



## **CITY COUNCIL WORK SESSION**

**Wednesday, October 17, 2018**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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### **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. **Call Work Session to Order - 1:00 p.m.**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
  - 3.A. Presentation from Enterprise Fleet Management  
[03a. EFM City of St. Helens Presentation City Council.pdf](#)
  - 3.B. 1st Quarter Communications Report - Crystal  
[03b. July to Sept 2018 Communications Report.pdf](#)
  - 3.C. 1st Quarter Financial Report - Matt  
[03c. Finance Report FY 2019 - Qtr 1.pdf](#)
  - 3.D. Review Request for Proposals for Wayfinding Signage - Jenny  
[03d. Final RFP - Wayfinding Implementation Phase I.pdf](#)
  - 3.E. Update on Riverfront Connector Plan - Jenny  
[03e. Riverfront Connector Plan - Update Oct 17 Final.pdf](#)
4. **Department Reports**
  - 4.A. Public Works Department Report  
[04. 9-2018PWDeptSummary.pdf](#)

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**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.**

5. **Council Reports**
6. **Other Business**
7. **Adjourn**

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



# FLEET MANAGEMENT

*City of St. Helens*

October 17<sup>th</sup>, 2018





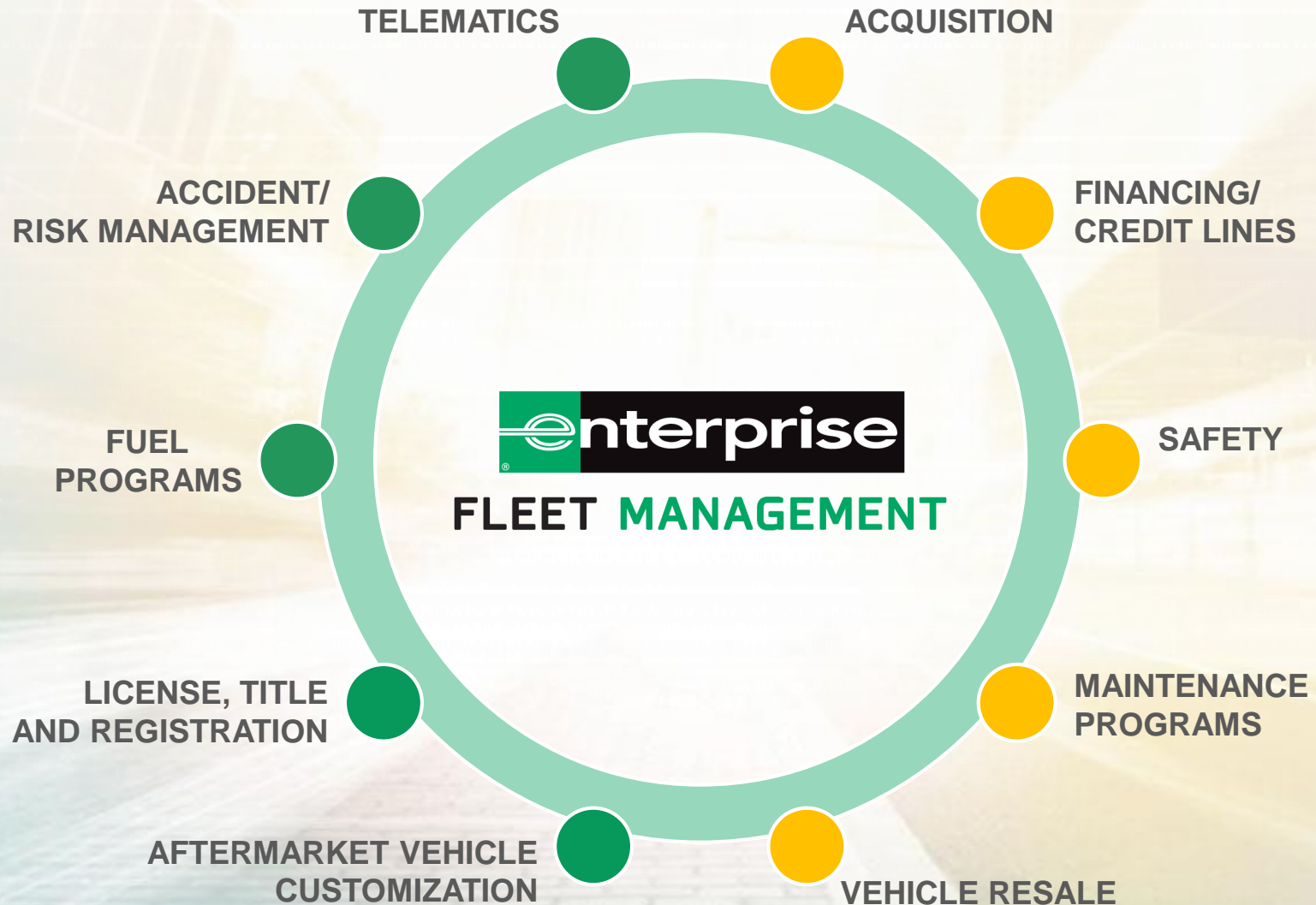
# REFERENCES

## LOCAL REFERENCES

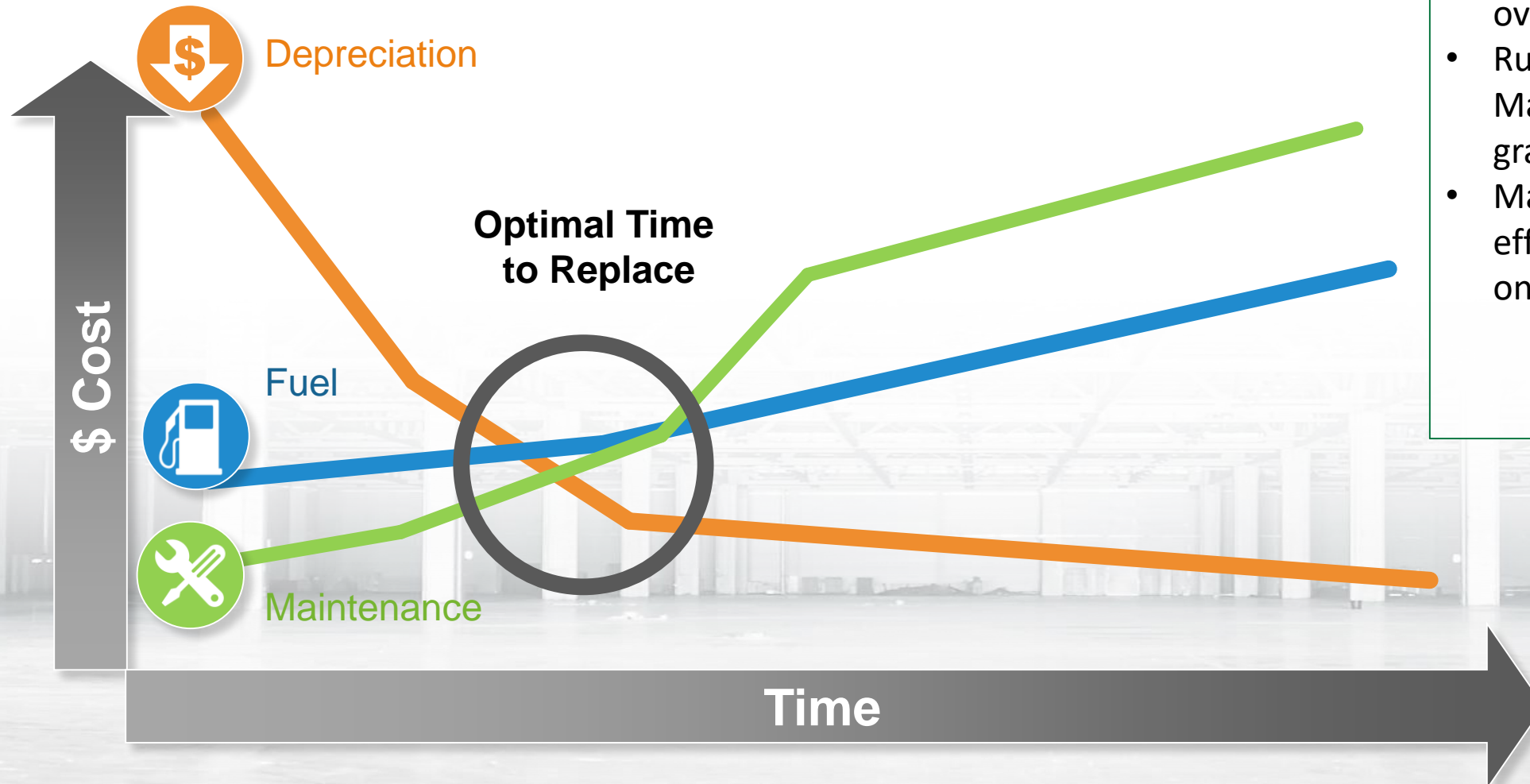




# DELIVERING SOLUTIONS. DRIVING RESULTS.



# EFFECTIVE VEHICLE LIFECYCLE

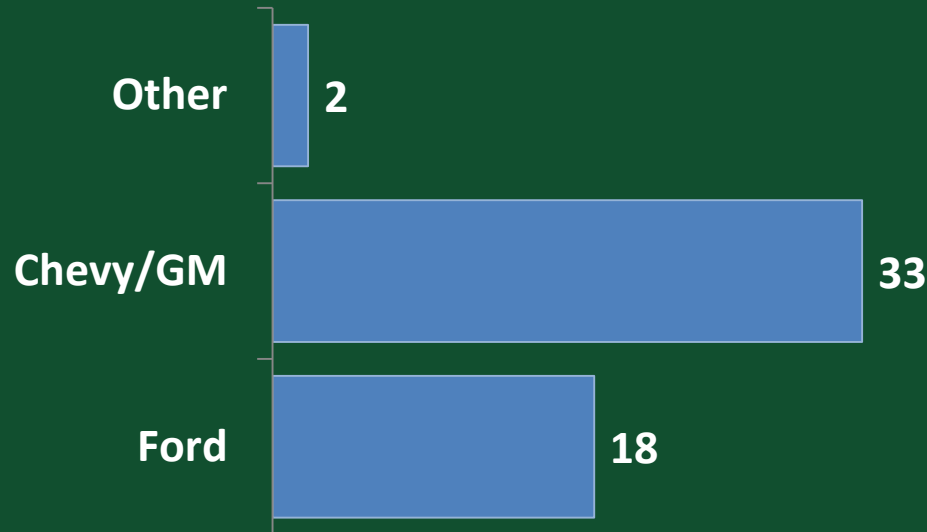


## Key Observations

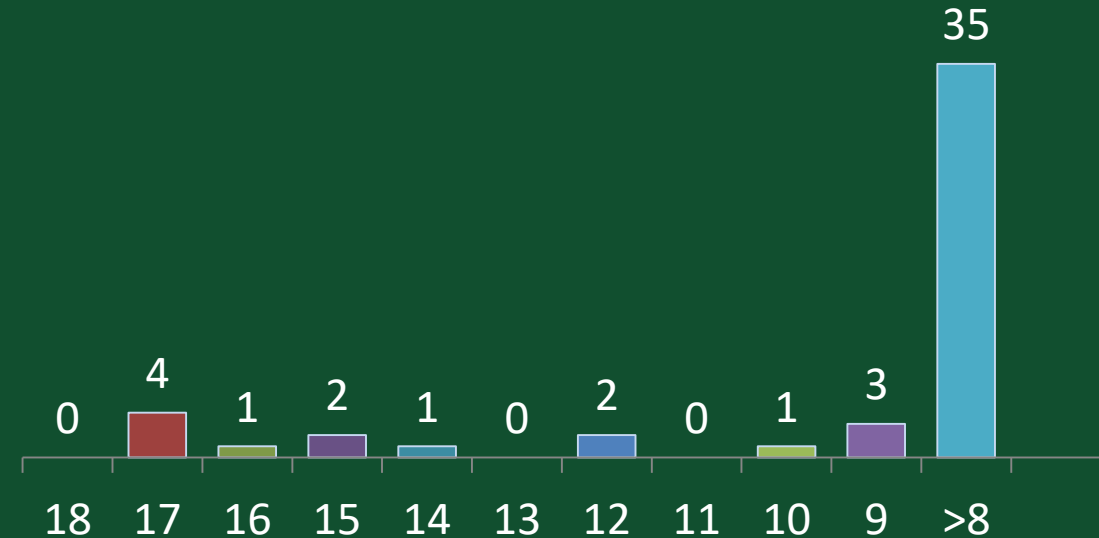
- Depreciation/year declines over time
- Running costs of Fuel and Maintenance increase gradually over time
- Mandated MPG efficiencies reward staying on technology wave

# City of St. Helens FLEET PROFILE

## Your Fleet by Manufacturer



## By Model Year



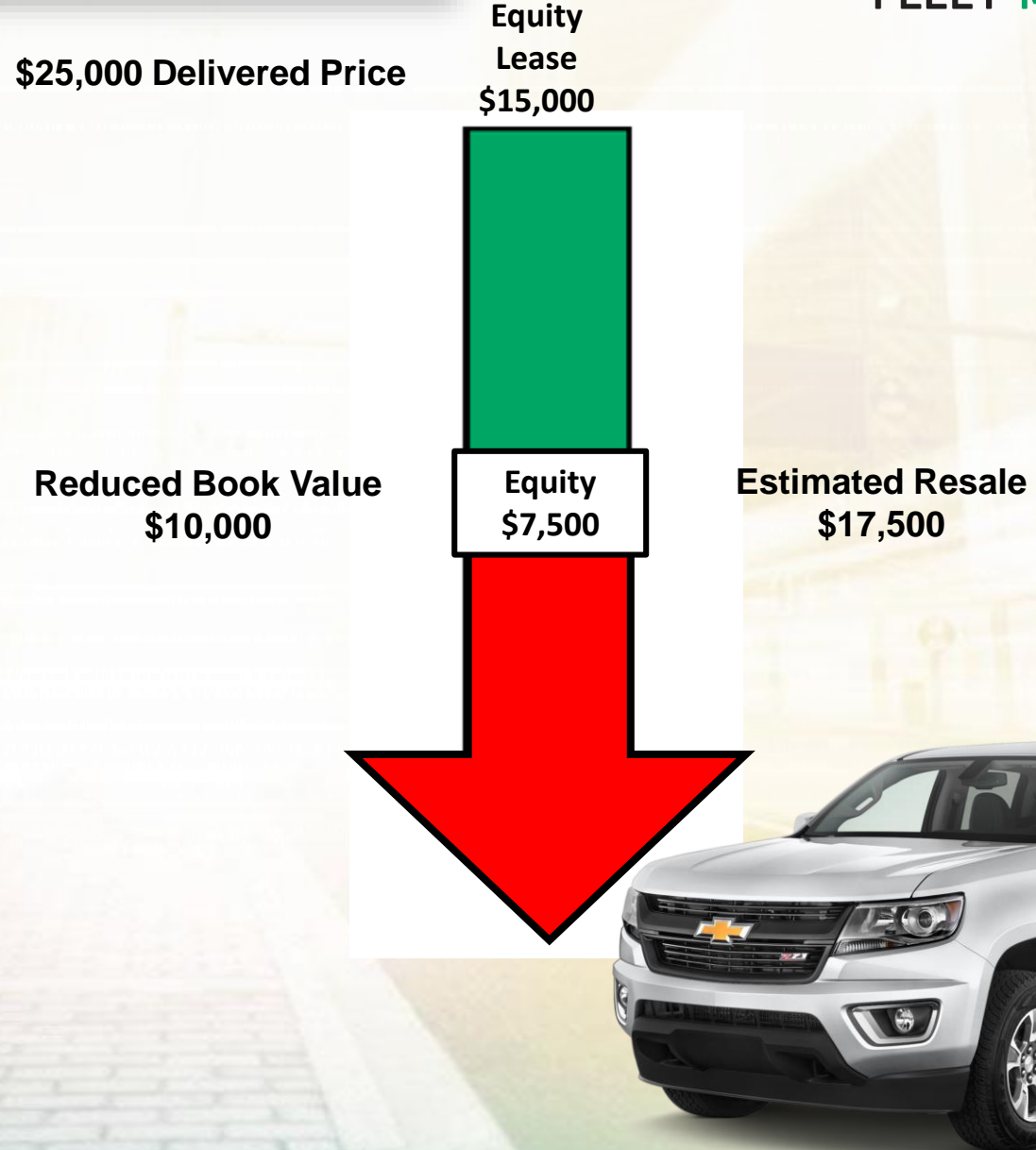
## Key Observations

- 71% of Fleet is 10+ years old
- Risk of bulk replacement year as vehicles age



# Municipal (Equity) Lease Structure

- Improve cash flow
- No mileage restrictions or wear and tear charges
- Customized terms for use and type of vehicle
- Flexibility of ownership



# SAFETY

## 2007

- Front/Side crash test
- Anti-lock brakes
- Airbags



**5-Star Safety Ratings**  
*More Stars. Safer Cars.*

## 2012

- Electronic Stability Control
- Lane Departure Warning
- Rear Video



## 2017

- Forward Collision Warning
- Blind Spot Warning
- Offset-crash test



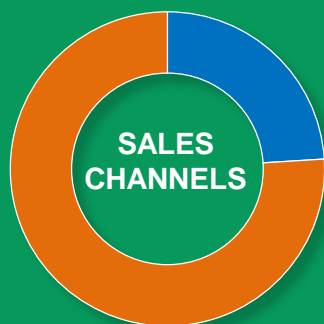
# VEHICLE RESALE

**700** DEDICATED  
REMARKETING EMPLOYEES



**150** REMARKETING  
LOTS IN NORTH AMERICA

IN 2015, EFM SOLD  
**OVER 54,000**  
CUSTOMER VEHICLES  
AT AN AVERAGE OF  
**111.8%**  
OVER BLACK BOOK  
COMMERCIAL  
VALUE INDEX



■ AUCTION 24%  
■ DIRECT  
DEALER 76%

**19,000+**  
UNIQUE BUYERS





# OPERATING EXPENSES

## Maintenance

### Full Maintenance

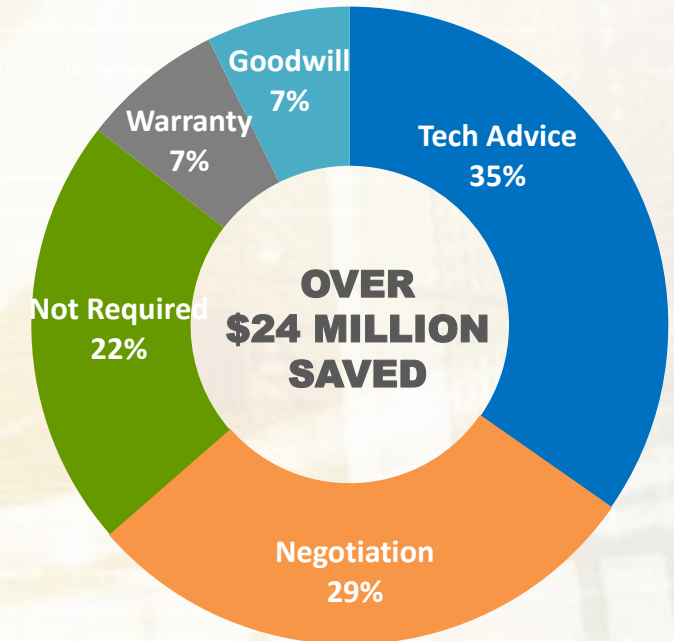
- Fixed monthly rate
- Simple process for all parties
- Includes: 24/7 Roadside, all major and minor repairs

### Maintenance Management

- “Bridge” program for currently owned fleet vehicles
- Seamless experience for field drivers

### Enterprise National Service Department

- 146 Employees with over 1,100 total ASE certifications
- 322,698 vehicles under management on this program
- \$24.3 million in customer savings in 2015
- \$1.7 million in post warranty/goodwill refunded to our customers in 2015



FULL MAINTENANCE		
07 F150 XL 6502 • SUZLON WIND ENERGY CORPORATION		
690T10BLS527		
TIRE / \$ LIMIT 0/050	COST CODE MASON CITY	UNIT NO. BLS527 11
EXP. DATE 06/10		
GPBR 1P62		

### EFM Fuel Card

- Track and enforce fleet policy
- Control abuse/unauthorized purchases

### Key Payoffs

- EFM fuel card accepted at 90% of US retail fuel locations
- Lower fuel expenses by up to 15%
- Driver access to virtually all stations
- Simple access to “Level III” data with web tools







**FLEET MANAGEMENT**

Ryan Alford  
Account Executive  
503-612-8162  
[Ryan.H.Alford@efleets.com](mailto:Ryan.H.Alford@efleets.com)



# Communications Report

July to September 2018  
First Quarter – FY 2018-19

Prepared by Crystal Farnsworth  
October 8, 2018



# Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot	Media Advisory
July 2018	4	26	26				
August 2018	13	57	55		2	1	
September 2018	4	15	15				
Totals	21	98	96	0	2	1	0

Total Hours Worked by Category									
Category	e-Newsletter	Press Release	Media	Social Media	Photography/Video	Radio	Graphic Design	Miscellaneous	Total
Hours	5	34.5	9.25	42.25	27	1.5	9	30	158.50

# Facebook Stats: City's Page



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  
Followers as of March 31, 2016: 5,486  
Followers as of June 30, 2016: 5,740  
Followers as of September 30, 2016: 6,270  
Followers as of December 31, 2016: 6,747

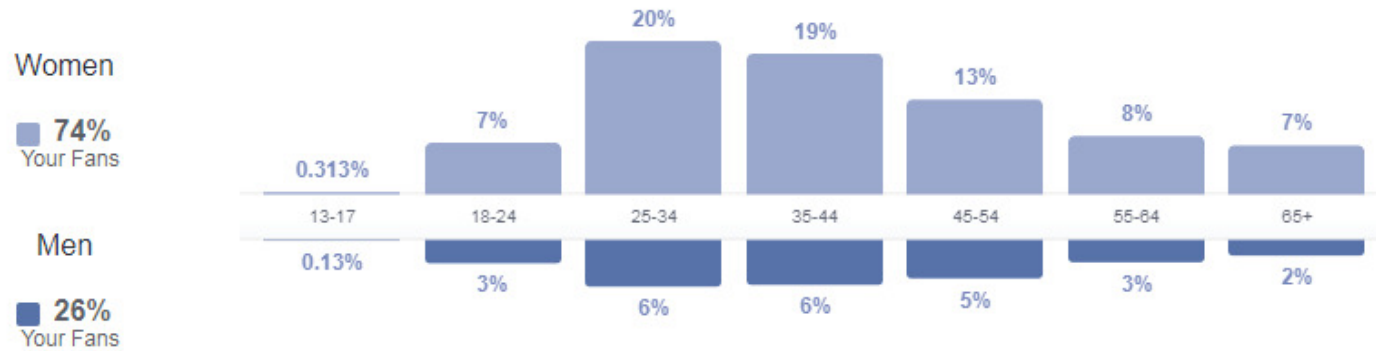
Followers as of March 31, 2017: 7,045  
Followers as of June 30, 2017: 7,123  
Followers as of September 30, 2017: 7,298  
Followers as of December 31, 2017: 7,458  
Followers as of March 30, 2018: 7,460  
Followers as of June 30, 2018: 7,511  
Followers as of September 30, 2018: 7,657

\*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: Insights

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	7,352	Saint Helens, OR	1,837	English (US)	7,264
United Kingdom	56	Portland, OR	779	English (UK)	260
Canada	37	Scappoose, OR	418	Spanish	43
Germany	17	Vancouver, WA	153	French (France)	13
India	14	Columbia City, OR	142	Arabic	12
Mexico	13	Rainier, OR	129	Thai	9
Brazil	12	Warren, OR	122	German	7
Australia	9	Salem, OR	100	Portuguese (Brazil)	7
Italy	9	Longview, WA	93	Vietnamese	7

# Facebook Stats: Police's Page



Followers as of June 30, 2017: 4,201

Followers as of September 30, 2017: 4,311

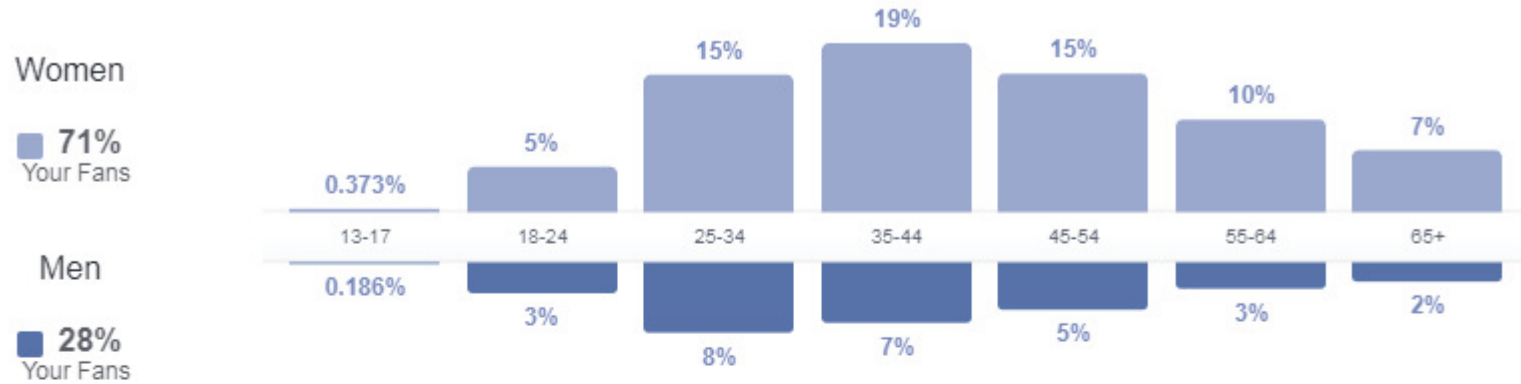
Followers as of December 31, 2017: 4,490

Followers as of March 30, 2018: 4,588

Followers as of June 30, 2018: 4,752

Followers as of September 30, 2018: 6,430

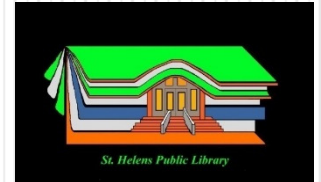
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	6,201	Saint Helens, OR	1,799	English (US)	6,134
United Kingdom	100	Portland, OR	617	English (UK)	239
Canada	27	Scappoose, OR	468	Spanish	28
Australia	20	Rainier, OR	150	French (France)	7
Mexico	11	Warren, OR	112	German	7
Germany	9	Columbia City, OR	109	English (Pirate)	4
Ireland	4	Longview, WA	101	Spanish (Spain)	4
New Zealand	4	Vancouver, WA	93	Czech	2
Puerto Rico	4	Clatskanie, OR	83	Portuguese (Brazil)	2



# Facebook Stats: Library's Page



Page launched May 16, 2018

Followers as of June 30, 2018: 209

Followers as of September 30, 2018: 253

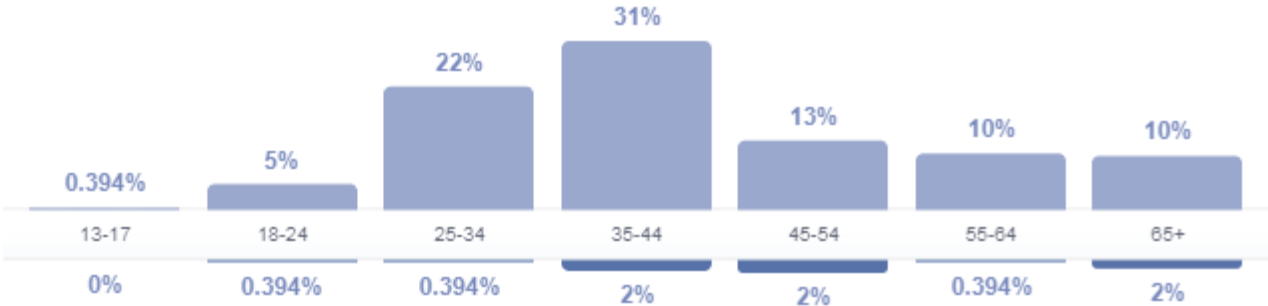
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.

Women

91%  
Your Fans

Men

7%  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	254	Saint Helens, OR	139	English (US)	243
		Portland, OR	32	English (UK)	7
		Scappoose, OR	17	Spanish	2
		Beaverton, OR	6	English (Pirate)	1
		Columbia City, OR	5	Portuguese (Brazil)	1
		Warren, OR	5		
		Deer Island, OR	4		
		Gresham, OR	4		
		Longview, WA	4		

# Twitter: City's Account



## 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  
As of March 31, 2016: 820  
As of June 30, 2016: 883  
As of September 30, 2016: 974

As of December 31, 2016: 1,055  
As of March 31, 2017: 1,113  
As of June 30, 2017: 1,157  
As of Sept. 30, 2017: 1,220  
As of Dec. 31, 2017: 1,280  
As of March 31, 2018: 1,302  
As of June 30, 2018: 1,363  
As of Sept. 30, 2018: 1,391



# Twitter: SHPD's Account

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## Followers

As of Sept. 30, 2017: 546

As of Dec. 31, 2017: 618

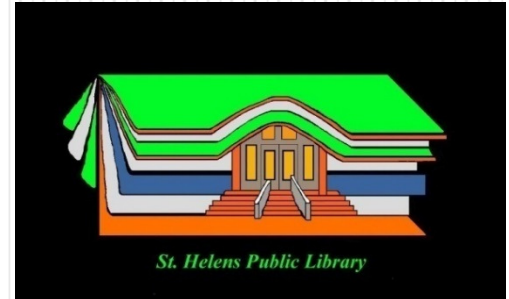
As of March 31, 2018: 659

As of June 30, 2018: 761

As of Sept. 30, 2018: 818



# Twitter: Library's Account



Page launched May 16, 2018

As of June 30, 2018: 19

As of Sept. 30, 2018: 25

# Activity Highlights

- St. Helens Recreation Program



# Activity Highlights

- SHPD Lipsync Challenge Video
- If I Were Mayor Lunch





# Activity Highlights

- Pizza Citation Program
- 13 Nights on the River concerts





# Activity Highlights

## •SHPL Summer Reading Challenge Events





# Activity Highlights

## •Citizens Day in the Park





# Activity Highlights

## •Employee hires, retirements, lengths of service



# Activity Highlights

- Spirit of Halloweentown media inquiries
- CGI Community Videos
- Riverfront Connector Plan meeting
- First Thursday
- Press Releases





# Future Projects

- **Tree Lighting & Christmas Ships – December 8<sup>th</sup>**
- **First Thursday**
- **Library's social media following**
- **Winter Recreation Programs**
- **Waterfront Redevelopment**
- **Spirit of Halloweentown**
- **Winter Weather Messaging**



## CITY OF ST. HELENS

### Financial Report For The 1<sup>st</sup> Quarter Ending JUNE 30, 2019

This is the 1<sup>st</sup> quarter of the City's fiscal year ending June 30, 2018. If revenues and expenditures were received and spent evenly throughout the year, they would be at 25% received or spent.

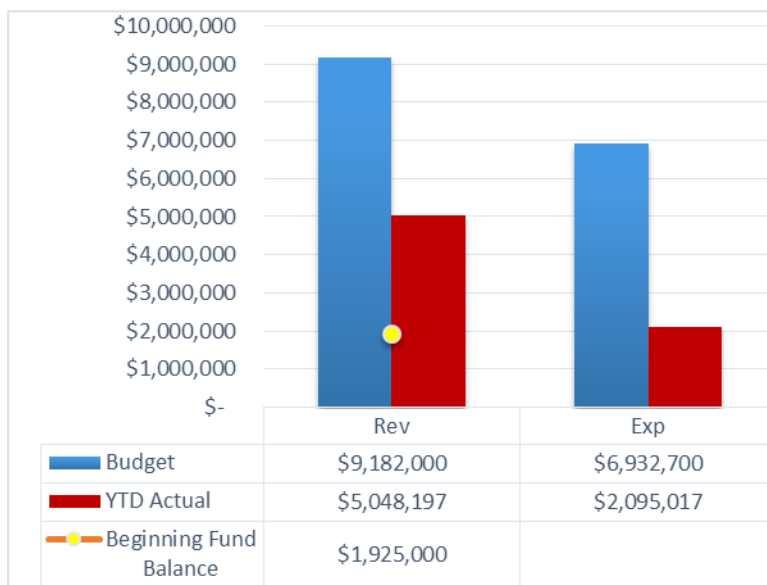
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; **BLUE** = Budget and **RED** = Actuals

For all funds/departments, the Revenue Graphs portion will show a **YELLOW** dot; this line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the yellow dot represents where the fund would be as far as a balance of available funds.



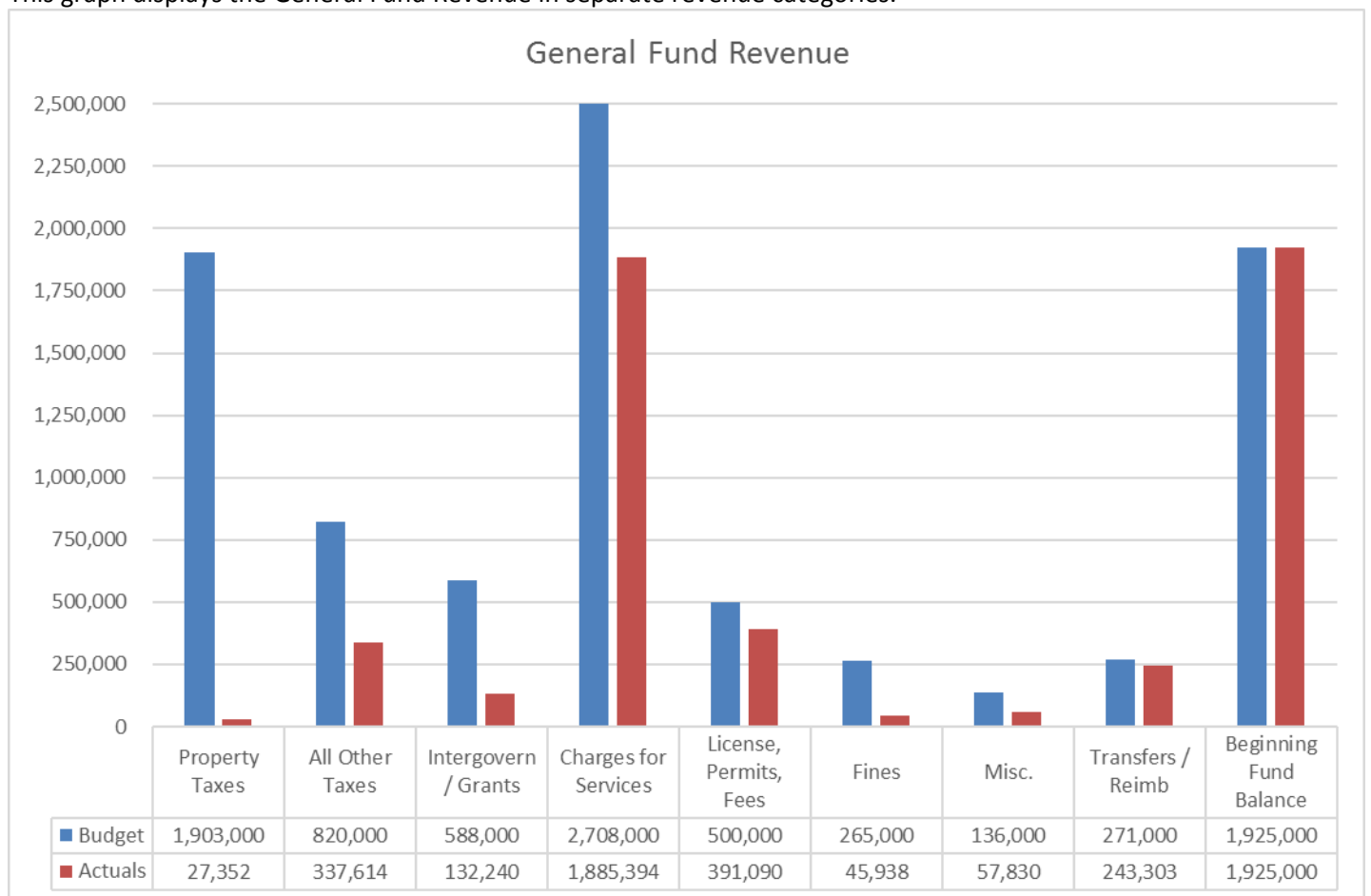


### General Fund – Overview

The City has received 55% of the budgeted revenues for 2018/19. This large percentage is mainly due to receiving fees for the school district permits.

### General Fund – Revenue by Category

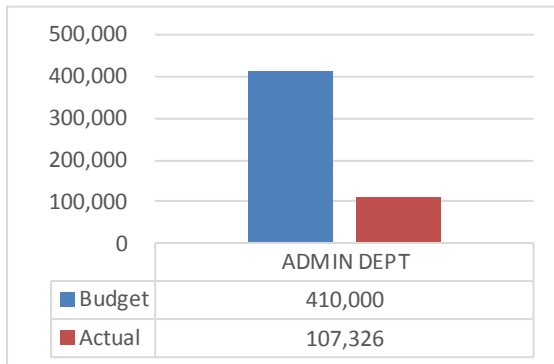
This graph displays the General Fund Revenue in separate revenue categories.



