



CITY COUNCIL WORK SESSION

Wednesday, April 15, 2020

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 via Zoom - See meeting options below**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
 - 3.A. Homeless Pandemic Response - McCormick Park - Linda Prichett, CCMH
 - 3.B. Communications 3rd Quarter Report - Crystal
[040720 Jan - March 2020 Comms Report - Read-Only.pdf](#)
 - 3.C. Financial 3rd Quarter Report - Matt
[FY 2020 Financial Report Qtr 3.pdf](#)
 - 3.D. Review Request for Proposals Document for Janitorial Services - Matt
[RFP - Janitorial Services 2020.pdf](#)
 - 3.E. Discussion Regarding RFP Process for IT Services - Matt
 - 3.F. Library Department Requests - Margaret
[CouncilActionRequestColumbiaCenterUpdates.pdf](#)
[CouncilActionRequestMakerspaceEnhancements.pdf](#)
 - 3.G. Review of Council Goals

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. Public Works Department Report
[PW Dept Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

Zoom Meeting Options -

On your computer, tablet or phone

- <https://zoom.us/j/172862270>
- Meeting ID: 172 862 270

One tap mobile

- +13462487799,,172862270#

Dial by your location

- +1 346 248 7799 US
- Meeting ID: 172 862 270



Communications Quarterly Report

January - March 2020

Activity Highlight

2020 State of the City Meeting

School District Law Enforcement Appreciation Day

Community Survey Promotion

Engineering Project Pre-app and Site Visit Meeting

Recreation Program Youth Basketball Promotions

Activity Highlight

Make It Programs Promotion

Burgerville Cocoa with a Cop

SHPD Annual Report

Media Follow Up and Press Releases on SHPD Cases

Freshwater News Cruise Schedule Ad and Article

Activity Highlight

Employment Brochure Template for Management Positions

Police Phone Scam Alerts

Columbia County Complete Count Census Committee

Columbia County Reads Promotion

Grey Cliffs and Wyeth Street Stair Improvement Project

Activity Highlight

Moda Assist Program for McCormick Park Playground Funding

Communications Budget

Spring Recreation Guide Edits

COVID-19 Communications

- Press Releases and Departmental Responses/Changes
- Website Updates
- Social Media Updates
- Daily Regional PIO JIS Calls
- Respond to Media Inquiries
- Information Amplification of Local Organizations

Future Projects

COVID-19 Updates

2020 Census Promotion

Moda Assist Playground Info

Media Follow Up on Police Cases

Summer Reading Program

Event Updates with any COVID Impacts

CITY OF ST. HELENS
Financial Report
7/1/19-3/31/20

If revenues and expenditures were received and spent evenly throughout the year, they would be at 75% received or spent. The quarterly report compares the budget to the year-to-date revenues and expenditures.

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

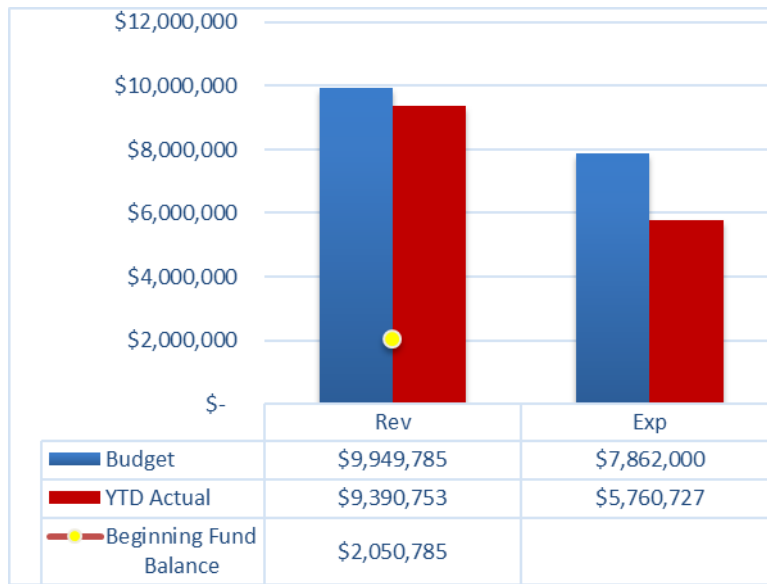
For all graph representations; **BLUE** = Budget **RED** = Actuals **YELLOW** = Beginning Fund Balance

OVERALL, HOW ARE WE DOING THIS QUARTER???



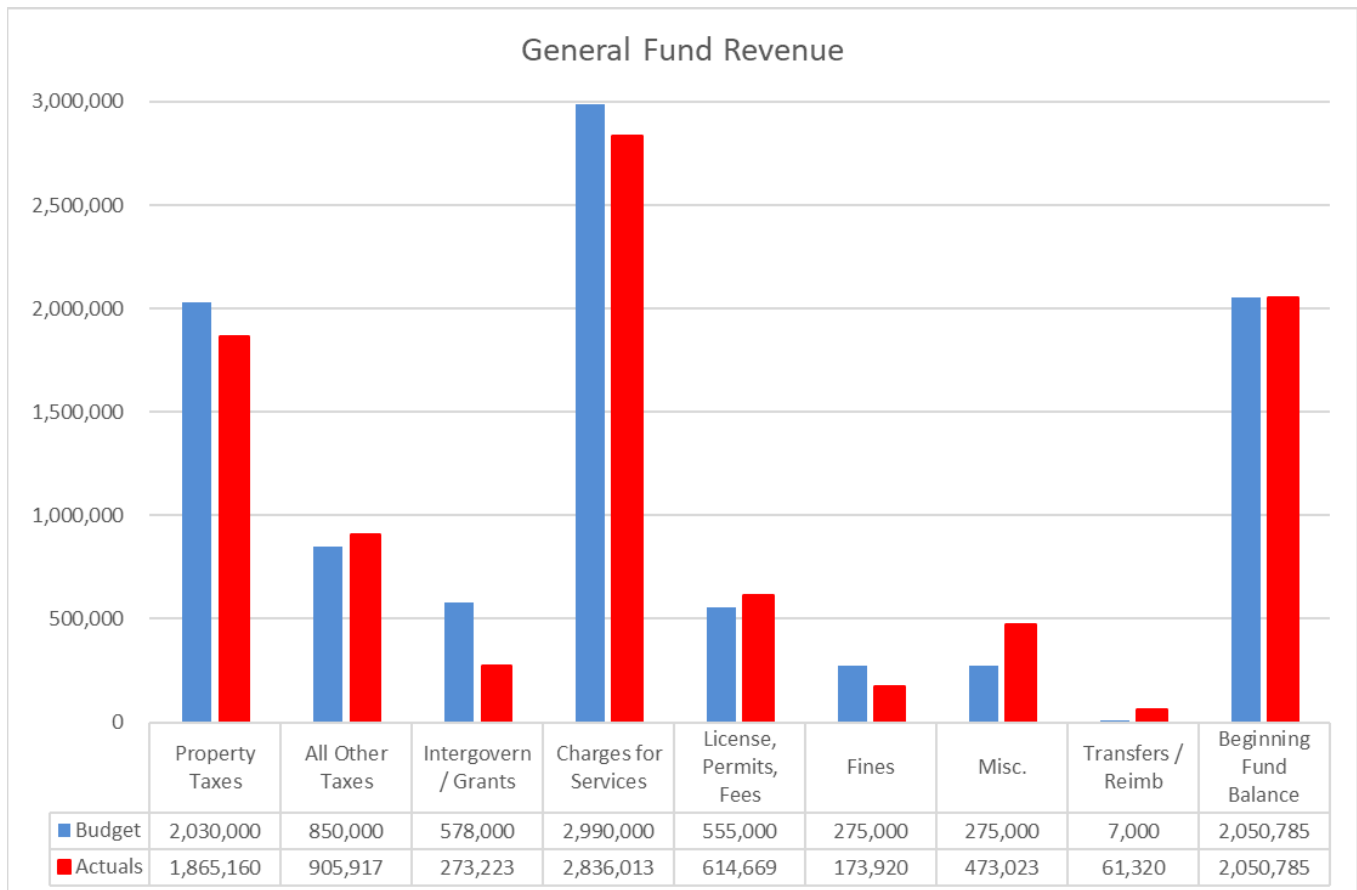
General Fund – Overview

The City has received 94% of the budgeted revenues for fiscal year.

