



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, March 15, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

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. | Visitor Comments | 1:00 p.m. |
| 2. | Urban Renewal Briefing from ECONorthwest – <i>Lorelei and Emily</i> | 1:05 p.m. |
| 3. | Potential City Ownership of Hanna Place Subdivision's Wetland Protection Area - <i>Jacob</i> | 1:35 p.m. |
| 4. | Update from Building Official (IGA with Columbia City & Nuisance Abatement) - <i>Bob</i> | 1:50 p.m. |
| 5. | Review Quote from Azimuth for Council Chambers Audio/Visual Equipment – <i>Matt</i> | 2:05 p.m. |
| 6. | Review New Utility, Banking & Court Specialist Job Description – <i>Matt</i> | 2:15 p.m. |
| 7. | Review New WWTP Operator III/Pretreatment Coordinator Job Description - <i>Sue</i> | 2:25 p.m. |
| 8. | Review Quote from St. Helens Auto Center for Purchase of New Vehicle - <i>Matt</i> | 2:35 p.m. |
| 9. | Review Revenue/Expense Opportunities - <i>Matt</i> | 2:45 p.m. |
| 10. | Review 2017 Council Mission & Goals | 3:05 p.m. |
| 11. | Department Reports | 3:20 p.m. |
| 12. | Council Reports | 3:40 p.m. |
| 13. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 4:00 p.m. |
| 14. | Other Business | |
| 15. | Adjourn | |

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- March 13, Youth Council, 7:00 p.m., Council Chambers
- March 14, Planning Commission, 7:00 p.m., Council Chambers
- March 15, Council Work Session, 1:00 p.m., Council Chambers
- March 15, Council Public Hearing, 6:30 p.m., Council Chambers
- March 15, Council Regular Session, 7:00 p.m., Council Chambers
- March 16, Informational Budget Committee Meeting, Council Chambers
- March 21, Library Board, 7:15 p.m., Columbia Center Auditorium

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

- PH: March 15, 6:30 p.m., Comprehensive Plan/Zone Map Amendment – 2554/2560 Columbia Blvd.
- PH: April 5, 6:00 p.m., Comprehensive Plan/Zone Map Amendment & Text Amendments – City-wide

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.



St. Helens City Council Briefing: Agency Roles and Powers / Financial Analysis

March 15, 2017

ECONorthwest
ECONOMICS • FINANCE • PLANNING



TIBERIUS
SOLUTIONS

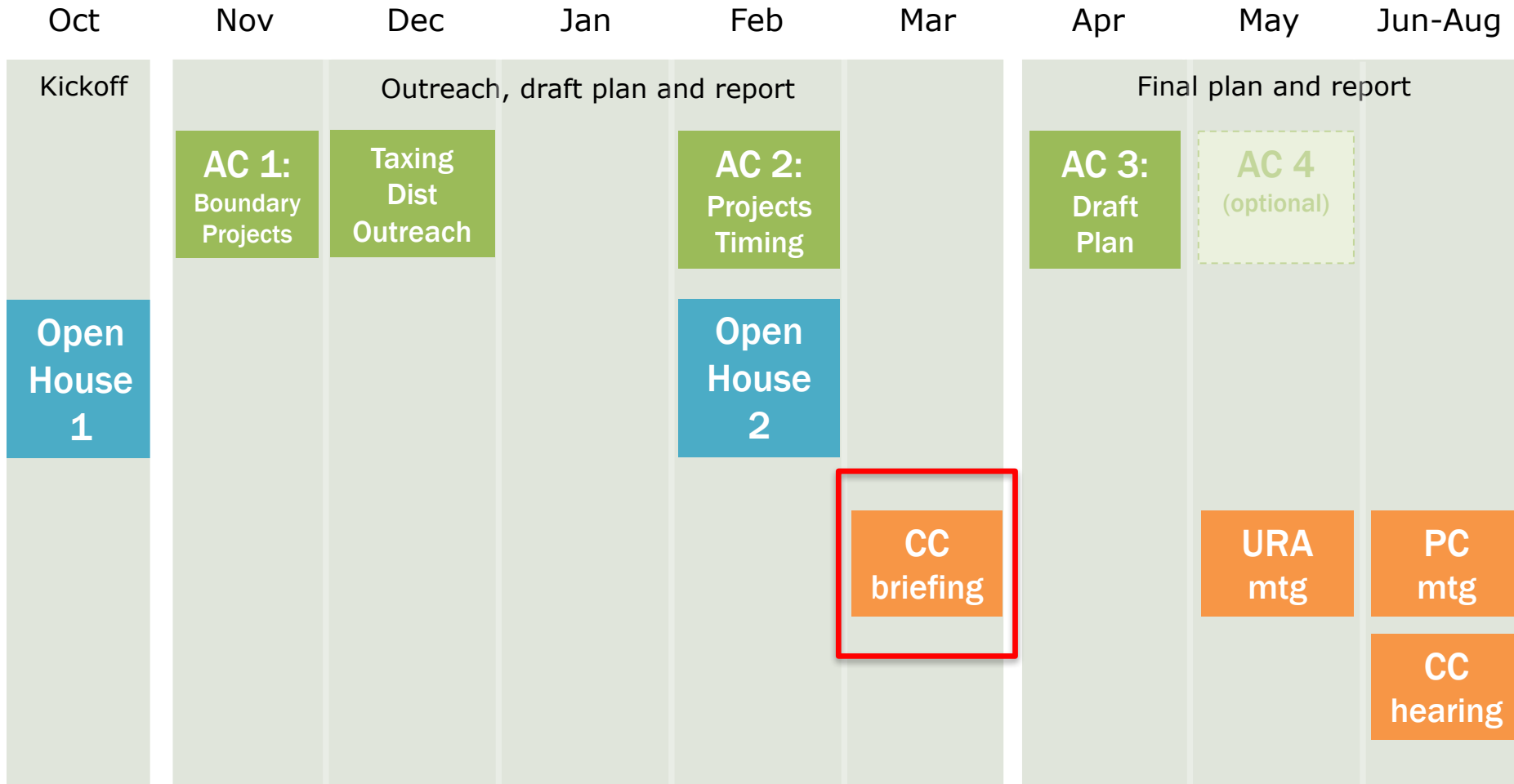
ELAINE HOWARD
CONSULTING, LLC

Agenda

Purpose: Discuss plan and answer questions

- Recap of recent outreach and decisions
- Financial results
- Overview of plan and report documents
- Next steps and to-do's

Timeline



Establishing an Urban Renewal Area

Pre-Plan Process

Identify initial projects, boundary, and run financial projections

Urban Renewal Plan 9+ months

URA Plan

- Projects
- Boundary
- Financial Projections
- Fiscal Impacts

Consult with Taxing Districts

Public Outreach

- Public Notice
- Open House

Planning Comm. Review

Establish Urban Renewal Agency

City Council Public Hearing

Adoption

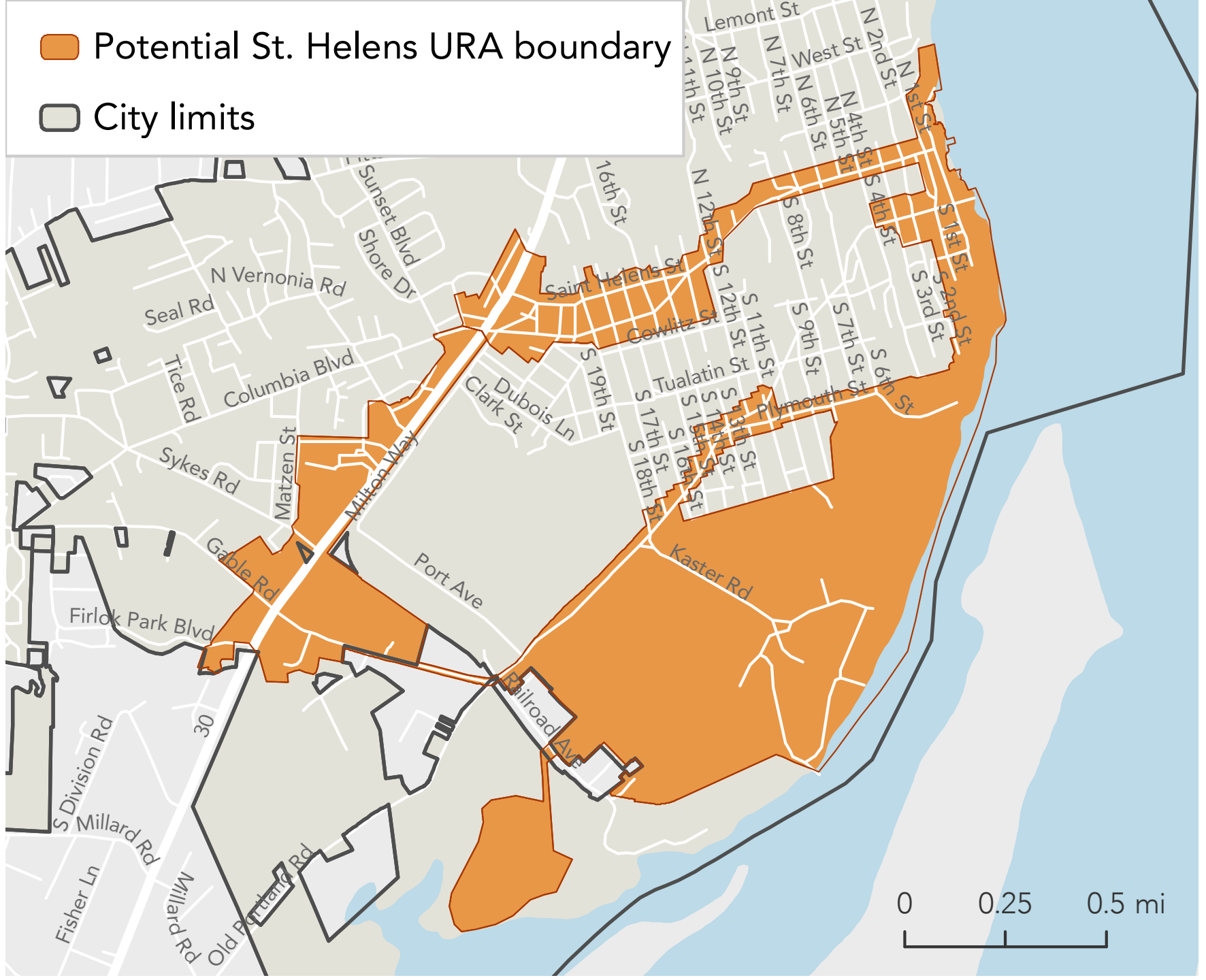
Purpose: Assist with the implementation of adopted plans, policies, and codes

Goals:

- Ensure that stakeholders are involved in plan implementation by providing accurate, timely information, and encouraging public input and involvement.
- Provide adequate infrastructure and public amenities to support new development.
- Increase the safety and capacity of existing transportation corridors.
- Improve public access to the Columbia River through investments in waterfront open space and paths.
- Invest in the revitalization of Houlton and Downtown business districts.

