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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, October 21, 2015, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1. Visitor Comments 1:00 p.m.
2. Discuss Requests for Staffing Additions/Modifications 1:05 p.m.
3. Halloweentown Activities Update – *Tina Curry* 1:25 p.m.
4. Presentation by Community Advocate for Halloweentown Planning – *Stephanie Patterson* 1:40 p.m.
5. Presentation by Eric Jensen for Proposed Dog Sculpture – *Eric Jensen* 1:55 p.m.
6. Communications FY14/15 4th Quarter & FY15/16 1st Quarter Reports – *Crystal Farnsworth* 2:10 p.m.
7. Discussion Regarding Carbon Pricing 2:20 p.m.
8. Review Draft Marijuana Related Business License Application Form and Community Impact Agreement 2:30 p.m.
9. Review Utility Rates Proposal for 2016 2:40 p.m.
10. Department Reports 2:50 p.m.
11. Council Reports 3:10 p.m.
12. Executive Session: ORS 192.660(2)(e) Real Property Transactions 3:30 p.m.
13. Other Business
14. Next Work Session Items
15. Upcoming Dates to Remember:
 - **October 21, Council Work Session, 1:00 p.m., Council Chambers**
 - **October 21, Council Regular Session, 7:00 p.m., Council Chambers**
 - October 27, Arts & Cultural Commission, 6:30 p.m., Council Chambers
 - October 29, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers
16. Future Public Hearing(s)/Forum(s):
 - November 4, 6:30 p.m., PH: Utility Rates



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.



Memorandum

To: The Mayor and Members of the City Council
From: Jon Ellis, Finance Director *JE*
Subject: Request for Staff – in context of expanded staffing needs – all departments
Date: October 21, 2015

Attached for further discussion is an overview of staffing needs for all departments that impact the General Fund. This should provide an expanded perspective when considering Administration's Finance/Court staffing request presented at the City Council Work Session of October 7th.

City of St Helens
Estimated costs for maintaining and/or increasing service levels
Competing Needs Assessment

Department / Divisions	Narratives / Proposals	Costs of Proposals			What If?
		General Fund	Other Funds	Total	General Fund
Administration - Finance/Court					
Opportunity / Need:	Address Work Loads, Sustainability, and Succession				
History:	In 2012 reduced Acctg Assistant position to Office Assistant position and right sized courts from 3 days to 2 days per week.				
Proposed Actions:	Opt 1 - Accountant / Reclassification / .4 FTE	58,000	66,000	124,000	28,800
	Opt 2 - Reclassification and .8 FTE	28,800	17,000	45,800	
	Opt 3 - Reclassification and .6 FTE (Full Year)	15,200	23,060	38,260	
Opportunity / Need:	Community Development Director				
	To be further discussed in-depth during next Budget Process				
Library					
Opportunity / Need:	Restore library service hours lost since great recession				
History:	Since 2008 library hours were reduced from over 60 hours per week to present 42 hours per week				
Proposed Actions:	Opt 1 - Restore operating hours from 42 to 47 hrs./wk. - requires .2 FTE	7,920	-	7,920	7,920
	Opt 2 - Restore operating hours from 42 to 47 hrs./wk. and handle transition of staffing changes - requires .5 FTE	19,800	-	19,800	
Police					
Opportunity / Need:	Restore Code Enforcement Services *				
History:	Since 2008 police went from 2 Code Enforcement Officers to none. In current fiscal year - approved part-time enforcement officer for an average of 1.5 days per week - year around. Costs shared with Public Works (67% Police / 33% Public Works)				
Proposed Actions:	Opt 1 - Increase code enforcement to 2 days per week - with 100% of .5 day covered by Police Budget	9,260	-	9,260	9,260
	Opt 2 - Increase code enforcement to 3 days per week - with 80/20 split with public works	25,920	1,850	27,770	
	Opt 3 - Increase code enforcement to full time - with 85/15 split with public works	60,090	4,730	64,820	
* Please note with current year recruitment opportunities, Police could cover full time code enforcement through the rest of this year and still be under budgeted. Therefore, position for the current year not an immediate draw on reserves					
Opportunity / Need:	Restore Sworn Officers - continue to discuss next budget process				
History:	Since 2008 police went from 20 sworn officers to 16. In FY 15-16 we reclassified an Sergeant to Lieutenant - restoring the lieutenant position that was cut in FY 13-14.				
Proposed Actions:	Increase sworn Police Officers from 11 to 12 (was 14 in 2008).	110,000	-	110,000	
Public Works - Parks					
Operational opportunities associated with General fund parks more appropriately discussed during next budget cycle					

Total Costs if City Council approves a need in each department

45,980



Memorandum

To: The Mayor and Members of the City Council
 From: Jon Ellis, Finance Director
 Subject: Finance / Municipal Court Staffing
 Date: October 1, 2015

Request:

Shall City Council direct staff to proceed with reclassifying and recruiting for positions in Finance and Municipal Court?

Background:

Finance and Municipal Court have gone through significant rightsizing over the years due to the great recession. With the improvement to the economy and increased activity levels in Court and Finance, maintaining existing services levels are no longer sustainable. Sustaining service levels over the past year was primarily on staffs' willingness to work excessive hours, which for non-exempt employees resulted in increasing accrued comp time balances and for exempt staff, just doing it.

During the development of the Fiscal Year 2015-16 budget, staff proposed some steps to help alleviate the mounting pressures and back log, however the Budget Committee only adopted a .6 FTE for a term limited 6 month position (annual .3 FTE). The following are proposed reorganizations to Court and Finance to address the short fall anticipated in January 2016. The proposals vary from fixing the system for several years versus a continued temporary band aide to carry the departments into the next fiscal year.

					Restructure		
Division / Position		FY 2010-11	FY 2011-12	FY 2015-16	Opt 1	Opt 2	Opt 3
Finance							
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	-	-	-	1.00	-	-	-
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	-	-	1.00	1.00	1.00	1.00
Office Assistant	-	0.80	1.15	-	0.40	0.40	0.40
Utility Billing Specialist - Customer Service	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Utility Billing Specialist - Cashier	-	-	-	1.00	1.00	1.00	1.00
Total Finance	5.00	4.80	5.15	6.00	5.40	5.40	5.40
Municipal Court							
Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Part-time Deputy	1.00	-	-	-	-	-	-
Office Assistant	-	0.20	0.15	0.40	0.40	0.40	0.20
Municipal Judge	1.00	-	-	-	-	-	-
City Prosecutor	1.00	-	-	-	-	-	-
Total Court	5.00	2.20	2.15	2.40	2.40	2.40	2.20
Total	10.00	7.00	7.30	8.40	7.80	7.80	7.60
Total Increase in budget - assume Full Yr					124,000	45,800	38,260
General Fund					58,000	28,800	15,200
Other Funds					66,000	17,000	23,060

Option 1 - proposes adding one full time position (Accountant), reclassifying the Office Assistant to an Accounting Assistant, and bringing in a .4 FTE (2 days a week) Office Assistant to support Court. The cost is \$124,000 of which \$58,000 is funded by the General Fund.

The Accountant will be primarily responsible to perform account reconciliation, provide backup to AP and Payroll, be responsible for analytical reports for Water, Sewer and Storm and Municipal Court. This will help alleviate excess hours provided by the Finance Director and Accounting Tech positions.

The reclassification of the Office Assistant position will address support of payroll processes, enhanced analytics associated with Utility Customer Service, and provide back up for Utility Billing Specialist.

The hiring of a .4 FTE will provide the additional support required to keep court records current, help expedite adjudication process and assist in alleviating the level of stresses. Last year case workloads approached pre-2008 levels and with police finally getting back to fully staffed and healthy, workloads are anticipated to increase further.

This option is optimal for succession planning and should address the staffing concerns for several years, absent from the assessment of converting bi-monthly utility billing to monthly.

Option 2 – proposes shifting responsibilities between the Finance Director and the Accounting Tech associated with account reconciliations (pay differential may need to be further assessed), have the reclassified Accounting Assistant perform monthly processing of payroll, and hire a .8 FTE Office Assistant to provide support 2 days a week for court and 2 days a week for Utility Customer Service. The cost is \$45,800 of which \$28,800 is funded by the General Fund.

Option 3 – proposes what was requested in the FY 15-16 budget process that was not adopted. In reflection (4 months in review mirror), this would help but is really insufficient. But as a wise Fire Chief once lamented, it is better than a sharp stick in the eye.

Recommendation

Staff recommends Option 1 – however Option 2 can assist in maintaining service levels for an interim period until such time as a new Finance Director is recruited.

