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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, April 15, 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. Semi-Annual Report from Centerlogic – *Max Stahl* 1:05 p.m.
3. Communications 3rd Quarter Report – *Crystal* 1:15 p.m.
4. Request to Extend Term-Limited Office Assistant Position - *Jon* 1:25 p.m.
5. LOC-TV "How To Do Executive Sessions Right " (19 minute video) 1:30 p.m.
6. Department Reports 1:50 p.m.
7. Council Reports 2:10 p.m.
8. Executive Session: ORS 192.660(2)(e) Real Property Transactions 2:30 p.m.
9. Other Business
10. Next Work Session Items
11. Upcoming Dates to Remember:
 - **April 15, Council Work Session, 1:00 p.m., Council Chambers**
 - **April 15, Council Regular Session, 7:00 p.m., Council Chambers**
 - April 16, Library Board, 7:15 p.m., Columbia Center Auditorium
 - April 20, Parks Commission, 4:00 p.m., Council Chambers
 - April 30, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers
12. Future Public Hearing(s)/Forum(s):
 - May 20, 6:00 p.m., PH: Development Code Amendments
 - June 3, 6:00 p.m., PH: Parks & Trails Master Plan
 - June 3, 6:30 p.m., PH: FY 2015-16 Budget Adoption

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.

Communications Report

January – March 2015

Prepared by Crystal Farnsworth
April 7, 2015



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
January 2015	1	13	10	0	1		
February 2015	1	5	4	0	1		
March 2015	4	20	18	1	2		
Totals	6	38	32	1	4	0	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous**	Total
Hours	12.5	30	10	14.06	10.75	1.75	79.06

Department Allocations

Total Hours Worked by Department / Fund	
Administration	1.5
City Council	3.08
Communications*	44.33
Comm. Develop.	4.83
Emerg. Mgmt.	0.16
Library	13.33
Parks	2.75
Police	6
Public Works	1.5
Tourism	0.58
Training	1
Total Hours	79.06

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

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

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

*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes (detailed article on following slide)

Facebook Stats

Making Page Likes More Meaningful

Businesses use Page audience data to understand what their followers care about. To make audience data even more meaningful for businesses, we're updating the way Page likes are counted by removing [memorialized and voluntarily deactivated accounts](#) from Pages' like counts. This change ensures that data on Facebook is consistent and up-to-date.

Removing inactive Facebook accounts

There are two primary benefits to removing voluntarily deactivated and memorialized Facebook accounts from Pages' like counts:

Business results: Removing inactive Facebook accounts from Page audience data gives businesses up-to-date insights on the people who actively follow their Page and makes it easier for businesses to find people like their followers through tools like lookalike audiences.

Consistency: We already filter out likes and comments generated by deactivated or memorialized accounts from individual Page posts, so this update keeps data consistent.

What to expect

Over the coming weeks, Page admins should expect to see a small dip in their number of Page likes as a result of this update. It's important to remember, though, that these removed likes represent people who were already inactive on Facebook.

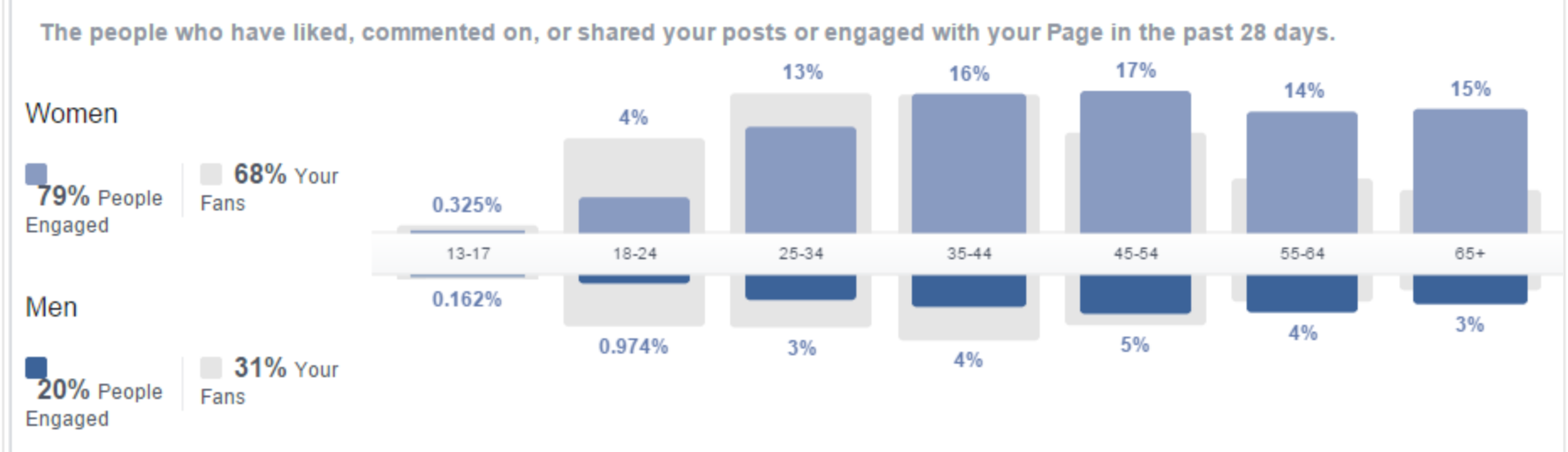
Going forward, any accounts that are voluntarily deactivated or memorialized will be removed from a Page's like count. If a deactivated account is reactivated, the account will be re-added to a Page's like count.

Everyone benefits from meaningful information on Facebook. It's our hope that this update makes Pages even more valuable for businesses.


