CITY COUNCIL
AGENDA
COUNCIL CHAMBERS
JUNE 4, 1984
7:30 P.M.

I. CALL MEETING TO ORDER

II. ROLL CALL

✓III. CONSENT CALENDAR:

1. Letter from Royal Rangers Outpost 186 thanking Newberg Police Dept. for presentation.

2. Letter from Principal and Asst. Principal of Springbrook School expressing appreciation for ~~the appreciation for~~ the years of service given to Children by Officer McCabe.

✓IV. APPOINTMENTS BY THE MAYOR:
(1) Brian Erickson, Plng Comm
(2) Jack Enz, Plng Comm.

V. REQUESTS FROM FLOOR AND COMMUNICATIONS:

VI. PUBLIC HEARING

VII. REPORTS FROM THE CITY MANAGER:

1. Economic Development Grant (Resolution 84-1058)

2. June 18 Council Meeting
3. State Historic Preservation Grant
4. Houses Behind Library (Low Bids)

VIII. REPORTS FROM YAMHILL COUNTY COMMISSIONER:

IX. OLD BUSINESS:

X. NEW BUSINESS:

1. Approve Accounts Payable

2. Approve bid for Cement Mixer - Columbia Equipment #25618 3

XI. RESOLUTIONS:

84-1059 1. Resolution authorizing transfer of funds in the General Fund and Water Fund.

84-1060 2. Resolution authorizing transfer of funds from the General Fund to the Police Capital Outlay Account.

84-1061 3. Resolution approving job descriptions for Laborer I, II, III and Crew Chief positions.

84-1062 4. Resolution authorizing Purchase of Melcher property for STP site

XII. ORDINANCES:

1. An Ordinance regarding Cross-Connection regulations.

Refused to ord. Committee

City Mngr

ROYAL RANGERS
OUTPOST 186
1605 N. College
Newberg, Or. 97132

5/4/84

Newberg Police Dept;

We want to thank the Newberg P.D.for the presentation given by Officer Ken Summers at the Newberg Open Bible Church, on Wed. May 2nd.

The leaders of the Royal Rangers and the Christian Youth Cadets (C.Y.C.) thought the presentation was very well done. Officer Summers let the children handle some of the police equipt. This was very good for the childrens attention span as well as good experiance for them.

As leaders, we will be able to use this presentation to remind the children in the future of how important and helpful our policeman are to the community.

We thank God for a very good police dept. and we hope you will continue this type of community outreach to children throughout the city.

Thank You Again,

Sr. Commander Tom Dobbie

Commander John McCloskey

John M. McCloskey

Harold Pearson

Susan LaPlante } CYC Leader

Diane Erickson

Dianne Green } CYC Cadets

Juanita J. Gleason

54 children and leaders were present to hear Officer Summers.

Springbrook School

2015 Emory Street
NEWBERG, OREGON 97132
Phone 538-8361

May 21, 1984

Sgt. Richard McCabe
Newberg Police Dept.
Newberg City Hall
414 East 1st St.
Newberg, Oregon 97132

Dear Sgt. McCabe:

We would like to express our appreciation for the service you have performed as a member of the Newberg Police Department. Your recent job as School Liaison Officer has been most beneficial and educative to the youth of Newberg, the community, and to the schools.

The relationships that you have established with young people has been outstanding. Your values and positive attitude sets a fine example for others to follow.

The best of luck on a well deserved retirement. Again, we wish to congratulate you and thank you for a "job well done".

Sincerely yours,

Bob Collins
Principal

Eric Johnson
Asst. Principal

MEMO

TO: City Council DATE: May 29, 1984

FROM: City Manager

SUBJECT: Oregon Community Development Grant

The attached fact sheet was handed out to the press and does a good job of describing the grant and the loan to Quality Plastics.

I believe this program will benefit Newberg for many years. Statistics have shown that for every $10,000 that is loaned back out to the community a job is created. If this is the case, the spin-offs from the Quality Plastics repayment to the City are many.

Michael Warren
City Manager

MW/bjm

Enc.

FACT SHEET

OREGON COMMUNITY DEVELOPMENT GRANT

The attached press release from Governor Atiyeh announces a $440,000 economic development grant awarded to the City of Newberg. The funds will be loaned immediately to Quality Plastics for an expansion that will create 45 new full-time jobs.

GENERAL INFORMATION:

1. The State of Oregon received approximately $11 million of community development block grant funds.

2. The community development block grant funds were categorized and targeted as follows:

   a. Public Works Grants - 30%

   b. Economic Development Grants - 30%

   c. Housing and Community Facilities Grants - 30%

   d. Imminent Threat - 8%

   e. Technical Assistance - 2%

   Total = 100%

3. The maximum amount that may be awarded in any single grant in a single year is, $500,000.

4. The Inter-Governmental Relations Division of the State of Oregon under the direction of Bob Montgomery is the division responsible for the economic development grants.

5. Economic development applications may be made year round. The Inter-Governmental Relations Division (IRD) reviews the economic development applications on a first-come first-serve basis. Each project is individually reviewed and, if it meets the standards established, it is recommended for funding. Newberg was one of the very first applications received by IRD.

6. The primary type of grant is in the form of loans for business expansion. No direct grants to businesses are allowed.

SPECIFIC INFORMATION REGARDING QUALITY PLASTICS:

1. Since grant funds are allocated to the City of Newberg from the State, it is the responsibility of the City and the business to reach an agreement in accordance with guidelines set by IRD. The agreement between the City of Newberg and Quality Plastics will be for a favorable interest rate for the loan funds to be repaid over a 10 year period. Guidelines state, "The term is not to exceed 25 years and the interest rate cannot be less than 5% per annum."

2. The money will be used by Quality Plastics for a physical expansion of the building and to assist in the purchase of equipment needed for the expansion.

3. Quality Plastics will provide 45 new full-time jobs through the expansion project.

4. Quality Plastics has more than met the guideline that requires that "grant funds must be matached at two private dollars provided by the business to one community development dollar."

5. The expansion project will consist of a 16,000 square foot building for expanded operations, construction of additional parking lot and modification of existing building and roof to accommodate new machines and secondary assembly area.

6. As Quality Plastics pays the City of Newberg back for the loan of the grant funds this money will then be reused in the community for other economic development purposes. The City Council will determine the programs and the process for the reuse of these monies.

The City Council wishes to formally recognize Bob Montgomery, Director of IRD, Yvonne Addington, Manager and Jon Roberts. All three of these individuals were very helpful to the City of Newberg and Quality Plastics in processing the economic development grant.

One of the most important aspects referred to above was the first-come, first-serve basis of this particular grant category. The City Planner, Clay Moorhead, was instrumental in bringing this grant potential to the attention of the City Council and City Manager. His efforts were instrumental in attaining the grant fund.

VICTOR ATIYEH
Governor

Executive Department

155 COTTAGE STREET NE., SALEM, OREGON 97310

Governor Victor Atiyeh
State Capitol
Salem, OR 97310
378-3121

May 25, 1984

QUALITY PLASTICS EXPANSION IN NEWBERG FUNDED BY OREGON COMMUNITY DEVELOPMENT GRANT

Governor Victor Atiyeh announced today that the City of Newberg will receive a $440,000 economic development grant from the Oregon Community Development Program (OCD). The funds will be loaned by Newberg at low interest to Quality Plastics for an expansion that will create 45 new full-time jobs. This is the third economic development grant from 1984 OCD funds supplied by the federal Department of Housing and Urban Development and administered by Intergovernmental Relations Division of the Oregon Executive Department. The loan to Quality Plastics was reviewed by a special Community Development Finance Committee chaired by Doug Robertson, Douglas County Commissioner.

Quality Plastics, in business for 16 years, uses an injection molding process to produce molds and various plastics items primarily for medical/dental and electronic industries such as IBM located in Portland, Vancouver and Seattle areas. Current operations employ 145 people on three shifts. The OCD economic development loan will permit purchase of land, machines and hiring of 45 new full-time workers. It is expected that the building will be completed, machines installed and employees trained and in place within 15-18 months.

more/over

OCD economic development grants are intended to increase employment, benefit low and moderate income people and enhance Oregon's economy. Projects are favored that benefit economically lagging areas of Oregon, help small business ventures, diversify the economic base of the community, leverage significant private funds, provide training and participation for displaced workers and emphasize primary industries over service or secondary industries.