 Potential St. Helens URA boundary

 City limits



Project Categories

Transportation Infrastructure

- Veneer Road Connections
- U.S. 30 improvements
- Corridor Master Plan Improvements
- Old PDX Road Improvements
- 1st Street Retrofit

Open Space/ Wayfinding

- Veneer Open Space (greenway, park, plaza)
- Trestle Trail
- Marina Contribution
- Waterfront Bankwork/
Habitat Projects
- Wayfinding

Site Prep/ Utilities

For Veneer and other sites:

- Utilities
- Grading
- Brownfield Remediation

Economic Dev't Programs

- Storefront Imp't Program
- Economic Dev't Strategies (e.g. master plans, parking plans)

Project Categories

\$40M



- “Financial Feasibility” Requirement
- Maximum Indebtedness
- Dependent on new development
- Bonds/Loans necessary to accelerate timing

Growth Assumptions

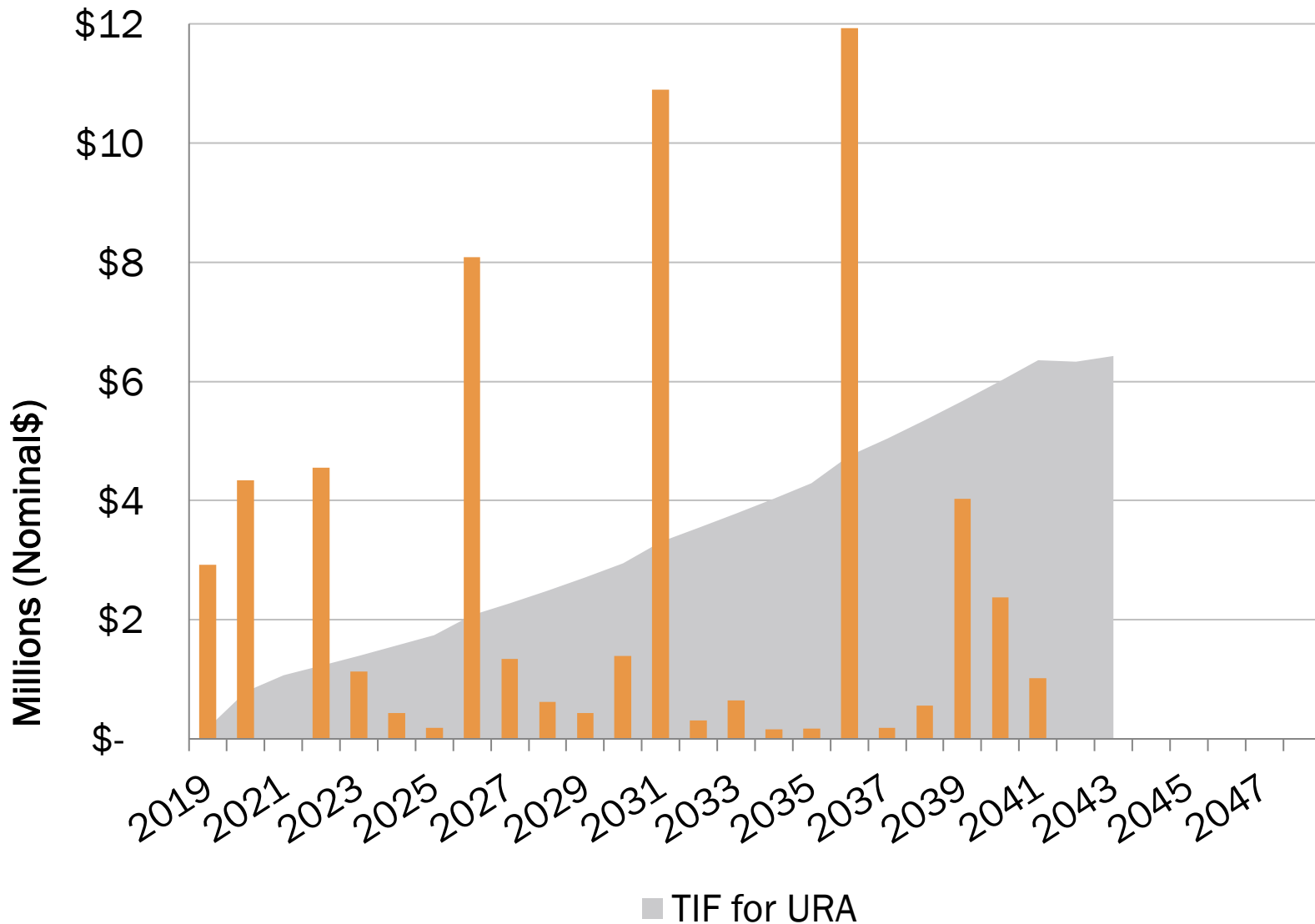
- Industrial: \$46M in FYE 2020
 - Another \$20M long-term
- Veneer Site: \$45M mixed-use
 - Multiple phases, starting in FYE 2021
- Other growth: 5% per year

Financial Timeline

2018-23	\$12.2 M	Waterfront Dev't
2024-28	\$8.8 M	Waterfront Dev't, Cont. Old PDX Road Improvements U.S. 30 Short-Term
2029-33	\$9.7 M	Houlton Phase 1
2034-38	\$8.0 M	Houlton Phase 2
2039-43	\$4.2 M	Houlton Phase 3 U.S. 30 Long-term
TOTAL	\$42.9 M	Close Out

* Each phase includes admin costs, storefront improvement, and \$ for site prep and economic development

TIF Forecast (Constant 2017\$)



OVERVIEW

URBAN RENEWAL GOALS AND BOUNDARY
PUBLIC INVOLVEMENT
ORS STATUTES MATRIX

URBAN RENEWAL PROJECT ACTIVITIES

LIMITATIONS ON INDEBTEDNESS OF THE PLAN

PROPOSED FINANCING METHODS
TAX INCREMENT FINANCING AND MAXIMUM INDEBTEDNESS

URA GOVERNANCE AND FUTURE AMENDMENTS TO PLAN

PROPERTY ACQUISITION AND DISPOSITION

RELOCATION METHODS

PROPOSED LAND USES

RELATIONSHIP TO LOCAL OBJECTIVES

COMPREHENSIVE PLAN (MUNICIPAL CODE, TITLE 19)

APPENDICES

APPENDIX A: LEGAL DESCRIPTION

|

INTRODUCTION

STATUTE CROSS REFERENCE MATRIX

RATIONALE FOR AREA SELECTION

EXISTING CONDITIONS

PHYSICAL CONDITIONS

SOCIAL CONDITIONS

ECONOMIC CONDITIONS

SUMMARY

IMPACT ON MUNICIPAL SERVICES

HOW THE PROJECTS/INVESTMENTS IMPROVE THE AREA

FUNDING PLAN

SUMMARY OF PROJECT COSTS AND TIMING

TIF FUNDING PLAN

FINANCIAL ANALYSIS OF THE URBAN RENEWAL PLAN

IMPACTS TO TAXING JURISDICTIONS

FOREGONE REVENUES

IMPACT TO TAXPAYERS FROM GO BOND RATES

STATUTORY COMPLIANCE

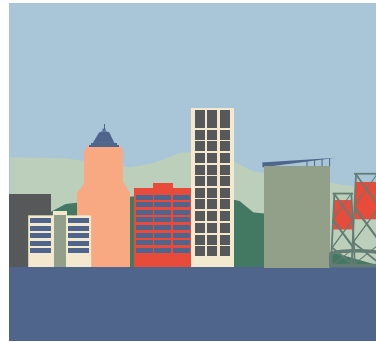
RELOCATION REPORT

ECONNorthwest

ECONOMICS • FINANCE • PLANNING



Eugene



Portland



Seattle



Boise



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: City acceptance of a portion of wetland protection zone on adjacent property
DATE: March 6, 2017

On March 14, 2017, the Planning Commission will review a 10-lot subdivision intended for attached (shared wall) single-family dwellings along N. 15th Street just a little south of the St. Helens Middle School.

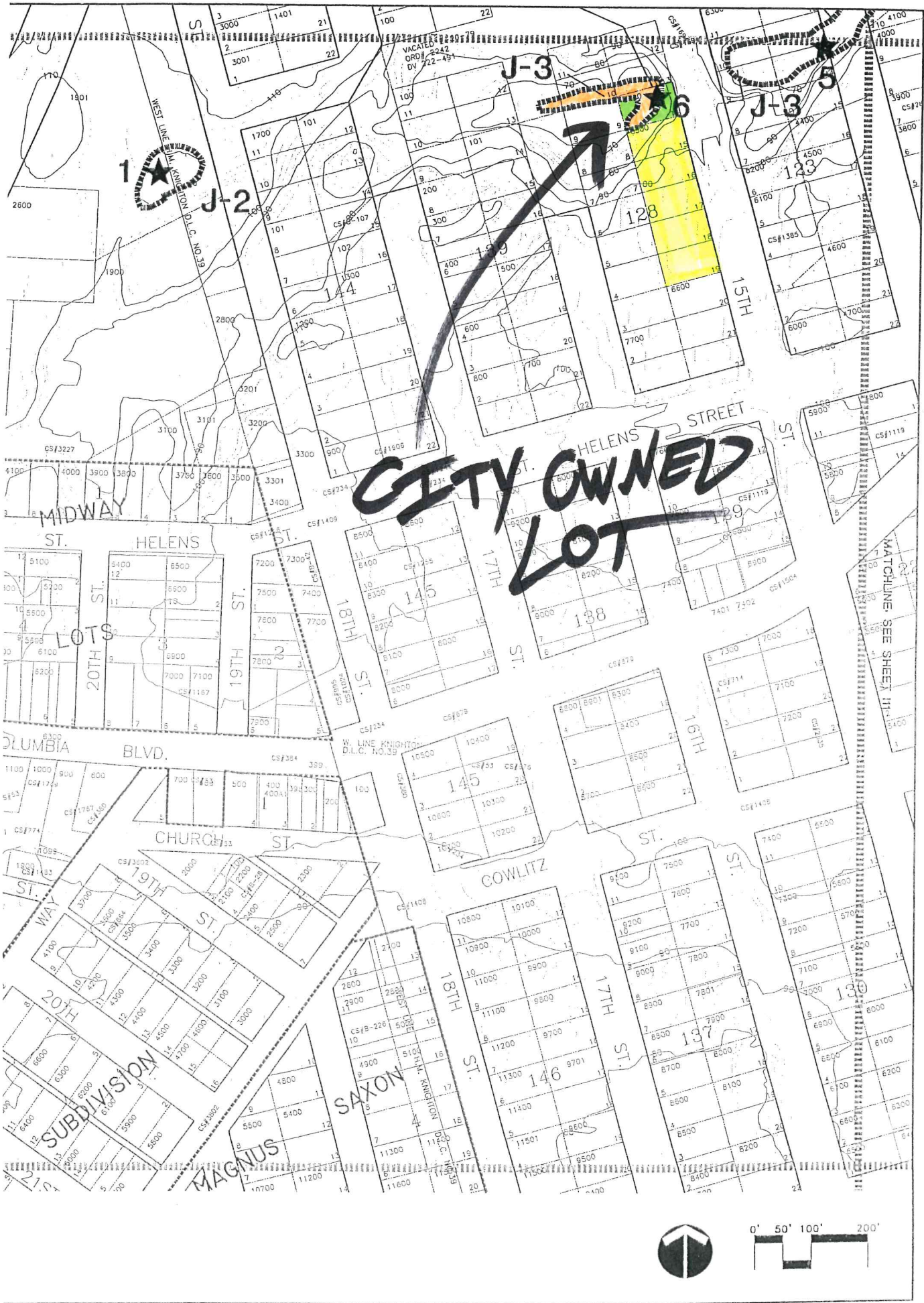
One of the issues to be dealt with is a portion of a wetland protection zone that is located on the property.

