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## City of St. Helens COUNCIL WORK SESSION AGENDA

**Wednesday, July 18, 2018**

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. | Call Work Session to Order   | 1:00 p.m. |
| 2. | Visitor Comments - <i>Limited to five (5) minutes per speaker.</i>                   | 1:01 p.m. |
| 3. | Discussion Topics  |           |
|    | a. Presentation of Plaque to Outgoing Arts & Cultural Comm. Member Kannikar Petersen | 1:05 p.m. |
|    | b. Employee Length of Service Awards   | 1:10 p.m. |
|    | • Joe Hogue - 20 years   |           |
|    | • Anthony Miltich - 5 years  |           |
|    | • Joel Beehler - 5 years   |           |
|    | c. Review Animal Facility License Application from Mylissa Snider                    | 1:15 p.m. |
|    | d. Discuss Request from Greater St. Helens Park & Rec District – <i>Matt</i>         | 1:30 p.m. |
|    | e. Review Legislative Priorities for LOC Advocacy Top 4 and Bottom 4                 | 1:45 p.m. |
|    | f. Discuss Plans for August 21 City/County Quarterly Dinner                          | 2:10 p.m. |
|    | g. Review Proposed Ordinance Creating Parks & Trails Commission – <i>Kathy</i>       | 2:35 p.m. |
|    | h. Update on Sale of Property in St. Helens Industrial Park - <i>John</i>            | 2:45 p.m. |
| 4. | Department Reports   | 3:05 p.m. |
| 5. | Council Reports  | 3:25 p.m. |
| 6. | Other Business   |           |
| 7. | Adjourn  |           |

### **Executive Session:**

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

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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.

## **FOR YOUR INFORMATION**

### Upcoming Dates to Remember:

- July 17, 7:15 p.m., Library Board, Columbia Center Auditorium
- July 18, 1:00 p.m., Council Work Session, Council Chambers
- July 18, 6:00 p.m., Council Public Hearing, Council Chambers
- July 18, 7:00 p.m., Council Regular Session, Council Chambers
- July 23, 7:00 p.m., Youth Council, Council Chambers
- July 24, 5:00 p.m., Arts & Cultural Commission, Council Chambers

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

- July 18, 6:00 p.m., PH: Comprehensive Plan/Zone Map Amendment off Firlock Park Blvd. (Allen)
- August 15, 6:30 p.m., PH: SHCDC Text Amendments re: Auxiliary Dwelling Units, Home Occupations and Wetland & Riparian Area Protection Zones

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council  
From: Kathy Payne, City Recorder  
Date: July 18, 2018

I am happy to announce that we have three employees who have reached milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the July 18 Council work session.

### **20 Years**

**Joe Hogue** was hired on full-time in July of 1998 as a Patrol Officer. In September of 2003, he became a Sergeant and then in January of 2017, he was promoted to Lieutenant.

### **5 Years**

**Anthony Miltich** was hired as Patrol Officer on May 30, 2013. He has served as Detective and Sergeant.

**Joel Beehler** began working for the City in the summer of 2011 as a summer laborer. He worked the summer of 2012, again, and then worked temporarily as a Utility Worker I until he was subsequently hired permanently on July 1, 2013. In April of this year, he moved into the Utility Worker II position.

**Congratulations, Joe, Anthony and Joel, and thank you** for your service!

Thank you.

## City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

## Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

RECEIVED

MAY 08 2018

CITY OF ST. HELENS

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name:	Melissa Snider		Name:	Myra Snider
Mailing address:	314 North 4th St		Mailing address:	314 North 4th St
City/State/Zip:	St. Helens OR 97051		City/State/Zip:	St. Helens OR 97051
Cell phone:			Cell phone:	
Home phone:			Home phone:	
Email:	sassy@st-helens.com		Day/time of week that works best for you:	Any
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Chihuahua	Itsu	F	7 months	3/1/19
2. Labrador Retriever	Koda	M	1 year 3 months	3/4/33
3. Shepherd X	Diva	F	3 years	3/4/32
4. Chihuahua	Speedy	M	3 years	3/4/31
5. Chihuahua	Luna	F	3 years	3/4/30
6. Chihuahua X	Roxy	F	7 months	3/6/36
Veterinarian Information				
Name:	See page 2		Phone:	52
Address:			City/State/Zip:	
Liability Insurance Information				
Agent's Name:			Phone:	
Insurance Company:			Policy No.:	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

## AUTHORIZATION

I, Melissa Snider, understand that I am applying for an animal facility license to keep the above listed animal(s) at 314 North 4th St, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Melissa Snider  
Applicant Signature

5/9/18  
Date Signed

## FOR OFFICE USE ONLY

Date received:	5-8-18	Officer assigned:		Date forwarded to City Recorder:	
Received by:	Becky Bean	Date/Time of inspection:		Council meeting date:	
Receipt No.:	01483788	Officer recommendation:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Dated forwarded to PD:	05-09-18	<input type="checkbox"/> Approve <input type="checkbox"/> Deny		If approved, date license issued:	
Forwarded by:	Becky Bean			Expiration date:	

**Animal Facility License Application**

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

RECEIVED

MAY 08 2018

CITY OF ST. HELENS

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

**Address at which animal(s) will be kept:****Applicant Information****Alternate Contact/In Case of Emergency**

Name:

Name:

Mailing address:

Mailing address:

City/State/Zip:

City/State/Zip:

Cell phone:

Cell phone:

Home phone:

Home phone:

Email:

Day/time of week that works best for you:

**List each animal to be kept at the above address (attach additional paper if more than 6 animals)**

Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Dachsund	Bobo	Male	13 years	36537
2. Chihuahua	Buddy	Male	5 years	39435
3.				
4.				
5.				
6.				

**Veterinarian Information**

Name:

Phone:

Address:

City/State/Zip:

**Liability Insurance Information**

Agent's Name:

Phone:

Insurance Company:

Policy No.:

Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.

**AUTHORIZATION**

I, \_\_\_\_\_, understand that I am applying for an animal facility license to keep the above listed animal(s) at \_\_\_\_\_, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Applicant Signature

Date Signed

**FOR OFFICE USE ONLY**

Date received:	Officer assigned:	Date forwarded to City Recorder:
Received by:	Date/Time of inspection:	Council meeting date:
Receipt No.:	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by:		Expiration date:



AMERICAN FAMILY INSURANCE  
33608 E COLUMBIA AVE STE 100  
SCAPPOOSE OR 97056-3441

AmFam.com

1-800-MY AMFAM (627-6262)

## Your Insurance Coverage Summary

SNIDER, MARK  
314 N 4TH ST  
ST HELENS OR 97051-1540

April 16, 2018

### **PLEASE KEEP THIS IMPORTANT INFORMATION WITH YOUR POLICY.**

Thank you for being our customer. This policy with American Family Mutual Insurance Company, S.I. is up for renewal. Please review the coverage and limits outlined on this summary to make sure they fit your needs. If you have made any recent home improvements or major purchases, have questions or would like to make any changes to this policy, please contact your American Family agent listed below:

**AARON STOKER**

Phone:

E-mail:

**Property Location**

314 N 4TH ST  
ST HELENS OR 97051-1540

**Policy Term**

05/10/2018 to 05/10/2019

**Policy Number**

**Policy Type**

Homeowners Renters Broad Form 4

**This is not a bill. Policy Information Only.**

**Discounts Applied to Your Premium**

- Age of Customer
- Customer Longevity
- Claims Free
- Home and Auto

**Your Discounts Saved You:**

**\$85.00**

**Total Renewal Premium After Discounts:**

**\$181.00**

**Coverage Description - Section I**

Personal Property: On Premises  
Personal Property: Off Premises

Fungi or Bacteria  
Loss of Use

Deductible Amount - All Peril

**Old Limits**

\$20,600  
100% Subject to  
Limitations  
\$5,000  
Actual Loss  
Within 12 Months  
\$500

**New Limits**

\$20,600  
100% Subject to  
Limitations  
\$5,000  
Actual Loss  
Within 12 Months  
\$500

**Liability Coverages - Section II**

Personal Liability  
Dangerous Dog and Exotic Animal Liability  
Medical Expense

\$1,000,000  
\$25,000  
\$25,000

\$1,000,000  
\$25,000  
\$25,000

**Please see reverse side for additional information concerning your policy.**

RECEIVED

MAY 08 2018

Columbia County  
Sheriff's Office

# Owner Detail

Owner 14367

Name: SNIDER, MYLISSA  
Senior Citizen: FALSE  
Kennel: ☐ Inspection Date: Expiration Date: Limit:

Street Address: 314 N 4TH  
ST. HELENS, OR 97051  
Mailing Address:

Phone:

Notes:  
9/7/17 NOTICE SENT

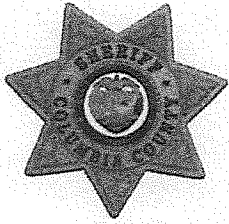
Adoption Notes: Disallow Adoption: ☐

ID	Name	Breed	Color	License	Issue Date	Exp. Date
25905	ROXY	CHIHUAHUA X	BLACK	36536	1/11/2018	1/30/2019
25915	BOBO	DACHSHUND	TAN	36537	10/9/2017	1/1/2019
28079	KODA	LABRADOR RETRIEVER	BLACK			
28080	DIVA	SHEPHERD X	BLONDE			
28081	SPEEDY	CHIHUAHUA	TAN			
28083	LUNA	CHIHUAHUA X	TAN			

Complaints:

RECEIVED

MAY 08 REC'D

Columbia County  
Sheriff's Office

## Dog License Application

### Office of the Sheriff

Columbia County, Oregon

*Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog.*

The Following must be included with every license application:

- A current **RABIES VACCINATION/INOCULATION Certificate**
- Additional Documentation will be required for Spay or Neuter Certification (for those requesting reduced fees).
- Fees for the appropriate license (including any penalty fees that are due):

Fee Type	One Year	Two Year	Three Year
Spay or Neuter Dog	\$15.00	\$30.00	\$40.00
Unfixed Dog	\$30.00	\$60.00	\$85.00
Senior Owner (65) Fixed Dog	\$5.00	\$10.00	\$10.00
Senior Owner (65) Unfixed Dog	\$15.00	\$30.00	\$40.00
LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

# 39434  
Renew 3/19

**Applicant Information\*\*** ☒ New License ☐ License Renewal (Check appropriate box)

Owner Name Mylissa Snider Phone Number \_\_\_\_\_

Home Address 314 North 4th St

Mailing Address if different \_\_\_\_\_

Name of Dog Itsy Sex F YES/NO YES \$ \_\_\_\_\_  
Spay/Neuter Fees Paid

Dog Breed Chihuahua Dog's Colors brown Rabies Expiration Date (Attach Proof) \_\_\_\_\_

Veterinary Clinic (Rabies Vaccination) \_\_\_\_\_ Veterinary Clinic City \_\_\_\_\_ Veterinary Clinic Phone Number \_\_\_\_\_

**\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.**

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

**Dog Licensing**  
**Columbia County Sheriff**  
901 Port Ave., St. Helens, OR 97051  
(503) 366-4606



# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-180035947

CASE NUMBER

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 06/26/2018	
AUTHORIZED BY 33AHAR-HARTLESS, ADAM J	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



