioned how the property is a former 1910 home. He said there is a dwelling unit in the upper level and the lower floor is not a residential space. Graichen said there is no off-street parking. There is a variety of uses both inside and outside the building. He discussed the recommended conditions of approval, as included in the staff report. Graichen discussed a fence plan to help them make the right decisions for the fence they will put up. He mentioned the vision clearance standard and its importance because the street is well traveled. He discussed that outdoor storage was not permitted unless specifically addressed with a Conditional Use Permit. He also talked about the condition of time restrictions to help not conflict with neighbors.

Krager, Rachel. Applicant. Krager was called to speak. Krager discussed that they had started the search for a grant through the St. Helens Economic Development Corporation (SHEDCO) to start this business. She said they ended up with a grant from Columbia Pacific Coordinated Care Organization to launch their program. She said there are no indoor play spaces in Columbia County. She shared that the play space is geared towards children under six years old. Krager is hoping their space will provide a place outside of the home to offer an array of activities for the children to play with their parents. Their grant mentions the applicant are supposed to have trauma-informed-care, so they are working with Columbia Community Mental Health, Community Action Team, and Columbia County Early Intervention. Krager said they will have a swap closet for gently used children's' items. She mentioned their model is based on the St. Johns Swap and Play Organization.

Chair Hubbard mentioned he read an article in the Spotlight that they were declared a daycare. Krager said they would offer a space to run a small in-home business, but the parents would always be onsite. She also mentioned this was a small piece of the business model.

In Favor

Petersen, Al. Petersen was hoping to promote business on other City's Main Street. Petersen said they applied for the SHEDCO Business Plan competition and their proposal was well received. He said Wildflower Play Collective was asked to be in the final presentation, but the issue that SHEDCO had was their non-profit status. He did mention it is a fabulous location in the center of St. Helens with easy access. He does not think a fence should be required so that space can be open and seen by the public. He said being open draws in a crowd and if something bad was happening the public could help prevent it.

Neutral

Parrett, Don. Parrett is the landlord of the building next door to the property in question. Parrett was curious about the number of children and staff that would be present at one time. He also wanted to know the traffic impact. He was concerned about the parking designated for his

property being impacted by the traffic this business would bring in. He asked for a plan to be put in place for the parking lot.

Graichen mentioned the parking congestion and that the parking is not well defined. He said there was a lot of street parking, but he does not feel a lot of people use it because, it is not well defined. Councilor Carlson said the Meriwether Place has told her to park across the street. She mentioned that they should let their members go across the street on Columbia Blvd.

In Opposition

No one spoke in opposition.

Rebuttal

Ponti, Emilia. Ponti is the applicant. She clarified the hours of operation would be 7 a.m. to 7 p.m. She said the number of people they are expecting based on the St. John's model was three to four families at a time. She does not feel they would be able to host very many families based on the size of the space. She did say there was a request to stripe the parking spots better. She also described the type of fence they were hoping to build which consisted of deer fence and wood.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

Deliberations

The Commission went through each condition and determined if it was needed. There was a long discussion about the fence and what should be used. They decided it should be up to the applicant what kind of fence is put up. The Commission did not want to limit them to landscaping. There was a small discussion on time constraints.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Conditional Use Permit as written. [Ayes: Commissioner Semling, Vice Chair Cary, Commissioner Lawrence, Commissioner Webster; Nays: None]

Motion: Upon Commissioner Webster's motion and Vice Chair Cary's second, the Commission unanimously approved the Chair to sign the Findings when prepared. [Ayes: Commissioner Semling, Vice Chair Cary, Commissioner Lawrence, Commissioner Webster; Nays: None]

5.B [7:50 p.m. Development Code Amendments - Citywide - City of St. Helens](#)

Chair Hubbard opened the Public Hearing at 9:20p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated February 27, 2020.

Graichen introduced the proposal to the Commission as presented in the staff report. Graichen mentioned these amendments had been brought up in previous meetings. He said the accessory structure permit requirement would be increased from 120 square feet to 200 square feet to be in line with Building Code. He also discussed the flood plain amendment would change the elevation that a building is required to be built, based on the base flood elevation. The residential standard had been one foot and nonresidential was at zero. The decision was to make it one foot for both. The flood rules are changing because they had a visit the Department of Land Conservation and Development (DLCD). The staff member said that the City's code was mostly compliance, but that there were changes from Oregon and FEMA's new model code, which required compliance by the City within six months. Graichen said that is what triggered a response to review and update the current code and required the changes mentioned.

There was a small discussion about the wording in the document and declaration and determination of wetlands. There was also a small discussion on accessory structures and the wording used to trigger a permit. Graichen mentioned verbiage can be updated or changed as they get further into this process.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously recommended to City Council approval of the Zone Amendment as written. [AYES: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Vice Chair Cary; Nays: None]

6) **Planning Commission Vacancy**

Graichen mentioned that Commissioner Stenberg moved to Forest Grove. She put in her resignation. Graichen said they have four applicants, and would accept applications until Thursday, March 12, 2020. Graichen said the Commission needed to form an interview sub-committee. Commissioner Webster and Chair Hubbard volunteered, along with Councilor Carlson.

7) **Review Ordinance 3250 - Adding a Historic Resource (Building) to the Designated Landmarks Register**

7.A **Ordinance 3250**

City Planner Graichen presented the Ordinance to the Commission. He said he felt the Commission might want to view the Ordinance, so they were made aware of the maps and the list. Commissioner Webster suggested an update to the Designated Historic Landmarks List. Graichen said that there is a historic list and a candidate list.