Lewis & Clark Mascot Statue

"The Seaman Monument"

Metal sculpture of the dog, Seaman

25' tall

Includes a chaise lounge that hangs from the dog's mouth

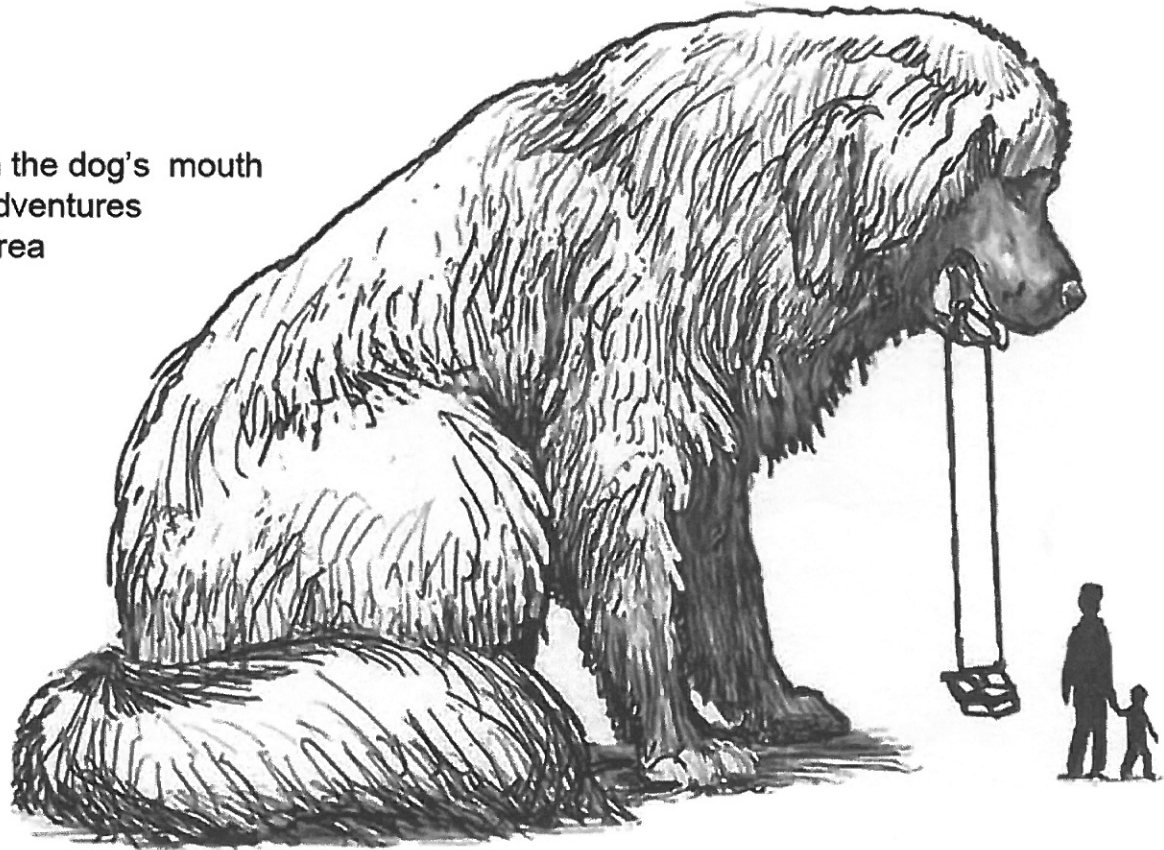
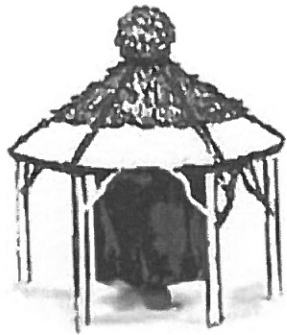
Interpretive kiosk describing Seaman's adventures

Sited in St. Helens' Old Town riverfront area

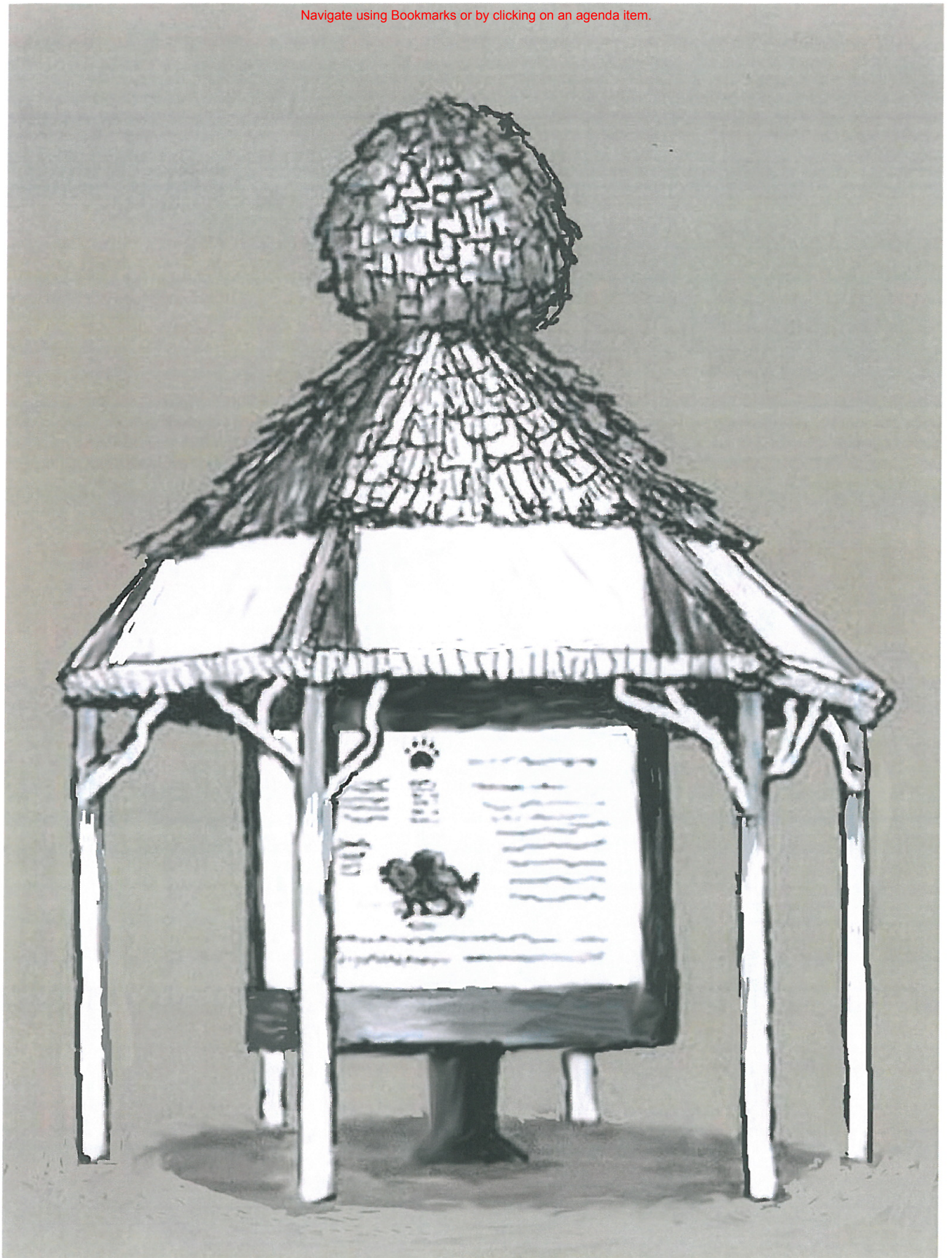
Funded with outside money from donors

such as Ralston Purina

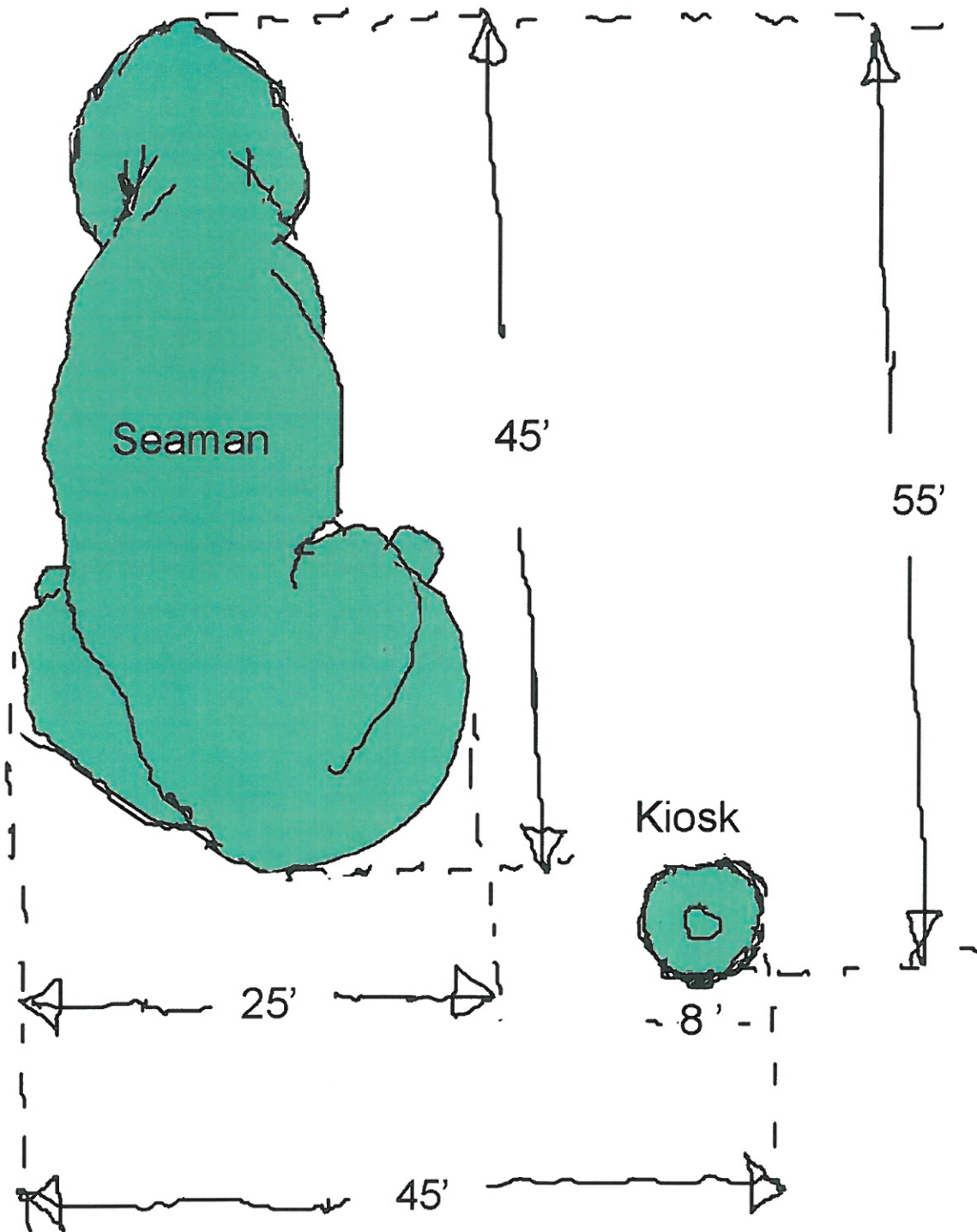
Huge tourist draw







Footprint of the Seaman Interpretive Monument



Communications Report

April – June 2015

Prepared by Crystal Farnsworth
October 15, 2015



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
April 2015	8	37	29				
May 2015	1	36	33	1	1		
June 2015	6	42	33	1	1		
Totals	15	115	95	2	2	0	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous*	Total
Hours	10	45.25	22.5	36.51	24.75	14.5	153.51