St. Helens Police Department  
COMMUNITY PARTNER RELEASE

10 NUMBER  
GO 33 2018-180035947

GENERAL OFFENSE

REPORTED DATE/TIME 05/30/2018 1220	OCCURRED DATE/TIME 05/30/2018 1220	REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)	
LOCATION OF INCIDENT 314 N 4TH ST, ST HELENS		PLACE	
COUNTY COLUMBIA	DISTRICT SH	BEAT SH	GRID 05101
SEVERITY	FAMILY VIOLENCE No	GANG INVOLVEMENT	SPECIAL STUDY
RELATED INCIDENT NUMBERS			
TOTAL LOSS	TOTAL RECOVERED	DAMAGED TOTAL	DRUG TOTAL
INTERNAL STATUS NOT AN OFFENSE		APPROVED BY CASTILLEJA, JOSE (44420)	APPROVED ON 06/23/2018
OFFENSES [1]			
OFFENSE ANIMAL VIOLATION/ORD	STATUTE	PREMISE TYPE Residence/Home	
PERSON - OWNER #1			
NAME (LAST, FIRST MIDDLE) SNIDER, MYLISSA L	SEX FEMALE	RACE WHITE	DOB AGE
HOME ADDRESS - STREET, CITY ZIP 314 N 4TH ST, ST HELENS OR 97051		HEIGHT WEIGHT	HAIR COLOR EYES BROWN
HOME PHONE	CELL PHONE	WORK PHONE	EMAIL ADDRESS PROUDMOMMA3006@GMAIL.COM
DRIVERS LICENSE (STATE)	SOCIAL SECURITY NUMBER	POB	

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

## CASE SUMMARY

AUTHOR  
HARTLESS, ADAM J (33AHAR)DATE/TIME  
06/22/2018 1630SUBJECT  
CASE SUMMARY

On 05/30/2018 at about 1220 hours I conducted an Animal Facility License Inspection at 314 n 4th st for Mylisa Sinder.

## NARRATIVE

AUTHOR  
HARTLESS, ADAM J (33AHAR)DATE/TIME  
06/22/2018 1630SUBJECT  
NARRATIVE

On Wednesday, 5/30/18 at approximately 1230 hours, I met with Ms. Mylissa Snider at her residence at 314 N 4th Street, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from American Family Insurance \_\_\_\_\_ and information regarding where they seek veterinary care for their animals; Scappoose Companion Veterinary Clinic and Midway Veterinary Clinic.

I noticed her home is a single family home in a residential neighborhood. Mylissa explained that the facility license is to allow her to have a larger number of family pets, not to run a shelter or boarding service. Mylissa has a total of eight family dogs, all of whom appeared to be well groomed and in good health.

I saw the residence had a spacious back yard encircled with a sturdy chain link fence. The fence was in good condition except for two spots on the bottom of the front gate that were big enough for the small dogs to get out of. I checked back with Mylissa the following Wednesday and the spots were repaired. This space has adequate runoff to prevent water pooling. Mylissa told me that the dogs are allowed to be inside and out as they please.

Mylissa invited me into the home. The home was cluttered and smelled of ammonia, consistent with the smell of urine. I noticed many stains and a general filth on the carpet. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately) though the house was dark because the lights were dim and all the windows were covered with drapes and curtains. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls sitting on the floor. The dog's bedding areas were stained but appeared dry, being located on the main floor of the house.

The house was cluttered and unkempt but the yard was clean. Mylissa said she cleans up feces regularly, putting it into the garbage. While Mylissa does not have a quarantine area for possible diseased animals, she stressed she does not run a shelter or "rescue facility" and she does take her animals for veterinary care when needed.

St. Helens Police Department  
COMMUNITY PARTNER RELEASE12  
NUMBER  
GO 33 2018-180035947

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Mylissa.

**ACTION RECOMMENDED**

## AUTHOR

HARTLESS, ADAM J (33AHAR)

## DATE/TIME

06/22/2018 1632

## SUBJECT

ACTION RECCOMENDED

Forward to City Hall for review.



# Greater St. Helens Park and Recreation District Eisenschmidt Pool

06/20/2018

Matt Brown  
City Council Finance Director  
P.O. Box 278  
St. Helens, OR 97051

Dear Matt Brown,

We have performed a measurement at Eisenschmidt Pool several times to see how much the water level drops in a 24 hour period. This was done to approximate how much of the overall water usage is directed towards pool make-up water. We estimate that we lose approximately 1 inch of water per 24 hours in evaporation and water splash out.

Based on city records, the total annual water usage is approximately 260,000 CF per year. The one inch of make-up per day computes to approximately 167,000 CF per year. Based on this approximation, only 93,000 of the 260,000 CF ends up in the sanitary sewer or 36% of the total water used.

At the standard rates of 4.3684 for water and 5.4328 for sewer per 100 Cubic Foot, this would be a difference of approximately \$25,500 vs. \$16,500 in the total bill per year.

Therefore it seems logical to ask for a 35% reduction in our billing. We would ask the council to consider this and provide any other ideas so we can continue to keep our admission rates affordable for our community to swim, exercise, and learn safety skills that will last a lifetime.

Sincerely,

Andrew Niemi & GSHPRD Board Members

# Memorandum

To: City Council

From: Management Team

Date: July 10, 2018

Subject: LOC Legislative Priorities



The City's Management Team (minus John, Matt and Terry) met on July 10, 2018 to discuss the LOC's proposed priorities for the 2019 legislative agenda. The LOC is requesting that the City forward the **top 4** and **bottom 4** priorities from the list. Below, you will find the Team's recommendations to the City Council.

## **Top 4**

- I. Infrastructure Financing and Resilience
- R. Property Tax Reform
- S. Qualification Based Selection (QBS)
- U. Safe Routes to School Match

## **Bottom 4**

- K. Local Control Over Speed Limits on City Streets
- W. Speed Cameras
- Y. Third Party Building Inspections
- CC. Wood Smoke Reduction Program Support



1201 Court Street NE, Suite 200 • Salem, Oregon 97301  
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863  
[www.orcities.org](http://www.orcities.org)

June 6, 2018

Dear Chief Administrative Official:

For the past three months, eight policy committees have been working to identify and propose specific actions as part of the League's effort to develop a pro-active legislative agenda for the 2019 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the League's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents but were not included in the ballot. Additional issues, such as addressing the housing shortage and the opioid crisis, are multifaceted and did not fit concisely into policy priorities. However, they remain as work the League intends to accomplish as it works with large groups of stakeholders in search of solutions.

Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the League's 2019 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the League focus on during the 2019 session. **The deadline for response is August 3, 2018.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the League's 2019 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Craig Honeyman, Legislative Director, with questions.

Sincerely,

Mike Cully  
Executive Director

Craig Honeyman  
Legislative Director

P.S. If you are reviewing the hard copy of this ballot and would like to view the linked material please visit the following web address and click on the links there:

<http://www.orcities.org/Portals/17/Legislative/2019PolicyBallotInformation.pdf>

## INSTRUCTIONS

1. Each city should submit one form that reflects the consensus opinion of its city council on the **top four** legislative priorities for 2018.
2. Simply place an **X or a check mark** in the space to the left of the city's top four legislative proposals (last pages of the packet).
3. The top four do not need to be prioritized.
4. Return by **August 3rd** via mail, fax or e-mail to:

Jenna Jones  
League of Oregon Cities  
1201 Court St. NE, Suite 200  
Salem, OR 97301  
Fax – (503) 399-4863  
[jjones@orcities.org](mailto:jjones@orcities.org)

**Thank you for your participation.**



Please check or mark 4 boxes with an X that reflects the top 4 issues that your city recommends be added to the priorities for the League's 2019 legislative agenda.

<b>A. 9-1-1 Tax</b>	
<b>B. Annexation Flexibility</b>	
<b>C. Auto Theft</b>	
<b>D. Beer and Cider Tax Increase</b>	
<b>E. Broadband Infrastructure</b>	
<b>F. Carbon Cap-and-Invest Program Adoption</b>	
<b>G. City Comparability for Compensation</b>	
<b>H. Green Energy Technology Requirement Changes</b>	
<b>I. Infrastructure Financing and Resilience</b>	
<b>J. Least Cost Public Contracting</b>	
<b>K. Local Control Over Speed Limits on City Streets</b>	
<b>L. Lodging Tax Definition Broadening</b>	
<b>M. Mental Health Investment</b>	
<b>N. Permanent Supportive Housing Investment</b>	
<b>O. PERS Reform</b>	
<b>P. PERS Unfunded Liability Revenue Stream Dedication</b>	
<b>Q. Place-Based, Water Resource Planning (Program Support)</b>	
<b>R. Property Tax Reform</b>	
<b>S. Qualification Based Selection (QBS)</b>	
<b>T. Right-of-Way and Franchise Fee Authority</b>	
<b>U. Safe Routes to School Match</b>	
<b>V. Small Area Cell Deployment</b>	
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<b>Z. Tobacco Taxes Share Increase</b>	
<b>AA. Waste Water Technical Assistance Program</b>	
<b>BB. Wetland Development Permitting</b>	
<b>CC. Wood Smoke Reduction Program Support</b>	

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## A. 9-1-1 Tax

### **Legislation:**

Support legislation enhancing the effectiveness of the state's emergency communications system by increasing the 9-1-1 tax and/or seeking other sources of revenue and prohibiting legislative "sweeps" from emergency communications accounts managed by the Oregon Office of Emergency Management.

### **Background:**

The League worked with other stakeholder groups in 2013 to extend the sunset date on the statewide 9-1-1 emergency communications tax to January 1, 2022 ([HB 3317](#)). In 2014, the League also worked to pass legislation including prepaid cellular devices and services under the 9-1-1 tax ([HB 4055](#)). As concerns mount with regard to disaster preparedness and recovery and as upgrades to communications technology become available, it is apparent that state and local governments do not have the resources necessary to address challenges or take advantage of opportunities (see an analysis in the League's 2018 State Shared Revenue Report, [here](#), and the Oregon Office of Emergency Management's "Emergency Communications Tax" webpage, [here](#)). Additional funding is needed and the practice of periodically sweeping funds out of the state's emergency management account for other uses must cease. It is worthy of note that the practice of "sweeps" disqualifies the state from receiving federal funds for emergency communications. It is unknown how many federal dollars have been foregone as a result of this policy.

*Presented by the Telecom, Broadband & Cable Committee and endorsed by the Finance & Taxation Committee*

## B. Annexation Flexibility

### **Legislation:**

The League will work to increase the flexibility for cities to annex residential areas and to encourage voluntary annexations, with a primary focus on improving the island annexation process.

### **Background:**

There is a significant disconnect between the state's land use process and the [process of annexation](#), which has created issues for a variety of cities. The annexation process requirements are particularly difficult for areas known as "islands". Even though cities can involuntarily annex islands, most cities have adopted a policy to only engage in voluntary annexation. This has left significant islands un-annexed. In addition, waiting for surrounding properties to voluntarily annex often means the process and order of annexation does not necessarily match the plans for infrastructure development. Unannexed lands remain on the buildable land supply but much of it will contain some level of development that was approved by the county, but is often underdeveloped when compared to the comprehensive plan.