Eligible small cities and counties may apply for economic development funds from the OCD program at any time during the year as projects develop. Awards will be made until all economic development funds are committed. About $3 million or 30% of Oregon's Community Development funds are targeted for economic development projects.

Recommendations on financial aspects of economic development loans are made by a Community Development Finance Committee appointed May 17, 1984, by Bob Montgomery, Administrator of Intergovernmental Relations Division. Chairman Doug Robertson, Douglas County Commissioner, also heads the OCD Policy Advisory Committee. Other members of the Finance Commmittee include: Robert Flamme, Executive Vice President, Western Security Bank (Salem); Pamela Ragsdale, Executive Director, Tualatin Valley Economic Development Commission; and John McIntyre, Director, Department of Environmental Services, Clackamas County.

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For further information contact:

Intergovernmental Relations Division
Executive Department
Yvonne Addington, OCD Manager, 373-7749

Toll-free 800-422-3600

MC:nl:24571

MEMO

TO: City Council DATE: May 30, 1984

FROM: City Manager

SUBJECT: Houses behind the Library.

An item that failed to get on the agenda after the agenda was completed is attached.

We will receive bids for the houses behind the Library on May 31. The resolution is made in a fashion that accepts the highest bid. We will report, verbally, on the bidding at the City Council meeting.

Michael Warren
City Manager

MW/bjm

Enc.

RESOLUTION NO.

A RESOLUTION APPROVING THE HIGHEST BID FOR THE PURCHASE AND REMOVAL OF THE SINGLE FAMILY DWELLING LOCATED AT 500 E. SHERIDAN ST., NEWBERG, OREGON.

WHEREAS, the City of Newberg has advertised for bids in compliance with Ordinance No. 1793 of the City of Newberg and ORS Chapter 279 for the purchase and removal of the single family dwelling located at 500 E. Sheridan St.; and

WHEREAS, the City must remove this dwelling to make way for its library construction project; and

WHEREAS, _____ has submitted the highest competitive bid for the purchase and removal of the single family dwelling located at 500 E. Sheridan St., Newberg, Oregon at $_____; and

WHEREAS, after due consideration the staff recommends that the highest bid be accepted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newberg, Oregon, as follows, to-wit:

1. That for the reasons stated in the whereas clauses above, and in compliance with the public bidding requirements of City Ordinance and State Statute, the City Council of the City of Newberg, Oregon, hereby authorizes the City Staff to enter into an agreement for the purchase and removal of the single family dwelling located at 500 E. Sheridan St., Newberg, Oregon, with the highest bidder, _____, at $_____.

2. That the City Manager is hereby authorized to sign said agreement on the behalf of the City of Newberg and to transfer title to said dwelling.

ADOPTED by the City Council of the City of Newberg, Oregon, this 4th day of June, 1984

_____
Arvilla Page - City Recorder

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# # # #

For further information contact:

Intergovernmental Relations Division
Executive Department
Yvonne Addington, OCD Manager, 373-7749

Toll-free 800-422-3600

MC:nl:2457T

MEMO

TO: City Council DATE: May 29, 1984

FROM: City Manager

SUBJECT: Cement Mixer

The cement mixer was included in the 1983-84 budget. Due to a backlog in work we have not been able to get around to it until now.

It appears that the price will be above $2,000 so this item must come before the City Council. Unfortunately, the bids for the machine will not be in until June 1.

The Public Works Committee has approved this item to go before the City Council and have recognized the need for a cement mixer.

At tonight's meeting, the City Engineer will provide information on the bids that were opened on June 1. It is my recommendation that the City Council approve the lowest responsible bid.

Michael Warren
City Manager

MW/bjm

Enc.

MEMO

TO: City Council DATE: May 29, 1984

FROM: City Manager

SUBJECT: Transfer Resolutions

Both resolutions have been approved by the Finance Committee. The first resolution is for some general cost overruns in the General Fund and the Water Fund. Transfers are because of the time spent by the laborers in other than anticipated areas. This does not mean that money is overspent only that their time was needed more in the area of the Water Department than was originally anticipated.

The second resolution is for transfers within the Police Department. The Police Department has the money within its total budget but not within a Capital Outlay Account.

Michael Warren
City Manager

MW/bjm

Enc.

RESOLUTION NO.

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM THE GENERAL FUND, CONTINGENCY RESERVE ACCOUNT TO THE GENERAL FUND GENERAL GOVERNMENT MATERIALS, SUPPLIES AND SERVICES ACCOUNT AND MUNICIPAL COURT PERSONAL SERVICES ACCOUNT; FROM THE GENERAL FUND GARAGE MATERIALS, SUPPLIES AND SERVICES ACCOUNT TO THE GENERAL FUND GARAGE PERSONAL SERVICES AND GARAGE CAPITAL OUTLAY ACCOUNTS; FROM THE WATER FUND PLANT MAINTENANCE, MATERIALS SUPPLIES AND SERVICES ACCOUNT TO THE WATER FUND PLANT MAINTENANCE PERSONAL SERVICES ACCOUNT; AND FROM THE WATER FUND DISTRIBUTION CAPITAL OUTLAY ACCOUNT, SOURCE OF SUPPLY CONTRACTUAL SERVICES UTILITIES ACCOUNT, AND SOURCES OF SUPPLY CAPITAL OUTLAY ACCOUNTS TO THE WATER FUND DISTRIBUTION PERSONAL SERVICES ACCOUNT.

WHEREAS, funds must be appropriated from the funds and accounts above listed to meet various City obligations; and

WHEREAS, the Council of the City of Newberg has considered the transfer of funds between various specific accounts of the General Fund and Water Fund as set forth in the Budget for the fiscal year 1983-1984, which are enumerated below and has determined that the expenditures hereinafter listed and that the transfer of funds hereinafter stated should be allowed.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, Oregon as follows, to-wit;

1. That the following transfer of funds from the General Fund, Contingency Reserve Account in the total amount of $2,800 and from the General Fund, Garage Materials, Supplies and Services Account in the total amount of $580 for a total transfer from this fund and these accounts of $3,380 is hereby authorized and expenditure of funds are authorized for the purposes stated as follows:

Fund/Purpose	Amount
General Fund:	
General Government: Materials, Supplies and Services (1-410.310)	$2,000
Municipal Court: Personal Services (1-412.120)	800
Garage: Personal Services (1-433.131)	500
Garage: Capital Outlay (1-433.610)	80
TOTAL GENERAL FUND ACCOUNTS	$3,380

2. That the following transfer of funds from the Water Fund, Plant Maintenance, Material, Supplies and Services Account in the amount of $500, Source of Supply, Capital Outlay Account in the amount of $10,000, Source of Supply Contractual Services Utilities Account in the amount of $2,000, Distribution Capital Outlay Account in the amount of $4,000, for a total transfer from this fund and these accounts of $16,500 is hereby authorized and expenditure of funds are authorized for the purposes stated as follows:

Fund/Purpose	Amount
Water Fund:	
Plant Maintenance:	
Personal Services (7-430.131)	$ 500
Distribution:	
Personal Services (7-460.131)	16,000
TOTAL WATER FUND	$16,500

3. That the foregoing transfers shall be made from accounts as set forth in the Budget of the City of Newberg, Oregon for the fiscal year 1983-1984.

ADOPTED by the City Council of the City of Newberg, Oregon this 4th day of June, 1984.

