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# City of St. Helens

## COUNCIL WORK SESSION AGENDA

### Wednesday, December 16, 2015, 1:00 p.m.

City Council Chambers, 265 Strand Street, St. Helens

#### City Council Members

Mayor Randy Peterson  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Susan Conn  
Councilor Ginny Carlson

#### Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. Visitor Comments 1:00 p.m.
2. Employee Length of Service Awards 1:05 p.m.
3. Parking on 1<sup>st</sup> Street – Results of Affected Resident Participation – *Sue Nelson* 1:10 p.m.
4. Discussion on Marijuana Business License Fee – *John Walsh* 1:25 p.m.
5. Discussion about Library Staffing – *Margaret Jeffries* 1:40 p.m.
6. Review Proposed Identity Theft Prevention Program Policy 1:55 p.m.
7. Department Reports 2:05 p.m.
8. Council Reports 2:25 p.m.
9. Other Business
10. Next Work Session Items
11. Upcoming Dates to Remember:
  - **December 16, Council Work Session, 1:00 p.m., Council Chambers**
  - **December 16, Council Regular Session, 7:00 p.m., Council Chambers**
  - **December 24 & 25, Christmas Holiday, All City Offices Closed**
  - **January 1, New Year's Day Holiday, All City Offices Closed**
12. Future Public Hearing(s)/Forum(s):
  - January 6, 6:00 p.m., PH: Appeal of Site Design Review
  - January 20, 6:30 p.m., PH: Development Code Amendments
  - February 3, 6:30 p.m., PH: Annexation of 35092 Pittsburg Road



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

Date: December 16, 2015

I am happy to announce that we have two employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the December 16 Council work session.

### 10 Years

**Howie Burton** came to work for the City as a Water Treatment Operator in November of 2005. In July of 2013, he was promoted to Water Filtration Facility Supervisor where he continues to serve the public with the best drinking water this side of the Mississippi!


### 5 Years

**Nathan Jones** began working for the City in November of 2010 as a part-time Librarian. With the help of a grant received by the Library, Nathan began working full-time on a temporary basis starting in July of 2012. Fortunately, we were able to bring him on as a regular full-time employee in July of this year. Nathan works primarily with children and does an excellent job of providing high quality services to our community!

**Congratulations to Howie and Nathan, and thank you for your service!**

Thank you.

## PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director	
<b>Date:</b>	16 December 2015	
<b>Subject:</b>	S. 1 <sup>st</sup> Street Parking Ordinance	

### Background –

In September 2015 the Council first considered the modification to the existing Municipal Code which allows vehicle parking on the sidewalk on S. 1<sup>st</sup> Street in front of the addresses between 100 S. 1<sup>st</sup> Street and 160 S. 1<sup>st</sup> Street. This is a specific exception to the overall City Code prohibiting parking on a sidewalk in all other areas of the city. Vehicle parking on the sidewalk along this section of narrow roadway has initiated complaints in the past when the vehicles have covered the majority of the sidewalk, restricting or prohibiting safe pedestrian passage. It is often necessary for pedestrians to step out into the northbound traffic lanes to get around the vehicles. When vehicles do not leave at least 3 feet of clear passage, it also creates a violation of the Americans with Disabilities Act (ADA). However, off-street parking is very limited and guests, contractors, and/or service vehicles typically do not have any other option for parking when making a call to the homes and apartments along this section. The Corridor Master Plan (CMP), adopted in February 2015 as an addendum to the 2011 Transportation System Plan, recommends eliminating all on-street (and on-sidewalk) parking along the east side of S. 1<sup>st</sup> Street between Columbia Boulevard and St. Helens Street or, as an alternative, to consider narrowing portions of the 8-ft wide sidewalk to the minimum 5-feet and potentially provide limited parking pockets. In either case, the CMP recommends reversing the code that allows on-sidewalk parking.

At least one of the impacted property owners expressed concerns about the modification to the Code and the Council asked to have the issue put on hold to provide an opportunity to further review the issue and provide additional information to the property owners and residents.

On December 1, I went door-to-door and spoke with 4 of the 5 renters and 4 of the 6 property owners. Each was also invited to a meeting held on December 8 to further discuss the Code change and get their thoughts on developing alternative parking options. Letters were mailed to the renters and owners that were not be personally reached that day. One of the property owners called and set up an alternative time to meet and go over their thoughts and preferences. One person attended the meeting on December 8.

### Summary –

Overall, the owners and renters of the homes and apartments between 100 S. 1<sup>st</sup> Street and 160 S. 1<sup>st</sup> Street understand the primary issue and the problems that are created when vehicles park across the sidewalk in such a way that pedestrian and ADA passage is restricted. The following is a summary of the discussions with the various property owners and residents:

## PUBLIC WORKS MEMO

Owner or Resident	Comment
Owner/resident	Understands reason for Code change. Would prefer <u>no</u> on-street parking be created. Could potentially create additional traffic hazards and problems during high-traffic volume events such as Halloweentown and Fourth of July.
Owner/resident	Understands reason for Code change. Generally in favor of on-street parking.
Owner/resident	Against any change to Code. No change is needed. City is protected from legal action by Comprehensive Plan. Change to ordinance is being forced on owners.
Owner	Understands reason for Code change. Concerned if all on-street/sidewalk parking is eliminated it will negatively impact ability to maintain the property ie landscapers, contractors, etc. In favor of on-street parking.
Resident	No comment
Resident	Understands reason for Code change. Generally in favor of on-street parking.
Resident	Understands reason for Code change. Generally in favor of on-street parking.
Resident	No response
Resident	Understands reason for Code change. Generally in favor of on-street parking. Parking is limited for apartment residents and visitors.
Owner/resident	Understands reason for Code change. Generally in favor of on-street parking. Cares for parent w/wheelchair.
Owner/resident	No response

### Recommendation –

Follow the recommendation of the City's Transportation System Plan as amended by the Corridor Master Plan and revise the Municipal Code to eliminate the provision allowing parking on the sidewalk on the east side of S. 1<sup>st</sup> Street in front of the properties at 100 through 160 S. 1<sup>st</sup> Street. Direct staff on the Council's preference to further investigate the possibility of modifying the existing sidewalk to provide parking pockets along the same section.

**City of St. Helens**  
**RESOLUTION NO. 1726**

A RESOLUTION TO AMEND RESOLUTION NO. 1454,  
THE BUSINESS LICENSE FEE SCHEDULE,  
TO PROVIDE FOR A MARIJUANA BUSINESS LICENSE FEE

**WHEREAS**, the City incurs costs by providing application and review processes for marijuana related businesses; and

**WHEREAS**, Ordinance No. 3202 provides for the setting of fees by resolution.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** That the Business License Fee Schedule adopted by Resolution No. 1454, and amended by Resolution Nos. 1466 and 1520, is hereby amended and attached as Exhibit A.

**Section 2.** The effective date of these fees is 30 days after the final adoption date of Ordinance No. 3202, which is the effective date for the ordinance, which shall be January 1, 2016.