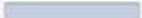


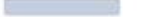


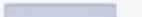


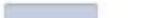








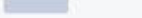





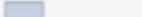




Source: Facebook for Business, posted March 5, 2015, <https://www.facebook.com/business/news/page-likes-update>.

Facebook Stats

Top Demographics of People Engaged



Facebook Stats: Pages to Watch

Overview Likes Reach Visits Posts People							
Page	Total Page Likes	New Page Likes	Posts This Week	Engagement This Week			
1  Vancouver, Washington ...	4.6K 	▲0.2% from last week	9	478 			
2  Oregon Department of T...	3.9K 	▲0.3% from last week	7	506 			
3  City of Sandy, Oregon – ...	3.8K 	▲0.2% from last week	9	44 			
4  Beaverton City Governm...	3.2K 	▲0.3% from last week	24	108 			
5  City Of St Helens	3.1K 	▲0.5% from last week	9	528 			
6  City of West Linn - Gove...	2.8K 	▲0.3% from last week	17	124 			
7  Clackamas County, Oreg...	2.2K 	▼0.1% from last week	9	50 			
8  Columbia River Fire & R...	1.7K 	▲0.1% from last week	0	0 			
9  Wilsonville - Local Gover...	1.4K 	0% from last week	1	2 			
10  The City of Scappoose	418 	▲1% from last week	7	55 			

From January 16, 2015

Facebook Stats: Pages to Watch



Vancouver, Washington City Government
Government Organization

Timeline | About | Calendar | Twitter | More ▾

PEOPLE >

4,674 likes

Invite your friends to like this Page

ABOUT >

📌 Welcome to the Facebook page for the City of Vancouver, Washington. Visit www.cityofvancouver.us for more information. #VanWa

🌐 <http://www.cityofvancouver.us/>

✓ Suggest Edits

APPS >

Vancouver, Washington City Government 14 hrs · 🌐

Springtime in Vancouver...who else is loving it?



Twitter

Followers

As of March 31: 431

As of June 30: 463

As of Sept. 24: 482

As of Dec. 30: 506

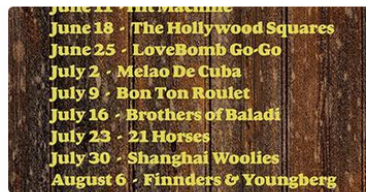
As of March 31: 537

Your Tweets earned **4.6K impressions** over this 28 day period



Tweets Tweets and replies Promoted Impressions Engagements Engagement rate

City Of St.Helens @sthelens · 24h
2015 concert schedule for 13 Nights on the River is here. See you this summer! #StHelensOR #discovercolumbiacounty pic.twitter.com/M2AZfecYi



View Tweet details

City Of St.Helens @sthelens · Apr 3
Nob Hill Nature Park work party April 4, 1-4pm. Pre-reg. w/ Scappoose Bay Watershed Council, 503-397-7904 #StHelensOR pic.twitter.com/w6KVKWLCWG



YOUR TWEETS
During this 28 day period, you earned **160 impressions** per day.

Engagements
Showing 28 days with daily frequency

ENGAGEMENT RATE
0.7%
0.0% engagement rate Apr 7



LINK CLICKS
6
0 link clicks Apr 7



On average, you earned **0 link clicks** per day

RETWEETS
4
0 Retweets Apr 7



The Best of Social Media

Tweet details



City Of St. Helens
@sthelens

Follow

St. Helens receives federal grant for waterfront plan. One of 20 communities in the country to receive funding:
ci.st-helens.or.us/blog/2015/03/1...

3:20 PM - 17 Mar 2015

1 RETWEET 1 FAVORITE

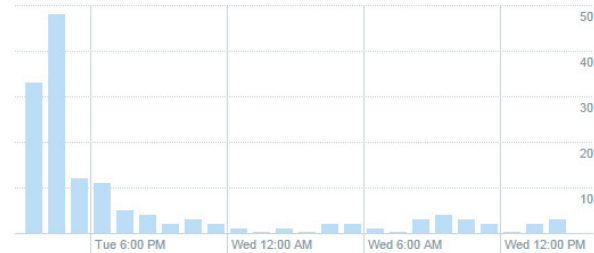


Get this Tweet in front of more people

Your tweet has 5 engagements so far. Get it in front of more people like your followers.

Sign up for Twitter Ads

Impressions overview



Key metrics

Quantity

Impressions

Number of times users saw the Tweet on Twitter

300

Link clicks

Clicks on a URL or Card in the Tweet

2

Replies

Number of replies to the Tweet

1

Retweets

Number of times users retweeted the Tweet to their followers

1

Favorites

Number of times users favorited the Tweet


1

User profile clicks

Clicks on the name, @handle, or profile photo of the Tweet author

1

The Best of Social Media





City Of St Helens

with Amanda Davis and Lisa Robinette-Lopez at St. Helens Police Department


January 9 · 🌐

Today is National Law Enforcement Appreciation Day. We would like to thank the St. Helens Police Department and its officers for their service to our community. Please join us in thanking these brave men and women for their dedicated protection and service.








St. Helens Police Department



7,612 people reached

Boost Post

Like · Comment · Share ·


 309  37  57

7,612 People Reached

738 Likes, Comments & Shares

615 Likes	309 On Post	306 On Shares
64 Comments	37 On Post	27 On Shares
59 Shares	57 On Post	2 On Shares


1,264 Post Clicks

1,024 Photo Views	0 Link Clicks	240 Other Clicks 
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NEGATIVE FEEDBACK

7 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

The Best of Social Media




City Of St Helens

March 30 at 3:07pm · 🌐

Happy Take a Walk in the Park Day! We hope you enjoy one of your St. Helens public park trails today.

Did you know that McCormick Park has 1.5 miles of exercise trails?

