



CITY COUNCIL WORK SESSION

Wednesday, March 20, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **1:00 p.m. - Call Work Session to Order**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
 - 3.A. Presentation on 2020 Census - Sarah Bushore, US Census Bureau
[03a. Census - The Road to 2020 Columbia County.pdf](#)
 - 3.B. Senior Center Semi-Annual Report - Kathy Innocenti, Center Manager
 - 3.C. Review Draft of Council Operating Rules & Procedures
[03c. DRAFT Council Operating Rules & Procedures 030619 .pdf](#)
 - 3.D. Review Draft of Council Governing Policy
[03d. DRAFT Governing Policy 030619.pdf](#)
 - 3.E. Review Revised Court Clerk Job Description
[03e. 031419 Court Clerk REVISED DRAFT.pdf](#)
4. **Department Reports**
 - 4.A. Administration & Community Development Dept. Report
[04. ADMIN-CD Dept Report.pdf](#)

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

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

4.B. Public Works Dept. Report
[04. PW Dept Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

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

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.

The Road to 2020

Sarah Bushore
Partnership Specialist
US Census Bureau
February 2019

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

1

Why We Do a Census

- Article 1, Section 2 of the US Constitution
The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct.
- Key Purpose is Apportioning the 435 seats belonging to the US House of Representatives.

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

2

THE GEORGE WASHINGTON INSTITUTE OF PUBLIC POLICY

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Counting for Dollars 2020

16 Large Federal Assistance Programs that Distribute Funds on Basis of Decennial Census-derived Statistics (Fiscal Year 2015)

Oregon

Total Program Obligations: \$10,041,847,365
Per Capita: \$2,492 (see note on proper use)

CFOA #	Program Name	Dept.	Type	Recipients	Obligations
93.778	Medical Assistance Program (Medicaid)	HHS	Grants	States	\$6,686,005,548
10.551	Supplemental Nutrition Assistance Program (SNAP)	USDA	Direct Pay	Households	\$3,152,976,715
93.774	Medicare Part B (Supplemental Medical Insurance) - Physicians Fee Schedule Services	HHS	Direct Pay	Providers	\$460,163,572
20.205	Highway Planning and Construction	DOT	Grants	States	\$430,671,335
14.871	Section 8 Housing Choice Vouchers	HUD	Direct Pay	Owners	\$733,291,000
93.767	State Children's Health Insurance Program (SCHIP)	HHS	Grants	States	\$190,510,000
84.010	Title I Grants to Local Education Agencies	ED	Grants	LEAs	\$145,760,335
93.600	Head Start/Early Head Start	HHS	Grants	Providers	\$127,478,423
84.037	Special Education Grants (IDEA)	ED	Grants	States	\$127,182,431
10.555	National School Lunch Program	USDA	Grants	States	\$110,951,039
93.527/93.224	Health Center Programs (Community, Migrant, Homeless, Public Housing)	HHS	Grants	Providers	\$88,010,651
93.658	Foster Care (Title IV-E)	HHS	Grants	States	\$79,407,000
10.557	Supplemental Nutrition Program for Women, Infants, and Children (WIC)	USDA	Grants	States	\$75,515,594
14.195	Section 8 Housing Assistance Payments Program (Project-based)	HUD	Direct Pay	Owners	\$55,959,613
93.596	Child Care and Development Fund-Entitlement	HHS	Grants	States	\$38,993,000
93.568	Low Income Home Energy Assistance (LIHEAP)	HHS	Grants	States	\$35,985,109

United States Census Bureau | U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

3

Oregon Partnership Specialist

Purpose: Increase participation in the 2020 Census of those who are less likely to respond or are often missed.

- **Educate** people about the 2020 Census and foster cooperation with enumerators
- **Encourage** community partners to motivate people to self-respond
- **Engage** grass roots organizations to reach out to hard to count groups and those who aren't motivated to respond to the national campaign

2020 Census



United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

5

New Ability to Self Respond Starting March 23, 2020

- Internet
- Phone
- Paper



Or traditional in-person interview

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

What Do We Ask?

