


www.ci.st-helens.or.us

City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, September 2, 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. Employee Length of Service Award: Kevin Miller – 20 Years 1:05 p.m.
3. Request from Oregon Climate Regarding Carbon Dividends – *Cassidy Jones, Oregon Climate* 1:10 p.m.
4. Request from Elks Regarding New Veterans Bunker – *Alta Lynch, Elks Veterans Chair* 1:30 p.m.
5. Continued Discussion on Proposed Ordinance Regarding Business Licenses 1:40 p.m.
6. Request from Miss Teen Rodeo Oregon 2:00 p.m.
7. Review Proposed Amendments to Building Official Job Description 2:10 p.m.
8. Review Proposed Amendments to WWTP Operator III Job Description 2:15 p.m.
9. Review Proposed Risk Management Program Policy – *Kathy Payne* 2:20 p.m.
10. Review Proposed Worksite Wellness Program Policy – *Kathy Payne* 2:10 p.m.
11. Review Proposed Ordinance Related to Utilities Administrative Processes - *Jon* 2:20 p.m.
12. Review Recommendations from Parks Commission 2:35 p.m.
13. Department Reports 2:45 p.m.
14. Council Reports 3:05 p.m.
15. Other Business
16. Next Work Session Items
17. Upcoming Dates to Remember:
 - **September 2, Council Work Session, 1:00 p.m., Council Chambers**
 - **September 2, Council Regular Session, 7:00 p.m., Council Chambers**
 - **September 7, Labor Day, All City Offices Closed**
 - September 8, Planning Commission, 7:00 p.m., Council Chambers
18. Future Public Hearing(s)/Forum(s):
 - September 16, 6:30 p.m., PH: Development Code Amendment
 - November 4, 6:30 p.m., PF: 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.

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.

August 25, 2015

Dear City Council,

The St. Helens Elks Lodge #1999 is opening an “Elks Veterans Bunker”. The Bunker will be staffed by volunteers. The Bunker and services are available to all Veterans/military and their families/survivors for information and assistance. The Bunker is a resource and outreach to our Veterans. The Bunker is located at 125 S. 13th St. in St. Helens.

I have met with City Planning and Building and they are aware that I am asking that “permit fees” be waived. The reason being for this is that we are a non-profit and funds are limited, and used to support the building and incurred expenses. *(Planning fee for Site Design Review: \$306; Building permit fees: unknown at this time)*

Some of the things you can expect to see from this Outreach Bunker include:

- **Advocacy:** Several members from Columbia County have taken **Veterans Advocate Training** to assist our Veterans and their families with the V.A process and assisting them with the preparation of paperwork and records to apply for needed benefits and/or claims thus ensuring quicker response time for the Veteran.
- **Veteran’s Service Officer:** One day a week, a veteran’s service officer will be available to meet with veterans at the bunker. VSO will also provide continuing education with our veteran’s advocates. The goal is to make the paper filing for services needed by the Vets as seamless as possible.
- **Veteran’s Court Mentor Training:** The Veteran’s Court Mentor Coordinator will be working out of the bunker to train additional Veteran’s Court Mentors for the Columbia County Veteran’s Treatment Court.
- **Job Search:** Computers will be available as well as the volunteers to help vets or their families find a job and or write a resume. WorkSource Oregon has arranged to be available for veterans at the bunker to assist with job search.
- **Counseling Services:** V. A. counselors have been notified about the availability of space at the bunker for individual/group counseling sessions. Columbia County Mental Health has been in contact with the bunker in regards to setting up counseling sessions at the bunker. A licensed counselor with a master’s degree is available by appointment.
- **Comradery:** The comforting environment of this bunker is meant to help those Veterans who need a place to come and talk, a place to share their experiences with people who understand all they have done and been through. Sometimes simply talking about their time away is all that a Veteran needs in order to move forward and have a successful life. We hope to provide this sanctuary for them.
- **Other services:** As we progress through this process there will be other services needed that may come up. We are ready and willing to do whatever we need to do, go to whatever training is needed to make sure we have all the tools we need to keep helping our servicemen as they have helped us with their time in service.

Thank you, and I await your reply.

Alta Lynch
Veterans Chair
St. Helens Elks Lodge #1999
503-54303437 home
503-369-7635 cell



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Proposed ORD No. 3193
DATE: August 17, 2015

Due to recent activity, staff needs to know how to proceed in regards to allowing marijuana related businesses within the City. Since a business within the City is required to have a business license, business licenses contrary to federal law are not allowed, and the city's business license rules require compliance with federal law, a change is needed in the code to allow businesses that involve marijuana. Though legal in the State of Oregon, the federal government still considers it illegal per federal law.

Generally the Council has the following options:

STOP



1. Wait for a short period of time (for example a number of months to evaluate)
2. Wait a long period of time...

BUSINESS

3. Adopt ORD# 3193 as proposed (legal counsel recommended language)

*For example (new text is **highlighted**):*

Abide by all federal, state, and local laws, zoning regulations, and provisions of this chapter, **with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.**

ALLOW



4. Adopt modified language: strike "federal"

*For example (deleted text is **stricken**):*

Abide by all ~~federal~~, state, and local laws, zoning regulations, and provisions of this chapter.

BUSINESS

5. Adopt modified language that preserves "federal" but doesn't specifically say marijuana. Legal consultation necessary.

City of St. Helens
ORDINANCE NO. 3193

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 5.04 TO ALLOW BUSINESS LICENSES FOR
MARIJUANA RELATED BUSINESSES**

WHEREAS, the City of St. Helens requires businesses operating in the City to obtain a business license; and

WHEREAS, pursuant to Article XI, Section 2, of the Oregon Constitution, the City of St. Helens is a "home rule" municipal corporation having the authority that the constitution, statutes, and common law of the United States and this State expressly or implicitly grant or allow over the civil affairs of its City; and

WHEREAS, amendments to Chapter 5.04 of the St. Helens Municipal Code, Business Licenses, are necessary to clarify the City's Code; and

WHEREAS, although the State of Oregon has authorized the legal use of medical and recreational marijuana, marijuana remains illegal under federal law. The City's licensing program attempts to reduce the risk to the public health, safety, and welfare related to marijuana facilities and the City's actions shall not be construed as an endorsement of such facilities or as an authorization to engage in any activity prohibited by law.

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

Section 1. The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment A** and made part of this reference.

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

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

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

Read the first time:	September 2, 2015
Read the second time:	September 16, 2015

APPROVED AND ADOPTED this 16th day of September, 2015 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

ATTACHMENT A

underline words are added
~~words stricken~~ are deleted

CHAPTER 5.04 BUSINESS LICENSES

[...]

5.04.100 License requirements.

In addition to any other requirements of this chapter, a licensee shall:

(1) Abide by all federal, state, and local laws, zoning regulations, and provisions of this chapter, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.

[...]

5.04.120 Denial or revocation of license.

(1) The city may deny or revoke a license upon finding that:

(a) The applicant fails to meet the requirements of this chapter, or is doing business in violation of this chapter, zoning regulations, or applicable federal, state, county, or local law, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.

Miss Teen Rodeo Oregon

Hello!

My name is Baylee Crawford. I am 17 years old and will be entering my senior year at St. Helens High School in the fall. The past two years I have dedicated my time to the Columbia County Fair and Rodeo Court and on July 12, 2015 I competed in the Miss Teen Rodeo Oregon Pageant and was honored to have won the title for 2016.

As Miss Teen Rodeo Oregon, I will be representing my home state as well as the sport of rodeo throughout the Northwest including Oregon, Washington and parts of Idaho. I will be traveling a great deal and putting quite a few miles under my boots. I will be making numerous appearances at major NPRA (Northwest Professional Rodeo Association) rodeos, parades, local schools, businesses and civic functions.

I am currently seeking sponsors to aid in my expenses to help follow my dreams and make me the best representative I can be. As a sponsor, you and your business have the opportunity to be involved in a family friendly sport while benefiting from local, regional and even national advertisement.

I have attached a list of different sponsorship opportunities and the benefits your company will receive. Although this list is in dollar amounts, it does not necessarily need to be cash donations. I am open to discussing any ideas you may have. Any form of sponsorship will be greatly appreciated and recognized accordingly.

Please note that this list is just a guide line and I am more than willing to work with you in any way I can. I would love to schedule a time to meet with you regarding advertisement opportunities.

Sincerely,
Baylee Crawford
2016 Miss Teen Rodeo Oregon
35099 Burt Rd.
St. Helens, Or. 97051

503-396-3141
Bayleecrawford.bc@gmail.com





2016 Miss Rodeo Oregon Pageant, Inc Partnership Opportunities

DIAMOND SPUR-\$1000

- Large Logo on MTRO Horse Trailer
- Large Logo on MROP, Inc website
- Large Logo on MROP, Inc. newsletter
- Link to your Website on MROP, Inc. Website
- Name on MTRO Autograph Sheets
- Name in Coronation Program
- 4 tickets to MTRO Coronation
- Autographed Photo

GOLD SPUR-\$500

- Small Logo on MTRO Horse Trailer
- Small Logo on MROP, Inc. Website
- Small Logo in MROP, Inc. Newsletter
- Name in Coronation Program
- 2 tickets to MTRO Coronation
- Autographed Photo

SILVER SPUR-\$250

- Name on MTRO Horse Trailer
- Name on MROP, Inc. Website
- Name on MROP, Inc. Newsletter
- Name in coronation Program
- 2 tickets to MTRO Coronation
- Autographed Photo

FRIENDS OF MTRO -\$100

- Name in Coronation Program
- Autographed Photo



EDUCATE-ELEVATE-INSPIRE

MISS RODEO OREGON PAGEANT, INC.

Select one: ☐ Diamond Spur
☐ Gold Spur
☐ Silver Spur
☐ Friends of MTRO

I (we) _____ support the MROP, Inc. Programs, Pageants, and/or Operations thereby give the following to support _____

Thank you for your partnership!