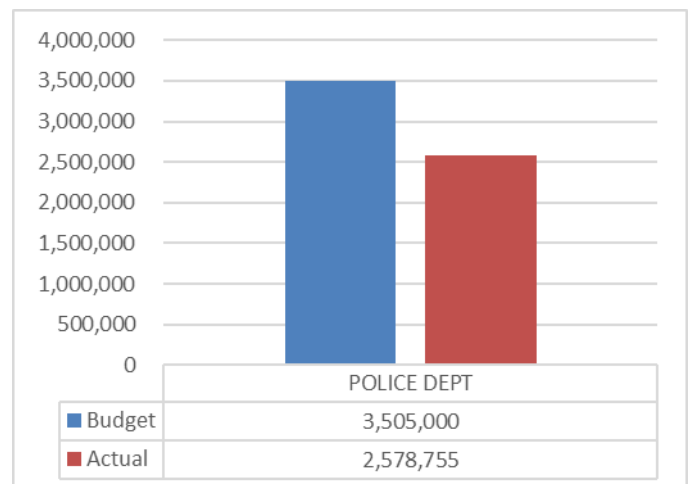
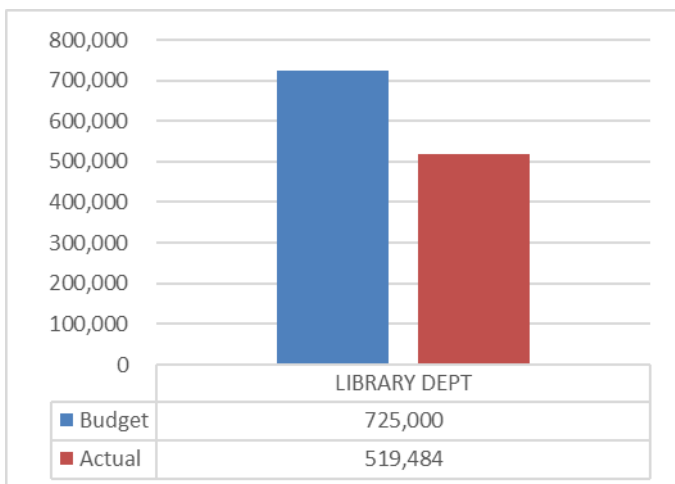
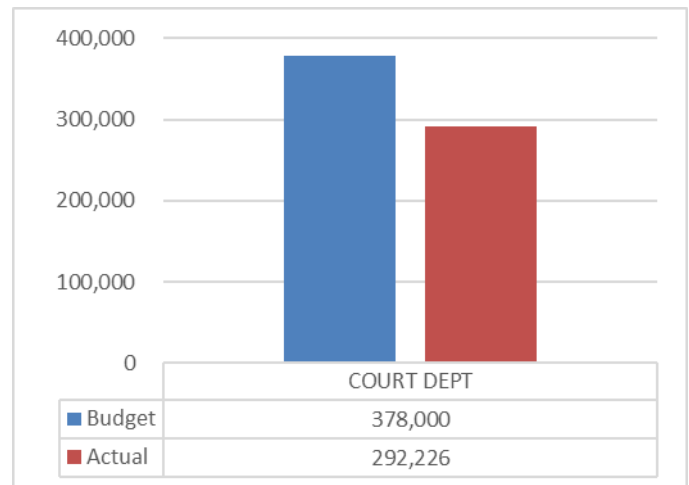
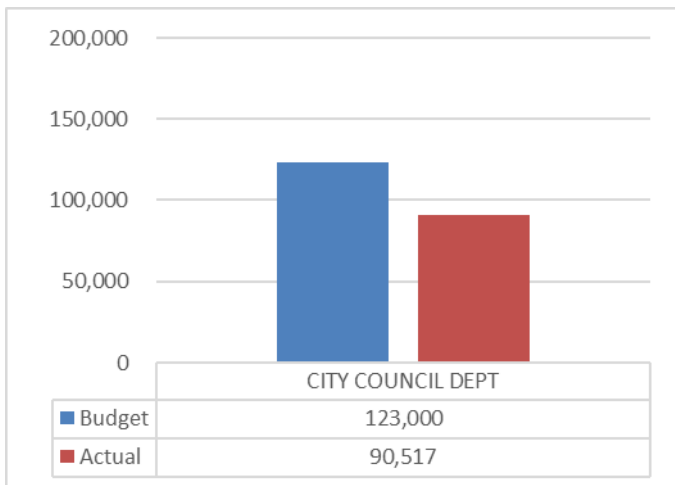
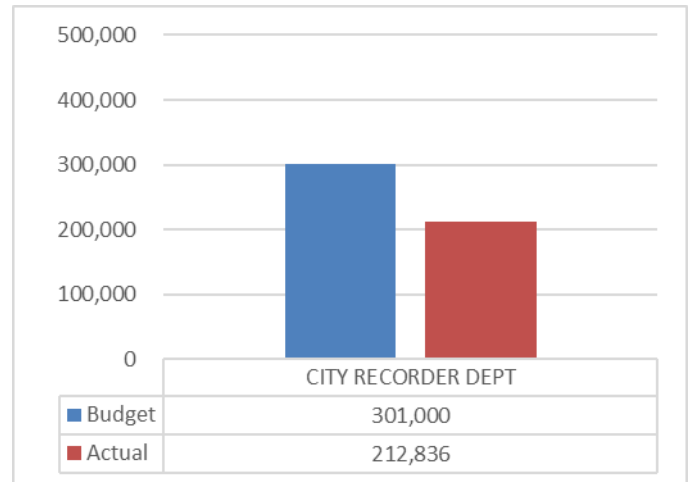
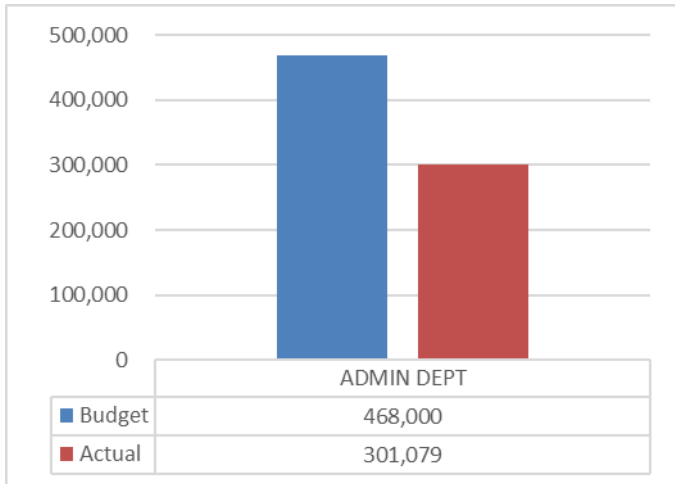


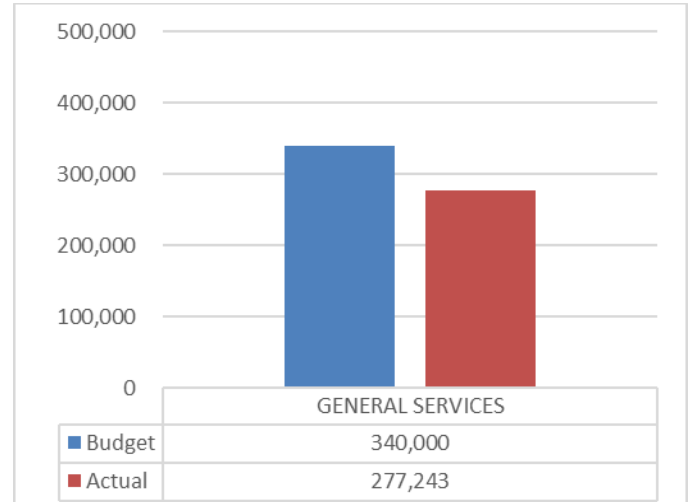
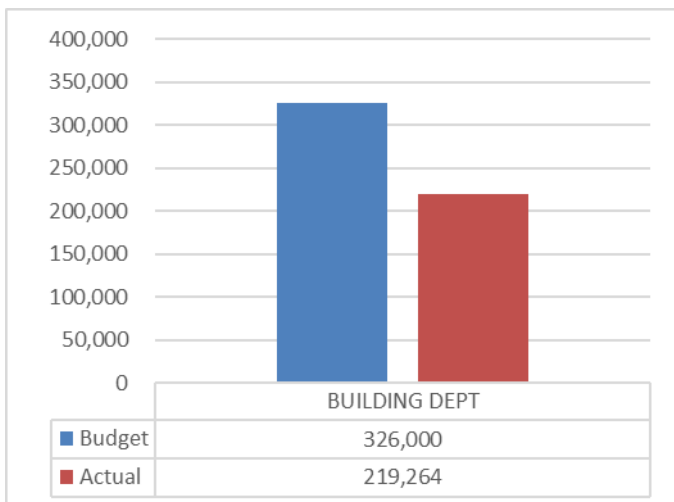
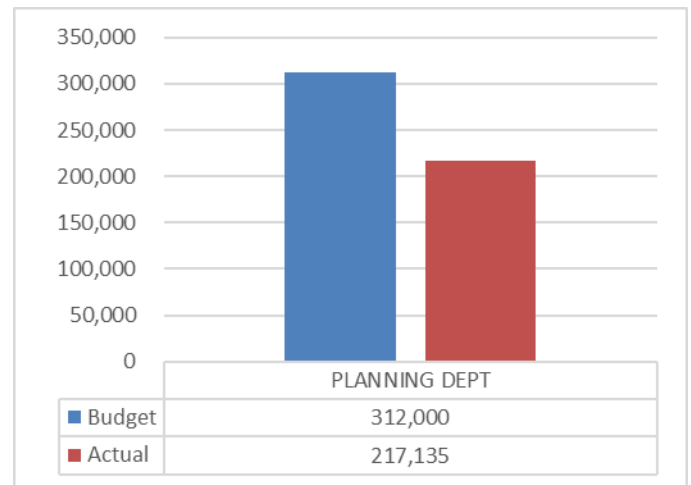
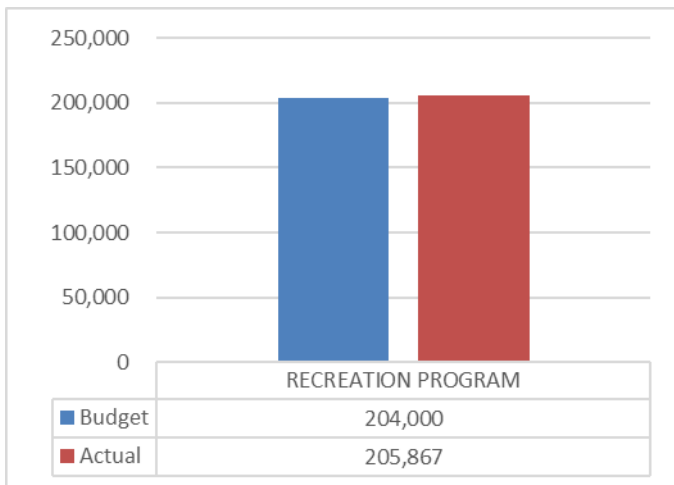
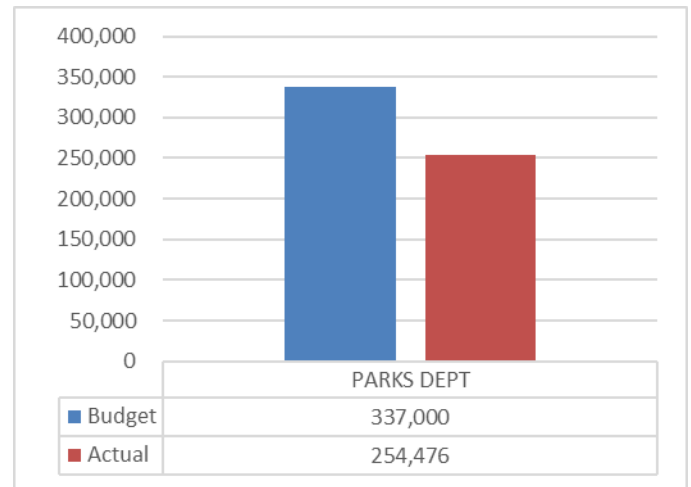
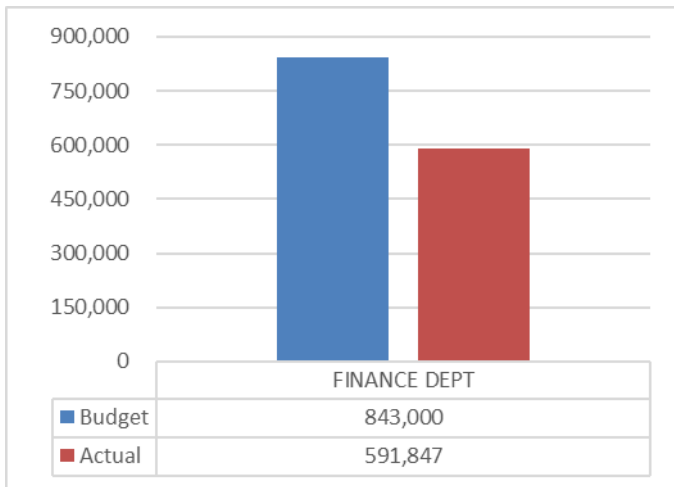
General Fund – Revenue by Category

This graph displays the General Fund Revenue in separate categories.



