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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, December 20, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 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 - <i>Limited to five (5) minutes per speaker.</i> | 1:00 p.m. |
| 2. | Discuss Proposed Land Use Fees – <i>Jacob</i> | 1:05 p.m. |
| 3. | Discuss Proposed Utility Rates – <i>Matt</i> | 1:15 p.m. |
| 4. | Review Proposed Budget Calendar and Appoint Budget Officer for FY18/19 - <i>Matt</i> | 1:30 p.m. |
| 5. | Discuss Contracts with Judge and Prosecutor - <i>Matt</i> | 1:40 p.m. |
| 6. | Request from Library Director Regarding Staffing Needs – <i>Margaret</i> | 2:00 p.m. |
| 7. | Department Reports | 2:15 p.m. |
| 8. | Council Reports | 2:35 p.m. |
| 9. | Executive Session: ORS 192.660(2)(d) Labor Negotiations
ORS 192.660(2)(e) Real Property Transactions | 2:55 p.m. |
| 10. | Other Business | |
| 11. | Adjourn | |



FOR YOUR INFORMATION

Upcoming Dates to Remember:

- December 18, Youth Council, 7:00 p.m., Council Chambers
- December 20, Council Work Session, 1:00 p.m., Council Chambers
- December 20, Council Public Hearing, 6:00 p.m., Council Chambers
- December 20, Council Regular Session, 7:00 p.m., Council Chambers
- December 25 & 26, Christmas Holiday, All City Offices Closed

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

- PH: December 20, 6:00 p.m., Street Vacation of Portions of N. 1st Street (St. Helens Marina, LLC)
- PH: February 21, 6:00 p.m., Comprehensive Plan & Zone Map Amendment, SE Corner of McBride & Matzen Intersection (Ivanov/Multi-Tech Engineering LLC)
- PH: March 7, 6:00 p.m., Annexation of 2130 Gable Road

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 For more information or for an application, stop by City Hall or call 503-366-8217.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Planning Department Fee Schedule Update – Resolution No. 1808
DATE: December 5, 2017

The Planning Department Fee Schedule was updated extensively in 2011 with increases and some revisions in 2013, 2014, 2015 and 2016.

The current revision increases most fees by approximately 2%, which reflects the Consumer Price Index since the last update in 2016. The exceptions to this are lesser fees, which were just increased by \$1, and the following:

- Amended decision fee increased to better capture actual expense.
- Both Legislative and Quasi-Judicial Amendments are the same now.
- Minor Modification Conditional Use Permit fees updated to reflect proper procedure. Old fee was based on a past error in the Development Code about process. The fees have been updated to better reflect process costs similar to comparable land use permits.
- Major Conditional Use Permit and Site Design Review. The project value >\$1,000,000 fee has been updated to reflect a percentage of project value rather than a flat fee. This will capture costs for large multi-million dollar projects better than the original flat fee.
- Lot Line Adjustment has been updated to include a pre acreage fee. The larger area involved, the more complex the application and time needed to review.
- Partition fee has been increased to better reflect review time by staff and updated to include a per parcel charge similar to Subdivisions.
- Subdivision preliminary plat fee increased to better reflect review time by staff.
- The fee schedule has a “document fee” for the Development Code and Comprehensive Plan. This is a legacy fee from the days prior to computer technology and is woefully inadequate.

To explain, the current fee for the Development Code is \$22. A recent (albeit rare) request for a copy revealed that the code consists of 415 pages. Based on the current Universal Fee Schedule at \$0.50 a page, the photo copy cost would be \$207.50. Rather than have a specific fee, the proposal is to just reference the Universal Fee Schedule.

Note, this is intended to be effective January 1st, 2018.

If the Council concurs with these changes, please approve Resolution 1808 at the regular session.

City of St. Helens
RESOLUTION NO. 1808

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO SET PLANNING
DEPARTMENT FEES

WHEREAS, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and etcetera.

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

Section 1. The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

Section 2. This Resolution supersedes Resolution No. 1764 and any previous Resolution setting forth Planning Department fees.

Section 3. This Resolution is effective January 1, 2018.

Approved and adopted by the City Council on December 20, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$53
Amended decision (post amendment of proposed decision)	\$264
Amendment	
Quasi-judicial or Legislative	\$1,056
+Deposit for special notice (covers mailing expense); and/or	\$3,131 (D)
+Deposit for proposed text amendments	\$3,131 (D)
Annexation	
Annexation application (consent to annex)	\$1,056 + \$53/acre
+Election deposit (to cover election costs if applicable)	\$3,131 (D)
Appeal	
Administrative decision	\$250 ¹
Non-administrative decision (excludes cost of transcript, see below)	\$528
Expedited Land Partition or Subdivision	\$300 ¹ (D)
Home Occupation	60% / applicable fee ²
+Transcript deposit (for non-administrative appeal)	\$500 ¹ (D)
Building Permit Planning Release (fee associated with building permits)	\$55
Conditional Use Permit	
Minor Modification of Major CUP	\$264
Minor Modification of existing use (value of project <\$10,000)	\$264
Minor Modification of existing use (value of project >\$10,000)	\$317
Major (value of project is <\$250,000)	\$528
Major (value of project is \$250,000 to \$500,000)	\$687
Major (value of project \$500,000 to \$1,000,000)	\$845
Major (value of project >\$1,000,000)	Project Value x \$0.000793 + \$264 ³
Development Agreement or Contract (in add. to other application fees)	\$3,131
Easement Extinguishment (per ORS 221.725)	\$528
Expedited Land Division	Application fees same as Partition or Subdivision ²

Historic Resource Review	\$53
Home Occupation	
Type I	\$80
Type II	\$158
Land Use Letter / Planning Director Signature	\$13
Lot Line Adjustment	\$264 + \$53/acre
Measure 49	\$3,131
Notice (not as required, but requested—must be renewed annually)	\$23/calendar year
Partition	
Preliminary Plat	\$528 + \$28/parcel
Final Plat	\$53 + \$14/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$158 to base fee(s)
Revocation	\$264
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$264
With public hearing	\$528
Sign Code Adjustment	\$475
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$53
Permanent (all except as above)	\$106
Temporary	\$28
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) ²
Sign Plan, Comprehensive	\$158 + \$28/sign
Site Development Review	
Minor Modification of Major SDR	\$133
Minor Modification of existing use (value of project <\$10,000)	\$133
Minor Modification of existing use (value of project >\$10,000)	\$264

