



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, January 20, 2016, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

- | | | |
|-----|--|-----------|
| 1. | Visitor Comments | 1:00 p.m. |
| 2. | Employee Length of Service Awards | 1:05 p.m. |
| 3. | 4 th of July Fireworks and Activities – <i>Tina Curry</i> | 1:10 p.m. |
| 4. | 2 nd Quarter Communications Report – <i>Crystal Farnsworth</i> | 1:25 p.m. |
| 5. | Nuisance Properties Needing to be Posted – <i>Bob Johnston</i> | 1:35 p.m. |
| 6. | Local Improvement District Assessment Status – <i>Jon Ellis</i> | 1:50 p.m. |
| 7. | Review Final Budget Calendar – <i>Jon Ellis</i> | 2:00 p.m. |
| 8. | Library Board Recommendation – <i>Margaret Jeffries</i> | 2:10 p.m. |
| 9. | Review Proposed Amendments to Library Assistant Job Description – <i>Margaret Jeffries</i> | 2:20 p.m. |
| 10. | Submit Nomination for Oregon Innovation Award – <i>John Walsh</i> | 2:30 p.m. |
| 11. | Department Reports | 2:40 p.m. |
| 12. | Council Reports | 3:00 p.m. |
| 13. | Other Business | |
| 14. | Next Work Session Items | |
| 15. | Upcoming Dates to Remember: | |
| | <ul style="list-style-type: none"> • January 19, Library Board, 7:15 p.m., Columbia Center Auditorium • January 20, Council Work Session, 1:00 p.m., Council Chambers • January 20, Council Public Hearing, 6:30 p.m., Council Chambers • January 20, Council Regular Session, 7:00 p.m., Council Chambers • January 26, Arts & Cultural Commission, 6:30 p.m., Council Chambers | |
| 16. | Future Public Hearing(s)/Forum(s): | |
| | <ul style="list-style-type: none"> • January 20, 6:30 p.m., PH: Development Code Amendments • February 3, 5:30 p.m., PH: Appeal of Denial of Conditional Use Permit • 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: January 20, 2016

I am happy to announce that we have three 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 January 20 Council work session.

10 Years

Melanie Payne came to work for the City as a part-time Deputy Court Clerk in December of 2005. In December of 2010, she was hired full-time as our Legal Assistant to the Prosecuting Attorney. In July of 2013, her job was reclassified and she is now the Municipal Court Assistant to the City Prosecutor. Melanie is an instrumental employee in keeping the City's Municipal Court running smoothly!

5 Years

Jennifer Johnson began working for the City in December of 2010 as a Utility Billing Specialist.

Shanna Duggan began working for the City in December of 2010 as a Utility Billing Specialist.

Both Jennifer and Shanna have worked diligently to learn the Utility Billing system and both are valuable employees!

Congratulations to Melanie, Jennifer and Shanna, and thank you for your service!

Thank you.

Communications Report

October to December 2015

Prepared by Crystal Farnsworth
January 12, 2016



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
October 2015	3	37	28	1			
November 2015	6	12	11		1		
December 2015	1	29	27	1	1		
Totals	10	78	66	2	2	0	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous*	Total
Hours	7	34.25	8	17.5	11.5	2.5	80.75

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	3.73
Boards/Commiss.	0.91
City Council	1.33
Communications*	43.49
Comm. Develop.	0
Emergency Mgmt.	4.32
Engineering	0
Finance	0
Library	3.66
Parks	0.25
Planning	0
Police	2.66
Public Works	4.74
Tourism	15.66
Training	0
Total Hours	80.75

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

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

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

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

48% Increase

1,687 new followers

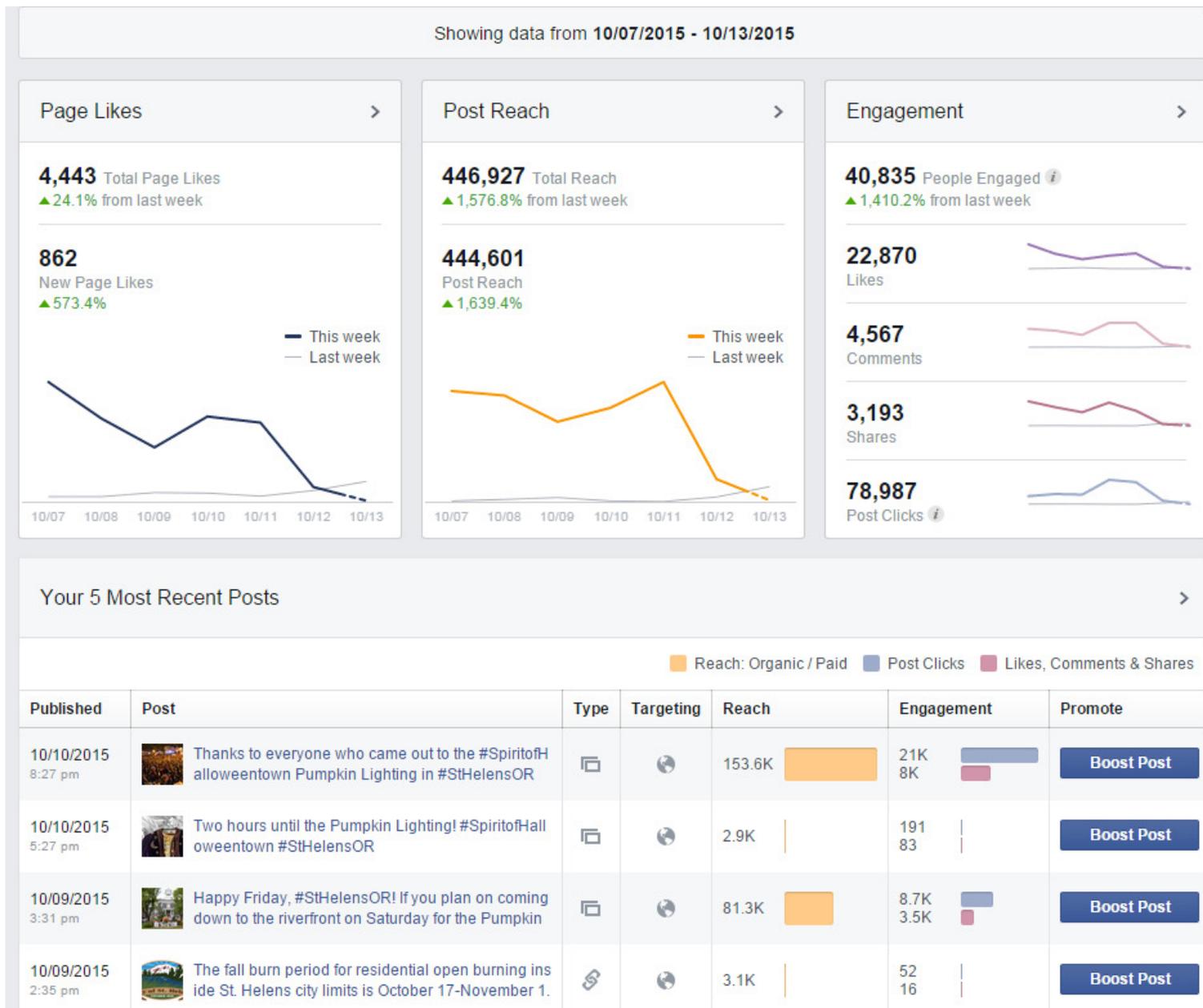
*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes