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Signature: _____

MROP, Inc. is a 501 (c4) Oregon non-profit organization, This may qualify as a charitable contribution under state and federal rules and regulations. We recommend you consult with your financial and/or legal advisors as to the applicability of this contribution to your particular personal or business situation.

MROP Tax ID # 93-0998996 Total Sponsorship \$ _____
Checks made payable to MROP

Please complete this form and return it with you partnership to:

Baylee Crawford
35099 Burt Rd.
St. Helens, Or. 97051

City of St. Helens

Job Title: BUILDING OFFICIAL
Department: Community Development
FLSA Status: Exempt
Union: No
Date Revised: ~~January 18, 2013~~

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building, plumbing, and mechanical inspection work to insure Oregon Building Code, Oregon Plumbing Code, and Oregon Mechanical Code and other related codes are met.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

May exercise supervision over ~~Building/Engineering~~ Building & Administration Secretary, Building Inspectors, part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Enforces building, plumbing, mechanical and related local codes as adopted such as signs, sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.
- Performs on-site inspections on footings, foundations, framing, plumbing, and mechanical systems.
- Examines general framing and structure of buildings to ensure code compliance with plans and permits.
- Performs plumbing inspections of all plumbing fixtures examining for vent size, grade and size of pipe and examines all joints for proper sealing to ensure there are no leaks, etc. Observes water tests on all completed plumbing, examining for sealing and leakage, etc.
- Performs the duties of plans examiner.
- Maintains records of building and plumbing inspection activity. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.

- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Performs or assists subordinates in performing duties; Responds to errors and complaints.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.
- Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations.
- Coordinates plan reviews, inspections, and enforcement actions.
- Conflict resolution between inspector and builder.
- Attends City Council work sessions.
- Responsible for budgeting expenses for department.
- Required attendance to pre-application meetings.

PERIPHERAL DUTIES

- Perform performance reviews for staff.
- Set up weekly staff meetings.

~~DESIRED~~ MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from a standard senior high school or GED equivalent, supplemented by two years of post-secondary college or technical instruction in building technology, construction management , mechanical, electrical, plumbing or building construction, and
- b. Five years of experience in general construction and related fields, or
- c. Any equivalent combination of education and experience on a year for year basis.

Necessary knowledge, Skills and Abilities:

- a. Thorough knowledge of Oregon building codes ~~and electrical codes~~, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry
- b. Considerable knowledge in ~~electrical work~~, carpentry work, cement work, and plumbing, and skill in applying knowledge of international building codes as adopted by the State of Oregon and amended by the City of St. Helens, zoning and land use applications.
- c. Skill in the operation of the listed equipment.
- d. Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public.
- e. Ability to read and understand complicated plans and blueprints.
- f. Ability to communicate effectively orally and in writing.

Certifications Required:

- a. Building Official;
- b. Oregon Residential Plans Examiner;
- c. Current Oregon Inspector Certification

- d. One A-Level Certification; and
- e. One Residential Structural Certification.

Possess or be able to obtain the following certifications within six months of employment:

- a. A-Level Structural Inspector;
- b. A-Level Plans Examiner;
- c. Plumbing Inspector;
- d. Mechanical Inspector;
- e. C-Level Plans Examiner;
- f. C-Level Plumbing Inspector; and
- g. C-Level Mechanical Inspector.

Desired Certifications:

- a. A-Level Plumbing Inspector;
- b. A-Level Mechanical Inspector; and
- c. A-Level Fire & Life Safety Plan Review.

SPECIAL REQUIREMENTS

A valid Oregon state driver's license or ability to obtain one by start of employment. ~~State of Oregon, Building Codes Agency certifications, including but not limited to building, plumbing, plans examiner, combination inspector.~~

TOOLS AND EQUIPMENT USED

Motor vehicle; computer; phone; ladder or scaffolding; tape measure; moisture meter; water temperature sensor; pressure gauges; and levelers.

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.

Work is performed partially in an office setting, but outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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 Building Official 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: _____

Manager Signature: _____

Date: _____

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	2 September 2015	
Subject:	Revised Job Description	

Background:

Over a period of time basic job duties and tasks tend to change slightly to match up with current equipment, technology, and other factors encountered on a day-to-day basis. With a staff member's recent departure to take a new position at another agency, it seemed a good time to review the job description for the WWTP Operator III position. A few minor revisions were made to better reflect the previous and anticipated essential duties of the job. The open position will be advertised upon approval of the revised description.

Recommendation:

Approve the revised job description for WWTP Operator III.

Attachments:

Revised job description for WWTP Operator III.

City of St. Helens

Formatted: Bottom: 0.81"

Job Title: WASTEWATER TREATMENT PLANT OPERATOR III
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: August 20, 2015

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Superintendent or designee.

SUPERVISION EXERCISED

May serve as a lead worker over Level II and Level I Operators. Functions as the NPDES required facility supervisor when on call

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the WWTP and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the plant operates within required standards and provides information to the superintendent on immediate and long term status and needs.
- Contains and disposes of hazardous wastes generated by the lab.

May be

- ~~R~~required to work weekends and or be on call.

- Repair machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Assignment of work on pretreatment program.
- Operate the plant in absence of the Superintendent or Operator IV.
- Required to be able to operate work boats on wastewater lagoons and navigable waters
- Other duties as assigned.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- May serve as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by three (3) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (b) Three (3) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.
- (d) Experience with pretreatment programs highly desirable.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Must possess or have the ability to obtain a valid state driver's license.

Formatted: Bottom: 0.88"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" +
Indent at: 0.5"

- Certification as an [Oregon](#) Wastewater Treatment Plant Operator III ~~in Oregon~~, or ability to obtain ~~WWTPQ~~ a [Treatment III certification](#) within 6 months or as determined by the Superintendent.
- Certification as an [Oregon](#) Wastewater Collection Operator II ~~in Oregon~~, or ability to obtain a [Collection II certification](#) within 6 months or as determined by the Superintendent.
- State of Oregon Marine Board Boater Education Certificate.
- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, personal computer including word processing and spreadsheets, and a variety of lab equipment.

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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

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 WWTP Operator III 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: _____

Manager Signature: _____ Date: _____

Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: August 19, 2015

Subject: Risk Management Program Policy

Background

Several years ago, the City formed an Executive Risk Management Team at the direction of CityCounty Insurance Services (CIS). This is part of the Bonus Incentive Programs through CIS which gives us credits if we comply with certain standards. We have been working on several things and one of those is developing a Risk Management Program Policy.

The mission of the Risk Management Program is to identify and assess risks, select and implement measures to address risk, and monitor the program's effectiveness in an organized and coordinated fashion to pro-actively identify risk and prevent claims.

Recommendation

Adopt the attached resolution adopting a Risk Management Program Policy at your September 2, 2015 regular session meeting.

Attachments:

- Resolution No. 1710 Risk Management Program Policy

City of St. Helens
RESOLUTION NO. 1710

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
RISK MANAGEMENT PROGRAM POLICY**

WHEREAS, CityCounty Insurance Services (CIS), the City's insurance carrier, offers insurance credits if we participate in their Bonus Incentive Programs; and

WHEREAS, one of those programs is establishing a multi-department leadership team called the Executive Risk Management Team (ERMT); and

WHEREAS, the City has established an ERMT, comprised of the City Administrator, Finance Director, City Recorder, City Planner, Public Works Operations Director, Public Works Engineering Director, Waste Water Treatment Plant Superintendent, Public Works Field Supervisor/Safety Coordinator, Building Official, Police Chief, Library Director, and the City's Insurance Agent of Record; and

WHEREAS, one of the first tasks of the ERMT is to prepare a Risk Management Program Policy; and

WHEREAS, the City Council finds it in the best interest of the employees and citizens of the City of St. Helens, to adopt a Risk Management Program Policy to identify and assess risks, select and implement measures to address risk, and monitor the program's effectiveness in an effort to identify risks and prevent claims.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. The Risk Management Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
RISK MANAGEMENT PROGRAM POLICY	POLICY NUMBER: RM 100
EFFECTIVE DATE:	APPROVAL:

Mission Statement

The mission of the City of St. Helens Risk Management Program is to identify and assess risks, select and implement measures to address risk, and monitor the program's effectiveness in an organized and coordinated fashion to pro-actively identify risks and prevent claims.

Risk Management Objectives/Duties

Accidents and losses must be reported promptly and in accordance with prescribed procedures. The benefits of timely reporting include enhanced citizen confidence, better protection of the City's interest, reduced time lost for employees and equipment, and savings realized through prompt settlements.

Reports of general liability claims and automobile accidents should be immediately reported to the City Administrator. The following information should be included in every report:

- a. Date, time, and location of accident or event.
- b. Description of vehicle, equipment, or property involved.
- c. Name(s) of person(s) involved.
- d. Name(s) of person(s) injured.
- e. Description of any medical attention received.
- f. Nature and extent of damage/loss.
- g. Description of circumstances; diagram of events if possible.
- h. Insurance company name, policy numbers, and agent's name (if available).
- i. Name(s) and addresses of witnesses.
- j. Copy of DMV report, if filed
- k. Copy of Police report, if filed

The City Administrator, or designee, will process all accident/loss notices, except workers' compensation (processed by the Accounting Technician), and will notify the City's insurance agent. The Accounting Technician/Human Resources will file workers' compensation accident reports with the appropriate insurance coverage provider.

Additions and/or deletions of coverage: Any and all changes, additions or deleted coverage shall be reported to the City Recorder who will then submit them to the City's insurance agent (auto, new building and/or facilities, equipment, and program or service). A "Change of Insurance Form" will be completed by the City, signed and dated by the department head, and approved by the City Administrator. The request will be forwarded to the insurance agent, signed and dated to acknowledge receipt of the request and returned to the City. The form will be returned to the City Recorder and filed.