8) **Acceptance Agenda: Planning Administrator Site Design Review**

Motion: Upon Commissioner Webster's motion and Vice Chair Cary's second, the Planning Commission unanimously approved the Acceptance Agenda: [AYES: Commissioner Lawrence, Commissioner Semling, Commissioner Webster, Vice Chair Cary; Nays: None]

9) **Planning Director Decisions**

- a. Sign Permit at 155 N. Columbia River Highway - New wall sign on an existing building

- b. Temporary Use Permit at 175 Bowling Alley Lane – Five Cart Food Truck Pod
- c. Temporary Sign Permit (Banner) at 2100 Block of Columbia Blvd – St. Helens Booster Club's Annual Auction

10) For Your Information Items

Chair Hubbard asked if the police station had determined a new location. Councilor Carlson said there were two sites. Chair Hubbard mentioned the site on 18th Street and Old Portland Road was in a floodplain. He said a public entity should not be compromised by a flood. He also said community policing was not happening at that location. He asked Councilor Carlson to take the information back to the Council. Graichen mentioned these concerns had been brought before the Council.

11) Next Regular Meeting: April 14, 2020

12) Adjournment

There being no further business before the Planning Commission, the meeting was adjourned 10:18p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*

City of St. Helens

Job Title: POLICE CORPORAL
Department: Police
FLSA Status: Non-Exempt
Union: No
Date Created: May 20, 2020
Wage Scale: Police Corporal

GENERAL PURPOSE

The functions of a Police Corporal are similar to that of a Police Officer with additional duties as an assistant supervisor or as a shift commander in the absence of a Sergeant. The Police Corporal is distinguished from the Police Officer by its focus on shift leadership and coordination, and oversight of officers during field operations. While incumbents are normally assigned to patrol, all functional areas of the law enforcement field, including investigation, administration, and training are included. A Police Corporal is also expected to perform field duties relating to response to emergencies, general and direct patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform supervisory tasks; in a community-oriented, problem-solving approach to policing.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

Acts in the stead of a supervisor when needed and performs internal inquiries/investigations as directed,

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serves as first level supervisor in the absence of a Sergeant for an assigned shift. Prepares and administers briefings; assigns patrol areas. Supervise and direct sworn staff and non-sworn staff and activities on assigned shift. Conducts personnel and equipment inspections.
- Reviews reports, records and cases submitted by other police personnel to ensure the accuracy, completeness and thoroughness of reports, initial and/or follow-up investigations of criminal incidents.
- In coordination with the Sergeant, delegates work assignments, projects, and programs. Monitors workflow; and reviews work products, methods, and procedures, as directed.
- May serve as a Field Training Officer.

- Responds to major crimes, accident scenes, and emergencies; assumes initial command. May act as incident commander until such time as relieved by higher ranking officer.
- Advises supervisors on deployment of personnel during emergent responses.
- Oversees the preparation of shift reports.
- Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.
- Participates in investigating criminal law violations occurring within the City limits, obtains evidence and compiles information regarding these crimes, prepares cases for filing of charges, testifies in court, and related activities.
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers on other shifts or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Municipal Prosecutor's Office regarding cases, policies, and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

PERIPHERAL DUTIES

- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

General:

- a. Must be 21 years or older at the time of employment;
- b. Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;
- c. Felony convictions and disqualifying criminal histories are not allowed;
- d. Must be a U.S. citizen;
- e. Must be able to read and write the English language;
- f. Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- a. Must possess an Intermediate Police Certificate;
- b. Must have a minimum of four years of police experience;
- c. High school diploma or equivalent supplemented by enrollment in college vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field.

Necessary Knowledge, Skills and Abilities:

- a. Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- b. Knowledge of principles of supervision, training, and performance evaluation;
- c. Advanced knowledge of Microsoft Office Suite;
- d. Skilled in operating the tools and equipment listed below;
- e. Ability to supervise assigned staff; ability to provide effective leadership to staff; ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL REQUIREMENTS

- a. Ability to meet Department's physical standards.

SELECTION GUIDELINES

Formal application with the Chief of Police; review of education and experience; appropriate written testing, and oral interviews, if applicable. Following offer of position, applicant must successfully pass a medical examination by a physician selected by the Department, psychological testing by a practitioner selected by the Department, and physical

agility testing showing the person meets Department standards, if applicable; final selection; or as appointed by the Chief of Police.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, extendable baton, handcuffs, breathalyzer, pager, first aid equipment. Modern office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl or run; the employee may occasionally be required to engage in physical altercations to take, or maintain control of suspects or prisoners; the employee will be required to wear a duty belt weighing up to or exceeding twenty pounds for extended periods of time.

The employee must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Police Corporal** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