Usually in developments such as this, the wetland or protection zone is included in a dedicated tract to be maintained by a responsible party such as a Home Owner's Association or the City. Due to increasing property maintenance demands, the City has been resistant to accepting additional wetland tracts.

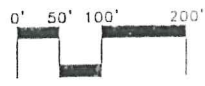
However, in this case the area of protection zone on the subdivision property is small and the city owns an adjacent tract to the north. It makes much sense that the city adds the portion of the wetland protection zone on the subdivision property to its already owned lot to the north of it.

The direction of the council will determine how we deal with this issue.

Attached: Excerpt map from the City's wetland inventory
"Hanna Place" preliminary plat



CITY OWNED LOT



Preliminary Plat
"Hanna Place"
A Re-Plat Of Lots 15 Through 19
Block 128, St. Helens
Section 4, T.4N., R.1W., W.M. - Columbia County, Oregon
October 12, 2016



DISCLAIMER: This map has been provided for reference only. The City of St. Helens makes no warranty, representation, or guarantee of any kind regarding the use of this product. The Requestor/User assumes all responsibility for the use of this product and agrees to hold harmless the City of St. Helens against any loss or damage arising from any error, omission, or positional inaccuracy of this product. The City of St. Helens assumes no responsibility for the validity of any information presented herein, nor any responsibility for the use or misuse of this data. It is the requestor's responsibility to verify any information derived from the GIS data before making any decisions or taking any actions based on the information.

GIS MAP
PUBLIC UTILITIES

Date: 6/29/2016 Time: 1:01:14 PM Engineering Department

- Sanitary_Cleanout
- Sanitary_Laterals
- Water_Mainlines
- Contours_2FT
- Sanitary_Manhole
- Storm_Catchbasin
- Storm_Manhole
- Buildings
- Sanitary_Mainlines
- Storm_Mainlines
- Taxlot
- Public Right-of-Way



1 inch = 60 feet



Property Owner:
 La Grand Townhomes LLC
 C/O Dan Hatfield
 2035 SE Evergreen Street
 Milwaukie, OR 97222
 503-803-6112

Surveyor:
 Reynolds Land Surveying, Inc.
 David E. Reynolds
 32990 Stone Road
 Warren, OR 97053
 503-397-5516

Zoning-R 5
Tax Lot No. 4104-AC-06500
Water Service-Existing Water
Line in 15th Street

Sanitary Sewer Service
Existing Sewer Line on the
West property line.

**CITY OF COLUMBIA CITY – CITY OF ST. HELENS
INTERGOVERNMENTAL AGREEMENT
BUILDING INSPECTION AND PLAN REVIEW SERVICES**

PARTIES

This Agreement is entered into by and between the City of Columbia City, a municipal corporation of the State of Oregon, hereinafter referred to as “Columbia City” and the City of St. Helens, a municipal corporation of the State of Oregon, hereinafter referred to as “St. Helens”.

RECITALS

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, Columbia City desires to employ the services of St. Helens to provide building inspection and plan review services for review of compliance with applicable building codes; and

WHEREAS, Columbia City desires to provide a high level of professional and technical services at a cost less than the fees paid to Columbia City by permit applicants; and

WHEREAS, Columbia City wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, St. Helens’ building inspectors, supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet Columbia City’s criteria; and

WHEREAS, St. Helens is able to provide the services Columbia City is seeking and is willing to enter into this Agreement with Columbia City to provide building inspection and plan review services to Columbia City in accordance with and limited to the provisions set forth in this Agreement.

AGREEMENT

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

1. Effective Date. This Agreement is effective on the last date signed by the parties, below.
2. Completion Date. This Agreement shall continue until June 30, 2017 and shall automatically renew every year thereafter on July 1st unless terminated by either party pursuant to Paragraph 7 of this Agreement.
3. St. Helens Services. St. Helens agrees to provide services as follows:
 - a. Building inspection services, to supplement Columbia City Staff upon request of Columbia City, to determine compliance with approved plans and Columbia City adopted Oregon State Building Codes (including Building, Plumbing and Mechanical.) The service goal is to perform such inspections within 48 hours of request by Columbia City and provide an inspection record to the applicant and Columbia City.
 - b. Plan review services of complete plans with the following service goals:
 - i. For one and two family residential buildings, additions and related work: complete initial plan review within seven (7) business days.
 - ii. For multi-family residential, mixed use and non-residential buildings deemed by St. Helens

to be of normal complexity: complete initial plan review in less than twelve (12) business days.

- iii. For multi-family residential, mixed use and non-residential buildings deemed by St. Helens to be of unusual complexity: complete plan review in less than fifteen (15) business days.

Notwithstanding the service goals outlined above, St. Helens reserves the right to prioritize its own building inspection and plan review work over Columbia City building inspection and plan review service requests.

- 4. Consideration. Compensation shall be at the following hourly rates, billed in one half-hour increments:

- a. Commercial and mixed use plan review and inspections: 75% of permit fees.
- b. Residential plan review and inspection: 75% of permit fees.

St. Helens shall submit, after the first business day of each month, the invoice for building inspections performed during the prior month. Payment of invoiced and approved items shall be mailed to St. Helens within twenty-five (25) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

- 5. Permit fees. Permit fees collected by Columbia City will be consistent with the fee schedule approved by the State of Oregon Building Codes Division on August 1, 2014. All Columbia City system development charges, planning fees, City surcharges, local ordinance fees and the State Building Code surcharge fees (12%) will be collected by Columbia City.

- 6. Compliance with Codes and Standards. It shall be St. Helens' responsibility to determine compliance with all applicable building, health and sanitation laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions, and rules.

- 7. Contract Representatives. Contract representatives for this Agreement are the following:

- a. For St. Helens:
 - Robert Johnston, Building Official
 - City of St. Helens
 - PO Box 278
 - St. Helens, Oregon 97051

- b. For Columbia City:
 - Leahnette Rivers, City Administrator
 - City of Columbia City
 - PO Box 189
 - 1840 Second Street
 - Columbia City, OR 97018

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

- 8. Termination. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event St. Helens fails to substantially perform the work in a manner satisfactory to Columbia City, or Columbia City fails to make timely payments for work invoiced by St. Helens, this Agreement may be terminated immediately and all costs incurred and fees earned by St. Helens prior to the termination date shall be paid by Columbia City to St. Helens

- 9. Reports. Upon the request of Columbia City, St. Helens shall, within a reasonable time, provide a written

report on the progress of and information related to the work outlined in this Agreement.

10. Hold Harmless. To the extents of the limitations of the Oregon TORT Claims Act, the Oregon Constitution and the St. Helens Charter, St. Helens agrees to indemnify and hold harmless Columbia City, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to St. Helens' performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by St. Helens. Columbia City agrees to indemnify and hold harmless St. Helens, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to Columbia City's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by Columbia City.
11. Non-Discrimination. St. Helens agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.
12. Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if Columbia City has no funds legally available for consideration from other sources, then Columbia City may terminate this Agreement pursuant to Section 7 of this Agreement. St. Helens may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by Columbia City for compensation to St. Helens, and in such event St. Helens may immediately cease its performance of its obligations under this Agreement.
13. Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
14. Non-Waiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
15. Time of the Essence. The parties agree that time is of the essence in this Agreement.
16. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
17. Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
18. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
19. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. St. Helens, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. Columbia City, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this _____ day of _____, 2017.

CITY OF COLUMBIA CITY:

Mayor

Attested:

City Administrator

Approved as to Form:

City Attorney

CITY OF ST HELENS:

Approved by the City Council: 3/15/17

Mayor

Attested:

City Administrator

Approved as to Form:

City Attorney for Contracts

City of St. Helens

Job Title: Utility, Banking & Court Specialist
Department: Administration
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Created: March 15, 2017
Wage Scale: Utility, Banking & Court Specialist

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing tasks. Coordinates and processes bank deposits and processes utility billing uploads and adjustments. Performs other related public services in support of Administration Department operations.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

- Reconciles and processes deposits from all departments. Prepares daily deposits after batch closing. Take deposits to bank. Scans physical checks electronically.
- Pursue any CR batches left open for more than 2 business days.
- Picks up mail daily from post office and provides assistance to open and distribute. Processes outgoing mail.
- Prepares utility adjustments for Finance Director's approval. Posts adjustments after approval.
- Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, and customer follow-up account research.
- Coordinates printing of monthly & bi-monthly billings either through a third party or internally. Prepares billing statements for mailing.
- Prepares all special billings.
- Reviews meter reading data for possible errors before bills are printed. Reviews billings for correctness and accuracy within 95%. Recalculates bills which have been issued to customers improperly.
- Performs daily upload of billing information via online portals.
- Processes late fees, reconnect fees and reminder letters. Makes phone calls on past due accounts. Reviews payment plans for accuracy and delinquency.
- Serves as lead in training Utility, Billing & Court Specialists on utility billing tasks.
- Maintains current customer account files.
- Interprets City Ordinances and Administration Rules relating to Utility Services.
- Receives telephone calls and citizen visits concerning utility billings or services; answers questions and responds to citizen complaints.
- Processes/creates new utility accounts.
- Processes payments for utility billing accounts.
- Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

- Processes and reviews meter reading data for utility billings.
- May perform duties such as ordering supplies for City Hall and other departments as necessary and time allows.
- Provides backup during absence of other staff in related positions which include Court, Building, Administration and City Recorder.
- Processes Municipal Court payments and posts properly within 95% accuracy. Answers general court-related questions and inquiries. Assists Municipal Court Clerk and Legal Assistant in court processes when necessary.
- Manages and collects Business License renewals and new business licenses for the city.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent.
- 2+ years of experience in general office practices such as typing, data processing, and customer service.