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Workload Indicators

Summer

VS

Spring

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory		Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
April 2015	8	37	29					January 2015	1	13	10	0	1		
May 2015	1	36	33	1	1			February 2015	1	5	4	0	1		
June 2015	6	42	33	1	1			March 2015	4	20	18	1	2		
Totals	15	115	95	2	2	0	0	Totals	6	38	32	1	4	0	0

Total Hours Worked by Category								Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous**	Total	Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous**	Total
Hours	10	45.25	22.5	36.51	24.75	14.5	153.51	Hours	12.5	30	10	14.06	10.75	1.75	79.06

Department Allocations

Total Hours Worked by Department / Fund	
Administration	11.57
Boards/Commiss.	7.08
City Council	7.25
Communications*	62.25
Comm. Develop.	0.75
Emergency Mgmt.	4.82
Engineering	1
Finance	0.75
Library	33.49
Parks	0.75
Planning	0.41
Police	8.25
Public Works	7.25
Tourism	6.89
Training	1
Total Hours	153.51

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991*

Followers as of June 30, 2015: 3,146

*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes

Facebook Stats: Pages to Watch

Page	Total Page Likes	New Page Likes	Posts This Week	Engagement This Week
1  Vancouver, Washington ...	4.7K 	▲0.4% from last week	16	161 
2  Oregon Department of T...	4K 	▲0.4% from last week	11	221 
3  City of Sandy, Oregon – ...	3.7K 	▲0.1% from last week	5	73 
4  Beaverton City Governm...	3.1K 	▲0.1% from last week	11	50 
5  City Of St Helens	3K 	▲0.3% from last week	12	274 
6  City of West Linn - Gove...	2.8K 	▲0.1% from last week	18	253 
7  Clackamas County, Oreg...	2.2K 	▲1.6% from last week	8	106 
8  Columbia River Fire & R...	1.9K 	▼0.1% from last week	1	8 
9  Wilsonville - Local Gover...	1.4K 	▲0.1% from last week	3	43 
10  The City of Scappoose	477 	▲1.1% from last week	2	2 

Top Engagement

April 4-6

May 12-14

May 18-20

June 5

June 8

June 10

June 15

Twitter

Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

As of March 31, 2015: 537

As of June 30, 2015: 540

Activity Highlights

- **Promote**
 - **St. Helens Youth Council Meetings**
 - **National Library Week**
 - **Friends of Nob Hill Semi-Annual Work Party**
 - **13 Nights on the River**
 - **Fourth of July**
 - **SHEDCO Clean-Up Day**
 - **Library / ACC Youth Art Workshops**
 - **Municipal Court Clerks Week**
 - **National Police Week**
 - **National Public Works Week**
- **Spring Gazette and Summer Gazette**

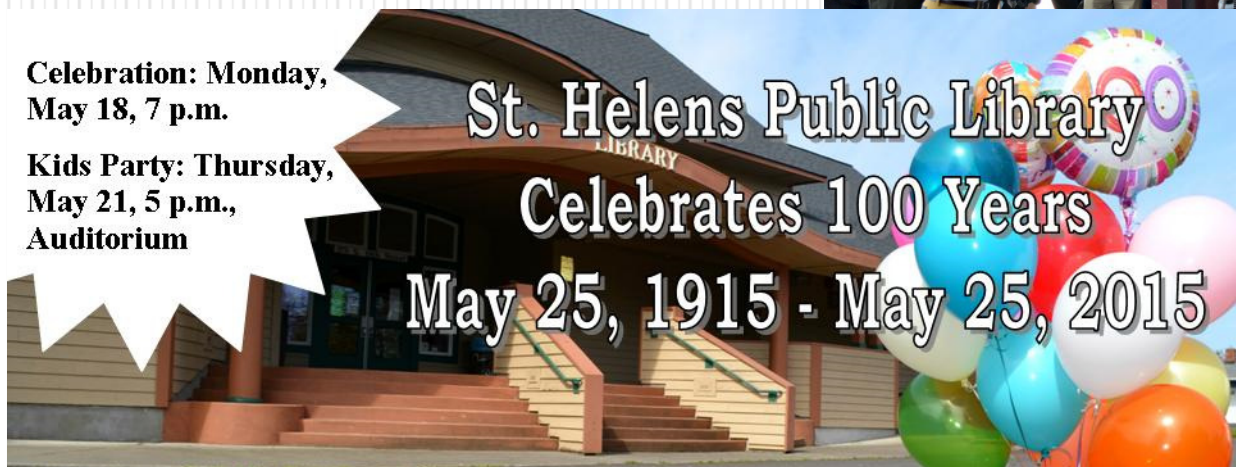
Activity Highlights

- Library's 100th Year Birthday
- Coffee with a Cop
- Waterfront Open House
- Godfrey Park Goats



**Celebration: Monday,
May 18, 7 p.m.**

**Kids Party: Thursday,
May 21, 5 p.m.,
Auditorium**



Communications Report

July – September 2015

Prepared by Crystal Farnsworth
October 15, 2015



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
July 2015	3	17	16		1		
August 2015	2	16	16		1		
September 2015	0	36	31		1		
Totals	5	69	63	0	3	0	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous*	Total
Hours	15.25	12	7.25	23.15	10.5	106.5	174.65

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	22.99
Boards/Commiss.	1.16
City Council	1
Communications*	28.24
Comm. Develop.	0.83
Emergency Mgmt.	84.3
Engineering	0.75
Finance	3.25
Library	10.08
Parks	0.58
Planning	0
Police	5.82
Public Works	4.16
Tourism	11.49
Training	0
Total Hours	174.65

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042


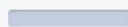





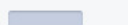

























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Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes

Facebook Stats: Pages to Watch

Overview Likes Reach Visits Posts Videos People						
Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week		
1  Vancouver, Washington ...	5.3K 	▲1.5%	11	979 		
2  Oregon Department of T...	4.6K 	▲1.7%	6	27 		
3  City of Tualatin - Govern...	3.2K 	▲0.1%	16	515 		
4  City Of St Helens	3.2K 	▲0.5%	11	1.1K 		
5  Clackamas County, Oreg...	2.5K 	▲0.4%	8	42 		
6  City of Tigard, Oregon	954 	▲0.6%	29	148 		
7  City of Sandy, Oregon – ...	4K 	▲0.7%	8	478 		
8  Beaverton City Governm...	3.3K 	▲0.8%	18	171 		
9  City of West Linn - Gove...	3K 	▲0.3%	52	429 		
10  Wilsonville - Local Gover...	1.4K 	▲0.3%	2	37 		
11  The City of Scappoose	575 	▲0.7%	4	99 		

Top Engagement
 July 6
 July 8
 July 14
 Sept. 18
 Sept. 21-24

Twitter

Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

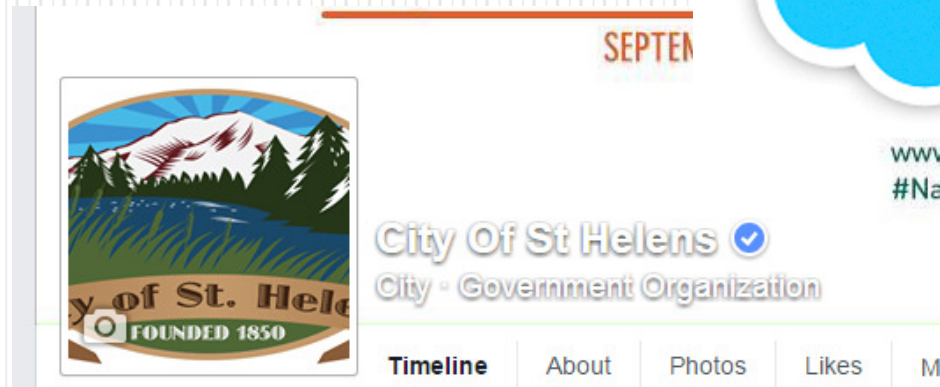
As of March 31, 2015: 537

As of June 30, 2015: 540

As of Sept. 30, 2015: 670

Activity Highlights

- Social media verification



Activity Highlights

- **FEMA Advanced PIO Training**

- **Prerequisites:**

- IS-42 Social Media in Emergency Management
- IS-100 Introduction to Incident Command System (or ICS course for specific specialty: healthcare, public works, etc.)
- IS-200.b ICS for Single Resources and Initial Action Incidents (or discipline specific course)
- IS-201 Forms Used for the Development of the Incident Action Plan
- IS-250.A: Emergency Support Function 15 (ESF15) External Affairs: A New Approach to Emergency Communication and Information Distribution
- IS-251: Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- IS-700.a National Incident Management System, In Introduction
- IS-702.a NIMS Public Information Systems
- IS-800.B: National Response Framework, An Introduction
- G0289 Public Information Officer Awareness (or IS-29 PIO Awareness online course).....