St. Helens, OR

Expense Approval Register

Packet: APPKT00082 - AP 4.30.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
JORDAN RAMIS PC ATTORNEYS..	166061	04/28/2020	GENREAL	100-701-52019	845.00
JORDAN RAMIS PC ATTORNEYS..	166062	04/28/2020	FINANCE FRANCHISE	100-701-52019	58.50
ADVANCED ELECTRICAL	211140	04/28/2020	ELECTRIC WORK TS BOAT DOCK	100-708-52047	680.87
ADVANCED ELECTRICAL	211253	04/28/2020	BOAT DOCK	100-708-52047	300.62
U.S BANK EQUIPMENT FINANCE	412058232	04/28/2020	CONTRACT PAYMENT 500-049...	100-715-52005	150.00
BULLARD LAW	43207	04/28/2020	GENERAL LABOR LEGAL SERVI...	100-705-52019	7,345.00
TIAA COMMERCIAL FINANCE I...	7144172	04/28/2020	CONTRACT PAYMENT 414520...	100-715-52021	150.00
TROTTER & MORTON FACILITY ..	76912	04/28/2020	C11165 HVAC POLICE	100-705-52023	1,011.00
VERIZON	9852932851	04/28/2020	POLICE ACCOUNT 287126771-...	100-705-52010	1,502.00
DAVID WERINGS	INV0000358	04/28/2020	REFUND PARK RENTAL FOR M...	100-000-35018	50.00
ACE HARDWARE - ST. HELENS	INV0000360	04/28/2020	ACE MATERIALS ACCT 60181	100-706-52023	9.98
ACE HARDWARE - ST. HELENS	INV0000360	04/28/2020	ACE MATERIALS ACCT 60181	100-708-52001	20.57
VERIZON	9852991555	04/30/2020	CRYSTAL KING	100-701-52010	55.17
VERIZON	9852991555	04/30/2020	CAMERON PAGE	100-708-52010	17.00
VERIZON	9852991555	04/30/2020	TORY SHELBY	100-708-52010	17.00
VERIZON	9852991555	04/30/2020	PAUL GERDES	100-708-52010	17.00
VERIZON	9852991555	04/30/2020	THAD HOUCK	100-708-52010	39.30
VERIZON	9852991555	04/30/2020	MATT BROWN REC	100-709-52010	36.14
VERIZON	9852991555	04/30/2020	MATT BROWN	100-709-52010	52.05
VERIZON	9852991555	04/30/2020	MIKE DEROIA	100-711-52010	52.05
METRO PRESORT	IN622597	04/30/2020	UB BILL PRINTING	100-707-52008	50.00
SOLUTIONS YES	INV234796	04/30/2020	PRINT CHARGES CITY HALL PRI...	100-715-52005	224.92
SOLUTIONS YES	INV235132	04/30/2020	CONTRACT C11782-01 CITY HA...	100-707-52005	22.09
SOLUTIONS YES	INV235259	04/30/2020	INK CAROL GREEN	100-707-52005	130.00
COLUMBIA COUNTY COMM. J...	MARCH	04/30/2020	WORK CREW	100-708-52019	1,500.00
RUBENS LAWN SERVICE	0002996	05/01/2020	MONTHLY LAWN SERVICE	100-705-52023	80.00
SYMBOLARTS LLC	0350658-IN	05/01/2020	BADGE	100-705-52002	195.00
MAILBOXES NORTHWEST	INV0000412	05/01/2020	POSTAGE	100-705-52009	53.50
Fund 100 - GENERAL FUND Total:					14,664.76
Fund: 201 - VISITOR TOURISM					
COLUMBIA RIVER PUD	INV0000359	04/28/2020	POWER 231 S 1ST MASONIC 9...	201-000-52003	113.44
Fund 201 - VISITOR TOURISM Total:					113.44
Fund: 202 - COMMUNITY DEVELOPMENT					
MARK COMFORT	200424	05/01/2020	WATER DAMAGE CLEAN UP 1...	202-722-52019	8,746.00
OREGON DEPT. OF STATE LAN...	22691	05/01/2020	WATERWAY LEASE FEE ML980...	202-722-52060	8,260.99
MASON BRUCE & GIRARD INC	27023	05/01/2020	ST. HELENS FOREST MANAGE...	202-724-52019	11,594.72
Fund 202 - COMMUNITY DEVELOPMENT Total:					28,601.71
Fund: 205 - STREETS					
DAHLGREN'S DO IT BEST BUIL...	04242020	04/30/2020	BUILDING MATERIALS ACCT 1...	205-000-52001	9.15
Fund 205 - STREETS Total:					9.15
Fund: 601 - WATER					
HARRINGTON INDUSTRIL PL...	009J6951	04/28/2020	MATERIALS CPVC	601-732-52001	145.46
CLEANING PANES LLC	125453	04/28/2020	HARD WATER STAIN REMOVAL...	601-732-52019	150.00
ALEXIN ANALYTICAL	39739	04/28/2020	TESTING	601-731-52064	399.00
ACE HARDWARE - ST. HELENS	INV0000360	04/28/2020	ACE MATERIALS ACCT 60181	601-731-52001	265.33
ADVANCED ELECTRICAL	210841	04/30/2020	1215 4TH ST WFF	601-731-52019	453.00
VERIZON	9852991555	04/30/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9852991555	04/30/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9852991555	04/30/2020	WFP 2	601-732-52010	40.01
VERIZON	9852991555	04/30/2020	GUY DAVIS	601-732-52010	17.02
VERIZON	9852991555	04/30/2020	HOWIE BURTON	601-732-52010	36.14

