



COUNCIL WORK SESSION

Wednesday, June 16, 2021 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

<https://zoom.us/j/92150733920>
Website | www.sthelensoregon.gov
Email | kathy@ci.st-helens.or.us
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m*

- [1.](#) Employee Length of Service Recognition - Carol Green (25 yrs) & Heidi Davis (15 yrs)
2. Annual Report from Insurance Agent Hagan Hamilton - *Chris Iverson*
- [3.](#) Review Proposed Rates Increase for Garbage & Recycling Services - *Josh, Hudson Garbage*
4. Annual Report from Parks & Trails Commission - *Paul Barlow*
5. Public Safety Facility Timeline Discussion and Next Steps - *John/Matt*
- [6.](#) Review New Water System Operator II Job Description - *Mouhamad*
- [7.](#) Review New Records and Evidence Specialist Job Description - *Brian*
- [8.](#) Review Community Support Fund Grant Application - *Kathy*
9. Discuss Plans for Citizens Day in the Park
10. Strategic Action Plan Updates
11. City Administrator Report

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- June 8, Planning Commission - CANCELLED
- June 14, 4:00 p.m., Parks & Trails Commission, via Zoom
- June 14, 7:15 p.m., Library Board, via Zoom
- June 16, 1:00 p.m., Council Work Session, via Zoom
- June 16, 6:00 p.m., Council Public Forum, via Zoom
- June 16, 6:50 p.m., Council Public Hearing, via Zoom
- June 16, 7:00 p.m., Council Regular Session, via Zoom

Future Public Hearing(s)/Forum(s):

- PF: June 16, 6:00 p.m., Riverfront Redevelopment: 1st Street / Strand Street Alignment Alternatives
- PH: June 16, 6:50 p.m., FY2020-2021 Budget Appropriations
- PF: July 21, 6:00 p.m., Riverwalk Project Design Alternatives Presentation

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://zoom.us/j/92150733920>

Meeting ID: 921 5073 3920

Dial by your location: 1 346 248 7799

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.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council
From: Kathy Payne, City Recorder
Date: June 16, 2021

I am happy to announce that we have two employees who have reached milestones in their employment with the City of St. Helens. The following individuals will be recognized at the June 16 Council Work Session.

25 Years

Carol Green began working for the City on June 14, 1996, as an Accounting Assistant. In 2013, her position was reclassified to Accounting Technician and then in 2020 to Accountant, where she still serves today.

15 Years

Heidi Davis began working for the City on June 14, 2006, as a Receptionist/Counter Clerk. In 2008, she was promoted to Building & Administration Secretary where she still serves today.

Congratulations, Carol and Heidi, and thank you for your service!



June 3, 2021

To: John Walsh - City Manager – City of St. Helens

From: Josh Brown – District Manager – Hudson Garbage

RE: Request for Solid Waste Rate Adjustment

Dear Mr. Walsh:

Hudson Garbage continues to be a community resource, faithfully serving your homes and businesses to keep the City of St. Helens clean with little fanfare. Throughout the pandemic, our drivers brought a sense of normalcy when so many aspects of our customers' lives were upended. We are proud of what we do and what we have accomplished this past year.

With so much uncertainty a year ago, we chose not to request a rate adjustment. Your rates were last raised July 2019. After two years, we not only face an increase in the County disposal-tipping fee, but also significant wage pressure and increases in costs throughout our supply chain. Columbia County has approved a 2.6% disposal rate increase at the Columbia County Transfer Station, effective July 1, 2021. We are requesting an overall increase of 2.6% to encompass the disposal increase and the rising wage and operational costs. I have attached a copy of the proposed rates.

We look forward to meeting with Council to answer questions and move this forward with an effective date of either July 1. Most of all, all of us at Hudson wish to thank you for the ongoing opportunity to serve you.

Regards,

A handwritten signature in black ink, appearing to read "J. Brown", is written over a light gray rectangular background.

