



CITY COUNCIL WORK SESSION

Wednesday, February 20, 2019

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. **Call Work Session to Order - 1:00 p.m.**
2. **Visitor Comments - Limited to five (5) minutes per visitor**
3. **Discussion Topics**
 - 3.A. Chamber of Commerce Semi-Annual Report - Simon Date
 - 3.B. Auditor's Annual Report - Kenny with Pauly Rogers and Co, PC
 - 3.C. Municipal Judge's 2nd Quarter Report - Judge Amy Lindgren
[03c. St. Helens Municipal Court Feb 2019 Summary.pdf](#)
 - 3.D. Prosecutor's 2nd Quarter Report - Sam Erskine
 - 3.E. Discuss Draft Changes to Council Operating Rules & Procedures
[03e. City Council Operating Rules and Procedures DRAFT 01312019.pdf](#)
 - 3.F. Discuss Draft Changes to Council Governing Policy
[03f. Governing Policy 2019 DRAFT.pdf](#)
 - 3.G. Discuss Possible Local Legal Counsel

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

**Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.**

4. **Department Reports**

4.A. Administration/Community Development Department Report

[04. ADMIN Dept Report.pdf](#)

4.B. Public Works Department Report

[04. PW Dept Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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PO Box 278, St. Helens, OR 97051
Phone: 503.397.6272 Fax: 503.366.7932
www.ci.st-helens.or.us

February 14, 2019

MUNICIPAL COURT UPDATE

1. Collaboration with Columbia Community Mental Health (CCMH)

- a. **Problem:** Many of the resolved cases require assessments for substance abuse and mental health and subsequent treatment as a condition of probation. We found that oftentimes when the court orders an assessment there was no follow through. Additionally, even if the individual obtains an assessment, there was little communication between the treatment provider and the court to ensure compliance with the treatment recommendations.
- b. **Solution:** St. Helens Municipal Court and CCMH have collaborated to offer in-house assessments for substance abuse and mental health ordered by the court. Assessments will take place in City Hall by a mental health counselor with dual-diagnosis certification. The counselor will conduct the assessment with the defendant and come up with a treatment plan that will be shared with the court.
 - i. Assessments will be offered bi-monthly. The court will order a defendant to attend the assessment on a specific day and time. The treatment plan will be developed and the client will be referred to specific areas of treatment offered by CCMH.
 - ii. CCMH will report to the court monthly regarding the client's progress.
 - iii. Assessments will be available for all non-DUII Diversion cases initially.

2. Court Hearings

- a. **Probation Review Hearings:** At the time of a plea and sentencing, a defendant leaves with conditions of probation. Generally, the terms include treatment, community services, and mandatory classes. At the suggestion of Judge Grant, the court now holds "probation review" hearings on Thursday mornings. A defendant is ordered to return within a few months with proof of completion or an update regarding their

progress. In the last few weeks, defendants have had tremendous success in completing the terms of probation.

- b. **Backlog:** A significant backlog remains due to personnel issues. Melanie Payne and April Messenger are working diligently to get the cases back on track. I expect clearance rates to increase significantly as the cases are worked through.
- c. **Trial Settings:** There are a significant number of cases set for trial. This is attributable to a number of factors outlined below. I expect that many of the cases will resolve before trial.
 - i. First, this is the natural progress of the cases that Mr. Erskine worked after reviewing the boxes of files left by the former prosecutor. Trial settings are higher than prior years because the cases are now being attended.
 - ii. Second, rather than “negotiating” a case at arraignment, a defendant is now being appointed an attorney. This allows a defendant to review police reports, and he/she can fully assess and understand the consequences of a plea offer or trial. In turn, people are exercising their constitutional right to trial.
 - iii. Third, many of the cases that are set end up resulting in a plea prior to trial. Each case is set for a “trial status” hearing approximately 4 weeks before the trial date. Many of the cases resolve at that hearing.

3. 2019 Goals

- a. **Backlog:** The primary goal is to clear all backlog by inputting all the cases in the current software system to prepare for new system and send all outstanding cases to collections by June 2019.
- b. **Staff:** Review job descriptions and hire additional staff, if necessary, once new system is in place.
- c. **Electronic Citations:** Work with police department for electronic citations for traffic and criminal matters.

**City of St. Helens
CITY COUNCIL
OPERATING RULES AND PROCEDURES**

Revised DRAFT last updated January 31, 2019

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SECTION I – AUTHORITY

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter ~~III IV~~, Section 13.

SECTION II – OFFICERS OF THE CITY COUNCIL

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council. With the consent of the council, and following the procedures of the council, appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the government.
2. ~~President of the Council~~ **President** – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor’s absence.

SECTION III –MEETINGS OF THE CITY COUNCIL

1. Meetings

All meetings of the council or the boards, committees, and commissions of the city shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

A. Regular Meetings

The regular meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the council shall meet on the next following regular business day. Unless otherwise noticed, regular meetings shall be held on the days appointed at 7:~~30~~00 p.m.

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its regular meetings for the year.

B. Special Meetings

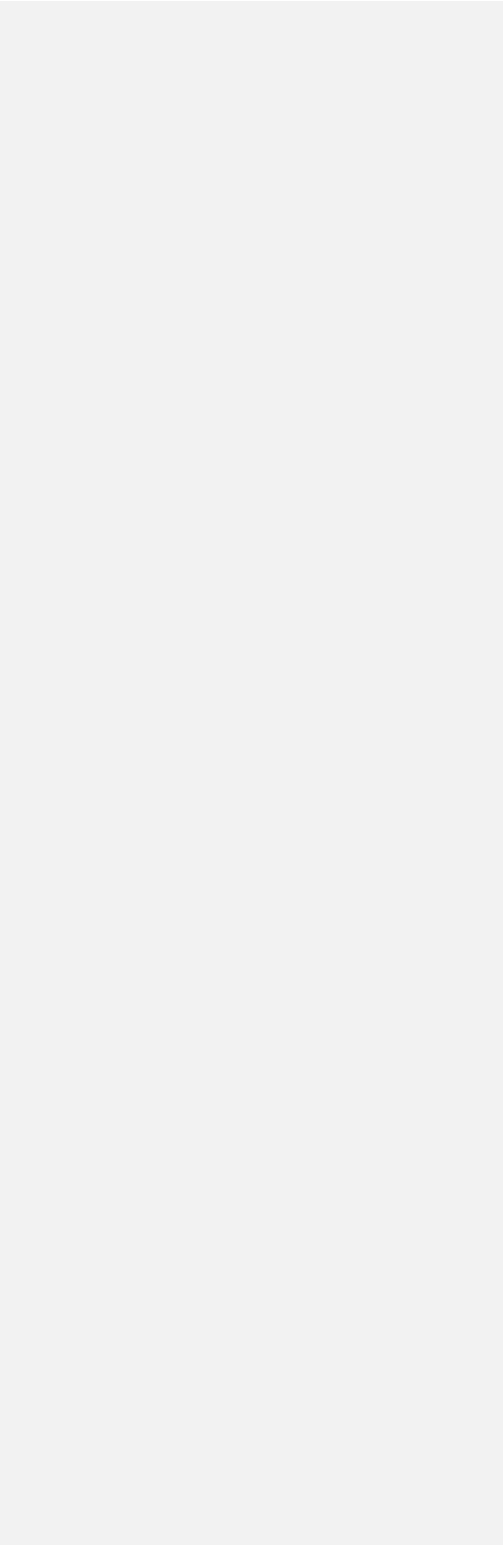
A special meeting may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media and all members of the council at least 24 hours in advance of the time of said meeting, and the council may consider and act only upon such matters as contained in the written notice.

C. Work Session Meetings

Regular work sessions of the council shall be on the first and third Wednesdays of each month, unless otherwise noticed, and shall be held on the days appointed at ~~12~~1:00 p.m. ~~Meetings shall end not later than 4:00 p.m. unless the council by a two thirds vote of those present extends the meeting a time certain.~~ At such work sessions no final decisions may be made or action taken. Work Sessions shall begin with visitor’s comments to provide the public with an opportunity to address the City Council.

Commented [JW1]: We currently do not have a time cap on meeting length nor take specific action to extend meetings past 4pm. Consider removing

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its work session meetings for the year.



D. Adjourned Meetings

At any regular or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

E. Public Hearings

The regular public hearings of the council shall be on the first and third Wednesdays of each month, unless otherwise arranged, and shall be held on the days appointed between 6:00 p.m. and 7:~~30-00~~ p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the council’s regular meeting at 7:~~30-00~~ p.m. At public hearings, no final decisions may be made or action by the Council.

F. Public Forums

~~Monthly public forums will normally be scheduled the first Wednesday of each month beginning at 6:00 p.m.~~ Public forums are ~~topic specific~~ to provide the public an opportunity to receive topic specific information and provide input and testimony. Public forums will be held in City Hall or such other locations as may be determined by the Council

Commented [JW2]: This change removes the first Wednesday and provides forums to be located outside City Hall should such occasion necessitate.

G. Emergency Meetings

Emergency meetings are special meetings called on less than twenty-four (24) hours’ notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by telephone or facsimile.