Major (value of project is <\$250,000)	\$317
Major (value of project is \$250,000 to \$500,000)	\$475
Major (value of project \$500,000 to \$1,000,000)	\$633
Major (value of project >\$1,000,000)	Project Value x \$0.000793 ³
Scenic Resource	\$264
Street Vacation	
Application materials (provided by staff—optional)	\$33
Application fee	\$740
Subdivision	
Preliminary Plat	\$740 + \$28/lot
Final Plat	\$264 + \$14/lot
Supplemental application pursuant to ORS 227.184	\$3,131
Temporary Use Permit	
One year	\$158
One month (within a 30 consecutive day time period)	\$53
One week (within a 7 consecutive day time period)	\$28
Time Extension	\$106
Tree Removal Permit (sensitive lands)	\$158
Unlisted Use / Parking Use	\$158
Variance	\$475

Document fees:

Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map	\$23 each

* * * * *

Notes:

(D) = Deposit to cover staff time and materials. Any portion not used is refundable.

¹ Indicates maximum per Oregon Revised Statutes.

² Indicates per St. Helens Municipal Code.

³ Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,000** (addition CUP fee still applies).

CPI rates using LGPI US City Average

The CPI-U is a more general index and tracks retail prices as they affect all urban consumers. CPI-W is a more specialized index that tracks retail prices as they affect urban hourly wage earners and clerical works.

CPI-U	2017	2016	2015		
Jan	2.5%	1.4%	-0.1%		
Feb	2.7%	1.0%	0.0%		
Mar	2.4%	0.9%	-0.1%		
Apr	2.2%	1.1%	-0.2%		
May	1.9%	1.0%	0.0%		
Jun	1.6%	1.0%	0.1%		
Jul	7.7%	0.8%	0.2%		
Aug	1.9%	1.1%	0.2%		
Sep	2.2%	1.5%	0.0%		
Oct	2.0%	1.6%	0.2%		
Nov		1.7%	0.5%		
Dec		2.1%	0.7%		
<i>Avg =</i>	<i>2.71%</i>	<i>1.27%</i>	<i>0.13%</i>	0.9485%	35%

CPI-W	2017	2016	2015		
Jan	2.5%	1.2%	-0.8%		
Feb	2.8%	0.7%	-0.6%		
Mar	2.3%	0.5%	-0.6%		
Apr	2.1%	0.8%	-0.8%		
May	1.8%	0.7%	-0.6%		
Jun	1.5%	0.6%	-0.4%		
Jul	1.6%	0.4%	-0.3%		
Aug	1.9%	0.7%	-0.3%		
Sep	2.3%	1.2%	-0.6%		
Oct	2.1%	1.4%	-0.4%		
Nov		1.5%	0.1%		
Dec		2.0%	0.4%		
<i>Avg =</i>	<i>2.09%</i>	<i>0.98%</i>	<i>-0.41%</i>	0.7315%	35%

ENR- Census	2017	2016	2015		
Yearly Rate	5.14%	5.10%	2.50%	1.5420%	30%

3.2220%

City of St. Helens
~~Water, Sewer, Storm Drainage Utilities~~**Utility Billing**
Administrative Rules
Approved by City Council – As of ~~08/17/2016~~12/20/2017

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Effective ~~10/01/2016~~

1 NEW ACCOUNTS & DEPOSIT

The City of St. Helens ~~does not require a Utility Deposit as of 10/01/16. Customers that paid a Utility Deposit prior to 10/01/16 will have their deposit credited towards their account and placed towards their next bill.~~ requires a \$100 deposit for rental properties before service begins. The deposit will remain on the renter’s account until it is applied on the final/closing bill.

To begin ~~water, sewer and storm service,~~service a Utility Account Application must be filled out and turned into the Utility Billing ~~Service Counter~~office. The application is available at ~~the service county as well as on the City website~~the office and online. Water service will not be turned on until an application is reviewed and approved by the Utility Billing staff. A Renter is required to receive a signature from the property owner approving the renter to begin service and also acknowledging responsibility for any unpaid bill that is remaining on the account when service ends.

Water Service can be turned on/off by Public Works employees from Monday through Friday 830 AM – 400 PM. There is no cost to turn on service for new customers. Outside of normal hours listed above, Water Service can be turned on/off by request for a fee of \$100.

When a customer is new, any old account at the service address must be paid in full before a new account is started and water service is turned on. In the case of renters, an old account bill responsibility will fall to the homeowner to be paid before a new renter’s service will be turned on.

2 UTILITY ASSISTANCE PROGRAM

The Utility Assistance Program, formerly known as the Senior Citizen Discount, was permanently discontinued on December 4, 2013. ~~Those C~~ustomers who previously qualified and were receiving assistance prior to December 4, 2013, ~~shall~~will continue to receive a fixed discount of \$20 per bi-monthly billing (~~or~~ \$10 per monthly billing) ~~so as~~ long as they continue to meet the following criteria:

1. Age 65 or Older
2. Currently reside in residence ~~to that~~ receives the Senior Citizen Discount
3. ~~Currently reside~~Residence is within ~~City of St. Helens~~ City Limits
4. Provide proof of residency (i.e. PGE Bill, Tax Form, Etc.) once a year ~~starting in~~

January

Failure to show proof of this criteria by June 30, will result in a loss of the Senior Citizen Discount program without the option of reapplying ~~or receiving the discount~~. Mailing to ~~current~~ residents who receive this discount will ~~be mailed out in January and~~ begin in March ~~with and include~~ instructions on how to continue with the discount program.