Did you know St. Helens has two nature parks with trails (Columbia Botanical Gardens and Nob Hill Nature Park)? ... [See More](#)



1,718 people reached

Boost Post

Like · Comment · Share ·

👍 60

💬 4

➦ 15

1,718 People Reached

115 Likes, Comments & Shares

88 Likes	60 On Post	28 On Shares
12 Comments	4 On Post	8 On Shares
15 Shares	15 On Post	0 On Shares


124 Post Clicks

28 Photo Views	26 Link Clicks	70 Other Clicks 📱
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NEGATIVE FEEDBACK


0 Hide Post	0 Hide All Posts
0 Report as Spam	1 Unlike Page

The Best of Social Media




**City Of St Helens**
March 17 at 3:22pm · 🌐

The City of St. Helens has received a \$200,000 Brownfields Area-Wide Planning Grant from the U.S. Environmental Protection Agency (EPA) to continue work on a waterfront redevelopment plan for the former Boise Veneer Plant and White Paper Mill sites.

The Department of Environmental Quality (DEQ) has been providing environmental investigation oversight of the redevelopment plan. St. Helens is one of 20 communities in the country to be awarded a grant this year for cleanup and... [See More](#)



2,830 people reached [Boost Post](#)

Like · Comment · Share ·  87  15  23

2,830 People Reached**189** Likes, Comments & Shares**457** Post Clicks**NEGATIVE FEEDBACK**

Activity Highlights

- **Winter Gazette**
- **Event Promotions**
 - **2015 13 Nights on the River volunteers/promo pictures**
 - **4th of July volunteer/fundraising**
 - **Library events**
- **Promote:**
 - **National Law Enforcement Officers Day**
 - **Carol Green as Employee of the Year**
 - **Touch the Heart of a Child month proclamation**
 - **Autism Awareness Month/World Autism Day proclamation**
 - **If I Were Mayor Student Contest**
 - **EPA Brownfields Grant**
 - **Youth Council Meetings**
 - **New Water Trail Signs from Lower Columbia Estuary Partnership**

Activity Highlights

- **SHEDCO Efforts**
 - **Business loan competition**
 - **Spring clean up**
- **Emergency Management/PSAs**
 - **Fire sprinkler malfunction at Library**
 - **Columbia Boulevard/Highway 30 intersection closure**
 - **Cornelius Pass road closure**
 - **Columbia County Warming Center open days**
 - **2015 C.E.R.T. sign ups**
- **Training**
 - **Twitter business advertisement webinar**


On the Horizon

- **Spring Gazette**
- **Library's 100th Birthday Celebrations – May**
- **Our Community Reads/Summer Reading Program**
- **Waterfront Project**
- **2015 C.E.R.T. final training day**
- **Annual boards & commissions appreciation event**
- **National Library Week & Library Workers Day**
- **Building Safety Month**
- **Municipal Clerks Week**
- **National Police Week**
- **National Public Works Week**
- **Confirmed speaker at OAMR Fall Conference**
- **City/County Quarterly Dinner**



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Request Authorization to continue Term Limited Temporary Part-Time Office Assistant Staff to June 30, 2015

Date: April 8, 2015

Request:

Staff request the continued utilization of a term limited Office Assistant position through June 30, 2015.

Currently with working through the transition of Court with increase in case loads, balancing an employee request to work part-time (24 hours per week versus 40), working through software migration opportunities, and catching up on backlog projects, staff is requesting the continued support of a term limited Office Assistant. This is the second request for extension of the term limited position and will assist in maintaining current workloads, coverage to allow additional staff training required for Springbrook, and provide further time to assess alternatives required to meet work load demands in FY 2015-16 (assuming the Part-time .6 FTE position does not pass the litmus test of the Budget Committee's meeting on May 5).

Background:

City Council at their Work Session on November 19th approved the Finance Division's request to hire a term limited Office Assistant position to fill in for required office coverage from December 1, 2014 through February 28, 2015. At the February 18th City Council meeting, staff requested extension of the position through April 30, 2015. Since this last request, further assessment has substantiated the need for continued additional support in Municipal Court, Utility Billing Services, and Accounts Payable/Accounting that cannot adequately be supported by the one full time position currently assigned (ergo some of the additional support received from the term limited assignment).

The position is being funded from existing appropriations in personnel services (savings) and the Springbrook Migration Project budget. This request will most likely require transfer of appropriation authority between Materials and Services and Personnel Services, but should not result in a draw on contingency funds.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 15, 2015

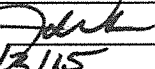
Business License Reports attached.

Suggestions Box Report attached.

BUSINESS LICENSE REPORT

City Department Approval: April 6, 2015

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

Signature: 
Date: 4/3/15

RESIDENT BUSINESS – RENEWAL 2015

*LIBERTY METAL ART	METAL ART
AMUSEMENT SERVICES	VIDEO ARCADE GAMES/ATM'S
BURRITO HOUSE	RESTAURANT/BAR
CAPTURED BY PORCHES BREWING COMPANY LLC	BREWERY
COLUMBIA THEATRE	THEATRE
LAW OFFICE OF AARON B.D. MARTIN	LAW OFFICE
LITTLE PEOPLES WORLD	RESALE & NEW CLOTHES & GIFTS
ORE.HEALTHCARE CTR/MEADOW PARK	NURSING HOME SKILLED CARE
VANITY ROOM THE	SALON & BOUTIQUE

RESIDENT BUSINESS – NEW 2015

*THERESA HOLT INTERIORS	INTERIOR DESIGN
COLUMBIA RIVER NATURAL MEDICINE LLC	MEDICAL PRACTICE
FASTBOYZ AUTOMOTIVE DETAILING	AUTOMOTIVE DETAILING
GMC VINTAGE GOODS	SECONDHAND RETAIL
MELISSA BEISLEY	HAIR STYLING
ROGUE MULTI-SPORT LLC	INFORMATION TECHNOLOGY
VAULT ELITE CHEER	TUMBLE & CHEER GYM