Expense Approval Register

Packet: APPKT00082 - AP 4.30.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9852991555	04/30/2020	WFP 1	601-732-52010	40.01
Fund 601 - WATER Total:					1,625.99
Fund: 603 - SEWER					
ALLSTREAM	16794711	04/28/2020	ALLSTREAM PHONE ACCT 754...	603-736-52010	24.53
ALLSTREAM	16794711	04/28/2020	ALLSTREAM PHONE ACCT 754...	603-737-52010	24.53
DONNY OR JESSICA HIGHHOU...	INV0000357	04/28/2020	REIMBURSEMENT FOR EQ REN...	603-735-52001	244.80
DAHLGREN'S DO IT BEST BUIL...	04242020	04/30/2020	BUILDING MATERIALS ACCT 1...	603-736-52023	120.00
DAHLGREN'S DO IT BEST BUIL...	04242020	04/30/2020	BUILDING MATERIALS ACCT 1...	603-737-52023	120.00
VERIZON	9852991555	04/30/2020	JOHNNY LEAVY	603-736-52010	17.34
VERIZON	9852991555	04/30/2020	AARON KUNDERS	603-736-52010	12.04
VERIZON	9852991555	04/30/2020	STEWART HARTLEY	603-736-52010	12.04
VERIZON	9852991555	04/30/2020	STEWART HARTLEY	603-737-52010	12.05
VERIZON	9852991555	04/30/2020	AARON KUNDERS	603-737-52010	12.04
VERIZON	9852991555	04/30/2020	JOHNNY LEAVY	603-737-52010	17.35
VERIZON	9852991555	04/30/2020	JOHNNY LEAVY	603-738-52010	17.36
VERIZON	9852991555	04/30/2020	AARON KUNDERS	603-738-52010	12.06
VERIZON	9852991555	04/30/2020	STEWART HARTLEY	603-738-52010	12.05
Fund 603 - SEWER Total:					658.19
Fund: 605 - STORM					
EAGLE STAR ROCK PRODUCTS ...	37793	04/28/2020	ROCK S 10 ST STORM	605-000-52001	290.96
EAGLE STAR ROCK PRODUCTS ...	37808	04/28/2020	ROCK S 10TH ST STORM	605-000-52001	284.34
Fund 605 - STORM Total:					575.30
Fund: 701 - EQUIPMENT					
VERIZON	9852991555	04/30/2020	BRETT LONG	701-000-52010	52.05
BOBCAT OF PORTLAND	01-4095	05/01/2020	BOB KIT GUARD WINDOW RE...	701-000-52001	972.43
Fund 701 - EQUIPMENT Total:					1,024.48
Fund: 702 - INFORMATION SYSTEMS					
ALLSTREAM	16794711	04/28/2020	ALLSTREAM PHONE ACCT 754...	702-000-52010	49.06
CENTERLOGIC INC	58901	04/28/2020	AGREEMENT OFFICE 365	702-000-52006	187.50
CENTURY LINK	INV0000356	04/28/2020	369B	702-000-52010	40.71
CENTURY LINK	INV0000356	04/28/2020	025B	702-000-52010	40.71
Fund 702 - INFORMATION SYSTEMS Total:					317.98
Fund: 703 - PW OPERATIONS					
U.S BANK EQUIPMENT FINANCE	412349482	04/28/2020	CONTRACT PAYMENT 500-049...	703-733-52005	99.00
COLUMBIA COUNTY TRANSFER..	6919	04/28/2020	WASTE DUMP FEES	703-734-52019	15.42
COLUMBIA COUNTY TRANSFER..	6919	04/28/2020	WASTE DUMP FEES	703-734-52019	114.28
COLUMBIA COUNTY TRANSFER..	6919	04/28/2020	WASTE DUMP FEES	703-734-52019	18.14
ACE HARDWARE - ST. HELENS	INV0000360	04/28/2020	ACE MATERIALS ACCT 60181	703-734-52001	23.58
DAHLGREN'S DO IT BEST BUIL...	04242020	04/30/2020	BUILDING MATERIALS ACCT 1...	703-734-52001	9.15
VERIZON	9852991555	04/30/2020	TIM UNDERWOOD	703-733-52010	52.05
VERIZON	9852991555	04/30/2020	CURT LEMONT	703-733-52010	17.00
VERIZON	9852991555	04/30/2020	SUE NELSON	703-733-52010	52.05
VERIZON	9852991555	04/30/2020	SHARON DARROUX	703-733-52010	57.00
VERIZON	9852991555	04/30/2020	DAVE ELDER	703-734-52010	52.05
VERIZON	9852991555	04/30/2020	SCOTT WILLIAMS	703-734-52010	52.05
VERIZON	9852991555	04/30/2020	ETHAN STERLING	703-734-52010	52.05
VERIZON	9852991555	04/30/2020	WATER TRUCK	703-734-52010	52.05
COLUMBIA AUDIO SPECIALTIES..	40636	05/01/2020	PYRAMID 20 AMP RADIO	703-734-52001	169.00
Fund 703 - PW OPERATIONS Total:					834.87
Fund: 704 - FACILITY MAJOR MAINTNANCE					
ST. HELENS SCHOOL DISTRICT	2107	04/28/2020	COL RIVER YOUTH CORPS 5TH ...	704-000-53026	6,300.00
COLUMBIA COUNTY TRANSFER..	6919	04/28/2020	WASTE DUMP FEES	704-000-53026	34.65
DAHLGREN'S DO IT BEST BUIL...	04242020	04/30/2020	BUILDING MATERIALS ACCT 1...	704-000-53013	213.61
DAHLGREN'S DO IT BEST BUIL...	04242020	04/30/2020	BUILDING MATERIALS ACCT 1...	704-000-53026	4,940.94
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					11,489.20
Grand Total:					59,915.07

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	14,664.76
201 - VISITOR TOURISM	113.44
202 - COMMUNITY DEVELOPMENT	28,601.71
205 - STREETS	9.15
601 - WATER	1,625.99
603 - SEWER	658.19
605 - STORM	575.30
701 - EQUIPMENT	1,024.48
702 - INFORMATION SYSTEMS	317.98
703 - PW OPERATIONS	834.87
704 - FACILITY MAJOR MAINTNANCE	11,489.20
Grand Total:	59,915.07

Account Summary

Account Number	Account Name	Expense Amount
100-000-35018	Park Rental Fees	50.00
100-701-52010	Telephone	55.17
100-701-52019	Professional Services	903.50
100-705-52002	Personnel Uniforms Equi...	195.00
100-705-52009	Postage	53.50
100-705-52010	Telephone	1,502.00
100-705-52019	Professional Services	7,345.00
100-705-52023	Facility Maintenance	1,091.00
100-706-52023	Facility Maintenance	9.98
100-707-52005	Small Equipment	152.09
100-707-52008	Printing	50.00
100-708-52001	Operating Supplies	20.57
100-708-52010	Telephone	90.30
100-708-52019	Professional Services	1,500.00
100-708-52047	Marine Board	981.49
100-709-52010	Telephone	88.19
100-711-52010	Telephone	52.05
100-715-52005	Small Equipment	374.92
100-715-52021	Equipment Maintenance	150.00
201-000-52003	Utilities	113.44
202-722-52019	Professional Services	8,746.00
202-722-52060	Waterway Lease	8,260.99
202-724-52019	Professional Services	11,594.72
205-000-52001	Operating Supplies	9.15
601-731-52001	Operating Supplies	265.33
601-731-52010	Telephone	80.02
601-731-52019	Professional Services	453.00
601-731-52064	Lab Testing	399.00
601-732-52001	Operating Supplies	145.46
601-732-52010	Telephone	133.18
601-732-52019	Professional Services	150.00
603-735-52001	Operating Supplies	244.80
603-736-52010	Telephone	65.95
603-736-52023	Facility Maintenance	120.00
603-737-52010	Telephone	65.97
603-737-52023	Facility Maintenance	120.00
603-738-52010	Telephone	41.47
605-000-52001	Operating Supplies	575.30
701-000-52001	Operating Supplies	972.43
701-000-52010	Telephone	52.05
702-000-52006	Computer Maintenance	187.50
702-000-52010	Telephone	130.48
703-733-52005	Small Equipment	99.00
703-733-52010	Telephone	178.10

