



## **CITY COUNCIL WORK SESSION**

**Wednesday, October 16, 2019**

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. **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 on Dalton Lake Project Proposal - Lynne Pettit, Parks & Trails Commission  
[Dalton Lake Presentation 10.2019.pdf](#)
    - 3.B. Request to Connect 58865 Firlock Park Blvd. to City Sewer – Joe Kessi
    - 3.C. Communications 1st Quarter Report - Crystal  
[July - September 2019 Communications Report.pdf](#)
    - 3.D. Discuss Request from ShoeString Community Players  
[Request from Shoestring Community Players.pdf](#)
    - 3.E. Review Assistant City Administrator Job Description  
[DRAFT Assistant City Administrator 100719.pdf](#)
    - 3.F. Review Final Plat for Forest Trail Subdivision - Jacob  
[Forest Trails Memo - Sign Sub Mylar.pdf](#)
    - 3.G. Request from Arts & Cultural Commission to Decommission Art Bend and Relocate Another - Margaret
- 

**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.**

4. **Department Reports**

- 4.A. Administration & Community Development Department Report  
[ADMIN&CD Dept Report.pdf](#)
- 4.B. Public Works Department Report  
[PW Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

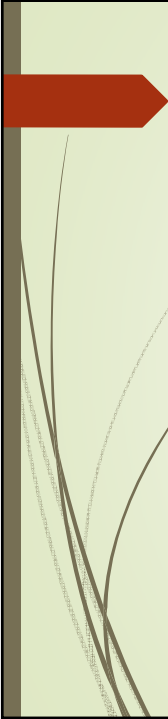
- Labor Negotiations, under ORS 192.660(2)(d);
- Real Property Transactions, under ORS 192.660(2)(e); and
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).

*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.*



## DALTON LAKE PROJECT

- Presented by: Lynne Pettit
- St Helens Parks and Trails Commissioner
- October 14, 2019



## Dalton Lake Advisory Committee Members

**Lynne Pettit** – Chair, St Helens Parks and Trails  
Commissioner

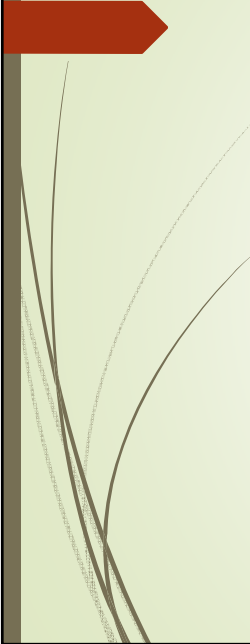
**Chip Bubl** - OSU Extension Agent for Columbia County,  
Columbia County Port Commissioner

**Debra Brimacombe** – Director, Soil and Water  
Conservation District of Columbia County

**Paul Barlow** – Owner, Barlow Bikes of St Helens, Cycle  
Columbia County

**Patrick Birkle** – Community Volunteer

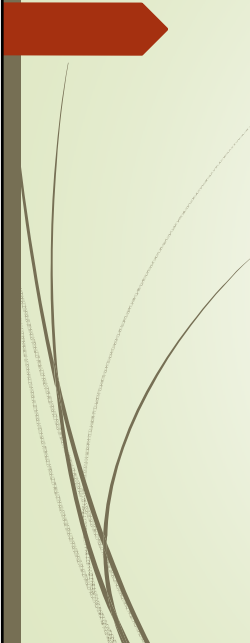
**Lona Pierce** – Naturalist, Zoologist



The purpose of this presentation is to move forward with approval in establishing the "Dalton Lake Nature Preserve" and begin passive improvements.

Therefore, providing an area within our community, that preserves the unique geological and botanical attributes of this area.

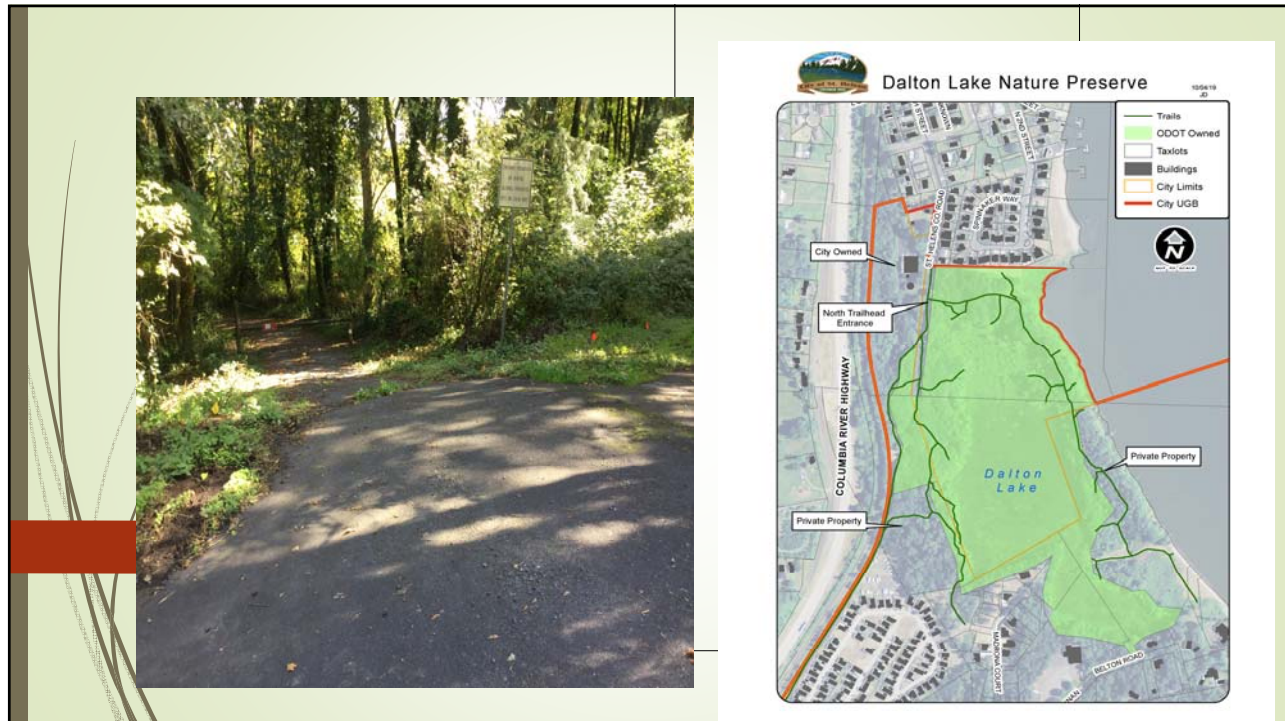
Establishing this preserve enhances the livability of our community and provides aesthetics, recreational, and education opportunities for our current and future citizens.



## Current Priorities Upon Approval

- 1. Procure and install (1) bike rack at the North Trailhead to Dalton Lake Nature Preserve (Columbia City entrance). Submit Grant to Cycle Columbia County.
- 2. Procure materials and install wood Kiosk in concrete at North Trailhead. Kiosk to be fabricated by Public Works or a local carpenter.
- 3. Treated wood post with Doggie waste bags and holder





## Kiosk design for Dalton Lake Nature Preserve

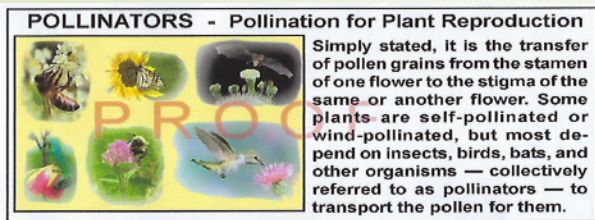
- This design, made for Knob Hill Nature Park in St. Helens was chosen for continuity and the double-sided posting area, visible to all on the paved, Bike/Walking path between St Helens and Columbia City.

#### 4. Procure materials and install Signage:

- A. Wooden Tree and plant identifier signs (15)
- B. Acrylic interpretive markers (6)
- C. Wooden Trail directional signs (number to be determined)
- D. Treated wood post, with Doggie waste bags and holder

**Note:** I have been working with City Staff on signage per the Cooperative Management Agreement No. 24,562 of April 2009 Terms of Agreement - #8 of City obligations, and subject to ODOT approval.

*"City shall construct, at its sole expense, improvements at the Site as may be compatible with preservation of the wetland area and upland buffer. Improvements will be limited to trails, trail directions/interpretive signage and similar non-commercial, "passive improvement. Any improvements to the Site will be subject to prior ODOT review and approval through the ODOT District 2A maintenance office." ...*



Wood Tree and Plant Identifier sign, Acrylic Interpretive Marker, Wood Trail Sign

## Current Priorities Upon Approval

- 5. Procure metal signs for Kiosk, such as:
  - *No Camping; No Fires; Dogs must be on leash; Hours: Dawn to Dusk; Pack it in, Pack it out* (The City of St Helens has a contract for these signs)
- 6. Add Concrete bench to a viewing area (private donation)
- 7. Develop a Facebook page for Friends of Dalton Lake Nature Preserve, under the Guidelines of the City of St Helens- Friends of the Park Programs. Work with SOLVE and other interested groups on clean-up and other projects.
- 8. Schedule Saturday walks in the Preserve with children from local schools and the Recreation Center as an Educational activity.
- 9. Dalton Lake Press release by Crystal Farnsworth.
- 10. Add Dalton Lake Plan as an Agenda item for a Columbia City Council meeting.

## Future Plans Upon Approval

- 1. Acquire access to Dalton Overlook and Beach with easement or acquisition.
- 2. ADA trail enhancement at South Trailhead going to Dalton Lake Overlook.
- 3. Madrona Court Trail – Need right of access for the public.
- 4. Wood viewing platforms, boardwalk and benches on lower East trail.
- 5. Wood Bird Blinds (2)
- 6. Build Swallow and Bat houses to help with Mosquito control.
- 7. Place trash container at North entry and initiate regular pickup with City. (*Cooperative Management Agreement, No. 24,562, City Obligation, #10*)
- 8. Assess and clean up trail from Belton Rd. as a connection from Columbia Botanical Garden.
- 9. Split rail fence at Overlook as a safety feature with Danger sign.
- 10. Add 3-4 designated parking spaces, near St Helens Water Treatment facility, North entrance.