However, there have been bills that have been introduced over the last few sessions that aim to make non-voluntary annexation more difficult (see e.g., [HB 2039](#) and [HB 2040](#)). As these bills have gotten hearings, the League has taken the opportunity to discuss how annexation and land use are very disconnected. This is particularly of interest as interest in housing development remains at the top of the list of legislative priorities. If local governments have greater control over the annexation process and can better incentivize voluntary annexation, they can better meet the development expectations of the land use system and their comprehensive plans. It also assists in the orderly development of infrastructure.

Tools that were recommended to consider included partial island annexation in residential areas, relaxation of the limit of 10 years to bring a property fully onto the city's property tax level, changing the boundary requirements for islands, and looking at how the withdrawal of special district territory can be better regulated.

*Presented by the Community Development Committee*

## C. Auto Theft

### **Legislation:**

Address the deficiencies in the Unauthorized Use of a Motor Vehicle statute that were created after an adverse court ruling.

### **Background:**

A 2014 Oregon Court of Appeals ruling requires that prosecutors prove beyond a reasonable doubt that a person driving a stolen car knew they were in violation of the law prohibiting the unauthorized use of a motor vehicle. Because of this ruling, unless confesses to the crime, obtaining a conviction for stealing a car is near impossible. The National Insurance Crime Bureau's 2017 "Hot Spots" report stated that Oregon experienced a 19 percent increase in auto theft over 2016. News stories on this issue may be found [here](#), [here](#) and [here](#).

Because of the ruling, auto theft has increased exponentially across rural and urban Oregon. A legislative fix was proposed in 2018 and was generally agreed to but was never voted on by either chambers due to the fiscal impact it would have on the state. A copy of the legislation can be found [here](#). This issue was brought to the Committee by a representative of the Oregon Association of Chiefs of Police and they have requested the League's supported in seeking to fix this issue. Of particular concern to the General Government Committee was the fact that vehicles being stolen tend to be older cars and trucks that are more likely to be owned by people of more modest means who would be unable to readily replace their vehicles without considerable impact.

*Presented by the General Government Committee*

## D. Beer and Cider Tax Increase

### **Legislation:**

The League proposes increasing the state taxes on malt beverages and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

### **Background:**

Oregon's tax has not been increased since 1978 and is currently \$2.60 per barrel which equates to about 8 cents on a gallon of beer. The tax is by volume and not on the sales price. (Yes, the bottle deposit is 60 cents and the tax is only about 4 cents on a six-pack!) Oregon is tied with Kentucky for the lowest beer taxes of all [states](#) (see page 98 in link). To get to the middle, Oregon would need to raise the tax to 80 cents per gallon (10-fold increase). Cities are [preempted](#) from imposing alcohol taxes. In exchange, cities receive approximately [34% of the state alcohol revenues](#) (see page 9 in link)(beer and wine taxes, license fees, and liquor profit sharing) as state shared revenues. However, because the tax is so small on beer, the share is also small. The beer tax brings in only about \$7 million per year state-wide; thus, the city share is about \$2.3 million of the total shared revenues. The total share for cities for all alcohol-based state shared revenues is estimated at over \$86 million. The League anticipates that excise tax increases including those on alcohol will be a part of revenue package discussions in 2019, and the League sees this concept as an important leveraging tool.

*Presented by the Finance and Tax Committee and endorsed by the General Government Committee*

## **E. Broadband Infrastructure**

### **Legislation:**

Seek additional state support and funding for increased and equitable broadband infrastructure deployment, especially in rural areas. Oppose legislative efforts to restrict existing municipal authority to provide broadband services.

### **Background:**

The deployment of broadband and telecommunications networks and services (public and/or private) throughout Oregon is critical to economic development, education, health and safety and the ability of residents to be linked to their governments. Mapping research shows large areas of the state either not served or underserved by competitive broadband technology. A significant barrier to the deployment of broadband infrastructure is funding. Cities need additional funding and support from various sources, including the state and federal government, allocated for increased or new broadband infrastructure, especially for fiber connections to schools, community libraries, and public safety buildings. Also, oppose efforts by private internet service providers to restrict local efforts to make broadband technology available within their jurisdiction.

*Presented by the Telecom, Broadband & Cable Committee*

## **F. Carbon Cap-and-Invest Program Adoption**

### **Legislation:**

The League's Energy & Environment Policy Committee has recommended support, if specific principles are recognized and codified, of legislation that would implement a statewide cap on carbon emissions over time and that would generate revenues for strategic investments that further Oregon's greenhouse gas reduction goals. The cap on emissions would apply to certain "regulated entities" with carbon emissions over 25,000 metric tons annually. Regulated entities would receive allowances, or would generate offset credits, to emit carbon. The revenue from the purchase of allowances would be invested in specified programs aimed at furthering GHG reductions and mitigating program impacts. It is anticipated that funds generated from a cap on the transportation fuel industry may be subject to use per state Constitutional requirements related to the state highway fund. The statewide cap on carbon would be reduced over time to meet updated greenhouse gas reduction goals for Oregon.

For the League to support a statewide cap on carbon, the following principles would need to be recognized and codified in any legislation:

- The legislation and subsequent rulemaking processes would need to establish a forum to generate meaningful dialogue with rural Oregon communities and those with energy-intensive, trade-exposed industries. Equity considerations should be considered throughout this process by including cities and counties representing a variety of populations, regions of the state, and community demographics (e.g. low-income and underserved populations). Specific action should be taken to have representation from cities with populations of less than 1,500.
- The cap would need to apply to all sectors including utilities, industry and the transportation fuels sector (e.g. fuel producers) if annual carbon emissions exceed 25,000 metric tons.
- The program should be designed to link to the Western Climate Initiative which has a multi-jurisdictional carbon market (linking with programs in California, Ontario and Quebec)
- The revenue from the purchase of allowances would be invested in evidence-based technologies to reduce emissions from regulated sectors with excess revenues being invested in statewide programs to support climate resilience and rural Oregon economies. Requiring the reinvestment of allowance revenue will help regulated sectors become more efficient over time and less carbon intensive.

- In addition, LOC will advocate that additional revenues generated be dedicated to support programs including:
  - Technical assistance grants that local governments could access to help fund the adoption and implementation of local climate action/sustainability plans.
  - Funding for local woodstove smoke reduction programs to help communities in, or at risk of, non-attainment from woodstove smoke.
  - Funding to study and incentivize an expanded, yet sustainable, cross-laminated timber industry in Oregon with the intent of stimulating job creation in rural Oregon communities.
  - Funding for drought mitigation planning and resilience for Oregon water systems.

**Background:**

The League anticipates that the Legislature is very likely to pass legislation during the 2019 session that would implement a “cap-and-invest” program in Oregon, similar to the program adopted by California. Similar legislation has been considered by the Oregon Legislature during previous legislative sessions, but has failed to be brought for a vote. The political will to pass such a policy/program for Oregon appears to be incredibly strong; the Speaker of the House and President of the Senate are co-chairing the Joint Interim Committee on Carbon Reduction and the Governor’s team is staffing a new Carbon Policy Office to assist in the Committee’s efforts. The League’s Energy & Environment Committee has spent considerable time discussing this policy, including how best to craft a policy recommendation that makes both environmental and economic sense for the state and cities.

*Presented by the Energy & Environment Committee*

## G. City Comparability for Compensation

**Legislation:**

The League will seek legislation to ensure that cities are compared only with cities of a similar cost of living when negotiating with strike prohibited bargaining units.

**Background:**

Oregon labor law doesn’t allow police officers, firefighters, emergency communicators and other public safety critical employees to strike. Instead when an impasse is reached when bargaining with labor unions that represent those workers, the state proscribes a set procedure involving an outside arbitrator to resolve those contract disputes. In that process the arbitrator will compare the city to other cities of similar size. As a result, the cities in rural areas are being compared with cities in metropolitan areas that have different economic circumstances. Klamath Falls with 20,000 people in it and a median home value of \$160,000 could be compared to Tualatin with a similar population and a median home value of \$355,000. This is not a reasonable comparison.

The Human Resources Committee notes that the Legislature created a variable minimum wage in Oregon in recognition of the different costs of living across the state. Each Oregon county is assigned to one of three wage zones with one being the Portland Metropolitan area, that second are less populous regions and the third are rural counties. The Committee recommends that cities only be compared to cities in the same wage zones. A detailed explanation and graphics of the proposal may be found [here](#).

*Presented by the Human Resources Committee*

## H. Green Energy Technology Requirement Changes

### **Legislation:**

Advance legislation to statutorily modify the existing “1.5 percent green energy technology for public buildings” requirement to allow for alternative investment options such as offsite solar or energy efficiency projects.

### **Background:**

Oregon statute currently requires public contracting agencies to invest 1.5% of the total contract price for new construction or major renovation of certain public buildings on solar or geothermal technology. The requirement allows for offsite technology, but only if the energy is directly transmitted back to the public building site and is more cost-effective than onsite installation. Removing the requirement that an offsite project be directly connected to the public building project could result in increased flexibility for local governments to invest in solar projects that are more cost-effective and provide for increased solar energy generation. In addition, the League will advocate to allow 1.5 percent funds to be invested in alternative projects that provide a greater economic or social return on investment including energy efficiency.

*Presented by the Energy & Environment Committee*

## I. Infrastructure Financing and Resilience

### **Legislation:**

The League will advocate for an increase in the state’s investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

### **Background:**

A key issue that most cities are facing is how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments.

The funds are insufficient to cover the long-term needs across the state. While past legislative sessions have focused on finding resources for transportation infrastructure, the needs for water, wastewater, and storm water have not been given the same attention. A LOC survey of cities in 2016 identified a need of \$7.6 billion dollars over the next 20 years to cover water and wastewater infrastructure projects for the 120 cities who responded. This shows a significant reinvestment in the Special Public Works Fund (SPWF) is needed to help meet the needs of local governments. Without infrastructure financing options, cities cannot meet the needs of new housing or new business – high priorities for cities across the state.

In addition, there is a critical need to improve upon the seismic resilience of public drinking water and wastewater systems. The Oregon Resilience Plan (2013) identified Oregon’s water and wastewater systems as especially vulnerable to damage resulting from a Cascadia subduction zone earthquake. The plan recommended all public water and wastewater systems complete a seismic risk assessment and mitigation plan for their system. This plan would help communities identify and plan for a backbone water system that would be capable of supplying critical community water needs after a significant seismic event.

However, there is currently no dedicated funding to assist communities with this planning effort and the funding needed to repair/retrofit water infrastructure is significantly inadequate. Investments have been made in Oregon to seismically retrofit public safety facilities and schools, but without planning for infrastructure resilience, communities may not have access to water for critical needs, including drinking water and water for fire suppression, in the immediate aftermath of a seismic event.

This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment.

*Presented by the Community Development Committee and endorsed by the Finance & Taxation and Water/Wastewater committees*

## **J. Least Cost Public Contracting**

### **Legislation:**

Introduce and/or support legislation repealing Section [45\(2\)\(a\)\(G\)](#) and Section [45\(3\)\(a\)\(G\)](#) of HB 2017 (enacted in 2017) relating to compliance with least cost public contracting requirements as a condition for fuel tax increases after 2020.

