



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, October 19, 2016, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Randy Peterson
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

- | | |
|--|-----------|
| 1. Visitor Comments | 1:00 p.m. |
| 2. FY16/17 First Quarter Communications Report- <i>Crystal</i> | 1:05 p.m. |
| 3. Review Proposed Increase to Building Permit Fees – <i>Bob</i> | 1:15 p.m. |
| 4. Review Proposed Amendments to Municipal Code Regarding Building Codes - <i>Bob</i> | 1:30 p.m. |
| 5. Review Fixed Sewage Rates Analysis and Resolution for Non-Residents on McNulty Water
- <i>Matt</i> | 1:45 p.m. |
| 6. Review Request for Proposals for Collections Services - <i>Matt</i> | 2:00 p.m. |
| 7. FY16/17 First Quarter Financial Report - <i>Matt</i> | 2:10 p.m. |
| 8. Request Continuance of Tonight's Public Hearing - <i>Jacob</i> | 2:30 p.m. |
| 9. Department Reports | 2:35 p.m. |
| 10. Council Reports | 2:55 p.m. |
| 11. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:15 p.m. |
| 12. Other Business | |
| 13. Next Work Session Items | |
| 14. Upcoming Dates to Remember: | |
| <ul style="list-style-type: none"> • October 18, Library Board, 7:15 p.m., Columbia Center Auditorium • October 19, Council Work Session, 1:00 p.m., Council Chambers • October 19, Council Public Hearing, 6:15 p.m., Council Chambers • October 19, Council Regular Session, 7:00 p.m., Council Chambers • October 25, Arts & Cultural Commission, 6:30 p.m., Council Chambers • October 27, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers | |
| 15. Future Public Hearing(s)/Forum(s): | |
| <ul style="list-style-type: none"> • October 19, 6:15 p.m., PH: Comprehensive Plan Map & Zoning Map Amendment - 35090 Pittsburg Rd • December 21, 6:30 p.m., PH: Comprehensive Plan Map & Zoning Change – Bradley Street | |

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.

Communications Report

July to September 2016
First Quarter – FY 2016-17

Prepared by Crystal Farnsworth
October 11, 2016



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
July 2016	3	14	15	0	0	0	
August 2016	2	28	30	0	2		0
September 2016	8	19	20	1	0		1
Totals	13	61	65	1	2	1	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous*	Total
Hours	12.5	19.5	18.25	21.14	20.25	46.5	138.14

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	17.83
ACC	2.5
City Council	5
Communications	42.91
Comm. Develop.	6.25
Emerg. Mgmt.	5.58
Finance	0.25
Library	11.41
Police	8.83
Public Works	6.75
Tourism	30.83
Total Hours	138.14

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991*

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

Followers as of June 30, 2016: 5,740

Followers as of September 30, 2016: 6,270

*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes

Facebook Stats: Insights

Page Summary Last 28 days ↕

Export Data 

Results from Sep 14, 2016 - Oct 11, 2016

 Organic  Paid

Actions on Page

September 14 - October 11



We don't have data to show you this week.

Page Views

September 14 - October 11

645

Total Page Views ▼15%



Page Likes

September 14 - October 11

432

Page Likes ▲190%



Reach

September 14 - October 11

138,590

People Reached ▲124%



Post Engagements

September 14 - October 11

21,764

Post Engagement ▲176%



Videos

September 14 - October 11

24,772

Total Video Views ▲29,746%



Twitter

Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

As of March 31, 2015: 537

As of June 30, 2015: 540

As of Sept. 30, 2015: 670

As of Dec. 31, 2015: 756

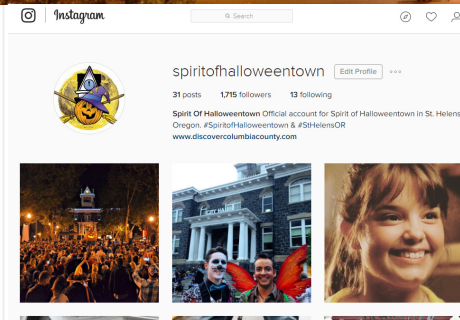
As of March 31, 2016: 820

As of June 30, 2016: 883

As of September 30, 2016: 974

Activity Highlights

- 4th of July
- Law Enforcement Torch Run
- Waterfront Open House
- Spirit of Halloweentown Logo
- New Instagram Account
- Spirit of Halloweentown Celebrity Appearance Announcement



Activity Highlights

- Summer Reading Program Events
- Good Behavior Citation Program
- Text Messaging 9-1-1 Service
- Burn Ban
- New K-9 & Handler
- New Mainstreet Program Coordinator



Activity Highlights

- **Fall Gazette**
- **e-Newsletters**
- **League of Oregon Cities Presentation**
- **Emergency Management & Traffic for Spirit of Halloweentown**
- **KOHI City Talk**