1. Address
2. Phone Number
3. Count of Each Person At That Address
4. Name
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else
10. Relationship
11. Citizenship *



United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Languages

Internet Self-Response	Paper Form	Questionnaire Help	Enumerators, Mailed Items	Language Card and Guides
English Spanish Chinese (Simp.) Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	English Spanish	13 languages Plus TDD	English Spanish	59 languages Plus ASL Plus Braille Plus Large Print

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Hard-to-Count Populations

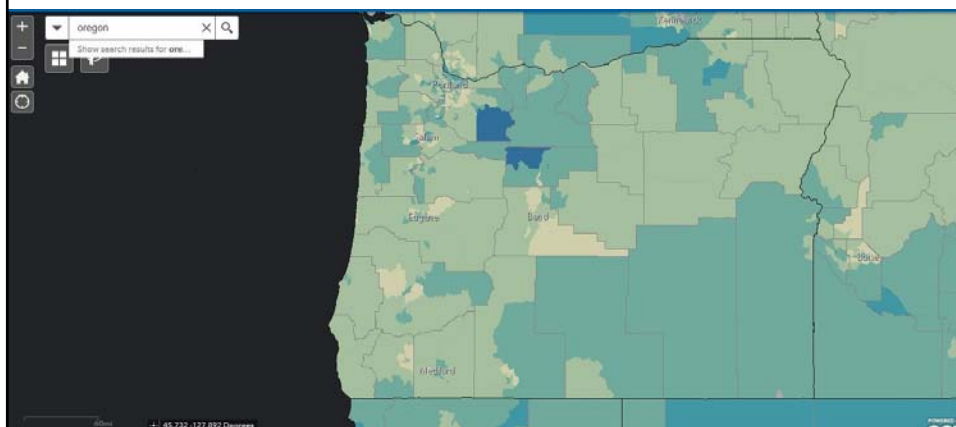
- Foreign-born/Immigrants
- Children younger than 5
- Seniors
- Homeless
- Migrant workers
- Renters
- Low internet access



United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

State of Oregon

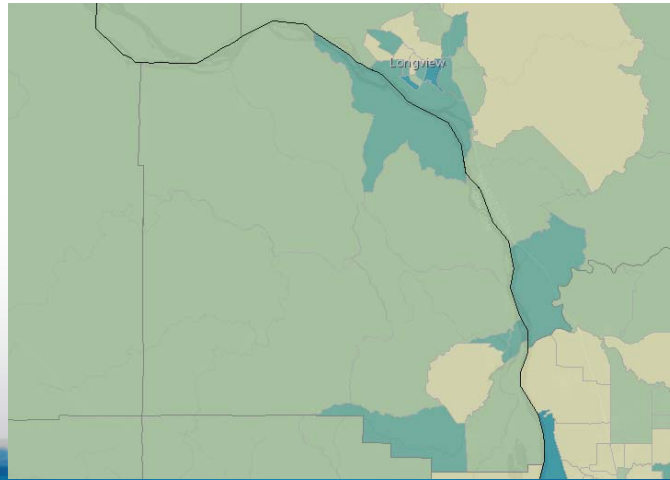


United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

10

Columbia County



United States
Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

11

Complete Count Committees

- Purpose is to identify, educate and enumerate the Hard-To-Count community.
- Tribal, state and local governments work together with partners in their communities to form CCCs to promote the 2020 Census to their constituents. Community-based organizations also establish CCCs that reach out to their members.
- Committee members are experts in the following areas:

Government	Education
Media	Community Organizations
Workforce development	Faith-Based Community
Business	Other, Based on Needs

United States
Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

12

Key Dates

2017	○	Local Update of Census Addresses—Invitations sent to local governments for completion in 2018
	○	Publish final 2020 residence criteria and situations
2018	○	Question wording to Congress—March 31, 2018
	○	2018 End-to-End Census Test
	○	Regional Census Centers opening
2019	○	Opening Field Offices
	○	Complete Count Committees established
2020	○	Advertising—begins in early 2020
	○	Begin self response
	●	Census Day —April 1, 2020
	○	Nonresponse Followup—early April–late July
	○	Apportionment counts to the President—December 31, 2020
2021	○	Redistricting counts to the States—March 31, 2021

