



**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, August 17, 2016, 1:00 p.m.**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Randy Peterson  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Susan Conn  
 Councilor Ginny Carlson

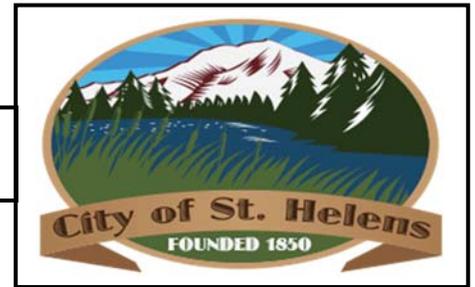
**Welcome!**

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.  | Employee Length of Service Awards   | 1:05 p.m. |
| 3.  | Semi-Annual Senior Center Report – <i>Cheryl Young, Center Manager</i>  | 1:10 p.m. |
| 4.  | Request from Mark Kreutzer Regarding Senate Bill 1513   | 1:25 p.m. |
| 5.  | Request from Portia & Glen Swenson to Place "Blessing Boxes" in St. Helens  | 1:35 p.m. |
| 6.  | Update on Issues of the Homeless – <i>Jim Tierney, C.A.T. Director</i>  | 1:45 p.m. |
| 7.  | Review Proposed Ordinance Amending Planning Commission Rules - <i>Jacob</i>   | 2:00 p.m. |
| 8.  | Review Proposed Resolution Establishing Utility Billing Administrative Rules - <i>Matt</i>  | 2:10 p.m. |
| 9.  | 4 <sup>th</sup> Quarter Financial Report – <i>Matt</i>  | 2:20 p.m. |
| 10. | Discussion on Commercial Properties with LID/Utility Back Payments - <i>Matt</i>  | 2:45 p.m. |
| 11. | Parks Commission Recommendations – <i>Council President Morten</i>  | 3:00 p.m. |
| 12. | Department Reports  | 3:10 p.m. |
| 13. | Council Reports   | 3:30 p.m. |
| 14. | Executive Session: ORS 192.660(2)(e) Real Property Transactions   | 3:50 p.m. |
| 15. | Other Business  |           |
| 16. | Next Work Session Items   |           |
| 17. | Upcoming Dates to Remember:   |           |
|     | <ul style="list-style-type: none"> <li>• August 16, Library Board, 7:15 p.m., Columbia Center Auditorium</li> <li>• <b>August 17, Council Work Session, 1:00 p.m., Council Chambers</b></li> <li>• <b>August 17, Council Regular Session, 7:00 p.m., Council Chambers</b></li> <li>• August 25, Bicycle &amp; Pedestrian Commission, 6:30 p.m., Council Chambers</li> <li>• <b>September 5, Labor Day, All City Offices Closed</b></li> </ul> |           |
| 18. | Future Public Hearing(s)/Forum(s):  |           |
|     | <ul style="list-style-type: none"> <li>• October 19, 6:15 p.m., PH: Zone Change</li> </ul>  |           |

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.



## LENGTH OF SERVICE AWARD PROGRAM

To: Mayor and City Council  
From: Kathy Payne, City Recorder  
Date: August 17, 2016

I am happy to announce that we have three employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the August 17 Council work session.

### 20 Years

**Carol Green** came to work for the City as an Accounting Assistant in June of 1996. In July of 2013, she was promoted to Accounting Technician where she currently serves.

### 10 Years

**Heidi Davis** began working for the City in June of 2006 as the City's Receptionist/Counter Clerk. In October of 2008, she was promoted to the Building & Administration Secretary where she currently serves.

**Jesse Templin** began with the City as a Utility Worker I in July of 2006. He has since moved up to Utility Worker II where he has served since May of 2012.

**Congratulations to Carol, Heidi and Jesse, and thank you** for your service!

Thank you.

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**From:** mkreutzer@ados.net [mailto:mkreutzer@ados.net]  
**Sent:** Monday, August 01, 2016 2:45 PM  
**To:** Kathy Payne <Kathy@ci.st-helens.or.us>  
**Subject:** Fw: SB 1513

## **Senate Bill 1513**

The Oregon Legislature passed SB 1513 in the 2015 session. It allows each county the ability to pass an Ordinance allowing the abatement of up to \$250,000.00 of assessed value of the primary residence of the surviving spouse of a public safety employee (police officer, reserve police officer, volunteer and career firefighter) killed in the line of duty. I am lobbying all fire districts and cities in Columbia County to pass a resolution in support of Columbia County implementing SB 1513.

Mark Kreutzer

# Enrolled Senate Bill 1513

Sponsored by Senators GIROD, COURTNEY, KNOPP, JOHNSON (Presession filed.)

CHAPTER .....

AN ACT

Relating to a property tax exemption for the homesteads of the surviving spouses of certain public safety officers; and prescribing an effective date.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. (1) As used in this section:**

(a) "Fire service professional," "police officer" and "reserve officer" have the meanings given those terms in ORS 181A.355.

(b) "Homestead" means the owner-occupied principal dwelling, either real or personal property, owned by a surviving spouse and the tax lot upon which the dwelling is located.

(c) "Surviving spouse" means the spouse of a fire service professional, police officer or reserve officer killed in the line of duty who has not remarried after the death of the fire service professional, police officer or reserve officer.

(2)(a) A county may provide, by ordinance or resolution, that up to \$250,000 of assessed value of each homestead located in the county shall be exempt from ad valorem property taxes imposed by all taxing jurisdictions on the homestead.

(b) An exemption granted under this section applies solely to the period preceding the date of the first remarriage of the surviving spouse after the death of the fire service professional, police officer or reserve officer and ends on the date of remarriage.

(3)(a) A surviving spouse seeking an exemption granted pursuant to this section must file an application with the county assessor on or before April 1 preceding the property tax year for which the exemption is sought.

(b) If the homestead designated in the claim for exemption is acquired after March 1 and before July 1, the claim for that year must be filed within 30 days after the date of acquisition.

(c) Notwithstanding paragraphs (a) and (b) of this subsection, a claim may be filed for the current tax year:

(A) On or before December 31 of the tax year, if the claim is accompanied by a late filing fee in an amount equal to the greater of \$200 or one-tenth of one percent of the real market value as of the most recent assessment date of the homestead to which the claim pertains.

(B) On or before April 1 of the tax year, if the claim is accompanied by a late filing fee of \$200 and the claimant is a first-time filer, as defined in ORS 307.162, or demonstrates good and sufficient cause, as defined in ORS 307.162, for failing to file a timely claim.

(4)(a) An application for an exemption granted pursuant to this section must:

(A) Be made on a form prescribed by the Department of Revenue;

**(B) Designate the property for which the exemption is claimed and be accompanied by documentation showing the surviving spouse’s ownership of the homestead;**

**(C) Include a statement setting forth the basis for eligibility for the exemption;**

**(D) Be accompanied by a document that:**

**(i) Is issued by the fire service agency or law enforcement unit that employed or utilized the fire service professional, police officer or reserve officer at the time of death; and**

**(ii) Certifies that the fire service professional, police officer or reserve officer was killed in the line of duty; and**

**(E) Include a written statement signed by the surviving spouse affirming that all information contained in the application is true.**

**(b) A timely application shall be approved if all requirements for the exemption are met.**

**SECTION 2. This 2016 Act takes effect on the 91st day after the date on which the 2016 regular session of the Seventy-eighth Legislative Assembly adjourns sine die.**

**Passed by Senate February 19, 2016**

.....  
Lori L. Brocker, Secretary of Senate

.....  
Peter Courtney, President of Senate

**Passed by House February 29, 2016**

.....  
Tina Kotek, Speaker of House

**Received by Governor:**

.....M,....., 2016

**Approved:**

.....M,....., 2016

.....  
Kate Brown, Governor

**Filed in Office of Secretary of State:**

.....M,....., 2016

.....  
Jeanne P. Atkins, Secretary of State

A small group of volunteers would like to set up one or two "blessing boxes" in the St. Helens area. These are along the lines of the "Little Free Library" but with non-perishable food items and/or toiletries. The sites under consideration are:

1. By the bathrooms across from City Hall
2. McCormick Park
3. The St. Helens Library

If any of these sites are a concern, or if there is a site that would be better suited, please let us know.

The volunteers would commit to maintaining the blessing boxes in good condition and keeping them stocked.

Thank you for your consideration.

Portia and Glen Swenson

**RECEIVED**

AUG 09 2016

OFFICE OF ST. HELENS  
CITY RECORDER



City of St. Helens  
ORDINANCE NO. 3209

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE  
CHAPTER 12.08 REGARDING PLANNING COMMISSION RULES OF OPERATION

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

**Section 1.** Section 2.08.070 of the St. Helens Municipal Code ("SHMC") is hereby amended to read as follows (underline words are added except for the table which is also added, ~~words stricken~~ are deleted):

(1) ~~A majority of the members appointed to the planning commission shall constitute a quorum.~~ The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Upon the request and concurrence of the majority of the commission, ~~the chairman upon his own motion may, or at the request of three members of the commission,~~ may call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be telephoned to the newspaper, posted at the St. Helens City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting. Notice shall comply with the Development Code, as applicable.

(2) Rules of Operation.

(a) A majority of the members appointed to the Planning Commission shall constitute a quorum. A vacancy is not considered an appointed position when determining a majority quorum.

(b) The chairman's role is to facilitate discussion. As such, the chairman or the commissioner presiding over the meeting in the chairman's absence, only votes in the following circumstances:

(i) To break a tie vote; or

(ii) When there are not enough concurring votes to meet the minimum number required to make a decision per the table below.

(c) When the chairman is absent or must abstain from a meeting's agenda item, the vice chair shall preside over the meeting or the particular agenda item. When neither the chairman or vice chair can participate, the commission shall elect a commissioner to serve as temporary chairman.

(d) The table below shows the number of concurring votes (affirmative or negative) required to pass or reject a motion. Assuming a quorum is present, the number of concurring votes required varies according to the number of members voting.