Arvilla Page - City Recorder

TRANSFERS

Water Fund:

7-430.131	TO:	Plant Maintenance, Personal Services	$ 500.00
7-430.340	FROM:	Plant Maintenance, Materials, Supplies and Services	(500.00)
7-460.131	TO:	Distribution, Personal Services	$ 16,000.00
7-460.610	FROM:	Distribution, Capital Outlay	(4,000.00)
7-470.340	FROM:	Source of Supply, Contractual Services, Utilities	(2,000.00)
7-470.610	FROM:	Source of Supply , Capital Outlay	(10,000.00)

TRANSFERS

General Fund:

1-410.310	TO:	General Government, Materials, Supplies and Services	$ 2,000.00
1-400.800	FROM:	Contingency Reserve	(2,000.00)
1-433.131	TO:	Garage, Personal Services	$ 500.00
1-433.223	FROM:	Garage, Materials, Supplies and Services	(500.00)
1-433.610	TO:	Garage, Capital Outlay	$ 80.00
1-433.223	FROM:	Garage, Materials, Supplies and Services	(80.00)
1-412.120	TO:	Municipal Court, Personal Services	$ 800.00
1-400.800	FROM:	Contingency Reserve	(800.00)

MEMO

TO: City Council DATE: May 29, 1984

FROM: City Manager

SUBJECT: Public Works Job Descriptions

Attached are job descriptions for Laborer I, Laborer II, Laborer III and Crew Chief. The job description and salary range correspond to the range in the budget that has been approved by the Budget Committee.

The descriptions provide upward mobility for individuals in the department and also provide the Public Works Superintendent with crew chiefs in water and sewer.

As is the case with most job descriptions, the people in the positions are doing the work currently. The job descriptions and attached resolution will formalize the procedures that are already taking place.

Michael Warren

Michael Warren
City Manager

MW/bjm

Enc.

XI 3

RESOLUTION NO.

A RESOLUTION OF THE CITY OF NEWBERG ADOPTING A NEW PUBLIC WORKS JOB CLASSIFICATION PLAN BY AMENDING CERTAIN PORTIONS OF THE "PERSONNEL RULES AND REGULATIONS" TO REFLECT THE PLAN FOR CERTAIN PUBLIC WORKS EMPLOYEES OF THE CITY OF NEWBERG.

WHEREAS, the City Manager on behalf of the City Council of the City of Newberg has discussed with employees, department heads, and Cascade Employers Association the development of job descriptions and classifications for certain Public Works employees; and

WHEREAS, it is necessary that the job descriptions and range classifications for Public Works employees be adjusted in accordance with the revised descriptions and ranges developed by Cascade Employers Association and City staff; and

WHEREAS, Ordinance No. 2041, Section 3, provides that the Personnel Rules and Regulations adopted under said ordinance may be amended, altered or modified by resolution of the Council of the City of Newberg.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, Oregon as follows, to-wit:

1. That the Public Works job classification plan, including job descriptions and salary range classifications, which are attached hereto as Exhibit A and made a part hereof at this point by reference, are hereby adopted and the Personnel Rules and Regulations are hereby amended to include the Public Works job classification plan.

ADOPTED by the Council of the City of Newberg, Oregon, this 4th day of June, 1984.

_____

Arvilla Page, City Recorder

EXHIBIT "A"

XL3

CITY OF NEWBERG

LABORER I — RANGE 110
LABORER II — RANGE 113

DEFINITION:

Performs a variety of tasks in Public Works Department. Assists with the installation and repair of water lines, sewer lines and storm sewer lines. Helps to install road signs, filling and patching potholes, painting traffic markings, reading water meters, and performs other street maintenance duties.

DISTINGUISHING CHARACTERISTICS:

Receives direct supervision from the Crew Chief and indirect supervision from the Superintendent of Maintenance. Does not exercise any supervision.

TYPICAL DUTIES:

1. Helps to install and repair water lines, water meters, sewer lines and storm sewer lines. Reads water meters. May be required to drive a dump truck.

2. Assists with the maintenance of streets including the installation of road signs, painting traffic markings, patching streets and the cleaning of storm drainage facilities.

3. Operates a variety of power hand tools such as compressors and jack-hammers.

4. Performs other duties as required.

5. Answers questions from the general public and maintains good public relations.

6. Work weekend duty call when required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Ability: Must be a high school graduate or possess a GED or be able to obtain one within six months of the initial date of hire. Must be able and willing to work outdoors in all types of adverse weather conditions and physical surroundings. Must be able to interact well with the public and fellow workers. Valid drivers license and the ability to obtain a chauffeurs license is required. All employees will be classified as a Laborer I until such a time when the employee has three years experience in the Laborer I position or equivalent outside experience, employee has been approved by the Superintendent of Maintenance to become a Laborer II, and City has approved need and budgeted for Laborer II position. In addition all candidates will be required to pass an oral and skills examination.

Experience and Training: Previous construction experience is desirable but not essential to Laborer I position. Laborer II may also be required to obtain a valid Water Distribution Certificate, Class II.

CITY OF NEWBERG

LABORER III RANGE 115

DEFINITION:

Operates a variety of City equipment to assist in the maintenance and installation of City facilities such as water lines, storm sewers and sewers. Must be able to assume the duties of Laborer I, II when required.

DISTINGUISHING CHARACTERISTICS:

Receives direct supervisions from the Crew Chief and indirect supervision from the Superintendent of Maintenance. Directs Laborers I, II, on occasion to ensure safe operation of equipment and safe working conditions. Acts as Crew Chief in the absence of the designated Crew Chief.

TYPICAL DUTIES:

1. Operates back-hoes, tractors, dump trucks, road graders, sweepers, compressors and other types of large equipment in a safe and efficient manner.

2. Responsible for minor maintenance of the equipment used including oiling and lubricating.

3. Install storm and sanitary sewer lines, manholes and operate cleaning and TV equipment.

4. Install water mains, fire hydrants, valves and meters.

5. Performs all street maintenance functions.

6. Performs other duties as required.

7. Answer questions from the general public and maintains good public relations.

8. Work weekend duty call when required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Ability: Must be a high school graduate or possess a GED. Must have a proven ability to operate heavy equipment to the satisfaction of the Superintendent of Maintenance or be able to pass an equipment skills evaluation by the Superintendent of Maintenance and an oral exam. Valid drivers license with the ability to obtain a chauffeurs license is required. Must have worked for the City for at least 18 months.

Experience and Training: Must have five years of increasingly responsible experience in the field of public works construction and maintenance. Understanding of equipment operation and functions, is required to detect when machinery is in need of repair. May be required to obtain a valid Water Distribution Certificate, Class II.

Note: Movement into this classification is not automatic. An opening must exist and the candidates must have the proven ability to operate the various types of equipment and meet the minimum qualifications. Outside candidates will be considered.

CITY OF NEWBERG

CREW CHIEF RANGE 117

DEFINITION:

Supervises a Public Works maintenance and construction crew in the construction, repair and modification of various City facilities. Ensures projects comply with City safety regulations, and coordinates projects with utility companies to facilitate completion. May assume the duties of Laborer I, II, III as required.

DISTINGUISHING CHARACTERISTICS:

Works under the direct supervision of the Superintendent of Maintenance. Exercises direct supervision over Laborers I, II, III.

TYPICAL DUTIES:

1. Supervises Public Works construction and maintenance crews.
2. Makes sure safety regulations are adhered to and ensures that public safety is given highest priority.
3. Coordinates projects with utility companies and notifies the public of utility disruptions.
4. Schedules equipment and materials to be used at each job.
5. Check stock inventories and makes appropriate orders when materials are low.
6. Answers questions from the general public and maintains good public relations.
7. Performs other duties as required for successful completion of the project.
8. May also be required to perform the duties of the Superintendent of Maintenance in his absence.
9. Will work weekend duty call when required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Ability: Must be a high school graduate or possess a GED. Must have thorough knowledge of all the City's functions and utilities. Must be able to operate the heavy equipment which is required of Laborer III. Valid driver's license with the ability to obtain a chauffeur's license is required. Must be able to pass an equipment skills evaluation by the Superintendent of Maintenance, and an oral interview. Must have worked for City of Newberg for at least 2 years. Must have good supervision ability and ability to lead through example, must have good writing skills.

Experience and Training: Must have five years of progressive experience in the field of public works construction and maintenance, two years of which must have be in a supervisory position. May be required to obtain a Water Distribution Certification, Class II.

Note: Movement into this classification is not automatic. An opening must exist and the candidates must meet the minimum qualifications. Outside candidates will be considered.

MEMO

TO: City Council DATE: May 29, 1984

FROM: City Manager

SUBJECT: Cross Connection Control

Attached, please find a copy of the ordinance and related information with the respect to cross connection control. This is an important concern in the water quality industry. It is also an important health concern in any community. We are required by ORS 448 to control cross connections and are also required to provide an ordinance to do so.