H. Executive Sessions

All executive sessions of the Council shall be called and conducted in accordance with the Oregon Open Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular meetings of the council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

2. Meeting Place

All Council meetings shall be held in the City Hall or such other location as may be determined by the Council.

3. Quorum

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

4. Attendance

The Mayor and Councilors are expected to attend all Council meetings and work sessions. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent’s unexcused absence from the City for 30 days without the consent of the Council or upon his/her absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings and work sessions may be granted on a case by case basis.

A Councilor who is unavailable in person may participate in work sessions and regular meetings by conference phone if approved by the Mayor and two members of the Council. If telephonic participation is approved, the Councilor would be considered in attendance.

5. Ordinances

Every ordinance shall be enacted in accord with Chapter ~~VIII-IV~~ of the St. Helens City Charter. The enacting clause of all ordinances shall be “The City of St. Helens ~~does ordains~~ as follows:”. Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and three copies are provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the Recorder shall sign it with the date of its passage and his/her name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of his/her signature, name and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30th) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

6. Resolutions

Every resolution shall be enacted in accord with Chapter V of the St. Helens City Charter. The enacting clause of all resolutions shall be “The City of St. Helens resolves as follows:”.

A resolution or any other council administrative decision requires approval of the council. Any substantive amendment must be read aloud or made available in writing to the public prior to adoption. After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

Commented [JW3]: Current council rules do not specifically address Resolutions. Charter language added.

6.7. Procedures

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, city code and these operating rules and procedures.

7.8. Voting

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for and those voting against.

8.9. Decorum

The presiding officer of the council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council, and shall be responsible for assigning to the Sergeant-at-Arms his or her duties and station. The Chief of Police, or such member of the Police Department as he/she shall designate, shall be Sergeant-at-Arms of the Council. He/she shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum and to enforce the rules of conduct as directed by the presiding officer. ~~Sergeant at Arms shall be present at all scheduled meetings and where a quorum exists.~~

Commented [JW4]: All meeting may not require a sergeant at arms and the presiding officer can make that determination. Consider deleting.

Presiding Officer

Mayor – The Mayor shall preside over Council deliberations and serves as the political head of the government. He/she shall have a vote on all questions before the Council. He/she shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the council, and following the procedures of the council, the mayor appoints members of commissions and committees established by ordinance or resolution.

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Council President – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a president from its membership. In the Mayor’s absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of his office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the council is present, the senior member of the council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the council, council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

9.10. Record of Proceedings

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

10.11. Order of Business

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City ~~Recorder-Administrator and/or his/her designee, typically City Recorder, from-for~~ the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular meeting.
- All items directed by the Mayor or a member of the Council to be listed on the agenda. The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City ~~Recorder~~Administrator.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council or the City ~~Recorder~~Administrator, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.

Commented [JW5]: In 2007 the council created the position of City Administrator Chapter 2.12. In this section there is a reference to the City Administrator position being held by the City Recorder which creates something of a circular reference. The City has both positions and the adopted organizational chart clearly shows the Recorder position within the Administration department. Purpose change is to align with org chart.

~~11-~~Correspondence, petitions or other written material that concerns items that are or may be on the agenda may be submitted to the City ~~Recorder’s-Administrator’s~~ Office at any time, but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City ~~Recorder~~ Administrator may hold agenda items to have an appropriate study made of the issue, question or request.

Any material submitted without the author's name and address will not be put on the Council agenda. Substantive matters arising under "~~Topics From The Floor~~ Visitor Comments" will be referred to the City ~~Recorder~~ Administrator for study.

Commented [JW6]: Topic from the floor is replaced with Visitor Comments to reflect current practices.

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12. Agendas and Supportive Material

The City Administrator or his/her designee, typically City Recorder, shall provide copies of public records to any person so requesting that material, in compliance with the Oregon Revised Statutes, Public Records Law. A fee for copies may be charged based upon the cost of copying plus a reasonable administrative fee based on actual cost, which fees shall be adopted by Council resolution.

Copies of the supportive agenda material will be available to the media, and upon request, to members of the public at the time distributed to the Council, except for those items exempt from disclosure under the Public Records Law.

17. Appointing Committees

All committees, boards and commissions not required by State law to be appointed by the Council shall be appointed by the Mayor. After the committees have been formally announced they cannot be changed except at a regular meeting of the Council. Appointments shall be made to as an agenda item for the meeting at which the appointment is to be made.

18. Council Liaisons

The Mayor, or the presiding officer in the Mayor's absence, will appoint council members liaison appointments to City departments, programs or boards and commissions. Liaisons will act as a communication link to the council and kept the council informed of their department's activities. Council members will not substitute appointments or attendance at meetings without approval of the Mayor or presiding officer.

Commented [JW7]: Council rule create Council "Liaisons" while the Governing Policy creates Council "oversight" Is this intentional or oversight? Needs clarification. Charter prescribes all Powers held by the Council not individual members. Need clarification of oversight purpose.

SECTION IV – CONDUCT AT MEETINGS

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and council are encouraged to explain their rationale for votes during council meetings.
4. Public Debate and Testimony:
 - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
 - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
 - Unless otherwise directed, persons addressing the Council shall limit their remarks to 5 minutes.
 - A person may request additional time subject to approval of the presiding officer.
 - Questions and discussions by audience members shall be directed to the presiding officer.
 - Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.
 - Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, "Visitors Comments" unless specifically permitted by the presiding officer.

- All persons addressing the Council shall do so from the podium after first having clearly stated their name and address for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

5. Identification of Fiscal Impact of Policy Decisions

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the budget committee as to how the program or policy is to be funded. When the City council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

~~As used in this section, the term “program or policy with significant revenue implications” includes an ordinance or a resolution in which implementation may entail expenditures in any budget year in excess of one and one-half percent (1.5%) of the City’s annual General Fund budget, and which may require increasing existing taxes or fees or imposition of new taxes or fees.~~

Commented [JW8]: Fiscal impacts to Council decision making are typically brought with justification from the City Administrator, Finance Director or Department Heads as part of the Staff recommendation. As written the 1.5% GF metric may not be applicable to the city’s enterprise or special revenue fund. Consider revising

7.6. Reconsidering a Vote

A motion to reconsider a vote can be made only once and at the session at which the motion or matter was adopted, or at the next meeting of the council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

8.7. Miscellaneous Provisions

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on city-related business. The following expenditure categories qualify for reimbursement under the above procedure:
 - Reasonable Out of town travel expenses including mileage, meals, and lodging.
 - ~~Long distance telephone costs.~~
 - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the City Recorder. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or his/her designee shall act as the City ombudsman for City business and affairs.

Commented [JW9]: The City has not provided reimbursement to Councilors for additional cellular costs and a stipend for phone use may result undesired public disclosure matters.

CITY OF ST. HELENS

GOVERNING POLICY

~~DRAFT - Revised January 31, 2019~~

1. **Purpose:** The purpose of this policy is to establish guidelines for collaborative administrative decision-making and a governing structure to be used by City Councilors and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City ~~Council shall operate based on a combination of forms of government, s~~ Subject to the allocation and delegation of authorities herein, ~~the City Council shall act as a commission with each Councilor, acting as a commissioner, assigned to oversee the activities of one or more City departments. The shall delegate the~~ City Administrator ~~shall coordinate the~~ supervise and coordinate the activities of all departments, ~~supervisor the Administrative Department,~~ and coordinate the collaborative process described below.
3. **Collaborative Decision-Making:** This process applied to administrative decision-making regarding department-level matters. Routine and emergency decisions applying adopted City policies shall be made by Department Heads. Decisions requiring policy interpretation or development shall be made in a collaborative process involving discussion and resolution between the Councilor liaison assigned to the department, the City Administrator, and the Department Head. Issues that cannot be resolved by consensus in the collaborative process shall be referred to the Council.
4. **Personnel Supervision and Discipline:** Subject to the City's adopted personnel rules, supervisory authority shall be as follows:
 - a. Employees of departments shall be supervised by the Department Head, including discipline not involving termination.
 - ~~a.b. Department heads shall be supervised by the City Administrator, including discipline not involving termination.~~
 - ~~b.c. Department Heads and the City Administrator shall be supervised by the Councilor or Mayor charged with department oversight of each department. Decisions regarding hiring and termination of Department Heads and the City Administrator shall be the responsibility of the Council.~~
 - ~~c.d. Decisions regarding hiring and termination of department employees shall be made using the collaborative process. Such decisions that lack concurrence of the collaborative group shall be referred to the Council.~~
5. **Personnel Evaluations:** Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:
 - a. Department employees shall be evaluated by their supervisors subject to review and approval by each Department Head.
 - b. Department Heads shall be evaluated by the assigned Councilor liaison and the City Administrator.
 - c. The City Administrator shall be evaluated by the ~~City Council Mayor, each Councilor and each Department Head.~~
 - ~~d. The Municipal Judge and the City Attorney shall be evaluated by the Mayor, each Councilor and the City Administrator.~~
 - e. Evaluations shall be written in a form approved by the Council.
 - f. Upon completion, evaluations ~~of department employees~~ shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files.