Account Summary

Account Number	Account Name	Expense Amount
703-734-52001	Operating Supplies	201.73
703-734-52010	Telephone	208.20
703-734-52019	Professional Services	147.84
704-000-53013	Capital Outlay - Library	213.61
704-000-53026	Capital Outlay - 5th Street...	11,275.59
	Grand Total:	59,915.07

Project Account Summary

Project Account Key	Expense Amount
None	59,915.07
	Grand Total:
	59,915.07



St. Helens, OR

Expense Approval Register

Packet: APPKT00087 - AP 5.8.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Otis, Richard Daniel	INV0000413	05/01/2020	Otis, Richard Daniel	100-000-21400	325.00
SUNSHINE PIZZA	12604	05/04/2020	CATERING EMP. BANQUET	100-702-52028	1,151.50
CHAVES CONSULTING INC	191169	05/04/2020	MONTHLY USER FEE PER USER...	100-702-52019	296.16
ORKIN	196044206	05/04/2020	1810 OLD PORTLAND RD PEST ...	100-709-52023	75.00
EMMERT CHEVERLET BUICK INC	31632	05/04/2020	AUTO REPAIR 2017 CHEV. CAP...	100-705-52001	265.15
ST. HELENS AUTO CENTER	35245	05/04/2020	AUTO REPAIR	100-705-52021	761.56
CINTAS	8404618250	05/04/2020	PARKS FIRST AID CABINET SER...	100-708-52019	36.24
CINTAS	8404618251	05/04/2020	CITY HALL FIRST AID CABINET ...	100-715-52019	139.65
BEMIS	9206	05/04/2020	INSPECTION REQUEST FORM	100-711-52004	230.00
NET ASSETS	95-202004	05/04/2020	ESCROW TITLE SERVICES	100-707-52019	447.00
ERSKINE LAW PRACTICE LLC	INV0000415	05/04/2020	4/16-4/27	100-705-52019	1,315.00
OREGON HUMANE SOCIETY	INV0000418	05/04/2020	RESTITUTION P16-CR-000366 ...	100-000-21000	50.00
SOLUTIONS YES	INV235672	05/04/2020	PRINT CHARGES	100-702-52005	172.39
LAWRENCE OIL COMPANY	019001-2012101	05/05/2020	247749	100-715-52022	18.28
ACE HARDWARE - ST. HELENS	043020203	05/05/2020	MATERIALS ACE ACCT 60174	100-715-52023	26.97
ACE HARDWARE - ST. HELENS	043020204	05/05/2020	MATERIALS ACE ACCT 60176	100-708-52001	219.56
SHRED-IT C/O STERICYCLE INC	8129687548	05/05/2020	CITY HALL SHRED SERVICE	100-715-52019	45.95
TYLER TOLLES	INV0000421	05/05/2020	ST. HELENS BASKETBALL REFE...	100-709-52019	60.00
METRO PLANNING INC	5086	05/06/2020	GIS WEB HOSTING APRIL 2020	100-710-52006	160.00
OREGON STATE BAR	ADV024147	05/07/2020	BULLETIN AD APRIL	100-704-52011	43.50
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7547	100-705-52023	96.59
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	1026	100-705-52023	173.40
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	3955	100-708-52023	255.00
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7636	100-708-52023	242.02
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7598	100-708-52023	467.74
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	5643	100-708-52023	255.00
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	4562	100-708-52023	255.00
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	8716	100-708-52023	375.00
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7056	100-709-52023	96.59
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7539	100-715-52023	96.59
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7601	100-715-52023	355.52
ENTERPRISE FM TRUST	FBN3935333	05/07/2020	LEASE FOR RANGER BUILDING...	100-711-52026	522.55
ASHLEY PATTERSON	INV0000422	05/07/2020	REFUND GAZEBO RENTAL 6/6/...	100-000-35018	25.00
Fund 100 - GENERAL FUND Total:					9,114.71
Fund: 202 - COMMUNITY DEVELOPMENT					
OREGON DEPT. OF ENVIRONM...	HSRAF20-2612	05/04/2020	BOISE PROJECT 163875-00	202-721-52050	192.60
3I CONSULTING, INC	5952	05/07/2020	ST. HELENS INDUSTRIAL BUSIN...	202-722-52019	11,802.73
Fund 202 - COMMUNITY DEVELOPMENT Total:					11,995.33
Fund: 205 - STREETS					
KITTELSON & ASSOCIATES	0109676	05/05/2020	PROJECT 235440 1ST & ST ST. ...	205-000-53001	11,091.63
ACE HARDWARE - ST. HELENS	043020202	05/05/2020	MATERIALS ACE ACCT 60179	205-000-52001	0.80
DAVID EVANS AND ASSOCIATE...	463774	05/05/2020	N VERNONIA RD SIDEWALKS S...	205-000-53019	833.14
Fund 205 - STREETS Total:					11,925.57
Fund: 601 - WATER					
CITY OF COLUMBIA CITY	INV0000414	05/04/2020	001754-001	601-732-52003	80.06
LAWRENCE OIL COMPANY	019001-2012101	05/05/2020	247752	601-732-52022	65.22
ACE HARDWARE - ST. HELENS	04302020	05/05/2020	MATERIALS ACE ACCT 60181	601-731-52001	438.04
HACH	11942455	05/05/2020	REAGENT SET CHLORINE FREE ...	601-731-52001	74.56
HACH	11942455	05/05/2020	REAGENT SET CHLORINE FREE ...	601-732-52023	138.47
ROGERS MACHINERY COMPA...	1220734	05/07/2020	SERVICE	601-732-52019	2,772.18
Fund 601 - WATER Total:					3,568.53