This item has been a long standing subject with the Building, Engineering, and water departments. It has been discussed at City Council seminars, and I believe at regular City Council meetings.

The enclosed packet gives a good detailed description of what cross connection control is about. Once we have the ordinance in place, we will begin an active program of cross connection control which will be administered by Mike Rader. Mike Rader is certified in back-flow prevention.

The Public Works Committee has reviewed and approved cross connection control.

Michael Warren
City Manager

MW/bjm

Enc.

XII 1

Backflow... What Is It?

Backflow? You may have heard of it, and you may understand some of what it involves. This booklet will help you to understand it better; exactly what it is, and how to prevent it.

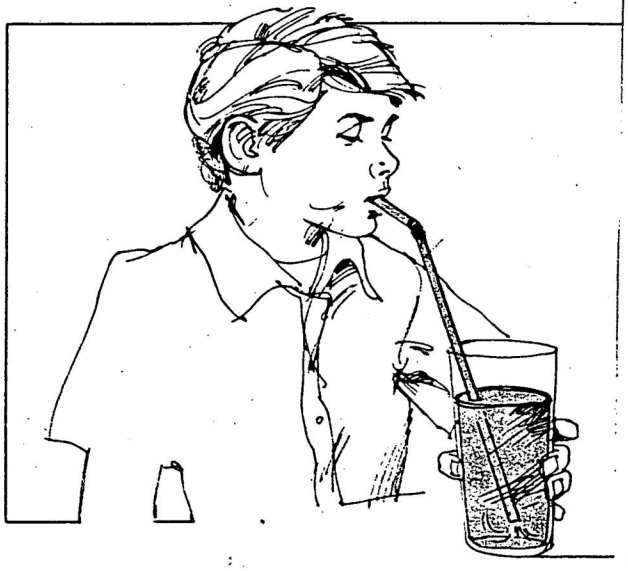
Backflow is defined as the flow of water or other liquids, gasses, mixtures or other substances into the distributing pipes of a potable supply of water from any source or sources. In other words, it is what it sounds like; the fluid flows backward through the supply piping system.

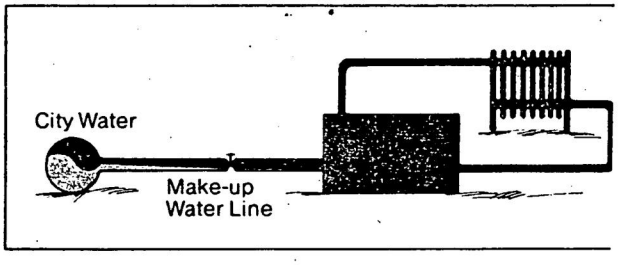
Now that backflow has been defined, what causes it? There are two types of backflow; backsiphonage and backpressure.

Backsiphonage is a form of backflow that is caused by a negative or sub-atmospheric pressure. An example of this sub-atmospheric is a child drinking a malt with a straw. The child "sucks" on the straw and the malt flows up the straw and into the child's mouth. What the child is actually doing is creating a sub-atmospheric pressure in his mouth and the atmospheric pressure (14.7 psia at sea level) is pushing down on the surface of the malt and forcing the malt up the straw and into the child's mouth.

Backpressure is the other form of backflow. It is caused by a higher downstream pressure in the piping system than the upstream or supply pressure. An example of this would be a steam heating system with the make-up water line piped directly into the boiler. The higher pressure in the boiler could force the chemically treated boiler water back through the make-up water line and into the potable water system.

There is one other very important term that must be understood before we can proceed. The term is "Cross Connection" and it is defined as any actual or potential connection between a potable water system and any other source or system through which it is possible to introduce into the potable system any used water, industrial fluid, gas, or other substance other than the intended potable water with which the system is supplied. By-pass arrangements, jumper connections, removable sections, swivel or change-over devices and other permanent or temporary devices through which, or because of which, backflow can or may occur are considered to be cross connections.





Case Histories

"All of this is very interesting, but does it REALLY happen?" you may ask. The answer to that is an emphatic YES! Below are listed some typical cases of backflow that actually occurred.

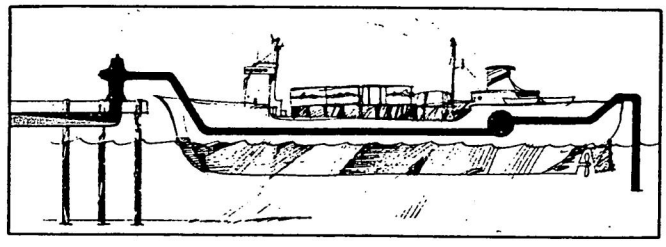
Case No. 1
The year was 1933. People from all over the world were crowding into one of America's largest cities to see the "World's Fair." An epidemic of Amoebic Dysentery broke out and official records show that 98 people died and 1,409 others became seriously ill. Hundreds, possibly thousands of other affected people were never counted by investigating agencies since when they became ill, they went home. A special investigating committee of public health authorities found the main reason of this catastrophe to be "...old and generally defective plumbing and cross connections potentially permitting backsiphonage from fixtures, such as bathtubs and toilets..."

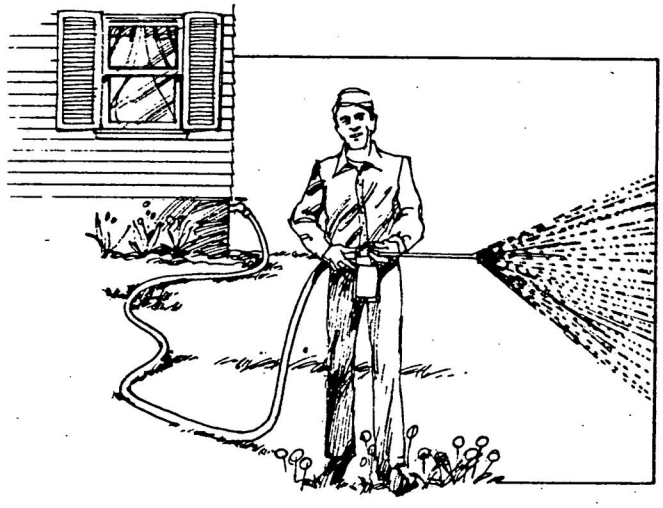
Case No. 2
In December, 1964, a hospital in the State of Michigan had its potable water system contaminated. The cause was an unprotected autopsy table in the hospital's morgue.

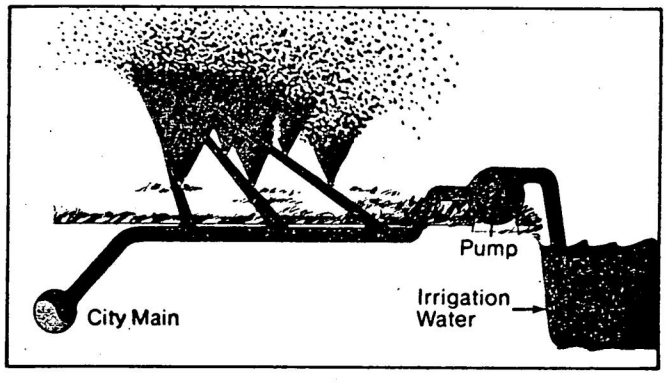
Case No. 3
It was in July of 1955 in San Pedro, California, a U.S. Navy Destroyer pumped salt water through five obsolete check valves into the street mains in a 90 square block of the town.

Case No. 4
This unusual death was caused by backsiphonage in a suburb of one of California's largest cities. A man was spraying his lawn with a commercial weed killer that contained an arsenic compound. His applicator was an aspirator device on his garden hose, to which was attached a bottle of the arsenic poison. When he had finished spraying, the man turned off the hose, disconnected the applicator, and since it was a warm day, turned the hose on again to get a drink of water. A short time later, he was dead from arsenic poisoning. At some time while he was spraying, a backsiphonage condition had occurred and the arsenic was carried back into the hose.

Case No. 5
In 1969 in Utah, raw irrigation water was pumped through a farm standby irrigation connection into over half of the entire town's potable water system. The standby connection was not protected with a backflow prevention device.

