



CITY COUNCIL WORK SESSION

Wednesday, April 03, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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. **1:00 p.m. - Call Work Session to Order**
 2. **Visitor Comments - Limited to five (5) minutes per speaker**
 3. **Discussion Topics**
 - 3.A. Presentation from Columbia County Rider - Todd Wood, Transit Program Administrator
[3a. CC Rider Presentation.pdf](#)
 - 3.B. Review Proposed WWTP Utility II Job Description - Sue
[3b. 040319 WWTP Utility II PROPOSED DRAFT.pdf](#)
 - 3.C. Discussion Regarding Proposed Recreation Fee - Matt
 - 3.D. Review 2019 Council Goals
[3d. St. Helens 2019 Goals v2.pdf](#)
 4. **Department Reports**
 5. **Council Reports**
 6. **Other Business**
 7. **Adjourn**
-

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.**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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COLUMBIA COUNTY

Transit Department: CC Rider



ST. HELENS, OR 97051

1155 Deer Island Rd.

Direct (503) 366-0159

www.columbiacountyrider.com

Columbia County Rider (CCRider) officially became a part of the county in 2003. At that time the system was called ColCo and was run by the Columbia County Council of Seniors. Unfortunately, due to lack of funding the system went bankrupt and was turned over to the county. The county picked up the mantle and with little revenue began to operate the system. Throughout the next 14 years, CCRider would see periodic service reductions due to decreasing grant revenues and increasing operating expenses.

In order to keep costs low Columbia County Rider continues to contract all driver and maintenance services to a third party vendor. That contract is up for renewal and will likely increase expenses an additional 24%. Over the last three years, the system has operated at a deficit and, for the last two years, has required a loan from the County of approximately \$400k per year in order to continue to provide service. In an effort to cut expenses CCRider recently reduced service by over 40%. Even with this reduction, the system will likely require another County loan with an ongoing deficit into the 2020 fiscal year.

The reason for the ongoing deficit is the lack of incoming revenue. Over the past six years, our service has been funded, on average, as follows: 60% grants, 25% fares, 9% contracts, and 6% county general fund and other local sources, such as advertising. Most of our grants require that we provide matching funds for a portion of the project, sometimes up to 50% of the total cost. For example, a \$250,000 project supported by a grant with a 20% match requires us to commit \$50,000 in local matching funds. Fare revenues are not eligible to be used as matching funds.

CCRider is one of only a handful of systems in the state that receive no local tax revenue to fund the system. The chart below shows comparisons between CCRider and several neighboring transit providers. All of the data was collected from third party, publicly available sources. Most of the column headers are self-explanatory, but here are a few definitions:

5311 \$/year: These are the primary sources of federal funds for rural transit providers. These are also called “formula funds”, meaning the amount allocated to each property is determined based on population and ridership.

Fares: These are funds collected from riders via cash, checks, tickets, and passes, along with funds received from employers and community groups for fares for their employees/clients.

All of the providers, except CCRider, receive local funding from either property taxes paid by individuals or payroll taxes paid by employers within their service area. You will note that CCRider’s revenues are significantly lower than any of the listed providers despite having the largest service area population. Additionally, the “Per Capita”, “Per Revenue Hour”, and “Per Revenue Mile” data on the bottom chart shows that, while CCRider has the lowest revenue proceeds of all listed providers, it is competitively efficient on each of the operating expense measures.



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**Statistics & Comparisons
Neighboring/Similar Providers
February 2019**

	Population	\$311 \$/Year	Fares	Property Tax	Proceeds	Payroll Tax	Proceeds	Total Proceeds
City of Canby (Canby Area Transit)	17,719	\$280,663	\$60,000	n/a	\$0	\$6/\$1000	\$1,381,000	\$1,721,663
City of Sandy (Sandy Area Metro)	11,149	\$395,141	\$99,000	n/a	\$0	\$6/\$1000	\$1,000,000	\$1,494,141
Columbia County (Columbia County Rider)	51,782	\$436,751	\$242,655	n/a	\$0	n/a	\$0	\$679,406
Lincoln County Transportation District	48,920	\$610,918	\$210,000	\$.0974/\$1000	\$741,634	n/a	\$0	\$1,562,552
South Clackamas Transportation District	22,000	\$282,028	\$39,000	n/a	\$0	\$5/\$1000	\$600,000	\$921,028
Sunset Empire Transportation District	39,182	\$501,222	\$270,000	\$.1620/\$1000	\$994,711	n/a	\$0	\$1,765,933
Tillamook County Transportation District	26,690	\$395,358	\$267,000	\$.2000/\$1000	\$998,974	n/a	\$0	\$1,661,332