### **Background:**

As a matter of public policy, the League fundamentally disagrees with this linkage of transportation projects funding with public contracting standards applicable to specific local projects. Under HB 2017 (enacted in 2017) cities must comply with least cost public contracting standards set forth by [ORS 279C.305](#) for subsequent the two-cent increases in the state gas tax to occur in 2020, 2022 and 2024. Literally interpreted, one recalcitrant city *might* be able to stop the next gas tax increase by its failure to comply with this statute.

*Presented by the Transportation Committee and endorsed by Finance and Taxation Policy Committee*

## **K. Local Control Over Speed Limits on City Streets**

### **Legislation:**

Introduce legislation that allows Oregon cities to opt-in (voluntarily) to adjust their speed limits on residential streets 5 mph lower than the statutory speed limit.

### **Background:**

[HB 2682](#) (enacted in 2017) allows the city of Portland to establish by ordinance a designated speed for a residential street under the jurisdiction of the city that is five miles per hour lower than the statutory speed provided the street is not an arterial highway. This authority should be extended to all cities and be considered permissive (not required). Cities should be able to determine speeds that are adequate and safe for their communities.

*Presented by the Transportation Committee*

## **L. Lodging Tax Definition Broadening**

### **Legislation:**

The League proposes adjusting and broadening the definitions of tourist, tourism promotion, and tourism-related facility as those terms are defined in the lodging tax statutes to ensure state-wide continued tourism and related [economic](#) (see page 17 of link) and [tax growth](#) (see page 223 of link), assist with city tourist costs, and provide local choice and revenue flexibility.



**Background:**

In 2003, when the state imposed a state lodging tax, the Legislature preempted cities by imposing restrictions on the use of local lodging tax revenues. (The percentage of restricted revenues varies by city.) Restricted tax revenues must be used for tourism promotion or tourism-related facilities. While the League will support all legislation that provides more flexibility on local tax usage, the League will advocate for lodging tax legislation that broadens those terms to clearly cover city costs of tourist events, tourism-related facility maintenance, tourist amenities, tourist attraction enhancement and public safety costs for special tourist events. Language from Section 3 of the [dash 1 amendment to HB 2064](#) (2017) and [Section 1 of HB 2064 \(2017\)](#) will likely serve as a starting place. See also this [power point presentation](#) and this [LOC testimony](#) (supporting HB 2064) for further information.

*Presented by the Finance and Tax Committee*

**M. Mental Health Investment****Legislation:**

The League will seek to protect and enhance the investments made to Oregon's treatment of the mentally ill.

**Background:**

In 2015, the Legislature funded rental and housing assistance for persons suffering from mental illness, specialized training for police officers to assist people in mental health crisis, multi-disciplinary crisis intervention teams and expanded access to treatment. While providing direct mental health services is not a standard city service, the state of care for persons in crisis had deteriorated to the point city police officers were regularly the primary public employee to provide interventions. The December, issue of Local Focus was devoted to cities and mental health, those articles may be found [here](#).

Because of the anticipated budget shortfalls in 2019, the General Government Committee would like the League to ensure that services established in 2015 are not cut and to capitalize on any opportunities that may exist or be created to enhance those investments.

*Presented by the General Government Committee*

**N. Permanent Supportive Housing Investment****Legislation:**

The League will support increased investments in the services that are provided to people who are living in permanent supportive housing.

**Background:**

[Permanent supportive housing](#) serves specific populations that traditionally face difficulty in remaining in housing due to additional, complex needs by providing housing and other services at the same time. A [variety of populations](#), such as seniors, veterans, families, and those with mental health conditions, have different services that accompany their housing support. Permanent supportive housing models that use a Housing First approach have been proven to be highly effective for ending homelessness, particularly for people experiencing chronic homelessness who have higher service needs. Investment in the services is as important as the housing because residents that do not receive these additional supports often end up returning to homelessness based on issues related to their other issues.

However, in many areas the funding for housing is not well matched with the funding for the services. The state is the primary funding source for these services. However, there is some disconnect between the housing support provided by the [Oregon Housing and Community Services Department \(OHCS\)](#) and the [Oregon Health Authority \(OHA\)](#).



To help communities that are working to provide opportunities for permanent supportive housing and those seeking to find long-term solutions to local homelessness issues, better investment in the services is vital to success of these programs. By supporting appropriations to OHCS and OHA for these services, more support services can be provided to those that are in permanent supportive housing and lead to better outcomes.

*Presented by the Community Development Committee*

## **O. PERS Reform**

### **Legislation:**

The League will seek legislation to modernize the PERS investment pool, ensure proper financial controls are adhered to, and give cities a greater voice in how their monies are invested. The League will also seek legislation that shares the risk and costs of the pension benefit with employees but does so in a manner that impacts employees based on the generosity of the benefit plan they will retire under.

### **Background:**

Oregon's Public Employee Retirement System (PERS) is a three-tiered program that provides a defined benefit pension (a pension that pays a retiree and their beneficiary a set amount for the length of their retirement) and a deferred compensation program that is funded through employee contributions. Each of the three tiers pays a different benefit and an employee's placement in a given tier is based on the date they were hired. Tier I is the most generous benefit and has an option for an annuity based retirement that has been incredibly expensive to maintain. Tier I was replaced by Tier II in 1996. Tier II costs, though reduced, were also unsustainable and were replaced with a third tier, known as the Oregon Public Service Retirement Plan (OPSRP) which is designed to provide a 45 percent salary replacement after a full career. A primer on the PERS system may be found [here](#).

The cost to employers for this system has risen steadily since the market crash of 2008, and will increase again on July 1, 2019 (projected individual employer rates may be found [here](#)) and then again in 2021 and possibly again in 2023. Rates are anticipated to remain at a system wide average of around 29 percent of payroll and remain at that level until 2035 without reforms.

Adverse court rulings to previous attempts at reforms have limited our options to addressing benefits not yet earned. With that in mind the Human Resources Committee recommends reforms in the three following areas:

- Ensure that investments into the PERS system are achieving the maximum possible return in the most efficient manner possible while safeguarding the funds with proper financial controls.
- Requiring that employees absorb some of the costs for the pension system but ensure that OPSRP employees are impacted more favorably than Tier I and Tier II employees who will receive more generous retirement benefits.
- Establishing a fourth tier that provides similar benefits to employees but is funded in a more sustainable manner. Providing incentives to retirees and current employees in the other tiers to switch to the fourth tiers should be explored as well.

*Presented by the Human Resources Committee*

## **P. PERS Unfunded Liability Revenue Stream Dedication**

### **Legislation:**

The League proposes that a new state revenue stream be dedicated to paying down the unfunded liability over a period of years to sustain the Public Employees Retirement System (PERS).

**Background:**

The present unfunded liability has grown extraordinarily large and is causing rate increases for most local governments and schools that are not sustainable. The League would support all reasonable revenue stream ideas. Ideas include but are not limited to a new temporary limited sales tax, a new payroll tax, and a new temporary state property tax. The League will advocate that PERS cost-containment measures be pursued along-side revenue raising efforts to pay down the liability; both seem necessary to address the state-created problem.

*Presented the Finance and Tax Committee and endorsed by the Human Resources Committee*

**Q. Place-Based, Water Resource Planning (Program Support)****Legislation:**

The League will advocate for the funding needed to complete existing place-based planning efforts across the state.

**Background:**

Oregon's water supply management issues have become exceedingly complex. Lack of adequate water supply and storage capacity to meet existing and future needs is an ongoing concern for many cities in Oregon and is a shared concern for other types of water users including agricultural, environmental and industrial. Most of the surface water in Oregon (during peak season months) is fully allocated with no new water available. As a result, the ability to meet existing and future demand for various water uses will require collaboration, improved management and coordinated conservation among a variety of stakeholders, including municipalities. For this reason, the Legislature passed legislation to create a place-based planning pilot program in Oregon. This program, administered through the Oregon Water Resources Department, is providing a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin or groundwater area. Place-based planning is intended to provide an opportunity for coordinated efforts and the creation/implementation of a shared vision to address water supply challenges. Four place-based planning efforts are currently underway across the state in the Malheur Lake Basin, Lower John Day sub-basin, Upper Grande Ronde sub-basin and mid-coast region. Without continued funding, these efforts will not be able to complete their work. The LOC Water & Wastewater Policy Committee recognized that while this funding is limited to specific geographic areas, they also recognize the importance of successfully completing these pilot efforts and conducting a detailed cost/benefit analysis. It is a critical step in order to demonstrate the benefits of this type of planning. If these local planning efforts prove to be successful, there will likely be future efforts to secure additional funding for other place-based planning projects across the state.

**R. Property Tax Reform****Legislation:**

The League of Oregon Cities proposes that the property tax system should be constitutionally and statutorily reformed as part of the 2019 session work on state and local tax reform and improving funding for [schools](#) (see pages 69-72 of link; property taxes make up 1/3 of school funding).

**Background:**

The property tax system is [broken and in need of repair](#) due to [Measures 5 and 50](#), which are both now over 20 years old. All local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. Therefore, the League will participate in coalitions to help draft and advocate for both comprehensive and incremental property tax reform option packages. The League will remain flexible to support all legislation that improves the system, with a focus on a property tax package with these elements:

- To achieve equity, a system that transitions to a market-based property tax valuation system (RMV) rather than the present complex valuation system from Measure 50 (requires constitutional referral).
- To enhance fairness and adequacy, a system that makes various statutory changes, some of which would adjust the impact of a return to RMV. For example, the League supports a new reasonable homestead exemption (percentage of RMV with a cap) but also supports limiting or repealing various property tax exemptions that do not have a reasonable return on investment.
- To restore choice, a system that allows voters to adopt tax levies and establish tax rates outside of current limits (requires constitutional referral).

[SJR 3](#) (see page 50 of link)(constitutional referral with return to real market value system) and [SB 151](#) (see page 48 of link) (homestead exemption bill) from the 2017 session will likely serve as starting points. City property tax data including real market values and assessed values can be accessed [here](#).

*Presented by the Finance and Tax Committee*

## **S. Qualification Based Selection (QBS)**

### **Legislation:**

The League will seek to reform the Qualification Based Selection (QBS) requirements to allow for the consideration of price in the initial selection of architects, engineers, photogrammetrists and surveyors.

### **Background:**

The state currently prohibits the consideration of price when making an initial selection when awarding contracts for certain design professionals when conducting public improvements. Instead of issuing a request for proposals as is done with most public improvement projects, contracting agencies issue “requests for qualifications” on a project. Cities may negotiate price only after the initial selection of a contractor is made. Under this system a city or other contracting agency will never know the price of other qualified and responsible bidders on a project.

The League’s General Government Committee concluded that this process is not in the interests of cities or tax payers as it precludes the use of competitive bids. There is no other area in which a consumer, public or private, would procure a service or product without considering the price.

*Presented by the General Government Committee*

## **T. Right-of-Way and Franchise Fee Authority**

### **Legislation:**

Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities’ ability to set the rate of compensation for the use of such rights-of-way.