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~~———— The City of St. Helens does not offer a Utility Assistance Program. If customers are in need of assistance, they may be directed to local resources, such as Community Action Team and apply for assistance. Brochures are available for Utility Assistance at the Utility Billing Payment counter and available on the City website as well.~~

3 Bi-Monthly & Monthly Billing

~~———— For most customers, you will receive a Bi-Monthly Utility Bill with Water, Sewer, and Storm charges. In the future, the City may switch to Monthly Utility Billing. You will be notified at least 3 months in advance of this change if this happens.~~

Bi-Monthly Billing

~~———— Billings are mailed out through a 3rd Party vendor selected by the City of St. Helens by the 15th of the EVEN numbered months. Bi-Monthly Billings are DUE by the 10th of the ODD months. Payments can be made by Cash, Check, Money Order, Credit/Debit, and Online. ~~Payments by phone are not allowed at this time due to liability of credit card numbers recorded. Payments made online are posted to our accounting system daily every morning.~~~~

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Monthly Billing

~~———— Billings are mailed out through a 3rd Party vendor selected by the City of St. Helens by the 15th of every month. Monthly Billing DUE date is the 10th of every month. Payments can be made by Cash, Check, Money Order, Credit/Debit, and Online. Payments by phone are not allowed at this time due to liability of credit card numbers recorded. Payments made online are posted to our accounting system daily every morning.~~

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4 BILLING ADJUSTMENTS

Misread Meter

~~———— If a meter is misread during the monthly or bi-monthly reading cycle, ~~upon detection~~ the City will refund any/all late fees and immediately re-read the meter and bill accordingly. If testing a~~

customer's meter results in detection of under/over billing, then that test ratio of discrepancy may be applied on bills retroactively ~~for a 6 month period. The Finance Director has the discretion to modify as they may deem reasonable. If an account is discovered to be billed incorrectly due to setup error on the City's part, then no retroactivity of billing will be applied unless a credit is due to the customer. If incorrectly billed and/or failure to bill is due to incorrect or falsified information provided by the customer and/or failure to notify the City based on Municipal Code, then the City may retroactively apply the billing corrections for up to a 12 month period.~~

Leak Adjustment

1. The Water Leak Adjustment form is available on the City's website ~~as well as made available and~~ at the Utility Billing ~~payment~~ counter. This form must be completed ~~WITHIN 45 DAYS~~ within 45 days of the billing date ~~to which the customer wishes the adjustment be applied in question.~~
 2. The Water Leak Adjustment form must be accompanied by a 3rd party statement that the leak was present and repaired ~~or~~ OR receipts for leak repair materials if completed by the homeowner.
 3. If the water leak is ~~NOT not~~ NOT approved ~~for processing,~~ the customer will receive ~~written~~ notification from the City's ~~Finance Director~~ with a specific reason why ~~the Water Leak Adjustment request was denied within 30 days of submittal.~~ A customer can request an appeal process with the ~~City Administrator~~ Finance Director ~~within 30 days of the dated letter from the Finance Director.~~
- If the water leak ~~is is~~ is approved for processing, the City will use the customer's average seasonal usage for the previous 3 years as a base for consumption. If the customer does not have enough history to complete this, then the City will use the previous 1-3 consecutive months of consumption to calculate the leak and volume adjustment amount. Once approved, the leak adjustment amount will be credited back to the customer's account and the customer will be notified ~~in writing by the Finance Director within 30 days of submittal by the City.~~
4. The City will not consider leak adjustment requests from customers who have already received a leak adjustment in the past 12 months~~s,~~ unless there are extenuating circumstances. ~~The decision to approve/deny leak adjustments is made by the Finance Director and can be appealed to the City Administrator~~
 5. The minimum credit issued will be \$25. ~~The maximum Leak Adjustment is \$1,000, unless extenuating circumstances exist.~~

5 PAYMENT PLANS

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Bi-Monthly Billing: ~~Standard Payment Plans~~

Customers may request a payment plan prior to the 10th of the month (On or before Billing Due Date).

Payment Plans are setup with customers who have made contact with the City before a Late Fee has been assessed. Payment Plans must be completed by the next Shut-Off date. A customer will not avoid a Shut-off if the payment plan is not completed by the Shut-off day.

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Monthly Billing: ~~Standard Payment Plans~~

Customers may request a payment plan prior to the 10th of the month (On or before Billing Due Date). Customers are allowed ONE payment plan approval in each Calendar year.

Payment Plans are setup with customers who have made contact with the City before a Late Fee has been assessed. A customer will not be allowed to be setup on a payment plan AFTER a late fee has been placed on their account for the current month.

Payment Plans must be completed by the next Shut-Off date. Having and keeping a payment plan in process will allow a customer to avoid receiving a late fee, but a customer will not avoid a Shut-off if the payment plan is not completed by the Shut-off day.

Failed Payment Arrangements

Failed payment arrangements (payments missed at any time) will be charged an additional \$50 and the current amount will be due immediately and the account will be added to the next Shut-Off notice.

6 DELINQUENT ACCOUNTS

Late Fee Assessment

On Billing ~~DUE due~~ months ~~(Bi-Monthly = ODD-Months) (Monthly = Every-Month)~~, the official due date for Utility Bills is the 10th day of the month. If the 10th lands on a Holiday, Weekend, or any other day that the City Offices are not normally open, the due date is the next business operating day.

Customers who carryover a balance of = or < \$25.00 will not be charged a late fee or shut off during the billing process. Upon failure to pay an account below the \$25.00 threshold carryover, customers will be charged a \$25 Late Fee Assessment on the morning after the official due date.

Shut-Off Procedure

For Bi-Monthly billings, this schedule will apply to the Due Date Month. For Monthly Billing this schedule will apply to every month.

Official Due Date = 10th of every month (or next available business day)
Late Fee Charged = 15th of every month (or next available business day)
Shut-Off Process = Begins on 20th of every month (or next available business day)

On the 20th (or closest business day) of every month, a pre-recorded message will go out for customers who are currently delinquent requesting payment or their account will be turned off on/around the 28th of the current month.