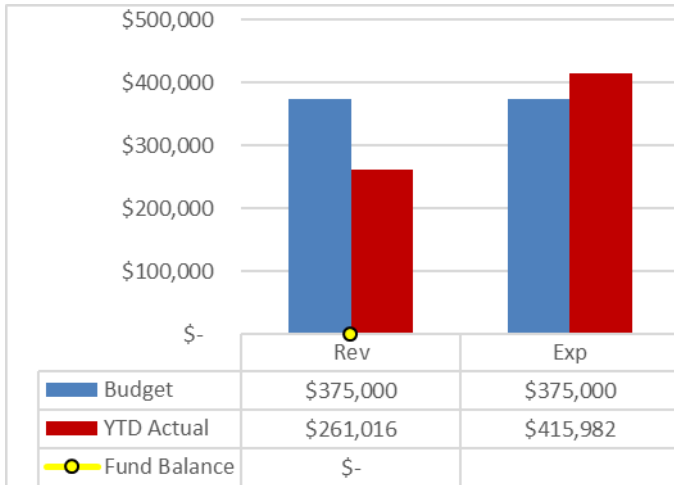
General Fund Expenditures by Department



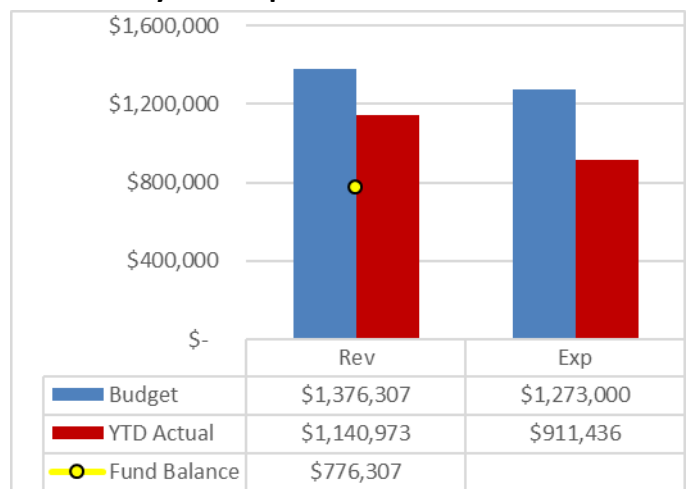


SPECIAL REVENUE FUNDS

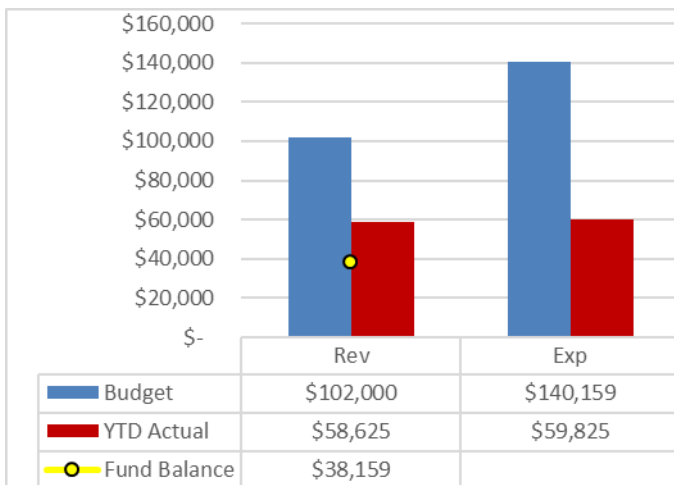
Visitor & Tourism Fund



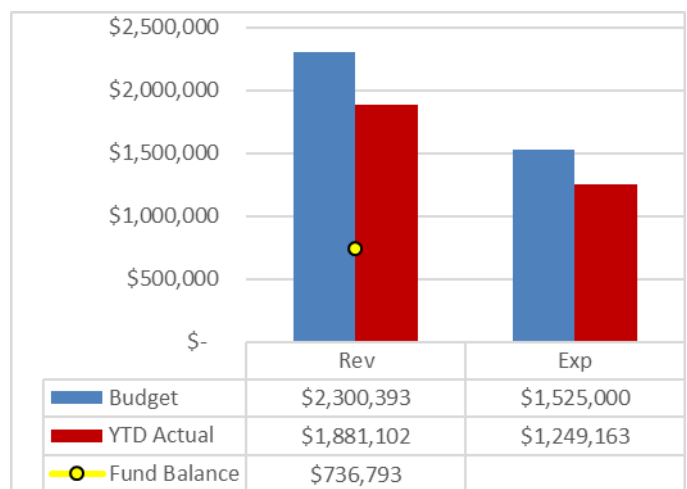
Community Development Fund



Community Enhancement Fund

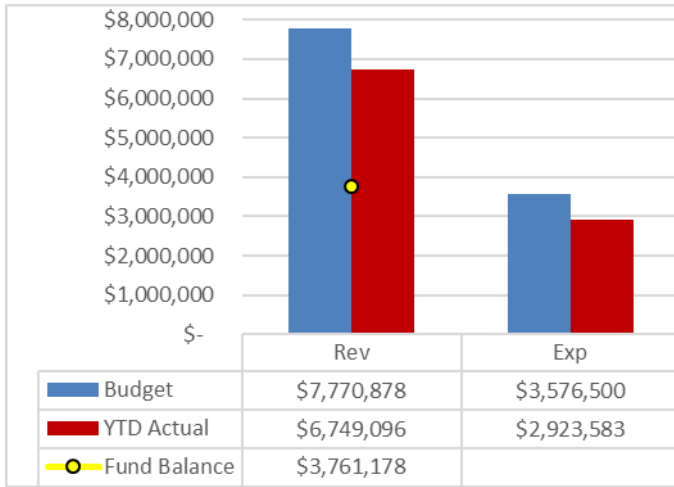


Street Fund

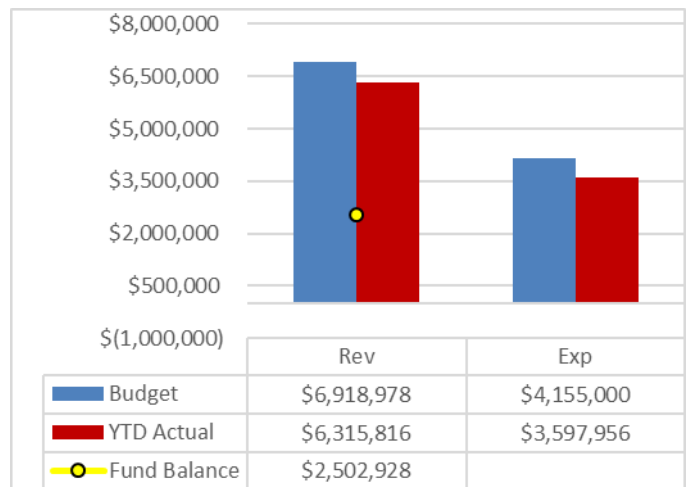


ENTERPRISE FUNDS

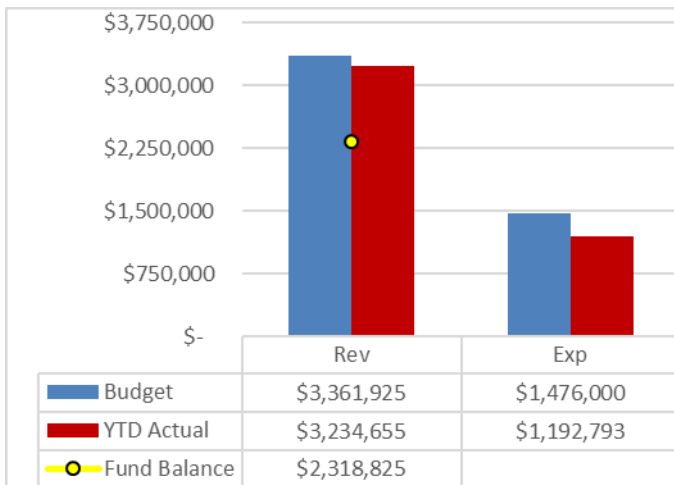
Water Fund



Sewer Fund

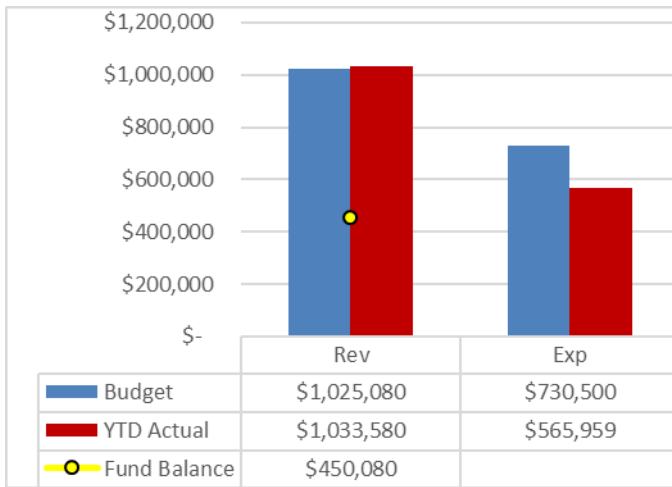


Storm Fund

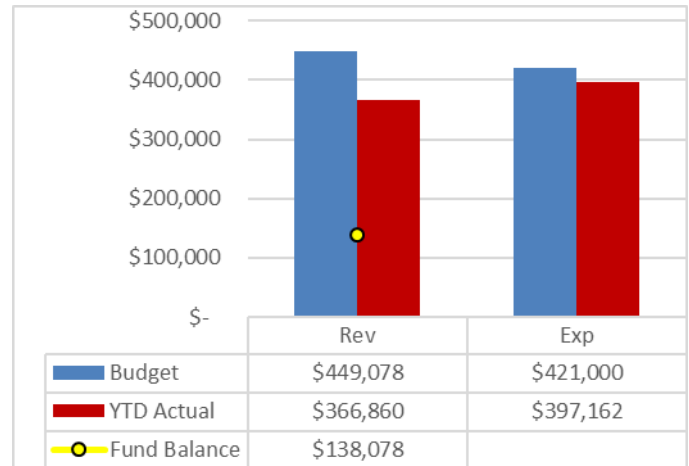


INTERNAL SERVICE FUNDS

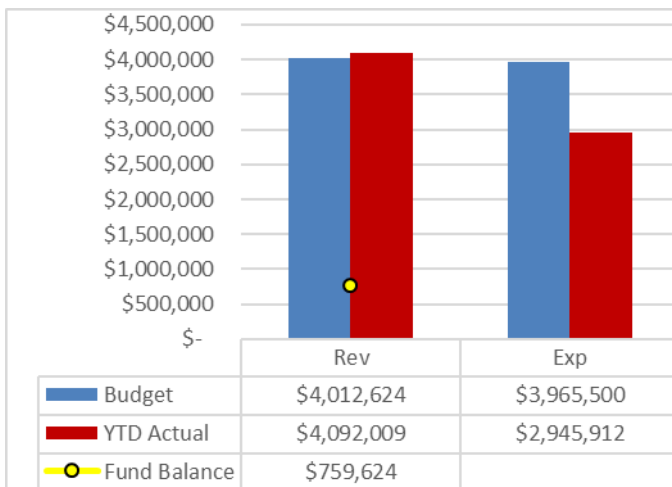
Equipment Fund



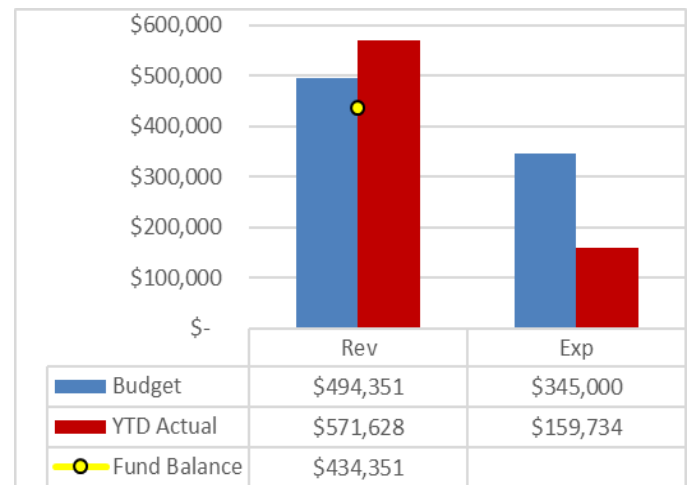
IT Fund



PW Operations Fund

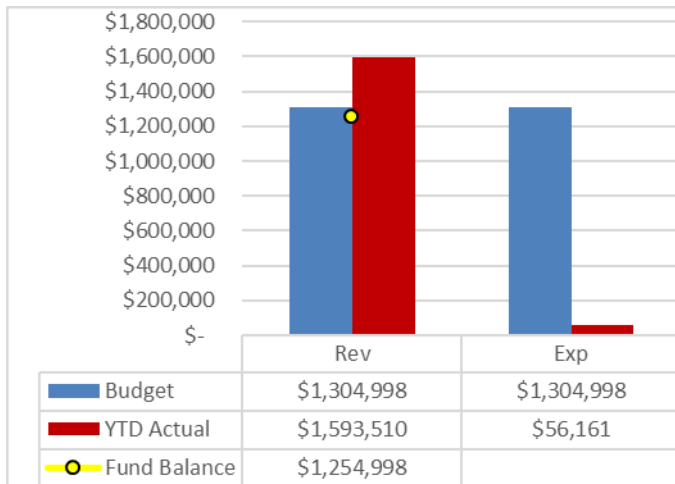


Facility Major Maintenance Fund

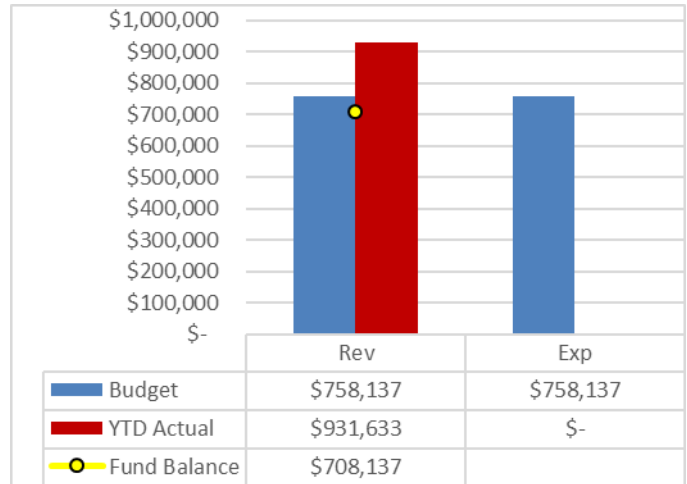


SDC FUNDS

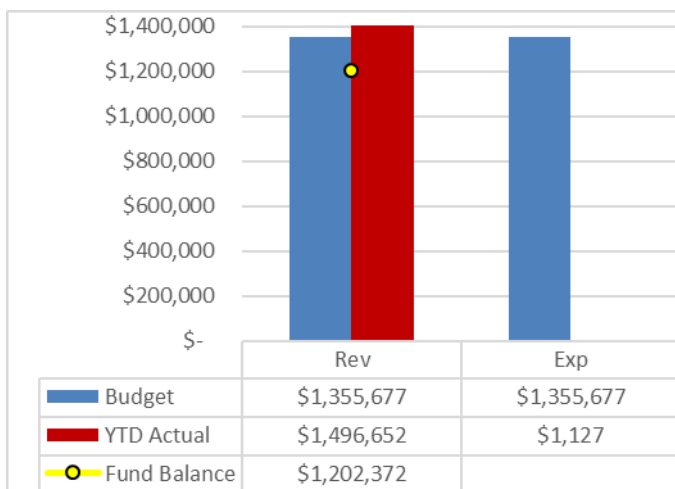
Streets SDC



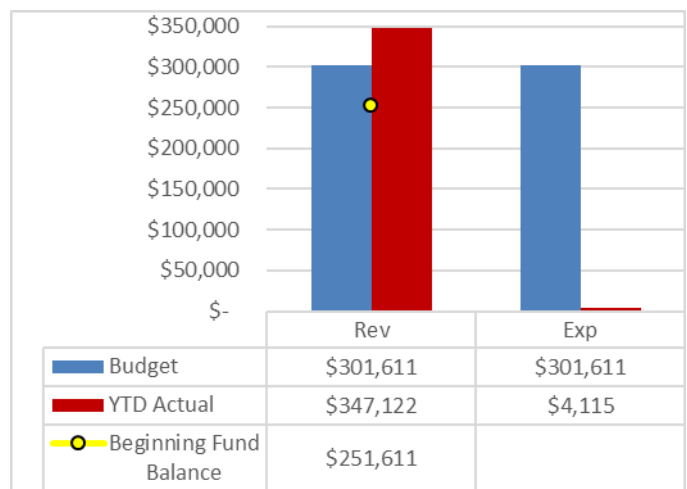
Water SDC



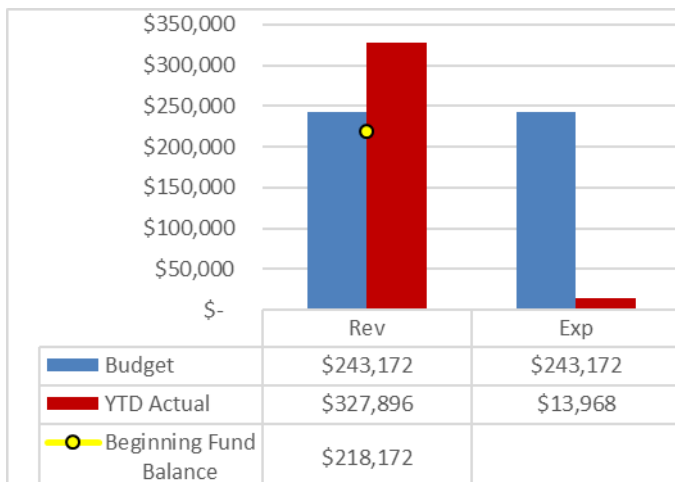
Sewer SDC



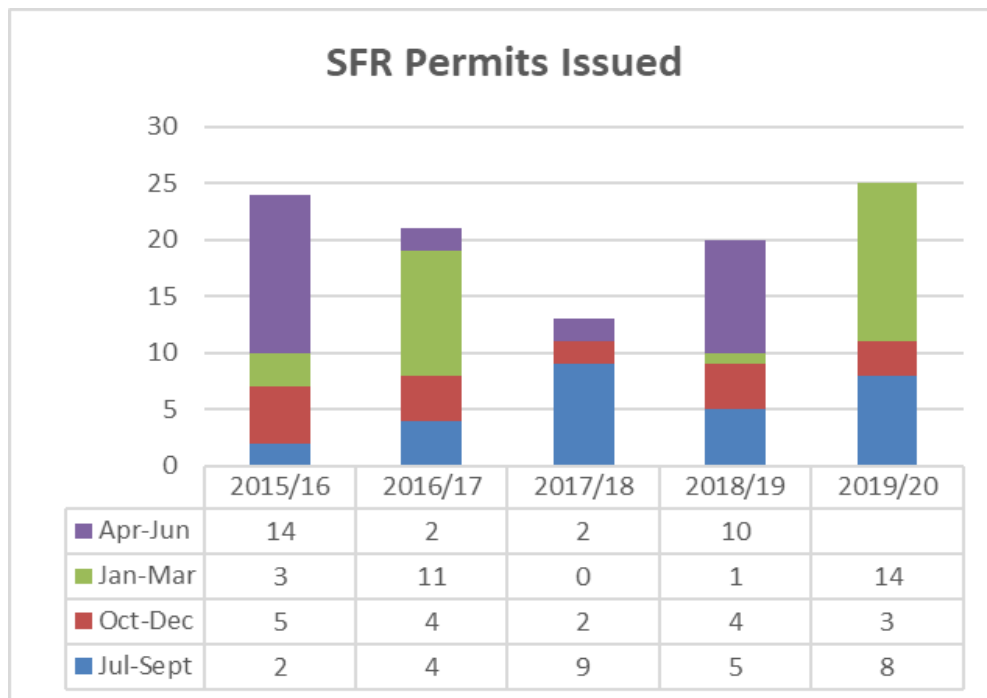
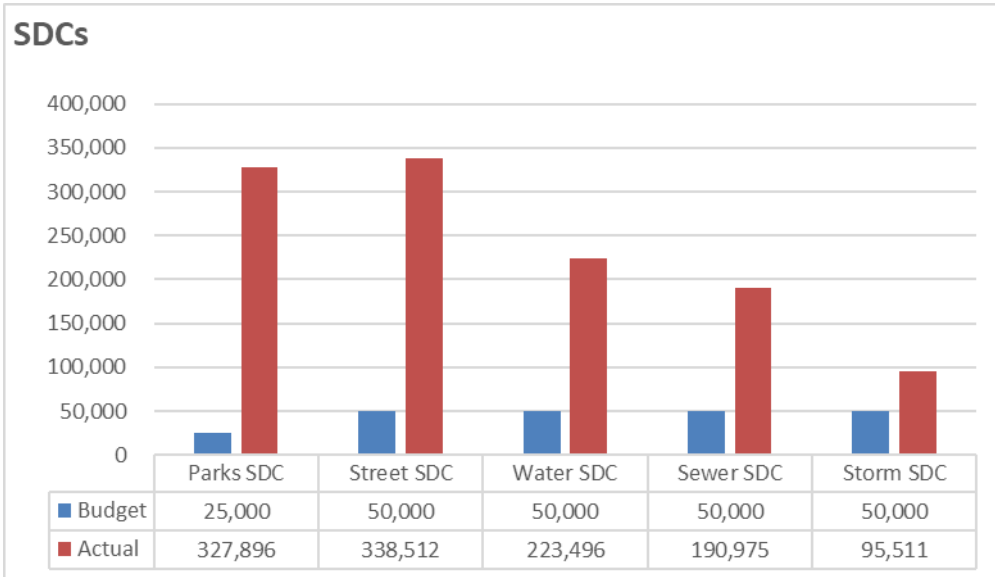
Storm SDC



Parks SDC



SDC & DEVELOPMENT OVERVIEW



REQUEST FOR PROPOSALS

Janitorial Services: City of St. Helens Oregon

DATE: APRIL 2020

**City of St. Helens
265 Strand Street
St. Helens OR 97051
(503) 366-8227**

GENERAL INFORMATION

The City of St. Helens seeks proposals from companies interested in providing Janitorial Services. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to improve our janitorial services at City facilities.

Include information about any community involvement and the dedicated resources for serving the public sector. While your format must be consistent with the requirements of the RFP, if you believe there is additional information that would be beneficial to the City, there is a section at the end where you can provide such information.

A City review panel, consisting of staff from multiple departments will review your RFP for pricing and services. We intend to establish an initial two-year contract with the option to renew annually. The City will retain the right to cancel the contract for any reason with ninety (90) days written notice.

The complete RFP will be made available on the City's website (www.ci.st-helens.or.us/rfps)

ESTIMATED TIMETABLE OF RFP:

Distribution of RFP	APRIL 16, 2020
Deadline for Questions	MAY 8, 2020
Proposal Submission	MAY 15, 2020 @ 3:00 PM
City Panel Review	MAY 18-22, 2020
Notification of Finalist(s)	MAY 22, 2020
Interview Finalist(s) (TBD-If Needed)	MAY 25-29, 2020
Notification of Selected Provider	MAY 29, 2020
Contract Signing	JUNE 2020
Work Begins	JULY 1, 2020

We have made every effort to include sufficient information within this RFP for a vendor to prepare a responsive, comprehensive proposal. The timing of the proposal process is as follows:

- a) Distribution of Request for Proposal: April 16, 2020
- b) Deadline for Questions is May 8, 2020. All questions must be emailed to mbrown@ci.st-helens.or.us no later than this date to ensure that all proposers can receive the information.
- c) Proposal Submission: Proposals must be delivered directly to the City no later than **May 15, 2020 @ 3:00 PM**. Late submissions after the deadline or proposals delivered via fax/email will not be accepted. A total of five (5) identical proposals must be submitted and labeled as follows:

ATTENTION: MATT BROWN
City of St. Helens
265 Strand Street
St. Helens OR 97051

- d) Notification: We anticipate sending notification to all vendors regarding the outcome of the review and begin the contract process with the selected vendor by May 29, 2020.
- e) Conversion Activities: The awarded vendor will be required to coordinate with our staff all the activities necessary to ensure smooth transition.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in the RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

Cleaning Services – Facilities & Specifications

Below is an outline of Janitorial Services that are requested for each facility.

CITY HALL & ANNEX BUILDING – 265 Strand Street in St. Helens

Service 3 days per week

Regular Tasks:

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors and dust stalls
- Clean entranceways and lobbies
- Vacuum carpeted areas and spot clean where needed
- Clean all vinyl floors
- Clean drinking fountain
- Clean all doorknobs and handles
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- If specific offices/areas are locked, do not enter or clean that office/area
- Clean main counter surfaces upstairs and downstairs in lobby areas
- Dust desks, chairs, tables, bookshelves and other furniture in public view
- Clean all entrance doors
- Clean interior window in main lobby area
- Clean all ledges and other flat areas
- Remove fingerprints and soil spots from woodwork and walls
- Sweep walkways at all building entrances
- Remove cobwebs around entrances and porch lights
- Dust mini-blinds and windowsills
- Clean kitchen countertops and fixtures (Fridge/Microwave)
- Clean stair railing
- Check and lock doors upon completion of work

Semi-Annual Tasks (June/Dec)

- Clean exterior windows
- Deep clean carpets and restroom floors

Annual Tasks (Dec)

- Strip wax from vinyl floors and re-wax

POLICE STATION – 150 S. 13th Street in St. Helens

Service 5 days per week

Service anytime except thirty minutes before or thirty minutes after 6:00 AM; 2:00 PM and 10:00 PM so as not to interfere with daily shift change activity.

Regular Tasks:

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors
- Clean restroom floors
- Clean entranceways and lobby
- Vacuum carpeted areas