**Approved and adopted** by the City Council on December 16, 2015, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

## Business License Fee Schedule

Fee Type	Amount
1. Resident Business - <b>Δ business location is inside St. Helens City Limits</b> <b>\$55 annual fee plus \$5.00 per full-time employee in excess of two devoting the principal part of his/her time to such business.</b> Average number of persons regularly employed by said business during the year immediately preceding the year for which the application for license is made. This average shall be computed by adding all regular employees listed on the quarterly social security reports during the year and dividing this total by four. If the firm or business makes a different number of social security reports than four, the average shall be computed by dividing by the number of reports made.	\$55.00 per calendar year +\$5.00 per full-time employee or two part-time employees <i>Not to exceed a maximum of \$1000 annually.</i>
2. Non-Resident Business - <b>Δ business location is outside St. Helens City Limits</b>	\$100.00 per calendar year Flat Fee. Do Not pay per employee.
3. Residential Rentals (2 or more rental units) - <b>Submit address list of all rental units.</b> Includes houses, multifamily (duplex = 2 units, triplex = 3 units), apartments, hotel, motel. This cannot be combined with another type of business license.	\$10.00 per unit
4. Commercial Rentals - <b>Submit address list of all rental units.</b> This cannot be combined with another type of business license.	\$40.00 per unit
5. Delivery Service Only for Non-Resident Business	\$50.00 per calendar year Flat Fee. Do Not pay per employee.
6. 7-Day License - May be renewed one time for a total of 14 days. These fees cannot be applied toward annual fee.	\$25.00 per calendar year
7. Mobile Home Park	\$4.00 per space
8. Taxicab Company Permit – initial fee	\$35.00 initial application
9. Taxicab Driver Permit – initial fee	\$35.00 initial application
10. Taxicab Driver Permit – renewal fee	\$20.00 per calendar year
11. Late Application Fee – Fail to file the application 30 days prior to the date the license is requested to be effective.	\$15.00
12. Late Renewal Fee – Fail to renew an annual business before February 1 <sup>st</sup> of the license year.	\$20.00 per month not to exceed 3 mos.
13. Transfer of License/Change of Business Ownership	\$10.00
14. Non-refundable Appeals Fee	\$125.00
15. OLCC Original Application Processing Fee	\$100.00
16. OLCC Change in Ownership, Location, or Privilege Processing Fee	\$75.00
17. OLCC Renewal or Temporary Application Processing Fee	\$35.00
18. Sidewalk Vendor Application Fee	\$60.00 non-refundable
19. Sidewalk Vendor Permit Fee	\$75.00
20. Sidewalk Vendor Appeal Fee	\$75.00
21. Sidewalk Vendor Renewal Fee – Applies only to valid permits. If you have an invalid permit, you will need to begin the application process over again.	No fee unless permit is invalid
22. <b>Marijuana Business License Fee</b>	<b>\$</b>

- ❖ Businesses granted licenses **after June 30** shall pay 50% of the appropriate license fee total.
- ❖ Businesses granted licenses **after September 30** shall pay 25% of the appropriate license fee total.
- ❖ The Change of Ownership/Re-Issue fee is \$10.
- ❖ Secondhand Dealers/Pawnbrokers, **and Taxicab and Marijuana businesses companies** are required to register their businesses on a separate application, in addition to this business license. Contact City Hall for appropriate forms to complete.
- ❖ **If you do not pay before February 1st, you will be assessed a late fee.**

**Example:** Mr. Smith comes in to get his Resident Business License renewed on May 15, although he has been operating his business since January 1 of the year. He has two full-time employees in addition to himself. He will be assessed a \$20 late fee for the months of February, March, and April.

### Example:

Fee Type 1	\$	55.00
Plus 2 FT employees:		+ 10.00
<b>Total Fee</b>	<b>\$</b>	<b>65.00</b>
<b>Late Fee</b>	<b>\$</b>	<b>+ 60.00 (\$20 x 3 months)</b>
<b>TOTAL DUE</b>	<b>\$</b>	<b>125.00*</b>

**\*Do not pay this amount!! This is an example only!!**

**City of St. Helens**  
**RESOLUTION NO. 1728**

**A RESOLUTION ADOPTING A CITY OF ST. HELENS  
IDENTITY THEFT PREVENTION PROGRAM POLICY**

**WHEREAS**, in 2003, the Federal Trade Commission adopted the "Red Flag Rule", which implements sections of the Fair and Accurate Credit Transactions Act (FACTA) of 2003; and

**WHEREAS**, according to the Red Flag Rule, municipalities are creditors subject to FACTA; and

**WHEREAS**, in 2007, the State of Oregon enacted the Oregon Consumer Identity Theft Protection Act (OCITPA) which states that every financial institution and creditor is required to establish an "Identity Theft Prevention Program"; and

**WHEREAS**, the purpose of the Program is to comply with the Red Flag Rule and OCITPA by providing for the detection, prevention, and mitigation of identity theft in connection with employees' and customers' personally identifiable information; and

**WHEREAS**, the City Council finds it in the best interest of the employees, citizens and customers of the City of St. Helens, to adopt an Identity Theft Prevention Program Policy.

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

**Section 1.** The Identity Theft Prevention Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

**Approved and adopted** by the City Council on December 16, 2015, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

<b>CITY OF ST. HELENS</b>	
IDENTITY THEFT PREVENTION PROGRAM	POLICY NUMBER:
EFFECTIVE DATE:	APPROVAL:

## I. PURPOSE

In 2003, the Federal Trade Commission adopted 16 C.F.R. § 681.2 (“Red Flag Rule”), which implements Section 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003. According to the Red Flag Rule, municipalities are creditors subject to FACTA. In 2007, the State of Oregon enacted ORS 646A.622, the Oregon Consumer Identity Theft Protection Act, (OCITPA). Under these laws, every financial institution and creditor is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. The Identity Theft Prevention Program must contain reasonable policies and procedures to:

- A. Identify relevant patterns, practices, or specific activities (red flags) that may indicate the existence of identity theft related to new and existing covered accounts and incorporate those red flags into the Program;
- B. Detect red flags that have been incorporated into the Program;
- C. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- D. Update periodically to reflect changes in risks to customers or to the safety and soundness of information to prevent identity theft.

The purpose of the City’s Identity Theft Prevention Program (the “Program”) is to comply with the Red Flag Rule and OCITPA by providing for the detection, prevention, and mitigation of identity theft in connection with the opening of a new covered account or with an existing covered account with the City, and providing for continued administration of the Program for compliance with changes to the Red Flag Rule and the OCITPA. The Program was developed with oversight by the Program Administrator. After consideration of the size and complexity of the City's operations and account systems, and the nature and scope of the City's activities, the City Council determined that this Program is appropriate to the size, complexity and nature of the City’s operations, and approved the Program on \_\_\_\_\_, 2015.

## II. DEFINITIONS

- A. **Customer** means a person to whom the City provides services.
- B. **Covered Account** means:
  1. Any account the City offers to, or maintains for, customers that is primarily for personal, family or household purposes, and that involves multiple payments or transactions; and
  2. Any other account that the City offers or maintains for persons where there is a reasonably foreseeable risk of identity theft.



C. **Identity Theft** means fraud committed using the personal information of another.

D. **Personal Information** means:

1. A customer's first name, or first initial and last name, in combination with one or more of the following:
  - a. The customer's social security number;
  - b. The customer's driver's license number or state identification card number issued by the Oregon Department of Transportation;
  - c. The customer's passport number or other identification number issued by the United States; or
  - d. The customer's financial account number, credit or debit card number, in combination with a security code, access code or password that would permit access to the customer's financial account.
2. The information in Section 1 is not "Personal Information" when the information is rendered inaccessible through encryption, redaction, or other security method, and the encryption key or other security method has not been acquired by an unauthorized person.
3. "Personal Information" does not include information in a federal, state or local government record that is lawfully made available to the public in compliance with Public Records Laws.