Thank you for your time and consideration of this project

# Communications Report

July to September 2019  
First Quarter – FY 2019-20



Prepared by Crystal Friesworth  
October 1, 2019

# Communication Umbrella



## Who do we communicate for? (The Big Four)



- City of St. Helens
- St. Helens Police Department
- St. Helens Public Library
- St. Helens Public Works

## What does that cover?

- Administration
- Community Development
- Emergency Management
- Police Services
- Boards and Commissions
- City Council
- Recreation Program
- Library Services
- Engineering Division
- Finance Division
- Utility Billing
- Tourism & Events
- Parks
- Public Works Operations and Maintenance
- Partner agencies

# Communication Channels

- **Press Releases**

- Local newspapers, Radio, Portland TV, Mass distribution mail outs

- **Radio**

- KOHL regional stations

- **Monthly e-Newsletter**

- **Print newsletter**

- Quarterly CE insert

- **Website**

- **Posters, postcards, and print materials**

- **Social Media**

- City: Facebook, Twitter, YouTube
- Police: Facebook, Twitter
- Library: Facebook, Twitter
- Spirit of Halloween: Facebook (2), Twitter, Instagram

- **TV slideshows/Boards**

- Library Lobby, Police station, Recreation Building

# Workload Indicators

	Press Releases	Portals Facebook Twitter	Podcasts Instagram	Podcasts eNewsletter	Radio Podcast	Print Newsletter	
July 2018	6	93	30	3	1		1
August 2018	2	7	2	5			1
September 2018	1	65	35	14	2	1	
<b>Totals</b>	<b>9</b>	<b>235</b>	<b>231</b>	<b>22</b>	<b>3</b>	<b>1</b>	<b>2</b>
	Press Releases	Portals Facebook Twitter	Podcasts Instagram	Podcasts eNewsletter	Radio Podcast	City News	
FY 2019/2020 Data	2	253	236	28	1	3	1
2018/2019	21	733	734	51	13	1	1
2017/2018	35	474	491	35	15	1	2
2016/2017	33	28	249	38	13	1	2
2015/2016	30	235	201	0	4	12	2
2014/2015	32	254	157	0	2	1	3



# Communication Distributions

Total Hours Worked by Department / Unit	
Administration	1.5
Brand and Commissions	2
Dry Coord	9.25
Communications	35.25
Community Development	3.75
Emergency Management	0.25
Engineering	1.5
Finance	1.25
Highway	7.25
Parks	4
Planning	0.75
Police	84.75
Public Works	1.5
Recreation	45.5
Tourism	35.5
<b>Total Hours</b>	<b>326.44</b>

Total Hours Worked by Category	
Electronic News Story	1.5
Press Release	2.7
Social Media	9.25
Photography/Videc	1.1
Graphic Design/Art	1.8
Radio	1.75
LEFinn City News	16.75
Website	1.5
Report/Tasking	1.0
Media Request	24.75
Community Collaboration	3.5
Meeting	12.25
Event	5.75
Project	1.5
Website Goals	1.5
Editing	1.5
<b>Total Hours</b>	<b>326.44</b>

# Activity Highlights

Library Summer Reading Program and wrap up video



# Activity Highlights

- Project updates
  - McCormick Park Veterans Memorial
  - Crack sealing
  - Basalt veneers on Branding & Wayfinding Signage
  - Pittsburgh Road Reservoir





# Activity Highlights

- Police First Thursday
  - Reserve Academy
  - C-Conn Dispatch
- Job Openings
- Update Police Staff Photos
- Youth Academy



# Activity Highlights

- Independence Day Event
- Police cases - 7 with high Portland Metro media interest
- Recreation Program 2019 Annual Report
- Launched St. Helens Recreation Program social media accounts





# Activity Highlights

- 13 Nights on the River
- Monthly City e-Newsletter
- Recreation Program
- Movies in the Park
- Auto replies set up on all City Facebook pages



# Activity Highlights

- Community updates
  - CATT low-income housing project, STEM Hub Solve Clean Up Day at McCormick Park, Cornelius Pass Road Closure, Blood to Coast/Portland to Coast, St. Helens Middle School demo and construction, Keller Williams downtown building remodel, Gable Road construction project, 2020 Census



# Activity Highlights

- National Night Out
- Media Requests for Spirit of Halloween Town – Oregon Lottery, KINK Radio, Women's World Magazine, Travel Portland, travel blogger
- City News Insert – Pittsburg Road Reservoir
- Fall Recreation Guide
- Library Genealogy Conference





# Activity Highlights

- Campbell Park Improvements Grant
- Community Development Website Updates
- Police Trunk-or-Treat



City of St. Helens | Campbell Park  
VARC | 2019

CAMPBELL PARK | ENLARGED PLAN  
© 2019 Mckenzie M.



# Future Projects

- Spirit of Halloween Town
- McCormick Park Veterans Memorial Ribbon Cutting
- City News Community Development Feature
- Veterans Day Ceremony
- Tree Lighting and Christmas Ships Parade
- Community Development Website Updates
- Holiday Safety Messaging
- Bad Weather Emergency Management Information
- City News Parks Feature
- Additional Facebook Requirements for Running Ads

# Social Media Archive Volume



**Your Organization**

City of St. Helens, OR

## Social Media

18 connected ⓘ

1 historical ⓘ

9 accounts

5 accounts

2 accounts

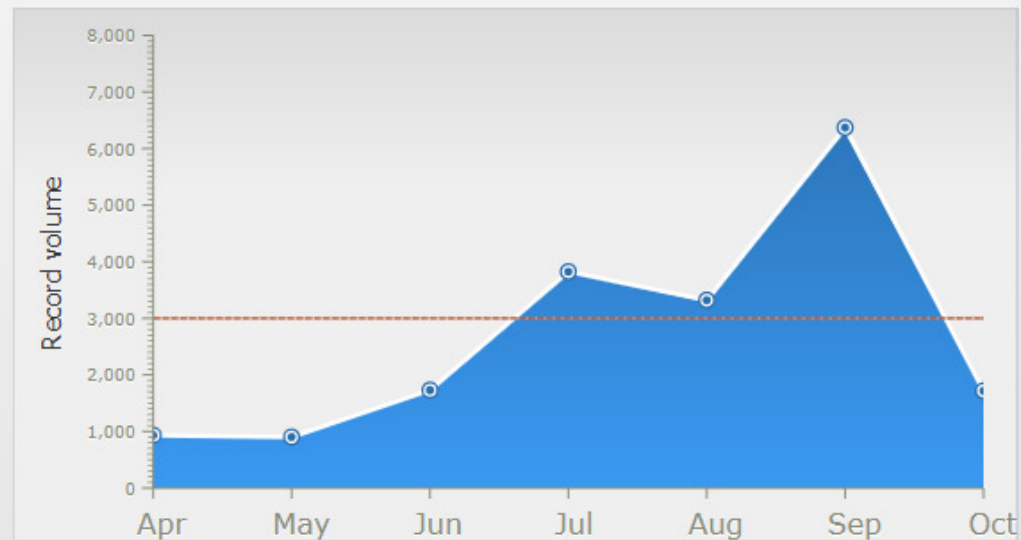
1 account

1 account

1 account



**Archived Record Volume by Month**



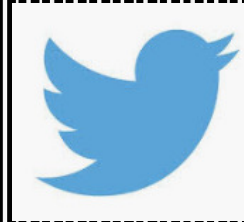
Volume this month: 1717 new records  
Prior 6-month average: 2847 records / month  
Total records in archive: 92763  
Record limit: 3000 records / month

As of October 2, 2019

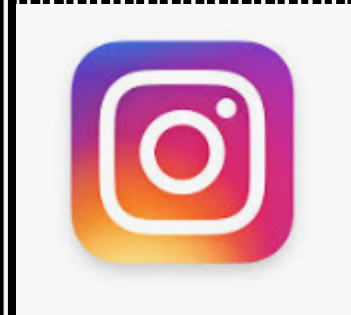
# St. Helens Recreation Program Social Media



@StHelensPR



@StHelensPR



@StHelensParks&R

# 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: 3,461  
Followers as of December 31, 2015: 3,778  
Followers as of March 31, 2016: 3,486  
Followers as of June 30, 2016: 3,740  
Followers as of September 30, 2016: 6,271  
Followers as of December 31, 2016: 6,747

Followers as of March 31, 2017: 7,145  
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: 7,461  
Followers as of June 30, 2018: 7,510  
Followers as of September 30, 2018: 7,657  
Followers as of December 31, 2018: 7,793  
Followers as of March 31, 2019: 7,558  
Followers as of June 30, 2019: 8,053  
Followers as of September 30, 2019: 8,223

\*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.































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 Followers as of December 31, 2018: 7,793  
 Followers as of March 31, 2019: 7,558  
 Followers as of June 30, 2019: 8,053  
 Followers as of September 30, 2019: 8,223

\*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

Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1	 Oregon Department of T...	48.7K 	▲0.1%	2	14.5K 
2	 Vancouver, Washington ...	16.2K 	▲0.1%	12	2.3K 
YOU 3	 City Of St. Helens - Gov...	8.4K 	▲0.7%	14	8.7K 
Keep up with the Pages you watch. <a href="#">Get More Likes</a>					
4	 Clackamas County, Ore...	8.1K 	▲0.2%	16	2.8K 
5	 St. Helens Police Depart...	7K 	▲0.1%	2	1.7K 
6	 City of Sandy, Oregon – ...	6.8K 	▲0.1%	7	560 
7	 Beaverton City Govern...	6.8K 	▲0.1%	30	1.7K 
8	 Columbia River Fire & R...	6.7K 	▲0.3%	2	1.7K 
9	 City of Tigard, Oregon	5.9K 	▲0.3%	29	2.6K 
10	 City of Tualatin - Govern...	5K 	▲0.1%	18	1.1K 

