

UPDATED



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, November 16, 2016, 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.

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|-----|--|-----------|
| 1. | Visitor Comments | 1:00 p.m. |
| 2. | Semi-Annual Update from IT Consultant Centerlogic – <i>Max/Sean</i> | 1:05 p.m. |
| 3. | Main Street Program 1 st Quarter Report – <i>Jasmine Jordan</i> | 1:15 p.m. |
| 4. | Review Proposed Hankey Road Right of Way Dedication - <i>Jacob</i> | 1:25 p.m. |
| 5. | Review Proposed Job Description for Utility and Banking Specialist which replaces one of the Utility Billing Specialist positions – <i>Matt</i> | 1:35 p.m. |
| 6. | Review Amended Job Description for Utility Billing Specialist - <i>Matt</i> | 1:40 p.m. |
| 6. | Sponsorship Request from St. Helens Robotics & Engineering Club | 1:45 p.m. |
| 7. | Department Reports | 1:50 p.m. |
| 8. | Council Reports | 2:10 p.m. |
| 9. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 2:30 p.m. |
| 10. | Other Business | |
| 11. | Next Work Session Items | |
| 12. | Upcoming Dates to Remember: | |
| | <ul style="list-style-type: none"> • November 15, Arts & Cultural Commission, 6:30 p.m., Council Chambers • November 15, Library Board, 7:15 p.m., Columbia Center Auditorium • November 16, Council Work Session, 1:00 p.m., Council Chambers • November 16, Council Public Hearing, 6:00 p.m., Council Chambers • November 16, Council Regular Session, 7:00 p.m., Council Chambers • November 24 & 25, Thanksgiving Holiday, All City Offices and Library Closed • November 26, Thanksgiving Holiday, Library Closed | |
| 13. | Future Public Hearing(s)/Forum(s): | |
| | <ul style="list-style-type: none"> • November 16, 6:00 p.m., PH: Appeal of Dangerous Building Abatement – 35418 Helens Way and 2564 Columbia Blvd. • December 21, 6:30 p.m., PH: Comprehensive Plan Map & Zoning Change – Bradley Street | |

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.

Matt Brown

To: Micaela Shapiro-Shellaby
Subject: RE: St. Helens - new position

-----Original Message-----

From: Micaela Shapiro-Shellaby [mailto:mshapiro@oregonafscme.org]
Sent: Sunday, November 13, 2016 12:05 PM
To: Matt Brown <mattb@ci.st-helens.or.us>
Subject: RE: St. Helens - new position

Hi Matt,

Hope you're enjoying your weekend. Thanks for the clear questions and for taking the time to make sure that your actions align with the contract and the best interests of the public and the members.

Article 9-Vacancies (page 9 of the contract) states that a.) The City will post notice on the Union's Bulletin boards not later than the time that such information is made available to the general public and b.) Provided that internal applicants are equally qualified with external applicants for a vacancy, then the most senior, best qualified internal applicant shall be appointed.

I would interpret this to mean that yes, you would hire the most senior, most qualified person for the position. If you would like to extend the probationary period, I would first like to get feedback from the president of the Local. However, if she approves, the process would be relatively simple-drafting a Memorandum of Exception for this specific instance that would last the duration of the new probationary period. I don't see anything in the contract that requires you to post this to the general public, only that if you did, you would need to post it internally at the same time. That, I believe, is totally up to you.

Let me know if you have any other questions. Assuming nothing changes, I will reach out to the president and let her know about conversation and see how she feels about the MOE and the pay range.

Thanks much,
Micaela Shapiro-Shellaby
Council Representative , Oregon AFSCME Council 75
p: 503.239.9858 m: 503.724.9115 a: 6025 E. Burnside Street, Portland, OR
97215
s: www.oregonafscme.org e: mshapiro@oregonafscme.org

-----Original Message-----

From: Matt Brown [mailto:mattb@ci.st-helens.or.us]
Sent: Tuesday, November 08, 2016 1:41 PM
To: Micaela Shapiro-Shellaby
Subject: RE: St. Helens - new position

Micaela,

Here are the job descriptions I would like to propose for the "Utility Billing Specialist" and the "Utility & Banking Specialist".

A couple things to note:

- 1) I would like to propose this at the next step in salary schedule, which would be "Municipal Court Clerk"
- 2) It would not be a supervisory position at all, so it would still fall under AFSCME
- 3) This is not a new/additional FTE. My guess is that we would have 1-2 internal applicants, both would likely be our current Utility Billing specialists. Since the position is only 1 step higher on the salary schedules, I don't foresee other employees who are already above the municipal court clerk step applying.
- 4) It has the initial blessing of the council to move forward and talk with you more about it

Questions I Need Answered...