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Commented [JW1]:

One of the tenants of effective City Management separates Governing Policy from Administrative decision making processes. St. Helens, primarily through its Governing Policy, blends the Council's Policy role with a hand in the administration and daily operation of the City. This goes against the conventional wisdom and best governing practices.

The Charter provides that all powers are held by the Council. The Council rules (18.) set forth the Mayor's appointment of Council liaisons to serve as a communication link between departments, programs and commissions. The current Governing policy changes the Governing rules Liaison responsibility to "oversee" these functions. The web definition of "oversee" is to supervise, manage, organize and direct. The current practice has generally been to let the City Administrator and Department Heads manage the City's administrative affairs with regular communication between the Council and individual Department "liaisons". Having multiple persons "in charge" is problematic though the collaborative decision making process does provide a dispute resolution process. Consider revising.

Commented [JW2]: Most City Councils evaluate the Manager/Administrator collectively rather than individually which can be done in executive session.

Commented [JW3]: Department Heads have not been evaluating the City Administrator nor has the City Administrator formally evaluated Department Heads. This practice is termed 360 evaluation and there are pros and cons to implementing this review process. Review the 360 factors and implement or revise if appropriate.

Commented [JW4]: In most organizational charts the City Attorney and Municipal Judge report directly to the Council. It may be inappropriate to have City Administrator formally evaluate Judge

~~g. Evaluations of Department Heads, City Administrator, Municipal Judge and City Attorney shall be submitted to the Council President, and the Council President shall compile evaluations for submission of consolidated evaluations to the Council for approval.~~

~~h.g. Approved evaluations shall be communicated to each employee, judge or attorney in a manner determined by the Council, and retained by the City Administrator.~~

Commented [JW5]: The Judge, Prosecutor, and several City Attorneys are contract positions. Evaluations may better tied to contract renewals or extensions rather than through this policy document.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

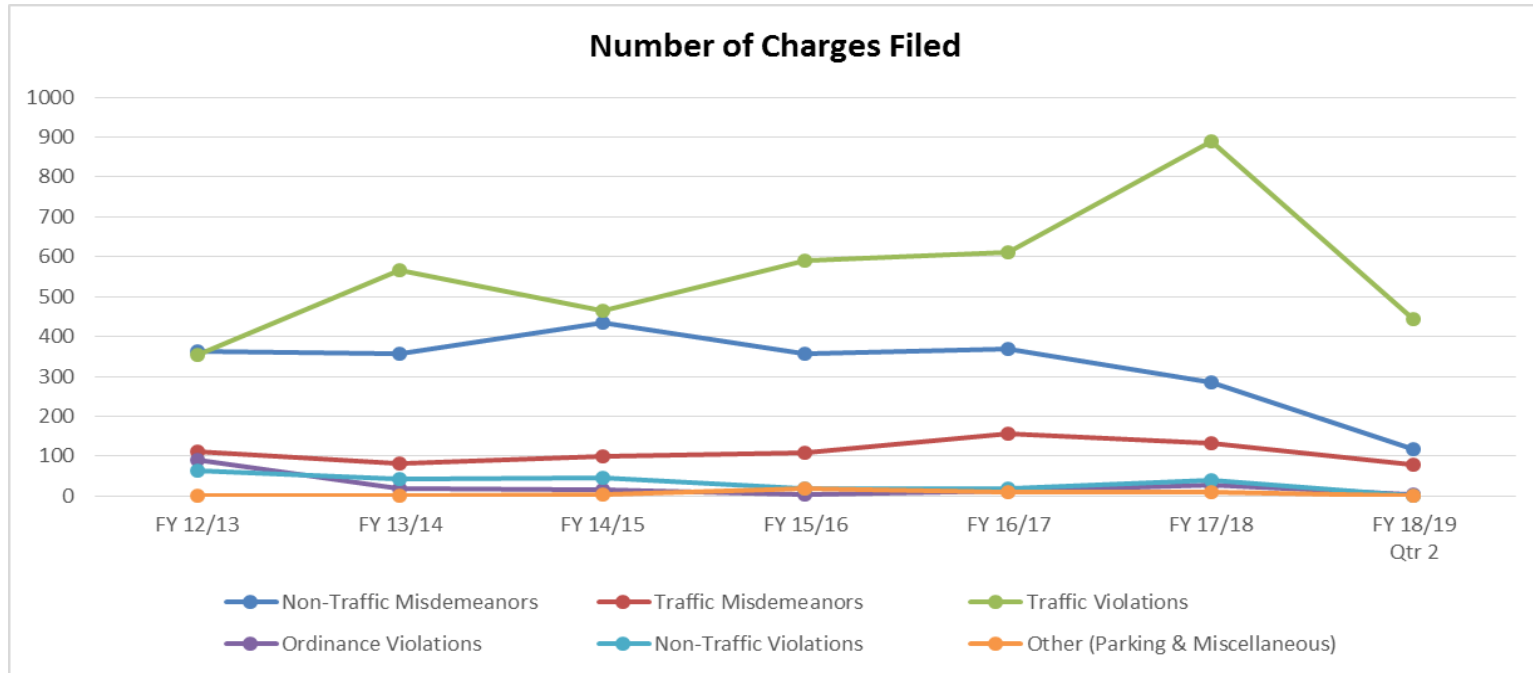
Date: February 20, 2019

2nd Quarter Municipal Court Report attached.

Business License Reports attached.

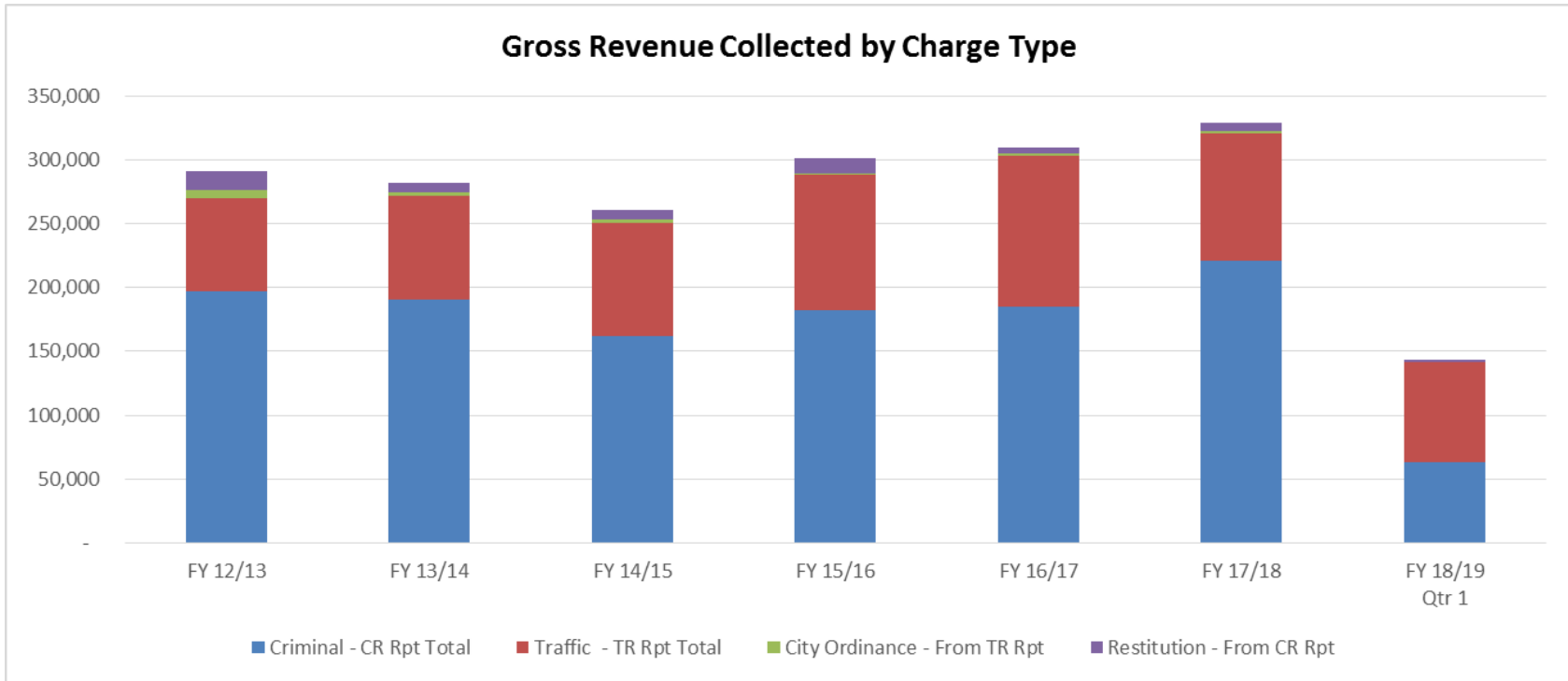
TO: City Councilors & City Administrator
 RE: Municipal Court Report – 10/01/18 through 12/31/18