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

13

Recruiting

Supervisory & Non-supervisory positions available in Columbia County, OR

\$17.50 - \$19.50 per hour

JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

For more information or help working, please call 1-888-JOB-2020 (1-888-562-2020)
Follow Friday: @census
1-800-677-6339 TTY: (800) 677-6339
www.gsa.gov/fedtrav

The U.S. Census Bureau is an Equal Opportunity Employer

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

14

City of St. Helens
CITY COUNCIL
OPERATING RULES AND PROCEDURES

Revised DRAFT last updated January 31, 2019

Formatted: Font: 9 pt

SECTION I – AUTHORITY

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

SECTION II – OFFICERS OF THE CITY COUNCIL

~~1.~~ **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council. With the consent of the council, and following the procedures of the council, appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions.

~~2.1.~~ **President of the Council President** – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor's absence.

SECTION III –MEETINGS OF THE CITY COUNCIL

1. Meetings

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

A. Regular Meetings

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

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

B. Special Meetings

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

C. Work Session Meetings

Regular work sessions of the council shall be on the first and third Wednesdays of each month, unless otherwise noticed, and shall be held on the days appointed at ~~121:00~~ p.m. ~~Meetings shall end not later than 4:00 p.m. unless the council by a two-thirds vote of those present extends the meeting a time certain.~~ At such work sessions no final decisions may be made or action taken. Work Sessions shall begin with visitor's comments to provide the public with an opportunity to address the City Council.

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

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

D. Adjourned Meetings

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

E. Public Hearings

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

F. Public Forums

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

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

G. Emergency Meetings

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

H. Executive Sessions

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

2. Meeting Place

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

3. Quorum

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

4. Attendance

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

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

5. Ordinances

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

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

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

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

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

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

6. Resolutions

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

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

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

6.7. Procedures

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

7.8. Voting

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

8.9. Decorum

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

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

Presiding Officer

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

Formatted: Indent: Left: 0.25", No bullets or numbering

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

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

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

9.10. Record of Proceedings

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

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

10.11. Order of Business

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

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

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

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

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

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

Formatted: Indent: Left: 0"

12. Agendas and Supportive Material

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

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

17. Appointing Committees

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

18. Council Liaisons

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

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

SECTION IV – CONDUCT AT MEETINGS

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

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

5. Identification of Fiscal Impact of Policy Decisions

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

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

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

6. Reconsidering a Vote

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

7. Miscellaneous Provisions

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

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

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

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

GOVERNING POLICY

DRAFT – Feb 27, 2019

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

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

City of St. Helens

Job Title: Court Clerk
Department: Administration
FLSA Status: Non-Exempt
Union: AFSCME
Revised: March 20, 2019

GENERAL PURPOSE

Administers all court proceedings and docketing, coordinates court matters with the Judge, Prosecutor, defendants, defense counsel, and police personnel. Demonstrates excellent customer service skills. Uses computerized court program to input and document court proceedings. Oversees the function of the court staff assistance when applicable and works with the public handling confidential matters with discretion. To a great extent, work is governed by State statutes, laws and City ordinances.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator and with general guidance by the Municipal Court Judge.