Facebook Stats: Pages to Watch

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  Oregon Department of T...	13.8K 	▲0.2%	3	275 
2  Vancouver, Washington ...	6.3K 	▲0.4%	12	216 
YOU 3  City Of St Helens	5.2K 	▲0.3%	3	72 
Keep up with the Pages you watch. Get More Likes				
4  City of Sandy, Oregon – ...	4.5K 	▲1%	8	163 
5  Beaverton City Governm...	3.7K 	▲0.1%	9	100 
6  City of Tualatin - Govern...	3.7K 	0%	5	77 
7  City of West Linn - Gove...	3.2K 	▲0.1%	12	116 
8  Clackamas County, Oreg...	3K 	▲0.4%	7	63 
9  Columbia River Fire & R...	2.9K 	▲0.1%	0	0
10  City of Tigard, Oregon	1.5K 	▲1.3%	23	378 
11  Wilsonville - Local Gover...	1.5K 	▲0.1%	1	4

Top Engagement
October 8-13
November 2

Facebook Stats: Insights



Twitter

Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

As of March 31, 2015: 537

As of June 30, 2015: 540

As of Sept. 30, 2015: 670

As of Dec. 31, 2015: 756

12% Increase

86 new followers

Activity Highlights

- Spirit of Halloweentown



Activity Highlights

- Scappoose Bay Milton Creek Watershed Project
- Friends of the Library art shows
- KOHI City Talk radio program
- Sandbagging/landslide/road closure info during December heavy rain and wind events
- Tree Lighting & Christmas Ships Parade



On the Horizon

- **Winter Gazette**
- **National Engineers Week**
- **National Library Week**
- **Administrative Professionals Day**
- **KOHI CityTalk radio program**

City of St. Helens
RESOLUTION NO. 1730

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
LOCATED AT 515 NORTH 10th STREET WITHIN THE CITY OF ST. HELENS AND
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID
PREMISES**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.14.070(1) (a) provides that "All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition;" and

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.14.070(2) (p) provides that "All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the building code.;" and

WHEREAS, the structures located at 515 North 10th Street, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

Section 1. The structures at 515 North 10th Street, St. Helens, Oregon constitute a nuisance under SHMC Chapter 8.14, based on the photographs of the premises, attached hereto and incorporated by reference, and information from the Building Official. Council finds that the photographs show debris and trash piled in the front yard. The structures were previously posted to as uninhabitable but the individual(s) occupying the residence without the permission of the Owner left their personal belongings in the front yard for approximately 3 weeks. The posting has not resolved the problem of vagrants entering the premises due to the rear entry door being unsecured. Council hereby directs that the premises located at 515 North 10th Street be secured to prevent persons from entering this unsafe building.

Section 2. Pursuant to SHMC 8.2.220, Council hereby delegates a temporary remedy of boarding up the structures so as to prevent entry into the structures. Such boarding up shall take place as soon as possible under the circumstances. Council further directs that this nuisance be permanently abated within 30 days from the date of this resolution.

Section 3. Council hereby directs a notice to be posted at 515 North 10th Street, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless the debris is removed and such structures are immediately sufficiently secured to prevent access into them, the City will perform temporary nuisance abatement and secure said structures and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and secure the property and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 4. The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on January 20, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder







City of St. Helens
RESOLUTION NO. 1731

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
LOCATED AT 496 SOUTH 13TH STREET WITHIN THE CITY OF ST. HELENS AND
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID
PREMISES**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.050(2) provides that "Debris on Private Property. All accumulations of debris, trash, garbage, rubbish, manure and other refuse located on private property or sidewalks abutting thereon, and which has not been removed within a reasonable time and which is unsightly or which affects the health, safety or welfare of the city." and

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.070 (1) provides that "No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children;" and

WHEREAS, the structures located at 496 South 13th Street, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.12 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

Section 1. The structures at 496 South 13th Street, St. Helens, Oregon constitute a nuisance under SHMC Chapter 8.12, based on the photographs of the premises, attached hereto and incorporated by reference, and information from the Building Official. Council finds that the photographs show debris, trash, machinery, automobile bodies or parts thereof and equipment piled in the front yard. Council hereby directs that the premises located at 496 South 13th Street be cleared of debris, trash automobile bodies or parts thereof, appliances and equipment presenting the attractive nuisance.