## General Fund Expenditures

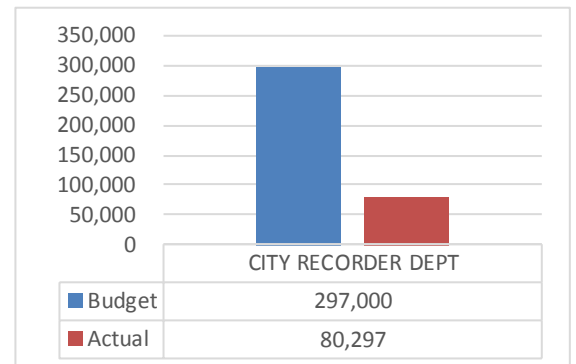
### Admin Department

Percentage of Budgeted Expenses Spent: 26%



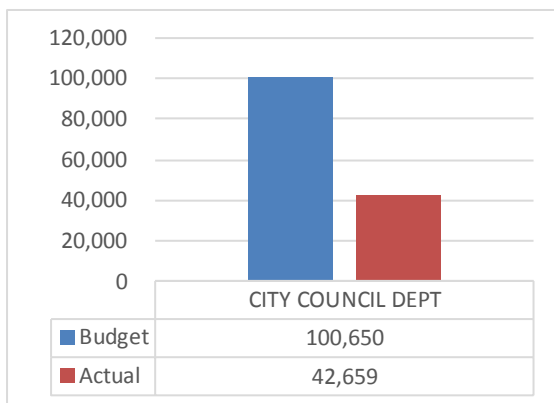
### City Recorder Department

Percentage of Budgeted Expenses Spent: 27%



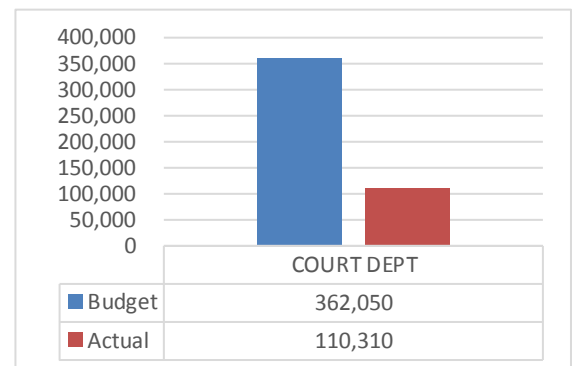
### City Council Department

Percentage of Budgeted Expenses Spent: 42%



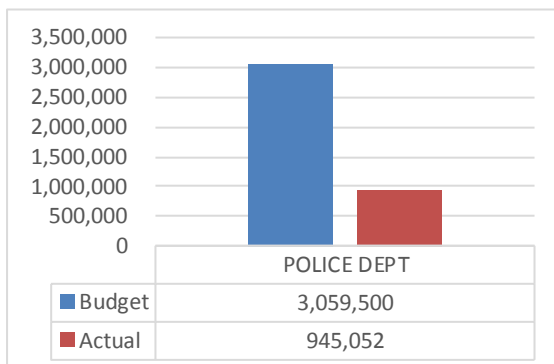
### Court Department

Percentage of Budgeted Expenses Spent: 30%



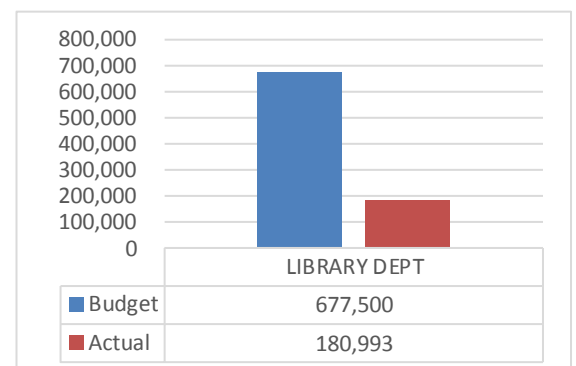
### Police Department

Percentage of Budgeted Expenses Spent: 30%



### Library Department

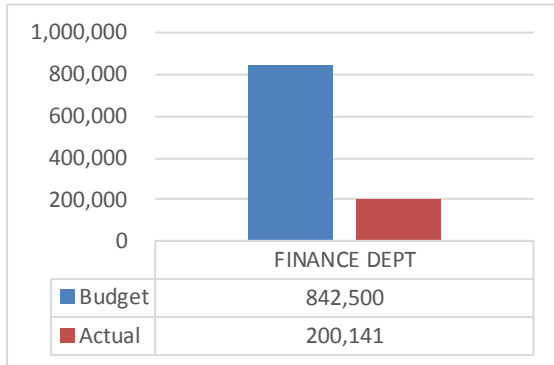
Percentage of Budgeted Expenses Spent: 26%





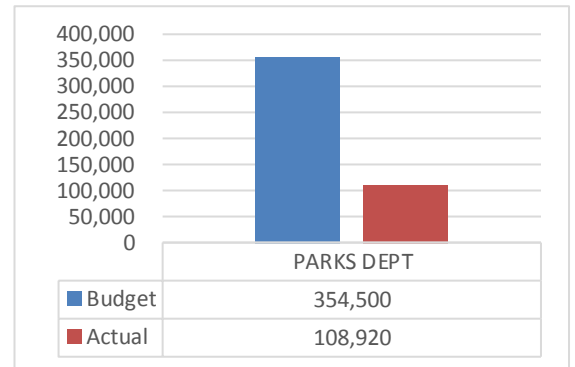
### **Finance Department**

Percentage of Budgeted Expenses Spent: 23%



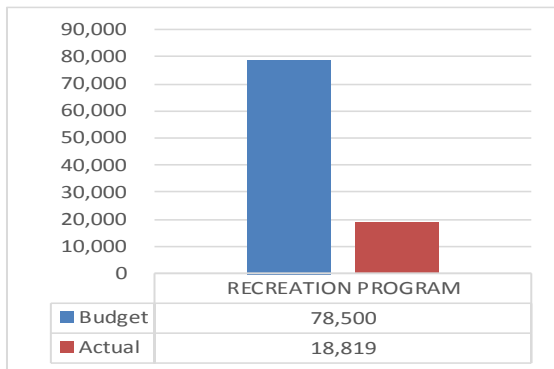
### **Parks Department**

Percentage of Budgeted Expenses Spent: 30%



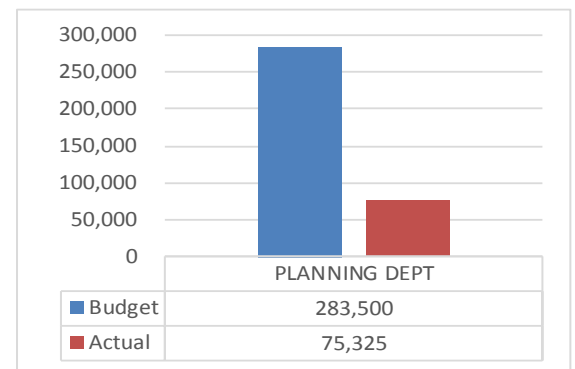
### **Recreation Program**

Percentage of Budgeted Expenses Spent: 24%



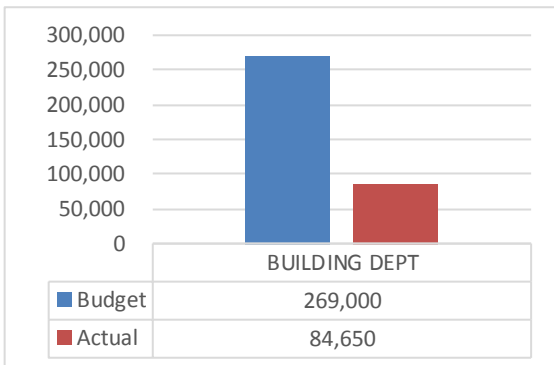
### **Planning Department**

Percentage of Budgeted Expenses Spent: 26%



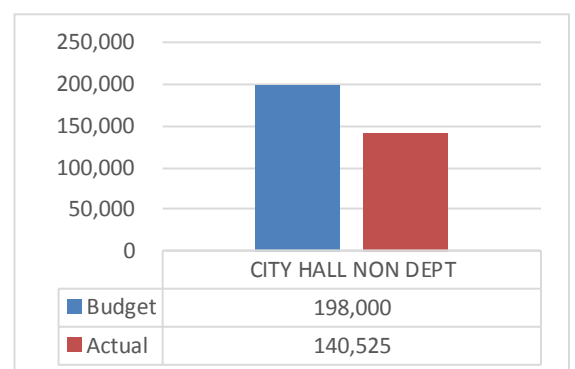
### **Building Department**

Percentage of Budgeted Expenses Spent: 31%



### **City Hall Non-Department**

Percentage of Budgeted Expenses Spent: 71%

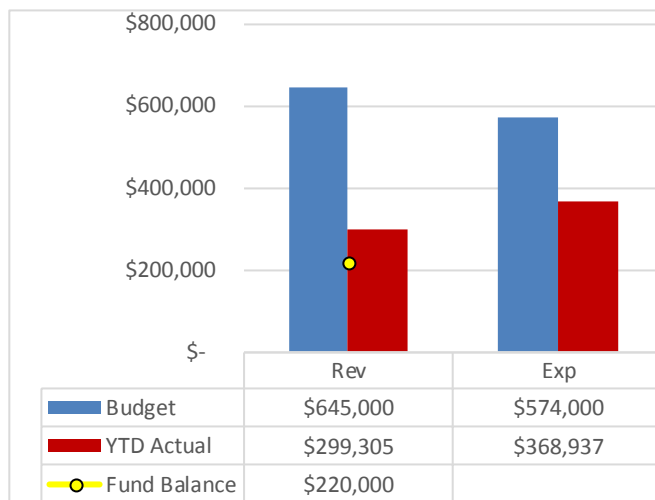


## SPECIAL REVENUE FUNDS

### Visitor Tourism Fund

Revenues: 46%

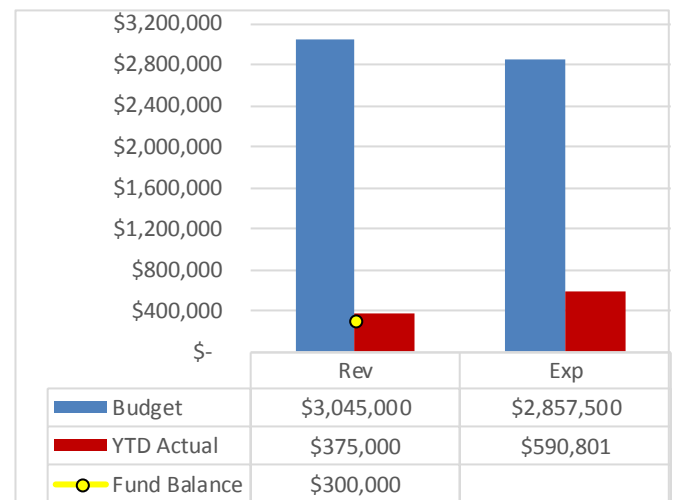
Expenses: 64%



### Community Development

Revenues: 12%

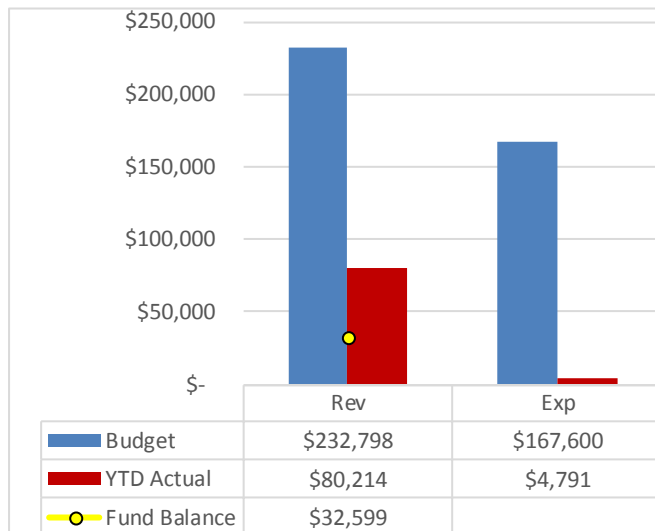
Expenses: 21%



### Community Enhance Fund

Revenues: 34%

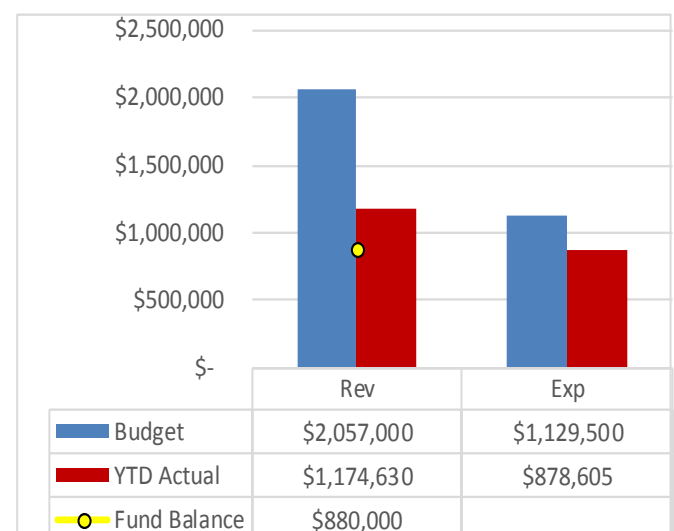
Expenses: 3%



### Street Fund

Revenues: 57%

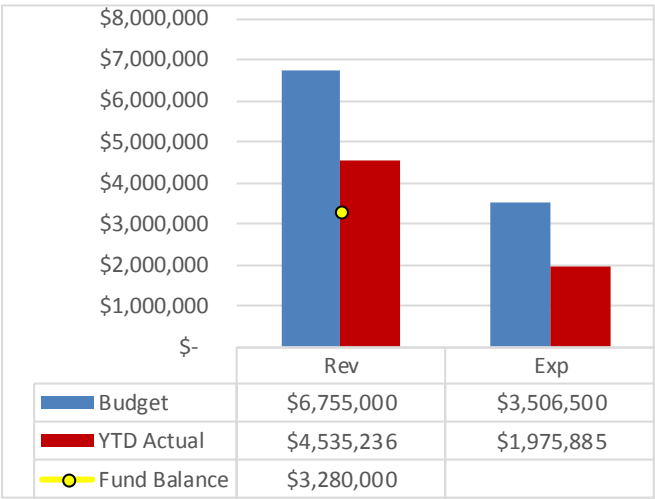
Expenses: 78%



ENTERPRISE FUNDS

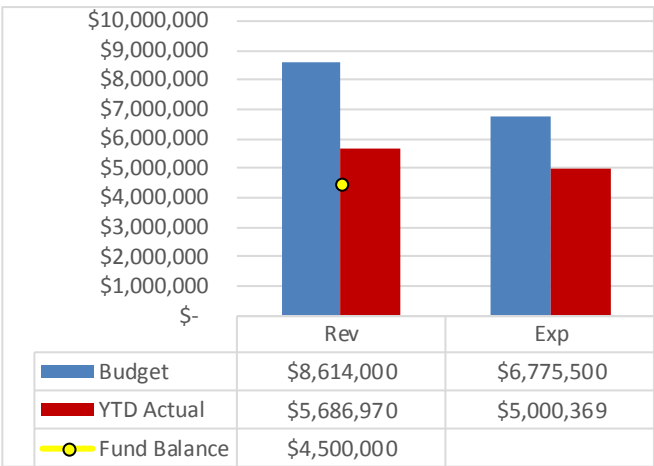
Water Fund

Revenues: 67%      Expenses: 56%



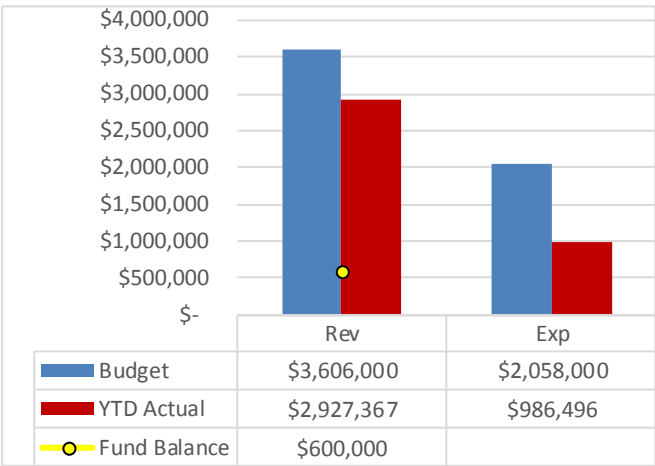
Sewer Fund

Revenues: 66%      Expenses: 74%



Storm Fund

Revenues: 81%      Expenses: 48%

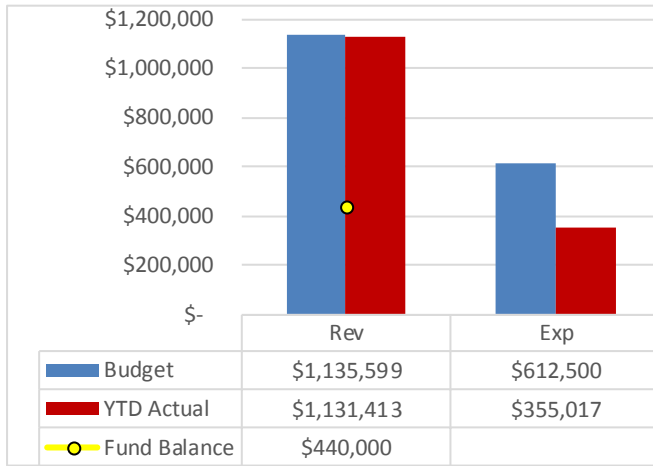


## INTERNAL SERVICE FUNDS

### Equipment Fund

Revenues: 100%

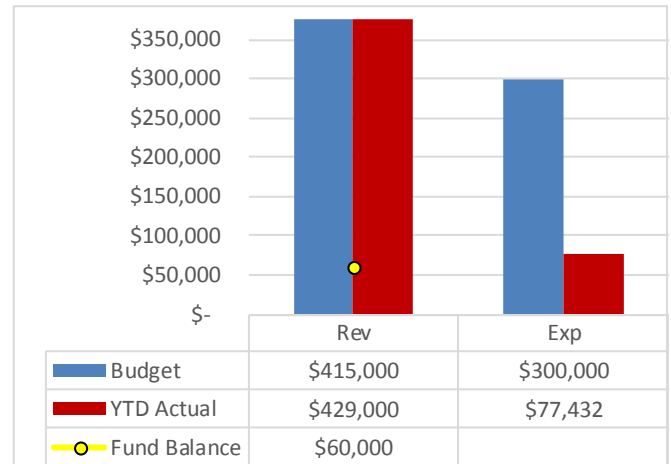
Expenses: 58%



### IT Fund

Revenues: 103%

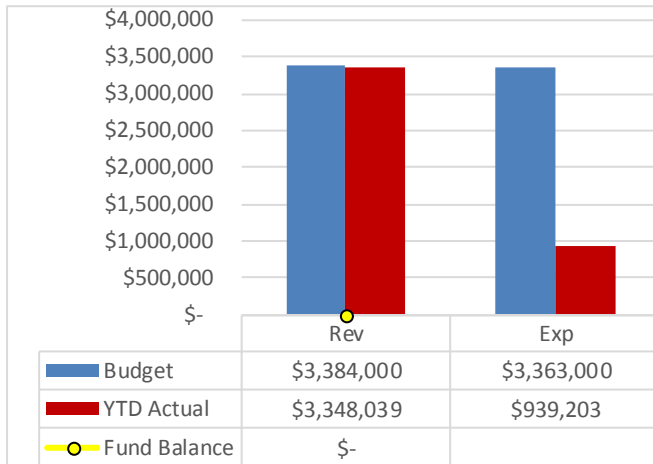
Expenses: 26%



### PW Operations Fund

Revenues: 99%

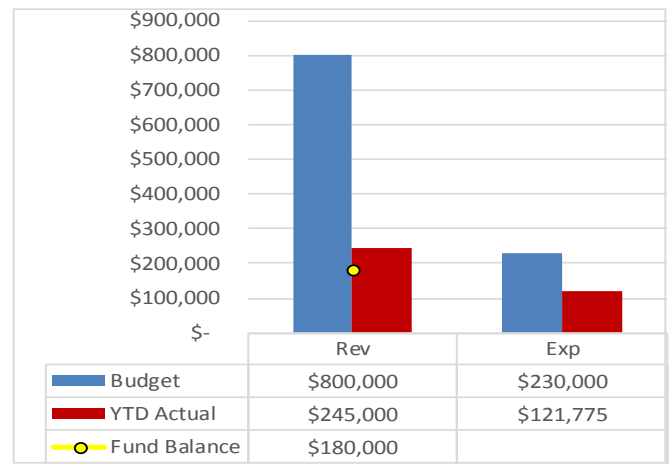
Expenses: 28%



### Facility Major Maintenance Fund

Revenues: 31%

Expenses: 53%



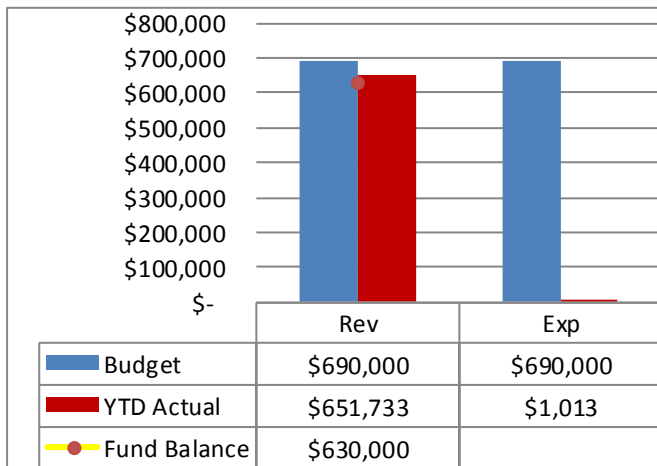


## SDC FUNDS

### Water SDC Fund

Revenues: 94%

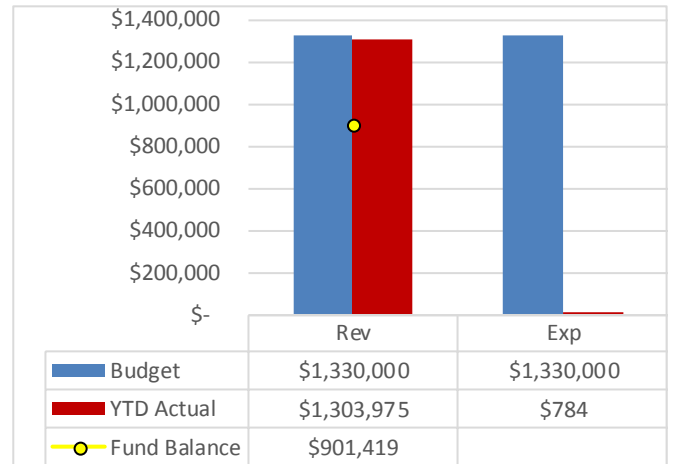
Expenses: 0%



### Sewer SDC Fund

Revenues: 98%

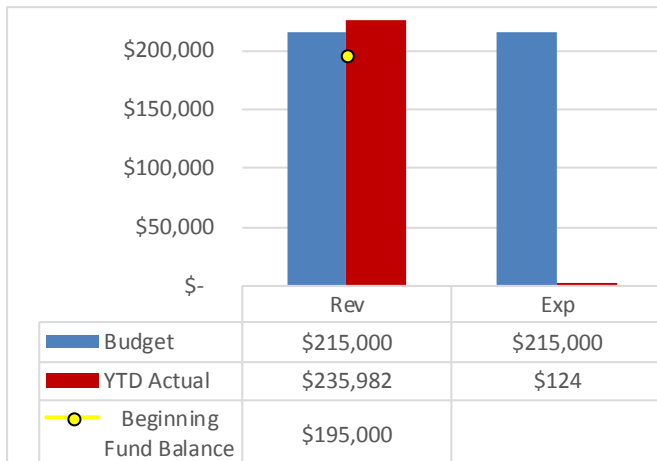
Expenses: 0%



### Storm SDC Fund

Revenues: 110%

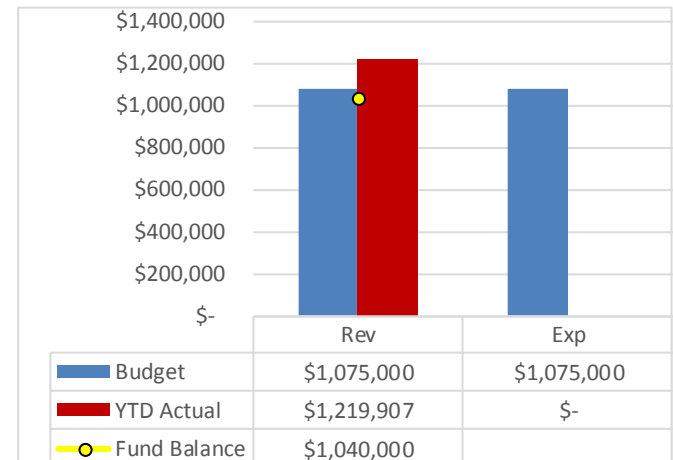
Expenses: 0%



### Street SDC Fund

Revenues: 113%

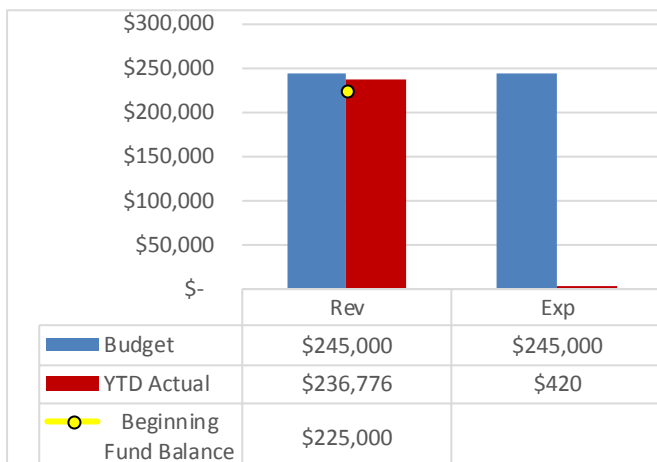
Expenses: 0%



### Parks SDC Fund

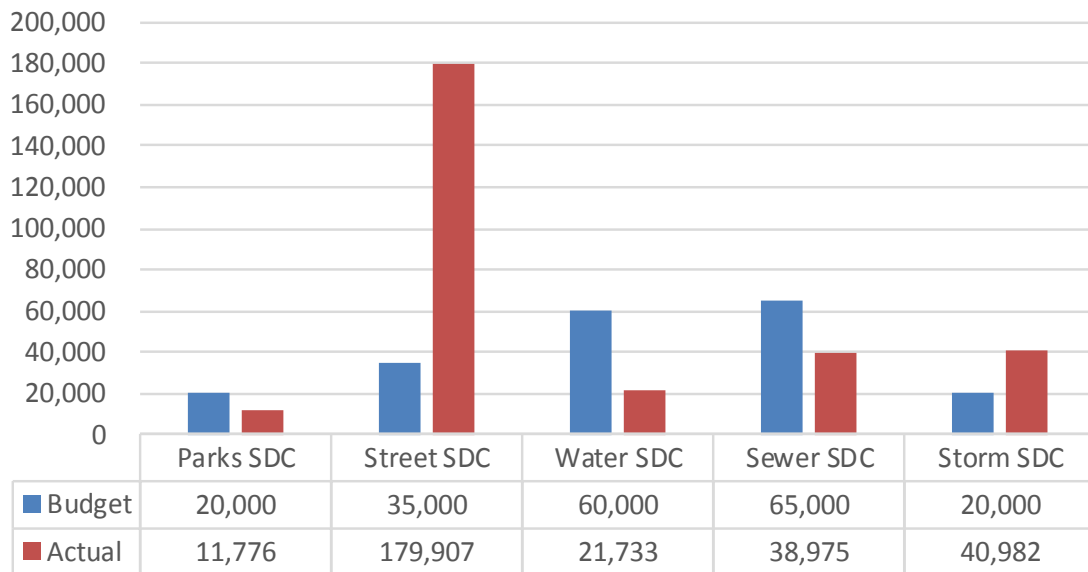
Revenues: 97%

Expenses: 1%

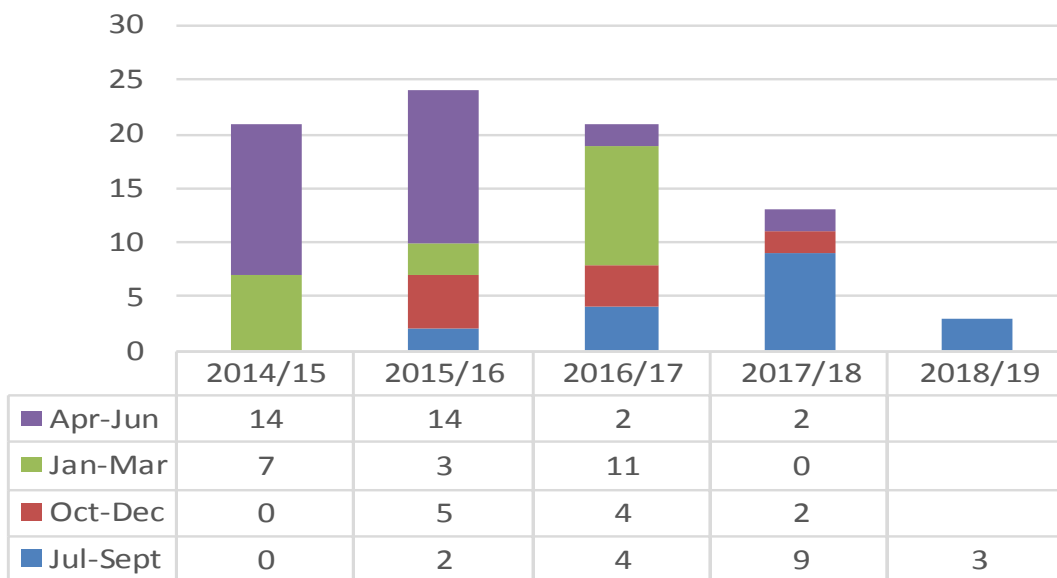


## SDC & DEVELOPMENT OVERVIEW

### SDCs



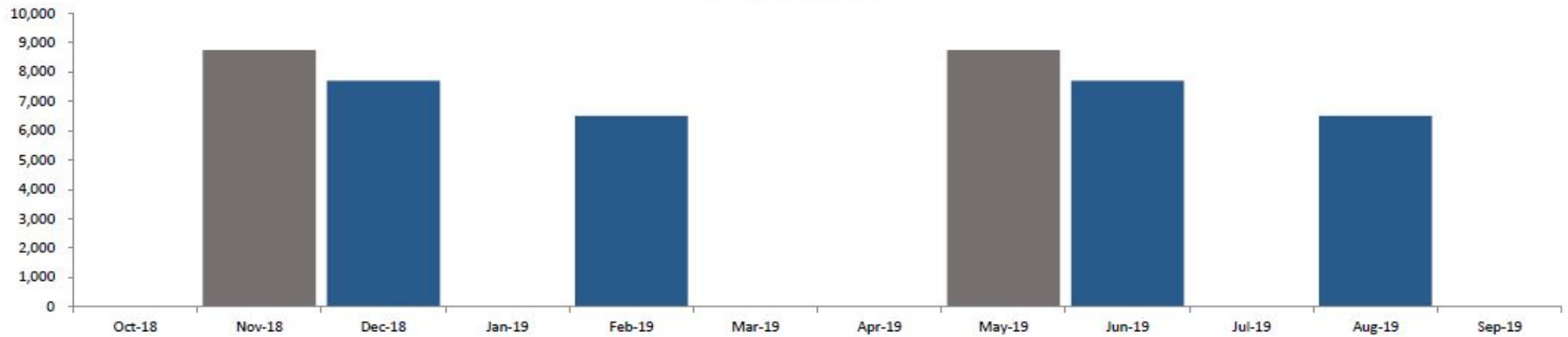
### SFR Permits Issued



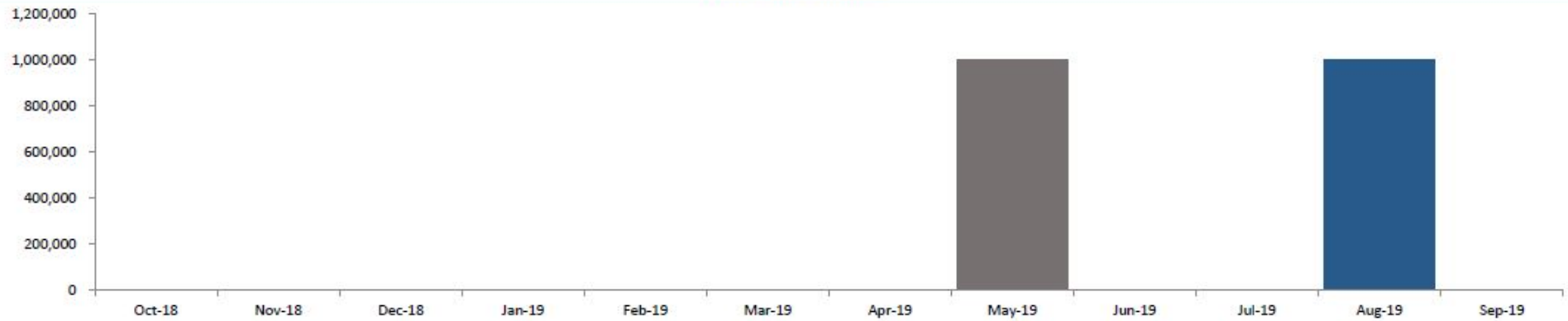
### Cash-Flows - from 10/2018 to 09/2019 - Assuming None Called

Type	Par Value	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Callable	2,000,000	0	0	7,700	0	6,500	0	0	0	7,700	0	1,006,500	0
Non-Callable	1,000,000	0	8,750	0	0	0	0	0	1,008,750	0	0	0	0
<b>TOTAL</b>	<b>3,000,000</b>	<b>0</b>	<b>8,750</b>	<b>7,700</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>1,008,750</b>	<b>7,700</b>	<b>0</b>	<b>1,006,500</b>	<b>0</b>

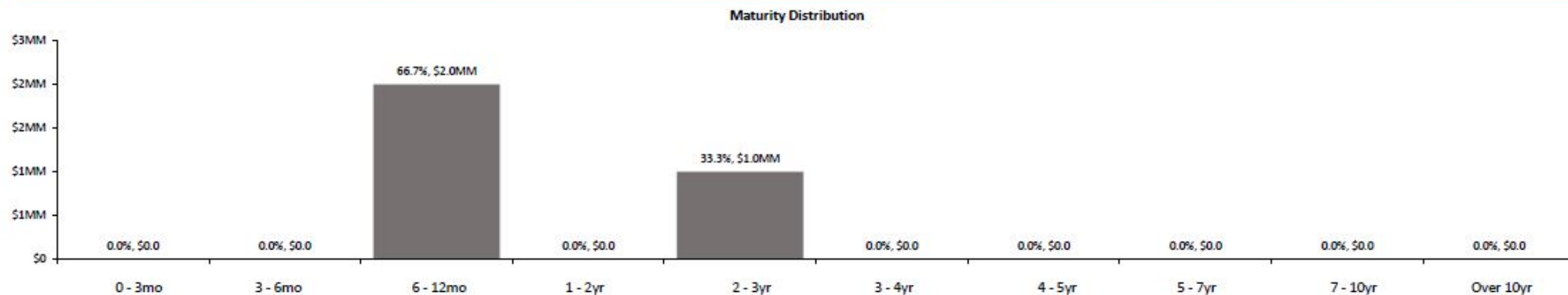
### Interest Payments



### Principal Payments



## Maturity Distribution



## Performance versus Benchmark as of 9/28/2018

## Excluded Securities

	1Yr Average	As of 9/28/2018	1Mo Ago	3Mos Ago	6Mos Ago	As of 12/31/2017	1Yr Ago	3Yrs Ago	5Yrs Ago	Cusip	Par Amount
<b><u>Yield to Maturity:</u></b>											
Portfolio	1.62%	1.62%	1.62%	1.62%	1.62%	1.62%	1.62%	n/a	n/a		
2-Year Treasury	2.27%	2.83%	2.67%	2.52%	2.28%	1.89%	1.45%	n/a	0.34%		
LGIP (per most recent month end)	1.87%	2.25% (08/18)	2.25% (07/18)	2.10% (05/18)	1.85% (02/18)	1.62% (12/17)	1.45% (08/17)		n/a		
<b><u>Total Return:</u></b>											
			1Mo	3Mos	6Mos	YTD	1Yr	3Yrs *	5Yrs *		
Portfolio **			0.10%	0.06%	-8.81%	-0.27%	-1.22%	n/a	n/a		
Benchmark Index - Barclay's 1-3Yr US Govt			-0.09%	0.15%	0.41%	0.22%	-0.10%				

\* Annualized Total Return

\*\* Total return calculation uses Modified Dietz formula per GIPS standards





## REQUEST FOR PROPOSALS

### 1. Purpose

The City of St. Helens, Oregon ("the City") seeks proposals from qualified fabrication and installation teams to fabricate and deliver twelve (12) bicycle/pedestrian scale directional signs, seven (7) turn/confirmation signs, three (3) vehicular scale directional signs, and one (1) informational kiosk. The selected firm will also install the vehicular scale directional signs and the informational kiosk. Interested parties should submit a proposal that includes pertinent experience in building and installing such improvements as further described in this RFP.