Josh Brown
District Manager
Hudson Garbage



ST. HELEN'S CITY	2020	2019	2018
CUSTOMERS	4,212	4,086	4,118
CUST % CHANGE	3.1%	-0.8%	

Key Drivers

Inflation

CPI-U West Change since July 2019 4.8%

Hudson Garbage Expense Changes

Direct Labor Expense-Market Adjustment 14.7%

Commodity Processing-Improving (\$/ton) -25.0%

Disposal Fees 2.6%

Other Direct Costs 1.0%

Requested Price Increase 2.6%

City of St. Helen's Historical Rates

	<u>2017-07</u>	<u>2018-05*</u>	<u>2019-07</u>	<u>2020-07</u>
\$	25.34	\$ 26.96	\$ 27.94	No Change
\$	87.07	\$ 92.64	\$ 96.59	No Change
Residential %	3.18%	6.39%	3.64%	0.00%
Commercial %	3.95%	6.40%	4.26%	0.00%
Reason	Disposal	Recycling	General Costs	None
Relative CPI	2.3%	2.9%	2.5%	1.7%

City of St. Helen's**			
	Current		Proposed
32 Gal Wkly \$	27.94	\$	28.67
1 Yard Wkly \$	96.59	\$	99.10



ST. HELENS CITY

Service Description	FREQUENCY	Current Rate	New Rate
<u>RESIDENTIAL</u>			
<u>WEEKLY SERVICE</u>			
1 35 Gallon Cart Weekly	PER MONTH	\$ 27.94	\$ 28.67
2 35 Gallon Carts Weekly	PER MONTH	\$ 42.99	\$ 44.11
3 35 Gallon Carts Weekly	PER MONTH	\$ 58.01	\$ 59.52
4 35 Gallon Carts Weekly	PER MONTH	\$ 69.67	\$ 71.48
5 35 Gallon Carts Weekly	PER MONTH	\$ 88.05	\$ 90.34
6 35 Gallon Carts Weekly	PER MONTH	\$ 104.84	\$ 107.57
1 65 Gallon Cart Weekly	PER MONTH	\$ 42.99	\$ 44.11
2 65 Gallon Carts Weekly	PER MONTH	\$ 69.67	\$ 71.48
1 95 Gallon Cart Weekly	PER MONTH	\$ 58.01	\$ 59.52
2 95 Gallon Carts Weekly	PER MONTH	\$ 103.21	\$ 105.89
1 32 Gallon Cart Weekly - No Recycle	PER MONTH	\$ 19.13	\$ 19.63
2 32 Gallon Cart Weekly - No Recycle	PER MONTH	\$ 32.32	\$ 33.16
4 32 Gallon Carts Weekly	PER MONTH	\$ 58.42	\$ 59.94
<u>EVERY-OTHER-WEEK SERVICE</u>			
1 35 Gallon Cart Every Other Week	PER MONTH	\$ 20.18	\$ 20.70
2 35 Gallon Cart Every Other Week	PER MONTH	\$ 31.00	\$ 31.81
3 35 Gallon Cart Every Other Week	PER MONTH	\$ 41.58	\$ 42.66
1 65 Gallon Cart Every Other Week	PER MONTH	\$ 31.00	\$ 31.81
1 95 Gallon Cart Every Other Week	PER MONTH	\$ 41.58	\$ 42.66
1 32 Gallon Cart Every Other Week	PER MONTH	\$ 20.18	\$ 20.70
1 32 Gallon Cart Every Other Week - No Recycle	PER MONTH	\$ 11.27	\$ 11.56
<u>MONTHLY SERVICE</u>			
35 gallon 1x Monthly	PER MONTH	\$ 6.11	\$ 6.27
2 35 gallon 1x Monthly - No New Customers	PER MONTH	\$ 10.01	\$ 10.27
3 35 gallon 1x Monthly - No New Customers	PER MONTH	\$ 13.95	\$ 14.31
35 gallon 1x Monthly - with Recycle	PER MONTH	\$ 11.16	\$ 11.45
65 gallon 1x Monthly	PER MONTH	\$ 10.01	\$ 10.27
95 gallon 1x Monthly	PER MONTH	\$ 13.95	\$ 14.31
32 gallon 1x Monthly	PER MONTH	\$ 5.69	\$ 5.84
<u>ON-CALL SERVICE</u>			
35 Gallon On Call Pickup	PER PICKUP	\$ 5.59	\$ 5.74
65 Gallon On Call Pickup (2 35 Gal) No New Customers	PER PICKUP	\$ 9.58	\$ 9.83
95 Gallon On Call Pickup (3 35 Gal) No New Customers	PER PICKUP	\$ 13.57	\$ 13.92
32 Gallon On Call Pickup	PER PICKUP	\$ 5.59	\$ 5.74
4 35 Gallon On Call Pickup - No New Customers	PER PICKUP	\$ 17.58	\$ 18.04