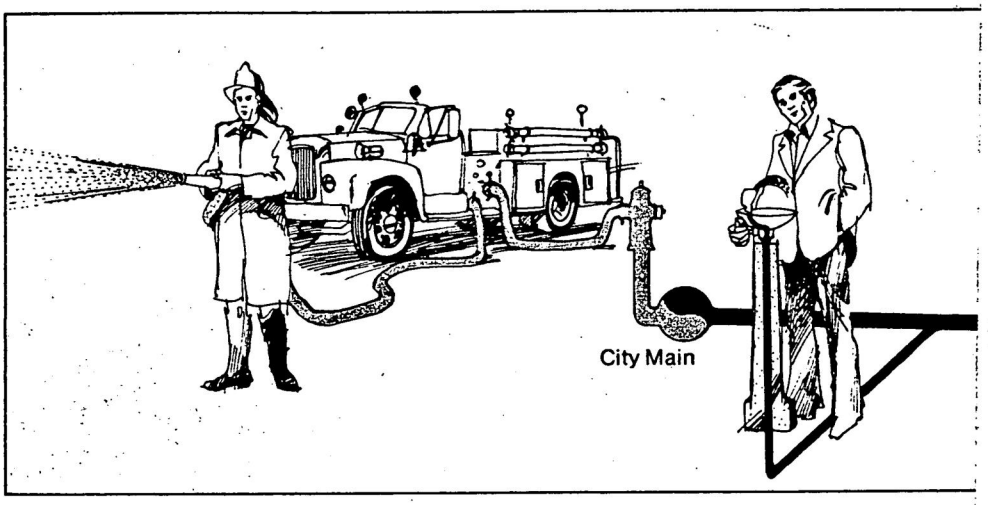




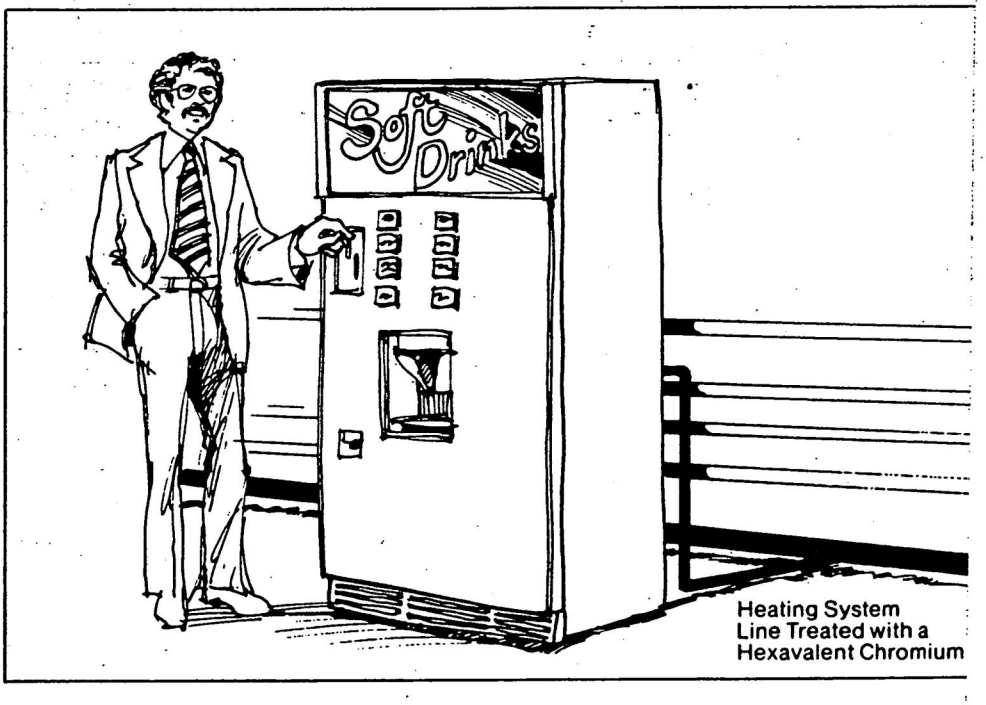


Case Histories
(Cont'd.)

Case No. 6
In August, 1969, 83 football team members and coaching staff were stricken with infectious hepatitis due to subsurface hose bibs and a nearby fire. The fire trucks in fighting the fire reduced the main pressure enough to cause backsiphonage from the hose bibs.

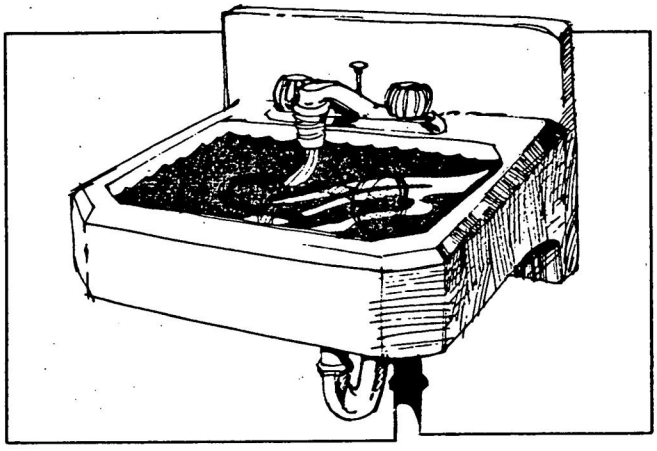


Case No. 7
In the summer of 1970 in New Jersey, a soft drink vending machine in the Caddy house of a golf club was connected to the building heating system in which hexavalent chromium had been added. Eleven cases of nausea were reported by the caddies.

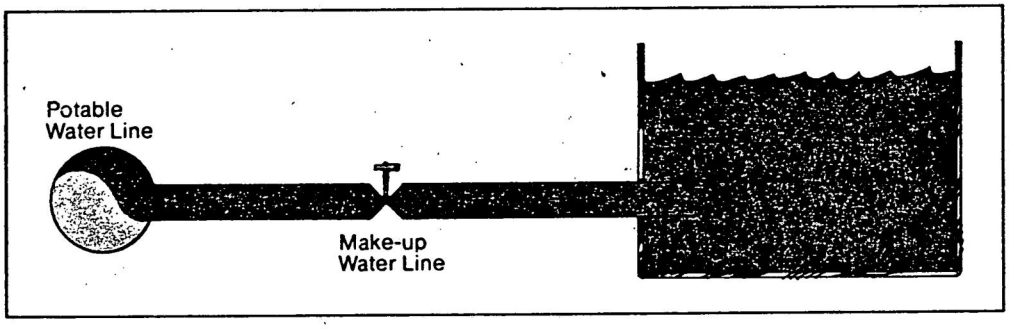


Typical Cross Connections

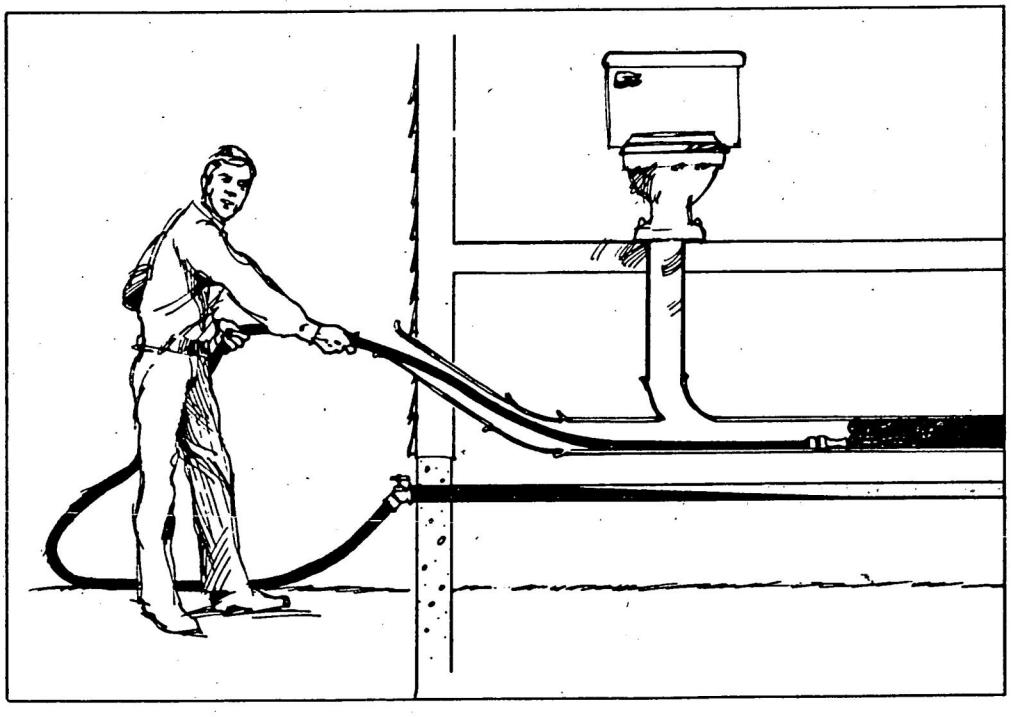
Spray Hose in Sink
This type of cross connection is commonly found in the food industry and in janitor's sinks. A hose has been connected to the faucet on the sink. When the faucet is left running, a loss in pressure of the supply main can siphon this used water back into the potable water system.