### Contact

Jennifer Dimsho  
(503) 366-8207

[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

### Submit Responses To

St. Helens Planning Department  
Jennifer Dimsho  
PO Box 278  
St. Helens, OR 97051

**Proposals Due  
November 15, 2018, 3 p.m.**

## 1. Overview

In October 2017, the City adopted a Branding & Wayfinding Master Plan that defined a citywide wayfinding system. It included a Design Intent package for all of the sign types. It also includes sign content and approximate sign locations for Phase I of signage implementation. A Design Intent and Sign Location Plan have been included as attachments to this RFP.

The selected firm will be responsible to prepare construction-ready shop drawings (including any required engineering) for three types of signs and one kiosk based on the Design Intent attachment. The selected firm will fabricate and deliver approximately 12 bicycle/pedestrian scale directional signs, 7 turn/confirmation signs, 3 vehicular scale directional signs, and 1 informational kiosk. The selected firm will be responsible for installation of the vehicular directional signs and the informational kiosk. All other signs will be installed by the City. Prevailing wage (BOLI) is applicable to this project.

Proposals are being solicited only from qualified and established firms known to be experienced and regularly engaged in the work of signage fabrication and installation. Satisfactory evidence that the proposer and their team has the necessary capital, equipment, and personnel to the work may be required.

## 2. Funding

The City has been awarded a grant from Travel Oregon's 2018-2020 Medium Grants Program to help fund this project. The exact number of signs may be adjusted, depending on available funds for the project.

## 3. Project Scope of Work

The City will work with the selected consultant to develop a more detailed Scope of Work. However, the City desires to receive, at a minimum, the following items from the selected firm:

1. **Shop drawings** for the bicycle/pedestrian scale directional signs, turn/confirmation signs, vehicular directional signs, and an information kiosk. Changes of the Design Intent drawings are welcome if they result in a more efficient use of funds and result in a similar product. These refined drawings shall be subject to review and approval by the City. Final shop drawings to be signed and sealed by a licensed Engineer, as needed.
2. Coordinate with City Engineering and Planning Departments on a more detailed **sign locations** for the 3 vehicular directional signs and the informational kiosk.
2. **Fabrication and delivery** of 12 bicycle/pedestrian scale directional signs and poles, 7 turn/confirmation signs and poles, 3 vehicular scale directional signs, and 1 informational kiosk. City will be responsible for any and all local permitting, as needed. City to install pre-assembled 12 bicycle/pedestrian scale directional signs and 7 turn/confirmation signs. Demolition/removal/replacement of any existing signs will be conducted by the City.
3. **Site preparation and installation** of 3 vehicular directional signs and 1 informational kiosk to be completed by the selected firm. Kiosk illumination is the responsibility of the selected firm.

#### 4. Project Timeline

Item	Date
RFP Opens	October 18, 2018
Deadline for submitting questions	November 1, 2018
Proposals Due	November 15, 2018
Evaluation by Selection Committee	November 26 - 30, 2018
Project Awarded	December 5, 2018
Finalize Scope of Work/Budget - Contracts Signed	December 19, 2018
Project Kickoff	January 2019
Project Complete	August 2019

#### 5. Submission Requirements

Five (5) copies of your responses must be received by mail or hand delivered, no later than November 15, 2018 at 3 p.m. PST. Late proposals will not be considered.

**Proposals shall be no longer than 10 pages (5 double-sided) on standard 8.5" x 11" paper.** Size constraint does not apply to cover sheets. Respondents take full responsibility for City's receipt of the proposal.

Mailing Address	Hand Delivery
St. Helens Planning Department Jennifer Dimsho PO Box 278 St. Helens, OR 97051	City Hall Attn: Jennifer Dimsho 265 Strand Street St. Helens, OR 97051

#### 6. Project Selection Evaluation

The firm will be selected by a selection committee made up of staff from the Planning Department, Public Works Department, Engineering Department, and/or Administration Department using the following evaluation criteria.

##### Cover Letter/Introduction

State your interest in the project, a brief description of the firm, including firm address, and phone number/email of the contact for the response

##### Project Team Qualifications (50 points)

Include a profile of the project team. Identify the Project Manager and roles of each team member. This should include very brief, relevant personal resumes. The profile of the project team should clearly convey previous relevant experience of each team member. Provide detailed information about prior projects that demonstrate your past experience and capabilities with the following:

- Experience with civic wayfinding signage design, fabrication and installation
- Familiarity with relevant signage materials, fabrication and maintenance needs

Include samples/photos of relevant previous work completed by the firm and key team members. This may include links to external sites. **Include up to three references for similar or relevant projects for projects within the last five years.** If the firm intends to use any subcontractors, list their name, role, and references, if any.

Project Approach/Proposal (50 points)

Demonstrate your ability to meet the City's needs and criteria identified in the scope of work. Describe durability of products used and use of current technology. Provide details about pricing, cost efficiency, and manufacturer warranties (if any). Describe your methodology for maintaining cost control throughout the project. Propose a detailed timeline for shop drawing preparation, fabrication, delivery, and installation. Describe your past experience and methods for ensuring timely delivery.

## 7. Additional Information

In addition to and not in lieu of any other warranties, the selected firm shall make all necessary repairs and replacements to remedy, in a manner satisfactory to the City and at no cost to the City, any and all defects, breaks, or failures of the work occurring within two year following the date of completion due to faulty or inadequate materials or workmanship. The two-year warranty period shall, with relation to such required repair, be extended one year from the date of completion of such repair.

The City is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. The City reserves the right to cancel this request, reject any and all responses submitted, or waive any minor formalities of this request and award this contract to the respondent that best meets the selection criteria if the best interest of the City would be served.

All respondents will be informed of the decision made about the consultant selected. Respondents will not be provided with detailed information about the rating of their response or the relative rating ranking of respondents. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.

## 8. Attachments

*St. Helens Wayfinding Design Intent Drawings*

*St. Helens Wayfinding Sign Location Plan*

### Questions regarding this RFP may be directed to:

Jenny Dimsho, Associate Planner  
265 Strand Street  
St. Helens, OR 97051  
Office: (503) 366-8207  
Email: [jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)



# DESIGN INTENT DRAWINGS

St. Helens  
Wayfinding  
August 2017



City of St. Helens  
265 Strand Street  
St. Helens, Oregon, 97051

Contact: Jennifer Dimsho, Associate Planner  
Ph: 503.366.8207

TABLE OF CONTENTS

The purpose of these drawings is to illustrate design intent. Drawings are not for construction. Written dimensions on these drawings have precedence over scaled dimensions.

The further development and engineering of these drawings shall be submitted as shop drawings to the Project Owner. Contractors shall verify and be responsible for all final quality, dimensions, materials and conditions on the job.

Project owner shall be notified of any variations from the dimensions and conditions shown by these drawings prior to the execution of any work, including changes to graphic designs or typography.

Drawing scale shown on plans is for full size plans only. Alta shall not be responsible for scale discrepancies caused by reduced or enlarged drawings.



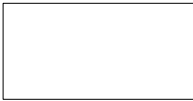













Graphic Standards	2	Vehicular Directional Sign Detail	11
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**Alta Planning + Design**  
711 SE Grand Ave  
Portland, Oregon, 97214  
Ph: 503.230.9862

MATERIALS PALETTE

Contractor shall be responsible for supplying samples for all colors and materials within the palette.

								
	 White	 Blue	 White - Reflective	 Brown	 Gold	 Dark Grey	 Light Green	 Light Blue
Color:	White	Pantone 2222 C	MP18071	Pantone 168 C	Pantone 1375 C	WBK - Weathered Black	Pantone 3501 C	Pantone 2190 C
Materials:	Matthews Paint	Matthews Paint	3M 3930 High Intensity Retroreflective	Matthews Paint	Matthews Paint	Sternberg Lighting	Matthews Paint	Matthews Paint
Process:	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant























TYPOGRAPHY

Fabricator is responsible for acquiring project related fonts.

Proxima Nova
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890
Gentium Book Basic
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

ARTWORK

All artwork illustrated on this page shall be provided by Project Owner as electronic vector art.

		HISTORIC DISTRICT			<p>Contractor is responsible for matching all colors and materials as specified and is required to provide color and material sample to the Project Owner for approval.</p> <p>All painted surfaces to receive Matthews Paint Ultraviolet (UV) and Anti-Graffiti coating. All retroreflective material to receive UV/Anti-Graffiti overlaminate, or owner approved equal.</p> <p>No substitute typefaces will be accepted. Set kerning tracks to visually approximate sign drawings. Kerning shown may vary from exact kerning used to create sign drawings. Refer to specific applications for type sizes and leading requirements.</p>
	RIVERFRONT DISTRICT				
	HOULTON BUSINESS DISTRICT				
					
					
					
<u>City Logo</u>	<u>Districts</u>		<u>Food Service</u>	<u>Drinking Fountain</u>	
<u>Arrow</u>			<u>Bike Repair</u>	<u>Biking</u>	
<u>Pedestrian Symbol</u>		<u>Garbage Receptacle Symbol</u>	<u>Trailhead</u>	<u>Hiking</u>	
<u>Bicycle Symbol</u>			<u>Activity Icons</u>		
		<u>Dog Friendly Symbol</u>			

GENERAL NOTES

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- Hardware: All exposed hardware shall be tamper proof fasteners.
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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Graphic Standards

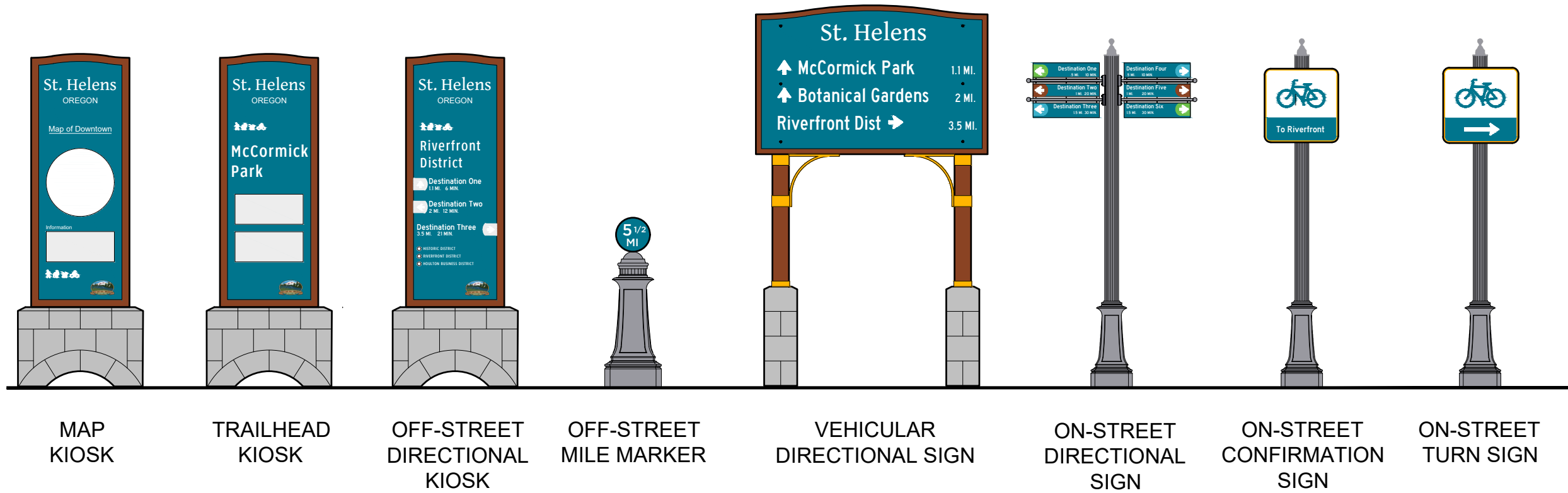
SHEET TITLE

2

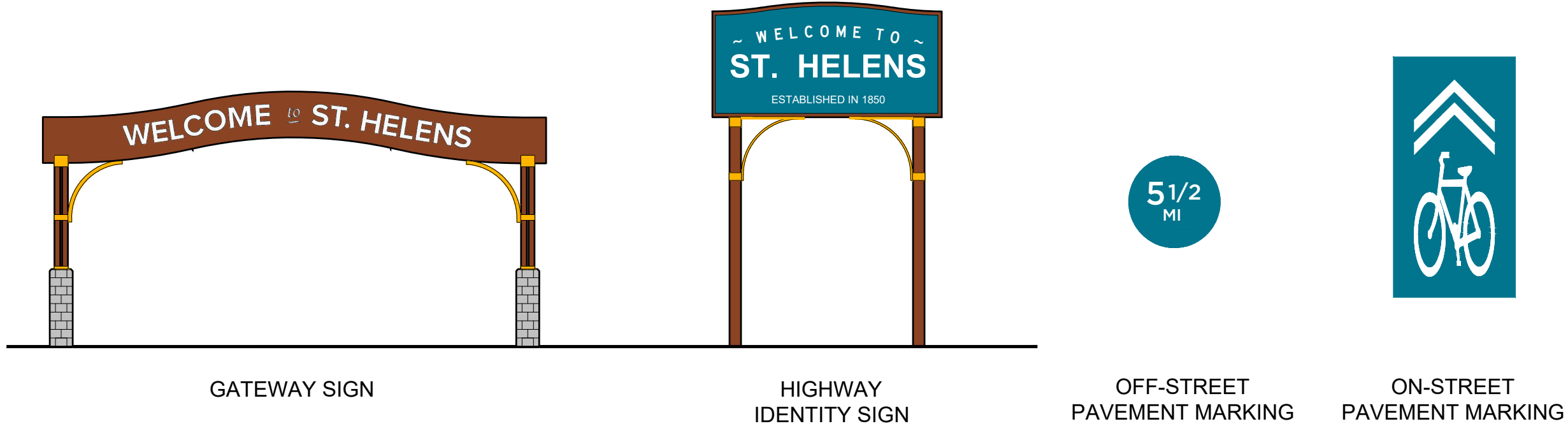
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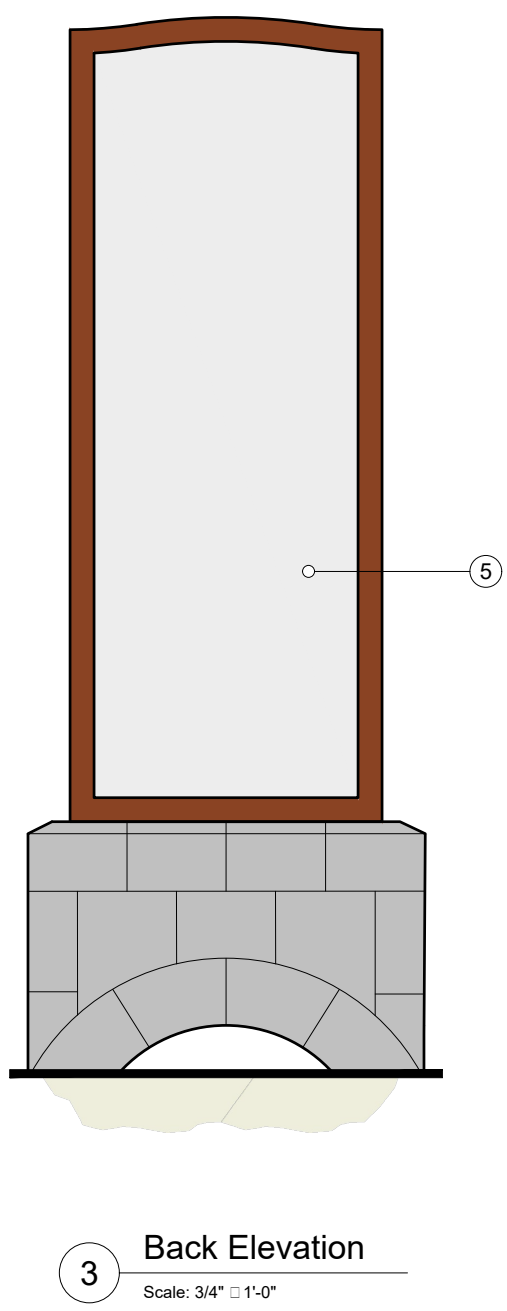
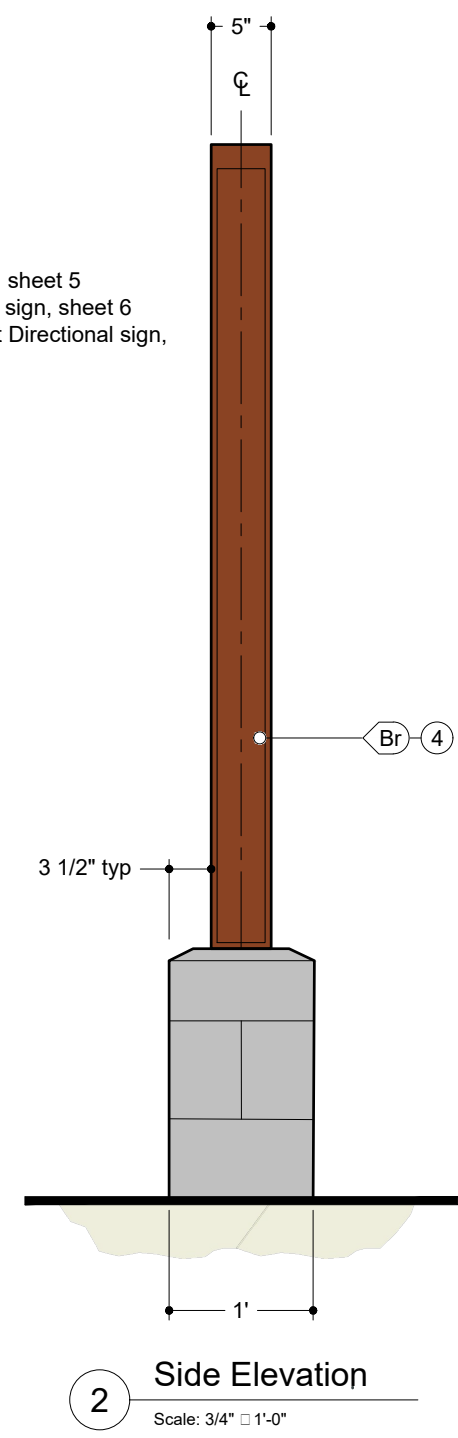
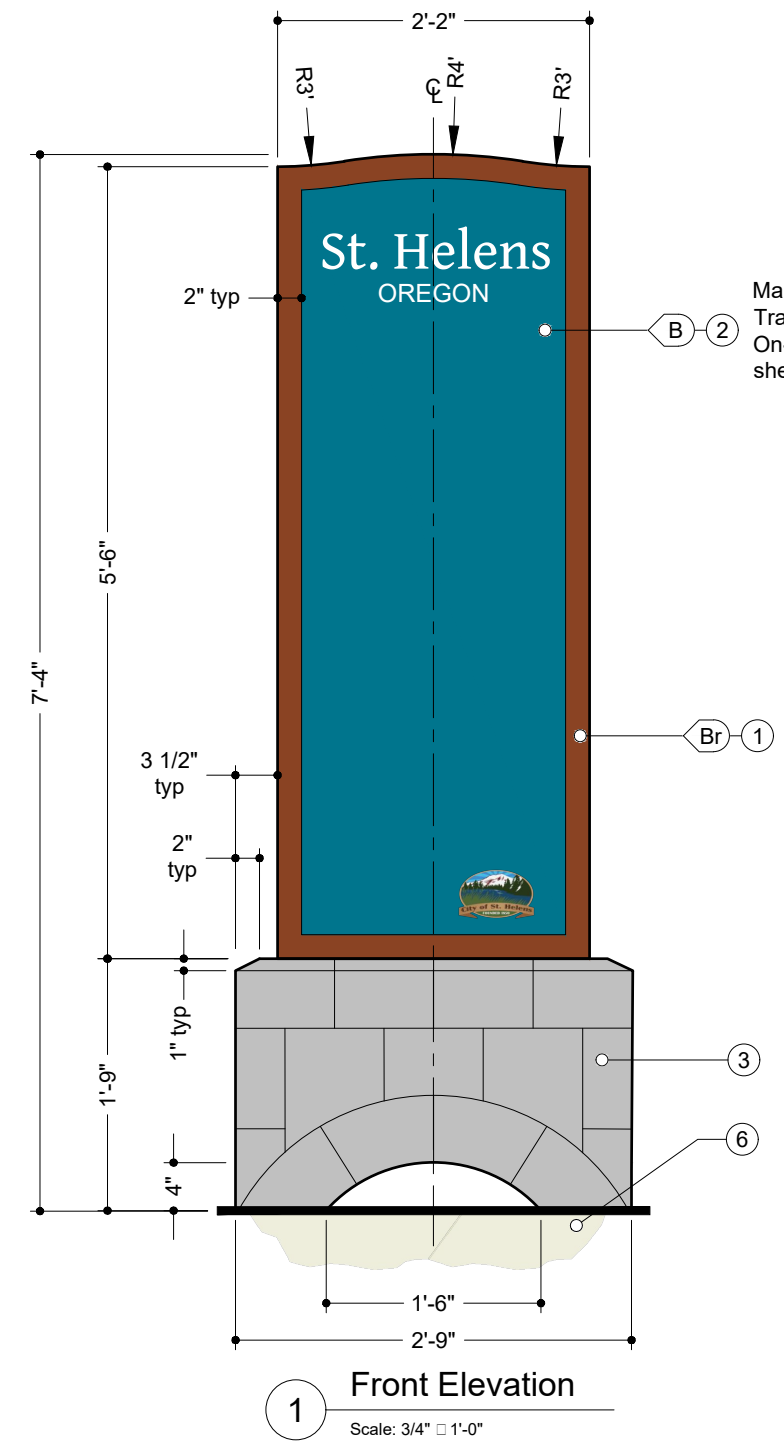
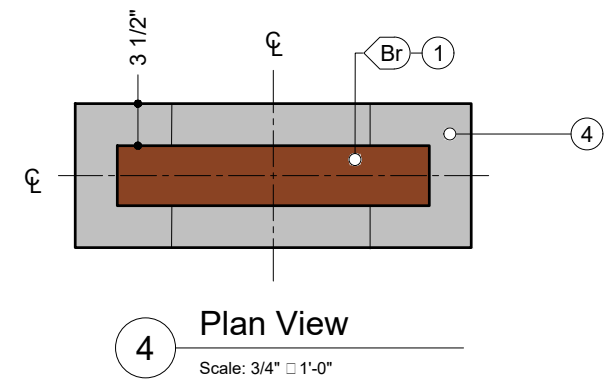
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SIGNS



PAVEMENT MARKINGS





- 1. SIGN CABINET**  
MATERIAL: 1/8" thick aluminum  
Fabricated from heavy gauge aluminum with aluminum angle internal frame and support cradles. Cabinet is supported by steel tube uprights in concrete footers.
- 2. SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure
- 3. BASALT BASE**  
SIZE: 2'-9" L x 1'-0" W x 1'-9" H  
MATERIAL: Basalt veneer over CMU / precast concrete
- 4. SIDE ACCESS PANEL**  
SIZE: allow for electrical maintenance. Include access on top of sign as required.
- 5. BULLETIN PANEL**  
SIZE: 1/8" thick cork  
FABRICATION PROCESS: outdoor, locking and weatherproof 24" x 36" snap frame. Mechanically attach to aluminum panel with hidden fasteners. Display to hold city flyers and public posting information.  
EDGES: routed, finished smooth
- 6. FOUNDATION (NOT SHOWN)**  
SIZE: to engineer's specifications

KEY NOTES

**alta** Alta Planning + Design  
711 SE Grand Ave.  
Portland, Oregon 97214  
ph: 503.230.9862

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City of St. Helens  
CLIENT

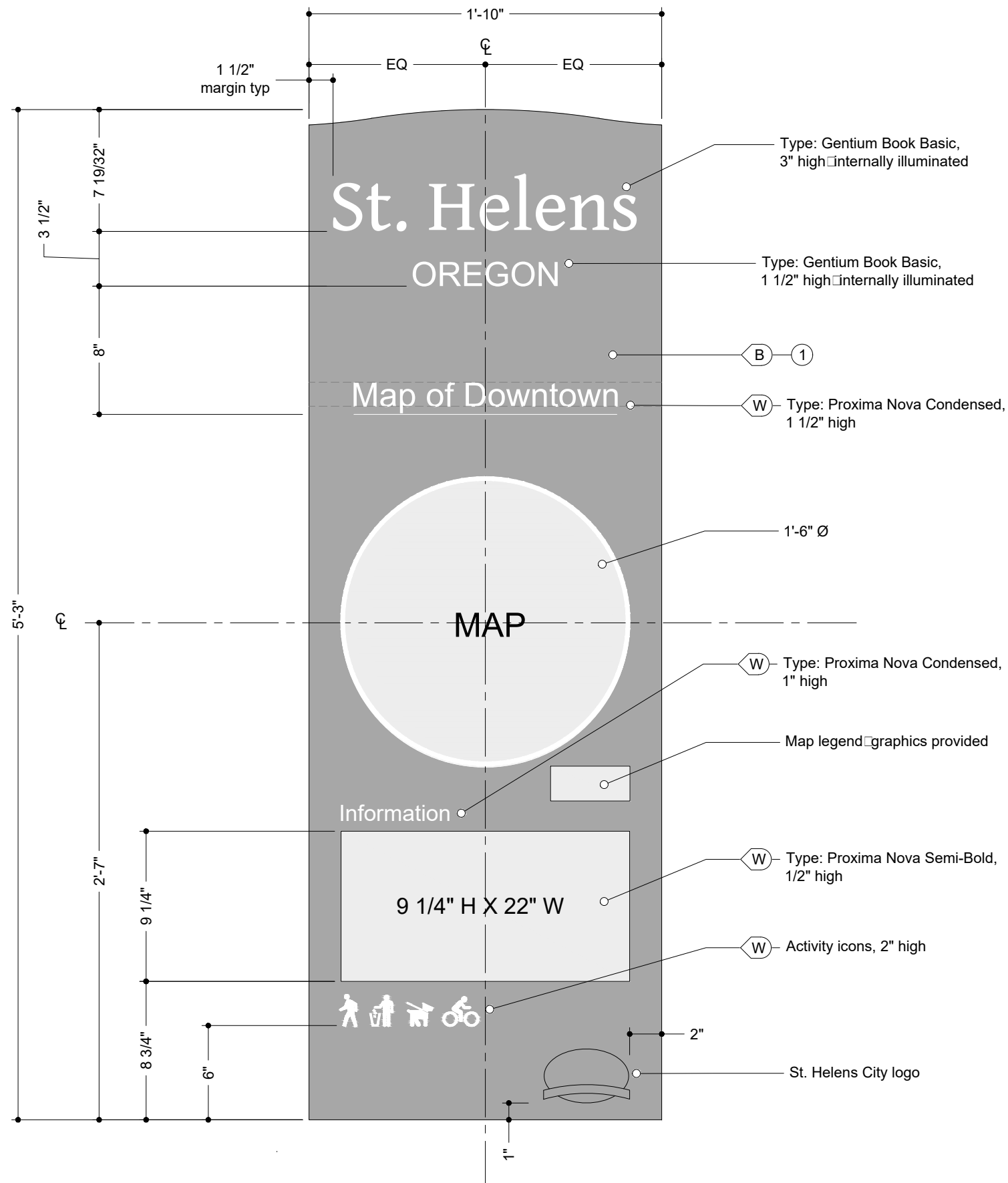
St. Helens Wayfinding  
PROJECT

August 2017  
DOCUMENT ISSUE

Typical Kiosk  
SHEET TITLE

4  
SHEET NUMBER





1 Typical Sign Detail  
Scale: 1 1/2" □ 1'-0"

KEY NOTES

**1. SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure

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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

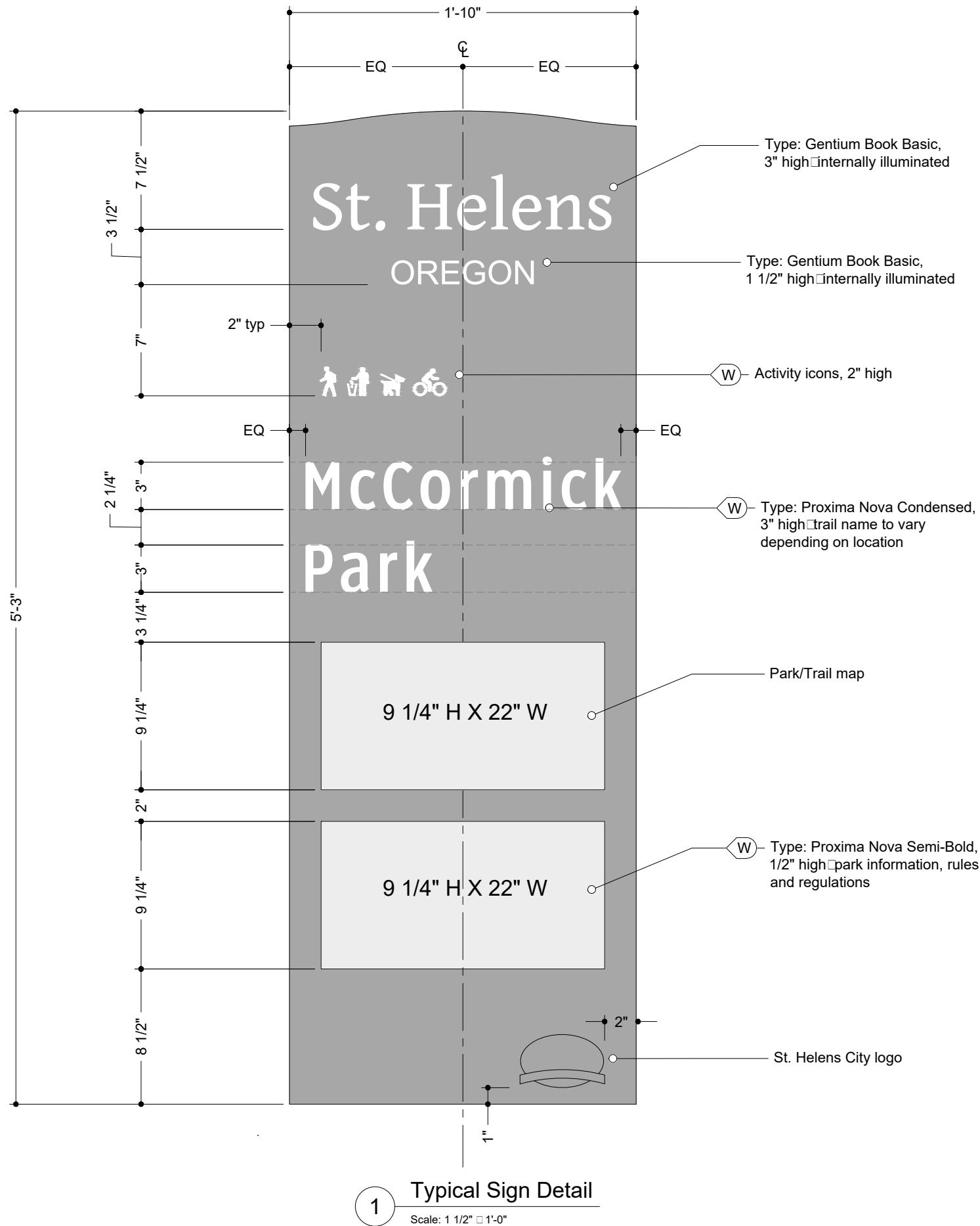
DOCUMENT ISSUE

Typical Map Sign Detail

SHEET TITLE

5

SHEET NUMBER



KEY NOTES

**1. SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure

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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Typical Trailhead Sign Detail

SHEET TITLE

6

SHEET NUMBER



## GENERAL NOTES

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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Typical Off-Street Directional Sign  
Detail

SHEET TITLE

7

SHEET NUMBER

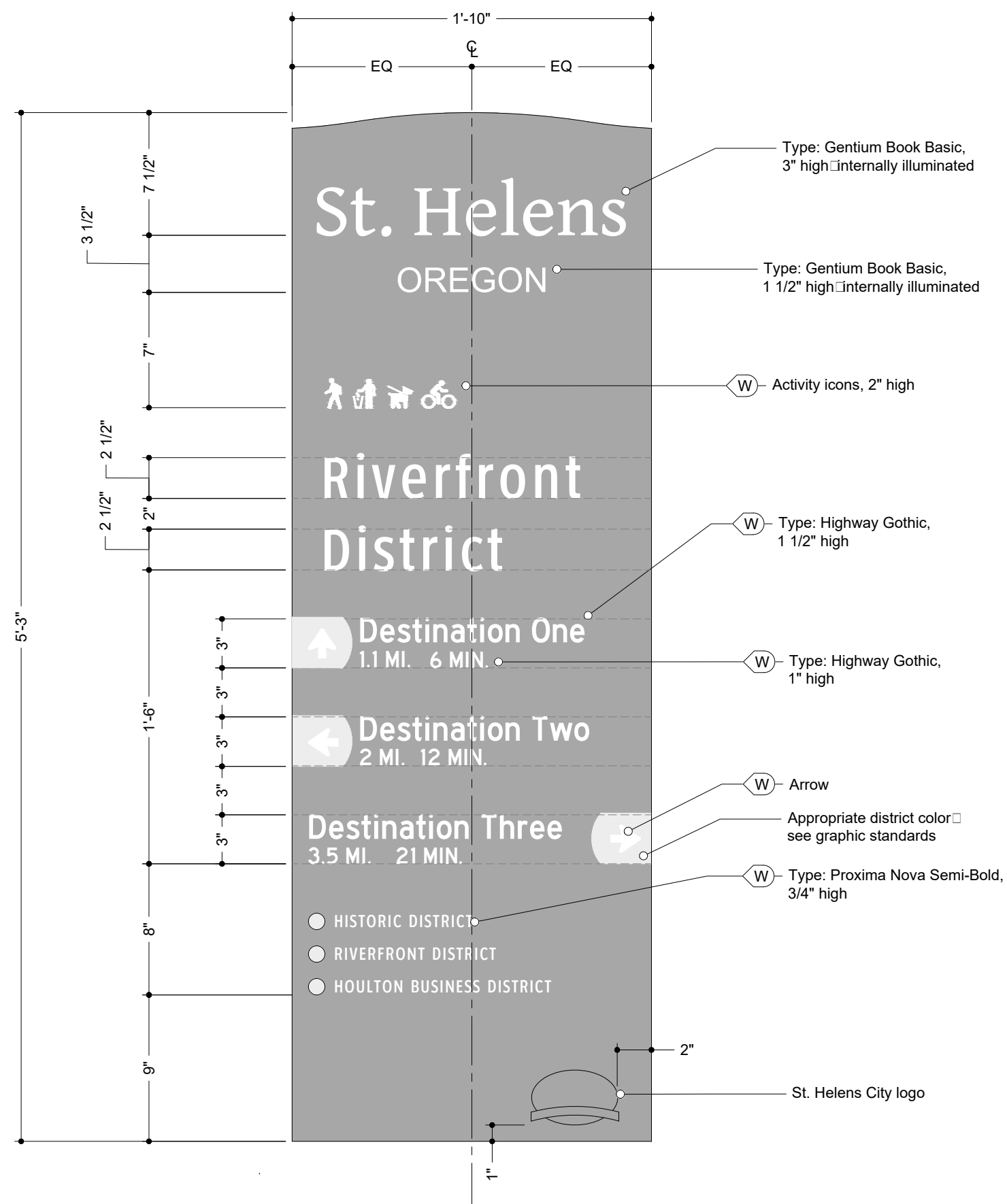
## KEY NOTES

## 1. SIGN PANEL

MATERIAL: 1/8" thick aluminum

FABRICATION PROCESS: router cut,  
internally illuminated

EDGES: routed, finished smooth

GRAPHICS/TEXT: screen printed, graphics to  
be internally lit illuminated with LED backlights  
mounted to fabricated light tray fixed to internal  
structure

1

## Typical Sign Detail

Scale: 1 1/2" □ 1'-0"



Alta Planning + Design  
711 SE Grand Ave.  
Portland, Oregon 97214  
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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Off-Street Mile Marker