ST. HELENS CITY

Service Description	FREQUENCY	Current Rate	New Rate
<u>RECYCLE/GREENWASTE RATES</u>			
RECYCLE SERVICE ONLY	PER MONTH	\$ 8.97	\$ 9.20
RESI RECYCLE WITH GARBAGE	PER MONTH	\$ 5.06	\$ 5.19
GREENWASTE ONLY - RES	PER MONTH	\$ 8.97	\$ 9.20
GREENWASTE SERVICE - RES	PER MONTH	\$ 4.15	\$ 4.26
RECYCLE WITH GREENWASTE	PER MONTH	\$ 13.13	\$ 13.47
<u>COMMERCIAL</u>			
TEMP 2YD CONT	PER PICKUP	\$ 69.78	\$ 71.59
XTRA PER DAY	PER DAY	\$ 2.25	\$ 2.31
CONTAINER OVERLOAD	PER YARD	\$ 16.80	\$ 17.24
CONTAINER PER/EXTRA YD	PER YARD	\$ 16.80	\$ 17.24
LABOR FEE FOR CLEAN-UP (PER 10 MINS)	PER PICKUP	\$ 11.23	\$ 11.52
LOCK BAR FOR CONTAINER	PER PICKUP	\$ 27.40	\$ 28.11
Walk-In - Business	PER PICKUP	\$ 4.39	\$ 4.50
<u>OTHER CAN SERVICES</u>			
EXTRA CAN (32 OR 35 GAL)	PER PICKUP	\$ 4.30	\$ 4.41
EOW OFF WEEK	PER PICKUP	\$ 5.55	\$ 5.69
EXTRA BAG OR BOX	PER PICKUP	\$ 3.07	\$ 3.15
OVERWEIGHT CAN	PER PICKUP	\$ 2.51	\$ 2.58
OVERLOADED CAN	PER PICKUP	\$ 2.51	\$ 2.58
OVERSIZE CAN	PER PICKUP	\$ 2.51	\$ 2.58
SPECIAL TRIP-OFF DAY	PER PICKUP	\$ 20.00	\$ 20.00
ROLL CAN WALK/DRIVE-IN	PER MONTH	\$ 4.39	\$ 4.50
DRIVE-IN ADD'L 100 FT. INCREMENTS	PER MONTH	\$ 2.25	\$ 2.31
SERVICE RESUME/CART REDELIVERY	ONE TIME	\$ 25.00	\$ 25.00
COLLECTION FEES PAID TO 3RD PARTY COLLECTORS			
PASSED THROUGH IN FULL	ONE TIME		
RETURNED CHECK FEE		\$ 20.00	\$ 20.00
<u>OTHER RATES</u>			
TIRE under 16" no/rim	PER PICKUP	\$ 5.79	\$ 5.95
TIRE under 16" w/rim	PER PICKUP	\$ 13.53	\$ 13.89
HOT WATER HEATER	PER PICKUP	\$ 30.37	\$ 31.16
SM MATTRESS	PER PICKUP	\$ 10.05	\$ 10.31
M/LG MATTRESS	PER PICKUP	\$ 14.99	\$ 15.38
SM FURNITURE	PER PICKUP	\$ 14.36	\$ 14.73
M/LG FURNITURE	PER PICKUP	\$ 29.96	\$ 30.74
SM APPLIANCE*	PER PICKUP	\$ 14.79	\$ 15.17
M/LG APPLIANCE*	PER PICKUP	\$ 30.37	\$ 31.16

*(No refrigerators, freezers, Freon or compressors)