Section 2. Council hereby directs a notice to be posted at 496 South 13th Street, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless the debris is removed, the City will perform nuisance abatement and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 3. The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on January 20, 2016, by the following vote:

Ayes:

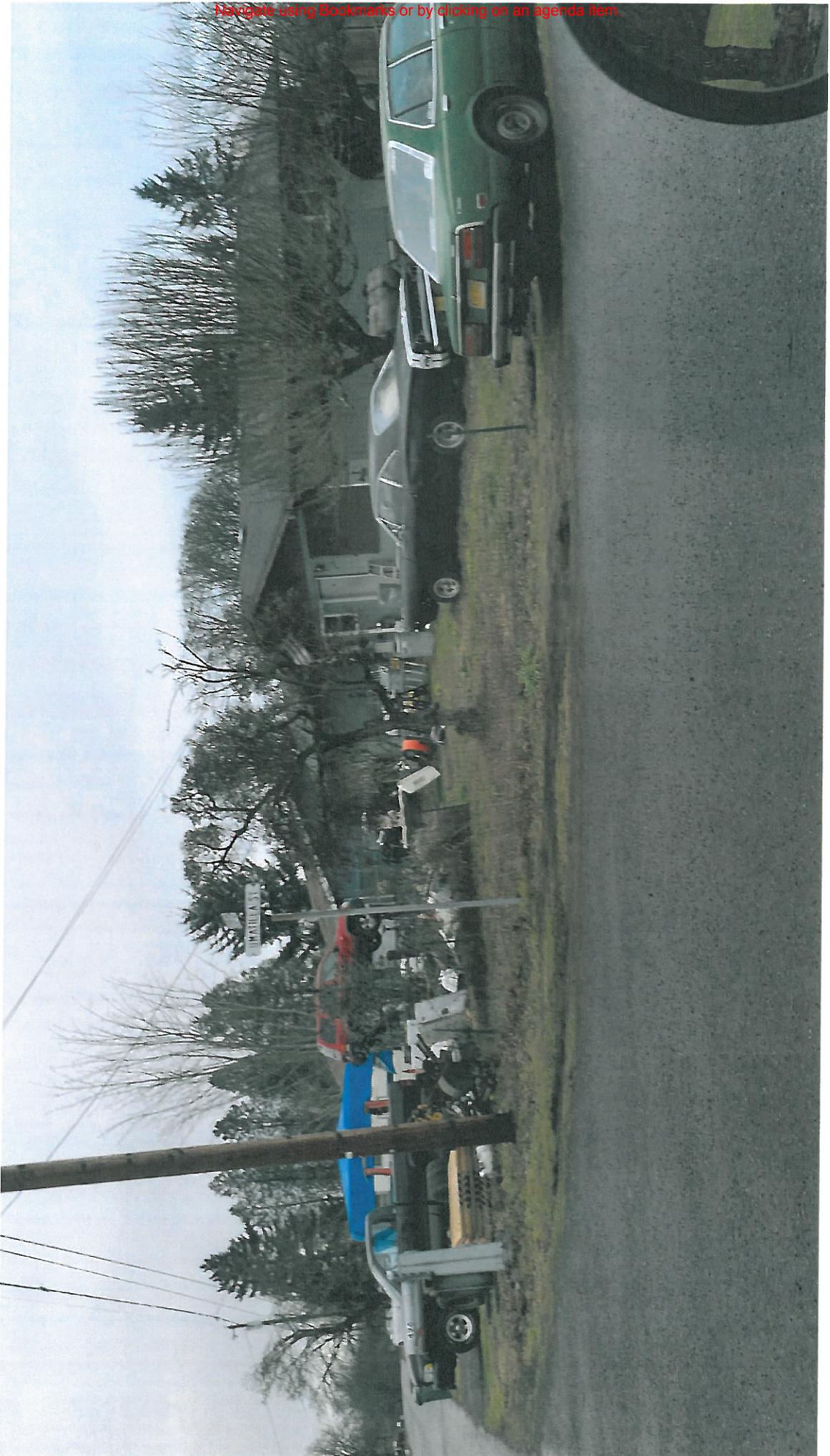
Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder





City of St. Helens

Budget Calendar FY 2016-17

February						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			6 PM - Budget Process Overview			
21	22	23	24	25	26	27
28	29					

March						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
		1	2	3	4	5
					Dept Requested	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
					Draft to BC	
27	28	29	30	31		

April						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
					1	2
3	4	5	6	7	8	9
				All Departments		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
1	2	3	4	5	6	7
				Optional - 4-7 requested info		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			Public Hearing - Budget Committee Approval			
22	23	24	25	26	27	28
29	30	31				

June						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
			1	2	3	4
			CC-Public hearing			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			CC - Adopt			
19	20	21	22	23	24	25
26	27	28	29	30		

City of St. Helens FY 16-17 Budget Calendar

- Jan 2016 Staff - Meet with Departments/Divisions individually to discuss:
- FY 2015-16 second quarter financial information
 - Discuss general ideas on FY 16-17 format for next year's budget
 - ✓ Department/Division programs
 - ✓ Goals, objectives, and performance measurements
 - ✓ Result / Outcome based budgeting
 - Distribute budget instructions
- Feb 2016 Staff – Work with departments/divisions on preparation of budget
Department submittal deadline March 4th
- Feb 17, 2016 City Council/Budget Committee Joint Meeting, 6:00p.m.
- Goal setting and budget prioritization
 - Invite full Budget Committee 6:00 PM
 - Overview of semiannual financial information (December 31)
 - Presentation of five year forecast of major funds
 - Budget procedures and processes
- Mar 25, 2016 Distribute Draft Budget – includes summary analysis and proposed budget additions
- Budget committee meetings are currently scheduled for Thursday nights to be held in the Council Chambers starting at 6 PM and Approval**
- April 7, 2016 Budget Committee – Thursday Night at 6 PM
- Presentation of five year forecast of major funds
 - Overview of budget
 - Review all Departments' Operating and Capital Budgets
- May 5, 2016 Budget Committee – Thursday Night at 6 PM
- Respond to inquiries of April 7th meeting and right size (optional meeting – if needed)
- May 18, 2016 Budget Committee – Wednesday Night at 6 PM – hour before regular schedule City Council Meeting
- Public Hearing, amend capital improvement budget to reflect carry-forward appropriations, and Approve Committee's Approved Budget.
- June 1, 2016 City Council - Public hearing on Fiscal Year 2016-17 State Revenue Sharing and Budget
- June 15, 2016 City Council – Adopt Fiscal Year 2016-17 Budget

City of St. Helens

Job Title: LIBRARY ASSISTANT
Department: Library
FLSA Status: Non-Exempt
Union: Dependent upon hours worked
Date Revised: ~~April 6, 2007~~ January 2016

PURPOSE OF POSITION

Perform various duties within the Library requiring general knowledge of library operations, primarily in the circulation area, including technical services, children's services, and limited ready reference.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director ~~or Head of Public Services, depending on specific assignments.~~

SUPERVISORY RESPONSIBILITIES

Supervision is not a typical function assigned to this position. May provide training and give direction to volunteers.