NON-RESIDENT BUSINESS - 2015

ABM ONSITE SERVICES - WEST INC.	JANITORIAL & SECURITY SVS
AFFORDABLE STICK BUILT HOMES LLC	NEW RESIDENTIAL CONSTRUCTION
CHAMPION WINDOW CO	CONSTRUCTION
CLUTTERBUSTERS	HOUSECLEANING AND ORGANIZING
HASA INC.	MANUFACTURER
JAMES W. FOWLER	HEAVY CIVIL CONSTRUCTION
MY STREET MARKET BY WHOLE FOODS MARKET	MOBILE GROCERY MARKET
OJEDA AUTO DETAIL	MOBILE AUTO DETAILING
OLSON LLC	CONTRACTING
PRECISION HEATING	HVAC CONTRACTOR
TWIN CITY SERVICE	HVAC/R INSTALL/SERVICE

*Denotes In-Home Business

MISCELLANEOUS - 2015

HONKE HEATING AND AIR CONDITIONING	HVAC INSTALL & REPAIR
JOHLIN MEASUREMENT LTD	MANUFACTURING & SALES

Suggestion Boxes

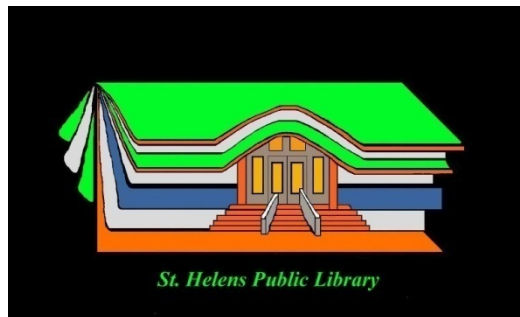
City Hall – 1st Floor Lobby/2nd Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby/ Water Department Lobby

Comment Date	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
March	Listened as I came in today to Nathan in the children’s area. What a great joy and so very good with the kids.	Wish he had a grown-up session.	Yes	Charlotte (this is a guess, hard to read on card) 503-396-9567	Great	4/15/15	Margaret		



April 8, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Early Learning Fair (sponsored by *Northwest Parenting*): Our Youth Librarian will have a booth at the Annual Early Learning Fair. This event is like the Kiwanis Children's Fair, but focuses on goods and services for children ages 0-5 only. There will be a clothing exchange, roving entertainment, and fun activities for the young. **Friday, April 17, 10:00am - 2:00pm, Sunset Park Community Church - 174 Sunset Blvd.**

Educational Arts Workshops (for Kids & Teens): In April, the St. Helens Public Library and the St. Helens Arts & Cultural Commission are partnering to host two free educational art workshops for children and teens at the Library. "Masterclass" is an art workshop program taught by the Oregon Coast Children's Theatre and Center for the Arts (OCCT). The program is designed to work with youth and families to teach both the fine arts and performance arts. Pre-registration is required for both workshops and is offered on a first-come, first-served basis. Participants must be able to attend both days of an individual workshop in order to pre-register. **Each session starts at 3:30 p.m. until approximately 6:30 p.m.** The puppetry workshop is open to students ages 8 to 18. The mosaic workshop is open to students ages 6 to 18. Students younger than 10 years of age must be accompanied by an adult. To pre-register, contact the St. Helens Public Library at 503-397-4544.

- **Broken Plate Mosaics Thursday, April 16 – Friday, April 17** Participants in the mosaic workshop will make their own terra cotta pot covered in mosaic to take home and help create a large mosaic vessel for display at the St. Helens Public Library.
- **Introduction to Puppetry Thursday, April 23 – Friday, April 24** Puppetry workshop participants will work on a scene from OCCT's "World Life," an original

production which uses puppets, some life-size, representing the eco-systems of the world. Participants will also make small paper puppets to take home.

What Is Education For? A Conversation Project Program of Oregon Humanities:

America faces a crisis in education. In the last fifteen years, the US government has spent billions of dollars financing reforms—such as test-based accountability, charter schools, and the Common Core—largely designed to ensure our schools produce competent workers. These policies do not address some basic philosophical questions about the nature and goals of education. How does education relate to citizenship? To freedom and the good life? To social justice? Or to a love of knowledge and beauty? By drawing on ideas about education from philosophy, Portland State University assistant professor Alex Sager will lead participants in a conversation about the role of education in American society. We hope you'll join the conversation at the Library on **Thursday, April 23, 7:00pm.**

Our Community Reads: Do you know what the bestselling books were in 1915? **Come to the Library in May** to peruse those titles and to pick up a copy of *The 39 Steps* by John Buchan, published in 1915 and later made into a movie by Alfred Hitchcock. Explore how the public's choices in reading have changed in 100 years! The eBook can also be downloaded for free or read online at Project Gutenberg <https://www.gutenberg.org/ebooks/558>.