Submerged Inlets
In many industrial installations that use chemically treated baths, the make-up water line runs directly into the tank. If there is backsiphonage, the toxic chemicals can be sucked back into the potable water system.



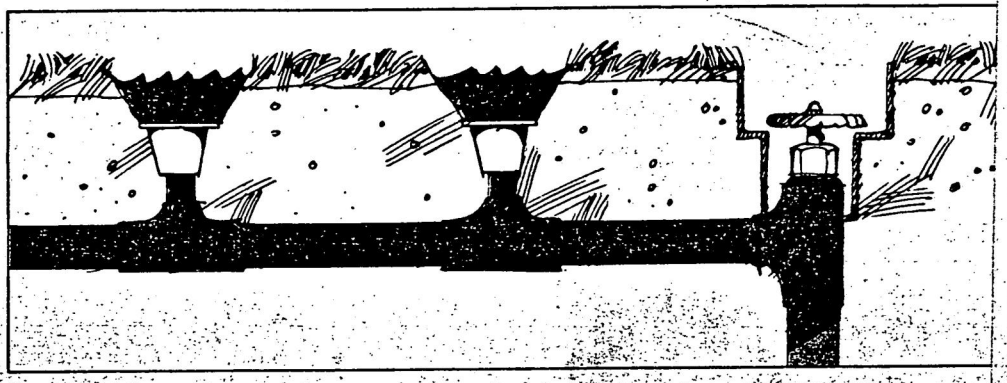
Hose Bibs
At first glance, a hose bib seems innocuous, but it is the things people do with the hose that creates problems. In this example, a man is trying to blow a stoppage out in a sewer line, but with a sudden drop in line pressure, this contaminated water can be backsiphoned into the potable water system.



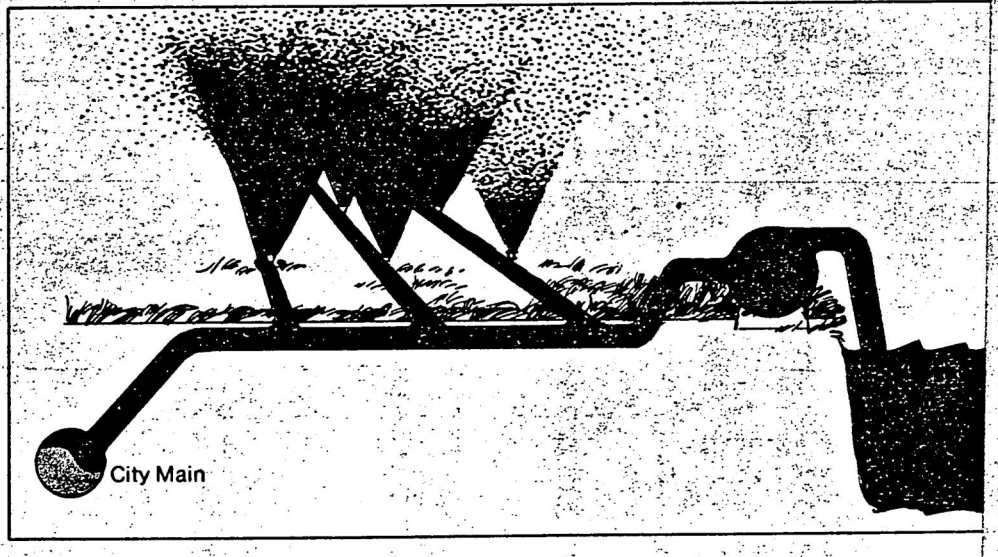
XII 1

Typical Cross Connections (Cont'd.)

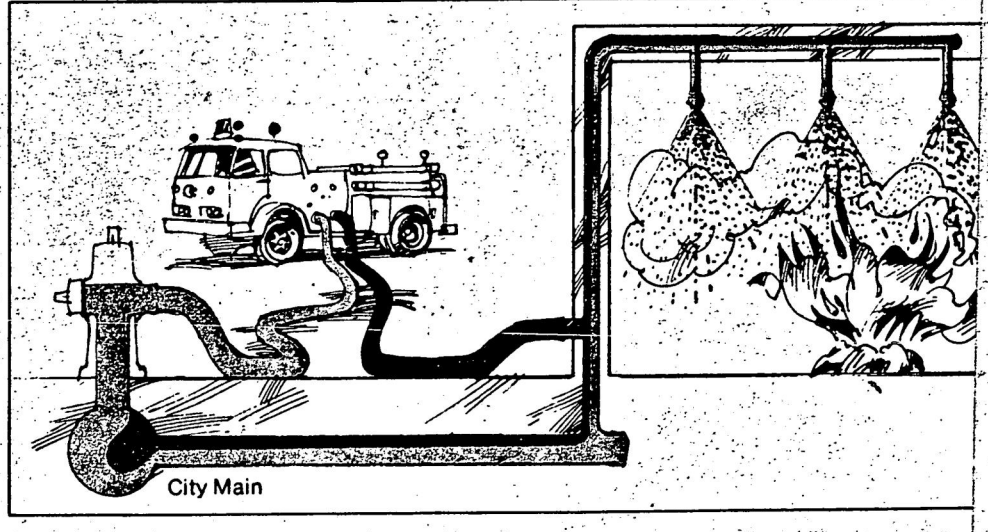
Lawn Sprinklers
On a large number of lawn sprinkler installations the sprinkler head is below the ground level. Water which may have been in contact with fertilizers and weed killers can then be back-siphoned through a leaky valve into the potable water system.



Irrigation Pumping Systems
On many farms water is pumped from irrigation water channels into the sprinkler system. A large number of these installations are also connected to the domestic water system for times when there is little or no irrigation water available. It is possible that the pump develops more pressure than there is in the domestic supply main and the irrigation water can then be pumped through a leaky or partially open crossover valve.



Fire Sprinkler Systems
On a large number of fire sprinkler systems there is a hook up connection for the fire truck pumper to increase pressure and flow in the sprinkler system. At times a "wetting agent" is added to the water to increase the effectiveness of the water in combating the fire. If the system is not protected, it is possible for the pumper to pump this "wet" water back into the city's domestic water supply.



Backflow Prevention Devices

There are four different types of mechanical backflow prevention devices and there is one other which is the air gap. The air gap is a physical break in the system. The different types are used in different situations (if there is backpressure or back-siphonage) and for different degrees of hazard.

The degree of hazard is based upon the fluid that can backflow into the domestic water; if it is Contaminated or Polluted.

Contamination is an impairment of the quality of the water to such a degree that it would create an actual hazard to the public health through poisoning or through the spread of disease.

Pollution is an impairment of the quality of the water which does not create a health hazard to the public but which does adversely affect the water for domestic use.

Air Gap
An air gap is a physical separation between the free flowing discharge end of a potable pipe line and an open or non-pressure receiving vessel. To have an acceptable air gap, the end of the discharge pipe has to be at least twice the diameter of the pipe above the topmost rim of the receiving vessel, but in no case can this distance be less than one inch.