DESIRED QUALIFICATIONS

- 2+ years of experience in Banking Services or other positions related to cash handling.
- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Skills in operating computers, 10-key calculator, phone, fax, and copy machine.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or request interruptions.
- Ability to work with angry and/or difficult customers.

SPECIAL REQUIREMENTS

- None.

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. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision 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.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

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 **Utility, Banking & Court Specialist** 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: _____

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT OPERATOR III /
PRETREATMENT COORDINATOR
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: March 15, 2017

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems. Coordinates the implementation of the City Pretreatment Program.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Superintendent or designee.

SUPERVISION EXERCISED

May serve as a lead worker over Level II and Level I Operators. Functions as the NPDES required facility supervisor when on call.

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

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the WWTP and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the plant operates within required standards and provides information to the superintendent on immediate and long term status and needs.
- Contains and disposes of hazardous wastes generated by the lab.
- May be required to work weekends and/or be on call.
- Repairs machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.

- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Operates the plant in absence of the Superintendent or Operator IV.
- Operates work boats on wastewater lagoons and navigable waters.
- Coordinates the implementation of the City pretreatment program among various industrial users, other government agencies, and City staff.
- Reviews and tracks industrial user compliance reports and compliance status.
- Provides recommendations as to enforcement action and industrial user permitting for review and authorization by the City Attorney.
- Develops and maintains a listing of current industrial users, industrial user files, and other documentation required by the pretreatment program.
- Prepares reports and updates of the City pretreatment program, including the DEQ required annual report, the periodic local limit review, and other reports as needed to ensure the program is in compliance with state and federal regulations.
- Prepares an annual and 5-year pretreatment budget for review by the WWTP Superintendent.
- Other duties as assigned.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- May serve as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (b) Three (3) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.
- (d) Experience with pretreatment programs highly desirable.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Must possess or have the ability to obtain a valid state driver's license.

- Certification as an Oregon Wastewater Treatment Plant Operator III, or ability to obtain a Treatment III certification within 6 months or as determined by the Superintendent.
- Certification as an Oregon Wastewater Collection Operator II, or ability to obtain a Collection II certification within 6 months or as determined by the Superintendent.
- State of Oregon Marine Board Boater Education Certificate.
- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, personal computer including word processing and spreadsheets, and a variety of lab 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

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.

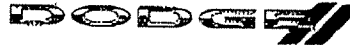
ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **WWTP Operator III/Pretreatment Coordinator** 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: _____



Jeep

March 3, 2017

Purchaser: City of St. Helens
P.O. Box 278
St. Helens, Oregon 97051

St. Helens Ford agree to order:

Please see attached.

New 2017 Ford Escape 4WD.	\$25,450.00
Less factory rebate	<u>(\$3,500.00)</u>
Total	\$21,950.00

Oregon license fee to be determined at the time of delivery

.....
Ron Miller, Sales Manager.

RECEIVED
MAR 03 2017
OFFICE OF ST. HELENS
CITY RECORDER



Preview Order 8227 - U9G 4x4 SE : Order Summary Time of Preview: 03/03/2017 15:17:54

Dealership Name : St. Helens Ford

Sales Code : F74505

Dealer Rep.	v-suvanv	Type	Stock	Vehicle Line	Escape	Order Code	8227
Customer Name		Priority Code	80	Model Year	2017	Price Level	750

DESCRIPTION	MSRP	DESCRIPTION	MSRP
U9G0 ESCAPE 4DR SE 4WD	\$27000	.6-SPD AUTO TRANS W/SLCTSHFT	\$0
.105.9" WHEELBASE	\$0	235/55R17 LRR A/S BSW TIRES	\$0
OXFORD WHITE	\$0	JOB #2 ORDER	\$0
CLOTH BUCKET SEATS	\$0	FRONT LICENSE PLATE BRACKET	\$0
CHARCOAL BLACK	\$0	CALIF EMISSIONS NOT REQUIRED	\$0
EQUIPMENT GROUP 200A	\$0	FUEL CHARGE	\$0
.17" SPARKLE SLVER PTD ALUM WHL	\$0	PRICED DORA	\$0
.1.5L ECOBOOST ENGINE	\$0	DESTINATION & DELIVERY	\$895
			MSRP
TOTAL BASE AND OPTIONS			\$27895
DISCOUNTS			NA
TOTAL			\$27895

This order has not been submitted to the order bank.

This is not an invoice.

REVENUE & EXPENDITURE OPPORTUNITIES – IMPACTING 2016/17 BUDGET

1. Review Current Fee Schedules in all Departments

Under this topic, we would require ALL departments within the City to review their fee schedules and come back to the Council with potential increases that would be deemed fair, but aggressive. Fee schedules that include things like violations/wrongdoings within the community could be raised to help discourage these things within our community. Additional/increased fees will ensure that the City is truly capturing the “true costs” associated with each scheduled fee.

2. Intergovernmental Services – Building Department & Others

The exploration of combined services among close cities/jurisdictions is nothing new. There was a wave of cities combining services during the recession to help reduce costs and share expenses. In the last several years, we have seen a lean towards taking back services and providing specific city services as revenue has begun to increase after the recession.

BUILDING DEPARTMENT

- IGA with Columbia City:

The City currently has an IGA with Columbia City, but that IGA may not represent the best possible agreement in terms of receiving the “true cost” of the time that staff has had to take taking on the building department tasks of Columbia City. Initial discussions have already begun with agreement possibilities. The proposed change would include the City of St. Helens receiving 75% of the Building Permit amount. A revised IGA is already in the works and will be presented to Council shortly to take effect on July 1st. The budgeted revenue for Columbia City has been increased in the upcoming 2017/18 budget in anticipation of this increase.

- IGA with Columbia County:

The City does NOT currently have an IGA with Columbia County and their Land Development Department. Currently, St. Helens staff assists Columbia County with some of their permitting tasks including electric, plumbing, and other tasks. With direction from Council, we would like to propose beginning discussions.

- IGA with City of Scappoose:

The City has approached the City of Scappoose and there is not a mutual agreement in place for St. Helens to take over Building in the City. Scappoose has informed us they do not anticipate using St. Helens and will be using an outside source for their building department. This amount originally budgeted at \$50,000 in the General Fund Revenue has been removed from the upcoming budget.

COURT DEPARTMENT

- IGA with Columbia City

The Courts Department would like to initiate discussions to see if Columbia City would be willing to have St. Helens take over their traffic court and share revenue that will cover the additional cost of staff and judge as well as a % of the additional revenue. Since Columbia City and St. Helens already share the same judge, it should make for an easy transition for staff. The initial guess of additional revenue that it could bring in for the City after the costs of additional expenses are paid, could potentially be anywhere from \$5,000-\$20,000 depending on the IGA agreement.

- IGA with Scappoose

This idea may not be as promising as Columbia City in part based on Scappoose's choice for their building department, but it still is an option I believe the City should review and propose for the City of Scappoose. The potential revenue outside of the additional costs could be anywhere from \$25,000-\$100,000 depending on the IGA agreement.

3. Court Department Services

Currently the Courts Department processes both criminal and traffic, which is unique to the City of St. Helens compared to most municipalities who have criminal cases processed at the County level. One opportunity, if it warrants discussion, would be the reduction of the Courts department to move criminal cases to the County and have St. Helens just process traffic court or possibly the County taking on Criminal and Traffic

An attached sheet shows ESTIMATED options that include:

Option A – Keeping everything status quo with the expected 2017/18 Budget

Option B – Reducing from 2.15 to 2.00 FTE & just processing traffic/ordinance violations

Option C – Reducing to 1.00 FTE and just processing traffic/ordinance violations

Option D – Option B + IGA agreements with Scappoose and Columbia City

Option E – Option C + IGA agreements with Scappoose and Columbia City

4. Franchise Fees (5% to 7%)

The City may look at increasing Franchise Fees that it mainly receives at 5% and increasing the franchise fee to 7%. It is unclear at this specific time whether a contract will allow a change mid-stream or if it needs to be negotiated at the time of expiration. Franchise Fees are essentially passed onto the Customer by the company and then received by the City.

5. Building Department FTE

In the 2016/17 Budget, there was a part-time FTE for a Building Inspector. With the recent development of the City of Scappoose and their choice not to work with St. Helens for Building Department services. I highly recommend removing the part time FTE from the Building Department UNTIL imminently seen increases in St. Helens building activity is known.

The cost of a 0.5 FTE in the Building Department (General Fund) is roughly \$40,000. Without additional revenue in the General Fund to assist with this cost, I do not see this position as sustainable right now in the budget process. In the 2017/18 proposed budget, keeping this part time FTE means a Building Department Budget of \$288,000. The Budgeted Revenue dedicated to the Building Department in 2017/18 is \$255,000. Removing this 0.5 FTE brings the budgeted expenses down to \$248,000... thus creating a more sustainable department for the General Fund.

If building activity DOES pick up in 17/18, the additional revenue should essentially pay for the additional FTE increase.

6. Administrative Fee on Motel/Hotel Tax and possibly a change in direction

The City currently collects a Motel/Hotel tax that funds the Visitor & Tourism Fund. This amounted to about \$126,000 budgeted for 2016/17. Currently 100% of these funds are used for Tourism through the City of St. Helens including specific events like Holloweentown.

City staff all spend a large amount of work time helping with these events, taking time away from our other duties that must be completed as well. The City would like to propose a 10% Administration Fee on the Motel/Hotel tax that is received by the General Fund to help the City recoup some of the time spent on Tourism events. The anticipated General Fund Revenue from this line item in 2017/18 would be about \$10,000-\$15,000 and dependent on the actual revenue received from the Motel/Hotel Tax every year.

7. Construction Excise Tax

A % additional tax placed onto building permits for Commercial and industrial properties that could be used as a funding mechanism to help persuade people to rehabilitate “zombie” properties as well as possible dedication by City Council to be used for programs such as affordable housing and increased public/private partnerships throughout the City for development.