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 603 - SEWER					
BUREAU OF LABOR AND INDS...	INV0000417	05/04/2020	PUBLIC WORKS FEES 2020 SAN...	603-000-53010	250.00
COLUMBIA COUNTY CLERK	INV0000419	05/04/2020	RECORD FEE SWR SERVICE AG...	603-735-52019	106.00
ACE HARDWARE - ST. HELENS	043020205	05/05/2020	MATERIALS ACCT 60180	603-736-52001	13.49
ACE HARDWARE - ST. HELENS	043020205	05/05/2020	MATERIALS ACCT 60180	603-737-52001	13.48
ADVANCED ELECTRICAL	210802	05/05/2020	WWTP ELECTRICAL WORK	603-737-52019	98.00
ADVANCED ELECTRICAL	210834	05/05/2020	WWTP ELECTRICAL WORK	603-736-52019	1,030.56
EUROFINS TESTAMEERICA ASL	7800000961	05/06/2020	QUARTERLY BIOASSAY TESTING	603-737-52064	4,057.50
COLUMBIA RIVER PUD	05042020	05/07/2020	38633 594 S 9 ST POWER	603-737-52003	7,910.29
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	8333	603-736-52003	157.16
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	8333	603-737-52003	157.17
Fund 603 - SEWER Total:					13,793.65
Fund: 605 - STORM					
EAGLE STAR ROCK PRODUCTS ...	37843	05/04/2020	ROCK STORM	605-000-52001	138.29
Fund 605 - STORM Total:					138.29
Fund: 701 - EQUIPMENT					
ACE HARDWARE - ST. HELENS	043020202	05/05/2020	MATERIALS ACE ACCT 60179	701-000-52001	25.84
COLUMBIA RIVER FIRE AND RE...	20-03 MARCH	05/06/2020	SHARED BILLING FOR MAINTA...	701-000-52023	1,746.30
Fund 701 - EQUIPMENT Total:					1,772.14
Fund: 702 - INFORMATION SYSTEMS					
COMCAST	04212020	05/04/2020	COMCAST CABLE 8778108990...	702-000-52003	929.32
COMCAST	INV0000416	05/04/2020	COMCAST CABLE 8778102010...	702-000-52003	108.35
PAGEFREEZER SOFTWARE INC	INV-7639	05/04/2020	WEBSITE ARCHIVING	702-000-52006	3,588.00
TYLER TECHNOLOGIES INC	025-294431	05/05/2020	FINANCIAL MANAGEMENT	702-000-52006	250.00
CENTURY LINK	04252020	05/07/2020	966B	702-000-52010	346.12
CENTERLOGIC INC	59213	05/07/2020	AGREEMENT FULL COMP MSP ...	702-000-52006	1,052.50
CENTERLOGIC INC	59315	05/07/2020	AGREEMENT OFFICE 365	702-000-52006	750.00
CENTERLOGIC INC	59394	05/07/2020	IT SUPPORT	702-000-52019	301.41
CENTERLOGIC INC	59398	05/07/2020	AGREEMENT SECURE BACKUP	702-000-52006	791.00
Fund 702 - INFORMATION SYSTEMS Total:					8,116.70
Fund: 703 - PW OPERATIONS					
CINTAS	8404618252	05/04/2020	FIRST AID CABINET SERVICE	703-734-52019	50.57
LAWRENCE OIL COMPANY	019001-2012101	05/05/2020	247750	703-734-52022	23.37
LAWRENCE OIL COMPANY	019001-2012101	05/05/2020	247748	703-734-52022	609.14
ACE HARDWARE - ST. HELENS	04302020	05/05/2020	MATERIALS ACE ACCT 60181	703-734-52001	146.02
METRO PLANNING INC	5086	05/06/2020	GIS WEB HOSTING APRIL 2020	703-733-52026	185.00
HUDSON GARBAGE SERVICE	APRIL 2020	05/07/2020	7555	703-734-52023	90.49
Fund 703 - PW OPERATIONS Total:					1,104.59
Grand Total:					61,529.51

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	9,114.71
202 - COMMUNITY DEVELOPMENT	11,995.33
205 - STREETS	11,925.57
601 - WATER	3,568.53
603 - SEWER	13,793.65
605 - STORM	138.29
701 - EQUIPMENT	1,772.14
702 - INFORMATION SYSTEMS	8,116.70
703 - PW OPERATIONS	1,104.59
Grand Total:	61,529.51

Account Summary

Account Number	Account Name	Expense Amount
100-000-21000	Court Restitution Paymen...	50.00
100-000-21400	Accounts Payable Pending	325.00
100-000-35018	Park Rental Fees	25.00
100-702-52005	Small Equipment	172.39
100-702-52019	Professional Services	296.16
100-702-52028	Projects & Programs	1,151.50
100-704-52011	Public Information	43.50
100-705-52001	Operating Supplies	265.15
100-705-52019	Professional Services	1,315.00
100-705-52021	Equipment Maintenance	761.56
100-705-52023	Facility Maintenance	269.99
100-706-52003	Utilities	59.80
100-707-52019	Professional Services	447.00
100-708-52001	Operating Supplies	219.56
100-708-52019	Professional Services	36.24
100-708-52023	Facility Maintenance	1,849.76
100-709-52019	Professional Services	60.00
100-709-52023	Facility Maintenance	171.59
100-710-52006	Computer Maintenance	160.00
100-711-52004	Office Supplies	230.00
100-711-52026	Equipment Fund Charges	522.55
100-715-52019	Professional Services	185.60
100-715-52022	Fuel/Oil	18.28
100-715-52023	Facility Maintenance	479.08
202-721-52050	Community Wide Assess...	192.60
202-722-52019	Professional Services	11,802.73
205-000-52001	Operating Supplies	0.80
205-000-53001	Capital Outlay	11,091.63
205-000-53019	North Vernonia Improve...	833.14
601-731-52001	Operating Supplies	512.60
601-732-52003	Utilities	80.06
601-732-52019	Professional Services	2,772.18
601-732-52022	Fuel / Oil	65.22
601-732-52023	Facility Maintenance	138.47
603-000-53010	Sewer Main Replacement	250.00
603-735-52019	Professional Services	106.00
603-736-52001	Operating Supplies	13.49
603-736-52003	Utilities	157.16
603-736-52019	Professional Services	1,030.56
603-737-52001	Operating Supplies	13.48
603-737-52003	Utilities	8,067.46
603-737-52019	Professional Services	98.00
603-737-52064	Lab Testing	4,057.50
605-000-52001	Operating Supplies	138.29
701-000-52001	Operating Supplies	25.84
701-000-52023	Facility Maintenance	1,746.30