# 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: 5,430





























































Followers as of December 31, 2018: 6,524

Followers as of March 31, 2019: 6,587

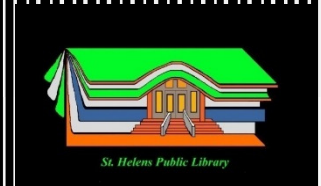
Followers as of June 30, 2019: 6,760

Followers as of September 30, 2019: 7,503



<span>Reach: Organic / Paid</span> <span>Post Clicks</span> <span>Reactions, Comments &amp; Shares</span>								
Published	Post	Type	Targeting	Reach		Engagement		Promote
10/05/2019 9:46 PM	 Proudly serving our community and keeping everyone safe at the Spirit of			5.6K		871 660		<a href="#">Boost Post</a>
10/03/2019 4:17 PM	 Join us tonight at 7 p.m. to meet our St. Helens School Resource Officers!			552		41 11		
09/27/2019 2:58 PM	 Do you know who the St. Helens school resource officers (SROs) are?			1.7K		165 54		<a href="#">Boost Post</a>
09/26/2019 3:13 PM	 Halloween Trunk or Treat is back at the St. Helens police station on			2.1K		141 51		<a href="#">Boost Post</a>
09/25/2019 11:05 AM	 Press Release: Body Found in McNulty Creek in St. Helens near			2.9K		756 62		<a href="#">Boost Post</a>
09/24/2019 10:04 AM	 Press Release: Police seeking information in an assault			9.3K		2.9K 404		<a href="#">Boost Post</a>
09/17/2019 3:03 PM	 Trunk or Treating is back at the St. Helens Police Department! We are			3.6K		381 112		<a href="#">Boost Post</a>
09/11/2019 8:52 AM	 Today is a day of remembrance. We pause to honor the sacrifice of the 60			3.9K		150 326		<a href="#">Boost Post</a>
09/11/2019 8:23 AM	 Safe driving habits begin early. Thank you for inviting us to share			1.3K		84 24		<a href="#">Boost Post</a>
09/06/2019 11:03 AM	 Do you have the non-emergency dispatch number programmed into			5.3K		547 210		<a href="#">Boost Post</a>
09/05/2019 4:07 PM	 First Thursday is tonight! Join us for our monthly community meeting.			1.4K		46 23		<a href="#">Boost Post</a>
09/04/2019 4:55 PM	 Our First Thursday community meeting is tomorrow! Join us as we			1.3K		35 32		<a href="#">Boost Post</a>

# Facebook Stats: Library's Page



Page launched May 16, 2018

Followers as of June 30, 2018: 109

Followers as of September 30, 2018: 253

Followers as of December 31, 2018: 289

Followers as of March 31, 2019: 519

Followers as of June 30, 2019: 595

Followers as of September 30, 2019: 692

# Twitter: City's Account



## Followers

As of March 31, 2014: 434  
 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: 1,115  
 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: 1,591  
 As of Dec. 31, 2018: 1,424  
 As of March 31, 2019: 1,490  
 As of June 30, 2019: 1,514  
 As of September 30, 2019: 1,542



# Twitter: SHPD's Account

## Followers

As of Sept. 30, 2017: 546

As of Dec. 31, 2017: 618

As of March 31, 2018: 639

As of June 30, 2018: 761

As of Sept. 30, 2018: 818

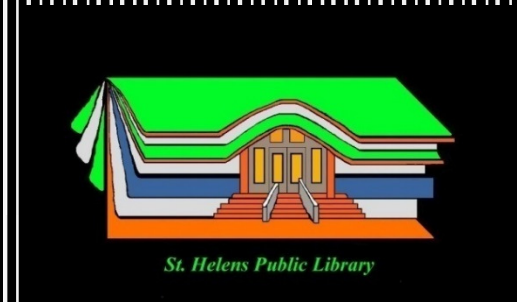
As of Dec. 31, 2018: 855

As of March 31, 2019: 883

As of June 30, 2019: 928

As of September 30, 2019: 941

# Twitter: Library's Account



Page launched May 16, 2018

As of June 30, 2018 19

As of Sept. 30, 2018 25

As of Dec. 31, 2018: 35

As of March 31, 2019: 44

As of June 30, 2019 57

As of Sept. 30, 2019 75



## ShoeString Community Players

### ShoeBox Theater

PO BOX 481

231 S. 1<sup>st</sup> Street

St. Helens, OR 97051

September 9, 2019

Dear City Council Members,

I would like to thank Mayor Rick Scholl and the City Council for time you have put in to consider our request for support. Per request of the council following our presentation on August 7, for a summary of how monies would be spent, if granted. Below is the next 3 months of productions on our calendar with show costs and building use cost. Any amount granted would be applied to these expenses.

#### Upcoming production expenses in October

##### Frankenstein

- \$307.95 royalties
- \$300.00 Estimated show expenses  
This includes printing costs costume and make up, special effects.
- \$675 Building use

##### Haunted History

- \$0.00 royalties
- \$200.00 Estimated show expenses  
This includes printing costs, fog juice, special effects.
- \$675 Building use

##### Night of the Demons II

- \$0.00 royalties
- \$200.00 Estimated show expenses
- This includes printing costs, concessions.
- \$675 Building use

##### Paranormal Investigation

- \$0.00 royalties
- \$100.00 Estimated show expenses  
This includes printing costs, batteries
- \$675 Building use

Upcoming production expenses in November

The importance of Being Uncle Roscoe

- \$500.00 royalties
- \$300.00 Estimated show expenses  
This includes printing costs, costume and makeup requirements, props
- \$2,700 Building use

Upcoming production expenses in December

The Ultimate Christmas Show

- \$500.00 royalties
- \$1000.00 Estimated show expenses  
This includes printing costs, costume and makeup requirements, props
- \$2,700 Building use

We are currently working on setting up some children workshops starting in January. Those expenses will be determined when teaching material is chosen and what royalties may need to be paid.

We have an outreach program for St. Helens Middle School for the second and fourth quarters of this year that has an undetermined cost as of yet. Details of the programs are still being finalized with the school.

We have a children's theater camp being offered for Spring break in March. Those expenses will be determined when teaching material is chosen and what royalties may need to be paid.

A summer musical is being determined by January. That cost for production should be around \$10,000.00. That estimate is based on past musical experiences.

#### 2019 expenses January through August

- \$18,000.00 rent
- \$7,535.00 utilities and insurance
- \$6,600.00 production costs
- \$1,200.00 donations and scholarships
- \$1,280.00 building improvements

#### 2019 income January through August

- \$8,300.00 productions
- \$603.00 donation/membership
- \$3,450.00 sponsorships
- \$500.00 grant
- \$880.00 costume sale

Projected income for 2019 -2020

- \$3,000.00 additional sponsorships that has been invoiced.
- \$2,000.00 applying for a grant from Columbia County Cultural Coalition
- \$5,000.00 applying for a grant from the Oregon Arts Council

As you are aware we had a substantial move in cost to the ShoeBox Theater that has diminished our operation funds. It is not something that a small theater company can recover from quickly. Any funds received from the city would be used directly to cover the costs of the productions so that 100% of our ticket sales could cover operation expenses.

Sincerely

Shannon Vaerewyck

SSCP President



## City of St. Helens

**Job Title:** Assistant City Administrator  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** No  
**Created:** October 16, 2019

### **GENERAL PURPOSE**

Under the direction of the City Administrator, with principle emphasis serving as the City's Finance Director, coordinate the activities of Finance, Utility Billing, Municipal Court, IT, and Recreation Department and other duties assigned by the City Administrator. Manage the operational aspects of the City's financial management and reporting including cash, investment and debt management, financial analysis and revenue forecasting, business and utility fund rate modeling, financial planning, general ledger management, capital budgeting and cost accounting, grant accounting and budgeting, revenue coordination, internal control management, annual financial audit and preparation of the annual report, interim financial reports, non-operating budget management, liens and collections management.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Administrator.

### **SUPERVISION EXERCISED**

Manages staff at the direction of the City Administrator. Must work effectively in a team-oriented, collaborative management style.

### **JOB DUTIES AND RESPONSIBILITIES**

- Manages and supervises the Finance Division, Utility Billing, Municipal Court, IT, and Recreation Program; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Finance:
  - Oversee operations of the Finance Division and staffing.
  - Establish procedures and standards to ensure efficient and accurate activities.
  - Ensure annual audit of City's financials.
    - Primary contact for City auditors and respond to questions or findings.
  - Manage and maintain the financial systems of the City.
  - In conjunction with the City Administrator, develop and present the City's Annual Budget to the budget committee.
    - Work with City Administrator, Departments and City Council to create a balanced budget.
  - Oversee the sale of City bonds and other financial obligations.
  - Oversees the implementation of the city financial management policies.
  - Provides financial advisory assistance to all city departments.
  - Provides financial analysis with strategic planning and visioning.
  - Manages financial forecasting for all funds, city fees, utility rates, and enterprise fund rate modeling to achieve long-term financial plans.
  - Design and evaluate capital improvement program funding for long term success.
  - Evaluates and recommends business practices and business plans for all city departments.
  - Represents the city's financial interests during collective bargaining agreements.
  - Acts as the City's financial liaison to other agencies conducting business with the City.

- Utility Billing:
  - Oversee operations of Utility Billing.
  - Establish procedures and standards to ensure efficient and accurate activities.
  - Reports on operations to City Council.
- Municipal Court:
  - Oversee operations of the Municipal Court.
  - Coordinate court activities and procedures along with the City Prosecutor and City Judge.
  - Establish procedures and standards to ensure efficient and accurate activities.
- IT:
  - Oversee operations of IT and staffing.
  - Manage and maintain the IT Replacement Schedule annual departmental charges.
  - Establish procedures and standards to ensure efficient and accurate activities.
- Recreation Program:
  - Oversee operations of the Recreation Department and staffing.
  - Manage and oversee Recreation activities.
  - Manage and oversee the Recreation Center and facility management of the property.
  - Establish procedures and standards to ensure efficient and accurate activities.
- Project Management:
  - Under direction of the City Administrator and City Council, complete special projects as directed along with staff in coordinating departments. Report to City Administrator and Council with updates and timeline expectations to completion.
- City Hall Front Office:
  - Oversee assigned City Hall personnel.
  - Establish procedures and standards to ensure efficient and accurate activities.
- City Culture, Engagement & Involvement:
  - Build and grow a positive City culture and environment that encourages all employees, departments, and citizens to become more involved in the City.
  - Engage employees and citizens to encourage community and employee involvement in activities.

### **PERIPHERAL DUTIES**

- Resolves inquires, complaints, problems, or emergencies affecting the availability or quality of city financial services. Responds to sensitive or complex inquiries or service complaints from city council, committees, the media and citizens.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:
  - Bachelor's degree or post baccalaureate certificate in accounting, business administration or related field.
  - Three to five years of municipal finance experience including supervision and/or management in a municipal government as a Department Head or Operations Manager.