(e) "An abstention on a motion" means a commissioner participates in the process (public hearing, testimony, deliberations, etc.) and then abstains from the vote. "An abstention on a motion" shall be considered an affirmative vote. Not participating in the process for reasons such as conflict of interest or personal bias shall not be counted as a vote.

**TABLE**

Number of appointed Commissioners (vacant positions don't count)	Minimum number present needed for a majority quorum	Number of members actually voting / the number of required concurring votes.						
		An "X" indicates no action can be taken (insufficient votes).						
3	2	1/X	2/2	3/2				
4	3	1/X	2/2	3/2	4/3			
5	3	1/X	2/2	3/2	4/3	5/3		
6	4	1/X	2/X	3/3	4/3	5/3	6/4	
7	4	1/X	2/X	3/3	4/3	5/3	6/4	7/4

**Section 2. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**Section 3.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 4.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: August 17, 2016  
 Read the second time: September 7, 2016

**APPROVED AND ADOPTED** this 17<sup>th</sup> day of August, 2016 by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
 Randy Peterson, Mayor

ATTEST:

\_\_\_\_\_  
 Kathy Payne, City Recorder

**City of St. Helens**  
**RESOLUTION NO. 1758**

**A RESOLUTION TO ESTABLISH ADMINISTRATIVE RULES FOR  
WATER, SEWER AND STORM DRAINAGE UTILITIES**

**The City of St. Helens resolves as follows:**

**Section 1.** The Water, Sewer and Storm Drainage Utility Administrative Rules attached as Exhibit A are hereby adopted and shall become effective October 1, 2016.

**Section 2.** This Resolution supersedes all previous resolutions regarding utility billing administrative rules.

**Approved and adopted** by the City Council on August 17, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

**City of St. Helens**  
**Water, Sewer, and Storm Drainage Utilities**  
**Administrative Rules**  
**Effective 10/01/2016**

**1 NEW ACCOUNTS & DEPOSITS**

The City of St. Helens does not require a Utility Deposit as of 10/01/16. Customers that paid a Utility Deposit prior to 10/01/16 will have their deposit credited towards their account and placed towards their next bill.

To begin water, sewer and storm service, a Utility Account Application must be filled out and turned into the Utility Billing Service Counter. The application is available at the service counter as well as on the City website. Water service will not be turned on until an application is reviewed and approved by the Utility Billing staff.

Water Service can be turned on/off by Public Works employees from Monday through Friday 8:30 AM – 4:00 PM when City Hall is open for normal business operations. There is no cost to turn on service for new customers.

**2 UTILITY ASSISTANCE PROGRAM**

The Utility Assistance Program, formerly known as the Senior Citizen Discount, was permanently discontinued on December 4, 2013. Those customers who previously qualified and were receiving assistance prior to December 4, 2013, shall receive a fixed discount of \$20 per bi-monthly billing (or \$10 per monthly billing) so long as they continue to meet the criteria:

1. Age 65 or older
2. Currently reside in residence to receive Senior Citizen Discount
3. Currently reside within City of St. Helens city limits
4. Provide proof of residency (i.e. PGE bill, tax form, etc.) once a year starting in January

Failure to show proof of this criteria by June 30, will result in a loss of the Senior Citizen Discount program without the option of reapplying or receiving the discount. Mailing to current residents who receive this discount will be mailed out in January and March with instructions on how to continue with the discount program.

The City of St. Helens does not offer a Utility Assistance Program. If customers are in need of assistance, they may be directed to local resources, such as Community Action Team and apply for assistance. Brochures are available for Utility Assistance at the Utility Billing Service Counter and available on the City website as well.

**3 Bi-Monthly & Monthly Billing**

For most customers, you will receive a Bi-Monthly Utility Bill with Water, Sewer, and Storm charges. In the future, the City may switch to Monthly Utility Billing. You will be notified at least three months in advance of this change if this happens.

### Bi-Monthly Billing

Billings are mailed out through a 3<sup>rd</sup> Party vendor selected by the City of St. Helens by the 15<sup>th</sup> of the EVEN numbered months. Bi-Monthly Billings are DUE by the 10<sup>th</sup> of the ODD months. Payments can be made by Cash, Check, Money Order, Credit/Debit, and Online. Payments by phone are not allowed at this time due to liability of credit card numbers recorded. Payments made online are posted to our accounting system daily every morning.

### Monthly Billing

Billings are mailed out through a 3<sup>rd</sup> Party vendor selected by the City of St. Helens by the 15<sup>th</sup> of every month. Monthly Billing DUE date is the 10<sup>th</sup> of every month. Payments can be made by Cash, Check, Money Order, Credit/Debit, and Online. Payments by phone are not allowed at this time due to liability of credit card numbers recorded. Payments made online are posted to our accounting system daily every morning.

## **4 BILLING ADJUSTMENTS**

### Misread Meter

If a meter is misread during the monthly or bi-monthly reading cycle, upon detection the City will refund any/all late fees and immediately re-read the meter and bill accordingly. If testing a customer's meter results in detection of under/over billing, then that test ratio of discrepancy may be applied on bills retroactively for a six month period. The Finance Director has the discretion to modify as they may deem reasonable. If an account is discovered to be billed incorrectly due to setup error on the City's part, then no retroactivity of billing will be applied unless a credit is due to the customer. If incorrectly billed and/or failure to bill is due to incorrect or falsified information provided by the customer and/or failure to notify the City based on Municipal Code, then the City may retroactively apply the billing corrections for up to a 12 month period.

### Leak Adjustment

1. The Water Leak Adjustment form is available on the City's website as well as made available at the Utility Billing Service Counter. This form must be completed WITHIN 45 DAYS of the billing date to which the customer wishes the adjustment be applied.
2. The Water Leak Adjustment form must be accompanied by a 3<sup>rd</sup> party statement that the leak was present and repaired OR receipts for leak repair materials if completed by the homeowner.
3. If the water leak is NOT approved for processing, the customer will receive written notification from the City's Finance Director with a specific reason why the Water Leak Adjustment request was denied within 30 days of submittal. A customer can request an appeal process with the City Administrator within 30 days of the dated letter from the Finance Director.

If the water leak IS approved for processing, the City will use the customer's average seasonal usage for the previous three years as a base for consumption. If the customer does not have enough history to complete this, then the City will use the previous 1-3 consecutive months of consumption to calculate the leak and volume adjustment amount. Once approved, the leak adjustment amount will be credited back to the customer's account and the customer will be notified in writing by the Finance Director within 30 days of submittal.

4. The City will not consider leak adjustment requests from customers who have already received a leak adjustment in the past 12 months, unless there are extenuating circumstances. The decision to approve/deny leak adjustments is made by the Finance Director and can be appealed to the City Administrator

5. The minimum credit issued will be \$20. The maximum Leak Adjustment is \$1,000, unless extenuating circumstances exist.

## 5 PAYMENT PLANS

### Bi-Monthly Billing: Standard Payment Plans

Customers may request a payment plan prior to the 10<sup>th</sup> of the month (on or before Billing Due Date).

Payment Plans are setup with customers who have made contact with the City before a Late Fee has been assessed. Payment Plans must be completed by the next Shut-Off date. A customer will not avoid a Shut-Off if the payment plan is not completed by the Shut-off day.

### Monthly Billing: Standard Payment Plans

Customers may request a payment plan prior to the 10<sup>th</sup> of the month (on or before Billing Due Date). Customers are allowed ONE payment plan approval in each calendar year.

Payment Plans are setup with customers who have made contact with the City before a Late Fee has been assessed. A customer will not be allowed to be setup on a payment plan AFTER a late fee has been placed on their account for the current month.

Payment Plans must be completed by the next Shut-Off date. Having and keeping a payment plan in process will allow a customer to avoid receiving a late fee, but a customer will not avoid a Shut-Off if the payment plan is not completed by the Shut-Off day.

### Failed Payment Arrangements

Failed payment arrangements (payments missed at any time) will be charged an additional \$50 and the current amount will be due immediately and the account will be added to the next Shut-Off notice.

## 6 DELINQUENT ACCOUNTS

### Late Fee Assessment

On Billing DUE months (Bi-Monthly = ODD Months) (Monthly = Every Month), the official due date for Utility Bills is the 10<sup>th</sup> day of the month. If the 10<sup>th</sup> lands on a holiday, weekend, or any other day that the City offices are not normally open, the due date is the next business operating day.

Customers who carryover a balance of = or < \$15.00 will not be charged a late fee or shut off during the billing process. Upon failure to pay an account below the \$15.00 threshold carryover, customers will be charged a \$30 Late Fee Assessment on the morning after the official due date.

### Shut-Off Procedure

For Bi-Monthly billings, this schedule will apply to the Due Date Month. For Monthly Billing this schedule will apply to every month.

Official Due Date = 10<sup>th</sup> of every month (or next available business day)  
Late Fee Charged = 15<sup>th</sup> of every month (or next available business day)  
Shut-Off Process = Begins on 20<sup>th</sup> of every month (or next available business day)

On the 20<sup>th</sup> (or closest business day) of every month, a pre-recorded message will go out for customers who are currently delinquent requesting payment or their account will be turned off on/around the 28<sup>th</sup> of the current month.

On the 28<sup>th</sup> (or next business day), a list of “Shut-Off” customers is created for Public Works to turn off water services. On the morning of the 28<sup>th</sup>, an additional \$75 Reconnection Charge will be placed on the customer account and water will be shut-off for non-payment.

Shut-offs are scheduled only on Monday – Thursday. The City of St. Helens will not process water shut-offs on Friday to give customers the ability to pay their bills before the weekend arrives and water is shut-off without the City’s ability to turn on water outside of normal business operating hours.

Utility Workers are not allowed to accept any form of payment prior to or during shut-off. Payment must be made to bring the account below the \$15 carryover threshold before the meter and water service is turned back on. Payments made ONLINE during shut-off may be required to wait until the next business day and “official posting” of the payment is made before service can be restored.

Water reconnection service will not be available during holidays and weekends.

## **7 FINAL BILLING**

The City requests that all homeowners and/or tenants give the City notice of the intent to vacate a property to prepare a final bill and shut-off of the account. Please leave a forwarding address, if/when known, for the final bill to be mailed.