E. **Program Administrator** means the City Administrator, or designee.

F. **Red Flag** means a pattern, practice, or specific activity that indicates possible Identity Theft.

G. **Security Breach** means the unauthorized acquisition of Personal Information.

H. **Security Information** means government data, the disclosure of which would likely place the security of information, individuals, or property in substantial jeopardy of theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.

### III. IDENTITY THEFT PROTECTION.

- A. City departments, divisions, and employees shall only collect Personal Information for appropriate business reasons, including, but not limited to, the opening of an account, making a payment on an account, or the application of a license or permit. Examples include, but are not limited to, City water or sewer utility accounts, program loans, library account information, or applications for permits.
- B. The City will safeguard Personal Information in its possession, unless disclosure is required by law.
- C. Personal Information shall not be printed on mailed materials unless the Personal Information has been redacted in such a way as to render the information unusable for identity theft. Personal

Information shall not be printed on cards used to access products, services, or City buildings. Personal Information shall not be included on public postings or displays, including the City's website. Personal Information may be used by City staff for internal verification or administrative purposes.

- D. The City will maintain reasonable safeguards for the custody and disposal of Personal Information so as to prevent disclosure. Each City Department shall establish administrative, technical, and physical safeguards to protect Personal Information maintained by the Department.
  - 1. Administrative safeguards shall include assigning an employee to coordinate a security program, to identify internal and external risks, and to train employees.
  - 2. Technical safeguards shall include assessing risks in network and software design; in information processing, transmission, and storage; and in testing and monitoring controls.
  - 3. Physical safeguards shall include locking material containing Personal Information in file cabinets or storage systems; electronic data kept on a secured server; detecting, preventing, and responding to intrusions that could result in the disclosure of Personal Information; and protecting Personal Information from unauthorized access.
- E. Each City Department is responsible for the proper disposal of Personal Information after the Personal Information is no longer needed for City business purposes. Proper disposal may include shredding or rendering the material unreadable by other means.
- F. Each City employee shall take the following actions to safeguard Personal Information, whether in paper or electronic form:
  - 1. Social security number shall not be collected or used unless there is an appropriate business reason, or the collection or use is required by law.
  - 2. Social security numbers shall not be printed on cards or documents that are mailed to customers or publicly displayed unless the customer has requested the information that requires a social security number. Examples include, by way of illustration, a copy of a credit application or employment application.
  - 3. Credit card receipts shall not include the full credit card number of the customer.
  - 4. Paper documents containing Personal Information shall be stored in locked cabinets and storage systems, or in locked rooms or locked storage areas.
  - 5. If an employee has computer access to Personal Information, the employee's computer shall be password protected and include an active password protected screen saver.
  - 6. Observable confidential or individually identifiable information shall be shielded from unauthorized disclosure on computer screens and paper documents.

#### **IV. RED FLAGS.**

In addition to the procedures covered under the Identity Theft Protection in Section III, each Department shall identify "Red Flags" that will allow detection of the misuse or theft of Personal Information. A Red Flag may be a pattern, practice, or specific activity that may indicate the existence of Identity Theft.

## **A. Identifying Red Flags**

To identify Red Flags, each Department shall consider the types of accounts that it offers and maintains, the methods it provides to open accounts, the methods it provides to access the accounts, the methods applied to closing accounts, and any previous experiences with Identity Theft. The following shall be considered Red Flags by each Department:

### **1. Notifications and Warnings from Credit Reporting Agencies**

- a. Report of fraud accompanying a credit report.
- b. Notice or report from a credit agency of a credit freeze on a customer or applicant.
- c. Notice or report from a credit agency of an active duty alert for an applicant.
- d. Indication from a credit report of activity that is inconsistent with a customer's usual pattern of activity.

### **2. Suspicious Documents**

- a. Identification document or card that appears to be forged, altered, or inauthentic.
- b. Identification document or card on which a customer's or applicant's photograph or physical description is not consistent with the person presenting the document.
- c. Other document with information that is not consistent with existing customer information. Example: a person's signature on a check appears forged.
- d. Application for service that appears to have been altered or forged.

### **3. Suspicious Personal Identifying Information**

- a. Identifying information presented that is inconsistent with other information the customer provides. Example: inconsistent birthdates.
- b. Identifying information presented that is inconsistent with other sources of information. Example: an address not matching an address on a credit report.
- c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent.
- d. Identifying information presented that is consistent with fraudulent activity. Example: an invalid phone number or fictitious billing address.
- e. Social security number presented that is the same as one given by another customer.
- f. An address or phone number presented that is the same as that of another person.
- g. A person fails to provide complete personal identifying information on an application when reminded to do so.
- h. A person's identifying information is not consistent with the information that is on file for the customer.

### **4. Suspicious Account Activity or Unusual Use of Account**

- a. Change of address for an account followed by a request to change the account holder's name.
- b. Payments stop on an otherwise consistently up-to-date account.

- c. Account used in a way that is not consistent with prior use. Example: very high activity.
- d. Mail sent to the account holder is repeatedly returned as undeliverable.
- e. Notice to the City that a customer is not receiving mail sent by the City.
- f. Notice to the City that an account has unauthorized activity.
- g. Breach in the City's computer system security.
- h. Unauthorized access to or use of customer account information.

## 5. Alerts from Others

Notice to the City from a customer, identity theft victim, law enforcement or other person that a fraudulent account has been opened or maintained for a person engaged in identity theft.

## B. Detecting Red Flags.

1. **New Accounts.** In order to detect any of the Red Flags associated with opening of a *new account*, City personnel shall take the following steps to obtain and verify the identity of the person opening the account:
  - a. Require multiple forms of identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
  - b. Review documentation showing the existence of a business entity; and/or
  - c. Independently verify the information provided.
2. **Existing Accounts.** In order to detect any of the Red Flags identified above for an *existing account*, City personnel shall take the following steps to the extent possible to monitor transactions with an account:
  - a. Verify the identification of customers if they request information, either in person, via telephone, via facsimile, via email;
  - b. Verify the validity of requests to change billing addresses; and
  - c. Verify changes in banking information given for payment purposes.

## C. Preventing and Mitigating Identity Theft

In the event an employee detects a Red Flag, the employee shall immediately contact the Program Administrator and continue to monitor the account for evidence of identity theft. The Program Administrator shall investigate the matter and determine the appropriate response, which should include one or more of the following actions:

1. Notify the Customer.
2. Not open a new account.
3. Close an existing account.
4. Reopen an account with a new number.
5. Notify law enforcement.
6. Determine that no response is warranted under the particular circumstances.

If a Red Flag is detected, the Program Administrator shall determine whether a Security Breach has, or is likely to have, occurred and take appropriate action as outlined in Section V.

## **V. SECURITY BREACH.**

If the Program Administrator determines a Security Breach has, or is likely to have, occurred, the following actions are required:

- A. The Program Administrator shall immediately report the security breach to the City Manager.
- B. The Program Administrator shall, as soon as possible, notify all persons whose Personal Information was subject to a security breach by one of the following methods:
  - 1. Written notification;
  - 2. Electronic notification, if this is the customary means of communication with the person;
  - 3. Telephone notice, provided that direct contact with the person is made; or
  - 4. Substitute notice as provided in ORS 646A.604.
- C. The notice provided to the customer shall include:
  - 1. A description of the incident in general terms;
  - 2. The approximate date of the security breach;
  - 3. The type of Personal Information obtained as a result of the security breach;
  - 4. The contact information of the Program Administrator or the Program Administrator's designee in order for the customer to have direct contact for questions or concerns about the incident;
  - 5. Contact information for national customer reporting agencies; and
  - 6. Information to the customer to report suspected identity theft to law enforcement, including the Federal Trade Commission.
- D. An incident response team designated by the Program Administrator shall investigate any security breach and provide a written report to the City Manager assessing the situation and actions to be undertaken, if necessary.