CHART 1: NUMBER OF CHARGES FILED



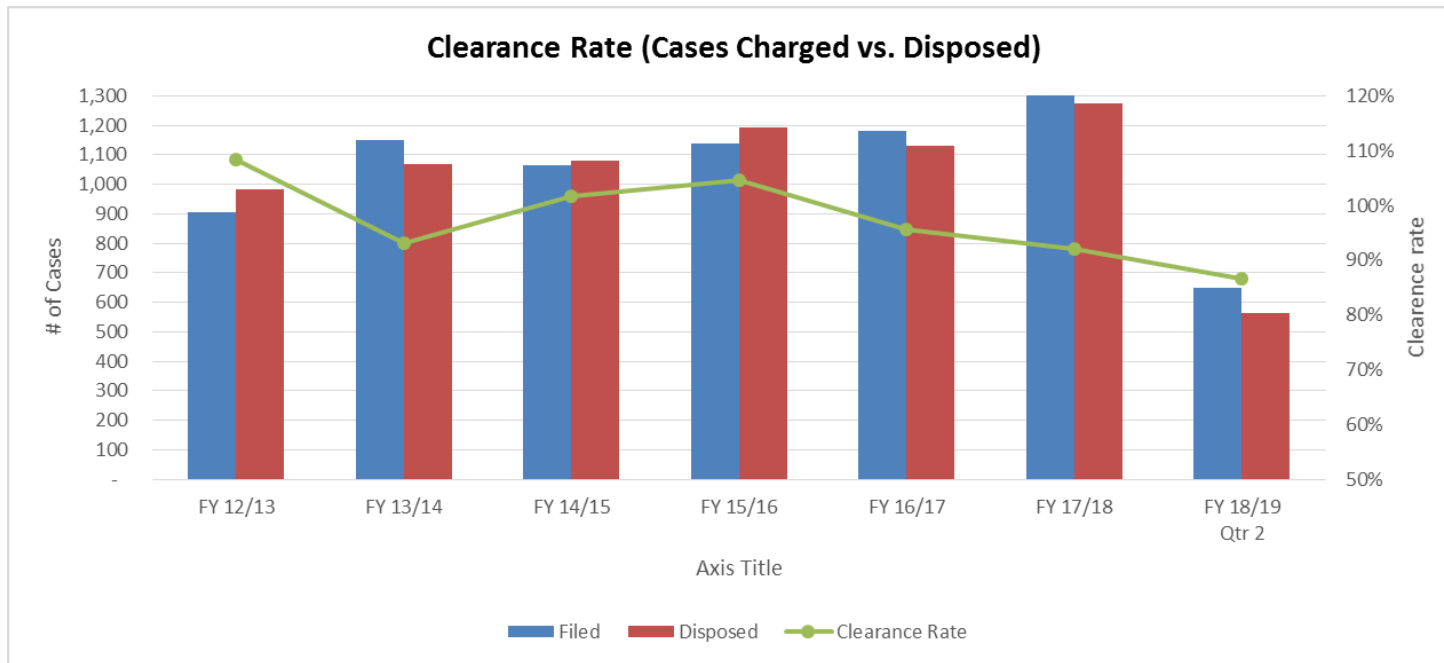
| Charges Filed | FY 12/13 | FY 13/14 | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 Qtr 2 | FY 18/19 EST. YE |
|--|------------|--------------|--------------|--------------|--------------|--------------|----------------|------------------|
| Non-Traffic Misdemeanors | 362 | 358 | 434 | 357 | 369 | 285 | 119 | 238 |
| Non-Traffic Violations | 64 | 43 | 45 | 19 | 19 | 41 | 1 | 2 |
| Traffic Misdemeanors | 111 | 82 | 101 | 109 | 158 | 132 | 80 | 160 |
| Traffic Violations | 353 | 565 | 464 | 589 | 610 | 890 | 444 | 888 |
| Municipal Code Misdemeanors | 0 | 3 | - | - | - | - | - | - |
| Ordinance Violations | 92 | 19 | 16 | 5 | 14 | 27 | 4 | 8 |
| Other (Parking & Miscellaneous) | 0 | 0 | 3 | 19 | 11 | 10 | 2 | 4 |
| Sub Totals: | | | | | | | | |
| Misdemeanors | 473 | 443 | 535 | 466 | 527 | 417 | 199 | 398 |
| Violations | 509 | 627 | 528 | 632 | 654 | 968 | 451 | 902 |
| Total Cases Filed | 982 | 1,070 | 1,063 | 1,098 | 1,181 | 1,385 | 650 | 1,300 |

CHART 2: GROSS REVENUE COLLECTED BY TYPE



| Charge Type | FY 12/13 | FY 13/14 | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 Qtr 1 | FY 18/19 EST. YE |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Criminal - CR Rpt Total | 196,777 | 190,807 | 161,841 | 182,613 | 185,258 | 220,674 | 62,844 | 125,689 |
| Traffic - TR Rpt Total | 73,038 | 80,710 | 88,564 | 105,509 | 118,375 | 100,220 | 78,667 | 157,334 |
| City Ordinance - From TR Rpt | 6,505 | 3,144 | 2,507 | 1,349 | 1,684 | 1,716 | 63 | 126 |
| Restitution - From CR Rpt | 15,198 | 7,775 | 7,837 | 12,049 | 4,522 | 6,540 | 1,582 | 3,164 |
| Total collected | 291,517 | 282,436 | 260,748 | 301,520 | 309,839 | 329,150 | 143,157 | 286,313 |

CHART 3: CLEARANCE RATE



| | FY 12/13 | FY 13/14 | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 Qtr 2 |
|-----------------------|----------|----------|----------|----------|----------|----------|-------------------|
| Filed | 907 | 1,149 | 1,063 | 1,139 | 1,181 | 1,385 | 650 |
| Disposed | 982 | 1,070 | 1,081 | 1,192 | 1,129 | 1,276 | 563 |
| Clearance Rate | 108% | 93% | 102% | 105% | 96% | 92% | 87% |

BUSINESS LICENSE REPORT

City Department Approval: 02/05/2019

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

Signature: JM
Date: 2/5/19

RESIDENT BUSINESS – RENEWAL 2019

| | |
|---|---|
| o ACT 1 ESSENTIALS | PROCESS ESSENTIAL OILS |
| o AERO INVESTMENT STRATEGIES | COMPOSITE MANUFACTURING |
| o AFFORDABLE AUTO AND RV REPAIR LLC | AUTO/RV REPAIR |
| o ALTERATIONS BY HEATHER CLARK | CLOTHING REPAIR |
| o BURRITO HOUSE EXPRESS | RESTAURANT/BAR |
| o CHRIS PRODUCTS INC. | OFFICE FOR WHOLESALE DISTRIBUTOR & RETAIL |
| o CLARISSA MARSH | RE-SALE |
| o COLUMBIA AUDIO SPEC. INC. | SALES & SERVICE OF AV EQUIPMENT |
| o COLUMBIA FUNERAL HOME | FUNERAL HOME |
| o COLUMBIA RIVER RECEPTIONS & EVENTS INC. | RECEPTION/EVENT HOSTING/COORDINATION |
| o COLUMBIA THEATRE | THEATRE |
| o DIANNA'S FORMAL AFFAIR | FORMAL WEAR – APPAREL |
| o DIGITAL GRAPHITI PRINTING LLC | PRINTING |
| o DOCKSIDE STEAK & PASTA | RESTAURANT |
| o *DOUG WILSON REMODEL & CONST. INC. | CONSTRUCTION |
| o EASY 2 WASH LLC | CAR WASH |
| o GMC VINTAGE GOODS | SECONDHAND RETAIL |
| o *GRACE AND GLAMOUR LLC | RETAIL SALES – ONLINE |
| o HAND AND FIRE | STUDIO CERAMIC PRODUCTION AND SALES |
| o *INTEGRITY ATMS NW LLC | MANAGING/INSTALLING ATMS |
| o JILLY'S AGAIN | RETAIL CLOTHING |
| o KALBERER'S MEDIATION | MEDIATION |
| o KOHI | RADIO STATION |
| o *LACEY W PHOTOGRAPHY | PHOTOGRAPHY SERVICE |
| o *LARRY CHASE | MOBILE AUTO REPAIR |
| o LIVELY REPAIR LLC | AUTO REPAIR |
| o *LORRAINE BRINKERHOFF | MOBILE PET SITTING |
| o MARTY J. MAYE | MARTIAL ARTS SCHOOL |
| o MEREDITH READING FITNESS & YOGA | FITNESS/WELLNESS |
| o MISS ORGANICS | RECREATIONAL MARIJUANA DISPENSARY |
| o MUCHAS GRACIAS | MEXICAN RESTAURANT |
| o NW MOTORING LLC | AUTO BROKERAGE/SALES |
| o NW PAINT PRO'S LLC | GENERAL CONTRACTOR |
| o OLSEN & HORN L.L.C. | LAW OFFICE |
| o O'NAMMY'S | RESTAURANT/BAR |