SUPERVISION EXERCISED

None

JOB DUTIES AND RESPONSIBILITIES

- Contributes to a positive work environment. Maintains a positive relationship with contacts specific to the Court and positions/agencies outside the City organization.
- Administers all court cases from inception to final disposition. Coordinates court matters with Judge, defendants, defense counsel, police and other levels of the criminal justice system. Prepares criminal cases prior to court to ensure that all materials are included in files. Documents case and judgment information in files using the computerized court system. Performs accurate and timely file maintenance of upcoming docket matters; prepare court documents and correspondence, trial letters, show cause orders and forms; processes requests, motions, extensions, resets and changes of plea through interaction with defendants, attorneys, and City Prosecutor.
- Administers warrant processes including clearing warrants, entering information in court software; forward issued warrants to police records staff; advising other jurisdiction law enforcement agencies of return court dates, following up with information in files.
- Oversees the management of the jury pool: prepare and maintain jury list and juror notices, prepare and mail juror notification for trials, compute jury and witness fees and coordinate with Finance Department for payment.
- Reviews letters to the judge and forward if appropriate, track for response and follow up with defendants and/or outside agencies.
- Process Public Records requests within the Oregon statute timeframe.
- Oversees the receipting, depositing and accounting of monies collected for fines, forfeitures and other court receipts. Issues receipts and credits for payments received, prepares refund requests, and balances daily cash receipts.
- Administers collection efforts including collection agency payments, statements from attorneys and payment authorization, and restitution payments and posts payments within 72 of receipt of payment.
- Documents court policies and procedures, updates as needed to accommodate changes and maintains court records in accordance with statutes, regulations and policies.
- Monitors probation, violation, suspension, and collection files for accuracy.

- Must have the ability to deal with emotional and difficult people in a professional and tactful manner.
- Ability to plan and organize work schedule and job tasks and must be able to multitask efficiently in a busy environment.
- Ability to exercise resourcefulness, tact and perspective in development solutions and recommend new techniques.
- Resolves general inquires, complaints, problems, or emergencies affecting the availability or quality of city municipal court. When appropriate or needed shall ask City Administrator/Supervisor or Judge for assistance.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent.
- Requires LEDS certification within 30 days of employment.
- Knowledge of Microsoft Suite (Word, Excel, Outlook)

PREFERRED QUALIFICATIONS

- Minimum of five years of related experience or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job as listed above.
- Knowledge of FTR Recording software for Court of Record.
- Knowledge of court management software.
- Knowledge of municipal court procedures, data compilation, and basic bookkeeping.

SPECIAL REQUIREMENTS

- A valid states driver's license.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, Windows-based software, Word, Excel, Access, and City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Court Clerk** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: March 20, 2019

Suggestion Box Report attached.

Suggestion Boxes

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
12/12/18	I am very impressed with the friendly inviting atmosphere & people here. Displays are great.		No	Sylvia DePhe, Portland	<u>Great</u>	03/20/2019			
12/17/18	I came in for a certain book she tried every way to get it – couldn't. She found a book that was similar & great read. She even got down on her knees, crawled on the floor to get the series.	<u>Keep all</u> the people that work here at the library. Please <u>keep</u> them. Brenda went above & beyond to get a book for me.	No, Thank you	Anna Earlywine	<u>SUPER</u> Great!	03/20/2019			
1/11/19	The staff is patient and goes above and beyond what is asked. Never had a bad experience			Russ Hart	Great!	03/20/2019			
1/11/19	I owe \$40 on movies from when I was 18	I would love a library card		Kayla	OK	03/20/2019			
02/18/19	With Brenda's help with a resume I was able to get a great job in no time! Thank you	Keep up the great work :)	No	Shade A. Robinson	Great	03/20/2019			

City Hall – 1st Floor Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
02/21/19	Someone spray painted graffiti numbers in front of city hall in order to appease vendors at the very disruptive 13 nights. It's bad enough they ruin the parking, now this.					03/20/2019			


City Hall – 2nd Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby / Water Dept. Lobby / City Hall – Municipal Court Lobby

Suggestion Boxes

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
---------------	---------	------------	---------------------	------------------------------	---------------------------------	----------------------------	----------------	-------------------------	-------------

None received.

PUBLIC WORKS MEMO

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

Engineering

1. Conducted pre-construction meetings for the St. Helens Place apartments and Bailey subdivision.
2. Completed initial plan review for public improvements required for a new veterinarian office.
3. Worked with consultant on final concept for improvements at S. 1st & St. Helens Street.
4. Finalized plans, put out for bids, and awarded 2019 Waterline Improvement Project.
5. See complete report.