Becoming Oregon – From the Lewis and Clark Expedition to the Lewis and Clark Exposition – In the century or so before our Library was established, there was quite a fascination about this strange and wondrous land out west—the expedition, the trail, the land, homesteading, statehood, and world's fair. Join us for an evening with Robert Hamm as he shares from his collection of approximately 150 authentic newspapers, mostly from the East Coast, that feature Oregon during those 100 years, ending with the

world's fair in Portland (1905) that celebrated the Corps of Discovery and looked forward to a new century. **Tuesday, May 12, 7:00pm, Columbia Center Auditorium**

Celebrate the Library's 100 Year Tradition in the Community: Our library began in 1915 as a bookshelf in a local furniture store. Today, we are a vital and vibrant community hub with a wide array of sources for information, avenues for learning and cultural events. Help us celebrate the Library's 100th Birthday as we look back at its history and celebrate the many contributions and accomplishments of our community! And, of course, there will be cake, candles and singing!! **Monday, May 18, 7:00pm, in the Library**

Come to the Library's 100th Birthday Party with Special Guest – BJ the Clown

The Library is celebrating its 100th Birthday with a fun party for children. BJ the Clown will perform and we will play classic kid games. **Thursday, May 21, 5:00pm Auditorium** (Event may be in the Courtyard if the weather is nice.)

Calendar of Events:


4/8	Youth Librarian visits Head Start
4/8	Art Lecture, Bonnie Meltzer, 7:00pm
4/8-4/30	"Dictionary Art" Exhibit
4/10	Friends of the Library Book Sale, 10:00am -5:00pm
4/11	Friends of the Library Book Sale, 10:00am -2:00pm
4/11	St. Helens Garden Club Plant Sale, 9:30-2:00pm
4/11	<u>No Ukulele Instruction Today</u>
4/12-18	National Volunteer Week
4/13-19	National Library Week
4/14-15	Youth Librarian visits Berry Bright Preschool
4/16-17	Oregon Coast Children's Theatre-Broken Pots Mosaic Workshop

- 4/16 Library Board Meeting - Library Volunteer Recognition, 7:00pm
- 4/17 Li'l Learners Preschool visits the Library
- 4/17 Youth Librarian participates in Early Learning Fair
- 4/18 Ukulele Instruction continues, 10:00am-Beginners, 11:00am-Continuing
- 4/18 St. Helens Writers' Guild, noon – 2:00pm
- 4/21 Teen Book Club, 5:00pm
- 4/21 Library Budget Presentation, 6:00pm
- 4/22 Friends of the Library Meeting, 5:30pm
- 4/23-24 Oregon Coast Children's Theatre - Intro to Puppetry Workshop
- 4/23 What Is Education For? – A Conversation Project Program of Oregon Humanities, 7:00pm
- 4/29 Teen Advisory Board, 4:00pm
- 4/29 Teen Game Night, 4:30pm
- 4/30 American Mah Jongg Class – Five weeks beginning 4/30 through 5/28, 4:30-7:00pm

Mark Your Calendars!!!

- 5/1 Our Community Reads begins – *The 39 Steps* by John Buchan, published in 1915
- 5/12 Becoming Oregon – From the Lewis and Clark Expedition to the Lewis and Clark Exposition with Robert Hamm, 7:00pm
- 5/18 Celebrate the Library's 100 Year Tradition, 7:00pm, in the Library
- 5/21 Library's 100th Birthday Party with Special Guest – BJ the Clown, 5:00pm

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	15 April 2015	
Subject:	March Status Summary	

Engineering

1. Received bids and made recommendations to award contracts for the St. Helens Street Overlay and Eisenschmidt Lane Overlay projects.
2. Held preconstruction meeting and started construction of Watermain Replacement Project.
3. Finalized contract and started working on project coordination for Godfrey Park Storm project.
4. Assisted WWTP and Public Works with projects in various stages.
5. See complete report.

Parks

1. Replaced dugout roof, repaired door, bleachers, and concession stand at Campbell Park.
2. Graded and leveled the tee-ball fields at McCormick Park.
3. Started mowing at all parks and grounds far earlier in the year than normal.
4. Sprayed blackberries in McCormick Park and other locations for Public Works.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 39 standard water meters with new radio read meters, plus installed 10 new rr meters.
2. Responded to multiple plugged sewer issues.
3. Responded to eleven after hours call-outs.
4. Worked on storm drain extensions on N. 7th and S. 6th Streets.
5. Performed service and/or maintenance on 51 various vehicles and/or equipment.
6. See complete report.

Water Filtration Facility

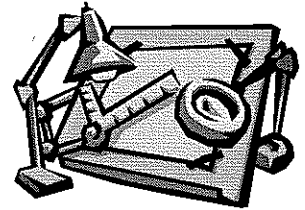
1. Removed and replaced two failed sewer grinder pumps with assistance from Public Works.
2. Worked with North Point on integrating new HMI controls for the SCADA system.
3. Performed annual maintenance of chlorine sampling cell.
4. See complete report.

Waste Water Treatment Plant

1. Troubleshooting with headworks screen manufacturer on moisture issue.
2. Performed annual pretreatment inspections at Boise landfill and Armstrong.
3. Met with various consultants on Lift Station #7 upgrade project.
4. Started installation of new metering station. Finally.
5. See complete report.

Engineering Department Status Report

8 April 2015



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

There has been no major change in status of this project. The Developer's contractor has made some minor progress on the sidewalk, but has not shown signs of activity within the development.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

The contract has been signed with James W. Fowler Company and the contractor is currently working on a proposed construction schedule. It is likely that a pre-construction meeting will be held in April or early May, with construction starting soon after.

Wastewater Treatment Plant Septage Metering Station

The new metering station has been installed and the WWTP staff were working on programming the hauler's information in to the system before it becomes fully operational.

Sanitary Lift Station No. 7 Upgrade Project

A Request for Qualifications was issued for a consultant to provide plans and specifications to meet DEQ standards for review and approval. Eight proposals were received and are under review by the WWTP and Engineering Department staff.

South 6th Street Storm Drain Extension

City Public Works crews have made good progress installing a new storm drain system along S. 6th Street adjacent to the Armory. Engineering staff is assisting with location, alignment, and grade of the extended system. The project is expected to be completed within the next few weeks.