## **VI. PROGRAM UPDATES**

- A. **Time for Updates.** The Program Administrator shall review the Program when changes in risks to customers or to the safety and soundness of the City's practices in reducing the risks of customers from Identity Theft occur.
- B. **Considerations when Updating.** In reviewing the Program, the Program Administrator shall consider the City's experiences with Identity Theft, changes in Identity Theft methods, changes in Identity Theft detection and prevention, and changes in the City's business arrangements with other entities.
- C. **Recommend Changes to Program.** After considering these factors, the Program Administrator shall determine whether changes to the Program, including the listing of Red

Flags, are warranted. If warranted, the Program Administrator refer the Program updates to the City Council for proposed adoption.

## **VII. SERVICE PROVIDER CONTRACTS**

If the City engages a service provider (the “Contractor”) to perform an activity in connection with one or more accounts, the Department Head responsible for the contract shall take the following steps to ensure the Contractor performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

### **A. Include a clause in the contract that:**

1. “Contractor shall comply with the federal Fair and Accurate Credit Transactions Act of 2003, as amended, and the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 to 646A.628), as amended.”
2. “In addition to any policies or procedures adopted by Contractor pursuant to the federal Fair and Accurate Credit Transactions Act of 2003, as amended, and the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 to 646A.628), as amended, Contractor shall comply with the City’s Identity Theft Prevention Program.”
3. “Contractor agrees to defend indemnify, and hold harmless the City, its officers, employees, and agents from and against any and all claims arising out of or related to Contractor violating: (i) the federal Fair and Accurate Credit Transactions Act of 2003, as amended; (ii) the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 to 646A.628), as amended; or (iii) the City’s Identity Theft Prevention Program.”

### **B. Include a copy of the City’s Identity Theft Prevention Program as an attachment to the contract, and incorporate the attachment into the contract by reference; and**

### **C. Include a clause in the contract that requires Contractors to review the City’s Program, comply with its terms, and immediately report any Red Flags to the City Program Administrator.**

## **VIII. PROGRAM ADMINISTRATION.**

### **A. Responsibility and Oversight.**

Responsibility and oversight for developing, implementing and updating the Program lies with the Program Administrator. The Program Administrator shall appoint an Identity Theft Committee. At least one member of the Committee shall have detailed technical knowledge of the City’s information technology systems.

### **B. Responsibility for Implementation.**

The Program Administrator shall be responsible for the Program implementation and oversight of Department compliance, for ensuring Departments provide adequate training on the Program, for

determining which steps of prevention and mitigation should be taken in particular circumstances, and for considering and recommending changes to the Program.

**C. Internal Audits.**

**A compliance audit will be conducted annually on a component, department, or division covered by this program by the Finance Director.**

**D. Staff Training and Reports.**

The Program Administrator shall ensure that City staff responsible for the Program are trained. Training shall include the goals of the Program, how to protect Personal Information, how to detect Red Flags, and how to take steps responsive to a Red Flag. Department Heads are responsible for the Program compliance for their Departments, and shall periodically meet with their staff to assess current compliance and document appropriate safeguard practices. Department Heads responsible for the Program will provide reports to the Program Administrator on incidents of Identity Theft.

**E. Non-disclosure of Specific Practices.**

For the effectiveness of this Identity Theft Prevention Program, knowledge about Red Flag identification, detection, mitigation and prevention practices shall be limited to the Identity Theft Prevention Committee and employees who implement the Program. Documents produced in order to develop or implement the Program shall be considered “security information” and unavailable to the public because public disclosure would substantially jeopardize the security of information against improper use and circumvent the City’s Identity Theft prevention efforts, thereby facilitating the commission of Identity Theft. Employees shall comply with the Program and any internal processes adopted by the City Administrator, the Identity Theft Prevention Committee, and Department Heads. Noncompliance may result in formal disciplinary action, up to and including termination of employment. Employees should contact their immediate supervisor or Program Administrator if they have questions about compliance with the Program or any implementing measures.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: December 16, 2015

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*Business License Reports attached.*



## BUSINESS LICENSE REPORT

City Department Approval: December 7, 2015

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

Signature: [Signature]  
Date: 12/8/15

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### RESIDENT BUSINESS – NEW 2015

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- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Ali's Hair Design<br>115 N 21 <sup>st</sup> Street                 | Hair Stylist                           |
| <input type="checkbox"/> | *Cutting Edge Tree Service LLC<br>205 South 4 <sup>th</sup> Street | Tree Trimming, Removal, Stump Grinding |
| <input type="checkbox"/> | *Simply the Best Cleaning Service<br>59555 Clinton Street          | House Cleaning Service                 |

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### NON-RESIDENT BUSINESS - 2015

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- |                          |                                 |   |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | ADK Electric Inc.               | Commercial Electrical Work                  |
| <input type="checkbox"/> | All About Roofs LLC             | Roofing                                     |
| <input type="checkbox"/> | Artistic Excavation LLC         | Excavation/Construction                     |
| <input type="checkbox"/> | Consolidated Homes Inc.         | Manufactured Homes Setup                    |
| <input type="checkbox"/> | HVAC Inc.                       | Commercial Job Site                         |
| <input type="checkbox"/> | K & C Plumbing Inc.             | Plumbers                                    |
| <input type="checkbox"/> | Northwest Fire Suppression Inc. | Design/Install/Maintain Special Hazard Sys. |
| <input type="checkbox"/> | Norway Development Co.          | Commercial Contractor                       |
| <input type="checkbox"/> | Passing Through Productions     | Video Production                            |