Parks

1. Campbell Park: repaired foot bridge, installed new restroom fixtures, repaired play structure.
2. Responded to issues resulting from the heavy rainfall event on February 12.
3. Trimmed and maintained plantings in the Highway 30 landscape strip.
4. Assembled new picnic tables.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 2 standard water meters with new radio read meters and installed 1 new service.
2. Assisted several days with the repairs and other work on the Rec Center building.
3. Five staff returned to work at midnight during the heavy rain event, working 12 hours straight.
4. Geared up for snow, but it was a no-show.
5. Serviced and/or made repairs on 38 vehicles and/or equipment.
6. Responded to three after-hours call-outs and over 100 calls in 12 hours during rainfall event.
7. See complete reports.

Water Filtration Facility

1. Produced 42.1 million gallons of filtered drinking water, an average of 1.5 million gal/day.
2. Worked with the Utility Plumber to replace much of the chemical feed plumbing system.
3. Researching more efficient chemical feed pump system.
4. Repaired a main valve on one of the filter racks.
5. See complete report.

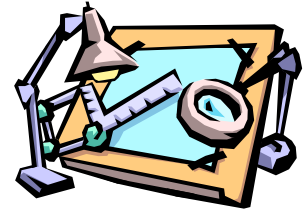
Waste Water Treatment Plant

1. Experimented with lowering primary lagoon level to potentially remove grit.
2. Submitted pretreatment program manual to DEQ for approval.
3. Responded to two false alarms and one actual alarm at overflow manhole M-1.
4. Crew in at 2 AM on February 12 to deal with high water from heavy rainfall event.
5. See complete report.



Engineering Department Status Report

8 March 2019



DEVELOPMENT PROJECTS

St. Helens Place Apartment Project

Held a pre-construction meeting for the St. Helens Place Apartment complex. Improvements for the development will include new storm drainage, widening Matzen and McBride Streets, construction of Brayden Street, sanitary sewer main construction, and the extension of the public water system through the site.

Bailey Subdivision

The 1200C permit has finally been approved by DEQ so work on the majority of the project is anticipated to start around mid-March. This project also includes work within an existing BPA easement, and this has not been authorized by BPA so no activities will be allowed until this has been finalized.

Columbia Vet Clinic

Plans for public utility improvements were submitted, reviewed, and returned to the project engineer for revisions relating to the development of lots located between Columbia Boulevard & St. Helens Street and N. 14th & N. 15th Streets. This area is commonly referred to as the Houlton Hole. The public improvements will include new storm drainage facilities and the rehabilitation of the abandoned public sewer main that previously served the lots.

Rainshadow Labs Frontage Improvements

Construction is complete and the Owner only needs to schedule a walk-through of the project for City inspection and eventual acceptance of the project.

Elk Ridge Estates Phase VI

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

Legacy Medical Building Construction

The street improvements are still under construction and should be completed soon.

First Street Improvements

This project is now complete.

Hanna's Place Development

No new activity on this project.

SANITARY SEWER AND STORM DRAIN PROJECTS

S. 10th Street Storm Drain Reroute Project

The Contractor is actively working on the new storm drain construction. The majority of the project will be done by horizontal direction drilling, which will greatly reduce the impact on the surrounding neighborhood. Their schedule indicates that the work will be complete by mid-April.

Greystone Estates Sanitary Sewer Relocation

Any work on this project is on temporary hold. The Developer recently received a violation letter from DEQ for several deficiencies found by a recent DEQ inspection. They are working on correcting the issues, but the 1200C permit has to be in good standing for the City to allow additional construction activities.

Columbia County Gable Road Emergency Culvert Replacement

Consulted with the County Public Works Department and participated in the pre-construction meeting for the replacement of the large culvert near the intersection of Columbia Boulevard and Gable Road. The existing culvert was washed out during the heavy rains in early February.

Bradley Street Sanitary Sewer Extension

No change in status: Final plans were submitted and approved. The City is waiting for the Owner to provide the approval for the sanitary sewer extension from DEQ before scheduling a pre-construction meeting.