ST. HELENS CITY

Service Description	FREQUENCY	Current Rate	New Rate
<u>WEEKLY COMMERCIAL CAN SERVICE</u>			
1 32 Gallon Can Weekly Business	PER MONTH	\$ 19.13	\$ 19.63
2 32 Gallon Can Weekly Business	PER MONTH	\$ 32.32	\$ 33.16
3 32 Gallon Can Weekly Business	PER MONTH	\$ 45.36	\$ 46.54
4 32 Gallon Can Weekly Business	PER MONTH	\$ 58.42	\$ 59.94
13 32 Gallon Can Weekly Business	PER MONTH	\$ 175.73	\$ 180.30
1 32 Gallon Can 2x Weekly Business	PER MONTH	\$ 32.32	\$ 33.16
1 35 Gallon Can Weekly Business	PER MONTH	\$ 19.13	\$ 19.63
2 35 Gallon Can Weekly Business	PER MONTH	\$ 32.32	\$ 33.16
3 35 Gallon Can Weekly Business	PER MONTH	\$ 45.36	\$ 46.54
4 35 Gallon Can Weekly Business	PER MONTH	\$ 58.42	\$ 59.94
5 35 Gallon Can Weekly Business	PER MONTH	\$ 71.44	\$ 73.30
6 35 Gallon Can Weekly Business	PER MONTH	\$ 84.48	\$ 86.68
1 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 32.32	\$ 33.16
2 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 58.28	\$ 59.80
3 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 80.95	\$ 83.05
4 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 106.22	\$ 108.98
5 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 130.21	\$ 133.60
1 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 48.83	\$ 50.10
2 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 88.21	\$ 90.50
3 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 122.49	\$ 125.67
4 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 156.77	\$ 160.85
5 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 191.02	\$ 195.99
1 65 Gallon Can Weekly Business	PER MONTH	\$ 32.32	\$ 33.16
2 65 Gallon Can Weekly Business	PER MONTH	\$ 58.42	\$ 59.94
3 65 Gallon Can Weekly Business	PER MONTH	\$ 79.51	\$ 81.58
1 95 Gallon Can Weekly Business	PER MONTH	\$ 45.36	\$ 46.54
2 95 Gallon Can Weekly Business	PER MONTH	\$ 90.73	\$ 93.09
3 95 Gallon Can Weekly Business	PER MONTH	\$ 136.10	\$ 139.64
4 95 Gallon Can Weekly Business	PER MONTH	\$ 181.45	\$ 186.17
5 95 Gallon Can Weekly Business	PER MONTH	\$ 230.27	\$ 236.26
<u>EVERY-OTHER-WEEK COMMERCIAL CAN SERVICE</u>			
1 Can Every Other Week--Business	PER MONTH	\$ 11.45	\$ 11.75
35 Gallon Every Other Week Business	PER MONTH	\$ 11.45	\$ 11.75
2 35 Gallon Every Other Week Business	PER MONTH	\$ 19.59	\$ 20.10
65 Gallon Every Other Week Business	PER MONTH	\$ 21.33	\$ 21.88
<u>OTHER COMMERCIAL CAN SERVICE</u>			
32 gallon 1x Monthly Business	PER MONTH	\$ 6.11	\$ 6.27
32 Gallon On Call Pickup Business	PER PICKUP	\$ 5.59	\$ 5.74
Overfill/Overweight Can Business	PER PICKUP	\$ 2.51	\$ 2.58