### **Background:**

In its commitment to the protection of Home Rule and local control, the League consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of public rights-of-way management authority discussions, proposals to restrict to this authority arise. Such was the case during the 2017 legislative session with [SB 202](#) and [SB 840](#). These efforts to restrict local authority often include proposals for a statewide right-of-way access policy and compensation system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority; the ability to enter into agreements with users of the right-of-way either by agreement/contract or ordinance; and to set the rate of compensation.

*Presented by the Telecom, Broadband & Cable Committee*

## U. Safe Routes to School Match

### **Legislation:**

Introduce legislation lowering the local Safe Routes to Schools matching grant requirement to 20 percent from 40 percent and lowering the matching grant requirement for areas qualifying for exceptions to 10 percent from 20 percent.

### **Background:**

[Section 123 of HB 2017](#) (enacted in 2017) authorizes the Oregon Transportation Commission to provide matching grants for safety improvement projects near schools. To receive the grant cities must provide a 40 percent cash match unless the school is located in a city with a population of less than 5,000; is within a safety corridor; or qualifies as a Title I school in which case the cash match requirement is reduced to 20 percent. While cities support the availability of matching grant funds provided by the state, the current cash match requirements are too high for most cities to participate in the program.

*Presented by the Transportation Committee*

## V. Small Area Cell Deployment (also known as “Small Cell Deployment”)

### **Legislation:**

Oppose legislation that preempts local authority to manage public property while supporting deployment of wireless technology, including small area cell and 5G.

### **Background:**

Legislative efforts involving the deployment of small area cell facilities are increasing around the nation. Currently 20 states ([Arizona](#), [Colorado](#), [Delaware](#), [Florida](#), [Hawaii](#), [Illinois](#), [Indiana](#), [Iowa](#), [Kansas](#), [Minnesota](#), [North Carolina](#), [New Mexico](#), [Ohio](#), [Oklahoma](#), [Rhode Island](#), [Tennessee](#), [Texas](#), [Utah](#), [Virginia](#), and [Washington](#)) have passed bills that limit cities ability to collect appropriate and fair rights-of-way, permitting, and lease fees on municipal property; to control their own design and aesthetics; or otherwise manage wireless technology deployment within their jurisdictions. This type of legislation is not going away. In fact, it is just beginning.

During the 2017 session, the League was approached independently by representatives of two wireless companies with draft concepts that could have resulted in legislation compromising local authority to manage the deployment of small area cell and 5G technology. Issues raised included “shot clock” (time allowed for cities to rule on applications), fee structures and limits, contract terms and duration, land use issues etc. These efforts are expected to continue in 2019 and with greater urgency as the technology approaches deployment status. While cities in Oregon support the advent of new wireless technology including small cell and 5G, authority to ensure their deployment complies with local laws and policies must be maintained.

*Presented by the Telecom, Broadband & Cable Committee*

## W. Speed Cameras

### **Legislation:**

Introduce and/or support legislation authorizing cities to use fixed speed cameras at locations other than intersections.

**Background:**

Speeding is a public safety issue. The Oregon Transportation Safety Action Plan envisions no deaths or life-changing injuries on Oregon's transportation system by 2035. Currently, cities have the authority as a result of [HB 2409](#) (enacted in 2017) to issue a speeding citation from the same camera and sensor system used to enforce red light compliance at intersections.

Further, speeding does not only occur at intersections. Additional automated enforcement, outside of intersections, would be a valuable tool allowing cities to mitigate dangerous behaviors and speeding. In 2015, the Oregon Legislature granted the city of Portland the authority to implement a fixed speed safety camera program ([HB 2621](#)). The fixed speed camera systems have been operating on "urban high crash corridors" that are also part of the city of Portland's High Crash Network. While this program has not been in place long, the comparison of before and after speeds near the fixed photo radar system is indicating that the automated enforcement is positively influencing speed reduction (see [PBOT report](#)). This legislation would extend the authority to all Oregon cities to implement fixed speed safety camera programs to help reduce the number of deaths and serious injuries that occur as a result of speeding.

*Presented by the Transportation Committee*

**X. Speed Limit Methodology****Legislation:**

Introduce legislation that directs the Oregon Department of Transportation to develop a new speed setting methodology for cities and other urban areas that uses a safe systems approach validated by expert system tools as recommended by [NTSB Safety Study SS-17/01](#).

**Background:**

The NTSB safety recommendations represent current data-driven best practices to determine speed limits. Currently, Oregon speed limits are set based on the guidance that speed limits in speed zones within cities should be within 10 mph of the 85th percentile speed as determined by .... [The NTSB Safety Study SS-17/01](#), "Reducing Speeding-Related Crashes Involving Passenger Vehicles" concludes,

- "Speed increases the injury severity of a crash;"
- "...that unintended consequences of the reliance on using the 85th percentile speed for changing speed limits in speed zones include higher operating speeds and new, higher 85th percentile speeds in the speed zones, and an increase in operating speeds outside the speed zones;"
- "...that the safe system approach to setting speed limits in urban areas is an improvement over conventional approaches because it considers the vulnerability of all road users."

*Presented by the Transportation Committee*

**Y. Third Party Building Inspection****Legislation:**

The League will clarify the ability for local government programs to have private party building officials and building inspectors provide services for local building inspection programs, including recognizing that privately employed specialized inspectors can to perform specialized inspections.

**Background:**

Beginning in 2017, the League has been working to defend local building inspection programs that contract with third-party companies to provide building official and inspectors to run the local program. However, the Oregon Building Codes Division (BCD) has stated that the Oregon Department of Justice (DOJ) [has informed BCD](#) that programs that are structured this way violate the constitutional prohibition on delegating government authority. The League has repeatedly asserted that we disagree with that legal assessment. There was a bill introduced in 2018, [HB 4086](#), that would have adopted new requirements for

local governments running programs. The League worked with other stakeholders to prevent passage of the bill, but we committed to working on a legally defensible solution that does not prevent these locally run programs from continuing.

After the session, the BCD determined that it would implement new rules for locally run inspection programs to meet the asserted legal opinion on delegation. On April 23, the BCD enacted [emergency, temporary rules](#) that added significant requirements for local building inspection programs. The new rules required local programs to designate a government employee as a city's building official. The rules also required the city to have a government-employed, certified electrical inspector. Both positions could be filled by hiring the person directly or by an agreement between municipalities to share the employee(s). The rules further stated that a shared employee could only service three jurisdictions.

In May, the Director of the Consumer and Business Services, who oversees the BCD, informed the League that the temporary rules were rescinded. The Department's decision to rescind the rules included a statement that they would seek a formal opinion from the DOJ to clarify the issue of delegation. However, the BCD did replace the rescinded rules with [another temporary, emergency rule](#). This new rule was enacted on May 18 and states that a local government must appoint a government-employed building official.

In addition to the concerns about using third-party building officials, there is currently statutory prohibition on specialized inspectors that are employed in the private sector to complete specialized inspections. There are a limited number of these inspectors, and, without removal of this prohibition, larger scale projects will not be able to move forward because they cannot be inspected and permitted. This issue was the catalyst for the overall discussion related to third-party building officials, but is not related to the asserted legal claims.

There is a commitment to work on this issue in the 2019 session, but it remains an issue of high concern as it directly impacts the flexibility of local government choice on how to provide services at the local level. Using third-party providers allows smaller jurisdictions to have local, efficient programs that provide clarity for the local development community. It also allows a base of business for these companies, which also serve to provide over-flow capacity to programs that primarily staff these programs with government staff. Therefore, this issue is vital to the long-term success of locally run building inspection programs.

*Presented by the Community Development Committee*

## **Z. Tobacco Taxes Share Increase**

### **Legislation:**

The League proposes seeking a share of all state tobacco product tax revenues to assist with rising public safety costs and provide state shared revenue equity.

### **Background:**

Only cigarette tax revenues are included in the [state-shared revenue](#) distribution to cities and those revenues are decreasing; cities receive about 2% of the cigarette tax revenues or \$3.6 million a year under the formula. [Other tobacco](#) (chew, snuff, cigars, pipe tobacco, etc.) is also taxed by the state and those revenues have been increasing ([now over \\$60 million a year](#)), but those revenues are distributed only to the state. Cities are preempted from taxing cigarettes and other tobacco products. However, cities are often left to enforce tobacco laws and handle sales and use complaints. The League proposes that cities should receive a fair share of all the tobacco tax revenues. The League anticipates that excise tax increases to cigarettes and other tobacco products, and a new vaping tax will be a part of revenue package discussions in 2019, and the League sees this concept as an important leveraging tool.

*Presented by the Finance and Tax Committee*



## **AA. Waste Water Technical Assistance Program**

### **Legislation:**

The League will advocate for the creation of a circuit rider program, within the Department of Environmental Quality, to provide needed technical assistance for communities on water quality issues, including wastewater treatment and permit compliance options. Staffing for the circuit rider program would be provided through a third-party contract (or contracts). The League will work to identify funding resources to support this program, including a possible set aside of Oregon's federal Clean Water State Revolving funds.

### **Background:**

As Clean Water Act requirements for public wastewater systems continue to evolve, with new and more stringent requirements being placed on a number of Oregon communities; cities have expressed concern over how best to comply with those requirements, especially with the limited technical and financial resources that many face. The League's Water & Wastewater Committee discussed the need for technical assistance for communities experiencing these challenges and looked to an existing program within the Oregon Health Authority's (OHA) Drinking Water Services division as a template for addressing this need. The OHA funds a circuit rider program through a third-party contract. The program is funded through federal Drinking Water State Revolving Loan Funds. The program is intended to help more communities be successful in complying with state and federal requirements. The services provided through the program are free for communities with populations of less than 10,000.

*Presented by the Water/Wastewater Committee*

## **BB. Wetland Development Permitting**

### **Legislation:**

The League shall work to establish legislative authority for the Department of State Lands to assume the federal program from the U.S. Army Corps of Engineers under section 404 of the Clean Water Act.

### **Background:**

In many communities looking to develop in the wetlands creates regulatory uncertainty, particularly where development is occurring in previously un-identified wetlands, because there are two agencies that must provide permits, the Oregon Department of State Lands (DSL) and the U.S. Army Corps of Engineers (USACE). The state's process has set deadlines which provides certainty for developers. However, the USACE process is much less consistent or timely. This uncertainty increases risk related to development that can cause projects to stop before they start. In a time where cities are trying to encourage development to meet the housing shortages and economic development goals to support citizens, any increased barriers can impact success.

There is a process in place at the federal level that would allow for the state to assume the USACE permitting process increasing the efficiency and certainty in the process. The [state has taken steps](#) in the past to ensure alignment of the state program to the requirements for federal approval. However, there were concerns raised at the time that the process related to the Endangered Species Act and cultural resource protections. The DSL has continued to work on these conflicts and believes it is positioned to work with the federal government to assume the federal permitting process if so authorized by the state legislature. For further information, the DLS provided a presentation for the committee, available [here](#).

*Presented by the Community Development Committee*

## CC. Wood Smoke Reduction Program Support

**Legislation:** Support increased funding to support local wood smoke reduction programs and efforts. The League will advocate the need for an additional \$3-5 million, recognizing that any additional funding to assist communities is helpful.