North 7th Street Storm Drain Extension

This project is now complete.

South 1st Street Storm Drain Extension

Engineering will be assisting the Public Works crew to install a new storm drain extension from the intersection of Cowlitz and S. 1st Street, south along S. 1st Street on the west side of the roadway.

WATER SYSTEM PROJECTS

Telemetry System Upgrade

The switch over to the new system is scheduled for April 13.

2014 Watermain Replacement Project

Work has been completed on the two portions of the project that crossed St. Helens Street at N. 14th and N. 16th Streets. The Contractor is now working on N. 17th Street, south of Wyeth. The project is expected to be complete by mid-May.

STREET AND TRANSPORTATION PROJECTS

2014 St. Helens Street Overlay Project

TFT Construction of Scappoose was the successful bidder for this project. The work will consist of grinding the travel lanes and repaving St. Helens Street between 13th Street and Milton Way. The parking lanes will be treated with a fog seal to make a consistent visual appearance. Work is specified to be completed by July 31.

Eisenschmidt Lane Overlay and Sidewalk Project

TFT Construction of Scappoose was the successful bidder for this project. The work will consist of construction a new 6-foot wide sidewalk along the north side of Eisenschmidt Lane and repaving between S. 12th Street and the pool parking lot. Work is specified to be completed while school is out of session for the summer.

Various Street Improvement Projects

Other street improvement projects currently in some stage of design are:

- *Crack sealing, street preservation project
- *Continued paving of gravel streets

Right of Way and Construction Permits

There was one Right-of-Way permits issued by the Engineering Department during the month of March to NW Natural for a new service installation on Belton Road.

MISCELLANEOUS PROJECTS

Courthouse Docks Utility Improvements

Programming of the new card reader is expected to be complete by mid-April. Once on-line, electrical and water will be available to individual locations through pedestals located along the docks. Services will not be activated until the appropriate outlet/water service has been paid for through the centralized pay station near the gangway.

Parks Department for March 2015

Daily duties were performed; which includes cleaning restrooms, garbage pickup, mowing and Island maintenance.

- Graded and leveled the tee-ball fields at McCormick
- Removed Hazard trees from the Disk Golf course
- Replaced the roof on a Dugout at Campbell Park
- Sprayed Blackberries and Ivy for Public works
- Seed the Tee-Ball fields
- Mowed everywhere
- Sharpened the mowers
- Transported a deer to the tree farm
- Purchased replacement street trees
- Built a heavy duty lock system for the Island restrooms
- Weeded library flower beds
- Sprayed blackberries in McCormick Park
- Repaired maintenance room door at Campbell Park
- Collected all fire extinguishers for service
- Repaired vents on the concession stand at Campbell
- Repaired bleachers at Campbell Park
- Power raked the ball Fields at 6th Street and at Campbell Parks

Public Works Work Report March 2015

Water Dept:

Replaced 39 meters with radio reads
Installed 10 new radio reads
Repaired leak on main at 424 S. 2nd St.
Installed two new meter boxes & poured concrete on 100 blk. of N. 6th St.
Assisted sewer crew on S. 6th Storm project
Worked on meter maintenance list
Installed new service line at 185 S. 6th St.
Repaired leak on main on Kaster Rd.
Read heavy user meters
Replaced shut-off 300 blk. N. 2nd St.
Installed meter box & poured concrete at 497 N. 11th St.
Repaired leak on main at 424 S. 2nd St.

Sewer Dept:

Worked on S. 6th St. storm project
Worked on N. 7th St. storm project
Sewer tap at 185 S. 6th St.
Jetted main at S. 2nd St. & Columbia Blvd.
Jetted and TVd N. 3rd St to N. 2nd St.
Stormwater in basement 275 N. 1st St.
Catch basin plugged at 325 S. 4th St.
Yard flooding at 820 Deer Island Rd.
Sewer plug at 1944 Tualatin St. – contractor didn't cut out after lining
Troubleshoot storm and sewer 400 blk. N. 4th St.
Clean dump site at WWTP
Sewer plug on N. 18th & N. 17th St.
Sewer plugged at 185 N. 7th St. – unplugged and raised cleanout
TVd old Credit Union lateral on N. 18th St.
Cut ground and sloped to catch basin on N. 7th St.

Call-Outs:

Red light out at 18th St. & Old Portland Rd.
Broken water line at City dock – two separate calls on 3/28 & 3/13
Green light out at 18th St. & Old Portland Rd
Sewer plug at 185 N. 7th St.

Heavy rain 3/15:

Basement flooding at 275 S. 1st St. – two separate calls same day
Water coming out of ground at 454 S. 4th St.
Storm drain plugged at 325 S. 4th St.
Leak at 444 S. 11th St.
Sewer backup at 35285 Millard Rd. – on their side

Miscellaneous:

Swept streets
Marked 53 locates
Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Re: Monthly report February 1st to 28th

March 2nd

Office Computer work
PW Gathered up Fire EXE so they can be tested
PW #5 Repaired a hydraulic line
Police Installed new trailer connection and charged the batterys also installed a new tail light and lens

March 3rd

Police Charged and tested batteries again and recharged
PW #5 Installed a new tooth on the bucket
PW Cut pieces of pipe for Public Works
Shop Took the band saw apart for repairs

March 4th

Office Computer work
Shop Fabricated parts for the band saw and also installed them cleaned up the front yard
WWTP Looked at the tires on the four Wheeler and ordered new ones
PW looked at some trees that Public Works wants cut down and made arrangements to do that next week

March 5th

Parks Rebuilt the carburetor on the cub cadet lawn mower
Police Installed new batteries in the speed trailer
PW #34 Listened to the hammer on the excavator its on its last leg needs to be rebuilt