Account Summary

Account Number	Account Name	Expense Amount
702-000-52003	Utilities	1,037.67
702-000-52006	Computer Maintenance	6,431.50
702-000-52010	Telephone	346.12
702-000-52019	Professional Services	301.41
703-733-52026	Equipment Fund Charges	185.00
703-734-52001	Operating Supplies	146.02
703-734-52019	Professional Services	50.57
703-734-52022	Fuel / Oil	632.51
703-734-52023	Facility Maintenance	90.49
	Grand Total:	61,529.51

Project Account Summary

Project Account Key	Expense Amount
None	61,529.51
	Grand Total:
	61,529.51



St. Helens, OR

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
JORDAN RAMIS PC ATTORNEYS..	168437	05/11/2020	TOPAZ ETHICS COMPLAINT	100-715-52049	255.00
JORDAN RAMIS PC ATTORNEYS..	168434	05/12/2020	GENERAL	100-701-52019	5,017.00
JORDAN RAMIS PC ATTORNEYS..	168435	05/12/2020	PLANNING	100-710-52019	300.00
LEAGUE OF OREGON CITIES	6489	05/12/2020	JOB POSTING POLICE OFFICER	100-705-52014	20.00
METRO PRESORT	IN622991	05/12/2020	UB BILL PRINTING	100-707-52008	3,540.16
ANA HADAR-ZIADY	MAY 2020	05/12/2020	COUNCIL DONATION	100-703-52041	500.00
TVW INC	MAY 2020	05/12/2020	POLICE	100-705-52023	810.38
TVW INC	MAY 2020	05/12/2020	COL CENTER	100-706-52023	1,521.19
TVW INC	MAY 2020	05/12/2020	REC CENTER	100-709-52023	123.19
COLUMBIA COUNTY CLERK	MAY 2020	05/12/2020	RECORD ACCESS UTILITY EASE...	100-710-52011	191.00
TVW INC	MAY 2020	05/12/2020	CITY HALL	100-715-52023	1,767.78
RUBENS LAWN SERVICE	0003054	05/14/2020	MONTHLY LAWN SERVICE	100-705-52023	80.00
MEREDITH READING FITNESS &..	05142020	05/14/2020	MARCH 5 YOGA CLUB SHMS	100-709-52019	22.50
BECKY JESSE	05142020	05/14/2020	CREDIT BASKETBALL COACHI...	100-709-52019	65.00
THE LAW OFFICES OF JOSEPH D..	1234	05/14/2020	DEVON ROYEA	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1235	05/14/2020	DEVON ROYEA	100-704-52019	200.00
WAYNE MARTIN FLORRING INC	1923	05/14/2020	COMMERCIAL REMODEL LIBR...	100-706-52023	1,458.00
WAYNE MARTIN FLORRING INC	1925	05/14/2020	AUDITORIUM CARPET	100-706-52023	516.00
WAYNE MARTIN FLORRING INC	1932	05/14/2020	ENTRY WAYS LIBRARY	100-706-52023	836.00
INGRAM LIBRARY SERVICES	44993619	05/14/2020	BOOKS / AUDIO BOOKS	100-000-21300	41.68
INGRAM LIBRARY SERVICES	44993620	05/14/2020	BOOKS / AUDIO BOOKS	100-706-52033	154.61
INGRAM LIBRARY SERVICES	44993621	05/14/2020	BOOKS / AUDIO BOOKS	100-706-52033	36.33
INGRAM LIBRARY SERVICES	45547162	05/14/2020	BOOKS / AUDIO BOOKS	100-706-52033	587.25
INGRAM LIBRARY SERVICES	45547164	05/14/2020	BOOKS / AUDIO BOOKS	100-706-52035	296.59
DEPARTMENT OF TRANSPORT...	L0011717674	05/14/2020	DMV SERVICES	100-705-52024	57.50
TYLER TOLLES	MAY2020	05/14/2020	ST. HELENS BASKETBALL REFE...	100-709-52019	180.00
RICOH USA INC	103617705	05/08/2020	POLICE EQUIPMENT LEASE 14...	100-705-52023	234.43
U.S BANK EQUIPMENT FINANCE	413343476	05/08/2020	CONTRACT PAYMENT 500052...	100-707-52005	99.00
WEX BANK	65005241	05/08/2020	FUEL PURCHASES	100-705-52022	1,229.63
SHRED-IT C/O STERICYCLE INC	8129689758	05/08/2020	POLICE DEPT SHRED SERVICE	100-705-52019	71.07
LAND DEVELOPMENT SERVICES	FEB 2020	05/08/2020	INSPECTIONS	100-711-52015	2,512.50
SOLUTIONS YES	INV236420	05/08/2020	PRINT CHARGES CITY HALL PRI...	100-704-52005	29.64
LAND DEVELOPMENT SERVICES	MAR 2020	05/08/2020	INSPECTIONS	100-711-52015	1,725.00
Fund 100 - GENERAL FUND Total:					24,678.43
Fund: 201 - VISITOR TOURISM					
E2C	4393	05/14/2020	STAFF, ADVERTISING, QUIPM...	201-000-52059	3,263.79
Fund 201 - VISITOR TOURISM Total:					3,263.79
Fund: 202 - COMMUNITY DEVELOPMENT					
MAUL FOSTER ALONGI INC	38855	05/11/2020	GOVERNANCE AND PUBLIC EN...	202-721-52019	355.00
MAUL FOSTER ALONGI INC	38855	05/11/2020	COMMUNITY WIDE ASSESSM...	202-721-52050	10,094.18
MAUL FOSTER ALONGI INC	38855	05/11/2020	IGA PHASE 1 LAGOON REPUR...	202-722-52019	21,383.75
MAUL FOSTER ALONGI INC	38855	05/11/2020	BWP ON CALL SERVICES	202-722-52019	185.00
COLUMBIA PACIFIC EDD	4	05/11/2020	GM FOOD BANK WORK JAN -...	202-721-52096	1,162.50
MASON BRUCE & GIRARD INC	27171	05/12/2020	FOREST MANAGEMENT 01031...	202-724-52019	15,776.08
PORTLAND GENERAL ELECTRIC	MAY 2020	05/12/2020	4854421000	202-722-52003	41.68
BOISE WHITE PAPER LLC	05152020	05/14/2020	50 % REVENUE FROM BOISE P...	202-722-55001	15,000.00
TIBERLUS SOLUTIONS LLC	1468	05/14/2020	FINANCE CUNSLTANT	202-721-52051	1,035.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					65,033.19
Fund: 601 - WATER					
C & M EXCAVATION & TILLITIES..	1	05/11/2020	N 7TH N 9TH WATERLINE IMP...	601-000-53001	171,586.15
RAILROAD MANAGEMENT CO...	417758	05/14/2020	WATER PIPELINE CROSSING	601-731-52060	258.95
Fund 601 - WATER Total:					171,845.10