On the 28th (or next business day), a list of "Shut-off" customers is created for Public Works to turn off water services. On the morning of the 28th, an additional ~~\$75~~-100 Reconnection Charge will be placed on the customer account and water will be shut-off for non-payment.

Shut-offs are scheduled only on Monday – Thursday. The City of St. Helens will not process water shut-offs on Friday to give customers the ability to pay their bills before the weekend arrives and water is shut off without the City's ability to turn on water outside of normal business operating hours.

Once a customer is placed on the Shut-Off List, payments will not be allowed via check to turn on service. The customer must pay their account balance with cash, debit, or credit card.

Utility Workers are not allowed to accept any form of payment prior to or during shut-off. Payment must be made to bring the account below the \$25 carryover threshold before the meter and water service is turned back on. Payments made ONLINE during shut-off may be required to wait until the next business day and "official posting" of the payment is made before service to be restored.

Water reconnection service will not be available during Holidays and weekends.

7 FINAL BILLING

The City requests that all homeowners and/or tenants give the City notice of the intent to vacate a property to prepare a final bill and shut-off of the account. Please leave a forward address, if/when known, for the final bill to be mailed.

Final Billings, if not paid by the scheduled due date, will be immediately sent to the City's collection agency for processing.

8 TEMPORARY SERVICES FOR NEW CONSTRUCTION

The City will allow temporary service during construction of a new structure needing water, sewer and/or storm drainage. The contractor will be required to complete an application just

like a new customer and pay a \$25 deposit. All of the Administration Rules contained herein remain in effect.

9 NSF PAYMENTS

Accounts will only be allowed 2 NSF's before a note is placed on their account that the City will no longer accept checks as payment.

Bi-Monthly Billing:

When the City receives an NSF notice for a Utility Payment, the payment is immediately reversed and the account is charged a \$25 fee. The account will be contacted and required to make a payment within 3 business days of notification, otherwise water services will be shut-off and a shut-off fee of ~~\$75-100~~ will be assessed at that time.

Monthly Billing:

When the City receives an NSF notice for a Utility Payment, the payment is immediately reversed and the account is charged a \$25 fee. The account will be added to the current month's shut-off notice list and begin the shut-off procedures.

10 TAMPERING WITH METERS

It is illegal to tamper with meters. This includes turning on/off meters. City staff and Public Works specifically should be the only people addressing meters on site. If tampering is found to happen on a meter, the homeowner is ultimately responsible and will be charged a minimum of \$50 up to and possibly including the cost of the meter if it needs to be replaced and labor time.

If a customer is currently on the City's shut-off list and it is found that the water meter was turned on after City staff turned the service off for non-payment, the account will be charged a minimum of \$100 up to and possibly including the cost of the meter plus labor time if it needs to be replaced. The \$100 will be placed on the Utility Billing account to be paid immediately before service will be restored.

If a customer's meter is currently "Locked" by City staff and it is found that the meter has been tampered in any way to turn water service on, the account will be charged a minimum of \$200 up to and the cost of replacing the meter, labor time, and including a ticket from the local Police for tampering which includes an additional fee amount and an appearance in city court.

St. Helens Budget Calendar for FY 2018-19

DATE	DESCRIPTION	DUE DATE
12/20/2017	Appoint Budget Committee Officer	
1/12/2018	Year End Projections to Departments	1/22/2018
	Salary Projections to Departments	1/22/2018
1/22/2018	Capital Improvement Plan Review	2/2/2018
2/5/2018	Budget Handouts to Departments	2/19/2018
2/19/2018	Internal Review of Budgets	
3/15/2018	INFORMATIONAL BUDGET COMMITTEE MEETING	Official Meeting
4/2/2018	Proposed Budget is Distributed to everyone	
4/19/2018	BUDGET COMMITTEE MEETING (1)	Official Meeting
4/26/2018	BUDGET COMMITTEE MEETING (2)	Official Meeting
5/3/2018	BUDGET COMMITTEE MEETING (3, If Necessary)	Official Meeting
6/6/2018	City Council Adopts 2018-19 Budget	

COUNCIL MEETING – 12/20/17

TO: CITY COUNCIL & CITY ADMINISTER
FROM: MATT BROWN
SUBJECT: COURT DEPARTMENT
DATED: DECEMBER 20, 2017

Greetings Council,

At this work session I am once again requesting your guidance and input on the Court Department at the City of St. Helens. During the last year we have had a number of meetings in assessing what the best course was for the City in regards to our Court Department. At a previous meeting, it was decided that the City would hire a new prosecutor to assess the department and make needed changes to see what could be done to create not just a better culture within the department, but also change the outlook of what our citizens deserve in their local court system.

Prosecutor Clayton Lance and Judge Cindy Phillips were hired on 90-day contracts through the end of June 30, 2018. In these contracts was a guarantee of at least 6 months of work through the end of December. At the end of the calendar year, I was instructed to report back to the Council on our findings/changes and give a recommendation for moving forward in one direction or another.

Last month, you met with Clayton and Cindy as they gave you an update on the department including things still currently changing and talking about some of things that have changed over in the department.

Here is an overview of the last quarter (July-Sept) & (2 Months of Quarter 2 – Oct/Nov):



Green = Current FY 2017/18
 Orange = FY 2016/17
 Grey = FY 2015/16

When reviewing revenue, if we continue on a steady track that we have seen so far, we will overachieve our budgeted revenue by almost \$100k, receiving almost \$300k. The FY 17/18 budgeted revenue for Court is \$200k. The aspect of revenue generation was one of the important factors in having the Court Department discussion this past year.

Is the Court Department sustainable?

To the extent that it can be, yes. The Court Department should never be lumped together with other departments/enterprises like Water or Sewer. This department was not created to make money, but was created as a need and service to the community. If you look at EVERY department that is placed in the General Fund, none of these departments are self-sustainable. That is the reason they are put into the General Fund, so they can share resources like property tax revenue.

Can the public receive better service at Columbia County?