This may seem to be the simplest, most effective and least expensive type of protection. However, the chance for future cross-connections, the cost of additional pumps to pressurize the system often makes this an expensive protection system.

Reduced Pressure Principal Device
Commonly referred to as an RP or RPP, this device consists of two independently acting check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve reduces the supply pressure at a predetermined amount so that during normal flow, and at cessation of normal flow the pressure between the two check valves shall be lower than the supply pressure. If either check valve leaks, the relief valve will discharge to atmosphere. This will maintain the pressure in the zone between the two check valves lower than the supply pressure. The unit also has two shut-off valves (one upstream and one down-stream of the checks) and properly located test cocks for field testing.

Double Check Valve
The double check valve assembly is composed of two single, independently acting check valves. The unit also has two tightly closing shutoff valves located at each end of the device and four test cocks for the testing of the check valves.

Pressure Vacuum Breaker
The pressure vacuum breaker (or PVB for short) is a device that contains within a single body, a single loaded check valve and a loaded air opening valve which opens to admit air whenever the pressure within the body of the device approaches atmospheric. The body of the device has two tight closing shut-off valves and it is fitted with test cocks, appropriately placed, for testing the device.

Atmospheric Vacuum Breaker
An atmospheric vacuum breaker is a device which has a moving element inside, which during flow prevents water from spilling from the device and during cessation of flow, drops down to provide a vent opening. This device should not remain under pressure for long durations and it cannot have any shut-off valve downstream of it.

XII 1

333-61-070 CROSS CONNECTION CONTROL REQUIREMENTS

(1) Water suppliers shall undertake programs for controlling and eliminating cross connections:

(a) In community water systems, water suppliers shall identify and evaluate the premises where potential cross connections exist;

(b) In community water systems where the water supplier has reasonable cause to believe that an existing or potential cross connection is located on the user's premises, the water supplier shall deny or discontinue service to those premises until an appropriate backflow prevention device is installed or until the cause of the hazard is eliminated;

(c) Where the water supplier owns and/or operates a non-community water system, the water supplier shall assure that cross connections do not exist. Inspections to assure compliance with this section may be made by the licensing agency where licensing is required or by the Department of Commerce under ORS 447.020.

(2) Whenever a water user or the owner of the premises obtaining water from a public water system treats the water in any way or adds any chemical or substance to the water they shall notify the water supplier.

(3) Backflow prevention devices for protecting community water systems shall be installed on the service connection to premises where:

(a) There is an auxiliary water supply which is, or can be, connected to the potable water piping;

(b) There is piping for conveying liquids other than potable water, and where that piping is under pressure and is installed and operated in a manner which could cause a cross connection;

(c) There is intricate plumbing which makes it impractical to ascertain whether or not cross connections exist;

(d) There is backsiphonage potential.

(4) Backflow prevention devices for protecting non-community water systems shall be installed at or near the points of water use where potential cross connections are identified.

(5) The type of backflow prevention device required under sections (3) and (4) of this rule, shall be commensurate with the degree of hazard which exists:

(a) An approved air gap of at least twice the inside diameter; but not less than one inch, of the incoming supply line measured vertically above the top rim of the vessel, or an approved reduced pressure (RP) device shall be installed where the substance which could backflow is hazardous to health, e.g., sewage treatment plants, sewage pumping stations, chemical manufacturing plants, plating plants, hospitals, mortuaries, car washes, medical clinics;

(b) An approved double check valve assembly shall be installed where the substance which could backflow is objectionable but does not pose an unreasonable risk to health;

(c) An approved pressure vacuum breaker or an atmospheric vacuum breaker shall be installed where the substance which could backflow is objectionable but does not pose an unreasonable risk to health and where there is no possibility of back pressure in the downstream piping. A shutoff valve may be installed on the line downstream of a pressure vacuum breaker but shall not be installed downstream of an atmospheric vacuum breaker.

(6) All backflow prevention devices required under this section shall be of a type and model approved by the Division and the Division shall maintain a list of backflow prevention devices approved for use in Oregon.

(7) The water user or the owner of the premises where one or more reduced pressure device, double check valve assembly, or pressure vacuum breaker have been installed shall have the device tested at least once per year. Backflow prevention devices found not to be functioning properly shall be promptly repaired by the water user or owner of the device or the water supplier may deny or discontinue service as provided in (1)(b) of this section. Devices shall be tested immediately after installation and after they are moved. Reports on the tests shall be prepared by the tester and copies of the reports shall be provided to the water user or the owner of the premises, to the water supplier and to the Division. At water systems with more than 5,000 water service connections, the tester need not submit his report to the Division, but in those cases the water supplier shall prepare a summary of the tests performed and shall submit that summary once per calendar quarter to the Division. Tests shall be performed by certified testers in conformance with procedures established by the Foundation for Cross Connection Control and Hydraulic Research. The Division shall conduct training courses and examinations for competency and shall issue certificates to those individuals who complete the course and pass the examination. The Division shall maintain a current list of individuals who are certified.

(7) Water suppliers may adopt requirements which are more stringent than those set forth in this rule.

(8) Backflow prevention devices installed before the effective date of these rules which were approved at the time they were installed but are not on the current list of approved devices maintained by the Division, shall be permitted to remain in service provided they are properly maintained, are commensurate with the degree of hazard, are tested at least annually, and perform satisfactorily. When devices of this type are moved, or require more than minimum maintenance, they shall be replaced by devices which are on the Division list of approved devices.

CITY OF NEWBERG

WATER DEPARTMENT
538-9421 Ext. 62

REQUIREMENTS FOR BACKFLOW PREVENTION DEVICE INSTALLATIONS

1. Devices must be installed in an accessible location. In addition, the relief valve discharge must be 1' 0" above the surrounding grade. Locations of the devices shall be approved by the Water Department prior to installation.

2. All devices installed horizontally must have at least 12" clearance from the lowest part of the device to the slab, floor, or wall of the chamber. All devices of 2" and larger size, must have a minimum of 12" clearance on the back side and at least 24" on the test cock side of the device. Adequate clearance of at least 36" must be maintained above all devices of 2" size and larger, or any top cover must be removable.

3. Protection from freezing must be provided for any device installed in an exposed location.

4. There must be an approved air gap of not less than 1" located directly at the relief valve orifice.

5. In no case may a reduced pressure device be installed in any small, enclosed chamber or in any location subject to flooding.

6. All devices must have the approval of the City of Newberg Water Department.

7. The installation of these devices may alter the delivery pressure and flow of the services. In addition, each device is required to be tested annually by State Certified testers.

8. A test of the backflow device is required of the owner at the time of installation by a State Certified tester prior to acceptance of the installation and device.

You are required to register each backflow device with the Water Department. Registration shall consist of date of installations and make, model and serial number of the backflow device. The Water Department shall be contacted upon installation. Each device must be inspected by an inspector from the Water Department.

AN ORDINANCE REGULATING AND PROHIBITING CROSS-CONNECTIONS TO THE WATER SUPPLY OF THE CITY OF NEWBERG; DECLARING CROSS-CONNECTIONS TO BE A HAZARD AND PROVIDING FOR THE ABATEMENT THEREOF; PROVIDING DEFINITIONS; PROVIDING FOR CONTROL AND USE OF BACKFLOW DEVICES; PROVIDING A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND DECLARING AN EMERGECNY.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. PURPOSE AND SCOPE. The purpose of this ordinance is to protect the public health of water consumers by the control of actual and/or potential cross-connections to customers.

Section 2. DEFINITIONS.

(1) "Backflow" - shall mean the undesirable reversal of water or mixtures of water and other liquids, gases or other substances into the distribution pipes of the potable supply of water from any source or sources.

(2) "Backflow Prevention Device" (approved) - shall mean a device that has been investigated and approved by the regulatory agency having jurisdiction. The approval of backflow prevention devices by the regulatory agency should be on the basis of a favorable laboratory and field evalauation report by an "approved testing laboratory", recommending such approval.

(3) "Backflow Prevention Device" (type) - shall mean any approved device used to prevent backflow into a potable water system. The type of device used should be based on the degree of hazard either existing or potential.