Final Billings, if not paid by the scheduled due date, will be immediately sent to the City’s collection agency for processing.

## **8 TEMPORARY SERVICES FOR NEW CONSTRUCTION**

The City will allow temporary service during construction of a new structure needing water, sewer and/or storm drainage. The contractor will be required to complete an application just like a new customer and pay a \$25 deposit. All of the Administrative Rules contained herein remain in effect.

## **9 NSF PAYMENTS**

### Bi-Monthly Billing:

When the City receives an NSF notice for a Utility Payment, the payment is immediately reversed and the account is charged a \$30 fee. The account will be contacted and required to make a payment within 3 business days of notification, otherwise water services will be shut-off and a shut-off fee of \$50 will be assessed at that time.

### Monthly Billing:

When the City receives an NSF notice for a Utility Payment, the payment is immediately reversed and the account is charged a \$30 fee. The account will be added to the current month’s shut-off notice list and begin the shut-off procedures.

## **10 TAMPERING WITH METERS**

It is illegal to tamper with meters. This includes turning on/off meters. City staff and Public Works specifically should be the only people addressing meters on site. If tampering is found to happen on a meter, the owner will be charged a minimum of \$50 up to and possibly including the cost of the meter if it needs to be replaced.

If a customer is currently on the City's Shut-Off list and it is found that the water meter was turned on after City staff turned the service off for non-payment, the account will be charged a minimum of \$50 up to and possibly including the cost of the meter if it needs to be replaced.

If a customer's meter is currently "Locked" and it is found that the meter has been tampered in any way to turn water service on, the account will be charged a minimum of \$250 up to and including receiving a ticket from the local Police for tampering which includes an additional fee amount.

# CITY OF ST. HELENS

## Financial Report For The Quarter Ending June 30, 2016

This is the quarterly financial report for the quarter ending June 30, 2016. This is the 4th quarter of the City's fiscal year ending June 30, 2016. If revenues and expenditures were received and spent evenly throughout the year, they would be at 100% received or spent at June 30, 2016.

The quarterly report compares the budget to the year-to-date revenues and expenditures.

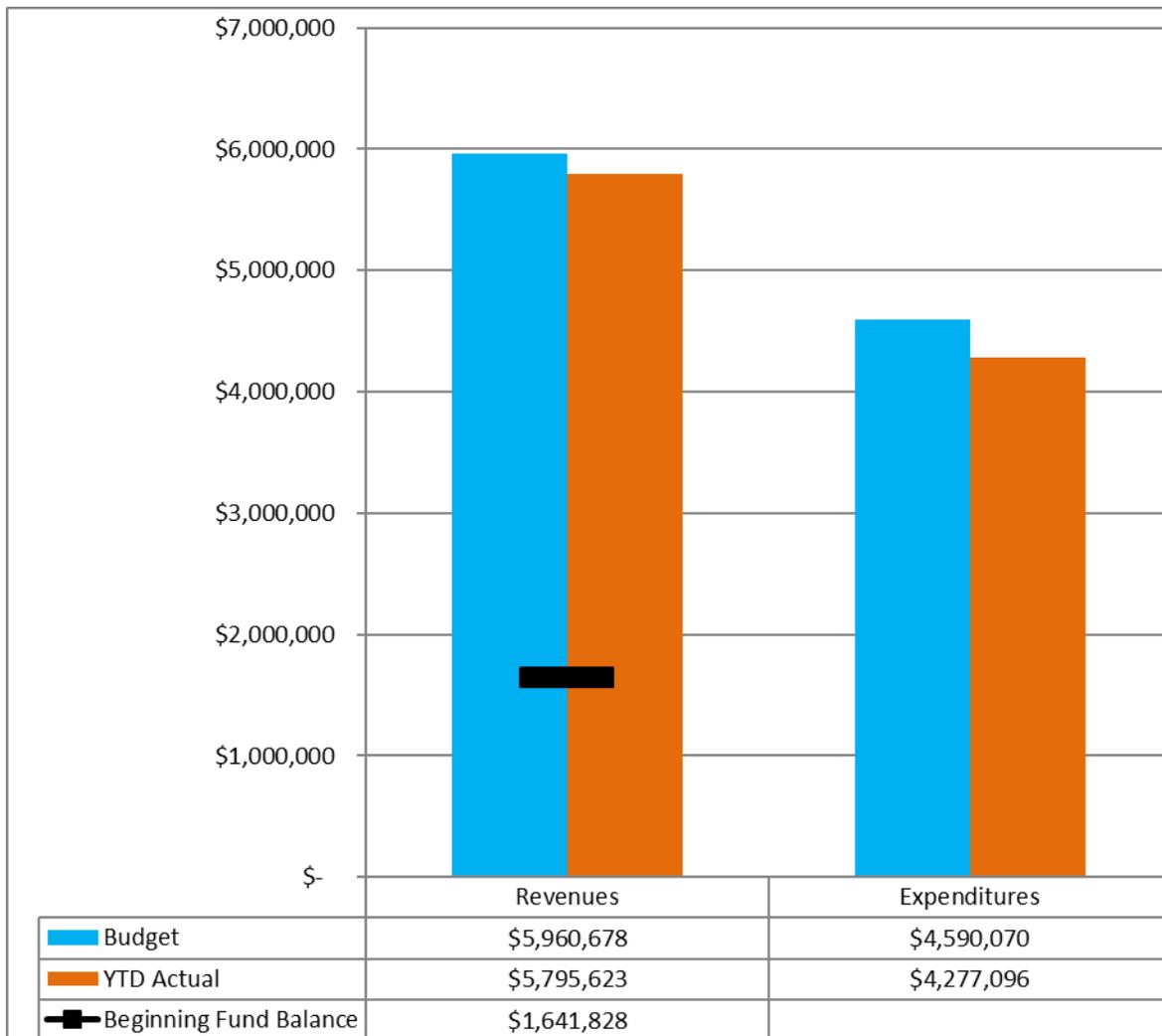
For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance. The difference is the Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; BLUE = Budget and ORANGE = Actuals

For all funds, other than the General Fund, the Revenue Graph will show a large black line. This line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the black line represents where the fund would be as far as a balance of available funds.

<u>PAGE</u>	<u>DESCRIPTION</u>
2	General Fund Overview
3	General Fund Revenues
4-6	General Fund Specific Departments
7	Visitor & Tourism Fund Community Enrichment Fund
8	Capital Projects Fund Streets
9	Administrative Services Fund Public Works
10	Fleet & Facility Maintenance Fund Water Fund
11	Sewer Storm Fund Community Development

## General Fund - Overview



The General Fund receives the most focus throughout the year and during the budget cycle. The General Fund houses property taxes and the major service areas the public associates with local government – police, library, parks, council courts, planning and building. Above is a summary of the General Fund revenue & expenses.

General Fund revenues and expenditures are next broken down into categories and departments, respectively. Line item detail for each revenue source and expense item can be shown if requested.

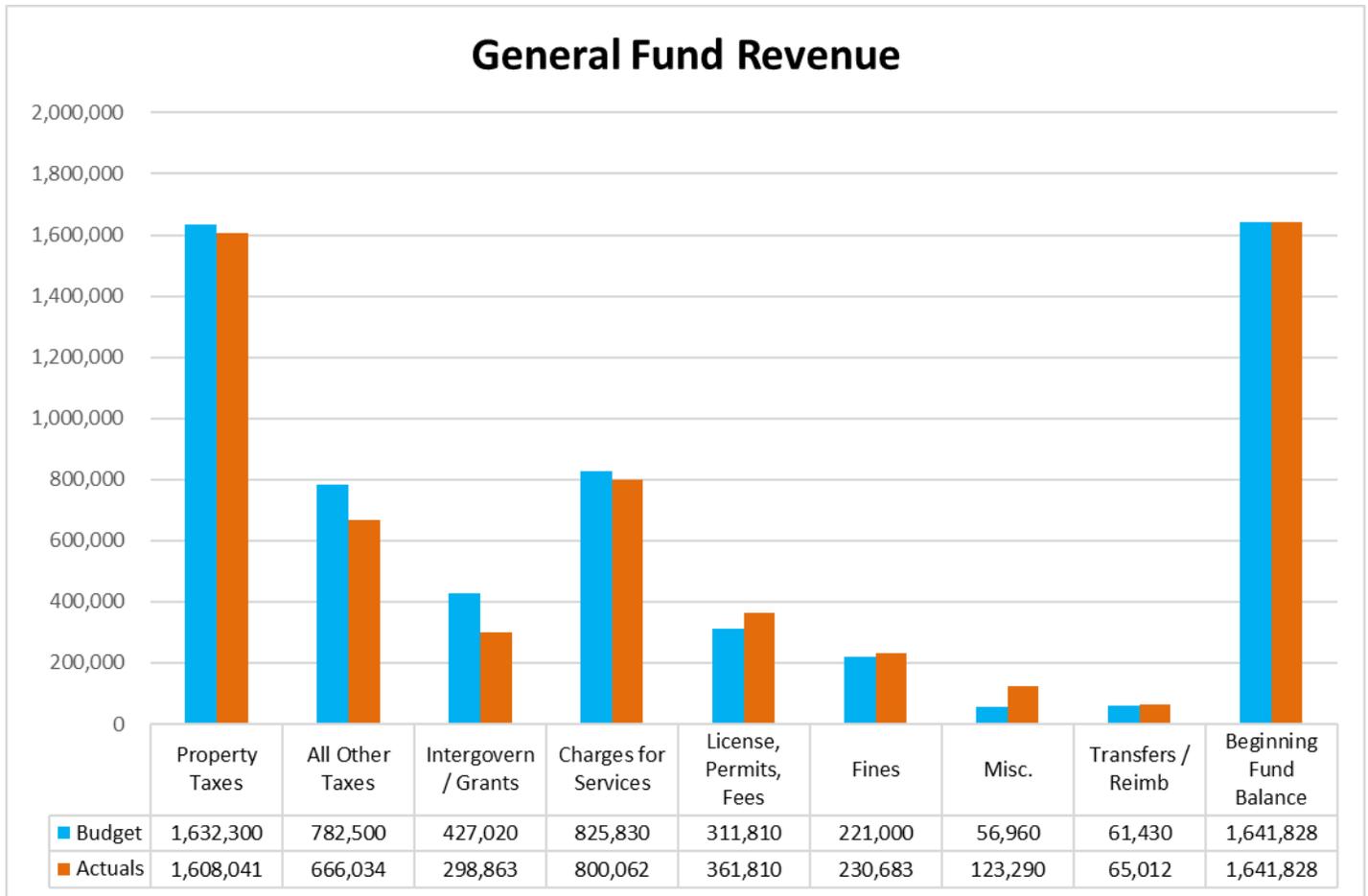
The General Fund's financial position is good through the third quarter of FY 2015-16. The Beginning Fund Balance for FY 2015-16 is just over \$1.6 Million. The un-audited Beginning Fund Balance for 2016-17 right now is about \$1.5 Million (about \$100k less than last year).