#### Necessary Knowledge, Skills and Abilities:

- Practices, principles and procedures of municipal accounting, auditing, budgeting and financial planning at the advanced level. Fiscal management including budget development, expenditure control and recordkeeping in mid to large size organizations.
- Management and supervisory principles, practices and methods.
- Laws, rules, and regulations applicable to assigned operations and generally accepted accounting principles.
- Generally Accepted Accounting Principles and understanding of internal controls at an advanced level.
- City services and the financing and accounting of those services including public safety, public works, utilities, community and economic development and internal support services.
- Ability to:
  - Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
  - Develop work unit's goals and objectives consistent with the City's strategic planning documents.
  - Develop City financial goals and perform strategic planning.
  - Analyze and evaluate business operations and develop and implement corrective action to resolve problems.
  - Establish and maintain effective working relationships with City Council, staff, committees and customers.
  - Establish and maintain effective partnerships with external public and private organizations conducting business with the City.
  - Communicate effectively, both orally and in writing.
  - Develop and maintain a team oriented working environment.

#### **PREFERRED QUALIFICATIONS**

- Five to 10 years of progressive responsibility including supervision and/or management in municipal government as a Department or Operations Manager.

#### **SPECIAL REQUIREMENTS**

- A valid states driver's license.
- Must be bondable.

#### **TOOLS AND EQUIPMENT USED**

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, word, excel, access, Springbrook and City vehicle.

#### **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 frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

DRAFT

## 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 **Assistant City Administrator** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for the Forest Trail Subdivision  
**DATE:** October 11, 2019 (for the October 16, 2019 regular session)

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The final plat is the formal document that is ultimately recorded with the County, making the subdivision official. In addition to meeting many substantive and technical requirements, the final plat also requires several signatures. The City's approval of the final plat is signified by two signatures: the Mayor's and Planning Commission Chair's. Generally, by signing the final plat the City is saying that all requirements have been met, that all applicable improvements are in place (e.g. utilities, streets, etc.) or assured by a financial instrument, and that all improvements, rights-of-way and common areas proposed to be dedicated to the City are accepted by the City.

As of the date of this report, most things are done that need to be before the City signs the final plat. Public improvements are done and we have the final as build plans.

Things of note we still need:

1. Final draft of the final plat—revisions are being worked on; this is in process.
2. Final CCR/HOA documentation—revisions are being worked on; this is in process.
3. Contractual obligations as they relate to the Protection Area Management Plan are nearly complete (not required before final plat, but still demonstrates progress).

**The objective of getting authorization to sign now is to attempt to buy time. It is possible all will be ready before the following council meeting on November 6<sup>th</sup>, which is over three weeks away. The Developer is concerned about daily interest on money borrowed for this development and I hope to soften that by getting a *conditional authorization of signature*.**

**Please authorize the Mayor to sign the final plat for the Forest Trail Subdivision *once all requirements per previous decisions have been met*.**

The plan attached to the Protection Area Management Plan for this development is attached for context.

Table 1. Wetland Protection Zone Enhancement Plantings (18,088 SF)

Scientific Name	Common Name	Quantity	Spacing
<strong>Trees*</strong>			
<i>Acer macrophyllum</i>	big-leaf maple	30	10 – 15 ft on center
<i>Pseudotsuga menziesii</i>	Douglas fir	40	10 – 15 ft on center
<i>Rhamnus purshiana</i>	cascara	30	10 – 15 ft on center
<i>Thuja plicata</i>	Western red cedar	40	10 – 15 ft on center
<strong>Shrubs*</strong>			
<i>Amelanchier alnifolia</i>	serviceberry	60	6 – 8 ft on center
<i>Corylus cornuta</i>	beaked hazelnut	60	6 – 8 ft on center
<i>Gaultheria shallon</i>	salal	75	5 ft on center or in groups of 3 every 10 ft
<i>Holodiscus discolor</i>	oceanspray	60	6 – 8 ft on center
<i>Mahonia aquifolium</i>	Tall Oregon grape	75	5 ft on center or in groups of 3 every 10 ft
<i>Oemleria cerasiformis</i>	oso-berry	60	6 – 8 ft on center
<i>Sambucus racemosa</i>	red elderberry	60	6 – 8 ft on center
<i>Symphoricarpos albus</i>	snowberry	75	5 ft on center or in groups of 3 every 10 ft

**TREE NOTE:**

- A. FOR MITIGATION ALL TREES AND SHRUBS TO BE PLANTED THROUGHOUT THE ENTIRE INNER 25-FOOT BUFFER.
- B. SITE GRADING, TREE PLANTING AND BUFFER MANAGEMENT TO FOLLOW THE PAMP (PROTECTION AREA MANAGEMENT PLAN) BY WETLANDS SOLUTIONS NORTHWEST DATED 2019 AND APPROVED DEVELOPMENT AGREEMENT FOR THE SITE. THESE DOCUMENTS SHALL REFERENCED TO AND PART OF THE CONSTRUCTION PLAN SET.



**OUTER 50' BUFFER FENCE NOTE:**




INSTALL CITY APPROVED FENCE AT APPROXIMATE EDGE OF OUTER 50' BUFFER BEFORE CITY SIGNS FINAL PLAT. INSTALL 553 LF ALONG LOTS: 4,6,7,8,9,10, & 11.

**TREE LEGEND**

**SYMBOL DESCRIPTION**

-  TREES GREATER THAN 12" TO BE REMOVED
-  TREES GREATER THAN 12" TO BE SAVED
-  TREES OUTSIDE 50' PROTECTION ZONE TO BE REMOVED
-  TREES INSIDE 50' PROTECTION ZONE TO REMAIN.
-  PROPOSED STREET TREES TO BE PLANTED

-  TEMPORARY TREE PROTECTION FENCE TO BE IN PLACE AROUND TREE DURING CONSTRUCTION. 3' TALL STAKED PLASTIC HI VISIBILITY ORANGE OR EQUIVALENT. (TYPICAL)
-  TREES TO BE RETAINED WITHIN LOTS

- CONSTRUCTION CONDITION TREE SUMMARY TABLE**  
(shows changes to Tree Plan vs Prelim Approved Plan)
-  = TREES PREVIOUSLY SHOWN TO BE SAVED REMOVED FOR CONSTRUCTION OR SAFETY REASONS
-  = TREES THAT WERE NOT AT THE SHOWN LOCATION
-  = WERE SHOWN TO BE REMOVED, BUT ARE STILL STANDING

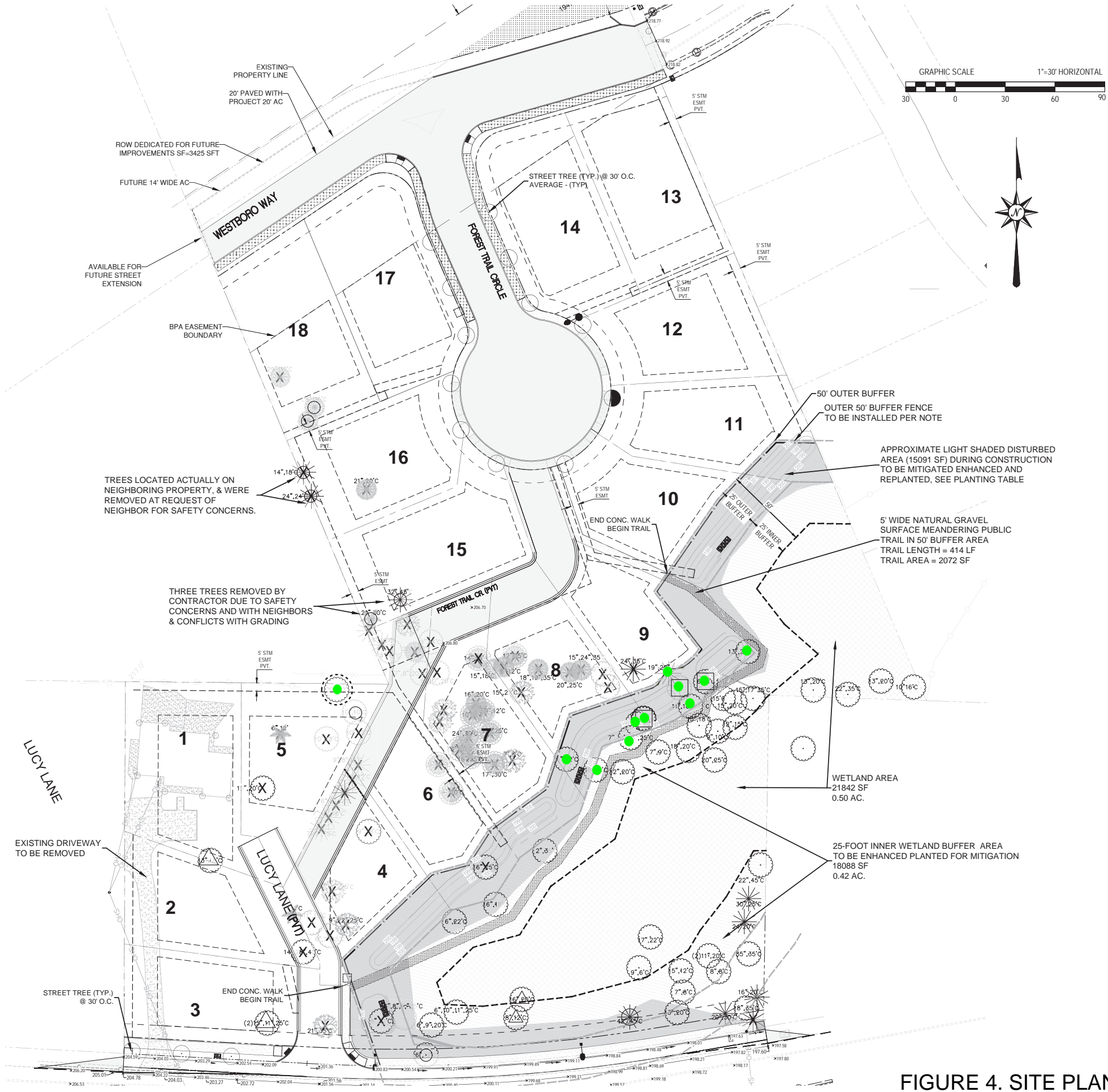


FIGURE 4. SITE PLAN

**WETLAND  
SOLUTIONS  
NORTHWEST**

**REVISIONS**

	1	2	3	4	5
DRAWN BY:	R.R.				
DESIGNED BY:	J.K.				
CHECKED BY:	S.B.				