- 1) In case I receive both applications from the 2 in Utility Billing currently, my assumption is that the union contract would have me hire the more senior employee. Correct?
 - If that is the case, do I need to go through the application process OR can I offer the position to the current senior employee?
- 2) For the job trial-time... I'd like to extend that to 6 months instead of 3. The reason for this would be that our process for double checking accuracy and any possible improvement needed, would need to be for 6 months, giving me time to check accuracy when I receive/process bank reconciliations between our physical deposits and software system. For example, this new position could be doing deposits all month long in December and I would not receive the bank statements until mid-late January and completing the monthly bank reconciliation would likely be done end of Jan to early Feb. If we left it at 3 months... In our current processing manner, I'd already be at that 3 month mark, not allowing me any opportunity if improvements/better accuracy is needed.
- 3) If I need to post the position, I assume you are ok with posting this job first with only accepting internal applications?

I can't think of any other questions, but I'm happy to discuss more if needed. I am tentatively putting this position on the Council Agenda for Nov 16th, so if I can get answers back before 1 PM on the 16th, which is when the Council work session begins. I would like to have this position start Dec 1st because it will coincide with when we are switching banks and changing a lot of our processes here for banking. If I don't hear back from you, I can pull it from the agenda on the 16th. The next council meeting is not until Dec 7th, so if I have to push the position until then I can, but I would like to have this position starting December 1st.

Thank you,
Matt Brown
Finance Director
City of St. Helens
503-366-8227
mattb@ci.st-helens.or.us
"Making Dreams Happen"

CITY OF ST. HELENS OREGON

Job Title: Utility & Banking Specialist
Department: Finance – Utilities
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Revised: October 2016

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing. Coordinating/Processing Bank Deposits, Processing Utility Billing uploads, and Utility Billing Adjustments

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconcile and process deposits from all departments. Take deposits to bank. Scan physical checks electronically. Pursue any CR batches left open for more than 2 business days.
- Pick up Mail daily from Post Office.
- Processes meter reading data and reviewing/checking data for possible errors. Review billings for correctness and accuracy within 95%. Refigure bills which have been issued to customers improperly.
- Send monthly & bi-monthly billings to 3rd party for printing or print internally and prepare to send out.
- Prepare all special billings.
- Enters Meter Sets and/or removals.
- Monitors Service Requests to ensure timely processing and completeness.
- Interprets City Ordinances and Administrative Rules relating to Utility Services.
- Prepare Utility Adjustments for Finance Director's approval.
- Post Utility Adjustments after Finance Director's approval.
- Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules.
- Prepare yearly write-offs in for June processing.
- Process/Input Utility Rates after approval from Council and direction of Finance Director.
- Receive telephone calls and citizen visits concerning utility billings or services; answers questions and respond to citizen complaints.
- Assists in reconciling utility billing activity with the General Ledger when needed.
- Maintain current customer account files.
- Recommend improvements/modifications to Finance Director for current processes
- Fill in as Utility Billing Clerk along with their duties when needed.

PERIPHERAL DUTIES

- Provides backup during absence of other staff in related positions which include Court, Building, Administration, City Recorder, Public Works and Police.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent

DESIRED QUALIFICATIONS

- 2+ years of experience in general office practices such as typing, accounting, data processing, and customer service
- 2+ years of experience as a Utility Billing Specialist or similar position with a government utility jurisdiction
- Working knowledge of Bank processes
- Working knowledge of Springbrook Software (or other Government related software)
- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Skills in operating Computers, 10-Key calculator, Phone, Fax, and Copy Machine.
- Ability to perform arithmetic computations accurately.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions
- Ability to work with angry and/or difficult customers

SPECIAL REQUIREMENTS

- None

PHYSICAL DEMANDS

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

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is a little loud depending on the day and activities outside City Hall.

CITY OF ST. HELENS OREGON

Job Title: Utility Billing Specialist
Department: Finance – Utilities
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Revised: October 2016

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing work in the billing of utility and other public services.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads computer files or gathers records such as meter books, computer disks or printouts, etc. to compile needed data.
- Enters information into computer or computers for amounts due.
- Posts transactions to accounting records such as ledger, or computer files.
- Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.
- Processes meter reading data and reviewing/checking data for possible errors.
- Maintain current customer account files.
- Interprets City Ordinances and Administration Rules relating to Utility Services
- Receive telephone calls and citizen visits concerning utility billings or services; answers questions and respond to citizen complaints.
- Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research.
- Performs daily cash drawer balancing process.
- Prepares daily deposits after batch closing.
- Prepare utility adjustments and submit to Utility & Banking Specialist for review/processing.
- May perform duties such as supply ordering for City Hall and other departments as necessary and time allows

PERIPHERAL DUTIES

- Provides backup during absence of other staff in related positions which include Court, Building, Administration, City Recorder, Public Works and Police

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent

DESIRED QUALIFICATIONS

- 2+ years of experience in general office practices such as typing, accounting, data processing, and customer service
- 2+ years of experience in Banking Services or other positions related to cash handling.
- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Skills in operating Computers, 10-Key calculator, Phone, Fax, and Copy Machine
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing
- Ability to establish successful working relationships
- Ability to work under pressure and/or request interruptions
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SPECIAL REQUIREMENTS

- None

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