Activity Highlights

- **FEMA Advanced PIO Training**

- **Prerequisites:**

- G0290 Basic Public Information Officer (or S203 Public Information Officer or E/L 952 All Hazard Incident Management PIO
- G0291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs (May be waived with successful completion of Pre-course Assessment with written request of Course Manager and approval.)
- IS-242.B: Effective Communication
- IS-120.a An Introduction to Exercises
- IS-660: Introduction to Public-Private Partnerships
- IS-909: Community Preparedness: Implementing Simple Activities for Everyone

Activity Highlights

- **FEMA Advanced PIO Training**



Activity Highlights

- **Public Works Sidewalk Repair Program**
- **13 Nights on the River**
- **CRPUD Partnership for Low Flow Shower Fixtures/Kitchen Sink Aerators**
- **OAMR Social Media Conference Presentation**
- **Spirit of Halloweentown**
- **National Preparedness Month campaign**
 - **City Hall Fire Drill Participation**

Activity Highlights

- **Thank a Police Officer Day Autograph Contest**



Activity Highlights

- **Kiwanis Presentation on State of the City**
- **Waterfront Interim Trail**
- **Banned Books Week**
- **Phase II Gateway Sculpture Project**
- **Fall Gazette**



On the Horizon

- **Winter Gazette**
- **Spirit of Halloweentown**
- **Christmas Ships/Tree Lighting**
- **Waterfront Redevelopment**

RECEIVED

AUG 12 2015

Cassidy Jones
St Helens City Council Meeting
August, 2015

OFFICE OF ST. HELENS
CITY RECORDER

Hello and thank you to the St Helens City Council. My name is Cassidy Jones and I am proud to say that I was born and raised in St Helens. I am about to enter my senior year of college but for the summer, I am a farm education intern for the Sauvie Island Center. I am also a fellow with Oregon Climate, a statewide campaign for fair and effective climate policy--which is the reason why I have approached you today.

It is my desire to urge the city council to adopt a resolution that will urge the Oregon Legislature to put a price on carbon and hold polluters accountable, specifically through a cap and dividend scenario. Similar resolutions have already been adopted by Ashland, Medford, Portland, Corvallis, Albany, and more. By adopting such a resolution, St Helens can bring a rural, small town perspective to the table--other cities in the NW region have been approached this summer such as Astoria, Warrenton, and Tillamook. It has been part of my mission to make contacts with Clean Columbia County and Envision Columbia County to gain their support, as they too understand the importance of rural action-- when speaking with their members, they agreed that it was time for leadership from Columbia County.

At Oregon Climate, we are advocating for a dividend. This dividend is best described as a check distributed to all Oregonians, despite income level, where you live, etc. The dividend option would bring anywhere between \$500-\$1500 dollars to Oregonians, and -- as a Portland State University study proved -- would have a negligible impact on the economy (in fact, national studies have shown that the dividend could lead to significant job growth).

Why this option over using the money to fund important things such as education or healthcare? If we redistribute this money from carbon pricing back to everyone in the form of a dividend, it is a lasting and equitable program. Eventually, the idea is that an energy transition will occur, making purchasing carbon permits obsolete. This does mean that the carbon dividend would dry up, making it especially important that we not rely on this income to fund things as important to our state such as education and healthcare. By redistributing these funds equally to all Oregonians, we can create a strong and lasting program that is simple, straightforward, and the lower 2/3 of Oregonians would come out on top.

Thank you again for your time and leadership, I couldn't be more proud to call St Helens my home.

Sample Carbon Price and Dividend Resolution for Adoption by City Councils

RESOLUTION NO. _____

A RESOLUTION TO REQUEST CARBON PRICING BY THE STATE OF OREGON

The City Council of _____:

- A. Is compelled by the scientific consensus that greenhouse gas emissions from human activities are the primary cause of global climate change.
- B. Finds that climate change is a threat to public health, national security, food security, business supply chains, wildlife, and future generations. These costs to our society are not reflected in the price of fossil fuels and therefore the City Council of _____ regards them as hidden costs—or *market negative externalities*—of fossil fuels.
- C. Believes that a simple price signal to consumers is the most efficient way to discourage consumption of fossil fuels and encourage innovation of alternative energy sources.
- D. Finds that the preponderance of research—including the 2014 Carbon Tax Study published by Regional Economic Models, Inc. and the 2014 Portland State University Northwest Economic Research Center report to the legislature —indicates a revenue neutral carbon price would stimulate economic growth and rapidly reduce greenhouse gas emissions.
- E. Believes that a price on fossil fuels would make low-carbon sectors of Oregon’s economy more competitive, and that renewable energy development is a growth opportunity for our state.
- F. Appreciates that a carbon price by itself would be regressive and supports a provision (§3) to alleviate the burden on low-income households.
- G. Finds that global climate change is uniquely urgent and therefore supports a policy free from traditional wedge issues such as revenue, spending and the size of government.

THEREFORE, EFFECTIVE IMMEDIATELY, THE CITY COUNCIL OF _____, A MUNICIPAL CORPORATION OF THE STATE OF OREGON, CALLS ON THE OREGON STATE LEGISLATURE TO:

- §1.** Craft legislation to enact a carbon price, in the form of a fee or cap, using the best available research to ensure a policy that significantly reduces emissions while mitigating impacts on low-income Oregonians.

§2. Establish price levels that will lead to greenhouse gas emission reductions that adequately address the climate crisis, according to the most credible climatological and economic research.

§3. Return 100% of revenue collected from the tax or cap back to Oregon households in the form of a check.

This resolution shall be sent to Governor Brown, Senators Wyden and Merkley, Congressman/woman _____, our local state legislative delegation; and the City shall lobby on its behalf where appropriate.

The foregoing Resolution adopted on the _____ day of _____, 2015.

Deputy City Recorder

From the Portland Business Journal

[:http://www.bizjournals.com/portland/blog/sbo/2015/05/the-cost-of-carbon-oregon-cities-county-urge-2015.html](http://www.bizjournals.com/portland/blog/sbo/2015/05/the-cost-of-carbon-oregon-cities-county-urge-2015.html)

5 local Oregon governments call for carbon pricing

May 7, 2015, 9:51am PDT Updated: May 8, 2015, 2:54pm PDT



[Wendy Culverwell](#)

Staff Reporter- *Portland Business Journal*

[Email](#) | [Twitter](#) | [Google+](#)

Pressure is mounting on the 2015 Legislature to tax carbon emissions with four Oregon cities and one county passing resolutions calling for it to pass a measure putting a price on carbon in the form of a tax or cap in order to reduce Oregon's greenhouse gas emissions to pre-1990 levels.

The local governments join a team of [three dozen Oregon economists](#) who called on lawmakers to approve legislation requiring the Department of Environmental Quality to create a carbon cap-and-dividend program in April.

The push to enlist cities and counties is the brainchild of Oregon Climate, which [wants local governments](#) to lend their voices,. The climate nonprofit says the collective action will build support for a dramatic — and controversial — new program which could include returning any money collected to Oregonians.

See Also

- [Economists urge Salem to make polluters pay](#)

A report issued in December by the Northwest Economic Research Center at Portland State University says a carbon tax would be an effective incentive to reduce greenhouse gas emissions and would not significantly impact the economy of jobs base. At \$60 per ton, a carbon tax would trim emissions by 26 percent and raise \$2.35 billion in new taxes.

The 2013 Legislature commissioned the report to guide the 2015 session.

[House Bill 3470](#), pending in the House rules committee, requires the Department of Environmental Quality to adopt rules around bringing the state into compliance with its

greenhouse gas goals, including providing monetary incentives to compel compliance. A separate bill is being introduced in the Senate.

While it's up to state lawmakers to make the call, local leaders have a big voice, said Page Atcheson, field director for Oregon Climate.

Her group [published a template](#) for cities and counties to follow.

It hasn't taken a position on the amount Oregon should assess, saying only that it should reflect the level that science says will make a difference.

Benton County was first to pass a resolution. The cities of [Hood River](#), [Corvallis](#), [Milwaukie](#) and [Eugene](#) have since followed suit.

"We feel cities and counties lend an important voice to the decision-making process," she said.

Climate Oregon favors an approach that would refund money collected to Oregonians to ensure lower-income residents aren't unfairly burdened by a regressive new tax.

Wendy covers sustainable business, food systems, manufacturing and law. [Sign up for her SBO Dispatch newsletter](#) to get the top energy, cleantech and green building stories twice per week.

City of St. Helens
275 Strand Street
P.O. Box 278
St. Helens, OR 97051
(503) 397-6272

No fee

City of St. Helens
MARIJUANA BUSINESS
LICENSE APPLICATION
Ordinance No. 3196

Please read the attached St. Helens Municipal Code Chapter 5.30, complete this application and return to City Hall at least 30 days prior to the date the license is requested to be effective.

Name of business:_____ Business Phone:_____

Business DBA:_____

Applicant (All owners/operators must provide information)

Name:_____ Home Phone:_____

Home Address:_____ City, State:_____

Date of Birth:_____ Driver's Lic. State/No.:_____

Business

Principal business address:_____

OLCC or OHA License No.:_____ License Type:_____

Please attach a copy of your valid OLCC or OHA license.

Do you have a valid City of St. Helens Business License? ☐ Yes ☐ No

If yes, Business License No._____ Secretary of State Registration No._____

Have you entered into a City Community Impact Agreement? ☐ Yes ☐ No

Is your business a: ☐ Corporation ☐ Partnership ☐ Association ☐ Other:_____

If the business is a corporation, partnership, or association, please list the name, address, date of birth, and driver's license state/number of each officer, partner, agent, etc.*:

Name:_____ Date of Birth:_____

Address:_____ Driver's License No.:_____

_____ Driver's License Issuing State:_____

Title:_____

**Additional space provided on back.*

Provide a detailed description of the type, nature, and extent of the proposed business operations:

Provide a detailed description of the proposed accounting and inventory systems for the business:

Additional Space:

I hereby certify under penalty of perjury and false swearing that the information I have provided is true and correct.

Applicant Signature

Date Signed

FOR OFFICE USE ONLY

Date Received: _____

Received by: _____

Date Forwarded to Police Dept.: _____

PD Sign & Date: _____

Date Forwarded to City Administrator: _____

City Administrator Approval: _____

Date of Final Approval: _____

COMMUNITY IMPACT AGREEMENT

This Community Impact Agreement ("Agreement") is entered into between the City of St. Helens, an Oregon municipal corporation ("City") and _____, a _____, ("Marijuana Related Business") collectively "the Parties."