PROJECT #132	DATE: 8 JUNE 2019
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**BAILEY SUBDIVISION  
TREE & LANDSCAPE &  
WETLAND PLAN**

BA W5



# Request for Council Action



**October 9, 2019**

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

**From:** Margaret Jeffries, Library Director

**Subject:** ACC Benches – Request to Relocate and Decommission

**Background:** The Arts and Cultural Commission has two benches in their art inventory that need the Council's approval to take action – one for decommission/removal and one for relocation. The wooden bench called Big Stump is located next to the Fire Station on S. 12<sup>th</sup> Street. There is significant rot and the artist has requested that it be removed. The stone bench called Black Watters is currently located in front of the Columbia Center on 18<sup>th</sup> Street. Many Library patrons mistake it as a place to sit and smoke. A preferred location for this bench would be a sheltered area in the Columbia Center's courtyard.

**Recommendation:** The Arts and Cultural Commission recommends the decommission and removal of the bench called Big Stump and the relocation as described of the bench called Black Watters.





## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 16, 2019

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*Municipal Court 1<sup>st</sup> Quarter Report* attached.

*Good News Report* attached.

*Community Engagement Plan* attached.

*Suggestion Box Report* attached.

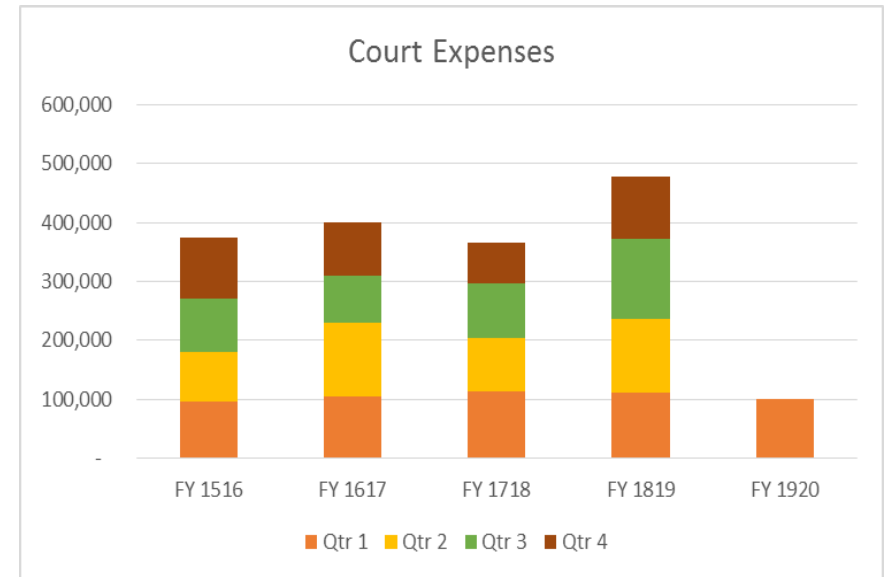
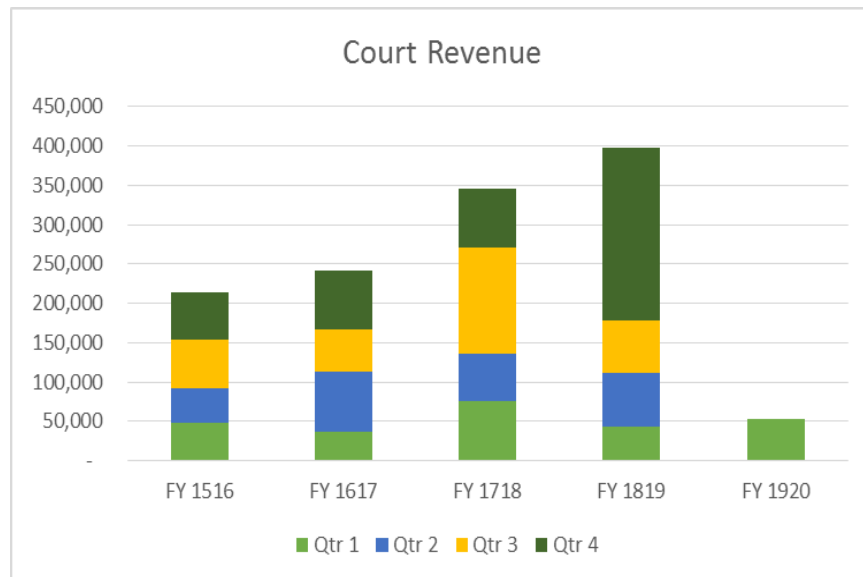
*City Council Queue* attached.

TO: City Councilors & City Administrator  
RE: Municipal Court Report 7/1/19 - 9/30/19

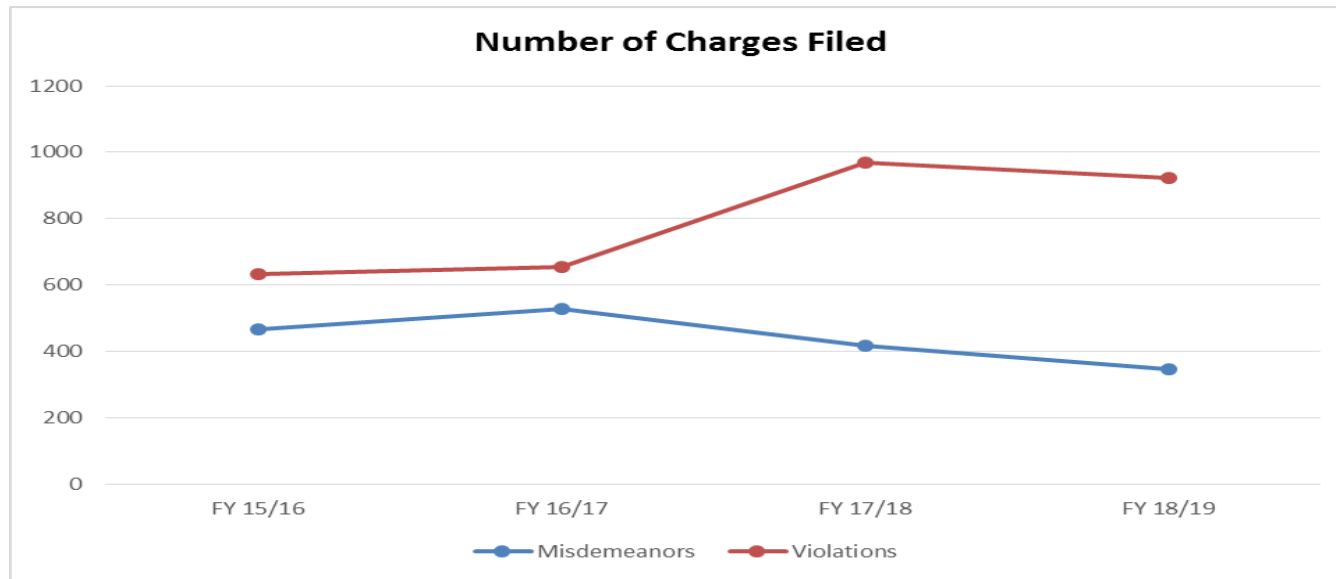
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The Court Department is hard at work this quarter reviewing old case files and preparing to go live in the new Incode software coming up in Nov/Dec. You will notice a VERY HIGH clearance rate this quarter, which is the result of this review and closure of many past cases in our old system. This was mentioned in past reports that we will likely see high clearance rates the next couple quarters because we are really going in and cleaning out files that should have been closed from years ago. Last fiscal year ended higher than usual in revenue, which is a result of clearing out old cases and directing funds to revenue accounts that were sitting in liability accounts, awaiting movement after the audit was complete.

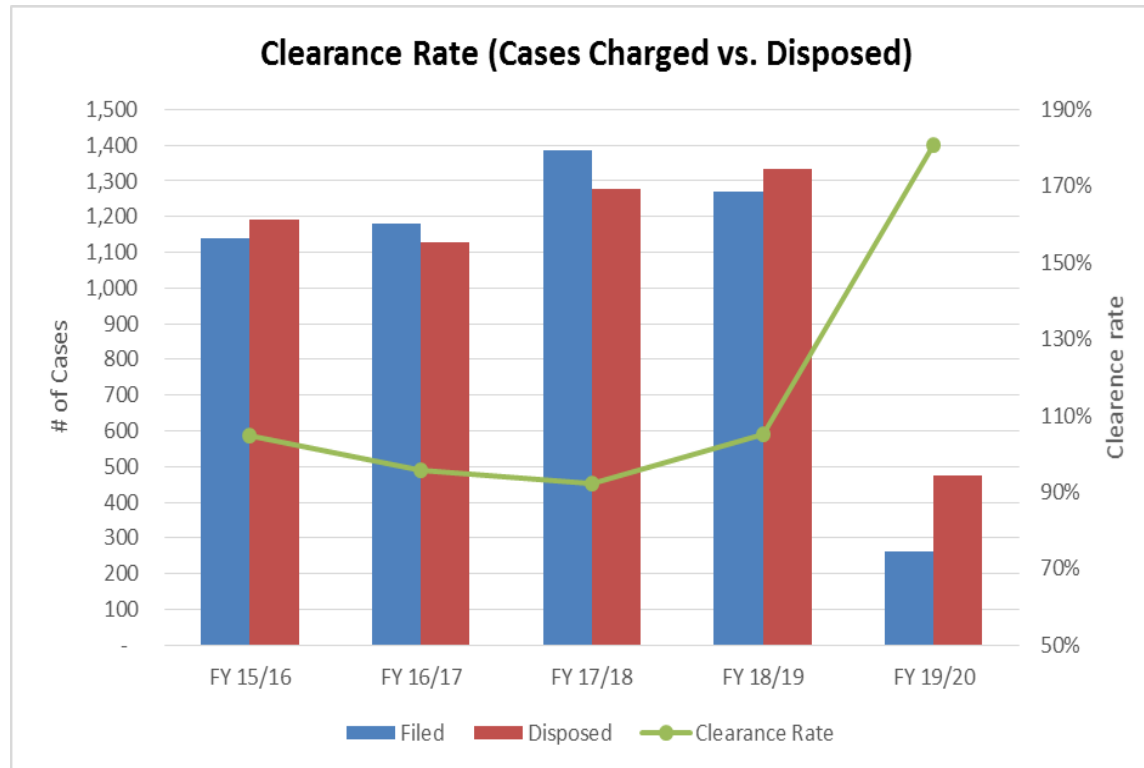


**CHART 1: NUMBER OF CHARGES FILED**



Charges Filed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	YE Est.
Non-Traffic Misdemeanors	357	369	285	220	27	108
Non-Traffic Violations	19	19	41	9	4	16
Traffic Misdemeanors	109	158	132	125	12	48
Traffic Violations	589	610	890	899	219	876
Municipal Code Misdemeanors	-	-	-	-	-	-
Ordinance Violations	5	14	27	12	1	4
Other (Parking & Miscellaneous)	19	11	10	4	-	-
Sub Totals:						
Misdemeanors	466	527	417	345	39	156
Violations	632	654	968	924	224	896
Total Cases Filed	1,098	1,181	1,385	1,269	263	1,052