\*Denotes In-Home Business

## BUSINESS LICENSE REPORT

City Department Approval: December 7, 2015

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

Signature: [Signature]  
Date: 12/9/15

### RESIDENT BUSINESS – RENEWAL 2016

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> 2Cs Vendor Mall                     | Secondhand Items               |
| <input type="checkbox"/> Anytime Fitness                     | Athletic Club                  |
| <input type="checkbox"/> *Bob's Signs                        | Real Estate Signs              |
| <input type="checkbox"/> Chubb's Shell                       | Convenience Store/Gas          |
| <input type="checkbox"/> Cindy Woohoo's                      | Secondhand Resale              |
| <input type="checkbox"/> Clarissa Marsh                      | Re-sale                        |
| <input type="checkbox"/> Columbia Hearing Center             | Hearing Specialties            |
| <input type="checkbox"/> Col. River Pharmacies dba Semlings  | Retail Pharmacy and Variety    |
| <input type="checkbox"/> Control Solutions Inc.              | Sales/Service Data Loggers     |
| <input type="checkbox"/> D.R. Garrison, CPA, PC              | CPA – Accounting/Tax           |
| <input type="checkbox"/> *Dawn Til Dusk Child Care           | Child Care                     |
| <input type="checkbox"/> Dillard's Moorage LLC               | Marina                         |
| <input type="checkbox"/> Dockside Steak & Pasta              | Restaurant                     |
| <input type="checkbox"/> El Tapatio Restaurant               | Restaurant                     |
| <input type="checkbox"/> Edith's Beauty Shop                 | Beauty Shop                    |
| <input type="checkbox"/> Fancy Nails by Cindy                | Nail Salon & Services          |
| <input type="checkbox"/> Fastboyz Automotive Detailing       | Automotive Detailing           |
| <input type="checkbox"/> First Transit, Inc.                 | Transportation Services        |
| <input type="checkbox"/> GMC Vintage Goods                   | Secondhand Retail              |
| <input type="checkbox"/> GW Curnutt and Associates           | Optometry Clinic               |
| <input type="checkbox"/> *Hardcore Construction, LLC         | Concrete Construction          |
| <input type="checkbox"/> Heller Enterprises                  | Bearing Dist/Machine Shop      |
| <input type="checkbox"/> Inconic IT, LLC                     | Computer Sales & Repair        |
| <input type="checkbox"/> James Dillard Harbormaster          | Moorage Consultant             |
| <input type="checkbox"/> Klondike Restaurant Group LLC       | Restaurant                     |
| <input type="checkbox"/> L. Olson Trucking                   | Trucking                       |
| <input type="checkbox"/> Les Schwab Tire Centers of Portland | Retail Tire Sales              |
| <input type="checkbox"/> *Lili's Housekeeping                | Housekeeping                   |
| <input type="checkbox"/> *Lina's Complete Cleaning Services  | Home & Office Cleaning Service |
| <input type="checkbox"/> Linda Jordan                        | Secondhand Dealer              |
| <input type="checkbox"/> Mailboxes Northwest                 | Mailing Services               |
| <input type="checkbox"/> Mark J. Lang, Attorney at Law, PC   | Legal Services                 |
| <input type="checkbox"/> Max's Moorage LLC                   | Marina                         |
| <input type="checkbox"/> McFarland Cascade Holdings Inc.     | Utility Pole Manufacturing     |
| <input type="checkbox"/> Milky Way Molds Inc.                | Craft Wholesale                |

\*Denotes In-Home Business

<input type="checkbox"/> *Oakleaf Leather	Leather Working
<input type="checkbox"/> Paulson Printing Co.	Commercial Printing
<input type="checkbox"/> Pellham Cutting Inc.	Shop Facility/Log Trucks/Office
<input type="checkbox"/> Rainshadow Labs	Manufacturing
<input type="checkbox"/> *Red Iron Forge	Blacksmithing
<input type="checkbox"/> *Rehskgrills LLC	Barbeque Sales
<input type="checkbox"/> Rite Aid #5333	Retail Pharmacy
<input type="checkbox"/> Rogue Multi-Sport LLC	Information Technology
<input type="checkbox"/> SO Corp./Ace Hardware West	Retail Hardware
<input type="checkbox"/> *SP Tech	Medical Prototypes
<input type="checkbox"/> St. Helens Marina, LLC	Marina
<input type="checkbox"/> The Sherwin-Williams Company	Sale of Paint & Related Products
<input type="checkbox"/> *Skin Holistic	Healthy Skincare & Cosmetics
<input type="checkbox"/> Skinny's Texaco	Convenience Store & Gas
<input type="checkbox"/> Solagen Incorporated	Manufacturing, Engineering and Consult
<input type="checkbox"/> Star Computer & Comm. Inc.	Home Theater
<input type="checkbox"/> Vannatta & Petersen	Law Firm
<input type="checkbox"/> Vinnie's Chicago Sandwich Shop	Sandwich Shop
<input type="checkbox"/> Walgreens #10056	Retail Drug Store & Sundries
<input type="checkbox"/> *Waterman Garage Doors	Garage Doors Install & Service
<input type="checkbox"/> Wayne Martin Floor Covering, Inc.	Floor Covering

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### NON-RESIDENT BUSINESS - 2016

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<input type="checkbox"/> A & E Builders	Contractor
<input type="checkbox"/> Action Technology Systems LLC	Low Voltage
<input type="checkbox"/> All Service Construction Inc.	General Contractor
<input type="checkbox"/> American Gutter Service Inc.	Gutter/Downspout/Sheetmetal
<input type="checkbox"/> Apollo Mechanical Contractors	Mechanical Contractor/HVAC/Enviro. Svs.
<input type="checkbox"/> Blairco Inc.	HVAC
<input type="checkbox"/> Boiler & Combustion Svc. Inc.	Heating Contractor
<input type="checkbox"/> CH Murphy/Clark-Ullman, Inc.	Pressure Vessel Fab/Repair
<input type="checkbox"/> Can Do! Electric	Electrical Contractor
<input type="checkbox"/> Chad E. Davis Construction LLC	Home Builder
<input type="checkbox"/> Claud Davis Builder	Construction
<input type="checkbox"/> Cosco Fire Protection Inc.	Fire Protection
<input type="checkbox"/> D.A. Bentley Construction LLC	Commercial General Contractor
<input type="checkbox"/> Dan's Top Notch Heating & Cooling	HVAC
<input type="checkbox"/> Emerald Acquisition	Contractor Parking Lot Work
<input type="checkbox"/> Empire Rubber & Supply Co.	Industrial Rubber Prod. Distribution
<input type="checkbox"/> Flori Construction Inc.	Concrete Construction
<input type="checkbox"/> Horton Electric Company	Electrical
<input type="checkbox"/> Inexpensive Tree Care	Tree Service

\*Denotes In-Home Business

<input type="checkbox"/>	JBLM, LLC	Landscape Maintenance
<input type="checkbox"/>	J.R. Johnson Inc.	Construction
<input type="checkbox"/>	James E. John Construction Co. Inc.	General Contractor
<input type="checkbox"/>	Jeff King Contractor Inc.	General Contractor
<input type="checkbox"/>	John Burger Heating & A/C	Heating Contractor
<input type="checkbox"/>	Kessi Construction, Inc.	Construction
<input type="checkbox"/>	Kone Inc.	Elevator/Escalator Systems
<input type="checkbox"/>	La Luna Computers	Computer Sales & Service
<input type="checkbox"/>	Library Corporation, The	Integrated Library Automation
<input type="checkbox"/>	*MHI Services Inc.	Home Inspections
<input type="checkbox"/>	Macdonald Miller Facility Solutions Inc.	Mech/Electrical Contractor
<input type="checkbox"/>	Malmedal Plumbing, Inc.	Plumbing
<input type="checkbox"/>	Metro Overhead Door, Inc.	Overhead Door & Gates
<input type="checkbox"/>	Michael's Floor Covering, Inc.	Floor Covering
<input type="checkbox"/>	My Street Market by Whole Foods	Mobile Grocery Market
<input type="checkbox"/>	National Entertainment Network LLC	Vending/Amusement
<input type="checkbox"/>	Northwest Cascade Inc.	Portable Toilet Rent/Constr.
<input type="checkbox"/>	Northwest Mechanical Contracts LLC	Mechanical Contractor
<input type="checkbox"/>	Pacific Sea Food Co.	Wholesale Food Distribution
<input type="checkbox"/>	Pacwest Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Petrochem Insulation Inc.	Insulation
<input type="checkbox"/>	Protection One Alarm Monitoring Inc.	Sales & Installation of Home Security Systems
<input type="checkbox"/>	Ramos' Yard Maintenance	Yard Maintenance
<input type="checkbox"/>	Rose Heating	HVAC
<input type="checkbox"/>	Ross Diesel & Auto Repair	Diesel Pickup/Auto Repair
<input type="checkbox"/>	Safeguard Fire Extinguisher Sv	Service/Sales of Fire Extinguishers
<input type="checkbox"/>	Simplex-Grinnell LP	Fire Alarm – Sprinkler
<input type="checkbox"/>	Soaring Eagle Electric LLC	Electrical
<input type="checkbox"/>	Stellar Photography	Photography
<input type="checkbox"/>	TJ's Roofing	Roofing
<input type="checkbox"/>	Tassy Davis Builder	Construction
<input type="checkbox"/>	Taurus Power & Controls Inc.	Electrical Testing/Consulting
<input type="checkbox"/>	Tube Art Displays, Inc.	Electrical Sign Install/Service
<input type="checkbox"/>	Twin City Glass Co. Inc.	Glass & Glazing
<input type="checkbox"/>	United Fire, Health and Safety	Fire Extinguisher Sales/Service
<input type="checkbox"/>	Western States Fire Protection Co.	Fire Protection Contractor
<input type="checkbox"/>	Westside Gutter Systems & Supply LLC	Gutter Service
<input type="checkbox"/>	Willemse Glass	Glazing
<input type="checkbox"/>	Woodstove Warehouse	Install Wood/Gas/Pellet Stoves