ESSENTIAL JOB FUNCTIONS include, but are not limited to the following:

- ~~Prepare the library for opening and/or closing.~~ Staff the circulation area, which includes checking library materials **in and out**; collecting fines/fees; answering telephone; **issuing library cards/forms/applications**; reviewing returned materials for damage; **and**, arranging materials for re-shelving **and shelving materials**. ~~May prepare the library for opening and/or closing.~~
- Perform paraprofessional library duties such as searching **the library catalog, data bases, ordering materials**, locating or requesting items, **receiving and logging in order**, and notifying patron **of arrived requests**. **Instruct patrons in the use of the online library catalog to locate materials**. May provide limited **reader's advisory and** ready reference services for the public.
- ~~Prepare materials for circulation, including stamping books, taping spines, typing spine labels, applying covers, preparing video and audio cassettes, and updating lists.~~
- Respond to inquiries from the public regarding use of the library **and equipment**. Explain use of facilities and equipment, e.g., public-access computers, **printers, photocopier, photocopy machine**, microfilm reader, etc. ~~Instruct patrons in the use of the TLC computer system to locate materials on their own.~~ Explain library programs and services to patrons.
- ~~Prepares information for archives.~~

- Issues library cards in accordance with City policy.
- ~~Assist with Children's programming including craft development, evening story time, and Holiday reads.~~ May assist with library programs including the development of displays, brochures and event flyers, children's craft activities, etc.
- ~~Completes balancing of Balances~~ the till on a rotating basis; records total amount in log. Issues refunds from petty cash.
- Maintain cooperative working relationships with **co-workers**, City staff, **volunteers**, other organizations, and the general public.
- Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS

- Provide assistance to other staff as workload and staffing levels dictate.
- Perform various clerical tasks in support of library operations, e.g., data entry and review of same by others, ~~mail sorting~~, photocopying, ~~typing~~, completing reports, creating posters and brochures, publicity, ordering supplies, etc.
- Serve on City committees as requested.
- Maintain proficiency by attending trainings, ~~and~~ meetings, reading library listservs and publications ~~materials~~, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

KNOWLEDGE/SKILLS/ABILITIES

Mandatory Requirements: Knowledge of general library operations, Dewey Decimal Classification System, operation of data entry and other standard office equipment, alpha/numeric sorting methods, and computerized/hard copy research techniques. Equivalent to high school education in general academic areas and six months library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. **Familiarity with computers and common software applications. Ability to communicate effectively in English. Good customer service skills.**

Special Requirements/Licenses: None.

Desirable Requirements: Previous work experience in a public library organization with automated library systems. Familiarity with a broad range of literature and information sources. Some college coursework is desirable.

TOOLS AND EQUIPMENT USED

Computer, printer, photocopier, barcode reader, fax machine, microfilm reader, glue gun, dye die cutter, laminate laminating machine, folding machine, paper cutter, rotary cutter, and scissors.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to five pounds on a regular basis such as magazines, files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS

Usual library working conditions. The noise level in the work environment is typical of most library environments with telephones, personal interruptions, and background noises.

EMPLOYEE ACKNOWLEDGEMENT

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Library Assistant job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Oregon Innovation (OI) Award **From Portland State University's Mark O. Hatfield School of Government**

PSU's Center for Public Service (CPS) in the Mark O. Hatfield School of Government invites nominations for our second annual **Oregon Innovation (OI) Award**.

ABOUT THE AWARD

The OI Award recognizes and honors the active pursuit of *organizational breakthrough innovation* through collaborative partnerships between one or more public service organization(s) and CPS. *Public service organizations* include government agencies, community-based organizations and nonprofits with service-oriented missions.

The OI award is designed to enable forward-thinking organizations to further identify, co-produce and scale-up breakthrough innovations in their organizations and communities. The award represents an exciting opportunity for CPS to further its vision of "Making an enduring difference in advancing public legitimacy and trust in our public service institutions."

WHAT'S IN IT FOR YOUR ORGANIZATION?

The award provides up to 1,000 hours of collaborative consultation and innovation facilitation from CPS faculty and a Hatfield Resident Fellow over the course of about 8 months. The recipient of the award will be announced at the *2nd Annual Celebrating Public Service: Inspire the Future cocktail reception and award ceremony* on **April 2, 2016**. For more information about this event, please click [here](#).

HOW AND WHEN TO APPLY

Nominations are now being accepted through this form and must be submitted no later than **January 29, 2016**.

To qualify, applicants must:

- Be from a government agency, community-based organization or nonprofit that has identified a *breakthrough innovation* that meets the following 5 criteria:
 1. Requires perseverance in the face of challenging obstacles.
 2. Provides value and contributes to a meaningful public service legacy.
 3. Advances public legitimacy and trust in public service organizations.
 4. Balances perspectives of organizational staff and leadership, and their client base (i.e. residents, a specific community or target population, or other stakeholders).

5. Incorporates both theory and practice, which will be achieved through a collaborative partnership with the Center for Public Service.
- Be able to demonstrate substantial their breakthrough innovation progress during a 12-month time frame.
 - Be willing to co-produce the breakthrough innovation with CPS and help disseminate information about the innovation and its progress through social media and other outlets. This communication will help inform public service practitioners, researchers and the general public on how innovation can make a difference.
 - Must have not won the award in the previous year.