**Background:** Woodstove smoke is one of the most significant sources of fine particulate and toxic air pollution in Oregon, often jeopardizing public health and putting communities at risk of violating federal air quality standards. Woodstove smoke is a problem for many Oregon communities that struggle with both the public health impacts and economic threat of being designated as nonattainment under the federal Clean Air Act. To address this challenge, local governments need access to funding for wood smoke reduction programs. Such programs have proven effective at reducing wood smoke in communities and include public education, enforcement, incentives for woodstove change-outs (to ductless heat pumps or certified stoves, weatherization assistance for low-income households and providing residents with dry, seasoned fire wood which burns cleaner. A 2016 taskforce report that was submitted to the Legislature indicated that there are approximately 150,000 uncertified stoves in the state, and that while Oregon has a long and successful history of replacing woodstoves in certain communities, money is sporadic and limited. The report went on to suggest that “an allocation in the range of \$3-5 million per biennium could target high-risk communities and would support a meaningful level of effort to replace old, dirty woodstoves.”

In 2017, the Legislature provided \$250,000 in funding for community wood smoke reduction programs. The need for local communities, including a number of small cities, is much greater.

*Presented by the Energy & Environment Committee*



**\*This is an addendum to the original ballot sent out on Friday, June 8<sup>th</sup>, 2018. It is due on August 3, 2018 like the original ballot\***

City of: \_\_\_\_\_

Please mark 4 boxes with an X or check mark that reflects the **4 issues that your city least wants to pursue** as part of the League's 2019 legislative agenda.

**Legislation**

<b>A. 9-1-1 Tax</b>	
<b>B. Annexation Flexibility</b>	
<b>C. Auto Theft</b>	
<b>D. Beer and Cider Tax Increase</b>	
<b>E. Broadband Infrastructure</b>	
<b>F. Carbon Cap-and-Invest Program Adoption</b>	
<b>G. City Comparability for Compensation</b>	
<b>H. Green Energy Technology Requirement Changes</b>	
<b>I. Infrastructure Financing and Resilience</b>	
<b>J. Least Cost Public Contracting</b>	
<b>K. Local Control Over Speed Limits on City Streets</b>	
<b>L. Lodging Tax Definition Broadening</b>	
<b>M. Mental Health Investment</b>	
<b>N. Permanent Supportive Housing Investment</b>	
<b>O. PERS Reform</b>	
<b>P. PERS Unfunded Liability Revenue Stream Dedication</b>	
<b>Q. Place-Based, Water Resource Planning (Program Support)</b>	
<b>R. Property Tax Reform</b>	
<b>S. Qualification Based Selection (QBS)</b>	
<b>T. Right-of-Way and Franchise Fee Authority</b>	
<b>U. Safe Routes to School Match</b>	
<b>V. Small Area Cell Deployment</b>	
<b>W. Speed Cameras</b>	
<b>X. Speed Limit Methodology</b>	
<b>Y. Third Party Building Inspection</b>	
<b>Z. Tobacco Taxes Share Increase</b>	
<b>AA. Waste Water Technical Assistance Program</b>	
<b>BB. Wetland Development Permitting</b>	
<b>CC. Wood Smoke Reduction Program Support</b>	

**City of St. Helens**  
**ORDINANCE NO. 3229**

AN ORDINANCE CREATING THE PARKS AND TRAILS COMMISSION,  
ADOPTING REGULATIONS THEREFORE AND REPEALING  
ST. HELENS MUNICIPAL CODE CHAPTERS 2.16 AND 2.64

**WHEREAS**, the Bicycle and Pedestrian Commission has had a difficult time filling vacant positions on their commission, which caused problems with having quorums for meetings, thereby cancelling many of their every other month meetings; and

**WHEREAS**, the City Council requested that the Parks Commission consider allowing the Bicycle and Pedestrian Commission to merge with the Parks Commission since many of the bicycle and pedestrian paths are located in parks, of which they agreed that it would be a benefit to the City; and

**WHEREAS**, the City Council was in favor of creating one commission out of the two commissions.

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

**Section 1.** There is hereby created within the City of St. Helens a Parks and Trails Commission. Rules and regulations for such commission are hereby enacted and shall read as follows:

Chapter 2.74

**PARKS AND TRAILS COMMISSION**

Sections:

2.74.010 Creation of commission.

2.74.020 Membership.

2.74.030 Terms of office.

2.74.040 Vacancies.

2.74.050 Removal/resignation.

2.74.060 Officers.

2.74.070 Secretary.

2.74.080 Meetings.

2.74.090 Responsibilities, powers and duties.

### **2.74.010 Creation of commission.**

There is hereby created within the city of St. Helens a parks and trails commission.

### **2.74.020 Membership.**

The parks and trails commission shall consist of ten members, including one council member and nine at-large members. One of the ten members shall be the member of the city council annually designated as parks and trails commissioner and council liaison to the public works (including parks) department by the mayor. The council member shall be an ex officio, nonvoting member of the commission. No less than six of the at-large members shall be residents of the city of St. Helens. At-large members are appointed by the mayor with the consent of the city council. Parks and trails commission membership is an unpaid voluntary appointed position and members shall receive no compensation for their service except for expenses specifically budgeted and authorized by the city council.

### **2.74.030 Terms of office.**

The terms of office of each at-large parks and trails commissioner shall be for a period of four years with no more than two full term commissioners being replaced each year. Appointments are normally made in December with terms of office to commence on January 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms.

### **2.74.040 Vacancies.**

Any vacancies on the parks and trails commission shall be filled by appointment of the mayor at any time, with the consent of the council. Said appointment shall be for the remainder of the unexpired term of the vacated commissioner position.

### **2.74.050 Removal/resignation.**

An at-large parks and trails commissioner may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, a parks and trails commissioner who is absent from three consecutive regular parks and trails commission meetings without an excused absence as approved by the commission shall be deemed to have resigned his/her position on the commission. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission.

### **2.74.060 Officers.**

At the first meeting of each calendar year, the parks and trails commission shall elect a chairman and a vice-chairman to serve a one-year term.

### **2.74.070 Secretary.**

The city council may provide a secretary to the parks and trails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and trails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and trails commission. The designated secretary need not be a member of the parks and trails commission.

### **2.74.080 Meetings.**

The parks and trails commission shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the parks and trails commission shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The parks and trails commission shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the at-large commissioners that are currently appointed to the parks and trails commission at the time of the meeting. Minutes of parks and trails commission meetings and activities shall be regularly submitted to the city council for review and acceptance.

### **2.74.090 Responsibilities, powers and duties.**

The parks and trails commissioners shall have the responsibilities, obligations and duties of appointed public officers and the parks and trails commission shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The parks and trails commission shall have the power to act in an advisory capacity to the city council in all matters pertaining to the operation, planning, development, improvement, beautification, equipment and maintenance of public parks, trails, public bicycle and/or pedestrian ways, vacant park properties, public squares, public recreational facilities and publicly accessible buildings and associated grounds. The parks and trails commission shall have authority:

(1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, public recreational facilities, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields, gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.

- (2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, public bicycle and/or pedestrian ways, and recreation programs conducted by or for the city of St. Helens.
- (3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, public bicycle and/or pedestrian ways and recreation and the other public facilities identified in this section.
- (4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (6) To review and make recommendations to the city council on public park, public bicycle and/or pedestrian ways and recreation facility development plans, construction plans, recreation use or development proposals, and such other park related activities as deemed advisable by the city council.
- (7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park and recreation facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and trails commission to carry out its assigned duties.
- (8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and trails commission to carry out its assigned duties.

**Section 2. Repeal of SHMC Chapters 2.16 and 2.64.** Having merged the Parks Commission provided for in SHMC Chapter 2.16 with the Bicycle and Pedestrian Commission provided for in Chapter 2.64 by this ordinance, Chapters 2.16 and 2.64 of the SHMC are no longer needed and are hereby repealed.

**Section 3. Severability.** Each Section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held to be invalid by a court of competent jurisdiction, the remainder of this ordinance remains in full force and effect.

Read the first time: July 18, 2018  
Read the second time: August 15, 2018

**APPROVED AND ADOPTED** this 15<sup>th</sup> day of August, 2018, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 18, 2018

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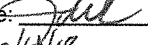
*Business License Reports attached.*

*Suggestions/Comments Boxes Report attached.*

# BUSINESS LICENSE REPORT

City Department Approval: 06/01/18

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

Signature:   
Date: 6/4/18

## RESIDENT BUSINESS – RENEWAL 2018

- |                          |                                    |                           |
|--------------------------|------------------------------------|---------------------------|
| <input type="checkbox"/> | COLUMBIA RIVER MANDREL BENDING LLC | AUTOMOTIVE REPAIR/MUFFLER |
| <input type="checkbox"/> | GAMEPATH ARCADE LLC                | ARCADE                    |
| <input type="checkbox"/> | SAINT HELENS INTERNAL MEDICINE     | INTERNAL MEDICINE         |

## RESIDENT BUSINESS – NEW 2018

- |                          |                              |                             |
|--------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> | BARN FIRE BARBECUE           | WALK UP/TAKE OUT RESTAURANT |
| <input type="checkbox"/> | LAHE AUTO SALES & CONSULTING | AUTO SALES & CONSULTING     |
| <input type="checkbox"/> | STRUCTURAL NEXUS LLC         | STRUCTURAL ENGINEERING      |

## NON-RESIDENT BUSINESS - 2018

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | AURIC SOLAR LLC                                    | SELL SOLAR/INSTALL SOLAR  |
| <input type="checkbox"/> | HIGH ENVIRONMENTAL HEALTH & SAFETY CONOSULTING LTD | CONSULTING  |
| <input type="checkbox"/> | KEN LEAHY CONSTRUCTION INC                         | LAND IMPROVEMENT/GRADING  |
| <input type="checkbox"/> | LIFETIME WINDOWS AND DOORS INC                     | WINDOWS AND DOORS   |
| <input type="checkbox"/> | VELOCITEL LLC                                      | WIRELESS TELECOMMUNICATION CONSTRUCTION, MAINTENANCE, PROJECT MANAGEMENT, AND RF REGULATORY COMPLIANCE. |
| <input type="checkbox"/> | VIKING ENGINEERING AND CONSTRUCTION                | ENGINEERING AND CONSTRUCTION  |
| <input type="checkbox"/> | W.R. WALKER ELECTRIC, INC                          | ELECTRICAL CONTRACTOR   |

## RENTALS - 2018

☐

## MISCELLANEOUS - 2018

- |                          |                       |                       |
|--------------------------|-----------------------|-----------------------|
| <input type="checkbox"/> | HECKTEC TECHNICAL LLC | LOW VOLTAGE CCTV WORK |
|--------------------------|-----------------------|-----------------------|