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 603 - SEWER					
ADVANCED ELECTRICAL	210840	05/14/2020	ELECTRIC WORK PUMP ST ALA...	603-738-52019	309.00
OREGON DEPT. OF ENVIRONM...	WQ21WSC-0300	05/08/2020	FEE OAR 3400490065 2 DRY W...	603-737-52066	1,840.00
Fund 603 - SEWER Total:					2,149.00
Fund: 701 - EQUIPMENT					
COLUMBIA FEED AND SUPPLY	25028	05/12/2020	MATERIALS	701-000-52001	734.05
LAWSON PRODUCTS	9307557521	05/08/2020	MATERIALS	701-000-52001	194.21
Fund 701 - EQUIPMENT Total:					928.26
Fund: 702 - INFORMATION SYSTEMS					
VERIZON	9853608254	05/12/2020	CELL SERVICE ACCT 242060134..	702-000-52010	169.32
CENTURY LINK	MAY 2020	05/12/2020	632B	702-000-52010	40.48
COMCAST	05012020	05/08/2020	REC ACCT 8778 10 201 0914924	702-000-52003	168.40
Fund 702 - INFORMATION SYSTEMS Total:					378.20
Fund: 703 - PW OPERATIONS					
LAKESIDE INDUSTRIES INC	121105	05/12/2020	EZ STREET ASPHALT	703-734-52001	1,055.06
JORDAN RAMIS PC ATTORNEYS..	168436	05/12/2020	PUBLIC WORKS ENGINEERING	703-733-52019	560.00
Fund 703 - PW OPERATIONS Total:					1,615.06
Fund: 704 - FACILITY MAJOR MAINTNANCE					
PEAK ELECTRIC GROUP LLC	20446	05/11/2020	CITY HALL ELECTRIC WORK	704-000-53018	940.00
WAYNE MARTIN FLORRING INC	1922	05/14/2020	LOBBY AND HALL CARPET	704-000-53013	8,171.00
WAYNE MARTIN FLORRING INC	1924	05/14/2020	ARMSTRONG ROOM CARPET	704-000-53013	3,125.00
WAYNE MARTIN FLORRING INC	1925	05/14/2020	AUDITORIUM CARPET	704-000-53013	8,317.00
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					20,553.00
Grand Total:					290,444.03

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	24,678.43
201 - VISITOR TOURISM	3,263.79
202 - COMMUNITY DEVELOPMENT	65,033.19
601 - WATER	171,845.10
603 - SEWER	2,149.00
701 - EQUIPMENT	928.26
702 - INFORMATION SYSTEMS	378.20
703 - PW OPERATIONS	1,615.06
704 - FACILITY MAJOR MAINTNANCE	20,553.00
Grand Total:	290,444.03

Account Summary

Account Number	Account Name	Expense Amount
100-000-21300	Library Replacement Fines	41.68
100-701-52019	Professional Services	5,017.00
100-703-52041	Community Support Funds	500.00
100-704-52005	Small Equipment	29.64
100-704-52019	Professional Services	400.00
100-705-52014	Recruiting Expenses	20.00
100-705-52019	Professional Services	71.07
100-705-52022	Fuel / Oil	1,229.63
100-705-52023	Facility Maintenance	1,124.81
100-705-52024	Miscellaneous	57.50
100-706-52023	Facility Maintenance	4,331.19
100-706-52033	Printed Materials	778.19
100-706-52035	Audio Materials	296.59
100-707-52005	Small Equipment	99.00
100-707-52008	Printing	3,540.16
100-709-52019	Professional Services	267.50
100-709-52023	Facility Maintenance	123.19
100-710-52011	Public Information	191.00
100-710-52019	Professional Services	300.00
100-711-52015	Intergovernmental Servic...	4,237.50
100-715-52023	Facility Maintenance	1,767.78
100-715-52049	Litigation Settlement	255.00
201-000-52059	Events - General	3,263.79
202-721-52019	Professional Services	355.00
202-721-52050	Community Wide Assess...	10,094.18
202-721-52051	Urban Renewal	1,035.00
202-721-52096	CDBG Grant Expenses	1,162.50
202-722-52003	Utilities	41.68
202-722-52019	Professional Services	21,568.75
202-722-55001	Principal	15,000.00
202-724-52019	Professional Services	15,776.08
601-000-53001	Capital Outlay	171,586.15
601-731-52060	Lease	258.95
603-737-52066	Permit Fees	1,840.00
603-738-52019	Professional Services	309.00
701-000-52001	Operating Supplies	928.26
702-000-52003	Utilities	168.40
702-000-52010	Telephone	209.80
703-733-52019	Professional Services	560.00
703-734-52001	Operating Supplies	1,055.06
704-000-53013	Capital Outlay - Library	19,613.00
704-000-53018	Capital Outlay - City Hall	940.00
Grand Total:	290,444.03	

Project Account Summary

Project Account Key	Expense Amount
None	290,444.03
Grand Total:	290,444.03