RECITALS

WHEREAS, the St. Helens City Council approved Ordinance No. 3196 on October 7, 2015, amending St. Helens Municipal Code ("SHMC") Chapter 5.30 to allow Marijuana Related Businesses to operate in the City; and

WHEREAS, SHMC 5.30.020 requires Marijuana Related Businesses to obtain a Marijuana Related Business License from the City in order to legally operate in the City; and

WHEREAS, an executed community impact agreement is one requirement to obtain a Marijuana Related Business License from the City; and

WHEREAS, the Parties jointly wish to enter into this Agreement.

Now, THEREFORE, in consideration for the mutual covenants and agreements herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to seek to mitigate the public safety and public health impacts of the Marijuana Related Business on the St. Helens community.
2. DEFINITIONS. As used in this Agreement, unless the context requires otherwise:
 - a. "Administrator" means the Finance Director for the City of St. Helens or his/her designee.
 - b. "Gross Sales" means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products.
 - c. "Marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
 - d. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the

State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- e. "Purchase or Sale" means the acquisition or furnishing for consideration by any person of marijuana or marijuana-infused products within the City.
 - f. "Retail sale" means the transfer of goods or services in exchange for any valuable consideration.
3. CITY FINDINGS. The City hereby finds that the operation of the Marijuana Related Business in the City will contribute to the economic development of the City, but may also increase the demand on City services resulting from the use of marijuana, specifically on public safety and public health. The City therefore intends, by this Agreement, to increase support to public safety, enforcement, and health related programs in the City and broader community which are impacted by increased marijuana usage.
4. TERM. The term of this Agreement shall commence upon the approval of this Agreement by the City Council and execution by the Mayor and shall continue for five (5) years unless (i) sooner terminated as provided in this Agreement or (ii) extended as mutually agreed upon, in writing, by the Parties.
5. COMMUNITY IMPACT PAYMENTS. The Marijuana Related Business recognizes and acknowledges that the City may experience direct and indirect impacts resulting from the use of marijuana, specifically on public safety and public health. In order to mitigate those impacts, Marijuana Related Business shall make quarterly Community Impact Payments to City in the amount described in Section 6 of this Agreement. City shall appropriate funds from the Community Impact Payments to public safety and marijuana related programs in the City.
6. AMOUNT OF COMMUNITY IMPACT PAYMENTS.
- a. Marijuana Related Business shall pay to the City fifteen percent (15%) of the gross sale amount paid to the Marijuana Related Business of marijuana and marijuana-infused products.
 - b. The following deductions shall be allowed against sales received by the Marijuana Related Business providing marijuana or marijuana-infused products:
 - i. Refunds of sales actually returned to any purchaser.
 - ii. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by Marijuana Related Business.

7. METHOD AND TIMING OF PAYMENTS.

- a. Marijuana Related Business shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Administrator, on forms provided by the City, specifying the total sales pursuant to this Agreement and the amount of the Community Impact Payment.
- b. Marijuana Related Business shall be entitled to retain one percent (1%) of the amount due to defray the costs of bookkeeping and remittance.
- c. Marijuana Related Business must keep and preserve in an accounting format established by the Administrator records of all sales and such other books or accounts as may be required by the Administrator. All such books, invoices and other records shall be retained for a period of three (3) years. The Administrator shall have the right to inspect all such records at all reasonable times.

8. REFUNDS.

- a. Whenever the amount of the Community Impact Payment has been overpaid or paid more than once, or has been erroneously collected or received by the City, it may be refunded as provided in subsection b. of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Administrator within one year of the date of payment. The claim shall be on forms furnished by the Administrator.
- b. The Administrator shall have twenty (20) calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Administrator shall notify the Marijuana Related Business in writing of the Administrator's determination. Such notice shall be mailed to the address provided on the claim form. In the event a claim is determined by the Administrator to be a valid claim, Marijuana Related Business may claim a refund, or take as credit against future Community Impact Payments in the amount overpaid, paid more than once, or erroneously collected or received. Marijuana Related Business shall notify Administrator of its choice no later than fifteen (15) days following the date Administrator mailed the determination. In the event Marijuana Related Business has not notified the Administrator of its choice within the fifteen (15) day period and Marijuana Related Business is still in business, a credit will be granted against the Community Impact Payment for the next quarter. If the Marijuana Related Business is no longer in business, a refund check will be mailed to the address provided in the claim form. Any credit for erroneous overpayment taken on a subsequent Community Impact Payment for refund of an amount erroneously overpaid by Marijuana Related Business must be so taken or filed within three (3) years after the date on which the overpayment was made to the City.

- c. No refund shall be paid under the provisions of this section unless the Marijuana Related Business established the right by written records showing entitlement to such refund and the Administrator acknowledged the validity of the claim.
- 9. TERMINATION. This Agreement shall be terminated:
 - a. At any time upon mutual agreement of the Parties.
 - b. If Marijuana Related Business breaches this Agreement and fails to cure the breach within thirty (30) calendar days' notice from the City. Termination shall be effective immediately following the time to cure.
 - c. Pursuant to SHMC 5.30.035, should federal or state statutes, regulations, or guidelines be modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit legal operation of a Marijuana Related Business.
 - d. If the City revokes the Marijuana Related Business License, pursuant to SHMC 5.30.035(2).
- 10. CONFIDENTIALITY. Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Agreement. Nothing in this section shall prohibit:
 - a. The disclosure of the names and addresses of any person who is operating Marijuana Related Business; or
 - b. The disclosure of general statistics in a form which would not reveal Marijuana Related Business' financial information; or
 - c. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures.
- 11. AUDIT OF BOOKS, RECORDS, OR PERSONS.
 - a. The City, for the purpose of determining the correctness of the Community Impact Payment, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of Marijuana Related Business' state and federal income tax return. All books, invoices, accounts and other records shall be made available within the city limits and be open at any time during regular business hours for examination by the Administrator or an authorized agent of the Administrator.
 - b. If the examinations or investigations disclose that any reports of Marijuana Related Business filed with the Administrator pursuant to the requirements herein have shown incorrectly the amount of the Community Impact Payment

accruing, the Administrator may make such changes in subsequent reports and payments, or make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigations.

- c. Marijuana Related Business shall reimburse the City for reasonable costs of the examination or investigation if the action disclosed that the Marijuana Related Business paid ninety five percent (95%) or less of the amount owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of nine percent (9%) per year from the date the original payment was due.
 - d. Marijuana Related Business shall keep a record in such form as may be prescribed by the Administrator of all sales of marijuana and marijuana-infused products. The records shall at all times during the business hours of the day be subject to inspection by the Administrator or authorized officers or agents of the Administrator.
 - e. Marijuana Related Business shall maintain and keep, for a period of three (3) years, all records of marijuana and marijuana-infused products sold.
12. FORMS. City shall provide to Marijuana Related Business a form on which Marijuana Related Business shall report the sales of marijuana and marijuana-infused products to City and determination of the Community Impact Payment.
13. AMENDMENTS. Amendments to this Agreement must be made in writing and approved by all Parties.
14. NON-ASSIGNMENT. This Agreement may not be assigned by any of the Parties without written consent of the other Parties.
15. ENTIRE AGREEMENT. This Agreement incorporates by reference SHMC Chapter 5.30 and constitutes the entire agreement between the Parties.
16. SEVERABILITY. The Parties agree that, if any term of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms will not be affected.

[Signature Page to Follow]

CITY:

CITY OF ST. HELENS, a municipal corporation of the State of Oregon

MARIJUANA RELATED BUSINESS:

By: _____
Name: _____
Its: City Administrator

Date: _____

By: _____
Name: _____
Its: _____

Date: _____


APPROVED AS TO FORM:

By: _____
City Attorney



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Through: John Walsh, City Administrator

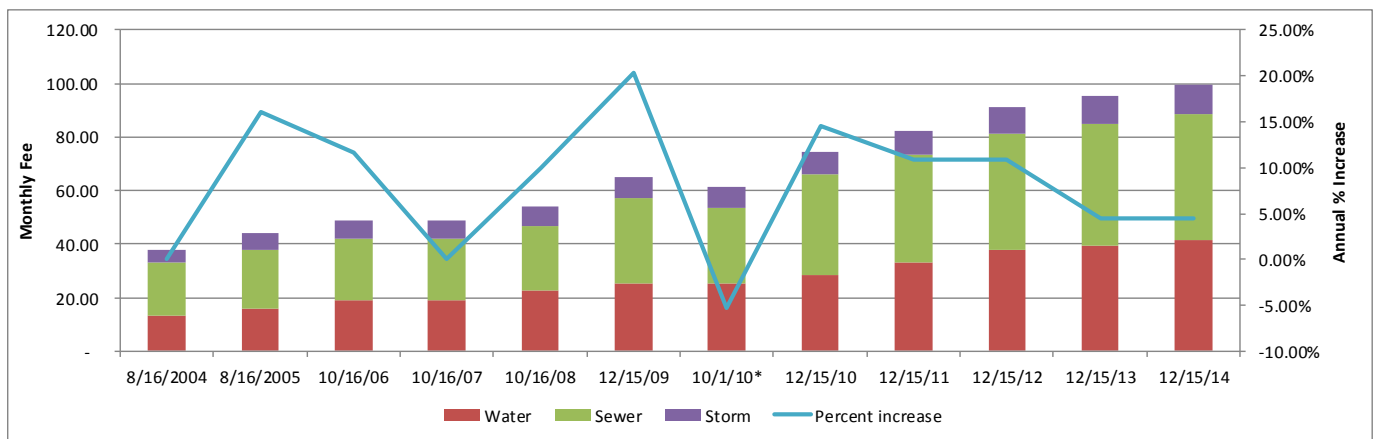
Subject: Proposed Water, Sewer and Stormwater Rates for Calendar Year 2016

Date: October 14, 2015

BACKGROUND

Over the past decade, the City of St. Helens has worked closely with consultants in the development, maintenance, and updating of the water, sewer and stormwater utility rate models to assure the City had sufficient resources to meet the infrastructure demand driven by Federal environmental regulations associated with the Clean Water act. The endeavor resulted in an assertive effort by the City to balance infrastructure and operational demands, with environmental demands, while trying to maintain affordable utility rates to customers. The high demand on improving the City's utility infrastructure to meet environmental mandates resulted in such projects as the construction of an Water Filtration Facilities in 2005 (\$11 million), the ongoing Inflow and Infiltration (I&I) improvement projects in sewer and storm (since 2007 a total of \$10 Million), and Godfrey Park Outfall Storm Drainage project (\$2 Million), which unfortunately resulted in spikes in utility rates over this period.