Special events: If required, a certificate of general liability insurance with the City of St. Helens, its officers, employees and agents shall be added as an additional named insured, with a 30-day notice of cancellation in the face amount of \$2 million per occurrence. Special events may require additional insurance, to be determined by the City. Certificates of Liability Insurance must be filed with the City prior to the event.

Disciplinary Actions

All potential disciplinary actions should initially be forwarded to CIS' Pre-Loss Attorney before taking action.

Who is responsible for Risk Management?

Executive Risk Management Team – The City's Executive Risk Management Team is comprised of the City Administrator, Finance Director, City Recorder, City Planner, Building Official, Public Works Engineering Director, Public Works Operations Director, Public Works Field Supervisor/Safety Coordinator, WWTP Superintendent, Police Chief, Library Director, and the City's Insurance Agent. The City's CIS Risk Management Coordinator will be invited to participate. It shall be the Committee's responsibility to make recommendations regarding how to best carry out the City's Risk Management Objectives. The Executive Risk Management Team will:

- a. Establish a vision
- b. Set annual objectives for risk management
- c. Set priorities by identifying top risks
- d. Determine risk tolerance
- e. Learn best practices identified by insurance coverage providers
- f. Review Annual Best Practice Survey
- g. Understand emergency management policies and procedures
- h. Promote sound records management including data security and confidentiality
- i. Oversee compliance with OSHA and other regulations
- j. Review significant claims
- k. Assure accountability by reviewing risk activities and results.

Department Heads and Supervisors

Department heads and supervisors are tasked with supporting the City's Risk Management Program by ensuring employees understand and comply with all risk management and safety requirements. Department heads and supervisors will:

- a. Promote safety program and loss control efforts
- b. Ensure employees are trained on risk management, loss control, employee safety and emergency response policies
- c. Allocate time for employee safety training and Safety Committee participation
- d. Identify, reduce, and eliminate hazards through regular inspections and accident investigations
- e. Hold all employees accountable for safety
- f. Recognize and reward safe behavior
- g. Understand and enforce contractual standards
- h. Assure proper handling of hazardous materials

- i. Promote and model ethical behavior
- j. Initial administration of workers' compensation process in the event of an employee injury or illness by processing an 801 form as soon as possible after event.
- k. Maintain reserves to meet operational and unanticipated expenses while funding the costs of the Risk Management program fairly.
 - 1. Ensure adequate reserves are budgeted and attained
 - 2. Routinely evaluate levels and types of coverage
 - 3. Review methodology for allocating internal charges fairly and revise no less than every 3rd year.

Employees

All City employees shall:

- a. Participate in training
- b. Follow all safety rules
- c. Report all incidents, injuries, and accidents to their supervisor immediately
- d. Share any risk or potential risk with their supervisor immediately
- e. Know what to do in an emergency; how to mitigate an event
- f. Acknowledge responsibility for their own actions
- g. Work in an ethical manner.

Safety Committee

The primary function of the Safety Committee is to focus on internal solutions to safety problems. The City's Safety Committee is made up of representatives from all departments and in compliance with the City's Safety & Health Manual shall:

- a. Meet monthly
- b. Review incident reports
- c. Conduct quarterly inspections of City facilities
- d. Review Health & Safety Manual and update as needed
- e. Conduct accident/incident analysis
- f. Conduct job hazard analysis
- g. Review OSHA consultations and ensure compliance
- h. Make recommendations to City Administrator and/or Department Heads regarding safety concerns.

Insurance Agent

Provides a wide array of services for its customers including:

- a. Assist, train, attend Safety, Risk Management and staff meetings as required
- b. Frequent communication with public entity staff
- c. Advise staff on risk management training opportunities
- d. Perform loss prevention and control surveys, inspections, and recommend future actions
- e. Negotiate, on behalf of the City, pricing of insurance products and policies
- f. Assist with disaster/emergency, business interruption, contingency planning assistance (Agility)
- g. Assist in claims processing and communication
- h. Advise on workers' compensation insurance.

Analyze Risk Treatment Alternatives

1. Eliminate or avoid risk – Some identified risks can be eliminated or avoided. For example, hazards that are identified during inspections or by individuals can be removed, and broken equipment can be locked/tagged out until it is repaired.
2. Control of risk – For risks that cannot be eliminated or transferred, appropriate control methods shall be implemented. Control methods include personal protective equipment, regular inspection of safety equipment, training in safe job procedures, ergonomic assessments and improvements, and obtaining assistance with tasks when needed.

Review and update

This Policy shall be reviewed every two years by the Executive Risk Management Team and updated as appropriate.

City of St. Helens
RESOLUTION NO. 1715

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
WORKSITE WELLNESS PROGRAM POLICY**

WHEREAS, the City of St. Helens City Council wishes to encourage wellness in the workplace; and

WHEREAS, studies have shown that where there is support from management to conduct worksite wellness programs in the workplace, more employees participate; and

WHEREAS, the goal of a worksite wellness policy is to create programs that support employees' efforts to improve their overall health and well-being; and

WHEREAS, the City acknowledges its need to contribute in a positive way to the health and well-being of its employees.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. The Worksite Wellness Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
WORKSITE WELLNESS PROGRAM	POLICY NUMBER:
EFFECTIVE DATE:	APPROVAL:

I. POLICY

The City of St. Helens recognizes employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens and also has a direct effect on the costs of the City. The City recognizes its need to contribute in a positive way to the health and well-being of its employees. This policy is established as a means to provide information and encourage activities for City employees to promote health and safety in the work environment.

II. GOAL

To support wellness in the workplace by creating a program of health education and fitness activities that meets the needs and interest of employees.

III. VOLUNTARY PARTICIPATION

Employee participation in the programs and activities is voluntary.

IV. EMPLOYEE WELLNESS COMMITTEE

Duties

The duties of the committee members are to:

1. Provide enthusiastic support of the purpose and goal of the Wellness Program
2. Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees
3. Help plan, implement, and promote wellness programs
4. Provide peer support and advocacy to boost wellness program participation
5. Perform evaluation of ongoing programs and activities
6. A representative from the Committee will attend the annual CIS Benefits open enrollment meeting/webinar

Confidentiality

Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interaction regarding personal and medical information that take place in the wellness programs will be confidential and will be respected as such.

V. PROGRAM ACTIVITIES

1. Nutritional information and motivational programs for stress reduction, smoking cessation, weight management, healthful eating and exercise.
2. Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
3. Opportunities to develop and institute additional wellness incentives and policies that contribute to the health and well-being of employees and their family members.

VI. PROGRAM BUDGET

1. Apply for the available grants for Wellness programs
2. City budget resources when available

VII. PROGRAM COSTS

Depending on the nature of the activity, programs may be provided at cost, low cost, or no cost.


VIII. PROGRAM INVOLVEMENT

City management will allow employees time for wellness activities and programs as the normal workload demands are appropriately met.



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Overview of amendment to Municipal Code Title 13

Date: September 2, 2015

Staff has prepared Ordinance No. 3xxx Amending St. Helens Municipal Code Title 13 relating to Utilities Administrative processes for Billing and Rates. The first reading of subject ordinance is scheduled for this evening.

The Ordinance required amendments to improve clarification and documentation of existing processes and practices associated with the administration of utilities from setting up customer accounts, through the billing of customers and setting of rates. The administrative procedures associated with water, sanitary sewer, and stormwater sewer service billings and rates are or should be identical and should be in a separate administrative code section, rather than mainly in the water utilities chapter as they are now. Combining these administrative procedures would enhance the public's understanding of the process and would make it easier and clearer when staff needs to communicate about the processes to the public.

Chapter 13.02 – Utility Service Administration, is a new section and many of the provisions were taken from Chapter 13.04. Since this is a new code section, a normal redline versions that accompanies the reading of the ordinance would be all redline underline (new verbiage). However, staff has prepared a quasi-version of an redline to help illustrate the changes to the code section which were moved from chapter 13.04 and highlight the new sections which further clarify existing practices and procedures. Please reference Attachment A.

Chapter 13.04 – Water Utility needs to be amended to prevent redundancy with Chapter 13.02 and to update and improve the language of most of the remaining sections of the chapter to reflect that fees, charges and rates shall be set by council resolution, to make the provisions gender neutral and to reflect the correct titles of the Public Works Directors. Please Attachment B.

Attachment A

Chapter 13.02- Utility Service Administration (Redline version)

Chapter 13.02

UTILITY SERVICE ADMINISTRATION

Sections:

13.02.010 Definitions

13.02.020 Application for utility service; condition of service

13.02.030 Turn on fees

13.02.040 Utility service rates, fees and charges

13.02.050 Billing

13.02.060 Application of payments received

13.02.070 Billing errors; adjustment to bills

13.02.080 Restoration charge

13.02.090 Denial of utility service

13.02.100 Responsibility for payment of bills

13.02.110 Utility charge liens

13.02.120 In-lieu franchise fee

13.02.010 Definitions. (NEW)

- (1) “Bi-monthly” means the designated account is billed once every two months.
- (2) “City” means the City of St. Helens.
- (3) “Customer” means the owner of property which is served by the city water, sanitary/wastewater sewer, and/or stormwater sewer system. A person, corporation, association or agency which rents or leases premises shall be considered an agent of the property owner.
- (4) “Service connection” means the pipe, valves and other equipment by means of which the city conducts water, sanitary/wastewater sewer, and /or stormwater sewer services to or from the property, but does not include piping from the property line and/or meter to the premises served.
- (5) “Utility service” means water service, sanitary/wastewater sewer service (hereinafter “wastewater or wastewater service”), stormwater sewer service (hereinafter “stormwater or stormwater service”), or any combination of services, provided by the City to customers.