ST. HELENS CITY

Service Description	FREQUENCY	Current Rate	New Rate
CONTAINER SERVICE			
1 Yard Container Weekly Service = 6.3 32 gal cans	PER MONTH	\$ 96.59	\$ 99.10
*Each additional	PER MONTH	\$ 89.15	\$ 91.47
1 Yard Container 2 x Weekly Service	PER MONTH	\$ 179.61	\$ 184.28
*Each additional	PER MONTH	\$ 165.39	\$ 169.69
1 Yard Container 3 x Weekly Service	PER MONTH	\$ 266.26	\$ 273.18
*Each additional	PER MONTH	\$ 233.13	\$ 239.19
1 Yard Container 4 x Weekly Service	PER MONTH	\$ 343.03	\$ 351.95
*Each additional	PER MONTH	\$ 294.55	\$ 302.21
1 Yard Container 5 x Weekly Service	PER MONTH	\$ 430.51	\$ 441.70
*Each additional	PER MONTH	\$ 372.11	\$ 381.78
1 Yard Every Other Week Service	PER MONTH	\$ 59.80	\$ 61.35
1YD OAM (not offered to new customers)	PER MONTH	\$ 29.65	\$ 30.42
1Yard On Call Pickup (not offered to new customers)	PER PICKUP	\$ 28.99	\$ 29.74
1.5 Yard Container Weekly Service = 9.5 32 gal cans	PER MONTH	\$ 136.41	\$ 139.96
*Each additional	PER MONTH	\$ 126.57	\$ 129.86
1.5 Yard Container 2 x Weekly Service	PER MONTH	\$ 259.67	\$ 266.42
*Each additional	PER MONTH	\$ 242.15	\$ 248.45
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 382.91	\$ 392.87
*Each additional	PER MONTH	\$ 354.02	\$ 363.22
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 486.97	\$ 499.63
*Each additional	PER MONTH	\$ 449.72	\$ 461.41
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 616.28	\$ 632.30
*Each additional	PER MONTH	\$ 558.25	\$ 572.76
1.5 Yard Every Other Week Service	PER MONTH	\$ 85.43	\$ 87.65
1.5YD OAM (not offered to new customers)	PER MONTH	\$ 42.87	\$ 43.98
1.5YD OPU (not offered to new customers)	PER PICKUP	\$ 38.09	\$ 39.08
2 Yard Container Weekly Service = 12.6 32 gal cans	PER MONTH	\$ 180.79	\$ 185.49
*Each additional	PER MONTH	\$ 167.62	\$ 171.98
2 Yard Container 2x Weekly Service	PER MONTH	\$ 341.82	\$ 350.71
*Each additional	PER MONTH	\$ 316.35	\$ 324.58
2 Yard Container 3x Weekly Service	PER MONTH	\$ 512.79	\$ 526.12
*Each additional	PER MONTH	\$ 447.85	\$ 459.49
2 Yard Container 4x Weekly Service	PER MONTH	\$ 650.57	\$ 667.48
*Each additional	PER MONTH	\$ 566.96	\$ 581.70
2 Yard Container 5x Weekly Service	PER MONTH	\$ 811.92	\$ 833.03
*Each additional	PER MONTH	\$ 698.45	\$ 716.61
2 Yard Every Other Week Service	PER MONTH	\$ 94.02	\$ 96.46
2YD OAM (not offered to new customers)	PER MONTH	\$ 53.10	\$ 54.48
2 Yard On Call (not offered to new customers)	PER PICKUP	\$ 45.74	\$ 46.93

HUDSON GARBAGE SERVICE
RATES EFFECTIVE July 1, 2021
CITY OF ST. HELENS

Item #3.

ST. HELENS CITY

Service Description	FREQUENCY	Current Rate	New Rate
3 Yard Container 1x Weekly Service	PER MONTH	\$ 236.82	\$ 242.98
3 Yard Container 2x Weekly Service	PER MONTH	\$ 442.41	\$ 453.91
3 Yard Container 3x Weekly Service	PER MONTH	\$ 648.02	\$ 664.87
3 Yard Container 4x Weekly Service	PER MONTH	\$ 853.62	\$ 875.81
3 Yard Container 5x Weekly Service	PER MONTH	\$ 1,059.11	\$ 1,086.65
3 Yard On Call (not offered to new customers)	PER PICKUP	\$ 58.51	\$ 60.03
4 Yard Container 1x Weekly Service	PER MONTH	\$ 289.88	\$ 297.42
4 Yard Container 2x Weekly Service	PER MONTH	\$ 564.03	\$ 578.69
4 Yard Container 3x Weekly Service	PER MONTH	\$ 838.12	\$ 859.91
4 Yard Container 4x Weekly Service	PER MONTH	\$ 1,112.26	\$ 1,141.18
4 Yard Container 5x Weekly Service	PER MONTH	\$ 1,386.39	\$ 1,422.44
4 Yard Every Other Week Service	PER MONTH	\$ 179.18	\$ 183.84
5 Yard Container 1x Weekly Service	PER MONTH	\$ 399.89	\$ 410.29
5 Yard Container 2x Weekly Service	PER MONTH	\$ 782.84	\$ 803.19
5 Yard Container 3x Weekly Service	PER MONTH	\$ 1,165.87	\$ 1,196.18
5 Yard Container 4x Weekly Service	PER MONTH	\$ 1,548.83	\$ 1,589.10
5 Yard Container 5x Weekly Service	PER MONTH	\$ 1,887.62	\$ 1,936.70
6 Yard Container 1x Weekly Service	PER MONTH	\$ 462.68	\$ 474.71
6 Yard Container 2x Weekly Service	PER MONTH	\$ 925.38	\$ 949.44
6 Yard Every Other Week Service	PER MONTH	\$ 231.40	\$ 237.42
6 Yard On Call (not offered to new customers)	PER PICKUP	\$ 114.43	\$ 117.41



Water System Operator II

DEPARTMENT: Public Works
DIVISION: Water
SUPERVISOR: Wastewater Treatment Plant Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

Applies knowledge, experience, and skills in the field of water distribution and treatment to perform both regular and non-routine tasks in the operation and maintenance of water filtration, water collection, and water distribution facilities. Performs activities to operate a water supply system, to monitor processes and computers, to conduct lab and clerical work, and to maintain equipment, facilities, structures, and grounds.