*Denotes In-Home Business

- o *PETERSON PLUMBING & MECHANICAL CO. PLUMBING CONTRACTOR
- o PNRS ST HELENS DIALYSIS UNIT DIALYSIS UNIT
- o REDBOX AUTOMATED RETAIL LLC DVD RENTAL/SALES KIOSK (WAL-MART)
- o REDBOX AUTOMATED RETAIL LLC DVD RENTAL/SALES KIOSK (WALGREENS)
- o REDBOX AUTOMATED RETAIL LLC DVD RENTAL/SALES KIOSK (MCDONALDS)
- o REDBOX AUTOMATED RETAIL LLC DVD RENTAL/SALES KIOSK (MCDONALDS)
- o ROSE STREET BOUTIQUE LLC RETAIL FASHION
- o *SPILT INK GALLERY LLC ARTWORK
- o ST. HELENS TANNING/GREAT PRICE BODY SCULPTING TANNING & HAIR & TATTOO
- o STO. NIÑO HOME DAYCARE HOME DAYCARE
- o STRAIGHTFORWARD COMPUTERS COMPUTER REPAIR\
- o SUSAN'S KITSCH SECONDHAND DEALER
- o SUZIE'S SPOT LLC CHILD DAYCARE
- o TEA TIME LLC TEA SHOP AND SUPPLIES
- o 2 BROKE GIRLS & A GUY 2NDHAND DEALER/ HOUSEHOLD ITEMS
- o VAULT ELITE CHEER TUMBLE & CHEER GYM
- o WIGGLE BUTZ GOURMET PET BAKERY & GIFTS PET BAKERY & GIFT SHOP & SUPPLIES
- o YO PLACE INC. SELF SERVE FROZEN YOGURT
- o ZATTERBERG'S CONVENIENCE STORE

RESIDENT BUSINESS – NEW 2019

- o BENDY YOGA FUSION FITNESS CENTER
- o "HAIR" WE R HAIR STYLING
- o ITPARKLESPAPA LLC JEWELRY
- o PACIFIC POST PROS REAL ESTATE SIGN POST INSTALL

NON-RESIDENT BUSINESS - 2019

- o A-ACTION APPLIANCE & HEATING HOME REPAIRS-HVAV
- o AFFORDABLE RESTAURANT HOOD SALE HOOD SALE AND INSTALLING
- o A.L. ZILKA & ASSOCIATES LLC CONSTRUCTION
- o ALONZO YARD MAINTENANCE YARD MAINTENANCE
- o AMERICOOOL HEATING & A/C HEATING & A/C
- o APPLE FOODS INC WHOLESAL FOOD DISTRIBUTOR
- o ARTISAN CONCRETE DESIGN&CONS, INC CONCRETE DESIGN & CONSTRUCTION
- o AT&T DIGITAL LIFE INC SECURITY SYSTEMS SERVICES
- o BFP ELECTRICAL LLC ELECTRICAL
- o CIRCLE K CONSTRUCTION INC REMODEL AND NEW CONSTRUCTION
- o CLOG BUSTERS LLC SEWER REPAIR/DRAIN CLEANING

*Denotes In-Home Business

- o COLUMBIA RVR FLOOR COVER. INC
- o COMPLETE CARPET SERVICES
- o DIMENSION CONSTRUCTION LLC
- o EMMERT INDUSTRIAL CORP
- o EUGENE WELDER'S SUPPLY
- o GENEVA INTERIORS
- o HAMMAN INC.
- o HAPPY HOLLOW CONSTRUCTION
- o HDR ENGINEERING INC
- o HEINZ MECHANICAL INDUSTRIES INC
- o INLAND ELECTRIC INC
- o INSTALLED BUILDING PRODUCTS – PORTLAND LLC
- o INTEGRITY PAINTING INC.
- o INTERNATIONAL LEAK DETECTION NORTHWEST LLC
- o INTERSTATE ELECTRIC
- o JB INSULATION
- o JOBIN CONSTRUCTION LLC
- o K & L & C INC
- o *KNEELAND BROTHERS LLC
- o LEGACY FRAMING LLC
- o MAGELLAN INSULATION
- o MOUNTAIN MAN NUT & FRUIT CO LLC
- o NEIL KELLY COMPANY INC
- o PACIFIC SEA FOOD CO.
- o PERFORMANCE CONTRACTING INC
- o PRO FLAME LLC
- o R.A. CONSTRUCTION INC.
- o RELIABLE HOME REPAIR
- o RESER'S FINE FOODS INC
- o REYNOLDS LAND SURVEYING INC
- o RICHARDS CONSTRUCTION & TRUCKING LLC
- o THE ROOF DOCTOR
- o SECURE PACIFIC CORP
- o SHIVER ME ICE CREAM
- o SKY HEATING & A/C INC
- o SOUTHWEST WALLBOARD INC
- o STALCUP ROOFING & CONSTRUCTION LLC
- o STATEWIDE RESTORATION
- o TABUN CONSTRUCTION LLC
- o TERMINIX INTERNATIONAL
- o TFT CONSTRUCTION
- o UNIFIRST CORP.
- o UNIVAR USA INC
- o WESTWINDS REMODELING LLC
- o RETAIL FLOOR COVERING
- o CARP/UPHOLST CLNG&FLD/FIRE RESTOR
- o GENERAL CONTRACTOR
- o HOUSE MOVING & ASSOC. SVS
- o SALES/SERVICE FIRE EXTING.
- o FLOORING CONTRACTORS
- o GARAGE DOOR REPAIR AND INSTALL
- o GENERAL CONTRACTOR
- o ENGINEERING SERVICES
- o COMMERCIAL PLUMBING/HVAC
- o ELECTRICAL CONTRACTING
- o INSULATION CONTRACTOR
- o PAINTING CONTRACTOR
- o ROOF INSPECTION & LEAK DETECTION
- o ELECTRICAL CONTRACTOR
- o OUT OF TOWN SPECIALTY CONTRACTOR
- o EXCAVATION
- o GENERAL CONTRACTOR
- o GENERAL CONSTRUCTION
- o FRAMING
- o BUILDING INSULATION
- o MOBILE RETAIL NUTS & FRUIT & CANDIES
- o DESIGN/BUILD/REMODEL
- o WHOLESALE FOOD DISTRIBUTION
- o SPECIALTY CONTRACTING
- o FIREPLACE INSTALLATIONS
- o GENERAL CONSTRUCTION
- o HOME REPAIR
- o WHOLESALE/FOOD DISTRIBUTION
- o LAND SURVEYING
- o FRAMER FOR ADAIR
- o ROOFING
- o SELL, INSTALL & SERVICE INTEGRATED SECURITY SYSTEMS
- o ICE CREAM TRUCK
- o HVAC
- o NEW RESIDENTIAL DRYWALL
- o ROOF & CONSTRUCTION
- o CONSTRUCTION RESTORATION
- o FLOORING
- o PEST CONTROL
- o TRUCKING & EXCAVATION
- o INDUSTRIAL LAUNDRY
- o CHEMICAL DISTRIBUTOR
- o CONSTRUCTION

*Denotes In-Home Business

RENTALS - 2019

- o DORINDA ASCHOFF RESIDENTIAL RENTALS
- o HPA BORROWER 2018-1 MS LLC SINGLE FAMILY RENTAL HOME
- o RIVERVIEW APARTMENTS APARTMENT RENTALS