The City of Astoria is just starting this program which is a 1% excise fee on the building valuation. Last year the Legislature legalized the use of a construction excise tax, which is based on building-permit valuation. More research will need to be completed should the Council & Budget committee wish to move forward and explore this option. The city of Portland and Bend are also communities that already have this mechanism in place.

8. Sidewalks and Development

When sidewalks are absent and a property is proposed to be developed, staff needs to determine if they need to be built as part of the project or not. In cases where it is determined that it may not make sense for sidewalk installation, the city has required a Waiver of Remonstrance as typical procedure for decades.

In 1988 via Resolution 1046, the city adopted a policy to allow a Waiver of Remonstrance (WOR) in lieu of street improvements. This is a document that gets recorded on the deed that prevents a property owner from voting against the formation of a local improvement district (an area assessed for a capital project). A common past practice of many jurisdictions, the WORs don't seem to have accomplished much for St. Helens in the last 30 years.

Recently, staff discussed (with other staff) a fee in lieu of provision that would collect fees for sidewalks where it doesn't make sense to build them. There is already a provision in the Development Code that allows this that was added to the code when the Transportation Systems Plan was updated in 2011. The fees are required to be used for maintenance, repair or construction of sidewalks or pathways within the city.

Beginning immediately, staff intends to use this fee in lieu provision, as a preference over the old way of doing things, which will generate capital funds to improve non-motorized public passage in the city.

REVENUE & EXPENDITURE OPPORTUNITIES – IMPACTING FUTURE BUDGET

9. Utility Bill Service Fees

Many cities have leaned towards these types of fees because of the “guaranteed” revenue it may bring in the City. Some cities, like Cornelius, have a \$9 Monthly General Service Fee on their Utility Bills for water/sewer service. This fee directly contributes towards General Fund services.

Similar fees could be placed on specific areas like Public Safety, Parks, Maintenance, etc. These specific revenues would be for their intended use and the fee is designated by the City Council discretion. As a brief example, the City roughly has 4,500 utility accounts. A \$5 Monthly General Service fee would mean a General Fund revenue of \$270,000 per year.

During the Cost of Service Analysis, these additional fees will be reviewed by the consultant and compared with other cities in the regional area.

10. Local Option Levy

There are good and bad points to looking at a Local Option Levy for any City. On the good side, you have a new revenue source that is generally supported by the voting City to support what the Local Option Levy is specifically for. This could be an individual project/department like Parks or Police. It could also be more open to General City Service.

There are a few main points to be aware of on a Local Option Levy however. I will stick with the main headaches. The first is the trust/ability to get voter approval for increase their taxes. This is usually the biggest hurdle, but can be done with effective and efficient publicity and public outreach. Another headache that plagues a local option levy is the “ending”. If a local option levy is not renewed by the voters, it can lead to a major loss in revenue, programs, and services that it paid for during its “run”. For example, a local option levy for Police Services could potentially hire 5 new officers, but at the end of a 2-year levy, if it is not renewed, you will not have funding for those 5 new officers and must either find additional revenue somewhere else or you may be forced to let go of the 5 officers.

11. Food Tax, Soda Tax, Cell Phone Tax

Judging from past Budget Meeting notes, the idea of a food tax was brought up and discussed. I am unsure of where the talks ended up with the Budget Committee and Council, but this may warrant another discussion.

Most notably and discussed on this topic is the City of Ashland Oregon and their “Food & Beverage Tax”. This tax was established back in 1990 and is one of the few voter approved sales tax in Oregon. A five percent tax is collected on all prepared food sold in Ashland. One percent is used to purchase open space for parks and four percent is used to offset the costs associated with the building of a new wastewater treatment plant. It was renewed and extended by electors in 2009 and currently would expire on Dec 31, 2030.

For a Soda Tax, there is no municipality in Oregon yet to proceed with a Soda Tax. Most notably, Soda taxes can be found in Boulder CO, San Francisco CA, Oakland CA, Albany CA, Cook County in Illinois, as well as Berkeley CA and Philadelphia PA and they range in amount from 1.0 Cent per ounce up to 2.5 Cents per ounce.

A Cell Phone Tax is another possibility to look at but will require more due diligence and research to see if something like this is possible to institute.

Both of these taxes would need to be voter approved if the City wanted to move forward.

12. Equipment & Storage throughout the City

The City currently has many PW buildings and office space that is taken up by old equipment and materials as well as vehicles that are no longer in use. For the vehicles specifically, the City is likely still paying at least liability coverage, if not collision and liability on all vehicles, even ones not in current use.

This opportunity may not yield a large expense cut and also a small to none revenue opportunity, but it may be an opportunity for the City and PW departments to truly go through its current equipment to see what is really needed and what can be sold/taken off insurance. The major benefit of this process may be the additional storage space that the City is lacking, especially in Public Works. This would be a large endeavor though for the City as well as specifically Public Works and would likely take several months to do amongst the working schedules of current staff.

13. Sick Leave Payout to VEBA (Future Employees)

Current and incoming employees for the City of St. Helens receive a special benefit when you retire in that your sick leave accrual is paid out to your VEBA, allowing many current and future retirees to cash out the unused sick leave balance to help pay towards medical expenses in retirement. As much as this is a great benefit for upcoming retirees, there is a large cost associated with this to the City. Most notable within the last 2 years, the City has seen paid out over \$100,000 in VEBA Benefits for City Employees.

One opportunity the City may choose to look at is to review this policy with two potential alternatives, but would also likely involve collective bargaining sessions with each group.

1) Eliminating the benefit all-together for all incoming employees for July 2018 and moving forward. I do not suggest removing this benefit for any current employees because this may be a benefit and deciding factor for many current employees to STAY with the City of St. Helens.

2) Cap the payout to 100 or 200 hours of sick leave. Many employees, like those listed above, who are close to retirement have a large bank of sick hours which helps increase the payout amount. Limiting the hours to 100 or 200 as an example for all future employees hired on or after 7/1/18 would help reduce the liability and expense to the City of St. Helens in the future. Most retirements throughout the year are not known in Feb-May of the budget season for the upcoming year, so these payout amounts are not usually budgeted.

14. Police Reimbursement of Expenses

The City of St. Helens is finding it more and more difficult to hire officers compared to larger cities in the area like Portland that are offering incentives for those officers that get hired and stay with the City. This is usually in the form of an incentive pay schedule and hiring bonus. The topic is not necessarily a cost-cutting measure, but should be discussed

with the information above as an option in trying to keep officers that we have and also encourage more officers to apply for open positions. The incentive schedule would likely help in the long-term strength of the department.

15. FTE & Restructure in Finance Department

Currently, in the Finance Department there are 3 main “accountants”, which include the Finance Director, Accounting Assistant (Generally our AP person), Accounting Technician (Generally our Payroll person). One opportunity the City could review with our Payroll person retires in 2-5 years is that these two positions could be formed into 1 larger position, like an Assistant Finance Director OR Finance Manager like position that would encompass some structural and process changes throughout the department but could ultimately reduce the FTE, but would likely involve a higher salary potential for the position.

I do not recommend making this change abruptly and with current staff members because I believe, as the Finance Director, that we have a VERY good group of individuals working for us now and I would not anticipate this possible change until the retirement of the Accounting Technician, which could be anywhere from 2-5 years or possibly longer. A lot can happen throughout the City between now and then and I do not believe this option is a “right-now” possibility, but this could be a possibility down the road unless the economics of the City change with development and needs.

In other departments like Utility Billing and Court, if there was a restructure of the Court Department in just doing traffic violations for the City of St. Helens, it is possible to consider a transition of combing department services and payment collection along with other collected services that are not associated with other direct services. For example, taking Business License payments but leaving the Building Department separate because of the attached additional service associated when you pay a building permit or SDC.

In the future as the departments begin to cross-train for customer service, it would be potential to consider lowering the number of FTEs available in the UB/Court Department, however I would caution in removing the FTE from the City as a whole and it would be my personal opinion to move that FTE over to another department that may be in need which is the Building Department and Administration Department’s need for an additional FTE for similar duties such as an office manager and administrative assistant duties at the front counter of City Hall.

Account	Description - PERSONNEL SERVICES	2013/14	2014/15	2015/16	2016/17	Status-quo	2 FTE, Just Traffic	1 FTE, Just Traffic	Option B + Scapp/Col	Option C + Scapp/Col
		Actual	Actual	Actual	Budget	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
001-103-401000	Salaries (EE)	89,870.00	84,549.00	92,624.01	97,020.00	106,000.00	100,000.00	50,000.00	100,000.00	50,000.00
001-103-409000	Overtime (EE)	-	-	6,364.83	-	-	-	-	-	-
001-103-415000	Taxes (EE)	6,921.00	6,477.00	7,581.28	7,450.00	8,500.00	8,000.00	4,000.00	8,000.00	4,000.00
001-103-416000	Retirement (EE)	18,737.00	17,542.00	20,508.91	20,440.00	23,000.00	22,000.00	11,000.00	22,000.00	11,000.00
001-103-417000	Workers Comp (EE)	201.00	215.00	237.08	240.00	300.00	200.00	100.00	200.00	100.00
001-103-418000	Medical Benefits (EE)	40,105.00	35,721.00	42,814.74	47,790.00	55,000.00	50,000.00	23,000.00	50,000.00	23,000.00
001-103-419000	Disability Life Ins (EE)	409.00	405.00	400.00	420.00	500.00	400.00	200.00	400.00	200.00
001-103-422000	Longevity (EE)	820.00	360.00	360.00	360.00	600.00	600.00	600.00	600.00	600.00
NEW Acct.	Certification & Incentive (EE)	-	-	-	-	1,000.00	1,000.00	500.00	1,000.00	500.00
001-103-420000	Unemployment (EE)	-	-	4,208.82	-	-	-	-	-	-
001-103-438000	VEBA (EE)	1,648.00	1,520.00	1,560.00	1,560.00	2,500.00	2,000.00	1,100.00	2,000.00	1,100.00
001-103-449100	Direct Labor Charge	-	-	16,722.90	32,990.00	-	-	-	-	-
001-103-471000	PF Health (EE)	-	198.00	627.00	1,200.00	-	-	-	-	-
PERSONNEL SERVICES TOTAL >		158,711.00	146,987.00	194,009.57	209,470.00	197,400.00	184,200.00	90,500.00	184,200.00	90,500.00