STREET AND TRANSPORTATION PROJECTS

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

Kittelson & Associates presented their final improvement recommendations to the City Council on March 6. The primary safety enhancement in the final conceptual design are curb extensions at all four corners, which will significantly shorten the pedestrian crossing distance, improve sight distance for vehicles waiting to turn from St. Helens Street on to S. 1st Street, and narrow the travel lanes which tends to provide traffic calming and slow vehicles. Although the traffic study performed for the project did not indicate that speeding was an issue at the intersection, these measures are desirable to further increase pedestrian safety. The major drawback to the project is cost – estimates are between \$250k and \$300k.

Gable Road Improvement Project

The land use consultant is wrapping up the final right-of-way purchases required for the project. Once this is complete, it can be advertised for bids. All indications are that it is still on schedule to be bid out in early 2019 and have a contractor ready to get started in mid-year.

Wayfinding Installation Project

The Contractor has submitted proposed shop drawings for the wayfinding signage. These have been reviewed by Planning and Engineering with comments and corrections to be made.

Riverfront Connector Project

A joint City Council/Planning Commission meeting was held on February 20th to review the final draft of the Riverfront Connector Plan. There were some comments provided throughout the presentation by City Council and the public in attendance, but the majority of the feedback was positive.

WATER SYSTEM PROJECTS

2019 Waterline Improvements

Finalized plans and put project out for bids for watermain replacements on N. 7th and S. 11th Streets. Project was awarded at the March 6 Council meeting.

2MG Reservoir Rehabilitation Project

Continuing to work with the Contractor and the City's consultant to ensure that warranty issues with the liner workmanship are resolved successfully by the Contractor.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were four Right-of-Way/Construction permits issued in February 2019: sidewalk repair at 61 Plaza; NW Natural repair at Deer Island Rd. & Oregon Street; PGE pole work on Kaster Road; and the plan review for the Columbia Vet Clinic.

Miscellaneous Projects

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

Training Workshops and Committee Meetings

Engineering 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

Attended the Regional Disaster Preparedness Organization Disaster Sanitation Workshop in Portland discussing various logistical issues dealing with the challenges of providing appropriate sanitation methods to large numbers of people during a wide-spread disaster situation.



Parks Department for February 2019



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

Assembled new picnic tables

Trimmed the plants along the highway sidewalk

Replaced the boards on the foot bridge at Campbell Park

Placed a heater in the maintenance room at Grey Cliffs Park restroom

Worked in the flower beds at the library

Raked out the sand piles in the Plaza

Cut up a downed tree in McCormick Park

Dealt with the flood event

Picked up debris from the high water at McCormick Park

Removed a downed tree in Knob Hill Nature Park

Repaired a bench at Campbell Park

Repaired play structure at Campbell Park

Dealt with a tree on N. 13th Street

Worked on the rehab of the Campbell Park restrooms

Replaced toilet paper dispenser at Columbia View Park

Removed graffiti at Columbia View Park restrooms

Repaired restroom stall door at McCormick Park

Received a new top dresser

Prepared the old top dresser for return shipping

Public Works Work Report

February 2019

Water Dept:

Installed 2 new radio read meters
Read meters and heavy users
Read 160 dead meters manually
Turned off and on 27 delinquents
Put in new service on Alderwood Dr.
Helped with construction on FARA Building – many days
Installed new test station at new medical building
Prepared for snow we didn't have
Flooding – sandbagger, set up pumps, cleared drains, etc.
Trenched for electrician for new gate at shop
Shut down main on S. 15th St. for repair
Backfilled gate trench
Replaced meter box at S. 15th St. & Tualatin St.
Worked with contractors at reservoir – confined space entry
Blocked off area where road washed out by WWTP

Sewer Dept:

Sewer plug at Skinny's – jetted manhole in parking lot
Unplugged/jetted sewer lines behind Les Schwabs
Jetted manhole at Emerald Meadows
Sewer plug at 315/317 S. 8th St. – homeowner's side
Flooding – ran pumps and helped with flooding in various locations

Call-Outs

Water leak – no address
Sewer plug on S. 12th – homeowner's side
City-wide flooding! Five guys came in at midnight and worked 12 hours straight
Water on at Crestwood #62