- Clean drinking fountain
- Clean all doorknobs and handles
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock doors upon completion of work
- Clean main counter surfaces
- Dust desks, chairs, tables, bookshelves and other furniture in public view
- Clean all entrance doors
- Clean all ledges and other flat areas
- Remove fingerprints and soil spots from woodwork and walls
- Sweep walkways at all building entrances
- Dust mini-blinds and windowsills
- Dust all walls and ceilings
- Clean kitchen countertops and fixtures

Semi-Annual Tasks (June/Dec)

- Clean exterior surfaces of exterior windows
- Deep clean carpets and restroom floors

COLUMBIA LEARNING CENTER – 2375 S. 18th Street in St. Helens

Service 5 days per week for Common/Library

Service 2 days per week for CCET Offices

Common Areas

Regular Tasks

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors
- Clean restroom floors
- Clean entranceways and lobby
- Vacuum carpeted areas
- Clean drinking fountain
- Clean all doorknobs and handles
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock doors upon completion of work
- Clean main counter surfaces
- Dust desks, chairs, tables, bookshelves and other furniture in public view
- Clean all entrance doors
- Clean all ledges and other flat areas
- Remove fingerprints and soil spots from woodwork and walls
- Sweep walkways at all building entrances
- Dust mini-blinds and windowsills
- Dust all walls and ceilings

Semi-Annual Tasks (June/Dec)

- Clean exterior surfaces of exterior windows
- Deep clean carpets and restroom floors

CCET Offices

Regular Tasks

- Clean entranceways and lobby
- Vacuum carpeted areas
- Clean all doorknobs and handles
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- Check and lock doors upon completion of work
- Dust desks, chairs, tables, bookshelves and other furniture in public view
- Clean all entrance doors
- Clean all ledges and other flat areas
- Remove fingerprints and soil spots from woodwork and walls
- Dust mini-blinds and windowsills
- Dust all walls and ceilings

Library

Regular Tasks

- Clean entranceways and lobby
- Vacuum carpeted areas
- Clean all doorknobs and handles
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock doors upon completion of work
- Clean main counter surfaces
- Dust desks, chairs, tables, bookshelves and other furniture in public view
- Clean all entrance doors
- Clean all ledges and other flat areas
- Remove fingerprints and soil spots from woodwork and walls
- Sweep walkways at all building entrances
- Dust mini-blinds and windowsills
- Dust all walls and ceilings

Semi-Annual Tasks (June/Dec)

- Clean exterior surfaces of exterior windows
- Deep clean carpets and restroom floors

WASTEWATER TREATMENT PLANT – 451 Plymouth Street in St. Helens

Service 2 days per week

Service during regular office hours.