## General Fund - Revenue

The following graph displays the General Fund Revenue broken out into separate revenue categories. Budgeted Amounts are shown in BLUE and the Year to Date Actuals are shown in Orange.

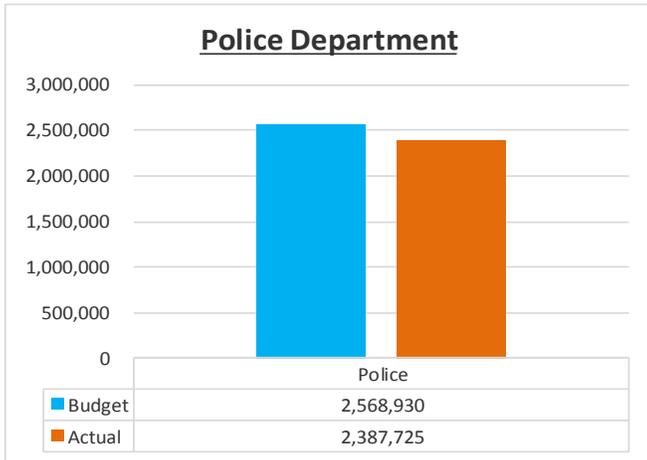
General Notes about the General Fund:

- Property taxes revenues are received mostly in the second quarter of the fiscal year.
- In the Charges for Services category, the largest revenue item is overhead charges (In Lieu of Franchise Fees) to the enterprise funds.



## General Fund Expenditures

The following charts display each General Fund Department Expenditures. Brief comments are included with each department.

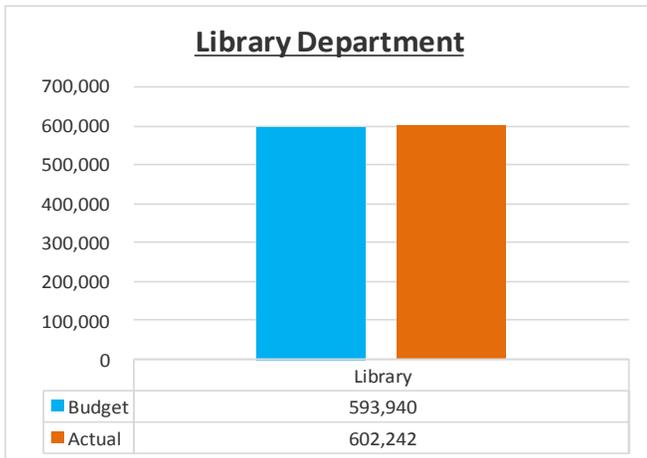


### **Police Department**

Percentage of Budgeted Expenses Spent: 93%

12 specific accounts are overspent (\$103,288). The largest over expenditure is Overtime, but there were enough accounts underspent to accommodate the overages in the department. Salaries were underspent by \$95,690 due mainly to vacancies in the department and incoming Officers starting at lower salaries compared to those who left.

No budget transfers are needed for this department.

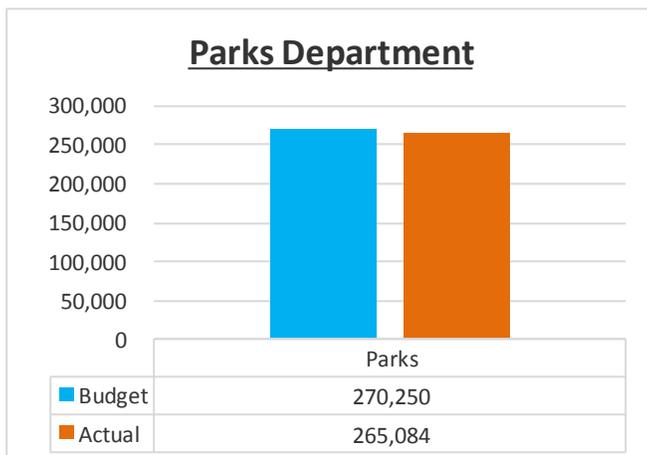


### **Library Department**

Percentage of Budgeted Expenses Spent: 101%

8 specific accounts are overspent (\$26,232). The largest over expenditure is VEBA, which was mainly due to a retirement in the department.

No budget transfers are needed for this department.



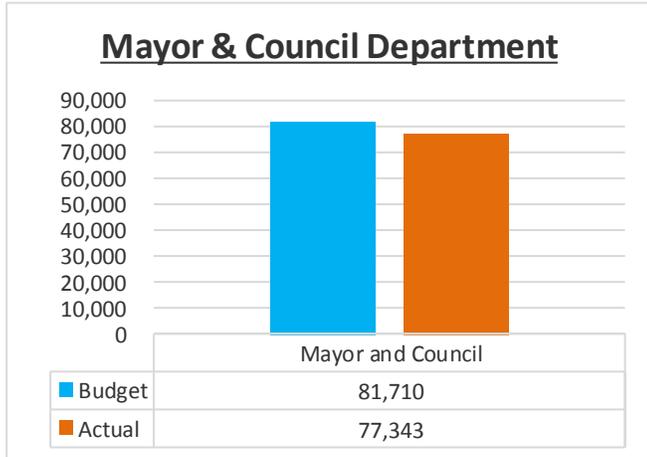
### **Parks Department**

Percentage of Budgeted Expenses Spent: 98%

4 specific accounts are overspent (\$9,021). The largest over expenditure is Operating Materials and Supplies (5,246), but there are enough accounts underspent to accommodate the overages.

No budget transfers are needed for this department.

### Mayor & Council Department



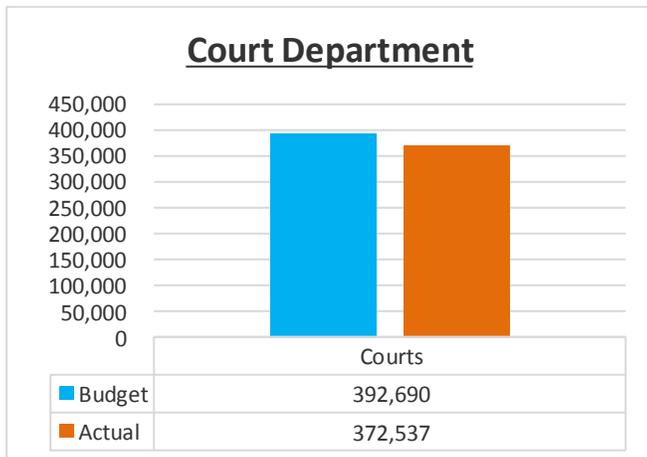
### Mayor & Council Department

Percentage of Budgeted Expenses Spent: 95%

4 specific accounts are overspent (\$3,391). The largest over expenditure is Salary (1,860), this is attributed to underestimating salaries from Jon’s salary spreadsheet used to estimate the year’s salary and benefits. There are enough accounts underspent to accommodate the overages.

No budget transfers are needed for this department.

### Court Department



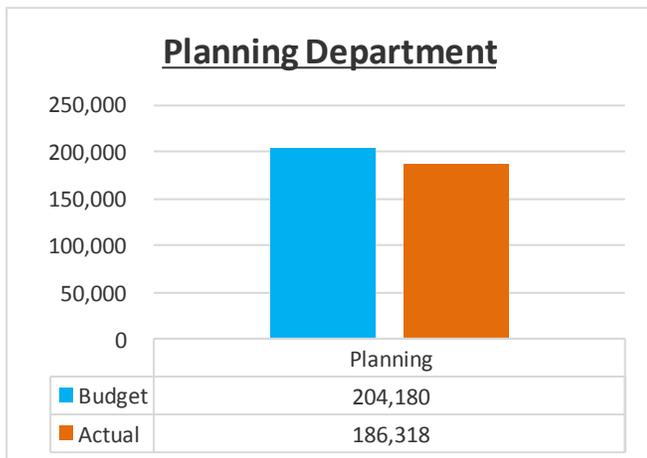
### Court Department

Percentage of Budgeted Expenses Spent: 95%

8 specific accounts are overspent (\$17,093). The largest over expenditure is Medical Benefits (6,705), this is attributed to underestimating benefits from Jon’s salary spreadsheet used to estimate the year’s salary and benefits. There are enough accounts underspent to accommodate the overages.

No budget transfers are needed for this department.

### Planning Department

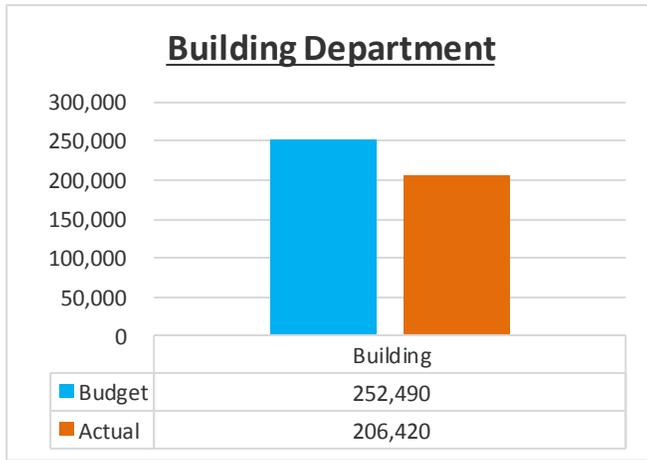


### Planning Department

Percentage of Budgeted Expenses Spent: 91%

4 specific accounts are overspent (\$1,633). The largest over expenditure is Legal Notices (1,216), this is attributed to underestimating the needs during the budget process. There are enough accounts underspent to accommodate the overages.