SUPERVISION RECEIVED

Works under the direct supervision of the Wastewater Treatment Plant Supervisor in matters related to the operation and maintenance of the Water Filtration Facility and the Wastewater Treatment Plant.

SUPERVISION EXERCISED

None

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

Water Filtration Facility

- Operates and monitors SCADA system to control processes, adjust chemical feeders, verify plant operations and equipment to ensure compliance according to local, state, and federal laws, rules, and regulations.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary. Assist in completing all Federal, State and Local reports in accordance with prescribed standards.
- May serve as the City's Direct Responsible Charge (DRC) for the Water Filtration Facility.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepare samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conduct in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Performs work with a high level of skill and judgment, requiring quick and accurate decisions to prevent risk of physical harm to operator, costly damage to equipment, health hazards to the public, interruption of service to consumers, or possible fines by the Oregon Department of Health.

- Assists in the organization, scheduling, and performance of all routine maintenance on equipment such as lubrication, oil changes, and belt changes. Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.
- Responds to public inquiries in a courteous manner, provides information within scope of knowledge, and refers to Water Treatment Operator or Public Works Supervisor as appropriate. Conducts or participates in public tours of the Water Filtration Facility as requested.
- Responds to alarms, when on-call, and makes necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.

Wastewater Treatment Plant

- 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 Wastewater Treatment Plant 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 supervisor on immediate and long-term status and needs.
- Contains and disposes of hazardous wastes generated by the lab.
- Repairs 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.
- Other duties as assigned.

PERIPHERAL DUTIES

- Works as part of a team to cover both the Wastewater Treatment Plant and Water Filtration Facility.
- 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.
- May perform portions of the work of higher classified positions occasionally, as assigned.

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.
- b. Six (6) years of combined experience relating to water treatment, water distribution, wastewater treatment and collections; or
- c. Any equivalent combination of education and experience.

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.
- d. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

REQUIRED

- Must possess a valid state driver's license.
- Certification as an Oregon Water Treatment Plant Operator II at a minimum, or the ability to obtain one within six (6) months of hire.
- Certification as an Oregon Wastewater Treatment Plant Operator III (preferred), or the ability to obtain one in a reasonable time as determined by the Supervisor.
- Certification as an Oregon Wastewater Collection Operator II (preferred), or the ability to obtain one in a reasonable time as determined by the Supervisor.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence.

PREFERRED

- 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.
- Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.
- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Training in micro-fiber filtration facilities or processes is a plus.

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw. Specialized equipment such as crack welder and electrical test equipment may be used under close to limited supervision depending on the area where equipment is used, and potential risk involved.

May be required after appropriate training to operate dump truck, utility truck, jet clean/vacuum truck, manlift, tamper, plate compactor, pumps, compressors, sanders, generators, detection devices, mobile radio, phone, and ditch witch.

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 and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions. Can be unusually stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Water System Operator II** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Water System Operator II

Date

Print Name: _____

Wastewater Treatment Plant Supervisor

Date



Records and Evidence Specialist

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: Administrative Sergeant
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

Receives, catalogs, stores, and disposes of evidence seized, and supports the functions of the St. Helens Police Department. Performs a variety of office support, receptionist, clerical, secretarial, and administrative work in support of law enforcement activities.

SUPERVISION RECEIVED

Works under the supervision of the Administrative Sergeant.

SUPERVISION EXERCISED

None.