March 6th

Police Removed the new batteries from the speed trailer and installed the old ones so that the county Sheriff dept. could pick it up, Police Chief Requested that we don't put any more money into it
PW Repaired a chain saw
PW #55 Installed new gutter brooms
PW Looked at a Demo sweeper from Enviro clean

March 9th

Office Computer work
PW Put Fire Extinguishers away
Parks Cleaned and sharpened chain saws
PW #5 Picked up the backhoe and brought it to the shop to check the right rear tire and fill with air

March 10th

- PW #20 Checked tire pressure and replaced turn signal lights and brake lights checked for an oil leak and found the rear pinion seal leaking a little bit nothing to worry about checked air pressure in the rear tires
- PW #34 Installed a new bit in the excavator hammer

March 11th

- Parks Fabricated steel plates for the locks that go on the new bathrooms on Sand Island
- Police S-6 Full service
- PW Picked up the hammer on 7th street and tightened up the hydraulic block

March 12th

- Office Computer work
- Parks Fabricated and cut pipe for the locks at Sand Island
- Parks Cut trees down at McCormick Park

March 13th

- Office Computer work
- PW #5 Removed the hydraulic block and installed new O rings and installed hydraulic block Delivered to the job site
- Police Delivered back to the P.D.
- Parks Painted the lock bars for the bathrooms for the island

March 16th

- Office Computer work
- PW #31 Repaired the driver side head light lens housing
- Parks Removed the dugout roof and figured out what to do with the posts at Campbell park

March 17th

- Parks Fabricated brackets and welded on the brackets to the posts for the Dug outs at Campbell Park, all day project

March 18th

- Parks Fabricated up a bracket for the fence and helped put the plywood on the dug out at Campbell Park
- PW #5 Tried to repair the hydraulic block on the hammer the hydraulic block failed, took the hammer top Portland for repairs
- Parks Removed the carburetor from the small generator and cleaned it installed it on the generator and test ran

March 19th

- Office Computer work
- Parks Finished putting the plywood down on the dugout roof and tied the chain link fence back up to the posts at Campbell Park

March 20th

Shop Clean up cleaned restroom and shop sink

PW Checked on the hammer that is being work on in Portland

March 23rd

Police S-4 Changed oil

City hall #12 Jump started vehicle at City Hall brought to the shop and charged the battery found that the back hatch was open and drained the battery checked the charging system

Brett Vac day

March 24th

Brett Vac day

March 25th

Office Computer work

Parks Sand blasted some metal for the Parks shop

Parks Picked up metal for the roof at Campbell Park

City Hall #12 checked the battery and delivered back to City Hall

Police S-4 Topped of the oil

PW Delivered the Bobcat hammer to 7th street project

Keith Vac day

March 26th

PW #33 Drained coolant and repaired a coolant leak filled coolant and also replaced the air seat switch and scanned truck for engine codes found two inactive codes removed trouble codes and test drove returned truck to the job site on 7th street

PW #55 Engine emission light coming on tried to Rejen the truck but it would not do it so ran the truck for a period of time at a high idle light went out and test drove the truck returned the truck to Public Works to try out

Parks Ordered metal for the dugout roof at Campbell Park

Keith Vac day

March 27th

Office Computer work

Parks Cut up the tree at McCormick Park with Parks Dept.

Shop Clean shop sink and restroom

PW #33 Checked fuel connections and valves for a leak found nothing

Keith Vac day

March 30th

PW #55 Hooked the computer to the ECM and looked for codes found five codes and one active code, deleted the other codes and tried to find the problem with the one, checked input and output range of the Throttle pedal found out the control switch runs both pedals on the truck. Called Enviro Clean to get a new switch

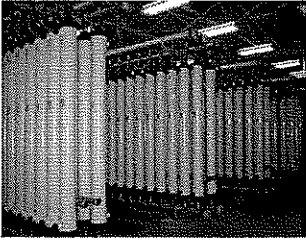
PW Drilled holes in a plate for Public Works

March 31st

Office Computer work

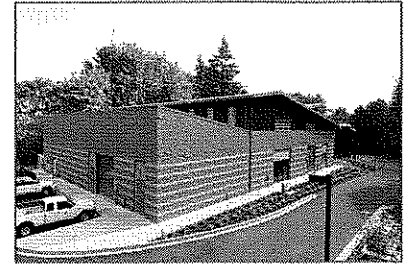
PW #55 Installed switch and test drove ordered new switch sent back to public work until switch comes in

Parks Installed tin on the dugout roof at Campbell Park also removed the roof on the other dugout



City of St. Helens – Public Works Water Filtration Plant

PWS 00724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal March 2015

Week 1 Produced and sent February OHA reports to the State. on fire extinguishers, and, collected fire extinguishers for City Shops. Sent sewer readings to Columbia City public obtaining Tim from City Shops for this job, we were able to failed WFF sewer grinder pumps, huge expression of gratitude provided, and thank you to City Shops for sparing him to us

Performed monthly check annual inspection over to the works. With the addition of remove and replace the two for all the assistance he for the day.