\*Denotes In-Home Business



# BUSINESS LICENSE REPORT

City Department Approval: 06/15/18

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

Signature: [Signature]  
Date: 6/15/18

## RESIDENT BUSINESS – RENEWAL 2018

☐

## RESIDENT BUSINESS – NEW 2018

☐

## NON-RESIDENT BUSINESS - 2018

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> A-ACTION APPLIANCE & HEATING            | HOME REPAIRS HVAC        |
| <input type="checkbox"/> ALPHA ENVIRONMENTAL SERVICES INC        | ENVIRONMENTAL CONSULTING |
| <input type="checkbox"/> ANDERSON ENVIRONMENTAL CONTRACTING, LLC | CONSTRUCTION             |
| <input type="checkbox"/> AUSLAND BUILDERS, INC                   | GENERAL CONTRACTOR       |
| <input type="checkbox"/> CLEANING PANES LLC                      | WINDOW CLEANING          |
| <input type="checkbox"/> SERVPRO OF LONGVIEW/KELSO               | FIRE & WATER CLEANUP     |

## RENTALS - 2018

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> THE OLDE SCHOOL | COMMERCIAL RENTALS |
|--|--------------------|

## MISCELLANEOUS - 2018

☐

# BUSINESS LICENSE REPORT

City Department Approval: 06/26/18

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

Signature: [Signature]  
Date: 6/27/18

## RESIDENT BUSINESS – RENEWAL 2018

☐

## RESIDENT BUSINESS – NEW 2018

- |   |                    |
|---|--------------------|
| <input type="checkbox"/> ERNIE'S WAGON LLC  | JUNK REMOVAL       |
| <input type="checkbox"/> NW PAINT PRO'S LLC | GENERAL CONTRACTOR |

## NON-RESIDENT BUSINESS - 2018

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> ABSOLUTE HEATING AND COOLING SOLUTIONS | HEATING AND COOLING       |
| <input type="checkbox"/> MIKE GEORVE PAVING INC                 | ASPHALT PAVING            |
| <input type="checkbox"/> PHIL BOND CONSTRUCTION                 | MOBILE HOME SET-UP        |
| <input type="checkbox"/> PNW PROPERTY INSPECTIONS LLC           | SERVICES/HOME INSPECTIONS |
| <input type="checkbox"/> RELIABLE HOME REPAIR                   | HOME REPAIR               |
| <input type="checkbox"/> ROB'S SUPERIOR & SONS PLUMBING SERVICE | PLUMBING                  |
| <input type="checkbox"/> SHIVER ME ICE CREAM                    | ICE CREAM TRUCK           |
| <input type="checkbox"/> 2 BROTHERS HEATING & COOLING LLC       | HVAC                      |
| <input type="checkbox"/> VIKING AUTOMATIC SPRINKLER             | FIRE PROTECTION           |

## RENTALS - 2018

## MISCELLANEOUS - 2018

☐

\*Denotes In-Home Business

# 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
04/27/18	We love the water front drawings (on 2?) concept. Public (access?) to the waterfront and beaches is very important.	Ferry to Portland	Yes	Steve Toschi Email: <a href="mailto:s.toschi@comcast.net">s.toschi@comcast.net</a>	Great	06/20/18	All

## 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
05/23/18	It's a franchise. Dishonest Infringing on everybody that comes in the door. The real terrorist.		No	Ha Ha Ha Right		06/20/18	All

## Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned
05/05/18	I would like everyone to know that I love the fact that I can now check out books at so many different libraries. This is a program that I've been asking for for a long time. I also like the Cultural Pass program. Thank you for enhancing my library experience.		No	Dan Cain	Great	06/20/18	All

# Suggestion Boxes

## City Hall – Water Department Lobby


Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned
06/04/18	Thank you for your call, April, on 5/15 alerting us to higher than normal water useage! I was out of town with a terminal family member, but my husband was able to locate an open valve on the irrigation line to the trees. I so appreciate the head's up call so we could check it out right away. Kudos to you! Sincerely, Debi Kobs	N/A	No	Debi Kobs		06/20/18	All

## City Hall – 2<sup>nd</sup> Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby

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

# 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>	18 July 2018	
<b>Subject:</b>	June Public Works Status Summary	

## Engineering

1. Received 30% complete plans for the Gable Road Improvement Project to review and comment.
2. Met multiple times with various staff to discuss implementation of Level I Parks improvements.
3. Awarded annual maintenance contracts for sewer line de-rooting and roadway striping.
4. Conducted two 2-day customer service training sessions for 23 employees from all departments.
5. See complete report.

## Parks

1. Assembled new picnic tables and repaired other picnic tables.
2. Painted the bleachers and repaired the concession stand at Campbell Park.
3. Trimmed trees and planted trees in various locations.
4. Sprayed for weeds in city rights-of-way; sprayed poison oak on Boise property.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 46 standard water meters with new radio read meters.
2. Assisted with 4<sup>th</sup> of July preparations in downtown area.
3. Inspected Contractor work to correct faulty manhole at 6<sup>th</sup> Street & Columbia Blvd.
4. Repaired five waterline leaks.
5. Serviced and/or made repairs on 41 vehicles and/or equipment.
6. Responded to ten after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 48.6 million gallons of filtered drinking water, an average of 1.6 million gal/day.
2. County electrical inspector inspected and signed off on new fire alarm panel.
3. Performed all monthly monitoring and report submittals.
4. Having to close front gate because of ongoing issue with nearby resident and off-leash dog trespassing on property.
5. See complete report.

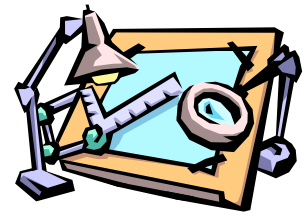
## Waste Water Treatment Plant

1. Added flex tubing on 3 aerators to protect wiring.
2. Started working on some summer maintenance at pump stations – cleaning and painting.
3. Pretreatment inspected Cascades clarifier; reviewed Rainshadow spill plan; inspected Armstrong.
4. See complete report.



## Engineering Department Status Report

9 July 2018



### DEVELOPMENT PROJECTS

#### Emerald Meadows Subdivision Construction Permit

The final touches for this new 77-lot subdivision are starting this week including pouring the curb returns and ADA ramps on the interior streets of the subdivision and installing the mail box clusters. We anticipate a final walk-thru inspection of the improvements before the end of July and final acceptance in August. After the improvements are accepted, the subdivision plat can be finalized.

#### Elk Ridge Estates Phase VI

No change in status from last month: Well, this should be close to being finished. The Contractor is still working on the coordination of the programming for the small booster pump station to interface with the City's SCADA system. Despite the slow progress, it is still looking like this project may actually be finished before the end of the summer.

#### Proposed New Medical Building

The public water and sanitary sewer mains have been completed by the Developer's private contractor to provide service to a new medical office building that will soon be under construction. Additional public improvements associated with the medical office will include a storm drain extension and street frontage improvements. Construction of these is expected to begin in late July or early August.

#### Columbia County Education Campus

Construction of the new CCEC building continues, including construction of a new public water main on the school district campus.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### Annual De-Rooting Project

Each year the City has a contractor, Duke's Root Control, provide de-rooting services to several sections of sanitary sewer mainlines to eliminate roots that have entered the pipe through cracks and joints. De-rooting is necessary to prevent clogs and back-ups. The foaming agent that is used in the process also contains an inhibitor that discourages roots from growing back.

#### S. 2<sup>nd</sup> Street Sanitary Sewer Extension

Held pre-construction meeting with Contractor preparing to install an extension of the sanitary sewer mainline from St. Helens Street north on S. 2<sup>nd</sup> Street to provide service to new townhomes being constructed.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

Columbia County is the lead agency for this \$2.3M grant-funded project. The 30% drawings have just been submitted to the County and City for review. Once these are returned with comments, the Consultant will make the corrections and work towards finalizing the 90% complete drawings. At that point, the project will be nearly ready to go out for bids, expected to be at the beginning of 2019.

#### 2018 Street Striping Project

The City Council awarded the bid to Apply-A-Line Inc. at the last Council session on June 18. The contract was finalized and signed and the work is required to be complete before the end of August. The project consists of painting the long lines (center lines, fog lines, bike lane lines) on all City streets.

## **MISCELLANEOUS PROJECTS AND ACTIVITIES**

### *Right-of-Way and Construction Permits*

There was one lone Right-of-Way/Construction permit issued in June 2018, to Columbia Electric for work along the front of their building associated with decommissioning an underground fuel storage tank.

### *Miscellaneous Projects*

Met with local businessmen regarding the potential of leasing Sand Island to operate as a pay-campground, similar to a State operated campground. Private operator would take over daily maintenance and monitor dock use violations.

Met several times throughout the month with staff members from Finance, Parks, Planning, and Public Works to discuss implementation of Level I Parks improvements as identified in the Parks Master Plan.

### *Training Workshops and Committee Meetings*

Director attended the monthly Columbia County Traffic Safety Commission meeting.

Director and Police Chief conducted two 2-day customer service training seminars, *Creating Stellar Customer Relations*, for 23 employees.

Participated in Wellness Committee meeting, focusing on activities to benefit the overall health and wellbeing of City employees.

Engineering and Public Works staff facilitated and attended the monthly Utility Coordinating Meeting. Representatives of all the local franchise utilities meet to discuss current and upcoming projects, which ensures that all agencies are aware of ongoing activities and helps to avoid conflicts.



## Parks Department for June 2018



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

Completed the hiring process of summer help  
Sprayed street rights-of-way  
Spread fertilizer and lime on the ball fields  
Moved tables for the rec program  
Repaired picnic tables  
Sprayed poison oak on the Boise property  
Showed Brad Hendrickson the pontoon boat  
Pressure washed the street garbage cans downtown  
Cleaned up a downed tree on S. 13<sup>th</sup> Street  
Rebuilt the steps at the caretaker's house  
Trimmed a tree growing between the bridges on OPR  
Trimmed a tree on Tualatin Street  
Attended multiple meetings about Park improvements  
Took the Gator to Hillsboro for repairs  
Painted the bleachers at Campbell Park  
Moved stockpiled material to Boise in preparation for the new sport court at McCormick Park  
Repaired the concession stand at Campbell Park after a break-in  
Assembled new picnic tables  
Repaired the bench along the trail at McCormick Park  
Removed a dead crow from the City parking lot  
Planted a tree at McCormick Park  
Fertilized Columbia View and 6<sup>th</sup> Street parks



## **Public Works Work Report**

### **June 2018**

#### **Water Dept:**

Installed 46 radio read meters  
Read heavy users & regular meters  
Worked with leak detection company two days  
Installed new meter box and poured concrete at 535 S. 10th St.  
Replaced lid at Crestwood #21  
Repaired leak at 2004 Tualatin St.  
Helped take down poles at Boise property  
Repaired two leaks at 196 N. 11<sup>th</sup> St.  
Hammer holes for new poles and helped set new poles at Boise  
Fixed leak at 364 S. 14<sup>th</sup> St.  
Fixed leak at 155 Park St.  
Replaced shut-off at Hudson Garbage  
Replaced shut-off at 445 S. 6<sup>th</sup> St.  
Installed valve box and riser at Gable Rd. & Green Acres Dr.  
Repaired leak in main at 81 Dubois Ln.  
Helped Roger move storage items  
Replaced shut-off at 451 S. 7<sup>th</sup> St.  
Replaced service and meter at 2545 Columbia Blvd.