- Most/All should go away with Fund Changes

Account	Description - MATERIALS & SERVICES	2013/14	2014/15	2015/16	2016/17	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
		Actual	Actual	Actual	Budget	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
001-103-457000	Office Supplies	2,102.00	887.00	1,214.71	1,000.00	1,500.00	1,500.00	1,000.00	1,500.00	1,000.00
001-103-465000	Jury / Witness Fees	758.00	1,152.00	310.00	1,250.00	-	-	-	-	-
001-103-473000	Miscellaneous	258.00	96.00	738.99	200.00	500.00	500.00	500.00	500.00	500.00
001-103-490000	Professional Development	2,070.00	2,522.00	2,602.15	4,250.00	4,000.00	4,000.00	1,500.00	4,000.00	1,500.00
001-103-500000	Information Services	13,587.00	8,794.00	16,110.24	15,930.00	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
001-103-511000	Reference Materials	299.00	94.00	205.00	390.00	-	-	-	-	-
001-103-554000	Consulting/Contract	118,645.00	128,940.00	136,240.00	136,240.00	145,000.00	5,000.00	5,000.00	8,000.00	8,000.00
001-103-555000	Self Insurance	-	-	-	580.00	-	-	-	-	-
001-103-554100	Protemp Judge/Prosecutor	-	-	3,592.50	-	-	-	-	-	-
001-103-579100	Indirect Cost Allocation	26,740.00	28,272.00	30,733.63	34,020.00	-	-	-	-	-
MATERIALS & SERVICES TOTAL >		164,459.00	170,757.00	191,747.22	193,860.00	174,000.00	34,000.00	31,000.00	37,000.00	34,000.00

- All should go away if Just Traffic

- about \$1400 should go away if just traffic

- Most should go away if Just Traffic

- Traffic court 1-day per month @ \$80/Hr Rate = \$480/Mth (4,320/yr)
Cindy's current rate is \$45/hr

- Most/All should go away

- Most/All should go away with Fund Changes

TOTAL COURT DEPARTMENT EXPENSES >		323,170.00	317,744.00	385,756.79	403,330.00	371,400.00	218,200.00	121,500.00	221,200.00	124,500.00
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Account	Description	2013/14	2014/15	2015/16	2016/17	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
		Actual	Actual	Actual	Budget					
001-000-341000	Fines	208,538.00	190,975.00	213,972.74	200,000.00	205,000.00	100,000.00	100,000.00	100,000.00	100,000.00
001-000-344000	Court Reimbursements	-	-	8,661.67	9,100.00	8,000.00	-	-	-	-
	Other City Revenue (Columbia/Scappoose)	-	-	-	-	-	-	-	110,000.00	110,000.00
COURT REVENUE TOTAL >		208,538.00	190,975.00	222,634.41	209,100.00	213,000.00	100,000.00	100,000.00	210,000.00	210,000.00

(114,632.00) (126,769.00) (163,122.38) (194,230.00) (158,400.00) (118,200.00) (21,500.00) (11,200.00) 85,500.00 < Net of Department >

***** OPTION DESCRIPTIONS**

A - Keeping everything as it currently works.

B - Keeping current staff levels (2.15 employees) but taking out Criminal and just doing Traffic/City Ordinance

C - Reduce staff levels by 1 FTE and taking out Criminal and just doing Traffic/City Ordinance

D - Same as option B but possibly taking on Columbia City and Scappoose tickets. Sharing expenses, receiving 50% of revenue from outside. Most likely doing court 2 days per month. Scappoose budgets \$200k in court revenue. Columbia City budgets \$20k

E - Same as option C but possibly taking on Columbia City and Scappoose tickets. Sharing expenses, receiving 50% of revenue from outside. Most likely doing court 2 days per month. Scappoose budgets \$200k in court revenue. Columbia City budgets \$20k

*** For Options B-E, I would recommend allowing/training UB department to take Court payments.



2017 CITY OF ST. HELENS CITY COUNCIL MISSION AND GOALS

- GOAL 1 Provide Effective Governance and Fiscal Management**
- GOAL 2 Improve Service, Communication and Relationships**
- GOAL 3 Foster a Safe and Healthy Community**
- GOAL 4 Facilitate Economic Development**
- GOAL 5 Provide Sound Stewardship of Community Assets**

The City of St. Helens' mission is to provide quality, effective and efficient service to our citizens.

By doing so we will:

- Develop and preserve the highest possible quality of life for our residents, businesses, and visitors.*
- Provide a safe and healthy environment within a sound economic framework.*
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.*

GOAL 1 – Provide Effective Governance and Fiscal Management

The operation of government is reflected in the organization structure and management of financial resources.

DESIRED OUTCOME – City government operates efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the Citizens. Financial management is prudent and sound.

- ✓ **Promote Fiscal Sustainability**
 - Maintain sufficient operating reserves in General Fund and Enterprise fund accounts
 - Update financial elements of capital improvement plans
 - Consider sustainability in purchasing decisions
 - Review and adjust rates as appropriate to ensure equity to system users
- ✓ **Promote balanced revenue system that reflects service demands**
- ✓ **Support stable, effective and accountable management**
- ✓ **Improve efficiencies and effectiveness**
 - Implement monthly utility billing
 - Continue to explore, develop and implement cost saving efficiencies
 - Enhance use of existing resources (Columbia Center, Library, PEG channel 29, Website)



GOAL 2 – Improve Service, Communication and Relationships

The channels of communication, service and partnership are embodied in the relationships between City government and the Citizens.

DESIRED OUTCOME – Effective leveraging of resources, respect, and good will mark the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ✓ **Provide open, inclusive and transparent government**
 - Encourage citizen involvement
 - Support City programs and City Departments mission and goals
 - Participate in initiatives which further the City's mission and goals
 - Explore community survey options to measure City governance performance
 - Further organize website to improve user experience
- ✓ **Improve communication**
 - Assure good communication throughout the City and community
 - Utilize P.E.G. programming to improve community outreach efforts
 - Explore live camera feeds on City website
 - Continue social media engagement efforts: Gazette, Facebook (City, Police, Library), Twitter, E-blasts, YouTube channels
- ✓ **Deliver excellent customer service**
 - Promote a positive workplace environment and good employee morale
 - Explore customer service training program
- ✓ **Improve community relationships**
 - Promote estate/endowment donation to support services and improve community connection
 - Develop plan for recruiting and sustaining volunteers
 - Improve civic relationships (schools, county, state, federal and community partners)



GOAL 3 – Foster a Safe and Healthy Community

The City government facilitates access to available resources in order to ensure a healthy, safe and prosperous community.

DESIRED OUTCOME – The community is safe, attractive and inviting. Citizens have good access to public resources and take pride in their personal health and the overall health of their community.

- ✓ **Provide resources to support City services**
 - Explore methods to attract and retain police officers
 - Support Police reserve program
 - Support Police accreditation program
 - Support Library operations and programming
- ✓ **Support City infrastructure and facilities**
 - Maintain streets in safe/serviceable condition
 - Explore alternative funding for street maintenance
 - Provide clean drinking water and compliant waste water treatment
 - Adequately staff, equip and house police services
- ✓ **Promote and support public health programs and services**
- ✓ **Promote education, activities and programs to improve community health and welfare**
 - Improve personal/family preparedness
 - Exercise disaster/emergency preparedness plans
 - Support public art and beautification
 - Support Library programs for all ages
- ✓ **Support parks, trails and recreation programs**
 - Explore alternative funding for parks maintenance



GOAL 4 – Facilitate Economic Development

The City's programs and leadership encourage sustainable economic development.

DESIRED OUTCOME – The City has a vibrant and durable local economy with job growth in both the commercial and industrial sectors. The three commercial districts are all prosperous with a variety of viable businesses and high occupancy rates.

- ✓ **Leverage assets to retain, support and attract local business**
 - Support Columbia County Economic Team (CCET)
 - Support and promote Tourism related activities
 - Support the Main Street Approach to improving community vitality
- ✓ **Establish development policies and public improvements/standards that recognize economic trends and further community “livability”**
- ✓ **Collaborate with community organizations to create a cohesive Economic Development effort**
 - Develop strategic partnerships to further the City's mission and goals
 - Participate in regional economic development activities
- ✓ **Encourage business-friendly policies**
- ✓ **Encourage private investment in the City**



GOAL 5 – Provide Sound Stewardship of Community Assets

The community's assets are maintained and operated in a manner demonstrating professionalism and community pride.

DESIRED OUTCOME – The City exercises wise stewardship of public infrastructure assuring facilities are built to meet growing needs, infrastructure is maintained to industry standards, and provisions are made to provide funding for needed future investments. Private spaces visible or usable by the public are well maintained.

- ✓ **Complete capital projects in a timely and cost effective manner**
 - Radio read water meter replacement
 - I&I reduction program
 - Gable Road Design and Construction
 - Drinking Water Reservoir Rehabilitation
- ✓ **Secure Infrastructure funding resources**
 - Evaluate urban renewal infrastructure funding
 - Ensure capital facilities plans are up to date
 - Secure grants, loans and funding
 - Develop public/private partnerships and collaborations
 - Pursue street/highway safety project funding
- ✓ **Maintain compliance with local, state and federal regulations**
 - Update 2006 Personnel Policies and Procedures
- ✓ **Complete community visioning and planning projects**
 - Update 2006 Economic Opportunities Analysis
 - Continue waterfront redevelopment site planning and development
 - Complete DLCD TGM grant - Gable Rd./Old Portland/ 1st Street/ Plymouth Street Refinement Planning
 - EPA-CWA Community Wide Assessment Grant
 - Wastewater Lagoon repurposing analysis
 - Explore Sykes Road Land Fill Property acquisition
 - Complete Branding and Wayfinding Plan



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: March 15, 2017

Business License Reports attached.

Suggestions Box Report attached.