13.02.020 Application for utility service; condition of service (Old code sections 13.04.080)

- (1) An applicant for utility service shall provide the following information in making application for service:
 - (a) The date of application;
 - (b) The name of applicant;
 - (c) The location of premises to be served;
 - (d) Whether the premises has ever been supplied utility service by the city;
 - (e) The type of utility service being sought, and, if water service will be provided, the intended use of water;
 - (f) The size of the service;
 - (g) The date on which the applicant wishes the services to begin;
 - (h) Whether or not the applicant is the owner of the property;
 - (i) If the applicant is not the owner of the property, the name and mailing address of the owner or the owner’s agent;
 - (j) The name and mailing address for sending utility bills; and
 - (k) Personal identifying information, property information, or any other information deemed necessary to establish an account or to ensure the identity of the account holder and payment for service. Personal identifying information shall not be disclosed, except as is otherwise required by law and as set forth in council resolution.

- (2) Deposits – An application deposit as established by council resolution shall be required in order to initiate utility service. Deposits may be refunded in whole or in part to the customer upon request if customer’s account demonstrates compliance with the regulations governing refund of deposits as set forth in council resolution. Any deposit remaining at the time of closure of the customer account shall be applied to the unpaid balance of the account.
- (3) As a condition of receiving utility service, each successful applicant shall agree to comply with all ordinances, rules and regulations related to such service.
- (4) Two or more parties who join to make application for service shall be jointly and severable liable for the costs of the utility service. Regardless of the number of parties who are liable for the costs of service, each account shall be sent a single billing.
- (5) The obligation to pay for stormwater service arises whenever the premises contain impervious surfaces, whether or not any application for such services has been submitted.
- (6) In addition to the application and deposit, a contract, promissory note, bond or other legal instrument designed to insure payment for services may be required prior to service when special circumstances exist. Special circumstances which may require additional security and examples of security which may be required are set forth in the council resolution governing deposits.
- (7) No premises shall be connected to the city water, wastewater and/or stormwater system without an approved application. Any premises found to be connected without an approved application will be disconnected
- (8) No service connection or main extension for service connections shall be tapped into water, wastewater and/or stormwater infrastructure without approved application.
- (9) Application for new service connection outside the city limits for surplus city water and/or utilization of the wastewater or stormwater collection system shall be reviewed by the city engineer and the council for facilities planning. Such applications shall not be approved by the council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the city’s urban growth boundary.
- (10) No connection for new service outside the city limits for city water, wastewater or stormwater services shall be installed unless consent to annex and an outside city utility user agreement are signed and received by the Building and/or Planning department.

13.02.030 Turn on fee (Old code section 13.04.140)

There are no fees for turning on services for new customer account performed during regular scheduled work hours. ~~If customer requests service to be turned out outside the regularly scheduled work hours, a fee as set by council resolution will be charged. There shall be a \$5.00 turn on fee for each new account requiring a turn on other than during regular working hours.~~

13.02.040 Utility service rates, fees and charges. (Old Code Section 13.04.170)

~~Rates, fees and other charges for utility services, including, but not limited to, delinquent fees, reinstatement fees, and any other account fees shall be set or amended by council in a public hearing process after considering a staff report to provide an overview and allowing for public comments and testimony. Council shall pass a rate resolution after the hearing.~~

~~(1) The rates to be paid by all users of city water, including those desiring fire service, shall be the total of the rates set out in the following schedules:~~

~~(a) For all water users within the city of St. Helens, the rate shall be \$0.0086 per cubic foot, effective October 15, 1984.~~

~~(b) For all water provided to the city of Columbia City under its contract with the city of St. Helens in exchange for a pipeline permit and water agreement, the rate shall be \$0.0055 per cubic foot effective July 15, 1984.~~

~~(c) For all other water service outside the city limits of St. Helens, the rate shall be \$0.0172 per cubic foot, except as indicated in the Enterprise Zone Ordinance No. 2500.~~

~~(d) All users of city water, inside or outside the city of St. Helens, shall pay \$1.00 per month service charge for each water service meter in addition to the rate paid for water used.~~

~~(e) For all water use over 100,000 cubic feet per account per month, the rate for additional water shall be \$0.0060 per cubic foot. (Ord. 2541, 1988; Ord. 2459 § 1, 1984; Ord. 2453 § 1, 1983; Ord. 2420 § 2, 1983; Ord. 2408 § 1, 1982; Ord. 2393 § 1, 1982; Ord. 2377 § 1, 1981; Ord. 2359 § 1, 1981; Ord. 2285 § 17, 1978)~~

13.02.050 Billing. (Old Codes Sections 13.04.180 Billing, 13.04.200 Delinquent, and 13.04.230 Nonpayment – combined)

- (1) All billings for utility service shall be made monthly or bi-monthly, based upon customer classification and usage as defined by council resolution.
- (2) Administrative services charges, which include, but not limited to, activation fees, reactivation fees, suspension fees, fees for tampering with or bypassing water meters, locking devices, or otherwise interfering with any city equipment, or any other fees and charges may be charged to the customer's account and included in the billing.
- (3) Regular monthly / bi-monthly billings are read on or before the 15th of the month; mailed no later than 28th of the month; due upon receipt; late if not paid in full on or before the 15th of the subsequent month; and placed on potential shut off status if not paid in full on or before the 25th of the subsequent month.
- (4) Prior to discontinuance of service, the city shall advise the customer and the owner of the premises if the customer is not the owner by a written notice that utilities will be disconnected unless the delinquent amounts are paid immediately. If full payment is not made, the city shall immediately thereafter turn off the service. The notice shall be sufficient if mailed to the address listed on the application for service.
- (5) Final/closing billings are calculated as of the day the customer designates as being their last day of service or when the City receives account closing notification, whichever is the later. The full amount of the invoice is due and payable in full after fifteen days of account closing, minus any applicable deposit.
- (6) Billings may include non-utility services items as designated by City Ordinance or separately contracted with individual customers, such as loan repayments for SDC fees, Sewer Lateral low income loans, past due balances, etc.
- (7) Each meter on a customer's premises shall be billed separately, and the readings of two or more meters shall not be combined unless the city's operating convenience requires.

~~13.04.180 Billing~~

- ~~(1) Water service shall be billed at a bimonthly rate, and payment shall be made within the first 10 days of the period following the last month for which charge is made.~~

~~(2) Meters shall be read at regular bimonthly intervals for the preparation of bimonthly bills and as required for the preparation of opening, closing and special bills.~~

~~(3) Closing bills shall be collected at the time of discontinuance of service.~~

~~(4) Each meter on a customer's premises shall be billed separately, and the readings of two or more meters shall not be combined unless the city's operating convenience requires. (Ord. 2285 § 18, 1978)~~

~~13.04.200 Delinquent accounts~~

~~(1) Upon failure to pay water charges due within the first 10 days of a month, by the fifteenth day of the month the account shall be delinquent and a late charge of \$2.00 shall be added, and by the twenty fifth day of the month the water service to the customer turned off.~~

~~(2) Prior to discontinuance of water service, the city shall advise the customer by a written notice that water is to be disconnected unless the delinquent amounts are paid immediately. If full payment is not made, the city shall immediately thereafter turn off the service. The notice shall be sufficient if mailed to the address listed on the application for water service.~~

~~(3) The customer owing the water bill shall pay the restoration fee as contained in SHMC 13.04.160, plus the accrued water bill, before the city will restore water service.~~

~~(4) If a user is delinquent in his payments and service has been discontinued for two consecutive billing periods, the restoration charge will be doubled for the second restoration of service, and in cases where the user's deposit is less than the amount currently being required by the city for a water deposit, the user shall pay the difference before service is restored.~~

~~(5) The city recorder or his agent, in cases of extreme hardship, shall have the discretion of renewing service to a delinquent account upon the acceptance of a valid plan for the payment of past due amounts in installments. (Ord. 2613, 1991; Ord. 2445, 1983; Ord. 2285 § 20, 1978)~~

~~13.04.230 Nonpayment of bills~~

~~A customer's water service may be discontinued if the water bill is not paid in accordance with SHMC 13.04.180. (Ord. 2285 § 23, 1978)~~

13.02.060 Application of payments received (NEW – reflects existing practices)

(1) For customers receiving only one utility service, payments made by the customer to the City shall be credited first against any administrative services charges until 100% of the balance are paid and then to the customer's utility account.

(2) For customers receiving two or more utility services, payments made to the City will be credited in the following manner: 1st to administrative services charges until 100% of the balance is paid, 2nd to the non-utility charges (i.e. loan agreements); 3rd to stormwater service charges; 4th to wastewater service charges; and finally to water service charges.

13.02.070 Billing errors; adjustment to bills (Old Code Section 13.04.160)

Council shall adopt by resolution rules governing adjustments, refunds, or waivers to adjust for billing errors.

~~Customer accounts shall be adjusted for any of the following circumstances:~~

~~(1) Accounts receiving 15 days or less of service in a month shall be billed one half of the minimum monthly charge unless calculation of metered service results in a higher charge.~~

~~(2) When, upon test, a meter is found to be registering more than two percent fast, under conditions of normal operation, the city shall refund to the customer the full amount of the overcharge, based on corrected meter readings for a period not exceeding three months.~~

~~(3) When, upon test, a meter is found to be registering more than five percent slow, the city may bill the customer for the amount of the undercharge, based upon corrected meter readings for a period not exceeding three months.~~

~~(4) The city may bill the customer for water consumed while the meter was not registering. The bill shall be at the minimum monthly meter rate or shall be computed upon an estimate of consumption based upon the customer's prior use during the same season of the prior year. (Ord. 2285 § 19, 1978)~~

13.02.080 Restoration charge.

A customer shall pay for restoration of utility water service when service has been discontinued under the provisions of this chapter. The costs will be set by resolution. ~~The customer shall pay the sum of \$20.00 or actual cost of labor and materials, whichever is higher.~~ This charge shall not apply to new utility service applicants.