No budget transfers are needed for this department.

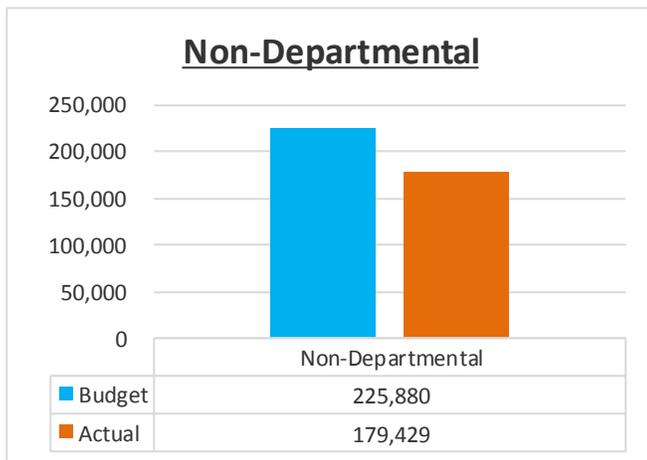


### Building Department

Percentage of Budgeted Expenses Spent: 82%

4 specific accounts are overspent (\$4,056). The largest over expenditure is Information Services (1,486), this is attributed to underestimating the needs during the budget process. There are enough accounts underspent to accommodate the overages.

No budget transfers are needed for this department.



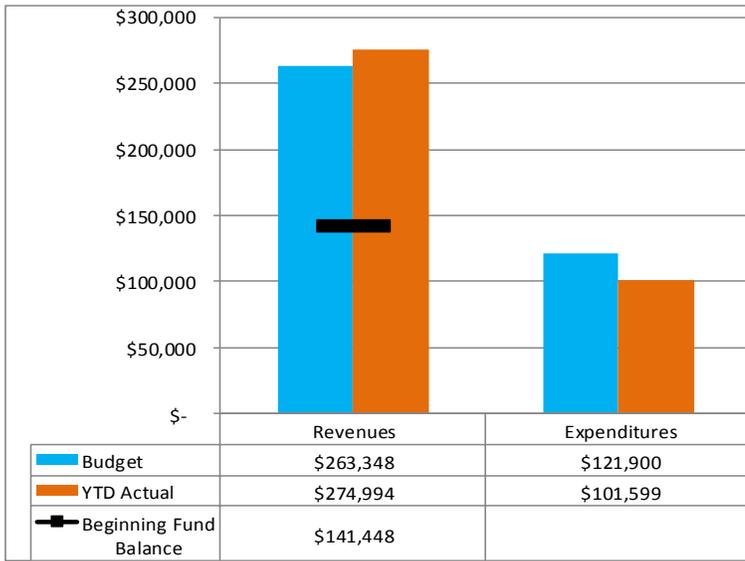
### Non-Departmental

Percentage of Budgeted Expenses Spent: 792%

1 specific accounts is overspent (\$166), which is Direct Labor Charge. This is attributed to underestimating the salary spreadsheet estimates created during the budget process.

No budget transfers are needed for this department.

## Other Funds:



### Visitor & Tourism Fund

Revenues: 104%

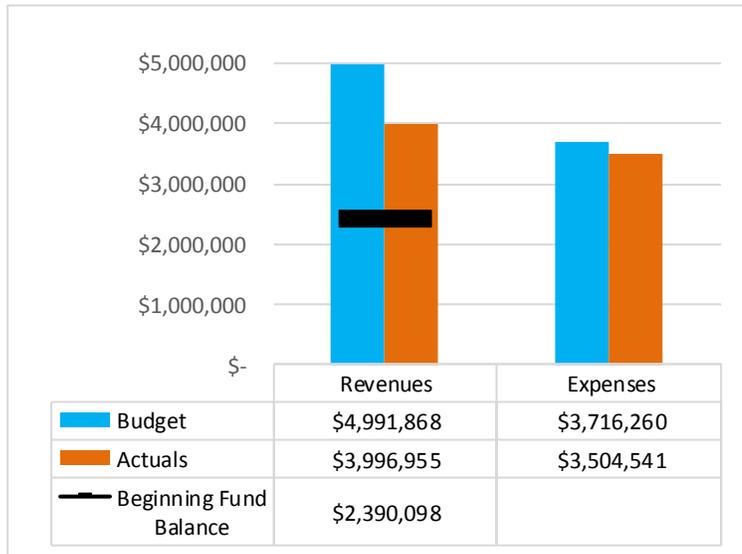
Revenues came in above budget. This is due mainly to receiving more in Motel/Hotel Taxes than budgeted.

Expenses: 83%

The main “savings” came from being underspent in Media Expense by \$9,913.

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be about \$314k, which is an increase of about \$173k.



### Community Enhancement Fund

Revenues: 80%

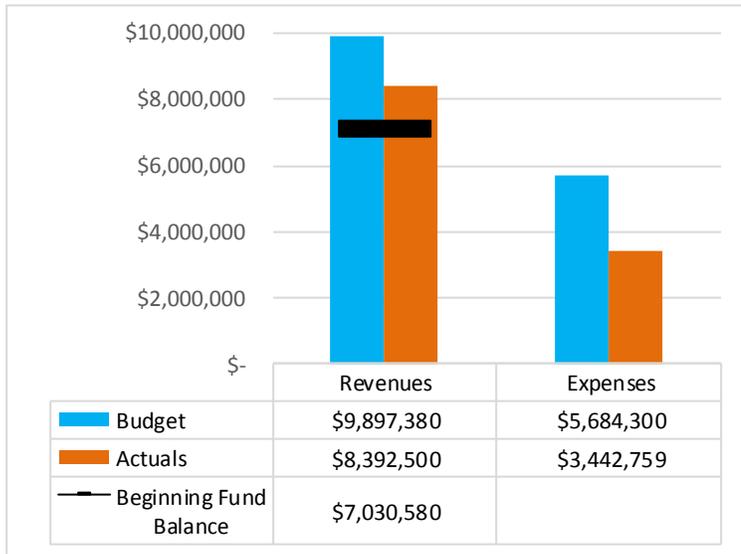
Revenues came in below budget. This is mainly due to the Economic Development Department Loan Proceeds.

Expenses: 94%

The largest “savings” comes from the Building Reserve account, which was budgeted at \$138,000 under Transfer but on \$56,350 was made.

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be about \$1.7M including Contingency and Unappropriated Fund Balance not spent, which is a decrease of about \$640k.



### Capital Projects Fund

Revenues: 85%

Revenues came in below budget. This is mainly due to Storm Water which was budgeted to receive \$1M in Loans from DEQ, but were not received by 6/30 as well as Streets that budgeted \$500,000 for Other Financing Ops, but were not received by 6/30.

Expenses: 61%

The lower expenses are mainly due to the Streets, Water, and Storm Water departments.

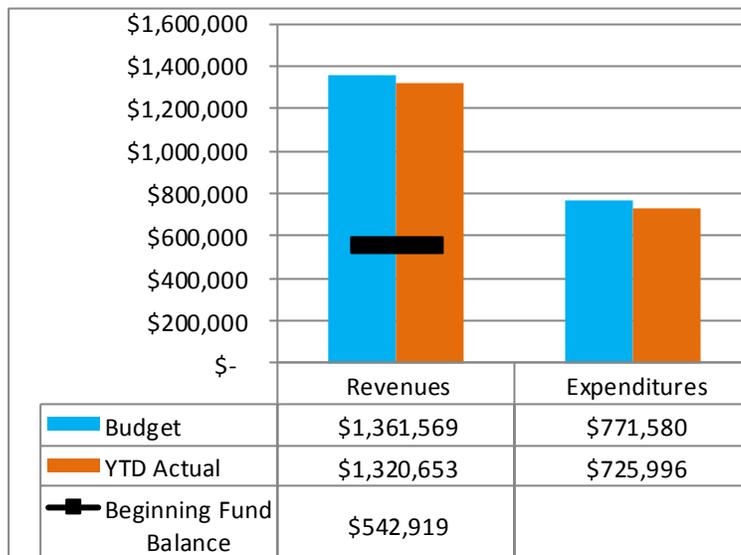
Streets budgeted for expenses in Gable Road and Street Lighting that were not done by June 30.

Other noticeable departments underspent were

Water Department that budgeted \$200k for Water Main Replacement and only spent \$19,778. Other budgeted items included \$240,000 for purchasing land for reservoir, which was not completed.

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be about \$9.1M including Contingency and Unappropriated Fund Balance not spent, which is an increase of about \$2.1M.



### Streets Fund

Revenues: 97%

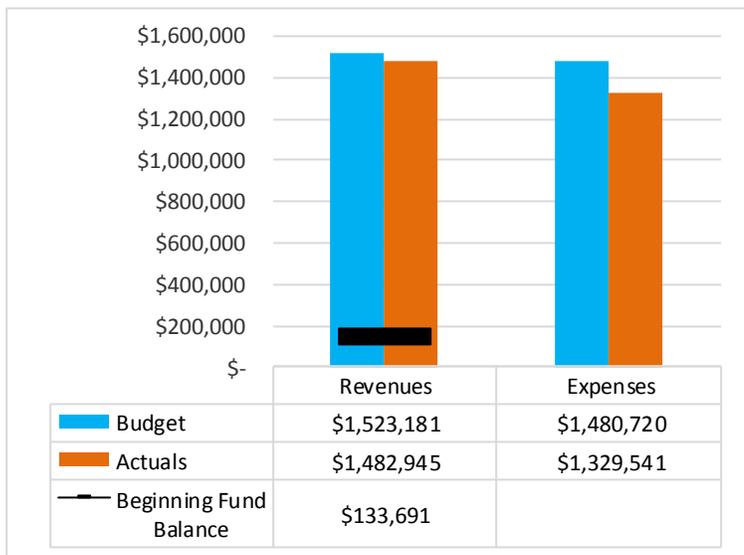
Revenues came in slightly below budget, mainly due to a State Grant of \$50,000 that was budgeted but not received as of 6/30.