SHEET TITLE

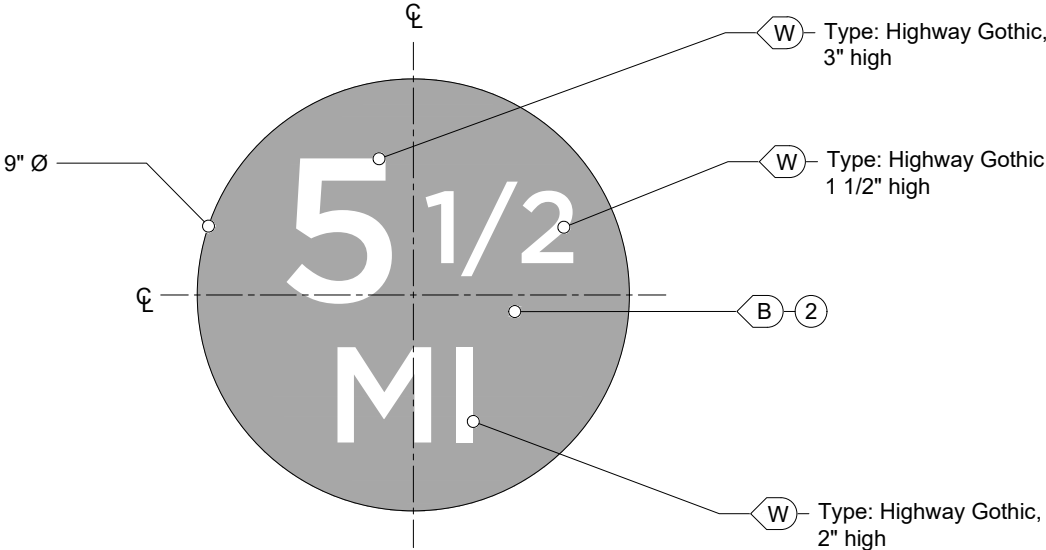
8

SHEET NUMBER

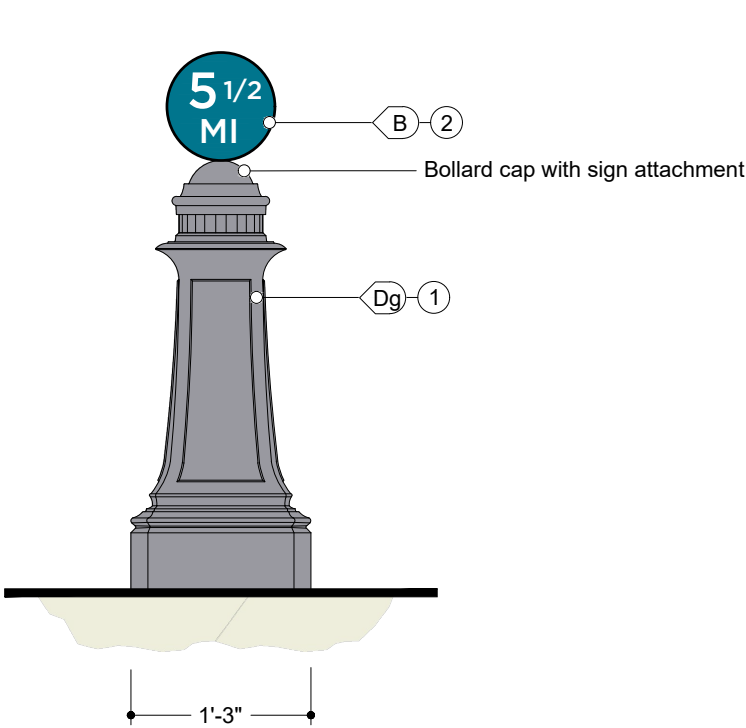
KEY NOTES

- 1. DECORATIVE BOLLARD**  
MATERIAL: structural grade aluminum  
MANUFACTURER: Sternberg 8401B bollard

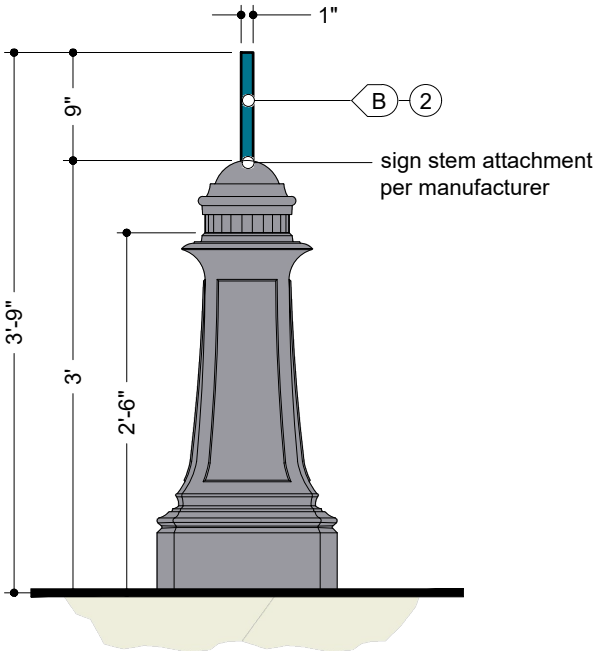
**2. MILE MARKER SIGN**  
MATERIAL: aluminum  
SIZE: 9" dia. X 1"thick  
FABRICATION PROCESS: router cut  
EDGES: router cut, smooth finished smooth  
FASTENER: to manufacturers specifications  
GRAPHICS/TEXT: screen printed



3 Typical Sign Detail  
Scale: 3" □ 1'-0"

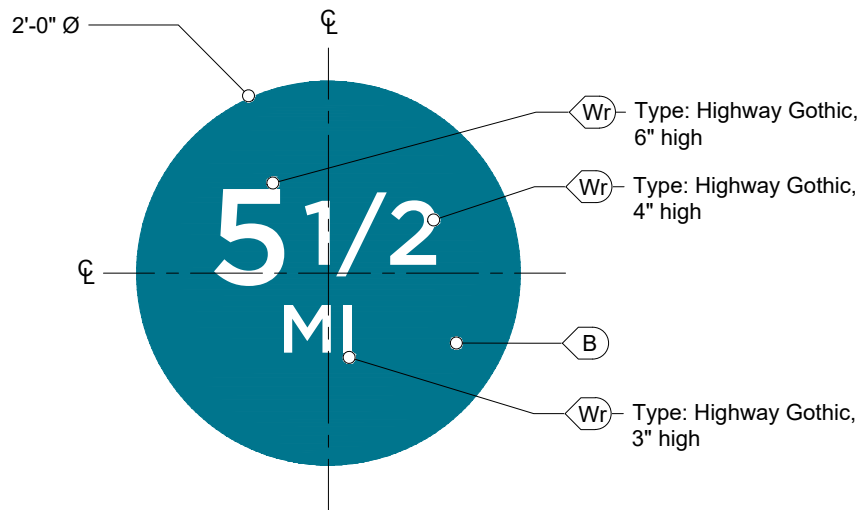


1 Front Elevation  
Scale: 3/4" □ 1'-0"

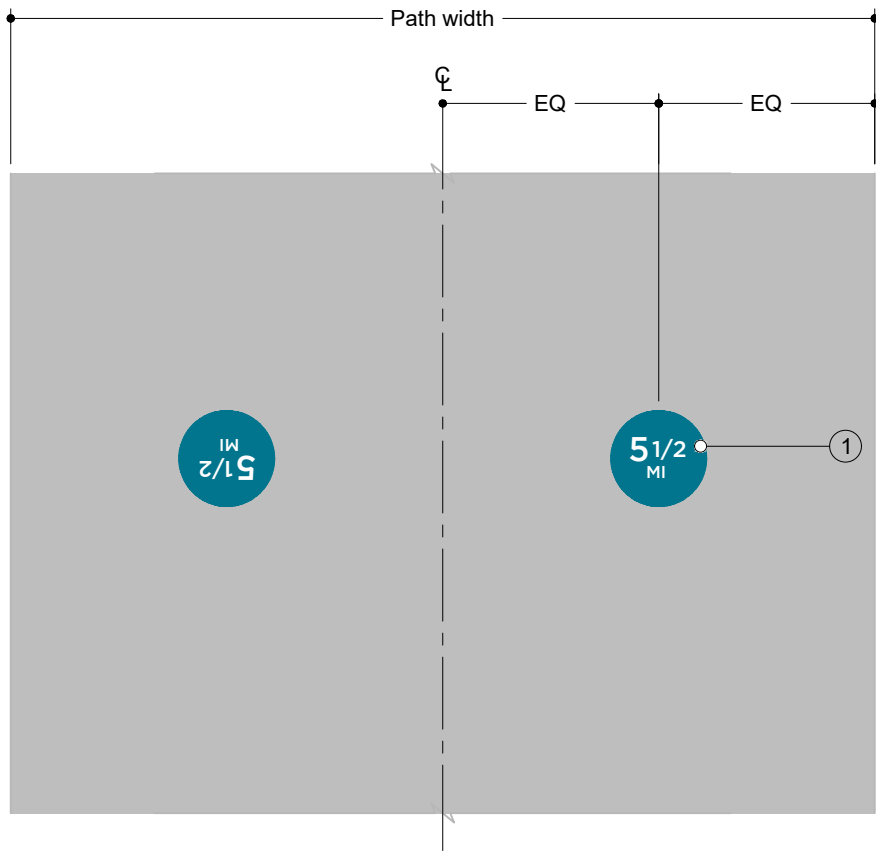


2 Side Elevation  
Scale: 3/4" □ 1'-0"





1 Detail  
Scale: 3/4" □ 1'-0"



2 Typical Placement Plan  
Scale: 1/4" □ 1'-0"

1. THERMOPLASTIC GRAPHIC PAVEMENT  
MARKER  
MATERIAL: thermoplastic  
SIZE: 2'-0" dia

KEY NOTES



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ph: 503.230.9862

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City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

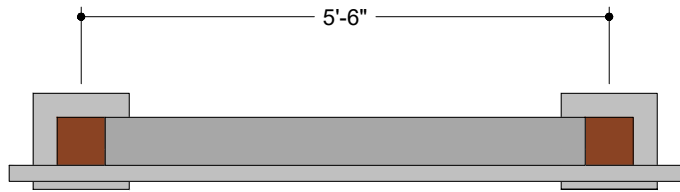
DOCUMENT ISSUE

Off-Street Pavement Marking

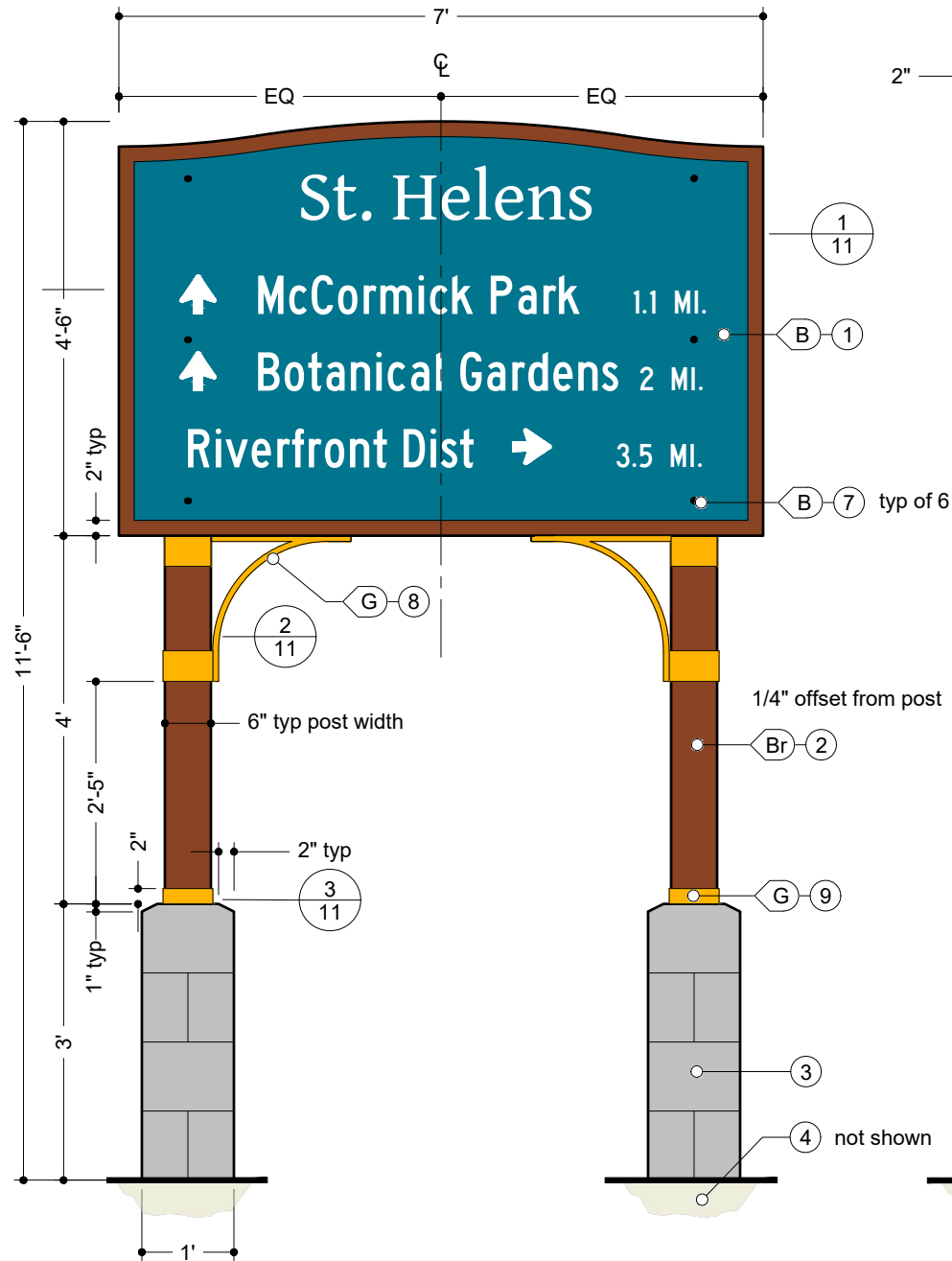
SHEET TITLE

9

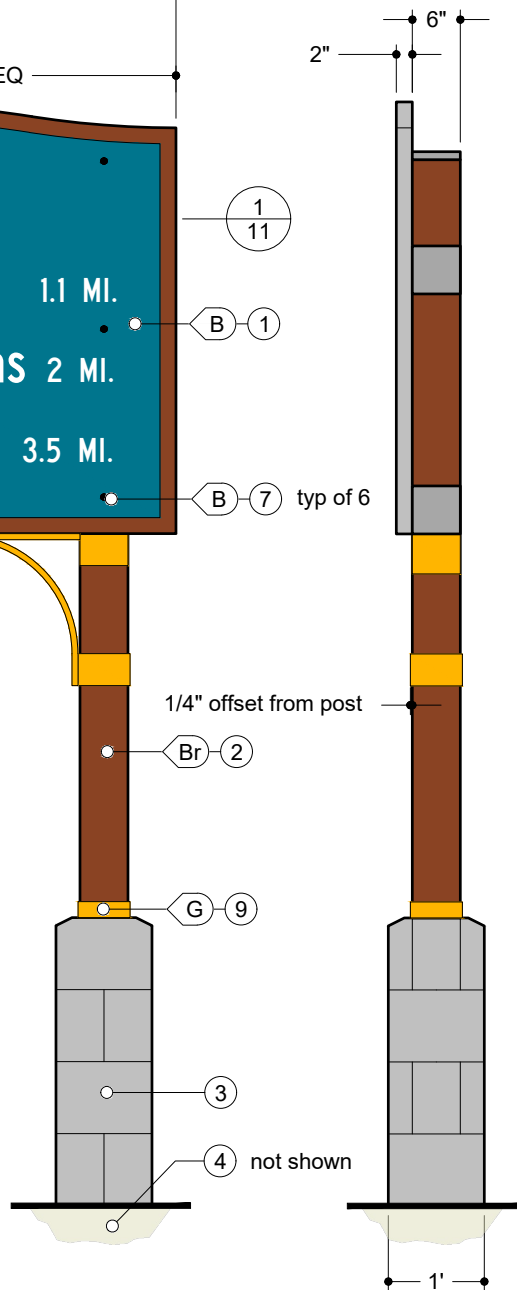
SHEET NUMBER



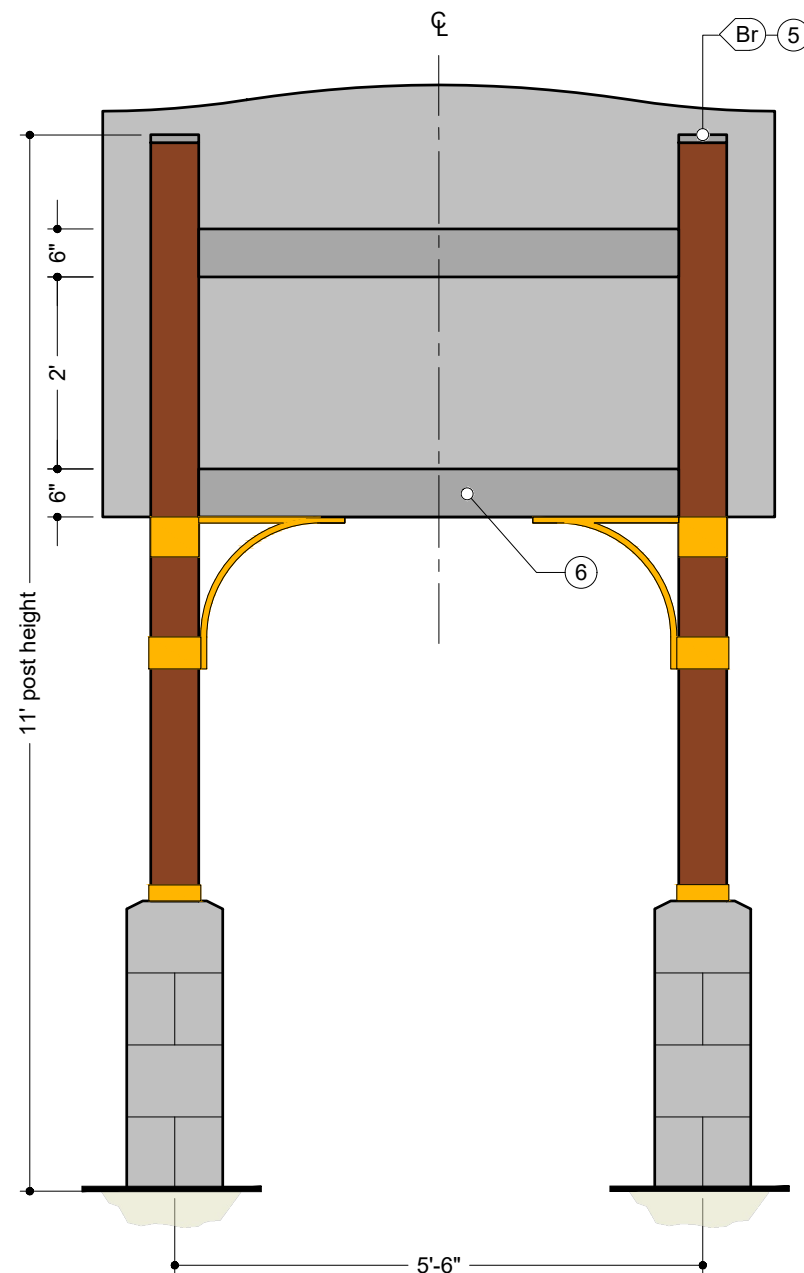
4 Plan View  
Scale: 1/2" □ 1'-0"



1 Front Elevation  
Scale: 1/2" □ 1'-0"



2 Right Side Elevation  
Scale: 1/2" □ 1'-0"



3 Rear Elevation  
Scale: 1/2" □ 1'-0"

KEY NOTES

- SIGN PANEL**  
MATERIAL: 2" thick aluminum  
FABRICATION PROCESS: router cut  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed  
COATING: UV protection  
FASTENER: mechanically fastened
- POST**  
MATERIAL: 6" x 6" square steel tube,  
fabricator to engineer wall thickness,  
powder-coated aluminum
- FOOTING**  
MATERIALS: Basalt style veneer  
SIZE: Per engineer's specifications
- FOUNDATION**  
SIZE: Per engineer's specifications
- POST CAP**  
MATERIAL: 1/4" steel plate  
FABRICATION PROCESS: welded
- SUPPORT BEAM**  
MATERIAL: (2) 6" x 6" steel tube, welded to  
posts
- BOLTS**  
(6) Tamper-proof thru-bolts, lock washers and  
nuts □ fabricator to determine size  
MATERIAL: stainless steel □ powder coated
- DECORATIVE BRACKET**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded
- DECORATIVE BAND**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded



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Vehicular directional signs not located within the Highway 30 right-of-way.

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St. Helens Wayfinding

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August 2017

DOCUMENT ISSUE

Typical Vehicular Directional Sign

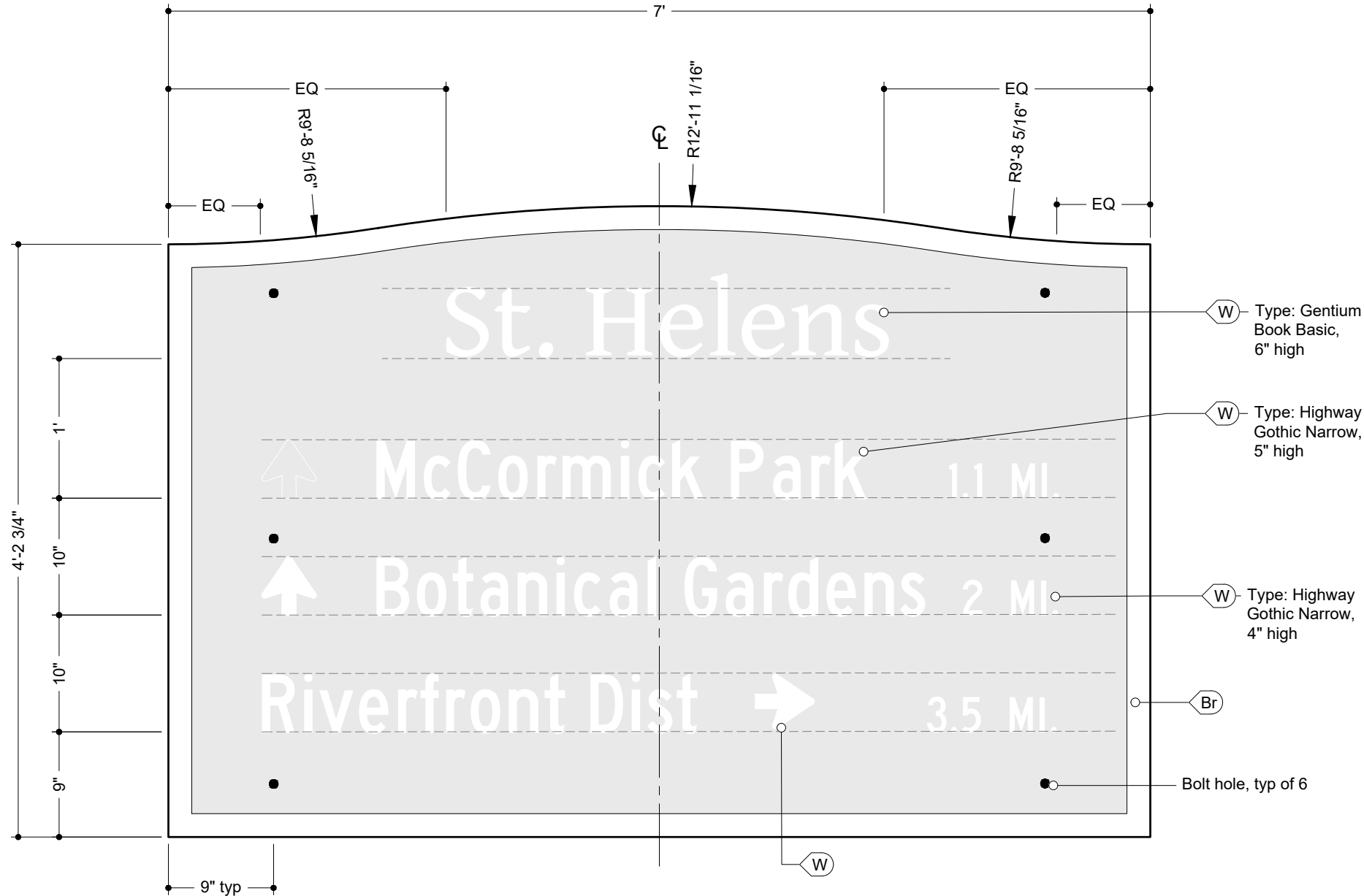
SHEET TITLE

10

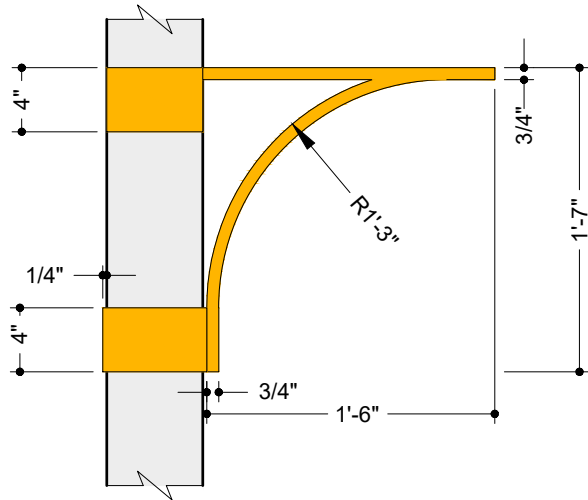
SHEET NUMBER

GENERAL NOTES

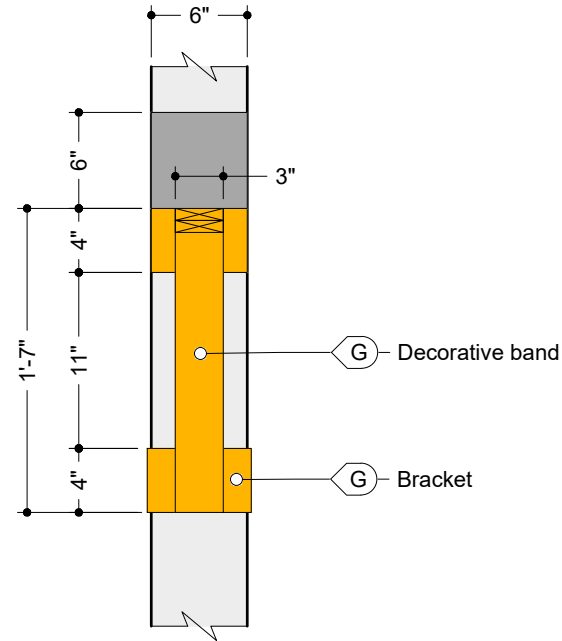
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1 Typical Sign Detail  
Scale: 1" □ 1'-0"



2 Bracket Detail  
Scale: 1" □ 1'-0"



3 Bracket and Band Elevation  
Scale: 1" □ 1'-0"

City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

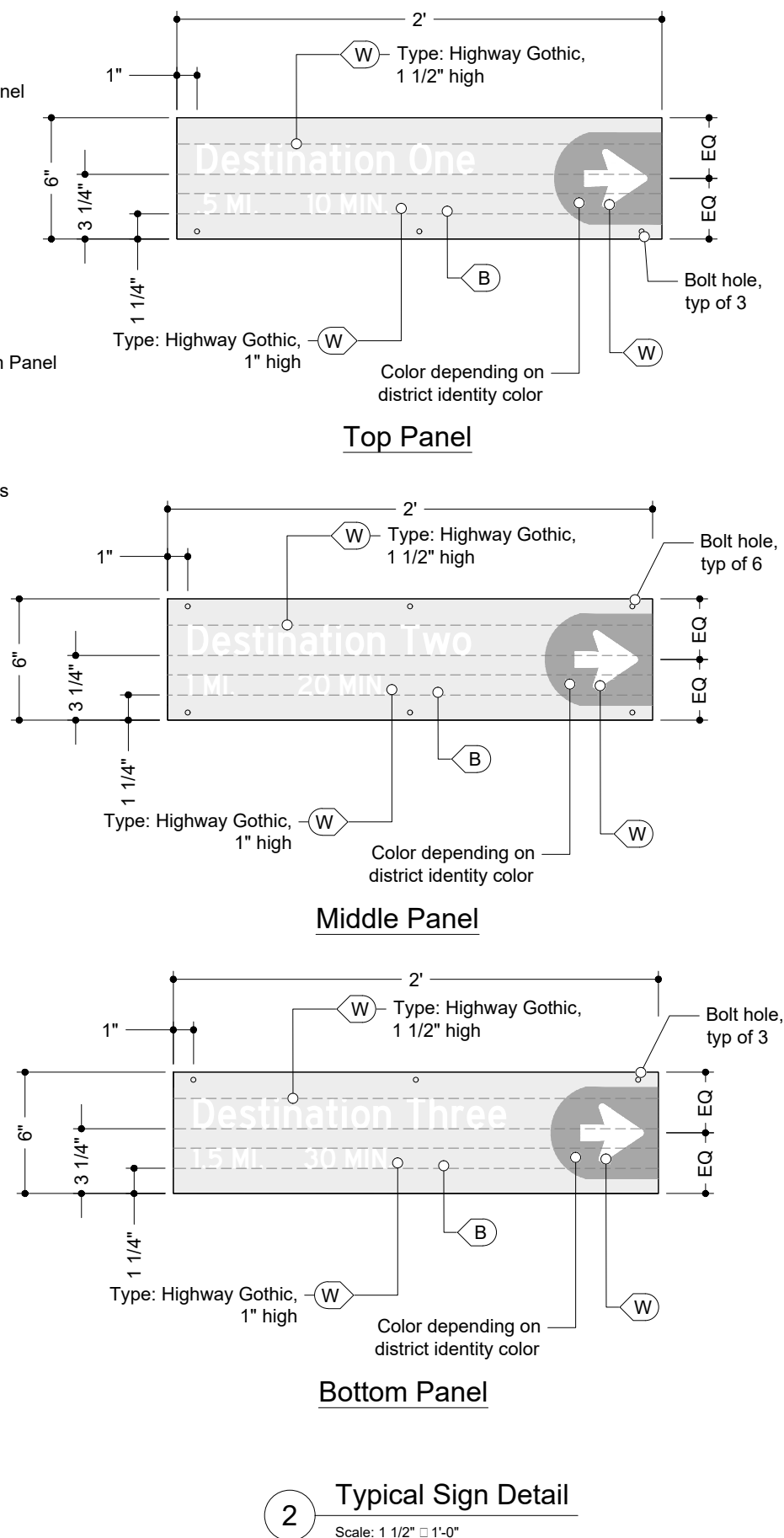
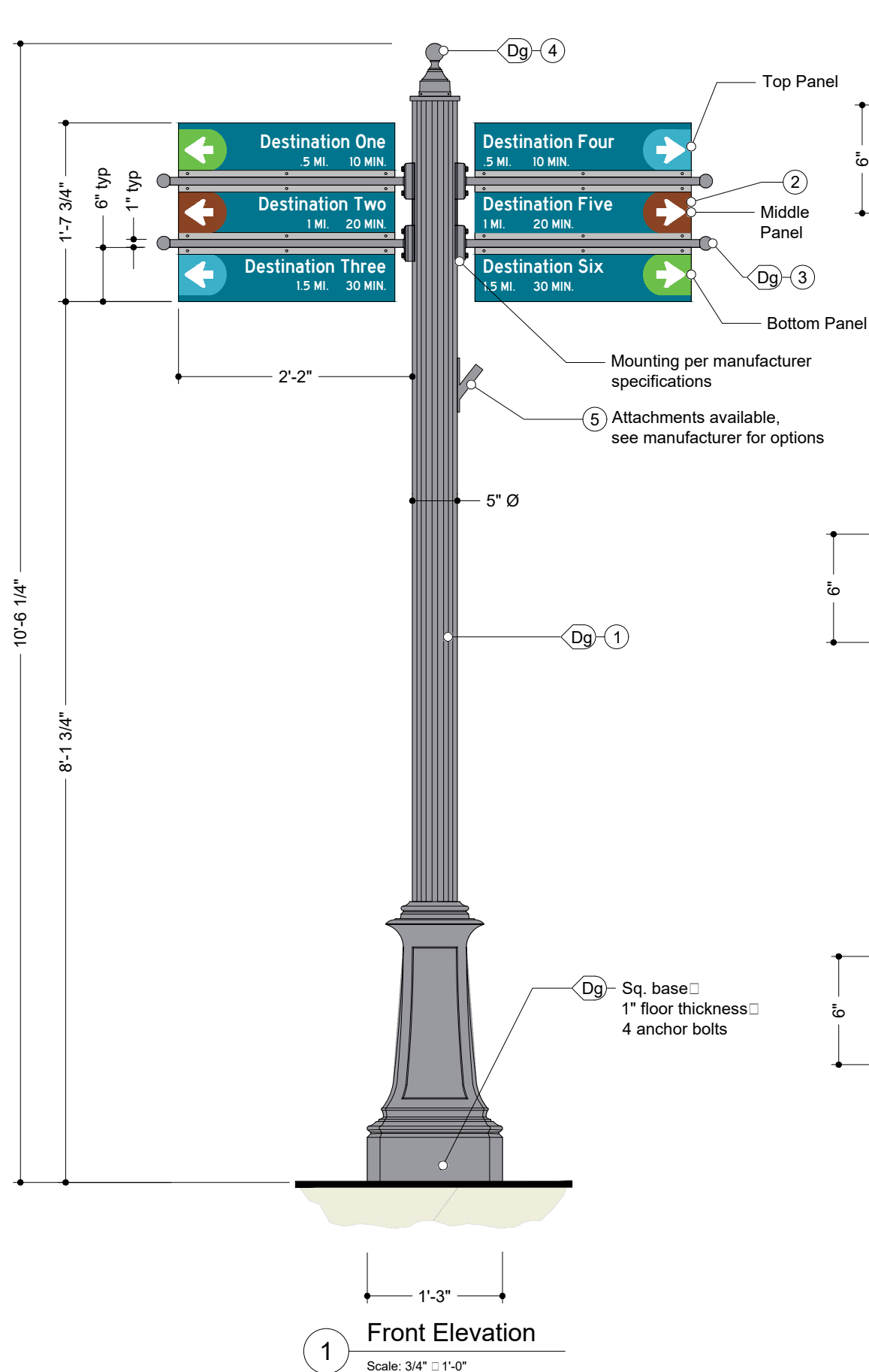
DOCUMENT ISSUE

Typical Vehicular Directional Sign Detail

SHEET TITLE

11

SHEET NUMBER



## KEY NOTES

- 1. DECORATIVE POLE**  
MATERIAL: 5" diameter aluminum □ 188 wall thickness 6061-Tg structural grade □ fluted  
MANUFACTURER: Sternberg Lighting □ built for single unit construction □ 15" sq. base, 1" floor thickness, 4 anchor bolts
- 2. SIGN BLADE**  
MATERIAL: 1/8" thick aluminum  
SIZE: 24" x 6", double sided  
MANUFACTURER: Sternberg Lighting □ model 2-SABA
- 3. BANNER ARM**  
MATERIAL: aluminum  
MANUFACTURER: Sternberg Lighting, Sternberg banner arm with 4 24" long channels □ 1/4" wide 1/8" deep
- 4. CAP**  
MATERIAL: aluminum  
MANUFACTURER: Sternberg Lighting □ BCC - Ball Center Cap
- 5. OPTIONAL POST ATTACHMENTS**  
MATERIAL: aluminum FH Flag Pole Holder □ WHK Wreath Hook Mount  
MANUFACTURER: Sternberg Lighting

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## St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