	Total Proceeds Per Capita	Total Proceeds Per Rev Hr	Total Proceeds Per Rev Mile	Total Op Exp Per Capita	Total Op Exp Per Rev Hr	Total Op Exp Per Rev Mile
City of Canby (Canby Area Transit)	\$97.16	\$117.18	\$8.16	\$99.93	\$120.51	\$8.39
City of Sandy (Sandy Area Metro)	\$134.02	\$93.86	\$4.38	\$99.90	\$69.97	\$3.26
Columbia County (Columbia County Rider)	\$13.12	\$25.88	\$0.97	\$36.28	\$71.56	\$2.68
Lincoln County Transportation District	\$31.94	\$50.14	\$2.92	\$36.20	\$56.82	\$3.31
South Clackamas Transportation District	\$41.86	\$79.16	\$3.61	\$37.71	\$71.30	\$3.25
Sunset Empire Transportation District	\$45.07	\$68.46	\$3.38	\$46.11	\$70.04	\$3.45
Tillamook County Transportation District	\$62.25	\$45.77	\$1.83	\$84.91	\$62.43	\$2.49

Data sources include the National Transit Database, County Assessors, Provider Annual Financial Reports and Google.

It is for the above reasons that CCRider staff has asked the Board of County Commissioners to sponsor a November ballot measure that would form a Transit Service district within Columbia County with a permanent property tax rate of \$.18 per \$1000 of assessed value.

A tax of \$.18/1000 countywide would provide CCRider with approximately one million in annual revenue. This places our system in line with its neighbors in Clatsop, Tillamook, and Lincoln Counties for incoming local revenue. This would allow us to rebuild our services back to a level before the most recent cuts, and give us the money needed for grant matches, expansion, as well as capital improvements such as bus stops, shelters and new buses to replace our aging fleet. The formation of a service district allows CCRider to remain a county department under the supervision of the Board of Commissioners, County Finance, and County Legal while receiving a tax base dedicated to public transit.

Currently CCRider provides Dial-a-Ride service of 15 hours per day in the Greater South County area. Dial-A-Ride is an on-demand, curb-to-curb service that does not make the same stops every day. Our dispatchers coordinate between 3 to 5 Dial-A-Ride routes daily. Typical stops are Legacy Clinic, CCMH, and OHSU for medical needs like dialysis and mental health counseling, and Safeway and Wal-Mart for grocery shopping and prescription pick-up. In some cases, Dial-A-Ride may be the only opportunity for an elderly or disabled person to leave their

home. The demand for Dial-A-Ride services in our county is high, and we receive more requests than we can accommodate every day. Our Dial-a-Ride database, which we use for scheduling daily riders, currently holds 1622 entries for residents of St. Helens who either have used or currently use the system and last year CCRider provided over 10,000 Dial-a-Rides for residents of St. Helens.

In addition to Dial-a-Rides, we provide services throughout Lower Columbia County and into Portland and Hillsboro. We carry over 200 people per day to work and over 50 per day to the grocery store and school via our fixed route services. CCRider is planning on expanding services in the city of St. Helens for local residents within the next year by utilizing State transportation improvement funds. This expansion will allow more access to local businesses, schools and other vital services for all residents. CCRider has also applied for a new grant to increase service on the line 5 to Rainier from two to four trips per day, which will allow more connections to Astoria, however those grants require matching funds. Without obtaining local funding the required grant match will be a challenge.

We believe that public transportation is vital to the health and future of Columbia County and its residents. Without a robust transit system, many would be unable to reach vital life services. We at CCRider are asking the City of St. Helens to support us in this endeavor. While we realize the challenge of asking the taxpayers for money, we believe the loss of transit to our region would do far more harm. Without the support of your city and its residents, we cannot be successful. It is our belief that being a part of a community means providing for all members of the community. We are committed to serving the community of St. Helens and hope you will join us.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A COUNTY ORDER TO FORM A SERVICE DISTRICT FOR PUBLIC TRANSIT
WITH A PERMANENT TAX RATE**

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, by order intends to initiate the formation of the Columbia County Rider Service District, hereinafter referred to as the "District," for the purpose of providing public transportation through a service district established in accordance with ORS 198.715 and 451.435; and

WHEREAS, the Board's order will also propose a permanent tax rate for the District in the amount of \$0.18 per \$1,000 of assessed property value within the District; and

WHEREAS, the City of _____ is located within the service area of the proposed district and pursuant to ORS 198.835(3), no part of a city may be included within the boundaries of the proposed district without a resolution by the city approving that inclusion;

NOW, THEREFORE, BE IT RESOLVED, that,

1. If the voters approve the formation of the District, then the City Council of the City of _____ hereby consents to be included in the district; and
2. A certified copy of this Resolution shall be delivered to the County Board to accompany the request for initiating formation.

PASSED and ADOPTED by the City Council of _____ on _____, 2019.