Expenses: 94%

The lower expenses are mainly due to the Operating Materials and Supplies being underspent by \$17,747.

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be about \$1.1M including Contingency and Unappropriated Fund Balance not spent, which is an increase of about \$641k.



### Administrative Services Fund

Revenues: 97%

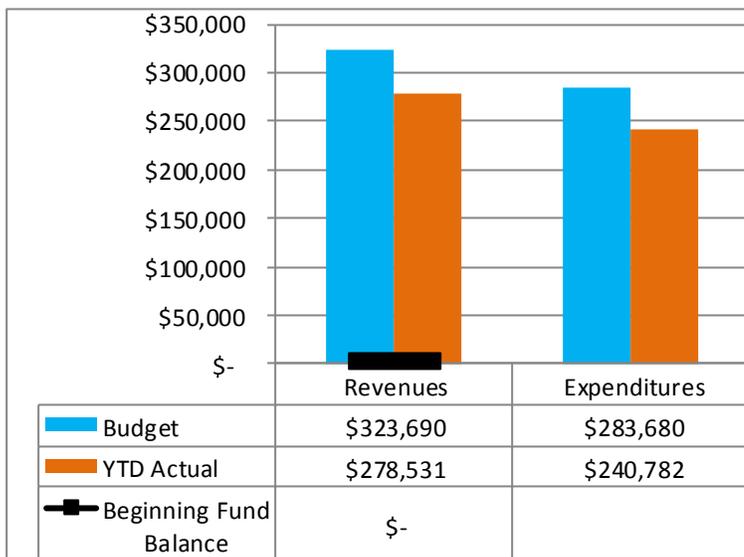
Revenues came in slightly below budget, mainly due to over-budgeted the Indirect Cost Allocation, estimated by Jon’s Salary spreadsheet during the budget season.

Expenses: 90%

All departments were underspend other than the City Recorder (over by \$1,709). The significant department underspent was the Reserves/IT Self Insurance that budgeted \$96,500 for Equipment, but only spent \$9,814.

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be about \$1.5M including Contingency and Unappropriated Fund Balance not spent, which is an increase of about \$195k.



### Public Works Fund

Revenues: 86%

Revenues came in below budget, mainly due to over-budgeted the Indirect Cost Allocation, estimated by Jon’s Salary spreadsheet during the budget season.

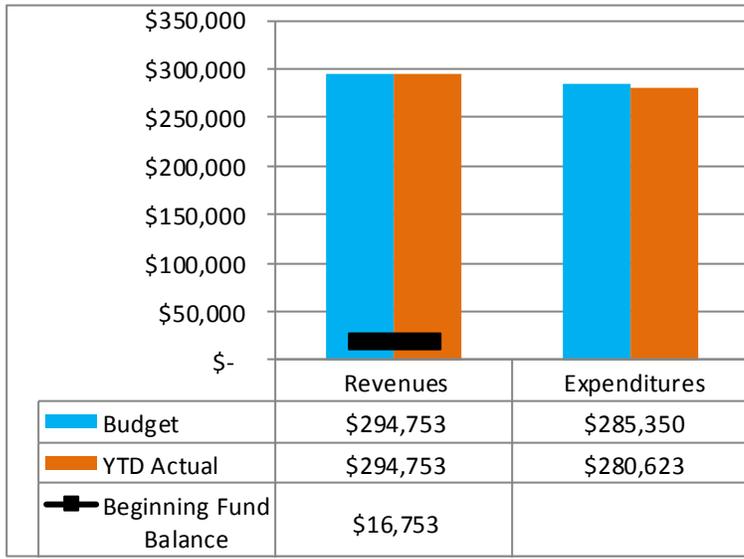
Expenses: 85%

Engineering and PW Operations were underspent at 91% and 83% respectfully. Noticeable savings came from the Gasoline expense budgeted at \$70,000 and only spent \$34,388.

Moving into 2016-17:

increase of about \$77k.

The Un-Audited Beginning Fund Balance right now looks to be about \$77k including Contingency and Unappropriated Fund Balance not spent, which is an



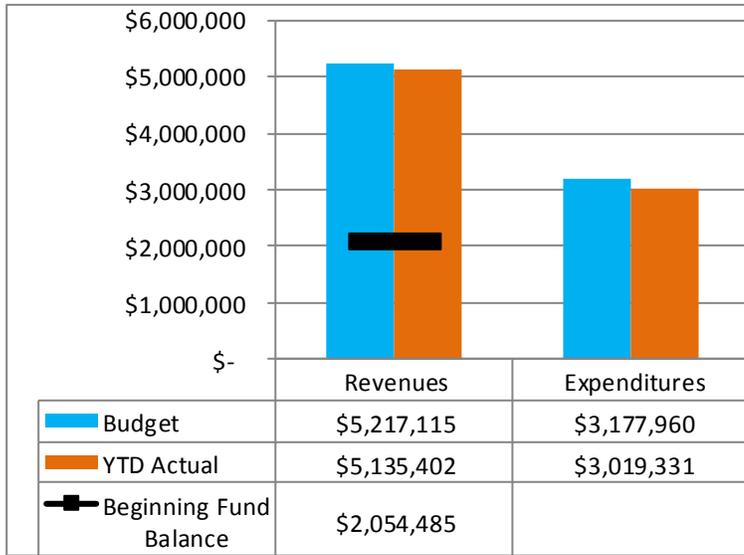
**Fleet & Facility Maintenance Fund**

Revenues: 100%  
 Revenues came in as budgeted. These revenues should be 100% at the end of every year because they are transfers from other Funds/Departments in the City.

Expenses: 98%  
 Expenses came in almost what was exactly budgeted. There was an overage of almost \$5k in Operating Materials and Supplies, but that was countered by a \$6k Building Expense account that was underspent.

Moving into 2016-17:  
 The Un-Audited Beginning Fund Balance right now looks to be about \$23k including Contingency and

Unappropriated Fund Balance not spent, which is an increase of about \$7k.

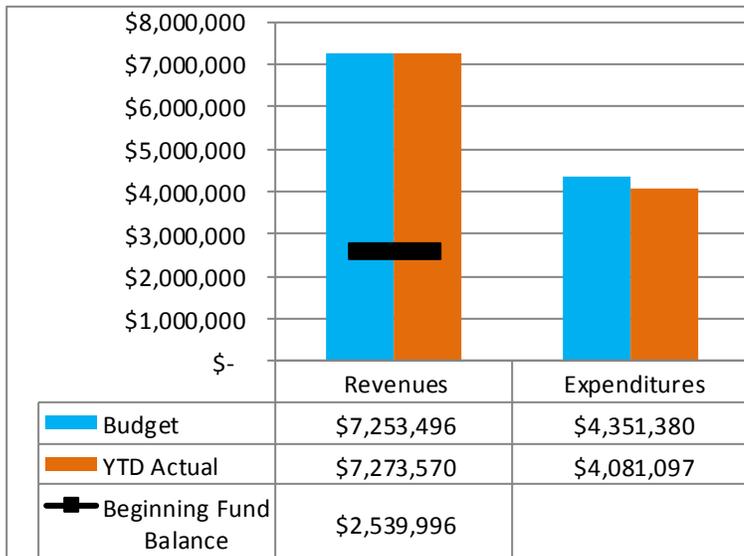


**Water Fund**

Revenues: 98%  
 Revenues came close to what was budgeted. Noticeable was that the Sale of Water which was only at 97% (\$83,150 below what was budgeted).

Expenses: 95%  
 Expenses came in just slightly below budgeted.

Moving into 2016-17:  
 The Un-Audited Beginning Fund Balance right now looks to be about \$4.1M including Contingency and Unappropriated Fund Balance not spent, which is an increase of about \$2.1M.



**Sewer Storm Fund**

Revenues: 100%

Revenues came in as budgeted. Noticeable though was that the Sewer Service which was only at 96% (\$129k below what was budgeted). This was countered though by receiving more than budgeted in the Secondary Revenue Boise line item.

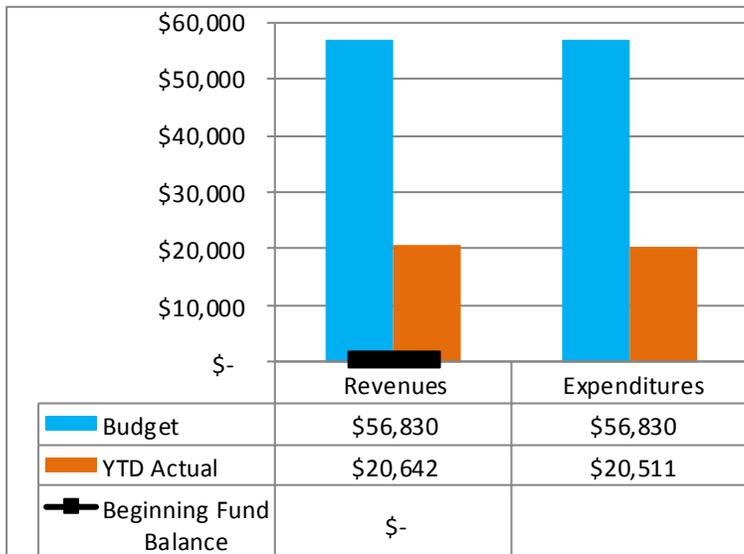
Expenses: 94%

Expenses came in just slightly below budgeted. Sewer Collection Services Dept was at 92%, mainly from a unspent \$52k in Consulting Services. PW Operations was spent at 102% which overages in Electrical Energy and Direct Labor. Primary Treatment was underspent at 89% with unspent funds in almost

every line item. Sewer Storm Services were underspent at 92% mainly from \$20k budgeted and not spent in Consulting Services. Sewer Pump Services was underspent at 90% due mainly to 11k underspent in Materials and Supplies.

