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City of St. Helens
UPDATED COUNCIL AGENDA
Wednesday, November 16, 2016
 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. **6:00PM – BOARD OF APPEALS PUBLIC HEARING: Dangerous Building Abatements**
 - A. 35418 Helens Way
 - B. 2564 Columbia Blvd.
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **AWARD SPIRIT OF HALLOWEENTOWN SCARECROW CONTEST WINNERS**
6. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Dedication Deed for Right of Way Dedication – 35732 Hankey Road (McCarter)
7. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
8. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Bicycle & Pedestrian Commission Minutes dated April 28, 2016
 - B. Planning Commission Minutes dated October 11, 2016
 - C. Accounts Payable Bill List
9. **CONSENT AGENDA FOR APPROVAL**
 - A. New Utility and Banking Specialist Job Description
 - B. Amended Utility Billing Specialist Job Description**
 - C. Declaration of Surplus Property
 - D. Accounts Payable Bill List
10. **MAYOR PETERSON REPORTS**
11. **COUNCIL MEMBER REPORTS**
12. **DEPARTMENT REPORTS**
13. **ADJOURN**

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.

CITY OF ST. HELENS OREGON

Job Title: Utility & Banking Specialist
Department: Finance – Utilities
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Revised: October 2016

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing. Coordinating/Processing Bank Deposits, Processing Utility Billing uploads, and Utility Billing Adjustments

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconcile and process deposits from all departments. Take deposits to bank. Scan physical checks electronically. Pursue any CR batches left open for more than 2 business days.
- Pick up Mail daily from Post Office.
- Processes meter reading data and reviewing/checking data for possible errors. Review billings for correctness and accuracy within 95%. Refigure bills which have been issued to customers improperly.
- Send monthly & bi-monthly billings to 3rd party for printing or print internally and prepare to send out.
- Prepare all special billings.
- Enters Meter Sets and/or removals.
- Monitors Service Requests to ensure timely processing and completeness.
- Interprets City Ordinances and Administrative Rules relating to Utility Services.
- Prepare Utility Adjustments for Finance Director's approval.
- Post Utility Adjustments after Finance Director's approval.
- Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules.
- Prepare yearly write-offs in for June processing.
- Process/Input Utility Rates after approval from Council and direction of Finance Director.
- Receive telephone calls and citizen visits concerning utility billings or services; answers questions and respond to citizen complaints.
- Assists in reconciling utility billing activity with the General Ledger when needed.
- Maintain current customer account files.
- Recommend improvements/modifications to Finance Director for current processes
- Fill in as Utility Billing Clerk along with their duties when needed.

PERIPHERAL DUTIES

- Provides backup during absence of other staff in related positions which include Court, Building, Administration, City Recorder, Public Works and Police.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent

DESIRED QUALIFICATIONS

- 2+ years of experience in general office practices such as typing, accounting, data processing, and customer service
- 2+ years of experience as a Utility Billing Specialist or similar position with a government utility jurisdiction
- Working knowledge of Bank processes
- Working knowledge of Springbrook Software (or other Government related software)
- 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.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent 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.

The noise level in the work environment is a little loud depending on the day and activities outside City Hall.

CITY OF ST. HELENS OREGON

Job Title: Utility Billing Specialist
Department: Finance – Utilities
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Revised: October 2016

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing work in the billing of utility and other public services.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads computer files or gathers records such as meter books, computer disks or printouts, etc. to compile needed data.
- Enters information into computer or computers for amounts due.
- Posts transactions to accounting records such as ledger, or computer files.
- Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.
- Processes meter reading data and reviewing/checking data for possible errors.
- Maintain current customer account files.
- Interprets City Ordinances and Administration Rules relating to Utility Services
- Receive telephone calls and citizen visits concerning utility billings or services; answers questions and respond to citizen complaints.
- Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research.
- Performs daily cash drawer balancing process.
- Prepares daily deposits after batch closing.
- Prepare utility adjustments and submit to Utility & Banking Specialist for review/processing.
- May perform duties such as supply ordering for City Hall and other departments as necessary and time allows

PERIPHERAL DUTIES

- Provides backup during absence of other staff in related positions which include Court, Building, Administration, City Recorder, Public Works and Police

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent

DESIRED QUALIFICATIONS

- 2+ years of experience in general office practices such as typing, accounting, data processing, and customer service
- 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

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