Letter of Support for 2017 Main Street Revitalization Grant Program

BUSINESS LICENSE REPORT

City Department Approval: March 6, 2017

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

Signature: [Signature]
Date: 3/6/17

RESIDENT BUSINESS – RENEWAL 2017

- | | | |
|--------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> | Alliance Automotive & Exhaust | Auto Repair |
| <input type="checkbox"/> | Art Frenzy Studio | Art Instruction |
| <input type="checkbox"/> | *Bridges to Learning LLC | Education Services |
| <input type="checkbox"/> | Columbia County Speech & Language | Speech & Language Therapy |
| <input type="checkbox"/> | Columbia Electric Feed & Seed | Farm/Garden |
| <input type="checkbox"/> | Columbia River Arms LLC | Manufacturing |
| <input type="checkbox"/> | Control Solutions Inc. | Sales/Service Data Loggers |
| <input type="checkbox"/> | Eaton's Tire & Auto Repair | Tires & Service |
| <input type="checkbox"/> | Floyd Harrison | Secondhand Sales |
| <input type="checkbox"/> | Houlton Bakery | Bakery |
| <input type="checkbox"/> | *Lady Oracle | Tarot Reading & Home Party Sales |
| <input type="checkbox"/> | *Lili's Housekeeping | Housekeeping |
| <input type="checkbox"/> | Mary Foster | Resale |
| <input type="checkbox"/> | St. Helens Veterinary Clinic | Veterinary Clinic |
| <input type="checkbox"/> | *Sloppy Dogs | Hot Dog Cart & Vending Machines |

RESIDENT BUSINESS – NEW 2017

- | | | |
|--------------------------|------------------------|------------------|
| <input type="checkbox"/> | Vanderwalls Vendormall | Secondhand Store |
|--------------------------|------------------------|------------------|

NON-RESIDENT BUSINESS - 2017

- | | | |
|--------------------------|------------------------------------|--------------------------------------------|
| <input type="checkbox"/> | Aguilar T. Construction | Framing |
| <input type="checkbox"/> | Bridge City Contractors | Construction/Drywall |
| <input type="checkbox"/> | Custom Concrete Services Inc. | Concrete Services |
| <input type="checkbox"/> | D & D Demo LLC | Selective Demolition |
| <input type="checkbox"/> | David A. Jones | Yard Work |
| <input type="checkbox"/> | De Temple Company Inc. | Plumbing & HVAC Services |
| <input type="checkbox"/> | Ekstrom Construction | General Contractor |
| <input type="checkbox"/> | Geneva Floors Inc. | Flooring Contractors |
| <input type="checkbox"/> | Hydro-Temp Mechanical | Mechanical Contractor |
| <input type="checkbox"/> | Mind Over Matter Solutions LLC | Human Resource Consulting |
| <input type="checkbox"/> | Northwest Mechanical Contracts LLC | Mechanical Contractor |
| <input type="checkbox"/> | Old Mill Cabinets and Millwork | Cabinets & Countertops Fabrication/Install |

*Denotes In-Home Business

- Olson Construction & Development Inc. General Contracting & Sheetrock
- Patio Innovations Patio & Awning Company
- Richard Neifert Construction Construction
- River City Painting LLC Painting
- Romp Plumbing & Mechanical Plumbing Remodel
- Stanley C Kennedy Enterprises Inc. Construction, Fire & Water Restoration
- Whitewater Construction Inc. Commercial Construction

RENTALS - 2017

- Colbert H. Cannon Residential Rental
- Col. Electric Feed & Seed (Rental) Commercial Rental

MISCELLANEOUS - 2017

- Blackhouse Installations 7-Day, Retail Graphic Installation
- Current Remodeling Inc. 7-Day, Roof Install

Suggestion Boxes

City Hall – 1st Floor Lobby/2nd Floor Lobby /Council Chambers Lobby /Water Department Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
2/9/17	Your Finance Director is awesome.	None	No	None	Great	3/15/17	Matt Brown		
2/22/17	Riki is a very good lady. Very prompt.	Keep her!	No	Shilo Nelson	Great	3/15/17	Matt Brown		

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
2/11/17	My daughter and I love our library.	Everything is wonderful here and the staff is amazing.	No	Kira Eagle & Adyson Simdorn	Great	3/15/17	Margaret Jeffries		



City of St. Helens

P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

March 9, 2017

Kuri Gill, Grants & Outreach Coordinator
Oregon Heritage
725 Summer ST NE STE C
Salem, OR 97301

Subject: 2017 Oregon Main Street Revitalization Grant

Dear Kuri Gill:

The City of St. Helens would like to express our support and commitment to the St. Helens Economic Development Corporation's (SHEDCO) application to the 2017 Oregon Main Street Revitalization Grant to expand and rehabilitate El Tapatio, a popular local restaurant located at the entrance to our Main Street District.


City staff has been engaged in this project from the beginning of the application process and is enthusiastic to see SHEDCO receive funds to repair storm damage to the building and upgrade building safety features to allow this building to meet the new building codes. Our Building and Planning Departments have both been in contact with the property owner about this project. The property owner is aware of the required permits needed and City staff is prepared to work with the owner to ensure a timely review of all necessary permits. In addition to these improvements, it is the City's understanding that should SHEDCO be successful with this application, El Tapatio will be able to expand their restaurant to double their seating capacity and create a new game room and outdoor patio. Expanding and promoting outdoor eating will have a positive impact on the pedestrian traffic in the Main Street District, helping the surrounding local businesses in the district. It is also the City's understanding that this expansion project will allow El Tapatio to hire several new employees which will add needed local employment opportunities for residents.

Because of the significance of this project to the Main Street District and community, the City is willing to commit staff time to manage and meet the ongoing grant reporting requirements to support and ensure a successful project. As indicated in the grant application, the City has demonstrated an extensive history of successful grant management capability on local, state, and federal programs.

Sincerely,

John Walsh
City of St. Helens
City Administrator
PO Box 278
St. Helens, OR 97051

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:	15 March 2017	
Subject:	February Status Summary	

Engineering

1. Prepared plans and specifications for an I&I Inspection project, out to bid on March 8.
2. Finalized plans and specifications for a street crack sealing project, out for bids on February 15.
3. Participated in EPA multi-agency workshop for planning and coordinating in emergencies.
4. Held pre-construction meeting for ROW and waterline improvements for RV park project.
5. See complete report.

Parks

1. Trimmed tress and bushed in multiple locations; ordered additional street trees for planting.
2. Cleaned, organized, and painted in and around the Parks shop.
3. Removed damaged street trees; chipped and disposed of tree debris on waterfront property.
4. Helped unload and store more donated props.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 32 standard water meters with new radio read meters.
2. Plugged Bings sewer line for non-payment.
3. Completed building maintenance projects at the FARA building, Police Station, and Library.
4. Completed storm drain construction project on N. 17th Street.
5. Serviced and/or made repairs on over 42 vehicles and/or equipment.
6. Responded to 7 after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 37.5 million gallons of filtered drinking water, an average of 1.3 million gal/day.
2. Made adjustments to the system to deal with higher turbidity levels typical of this time of year.
3. Troubleshooting issues with fire alarm system reporting to the central alarm.
4. See complete report.

Waste Water Treatment Plant

1. Set up and operated portable lift station at storm drainage lift station during heavy rain event.
2. Auto dialer at PS#1 failed.
3. DEQ on site to complete compliance inspection for discharge permit. No issues found with plant.
4. Performed maintenance on chlorine pump.
5. See complete report.



Engineering Department Status Report

7 March 2017



WATER PROJECTS

2MG Reservoir Rehab Project

The first two phases of the 3-part lining system have been installed. This consists of a thin spray coating applied directly to the concrete surface, followed immediately by applying a membrane fabric. The fabric is then bolted to the surface with a 2-foot spacing pattern to provide additional structural stability. Once all of the bolts have been installed the final 60-mil spray coating will be applied, covering the entire bolted membrane surface. Once the coating has cured and been tested, the tank can be sanitized and put back into service. The project is scheduled to be complete by March 31.

DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

In order to provide sufficient water pressure to meet the City's required operating pressure range, the Developer will be required to construct a booster pump station for the current phase and all future phases of the subdivision. This will require some changes to the existing water pipe distribution system with the addition of a new supply line to tie to their revised booster pump station location. The original project had identified a site for the station and the piping was installed to accommodate this location. However, it is preferable from an engineering and future maintenance standpoint to locate the station closer to the City's reservoir, near the northwest portion of the developer's property. Engineering and Public Works staff will meet with the Project Engineer at the reservoir to agree on a specific location for the new booster pump station. This will be dedicated to the City at the completion and acceptance of the project.

St. Helens Marina River Street RV Park

Work is now complete on five new RV spaces to be located north of the existing boat ramp at the St. Helens Marina.

St. Helens Marina Wyeth Street RV Park

A pre-construction meeting was held on February 23 to start construction on five new RV spots located on the north side of the existing RV park. This project will include improvements and paving in a portion of the Wyeth Street right-of-way.

Sykes Road Development

No change in status since last month: A final walk-thru with Engineering and Public Works staff, the Project Engineer, the Contractor, and the Owner was held on August 25, 2016. The project infrastructure construction was reviewed and a few finishing touches were suggested, to be completed by the Owner. New sewer, water, and storm drain public mains will be accepted by the City upon delivery of a 2-year warranty bond from the Owner.

Pre-Application Meetings

Staff participated in pre-application meetings for various potential projects:

- Community Action Team apartments
- McNulty Way & Industrial Way light industrial park, marijuana processing
- Middle School improvements

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

The new system continues to perform extremely well. Vegetation and other restoration will occur in early spring.

2017 I&I Video Inspection Project

Staff has prepared plans and specification for a project to inspect the private mains and laterals inside of a private manufactured home park that has been identified as a major contributor of Inflow and Infiltration of storm water to the sanitary sewer system. This project will be advertised for bids on March 8, with bids due on March 28.

N. 11th Street, Lot 7

No change in status since last month: NW Natural has halted construction on this project until they can re-route a major natural gas main that they feel will be in conflict with the storm drain. Work was started by a private contractor to install a new storm pipe through a section of open ditch on the east side of N. 11th Street. NW Natural anticipated having their project complete by the end of February, but weather issues have delayed construction. No update has been provided on a new completion date.

STREET AND TRANSPORTATION PROJECTS

LED Street Light Upgrade Project

Installation of the new LED light fixtures on the stand-alone light poles has been completed. The Columbia River PUD crews have started work on the fixtures attached to utility poles with power distribution lines. The new LED fixtures provide a much truer light and better broadcast coverage, while consuming far less energy. The project will be paid for with the electrical savings and the City will realize the full cost savings once the capital costs have been paid.

Riverfront Connector Plan

Staff is looking forward to participating in the Riverfront Connector Plan project, a Transportation Growth Management grant project through ODOT. This project will explore routes, improvements, options, etc. for new and or upgraded means of accessing the Riverfront District.

Spring 2017 Crack Sealing Project

Bids are currently being accepted on a small crack sealing project that includes four streets that are starting to see some minor cracking but have not deteriorated to the point that they require more extensive repairs. The streets scheduled for sealing are River Street; Columbia Boulevard between the RR tracks and 16th Street; S. 15th Street; and S. 18th Street. A second crack sealing project is tentatively scheduled for Fall 2017 or Spring 2018.

Gable Road Improvement Project

On March 1, the City Council approved the IGA with Columbia County to participate in the Gable Road Improvement project. The City will be partnering with the County to oversee all aspects of this large-scale improvement project. Construction of improvements on Gable Road between Highway 30 and Columbia Blvd. will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features.