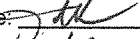
MISCELLANEOUS - 2018

- o LEWIS LANDSCAPE SERVICES LANDSCAPING CONTRACTOR

BUSINESS LICENSE REPORT

City Department Approval: 02/12/2019

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

Signature: 
Date: 2/12/19

RESIDENT BUSINESS – RENEWAL 2019

| | | |
|--------------------------|---|--|
| <input type="checkbox"/> | *AARON SUSEE CONSTRUCTION LLC | CONSTRUCTION |
| <input type="checkbox"/> | ALLIANCE AUTOMOTIVE & EXHAUST | AUTO REPAIR |
| <input type="checkbox"/> | ARTIFACTS: A TINKER'S MARKETPLACE | RESALE MARKETPLACE |
| <input type="checkbox"/> | *BADASS BITCH PR | PUBLIC RELATIONS/MARKETING/ADV/CONSULTING |
| <input type="checkbox"/> | BARLOW BIKES & BOARDS | BIKE SALES AND SERVICE |
| <input type="checkbox"/> | BEMIS PRINTING | PRINTING |
| <input type="checkbox"/> | C. SEGER | SECONDHAND |
| <input type="checkbox"/> | *CAKEHOUSE | BAKED GOODS & DELIVERY |
| <input type="checkbox"/> | *CAROL WINN | INTERNET BUY/SELL & SELL ARTWORK LOCALLY |
| <input type="checkbox"/> | *CHERI ELLIOTT DOMESTIC GODDESS CLEANING SERVICES | CLEANING BUSINESS |
| <input type="checkbox"/> | COLUMBIA RIVER BMX | BMX RACING |
| <input type="checkbox"/> | COLUMBIA SHORES FINANCIAL INC. | FINANCIAL SERVICES |
| <input type="checkbox"/> | CONTROL SOLUTIONS INC. | SALES/SERVICE DATA LOGGERS |
| <input type="checkbox"/> | DARK MOON CURIOSITIES | SECONDHAND ANTIQUES & COLLECTIBLES |
| <input type="checkbox"/> | DAVID KARCHER | ANTIQUES AND COLLECTIBLES |
| <input type="checkbox"/> | DONILU MCGINNIS | SECONDHAND MERCHANDISE |
| <input type="checkbox"/> | EATON'S TIRE & AUTO REPAIR | TIRES & SERVICE |
| <input type="checkbox"/> | EDWARD D. JONES @ CO. L.P. | FINANCIAL ADVISING/INVEST |
| <input type="checkbox"/> | EDWARD D. JONES @ CO. L.P. | STOCKBROKER/DEALER |
| <input type="checkbox"/> | FLOYD HARRISON | SECONDHAND SALES |
| <input type="checkbox"/> | THE GALAXY DUO | RESELLING USED & USED ITEMS |
| <input type="checkbox"/> | HIEBERT & SMITH DENTAL GROUP PC | DENTAL OFFICE |
| <input type="checkbox"/> | *IMAGES THRU THE LENS LLC | DIGITAL CONSTRUCTION PHOTOGRAPHY |
| <input type="checkbox"/> | LA VITA BELLA THERAPEUTIC MASSAGE & BODYWORK | MASSAGE THERAPY |
| <input type="checkbox"/> | LESSARD STRENGTH AND CONDITIONING | FITNESS |
| <input type="checkbox"/> | *KEZEFF'S CURIOUS GOODS | SALES OF SCULPTURE & ART & AND OTHER GOODS |
| <input type="checkbox"/> | KOELZER CONSTRUCTION INC. | CONSTRUCTION |
| <input type="checkbox"/> | MICHAEL BERNSTEIN | SECONDHAND |
| <input type="checkbox"/> | NORTHWEST METER SERVICE | PRECISION METER SERVICE |
| <input type="checkbox"/> | OREGON'S ATTIC | HOBBY SALES USED POSSESSIONS |
| <input type="checkbox"/> | ORGROTECH LLC | MARIJUANA PRODUCTION & PRODUCTS |
| <input type="checkbox"/> | PACIFIC BELLS LLC/TACO BELL #15521 | RESTAURANT |
| <input type="checkbox"/> | PACIFIC STAINLESS PRODUCTS | MANUFACTURING |
| <input type="checkbox"/> | PET PALACE | PET GROOMING |
| <input type="checkbox"/> | *RICK SCHOLL YARD MAINTENANCE | YARD MAINTENANCE |

*Denotes In-Home Business

Page 1 of 3

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | ROBERT L. SALISBURY/ATTORNEY AT LAW PC | ATTORNEY'S OFFICE |
| <input type="checkbox"/> | ROUTE 30 LIQUIDATORS | SECONDHAND STORE |
| <input type="checkbox"/> | *RUN WILD GRAPHICS | CUSTOM DESIGNS APPLIED TO GLASSWARE & APPAREL |
| <input type="checkbox"/> | SAINT HELENS INTERNAL MEDICINE | INTERNAL MEDICINE |
| <input type="checkbox"/> | SARAH PIKE | RESALE |
| <input type="checkbox"/> | SCHARELL J. ANDERSON | SECONDHAND GOODS |
| <input type="checkbox"/> | SNOOPY'S DOGGIE DAY CARE | CANINE CARE |
| <input type="checkbox"/> | SOLAGEN INCORPORATED | MANUF & ENG & CONSULT |
| <input type="checkbox"/> | SUNSET EQUIPMENT | FARM MACHINERY & RELATED SUPPLIES |
| <input type="checkbox"/> | TERESA GREEN | SECONDHAND |
| <input type="checkbox"/> | *TOPMOP HOUSECLEANING SERVICE | HOUSECLEANING |
| <input type="checkbox"/> | 2CS VENDOR MALL | VENDOR MALL |
| <input type="checkbox"/> | VANDERWALLS VENDORMALL | SECONDHAND STORE |
| <input type="checkbox"/> | WILD CURRANT | CATERING |
| <input type="checkbox"/> | WILLIAM P.E. MOORE – DMD / LLC | PEDIATRIC DENTAL CLINIC |
| <input type="checkbox"/> | THE WOODLAND COTTAGE | RETAIL |
| <input type="checkbox"/> | ZWINKERS | SALE OF USED ITEMS |

RESIDENT BUSINESS – NEW 2019

| | | |
|--------------------------|-----------------------------|---|
| <input type="checkbox"/> | CRAVINGS CIGS & VAPE #3 LLC | TOBACCO AND VAPE RETAIL STORE |
| <input type="checkbox"/> | CRYSTAL HEIL ARTS | RETAIL HANDCRAFTS, GOODS, MOBILE ART INSTRUCTOR |

NON-RESIDENT BUSINESS - 2019

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | ADVANTAGE HEATING & AIR | HVAC |
| <input type="checkbox"/> | ALL ABOUT DRYWALL | DRYWALL |
| <input type="checkbox"/> | AMUSEMENT SERVICES | VIDEO ARCADE GAMES/ATM'S |
| <input type="checkbox"/> | ANDERSON ENVIRONMENTAL CONTRACTING LLC | CONTRACTOR |
| <input type="checkbox"/> | BACHOFNER ELECTRIC LLC | ELECTRICAL CONTRACTOR |
| <input type="checkbox"/> | BT AMERICAS INC. | COMMUNICATION RELATED SERVICES & EQUIP |
| <input type="checkbox"/> | CAN DO! ELECTRIC | ELECTRICAL CONTRACTOR |
| <input type="checkbox"/> | CAROLYN JENKINS PAINTING | MAINTENANCE PROPERTY |
| <input type="checkbox"/> | CENTERLOGIC | COMPUTER CONSULTING |
| <input type="checkbox"/> | CLOG BUSTERS | SEWER REPAIR/DRAIN CLEANING |
| <input type="checkbox"/> | COHO ELECTRIC INC. | ELECTRICAL CONTRACTOR |
| <input type="checkbox"/> | COZY LAWN MAINTENANCE | LANDSCAPE MAINTENANCE |
| <input type="checkbox"/> | CRYSTAL BRIGHT SERVICE LLC | JANITORIAL |
| <input type="checkbox"/> | DAVID A. JONES | YARD WORK |
| <input type="checkbox"/> | DAVID EVAN AND ASSOCIATES INC | ENGINEERING AND LAND SURVEYING SERVICES |
| <input type="checkbox"/> | DYNAMIC DRYWALL OF OREGON INC. | DRYWALL |
| <input type="checkbox"/> | EID REMODELING | GENERAL CONTRACTOR |

*Denotes In-Home Business

- | | |
|--|---------------------------------|
| <input type="checkbox"/> HARDER MECH. CONTRACTORS INC | GENERAL CONTRACTOR |
| <input type="checkbox"/> HAWK & WOLF COLUMBIA COURIERS LLC | DELIVERY SERVICE –FOOD |
| <input type="checkbox"/> HUBBARD CONSTRUCTION CORP | CONSTRUCTION/DEVELOPMENT |
| <input type="checkbox"/> JBLM LLC | LANDSCAPE MAINTENANCE |
| <input type="checkbox"/> JENSEN STRATEGIES LLC | MANAGEMENT/CONSULTING |
| <input type="checkbox"/> JRT MECHANICAL | PLUMBING/HVAC |
| <input type="checkbox"/> JUAN’S YARD MAINTENANCE | YARD MAINTENANCE |
| <input type="checkbox"/> KJ SECURITY SOLUTIONS & LOCKSMITH LLC | LOCKSMITH |
| <input type="checkbox"/> NESTLE ICE CREAM COMPANY | DISTRIBUTORS – DELIVERY |
| <input type="checkbox"/> NEW ENERGY INC. | INSTALL WOOD/GAS/PELLET STOVES |
| <input type="checkbox"/> OLIN CHLOR ALKALI PRODUCTS | CHEMICALS MANUFACTURER |
| <input type="checkbox"/> P.M.L ENTERPRISES | ODOR PURGING SYSTEM |
| <input type="checkbox"/> PACIFIC CREST BUILDING SUPPLY INC. | CABINET MFG AND INSTALL |
| <input type="checkbox"/> RUPP FAMILY BUILDERS | PLUMBING |
| <input type="checkbox"/> SARKINEN PLUMBING INC. | SERVICE PLUMBING |
| <input type="checkbox"/> S & E LAWN AND PROPERTY MAINTENANCE | LAWN CARE |
| <input type="checkbox"/> STEBBINS ENGINEERING & MFG.CO. | SPECIALTY CONTRACTOR |
| <input type="checkbox"/> SUNBELT RENTALS INC. | EQUIPMENT RENTAL/SALES/DELIVERY |
| <input type="checkbox"/> THERAPEUTIC ASSOCIATES – SH PT | PHYSICAL THERAPY |
| <input type="checkbox"/> TRADEMARK LANDSCAPES INC. | LANDSCAPE INSTALLATION |
| <input type="checkbox"/> 2 BROTHERS HEATING & COOLING LLC | HVAC |
| <input type="checkbox"/> UTILIZE I.T. INC. | COMPUTER CONSULTING |
| <input type="checkbox"/> WEST-MEYER FENCE INC. | FENCE CONTRACTORS |