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be almost \$6.1M including Contingency and Unappropriated Fund Balance not spent, which is an increase of about \$3.5M.



**Community Development Fund**

Revenues: 36%

Revenues came in below budget. This is mainly due to a budget amount of \$50,000 for Loan Repayment and receiving only \$13,831.

Expenses: 36%

Expenses came in below budget. This is mainly to CAT distribution that was budgeted at \$50,000 but only spending \$13,831 (the amount that was received in revenue)

Moving into 2016-17:

The Un-Audited Beginning Fund Balance right now looks to be about \$131 including Contingency and Unappropriated Fund Balance not spent, which is an

increase of about \$131.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 17, 2016

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*Planning Division Report* attached.

*Business License Reports* attached.

*Suggestion/Comment Box Report* attached.

## CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



**To:** City Council  
**From:** Jacob A. Graichen, AICP, City Planner

**Date:** 7.27.2016

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

### **PLANNING ADMINISTRATION**

Had a preliminary Q&A meeting with other city staff and the fire marshal about a potential project on the City owner former Boise white paper site.

Worked with legal counsel, public works and engineering to put together a public sewer encroachment license related to St. Helens Marina development.

Annual employee evaluation for Jenny Dimsho, Assistant Planner conducted this month.

Phone call-in for a local civil case in circuit court between a neighbor and builder/owner focused around construction of a new detached single-family dwelling on Madrona Court. My input requested regarded wetland/upland vegetation rules.

I attended a meeting hosted by FEMA regarding the recent Biological Opinion from the National Marine Fisheries Service (NMFS) as mentioned in last month's department report. This provided some clarity. By approximately April 2018 local governments in Oregon (251 out of 271 Oregon Communities) will need to adopt new "interim rules" that help protect fish habitat per guidance from FEMA. Looking further into the future, revised floodplain mapping and further rule adoption of permanent rules to protect fish habitat are in order. On the shorter term, FEMA will ask for reporting from communities about each community's floodplain development details (e.g., as they pertain to fish habitat such as new impervious area and tree loss).

### **PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)**

July 12, 2016 meeting (outcome): A public hearing for a land use matter continued from last month was very short since the Conditional Use Permit was withdrawn. The Commission reviewed a new sign that will face into the Columbia Courthouse Plaza; they made recommendations in regards to the City's architectural design standards for the Waterfront District and approved a Historic Resource Review application at 61 Plaza.

The Commission also reviewed and draft Planning Commission operational rules. Staff took their recommendations and confirmed the final draft via email after the meeting. These will go to the Council soon for adoption.

August 9, 2016 meeting (upcoming): As there are no pressing agenda items for August, the Commission elected to not meet; this is their "summer break."

### **MAIN STREET PROGRAM**

I attended the SHEDCO Board of Directors meeting on July 1, 2016 at the Chamber of Commerce. This is the last month for our current Community Coordinator (#5).

Interviews for Community Coordinator #6 were conducted this month. We interviewed eight candidates, which I believe is a record number of applicants for us. We should know who will be CC#6 in August. Their anticipated start date is September 12<sup>th</sup>.

**ASSISTANT PLANNER**—*In addition to routine tasks, the Assistant Planner has been working on:*  
**See attached.**

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Monday, July 25, 2016 9:03 AM  
**To:** Jacob Graichen  
**Subject:** July Planning Department Report

Here are my additions to the July Planning Department Report.

### GRANTS

1. Worked on closeout of McCormick Park Bridge OPRD Grant – Finalized budget numbers, photos, prepared reimbursement paperwork and final report submission

### EPA AWP

2. Waterfront Redevelopment Open House: July 6, 5:30 – 8 pm – Uploaded project materials online. Debriefed Open House and discussed next steps July 20. Scheduled last Advisory Comm. Meeting
3. Met with Region 10 EPA Grant Project Coordinator about project progress
4. Conference call feedback with EPA regarding unsuccessful CWA #2 grant application on July 21

### MISC

5. Gateway Sculpture Project Kickstarter debrief – Updating supporters, sending out surveys, preparing for reward deliveries/shipments
6. Attended ACC on July 26 to discuss Gateway Sculpture Phase 2 fundraising and debrief
7. Migrated the Planning Department and Waterfront Redevelopment Page to new City's aHa website (New site launches August 1). Developed a Land Use Planning FAQ page and reorganized the Planning Department Page. Uploaded images and simplified the Waterfront Redevelopment page
8. Attended Oregon Ethics Training July 12
9. Prepared and submitted PSU 2016 Annual Housing Unit & Population Questionnaire
10. Voter approved annexation mail-out to agencies July 13
11. Sat in on eight RARE interviews for next Main Street Community Coordinator
12. Attended Columbia Health Coalition on July 26 – Discussed draft strategic plan with guest speaker from Clatsop County
13. Conference call with Scappoose Bay Watershed Council about involvement with wetland restoration work on City-owned property

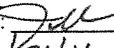
### Jennifer Dimsho

Assistant Planner  
City of St. Helens  
(503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

## BUSINESS LICENSE REPORT

City Department Approval: July 18, 2016

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

Signature: <u></u>
Date: <u>7/21/16</u>

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### RESIDENT BUSINESS – RENEWAL 2016

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- \*Cheri Elliott Domestic Goddess Cng. Janitorial

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### RESIDENT BUSINESS – NEW 2016

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- Double D Contracting Co. Contracting/Residential Remodeling  
1570 Columbia Blvd
- Outerwall Inc. dba Coinstar Automated Self Service Coin-Counting Machine  
795 Columbia River Hwy
- Outerwall Inc. dba Coinstar Automated Self Service Coin-Counting Machine  
2295 Gable Road
- Outerwall Inc. dba Coinstar Automated Self Service Coin-Counting Machine  
1111 Columbia Blvd
- \*The Whimsy Attic Craft Creation/Art  
244 S 12<sup>th</sup> Street

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### NON-RESIDENT BUSINESS - 2016

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- A-Action Appliance & Heating Home Repairs – HVAC
- Assured Air Comfort Inc. Mechanical Contractor
- Crosstown Construction Roofing
- Green Energy Solutions Inc. Insulation & Weathering Contractors
- Mason Bruce & Girard Inc. Natural Resource Consulting
- Melling Contracting LLC Residential Contractor
- Mike George Paving Asphalt Paving
- P.M.L. Enterprises Odor Purging System
- Penny Hummel Consulting Consulting Firm
- Richard Neifert Construction General Construction
- Robben & Sons Heating Inc. HVAC
- TCD Interiors Inc. Contractor
- Wayne Mayo Construction Construction – Remodel

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### MISCELLANEOUS - 2016

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- Treble Seven LLC dba 3 Mtns. Plumbing 7-Days, Plumbing

\*Denotes In-Home Business

## BUSINESS LICENSE REPORT

City Department Approval: August 1, 2016

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

Signature:   
Date: 7/29/16

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### RESIDENT BUSINESS – NEW 2016

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- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | *Run Wild Graphics<br>34566 Noble Road | Custom designs applied to glassware/apparel |
|--------------------------|--|---|

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### NON-RESIDENT BUSINESS - 2016

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- |                          |                                |   |
|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | Builders Insulation of OR, LLC | Supply & Install Thermal Insulation         |
| <input type="checkbox"/> | Second Chance Tile Restoration | Tile/Carpet Cleaning all Hardfloor Surfaces |
| <input type="checkbox"/> | Southwestern Advantage         | Solicitation – Selling Books                |

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### RENTALS - 2016

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- |                          |                        |                     |
|--------------------------|------------------------|---------------------|
| <input type="checkbox"/> | Old Oak Properties LLC | Residential Rentals |
|--------------------------|------------------------|---------------------|

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### MISCELLANEOUS - 2016

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- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Sunset Heating & Cooling | 7-Day, HVAC & Electrical |
|--------------------------|--------------------------|--------------------------|

## Suggestion Boxes

### City Hall - 1<sup>st</sup> Floor Lobby

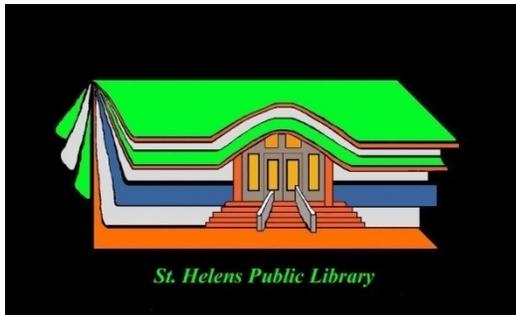
Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
7/12/16	Garbage in walkway and upper parking lot. (walkway adjacent to Scandalous Hair Salon and parking lot behind)	A garbage can at the top of the walkway.	No	Virginia and the other girls at Pieper Ramsdell who walk there daily.	Great - the girl was very helpful	8/17/16	Neal Sheppard		

### 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
7/26/12	I really like the way I was treated by your court. I thank you for your judgement and service.	Thank you!!!	No	Randal Lucht 503-496-6169	Great	8/17/16	Matt Brown		

### City Hall - 2<sup>nd</sup> Floor Lobby /Council Chambers Lobby/ Water Department Lobby/ 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
None									



**August 10, 2016**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

**Professional Development Update:** The Library's staff has had several exciting professional development opportunities recently due to Library budget re-appropriations this past spring and approved increases in the current budget. Three staff members were able to attend an Oregon Library Association workshop for support staff, our library technician has begun cataloging classes and our youth librarian attended the American Library Association conference. In January, we will host the quarterly meeting of the Oregon Young Adult Network (OYAN) at our library. We expect about 25 youth librarians from the area to attend. This will give us an opportunity to showcase our library and community to librarians that may never have visited St. Helens.

**Border Collie International Performing Canine Team:** It rained and we all still had a great time – 110 parents and children came a fun event.