13.02.090 Denial of utility service (New - modify extension from 13.04.260)

- (1) Utility service may be denied to any person for one or more of the following reasons:
- a. The person has an unpaid utility bill or account fees at the current or another address within the city;
 - b. The person caused damage or loss of revenue by tampering with or bypassing water meters, locking devices, or otherwise interfering with City equipment; or
 - c. The person fails to provide adequate personally identifying information to establish a new account or to resume utility service where service has been disconnected.
- (2) Utility service may be denied to any property owner and subsequent tenant of the property owner, if a former tenant at the property has an unpaid utility bill or account fee, or caused damage or loss of revenue resulting from tampering with or bypassing water meters, locking devices, or otherwise interfering with any City equipment. A person aggrieved by this section may request a hearing before Council if such request is filed with the City Recorder within 30 days of the denial of service.
- (3) Upon rectification of the cause of the denial of service by the person or property owner and paying any account fees, the director may reinstate service.

13.02.100 Responsibility for payment of bills. (Old Code Section 13.04.210)

The property owner of record shall be responsible for the payment of all charges prescribed in this chapter. If the property is rented and the renter fails to pay the charges, the city ~~recorder shall, upon approval of the council, submit the bill to the property owner~~ shall notify the owner of the premises of account delinquencies by mailing a copy of notices of delinquency by first class mail to the last address of the owner or owner's agent that is on file with the city, at the time the notice was sent to the renter.

13.02.110 Utility charge liens. (Old Code Section 13.04.220)

~~Water service charges~~ Unpaid utility service charges and fees shall be a lien against the premises served from and after the date of billing and entry on the ledger or other records of the city pertaining to its utility system until paid, and such ledger record or other record of unpaid charges and fees shall be made accessible for inspection by anyone interested in ascertaining the amount of such lien against the property. Whenever a bill for utility ~~water~~ service and fees remains unpaid 60 days after it has been rendered, the lien thereby created may be foreclosed in the manner provided for by ORS 223.610, or in any other manner provided by law or city ordinance.

13.02.120 In-lieu franchise fee (New – reflects existing practice)

In exchange for the right and privilege to place, lay, maintain and operate in, upon and under the streets, alleys, public highways, and other public places a water, wastewater and/or stormwater drainage system, the person or entity desiring to establish or continue such system shall pay an annual franchise fee representing a percentage of gross revenues derived from utility service charges collected. The franchise fee rate shall be set by council resolution.

Attachment B

Chapter 13.04
WATER ~~REGULATION AND RATES~~ UTILITY

Sections:

Article I. Definitions

13.04.010 Definitions.

Article II. Service Provided

13.04.020 Regular service.

13.04.030 Fire protection service.

13.04.040 Outside city service.

13.04.050 Temporary service.

13.04.060 Limitations on use.

13.04.070 Interruptions in service.

13.04.080 Application for new service. [Revised and renumbered 13.02.020](#)

13.04.090 Meters.

13.04.100 Meter deposits.

13.04.110 Meter error.

Article III. Main Extensions

13.04.120 Payment for main extensions.

13.04.130 Payment records.

Article IV. Permits, Fees, Charges and Rates

13.04.140 Turn on fee. [Revised and renumbered 13.02.030](#)

13.04.150 Water service connection permit.

13.04.160 Restoration charge. [Revised and renumbered 13.02.090](#)

13.04.170 Rate schedule. [Revised and renumbered 13.02.040](#)

~~Article V. Accounts and Billing~~

- 13.04.180 Billing. [Revised and renumbered 13.02.050](#)
- 13.04.190 Adjustment of accounts. [Revised and renumbered 13.02.070](#)
- 13.04.200 Delinquent accounts. [Revised and renumbered 13.02.050](#)
- 13.04.210 Responsibility for payment of bills. [Revised and renumbered 13.02.100](#)
- 13.04.220 Water charge liens. [Revised and renumbered 13.02.110](#)

Article ~~VIV~~[VIV](#). Discontinuance of Service

- 13.04.230 Nonpayment of bills. [Revised and renumbered 13.02.050](#)
- 13.04.240 Unsafe apparatus.
- 13.04.250 Service detrimental to others.
- 13.04.260 Fraud and abuse.
- 13.04.270 Noncompliance.
- 13.04.280 Water waste.
- 13.04.290 Customer request for discontinuance.
- 13.04.300 Temporary discontinuance of service.
- 13.04.310 Abandoned and nonrevenue-producing services.

Article ~~VHVI~~[VHVI](#). General

- 13.04.320 Pools and tanks.
- 13.04.330 Fire hydrants.
- 13.04.340 Damage to city property.
- 13.04.350 Control valves.
- 13.04.360 Cross-connections.
- 13.04.370 Resale of water.
- 13.04.380 Access to premises.
- 13.04.390 Contract purchaser deemed owner.
- 13.04.400 Penalty.

Article I. Definitions

13.04.010 Definitions.

- (1) “Customer” means the owner of property which is served by the city water system. A person, corporation, association or agency which rents or leases premises shall be considered an agent of the property owner.
- (2) “Fire protection service” means provision of water to premises for automatic fire protection.
- (3) “Mains” means distribution pipelines that are part of the city water system.
- (4) “Premises” means the integral property or area, including improvements thereon, to which water service is or will be provided.
- (5) “Service connection” means the pipe, valves and other equipment by means of which the city conducts water from its mains to and through the meter, but not including piping from the meter to the premises served. (~~Ord. 2285 § 1, 1978~~)

Article II. Service Provided

13.04.020 Regular service.

- (1) The city shall furnish and install a service connection of such size and location as a customer requests; provided, that the request is reasonable. The service will be installed from the main to a point between the curb line and the property line if the premises of the main is in the street, or to a point in a city right-of-way or easement.
- (2) The customer shall, at ~~his~~the customer's own risk and expense, furnish, install and keep in good and safe condition equipment that may be required for receiving, controlling, applying and utilizing water. The city shall not be responsible for loss or damage caused by the improper installation of the equipment, or the negligence, want of proper care or wrongful act of the customer in installing, maintaining, using, operating or interfering with the equipment.

- (3) The city shall not be responsible for damage to property caused by a spigot, faucet, valve or other equipment that is open when the water is turned on at the meter.
- (4) A customer making any material change in the size, character or extent of the equipment or operation utilizing water service, or whose change in operation results in a large increase in the use of water, shall immediately give the city written notice of the nature of the change and, if requested, amend ~~his~~the application.
- (5) The service connection, whether located on public or private property, is the property of the city, and the city reserves the right to repair, maintain and replace it.
- (6) No customer shall serve any other water user through ~~his own~~customer's meter without the express written consent of the city.
- (7) All water users in the city whose closest property line is within 160 feet of a city water main shall be connected to the city water system. (~~Ord. 3127 § 1, 2010; Ord. 2285 § 2, 1978~~)

13.04.030 Fire protection service.

Fire protection facilities shall be allowed inside and outside of a building under the following conditions:

- (1) The owner of a fire protection system shall furnish and maintain a service meter approved by the city. The connection with the city main and the setting of the meter and the construction of a suitable meter chamber shall be made by the city upon payment of the charges prescribed in SHMC 13.04.150.
- (2) When a building has a fire protection service, whether a wet or dry sprinkler system, which is separate from the regular water service to the building, an approved proportional meter or detector check may be used in place of a service meter. The owner of the building shall agree in writing that water supplied through this service will not be used for any purpose except for extinguishing a fire. If registration is recorded on the meter or detector check, the installation of a service meter or the removal of the service may be required.
- (3) No charge shall be made for water used in the extinguishing of a fire if the owner reports the use to the city in writing within 10 days of the fire.

(4) Water may be obtained from fire protection facilities for filling a tank connected with the fire service, but only if written permission is secured from the city in advance and an approved means of measurement is available. The rates for general use will apply. (~~Ord. 2285 § 3, 1978~~)

13.04.040 Outside city service.

The following terms and conditions shall be applicable to every purchaser and user of surplus water outside the city limits unless expressly provided otherwise in the agreement between the city and the user.

(1) The word “user” herein refers to any person, firm or corporation desiring to purchase surplus water from the city for use by said user or person, firm or corporation supplied by such user outside of the city. The phrase “private line” herein refers to that water line on private property and extending from the meter.

(2) The user at ~~his~~user’s own expense will construct a private water line from the city’s meter to the property upon which the water is to be used.

(3) The user at ~~his~~user’s own expense will install a pump sufficient to adequately supply water for the user’s purpose.

(4) The private line and pump installation will be installed in accordance with the specifications of the city engineer, and the costs of the engineering will be at the user’s expense.

(5) If a water main needs to be extended for the provision of water service to accommodate a private line, installation will be in accordance with the specifications of the city engineer, and such main will be the property of the city upon acceptance by the city engineer. The cost of construction will be at the user’s expense.

(6) The user will own the private water line, pump and equipment, and will be responsible for the operation, maintenance and replacement of the same.

(7) The user will construct and maintain housing for the pump at ~~his~~user’s own expense.

(8) The city will sell surplus water to all users on the user’s line at the prevailing nonresident rates.

(9) Each user shall be required to pay to the city the usual nonresident meter installation charge and water deposit, and the city will install a water meter at the lot line of such user.

(10) The city will read all meters, and the users will provide the city with easements across all reasonable routes in order to permit access by city employees and equipment to read the meters and maintain, repair and replace the equipment.

(11) The user agrees to and does hereby hold the city, its officers and employees harmless for any claim of damage that might result to the user's line, pump and equipment, and to the users of such equipment, as a result of the failure of the city to supply surplus water, or as a result of any activity or failure to act on the part of the city, its officers and employees.

(12) The city will bill all water users directly; the owner of a private line may bill users of that line, if any, as he may see fit for their pro rata cost of purchasing, installing, maintaining, operating and replacing the user's line, pump and equipment.

(13) The user's agreement, and the renewal thereof, shall be in effect for such period as may be agreed upon by the council.

(14) Nothing contained in said agreement shall prevent the city from raising, lowering or changing the rate schedule at any time to nonresident users; and users shall at all times pay to the city the prevailing nonresident water rate.