RENTALS - 2019

- | | |
|--|-------------------------|
| <input type="checkbox"/> BIG RIVER APARTMENTS LLC (BRADLEY ST) | LOW INCOME APARTMENTS |
| <input type="checkbox"/> BIG RIVER APARTMENTS LLC (244 N 14 TH ST.) | LOW INCOME APARTMENTS |
| <input type="checkbox"/> BIG RIVER APARTMENTS LLC (144 N 14 TH . ST.) | LOW INCOME APARTMENTS |
| <input type="checkbox"/> GABLE PARK APARTMENTS | APARTMENT BUILDING |
| <input type="checkbox"/> LINCOLN SQUARE APARTMENTS LLC | APARTMENT RENTAL |
| <input type="checkbox"/> MCCORMICK PARK APTS. | APARTMENT RENTALS |
| <input type="checkbox"/> MM PROPERTIES | RESIDENTIAL RENTALS |
| <input type="checkbox"/> PAM POWELL RENTALS | RESIDENTIAL RENTALS |
| | |
| <input type="checkbox"/> DAVIS-RICH PROPERTIES | COMMERCIAL RENTAL |
| <input type="checkbox"/> THE OLDE SCHOOL LLC | COMMERCIAL RENTAL UNITS |
| <input type="checkbox"/> OPR LLC | COMMERCIAL RENTAL |

p

*Denotes In-Home Business

PUBLIC WORKS MEMO

| | | |
|-----------------|--|---|
| To: | The Mayor and Members of City Council |  |
| From: | Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director | |
| Date: | 20 February 2019 | |
| Subject: | January Public Works Status Summary | |

Engineering

1. Conducted pre-construction meeting for S. 10th Street storm drain project.
2. Completed plan review for public improvements required for a new 204-unit apartment complex.
3. Submitted road and bridge condition to the new ODOT HB 2017 database.
4. Made a presentation on the Godfrey Park storm project at a symposium in Portland.
5. See complete report.

Parks

1. Trimmed and/or removed trees, branches, and stumps from various streets and parks.
2. Removed and stored the Christmas street decorations.
3. Removed graffiti from Campbell Park.
4. Cleaned up waterfront property, removed old pirate flag pole, picked up trash.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 16 standard water meters with new radio read meters and installed 4 new meters.
2. Assisted several days with the repairs and other work on the Rec Center building.
3. Installed a new water sampling station near the new medical building on McBride Street.
4. Took down and helped to store various Christmas decorations.
5. Serviced and/or made repairs on 34 vehicles and/or equipment.
6. Responded to seven after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 39.8 million gallons of filtered drinking water, an average of 1.28 million gal/day.
2. Assistance from Public Works to replace gaskets, fitting, and O-rings on chemical feed systems.
3. Tracked down and resolved water hammer issue on Rack #3.
4. Working to replace chemical pump controller panel.
5. See complete report.

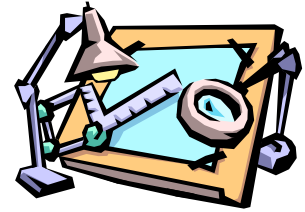
Waste Water Treatment Plant

1. Installed new security camera system around front of the plant.
2. Experiencing issues with nutria chewing through the SolarBee wiring.
3. Repaired two aerators.
4. Worked on revisions to the sewer use ordinance to address food truck waste.
5. See complete report.



Engineering Department Status Report

13 February 2019



DEVELOPMENT PROJECTS

St. Helens Place Apartment Project

The construction plans have been approved for frontage improvements on the three streets surrounding the St. Helens Place Apartment complex – McBride, Matzen, and Brayden Streets. Improvements for the development will also include the extension of the public water system through the site.

Rainshadow Labs Frontage Improvements

Construction by the Port's contractor, TFT Construction Inc., is progressing on the frontage improvements for the Rainshadow Labs site on Port Avenue.

Bailey Subdivision

The construction plans have been approved and a pre-construction meeting was held on Feb. 7 with the Owner, Contractor, Engineer, and City staff from Public Works and Engineering Departments. The Developer is still waiting for their DEQ 1200C permit to be approved and the City cannot issue a notice to proceed with the approved work until this document has been provided.

Elk Ridge Estates Phase VI

Details are still being worked out with the Planning Department before the plat can be recorded.

Legacy Medical Building Construction

The street improvements are still under construction.

First Street Improvements

Completed a walk-thru of the improved area with Public Works staff, the Owner, Contractor, and a County Road Department representative. The Developer extended the water main, storm drainage system, widened the road, and extended sidewalk along his frontage. All work was found to be in good order and the project is ready to be accepted by the City.

Potential Upgrades at Klondike Building

Participated in a pre-application meeting with other Departments to discuss potential improvement requirements for the Klondike Building.

Hanna's Place Development

Met with Owner and Engineer for an approved townhouse development on N. 15th Street. Reviewed sanitary sewer extension options and frontage improvements.

SANITARY SEWER AND STORM DRAIN PROJECTS

S. 10th Street Storm Drain Reroute Project

Held the pre-construction meeting for the S. 10th Street Storm Drain Reroute Project that will convert the existing underperforming storm water pump station to a gravity system. The majority of the project will be done by horizontal direction drilling, which will greatly reduce the impact on the surrounding neighborhood.

Greystone Estates Sanitary Sewer Relocation

Status unchanged: A pre-construction meeting was held with the Developer, the Design Engineer, and the Contractor for the new sewer line construction. They plan to use blasting to break up the rock for the new trench. They are working on all of the pre-blast requirements such as holding a meeting for the nearby residents and businesses.

Bradley Street Sanitary Sewer Extension

Final plans were submitted and approved. The City is waiting for the Owner to provide the approval for the sanitary sewer extension from DEQ before scheduling a pre-construction meeting.

STREET AND TRANSPORTATION PROJECTS

S. 1st Street & St. Helens. Street Intersection Improvements

Met with engineers from Kittelson & Associates to review the project objectives and visit the intersection at S. 1st Street and St. Helens Street. The Council has requested that the intersection function be more closely examined and improvements be made that will improve sight distances and pedestrian crossing safety. Continued to work with Kittelson throughout the month on preliminary design development.

Gable Road Improvement Project

The Engineers are working on a few last minute additions to the final bid set. The project is still on schedule to be bid out in early 2019 and have a contractor ready to get started in mid-year.

Street Trench Patching Project

Some patching work was recently completed at the Police Station and in the Public Works yard.

Wayfinding Installation Project

Visited each potential wayfinding signage installation site with the Contractor to verify installation locations and mitigate potential issues.

Riverfront Connector Project

A joint City Council/Planning Commission meeting is scheduled for February 20th at 6 PM to review the final draft of the Riverfront Connector Plan.

ODOT HB 2017 Reporting

Submitted all required information for the ODOT HB 2017 Road and Bridge Condition Reporting. This is a new program that required all cities in Oregon to report on the conditions of certain roadways and bridges within their jurisdictions. Reporting is required by the end of January of every odd-numbered year.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were five Right-of-Way/Construction permits issued in January 2019: Century Link to install a vault on S. 14th Street; Rick Scholl to perform grading on Wyeth Street; three permits to NW Natural for services.

Godfrey Park Playground Improvements

Staff from various departments met with representatives from Mackenzie, an engineering firm, and also from a playground equipment company that specializes in “natural” style playground equipment. The City obtained a grant to implement improvements in Godfrey Park with a variety of new playground equipment, including items that mimic natural materials, such as logs. Manufactured equipment of this type has a much longer useful life and is designed to be safely installed and maintained.

Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks.

Working with other senior staff on the updates to the Personnel Policy.

Training Workshops and Committee Meetings

Attended the North American Society for Trenchless Technology symposium in Portland; made a presentation on the Godfrey Park storm drain improvement project.

Participated in a webinar on post-disaster recovery, focusing on lessons learned from Hurricane Sandy.



Parks Department for January 2019



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Removed the street Christmas decorations
Removed the old pirate flag pole from the riverfront property
Cleaned up tree limbs on River Street
Removed graffiti at Campbell Park
Removed old shop doors and transported them to the dump
Had new roll-up shop doors installed
Swept the bike path to Columbia City
Repaired the door on the Tool Cat
Repaired the swing at McCormick Park
Cleared off the sidewalk on Old Portland Road
Received a bid on the backstop at 6th Street Park
Repaired the toilet at the Parks shop
Trimmed the trees at the Library
Clear off the steps to S. 5th Street from Old Portland Road
Assembled and installed a free little library at Grey Cliffs Park
Cut up fallen trees at Knob Hill Nature Park
Repaired and painted picnic tables
Cut up and ground stumps at McCormick and Heinie Heumann Parks
Picked up garbage in the Plaza
Replaced a sidewalk garbage can downtown
Removed a tree on S. 13th Street
Trimmed a tree on S. 16th Street
Trimmed plants and trees on the highway strip
Repaired the foot bridge at Campbell Park
Replaced toilet paper dispenser at McCormick Park restrooms
Picked up trash at the waterfront (Fairylad)

Public Works Work Report January 2019

Water Dept:

Installed 4 new radio read meters
Replaced 16 radio read meters
Read meters and heavy users
Re-read 100 meters that were dead
Dismantled Christmas
Repaired water service contractor damaged at May Ave & McBride St.
Installed a new sample station @ new medical building 475 S. Col. River Hwy.
Helped clean Emerald Heights sewer and TV Rockwood Dr. sewer line
Helped with construction on FARA Building – many days
Worked on traffic light at 18th St. & OPR
Changed air filters at Police Dept.