## Calendar:

- 8/11 Teen Gaming: Just Dance Tournament (ages 12-18), Auditorium, 330pm
- 8/13 Summer Reading Party (all ages), Courtyard, 11am
- 8/16 Library Board Meeting, Auditorium, 715pm
- 8/17 Last Family Story Time of the summer, 1115am – Baby Lapsit, Toddler and Preschool Story Times will resume in mid-September
- 8/17 Friends of the Library Meeting, Armstrong Room, 530pm
- 8/18 Lego Club, Hallway, 330pm

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	17 August 2016	
<b>Subject:</b>	July Status Summary	

## Engineering

1. Finalized plans and specs and advertised for bids for the 2MG water reservoir rehabilitation.
2. Completed contracting and started work on the 2016 Manhole Rehabilitation Project.
3. Procured contractor for the dock repairs on Sand Island.
4. Completed work on 2016 Crack Sealing Project.
5. See complete report.

## Parks

1. Painted bleachers, benches, horseshoe pits, covered areas, and other amenities in the parks.
2. Cleaned up trash and debris on veneer property after 4<sup>th</sup> of July.
3. Planted native vegetation adjacent to new pedestrian bridge in McCormick Park.
4. Painted and repaired picnic tables; moved picnic tables for 13 Nights.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 10 standard water meters with new radio read meters.
2. Started work on water main replacement on N. 9<sup>th</sup> Street.
3. Installed a curtain drain around 2MG reservoir.
4. Replaced multiple meter boxes and/or lids in various locations.
5. Responded to eight after-hours call-outs.
6. See complete reports.

## Water Filtration Facility

1. Produced 55 million gallons of filtered drinking water, an average of 1.8 million gal/day.
2. Continue to work with filter manufacturer, PALL, to install and program a new valve positioner.
3. Spent considerable amount of time configuring information for new website launch.
4. See complete report.

## Waste Water Treatment Plant

1. Cleaned the north and south contact tanks.
2. Worked on troubleshooting phone issues at multiple pump station sites.
3. Repaired and reinstalled Aerator No. 1.
4. Discovered a fuel leak on backup generator for PS #7. Arranged for repairs.
5. See complete report.



## Engineering Department Status Report

8 August 2016



### **WATER PROJECTS**

#### 2MG Reservoir Rehab Project

Plans and specifications were developed and the project was advertised for bids in July, with a bid opening date of August 11, 2016. The objective of the project is to install a liner or a coating on the interior of the City's 1920's-era 2 million gallon water reservoir to preserve the useful life of the tank and help stop some minor leaking that is occurring. Once the project is awarded, work is anticipated to start in late September.

### **DEVELOPMENT PROJECTS**

#### Elk Ridge Estates Phase VI

This project will require a new Preliminary Plat approval from the Planning Commission before any public improvements can be accepted.

#### Sykes Road Development

No change in status - the Developer is close to being finished with the work on the required public infrastructure, but has not contacted the City for final approvals.

### **SANITARY SEWER AND STORM DRAIN PROJECTS**

#### 2016 Manhole Rehabilitation Project

Work is currently under way on the rehabilitation project. The manholes needing work have been confirmed to have excessive infiltration of ground water and/or require repairs to improve flow characteristics. Work is expected to be complete by the end of September.

#### N. 9<sup>th</sup> Street Storm Drain Project

This project is complete.

#### Godfrey Park Storm Drain Project

This project remains on hold while staff works out details with the Contractor to re-mobilize and complete the contract work. There is approximately 160 linear feet of 66-inch diameter storm pipe remaining to be installed, plus miscellaneous restoration.

### **STREET AND TRANSPORTATION PROJECTS**

#### Annual Street Striping Project

A contractor was selected through the standard public contracting processing earlier in the summer. Work was scheduled for the first week of August and is now complete.

#### Gable Road Improvement Project

The Columbia County Road Department expects to have the final draft of the revised grant agreement with ODOT in August. 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. may begin as early as late 2017 and will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features.

#### Crack Sealing Street Maintenance and Preservation Project

This project is complete.

### **MISCELLANEOUS PROJECTS**

#### Sand Island Dock Ramp Replacement Project

Council approved Advanced American Construction, Inc. for the Sand Island dock repairs. The replacement bridge will be ordered as soon as the contract is in effect. Work will take place in compliance with the US Army Corps of Engineers permit for in water work.



## Parks Department for July 2016



Daily duties were performed which include cleaning restrooms, garbage pickup, Sand Island maintenance, watering street trees, general parks maintenance, ball field preparation, and mowing.

Put bark dust in the flower beds at Library  
Moved tables for 13 Nights  
Fertilized Columbia View  
Watered street trees  
Repaired sprinklers at Campbell, Grey Cliffs and McCormick Parks  
Moved trash cans from Columbia  
Assisted with pump out station at the city Dock  
Repaired sprinklers at OPR and 18<sup>th</sup>  
Picked up trash on the Veneer property  
Repaired the bleachers at McCormick softball fields  
Brushed out the HWY  
Removed fallen trees at McCormick  
Sprayed HWY strip  
Planted native plants on the OPR side of the McCormick foot bridge  
Mowed the utility road off the bike path at Dalton Lake  
Mower repair  
Cleaned play structures at McCormick and Campbell  
Repaired and painted picnic tables  
Weed eaten around the maintenance building  
Removed rusted out BQ  
Painted benches and bleachers in the parks  
Removed Graffiti from Skate Park  
Transported a skunk to the tree farm  
Sprayed the infields at all the ball fields  
Repaired a bathroom stall door at Columbia View  
Sprayed hornets and wasps in the Parks  
Painted horse shoe pits, Covered area and other things at Godfrey  
Helped police look for a reported body at McCormick (Hoax)  
Replaced old garbage cans in the Parks  
Trimmed trees on 16<sup>th</sup> and on OPR  
Removed brush around the bridge on OPR  
Cleaned up a tree on Tualatin  
Removed graffiti from the docks  
Removed a pallet from the Library  
Removed tables from the creek  
Made and posted a new sign for Disc Golf

## **Public Works Work Report July 2016**

### **Water Dept:**

Installed 10 radio read meters  
Read heavy users  
Cleaned flusher dump at WWTP  
Replaced meter box lids on Columbia Blvd.  
Worked on N. 9<sup>th</sup> waterline project  
Replaced meter box and poured concrete on Edies Way  
Replaced meter, shutoff and box at 160 S. 1<sup>st</sup> St.  
Repaired leak at 114 S. 3<sup>rd</sup> St.  
Replaced boxes at Crestwood #47 & 288 S. 8<sup>th</sup> St.  
Installed drain at reservoir

### **Sewer Dept:**

Worked on N. 9<sup>th</sup> St. waterline replacement project all month  
Dust coated gravel roads

### **Call-Outs:**

Water valve leaking on Milton Creek Bridge  
Need power at Columbia View Park  
Water off for water heater leak on Allendale Dr.  
Alarm at City Shop  
Water leak at 160 S. 1<sup>st</sup> St.  
Water meter leaking on Old Portland Rd.  
Water leak on Mill St.  
Restrooms need cleaning at Campbell Park

### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Marked 54 locates  
Checked wells & reservoirs daily



**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 July 2016

Water Production: 54.98 million gallons 1.77 million gallons per day

**Week 1** Produced and sent July OHA reports to the State. Still using the original data collecting program XLReporter because the new HMI program has still not been configured to collect and publish our information in a format that we can use to send to the State at the end of the month. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

**Week 2** I am still working with the PALL technicians to acquire the correct parts we need to upgrade and install the new valve positioner on Rack 5. Finding time to try and mow and weed whip the tall grass and weeds around our WFF site. Thinking of renting a riding mower to tackle the job, there is a lot of ground out there when one starts walking it with a mower and weed eater.

**Week 3** Working on transferring over the information from our current City website to the new “aha” website.

**Week 4.** Ordered Chlorine delivery for this week. Changed out C117 reagents. Received Chlorine on Thursday, thank you Northstar. Working all week on the new website, learning how to edit and put information in the right columns. Having trouble with the “contact” information section of the editing tools. Dave Fels is being very patient while working with me and helping me get through this. PALL contacted me saying they have our part on order and it should be here by Sept. 12, and we will move forward from there.

Howie Burton and Guy Davis, City of St. Helens – Public Works Filtration Facility Operators

## **WWTP Monthly Operations and Maintenance Report**

**July 2016**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 7/6-Stan's Refrigeration here to recharge bioassay fridge.
- 7/21-Mike Carr and Jacob Faust here to look over lagoon and potentially filling it.

### **Primary System Report**

- 7/25-Roger and Scott here to drill and install new anchor point for aerator #1.
- 7/25-Aerator #1 repaired and back from IPS.
- 7/28-Took aerator #1 to spot and connected it. Also removed broke anchor pipe from area.

### **Pump Stations**

- 7/22-PS#6-Raised off float to keep pumps submerged.
- 7/25-Tested dialers and found that the long distance has been disconnected at all of them.
- 7/27-PS#5&7-Peterson Cat here to look at generators. Found leaking fuel filter at #5. Will need to schedule another visit because Joint Maintenance can't replace the fuel pump.
- 7/27-No dial tone at PS#11. Can't call into it. Called Integra.
- 7/30-Stewart waited and tried calling CenturyLink to get PS#11 phone line fixed, but they wouldn't answer the phone and never showed up.

### **Sodium Hypochlorite System**

- 2032 gallons used this month.
- 1868 gallons used last month.

### **Call-outs**

- No after hour call-outs in July.

### **Plant**

- 7/1-Cleaned North contact tank.
- 7/5-Cleaned South contact tank.
- 7/12-Worked on headworks screen #2 brush bearing.
- 7/16-SCADA didn't print. Installed updates and restarted.
- 7/23-SCADA didn't print again. Rebooted and working normally.
- 7/26-Added wood chips to auger on headworks screen #2 to clean out before replacing auger brush.

### **Pretreatment**

- 7/18-Steve Anderson, the new Pretreatment Specialist, started.

**Other**

- 7/6-10-Quarterly sampling.
- 7/12-Roger with public works here working on the roof flashing.
- 7/15-Talked to DEQ regarding lab procedures. Found out for the most part everything is good. However, he suggested more daily quality control tests.
- 7/7/18-22-Reworked lab bench sheets and procedures.

**Next Month**

- Replace auger brush on headworks screen #2 and replace faulty bearings.
- Replace lower brush unit on both headworks screens.