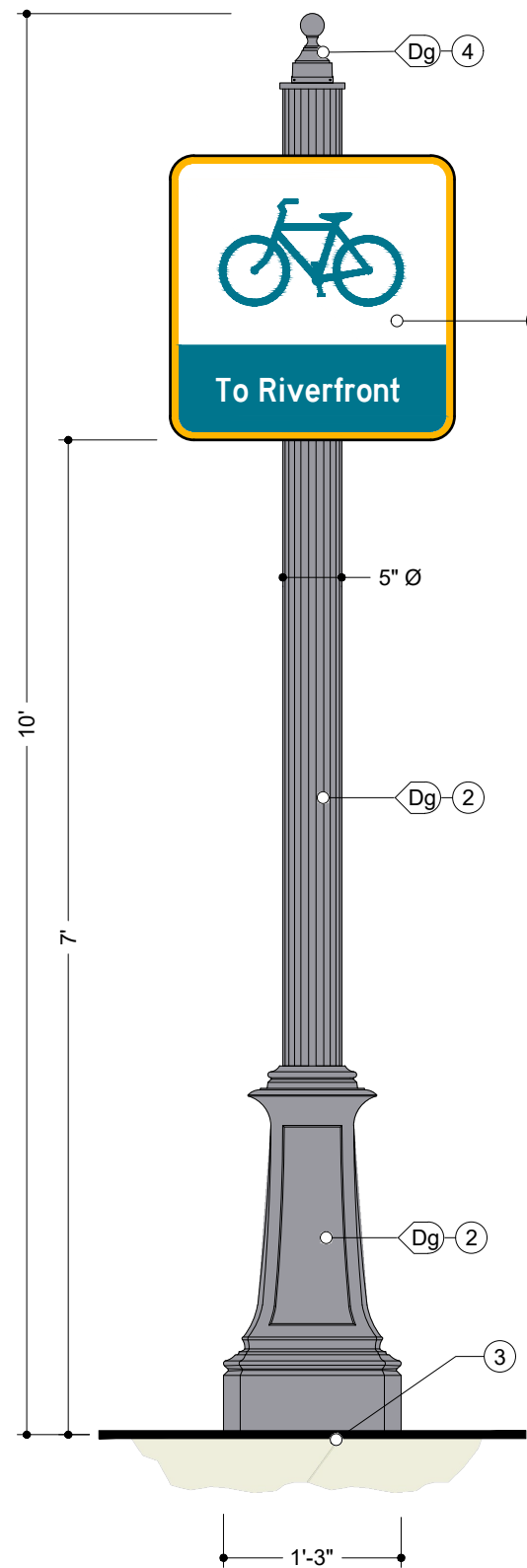
### On-Street Directional Sign

SHEET TITLE

12

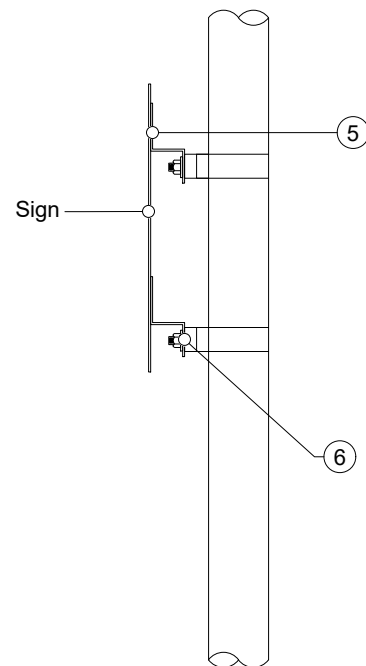
SHEET NUMBER





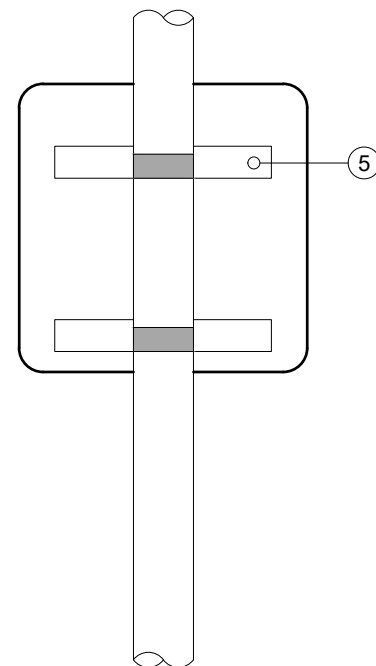
Confirmation Sign

1 Front Elevation  
Scale: 3/4" = 1'-0"



Side

2 Sign Mounting Detail  
Scale: 3/4" = 1'-0"



Back

KEY NOTES

- SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed  
COATING: UV protection  
FASTENER: (2) 5/16" x 2-1/2" SST bolts w/ SST washers
- DECORATIVE POLE**  
MATERIAL: 5" diameter aluminum, 188 wall thickness 6061-Tg structural grade, fluted  
MANUFACTURER: Sternberg Lighting, built for single unit construction, 15" sq. base, 1" floor thickness, 4 anchor bolts
- FOUNDATION**  
SIZE: to engineer's specifications
- CAP**  
MATERIAL: aluminum  
MANUFACTURER: Sternberg Lighting, built for single unit construction
- Z-ANGLE BRACKET**  
MATERIAL: aluminum z-angle bracket  
FASTENER: fill weld to back of sign panel
- BOLTS**  
Tamper-proof through-bolts, lock washers and nuts, fabricator to determine size  
MATERIAL: stainless steel

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City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

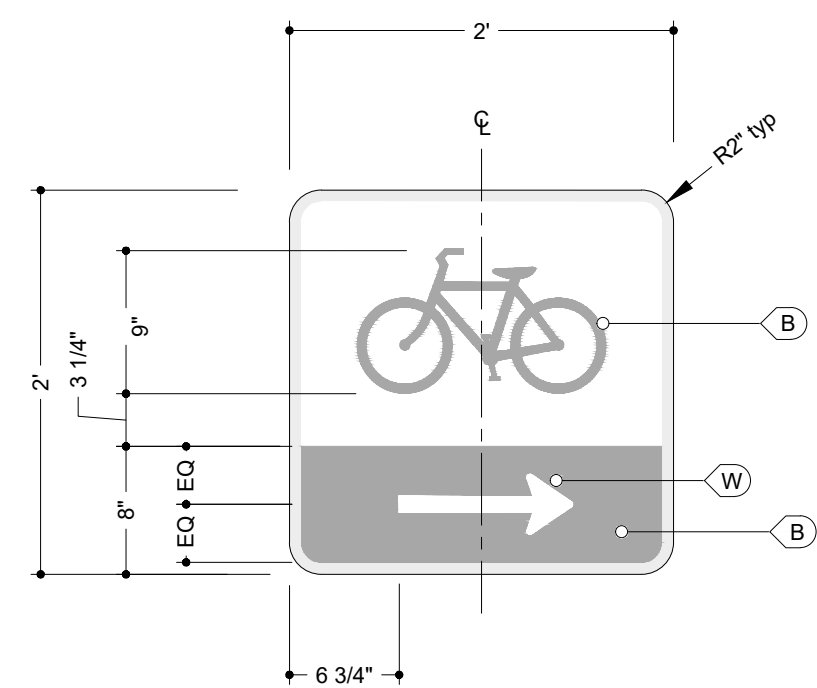
On-Street Sign

SHEET TITLE

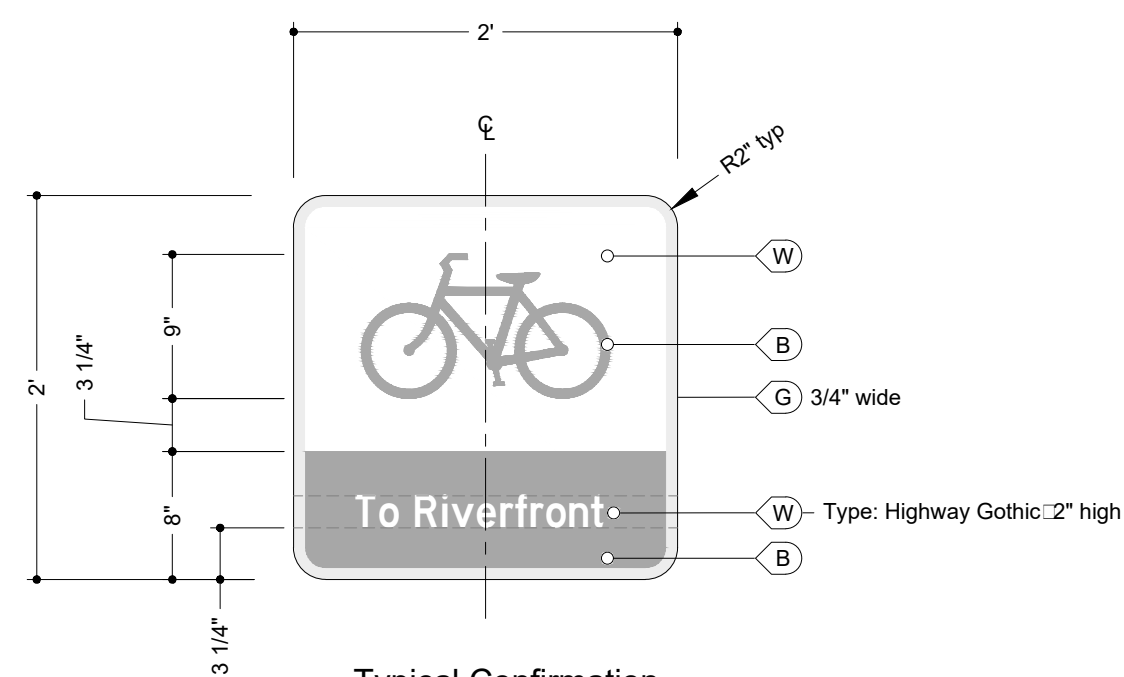
13

SHEET NUMBER





Typical Turn



Typical Confirmation

1 Sign Detail  
Scale: 1" = 1'-0"

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St. Helens Wayfinding

PROJECT

August 2017

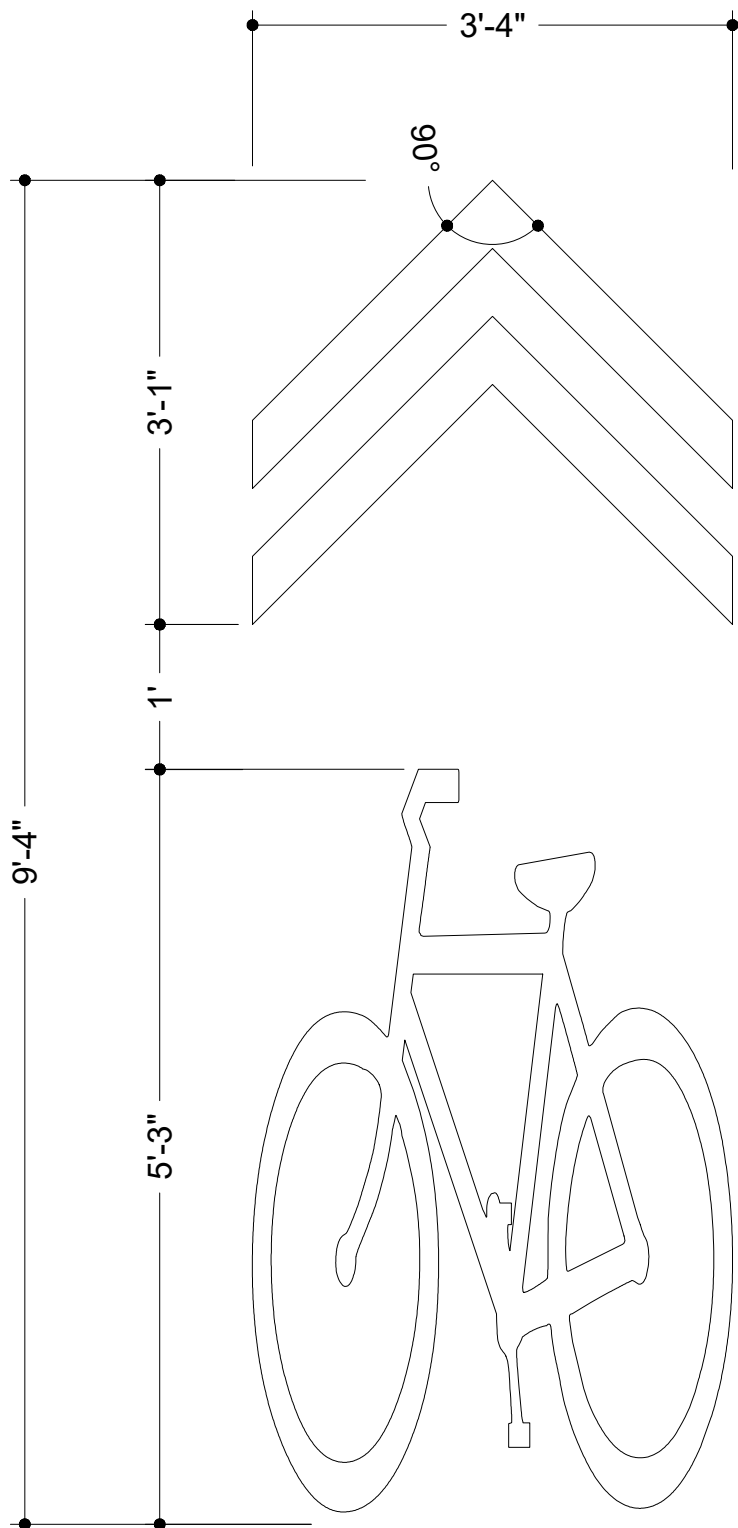
DOCUMENT ISSUE

Confirmation & Turn Layout

SHEET TITLE

14

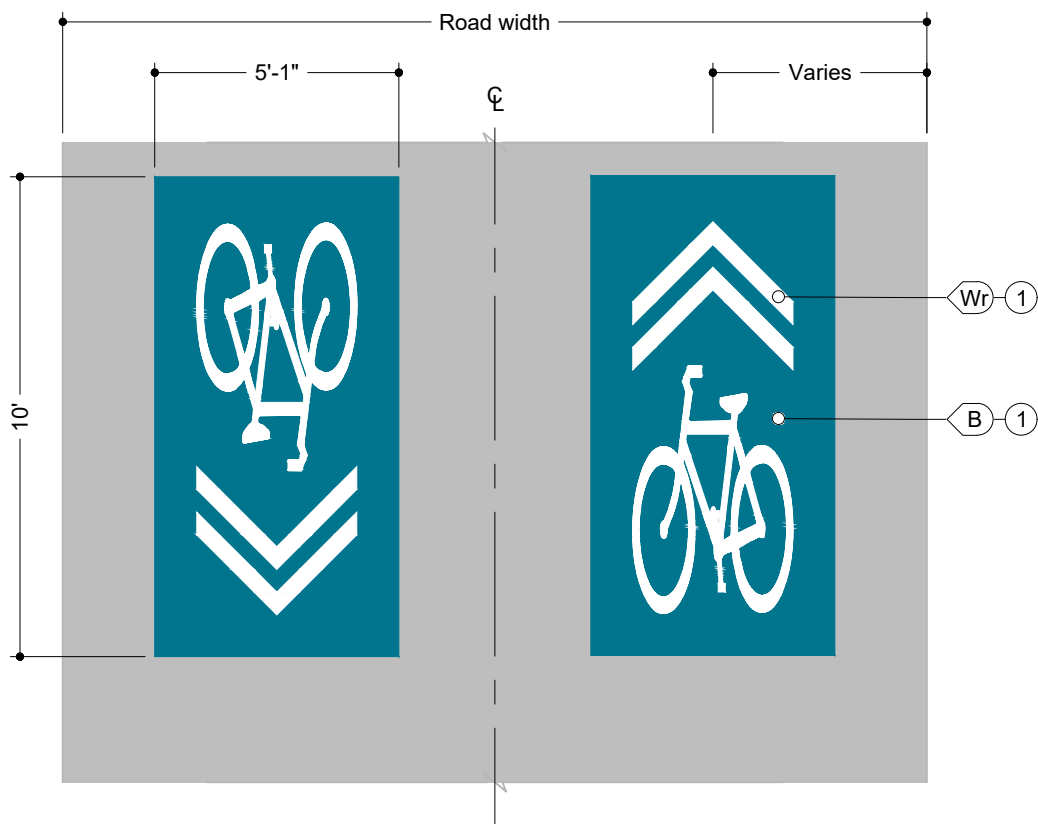
SHEET NUMBER



1

## Detail

Scale: 3/4" □ 1'-0"



2

## Typical Placement Plan

Scale: 1/4" □ 1'-0"

### KEY NOTES

#### 1. THERMOPLASTIC GRAPHIC PAVEMENT

##### MARKER

MATERIAL: thermoplastic

SIZE: 3'-4"W x 9'-4" L



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City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

On-Street Pavement Marking

SHEET TITLE

15

SHEET NUMBER



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City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

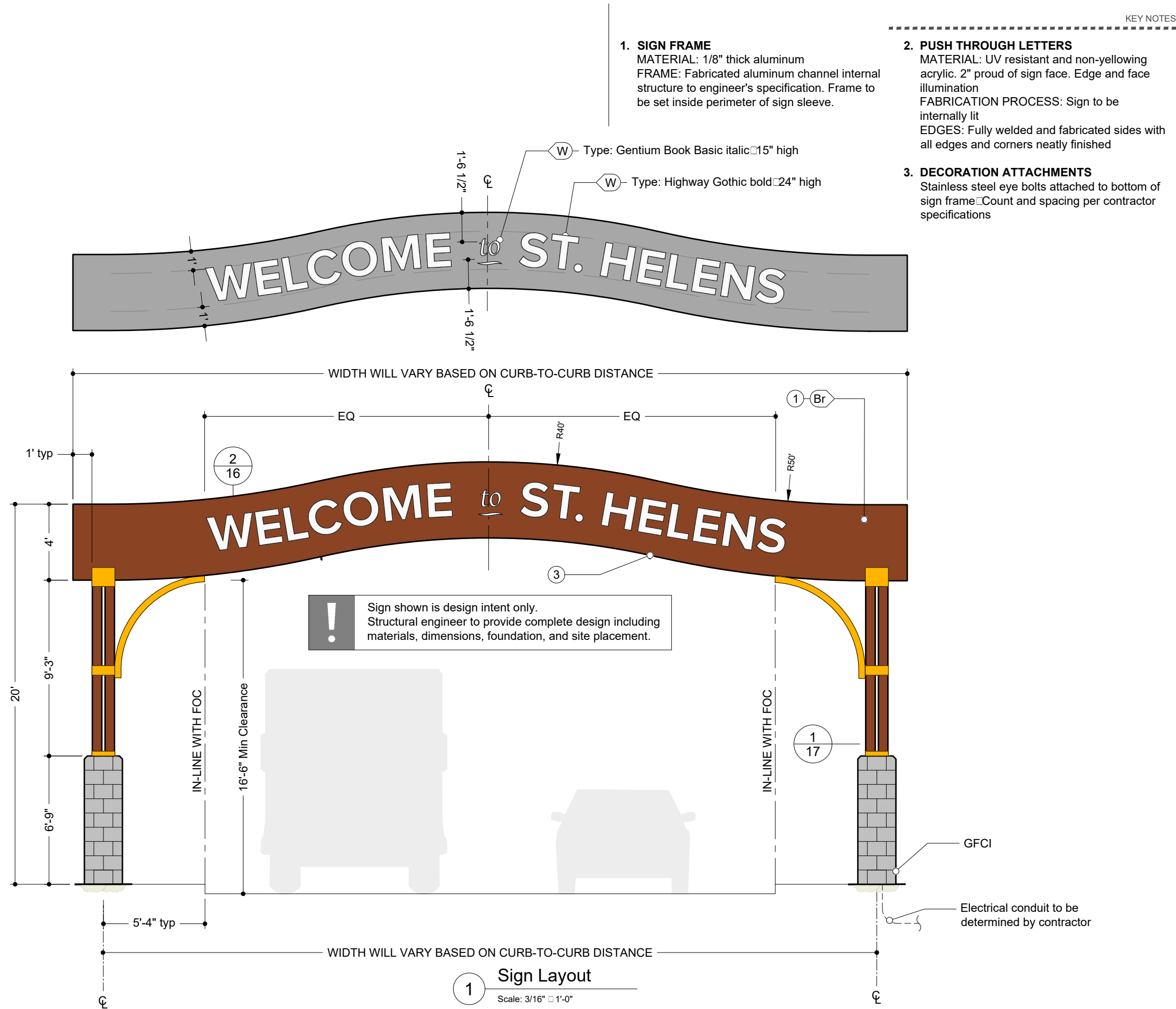
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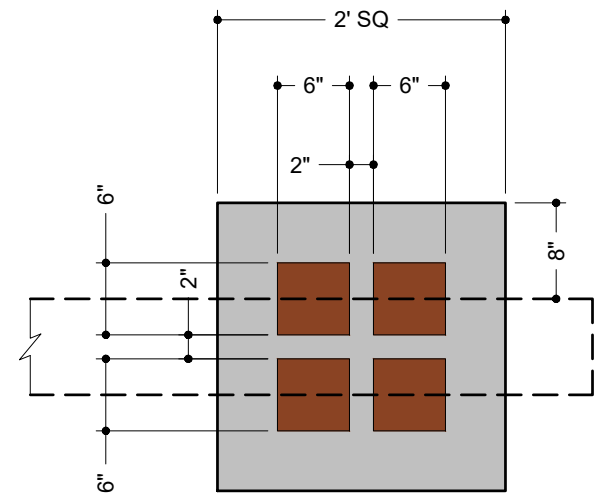
Gateway Sign

SHEET TITLE

16

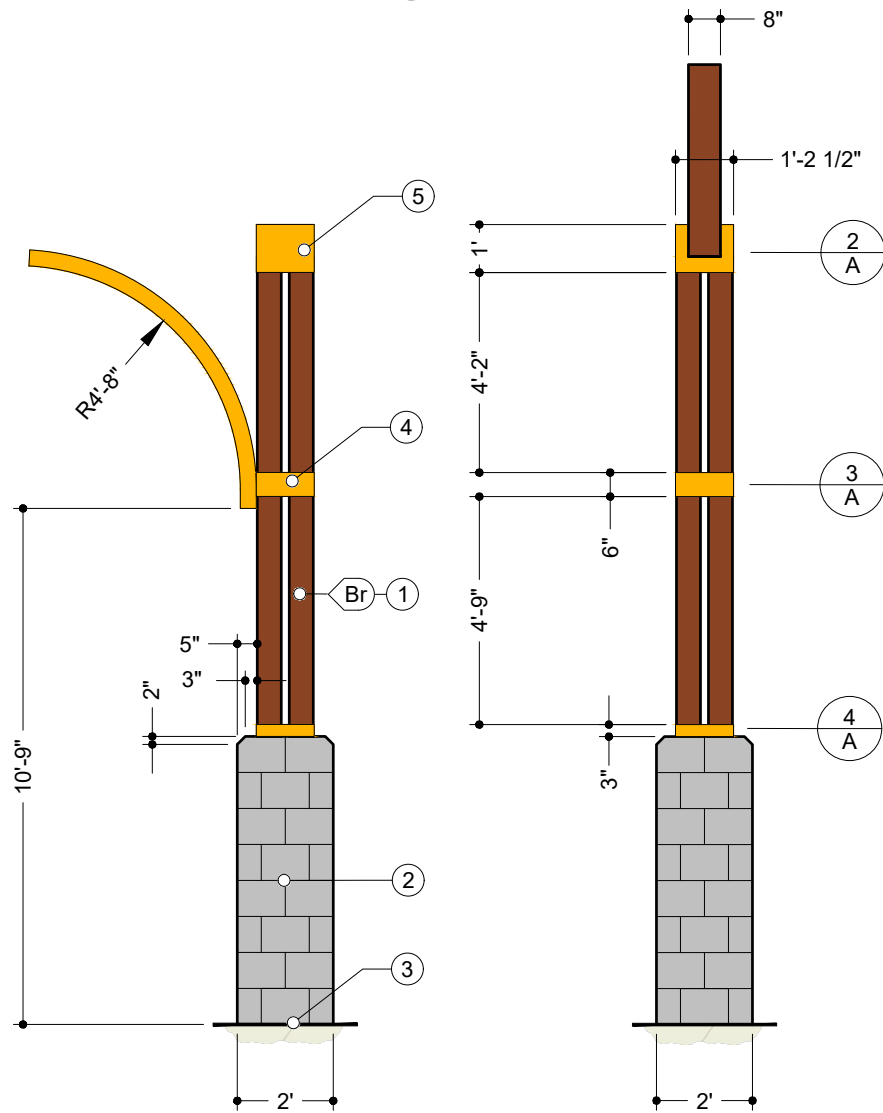
SHEET NUMBER





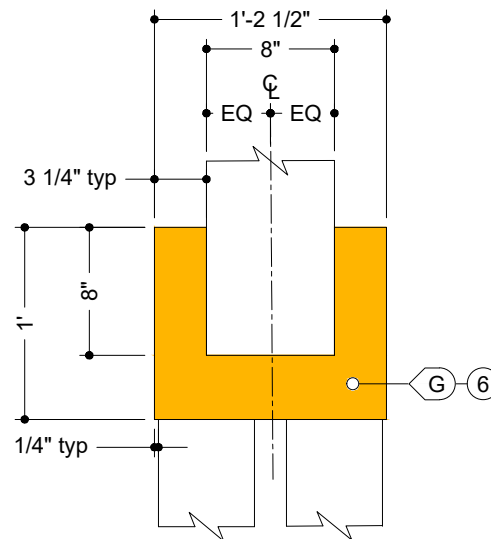
Plan

3 Post Detail  
Scale: 1/4" □ 1'-0"

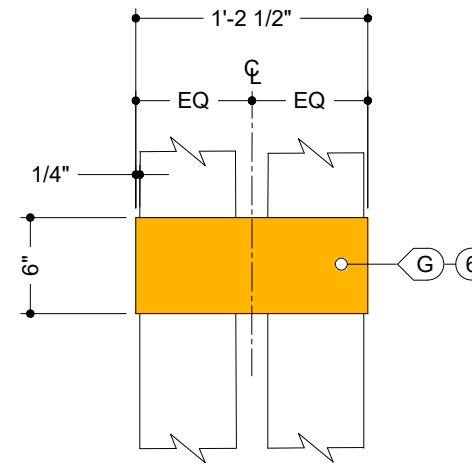


1 Front Elevation  
Scale: 1/4" □ 1'-0"

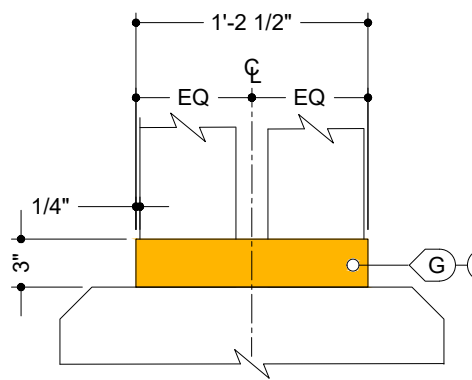
2 Right Side Elevation  
Scale: 1/4" □ 1'-0"



4 Top Bracket Detail  
Scale: 1" □ 1'-0"



5 Middle Bracket Detail  
Scale: 1" □ 1'-0"



6 Bottom Bracket Detail  
Scale: 1" □ 1'-0"

- POST**  
MATERIAL: (4) 6" x 6" square steel post, fabricator to engineer wall thickness; powder-coated aluminum
- BASE**  
MATERIAL: Basalt veneer over CMU / precast concrete
- FOOTING**  
MANUFACTURER: Per engineer's specifications
- DECORATIVE BRACKET**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded
- DECORATIVE BAND**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded

KEY NOTES



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St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Gateway Sign Details

SHEET TITLE

17

SHEET NUMBER



Sign shown is design intent only.  
Structural engineer to provide complete design including materials, dimensions, foundation, and site placement.



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City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Highway Identity Sign

SHEET TITLE

18

SHEET NUMBER

## KEY NOTES

## 1. SIGN PANEL

MATERIAL: 2" thick aluminum  
FABRICATION PROCESS: router cut  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed  
COATING: UV protection  
FASTENER: mechanically fastened

## 2. POST

MATERIAL: (2) 6" x 6" square steel tube,  
fabricator to engineer wall thickness,  
powder-coated aluminum

## 3. FOOTING

MANUFACTURER: ODOT square tube sign  
support with triangle base breakaway  
DET4241

## 4. POST CAP

MATERIAL: 1/4" steel plate  
FABRICATION PROCESS: welded

## 5. SUPPORT BEAM

MATERIAL: (2) 6" x 6" steel tube, welded to  
posts

## 6. BOLTS

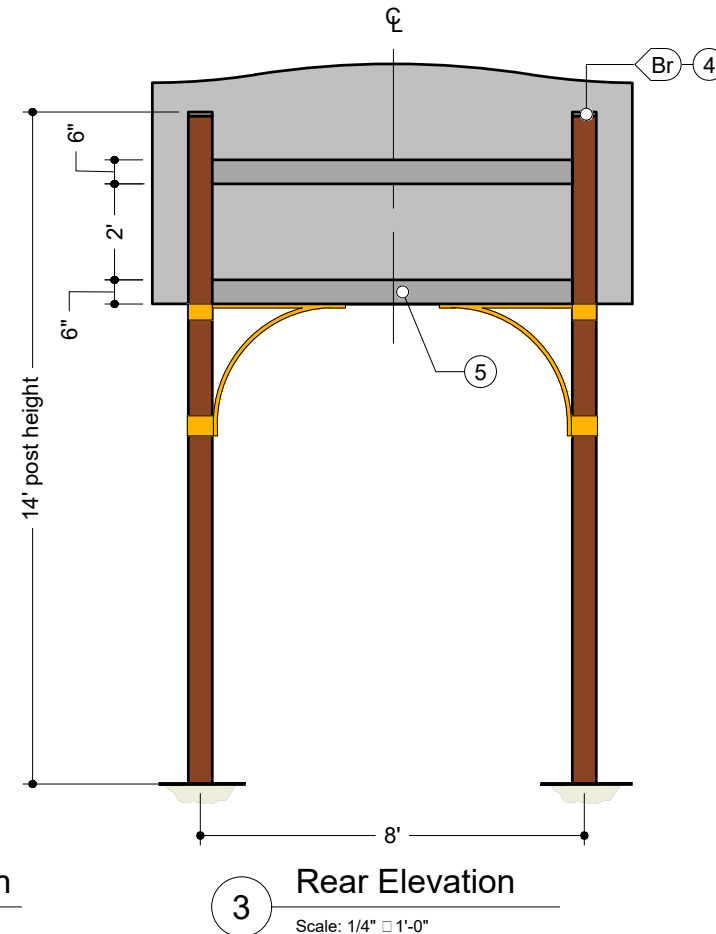
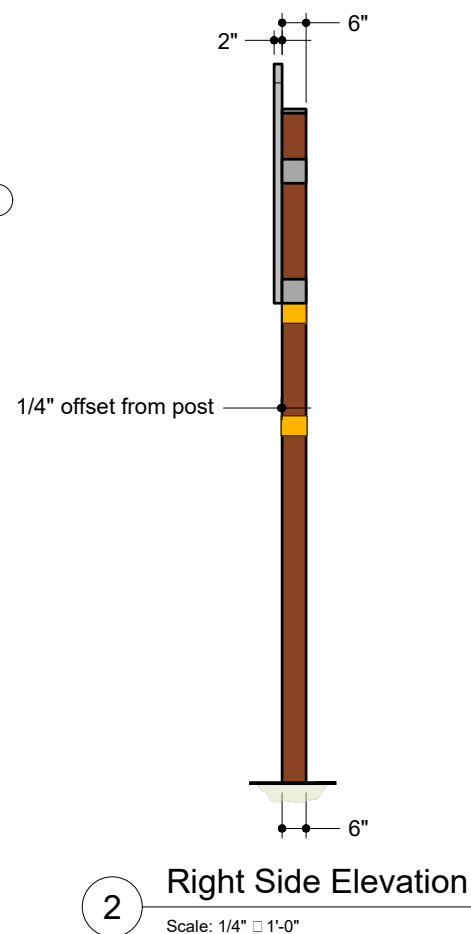
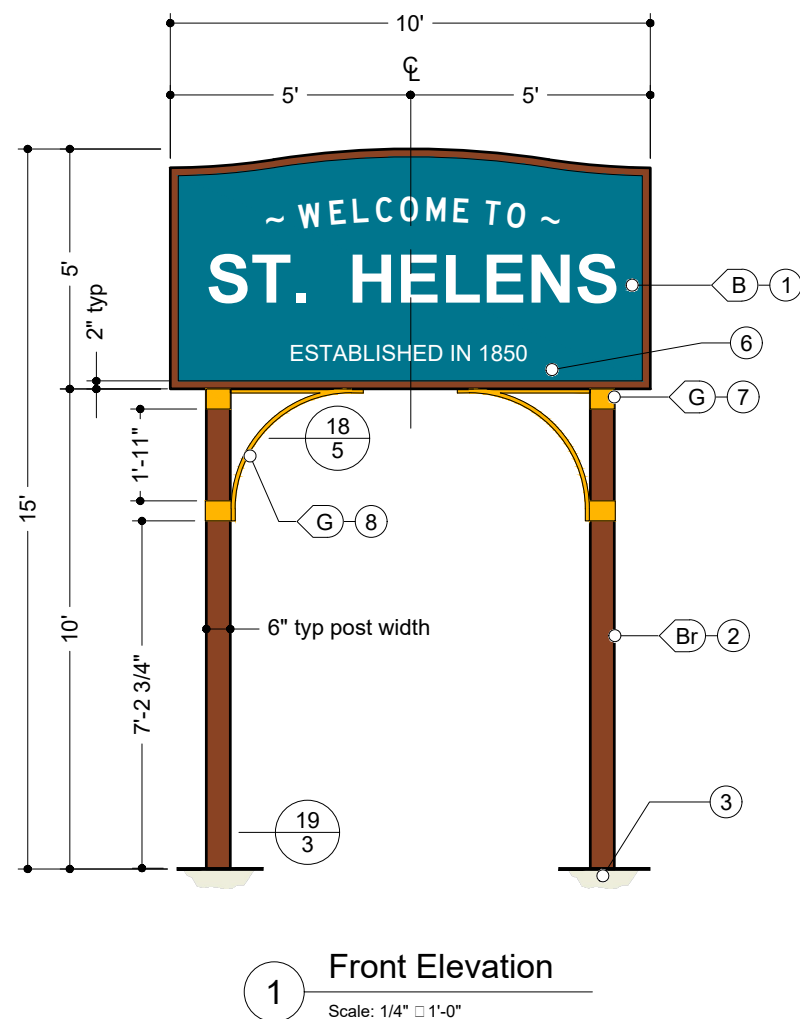
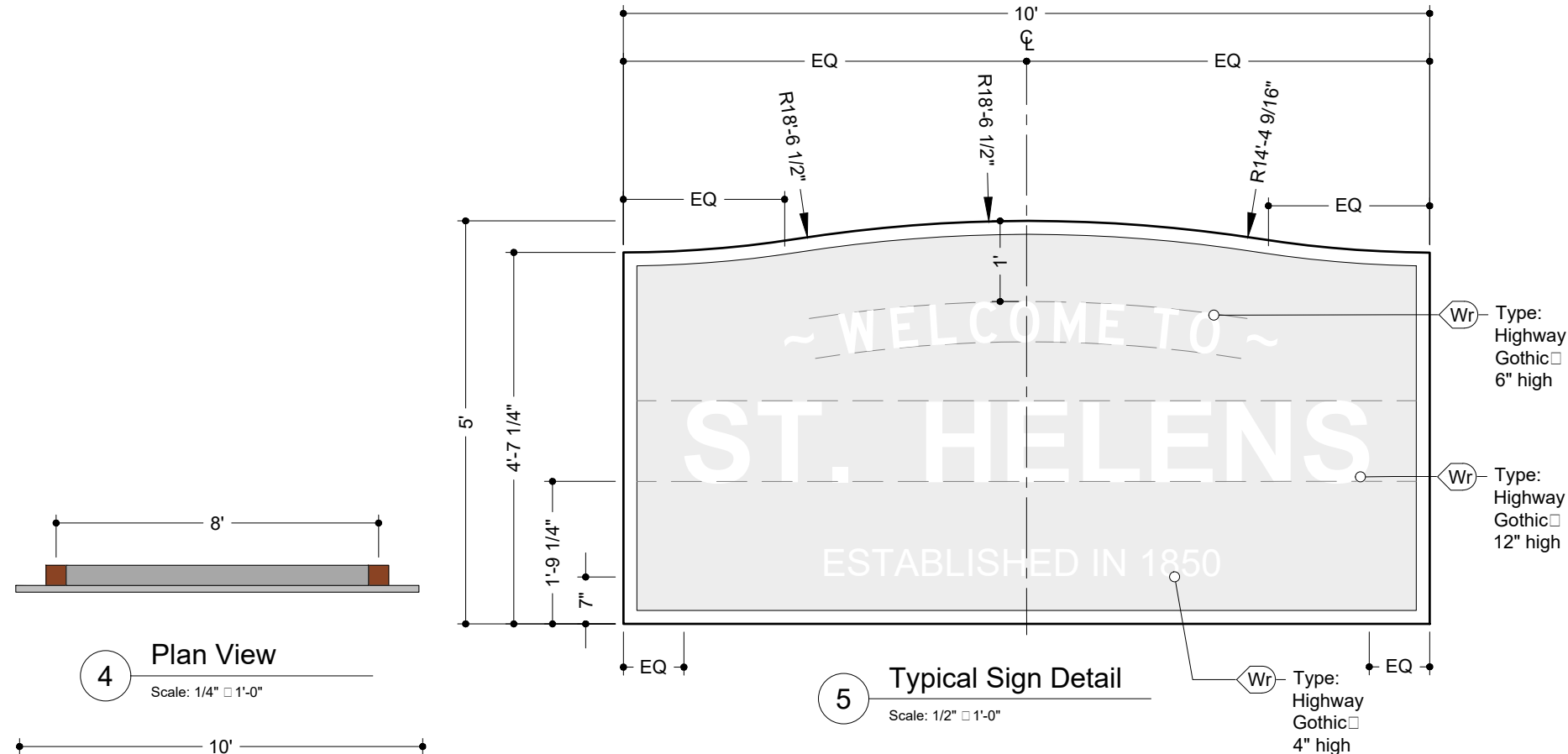
(6) Tamper-proof thru-bolts, lock washers and  
nuts fabricator to determine size  
MATERIAL: stainless steel

## 7. DECORATIVE BRACKET

MATERIAL: Steel  
FABRICATION PROCESS: Welded

## 8. DECORATIVE BAND

MATERIAL: Steel  
FABRICATION PROCESS: Welded



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## St. Helens Wayfinding

PROJECT

August 2017

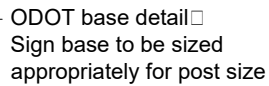
DOCUMENT ISSUE

### Highway Identity Sign Details

SHEET TITLE

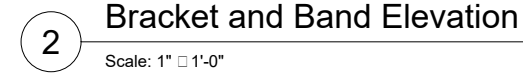
19

SHEET NUMBER



3

No Scale



# SIGN PLACEMENT PLANS

## St. Helens Wayfinding

October 2017  
Resolution No. 1800



City of St. Helens  
265 Strand Street  
St. Helens, Oregon, 97051

Contact: Jennifer Dimsho, Associate Planner  
Ph: 503.366.8207

### TABLE OF CONTENTS

Sign Schedule	SP 1	Sign Placement: Signs 25-28	SP 8
Overview Map	SP 1	Hwy 30 Sign Inventory	SP 9
Sign Reference	SP 1	Hwy 30 Sign Relocation Part 1	SP 10
Sign Placement: Signs 1-4	SP 2	Hwy 30 Sign Relocation Part 2	SP 11
Sign Placement: Signs 5-8	SP 3		
Sign Placement: Signs 9-12	SP 4		
Sign Placement: Signs 13-16	SP 5		
Sign Placement: Signs 17-20	SP 6		
Sign Placement: Signs 21-24	SP 7		