I need to be clear that this question is VERY subjective depending on who you talk to. When the City and County had an open forum meeting to discuss operations, it was very clear at that time, the County had no interest in taking over services and was still having issues dealing with everything the County had let along adding 300+ more cases from the City. A few different options were given of how we could work more together and programs that our City could have access to that the County has and we do not have available at the city level. The Court Department is still working on the framework of those ideas to present to Council at a later date.

Recommendation

From the early discussions of potentially closing the Court Department, that has caused a lot of unrest with many individuals within the department as well as the entire City as well. If the City recommends closing the Court Department, it does not only affect that department and employees, but the entire City and how we operate. We have also heard and seen from citizens within our Community that believe shutting down our local Court Department would not be in the best interest of the Community as a whole.

I believe you have seen/heard comments from community members (at very least, the 2 comments that just came in recently through comment cards). I know I have personally talked with a few individuals and also witnessed our department working with our community. There is definitely a culture change in the Court Department and it is for the betterment of the community and its ongoing needs. We have a prosecutor and judge now that are more willing and able to talk with our citizens and address changes that may need to happen in their lives, hopefully allowing them to make better choices in their lives and giving them more opportunities to start fresh.

Our City Prosecutor is leaps and bounds more open and outgoing than our former prosecutor. Our prosecutor is local which helps him understand our community needs better. He is willing and able to talk with anyone who comes into our department; willing and able to talk with Officers and advise them on how to be better officers. He holds his office physically in the middle of the Court room, never hiding behind a door and engrossing himself in the day-to-day duties and operations of the department. His personality is outgoing and different. In this case, this department, this community, different is good and different is what was needed in that department to move in the right direction.

I have personally witnessed many individuals that come into the Court Department because of 1 poor choice. Our Court Department and especially our prosecutor has a belief in his practice that you are not judged by one single event in your life whether a great mistake or a perfect accident. Giving someone the opportunity to make things right in a better way than a 2 year probation that stays with them for 2 years is a generous opportunity for anyone that can take advantage of it.

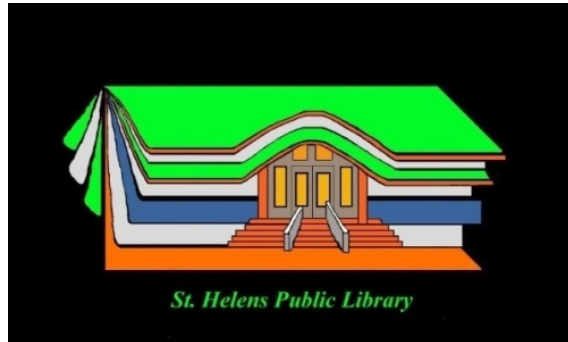
This new process may result in items being reduced to violations. This is one VERY big area of where the City's last prosecutor did not agree with that direction. It is, however, making a huge impact on the individuals we see on a daily basis. In the past if you were given probation for 2 years, there are usually many stipulations to things that you cannot do and a list of things you must do within that 2 years. The Court Department and City Prosecutor/Judge also required check-ups every 6-12 months and sometimes even more frequent. These checkups were to ensure you were keeping up with your end of the probation and accomplishing everything you needed to do before the probation end date arrived. If you failed, you were placed on an even longer probation, more court appointments, and more hoops to jump through.

With today's changes, we do not process as many probations. Instead our City Prosecutor talks with the client one-on-one and comes up with a plan usually allowing them around 3 months to accomplish a certain number of tasks depending on the person/case. This person is not officially on probation during those 3 months, so no paperwork is ever filed to do so and it is almost like no one other than that individual and the Court. There is still a check-in at the end of the period to ensure everything was accomplished and they will usually pay a compensatory fine to the Court Department for the violation. If everything is paid and tasks are accomplished, they are free to go about their life, hopefully never to return again. This change, as the department and I have seen, can drastically change the outlook and demeanor of the folks that they deal with. We are often seen as a bright light of hope in some fashion because we are not treating anyone as "guilty" or treating people "unfairly". We are giving our community members faster payouts of restitution and the city is collection compensatory fines with the violation that is often a proven method of Behavioral Economics.

I believe this Court Department will become more and more efficient as time goes on and everyone in the department will become more familiar with how things have changed and the new processes that they are taking on. I believe the proof of our success shows analytically in the revenue and expenses. I believe that the proof of our success is shown in the smiles and demeanor of many of the customers I see interacting with our Court Department here at City Hall.

It is my recommendation that I move forward with new Yearly contracts to retain our City Prosecutor and City Municipal Judge. I would recommend yearly contracts to ensure that the Court Department and Contracted employees remain working at the high level that they are currently achieving and showing their status with continued quarterly reports and yearly reviews with the Finance Director and or City Administrator.

Thank you,
Matt Brown
Finance Director
City of St. Helens



Request for Council Action

December 12, 2017

To: The Mayor and Members of the City Council

From: Margaret Jeffries, Library Director

Subject: Library Staff Training and Transition

Background: The library is undergoing a significant staff transition as we train a new Library Technician I to manage patron accounts/collections, interlibrary loans, and collection development, but most importantly, to learn library cataloging.

This transition was necessitated by the retirement in 2016 of our long time Library Technician II who continues to work half-time performing all cataloging duties. Our new technician has assumed a portion of her new responsibilities while continuing to work as a half-time library assistant. We have found that more dedicated time is needed to focus on acquiring these new skills than was initially thought. Completing this transition depends on adding library assistant staffing to free her to complete any further coursework in cataloging and to begin to work side by side with our experienced technician.

The FY2017/2018 library budget includes some funding that can be used for this additional library assistant staffing and the remaining amount can be made available by a re-appropriation of funds from the materials and services portion of the current budget.

Request:

- Approve the continued part-time employment of retired Library Technician II, Diane Barbee, through FY2019/2020.
- Approve a half-time library assistant for this same period beginning in January 2018 to enable our new technician to acquire the needed expertise through classes and the mentorship of an experienced library technician.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: December 20, 2017

Business License Reports attached.

Suggestion Box Report attached.