**CHART 2: CLEARANCE RATE**



	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
<b>Filed</b>	1,139	1,181	1,385	1,269	263
<b>Disposed</b>	1,192	1,129	1,276	1,332	475
<b>Clearance Rate</b>	105%	96%	92%	105%	181%



265 Strand Street, St. Helens, OR 97051  
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October 2019

## **Good news to share:**

### **Investments in Open Spaces and Livability**

- Recent award for Campbell Park improvements. The \$187,024 grant from Oregon Parks and Recreation's 2019 Local Government Grant Program will be used to replace Campbell Park's existing tennis and basketball courts with two tennis flex courts and one flex sport court, add a picnic viewing area, improve natural stormwater facilities, expand parking, and improve ADA access. Work begins fall of 2020.
- Godfrey Park is getting equipment upgrades and installation of a new nature playground, spring 2020.
- Grant award for urban trail construction. The Nike Community Impact Fund of the Oregon Community Foundation awards \$19,000 to the City for construction of a trail and boardwalk connecting Nob Hill Nature Park to Tualatin Street. Work will be done in partnership with Columbia River Youth Corps continuing the commitment to community waterfront connections, spring 2020.

### **Riverfront District Vitality**

- Wayfinding Signage installation begins. Directing folks to: Dining - Running Dogs Brewery and Plymouth Pub are both expanding. Shopping – Woodland Cottage expanding to showcase more local goods. Arts & Culture - The Olde School is welcoming artists with workshop space, Shoestring Community Players entertains with a spooky fall lineup. Quality of life – Molly's Market opens to serve riverfront employees, businesses, residents and tourists.

### **Safety is the Priority**

- Upgrades and a redesign for the 1st Street and St Helens Street intersection will begin summer of 2020. Safe Routes to School work is ongoing near McBride Elementary.

### **New neighbors!**

- Close to 500 housing units of all types are in the process at locations across town. Housing styles from large single-family homes to market rate condos to affordable apartments are being planned and built. St Helens is a welcoming and desirable city that is moving forward.

### **Strong City Governance**

- We've been strengthening internal structures to deliver on the mission of providing quality, effective and efficient services. We will be known for high quality of life, safe and healthy environment and an open and responsive leadership.



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October 2019

## Community Engagement Plan

This is the implementation plan for Council Goal 2 and helps further significant elements of all 2019-2020 City Council Goals. The goals and strategies that are moving forward in this time period are restated below for ease of use and reference.

### City Council 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

**GOAL 1** - Foster an effective and efficient organizational structure that responds to community needs

- ♦ Explore and identify the best way to meet community development

**GOAL 2** - Enhance community civic engagement through proactive information sharing and outreach

- ♦ Expand the City's information sharing activities by using multiple communication tools for maximum inclusivity
- ♦ Explore new and creative opportunities to enhance civic participation
- ♦ Engage in collaborative activities with civic and other non-profit organizations to promote civic awareness and dialogue
- ♦ Continue to nurture working relationships with agencies, school districts, port, and other local governments

**GOAL 3** - Continue to support and enhance a physical environment that promotes livability and safety for the community

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

**GOAL 4** - Expand and support economic development activities and policies that promote local job growth and retention

- ♦ Develop an economic development strategy that fosters continued and increased development of long-term family wage local jobs and vocational programs
- ♦ Continue and refine planning for the St. Helens Industrial Park
- ♦ Continue to explore urban renewal ideas to support economic development

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

- ♦ Conduct a community visioning process to identify their preferred vision for St. Helens
- ♦ Develop a strategic action plan for city projects for the year
- ♦ Encourage cultural investment





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### Audiences, goals, and tactics

Audience	Goals	Tactics
<b>City elected officials, leadership, employees and internal audiences</b>	<ul style="list-style-type: none"> <li>• Fully informed so they can share accurate information</li> <li>• Speak with a unified, positive voice</li> <li>• Early and frequent engagement</li> <li>• Hear questions, concerns early AND direct appropriately</li> <li>• Become ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>• Regular council updates 1 on 1</li> <li>• Council report</li> <li>• Good news to share every other month or as needed</li> <li>• Regular update emails</li> <li>• Management team agenda item</li> </ul>
<b>General public</b>	<ul style="list-style-type: none"> <li>• Informed about city services, growth</li> <li>• Understand how they will be able to participate</li> <li>• Understand how their feedback will be used</li> <li>• View City as reliable source of information</li> <li>• City remains aware of community sentiment</li> </ul>	<ul style="list-style-type: none"> <li>• City council public workshops Quarterly</li> <li>• State of the City Jan/Feb 2020</li> <li>• Open house – storefront Dec 19- Mar '20</li> <li>• Website updates</li> <li>• Informational materials</li> <li>• Regular update emails</li> <li>• Surveys/other feedback mechanisms</li> <li>• Local media stories and notifications</li> <li>• City reps at community events</li> <li>• Partner with school district for city good news updates, state of city, event promotion</li> </ul>
<b>Community groups &amp; nonprofit partners (e.g. seniors' groups, Kiwanis, Rotary, Lions, faith community)</b>	<ul style="list-style-type: none"> <li>• Informed about city services, growth, good news</li> <li>• Understand how they will be able to participate</li> <li>• Understand how their feedback will be used</li> <li>• View City as reliable source of information</li> <li>• City remains aware of community sentiment</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations/personal visits</li> <li>• Highlights for printed material (i.e. - newsletter, bulletin copy)</li> <li>• Regular update emails</li> </ul>



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Audience	Goals	Tactics
<b>Local media</b>	<ul style="list-style-type: none"> <li>• Informed about city services, growth, good news</li> <li>• Fully informed so they can share accurate information</li> <li>• Understand how stakeholders will be able to participate</li> <li>• View City as reliable source of information</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted briefings</li> <li>• Regular update emails</li> <li>• Responsiveness/accessibility</li> <li>• Tour(s)</li> </ul>
<b>Elected officials (Gov. Brown, Sen. Johnson, Rep. Witt, Columbia County Commission; neighboring cities; Port of Columbia County Commission)</b>	<ul style="list-style-type: none"> <li>• Informed about city services, growth, good news</li> <li>• Understand current activities and longer-range goals</li> <li>• Understand the feedback loop between the City and the community</li> <li>• Surface potential issues early</li> <li>• Understand their role in the process</li> <li>• View City as a reliable source of information</li> <li>• Have confidence in the decisionmakers and process</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation/site tour</li> <li>• Targeted briefings/outreach</li> <li>• Research interviews</li> <li>• Responsiveness/accessibility</li> </ul>
<b>Local tribal governments, including Cowlitz, Yakama, Grand Ronde, Siletz, Umatilla, Warm Springs and Nez Perce nations</b>	<ul style="list-style-type: none"> <li>• Informed about city services, growth, good news</li> <li>• Build partnerships</li> <li>• Surface potential issues early</li> <li>• Understand their role in the process</li> <li>• View City as a reliable source of information</li> <li>• Have confidence in the decisionmakers and process</li> </ul>	<ul style="list-style-type: none"> <li>• Government-to-government consultation</li> <li>• Personal outreach, meet and greet, visits</li> <li>• Regular update emails and/or hard copy mailers</li> <li>• Factsheet</li> </ul>
<b>Federal/state regulatory agencies</b>	<ul style="list-style-type: none"> <li>• Informed about city services, growth, good news</li> <li>• Early and frequent engagement</li> <li>• Hear concerns early</li> <li>• City remains aware of agency sentiment, potential challenges, timelines</li> <li>• Align regulatory and study/project timelines</li> </ul>	<ul style="list-style-type: none"> <li>• Regular update emails</li> <li>• Updates at coordination meetings</li> </ul>



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## Outreach opportunities and schedule

Month	Visuals (w/in our control)	Additional Outreach opportunities
November – December 2019	<ul style="list-style-type: none"> <li>• <b>Fence removal</b> at Tualatin St Stairway</li> <li>• <b>Goats</b> - vegetation removal</li> <li>• <b>Storefront</b> open house space for local folks to learn more</li> <li>• <b>New Veterans Memorial</b> McCormick Park</li> <li>• <b>No flooding on S 10<sup>th</sup></b> - completed storm drain updates</li> </ul>	<ul style="list-style-type: none"> <li>• Storefront               <ul style="list-style-type: none"> <li>– renderings posted incl. parks, waterfront, nature trail, all of it.</li> <li>– partner with chamber for holiday shop small/ local business info?</li> <li>– Open house hours, Coffee with a councilor</li> </ul> </li> <li>• Goat photo ops, etc.</li> <li>• Promote 'State of the city' event and City council public workshops (Quarterly)</li> <li>• Recreation Center/Library survey, interactive opportunity?</li> <li>• Completed Storm drain project S. 10<sup>th</sup> gravity feed upgrade – no flooding</li> <li>• Veterans ceremony McCormick Park– new memorial expansion unveiling 11/1/19</li> </ul>
Jan – Feb 2020	<ul style="list-style-type: none"> <li>• <b>Fence Removal</b> 1<sup>st</sup> Street, Strand</li> <li>• <b>Goats</b></li> <li>• <b>Temporary Park prep</b></li> <li>• <b>State of the City event</b></li> <li>• <b>Godfrey Park improvements</b></li> <li>• <b>Gable Rd reveal, celebration</b></li> </ul>	<ul style="list-style-type: none"> <li>• Storefront presence/activities ongoing</li> <li>• Goat photo ops, Valentines!!</li> <li>• State of the City -partner w/ School district, County, Port, everyone</li> <li>• Civic &amp; faith group visits</li> <li>• Rec Center /Library survey, interactive opportunity?</li> <li>• Promote first quarter "Council Sharing" event</li> </ul>
March – April 2020	<ul style="list-style-type: none"> <li>• <b>Fence Removal</b> 1<sup>st</sup> Street, Strand</li> <li>• <b>Temporary Park prep</b></li> <li>• <b>Godfrey Park improvements</b></li> <li>• <b>Council Sharing Event</b></li> <li>• <b>Urban Trail prep</b></li> </ul>	<ul style="list-style-type: none"> <li>• Storefront presence/activities wrap up</li> <li>• First quarter "Council Sharing" event (March)</li> <li>• Civic, faith, nonprofit group visits</li> <li>• Public Art announcement &amp; invite – up to A&amp;C Comm – temporary sculpture, labyrinth, visual impact pieces on waterfront property</li> <li>• Rec Center /Library survey, interactive opportunity?</li> <li>• Urban Trail engagement</li> <li>• Safe Routes to School work ongoing</li> <li>• Business Industrial Park study, dreams</li> <li>• Public works water delivery/new fire suppression</li> </ul>