[INSERT SIGNATURE BLOCK]

COLUMBIA COUNTY

Transit Department: CC Rider



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February 21, 2019

FROM: Todd Wood, Transit Administrator
TO: Board of County Commissioners
RE: Local Funding Options

The transit system has existed for many years by utilizing Grant funding, fares, and contracts. However, over time the expenses have exceeded the revenue produced by these funding sources. Without an additional funding source, Columbia County Rider will continue to face reductions in service.

DISTRICT:

In reviewing all potential funding options, staff has determined the best possible option for the transit systems long term viability is a service district with a permanent rate structure.

A service district allows the transit system to remain under the guidance of the County Board of Commissioners with oversight from county departments such as legal, finance, and HR. Additionally this option gives the system a long-term permanent funding source, which will not require regular renewal. Permanent funding removes operational uncertainty and allows for long-term planning and system growth. A permanent structure will also allow the system to provide a level of service that is consistent with the needs of the residents of Columbia County. Finally, a permanent rate reduces loss due to compression by 3.5% over a levy.

FUNDING SOURCE:

After careful review of all permanent rate options staff has determined the best option for the system is a property tax.

A property tax is a commonly used device to fund smaller transit systems. It is currently in use for funding many systems including: Sunset Empire transit district, Tillamook Transit district, Lincoln County Transit district, and Salem Area transit district. This funding stream will provide a long-term stable source that will grow steadily at a rate consistent with inflation and community growth. Since the County already collects property tax, no additional resources or tax collection mechanisms should be needed.

RATE:



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In looking at a range of potential rates, staff considered property tax rates from \$.05/1000 to \$.50/1000. Included in the consideration was compression rates and a potential uncollectable rate of 3%.

Additionally staff considered the following:

The match required for formula funds annually: **\$244,330**

The match for the Longview / Kelso service annually: **\$73,000**

A proper vehicle replacement schedule will require a regular annual match of approximately: **\$100,000**

Cost of regular system and software updates will require an annual match of approximately: **\$10,000**

Total estimated match needs on an annual basis: **\$427,000**

In addition to the match needs, the system recently underwent a significant service reduction in order to close the \$400k funding gap. Removing this gap would allow the restoration of needed service and improvements to that service.

Given the funding gap and match, staff has determined a base annual need of roughly: **\$827,000**

Staff has determined that a tax rate of \$.18 per \$1000 of assessed value will provide **\$1,000,889**, which will fill the funding gap and provide additional monies to build the required reserve accounts, maintain and repair facilities, improve the system and add amenities.

A rate of \$.18/1000 will yield revenue similar to our partner systems with similar populations:

	Population	5311 \$/Year	Fares	Property Tax	Revenue	Payroll Tax	Revenue	Total Revenue
City of Canby (Canby Area Transit)	17,719	\$280,663	\$60,000	n/a	\$0	\$6/\$1000	\$1,381,000	\$1,721,663
City of Sandy (Sandy Area Metro)	11,149	\$395,141	\$99,000	n/a	\$0	\$6/\$1000	\$1,000,000	\$1,494,141
Columbia County (Columbia County Rider)	51,782	\$436,751	\$242,655	\$.18/\$1000	\$1,000,889	n/a	\$0	\$1,680,295
Lincoln County Transportation District	48,920	\$610,918	\$210,000	\$.0974/\$1000	\$741,634	n/a	\$0	\$1,562,552
South Clackamas Transportation District	22,000	\$282,028	\$39,000	n/a	\$0	\$5/\$1000	\$600,000	\$921,028
Sunset Empire Transportation District	39,182	\$501,222	\$270,000	\$.1620/\$1000	\$994,711	n/a	\$0	\$1,765,933
Tillamook County Transportation District	26,690	\$395,358	\$267,000	\$.2000/\$1000	\$998,974	n/a	\$0	\$1,661,332

A rate of \$.18/1000 is estimated to keep up with inflation while potentially expanding with future regional growth:

.18/1000	Revenue
2019	\$1,000,889
2020	\$1,038,422
2021	\$1,077,363

RECOMMENDATION:

It is the recommendation of staff that the transit system pursue a permanent service district with a property tax rate of \$.18/\$1000.

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT UTILITY II
Department: Public Works
FLSA Status: Non-Exempt
Union: AFSCME
Date Created: April 3, 2019

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Plant Superintendent.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies issues with equipment.
- Contains and disposes of hazardous wastes generated by the lab.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs operations and work tasks from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flowmeter, and other water quality monitoring equipment.
- Assignment of work in pretreatment program.

- Operates, maintains, and repairs malfunctions at the sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Performs routine building and grounds maintenance.
- Performs other related duties as required.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Monitors performance of electrical systems, circuits or equipment of the Wastewater Treatment Plant.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Two (2) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Some knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities.
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
- (d) Work includes protected exposure to biological and chemical hazards including infectious bacteria, bodily fluids, and chemicals.