BUSINESS LICENSE REPORT

City Department Approval: December 4, 2017

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

Signature: <u>J. Adk</u>
Date: <u>12/5/17</u>

RESIDENT BUSINESS – RENEWAL 2017

RESIDENT BUSINESS – NEW 2017

*Rock Solid Drywall LLC All things Drywall

NON-RESIDENT BUSINESS - 2017

<input type="checkbox"/>	Davis Plumbing	Plumbing Contractor
<input type="checkbox"/>	Hobby Logging & Const. Inc.	Construction
<input type="checkbox"/>	Holt Services Inc	Drilling Contractor
<input type="checkbox"/>	LEB Construction	Construction Remodel
<input type="checkbox"/>	The Heat Pump Store	HVAC

*Denotes In-Home Business

Suggestion Boxes

City Hall – 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
12/11/17	I am incredibly impressed with Clayton Lance. His understanding & patience has been of immense help to us.	None	No	Holly ☺	Great	12/20/17			
12/11/17	Please extend a huge thank you for the current city prosecutor & the climate of the court today. It was very much a different experience today. Thank you all.	Non	No	Lyndee Parmeter	N/A	12/20/17			

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
12/11/17	It was horrible, I can't believe they don't let kids print for free!!	Let kids print for free.	Yes	Stephanie P. 971-312-7280	Poor & N/A	12/20/17	Margaret		

City Hall – 1st Floor Lobby / 2nd Floor Lobby/ Council Chambers Lobby/ Water Department 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

None received.

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:	12 December 2017	
Subject:	November Status Summary	

Engineering

1. Approved plans and issued a Construction Permit for the Emerald Meadows subdivision.
2. Inspected two separate private projects to extend public waterlines.
3. Work with Columbia County staff to approve consultant contract for Gable Road project.
4. Investigated possibility of upgrading lighting at Police Station as part of the LED conversion.
5. See complete report.

Parks

1. Assisted with removal of Halloweentown decorations.
2. Obtained Christmas tree, installed it in the Plaza, put on lights and decorations.
3. Worked on putting up Christmas decorations in the Plaza.
4. Removed downed trees in various locations; readied the Veterans memorial for Veterans Day.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 6 standard water meters with new radio read meters.
2. Removed Halloweentown decorations and installed Christmas lights and decorations downtown.
3. Repaired a water leak on Madrona Court.
4. Installed a new storm drain and catch basin on Mayfair Drive.
5. Serviced and/or made repairs on 54 vehicles and/or equipment.
6. Responded to fourteen after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 40.1 million gallons of filtered drinking water, an average of 1.3 million gal/day.
2. Making good progress on programming the new SCADA system and report generator.
3. Worked on making repairs to the security computer.
4. See complete report.

Waste Water Treatment Plant

1. Replaced card in PLC to correct a temperature read error.
2. Discovered communication issue with Mission alarm system; replaced antennas.
3. Still working on pressure issue with pumps in PS#11; Pulled rags from pump in PS#9.
4. See complete report.



Engineering Department Status Report

12 December 2017



DEVELOPMENT PROJECTS

Emerald Meadows Subdivision Grading Permit

Final plans were approved, the pre-construction meeting was held, and a notice to proceed was issued to the Developer to begin work on the infrastructure for the new 77 lot subdivision located near the intersection of N. Vernonia Road and Pittsburg Road.

First Street Improvements

The Developer does not anticipate starting the work until 2018. This site is located directly behind Les Schwab.

Elk Ridge Estates Phase VI

Some progress has been made on the construction of the small booster pump station needed to meet the water pressure requirements of the pending Elk Ridge Phase VI development. The concrete pad was poured where the pump station will be located.

New Construction on the Multnomah Business Park Site

Attended a pre-application meeting with representatives from the Port of St. Helens regarding the proposed construction of at least one new building for the expansion of an existing business at the Multnomah Business Park.

Proposed New Medical Building

Attended a pre-application meeting with a group proposing to construct a new building for the purpose of using for medical offices on the old Violet's Villa site on Highway 30.

WATER PROJECTS

Columbia County Education Campus Waterline Extension

Plans are approved but work on this project is not anticipated to begin until 2018.

S. 8th Street Watermain Extension

This project is now complete. A walk-thru was held with the project Engineer and City staff on November 14.

Gable Road Watermain Extension

This project is now complete. A walk-thru was held with the Contractor, the project Engineer, and City staff on November 27.

SANITARY SEWER AND STORM DRAIN PROJECTS

Pump Station No. 9 Upgrades Project

No change in status since last month: Materials have been ordered for this project and the work is expected to begin in early January. This project will involve replacing the 20 year old pumps with new, more efficient models and bringing the controls and electrical systems up to meet current codes.

2017 I&I Sanitary Sewer Rehabilitation Project

Staff has been working with the Contractor to repair a defect that was found during inspection of one of the pipes that the Contractor replaced. They are scheduled to return and make the repair, at no additional cost to the City, in late November or early December.

STREET AND TRANSPORTATION PROJECTS

Old Portland Road Bridge Barrier Repair Project

This project is now complete.

LED Street Light Upgrade Project

A meeting with the Police Chief and lighting Consultant was held to review the possibility of upgrading the lighting in and around the Police Station. Additional fixtures have been ordered for the WWTP, WFF, and City Shops that will further the energy savings for City facilities.

Gable Road Improvement Project

The Public Works Engineering Director attended a County Commissioner's meeting with the County Road Department's Project Manager to obtain approval of the contract with the selected consultant for the Gable Road Improvement Project. The contract with David Evans and Associates was approved and work was authorized to begin immediately. The first task will be to complete a full survey of the area. A kick-off meeting with County and City staff will take place shortly after the beginning of the new year.

MISCELLANEOUS PROJECTS

Right-of-Way and Construction Permits

There were eight Right-of-Way/Construction permits issued in November 2017 – four to NW Natural for one repair and three new services; one to Lagrand Townhomes for a plan review; one for a sewer lateral connection; a grading permit for N. 9th Street; and one to Comcast to install a new vault on Suncrest Drive.