(4) "Contamination" - shall mean the entry into or presence in a public water supply of any substance which may be deleterious to health and/or quality of the water.

(5) "Cross-Connection" - shall mean any unprotected actual or potential connection or structural arrangement between a public or a consumer's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied. By-pass arrangements, jumper connections, removable sections, swivel or changeover devices and other temporary or permanent devices through which or because of which "backflow" can or may occur are considered to be cross connections.

(6) "Director" - shall mean the Director of Public Works of the City of Newberg or authorized agent.

(7) "Hazard, degree of" - shall be derived from the evaluation of a health, system, plumbing or pollutional hazard.

(8) "Hazard, health" - shall mean an actual or potential threat of contamination of a physical or toxic nature to the public potable water system or the consumer's potable water system that would be a danger to health.

(9) "Hazard, plumbing" - shall mean an internal or plumbing type cross-connection in a consumer's potable water system that may be either a pollutional or a contamination type hazard. This includes, but is not limted to, cross-connections to toilets, sinks, lavatories, wash trays, domestic washing machines and law sprinkling systems. Plumbing type cross-connections can be located in many types of structures including homes, apartment houses, hotels, and commercial or industrial establishments.

(10) "Hazard, pollutional" - shall mean an actual or potential threat to the physical properties of the water system or the potability of the public or the consumer's potable water system but which would not constitute a health or system hazard, as defined. The maximum degree or intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.

(11) "Hazard, system" - shall mean an actual or potential threat of severe danger to the physical properties of the public or consumer's potable water system or of a pollution or contamination which would have a protracted effect on the quality of the potable water in the system.

(12) "Health Division Officer" - shall mean the Oregon State Health Division Officer, or authorized agent.

(13) "Potable Water Supply" - shall mean any system of water supply intended or used for human consumption or other domestic use.

Section 3. CROSS-CONNECTIONS. The installation or maintenance of a cross-connection which will endanger the water quality of the potable water supply system of the City shall be unlawful and is prohibited. Any such cross-connection now existing or hereafter installed is hereby declared to be a public hazard and the same shall be abated. The control or elimination of cross-connections shall be in accordance with this ordinance and in compliance with the Oregon Administrative Rules, Chapter 333, Public Water Systems. The Director shall have the authority to establish requirements more stringent than State regulations if he deems that the conditions so dictate. The City shall adopt rules and regulations as necessary to carry out the provisions of this ordinance. The Director is hereby authorized to enforce the provisions of this ordinance in the inspection of existing, new and remodeled buildings.

Section 4. USE OF BACKFLOW PREVENTION DEVICES.

(1) No water service connection to any premises shall be installed or maintained by the City unless the water supply is protected as required by State law and regulation and this ordinance. Service of water to any premises shall be discontinued by the City if a backflow prevention device required by this ordinance is not installed, tested and maintained, or if it is found that a backflow prevention device has been removed, by-passed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

(2) The customer's system should be open for inspection and testing at all reasonable times to authorized representatives of the City to determine whether cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the Director shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the State and City statutes relating to plumbing and water supplies and the regulations adopted pursuant thereto.

(3) An approved Backflow Prevention Device shall also be installed on each service line to a customer's water system at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line.

(4) Backflow prevention devices shall be installed under circumstances including, but not limted to, the following:

(a) Premises having an auxiliary water supply.
(b) Premises having cross-connections that are not correctable, or intricate planning arrangements which make it impractical to ascertain whether or not cross-connections exist.
(c) Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist.
(d) Premises having a history of cross-connections being established or re-established.
(e) Premises on which an substance is handled under pressure so as to permit entry into the Public Water Supply, or where a cross-connection could reasonably be expected to occur. This shall include the handling of process waters and cooling waters.
(f) Premises where materials of a toxic or hazardous nature are handled in such a way that if back siphonage should occur, a serious health hazard might result.
(g) The following types of facilities will fall into one of the above categories where a backflow prevention device is required to protect the Public Water Supply. A backflow prevention device shall be installed at these facilities unless the City determines that no hazard exists.

- Hopitals, mortuaries, clinics
- Laboratories
- Metal plating industries
- Piers and Docks
- Sewage treatement plants
- Food or beverage processing plants
- Chemical plants using a water process
- Petroleum processing or storage plants
- Radioactive material processing plants or nuclear reactors
- Facilities with fire service lines as specified by the Oregon State Health Division
- Other Facilities which require cross-connection control through the use of backflow prevention devices as required by this ordinance and OAR Chapter 333, Public Water Systems
- Water districts
- Water customers outside the City limits

(5) The type of protective device required shall depend on the degree of hazard which exists:

(a) An air-gap separation or a reduced-pressure-principle backflow prevention device shall be installed where the public water supply may be contaminated with sewage, industrial waste of a toxic nature, or other contaminant which could cause a health or system hazard.

(b) In the case of a substance which may be objectionable but not hazardous to health, a double check valve assembly, air-gap separation, or a reduced-pressure-principle backflow prevention device shall be installed.

(6) Backflow prevention devices required by this ordinance shall be installed under the supervision, and with the approval, of the City.

(7) Any protective device required by this ordinance shall be approved by the Director.

(8) These devices shall be furnished and installed by and at the expense of the customer.

(9) It shall be the duty of the customer-user at any premise where backflow prevention devices are installed, except as noted below for residential tests, to have certified inspections and operational tests made at least once per year. In those instances where the Director deems the hazard to be great enough he may require certified inspections at more frequent intervals. These inspections and tests shall be at the expense of the water user and shall be performed by a certified tester approved by the Director. It shall be the duty of the Director to see that these timely tests are made. The customer-user shall notify the Director in advance when the tests are to be undertaken so that the Director or a representative may witness the tests, if so desired. These devices shall be repaired, overhauled or replaced at the expense of the customer-user whenever said devices are found to be defective. Records of such tests, repairs and overhaul shall be kept and copies sent to the Director.

Residential tests shall be necessary on an annual basis if:

1. There is an existing well on the property.
2. A booster pump is needed to provide pressure to a residence.
3. The Director determines conditions warrant an annual inspection.

(10) No underground sprinkling device will be installed without adequate backflow prevention devices.

(11) Failure of the customer to cooperate in the installation, maintenance, testing or inspection of backflow prevention devices required by this ordinance or by State law shall be grounds for the termination of water service to the premises.

12. All water trucks obtaining water from the Public Water Supply shall fill at the fire hydrant located adjacent to the Fire Station where a backflow prevention device is installed. Upon modification of a water truck as per standard detail supplied by the City, an air gap is provided in the fill line, the Director may approve a fill site closer to the work site.

(1) No water shall be delivered to any structure nereafter built within the City of Newberg or within areas served by City water until the same shall have ben inspected by the City for possible cross-connections and have been found free of same and approved.

(2) Any construction for industrial or other purposes which is classified as hazardous facilities where it is reasonable to anticipate intermittent cross-connections, or as determined by the Director, shall be protected by the installation of one or more backflow prevention devices at the point of service from the public water supply or any other location designated by the City.

(3) Inspections shall be made at the discretion of the Director of all buildings, structures, or improvements for the purpose of ascertaining whether cross-connections exist. Such inspections shall be made by the City.

Section 6. LIABILITY. This ordinance shall not be construed to hold the City responsible for any damage to persons or property by reason of the inspection or testing herein, or the failure to inspect or test or by reason of approval of any cross-connections.

Section 7. PENALTIES. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any of the provisions of this ordinance or the rules and regulations as adopted by the City, shall be deemed guiltiy of a civil violation and, upon conviction thereof, shall for each offense be punished by a fine in a sum not exceeding One Thousand Dollars. Each day of continuing violation shall constitute a separate offense.

Section 8. NOW, THEREFORE, it is necessary for the immediate preservation of the public health, peace and safety of the City of Newberg, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect immediately upon its passage by the Council and approval by the Mayor.

PASSED by the Council of the City of Newberg, Oregon, this 4th day of June, 1984 by the following votes:

Ayes: Nays: Absent:

_____

Arvilla Page - City Recorder

APPROVED by the Mayor this 4th day of June, 1984.

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Elvern Hall - Mayor