FOR MORE INFORMATION, PLEASE CONTACT:

Professor Marcus Ingle

Phone: 503-725-8202

Email: mingle@pdx.edu

Oregon Innovation (OI) Award Application

Please provide the following information about yourself and your organization.

First Name

Last Name

Title

Organization

Bureau or Department

Phone

Email

Please provide brief responses to the following questions.

1. What is the public service challenge that your organization confronts for which a breakthrough innovation is required?
2. What organizational breakthrough innovation have you identified to address this challenge?
3. Who in your organization will lead this innovation and how are they well suited for this task?
4. What is the value of this innovation for your client base (i.e. residents, a specific community or target population, or other stakeholders) and how will it contribute to a meaningful public service legacy?
5. How do you plan to engage staff and leadership at your organization and members of your client base in producing, implementing and evaluating this innovation?
6. The OI Award requires a willingness and commitment on the part of the receiving organization to co-produce the innovation with the Center for Public Service. How will this collaboration benefit your organization and the successful implementation of the innovation?

This ends the form. Click the green arrow below to submit your application.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: January 20, 2016

Business License Reports attached.

Suggestion Box Report attached.

BUSINESS LICENSE REPORT

City Department Approval: January 4, 2016

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

Signature: <u><i>[Signature]</i></u>
Date: <u>1/5/16</u>

RESIDENT BUSINESS – RENEWAL 2016

<input type="checkbox"/>	*A+ Engraving, LLC	Engraving
<input type="checkbox"/>	Adeo in Home Care	In-Home Assistance for Seniors
<input type="checkbox"/>	Alicia Harvey LMT	Licensed Massage Therapy
<input type="checkbox"/>	Balanced Body Wellness Center Inc.	Massage Therapy
<input type="checkbox"/>	Bertucci's	Espresso, Candy & Gifts
<input type="checkbox"/>	Bobbie's Cuts+ LLC	Beauty Salon
<input type="checkbox"/>	Burrito House	Restaurant/Bar
<input type="checkbox"/>	Calaway Trading, Inc. – Oregon	Hay Products
<input type="checkbox"/>	*Camarena Housecleaning	House Cleaning
<input type="checkbox"/>	Candace G. Pecks Gifts	Gift Shop
<input type="checkbox"/>	Chris Products, Inc.	Office for Wholesale Distributor
<input type="checkbox"/>	Columbia River Reception and Events	Reception/Event Hosting/Coordination
<input type="checkbox"/>	Columbia Tavern	Full On-Premises/Restaurant
<input type="checkbox"/>	The Connection Academy Preschool	Preschool/Daycare
<input type="checkbox"/>	DJ's Classic Hair Design	Hair Salon
<input type="checkbox"/>	Diana M Shera Taylor PC	Alternative Dispute Resolutions & Law Practice
<input type="checkbox"/>	Dollar Tree Stores #1947	Retail
<input type="checkbox"/>	Earthly Angel Heavenly Touch	Beauty & Health
<input type="checkbox"/>	Econo Wash	Coin-Op Laundromat
<input type="checkbox"/>	Edward D. Jones & Co., LP	Financial Advising/Invest
<input type="checkbox"/>	*Fight Club Guided Fishing	Fishing Guide Service
<input type="checkbox"/>	*Gartman Remodeling & Contr.	Residential Construction
<input type="checkbox"/>	Georgia Ford (Vendor)	Selling Secondhand
<input type="checkbox"/>	Great Clips	Hair Salon
<input type="checkbox"/>	Harrington's Clothing, Inc.	Retail Clothing
<input type="checkbox"/>	*Island Imports	Import/Mail Order/Sales
<input type="checkbox"/>	James Freeman & Shay R. Ricar	Retail Sales – Secondhand
<input type="checkbox"/>	Javalation	Coffee Drive Thru
<input type="checkbox"/>	KJ Tower Ent. Inc.	Restaurant
<input type="checkbox"/>	KOHI	Radio Station
<input type="checkbox"/>	Korina Woods	Selling Handmade/Repurposed Items
<input type="checkbox"/>	*Lady Oracle	Tarot Reading & Home Party Sales
<input type="checkbox"/>	*Larry Chase	Mobile Auto Repair
<input type="checkbox"/>	Lessard Strength and Conditioning	Fitness
<input type="checkbox"/>	Lower Columbia Engineering	Engineering Consulting

*Denotes In-Home Business

<input type="checkbox"/>	Menagerie De Stratford	Resale
<input type="checkbox"/>	Michael Von Gordon DMD	Dental Office
<input type="checkbox"/>	Oregon's Attic	Hobby Sales Used Possessions
<input type="checkbox"/>	The Pour House	Bar & Grill
<input type="checkbox"/>	*R.L. Outdoors Guide Service	Recreational Fishing Guide Service
<input type="checkbox"/>	Rex D. Murray DMD	Dental Office
<input type="checkbox"/>	Robert Reichelt	Secondhand/Resale
<input type="checkbox"/>	Royal Quick Clean	Laudromat
<input type="checkbox"/>	Rusty Finds	Vintage Collectibles – Secondhand
<input type="checkbox"/>	Safeway Inc. #424	Retail Grocery
<input type="checkbox"/>	St. Helens Liquor Store	Liquor Store
<input type="checkbox"/>	*St. Helens-Scappoose Septic Tank Svs.	Spetic Pumping/Drain Cleaning
<input type="checkbox"/>	Scappoose Business & Tax Service	Tax & Bookkeeping Service
<input type="checkbox"/>	Sharp's Plumbing Co. Inc.	Plumbing Contractor
<input type="checkbox"/>	Shear Perfection	Hair Salon
<input type="checkbox"/>	*Sticky Signs and Graphics	Small Vinyl Signs & Graphics
<input type="checkbox"/>	Tobacco World	Convenience Store
<input type="checkbox"/>	Two Magpies	Dog Obedience Training & Retail
<input type="checkbox"/>	Vonnie's Doghouse and Supplies	Dog Grooming
<input type="checkbox"/>	*West Coast Off Road	Internet Sales/Auto Accessories
<input type="checkbox"/>	West Street Grocery	Retail Grocery
<input type="checkbox"/>	William P.E. Moore, DMD, LLC	Pediatric Dental Clinic
<input type="checkbox"/>	YOGD, LLC	Distillery
<input type="checkbox"/>	Zatterberg's	Convenience Store