Miscellaneous:

Swept streets
Marked 73 locates
Checked wells & reservoirs daily

February 1st to 28th

Feb 1st

Shop Cleaned the restroom and shop sink cleaned the upstairs storage area
PW #34 Checked for a hydraulic leak found nothing, bought a new grease gun for the machine
Checked and adjusted the hydraulic flow for the hammer also checked the control valve
Parks Sharpened a chainsaw

Feb 4th

Office Computer work
Shop Worked on the tire machine removed the air filter and the oil reservoir filled with oil and cleaned the air filter
PW #72 Tested wiring for the throttle control changed the circuit breakers around and Tested some more checked fuses and relays more testing is needed but we think that the circuit board is bad.

Feb 5th

PW #72 Checked electrical connections and tested grounds, checked the emergency power switch Found no power need to look into it more
PW #17 Adjusted the tailgate latch on the truck

Feb 6th

Brett Vac. Day
PW #28 Checked PCM for codes made an appointment at Emmert
PW Sand blasted a rack for some tanks

Feb 7th

Shop Hearing test
PW #34 Looked for a fuel leak
PW #28 Took the truck to Emmert Mts for repairs
PW #55 Adjusted the left-hand gutter broom
PW #13 Ran the truck measured the right front hub cap and ordered a new one from Napa

Feb 8th

Shop Cleaned the restroom and shop sink
PW Checked all sanders and moved #13 Inside also installed a new plug in the hub cap
PW Fabricated a bracket for the wall too hold some tanks

Feb 11th

Office Computer work Filled paper work
PW #55 Full service
WWTP #73 Replaced the battery

Feb 12th

PW Helped with Flooding all day

Feb 13th

PW #34 drained the fuel from the tank and installed a new fuel level sight gauge refilled the tank with fuel also repaired a hydraulic line and tied up some other hydraulic lines

Feb 14th

PW #55 Tried to reset the engine oil change light will not do it we will need to run it for a while and I will try and reset it again

PW #34 Checked the fuel line that was replaced for leak found nothing, helped tie it down on the trailer

Shop Cleaned the milling machine and swept the upstairs area

Feb 15th

Shop Cleaned the restroom, shop sink and office, mopped all the floors

PW #52 Changed the gear oil in the rear end

Keith Sick

Feb 19th

Shop Worked on the parts washer installed a new gasket on the pump

PW #16 Put DEF Fluid in the truck

Feb 20th

PW #7 Full service and installed a new radio

PW #72 Brought the truck for further testing on the electrical system for the throttle and emergency Power

Feb 21st

PW #72 Checked out some more wiring on the bucket truck

PW Helped with a drain down by the waste water treatment plant

Feb 22nd

Shop Cleaned the restroom and shop sink

PW #34 filled hydraulic reservoir with fluid

PW Started all the sanders

Feb 25

PW Jump started the asphalt cutter

PW #72 Installed a new circuit board in the truck for the emergency pump, throttle control and the Automatic start and shutdown of the engine

Feb 26th

Office Computer work and filled paper work

PW #7 Test drove the truck for a noise found nothing checked all fluids everything ok

Feb 27th

PW Sanded streets cleaned out the sander when finished, tightened a hydraulic fitting

Parks Checked on the equipment

Feb 28th

Shop Cleaned some of the parts room up

PW Checked the equipment



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



Water Filtration Facility Journal February 2019

Water Production: 42.1 million gallons, which averages 1.51 million gallons per day

Week 1 Produced and sent January OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Received new CI17 monitor reagents from HACH. Mayor Scholl and Building Inspector DeRoia accompanied Sue Nelson on an introductory tour of the City of St Helens Water Filtration Facility, the source of our community's drinking water production. Brrrr! Rain is falling in the form of little, white jagged crystals without accumulating on the ground? Is it really trying to snow???? Received delivery of chlorine bleach. Hamer returned to install the new LED display that failed a couple of weeks ago on our caustic chemical feed pump.