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

Evidence Specialist

- Receives, organizes, preserves, secures, releases, and/or disposes of property and evidence.
- Maintains property and evidence records and files, including use of property/evidence management software and paper filing systems.
- Ensures compliance with state, federal, and local policies, procedures, and regulations for property handling/disposal.
- Coordinates the release of property upon receipt of and in compliance with property disposition letter from case prosecuting attorney or request from case officer has been received.
- Verifies the eligibility of persons requesting the return of firearms.
- Disposes of unclaimed property in accordance with state, federal, and local policies, procedures, and regulations.
- Maintains property room security and logbook entries, as required.
- Consolidates property disposition requests with E-Courts, case officer, the District Attorney's Office, and/or the City Prosecuting Attorney.
- Receives and accommodates requests from officers to view and transport property/evidence for case management and courtroom testimony.
- Transports evidence to the Oregon State Police Crime Laboratory in person or via USPS, FED-EX, or UPS. Ensures proper completion of lab request form.
- Maintains inventories and requests orders of property storage, evidence processing supplies and materials as needed.

- Coordinates monthly, quarterly, and annual inspections and audits of the property room with the Property Room Manager.
- Testifies in court regarding the chain of evidence and other relevant information.
- Performs other related duties as assigned.

Support Specialist

- Greets customers and visitors at public service window. Provides excellent internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Makes data entries into the department computer system concerning all names, stolen property, and evidence contained in the officers' reports.
- Assists in the preparation of a variety of reports and records for other agencies such as LEDS, NCIC, Municipal Court, District Attorney's office, and makes distribution of police reports as the preparing Officer, or department policy directs.
- Makes data entry and files all citations issued by the Officers.
- Maintains the Law Enforcement Data System (LEDS), enters data into the computer, and generates a variety of law enforcement management system reports. Operates LEDS and NCIC criminal data information systems, performs criminal history inquiries, maintains confidential information associated with on-going law enforcement activities for the City.
- Dispatches information to officers in the field, as needed.
- Maintains the Uniform Crime Reports (UCR), archive and prepare data/statistics for the state and federal reports.
- Provides a variety of police related information to the public and governmental agencies.
- Receives incoming calls, determines nature and urgency of calls, and transfers calls to dispatch for service as needed.
- Receives requests from officers for special or specific information; follows-up with appropriate information and relays the same back to the officer.
- Provides a variety of administrative assistance as needed.
- Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy, and completeness.
- Establishes and maintains records systems using moderately independent judgment.
- Maintains inventories and orders departmental supplies and materials.
- Maintains departmental records and files.
- Receives and handles cash payments from public as appropriate.
- Follow all safety rules and procedures for work area. Maintains work area in a clean and organized manner. Follow standards as outlined in the St. Helens Police Department Policy Manual.
- Performs other related duties as assigned.

PERIPHERAL DUTIES

- Receives the public and answer questions pertaining to property and evidence; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.
- Answers telephone system.

- Schedules appointments, meetings, makes reservations, and arranges a variety of conferences and meetings, as directed by supervisors.
- Receives the public and answers questions; responds to inquiries from employees and citizens and others and refers, when necessary, to appropriate persons.

MINIMUM QUALIFICATIONS

GENERAL

- Must be 18 years or older at the time of employment.
- Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories.
- Must be able to read and write the English language.
- Must be able to type a minimum of thirty-five words per minute, error free.

EDUCATION AND EXPERIENCE

- High school diploma or GED equivalent; and
- Two years of general office, communications, or records management experience; or
- An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in the operation of most of the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.
- Working knowledge of computers and electronic data processing equipment; working knowledge of modern office practices and procedures.
- Knowledge of evidence handling practices and procedures, terminology, court proceedings, and related documents.
- Ability to maintain confidentiality.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software, police radio, phone, typewriter, calculator, fax machine, and copy machine.

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 talk and hear. The employee is required to operate office equipment, handle objects, tools, and controls.

The employee must regularly lift materials up to 30 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 noise level in the work environment is usually quiet to moderately noisy. At times, the collection of evidence will require travel to and exposure from collection sites.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Records and Evidence Specialist** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Records and Evidence Specialist

Date

Print Name: _____

Administrative Sergeant

Date



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Wednesday, July 21, 2021, 5PM

Applicant/Organization Name: _____

Project Title: _____

Organization Information

Organization Type:

Federal Tax ID No:

- ☐ Non-Profit 501C(3)
☐ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:

Authorized Signer

Phone:

Print Name:

Fax:

Title:

Email:

Street Address:

Mailing Address:

Contact Person

Phone:

Print Name:

Fax:

Title:

Email:

Street Address:

Mailing Address:

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

Detailed Proposed Project Budget
Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
Total	\$	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Signature

(must be Board Chair, President or other authorized official)

Title

Date