**Alta Planning + Design**  
711 SE Grand Ave  
Portland, Oregon, 97214  
Ph: 503.230.9862

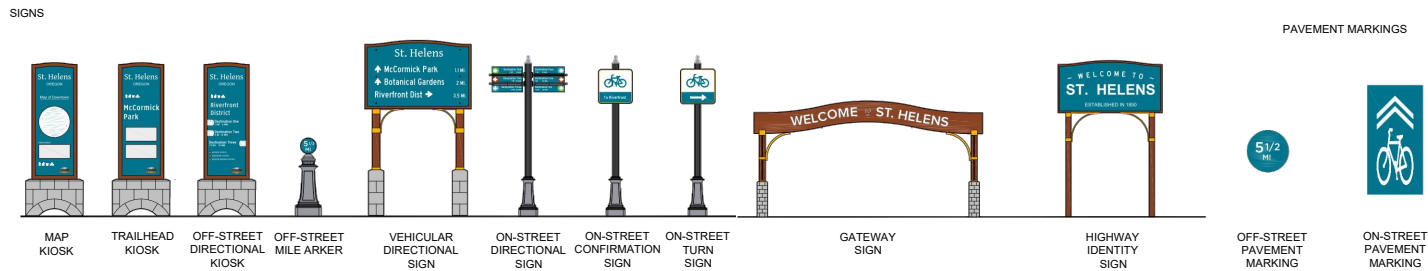
# SIGN SCHEDULE

ID	Sign Type	Arrows	Destinations	Distance/Ti me		Installation Location Detail (Sheet #)
1	Highway Identity	N/A	N/A	N/A	N/A	2
2	Highway Identity	N/A	N/A	N/A	N/A	2
3	Gateway	N/A	N/A	N/A	N/A	2
4	Kiosk	N/A	N/A	N/A	N/A	2
5	On-Street Directional	↑	Riverfront Dist	1.0 mi	6 min	3
		↑	Grey Cliffs Park	1.2 mi	7 min	
		→	McCormick Park	0.3 mi	2 min	
6	On-Street Confirmation	N/A	McCormick Park	N/A	N/A	3
7	On-Street Directional	↑	Historic Dist	0.8 mi	5 min	3
		↑	Columbia View Park	1.0 mi	6 min	
		←	Transit Center	0.9 mi	6 min	
		←	Middle School	0.4 mi	3 min	
8	On-Street Confirmation	N/A	Houlton Bus Dist	N/A	N/A	3
9	Vehicular Directional	↑	Historic Dist	0.6 mi	3 min	4
		↑	Riverfront Dist	0.7 mi	4 min	
		↑	Courthouse Plaza	0.9 mi	6 min	
10	On-Street Directional	→	Transit Center	0.3 mi	2 min	4
		→	Middle School	0.8 mi	5 min	
11	On-Street Confirmation	N/A	Houlton Bus Dist	N/A	N/A	4
12	On-Street Directional	←	McCormick Park	0.4 mi	3 min	4
		←	Library	0.4 mi	3 min	
		←	Veteran's Memorial	0.6 mi	3 min	
13	On-Street Confirmation	N/A	Houlton Bus Dist	N/A	N/A	5
14	On-Street Confirmation	N/A	Riverfront Dist	N/A	N/A	5
15	Vehicular Directional	↑	Riverfront Dist	0.4 mi	3 min	5
		↑	Historic Dist	0.3 mi	2 min	
		↑	Courthouse Plaza	0.6 mi	3 min	
16	On-Street Directional	↑	Houlton Business Dist	0.4 mi	3 min	5
		↑	McCormick Park	1.0 mi	6 min	
		→	6th Street Park	0.7 mi	4 min	
17	On-Street Directional	↑	Riverfront Dist	0.2 mi	1 min	6
		←	Godfrey Park	0.1 mi	1 min	
		→	Nob Hill Park	0.6 mi	3 min	
18	On-Street Directional	↑	Houlton Business Dist	0.5 mi	3 min	6
		↑	McCormick Park	1.0 mi	6 min	
		←	Nob Hill Park	0.5 mi	3 min	
19	On-Street Turn	←	N/A	N/A	N/A	6
20	On-Street Directional	↑	Riverfront Dist	0.1 mi	1 min	6
		↑	Columbia View Park	.25 mi	1 min	
		↑	Grey Cliffs Park	0.5 mi	3 min	
21	On-Street Directional	←	Riverfront Dist	.05 mi	1 min	7
		←	Historic Dist	.05 mi	1 min	
		←	Columbia View Park	0.3 mi	2 min	
22	On-Street Directional	←	Nob Hill Park	0.2 mi	1 min	7
		→	Godfrey Park	0.4 mi	3 min	
23	On-Street Turn	→	N/A	N/A	N/A	7
24	On-Street Directional Sign	←	Grey Cliffs Park	0.3 mi	3 min	7
		←	Boat Launch	0.2 mi	1 min	
		→	Courthouse Plaza	0.1 mi	1 min	
		↗	City Hall	0.1 mi	1 min	
		↗	Columbia View Park	0.1 mi	1 min	
25	Kiosk	N/A	N/A	N/A	N/A	8
26	Kiosk	N/A	N/A	N/A	N/A	8
27	Vehicular Directional	→	Historic Dist	0.1 mi	1 min	8
		→	Riverfront Dist	0.1 mi	1 min	
		→	Columbia View Park	.25 mi	1 min	
		←	Grey Cliffs Park	0.1 mi	1 min	
28	On-Street Directional Sign	←	Boat Launch	.05 mi	1 min	8
		→	Courthouse Plaza	.25 mi	1 min	
		→	Columbia View Park	0.3 mi	1 min	

# OVERVIEW MAP



# SIGN REFERENCE

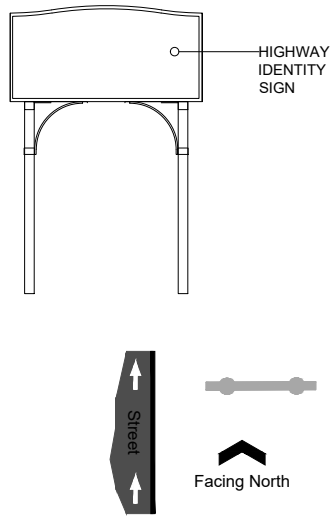
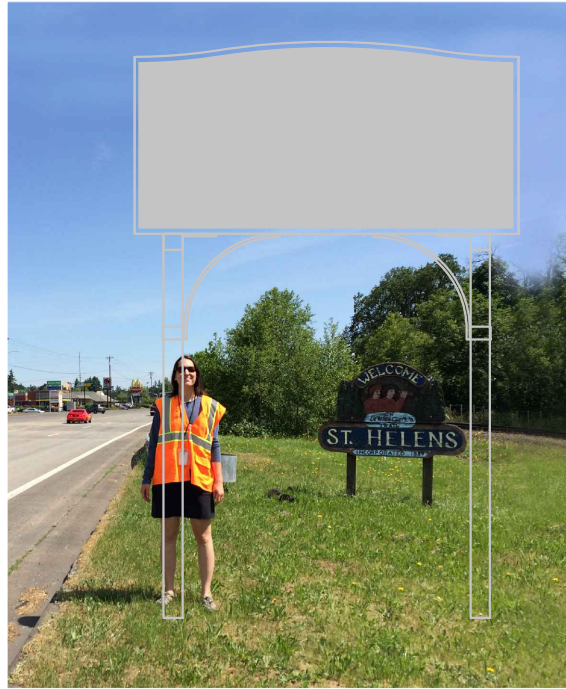


Sign Type	Design Intent Detail (Sheet #)
Map Kiosk	Sheet 4-7
Trailhead Kiosk	Sheet 4-7
Off-Street Directional Kiosk	Sheet 4-7
Off-Street Mile Marker	Sheet 8
Vehicular Directional Sign	Sheet 10-11
On-Street Directional Sign	Sheet 12
On-Street Confirmation Sign	Sheet 13-14
On-Street Turn Sign	Sheet 13-14
Gateway Sign	Sheet 16-17
Highway Identity Sign	Sheet 18-19
Off-Street Pavement Marking	Sheet 9
On-Street Pavement Marking	Sheet 15



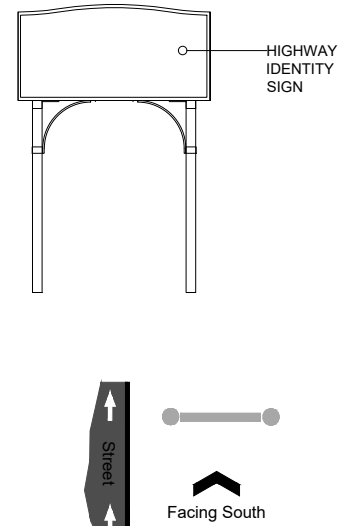
- GENERAL NOTES
- These drawings are intended to illustrate sign placement only and are not for construction. All final engineering and conditions of the project are the responsibility of the fabricator. Shop drawings by the fabricator must be submitted for approval, prior to proceeding with fabrication.
  - Sign placement drawings note approximate sign location. Locations to be verified and additional plans may be required prior to installation.
  - Scaled examples shown are for reference only, and intended to illustrate the sign type only. The number and orientation of sign blades will differ for each sign. Examples do not necessarily reflect actual site conditions. Detailed site surveys are required prior to fabrication and installation.





Schematic - Above View

1 HWY 30 SOUTH OF FIRLOCK BLVD  
NTS

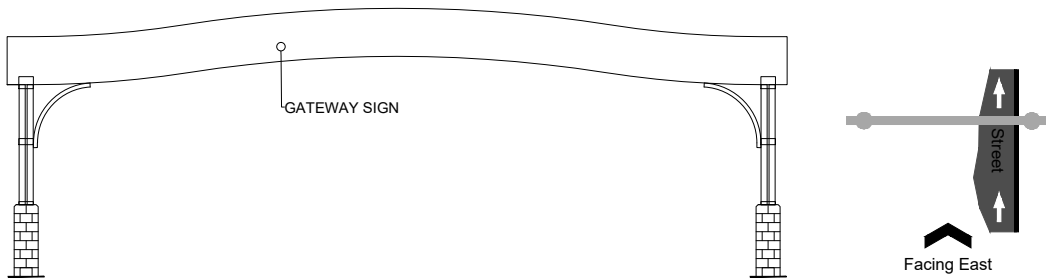


Schematic - Above View

2 HWY 30 SOUTH OF LIBERTY HILL RD  
NTS

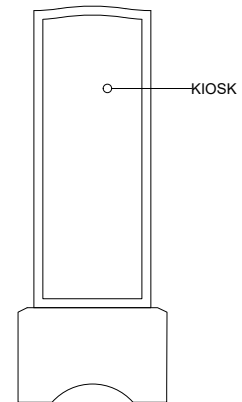


NOTE: POTENTIAL LOCATION. FINAL LOCATION TO BE DETERMINED AFTER FURTHER STUDY.



Schematic - Above View

3 COLUMBIA BLVD AT MILTON WAY  
NTS



4 COLUMBIA BLVD AT MILTON WAY  
NTS

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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

October 2017

DOCUMENT ISSUE

Sign Placement

SHEET TITLE

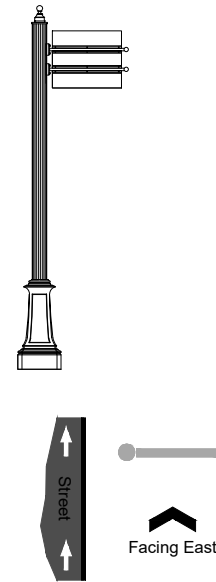
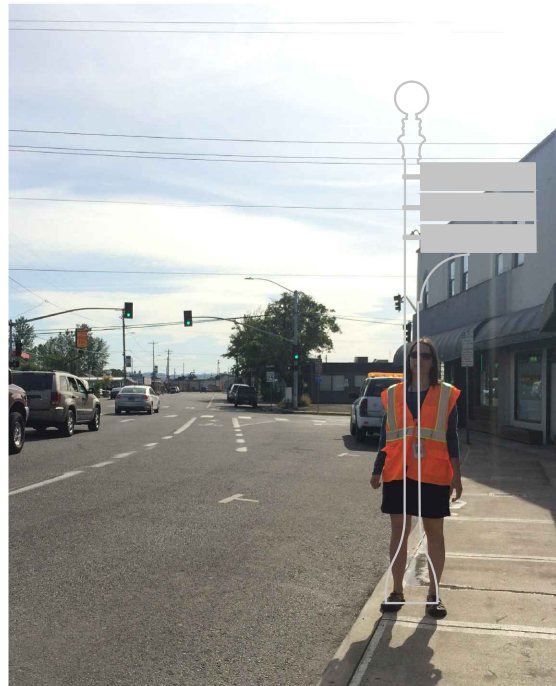
SP 2

SHEET NUMBER



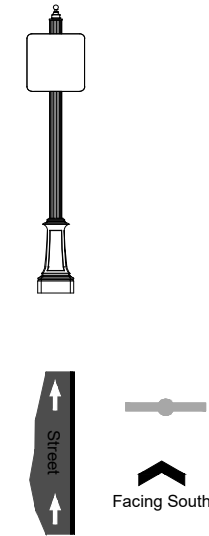
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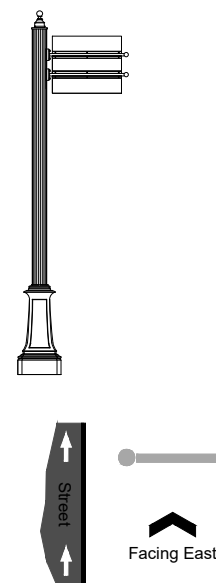
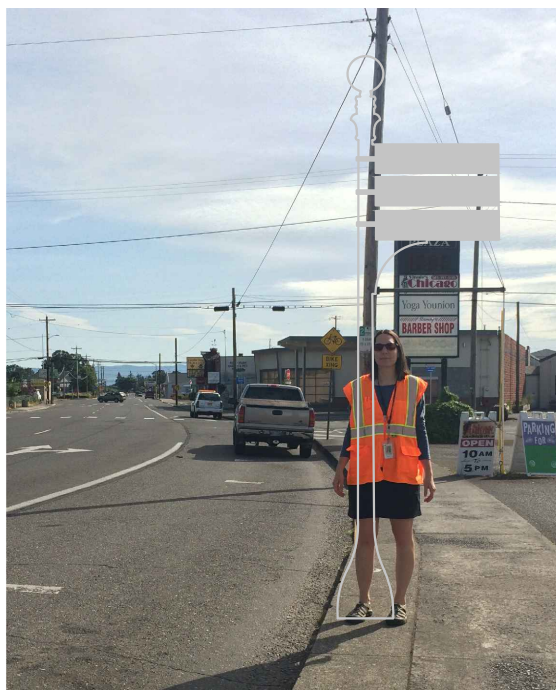
Schematic - Above View

5 COLUMBIA BLVD WEST OF S 18TH STREET  
NTS



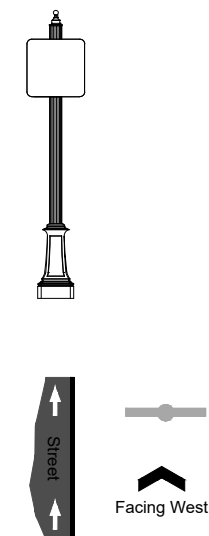
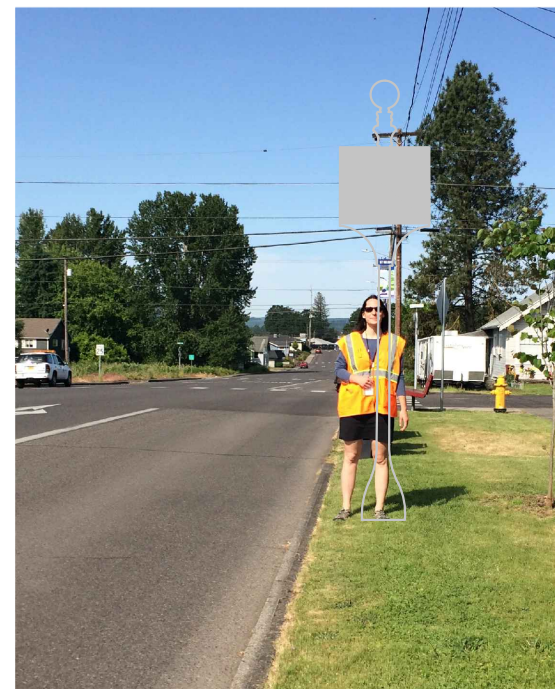
Schematic - Above View

6 S 18TH STREET SOUTH OF COLUMBIA BLVD  
NTS



Schematic - Above View

7 COLUMBIA BLVD WEST OF S 15TH STREET  
NTS



Schematic - Above View

8 ST HELENS STREET WEST OF N 13TH STREET  
NTS

City of St. Helens

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St. Helens Wayfinding

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DOCUMENT ISSUE

Sign Placement

SHEET TITLE

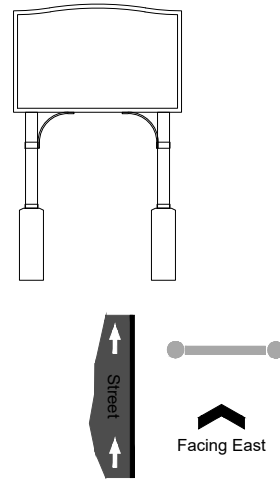
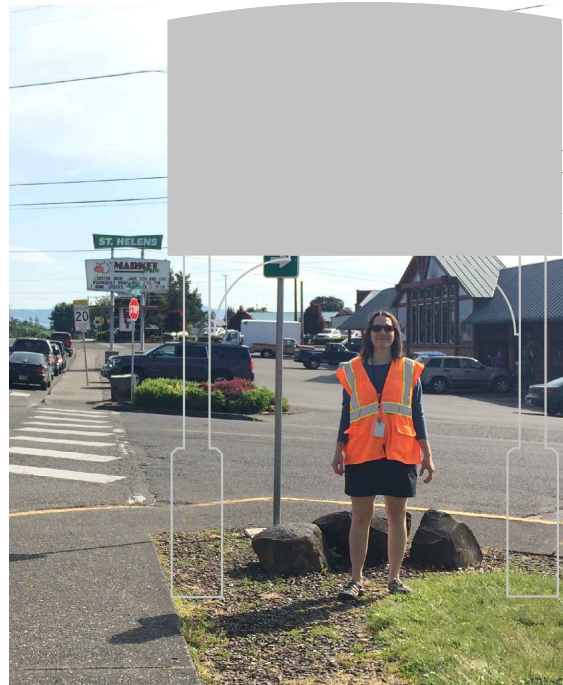
SP 3

SHEET NUMBER



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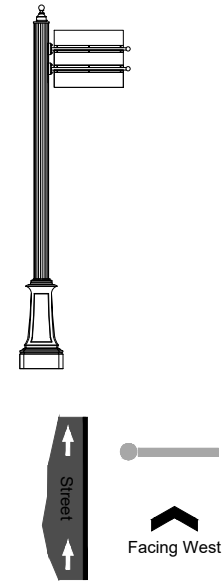
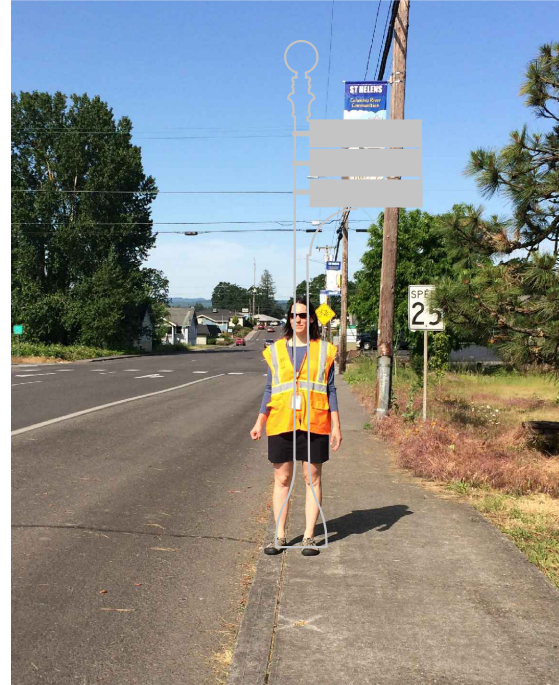


Schematic - Above View

9

COLUMBIA BLVD WEST OF S 12TH STREET

NTS

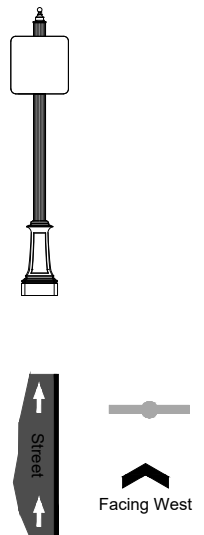
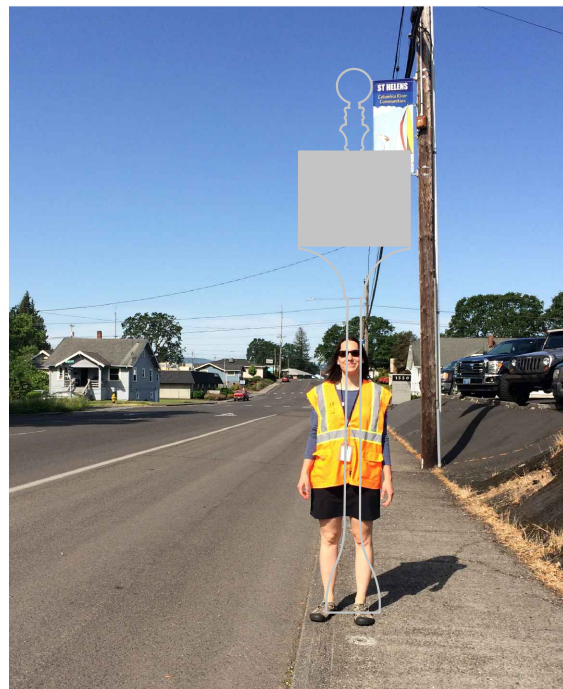


Schematic - Above View

10

ST HELENS STREET WEST OF N 14TH STREET

NTS

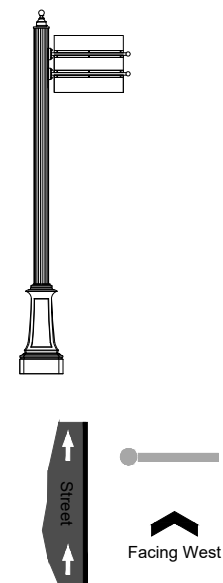


Schematic - Above View

11

ST HELENS STREET WEST OF N 15TH STREET

NTS



Schematic - Above View

12

ST HELENS ST WEST OF N 17TH STREET

NTS

City of St. Helens

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DOCUMENT ISSUE

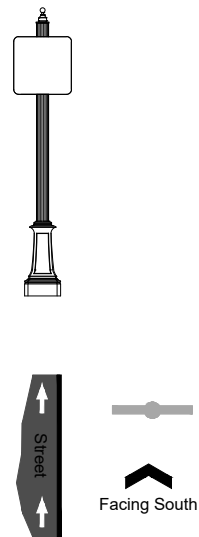
Sign Placement

SHEET TITLE

SP 4

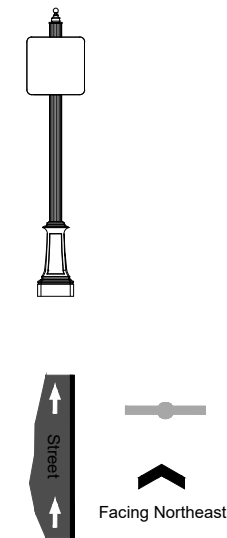
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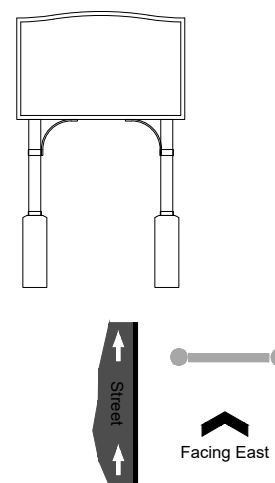
Schematic - Above View

13 N 18TH STREET SOUTH OF ST HELENS STREET  
NTS



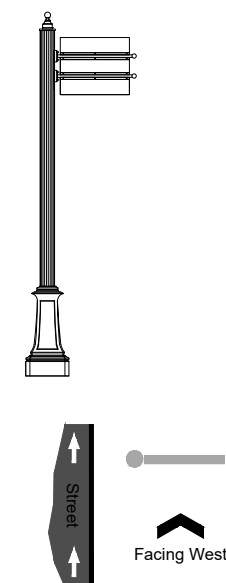
Schematic - Above View

14 COLUMBIA BLVD AT S 9TH STREET  
NTS



Schematic - Above View

15 COLUMBIA BLVD WEST OF S 8TH STREET  
NTS



Schematic - Above View

16 COLUMBIA BLVD WEST OF N 5TH STREET  
NTS

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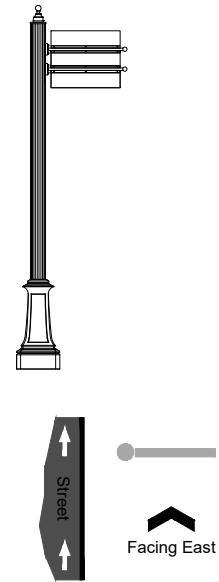
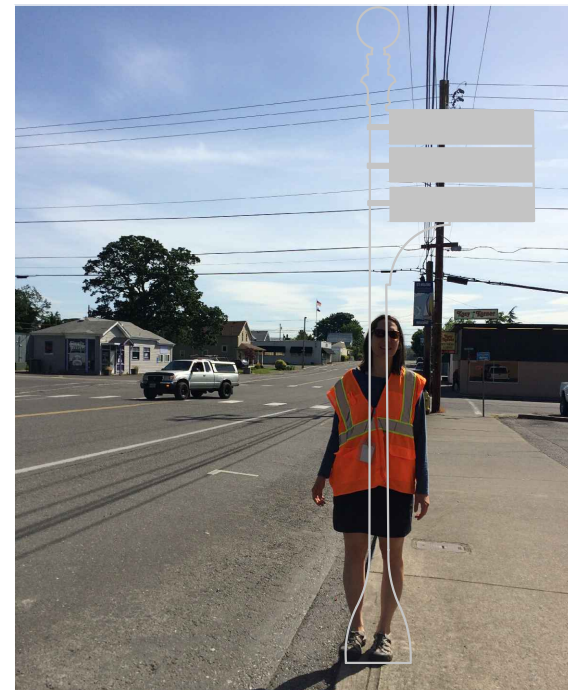
Sign Placement

SHEET TITLE

SP 5

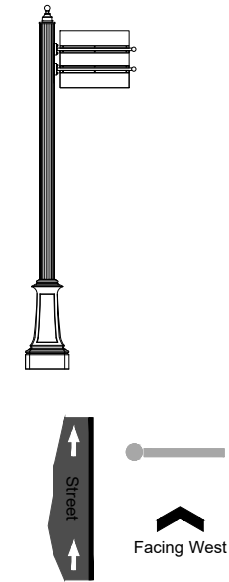
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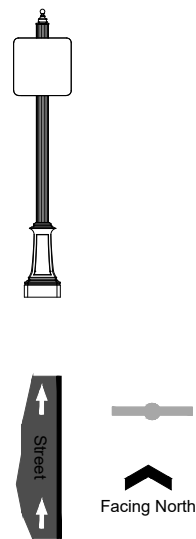
Schematic - Above View

17 COLUMBIA BLVD WEST OF N 4TH ST  
NTS



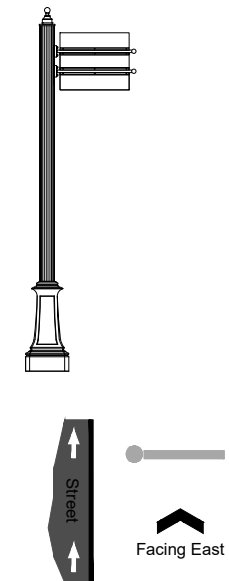
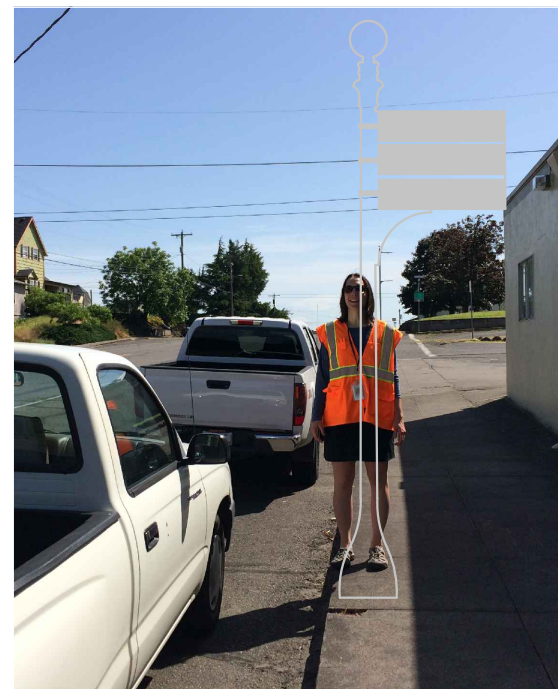
Schematic - Above View

18 COLUMBIA BLVD WEST OF N 3RD STREET  
NTS



Schematic - Above View

19 S 3RD STREET SOUTH OF COLUMBIA BLVD  
NTS



Schematic - Above View

20 ST HELENS STREET WEST OF S 3RD STREET  
NTS

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City of St. Helens

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St. Helens Wayfinding

PROJECT

October 2017

DOCUMENT ISSUE

Sign Placement

SHEET TITLE

SP 6

SHEET NUMBER



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St. Helens Wayfinding

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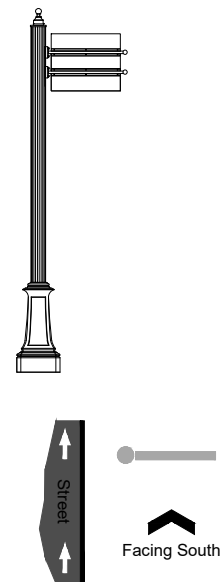
DOCUMENT ISSUE

Sign Placement

SHEET TITLE

SP 7

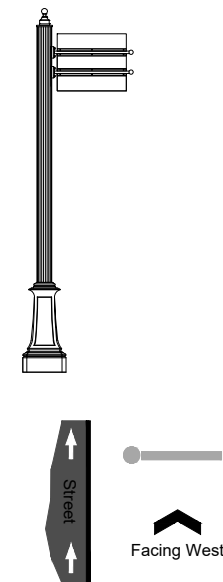
SHEET NUMBER



Schematic - Above View

### 21 S 3RD STREET NORTH OF ST HELENS STREET

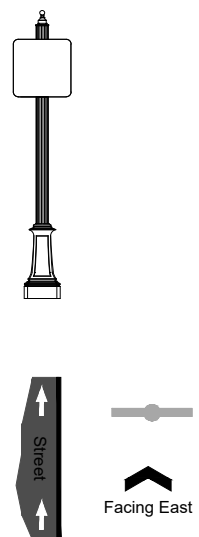
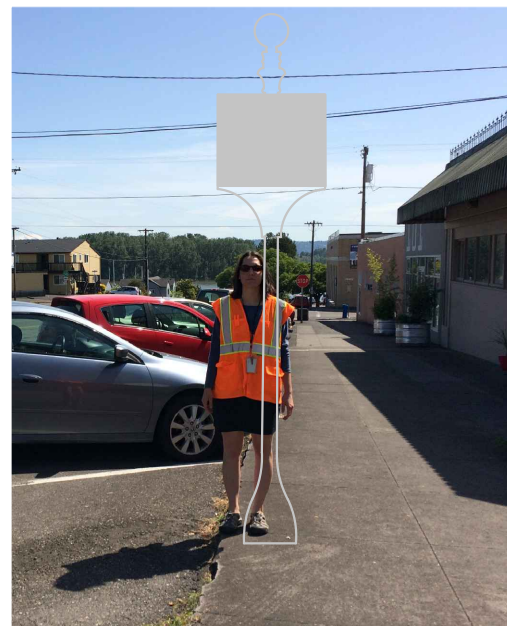
NTS



Schematic - Above View

### 22 ST HELENS STREET WEST OF S 3RD STREET

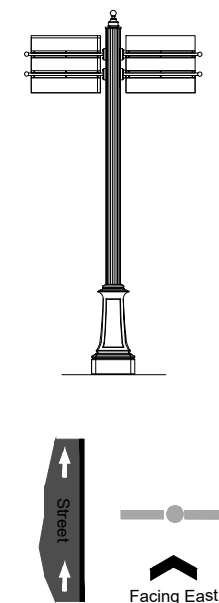
NTS



Schematic - Above View

### 23 ST HELENS STREET WEST OF S 1ST STREET

NTS



Schematic - Above View

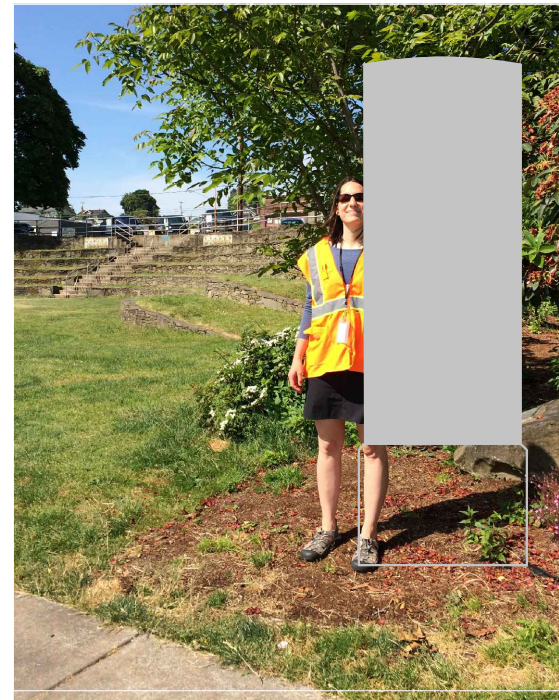
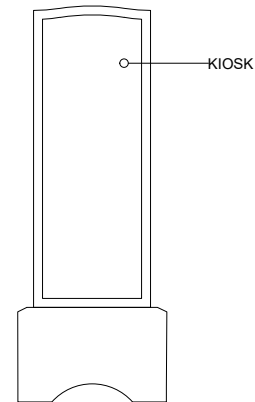
### 24 S 1ST STREET SOUTH OF ST HELENS STREET

NTS

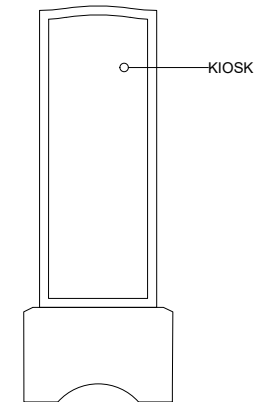




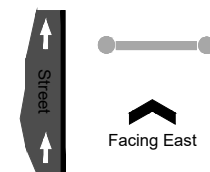
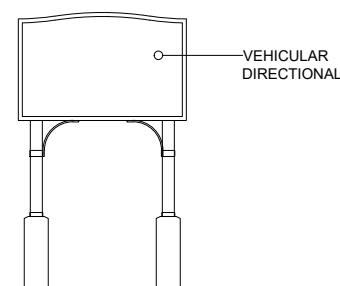
25 S 1ST STREET AT PLAZA SQUARE  
NTS



26 COLUMBIA VIEW PARK  
NTS



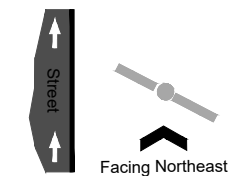
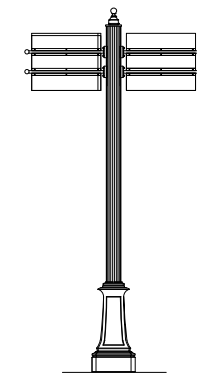
27 COLUMBIA BLVD EAST OF S 1ST STREET  
NTS



Schematic - Above View



28 RIVER STREET SOUTH OF BOAT LAUNCH  
NTS



Schematic - Above View

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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

October 2017

DOCUMENT ISSUE

Sign Placement

SHEET TITLE

SP 8

SHEET NUMBER



# Draft Design Options & Evaluation Report

St. Helens Riverfront Connector Plan



# ST. HELENS RIVERFRONT CONNECTOR PLAN

Work Plan Summary



**TASK 1:**  
Project Start-up & Management

**TASK 2:**  
Citizen/Public & Agency  
Involvement & Project Kick-off

**TASK 3:**  
Develop Project Vision, Goals &  
Guiding Principles

**TASK 4:**  
Existing Conditions,  
Opportunities & Constraints

**TASK 5:**  
Draft Riverfront Connector Plan  
Design Options &  
Implementation Strategy

**TASK 6:**  
Corridor Master Plan Design  
Option Evaluation

**TASK 7:**  
Refinement of Riverfront  
Connector Plan, Implementaiton  
Report & Access Management  
Element

**TASK 8:**  
Adoption

**PROJECT MANAGEMENT  
TEAM MEETINGS**

**STAKEHOLDER & COMMITTEE  
MEETINGS**

**PUBLIC, PLANNING  
COMMISSION & CITY COUNCIL  
MEETINGS**



We are here.