RESIDENT BUSINESS – NEW 2016

<input type="checkbox"/>	Ruby Rhino Vintage 215 S. 1 st Street	Secondhand Resale/Vintage
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NON-RESIDENT BUSINESS - 2016

<input type="checkbox"/>	Accela Inc.	Software Development/Imp/Support
<input type="checkbox"/>	Allied Safe & Vault Co. Inc.	Security/Financial Equipment
<input type="checkbox"/>	American Equipment Co. Inc.	Equipment/Chemical/Parts Sales & Service
<input type="checkbox"/>	American Heating	HVAC – Mechanical
<input type="checkbox"/>	Bell's Drafting & Construction Inc.	Residential Construction
<input type="checkbox"/>	Champion Hardwoods LLC	Hardwood Flooring Install/Sand/Finish
<input type="checkbox"/>	Champion Window Co.	Construction
<input type="checkbox"/>	Clark Sign Service	Sign Installation & Repair
<input type="checkbox"/>	Coles Appliance Repair Inc.	Residential & Commercial Repair
<input type="checkbox"/>	Columbia River Floor Covering Inc.	Retail Floor Covering
<input type="checkbox"/>	Crestwood Inc.	Custom Cabinets

*Denotes In-Home Business

<input type="checkbox"/>	DTS Systems, Inc.	Fire Life Safety
<input type="checkbox"/>	Dewey's Sign Service	Sign & Lighting Service
<input type="checkbox"/>	Eagle Star Rock Products LLC	Rock Quarry
<input type="checkbox"/>	Elevator Maintenance Co. Inc.	Elevator Maintenance/Install
<input type="checkbox"/>	Gadget's Gadgets	HVAC
<input type="checkbox"/>	Gary's Vacuflow, Inc.	Central Vacuums
<input type="checkbox"/>	HDR Engineering Inc.	Engineering Services
<input type="checkbox"/>	Hamman Inc.	Garage Door Repair and Install
<input type="checkbox"/>	Industrial Contractor Services Inc.	General Contractor
<input type="checkbox"/>	ISON Transportation Inc.	Marine Towing
<input type="checkbox"/>	Living Color Nursery LLC	Landscaping
<input type="checkbox"/>	Lovell Construction Inc.	Residential Construction/Contractor
<input type="checkbox"/>	M.E. Moore Construction	Construction
<input type="checkbox"/>	New System Laundry LLC	Linen Supply
<input type="checkbox"/>	Northwest Control Co.	HVAC
<input type="checkbox"/>	Olin Chlor Alkali Products	Chemicals Manufacturer
<input type="checkbox"/>	Parker Concrete Inc.	Concrete Construction
<input type="checkbox"/>	A Peak Above Roofing Inc.	Roofing Contractor
<input type="checkbox"/>	Portrait Homes Northwest	General Contractor
<input type="checkbox"/>	Priceline.com LLC	Travel Reservation Facilitation Services
<input type="checkbox"/>	Ramsay Signs Inc.	Service Electrical Signs
<input type="checkbox"/>	Recall Secure Destruction Serv #41101	Document Destruction
<input type="checkbox"/>	Rich Miller Landscape Service	Landscape Maintenance
<input type="checkbox"/>	Roger Stauffer Remodeling LLC	General Construction
<input type="checkbox"/>	Stanley C Kennedy Enterprises Inc.	Construction, Fire & Water Restoration
<input type="checkbox"/>	URS Corporation	Engineering Consulting Services
<input type="checkbox"/>	World Wide ATM LLC	ATM Placement
<input type="checkbox"/>	Your Own Backyard Construction LLC	Remodel/Repair Construction

RENTALS - 2016

<input type="checkbox"/>	Bell's Drafting & Construction Inc.	Residential Rental
<input type="checkbox"/>	Don Dworschak (Apt)	Residential Rental
<input type="checkbox"/>	Lautt Rentals	Residential Rental
<input type="checkbox"/>	Lincoln Square Apartments LLC	Residential Rental
<input type="checkbox"/>	Nob Hill Riverview	Residential Rental
<input type="checkbox"/>	Settle Properties	Residential Rental
<input type="checkbox"/>	Tanglewood On Columbia/Locke	Residential Rental
<input type="checkbox"/>	Bond Plaza LLC	Commercial Rental
<input type="checkbox"/>	Don Dworschak (Comm'l)	Commercial Rental
<input type="checkbox"/>	Jesse Johnstun Rentals	Commercial Rental
<input type="checkbox"/>	St. Helens Professional Center	Commercial Rental

*Denotes In-Home Business

MISCELLANEOUS - 2016

- | | | |
|--------------------------|--------------------------------------|----------|
| <input type="checkbox"/> | Airgas USA, LLC | Delivery |
| <input type="checkbox"/> | Cintas Corporation | Delivery |
| <input type="checkbox"/> | Maletis Beverage | Delivery |
| <input type="checkbox"/> | Scappoose Sand & Gravel | Delivery |
| <input type="checkbox"/> | Vanport Mechanical & Fire Sprinklers | 7-Day |

Suggestion Boxes

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

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

City Hall – 2nd Floor Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
1/4/16	Parking on First Street.	Keep parking. They can get by. Lots of room.	No	N/A	N/A	1/20/16	Sue Nelson		

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
1/5/16	Becky B. is the BEST.	N/A	No	N/A	N/A	1/20/16	Margaret Jeffries		

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	20 January 2016	
Subject:	December Status Summary	

Engineering

1. Put the sewer lateral abatement project out for bid.
2. Spent many, many hours reviewing pay request for Godfrey Park Storm Drain project.
3. Worked with Public Works to construct storm drain extension on S. 1st Street.
4. Started development of a city-wide sanitary sewer manhole rehabilitation project.
5. See complete report.