(15) The user, ~~his~~any successors, heirs and assigns, and all users of ~~his~~this private line, shall comply with all rules, laws and regulations of the ~~water department of the city of St. Helens~~ and sign all necessary documents required by the city, such as the nonresident water user's agreement.

(16) If at any time it is determined by the ~~superintendent of~~ public works ~~of the city of St. Helens,~~director or the council, that the pipeline or pump of the user or ~~his~~user's successors, heirs or assigns, or those being permitted to use the same, is not being properly maintained or is in violation of the contract and agreement between the user and the city, the city may terminate surplus water to such pipeline and to the users of the line.

(17) Nothing in said agreement shall bind or require the city to furnish any water other than surplus water above and beyond the needs of the city. (~~Ord. 2285 § 4, 1978~~)

13.04.050 Temporary service.

(1) Charges for water furnished through a temporary service connection shall be at the established rates for other customers, except as noted in subsection (5) of this section.

(2) The applicant for temporary service will be required:

(a) To pay the city, in advance, the estimated cost of installing and removing the facilities to furnish the service.

(b) To deposit an amount sufficient to cover the bill for water during the entire period temporary service may be used, or to establish credit approved by the city.

(c) To deposit with the city an amount equal to the value of equipment loaned by the city. This deposit shall be refundable under the terms of subsection (3) of this section.

(3) The customer shall use all possible care to prevent damage to the meter or other equipment loaned by the city which is involved in furnishing the temporary service from the time they are installed until they are removed, or until 48 hours' notice in writing has been given to the city that the contractor or other person is through with the meter and other equipment. If the meter or other equipment is damaged, the cost of making repairs shall be paid by the customer.

(4) Temporary service connections shall be disconnected and terminated within six months after installation unless an extension of time is granted in writing by the city.

(5) In cases of new construction where there will be a permanent installation, the city may allow temporary service during the construction period, not to exceed six months. The contractor desiring this temporary water service shall be charged ~~\$2.00 a month; he~~monthly fee; Contractor shall pay ~~at the~~ fee of ~~\$12.00~~ in advance and be reimbursed for the months the water is not needed. ~~(Ord. 2285 § 5, 1978)~~Fees are set by council resolution.

13.04.060 Limitations on use.

The mayor may limit the use of water in times of shortage. ~~(Ord. 2285 § 6, 1978)~~

13.04.070 Interruptions in service.

Temporary shutdowns may be resorted to by the city for improvements and repairs. Whenever possible, and as time permits, customers affected shall be notified prior to a shutdown. The city shall not be liable for damage resulting from an interruption in service. (~~Ord. 2285 § 7, 1978~~)

13.04.080 Application for new service. : (Revised and renumbered 13.02.020)

~~(1) No water service will be provided without a signed application containing the following information:~~

~~(a) The date of application.~~

~~(b) The location of premises to be served.~~

~~(c) The date on which the applicant will be ready for service.~~

~~(d) Whether the premises has ever before been supplied by the city.~~

~~(e) The purpose for which the service is to be used.~~

~~(f) The size of the service.~~

~~(g) The address to which bills are to be mailed or delivered.~~

~~(h) Whether the applicant is an owner or tenant of the premises.~~

~~(i) An agreement to abide by all rules, regulations and~~

~~ordinances of the city governing water service.~~

~~(j) Such other information as the city may reasonably request.~~

~~(2) Two or more parties who join to make application for service shall be jointly and individually liable and shall be sent a single billing.~~

~~(3) Contracts, other than applications, may be required prior to service when, in the opinion of the city, special circumstances exist.~~

~~(4) If premises are connected to the city water system without application, the premises will be disconnected. Before a new connection is made, the applicant shall pay double the rate for the estimated quantity of water consumed.~~

~~(5) No service connection or main extension for service connections shall be tapped into water transmission lines without city council approval.~~

~~(6) Application for new service connection outside the city limits for surplus city water shall be reviewed by the city engineer and the city council for facilities planning. Such applications shall not be approved by the city council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the city's urban growth boundary.~~

~~(7) No connection for new service outside the city limits for city water shall be installed unless consent to annex and an outside city water user agreement are signed and received by the water department.
(Ord. 2613, 1991; Ord. 2510, 1986; Ord. 2285 § 8, 1978)~~

13.04.090 Meters.

(1) Meters shall be furnished and owned by the city.

(2) No rent or other charges shall be paid by the city for a meter or other equipment located on the customer's premises.

(3) Meters shall be ~~sailed~~sealed by the city at the time of installation, and no seal shall be altered or broken except by one of ~~its~~city's authorized agents.

(4) If a change in size of a meter and service is required, the installation shall be accomplished on the basis of a new connection. ~~(Ord. 2285 § 9, 1978)~~

13.04.100 Meter deposits.

Where meters are furnished by the city, the ~~consumer~~customer will be held responsible for the proper use of the meter and to protect the city against misuse. A deposit ~~of \$30.00 will be required of consumers within the city limits, and a deposit of \$40.00 will be required of consumers outside the city limits of the city of St. Helens, as set by council resolution will be required of customers~~ before water will be furnished. Any money due the water department for repairs to the meter on account of mechanical injury or for back water rent will be deducted from this sum. Any balance will be returned upon discontinuance of service to the original applicant for water service, or to ~~his~~any legal heirs or assigns. (~~Ord. 2285 § 10, 1978~~)

13.04.110 Meter error.

A customer may request the city to test the meter serving ~~his~~the user's premises.

~~(1)~~ _The customer shall deposit an amount set by council resolution to cover the reasonable cost of the test. _This deposit will be returned if the meter is found to register more than two percent fast. ~~The deposit required of a customer requesting a meter test shall be as follows: _~~

Size of Meter	Amount of Deposit
3/4 inch to one inch	\$100.00
Larger than one inch through 1-1/2 inch	\$150.00
Larger than 1-1/2 inch	Cost to be determined by superintendent of public works

~~(2)~~ A written report giving the results of the test shall be available to the customer within 10 days after completion of the test.

(3) Adjustment of bills for meter error will be made according to the resolution governing adjustments, refunds or waivers adopted by Council pursuant to provisions of SHMC 13.04.21902.070. (Ord. 2744, 1997; Ord. 2285 § 11, 1978).

Article III. Main Extensions

13.04.120 Payment for main extensions.

Water mains extended in the city to supply new connections shall be constructed and paid for as follows:

(1) Where an existing location desires to be served immediately by extension of and connection to a main, the council shall cause such extension to be constructed:

(a) Prior to construction, the customer connecting to such extension shall pay to the city, in addition to the regular water rate, a sum to be determined by the superintendent of public works. The payment shall director to reflect the actual cost of installing the extension.

(b) Future customers connecting to such a main shall also pay a similarly determined amount to the city at the time the request for water service is made.

(c) The city of St. Helens may, at its option, permit the customer to pay the amount so calculated in 12 equal monthly payments, but such installment payments shall bear interest, the rate of which is to be determined by the city recorder to reflect local current interest rates, but in no case shall it exceed 10 percent per annum.

(2) Where a person, firm or corporation is developing, or desires to develop, a subdivision, and has applied to the city for the construction of water mains therein, the city may proceed to construct the necessary mains upon payment by the subdivider of the amount specified under the provisions of this section, or may require the subdivider to construct said main himself. (Ord. 2285 § 12, 1978)

13.04.130 Payment records.

The city recorder shall cause to be kept records in the water department showing completely and accurately the location, cost and extent of all mains constructed according to the provisions of this chapter. These records shall show the amount which each individual customer has agreed to pay for the

construction of the main and ~~his~~the schedule of payments, together with a record of payments made.
(Ord. 2285 § 13, 1978)

Article IV. Permits, Fees, Charges and Rates

13.04.140 Turn on fee. (Revised and renumbered 13.02.030)

~~No fee shall be charged if the turn on can be performed during regular working hours. There shall be a \$5.00 turn on fee for each new account requiring a turn on other than during regular working hours.
(Ord. 2285 § 14, 1978)~~

13.04.150 Water service connection permit.

All new water connections require a water service permit. The cost for such permit shall be paid in advance. Permit costs may include a systems development charge as well as connection costs incurred by the city. Such costs will be set by council resolution. (~~Ord. 2622, 1991; Ord. 2420 § 1, 1983; Ord. 2285 § 15, 1978~~)

13.04.160 Restoration charge. (Revised and renumbered 13.02.080)

~~A customer shall pay for restoration of water service when service has been discontinued under the provisions of this chapter. The customer shall pay the sum of \$20.00 or actual cost of labor and materials, whichever is higher. This charge shall not apply to new water service applicants. (Ord. 2613, 1991; Ord. 2285 § 16, 1978)~~

13.04.170 Rate schedule. (Revised and renumbered 13.02.040)

~~(1) The rates to be paid by all users of city water, including those desiring fire service, shall be the total of the rates set out in the following schedules:~~

~~(a) For all water users within the city of St. Helens, the rate shall be \$0.0086 per cubic foot, effective October 15, 1984.~~

~~(b) For all water provided to the city of Columbia City under its contract with the city of St. Helens in exchange for a pipeline permit and water agreement, the rate shall be \$0.0055 per cubic foot effective July 15, 1984.)~~

~~(c) For all other water service outside the city limits of St. Helens, the rate shall be \$0.0172 per cubic foot, except as indicated in the Enterprise Zone Ordinance No. 2500.~~

~~(d) All users of city water, inside or outside the city of St. Helens, shall pay \$1.00 per month service charge for each water service meter in addition to the rate paid for water used.~~

~~(e) For all water use over 100,000 cubic feet per account per month, the rate for additional water shall be \$0.0060 per cubic foot. (Ord. 2541, 1988; Ord. 2459 § 1, 1984; Ord. 2453 § 1, 1983; Ord. 2420 § 2, 1983; Ord. 2408 § 1, 1982; Ord. 2393 § 1, 1982; Ord. 2377 § 1, 1981; Ord. 2359 § 1, 1981; Ord. 2285 § 17, 1978)~~