SPECIAL REQUIREMENTS

- Valid state driver's license.
- State of Oregon Marine Board Boater Education Certificate.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, phone, calculator, and other miscellaneous equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee

frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside all types of weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally performs work afloat in a boat or other waterborne vessel; occasionally works from high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **WWTP Utility II** job description. I understand that it is my responsibility to adhere to the essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

City of St. Helens

City Council 2019 Goals



City of St. Helens

Mission

To provide quality, effective and efficient service to our citizens. By doing so we will:

- Develop and preserve the highest possible quality of life for our residents, businesses, and visitors
- Provide a safe and healthy environment within a sound economic framework
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all

City of St. Helens City Council 2019 Goals

Introduction

The St. Helens' City Council met on January 29, 2019 to review and update their annual goals. The outcome of the session was an agreement on a common set of priorities and direction identified by the Council.

The purpose of the goals is to identify the policies that the Council feels should be given priority for the year. These goals are not intended to limit the delivery or lessen the importance of the services already being provided by City departments.

The goal components provide a linear connection that link big picture direction to more detailed strategies. There are three key components to the goals structure: (1) goal areas; (2) goals; and (3) strategies. More specifically:

Goal Areas: Each of the five goal areas describe the intended outcomes for the Council's adopted goals. All goals fall under one of these five areas which remain consistent from year to year unless otherwise modified by the Council.

Goals: A goal sets a policy objective and priority for Council for the given year.

Strategies: Every goal has at least one strategy that supports it. Each strategy offers a direction and/or approach for achieving its associated goal.



Goal Area A: Governance & Fiscal Management

The City of St. Helens promotes efficient, effective, and fiscally prudent practices in the delivery of municipal services.

GOAL #1: Foster an effective and efficient organizational structure that responds to community needs.

STRATEGY 1.1

Expand the City Administrator role and responsibilities to provide organization-wide operational management and accountability.

STRATEGY 1.2

Explore and identify the best way to meet community development needs for the City.

STRATEGY 1.3

Assess and modify vacated department manager positions, to update roles to meet current organizational and community needs.

STRATEGY 1.4

City Council to review and modify goals annually

Goal Area B: Community Engagement & Relationships

The City of St. Helens proactively informs and engages the community with transparency, inclusivity, partnerships, and responsive customer service.

GOAL #2: Enhance community civic engagement through proactive information sharing and outreach.

STRATEGY 2.1

Expand the City's information sharing activities by using multiple communication tools (e.g., online, print, in-person) for maximum inclusivity.

STRATEGY 2.2

Explore new and creative opportunities to enhance civic participation.

STRATEGY 2.3

Engage in collaborative activities with civic and other non-profit organizations to promote civic awareness and dialogue.

STRATEGY 2.4

Continue to nurture working relationships with agencies, school districts, port, and other local governments.

Goal Area C: Community Safety & Health

The City of St. Helens promotes and supports public well being by fostering a safe, attractive, and inviting environment that promotes personal and community health.

GOAL #3: Continue to support and enhance a physical environment that promotes livability and safety for the community.

STRATEGY 3.1

Review and implement the parks and trails master plan as funds are available.

Goal Area D: Economic Development

The City of St. Helens supports economic development that strongly encourages a vibrant and diverse economy with long-term job growth and retention, commercial and industrial employers, entrepreneurships and high occupancy rates.

GOAL #4: Expand and support economic development activities and policies that promote local job growth and retention.

STRATEGY 4.1

Develop an economic development strategy that fosters continued and increased development of long-term family wage local jobs and vocational programs.

STRATEGY 4.2

Review, identify, and implement city policies and programs that promote entrepreneurship, conduct viable business growth, and retention.

STRATEGY 4.3

Continue and refine planning for the St. Helens Industrial Park.

STRATEGY 4.4

Continue to explore urban renewal ideas to support economic development.

STRATEGY 4.5

Leverage urban renewal dollars to further economic development investments.

STRATEGY 4.6

Explore options for economic development administration.

STRATEGY 4.7

Foster connections between new jobs and supportive training.

Goal Area E: Stewardship of Community Assets

The City of St. Helens exercises wise stewardship of public infrastructure and public spaces by maintaining and planning for future needs and funding.

GOAL #5: Review, support and implement long-term plans that identify the community's preferred vision and sustainable revenues.

STRATEGY 5.1

Conduct a community visioning process to identify their preferred vision for St. Helens.

STRATEGY 5.2

Assess long term revenue projections, anticipate future needs, and identify new opportunities for sustainable funding.

STRATEGY 5.3

Develop a strategic action plan for city projects for the year.

STRATEGY 5.4

Encourage cultural investment.