Parks

1. Installed and decorated Christmas tree in Plaza Park.
2. Assisted Public Works throughout the flood and snow events.
3. Cut and cleared multiple trees that fell during wind storm.
4. Performed and/or initiated repairs at the McCormick Park caretaker's home.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 4 standard water meters with new radio read meters.
2. Worked extra shifts during flooding, power outages, and snow storm events.
3. Completed work on new storm drain extension project on S. 1st Street.
4. Responded to eleven after-hours call-outs.
5. Inspected manholes throughout town to identify problem locations for rehabilitation.
6. See complete reports.

Water Filtration Facility

1. Produced 40.3 million gallons of filtered drinking water, an average of 1.3 million gal/day.
2. Continuing to work with contactor on finalizing SCADA system installation; making progress.
3. Completed maintenance service on the emergency generator.
4. See complete report.

Waste Water Treatment Plant

1. Performed emergency pumping from primary to secondary lagoon during heavy rain event
2. Performed many emergency procedures to keep pump stations operating and minimize overflows during heavy rains and flooding.
3. Had overflow at PS#5 on Madrona Ct. due to someone in Crestwood Village pulling a manhole lid to drain storm water into sanitary system.
4. See complete report.



Engineering Department Status Report 12 January 2016



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

The contractor has temporarily closed up the project site until weather conditions are more favorable for additional excavation efforts. There is approximately 200 feet of pipe remaining to be installed between N. 1st and N. 2nd 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. The contractor submitted an extensive progress payment request, 317 pages, that has required many hours to review over the past month. A meeting is scheduled for January 13 to review items from the pay request and to discuss the project moving forward.

Sanitary Lift Station No. 7 Upgrade Project

There has been no significant change in status of this 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.

S. 1st Street Storm Drain Extension

A storm drain main line extension and new catch basins have been constructed by the City's Public Works crews on S. 1st Street, south of Cowlitz, with assistance on alignment and grade from the Engineering Inspector.

Sanitary Sewer Lateral Abatement

Engineering staff prepared a Request for Quotes to obtain a contractor to complete the remaining lateral repairs. Proposals are due on January 14, 2016. 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

The City is a partner with the Columbia County Road Department on the \$2.8 million ODOT grant, which was approved by the County in December, 2015. Consultant selection should begin in the first of the year. The City 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 first phase of the project was completed in November 2015. Additional locations requiring patching, such as the recently completed storm drain extension on S. 1st Street, will be completed in early 2016 as the weather allows.

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. This project will be put out for bid in March or April, in anticipation of a late spring starting time.

Right of Way and Construction Permits

There were no Right-of-Way permits issued by the Engineering Department during the month of December.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

With the heavy rains and high water in December 2015, it became evident that some adjustments to the pedestrian bridge abutments will need to be determined before they are purchased and placed. The elevation on the south side of the creek will need to be raised to keep it out of the high water during heavy rain events.

Parks Department for December 2015

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

We put up the Christmas tree

We put the lights on the Christmas tree.

Placed burn barrels in the Plaza

Filled a large hole at Godfrey

Filled sand bags and helped Public Works with the flood

Repaired vandalism at Campbell concession stand

Removed a downed tree on the disk golf course

Repaired the dryer vent at the caretakers house

Collected the wasp traps placed around the parks

Repaired a water line at caretakers house

Checked on a tree on Summit view

Picked up debris left by the flood

Had the ductwork repaired and the ductwork cleaned at the caretakers house

Removed a table from the creek at McCormick

Removed trash cans and burn barrels from the Plaza

Cleaned up a tree that fell across the creek onto a neighbors fence

Cut up trees that fell across the walking path at McCormick

Cleaned up the parks after the wind storm, (several large trees went down in McCormick)

De-iced Columbia view and city Hall sidewalks

Lost power at the Parks shop and caretakers house for 3 days

Checked the pump station and water system on the city docks

Public Works Work Report December 2015

Water Dept:

Installed 4 radio read meters
Assisted sewer crew with S. 1st St. storm project
Flooding issues during heavy rain
Read meters
Turned delinquents off and on
Cleanup after wind storm
Read heavy users

Sewer Dept:

Worked on S. 1st St. storm project
Jetted main on Helens Way – preventative maintenance
Flooding issues during heavy rain
Lateral plugged at manhole at 124 Milton Way
New tap at Muckle Building
Inspected manholes for rehab on middle trunk

Call-Outs:

Water in back yard at 59941 Isabella Ln.
Plugged catch basin at N. 4th St.
High water on S. 10th St. – flooding
Sewer plug at 465 S. 10th St. – on homeowner's side
Turned on water at 146 Ava Ct.
Turned water on at 59463 Truman Ln.
Snow on 12/24 – sanded
Sewer plug on Shore Dr. – on homeowner's side
Ice on 12/30 – sanded
Turned water on at 24 Dubois Ln.
Stop signs run over at S. 13th St. & O.P.R.

Miscellaneous:

Swept streets
Marked 25 locates
Checked wells & reservoirs daily



City of St. Helens, Oregon
Public Works
Water Filtration Facility
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Journal

December 2015

Water Production: 40.3 million gallons 1.3 million gallons per day

Which total 526,570,000 gallons for the year

Week 1 Produced and sent November 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 and Caustic delivery for the month. One of the new Dell servers running the SCADA system is still off line. Max has been on site, called Dell while he was here, determined that 2 of the drives in the server have failed and must be replaced. Max, Craig and Sean are taking care of it. (On Nov 19, we reported that we have a drive failed in the backup Dell Server and that it is off line and the server cannot be accessed. Max came in, looked at it and told us he will look into possibly getting a replacement drive with warranty with Dell on this unit.)

Week 2 Another week has passed and still no communication or word from the City IT team as to the progress of receiving replacement hard drives for the new SCADA servers. NY is remotely working on the “punch list” we have submitted to them, truly making progress. Had CAT generator on site to service the emergency power plant we have on site. Flushed rack 5 of the mud and silt that has accumulated in the modules. Neal and City mechanics on site to look over the generator seeing what “we” can do as for maintenance and what we need to have CAT do for us. Determined that we will have CAT perform the full load test and emergency maintenance that goes with this service.