2017

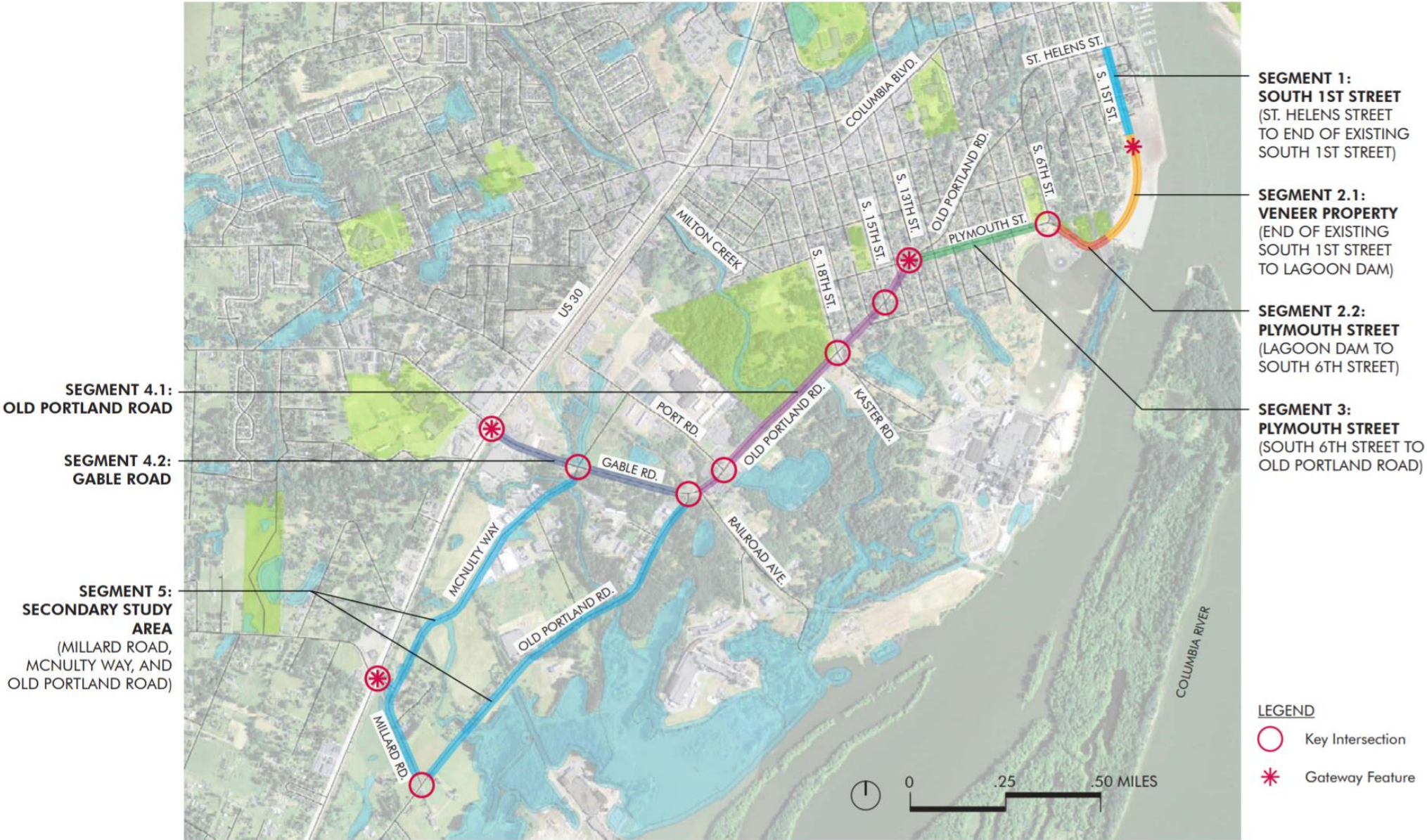
2018

2019

Rev 10/5/2017

COOLPPL = Committee Overseeing Overt Long-Range Passageway Planning; NH = Neighborhood; PC = Planning Commission; CC = City Council

# PROJECT AREA



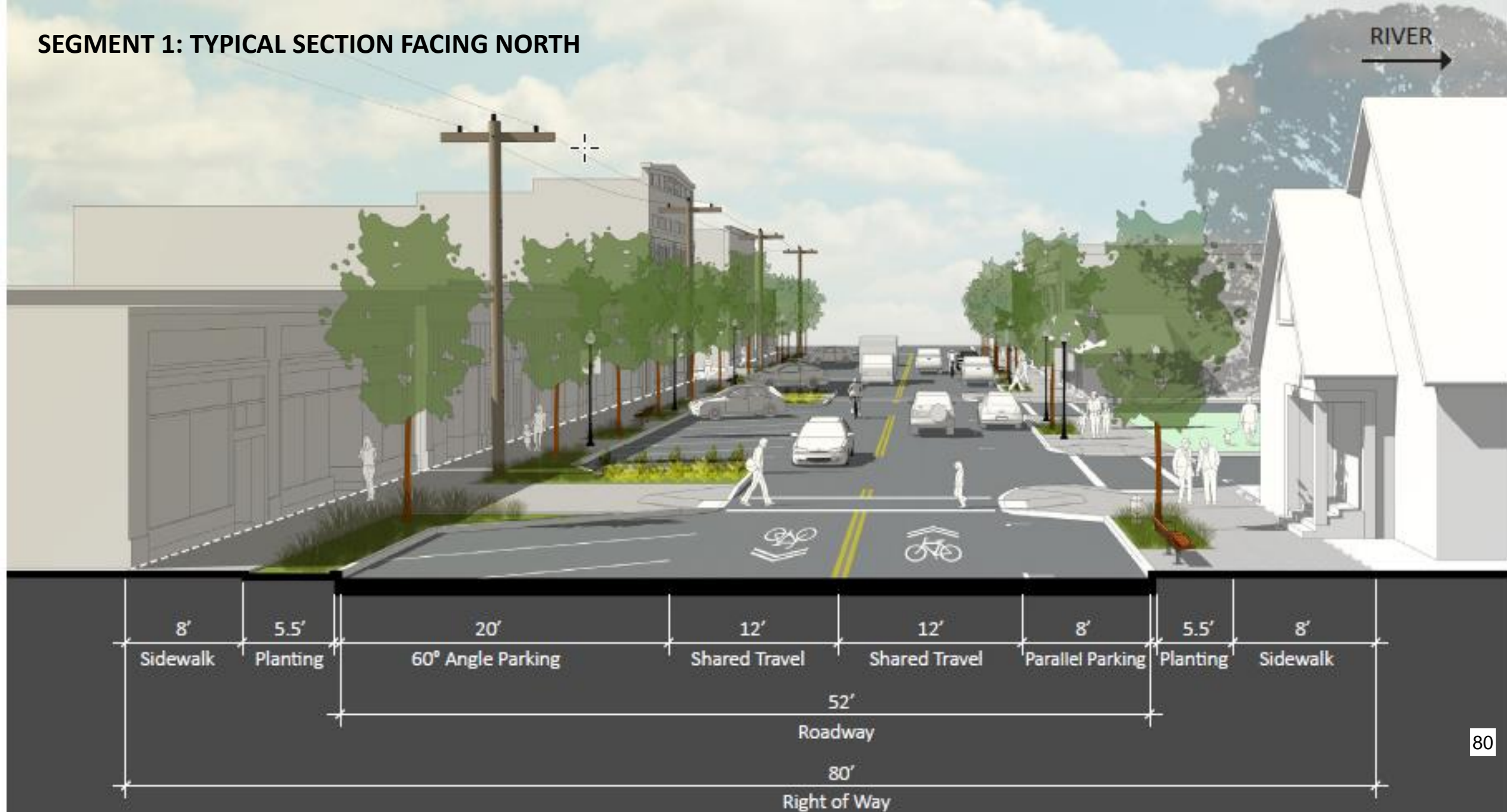




Segment 1 project area.



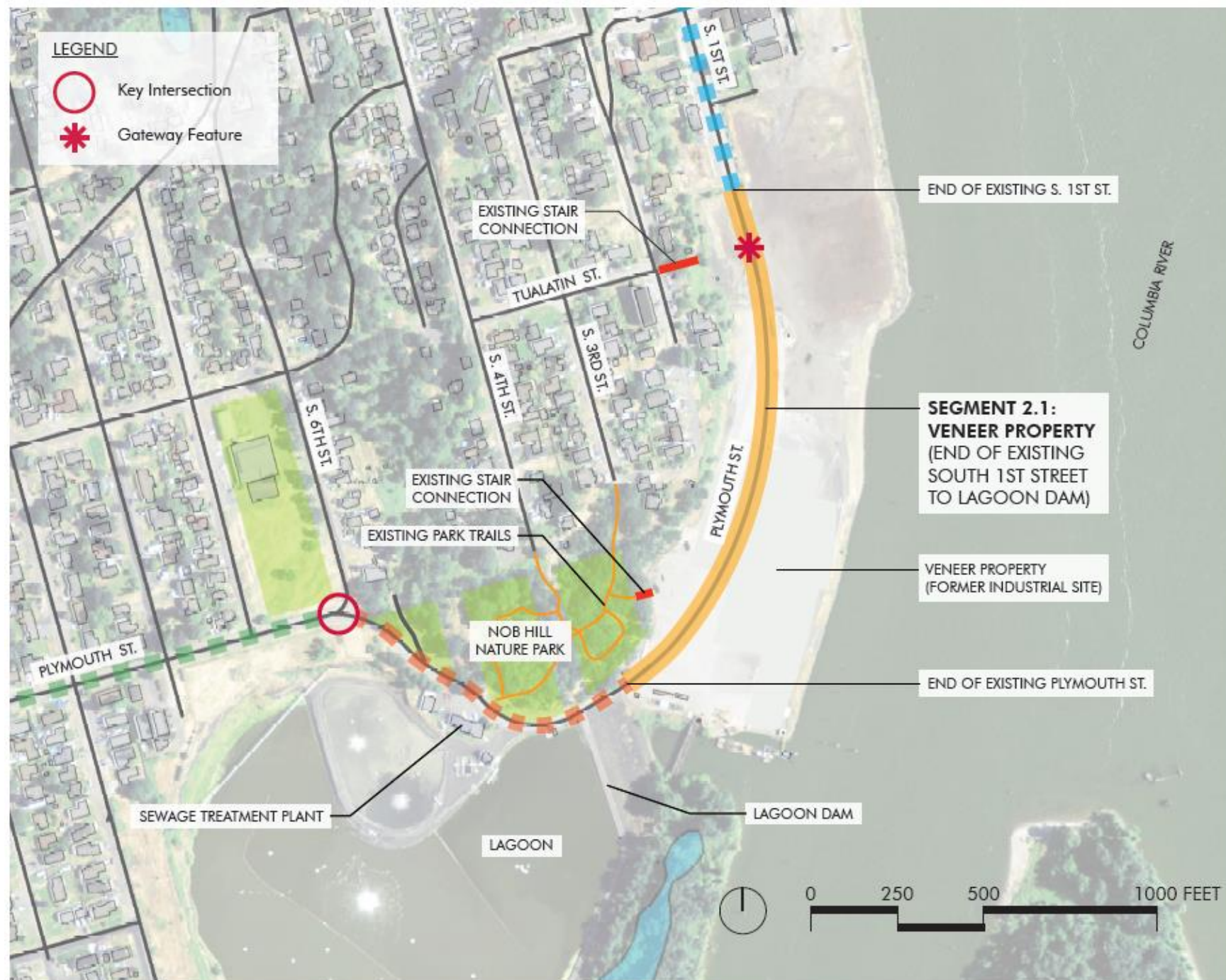
SEGMENT 1: TYPICAL SECTION FACING NORTH





*Sidewalk view facing north*



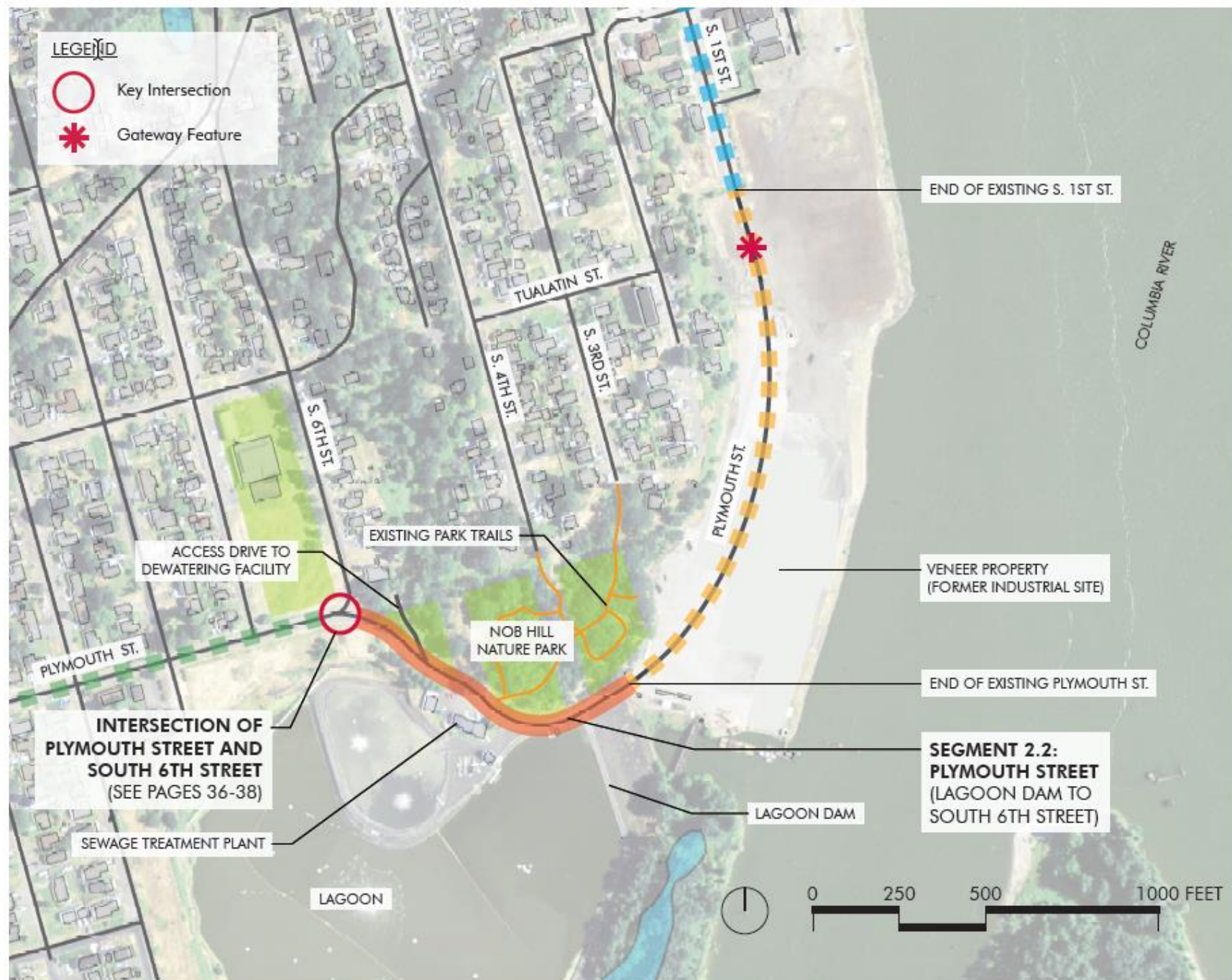


Segment 2.1 project area

SEGMENT 2.1: TYPICAL SECTION FACING NORTH



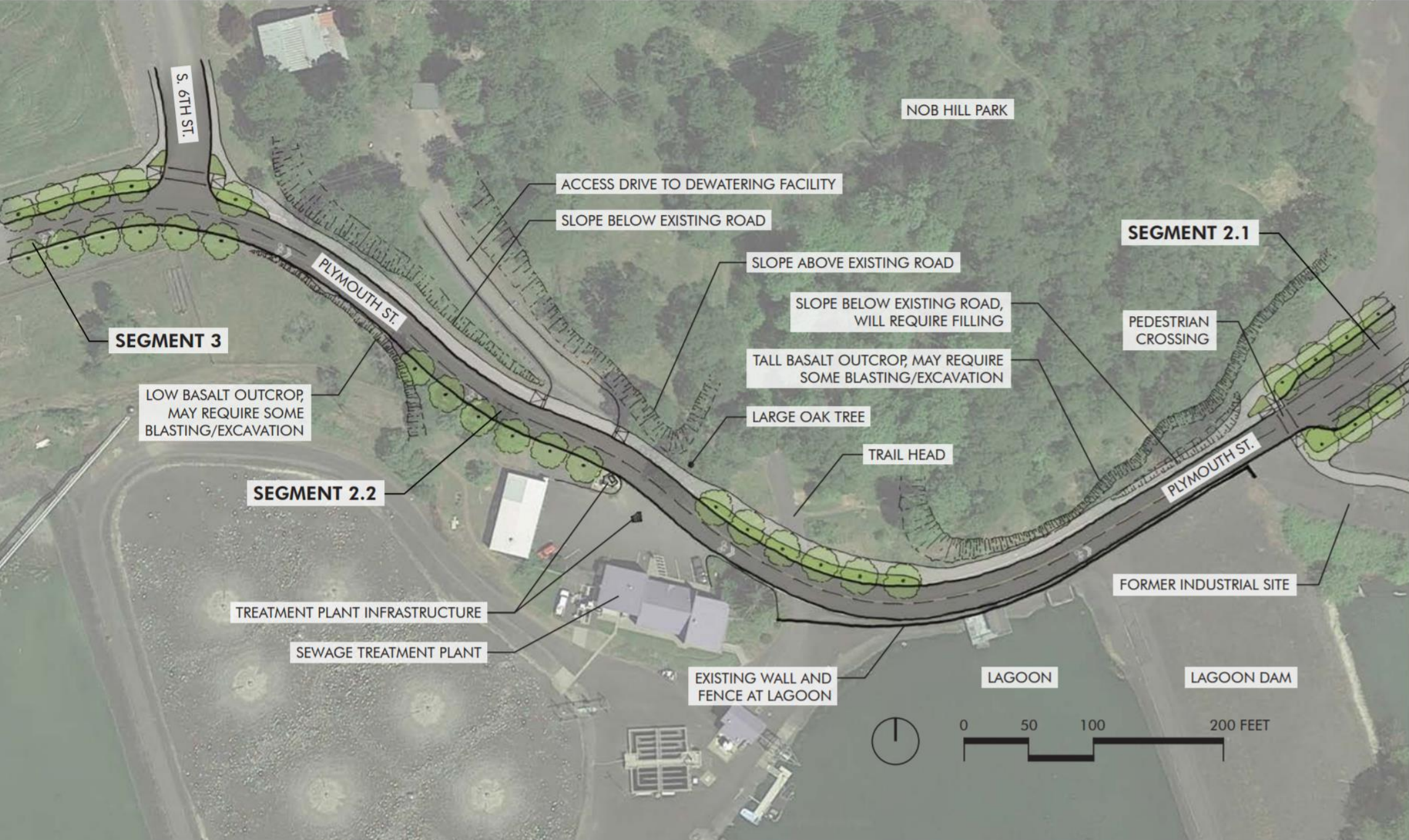




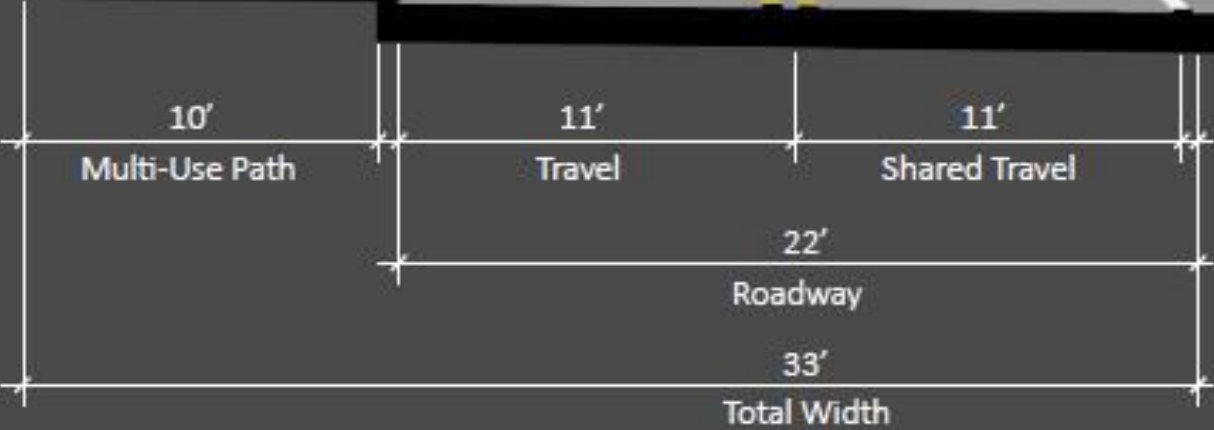
Segment 2.2 project area



Proposed Plan

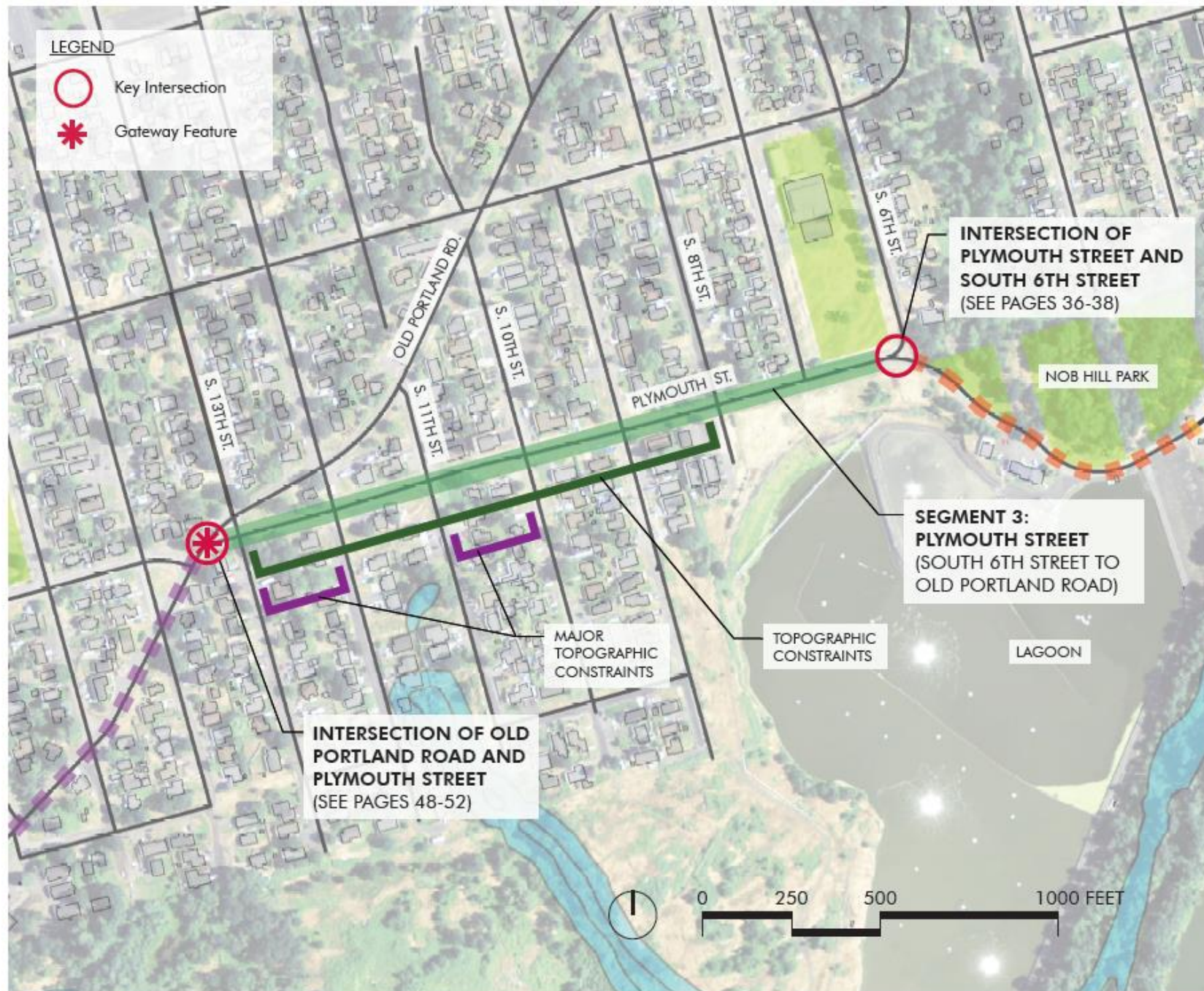


SEGMENT 2.2: TYPICAL SECTION FACING EAST



Typical section facing east





Segment 3 project area



SEGMENT 3: TYPICAL SECTION FACING EAST

SOUTH  
→



Typical section facing east





Existing conditions (image: Google Earth)



Option A  
Re-Align Plymouth St



Option B  
Re-Align Old Portland Rd



Option C  
Five-Leg Roundabout



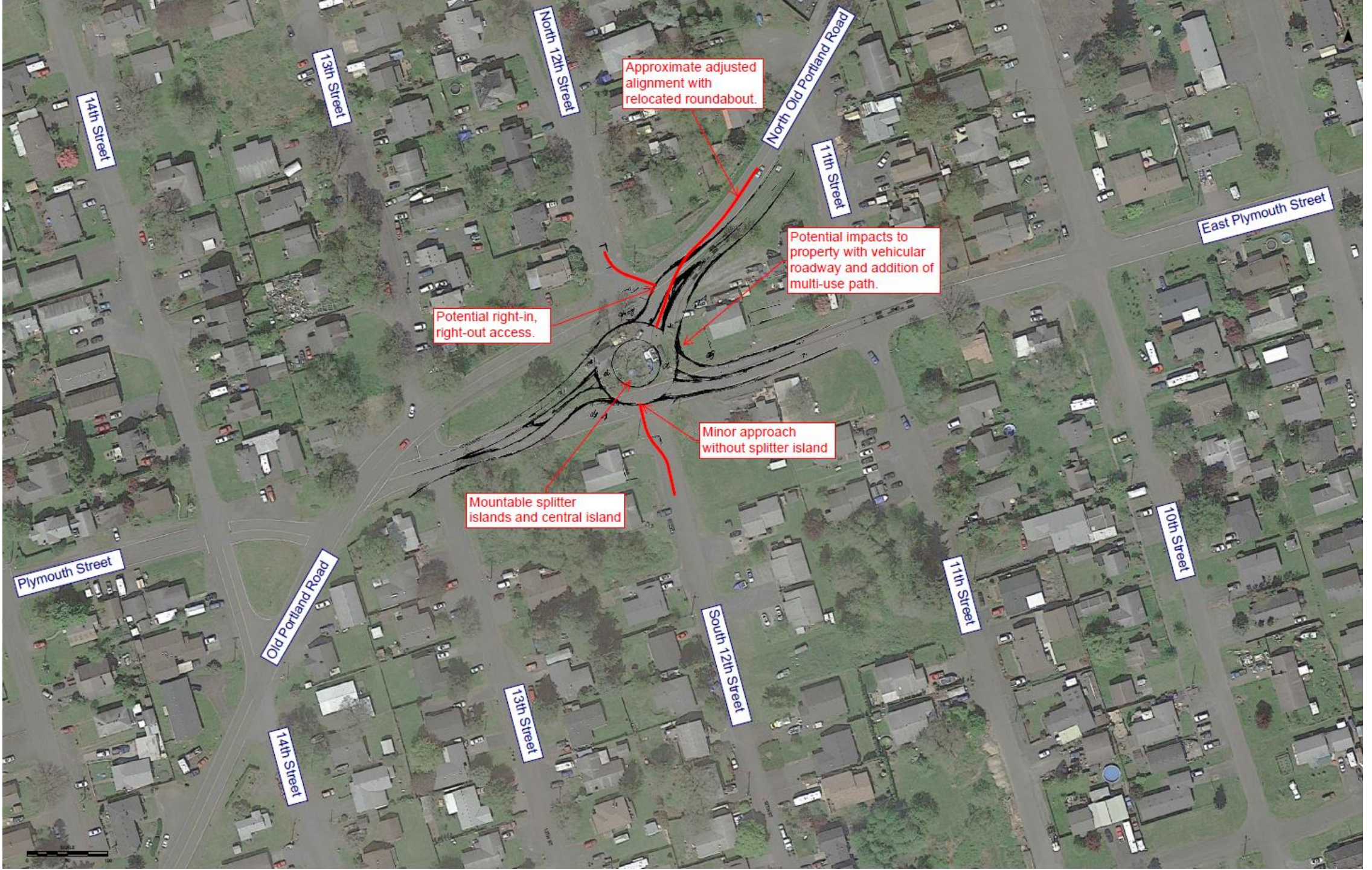
Option D  
Four-Leg Roundabout



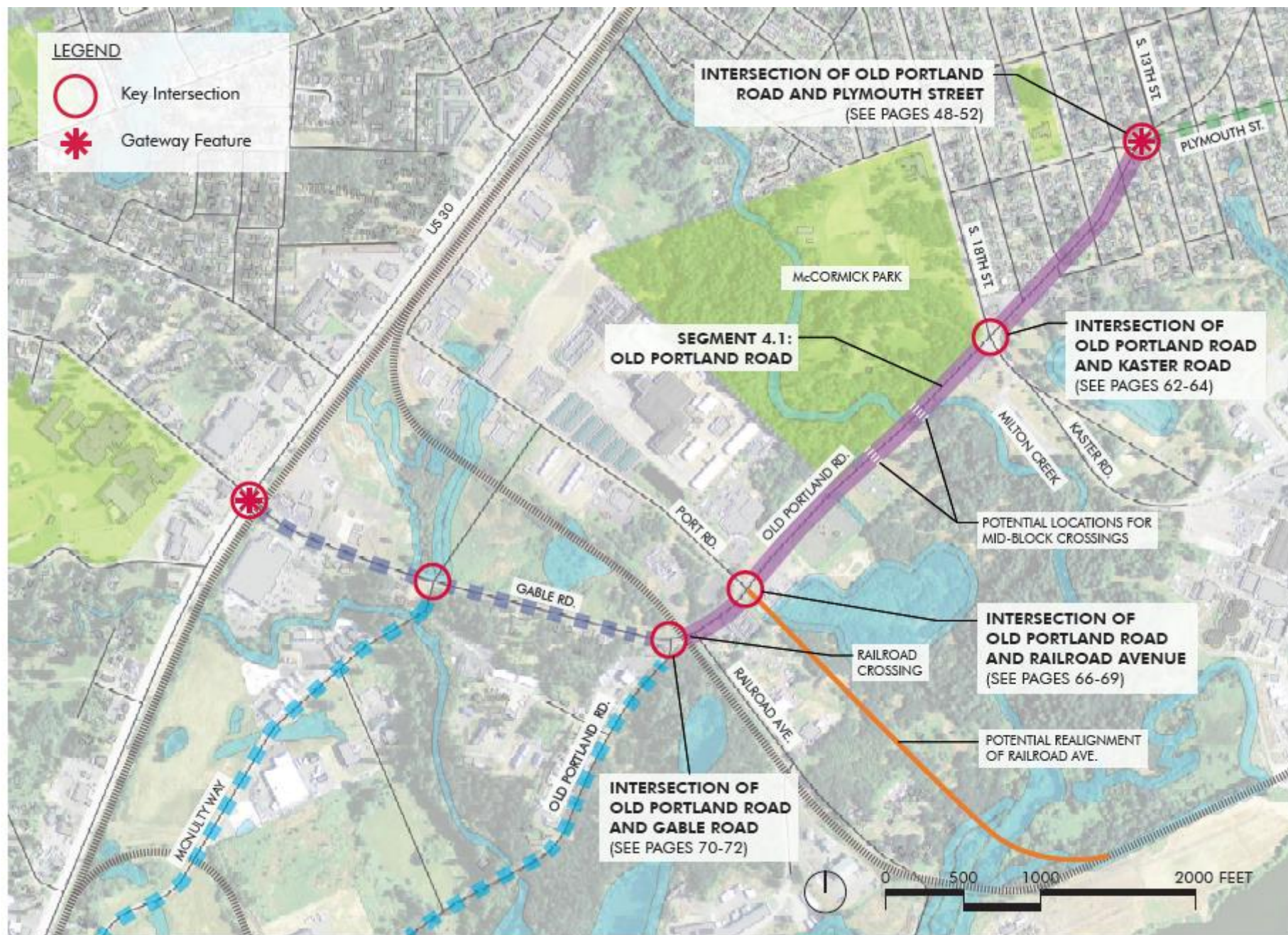








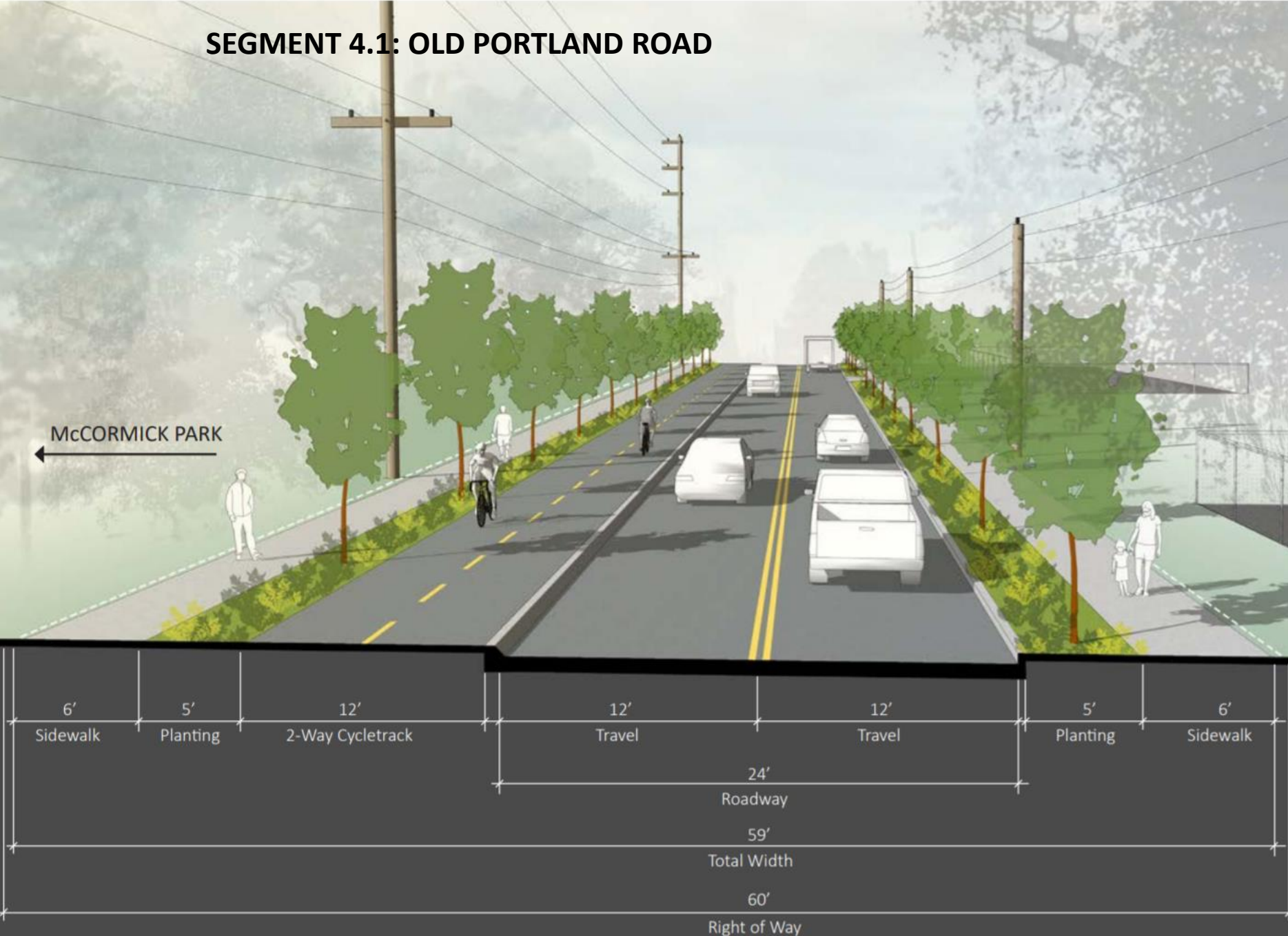




Segment 4.1 project area



## SEGMENT 4.1: OLD PORTLAND ROAD



The change:

The 2-way cycletrack split into two separate one-way cycletracks located between the sidewalk and the landscape strip. Cycletracks would be at street level, with sidewalks slightly elevated.