Wayfinding and Branding Project

Staff participated in the kick-off workshop for the Wayfinding and Branding project. This exciting grant-funded project will help to provide unique, uniform directional signage throughout the town and set the

style and color scheme for future wayfinding signage. The end result will bring uniformity to the directional signage and help locals citizens and visitors alike find their way to local destinations.

EPA Water and Emergency Services Sectors Coordination Workshop

Attended a full day workshop focused on coordination between various water and wastewater agencies in creating strategies to respond more effectively during emergency situations. Knowing what resources other agencies have available, and what they lack, can help provide a better communication and cooperation during critical events.

MISCELLANEOUS PROJECTS

Right-of-Way and Construction Permits

There were three Right-of-Way permits issued in February 2017 – one to Comcast for a service upgrade on Gable Road; one to Century Link to work on a service on Whitetail ; and one to NW Natural to disconnect a service on N. 17th Street.



Parks Department for February 2017



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

Unloaded donated props from unnamed cancelled TV show that was filmed in Portland

Removed plywood from the Water billing window (window was broken by vandal)

Painted the maintenance building's lunch room

Trimmed the bushes and trees in the City parking lot

Trimmed a tree on OPR

Checked on a right of way tree on S. 6th Street

Cleaned the Parks building

Painted all the Parks building shop bays

Disposed of a deer

Inventoried items for the auction

Chipped up downed trees on the Boise Paper property

Took garbage cans to the waterfront

Took a mattress from OPR to the dump

Pruned trees at the library

Ordered more street trees

Removed 2 broken street trees

Cleared a lot on OPR next to the Storage business

Marked sites for in ground for street trees

Changed the locks at Campbell

Spread rock on the other side of the bridge at McCormick

Reorganized the Parks building

Changed the locks back at Campbell

Public Works Work Report

February 2017

Water Dept:

Installed 32 radio read meters
Barkdusted meter boxes to prevent freezing
Read heavy users
Read meters
Turned off and on 60 delinquents
Replaced shut-off at 36 Crescent Dr.
Repaired fire hydrant on Sykes Rd.
Painted lunch room at JMF
Assisted sewer crew with a plug on S. 10th St.
Cleaned out storm ditches
Assisted Roger at FARA bldg. police station and library
Camouflaged sandbags by Thanksgiving House
Replaced meter box at Comcast bldg.
Cleaned dump site at WWTP
Fixed test station on OPR
Assisted covering reservoir roof
Hauled away old furniture and set up new furniture at City Hall
Installed new service on N. 17th St.
Installed new service on N. 11th St.
Replaced service at Elks Lodge

Sewer Dept:

Worked on N. 17th St. storm project
Cleaned sewer pump at Parks shop
Cleaned storm drain at 524 N. 14th St.
TVed sewer at 245 S. 3rd St.
TVed sewer SW11 – WF12 on Maplewood Dr.
TVed sewer NN17 – NN18 on Allendale Ave.
Fixed poor grout job by contractor in manhole at 335 N. 5th St.
Plugged Bing's sewer line for non-payment
Unplugged sewer to Elks Lodge
Helped demo shower and locker room at Police Dept.

Call-Outs:

Snow – came in to check roads to see if we need to sand or plow
Running toilet at library
Flooding – pump not running on S. 10th – called Aaron to monitor
Turned water on at 59395 Alderwood Dr.
Storm water issue on Crescent Dr.
Storm drain plugged on S. 4th St.
Water off for repair on S. 17th St.

Miscellaneous:

Swept streets
Marked 40 locates
Checked wells & reservoirs daily

Monthly Report February 2017

Feb 1st

- PW Went to a meeting with Sue
- PW #36 removed the tire chains
- PW Went over the walk around inspection with Roger for the CDL
- PW #8 Found an air leak
- PW #55 Found a hydraulic leak

Feb 2nd

- Office Computer work
- PW #55 Repaired a hydraulic leak on the rear door of the sweeper delivered truck back to Public works
- PW #8 Found an air leak and ordered parts
- Parks Sharpen a chain saw

Feb 3rd

- Office Computer work
- PW #8 Replaced air valve
- PW #33 Replaced the bolt that holds the hinge pin in place for the box
- PW Looked at the message board and tested circuits
- Keith Sick
- PW #21 found air leak ordered parts

Feb 6th

- PW Came in early to sand streets but the streets were just wet
- PW #8 Checked air system have a problem with the emergency brakes
- PW #55 Patched a hole in a tire
- PW #83 Message board having a problem with one of the circuit boards
- PW Went over the CDL test with Roger

Feb 7th

- Office Computer work
- PW #8 Removed the air dash valve and lubed up the assembly reinstalled in the dash tested and works fine now
- PW Continued making up a list of auction items

Feb 8th

- Office Computer work
- PW Took the Reader board to Portland for repairs also picked up parts at TEC equipment for a Dump truck
- Parks #53 Rotated tires
- Parks #5 Installed new wiper blades

Feb 9th

PW #8 Repaired a ABS light on the truck

Feb 10th

Police S-4 Full service

Shop Cleaned bathroom and shop sink

Feb 13th

Office Computer work

PW #56 replaced battery cables

PW Went to Portland and took in the reader board for repair and picked up the other one

PW #34 Repaired a loose pin in the boom and replaced a bolt

PW Helped Buck with a meter box lid

Feb 14th

PW #55 Replaced the hood springs and the gutter broom springs and one clamp checked the lug nut to make sure that they are tight

PW #8 Checked for voltage at the light on the back of the truck box found nothing checked voltage At the weather proof box and it checked out good tightened terminal and the lights work fine

Feb 15th

Office Computer work filled paper work

PW #5 Filled DEF fluid also put air in the left rear tire

Parks Looked at a top dresser machine for the parks with Thad

Brett Vac. 2hrs early

Feb 16th

PW #55 Repaired a hole in a tire

WWTP Removed a cable that runs the drive on a push mower

PW #31 Checked the headlights

Feb 17th

Police S-13 Installed a new thermostat refilled coolant and test ran

PW #5 Pressure washed

Shop Cleaned restroom and shop sink

Feb 21st

Office Computer work

PW #5 Full service

PW #76 Checked on the truck it had a check engine light on and a ABS light on will have to do further testing filled the DEF tank

WWTP Ordered a cable for a push mower

Feb 22nd

Police S2 Full service checked brakes and tires

Feb 23rd

PW Safety Hearing test

PW Unloaded a truck

Parks Looked at a chain saw

Feb 24th

Shop Cleaned the restroom and shop sink

PW #31 Took the truck to Emmert Motors for repair

Parks Sharpened a chain saw

Feb 27th

Office Computer work

Parks Sharpened a chain saw

Pw #5 Cleaned the window on the excavator also helped load it on to the trailer

Feb 28th

PW #76 Took the truck to Portland for repair

PW #4 Picked up the truck from Portland and brought back home after having the snow plow installed, Replaced the wiper blades and the left rear light bulb



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 February 2017

Water Production: 37.5 million gallons which averages 1.3 million gallons per day

This has been a very calm month as regards the monitoring and operation of the WFF. The level of the river continues to rise, and the higher water causes the turbidity or cloudiness in the water to increase. Instead of the Ranney collector wells receiving water from deep below the bottom of the river, the muddy river water seeps in around the upper wall of the caisson and slowly makes its way down the outside wall and trickles in through the seams of the collector well and adds muddy water to the water coming in through the quills of the infiltration gallery. When the “dirtier” water arrives at the WFF, there is more organics and contaminants to treat for, and this requires that we add more chorine to satisfy the disinfection demand and then the higher chorine dose affects the addition of the caustic soda that we add for corrosion control. This is where the art of knowing how to read the “trending” of the water, the operators are able to control and prevent large swings of high and low residuals and keep the WFF on an even treatment platform providing our community with a fresh, clean and safe drinking water to their faucets in their homes.

Week 1 Produced and sent February OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

Week 2 Gathered and sent out the February LT2 (Cryptosporidium) sample. Ordered chlorine for next week.

Week 3. Received our Chlorine order. Ordered Caustic Soda for the first week in March. Having difficulty with our fire alarm system, seems the program is not communicating with our central alarm monitoring company. We are in the process of bringing in our Gamewell alarm technician to troubleshoot and repair the problem.

Week 4 Sue and Neal have received a letter from a Ranney inspection contractor for review as to the cost and procedure that is being proposed to perform which will help us to form a strategy of how we might move forward with a plan for performing our collection system maintenance, perhaps even putting out requests for other Ranney collector inspectors to share with us their costs and their scope of work.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

February 2017

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- All normal monthly routines completed

Primary System Report

- All normal monthly routines completed.

Pump Stations

- 2/2-PS#6-Found shut off float pinned to the side of the wetwell and wouldn't let the pumps run. Secured the hose better, away from the wall.
- 2/2-PS#1-Cleaned the wetwell.
- 2/5-PS#1-Dialer not responding. Called Integra and they found no issues but when they left it worked. No long distance though.
- 2/9-PS#6-Set up portable lift station.
- 2/16-PS#6-Started pumping with the portable lift station.
- 2/18-PS#6-Water level above pipe. Control panel power had been left off. Turned on and pumps took care of the water.
- 2/24-PS#9-Pump #2 tripped. Resets but immediately trips again. Back flushed the pump but it didn't help.

Sodium Hypochlorite System

- 3853 gallons used this month.
- 3109 gallons used last month.
- 2/8-Checked the south pump's output. It seems ok so the issue must be in the line.
- 2/10-Leak in North pump. Replaced worn out fittings.
- 2/22-Hypo delivery. About 5000 gallons.
- 2/24-Replaced

Call-outs

- 2/9-1715-Aaron in. Keith with public works called with a citizen concern about PS#6. He met me there and we connected the portable lift station. Left it in idle. It pumped the puddle down and was pumping air by morning.

Plant

- 2/1-Centerlogic here to replace two computers.
- 2/2-Replaced broken valve on screen #1 in the headworks.
- 2/9-Flow coming into the plant >20MGD. Pulled gate in middle channel, opened Primary lagoon bypass and increased hypo.
- 2/13-Roger and Jesse here to replace shop door.
- 2/13-Tim I. here to flush water heater and replace sacrificial rod.

- 2/16-Rob Burkart, with DEQ, here to complete compliance inspection of the plant. Went well.
- 2/22-Tim I. here to install new dishwasher.
-

Pretreatment

- Worked on annual report all month.
- 2/14-Inspected Craft 6 for BMP's.
- 2/14-Local limits testing.
- 2/28-Inspected Bing's grease trap before they could reopen. It needed cleaned and they were informed that it will be inspected again to ensure proper operation.

Next Month

- Work on scheduling PS#9 renovation.