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## RENTALS - 2016

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<input type="checkbox"/>	BTP Cages LLC	Commercial
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\*Denotes In-Home Business

<input type="checkbox"/>	C & M Investments LLC	Commercial
<input type="checkbox"/>	Columbia Commons, LLC	Commercial
<input type="checkbox"/>	Fawnwood LTD	Commercial
<input type="checkbox"/>	Jack Overstreet	Commercial
<input type="checkbox"/>	Jim Semling	Commercial
<input type="checkbox"/>	Paul & Ken Stansbury	Commercial
<input type="checkbox"/>	Vannatta & Petersen	Commercial
<input type="checkbox"/>	Windham LLC	Commercial
<input type="checkbox"/>	American Homes 4 Rent	Residential
<input type="checkbox"/>	Fawnwood LTD	Residential
<input type="checkbox"/>	Jack Overstreet	Residential
<input type="checkbox"/>	Jillson Investments	Residential
<input type="checkbox"/>	Jim Dias	Residential
<input type="checkbox"/>	Jim Semling	Residential
<input type="checkbox"/>	K & B Ventures LLC	Residential
<input type="checkbox"/>	Lorin Fielding	Residential
<input type="checkbox"/>	Lorraine Calcagno	Residential
<input type="checkbox"/>	McCormick Park Apartments	Residential
<input type="checkbox"/>	St. Helens Marina, LLC	Residential
<input type="checkbox"/>	Steel Apartments/Curnutt	Residential
<input type="checkbox"/>	Tom & Debbie Clarke	Residential
<input type="checkbox"/>	Vandehey Property Management	Residential
<input type="checkbox"/>	Crestwood/Cabana Prop. LLC	Mobile Home Park
<input type="checkbox"/>	St. Helens Marina, LLC	Mobile Home Park
<input type="checkbox"/>	The Village Inn Motel & Restaurant	Mobile Home Park

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### MISCELLANEOUS - 2016

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<input type="checkbox"/>	Arctic Glacier U.S.A. Inc.	Delivery
<input type="checkbox"/>	Ariel Truss Co. Inc.	Delivery
<input type="checkbox"/>	Boyd Coffee Co.	Delivery
<input type="checkbox"/>	Coho Distributing LLC	Delivery
<input type="checkbox"/>	Corwin Beverage Company	Delivery
<input type="checkbox"/>	Dahlgren's Builders Supply	Delivery
<input type="checkbox"/>	Eoff Electric Co.	Delivery
<input type="checkbox"/>	Farwest Steel Reinforcing Company	Delivery
<input type="checkbox"/>	Food Services of America	Delivery
<input type="checkbox"/>	L.P. Ferrellgas	Delivery
<input type="checkbox"/>	Parr Lumber Company	Delivery
<input type="checkbox"/>	Rolling Frito-Lay Sales, LP	Delivery
<input type="checkbox"/>	Sysco Portland Inc.	Delivery
<input type="checkbox"/>	United States Bakery	Delivery

*\*Denotes In-Home Business*

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	18 November 2015	
<b>Subject:</b>	October Status Summary	

## Engineering

1. Completed work for S. 4<sup>th</sup> Street storm drain extension.
2. Completed first phase of work for trench patching project.
3. Received and reviewed multiple technical submittals for Pump Station #7 upgrade project.
4. Heard from Columbia County that the ODOT grant agreement for the Gable Road improvements was finally ready to be signed, so preliminary work is expected to begin soon.
5. See complete report.

## Parks

1. All staff spent majority of time on leaf control all over town.
2. Posted No Smoking signs in all parks.
3. Located, transported, erected, and decorated the Christmas tree in Plaza Square.
4. Removed graffiti from skate park, Columbia View restrooms, and McCormick Park restrooms.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 44 standard water meters with new radio read meters.
2. Installed new catch basins on S. 4<sup>th</sup> Street and N. 7<sup>th</sup> Street.
3. Responded to four after-hours call-outs.
4. Continued work on new storm drain extension project on S. 1<sup>st</sup> Street.
5. Performed maintenance and/or service on 38 various vehicles and equipment.
6. See complete reports.

## Water Filtration Facility

1. Produced 38.4 million gallons of filtered drinking water, an average of over 1.3 million gal/day.
2. Worked with HVAC contractor to make needed repairs to system.
3. Performed monthly maintenance and reporting.
4. See complete report.

## Waste Water Treatment Plant

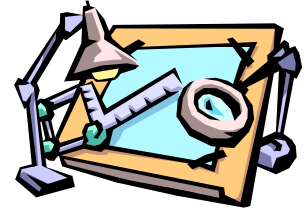
1. Made temporary repairs to float system at Pump Station #5 until new control unit arrives.
2. Performed annual pretreatment inspections and the Boise landfill and Armstrong. .
3. Corrected tubing and reset parameters for secondary effluent sampler.
4. See complete report.





## Engineering Department Status Report

8 December 2015



### DEVELOPMENT PROJECTS

#### Elk Ridge Estates Phase VI

There has been no noticeable activity at this site.

#### Sykes Road Development

No changes in status of this project.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### Godfrey Park Storm Drain Project

Extensive excavation for the remaining pipe installation has become impractical during winter weather conditions and the contractor has temporarily closed up the project site. There is approximately 200 feet of pipe remaining to be installed between N. 1<sup>st</sup> and N. 2<sup>nd</sup> Streets. Although the new system is not complete, the existing storm line has been tied in to the downstream section of the new 66-inch line. The majority of the project is complete.

#### Sanitary Lift Station No. 7 Upgrade Project

The contractor's submittals have been reviewed and approved; parts and equipment have been ordered. When the components have all arrived, the Contractor will start the installation of new pumps and electrical controls. The on-site work is expected to take approximately 2 weeks.

#### North 19<sup>th</sup> Street Storm Drain Extension

This work is complete. Storm drain was installed on N. 19<sup>th</sup> Street, north of Columbia Boulevard.

#### S. 1<sup>st</sup> Street Storm Drain Extension

Engineering is assisting the Public Works crews to determine the line and grade for new catch basins and storm system extension on S. 1<sup>st</sup> Street, south of Cowlitz. Work is expected to be completed in December.