Parks Department for November 2017



Daily duties were performed which include: cleaning restrooms, garbage pickup, Sand Island maintenance, and general parks maintenance.

Prepared the memorial area for the Veterans Day celebration

Dealt with the tree removal at Wauna Credit union

Cleaned up downed trees at McCormick Park

Replaced the broken hand dryer at McCormick Park men's restroom

Put up the Christmas street lights

Leaf removal at McCormick Park

Pruned trees at the Library

Restocked and cleaned all storage rooms at the restrooms

Sweep Campbell Park and McCormick Park parking lots

Dealt with the tree removal on Barr Avenue

Checked on right of way trees

Repaired and replaced a downed sign at McCormick Park

Removed a homeless camp at McCormick Park

Removed leaves from the Plaza Square

Obtained and put up the Christmas tree

Put lights on the Christmas tree

Christmas decorations at the Plaza

Blew leaves off the sidewalk at 6th Street Park and along Old Portland Road between S. 6th and S. 4th Streets

Cleaned the signs around the Plaza

Repaired broken picnic tables

Cleaned playgrounds at McCormick and Campbell parks

Locked out the power at Walnut Tree Park

Public Works Work Report November 2017

Water Dept:

Installed 6 radio read meters
Read heavy users
Dismantled Halloweentown
Installed two new services on S. 8th St.
Fixed leak on Madrona Ct.
Installed new service at 325 S. 11th St.
Made new tap on S. 14th St.
Helped Roger with ceiling tile at City Hall
Helped locate on N. 2nd St.
Helped Roger install signs
Started putting up Christmas lights in plaza

Sewer Dept:

Dismantled Halloweentown
Installed storm drain and catch basin at 121 Mayfair Dr.
Helped WWTP pull pump at Firlok Park pump station
Cleaned drainage ditch at Campbell Park
Cut out samples of CIPP liner to have tested for defects
New tap at 115 Crouse Way
Cleaned drainage ditch at McCormick Park
Dug up poles and placed rocks at WWTP

Call-Outs:

Low pressure on Macarthur St. – their faucet screen was plugged
Illegal sign at St. Helens St. & Hwy. 30 – was not ours
Plugged catch basin on 14th St.
Water off for repair at 324 S. 7th St.
Dead deer on Thomas Park Ct.
Sewer backup at 115 Park St.
Tree across entrance to water plant
Water off for repair at 196 S. 15th St.
Leak in road by 149 Kelly St.
Sewer plug on Crouse Way – homeowner's side
Water off for repair on S. 4th St.
Water off for repair at 225 S. 12th St.
Water back on at 225 S. 12th St
Tree down on Sykes Rd.

Miscellaneous:

Swept streets
Marked 35 locates
Checked wells & reservoirs daily

Monthly Report November 1st to 30th

Nov. 1st

- PW #13 #32 #4 Started and cleaned all sanders and trucks
- PW #4 Jump started the truck and brought it to the shop to charge the battery
- PW #55 Looked at the electric water pump for the gutter brooms found that the pump is bad and ordered a new one.

Nov. 2nd

- PW #22 Checked on the tank for the radiator
- P3 Installed a new battery
- P60 Looked at the driver side door to see what had come loose ordered new pins and bushings
- PW #55 Installed a new water pump for the gutter brooms plumbed the whole system into the pump

Nov. 3rd

- PW #30 Replaced all four tires
- PW Unloaded a new brush hog for the roadside mower
- Shop Cleaned restroom and shop sink swept the floor
- PW Jump started the Halloween town tractor

Nov 6th

- PW #5 Ran the excavator for a while to try and find a noise when traveling found nothing
- PW #36 Dead batteries put the battery charger on the grader
- Parks P5 Looked at the heater ordered a blend door motor
- Parks P60 Looked at the driver door hinges needs to go to the body shop for repairs

Nov 7th

- Parks P5 Installed a new blend door motor test ran
- PW #36 Started the grader and let it run for a while
- PW Tested the cable on the push cam and found that it is bad ordered a new cable

Nov 8th

- Parks P5 Heater problems again looked-for the problem found nothing more looking is needed
- Parks P60 Looked at the door hinges on the driver side Called Emmert to schedule a time for them to be replaced
- PW #22 Made a bottom radiator tank gasket

Nov 9th

- Office Computer work
- PW #22 Installed new radiator tank on the radiator
- Shop Cleaned restroom and shop sink
- PW Looked at the new electrical cord for the push cam they sent the wrong one, called the company Sent them pictures of the push cam and they will get back to us on it.

Nov 10th

- Shop Cleaned up the shop cleaned the restroom and shop sink
- PW Sharpened a saw

Nov 13th

PW #81 Replaced the air filter for the suction side of the machine

WWTP #62 Replaced the blower fan control unit

Parks #5 Started trouble shooting heater problem

Nov 14th

Parks #5 Made a bunch of adjustments to the heater box we need to test it out to see if it works

Nov 15th

Office Computer work

PW #57 Full service

Parks Checked on the equipment

Nov 16th

PW #55 Changed the gutter brooms

Parks P60 Took the truck to Emmert Mts. for the door hinge to be replaced

PW Cut a piece of Aluminum for a door

Nov 17th

Shop Cleaned the restroom and the shop sink, swept the floor

PW #22 Finished putting back together the radiator

CRFR Helped the fire department with a pump going onto a truck

Nov 20th

Office Computer work

PW #22 Fabricated new pieces for the radiator and installed it into the truck filled with coolant and checked for leaks

PW Installed a new cable on the push camera

PW #25 Picked up the truck from City Hall and brought to the shop for repairs, repaired a hole in a tire, full service

Nov 21st

Office Computer work

PW #25 Removed the emergency brake pedal assembly and ordered a new one

PW Worked on the push camera with Scott

Nov 22nd

Brett Vac day

Nov 27th

PW #25 Installed a new emergency brake controller

Police S-4 Repaired the spotlight and removed the rear seat to repair the seat belt