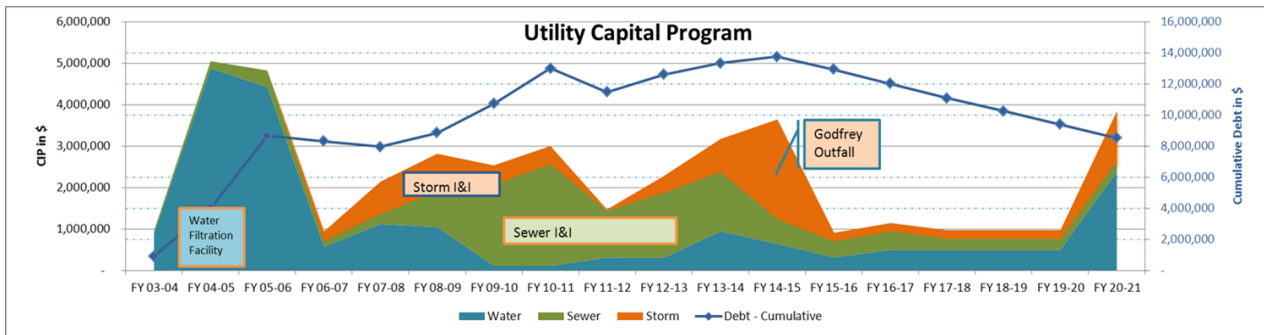
History of Residential Customer Utility Rates



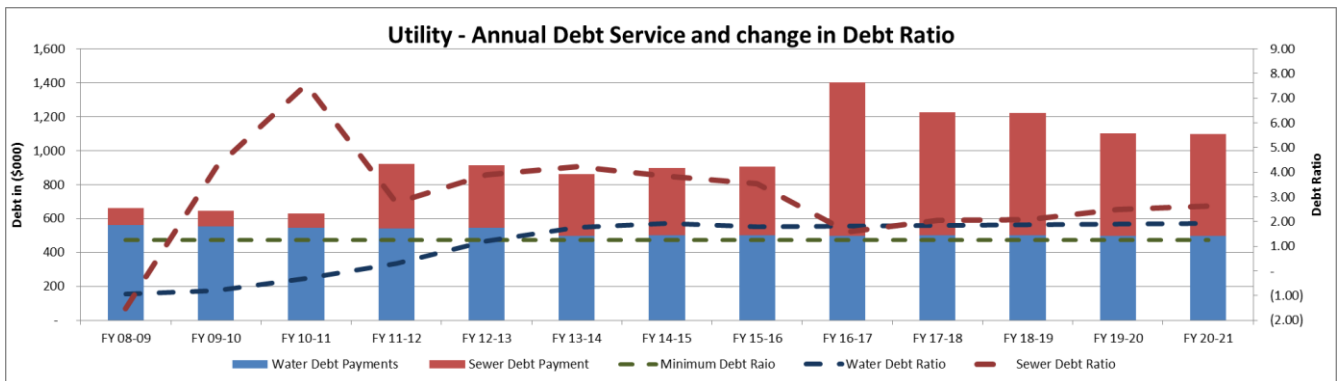
FACTS AND FINDINGS

These rate models are reviewed and updated by staff annually to reflect the recent activities such as changes to customer usage patterns (conservation, loss of Boise, gain of Cascade), recent cost reduction activities, and shift in capital improvement programs. The following factors have a major impact on rate setting for calendar year 2016:

1. The City has finally reached the plateau whereby many of the significant capital improvements to meet the last round of regulatory requirements have been completed, replacement program on aged infrastructure is well established and underway, and the limited growth impacts are primarily covered through SDC fees.



2. Debt utilized to fund capital projects has also plateau and revenues streams are such to assure maintaining bond covenants requirements of minimum reserve balances and debt ratio tied to net operating income compared to annual debt service (absent unexpectant inflationary increases to operation costs).



Conclusion - future rate increases over the next couple of years will be primarily contingent to inflationary pressures on operating costs and/or any new federal or state environmental regulatory standards.

CPI Charts			
Index	2013	2014	2015
US City Average	1.80%	2.10%	1.00%
Portland-Salem	2.20%	2.60%	1.30%
ENR - construction	2.70%	2.70%	3.10%
ENR - materials	3.25%	-0.30%	3.71%

Based on this review, staff recommends the following rate increases in Calendar Year 2016:

Utility	Effective 12/15/15
Water	.75%
Sewer	.25%
Stormwater	.25%

Table 1 below provides a brief history of proposed and actual rate increases since 2009.

Table 1 – Rate History

	FY 09-10			FY 10-11			FY 11-12			FY 12-13			FY 13-14			FY 14-15			FY 15-16		
	Water	Sewer	Storm	Water	Sewer	Storm	Water	Sewer	Storm	Water	Sewer	Storm	Water	Sewer	Storm	Water	Sewer	Storm	Water	Sewer	Storm
Proposed 10/07/09	12.0%	104.0%	10.0%	12.0%	30.0%	10.0%	12.0%	3.0%	10.0%	12.0%	3.0%	10.0%	12.0%	3.0%	10.0%	12.0%	3.0%	10.0%	4.0%	1.5%	3.0%
Proposed 11/17/09	12.0%	32.0%	10.0%	12.0%	32.0%	10.0%	12.0%	15.0%	10.0%	12.0%	3.5%	10.0%	12.0%	3.5%	10.0%	12.0%	3.5%	10.0%	4.0%	3.5%	3.0%
Proposed 11/16/11							15.5%	7.6%	9.5%	15.5%	7.5%	9.5%	15.5%	7.5%	9.5%	15.5%	7.5%	9.5%	3.0%	3.5%	3.0%
Proposed 11/07/12										15.0%	7.5%	9.5%	10.0%	7.5%	9.5%	3.0%	3.5%	3.0%	3.0%	3.5%	3.0%
Proposed 10/21/15																			0.75%	0.25%	0.25%
Adopted	12.0%	32.0%	10.0%	12.0%	32.0%	10.0%	15.5%	7.6%	9.5%	15.0%	7.5%	9.5%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%			

The impacts of these increases on customer classes are illustrated in Table 2 below.

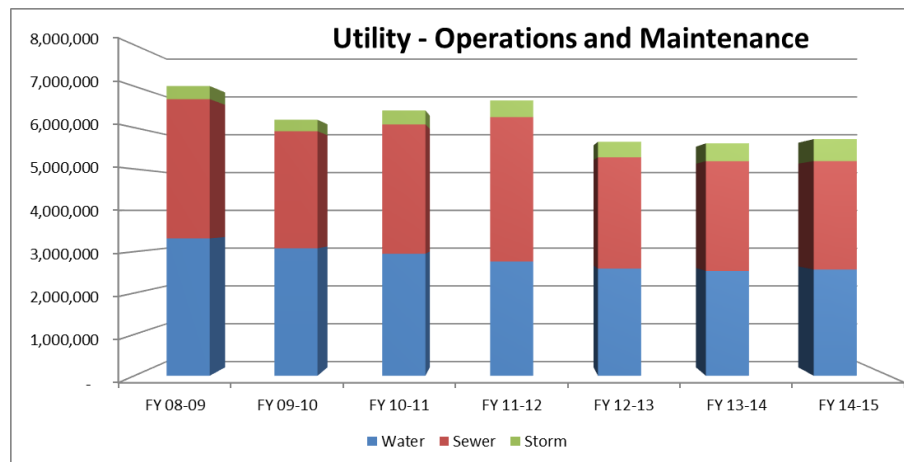
Table 2 – Examples of rate increase MONTHLY impact by customer class

City of St. Helens
Preliminary Utility Rate Increase - December 15, 2015
Sample Monthly Billing Impacts by Customer Class

Table 2 - Average Customer by Classification				Increase	
Customer Class / Utility	Volumetric Characteristics	Current	Proposed 12/15/15	Amount	Percent
Residential					
Water Bill	6.0 CCF	41.48	41.79	0.31	0.75%
Sewer Bill	5.5 CCF	47.41	47.52	0.12	0.25%
Storm Drainage	1 EDU	10.95	10.98	0.03	0.25%
Total Monthly Bill		99.84	100.29	0.46	0.46%
Multifamily - Duplex					
Water Bill	7.8 CCF	49.40	49.77	0.37	0.75%
Sewer Bill	7.0 CCF	47.92	48.04	0.12	0.25%
Storm Drainage	1.5 EDU	16.43	16.47	0.04	0.25%
Total Monthly Bill		113.75	114.28	0.53	0.47%
Multifamily - Apt					
Water Bill	266 CCF	1,313.80	1,323.65	9.85	0.75%
Sewer Bill	266 CCF	1,209.57	1,212.59	3.02	0.25%
Storm Drainage	8 EDU	87.60	87.82	0.22	0.25%
Total Monthly Bill		2,610.97	2,624.07	13.10	0.50%
Commercial (low)					
Water Bill	46 CCF	30,964.40	31,196.63	232.23	0.75%
Sewer Bill	46 CCF	38,707.73	38,804.50	96.77	0.25%
Storm Drainage	11 EDU	720.51	722.31	1.80	0.25%
Total Monthly Bill		70,392.64	70,723.44	330.80	0.47%

Why are utility rate increase proposed at below the assumed rate of inflation for FY 15-16 of 2.25%?