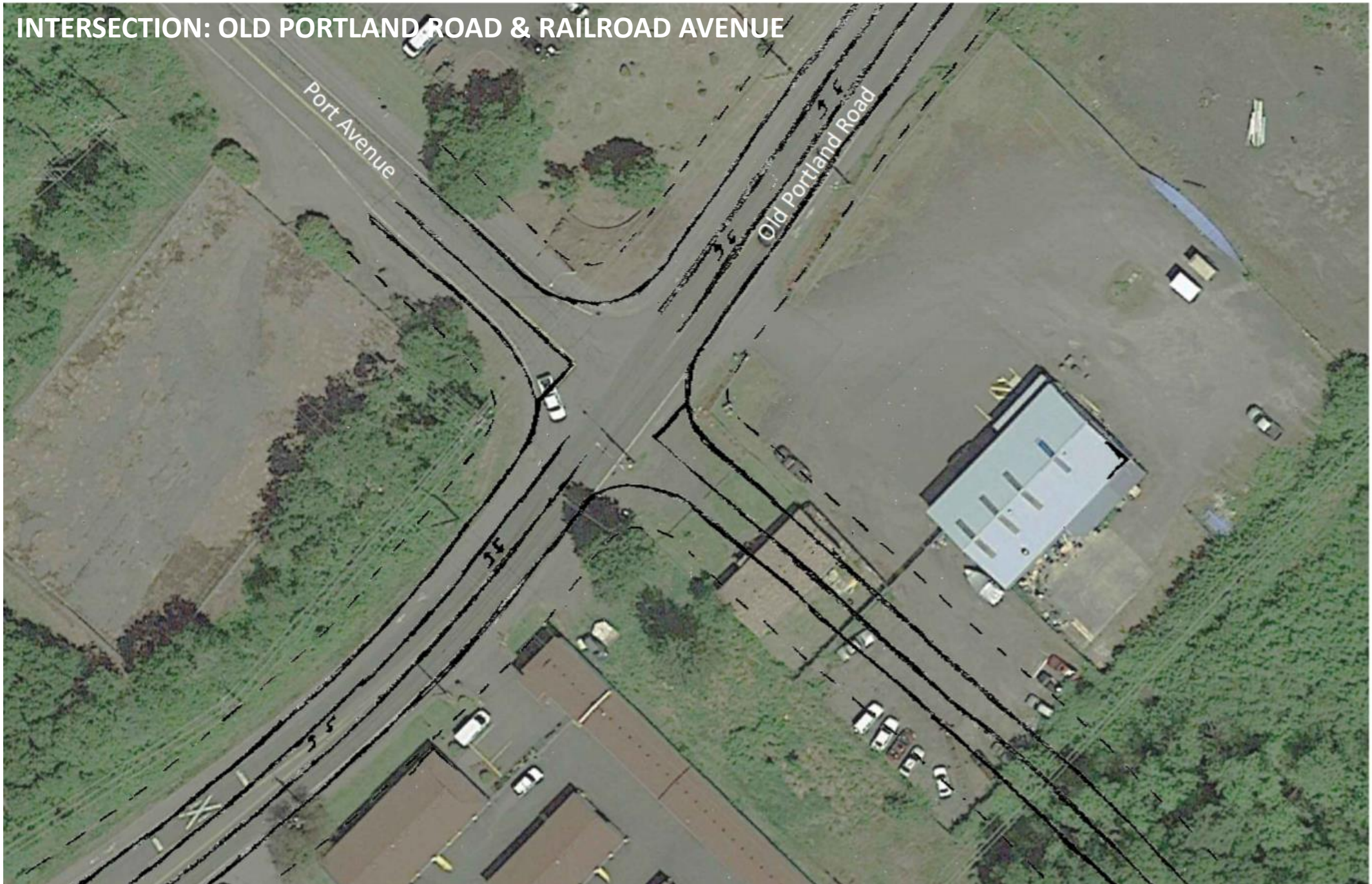


# INTERSECTION: OLD PORTLAND ROAD & KASTER ROAD





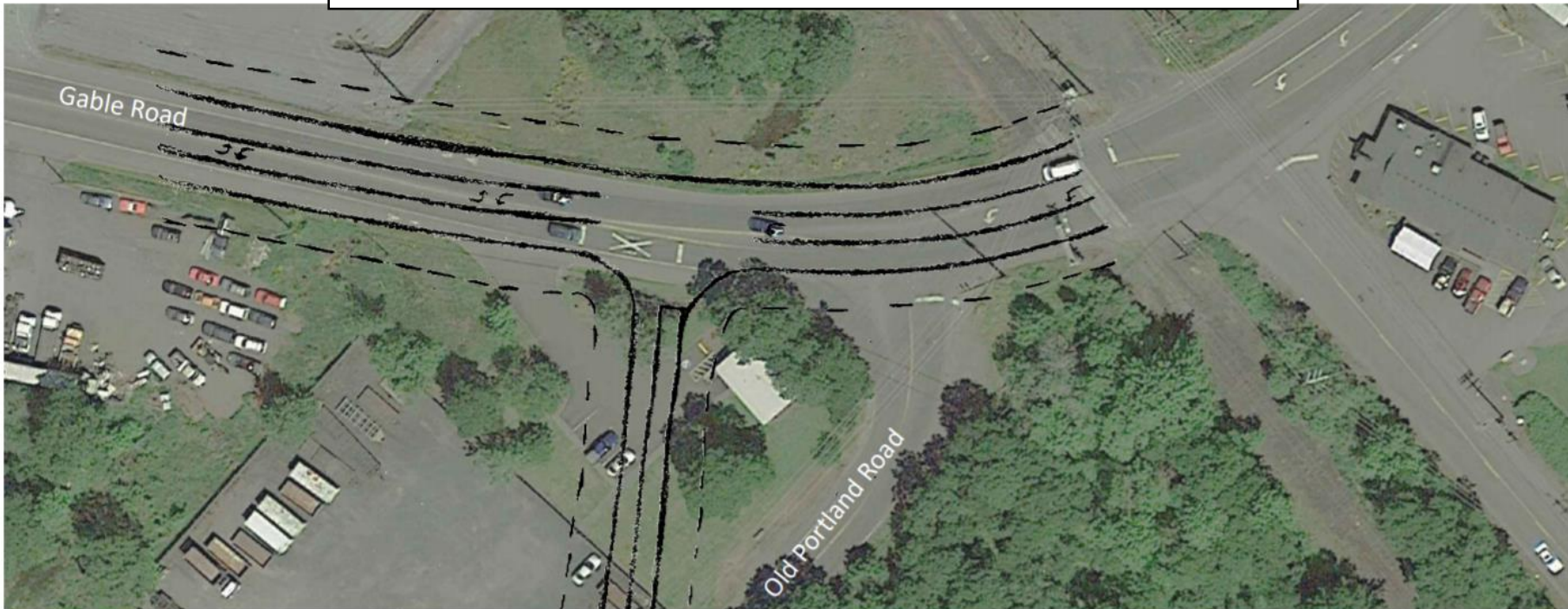
# INTERSECTION: OLD PORTLAND ROAD & RAILROAD AVENUE



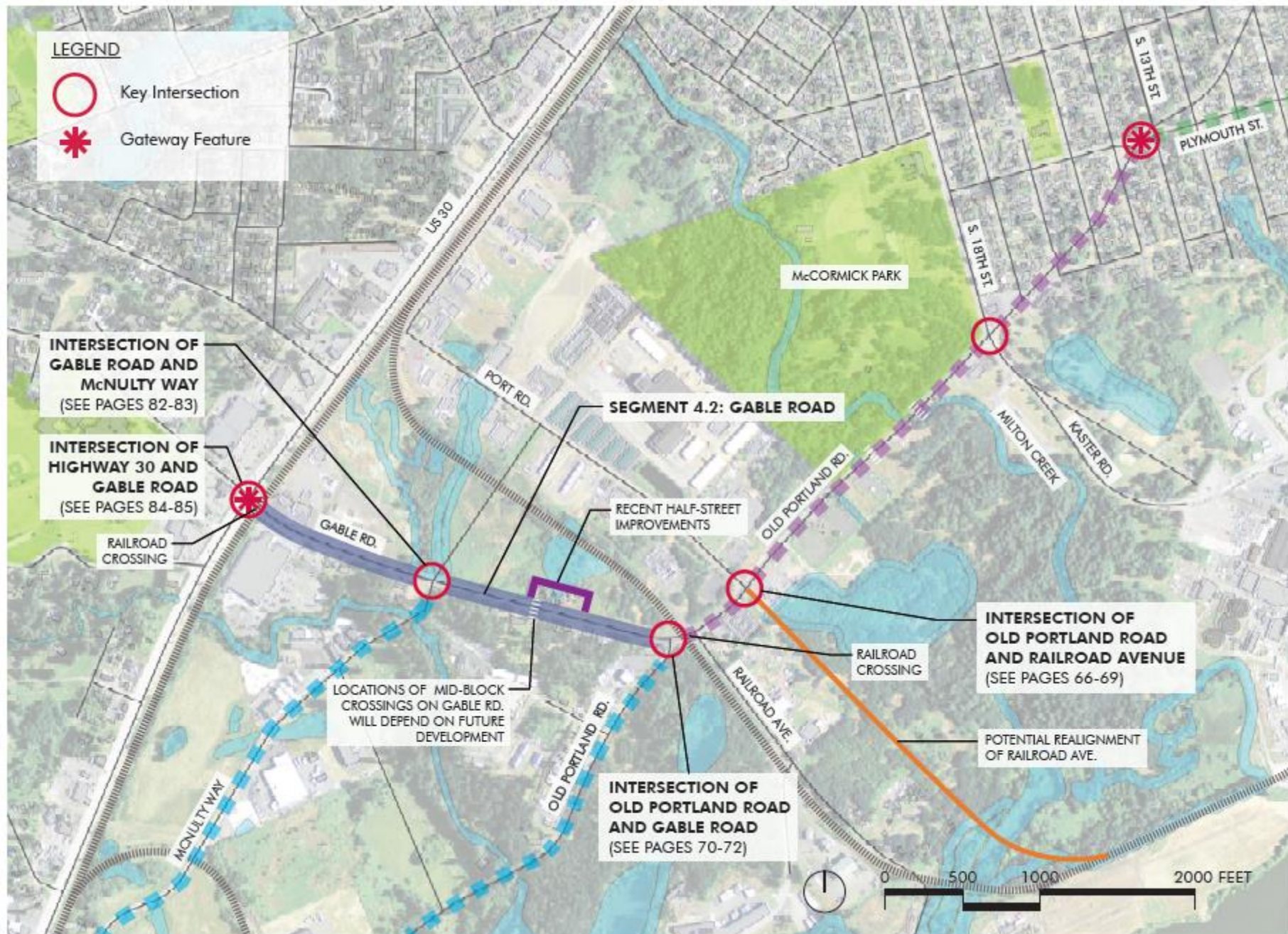




**INTERSECTION: OLD PORTLAND ROAD & GABLE ROAD**



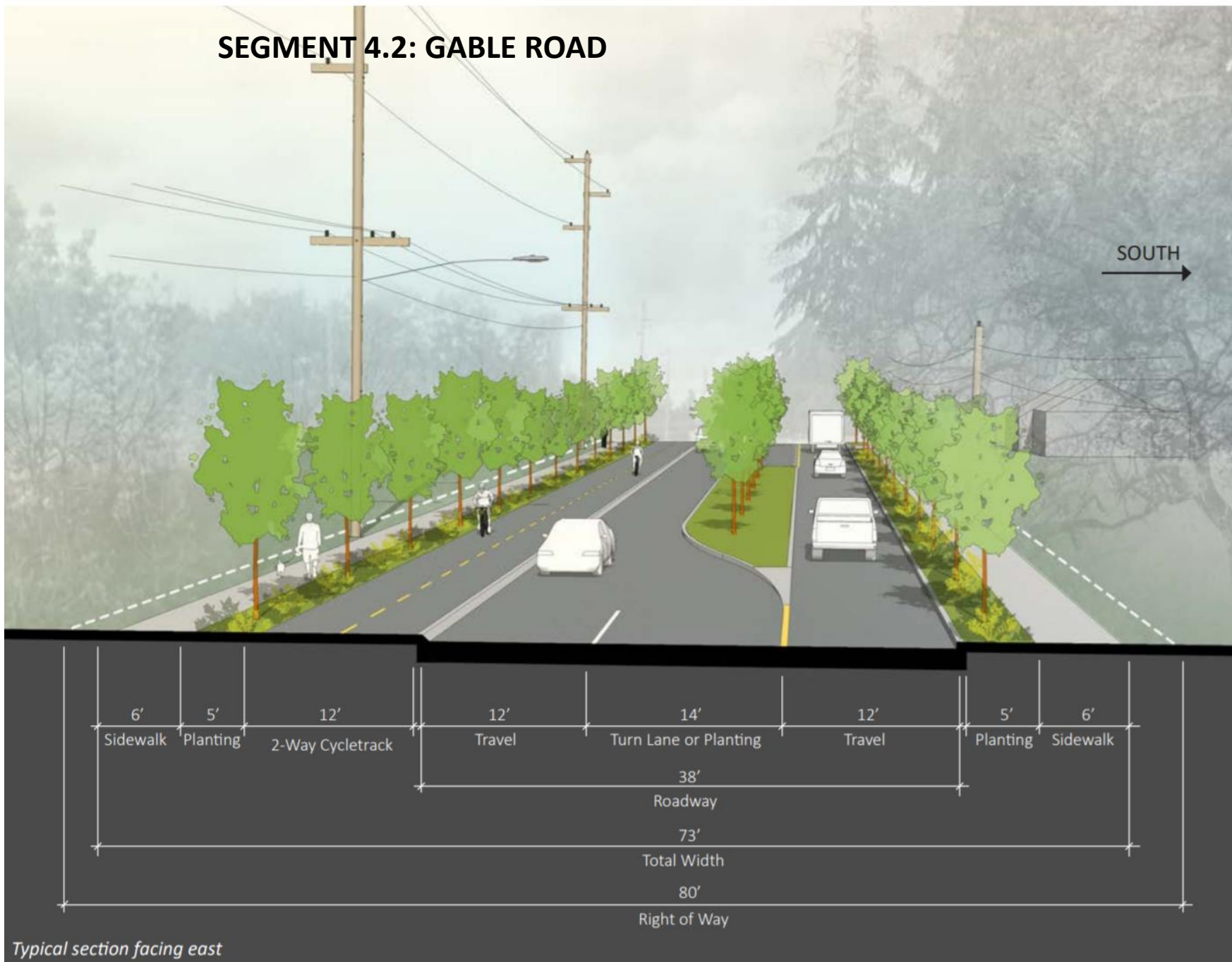




Segment 4.2 project area

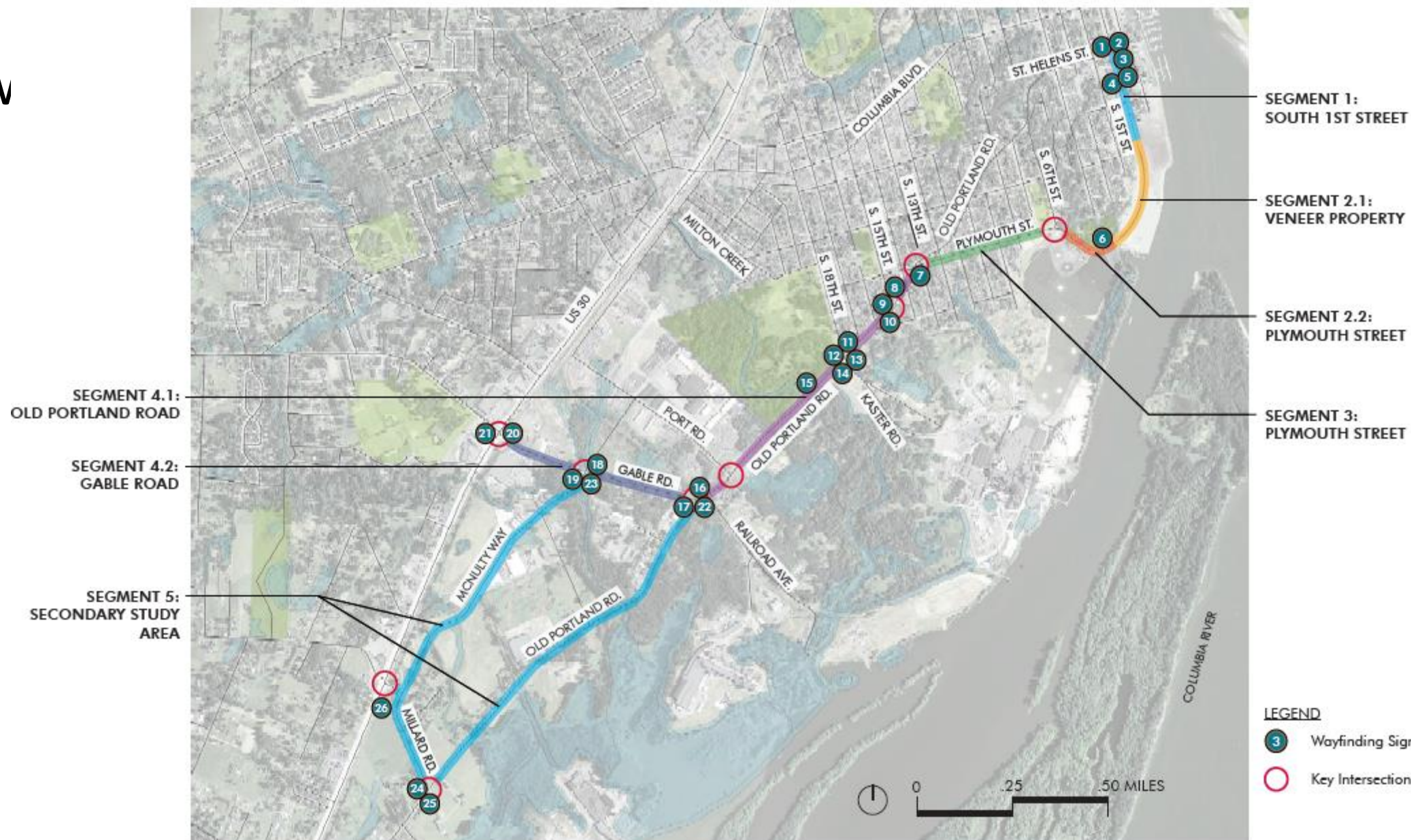


## SEGMENT 4.2: GABLE ROAD



The change:


The 2-way cycletrack split into two separate one-way cycletracks located between the sidewalk and the landscape strip. Cycletracks would be at street level, with sidewalks slightly elevated.



Wayfinding locations for entire study area (refer to table on previous page)



# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	19 September 2018	
<b>Subject:</b>	August Public Works Status Summary	

## Engineering

1. Conducted a preconstruction meeting for public street and storm drain improvements on McBride.
2. Completed plans, put out to bid, and conducted pre-bid meeting for storm drain re-route project.
3. Completed reviews of plans to reroute an existing sanitary sewer main for a future subdivision.
4. Opened bids for two projects; trench patching and the S. 10<sup>th</sup> Street Storm Drain Reroute project.
5. See complete report.

## Parks

1. Assisted with prep work for the Veterans Memorial expansion project.
2. Had contractor start removing 70+ dead & diseased trees in McCormick Park; cleared debris.
3. Assisted with set up for Fairyland.
4. Trimmed trees; repaired sprinklers; painted bleachers; helped at the FARA building.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 8 standard water meters with new radio read meters.
2. Completed monthly meter reading.
3. Worked on the FARA building, setting up Fairyland, and started with Halloweentown.
4. Prepped site in McCormick Park for Veterans Memorial expansion project.
5. Serviced and/or made repairs on 43 vehicles and/or equipment.
6. Responded to four after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 45.6 million gallons of filtered drinking water, an average of 1.52 million gal/day.
2. Repaired a pump on the chlorination system.
3. Worked with IT contractor to resolve issues with SCADA system.
4. Attended extended training session on operating and maintaining membrane filtration systems.
5. See complete report.

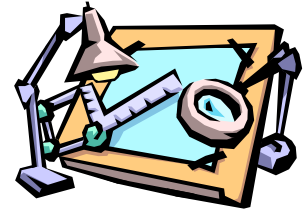
## Waste Water Treatment Plant

1. Worked on various electrical issues with aerators.
2. Reset floats and timers at PS#5 to avoid issuing false alarms.
3. Pre-treatment issued Notice of Violation to Cascades Tissue for multiple issues in monthly report.
4. See complete report.



## Engineering Department Status Report

6 October 2018



### DEVELOPMENT PROJECTS

#### *Emerald Meadows Subdivision Construction Permit*

This project is now complete and the Developer is taking the appropriate steps to finalize and record the subdivision plat.

#### *Elk Ridge Estates Phase VI*

The Contractor is working on several small items that were found to not meet standards during a recent walk-thru with the Design Engineer and Contractor.

#### *Proposed New Medical Building*

A pre-construction meeting was held for public roadway and storm drain improvements associated with the medical office under construction near the intersection of McBride Street and Highway 30. Work is expected to begin on these off-site improvements in November.

#### *Columbia County Education Campus*

The new watermain is nearly complete and the new private on-site sanitary system has been connected to the City's main in West Street. The street frontage improvements are tentatively scheduled for next year near the end of the school construction project.

#### *First Street Improvements*

Construction of street, storm, and watermain improvements on First Street, a short County right-of-way off of Highway 30 south of Les Schwab, is underway. The street is already partially improved but a Developer is planning to build on the lot behind Les Schwab and is required to extend the water main, storm drainage system, widen the road, and extend sidewalk along his frontage.

#### *N. 7<sup>th</sup> Street Container Condo Project*

No new activity on this project.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### *S. 10<sup>th</sup> Street Storm Drain Reroute Project*

Finalized project documents and put a project out to bid to re-route flow from the City's sole stormwater pumping station to the existing gravity system, so that the entire system would be a gravity system. Conducted a meeting with interested contractors to answer questions and tour the site. Received bids on September 25; made a recommendation to award the contract to Emery & Sons.

#### *S. 2<sup>nd</sup> Street Sanitary Sewer Extension*

Although work is mostly completed for this short sanitary sewer main extension on S. 2<sup>nd</sup> Street from St. Helens Street, the Contractor/Developer has not finalized the project. They will be required to submit testing results and as-built documentation before the City will accept the work.

#### *Greystone Estates Sanitary Sewer Relocation*

The developer of the property next to the "old hospital" (currently DMV, Legacy, etc.) has applied for a subdivision preliminary plat. There is an existing public sanitary sewer mainline that runs the length of the proposed subdivision property and the Developer would like to start work on relocating this main in advance of the starting the subdivision infrastructure, since they will not be able to submit plans for the full development until all of the approvals and waiting periods have passed. This is a very low risk option for the City. Worst case, they do not finish the new main and the City still uses the existing mainline. Second worst case, they finish the new main but not the subdivision – the City gets a new pipe out of the deal and the land can still be developed. Best

case, the new main is completed and the subdivision gets constructed. Plans for the mainline relocation have been submitted, reviewed, and are expected to be approved within the next few weeks. The mainline construction would be completed over the winter months.

#### Bradley Street Sanitary Sewer Extension

Reviewed plans for review for a short sanitary sewer extension on Bradley Street to serve a home proposed to be constructed. Revised plans have not been re-submitted.

### **STREET AND TRANSPORTATION PROJECTS**

#### Gable Road Improvement Project

The 90% complete drawings should be submitted to the City and the County to review sometime in September. These plans will be close to complete but there will still be an opportunity to make corrections. Once the last of the revisions have been made, the project can go out for bid. The target time period to bid is at the beginning of 2019 and have a contractor ready to get started in mid-2019.

#### 2018 Street Striping Project

This project is complete.

#### Street Trench Patching Project

Public Works staff has been compiling a list of locations where repair work has been done that has required trenching the existing asphalt roadway. For cost effectiveness, the asphalt is typically replaced all at once instead of having a contractor mobilize and complete each patch individually, which would be cost prohibitive. A small project has been developed to collect bids for this work.

### **MISCELLANEOUS PROJECTS AND ACTIVITIES**

#### Right-of-Way and Construction Permits

There were five Right-of-Way/Construction permit issued in September 2018: one to NW Natural for a new service installation; one to CRPUD to correct an overhead clearance issue; one to Comcast for aerial work on Milton Way; one to the US Post Office to install a new group mailbox on S. 4<sup>th</sup> Street; and one Plan Review permit to review plans for a proposed subdivision.

#### Miscellaneous Projects

Attended a pre-application meeting for a potential triplex on Deer Island Road.

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks.

Director attended a presentation at the Columbia County Road Department offices by ODOT and DOGAMI on studies that each agency is conducting in Columbia County. ODOT's study is on bridge vulnerability and the DOGAMI study is to determine areas most susceptible to landslides in a large earthquake situation.

Participated in an interview with a reporter for I&I Magazine, doing an article on the Godfrey Park Storm Drain Replacement project.

#### Training Workshops and Committee Meetings

Attended the Riverfront Connector COOLPPL Meeting to review progress and recommendations from the consultant team.

Director attended the monthly Columbia County Traffic Safety Commission meeting.

Engineering and Public Works staff facilitated and attended the monthly Utility Coordinating Meeting. Representatives of all the local franchise utilities meet to discuss current and upcoming projects, which ensures that all agencies are aware of ongoing activities and helps to avoid conflicts.





## Parks Department for September 2018



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

Watered street trees twice a week

Disposed of a deer

Cut up downed trees at McCormick Park

Painted bleachers at Campbell and McCormick Parks

Garbage removed from Salmonberry Reservoir

Picked up entry slips from the tree farm

Removed tree debris at McCormick Park

Weed-eated tennis courts at Campbell Park

Helped with the expansion of the Veterans Memorial at McCormick Park

Removal of a sign at Walnut Tree Park

Assisted with Fairyland set up

Trimmed trees on Old Portland Road

Moved tables to Public Works

Hauled rock for the Veterans Memorial expansion project

Sprayed the softball infields at McCormick Park

Trimmed Ivy on N. Vernonia Road

Moved tables in prep for City picnic

Sprayed wasp and hornet nests in the parks

Helped remove the carpet from the FARA building

Took cardboard to be recycled

Trimming trees on N. Vernonia Road

Put rock on the foot bridge approach at McCormick Park

Moved the fairy tree to Fairyland

Ground stumps at McCormick Park

Moved the pumpkins to the Plaza

Sprinkler repair at Campbell Park

Moved a dumpster at the paper mill site

## **Public Works Work Report**

### **September 2018**

#### **Water Dept:**

Installed 8 radio read meters

Read meters and heavy users

Replaced shut-off and service at 481 N. 11<sup>th</sup> St.

Replaced shut-offs and meter boxes at 510 & 530 West St.

Replaced shut-off and meter box at 193 S. 2<sup>nd</sup> St.

Helped Roger throughout the month with FARA carpet removal, Grey Cliffs restroom, Fairyland, Veterans Memorial Expansion & Halloweentown.

Repaired leak on 100 blk N. 7<sup>th</sup> St.

Cut & capped pipe at McCormick Park

Pulled pump at PS4

Repaired leaks at 155 N. 7<sup>th</sup> St., 155 Little St. & Old Portland Rd.

Filled & monitored reservoir

#### **Sewer Dept:**

Attempted to TV storm from Kozy to Godfrey Park

TVed Emerald Heights for TFT

Cleaned manhole on N. Vernonia Rd. & Helens Way

Cleaned and TVed overflow pump at PS3 by Kozy

Helped WWTP pull and clean PS4 by Dollar Tree

Placed cowboy hat in manhole at Emerald Meadows to cut down on odor – neighbor complained

Hauled rock for road for PUD at WWTP

#### **Call-Outs:**

Leak in meter box at 225 Aubuchon

Alarm – birds in shop

PSI problem on Alpine Ave – homeowner's problem

Alarm – yard beam

#### **Miscellaneous:**

Swept streets

Mowed ROWs

Marked 100 locates

Checked wells & reservoirs daily

## September 1<sup>st</sup> to 31<sup>st</sup>

Sept. 3<sup>rd</sup>

Police S-7 Replaced the front rotors, pads and did a full service  
Police S-8 Repaired a tire  
PW Replaced the drive belts on the blower for the valve exercise machine

Sept 4<sup>th</sup>

PW #76 Replaced a mud flap  
Shop Cleaned the wash rack area

Sept 5<sup>th</sup>

Shop Cleaned up the shop unloaded a truck  
PW Checked on the equipment  
Police S-7 Checked the tires

Sept 6<sup>th</sup>

Office Called on tires for the tool cat again  
Parks Checked on equipment  
PW Sharpen saws

Sept 7<sup>th</sup>

Shop Cleaned the restroom and shop sink  
PW #41 Replaced all four tires  
PW Unpacked the tarps for the dump trucks

Sept 10<sup>th</sup>

Office Computer work Filled paper work  
Parks #8 Full service  
PW #33 Installed a new roll up tarp on the box of the dump truck, some extra fabrication work was needed

Sept 11<sup>th</sup>

PW #8 Installed a new roll up tarp on the box of the dump truck, some extra fabrication work was needed  
Parks Helped put together the sinks for the restrooms, some fabrication done on them to make so they can hang on the wall

Sept 12<sup>th</sup>

PW #8 Checked all fluids had tires installed on the rear drive axle  
Parks Helped remove a sink from the restrooms at Campbell park  
Parks Cut strips of metal

Sept 13<sup>th</sup>

Office Computer work  
Police S-6 Full service



Sept 13<sup>th</sup> cont.

PW #14 Took the roller over to McCormick Park and later in the day went over to look at a potential fuel problem with the roller found a loose connection at the coil tightened the connection did not help

PW Hauled tables to the water treatment plant

Sept 14<sup>th</sup>

PW #33 Went to pick up the truck at public works for a complaint of a vibration or cab shacking around at 50 MPH, found that it was empty on fuel moved the truck to the fuel dock and the truck quit, removed the fuel filters and primed them was able to restart the truck. Brought the truck to the shop and replaced the fuel filters, checked tires and test drove found no vibration or shacking in the cab, checked the cab mounts found nothing

PW #14 Brought the roller to the shop for repairs

Keith Vacation

Sept 17<sup>th</sup>

Office Computer work

PW #14 Drained the hydraulic oil that had water in it from the machine installed new filters and filled with oil, removed the ignition switch and found a loose connection tightened the connection and reinstalled the switch, ordered a new belt for the power steering pump

PW Helped Tim U put up a sign at the court house modified two muffler clamps to hold it onto the existing post

PW Picked up a new jumping jack at Sunset equipment

Keith Vacation

Sept 18<sup>th</sup>

PW #14 Installed a new power steering belt and test ran delivered back to public works

PW Helped tie down, deliver and unload the excavator over at the old sweeper dump

PW #17 delivered the new truck to public work and picked up the old one and brought it to the shop For service and cleaning

PW P17 Full service

Keith Vacation

Sept 19<sup>th</sup>

Office Filled paper work, made up new vehicle lists

PW #17 Started pressure washing the truck, Cleaned the inside of the truck

PW #33 Truck won't start, Scanned the truck and found that it had a crank sensor code went to Portland and picked up a new crank sensor and cam sensor installed both in the engine, started the truck and test ran, cleared all codes, checked to see if the codes cam back everything good now

Keith Vacation

Sept 20<sup>th</sup>

Parks #17 Installed two new front tires, finished cleaning the truck, touched up the paint on the box of the truck, installed a brake pedal pad and delivered truck to the parks

PW #18 Full service installed a new mass airflow sensor

Keith Vacation

Sept 21<sup>st</sup>

PW #33 Scanned the truck found no codes

Parks #8 Replaced front tires

Shop Cleaned the restroom and shop sink

Keith Vacation

Sept. 24<sup>th</sup>

PW #33 Scanned truck found code the EGR need to do some more research

PW #28 Checked the dash to see if the indicator for the transmission works

Sept 25<sup>th</sup>

PW Went to the tree farm to unlock the gates

PW Fabricated some feet for the pumpkin for Halloween Town

PW #16 Filled the DEF reservoir on the truck

Sept 26<sup>th</sup>

Office Computer work, Filled paper work

Parks #54 Full service, checked front end and found all four ball joints are bad called Eaton's and made an appointment Cleaned the battery cables

Police S-6 Installed anew headlight

Sept 27<sup>th</sup>

Brett Vacation

Parks #8 Had a front tire repaired

Sept 28<sup>th</sup>

Brett Vacation

PW #18 Installed four tires



**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 September 2018

Water Production: 45.6 million gallons, which averages 1.52 million gallons per day

**Week 1** Produced and sent August OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Received new CI17 monitor reagents from HACH. Had the chlorine feed pump plumbing system fail. Turns out that two of the PVC fittings coming off the feed pump had developed hairline cracks that allowed more chlorine to flow from the fitting than the pump could deliver to the raw water system. Isolated the failed pump and started, primed and put the spare chemical feed pump on line. Pump delivering chlorine as programmed to do. Tim came over and replaced failed fittings, glue dried overnight, put pump back into service on Wednesday, so far so good.

**Week 2** Gathered and sent out the September 2018 LT2 (Giardia/Cryptosporidium) sample. This is the last sample in this 2 year series of gathering these samples. Received a chlorine delivery. Max on site to correct a problem with our SCADA server program. Seems that Centerlogic has installed some kind of a program that blocks us out of the server where we cannot log in and update the system? Who exactly has control of the SCADA system?

**Week 3** Guy forced updates to SCADA Server 02; because, of unresolved and installed permissions that are controlled by Centerlogic that lock the WFF operator access to the SCADA server to perform routine upgrades and access to the computer. After submitting a work order to Centerlogic, they finally came to WFF and corrected problems we had going on with the SCADA computers, and we have access to our SCADA computer again. Distribution is filling the reservoirs after the repairs they had done.

**Week 4** Guy performed the quarterly calibration of Turbidimeters. I was privileged to attend a 3 day Membrane systems operator training in Cottage Grove, good class if anyone wants to learn about how the membrane filtration system functions and how to operate a membrane plant. This class provides a personal workbook that is used for the class instruction along with slides and charts, great information provided by field engineers and technicians and we covered all aspects of how membranes are made to how to maintain and troubleshoot the systems. This class even provides a certification, by exam, specifically for membrane system operators, which is not required by the State Health Authority at this time, but it might be a certification that will be required in the near future, in addition to our State treatment, distribution, collection and waste water operator certifications that we have already. Had the entire DeviceNet component of the SCADA system fail, had to come in to the WFF and reset the modules on the rails and the system came back into operational mode, otherwise the WFF was in critical shutdown mode and would not run without this component of the WFF PLC.



# **WWTP Monthly Operations and Maintenance Report**

**September 2018**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 9/4-Aerators #6 and 17 both in alarm. Tried to reset but sounds like they're single phasing. Checked weather heads and found blown wires in both. Will call Arne.
- 9/10-Aerator #14 breaker tripped. Reset and running. Will have Arne take a look.
- 9/12-Nick with Buell Instrumentation here to repair the temperature probe. Still wouldn't work. He found the 24v power supply had failed. Replaced and working.
- 9/24-Aerator #22-Found blown wire by dock. Arne fixed on 9/25.
- 9/25-Aerators #6, 17-Arne rewired motor leads in the weatherheads.
- 9/26-Removed excess cable from South end of lagoon.

## **Primary System Report**

- All normal monthly routines complete

## **Pump Stations**

- 9/7-Cleaned valve vaults at PS#1 and 9.
- 9/7-Installed float hangers at PS#5 and 11.
- 9/8-PS#5-Low level alarm. Floats were hung too low.
- 9/10-PS#5-Raised high level alarm and moved low level alarm float out of under the ultrasound to prevent false alarms.
- 9/11-PS#5-Added a five minute delay to the low level alarm to avoid any after hour call outs.
- 9/19-PS#6(stormwater)-Pumped down and flushed wetwell in preparation for winter flows.
- 9/21-PS#4-Pulled pump and found rags wrapped in impeller. Reset and running.
- 9/24-PS#1-Moisture sensor alarm. Called Hurley Eng. to come out, pull pump and check it out (9/26).

## **Sodium Hypochlorite System**

- 1393 gallons used this month.
- 1382 gallons used last month.

## **Call-outs**

- 9/10-PS#5-Low wet well alarm. Johnny in. Moved float down and will reset all floats.

## **Plant**

- 9/14-Cleaned North contact tank.
- 9/20-Milwaukee Crane onsite to perform hoist inspections.
- 9/21-Tim I. here to fix leak on pipe in garage.
- 9/21-Joint maintenance replaced battery on generator #66.

- 9/25-Arne reinstalled HydroRanger and programmed for headworks screen #1.
- 9/29-Replaced Millipore water filters.

### **Pretreatment**

- 9/10-Checked out manhole near Elks after Public Works saw grease and lots of solids.
- Lots of issues with Cascades and their monthly report. Issued a Notice of Violation.

### **Other**

- 9/4-6-Helped public works TV storm line by PS #3 from canyon behind Godfrey Park to wetwell.
- 9/18-Talked to Scott Hoatson with DEQ about secondary pH. We determined that the sample is not low ionic strength and we may need to look at a different pH meter that can accurately read that sample.

### **Next Month**

- Get Primary lagoon depth measurements
- Quarterly sampling