PW Started fabricating a ring with hooks on it for the Christmas tree

Nov 28th

PW Finished the ring for the Christmas tree

Police S-4 Looked at the seatbelts in the rear of the car removed the rear plastic seat found that the retractors were bad talked to Terry and he is going to order new ones

Parks Sharpen a chain saw

Nov 29th

PW Bent up rebar for roger

Parks Changed the ring for the Christmas tree

PW #41 Removed and cleaned rear brakes and found that the left side wheel cylinder was seeping oil ordered a new one

Parks Brought the black ford truck into the shop for service

PW Looked at the New Sewer TV camera

Nov 30th

Office Computer work

PW 41 Replaced the driver side wheel cylinder

Parks Black ford Scanned the truck for codes found nothing needs to be looked at further

PW #16 Installed a new battery in the counter on the hose reel



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



Water Filtration Facility Journal November 2017

Water Production: 40.1 million gallons which averages 1.38 million gallons per day

Week 1 Produced and sent October OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Blowing leaves from driveway, along our 4th street entry and the bicycle path up to the benches along the path with yard tractor. Had Solutions Yes come out to service our office printer and change out the printer transfer unit (it was leaving red streaks on our printed pages, it was 12 years old and past it's useful life cycle) James ordered some ink cartridges that he recommended we change out.

Week 2 Gathered and sent out the November LT2 (Giardia/Cryptosporidium) sample. Our SCADA contractor is continuing working on the monthly report program generator. Blowing leaves from driveway, along our 4th street entry and the bicycle path up to the benches along the path with yard tractor. Installed a chain on the main entry man gate. The fence post has steadily been leaning out away from the gate latch and deer were able to kick open the locked man gate because the post has leaned out so far that with some force, the man gate was able to be pushed open. Had a large tree fall across our entry road, Buck had Keith move it out of the way with a backhoe. Received new ink cartridges, wrong ones, they are exchanging them for the correct cartridges. TAG, Rick Jobe, logging in and working on the monthly report generator. So far the reports are filling in the database and we are able to print them out. We are getting nearer to when the SCADA PLC license and system will be transferred over to the new server computer, then we will begin phasing out the original computer system. Good to see progress is steadily being made. I was having technical issues with my workstation computer, Centerlogic found a problem with my "profile" and reset my computer back to "square one" and I am as if starting off with a new computer. I am having to reset usernames and passwords for files that used to just open, now I have to go back and recall what those credentials are so I can access them again. Been a challenge a few times, but it has all been worth it, thank you Raena, truly appreciate all the energy you put into diagnosing and correcting my workstation. I was having to reboot several times each day and that was getting very exasperating!

Week 3 Received a delivery of bleach

Week 4. Guy working on our security computer, changing out the hard drive. Meanwhile, I am blowing leaves off the walking/bicycle trail, 4th street entrance and our driveway in between the falling rainy moments. So far no success with our security computer, putting out "feelers" for a security IT technician to assist us in bringing this 12 year old computer back into service. We have an install disk, but we have to take the programmed information off the dead hard drive to install in a new security system, such as the key card files. No joy, we cannot access the dead hard drive, called American Security for technical assistance by Centerlogic suggestion.

WWTP Monthly Operations and Maintenance Report

November 2017

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 11/8-Secondary lagoon level reading off. Reading 27.54 and actual is 27.00. Started reading wrong after calibrations. Reset the meter and closed the valve.
- 11/14-Pulled new wire to spot 18. Motor will still not run. Arne replaced the starter in the bucket and still won't work.
- 11/20-Arne wired up aerator #15 but found more issues with the wires. He needs more lugs. He came back to finish on the 27th.

Primary System Report

- 11/1-PS#1-Communication failure. Reconnected on its own.
- 11/3-PS#11-Backflushed both pumps but saw no difference in pressure.
- 11/6-PS#2-found oil under pump #2. No obvious signs from where it came. Will keep an eye on it.
- 11/8-Found Primary Effluent temp off by 13 degrees after calibration. Ken will come out and check on it.
- 11/13-Installed 4" spacer on weir in manhole M-1.
- 11/16-Ken Buell back to fix temperature. Worked with Tom Damon and found that one of the cards in the PLC was bad. Ordered a new one.
- 11/20-Installed new card in PLC and temperature is correct again.

Pump Stations

- 11/7-PS#11-Pulled pump #1 to remove rags but found none. Will keep an eye on it.
- 11/7-PS#2 and 9-Jerry Wilkison and Sean Bateson here to look over the project at 9 and check on the draw tubes at #2.
- 11/12-PS#1-Trouble shot alarm notification system issues with Mission tech support. Found that the antenna cable was installed incorrectly. Still not getting good connection though.
- 11/15-PS#1-Cleaned grease from wetwell and reran antenna cable.
- 11/17-PS#5 and 7-Had Peterson Cat out to change oil in generators. He also found the Automatic Transfer Switch was broken. Part is no longer made.
- 11/20-PS#7-Arne here to disassemble broken breaker. Johnny took to Portland to have new switch installed. Arne back to install on the 27th.
- 11/21-PS#11-Backflushed pumps. Still discrepancy in pressures.
- 11/27-PS#1-Remounted antenna to the bottom of the lid. So far, so good.
- 11/27-PS#3-Replaced antenna with a "tamper proof" model.
- 11/27-PS#9-High level alarm. Pulled pump and found full of rags again.

Sodium Hypochlorite System

- 3996 gallons used this month.
- 3094 gallons used last month.
- 11/13-Tim I. here to install vent in hypo discharge line.

Call-outs

- No after hour call outs in November.

Plant

- 11/2-TCMS here for quarterly maintenance.
- 11/7-Buell Calibrations here for biannual checks.
- 11/27-Screen 2 Hand-Off-Auto switch not working. Arne found the switch is broke and ordered a new one.
- 11/30-Screen 2 auger not working. Solids spilling everywhere. Cleaned up and found another broken switch.

Next Month

- Fix auger on screen 2.
- Wait for the fat man to drop the presents off.