- Primarily greater than anticipated industrial customer revenues (Cascade) offset by conservations and minimum growth, and
- Operating costs have been held relatively constant with the modeling anticipating much of these savings.



Therefore, staff conservatively measured the increase in unanticipated revenues that can be reasonably assumed to be sustainable and reduced rate increases for:

- Water from 2.25% to .75% reducing the systems revenue demand by \$50,000, and
- Sewer and Storm from 2.25% to .25% reducing the systems revenue demand by \$100,000.

Please note:

1. That this does not take into account potential changes to costs associated by system process changes (i.e. change in the billing process). For every \$80,000 increase in costs (amount reflect an addition of one operating staff) could result in a 1% change in overall rates (\$1 per month on the average residential user).
2. Additional reductions in the rates increase may result in compounding in future rates to catchup with cost increases.
3. That the proposed rate increase is not sustainable over a multi-year period without significantly increasing risk of:
 - a. Non-compliance to bond covenants' (i.e. required Debt Ratios)
 - b. Future spikes in rates to meet existing capital replacement program.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 21, 2015

Business License Reports attached.

BUSINESS LICENSE REPORT

City Department Approval: October 5, 2015

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

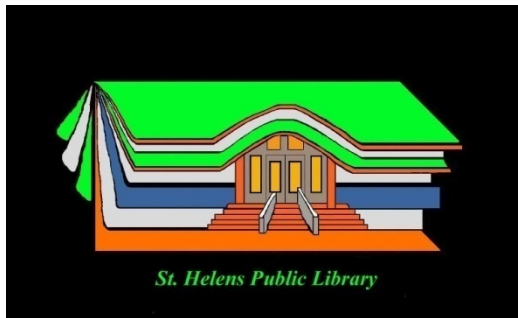
Signature: K. Payne
Date: 10-7-15

RESIDENT BUSINESS – NEW 2015

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Easy 2 Wash LLC
755 N Columbia River Hwy | Car Wash |
| <input type="checkbox"/> | James Freeman & Shay R. Ricar
215 S 1 st Street | Retail Sales (2ndhand) |
| <input type="checkbox"/> | O'Reilly Auto Parts #5509
299 S. Vernonia Road | Retail, Wholesale Auto Parts, Related Supplies |

NON-RESIDENT BUSINESS - 2015

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Champion Hardwoods LLC | Hardwood Flooring Install, Sand/Finish |
| <input type="checkbox"/> | Cosco Fire Protection Inc. | Fire Protection |
| <input type="checkbox"/> | Industrial Commercial Electric Company | Electrical Contractor |
| <input type="checkbox"/> | Reliant Plumbing & Mechanical Inc. | Contractor |
| <input type="checkbox"/> | Truscapes | Landscape Contractor |



October 14, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Pumpkin Painting: Bring your pumpkin and make the mess at our place! Pumpkin painting for young ones – the library provides the paints, brushes and stencils – you provide the gourd. Spooky treats will be served.

Friday, October 30, 3-4pm - Auditorium

Kiwanis Children's Fair 2015: The St. Helens Public Library will have a booth at the annual Kiwanis Children's Fair. There will be lots of handouts, games, and activities for young children – child friendly costumes are highly encouraged.

Saturday, October 31, 10-4pm, St. Helens High School Auditorium

LEGO Play Days: Visit us for unstructured LEGO play time with the Library's growing collection of donated LEGO sets. DUPLO sets will be available for the younger children. Close parental supervision for ages three and under is highly recommended.

Wednesday, October 21, 4-5pm - Hallway

Wednesday, November 4, 2-3pm - Hallway

Talking About Dying - An Oregon Humanities Conversation Project Program:

Death is part of the human experience; all of us have experienced loss and all of us will die one day. Yet conversations about death and dying are difficult and often avoided even with our closest family members and friends. "Talking About Dying" is a one-time, ninety-minute community discussion that will provide us with an opportunity to reflect on which stories and influences shape our thinking about death and dying and hear different perspectives and ideas from fellow community members.

Thursday, November 5, 7pm - In the Library


Calendar

10/14	Teen Game Night, 5-630pm, Auditorium
10/15	Portland Author, Cathy Lamb, 7pm, Auditorium
10/17	St. Helens Garden Club Bulb Sale, 9-2pm
10/17	Friends of the Library Book Sale, 10-2pm
10/21	LEGO Play Day, 4-5pm. Hallway
10/22	Read for the Record, 4-5pm, Auditorium
10/28	Teen Game Night, 5-630pm, Auditorium
10/29	National Novel Writing Month (NaNoWriMo) Kick-Off Party, 5pm, Auditorium
10/30	Pumpkin Painting, 3pm, Auditorium
10/31	Youth Librarian at Kiwanis Children's Fair
11/5	"Talking About Dying" – a Oregon Humanities Conversation Project Program, 7pm

NaNoWriMo Write-Ins - Share the writing experience with other local writers. The Library serves coffee, teas, and light snacks during these collaborative dedicated writing times. All Write-Ins will be held in the Armstrong Room.

- Wednesday, November 4, 12 – 4 pm
- Thursday, November 5, 2 – 7 pm
- Friday, November 6, 1 – 5 pm
- Saturday, November 7, 10am– 2 pm
- Thursday, November 12, 2 – 7 pm
- Friday, November 13, 1 – 5 pm
- Wednesday, November 18, 12 – 4 pm
- Thursday, November 19, 2 – 7 pm
- Friday, November 20, 5pm – 12 am – LATE NIGHT WRITE
- Saturday, November 21, 10 – 2 pm
- Wednesday, November 25, 12 – 4 pm

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:	21 October 2015	
Subject:	September Status Summary	

Engineering

1. Completed documents and put various projects out for bid: AC patching; McCormick Park bridge abutment construction; S. 4th Street Storm Drain Extension.
2. Completed work on the South Trunk Sewer Cleaning & CCTV project.
3. Awarded Pump Station No. 7 upgrade project; coordinated finalizing contract documents.
4. Finalized list of areas for asphalt crack sealing project; began preparation of specifications.
5. See complete report.

Parks

1. No report available this month.

Public Works Operations & Maintenance

1. Replaced 19 standard water meters with new radio read meters; installed 3 new rr meters.
2. Replaced various sidewalks for the Sidewalk Repair/Replacement Program.
3. Responded to three after-hours call-outs.
4. Started new storm drain extension project on N. 19th, north of Columbia Boulevard.
5. Constructed walking path of former Boise veneer property
6. Performed maintenance and/or service on 48 various vehicles and equipment.
7. See complete reports.

Water Filtration Facility

1. Produced 39.7 million gallons of filtered drinking water, an average of over 1.3 million gal/day.
2. Chased down problem with the electrical room HVAC system; researching possible solutions.
3. Participated in annual State Sanitary Survey performed by the Oregon Health Authority.
4. See complete report.

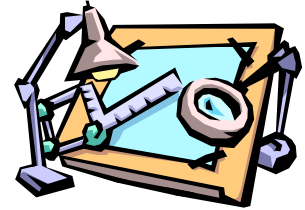
Waste Water Treatment Plant

1. Worked with Cascades regarding discharge of high volume of solids to lagoon.
2. Cleaned north and south contact tanks.
3. Conducted tour of SolarBees and vac dump station for different municipal groups.
4. See complete report.



Engineering Department Status Report

9 October 2015



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

Status quo....Still no signs of significant infrastructure construction.

Sykes Road Development

No changes in status of this project. This is a small land partition and development project which has been reviewed and can be approved at this time. The owner/developer is unsure of when they want to start the work – late fall or wait until spring – and the issuance of the construction permit will depend on when they anticipate the work to begin.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

Work has progressed with pipe installation under the RV park at the marina. The next phase will move to the construction of the new outfall structure near the boat ramp. The new structure will include sediment traps which will slow the flow from the pipe and capture sediment so it does not migrate into the navigation lane for the ramp. This will reduce the dredging needed to keep the lane open. Concurrently, the Contractor will be working to complete the middle portion of the pipe installation, between N. 2nd Street and the RV park.

2015 South Trunk Sanitary Sewer Cleaning & CCTV Project

The Contractor has completed the work to clean in video inspect approximately 17,000 linear feet of various sized sanitary sewer mainline pipes. They finished exactly on time and on budget. The submitted videos are currently under review and have been of good quality. The information gathered from this project will be used to determine if any mains will require repairs or rehabilitation.

Sanitary Lift Station No. 7 Upgrade Project

New pumps have been ordered and the contract documents have been signed for the site work to install them and make other required updates to the problematic pump station. The outdated pumps are in dire need of replacement with more reliable, energy efficient units. The associated site and electrical work will replace the controls that were severely damaged by a tree falling on them on Christmas Eve, 2013. Temporary measures have kept the system going since that time.

North 19th Street Storm Drain Extension

The Public Works crew are working on a storm drain extension on N. 19th Street between Columbia Boulevard and St. Helens Street.

S. 4th and Park Way Storm Extension

A Request for Quotes has been issued for a storm drain extension at S. 4th Street and Park Way. The extension will run through an easement on private property and help to drain a low area for several lots along the block. Quotes are due on October 14.

Sanitary Sewer Lateral Abatement

Sixteen properties were sent notices declaring their sanitary sewer laterals as a nuisance to the City to be abated. All of these properties have been previously notified multiple times of the deficient laterals and have failed to take action. A few of the property owners have now obtained a plumbing permit to complete the work. One property owner has submitted a protest, asserting that they should not have to make the repairs. One property owner has made threatening remarks to the staff at the front desk regarding any attempt by the City to have the repairs done.

In addition to the letter notification, the nuisance properties were posted. Once the required time period allowing the owners to make repairs or obtain the permit for repairs has passed, the City will obtain a contractor to make the repairs. Those costs will then be filed as a lien against the properties. It is the same procedure as the weed and tall grass abatement process.