#### S. 4<sup>th</sup> and Park Way Storm Extension

Semling Construction, Inc. has completed the storm drain extension on S. 4<sup>th</sup> Street, near Park Way.

#### Sanitary Sewer Lateral Abatement

Engineering staff has prepared a Request for Quotes to obtain a contractor to complete the remaining lateral repairs. There are a total of 12 properties that have been non-responsive to repair notices, or have otherwise indicated that they do not plan to make the repairs. Once a contractor has been selected, the repairs will be completed and the cost will be billed back to the property owner per the nuisance abatement procedures outlines in the Municipal Code. If the property owner does not reimburse the City for the work done, a lien will be placed against the property.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

ODOT has finalized the IGA with the County for the Gable Road improvement grant project. The \$2.8 million grant agreement is expected to be approved in December, 2015 and the consultant selection should begin shortly after the first of the year. The City is a partner with the Columbia County Road Department for the grant and will be involved with all aspects of the project. Currently, the County retains ownership of Gable Road west of the highway. One of the primary goals of this project is to bring the road to current City standards and transfer ownership to the City once the improvements are complete. The proposed work will include new sidewalks and bike lanes on both sides of Gable

Road, from St. Helens High School to Columbia Boulevard, lane widening, and other safety improvements. Construction is not anticipated until 2018.

*Asphalt Trench Patching Project*

The Contractor has completed the first phase of the project. Additional patching work will be completed in early 2016.

*Crack Sealing Street Maintenance and Preservation Project*

A project for crack sealing several streets has been developed, but limited staff time and resources has forced the bid date to be postponed until 2016.

*Right of Way and Construction Permits*

There were two Right-of-Way permits issued by the Engineering Department during the month of November, both to NW Natural for new services to homes.

**MISCELLANEOUS PROJECTS**

*McCormick Park Pedestrian Bridge*

Engineering is working on procuring pre-poured bridge abutments for the new bridge. When these arrive and are installed, the new bridge will set on top and be attached. The bridge will cross the creek south of the parking lot, allowing for easy access to the walking trails and disc golf course.



## Parks Department for November 2015

Daily duties were performed. Which include cleaning restrooms, garbage pickup, Island maintenance, General Parks maintenance, mowing, weed eating, and leaf pick up.

Leaf control has taken up most of our time.

Removed graffiti at the skate park

Checked out the placement of new Street Trees on St. Helens Street

Used the street sweeper to pick up leaves at Campbell and McCormick Parks

Cut up and removed a tree and debris on Rose Street

Searched for the Christmas tree

Tested the Christmas Street lights

Removed graffiti from Columbia View restrooms

Disposed of road kill deer

Put up Christmas Street lights

Put up no smoking signs in the Parks

Checked a tree on Mayfair

Winterized the Parks shop

Removed a dead tree in McCormick Park

Took new permits to the tree farm

Removed a downed tree at 10<sup>th</sup> and West

Removed brush on Parkway

Removed graffiti from the restrooms at McCormick

Performed maintenance on our mowers

Placed heaters in all the maintenance rooms in all the Parks

Put up the Christmas tree and put lights on it

Straightened up the Parks shop and cleaned the office

## **Public Works Work Report November 2015**

### **Water Dept:**

Replaced 44 meters with radio reads  
Assisted sewer crew with 1st St storm project  
Replaced valve at 497 Grey Cliff Dr.  
Cleaned catch basin at fire training grounds  
Replaced meter box in 300 blk. S. 6<sup>th</sup> St.  
Installed valve box on Matzen St.  
Pulled irrigation meter at Foursquare Church that was never plumbed in  
Read heavy users

### **Sewer Dept:**

Worked on S. 1<sup>st</sup> St. storm project  
Cut asphalt for paving on S. 7<sup>th</sup> St  
Checked for plug at S. 9<sup>th</sup> St. & Plymouth St. – no issue  
Installed catch basin at S. 4<sup>th</sup> St. & Park Way  
Jetted main at 121 S. 2<sup>nd</sup> St. – preventative maintenance  
Installed catch basins at N. 7<sup>th</sup> St & Lemont St.  
Plug at 224 S. 17<sup>th</sup> St. – on owner's side

### **Call-Outs:**

Car crashed into light post in plaza  
Red light out at S. 18<sup>th</sup> St & Old Portland Rd.  
Car hit stop sign at N. 10<sup>th</sup> St. & Deer Island Rd.  
Leak on Gable Rd. across from High School – was a sump pump

### **Miscellaneous:**

Swept streets  
Marked 27 locates  
Checked wells & reservoirs daily

To: Neal and Sue  
From Brett  
Re: Monthly report November 2<sup>nd</sup> to 30<sup>th</sup>

Nov. 2<sup>nd</sup>

Brett Sick  
PW #31 Full service  
PW #55 Repaired the hood on the sweeper

Nov. 3<sup>rd</sup>

Parks Picked up the pumpkin and the tractor from city hall and delivered it back to Public works  
Parks #18 Jump started the tractor

Nov 4<sup>th</sup>

Parks Helped put gravel in the yard and spread it out  
PW #72 Checked the bucket controls and found nothing wrong  
PW #33 Loosened up the EGR valve again and lubed it  
Parks #5 Replaced battery  
Keith gone

Nov 5<sup>th</sup>

PW #8 Checked out the truck for strange popping noise found nothing think it had a rock in the duel's

Nov. 6<sup>th</sup>

PW #8 Dismounted and mounted four truck tires  
CRFR Welded up a shaft for the fire department  
PW #34 Tighten up hydraulic lines

Nov. 9<sup>th</sup>

Police S-7 Replaced both batteries  
Police S-22 Replaced both batteries  
PW #55 Replaced gutter brooms both sides and repaired a hydraulic leak

Nov. 10<sup>th</sup>

Police S-4 Service  
Shop Installed lights on the new hoist

Nov. 12<sup>th</sup>

Brett Vacation day

Nov. 13<sup>th</sup>

Brett Vacation day  
Keith Sick

Nov 16<sup>th</sup>

PW #57 Replaced battery

PW #34 Took Pape Machinery to the Boise property to recharge the hammer on the excavator

Nov 17<sup>th</sup>

PW Went to the Paper mill with Neal

PW #32 Started and test drove

PW #4 Started and test drove

Nov. 18<sup>th</sup>

Office Computer work

Parks #54 Picked truck up at McCormick Parks and brought to the shop Checked transmission cable and found it to be bad ordered a new one

Police S-7 Full service

Parks Looked at a chainsaw

Nov. 19<sup>th</sup>

PW #54 Installed a new shift cable in the truck cleaned the battery terminals

PW Looked at a new trailer for Public works

Nov 20<sup>th</sup>

Parks #54 Full service

Parks #60 Back flushed Heater core and tested the heater

Nov. 23<sup>rd</sup>

PW #34 Excavator shut down checked electrical and found battery connections loose primed fuel system and stated the excavator and test ran

PW #32 Jump started the truck

PW #13 Started truck

PW #45 Installed a bolt on the apron mechanism that opens and closes it

Nov. 24<sup>th</sup>

Police S-6 Replaced two front tires and scanned engine found a trouble code and repaired

Parks Sharpened a chain saw

PW Started the sanders

Nov 25<sup>th</sup>

Office Computer work

Police S-6 Replaced the rear brakes and rotors test drove the car

PW #21 Checked for a power steering leak

Parks Picked up a new battery charger and a new battery jump box for Thad

Keith Vac day

Nov 30<sup>th</sup>

PW #21 Removed the steering box and ordered and picked up a new one in Portland

Parks Checked the Four Wheeler and found the battery is junk

Keith Vacation



**City of St. Helens, Oregon**  
Public Works  
Water Filtration Facility  
PWS 4100724  
F.O. Box 778  
St. Helens, OR 97051  
**November 2015**  
PH: (503) 397-1311 FAX: (503) 397-3351



Water Production: 38.4 million gallons 1.3 million gallons per day

**Week 1** Produced and sent October OHA reports to the State, still using the original data collecting program XLReporter because the new HMI program is still not configured to collect and publish our information. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Performed the monthly change out of the reagents on the chlorine monitoring instruments. Received Chlorine delivery for the month.