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Month	Visuals (w/in our control)	Additional Outreach opportunities
May – June 2020	<ul style="list-style-type: none"> <li>• Temporary Park Active</li> <li>• Council Sharing Event</li> <li>• 13 Nights kick off</li> <li>• 1<sup>st</sup> Street intersection prep</li> <li>• Godfrey Park improvements</li> <li>• Urban Trail work</li> <li>• Vernonia Rd Sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>• Public Art announcement &amp; invite</li> <li>• 2nd quarter “Council Sharing” event (June)</li> <li>• Civic, faith, nonprofit group visits</li> <li>• Rec Center /Library survey, interactive opportunity?</li> <li>• Urban Trail engagement</li> <li>• Safe Routes to School work ongoing</li> <li>• Business Industrial Park study, dreams</li> <li>• Public works Vernonia Rd sidewalks &amp; connections to Campbell Park</li> </ul>
July – Aug 2020	<ul style="list-style-type: none"> <li>• Citizen’s Day in the Park</li> <li>• 1<sup>st</sup> St Intersection Work</li> <li>• Vernonia Rd sidewalks &amp; connections to Campbell Park</li> <li>• Campbell Park Site work</li> <li>• 13 Nights</li> </ul>	<ul style="list-style-type: none"> <li>• Civic, faith, nonprofit group visits</li> <li>• “Council Sharing” updates at Day in the Park</li> <li>• Public Art happening</li> <li>• Rec Center /Library survey, interactive opportunity?</li> <li>• Urban Trail engagement</li> <li>• Safe Routes to School work ongoing</li> <li>• Public works Vernonia Rd sidewalks &amp; connections to Campbell Park</li> </ul>
September – October 2020	<ul style="list-style-type: none"> <li>• Council Sharing event</li> <li>• Spirit of Halloweentown</li> <li>• Safe Routes Back to School</li> <li>• Urban Trail Ribbon Cutting?</li> </ul>	<ul style="list-style-type: none"> <li>• 3rd quarter “Council Sharing” event (September)</li> <li>• Civic, faith, nonprofit group visits</li> <li>• Rec Center /Library survey, interactive opportunity?</li> <li>• Urban Trail engagement</li> <li>• Safe Routes to School work ongoing</li> <li>• Public works Campbell Park work &amp; connections, traffic improvements (beacon, etc.)</li> </ul>
November – December 2020	<ul style="list-style-type: none"> <li>• Urban Trail Ribbon Cutting?</li> <li>• Christmas Ship event/other holiday happening on riverfront</li> </ul>	<ul style="list-style-type: none"> <li>• Prep/promote “state of the city”</li> <li>• Civic, faith, nonprofit group visits</li> <li>• Rec Center /Library survey, interactive opportunity?</li> <li>• Urban Trail engagement</li> <li>• Safe Routes to School work ongoing</li> <li>• Business Industrial Park study, dreams</li> <li>• Public works Vernonia Rd sidewalks &amp; connections to Campbell Park</li> </ul>

# Suggestion Boxes

## Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
09/18/19	Dan was very helpful to me when I needed assistance with the computer.	Just to make a recognition	No	Linda Conklin	BEYOND Great	10/16/19			
N/A	I would really like to see a glone available, even if it is oudated. Yes, things are changing a lot, but the basics don't!								

## City Hall –Water Department Lobby, 2<sup>nd</sup> Floor Lobby, Council Chambers Lobby, 1<sup>st</sup> Floor Lobby, Municipal Court Lobby

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


# City of St. Helens

## City Council Queue

Council Meeting Date	Issue/Task	Synopsis	Person(s)	Deadline
				Update
				Completion Date
10/2/19	Audobon Society (brought up by Councilor Carlson)			
10/2/19	Local Attorney at City Council Meetings (brought up by Council President Morten)			
	Municipal Broadband		John Walsh	



# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	16 October 2019	
<b>Subject:</b>	September Public Works Department Activity Summary	

## Engineering

1. Held four pre-construction meetings for various development projects.
2. Working on plans and specifications for a watermain replacement project on 3 streets.
3. Implemented the crack sealing project for 11 different street throughout town.
4. Provided inspection services for several public improvement projects in various stages.
5. See complete report.

## Parks

In addition to mowing, watering street trees, cleaning restrooms, and collecting garbage:

1. Repaired sprinkler systems at the library, the Plaza, and Campbell Park.
2. Most of time has been consumed by Halloweentown and Fairyland preparations.
3. Trimmed trees, removed brush, and cleaned out flower beds at the library.
4. Cleaned out flower beds and pressure washed the Veterans Memorial Plaza area.
5. See complete report.

## Public Works Operations & Maintenance

1. Hand-read water meters for the heavy user accounts.
2. Most of staff time and resources spent on Halloweentown and Fairyland related preparations.
3. Worked on cleaning up storm debris and implementing mitigation to prevent future issues.
4. Moved furniture, etc. at Police Dept. and City Hall to storage.
5. Serviced and/or made repairs on 47 vehicles and/or equipment.
6. Responded to four after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 31.4 million gallons of filtered drinking water, an average of 1.05 million gal/day.
2. No additional report available.

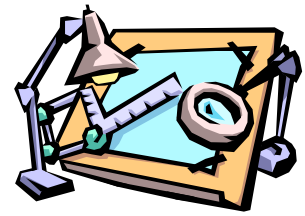
## Waste Water Treatment Plant

1. Greased and cleaned aerators in the primary and secondary lagoons.
2. PS#2: replaced pump #1; checked wear plate on pump #2; cleaned check valves.
3. Completed installation of new flow meter at septage receiving station.
4. Helped rescue a deer caught in the contact tank, made the Portland TV news.
5. See complete report.



## Engineering Department Status Report

8 October 2019



### DEVELOPMENT PROJECTS

#### Greystone Estates Subdivision

A pre-construction meeting was held for construction of the public improvements for Graystone Estates, an 80-lot subdivision between Commons Drive and Kelly Street, south of the “old hospital” and DMV offices. Preliminary construction to relocate the existing sanitary sewer was accomplished during the spring and summer. The remainder of the subdivision infrastructure is anticipated to take approximately 10 months.

#### St. Helens Place Apartment Project

The majority of work taking place on this project is the apartment construction, along with the public utility improvements on McBride, Matzen, and Brayden Streets. Improvements will include widening the streets, building new sidewalks, installing and improved storm drainage, sanitary sewer extensions, and new public water mains.

#### Bailey Subdivision

The bonds have been posted for the 2-year warranty period and future sidewalk construction and all of the public improvements have been accepted by the City.

#### Columbia Vet Clinic

Progress is being made on filling the “Houlton Hole” with material suitable for future building. The approved project will include improving the storm drainage system around the project site on Columbia Boulevard, St. Helens Street, and N. 15<sup>th</sup> Street.

#### Elk Ridge Estates Phase VI

Waiting for the plat to be recorded by the County and then building permits can be submitted.

#### Hanna’s Place Development

A pre-construction meeting was held for the public improvements to be constructed for this 10-lot subdivision on N. 15<sup>th</sup> Street, north of St. Helens Street. Work is anticipated to begin within the next 4 to 6 weeks.

#### N. 9<sup>th</sup> & Wyeth Street Development

A pre-construction meeting was held for construction of the public sanitary sewer to be constructed for this 4-lot development at the N. 9<sup>th</sup> & Wyeth Street bluff.

#### CCMH Frontage Improvements

Work is substantially complete for the street widening, sidewalk, and storm drain improvements on McNulty Way adjacent to the CCMH facility.

#### Potential Gable Road Apartment Project

This project was approved by the Planning Commission. No further contact with the developer at this time.

#### Potential Development at McNulty & Industrial Way

No further activity on this project as of yet.

#### New Middle School Project

Still working with the School District to schedule construction of the frontage improvements, to include widening the street, storm drain improvements, and sidewalks around the perimeter of the site on N. 16<sup>th</sup> and West Streets.

#### N. 8<sup>th</sup> & N. 9<sup>th</sup> Street Subdivision

No new information has been provided by the developers of this potential 78-lot subdivision.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

Construction continues for this joint Columbia County – City of St. Helens project. The finished product will include new sidewalks, widened roadway with bike lanes, and pedestrian crossing improvements, and a new storm drainage system through the majority of the project.

*Kervin Bros. Metal Shop Project*

Held a pre-construction meeting for frontage improvement along a property on Old Portland Road across from McCormick Park. Improvements will include widening the road and sidewalks.

*N. Vernonia Road Sidewalk Project*

Working with the consultant to modify the scope of the project to incorporate a modified sidewalk cross section, which will allow the location of the sidewalk to meander throughout the project to better preserve existing mature trees along the alignment.

*Crack Sealing Project*

This project is substantially complete. It included sealing approximately 113,000 linear feet of cracks on 11 different streets throughout town, helping to preserve the asphalt using a very most cost effective method.

*Wayfinding Installation Project*

Planning, Engineering, and Public Works staff walked through the areas slated for new wayfinding signage installation and are working on an implementation plan to install new poles and signage.

*S. 1<sup>st</sup> Street and St. Helens Street Improvement Project*

The revised scope of work from Kittelson and Associates was reviewed by the City Council with Kittelson senior engineer, Tony Roos, in attendance. The scope was approved by the Council and will appear on the October 16 agenda for authorization to sign.

**WATER SYSTEM PROJECTS**

*2MG Reservoir Rehabilitation Project*

The Contractor has been on site working on re-coating the interior of the reservoir. Time will tell if this latest attempt to patch their previous work will be successful.

*Various Waterline Improvements Project*

Staff has been working on the design and specifications of three waterline replacements on N. 7<sup>th</sup>, N. 9<sup>th</sup>, and N. 11<sup>th</sup> Streets. These locations have undersized mains as identified in the most current Water Master Plan and should be upsized to provide better water service and allow for compliant fire hydrants in those areas.