Regular Tasks:

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors
- Clean restroom floors
- Clean shower/locker room area
- Clean entranceways and lobby
- Clean drinking fountain
- Clean all doorknobs and handles
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock doors upon completion of work
- Clean main counter surfaces upstairs and downstairs in lobby areas
- Dust desks, chairs, tables, bookshelves and other furniture in public view
- Clean all entrance doors
- Clean all ledges and other flat areas
- Remove fingerprints and soil spots from woodwork and walls
- Sweep walkways at all building entrances
- Dust mini-blinds and windowsills
- Clean kitchen countertops and fixtures (Fridge/Microwave)
- Dust all walls and ceilings

PUBLIC WORKS PARKS SHOP – 475 S. 18th Street

Service 1 day per week

Regular Tasks:

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors
- Clean restroom floors
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin
- Vacuum carpeted areas and Mop floors
- Clean countertops in office area

PUBLIC WORKS WATER FILTRATION FACILITY – 1215 4TH Street in Columbia City

*Service 1 day per week
Service during regular office hours.*

Regular Tasks:

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors
- Clean restroom floors
- Gather all garbage where able and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin

RECREATION/COMMUNITY CENTER – 1810 Old Portland Road in St. Helens

Service 1 day per week

Regular Tasks:

- Clean toilets, toilet seats and urinals
- Clean restroom fixtures and all door handles
- Refill all dispensers as needed from stock
- Clean restroom mirrors
- Clean restroom floors

OTHER NOTES AND SPECIFICATIONS TO CONSIDER:

- Contractor will provide janitorial supplies except for paper goods and hand soap.
- Contractor will provide all janitorial equipment.
- Contractor will provide and maintain required MSDS, OSHA documentation and blood borne pathogen documentation and provide training for staff and anyone working at the sites that might be using cleaning products provided by Contractor.
- Except for the Police Department, service will begin after 5 PM and finish before 8 AM so as to not interfere with daily work activity.
- Contractor will complete a security clearance background check and provide documentation to the City for themselves and all employees who will work at the sites listed. The City Police Department will do an additional background check. The contractor or its employees will not be allowed in any building listed until the outcome of both background checks are received and reviewed by the City. The City reserves the right to prohibit entrance into its buildings.
- The contractor will provide emergency services at a rate not to exceed \$25.00 per hour.
- Contractor may receive, upon successful City Council review, an opportunity to renew on an annual basis the Materials and Services Contract for up to five years when mutually agreed by both parties.

Required Format Proposal

In order for us to adequately compare and evaluate proposals objectively, **all proposals must be submitted with this format. Not doing so will be reflected in the overall scoring.**

- Title Page/Cover: It should include the name of the proposing vendor, principle business address, phone number and email address of a specific contact individual.
- Table of Contents: One printed page maximum.
- Transmittal Letter: The letter should address the vendor's willingness and commitment, if selected, to provide the services, and why the vendor believes it should be selected. The letter should be addressed to Matt Brown, City of St. Helens, Oregon, 265 Strand Street, St. Helens OR 97051 and signed by the manager assigned to our account.

Section 1 – Business Profile and Staff

Respond to the following sections:

- a) Overview: Provide an overview of your business, when it started, how many employees, and why you are responding to this RFP.
- b) Experience: Describe your experience in providing services. Provide three (3) references that are most comparable to our size and needs that we may contact if you are chosen as a finalist. Include a brief description of the services provided for each reference and a contact person and telephone number for each client described.
- c) Relationship Manager: Describe the relationship team that will be assigned to service our buildings. Describe individual roles, their responsibilities and briefly detail credentials and related experience.

Section 2 – Pricing Schedule

Provide in this section, the pricing for services proposed by vendor. Pricing should include an hourly rate or monthly fixed cost for services provided and outlined in this RFP.

Section 3 – Other Info / Services

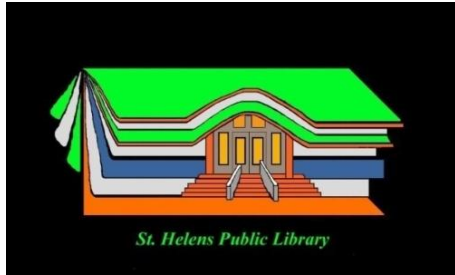
This is YOUR opportunity to include any services that it may require that are not listed and any other services you would make available to the City of St. Helens that are not mentioned in the RFP. This may include services that help the City of St. Helens become more efficient and help in the business activities of the City and other Service Enhancements you could suggest here. In this section, you may also provide any such information that you feel you need to share to help the City make the best selection for a provider.

EVALUATION OF PROPOSALS

The evaluation criteria will include the following:

- A. Comprehensiveness of Services Provided: Overall capabilities of the vendor to meet the service levels described in this RFP. (Scoring = 0-5)
- B. Public Sector Experience and Resources: The vendor's experience in providing janitorial services, as well as dedicated resources and personnel. (Scoring = 0-5)
- C. Reference List: Points provided on positive reviews when interviewed. (Scoring = up to 3 points) (1 pt. for each positive reference)
- D. Assigned Relationship Manager / Team: The credentials and experience of the person(s) assigned to our relationship. (Scoring = 0-5)
- E. Service Enhancements: The vendor's efforts to understand our needs and goals. (Scoring = 0-5)
- F. Community Involvement: The vendor's role as a corporate citizen and related contributions to our local community. Points will be scored based on current level of community involvement examples as well as location of services located in/around the City of St. Helens, volunteerism around the community, partners with businesses and/or non-profits in/around St. Helens. (Scoring = 0-3)
- G. Other Factors: Any other factors that we believe are in our best interest to consider which were not previously described above. (Scoring 0-2)
- H. Format Completeness: Full points awarded if the vendor has followed the format proposal reflected in this RFP. (Scoring = 0-2)

Total Points Possible = 30 Points MAX



Request for Council Action

To: The Mayor and Members of the City Council

From: Margaret Jeffries, Library Director

Date: April 8, 2020

Subject: Columbia Center Improvements

Request:

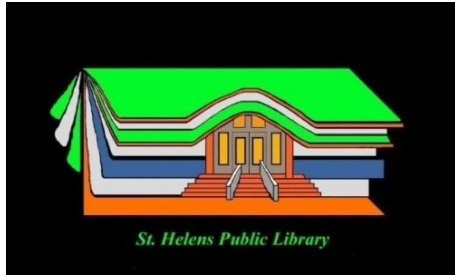
City Council authorization is requested to spend \$22,300 from the Library Facility Fund for Columbia Center interior painting, floor coverings and a minor lighting replacement.

Background:

The temporary closure of the Columbia Center provides a unique opportunity to refurbish the lobby and meeting rooms. The floor coverings in these areas are the original ones that were installed when the building was built in the mid-90s. Vinyl plank flooring is recommended for the Armstrong room based on its use and the fact that it contains a small kitchen. Painting of these areas and the restrooms would occur prior to installation. Included in this proposal is the replacement of fluorescent light fixtures with LED equivalents in an adjacent area where ballasts have failed.

Details:

- \$1, 200 - Painting of the lobby, Armstrong room and restrooms by Public Works
- \$300 – Painting of the auditorium by Public Works
- \$8,171 - Carpet for the lobby
- \$3,125 - Vinyl plank flooring for the Armstrong room
- \$8,317 - Carpet for the auditorium
- \$1,180 - Lighting replacement



Request for Council Action

To: The Mayor and Members of the City Council

From: Margaret Jeffries, Library Director

Date: April 8, 2020

Subject: Makerspace Enhancements

Request:

City Council authorization is requested to spend \$14,150 from the Library Facility Fund for the installation of a sink and vinyl plank flooring in the Library's new makerspace. These enhancements are highly desirable for the space's function as a lab. They can be more easily accomplished at this time but are not essential for occupancy.

Background:

An earlier approved request from this fund was for sidewalk construction, electrical/data, and door hardware changes. These items are necessary for occupancy.

Details:

- \$6,300 – Vinyl plank flooring for the makerspace
- \$7,850 – Installation of a sink with associated cabinetry, plumbing, pump, and hot water heater

**Executive Summary:**

We are pleased to present the 2020-2021 City of St. Helens Strategic Workplan. This plan is the result of a series of organizational development workshops, community input and a deeper look at how we can best serve all residents of our city. Through this process, our Council has taken the City's vision and mission to heart, evaluated our goal areas and, in this time of great opportunity, is looking strategically to our future.

About this plan: This annual effort began in 2005 with the development and adoption of a Strategic Plan (Adopted December 2005, Resolution 1417). This workplan adheres to the vision of that first plan and strives to meet that same need: to determine if our City government is structured and working in the best possible manner, to meet the needs of the community and to provide Council and staff a "report card" on how we are doing in leading and serving the City. The work 15 years ago defined the mission of the City which sets our core reason for serving.

VISION: TO PROVIDE QUALITY, EFFECTIVE AND EFFICIENT SERVICE TO OUR COMMUNITY**Mission:**

- Develop and preserve the highest possible quality of life for 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.

Our city is growing rapidly. We have welcomed 2,410 new neighbors since our last strategic plan 15 years ago. Today we serve close to 14,000 residents and are poised to grow rapidly in the next decade.

This plan serves as a road map to meet today's needs and lays a strong foundation for the future in service to you, our residents. This plan will guide the work in core goal areas: effective and efficient organization, community and civic engagement, livable and safe community, economic development and long-term planning.

This approach keeps us transparent and holds us accountable to focusing resources on strategies that best serve the needs and aspirations of our community. In the coming years, we will need support and partnership from all across our community to further St. Helens' continued livability, smart growth, and prosperity. Please read the workplan, ask questions and share your input so that we can continue our progress together.