Article V. Accounts and Billing

13.04.180 Billing. (Revised and renumbered 13.02.050)

~~(1) Water service shall be billed at a bimonthly rate, and payment shall be made within the first 10 days of the period following the last month for which charge is made.~~

~~(2) Meters shall be read at regular bimonthly intervals for the preparation of bimonthly bills and as required for the preparation of opening, closing and special bills.~~

~~(3) Closing bills shall be collected at the time of discontinuance of service.~~

~~(4) Each meter on a customer's premises shall be billed separately, and the readings of two or more meters shall not be combined unless the city's operating convenience requires. (Ord. 2285 § 18, 1978)~~

13.04.190 Adjustment of accounts. (Revised and renumbered 13.02.070)

~~Customer accounts shall be adjusted for any of the following circumstances:~~

~~(1) Accounts receiving 15 days or less of service in a month shall be billed one half of the minimum monthly charge unless calculation of metered service results in a higher charge.~~

~~(2) When, upon test, a meter is found to be registering more than two percent fast, under conditions of normal operation, the city shall refund to the customer the full amount of the overcharge, based on corrected meter readings for a period not exceeding three months.~~

~~(3) When, upon test, a meter is found to be registering more than five percent slow, the city may bill the customer for the amount of the undercharge, based upon corrected meter readings for a period not exceeding three months.~~

~~(4) The city may bill the customer for water consumed while the meter was not registering. The bill shall be at the minimum monthly meter rate or shall be computed upon an estimate of consumption based upon the customer's prior use during the same season of the prior year. (Ord. 2285 § 19, 1978)~~

13.04.200 Delinquent accounts. (Revised and renumbered 13.02.050)

~~(1) Upon failure to pay water charges due within the first 10 days of a month, by the fifteenth day of the month the account shall be delinquent and a late charge of \$2.00 shall be added, and by the twenty-fifth day of the month the water service to the customer turned off.~~

~~(2) Prior to discontinuance of water service, the city shall advise the customer by a written notice that water is to be disconnected unless the delinquent amounts are paid immediately. If full payment is not made, the city shall immediately thereafter turn off the service. The notice shall be sufficient if mailed to the address listed on the application for water service.~~

~~(3) The customer owing the water bill shall pay the restoration fee as contained in SHMC 13.04.160, plus the accrued water bill, before the city will restore water service.~~

~~(4) If a user is delinquent in his payments and service has been discontinued for two consecutive billing periods, the restoration charge will be doubled for the second restoration of service, and in cases where the user's deposit is less than the amount currently being required by the city for a water deposit, the user shall pay the difference before service is restored.~~

~~(5) The city recorder or his agent, in cases of extreme hardship, shall have the discretion of renewing service to a delinquent account upon the acceptance of a valid plan for the payment of past due amounts in installments. (Ord. 2613, 1991; Ord. 2445, 1983; Ord. 2285 § 20, 1978)~~

13.04.210 Responsibility for payment of bills. ~~(Revised and renumbered 13.02.100)~~

~~The property owner of record shall be responsible for the payment of all charges prescribed in this chapter. If the property is rented and the renter fails to pay the charges, the city recorder shall, upon approval of the council, submit the bill to the property owner. (Ord. 2285 § 21, 1978)~~

13.04.220 Water charge liens. ~~(Revised and renumbered 13.02.110)~~

~~Water service charges shall be a lien against the premises served from and after the date of billing and entry on the ledger or other records of the city pertaining to its water system, and such ledger record or other record shall be made accessible for inspection by anyone interested in ascertaining the amount of such charges against the property. Whenever a bill for water service remains unpaid 60 days after it has been rendered, the lien thereby created may be foreclosed in the manner provided for by ORS 223.610, or in any other manner provided by law or city ordinance. (Ord. 2285 § 22, 1978)~~

Article VI. ~~Article V.~~ Discontinuance of Service

13.04.230 Nonpayment of bills. ~~(Revised and renumbered 13.02.050)~~

~~A customer's water service may be discontinued if the water bill is not paid in accordance with SHMC 13.04.180. (Ord. 2285 § 23, 1978)~~

13.04.240 Unsafe apparatus.

(1) The city may refuse to furnish water and may discontinue service to a premises where an apparatus, appliance, or other equipment using water is dangerous, unsafe or is being used in violation of laws, ordinances or legal regulations.

(2) The city ~~does~~is not ~~assume liability for inspection~~required to inspect apparatus on the customer's property. The city does reserve the right ~~of inspection to inspect such apparatus~~, however, if there is reason to believe that unsafe or illegal apparatus is in use. ~~(Ord. 2285 § 24, 1978)~~

13.04.250 Service detrimental to others.

The city may refuse to furnish water and may discontinue service to premises where excessive demand by one customer will result in inadequate service to others. (~~Ord. 2285 § 25, 1978~~)

13.04.260 Fraud and abuse.

The city shall have the right to refuse or to discontinue water service to a premises to protect itself against fraud or abuse. (~~Ord. 2285 § 26, 1978~~)

13.04.270 Noncompliance.

The city may discontinue water service to a customer for noncompliance with a city ~~water or sewage regulation~~ordinances and regulations if the customer fails to comply with the ordinance or regulation within five days after receiving written notice of the city's intention to discontinue service. If such noncompliance affects matters of health or safety or other conditions that warrant such action, the city may discontinue water service immediately. (~~Ord. 2285 § 27, 1978~~)

13.04.280 Water waste.

Where wasteful or negligent water use seriously affects the general service, the city may discontinue the service if such conditions are not corrected within five days after the customer is given written notice. (~~Ord. 2285 § 28, 1978~~)

13.04.290 Customer request for discontinuance.

(1) A ~~customer may have his~~customer's water service may be discontinued by notifying the city at least three days in advance of the desired date of discontinuance. ~~He~~Customer shall be required to pay water charges until the date of such discontinuance.

(2) If notice is not given, the customer shall be required to pay for the water service until the date the city has learned that the customer has vacated the premises or otherwise has discontinued service. (~~Ord. 2285 § 29, 1978~~)

13.04.300 Temporary discontinuance of service.

Should ~~it be desired~~ customer wish to ~~discontinue~~ temporarily suspend water service to the premises for a period of not less than one month, written notice ~~in writing~~ shall be given to the city ~~recorder~~ and payment shall be made for the fee for this service and any other unpaid charges, if any there be, ~~at the office of the city recorder~~. WWithin 24 hours after such notice and payment, the water shall be turned off and shall only be turned on again upon application. ~~There will be a charge of \$2.00 made~~ The fee for this service. ~~No discontinuance of water charges will be made for a period of less than one month or without the notice prescribed in this section.~~ (Ord. 2285 § 30, 1978) shall be set by council resolution.

13.04.310 Abandoned and nonrevenue-producing services.

Where a service connection to a premises has been abandoned or not used for a period of one year or longer, the city may remove it. New service shall be placed only upon the customer's application and paying for a new service connection. The cost of such new connection shall be based on time and materials. ~~(Ord. 2628, 1991; Ord. 2285 § 31, 1978)~~

Article ~~VHVI~~ VHVI. General

13.04.320 Pools and tanks.

When an abnormally large quantity of water is desired for filling a swimming pool, log pond, or for other purposes, arrangements shall be made with the city prior to taking such water. Permission to take water in unusual quantities shall be given only if it can be safely delivered and if other customers will not be inconvenienced. ~~(Ord. 2285 § 32, 1978)~~

13.04.330 Fire hydrants.

~~If a property owner or other party desires~~ Customers desiring a change in the size, type or location of a fire hydrant, ~~he~~ shall bear the cost of such change. A change in the location of a fire hydrant must be approved by the city. ~~It is unlawful for any and the CRFPD. No~~ person ~~to~~ shall cut, alter, change, remove, disconnect or connect with, or in any manner interfere, meddle or tamper with any hydrant owned or used by the city without ~~a permit~~ having received express written approval pursuant to this section. The provisions of this section shall not apply to the fire district, street department, or water

department of the city in the proper performance of their duties, or where the requirement for a permit has been waived by the public works ~~superintendent. (Ord. 2694, 1995; Ord. 2285 § 33, 1978)~~ director.

13.04.340 Damage to city property.

The customer shall be liable for damage to a meter or other equipment or property owned by the city, which is caused by an act of the customer, ~~his~~ customer's tenants or agents. The damage shall include the breaking or destruction of seals ~~by the customer~~ on or near a meter and damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The city shall be reimbursed by the customer for such damage promptly on presentation of a bill. No person shall tamper or interfere with city water mains, meters or other water service devices. ~~(Ord. 2285 § 34, 1978)~~

13.04.350 Control valves.

The customer shall install a suitable valve; as close to the meter location as practical, the operation of which will control the entire water supply from the service. ~~The operation by the~~ No customer ~~of~~ shall be permitted to operate the curb stop in the meter box ~~is not permitted. (Ord. 2285 § 35, 1978).~~

13.04.360 Cross-connections.

No physical connection, direct or indirect, shall exist, even temporarily, between the city water supply and that of a private water supply. Where such a connection is found to exist, or where provision is made to connect the two systems by means of a spacer or otherwise, the city water service shall be turned off. The service shall not be reestablished until satisfactory proof is furnished that the cross-connection has been permanently severed. ~~(Ord. 2285 § 36, 1978)~~

13.04.370 Resale of water.

Except by special arrangement with the city, no customer shall resell city water ~~received by him from the city~~, nor shall water be delivered to premises other than those specified in the application for service. ~~(Ord. 2285 § 37, 1978)~~

13.04.380 Access to premises.

The city or its duly authorized agents shall, during reasonable hours, have the right to enter or leave the customer's premises for a purpose properly connected with the service of water to the premises. (~~Ord. 2285 § 38, 1978~~)

13.04.390 Contract purchaser deemed owner.

A person or persons purchasing property under contract, for the purposes of this chapter, shall be deemed to be the owner or owners of the property covered by the contract. (~~Ord. 2285 § 39, 1978~~)

13.04.400 Penalty.

Violation of any provision of this chapter is a Class B violation, punishable by a presumptive fine not to exceed \$2,609.00, but in no case shall the fine exceed \$500.00. (~~Ord. 2420 § 3, 1983; Ord. 2285 § 41, 1978~~) 1,000.00.