**MISCELLANEOUS PROJECTS AND ACTIVITIES**

*Right-of-Way and Construction Permits*

There were three Right-of-Way and/or construction permits issued in September 2019: two permits to Century Link for system extensions and upgrades; one to NW Natural to abandon a service.

*Miscellaneous Projects*

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

Continue to work with Planning Dept. and Consultant on development of a master plan for a future park on the Millard Road property. Two versions of the plan will be presented to the Parks Commission on October 14.

*Training Workshops and Committee Meetings*

Participated in the monthly Columbia County Traffic Safety Commission meeting.

Participated in the quarterly Local Emergency Planning Commission meeting.

Attended one and a half days of the National American Public Works Exposition in Seattle.



## Parks Department for September 2019



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

Repaired sprinklers at the library

Mower maintenance

Repaired a broken sprinkler in the Plaza

Fertilized the Plaza

Painted the posts on the pavilion at McCormick Park

Painted the stone for stonehenge

Removed brush and trimmed the trees at the library

Seeded the Plaza

Worked on the flower bed at the Veterans Memorial Plaza

Fixed sprinklers at Campbell Park

Worked in the flower beds at the library

Removed downed trees at McCormick Park

Transported a dead deer to the tree farm ☹️

Took scrap metal to Public Works to be recycled

Cleanup behind the machine shed at McCormick Park

Pressured washed the Veterans Memorial

Trimmed a tree on Dubois and 18<sup>th</sup> Street

Filled sand bags to be used for Halloweentown

Put up Halloweentown decorations

**HALLOWEENTOWN**

Restocked all restrooms

Worked on the power ditch for Fairyland

Prepped for a cross country meet at McCormick Park

Fell dead trees at the Industrial Park property

Removed graffiti at Campbell Park

Brought firewood to fairyland for bonfire

## **Public Works Work Report September 2019**

### **Water Dept:**

Read meters and heavy users  
Poured concrete at 224 Crouse Way  
Hydroexcavated main on 300 blk. N. 9<sup>th</sup> St. for inspection  
Moved stuff from PD to storage  
Replaced shut-off at 154 S. 22<sup>nd</sup> St.  
Worked on Halloweentown a lot!  
Flood clean-up after storm  
Hauled three loads of sand for sandbags  
Checked for leak at 160 S. 1<sup>st</sup> St. – on customer's side  
Shut down main for TFT at Violette's Villa  
Did locates for trenching for electrical at Fairyland  
Dug ditch and pounded rock for said electrical  
Set up Fairyland and hauled sand for kids to dig in

### **Sewer Dept:**

Hard-piped storm ditch on N. Vernonia Rd. by Frantz St.  
Clean outfall for Sykes Rd. storm on Hwy. 30 near Port Ave.  
Unplugged storm line at end of Hankins Dr.  
Moved stuff at City Hall  
Made six storm taps on Columbia Blvd. for Jobin Const. – two a day  
Grouted catch basin at N. Vernonia & Frantz St.  
Flood clean-up after storm  
Flooding at Emerald Meadows caused by heavy rain and inadequate erosion control  
Helped set up Fairyland & Halloweentown  
Made a sewer tap at 2670 Gable Rd.  
Locate storm line for Bailey property at 15<sup>th</sup> St. & St. Helens St.  
Unplugged sewer at Rec. Center caused by sanitary products and rubber gloves  
Cleaned ditch at Ashwood Ct. & Sykes Rd.

### **Call-Outs**

No water at Legacy – TFT doing a scheduled shut down to install valve  
Flooding calls in various locations for heavy rain on 9/15  
Telemetry alarm – communication failure  
Telemetry alarm – communication failure

### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Marked 78 locates  
Checked wells & reservoirs daily

## September 1<sup>st</sup> to 30<sup>th</sup>

Sept. 3<sup>rd</sup>

PW #23 Fabricated a spacer and installed a new bolt on the mount for the air conditioning pump to the engine  
Parks #4 Checked the lift for the mower deck and found that the mechanism worked fine  
PW #35 moved the trailer out of the shop  
Keith sick

Sept. 4<sup>th</sup>

PW #40 Picked up the vehicle from the auto center and delivered it back to Public Works  
WWTP Setup and drilled a 5" hole in the dump station Aluminum cabinet at the plant for a new flow meter  
Shop Clean up

Sept. 5<sup>th</sup>

Shop Cleaned up the sandblaster cabinet installed a new filter and dumped out the sand and dirt from the hopper  
Parks #12 Installed a new air filter  
WWTP Made up a clamp for the pipe going into the dump station at the plant

Sept. 6<sup>th</sup>

Shop Cleaned the restroom and shop sink swept the floor in the bays  
PW Picked up the check for the new pickup at Emmert Mts and brought the truck back to the shop

Sept 9<sup>th</sup>

Parks #8 Fuel filter was his by debris. Replaced the fuel filter and primed the fuel system  
Shop Cleaned upstairs

Sept 10<sup>th</sup>

Brett Sick day  
PW #2 Removed a hydraulic line  
PW Repaired a fitting on a pressure washer

Sept 11<sup>th</sup>

PW #2 Greased the backhoe cleaned the radiator out and also checked on the hydraulic hose that Was ordered  
WWTP Installed a pulley om a new pump for the pump station on river street  
Parks Sharpened a chain saw

Sept 12<sup>th</sup>

Office Computer work filled paper work  
PW #2 Finished cleaning the backhoe radiator and checked fluids also replaced a hydraulic line

Sept 13<sup>th</sup>

Shop Cleaned the restroom and shop sink also swept up the bays  
PW #55 Looked at the sweeper ordered parts



Sept 16<sup>th</sup>

PW #55 Started removing and replacing the rubber skids underneath the hood of the sweeper  
PW #14 Installed license plates

Sept 17<sup>th</sup>

PW #55 Removed the rest of the rubber flaps from the hood on the sweeper also had to remove some broken bolts replaced them and welded into place replaced all the flaps  
Parks #10 Replaced the battery  
PW #85 Jump started the car

Sept 18<sup>th</sup>

PW #55 Installed new fuel filters and a cabin air filter test drove the truck and swept the parking lot At the JMF  
PW Looked at all the surplus vehicles and equipment at Boise got the millage off the vehicles

Sept 19<sup>th</sup>

PW #14 Took the truck to Columbia audio for a two-way radio  
PW Checked both the generators at public works filled all the tires with air  
PW Cut some steel for a sign post

Sept 20<sup>th</sup>

PW Helped with the pressure washing at city Hall and swept the plaza  
PW #10 Checked for codes on the backhoe  
PW #14 Picked up the truck from Columbia Audio and took it to Public Works  
PW #31 Full Service  
PW Looked at the Transit van at the Rec. center to see if a hitch could be put on it but it has unibody Construction.

Sept 23<sup>rd</sup>

PW #46 Picked up the Chipper from the Boise yard and brought it to the shop for cleaning and maintenance greased the all grease points also straightened the left-hand fender that had been Bent after hitting something

Sept 24<sup>th</sup>

PW #8 Pressured washed the truck, full service and adjusted the brakes  
PW #31 Installed a new Headlight  
Parks Sharpened a chain saw

Sept 25<sup>th</sup>

PW #8 Installed a air filter  
PW Looked over a man lift demo ran it loaded it onto the trailer  
PW #82 Started the light trailer  
Parks #8 Bobcat broke a tie rod on the highway clamped it and brought it back to the shop for repairs

Sept 26<sup>th</sup>

City Hall Safety meeting  
Parks #8 Removed and repaired the bracket for the hydraulic lines in the front of the tractor and Straightened the bracket and reinstalled

Sept 26 cont.

WWTP worked on a weed eater

Parks Cut some chain

Sept 27<sup>th</sup>

PW Swept streets and cleaned out the hopper

PW #21 Looked at the tailgate for the truck it seems to be bent

WWTP Looked at the cylinder on the weed-eater and the piston is burnt very little compression

Sept 30<sup>th</sup>

PW #22 Started the Mack and ran for a while

Parks Removed and installed a new inner tie rod delivered the machine back to the parks

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

**September 2019**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 9/1-Sample line plugged. Blew air through to clear out.
- 9/1-Aerator #3 tripped. Reset and running for now.
- 9/25-Sprayed weeds along bluff from boat.
- 9/30-Greased aerators.

### **Primary System Report**

- 9/30-Greased and cleaned aerators.

### **Pump Stations**

- 9/3-Biolynceus pump by Grace's not working. Took apart and found motor corroded. Will need to order new one.
- 9/10-13-PS#2-Removed and replaced pump #1.
- 9/12-PS#7-Pump run times off. Checked lift station and found the soft start in OFF.
- 9/16-PS#2-Checked wear plate on pump#2.
- 9/16-PS#2-Cleaned checkvalves.

### **Sodium Hypochlorite System**

- 2238 gallons used this month.
- 2115 gallons used last month.

### **Call-outs**

- 9/16-1630-PS#2-Pump #1 failure. Pump lost prime. It took a while to prime so on the 17<sup>th</sup>, replaced all the fittings to the pressure gauges.
- 9/19-0500-CRPUD scheduled shut down of power at PS#3. John and Stewart in to connect portable generator. Power back on by 0610.

### **Plant**

- 9/5-Worked on septage receiving station piping. New flow meter is a different length.
- 9/6-Peak Electric here wiring up the new flow meter at the septage receiving station. Also installed new 110V plug in the lab.
- 9/12-Removed headworks screen #1 auger and replaced the brush.
- 9/13-Buell Calibrations here to program the new septage receiving station flow meter.
- 9/30-Ken Buell here to fix septage receiving station. Found that the meter was sending info in one unit and the controller was reading it in another.

### **Pretreatment**

- 9/6-Sent letter to ORPET delaying the implementation of their permit.

**Other**

- 9/6-Stewart helped the Columbia River Fire and Rescue save a cat from the storm system on Plymouth Street.
- 9/10-Helped Public Works rescue same cat from storm system. Took to the humane society. (Cat was not caught the first time. A Public Works employee is planning to adopt the cat).
- 9/20-Maul Foster contractor on dyke and bluff testing wells.
- 9/22-Helped CRFR save young buck that fell in the contact tank. Made the Portland news.

**Next Month**

- Post for Pretreatment job
- Quarterly sampling
- Hopefully paint roof