Sincerely,

Rick Scholl, Mayor

**Goal Area 1: Effective and Efficient Organization**

EFFECTIVE AND EFFICIENT ORGANIZATION		City Department Lead
Objective:	Create and Maintain an Effective Organization	
Tactic:	Review City Goals & Objectives to Prioritize City Projects	All
Tactic:	Maintain a Balanced and Sustainable Budget	Council/Finance
Tactic:	Attend Regional Meetings and Represent the Community	Council/Administration
Objective:	Recruit and Retain Talented Staff	
Tactic:	Review Wage & Benefits with Comparable Cities	Administration
Objective:	Maintain a Professional and Effective City Council	
Tactic:	Provide Support and Guidance for Commissions	Council/Administration
Tactic:	Attend Professional Development Trainings	All
Tactic:	Attend Regional Meetings and Represent Your Community	Council/Administration

Goal Area 2

COMMUNITY AND CIVIC ENGAGEMENT		City Department Lead
Objective:	Be Responsive to Community Needs	
Objective:	Expand Communication Efforts	
Tactic:	Encourage & Build Collaboration with Organizations in our Community	All
Objective:	Expand Civic Participation	
Tactic:	Explore new opportunities to enhance civic participation	Administration



Goal Area 3

LIVABLE AND SAFE COMMUNITY		City Department Lead
Objective:	Create and Maintain a Safe Community	
Tactic:	Improve Safety Throughout the Community	Police/Public Works
Objective:	Maintain Safe and Inviting Public Services & Facilities	
Tactic:	Improve Public Services & Facilities	Public Works/Library /Recreation/Finance
Objective:	Create Access to Arts and Cultural Activities in the Community	

Goal Area 4

ECONOMIC DEVELOPMENT		City Department Lead
Objective:	Develop Policies and Programs to Promote Economic Development	
Tactic:	Review City policies and programs to promote economic development	Administration/Finance/ Planning
Objective:	Develop City Owned Property for Development	
Tactic:	Create an Industrial Park Development Plan	Administration/PW/ Planning
Tactic:	Create a Central Waterfront Development Plan	Administration/PW/ Planning
Tactic:	Create a Riverfront District for Development Plan	Administration/PW/ Planning
Tactic:	Review City-owned Property for Development	Administration/Planning
Objective:	Develop an Urban Renewal Agency for Economic Development	
Tactic:	Create and Maintain Urban Renewal Agency	Finance/Planning



Goal Area 5

LONG TERM PLANNING		City Department Lead
Objective:	Maintain Effective Master Plans and Facility Plans	
Tactic:	Create and Maintain Enterprise Master Plans	Finance/PW/Police
Objective:	Maintain Reserves to Ensure Funding for Equipment Replacement	
Tactic:	Build and Maintain IT Infrastructure for City Operations	Finance
Objective:	Maintain City Municipal Code to help guide/enforce City policy	
Tactic:	Identify potential changes and updates to Municipal City Code	Planning/Administration



265 Strand Street
St. Helens, OR 97051
(503) 397-6272
www.ci.st-helens.or.us

City Council Team Agreement

1. Attendance at Council meetings is first priority; please contact City Recorder if you are unable to attend.
2. Be on time to meetings and read the packet prior to the meeting – be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating that they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - a. Treating the public and each other with courtesy;
 - b. Speaking in turn and on the issue;
 - c. No interrupting;
 - d. No engaging in side conversations;
 - e. No use of personal electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Administrator or designee with questions and requests prior to the meeting.

Individual Council Member Conduct Agreements

Council members agree to:

Cultivate exchange of views with other Councilors.

Avoid doing or saying anything that would harm or discredit the City.

Commitments as a Council

Council strives to:


Be straightforward about goals and issues.

Continue to improve citizen involvement, awareness and participation.

Improve follow-up and resolution of citizen concerns or complaints.

Act as an advocate for the City.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	15 April 2020	
Subject:	March Public Works Department Activity Summary	

Engineering

1. Worked with Division Supervisors to implement safety protocols in response to COVID-19.
2. Held pre-construction meeting for the N. 7th, N. 9th, & N. 11th St. Waterline Replacement Project.
3. Put sewer rehabilitation project out to public bid.
4. Finalized IGA with Scappoose to provide part-time public works inspection services.
5. See complete report.

Parks

In addition to mowing, general parks maintenance, and collecting garbage:

1. Cleaned and sanitized playground equipment at all parks.
2. Determined it necessary to close all playground equipment and public restrooms due to the virus.
3. Started multiple cleaning and repair projects of the restrooms after closure.
4. Obtained information on possible playground equipment and fall protection for McCormick Park.
5. See complete report.

Public Works Operations & Maintenance

1. Installed 10 new services for small subdivision under development on N. 15th Street.
2. Split crew to work staggered shifts in response to COVID-19.
3. Patched some potholes on Gable Rd., Old Portland Rd., S. 13th and S. 15th Streets.
4. Started construction of "bridge" over wetland area on S. 5th Street Trail project.
5. Serviced and/or made repairs on 58 vehicles and/or equipment.
6. Responded to 7 after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 38.3 million gallons of filtered drinking water, an average of 1.24 million gal/day.
2. Continuing to work to repair the faulty VFD on one of the raw water feed pumps.
3. Adjusted schedules for COVID, only one operator at a time will be inside facility, the other working from home.

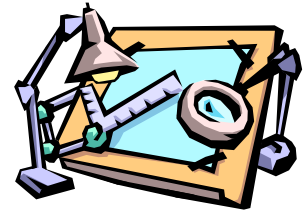
Waste Water Treatment Plant

1. Cleaned and performed preventative maintenance on headworks and channels.
2. Pulled non-functioning pump at PS#4, found underwear wrapped around impeller.
3. Worked with Planning, Public Works, and Engineering staff regarding food pod regulations.
4. Cleaned and completed minor repairs at PS#7, #11, & #1.
5. See complete report.



Engineering Department Status Report

6 April 2020



In March, there were major changes implemented by the City and the State that have affected all ongoing and planned projects due to the COVID-19 virus. Although contractors and Public Works employees continue to work, various safety precautions have been instigated including social distancing, restricting the number of people that can be in a vehicle (one is preferable, or two is acceptable if it is the same two people in the same vehicle), increased frequency of hand washing, mandatory hand sanitizer in vehicles, also have soap and clean water available on job sites if possible or required if hand sanitizer is not available. Private contractors and City employees are required to follow these rules.

In addition to the above requirements, the staff at the City Shops are working a staggered schedule to reduce the number of people that are in the building before each shift and during breaks and lunch. This makes it possible for them to maintain social distancing protocols. The WWTP and WFF staff are working altered schedules to reduce the amount of time that they would be in close proximity to each other since they are working within a lab and/or office environment more frequently than the Operations staff at the Shops and at the Parks Department.

DEVELOPMENT PROJECTS

Greystone Estates Subdivision

No change in status: Construction continues to move forward on the 80-lot subdivision located between Kelly Streets and Commons Drive. The Developer is on track to complete the new sanitary sewer, storm drain, water, and streets by mid-2020.

St. Helens Place Apartment Project

There is only a short section of watermain that remains to be tested and approved. The remainder of the public improvements are complete with the exception of planting trees, which will happen in the fall. The Developer received temporary occupancy for two of the apartment buildings at the end of March.

Columbia Vet Clinic

All public improvements are complete. This project is nearing completion.

Hanna's Place Development

Work has progressed but is not complete on the frontage improvements and new storm drain system for this 10-lot subdivision on N. 15th Street, north of St. Helens Street.

N. 9th & Wyeth Street Development

The majority of work on this project is complete with the exception of paving, which will occur after the City's waterline improvement project is complete.

Control Solutions Development at McNulty & Industrial Way

The revised plans were received and reviewed. Only a minor correction was needed on the proposed ADA ramps; Lower Columbia Engineering is working on this to resubmit.

New Middle School Project

Final approval of all required improvements, public and private, is anticipated soon.

Potential New Retail Store at Violette's Villa Property

A Land Use application was submitted in March for a new Grocery Outlet store on the property across from the new Legacy Health building.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The Contractor is working diligently on sidewalks along the north side of the Gable Road. This side is progressing slightly slower because of the increased number of existing driveways and an unanticipated storm drain issue to be resolved involving constructing a new pipe and manhole.

N. Vernonia Road Sidewalk Project

The final plans are being drafted and are expected to be complete in mid-April. The City will be consulting with a biologist from the US Dept. of Agriculture to address the Migratory Bird regulations and limitations on the time period when tree removal is allowed. Even with meandering the sidewalk between curb-tight and using a landscape strip, there will still be multiple trees removed to accommodate the sidewalk construction.

S. 1st Street and St. Helens Street Intersection Improvement Project

Kittelson & Associates and Greenworks have submitted the 90% completed drawings and staff has completed a review. The increased cost of the project will require additional funding from the City's reserve fund. This may be more challenging to accomplish during these uncertain times due to the COVID-19 virus.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

Preliminary design is underway. The project will construct sidewalk along the easterly side of Columbia Boulevard between Gable and Sykes Roads. There are also pedestrian safety improvements planned for the Sykes/Columbia intersection and the crosswalk near McBride Elementary School. Plans are expected to be completed by September 2020 and work conducted as soon as the weather allows in early 2021.

WATER SYSTEM PROJECTS

2MG Reservoir Rehabilitation Project

Staff has recommended that the Contractor move forward with the alternate liner installation at no cost to the City.

N. 7th, N. 9th, and N. 11th Waterline Improvements Project

A pre-construction meeting was held with the successful Contractor on March 20. Preliminary work started March 30 and construction began on April 6 to replace the undersized lines and add better fire protection on these three streets.

SANITARY SEWER SYSTEM PROJECTS

2020 Sanitary Sewer Rehabilitation Project

A project to make repairs to multiple manholes and sections of pipe was developed by the Engineering Dept. and put out for public bid. Bids are due Tuesday April 7, with anticipated award by Council on April 15, 2020.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Blazers Moda Assist Program

WE WON! Thanks to the efforts of Crystal, Shanna, and Carmin Dunn, the Parks & Trails Commission Chair, and so many people in the community voting, St. Helens won this by a considerable margin! Final vote tally: Astoria 1,966; Sandy 37,519; **St. Helens 48,094**. When we learn of the total grant amount, we will use those funds to purchase all-inclusive playground equipment to augment the new play structure for McCormick Park.

Right-of-Way and Construction Permits

There was one permit issued in March for NW natural to install a new 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.

Management staff has spent a considerable amount of time discussing and implementing the COVID-19 protocols. There has been a lot of coordinating with various departments to ensure the safety and well-being of all of our employees to the best of our capabilities.

Worked with the city of Scappoose on an IGA for them to use Tim Underwood for public infrastructure inspections.

Training Workshops and Committee Meetings

Participated by phone conference in the monthly Columbia County Traffic Safety Commission meeting.