Sewer Dept:

Sewer tap at 59280 Alderwood Dr.
Sewer tap at 355 N 7th St.
Sewer tap at 171 S. 4th St.

Call-Outs

Trees down from wind storm in various locations
Water off for repair on Nimitz St.
Tree branch on Belton Rd.
Water on Sunset Blvd. – was sump pump
Water off for repair at Crestwood #58
Low pressure at 35552 Iris Way
Red light out at 18th St. & OPR

Miscellaneous:

Swept streets
Marked 48 locates
Checked wells & reservoirs daily

January 1st to 31st

Jan 2nd

PW #72 Jump started the truck found that the inverter was left on and that was what had been Draining the batteries also looked at the switch for the high idle, needs to be looked at Further

PW Sharpened a chain saw and tightened the chain

Shop Took apart the oil drain pan pump in the oil room found that the suction side of the pump Was full of debris. Removed the debris and sealed the pump back up.

Jan 3rd

PW Went to Public Works and talked with Wilcox and Flegal about the fuel in the tank and Also brought them to the shop and had the suck out the 3 55-gallon drums that we had collected from the pieces of equipment with bad fuel

Shop Clean up

Jan 4th

Shop Cleaned restroom and shop sink

PW #15 Full service

PW #55 Hooked the truck up to the computer and made it do a regen checked all the injectors to See if they are working properly

Jan 7th

PW Charged the battery, replaced the spark plugs also checked the fuel lines on the asphalt cutter

PW #55 Checked the sweeper for a noise heard nothing

Jan 8th

PW Asphalt cutter - Tightened the belt

PW Unloaded a truck

PW #72 Started the truck to check the batteries

PW #4 Started the truck to check the batteries

Jan 9th

Office Computer work

PW #55 Replaced the right - hand headlight

Police S5 Replaced the left - hand headlight

Jan 10th

Shop Cleaned the restroom and shop sink, Cleaned up in the parts room

PW Checked on the equipment

Parks Checked on the equipment

Jan 11th

Brett Vac. Day

PW #1 Replaced all four tires the alternator and belt

Jan 14th

Office Computer work

PW Moved rock around for the asphalt contractors at the shop

Shop Cleaned up the hoist area

Jan 15th

Shop Cleaned upstairs area

WWTP Called on a Vacuum trailer and prices for the waste water treatment plant

Jan 16th

PW #55 Installed new gutter brooms

PW #76 Test drove the truck the complaint was that it was running ruff and had a check engine light
Test drove and ran the truck for a while found nothing wrong no check engine light on the dash
either, checked the fuel water separator fuel was clean.

Jan 17th

Office Computer work Filled paper work

Shop Cleaned off the benches and some of the up-stair's storage area

PW Called and ordered gutter brooms

Jan 18th

Shop Cleaned the restroom and shop sink

PW #55 Replaced and installed a new hose reel on the truck also replaced the pins
In the hopper that hold the screen to the top of the box

Jan 22nd

Brett Sick

WWTP Worked on a pump for the river street pump station

Jan 23rd

Brett Sick

PW #34 Put hydraulic oil in the excavator

Jan 24th

PW #9 Charged the battery and checked and seemed to check out good

PW #34 topped off the hydraulic tank

Jan 25th

Brett Vacation day

Jan 28th

PW #9 Installed a battery

PW#33 Helped free up the brakes

PW #5 Had a to have a pin made for the boom

Jan 29th

PW #5 Installed a new pin in the main boom

Shop Worked on cleaning the upstairs area

Jan 30th

Office Computer work

PW #34 Replaced a hydraulic line and the bit for the hammer

PW sharpened a chain saw

Jan 31st

City hall Safety meeting

Parks Sharpened two chain saws and tuned up one of them

PW #80 Replaced the battery

PW Started all the sanders and let them run for a while

Shop Cleaned off the welding table and put things away



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal January 2019

Water Production: 39.8 million gallons, which averages 1.28 million gallons per day

Week 1 Produced and sent December OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Received new Cl17 monitor reagents from HACH.

Week 2 NW natural gas on site changing out the WFF gas meter. Calibration check on the finished water pH probe. Rebooting PLC system, HMI showing trends of systems not running properly or responding correctly. Good fix. Rogers machine to be on site next week for routine maintenance of compressors. Received chlorine delivery from Northstar chemical. Tim is repairing the caustic and chlorine feed lines in the chemical feed pump room and along the operating floor east wall. Flushed caustic feed line with domestic water for the repairs. Ordered more Viton O-rings for WFF stock for our Tru-union valves.

Week 3 Generator transfer switch alarm, found that the main breaker on generator has tripped, reset, generator still showing a fault alarm. Called CAT to come out and troubleshoot and service generator. Rogers's technician on site to service our air compressors. Received a tanker of caustic soda from Northstar chemical. Smoke alarms will be tested this week. Hamer electric on site to troubleshoot a chemical feed pump controller failure. Called PALL for tech assistance to correct a problem we are experiencing with a rack having severe water hammer problems when transitioning out of an IT procedure. Tim is still repairing and replacing gaskets, fittings and O-rings on the chemical feed systems at the WFF. Genie man lift battery failed, purchased a new battery and replaced the old one, works like a champ again. Tim and Joel cleaned out a gutter on the SE corner of the WFF roof using the bucket truck. CAT generator maintenance, replaced speed control module, then ran a 2 hour load test. United Fire on site performing annual smoke and fire alarm testing. Hamer found defective LED module, he will return when a new one arrives at their shop to install on our unit. Tim is now repairing broken fittings, gaskets and O-rings on the chlorine feed system.

Week 4. Troubleshooting cause of "hammering" control valve on rack 3. Tried adjusting air control speed of actuator, bench tested actuator and finally replaced main control butterfly valve with Mr. Tim's and Mr. Guy's assistance, thank you kind sirs, very much appreciated. Put rack back into service, and so far no violent valve hammer like we have been experiencing. Now we are trying to find a valve supply vendor, Tyco, Pentair and Keystone seems to have fallen off the face of the earth. Still searching. Learned that our chemical pump controller panel is discontinued and no parts available to repair it, so we are looking into finding a direct replacement unit that will play nicely with the PLC without too much configuring by an integrator. Tim still making great progress in repairing and replacing worn out plumbing connections, gaskets and O-rings. The more he repairs, the more he is finding more fittings needing attention, one connection leads to another one. Placing quite a few orders with parts suppliers. Been a very busy few weeks over here.

WWTP Monthly Operations and Maintenance Report

January 2019

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 1/9-Sampler fridge tripping GFCI again. Plugged in different circuit and won't cool. Called Polar Refrigeration to come pick up. They found thermostat stuck and condenser not working properly. Cleaned up and brought back on the 30th.
- 1/11-Aerator #11 tripped. Restarted and starter making rattling sound. Locked out and will call Arne. He replaced internal brass ring on the 15th. He also lubed and cleaned the springs in the starter.
- 1/14-Aerator #14 single phasing. Found blown wire near aerator. Will have Arne repair tomorrow.
- 1/31-Found SolarBee wires chewed on by nutria. Used shrink wrap as a band aid fix.

Primary System Report

- Scooped a lot of floaters over the month.

Pump Stations

- 1/4-PS#1-Cleaned grease off walls of wetwell.
- 1/14-PS#9-Troubleshooting floats. Found high level float bad. Will have Arne replace tomorrow.
- 1/23-PS#4-Excessively high pump run hours. Found float had fallen off the hanger. Retied the float and working properly.
- 1/23-PS#2-Took spare pump to Joint Maintenance to try to disassemble. Too old and don't want to damage so will need to look at other options.

Sodium Hypochlorite System

- 2674 gallons used this month.
- 3216 gallons used last month.
- 1/17-Hypo delivery.

Call-outs

- 1/10-0415-PS#7 High wetwell alarm. Stewart in and found wetwell at 82" but the display wouldn't change as the level went down. Cleaned off the ultrasound and seemed to fix it.

Plant

- 1/9-Called American Security to troubleshoot alarm 974. Turned out to be a phone fault that corrected itself.
- Installed new security cameras around the front of plant.
- 1/15-Buell Calibrations here for biannual checks.
- 1/22-Found BOD incubator in lab too hot. Found cooling fan on the backside stuck. Cleaned and lubed.

- 1/24-Changed Millipore water filters.
- 1/24-Met with CRPUD and Energy Smart Industrial Program reps to discuss energy savings and new program they are rolling out in our area.
- 1/28-Cleaned South contact tank.
- 1/30-Cleaned North contact tank.

Pretreatment

- Worked on RV/Food truck waste issues.
- 1/16-FOG training.
- 1/18-Columbia County Transfer Station inspection.
- 1/22-Responded to Safeway after County employee took pictures of an environmental company discharging water to the storm system. Safeway manager explained it was a plumbing company that pumped storm water out of the sump in the back of the building to repair the pump. We asked that they don't allow them to discharge into the storm system.

Other

- 1/6-11-Quarterly sampling.
- 1/28-Took truck 39 to St. Helens Auto center for warranty work.

Next Month

- Pump Station #6 (storm water) project.