Week 2 While changing out the monthly chlorine monitor reagents, Guy did the yearly maintenance on the CI17 instrument and replaced all the sample lines, tubing and stir magnet on the sampling cell. Checked calibration of the monitor, readings right on. Received our monthly delivery of chlorine. We are having some unusual process startups coming from the Ranney wells, one well coming on, two wells running, then the flows are not consistent through the treatment process, in turn giving irregular flow rates to the city main. Turns out there is some work being done on the new telemetry system and what a relief to know that it is not here in the WFF and a problem with the SCADA system. Received correspondence from the integrator, NorthPoint, for the new HMI on the SCADA system, they will be on site the week of March 16th. Neal and Dave came over to the WFF and with the aid of our trending screen graphs and a walkthrough of the WFF chlorine feed system, we helped Neal get a better “feel” and a “working understanding” of the “time delay” involved in maintaining the desired chlorine residual. We provided suggestions of physically relocating the chlorine sampling point to decrease the “time delay” (20 to 40 minutes) before we see a chlorine residual. Any adjustment the operator(s) make to the chlorine pump output, takes up to 40 minutes to see if the change he made was enough or still needs more adjusting. Then, add into the mix a second well coming on or turning off and the “chase” for dialing in the chlorine output begins all over. All in all, the WFF does an excellent job of maintaining the correct chlorine range, it is just extremely sluggish to keep up with large flow swings until the pump is dialed in through operator intervention. Corresponding with Milroy pump representative to acquire parts to rebuild the chlorine pump we have taken out of service. Corresponding with vendors to find pricing and availability for fuses needed for the air handling VFD controllers and VFD drives for the BWR and RF pumps. Also corresponding with vendors to locate a reasonably priced source for flanges and flange gaskets to be used in our chlorine and caustic systems.

Week 3 Asked Sherri to shut down the Ranney well for about an hour so Tim can remove and repair the worn and leaking pipe nipples (3 inch pipe) on the finished water air relief valve unit. Tim also had to hand cut a new relief valve casing gasket. Dave working on the telemetry problems with Ranney wells. Transferred 200 gallons of NaOH into temporary carboy while repairs are made to the main caustic feed piping that has started to leak after 9 years of service. Valved carboy to feed during daylight hours and overnight to ensure the glue has 24 hours to cure after the repair to the system. Tested the repaired PVC piping, no leaks, put caustic system back into service. Drafting off the carboy during the day to empty the container, switching back to regular caustic feed system during weekend and evenings.

Week 4 The mechanical seal on the Backwash Recovery system pump (BWR) has failed. Breaking down the pump and replaced the seal. Ordered PVC flanges for WFF stock to replace the ones we have used this month and to have a few on hand for the “next time”. While pump was down we found the flex coupling between the motor and pump is badly worn, ordered a replacement coupling.

The North Point integrator, Bob Lee, came to our site and spent 3 days with us troubleshooting, repairing and bringing our new HMI into service for us, the program was in pretty bad shape and configured incorrectly. We tried to learn as much as we could from him while he was here, but he had so much repair work to do inside the program, that learning about the operation of how the program works just did not happen. He left to return to NY and told us he still has more work to do on our HMI program. I thought he was going to return and provide for us training on the new program, and instead we just received correspondence from Bob that informed us that the new SCADA HMI program we have in place does not come with training as to how to use the program, so, Guy and I are trying to do research as how to learn how to become as familiar with the new HMI SCADA program as we are with the original Rockwell program that is still running alongside the new program. The monthly report portion of the new program is still being “remotely” (from NY) configured by the integrator and he hopes will be fully functional next month (April). The trend screens are also not configured for “real time” logging of the WFF operation, the integrator said he will also try and have that resolved “remotely” for us, next month. To learn that training on how to use the “designer” part of the HMI program after we have had the program being “remotely” installed and configured for almost 2 years, is not sitting well with Guy and I. We were under the impression that we would have some “hands on” training when the project was up and running, and now, for the integrator to inform us that if we want training, that will need to be an additional contract.

It has been brought to our attention that the City is experiencing some chlorine taste and odor problems in our drinking water. We want to assure you that Guy and I are working diligently at resolving this problem and that your voices are being heard and taken to heart.

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

WWTP Monthly Operations and Maintenance Report

March 2015

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 3/3, 4-Built retaining wall on dyke next to Sub 2 to prevent erosion.

Primary System Report

- 3/9-Increased aerator run time due to temperature and odors.
- 3/11-Brought all DO probes in to shore.

Pump Stations

- 3/9-PS#1-Pressure washed wet well.
- 3/12-PS#8-Installed new processor chip in Mission System.
- Met with five different engineers throughout the month regarding PS#7 upgrade.
- 3/23-PS#7-Pump #1 bowl full of water. Replaced Solenoid valve on the 26th.
- 3/30-PS#6-Cleaned up debris around yard

Sodium Hypochlorite System

- 3514 gallons used this month.
- 3136 gallons used last month.
- 3/27-Hypo delivery. Approx 5100 gallons

Call-outs

- 3/15-1545-Power failure at the plant, PS#1, 2, and 9. Jacob and Stewart in.

Plant

- All month worked with JWC to figure out why screenings are so wet.
- 3/2-All fire extinguishers checked.
- 3/5-Cleaned South contact tank.
- 3/18-Septage receiving station delivered. Seriously.
- 3/18-Cleaned North contact tank.
- 3/19-Water leak in meter box next to hypo building. Couldn't find a shut off so called public works.
- 3/23-Semling Cont. Inc. here to drill hole for receiving station discharge.
- 3/23 and 25-Ken Buell here for biannual calibrations.
- 3/23-TCMS here to service HVAC system.
- 3/27-Cleaned South contact tank.
- 3/31-Tim Illias here to work on plumbing in the receiving station.
- 3/31-Tim and Pete Koss working on tracing wires from the emergency eyewash by the hypo building.
- 3/31-Tim replaced 1" valve on headworks screen #2.

Pretreatment

- 3/6-Met with Nicole Causino about dumping environmentally friendly port a potty waste.
- 3/25-Boise landfill annual inspection.
- 3/31-Armstrong annual inspection and split sampling.

Other

- 3/11-Tour for Columbia County Christian School 2nd/3rd grade class.

Next Month

- Start using septage receiving station.
- Select engineering firm for PS#7 upgrade.
- Quarterly sampling.