Kathy Payne

From: Sheri Ingram
Sent: Wednesday, August 19, 2015 10:25 AM
To: Kathy Payne
Subject: Parks Commission Minutes and Other Info
Attachments: 06-15-15 Parks Minutes - APPROVED.docm

Her are the minutes they approved Monday night.

They also voted on a few things.

① A lady named Susan Hirchi sent a letter requesting the City add her late father's name to the sign at 6th St. Park because he was a big part of Little League and was an umpire at that park for 35 years. The Parks Commission voted to recommend that Council name one of the ball fields after him like they did at Campbell for someone in the past. There are two fields there which are designated as the 6th Street Field and the 7th Street Field and they recommended that his name be put on the 6th Street Field. I believe they have a plaque with the person's name on it attached to the backstop fence on the one at Campbell so it would be the same sort of thing.

② Last year Howard Blumenthal asked about the Friends of Nob Hill joining a group called the Intertwine Alliance and the City reimbursing them for the \$25.00 fee and it was approved last year but it has come up again this year. Monday night, the Parks Commission voted to recommend that Council reimburse Friends of Nob Hill for the \$25.00 fee ANNUALLY as long as they want to continue membership so he won't have to ask every year in the future. The \$25.00 rate is a discounted rate for them because they are a volunteer group without a budget. The Alliance is a group that works with parks, trails and nature conservancy and can help find funding for projects for groups like Friends of Nob Hill.

Thanks!!



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: September 2, 2015

Planning Department Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 08.18.2014

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

PLANNING ADMINISTRATION

Participated in the selection committee for the City's area-wide framework plan for waterfront redevelopment efforts.

Conducted a pre-application meeting for 200 Port Avenue.

MISC.

Participated in the SHPD sergeant interviews.

DEVELOPMENT CODE ENFORCEMENT

Assisted Code Enforcement Officer with information in regards to their efforts.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

August 11, 2015 meeting (outcome): Two conditional uses for marijuana dispensaries were approved at 365 S. Columbia River Highway and 1809 Columbia Boulevard. The record was left open for a third CUP for the same use at 31 Cowlitz Street (i.e., the Muckle Building); deliberations are anticipated at the Commission's September meeting.

The Commission also discussed city initiated Development Code amendments related to residential uses in the Houlton Business District zone. That issue was continued to the Commission's September meeting to review some changes before the issue gets to the Council.

September 8, 2015 meeting (upcoming): Deliberations from the August meeting public hearing for the Muckle Building noted above will take place. The public hearing regarding the Houlton Business District zone will also resume.

The Commission will review and select submissions for the City's latest historic preservation rehabilitation grant (this is funded by CLG grant funds).

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates.

MAIN STREET PROGRAM

The upcoming RARE AmeriCorps members, for our Main Street Program/Community Coordinator, will be Anya Moucha from Minnesota. She was our #1 pick! Service with the City begins Sept. 14 and lasts for 11 months.

I participated in a mandatory RARE AmeriCorps Supervisor Orientation this month.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Monday, August 17, 2015 12:35 PM
To: Jacob Graichen
Subject: August Planning Department Report

Here are my additions to the August Planning Department Report.

1. Helped coordinate scope of work for IPP economic transportation study and provided necessary input materials to EcoNW to conduct the study (GIS layers, wetland data, contacts for interviews, etc.)
2. Uploaded aerial drone footage of the waterfront redevelopment area to the WeAreStHelens YouTube channel
3. Updated Waterfront Redevelopment Project Website with final IPG project materials, new IPP project materials, and aerial footage
4. Submitted HEAL Cities Small Grants Program Grant (Deadline: August 14) Included a letter of support from the Columbia Health Coalition and the Parks Commission, a project workplan/timeline, detailed budget, and 9 page narrative. Grant project is to fund smoke-free signage, an informational kiosk for Columbia View Park, and a parks & trails recreation brochure update.
5. Reviewed RFQ submissions for the EPA Brownfield AWP Grant Program
6. Prepared for Kiwanis Daybreakers Presentation focused on the Waterfront Redevelopment Project (August 25, 7 am)
7. Researched the 2009 State Historic Preservation Office's Special Assessment of Historic Property Program
8. Wrote letter from City to support the Columbia County Rotary Club's Application to the 2015-16 District Grant Program
9. Prepared summary of bridge proposals for Council to authorize purchase of the McCormick Park Pedestrian Bridge from Bridge Brothers
10. Researched text amendment to the SHMC to facilitate future pedestrian trail access and development
11. Gathered photos and resources to prepare memo for the acting Historic Landmarks Commission to select the four of the five CLG Historic Preservation Grant Applications to receive funding
12. Began work on a FAQ for the City's Land Use Planning webpage regarding fences and sheds

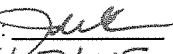
Jennifer Dimsho

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

BUSINESS LICENSE REPORT

City Department Approval: August 17, 2015

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

Signature: 
Date: 8/17/15

RESIDENT BUSINESS – NEW 2015

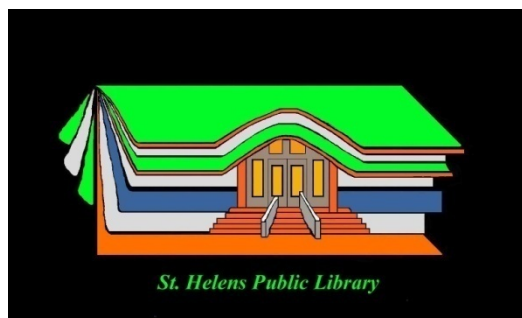
- | | | |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | Carol Joseph
231 S. 1 st Street | Resale |
| <input type="checkbox"/> | Wink Funky Fun Stuff & Antiques
231 S. 1 st Street | Resale/Secondhand |

NON-RESIDENT BUSINESS - 2015

- | | | |
|--------------------------|-----------------------------------|--------------------|
| <input type="checkbox"/> | Dan's Top Notch Heating & Cooling | HVAC |
| <input type="checkbox"/> | Emerald Acquisition | Parking Lot Work |
| <input type="checkbox"/> | Hammer and Hand Inc. | Construction |
| <input type="checkbox"/> | Sandu Inc. | HVAC/Construction |
| <input type="checkbox"/> | Vaughn's Services Inc. | Concrete Polishing |

MISCELLANEOUS - 2015

- | | | |
|--------------------------|----------------|-----------------------------------|
| <input type="checkbox"/> | Don's Air Care | 7-Day, Heating & Air Conditioning |
|--------------------------|----------------|-----------------------------------|



August 26, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Baby Lapsit, Toddler and Preschool Story Times will resume right after Labor Day – Sept 8, 9 and 10.

- **Baby Lapsit** - Join other families with children ages six months through two years for stories, fingerplays, singing, and activities. Parents are encouraged to stay afterwards for free play and socializing. **Tuesdays at 10:15 a.m.** - Children's Section (No Baby Lapsit on September 1st)
- **Toddler Story Time** - Join other families with children ages two to three years for stories, puppets, movement, fingerplays, and singing. Parents are encouraged to stay afterwards for free play and socializing. **Wednesdays at 11:15 a.m.** - Children's Section (No Toddler Story Time September 2nd or November 11th)
- **Preschool Story Time** - Join other families with children ages three to five years for stories, puppets, movement, fingerplays, and singing. Afterwards children will be invited to finish a simple art project, craft, or early math/science activity. **Thursdays at 11:15 a.m.** - Children's Section (No Preschool Story Time September 3rd or November 26th)

A City's Center: Rethinking Downtown (An Oregon Humanities Conversation Project with Nan Laurence, a senior planner for the City of Eugene) - Historically, a city's downtown core has been the community's cultural and economic center, expressing shared values and aspirations. Today, however, many downtowns represent a community's social and economic distress. Cities of all sizes are trying to revitalize their downtowns, but the qualities essential to this revitalization remain elusive. This conversation is co-hosted by SHEDCO and the St. Helens Public Library.

Thursday, September 10, 7:00 p.m. - In the Library

Teen Gaming Nights (For Teens Ages 11-18) - Hang out and play games with friends!

The library owns Wii-U, PS4, and XBOX One consoles, as well as iPads. There are many games to choose from for each platform. Stay for the entire time or drop in as long as you are able. Parents will need to sign a permission slip before teens will be allowed to participate.

Wednesday, September 16, 5:00 – 6:30 p.m. - Auditorium

Wednesday, September 30, 5:00 – 6:30 p.m. - 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, September 23, 4:00 – 5:00 p.m. - Hallway

Wednesday, October 21, 4:00 – 5:00 p.m. - Hallway

Wednesday, November 4, 2:00 – 3:00 p.m. - Hallway

St. Helens Public Library Board – The Library Board recently filled three open positions and we now have a complete seven member board. Marsha Caton was elected Chair, Nancy Herron was elected Vice Chair and Barbara Lines will now be serving as Past Chair. Sub-Committees were formed to address the following topics:

- Policy Development
- Should we become a Passport Library?
- Strategic Plan
- Our Community Reads

Members of the Board and some members of the Friends of the Library will be attending a workshop about fundraising at the Tigard Library on Saturday, October 24.

Ukulele Instruction – The beginning and continuing ukulele groups are continuing to meet in the Columbia Center Auditorium on Saturdays. Last week there were 20 musicians in attendance!