Parks Department for March 2020



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

Serviced all mowers

Took picnic tables to Campbell Park

Started work on reclaiming Boise park site for the Lumilights event and for the future use

Took tables to the Rec Center

Assembled a new mower lift

Transported vehicles to the Joint Maintenance Facility for maintenance

Met with the Play Structures representative about potential new playground at McCormick Park

Installed dog bag dispensers at Nob Hill Nature Park

Sprayed poison oak at the Boise park site

Coronavirus alert

Hauling debris from the brush pile at McCormick Park to the tree farm

Disinfected the play structures

Placed chips at the Heinie Heumann Dog Park

Posted Out of Order sign on the dock pedestal #10

Posted signs at all parks about closures

Closed all playgrounds

Closed all restrooms as portable restrooms arrived

Moved our portable toilet back to the storage yard

Located the sprinkler heads at 6th Street Park for the new water line on 7th Street

Removed some unnecessary trash cans from the parks

Posted new signs about Coronavirus and the closures at all parks

Placed an Out of Order sign on pedestal #14

Pressure washed the restrooms at Columbia View, Campbell and McCormick Parks

Repaired and welded the handrail to the public docks

Put grass seed on the off-leash area at McCormick Dog Park

We are continuing our practice of disinfecting everything we can, maintaining social distancing, and dealing with the virus

Public Works Work Report

March 2020

Water Dept:

Read meters and heavy users
Installed one new meter
Turned off and on 48 delinquents
Cut down and removed tree at shop by back fence
Installed services to new main at 124 & 125 N. 7th St.
Installed service to new main at 750 Columbia Blvd.
Installed service to new main at 115 N. 7th St.
Cleaned along fence line at shop and put up fence covering
Changed meter re-setter at 374 N. 3rd St.
Replenished stockpile of gravel at shop
Hydro-excavated main and made 10 new taps & set meter boxes at N. 15th St. & St. Helens St.
Did data log at 249 Madrona St.
Cold patched potholes at OPR, S. 13th St, Gable Rd. & S. 15th St.
Helped Roger place torchdowns on streets
Did data log at 165 Park St.
Blew off waterline at new apartments and took sample
Hauled dirt to tree farm
Moved service line at 2590 Gable for TFT
Dug out for service and made new tap at 135 N. 7th St.

Sewer Dept:

Checked storm flow at 325 S. 9th
Cleaned up yard
Locate storm line for Sharon
Cleaned overflow at Dalton Lake & removed trees
Jetted storm lines at S. 7th St. & Plymouth and Johnny's Tavern
Return parts to yard from WWTP
Mix concrete for Roger
Push-cammed NA1 – N1 – clay pipe – offset joints – no cracks or fractures
Fixed curb at N. 12th St. & West St.
Pulled pump at Dollar Tree for WWTP
Located storm & sewer at Columbia Blvd. & Sykes Rd.
Helped work on 5th St. trail bridge
Looked at pump line on Belton Rd.
Unplugged sewer plug at 400 S. 18th St. – grease & baby wipes
Removed tree at S. 10th t & Plymouth St.
Hauled pallets for Tina
Set up reader boards with COVID message
Hauled gravel to tree farm
Wire located at N. 7th St & N. 11th St.
Worked on S. 10th storm line

Building Maintenance/Other

Installed bollards at Rec Center

Did various projects at Senior center, rec center, library, courts, City Hall & Police Dept.

Built and moved walkway for 5th St. Trail at Nob Hill

Built barricade for N. 2nd St.

Replaced sidewalk – did not say where

Fixed garage door on sewer shed

Replaced RR and STOP signs in various locations

Put torch-downs on streets five days

Fixed sliding door at shop

Call-Outs

Telemetry alarm – communication failure

Sewer plug at 315 Columbia River Hwy.

Turned water on at 345 S. 7th St.

Turned water on at 523 N. 10th St.

Door left open to maintenance closet at Columbia view restroom

Water leak from re-setter at 374 N. 3rd St.

Mattress on side of Hwy. 30 – was told it was on Howard St. but it wasn't so told C-Com to call ODOT

Miscellaneous:

Swept streets

Marked 79 locates

Checked wells & reservoirs daily

March 1st to 31st

March 2nd

PW #20 Filled with DEF fluid
Shop Crushed oil filters and cleaned the upstairs storage area

March 3rd

PW Scrapped out the old TV Camera and some oxygen bottles from the wells
Parks #4 Full service and pressure wash
Parks #21 Full service and pressure wash
Parks #12 Full service and pressure wash
PW #78 Filled with DEF fluid

March 4th

PW #45 Replaced the left rear taillight
PW Replaced a hook on a chain
Parks Replaced a hydraulic hose on the power rake
PW Cut up more oxygen bottles

March 5th

PW Checked the batteries and operation of the reader boards, checked the lights
PW #2 Full service

March 6th

Shop Cleaned the restroom and floor also cleaned the shop sink swept the stairs
PW Cut up more oxygen tanks
PW #34 Moved the excavator to the parks

March 9th

PW Cut up more Oxygen bottles
PW #52 Jump started the truck
Parks Backhoe and tool-cat stuck in the mud at the Boise Parks unstuck both pieces of equipment
PW #72 Looked at the inspection tag on the bucket truck called Terex and talked to them about it
To get more information

March 10th

Shop Cleaned the area for the new tire machine, set up the new tire machine
PW #15 Looked at the driver's door the interior door handle doesn't work will need to be brought
To the shop for repairs when not in use
Parks Looked to see if there was any damage for the backhoe being stuck in the mud
PW Went over to the county shop to see if we could use their Bucket Truck

March 11th

Parks #12 Replaced the right front tube in the tire and installed it back onto the machine
PW Fabricated three new meter wrenches

March 12th

PW #10 Checked tires for leaks and filled tires with air

Parks Checked on the equipment

March 13th

Office Computer work

PW Started all three sanders

Shop Cleaned the restroom and shop sink

March 16th

Brett Vacation day

PW #55 Repaired a hydraulic leak

PW #16 Repaired a water leak

March 17th

PW #55 Replaced the water pump

PW Fabricated two holders for a piece of pipe that spans the rear garage door

March 18th

PW #16 Filled the DEF fluid tank

PW Took apart a leaf blower to repair the on off switch needs a new one

March 19th

Office Computer work Filled paper work

PW Repaired a leaf blower soldered the stop switch wires back together

Keith Sick

March 20th

PW Repaired a pressure washer installed new plumbing on the inlet side of the pump
Also replaced an O-ring on the outlet fitting

PW #10 filled the DEF tank

Keith Sick

March 23

Office Computer work filled paper work

Shop Cleaned the office Floor Restroom Floor

PW #18 Cleaned the pickup inside and out

Keith sick

March 24

Office Cleaned the desk filled old papers in the trash

Shop Cleaned the inside park of the windows

PW Helped unload the excavator

Keith Sick

March 25th

Shop Cleaned up the welding area and another large cabinet

PW Loaded scrap iron into the scrap box

March 25th cont.

PW Loaded a dump truck with dirt

PW #33 Checked on a check engine light found nothing wrong

Keith Sick

March 26th

Shop Cleaned the parts washer and repaired a light

PW #52 Full service checked for coolant leak found nothing replaced the fuel filter

Keith Sick

March 27th

PW #8 Went to the tree farm to look at the dump truck found that the radius arm had come apart and both rear axles have shifted over to one side and forward, also the main beam connecting Both rear ends together came out of its perch. Called TLC towing and had it towed to Betts spring in Portland for repairs. Went back to the Tree Farm and helped get the truck out of the area that it was in.

Keith Sick

March 30th

PW #52 Started removing the water pump

PW #32 Took the truck to Les Schwab for a tire repair waited for the truck

PW Checked out a chop saw started it and test ran it

March 31st

PW #52 Started installing the water pump installed belts and hoses

PW Looked at the pressure washer at city Hall installed two clamps to a hose that was leaking. Called back to city hall to look at the throttle found nothing wrong with the throttle.

PW Replaced the quick connector on the wand for the pressure washer from City Hall



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



Water Filtration Facility Journal March 2020

Water Production: 38.3 million gallons, which averages 1.24 million gallons per day

Week 1 Produced and sent February OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Charging all units to keep batteries full, (fork lift, hi-lift, riding mower). Changed out reagents on chlorine monitors. Set clocks forward for daylight savings time starting next week.

Week 2 Tim on site pressure cleaning finished water reservoir, thank you sir. Chlorine delivery. Advanced electric here working on the failed raw water VFD.

Week 3. Joel and Tim with hi lift tractor pressure washing the outside of the finished water reservoir. City on a building closure due to the corona virus, workers inside, no public access.

Week 4. Howie and Guy on split work schedule during corona virus quarantine, one operator at a time in the facility.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

March 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 3/16-Replaced battery in SolarBee B.
- 3/27-Exercised emergency overflow structure gates.

Primary System Report

- 3/3-Cleaned Primary SolarBees.
- 3/4-Replaced housing on 24HC sampler.

Pump Stations

- 3/4-PS#7-Generator and pump #2 failure alarms. Reset generator and it ran fine. Nothing obvious with the pump.
- 3/6-PS#11-Cleaned check valves.
- 3/16-PS#4-Pump 2 not running. Reset and will keep an eye on. It tripped again so got Public Works to pull on the 18th. Found whitie-tighties wrapped around impeller.
- 3/20-PS#4-Irregular hours on pumps. Found one float that needs replaced.
- 3/31-PS#11-Checked grease on floats. Much softer grease since the new Biolyneus.
- 3/31-PS#1-Cleaned grease off walls. Noticed much more than usual.

Sodium Hypochlorite System

- 2239 gallons used this month.
- 2792 gallons used last month.
- 3/9-Hypo delivery-5025 gallons

Call-outs

- No after hour call outs.

Plant

- 3/3-Phones and internet down. Called Darin and he found issues with the new sonic wall.
- 3/3-Worked on spray bar on headworks screen #2 to prevent gravel from getting in the compactor.
- 3/4-Replaced broken 1½" valve on contact tank.
- 3/9-Cleaned South contact tank.
- 3/18-Cleaned headworks channels.
- 3/18-Performed Preventative Maintenance on both screens, greased, adjusted chain tension, checked auger, adjusted brushes.
- 3/26-Cleaned North contact tank.

Pretreatment

- 3/10-Meeting at City Hall regarding food truck pod on Bowling Alley.

- 3/18-Met with House of Juanitas owners about the possibility and requirements of installing their own sewer service.

Other

- 3/4-Cleaned “camping” garbage from the wooded area by the river.
- 3/5-Copper BLM monthly sampling.
- 3/11-Tour for DEQ and Maul Foster of the lagoon.
- 3/13-Closed building due to coronavirus.
- 3/15-Changed water filters in Millipore unit.
- 3/19-Replaced failed pump on 4-wheeler sprayer.

Next Month

- Hunker down.
- Bioassay testing.