Week 2 Mr. Tim has accomplished incredible change outs of leaking chlorine and caustic fittings that have worn out from age due to handling the aggressive chemicals they are carrying. Having to dismantle plumbing trees and replacing fittings, O-rings and gaskets, even changing out one of the chemical feed pumps that has served us for nearly 10 years. Thank you so much Tim. As he would rebuild a plumbing configuration on the header, another leaking fitting would become more obvious, and then on along the plumbing tree he would steadily move along.

Week 3 Tim successfully completed the very large task of rebuilding the chemical feed headers and plumbing tree configuration. What takes so much time in this project is being able to isolate an entire feed section while the system is running, bypassing the configuration that has developed leaking glued joints, cut out the failed fittings, glue all the new fittings together and then let them cure for 2 to 3 days for the glue to really set before putting chemical back through the circuit of fittings. These chemicals are very aggressive on the glue and threaded fittings, and the glued joints need the full curing time so they will withstand the harsh environment they are handling.

Week 4. Guy received an alarm that a main valve on one of the racks is not closing all the way, which shut down the rack and isolated it from service. To correct the problem we had to remove the valve positioner and make modifications to the mounting pedestal on the valve operating stem. Some of the wear and tear on an aging water purification system that needs constant TLC to keep it in running condition. Received delivery of chlorine bleach supply for disinfection of drinking water. Reaching out to Corolla Engineers to assist us in configuring a replacement chemical feed pump system to begin phasing out the original, oversized and obsolete chemical feed pumps we have installed at this time.

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

WWTP Monthly Operations and Maintenance Report

February 2019

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 2/25-Sample refrigerator failed. Running but not cooling. Second time in a couple months. Will get rid of but not replace.

Primary System Report

- 2/6-8-Lowered Primary lagoon to check on grit pile. Found pile around aerator #6 down about 18". Took too long to do ourselves.
- 2/12-Diverted flow around lagoon due to 20+million gallons coming into plant. Peak flow for the day was 31MGD.
- 2/26-Cleaned chunks of grease from around lagoon after high flows.

Pump Stations

- 2/4-Emery and Sons on site to start set up for removal.
- 2/12-All day checking high water in wetwells. No overflows from the pump stations.

Sodium Hypochlorite System

- 3635 gallons used this month.
- 2674 gallons used last month.
- 2/26-Approx. 5100 gallons delivered.

Call-outs

- 2/8-1700-M-1 flow alarm. Stewart in. Found no flow in manhole.
- 2/10-1730-M-1 flow alarm. Stewart in. Found no flow. Added 5 minute delay to alarm notification.
- 2/11-2355-M-1 flow alarm. Stewart in and found flow over the weir. Also got pump failure alarm at PS#3. At 0005 on 2/12- High wetwell alarm at PS#5. Johnny in to help. They set up the portable lift station at PS#6 to help curtail the flooding. Overall, we got 2.61" of rain in 11 hours.

Plant

- 2/12-Found overflow structure for Secondary lagoon full and flowing backwards into the lagoon. The storm system had backed up and washed out part of the road across from the lagoon. Once the flow had subsided, the line was TV'd and the storm water pipe was found collapsed. Crews are now in the process of determining the next step.
- 2/13-Clean up from the storm.
- 2/20-JWC rep out to look over headworks.
- 2/27-Cleaned North contact tank.

Pretreatment

- 2/1-Submitted Local and Mandated program manual to DEQ for approval.

- 2/5-Issued permit modification to Transfer Station.
- 2/20-Cascades called to inform us they had an oil spill that got to the sewer. They added extra oil boom and checked both the clarifier and the secondary pit and found no observable oil.
- 2/22-Septage station not responding to wifi. Called Max and he stopped by to fix.
- 2/25-Finished Pretreatment Annual Report

Other

- 2/11-Joint Maintenance put new battery in portable lift station.
- 2/14-Still getting spurious alarms at manhole M-1. No flow so called technical support. Checked wiring and ultrasound. May be a bad transducer.

Next Month

- PS#6 replacement-ongoing