**Week 2** Corresponding with the SCADA programming integrators in New York as we continue to resolve and fine tune our new and upgraded HMI, (Human to Machine Interface) program that controls and monitors the WFF process. Initiating contact with Russell Automation, a local HMI integrator recommended by Jim Meissner of Inductive Automation (Ignition) to assist us to troubleshoot, repair, resolve and commission the SCADA HMI system that controls the WFF process. Northwest controls checked pressures on HVAC lines, they are holding pressure and the repair to the unit will begin week after next.

**Week 3** Kate from PALL visited our site and took pictures and is preparing a report on our WFF system. Northwest controls has made arrangements to return and finish up repairing and bringing our HVAC system back into service for us. Russell Automation has made arrangements to come on site and assess our HMI system and see what is needed to get the Ignition system up and running for us. One of our new HMI servers has failed, again, and Max has been on site to confirm that the drive has failed. He is looking into getting a replacement drive from Dell, hopefully under the warranty for these new machines. (Especially since it is the same unit that failed a few months ago). We finally have had a remote visit from our integrator in NY to start making the needed improvements to our HMI system to make it functional. We are still using the original HMI that came with the WFF.

**Week 4.** Our remote NY integrator has logged on again and is making some progress, but very little is being accomplished with this long distance troubleshooting and hit and miss logging on to work on the project. I am still providing them with a “punchlist” of items that are in need of refining, but trying to share with someone what is needed when they do not physically see if the corrections they are making are “fixing” the problem is like trying to describe to a blind person what an orange is, looks like, smells like or tastes like over the phone. To really get the full sense of what is needed, they must be right there with you and experience it first hand with you. You can watch a tutorial video, but “hands on” is a totally different experience!

Respectfully submitted,

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

## **WWTP Monthly Operations and Maintenance Report**

**November 2015**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- All normal monthly routines completed.

### **Primary System Report**

- All normal monthly routines completed.

### **Pump Stations**

- 11/3-PS#5-Worked on HydroRanger and found the unit needs replaced.
- 11/4-PS#5-Added new floats to wetwell to run pumps until new HydroRanger gets installed. Pete here to wire in on the 5<sup>th</sup>.
- 11/9-PS#1-Pressure washed wetwell.
- 11/20-PS#7-Public works out to clean wetwell.
- 11/27-PS#7-Alarm on machine, "channel 11 in alarm." The generator had failed to start and was also in alarm.

### **Sodium Hypochlorite System**

- 3735 gallons used this month.
- 2156 gallons used last month.
- 11/2-Rebuilt spare hypo pump and ordered parts. Replaced south pump on the 3<sup>rd</sup>.
- 11/25-Hypo delivery.

### **Call-outs**

- No after hour call outs for the month of November.

### **Plant**

- 11/4-Cleaned headworks channel 2.
- 11/10-Worked on calibrating the 24 hour composite samplers.
- 11/17-Cleaned headworks channel 2. Adjusted plant operations for high flows. Over 12.5 MGD coming in from the collection system.
- 11/21-Secondary Effluent tubing installed backwards so very little sample. Also found it set to take one sample every 35 minutes. Changed everything.
- 11/23-Screen #1 auger in alarm. Trouble shot what we could then called an electrician. They found a wire had broken inside the control panel.
- 11/24-Cleaned North contact tank.
- 11/25-Cleaned South contact tank.

### **Pretreatment**

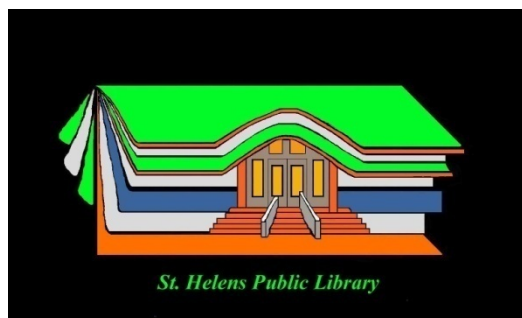
- 11/10-Boise landfill annual inspection.
- 11/12-Armstrong annual inspection.

**Other**

- 11/19-Meeting with Boise regarding NPDES permit transfer.

**Next Month**

- PS#7 upgrade???



**December 9, 2015**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

**Joint Meetings of the Library Board, the Friends of the Library and Library Staff –**

These groups have met recently to discuss the Library's mission, how our Library meets or falls short of the new Oregon public library standards and how to assess community needs for library services. We are exploring the possibility of applying for a technical assistance grant to employ a library consultant to lead us in a strategic planning process.

**Youth Librarian –** Our youth librarian of five years, Nathan Jones, has accepted a new position with the Port Orchard Branch of the Kitsap Regional Library. His last day with us will be Wednesday, December 23<sup>rd</sup>. Nathan has been an extraordinary asset to the Library and to the St. Helens community. During his time with us, he expanded our outreach in the community with partnerships in the schools, area preschools and the ESD as well as continuing our long time relationship with Head Start. Through the administration of our three year federal LSTA grant, he significantly updated and expanded our library collections and programs for youth with the addition of Teen Game Night, STEM programs (Does anyone remember the dissection of biology specimens with middle school assistants or the program put on by the Bug Chicks?) and many others. Nathan will be deeply missed but we feel fortunate to have had him as a colleague for five years. We wish him the best and hope he'll come back every now and then for a visit.

**National Novel Writing Month (NaNoWriMo) –** This was the Library's fourth year to host NaNoWriMo and things just keep getting better and better. Last year, you may remember that the St. Helens Region had the ninth highest average word count in the



nation. This year, we moved up to the eighth position and had the twelfth highest average word count out of 633 regions worldwide!! Thank you to our new Library Assistant, Becky Bean, for leading this program and for being a writer herself.

**Ukulele Classes** – The St. Helens Public Library Ukulele Orchestra was on the front page of the South County Spotlight last week. They were performing during the Small Business Saturday festivities. They will be quite busy with other performances during the holiday season. Classes will be held on Saturday, December 26<sup>th</sup> and Saturday, January 2<sup>nd</sup>. There is no rest for the musical.

## Calendar

12/9	LEGO Play Day, 4:00-5:00pm, Library Hallway
12/12	St. Helens Writers' Guild, Noon-2:00pm
12/15	December Library Board Meeting is cancelled
12/16	Teen Game Night, 3:00-4:30pm, Auditorium
12/18	Friends of the Library Meeting, 5:30-6:30pm
12/21	Stop Motion LEGO Movies, Noon-1:30pm, Auditorium
12/23	Teen Game Night, 3:00-4:30pm, Auditorium
12/24-25	Library is closed
12/26	Ukulele Classes, 10:00am–beginners, 11:00am-continuing, Auditorium
12/29-31	No Story Time this week
12/31	Library closes early at 5:00pm
1/1	Library is closed