WATER SYSTEM PROJECTS

2014 Watermain Replacement Project

The Contractor is now finished with the punch list items and this project is complete.

STREET AND TRANSPORTATION PROJECTS

St. Helens Street Asphalt Overlay Project

This project is now complete.

Eisenschmidt Lane Overlay and Sidewalk Project

This project is now complete.

Asphalt Trench Patching Project

Each year Public Works compiles a list of locations where they have done utility repairs requiring that the asphalt be cut. Currently there are 19 locations on the patching list and a Request for Proposals has been issued to complete this work. Quotes are due at 10:00 AM on October 15.

Crack Sealing Street Maintenance and Preservation Project

Through years of wear and tear, asphalt surfacing can start to crack, allowing water to penetrate in to the subsurface and between lifts, or layers, of asphalt. Over time, this can cause further damage to the driving surface of the roadway. If the cracking is not substantial, one cost-effective way of extending the life without repaving the entire street is to do crack sealing. The final specifications for this work are being completed and the project is expected to be released for bids in October. Sealing will be performed on approximately

Right of Way and Construction Permits

There was one Right-of-Way permit issued by the Engineering Department during the month of September to Fisk Communications on behalf of Comcast to bore a new service line under the roadway on S. 17th Street.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

The selected bridge has been ordered and is expected to be delivered before October 16. A request for quotes to construct the abutments was issued in early October and quotes are due back by October 20, anticipating a recommendation to Council on October 21. The preparation and placement of the bridge and trail development will be done by the City as a part of the City's matching contribution towards the grant.

Public Works Work Report September 2015

Water Dept:

Replaced 19 meters with radio reads
Installed 3 new radio reads
Replaced sidewalks for Sidewalk Replacement Program
Installed new service on S. 22nd St.
Replaced meter box at 397 N. 2nd St.
Replaced meter box lids on Trillium St. & Sunset Blvd.
Assisted sewer crew with 19th St. storm project
Read heavy users
Replaced meter box on 300 blk of S. 3rd St.
Spread rock for new walking path on Boise property
Replaced meter box at 245 S. 16th St.

Sewer Dept:

Worked on N. 19th St. storm project
Checked root list for sewer lines to be treated
Made a new tap at 234 S. 21st St.
Cleaned lines in Basin 1

Call-Outs:

Shower malfunction at McCormick Park
Water off for repair on Allendale Dr.
Vehicle drove off road at 535 S. 8th St.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 49 locates
Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Re: Monthly report September 1st to 30th

Sept. 1st

Parks Fabricated stakes for the street trees
PW Sent back the control panel for the TV van
PW Checked out the Demo Backhoe from Pape Machinery

Sept 2nd

Parks Fabricated a bracket for a bench
PW #7 Took truck to St. Helens Auto for repairs

Sept 3rd

PW Started the Halloween Tractor and tried to start the boat
Parks Fabricated the stakes for the street trees

Sept 4th

Police S-23 Tested the alternator and found it to be bad ordered a new one
WWTP Replaced a battery in a Generator and found a coolant leak
PW Tightened up the upper cylinder hose fitting
Parks Helped Shan with the Gas pump (lost its prime)
Keith Sick

Sept 8th

Police S-23 Installed a new Alternator
Wwtp Checked for a coolant Leak on the Portable generator and found the water pump to be bad
Ordered a new one

Sept 9th

PW Repaired a plate compactor
PW #8 Did a regeneration on the truck for the exhaust system
PW #55 Installed a hood spring
Wwtp #66 Installed a new water pump

Sept 10th

Police S-7 Full service
Parks P59 Repaired the driver side door

Sept 11th

PW #55 Repaired a hydraulic leak cleaned the back of the sweeper
Parks Repaired the passenger side door on the spray rig
PW Welded up a meter box lid for Buck
Keith Vacation

Sept 14th

Police S-23 Installed a new power steering pump

PW #55 Glued the seal on the back door back on again

PW #7 Picked up the truck from St. Helens auto and returned it to public works

Keith Vacation

Sept 15th

PW Picked up the Halloween Tractor and brought it back to the shop to install a exhaust manifold and a muffler Picked up parts and started to install the manifold

Parks Hauled a grand stand from Columbia View Park to McCormick park

Parks P8 Repaired a hydraulic leak on the 4 in 1 bucket

Keith Vacation

Sept 16th

City hall #12 Picked up vehicle and took it to Emmert Mts for a hinge repair

Parks #8 Delivered the bobcat back to the park

Pw Installed a manifold exhaust manifold and muffler fabricated a bracket to hold up the muffler

PW #16 Installed a new leader hose and tightened the check valve for the exhauster

Keith vacation

Sept 17th

Office Computer work

PW Took the tractor back to the Storage building

Parks Took the tool cat back to the parks

Keith Vacation

Sept 18th

Shop Cleaned restroom and shop sink swept floors and cleaned upstairs

Parks Looked at the bobcat for a possible hydraulic leak

Keith vacation

Sept 21st

PW #83 Picked up the message board and brought to the shop for repairs cleaned all the ground wires and broke a wire off the power side of the hydraulic switch started looking for another switch

Police S-18 Repaired a front tire

Sept 22nd

PW #80 Removed the circuit board for the hydraulic lift and ordered a new one

Parks Checked on equipment

PW Made out a list of equipment that need to be replaced in five years

Sept. 23rd

Shop Worked on the new hoist adding new parts and pieces

Sept 24th

PW #81 Removed the suction hose from the pump

Brett Vacation

Sept 25th

Brett Vacation

Sept 28th

PW Installed a new circuit board on the control panel of the message board trailer

PW #20 Jump started the backhoe

Sept 29th

Office Computer work

PW Cleaned up a mess at City hall

PW Repaired a Storm grate at McCormick Park

PW Mowed the grass at Public Works

Sept 30th

PW #55 Full service and adjusted the brakes and also replaced the right hand hood spring and gutter broom

PW #21 Brought truck out to replace the rear tires and delivered it back to public works

Shop Installed a jack in the new hoist



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 September 2015

Water Production: 39.7 million gallons 1.37 million gallons per day

Week 1 Produced and sent August OHA reports to the State, still using the original data collecting program XLReporter because the new HMI program is still not configured to collect and publish our information. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Performed the monthly change out of the reagents on the chlorine monitoring instruments.

Week 2 Corresponding with the SCADA programming integrators in New York as we continue to resolve and fine tune our new and upgraded HMI, (Human to Machine Interface) program that controls and monitors the WFF process. Had Trane, HVAC technicians, on site working on our electrical room air conditioning system. They found that the piping between the HVAC supply unit and the plenum has a major leak and the piping is corrupt and needs to be replaced. It cost some VERY large coin to have this work done, and the work did not fix our problem! Now, the estimated cost of repairing our HVAC system would cost more than the original cost of the unit that is in place? Neal provided us with another HVAC service contractor, *tcms* corp., that I am looking into to ask for assistance in researching, repairing or replacing the existing, obsolete system we have in place.

Week 3 Continuing the compilation of improving and updating our WFF maintenance logbook spreadsheets. Received delivery of both Citric Acid and Chlorine. Ordered Chlorine and Caustic for next month to be delivered the first week of October.

Week 4.

Had visit from OHA, James Nusrala and Pete Farrelly, for our State Sanitary Survey of the WFF facility, and distribution system operations and operations manuals. From our observation of how the inspection went, we had all our ducks in a row and did not have any problems or areas that needed correction. Yes, City of St. Helens, we are producing and supplying a safe, clean and continuous source of quality drinking water each and every day and meeting all State and Federal standards for reliable drinking water that you can trust. Performed quarterly calibration of Turbimeters.

Respectfully submitted,

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

WWTP Monthly Operations and Maintenance Report September 2015

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 9/15-Cleaned TSS monitor and flushed sample pump line.
- 9/21-SolarBee D not running. Performed a hard reboot and it started working. Looks like the battery is starting to fail.

Primary System Report

- 9/1-Cleaned SolarBees' dishes and panels.

Pump Stations

- 9/2-PS#7-Pre bid meeting.
- 9/10-PS#7-Bid opening.
- 9/11-PS#4-Cleaned and adjusted floats.
- 9/19-PS#5-HydroRanger acting up again. Reset and will see if that helps.
- 9/21-PS#1-Pump #1 failure alarm. Pump had something caught in the checkvalve and flushed itself out.
- 9/23-PS#6-Adjusted floats in preparation for winter.

Sodium Hypochlorite System

- 2480 gallons used this month.
- 2655 gallons used last month.
- 9/2-Flushing out West hypo tank to prepare for repairs.
- 9/9-Correct Equipment here to replace leaking fitting on West hypo tank.

Call-outs

- No after hour call-outs for September.

Plant

- 9/1-Repaired lab equipment.
- 9/8-Cleaned North contact tank.
- 9/14-Cleaned South contact tank.
- 9/18-Buell Calibrations here to do bi-annual work.
- 9/28-Pete here to wire up time delay relay in septage receiving station.
- 9/30-Century Link here to fix phone line.

Pretreatment

- 9/4-JoAnn with Armstrong here to drop off paperwork and inform us of their plant shut down.

Other

- 9/3-Mill bypassing their clarifier and sending high amounts of solids to the lagoon.

- 9/4-Battery on portable generator #66 blew up. Joint Maintenance down to replace and found coolant leak. Took generator out for them to fix.
- 9/10-Iron Horse found abandoned flow meter in a manhole on 4th St. We removed and will try to find the owner.
- 9/22-Tour of SolarBees for group from WES/Tri-Cities plant.
- 9/23-Tour of the Vac dump station for group from Scappoose Public Works.
- 9/28-Disconnected power at Grace's and the Marina's DataGators.
- 9/29-Flash mixer tripped. Full of rags.

Next Month

- Interviews for new operator.
- Quarterly sampling