Week 3 Short week due to a huge winter holiday coming up Thursday and Friday. Still no communication or word as to progress from the City IT team about getting our redundant, 2 computer HMI system being repaired and brought on line and into service. Experienced some very heavy winds, knocked the WFF off line for 10 seconds, then back on, then off again for 10 seconds, then back on. Not quite enough to engage the emergency generator to start (that takes 13 seconds of no power to start the unit). The power bumps were strong enough to trip the air compressors off, which required us to reset the units and start them back up, then starting the WFF process back up too. Without air pressure the plant shuts down until air pressure satisfies the alarm stage of the plant so the process can operate. NY is working some more on our “punch list” of items that need to be done for the HMI to operate WFF as we can do with the old RSView system still in place. CAT on site to perform the load test maintenance of the emergency standby generator.

Week 4. Max has returned and installed two new hard drives in the WFF HMI server. Now we are waiting on getting the operating system installed on the units before we can put the graphics card back into the unit. Due to weather becoming “icy”, Max is working on the unit remotely to get them running. After he gets this part of the task done, Bob, in NY, will tie in and do what is necessary to install the operating program to run the SCADA HMI system. Speaking of Bob in NY, his team is still eating away at our “to do” list that I am still finding stray morsels that need tweaking to become operational tools that we can use to operate the WFF facility.

Respectfully submitted,

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

WWTP Monthly Operations and Maintenance Report

December 2015

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- All normal monthly routines completed.

Primary System Report

- 12/8-2200-Moved portable lift station from PS#6 to edge of Primary lagoon to pump into the Secondary lagoon to save dyke. Primary bypass gate at the headworks open but still too much water coming in to the plant. 30mgd (highest flow ever recorded here)

Pump Stations

- 12/2-PS#11-Generator hook up training.
- 12/2-PS#1-Cleaned drywell and replaced sump pump.
- 12/3-PS#1-Tested dialer.
- 12/7-PS#6-Hooked up portable lift station. Water ponding to the road.
- 12/7-PS#5-1000-High level alarm. 1.5" of rain in 10 hours. Throttled valve down to prevent overflow.
- 12/7-PS#3-1100-Pump #1 failure. Reset and pumped down. This issue continued for the next 36 hours. Found that the pump was fine, but with all the humidity, the electronics were failing.
- 12/8-PS#6-Hooked up the portable lift station again.
- 12/8-PS#5-High level alarm. This time there was no way to stop from overflowing.
- 12/8-PS#6-Portable lift station flooding receiving manhole. Lowered RPM's.
- 12/8-PS#2-2230-High level alarm. Pump #1 tripped each time it was supposed to run on high. McCoy Electric found faulty fuse.
- 12/8-PS#1-2300-Pump #1 failure alarm. Pump was running when checked. Again, too much humidity.
- 12/9-0200-Storm water ditch could not keep up with flow and water came across the road and washed out each side of access road to lift station.
- 12/9-0300-PS#6-Pond across road and nearing houses. Called Neal and let him know. Rain had slowed by then.
- 12/9-0430-PS#8-Creek less than 12" below control panel. Nothing we can do.
- 12/9-0530-PS#1-Pump #2 failure. Both pumps running.
- 12/9-0900-Moved portable lift station from the Primary dyke to PS#6. Water level inches within damaging homes. Crawl spaces flooded but homes were spared.
- 12/9-1050-PS#2-High level alarm. Manholes in RV park over flowing. Traced source and found someone pulled a manhole lid above park to drain area to prevent damage to homes and our pumps could not keep up with the additional flow. Cleaned up area around trailers.
- 12/9-1720-Took a breath.
- 12/10-PS#2-Pete here to replace bad relay.

- 12/10-PS#1-Found leaky conduit that allowed water to run into the control panel. Dried it up and patched hole.
- 12/16-PS#7-High level alarm. Pumps working, so tried to trouble shoot. Raised the high level alarm float. Seemed to work.
- 12/17-PS#2-Cleaned check valves.
- 12/21-PS#7 and 8-Power failure. Generator running at 7 and wetwell empty at 8. Called PUD but they had no idea when power would be restored. Power finally back on at 1300 on 12/22.
- 12/22-PS#11-Cleaned and labeled floats.
- 12/23-Wilcox and Flegel here to fill the stationary generators at PS# 2, 5 and 7.
- 12/26-PS#3-Pump #2 tripped. Reset and pumping fine.
- 12/28-PS#4-Cleaned and labeled floats.

Sodium Hypochlorite System

- 5243 gallons used this month.
- 3735 gallons used last month.
- 12/21-Hypo delivery

Call-outs

- 12/8-1745-PS#3-Pump failure. Stewart in. He stayed here until 0400 on 12/9. Aaron in to help in storm at 1800. Stayed until 1130 back at 0330 on 12/9.

Plant

- 12/3-Opened headworks channel #2 due to high flows.
- 12/7-1400-Pulled screen #2 out of headworks channel due to all of the gravel coming down the sewer. Influent water level doing ok but didn't want to damage the auger.
- 12/11-Filled out all the overflow reports from the week and sent to DEQ.
- 12/15-Cleaned channel 2 in the headworks.
- 12/21-Tom Damon here to install new SCADA computer.
- 12/22-Joel down to place screen back in channel 2 in the headworks.
- 12/29-Cleaned south contact tank.

Pretreatment

- 12/1-Collected grab samples at the Boise Landfill and Transfer Station.
- 12/3-Talked to Transfer Station regarding issues found during inspection.

Other

- 12/7-Manhole M-1 overflowing (designed overflow point).
- 12/8-Manhole M-1 overflowing again.
- 12/15-Marc with Public Works came down to change door locks on Nutrient Building at mill end of lagoon.

Next Month

- Hopefully start on PS#7 upgrade.
- Quarterly sampling