#### **Sewer Dept:**

Mowed city lot at S. 12<sup>th</sup> St & Plymouth St.  
Cleaned and TVed NN17 – NN18  
Fixed protruding tap for point repair at 265 Allendale  
Mowed Boise Veneer property for 4<sup>th</sup> of July  
Fixed manhole casting at Milton Way & St. Helens St.  
Cleaned & TVed main NE3A – NE4  
Watched contractor fix channel in manhole that they did wrong the first time at 6<sup>th</sup> & Columbia  
Clean up and rock City Property at end of Greenbrier Loop  
Hauled dirt away from ne sports complex site at McCormick Park  
Removed tree from bike path to Columbia City  
Helped Parks clean bathrooms on Sand Island

#### **Call-Outs:**

Tree down at 345 S. 13<sup>th</sup> St.  
Water running down street at 414 N. 12<sup>th</sup> St.  
No water at 58075 & 57616 Old Portland Rd.  
Bees in lunch room at City Hall  
Telemetry alarm at shop  
No water at 58989 Alexandra – turned off for no backflow testing  
No water on S. 13<sup>th</sup> St. – screen on sink plugged  
Water leak on Allendale – was sump pump  
Turned water on at 425 S. 8<sup>th</sup> St.  
Cleaned glass of road from wreck at Columbia Blvd & Gable Rd.

**Miscellaneous:**

Swept streets

Mowed ROWs

Marked 68 locates

Checked wells & reservoirs daily

## Monthly Report June 1<sup>st</sup> to 30<sup>th</sup>

June 1<sup>st</sup>

Office Computer, Filled paper work  
PW #16 Checked on equipment, checked the flusher hours  
Shop Cleaned the shop and restroom and shop sink

June 4<sup>th</sup>

Parks Cleaned the gator up pressured washed the underside of the engine, looked for a oil leak  
Found the leak in between the engine case and the oil pan needs to go to the dealer for repairs  
Parks #21 installed a new PTO switch and a new battery tested all the connections for the PTO  
Everything works except for the magnetic PTO switch  
Keith Vacation

June 5<sup>th</sup>

Parks Talked to Sunset equipment on the gator, called Pape Machinery and Thad took it to Hillsboro  
For repairs  
Parks #21 Tested the PTO wiring out found that the solenoid has power to it ordered a new switch  
And valve might other broken parts inside the transmission  
PW #34 Helped load and take the excavator to the Boise property hooked up the hammer  
PW #52 Checked Front end of the truck checked tires, ordered tires installed a new ratchet strap  
PW #34 Repaired a hydraulic leak  
PW Started cutting metal for a railing that Roger is trying to repair  
Keith Vacation

June 6<sup>th</sup>

Office Filled paper work  
Parks #21 Tested out the wiring for the PTO  
WWTP Cut some metal for Roger

June 7<sup>th</sup>

PW Cut some metal for Roger  
PW #85 Started the Taxi cab and replaced a door handle and washed it  
PW #22 Removed the battery to charge it

June 8<sup>th</sup>

Brett Vacation day  
CRFR Helped put the ladder truck back together

June 11<sup>th</sup>

Office Computer work and filled paper work  
WWTP Finished cutting metal and drilling holes for Roger's project at waste water  
PW #22 Charged the battery  
PW #20 Filled the DEF fluid tank

June 12<sup>th</sup>

PW #22 Started the Mack for the parade, cleaned the truck took it for a test drive  
Parks #12 Drained fuel from the mower, gas was accidently put in the fuel tank when it is supposed to  
have diesel  
Parks #8 Drained fuel from the fuel tank, gas was accidently put in the diesel tank

June 13<sup>th</sup>

PW #23 Put a new fuel cap on the tractor

Parks #10 Jump started the pickup

June 14<sup>th</sup>

Shop Clean up

PW Cut some steel

PW #23 Relocated some hydraulic lines on the road side mower

PW #22 Started the Mack and put fuel in it for the parade on Saturday

June 15<sup>th</sup>

Office Computer work

Shop Cleaned the restroom and shop sink also swept the floor

PW #22 Started the truck for the Parade

PW #85 Started the car for the parade

June 18-22

Brett Vacation

June 25<sup>th</sup>

Office Computer work filled paper work

PW #55 Installed a new gutter broom and took the truck to Portland for repairs

PW Installed a license plate on the new cargo trailer

Shop Clean up

June 26<sup>th</sup>

PW Looked at a weed eater and found that straight fuel had been run threw it the engine is junk

Parks #19 Test drove the tractor and found that it has a brake issue told them to bring it to the shop for repairs

June 27<sup>th</sup>

PW #33 Started the truck (Battery switch was turned off) thought it had dead batteries

PW Repaired a weed eater

PW #5 Put air in the front tires

PW #52 Installed two new front tires

PW #23 Replaced a hydraulic line and tightened a transmission fitting

PW Helped unload and package up the bags from the water trailer

June 28<sup>th</sup>

PW #70 Put new batteries in the water tender started the truck found that it had a hole in the air tank repaired the tank, found an air line that was leaking replaced that, found another hole in the air plugged the hole in the tank, moved the truck and transmission will not shift out of low range, blew the bottom of the treadle valve out when applying the brakes, the truck is not worth repairing.

June 29<sup>th</sup>

Office Computer work Filled paper work

Parks Went to Hillsboro to pick up the John Deere Gator brought it back to the parks shop

PW Helped remove concrete over at the library

Keith Vacation day



**City of St. Helens, Oregon**  
Public Works  
Water Filtration Facility  
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## Water Filtration Facility Journal

### June 2018

Water Production: 48.6 million gallons, which averages 1.6 million gallons per day

**Week 1** Produced and sent May OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Received a delivery of bleach.

**Week 2** New reagents for Cl<sub>2</sub> monitor received. Gathered and sent out the June 2018 LT2 (Giardia/Cryptosporidium) sample with the 1.5 gallon carboy for the spike matrix. County electrical inspector on site to sign off on the fire alarm panel electrical work.

**Week 3** ordered chlorine and caustic for delivery late next week in preparation for the chaotic first week in July for scheduling.

**Week 4** Received last order of caustic and chlorine for this budget cycle. We have a pending appointment with Century Link to have a phone line restored to the front gate so we can receive a call to enter the property and a line to call city shops that someone is at the gate needing to enter. We started closing the gate because of a resident who regularly visited our property with her dog. When she arrives at the beginning of the bicycle trail in Columbia City, she releases her dog which would then run up into our property around the water treatment plant and chase and harass any wildlife inside our fenced in property such as deer, squirrels, and quail. When asked what she thinks she is doing letting her dog run free around our building, she told us “that her dog just loves chasing the wildlife”. We have recently watched the dog show up on our video surveillance, outside our gate, by itself, NOT on a leash, then a few minutes later, as usual, the dog’s owner shows up to “catch” the dog. One afternoon I drove in to the WFF, and this particular resident is standing in middle of our driveway, leash in hand, watching as her dog has a young deer cornered in a very tight, enclosed area of our cyclone fence, jumping and leaping at the cornered deer, then suddenly, the deer bolted past the dog and the lady, ran around my vehicle with the dog in hot pursuit after the deer. The deer ran around behind the clearwell tank, then out the gate down into Dalton Lake. After all this occurred, the woman then turned to me, said something I could not understand, and started heading out of our property, out the gate and trotting down into Dalton lake after her dog. I then closed the gate and both Guy and I immediately drove over to the Columbia County dog shelter to report the incident, but they were closed. We then called the St Helens City dog enforcement team, and were told that since we don’t have “No Trespassing” signs posted, there was nothing he could do for us? We told him we have this entire incident, I just described, on CC surveillance, and he said there is still nothing they can do. So we now, we just keep the gate closed.

We have even experienced the dog charging up to our office window in hot pursuit of a squirrel, then viciously trying to catch the squirrel that has run up the bricks of our building and holding on to the bricks while the dog is jumping and trying to get to the squirrel. As we pound on the window to stop the dog, it tries leaping at us through the glass as though it is going to attack us! There is an official sign on the bicycle trail that states ALL dogs must be on a leash, but some just choose to ignore signs, so we just keep the gate closed so we don’t have

to deal with this irritating situation anymore. Even with the gate closed, her dog still tries to crawl under the closed gate! We have the whole event on CC video surveillance on more than one occasion. She even regularly releases her dog and lets the dog run all around Dalton Lake chasing the Beaver, Otter and nesting birds like Geese, Swan and Quail down there too.

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

# **WWTP Monthly Operations and Maintenance Report**

**June 2018**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 6/4-Arne here to repair blown wire on #17 and wire up aerator #22.
- 6/7-Added flex tubing on aerators #3, 5, and 22 to protect wires. Found two missing bolts on aerator #3.
- 6/7-AirMaster (aerator #13) discharge port broken. Welded bolt failed on discharge port. Will call joint maintenance for assistance.
- 6/12-Roger repaired damaged handrails at MCC 1 and 2.
- 6/18-Sent in temperature data logger for annual calibration.

## **Primary System Report**

- 6/5-Primary Influent sampler not running correctly. Replaced tubing, recalibrated, and replaced roller.
- 6/14-Reprogrammed primary influent sampler and turned liquid sensor back on.

## **Pump Stations**

- 6/20-PS#7-High level and generator fail alarm. Generator overtemp activated and shut unit down. Pump #2 soft start failed also. Reset and everything working.
- 6/20-PS#1 and 11-Cleaned grease out of wetwell.
- 6/27-PS#2-Painted floor of station and pressure washed the outside to be painted.
- 6/27-No pump stations communicating. Mission upgraded the software and it will take a while to come back online. Everything fine by 1630.
- 6/28-PS#4-Pulled pumps to check for rags and cleaned checkvalves to try to figure out why pump #2 ran all day.
- Cleaned generators at PS5 and 7, painted bottom of control cabinets at PS4, 5, and 7.

## **Sodium Hypochlorite System**

- 1385 gallons used this month.
- 1553 gallons used last month.

## **Call-outs**

- 6/17-1240-Chlorine shower alarm. Johnny in. No one at plant but emergency shower had been activated. Saw one individual walking up Plymouth.

## **Plant**

- 6/1-Cleaned South contact tank.
- 6/1-SCADA lost all communication with MCCs. Called Tom Damon and he came out on the 4<sup>th</sup> to replace the communication radio.
- 6/6-CASCADES FINALLY FILLING CLARIFIER.
- 6/13-Cleaned out headworks channel #2. Also cleaned AC filters on headworks control panels.

- 6/18-Tim Illias down to repair broken irrigation line.
- 6/20-Security panel reading-“Check dialer 974”. No secondary phone line connected.
- 6/21-Wilcox and Flegel filled all our generators-255 gallons.
- 6/25-Lab vacuum pump low pressure. Found one fitting with pinhole leak. Replaced both the fitting and the pump.

#### **Pretreatment**

- 6/8-Visited Cascades to visually inspect clarifier operation.
- 6/20-Got Rainshadow’s accidental spill plan and reviewed.
- 6/20-Biannual inspection at Armstrong.

#### **Other**

- Stewart performed EPA required DMRQA annual testing.
- 6/15-Summer helper Zach Zentner started.

#### **Next Month**

- Paint everything.