On the Horizon

- **Spirit of Halloweentown**
- **Waterfront Redevelopment Project**
- **KOHI Radio City Talk**
- **Winter Gazette**
- **Tree Lighting & Christmas Ships Parade**

City of St. Helens
RESOLUTION NO. 1763

**A RESOLUTION TO ESTABLISH A FIXED SEWER UTILITY RATE FOR
OUTSIDE CITY LIMITS CUSTOMERS ON MCNULTY WATER PUD**

WHEREAS, pursuant to St. Helens Municipal Code Title 13, Water, Sewer, and Storm Drainage Utility rates and charges are to be established by resolution; and

WHEREAS, on October 19, 2016, a public comment opportunity was held by the City Council to provide information about the proposed schedule for utility rate increases and allow the public to comment; and

WHEREAS, the Council deliberated on October 19, 2016.

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

Section 1. The sewer utility rates and charges set forth in Exhibit A attached hereto and made a part thereof by this reference, are hereby adopted.

Section 2. This Resolution implements increases effective for the first full billing cycle on November 1, 2016.

Approved and adopted by the City Council on October 19, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
McNulty PUD Water Users – Sewage Charges by City of St. Helens

The City of St. Helens is establishing Sewage and Storm rates for customers that have locations outside of City Limits, thus receiving water from McNulty PUD Water. Volume rates are based on each 100 cubic feet (ccf) of water averaged over a Calendar's previous year.

Estimated Schedule of Utility Rates:

McNulty Usage Report on Volume from January – December 2016 will determine Sewage/Storm rates to be adopted in February 2017

McNulty Usage Report on Volume from January – December 2017 will determine Sewage/Storm rates to be adopted in February 2018

The following table lists rates for customers outside the City of St. Helens receiving water from McNulty PUD. The City of St. Helens Finance Director will report each February to the City Council any changes with a resolution for new fees based on prior year usage.

LOCATION OF CUSTOMER	PRIOR YR AVG USAGE	CITY SEWAGE RATE
35369 Millard Road	6,021 CF	\$97.63
58581 Columbia River Highway	6,689 CF	\$55.75
58606 Kavanagh Avenue	3,527 CF	\$38.42
58563 Columbia River Highway	1,177 CF	\$25.54
35531 Firway Lane	8,013 CF	\$63.00
35031 Millard Road	2,728 CF	\$34.04
58209 Columbia River Highway	18,662 CF	\$2,178.08

Address: 35369 Millard Road	NOTES:
Current Bill: \$ 45.54 - Current LID Sewer Pmt \$ 59.28 - Current Sewage Fixed \$ 104.82 Current Monthly Bill Amt McNulty Usage: 6,021 - Per Year CF 502 - Per Month CF 5.02 - City's Volume Calc (CCF) (CF/100) 6.5764 - Current LOW Volume Rate (outside) 33.00 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 33.00 LID Pmt > \$ 45.54 \$ 97.63 -New Bill Amount Would Be	This address is owned privately. This property currently pays two fixed amounts each month. The first is an agreed LID Sewer Pmt. The second fee is their fixed usage rate.

Address: 58581 Columbia River Hwy	NOTES:
Current Bill: \$ 31.73 - Current Sewage Fixed \$ 31.73 Current Monthly Bill Amt McNulty Usage: 6,689 - Per Year CF 557 - Per Month CF 5.57 - City's Volume Calc (CCF) (CF/100) 6.5764 - Current LOW Volume Rate (outside) 36.66 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 36.66 \$ 55.75 -New Bill Amount Would Be	This address is Mark's Custom Exteriors. They are currently billed at a fixed monthly amount.

Address: 58606 Kavanagh Ave	NOTES:
Current Bill: \$ 15.00 - Current Sewage Fixed \$ 15.00 Current Monthly Bill Amt McNulty Usage: 3,527 - Per Year CF 294 - Per Month CF 2.94 - City's Volume Calc (CCF) (CF/100) 6.5764 - Current LOW Volume Rate (outside) 19.33 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 19.33 \$ 38.42 -New Bill Amount Would Be	This address is owned by Holcomb Properties, formerly Koelzer Construction. There are currently billed at a fixed monthly amount.

Address: 58563 Columbia River Hwy	NOTES:
Current Bill: \$ 20.52 - Current Sewage Fixed \$ 20.52 Current Monthly Bill Amt McNulty Usage: 1,177 - Per Year CF 98 - Per Month CF 0.98 - City's Volume Calc (CCF) (CF/100) 6.5764 - Current LOW Volume Rate (outside) 6.45 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 6.45 \$ 25.54 -New Bill Amount Would Be	This address is the Edwards Jones business. There are currently billed at a fixed monthly amount.

Address: 35531 Firway Lane	NOTES:
Current Bill: \$ 15.27 - Current Sewage Fixed \$ 15.27 Current Monthly Bill Amt McNulty Usage: 8,013 - Per Year CF 668 - Per Month CF 6.68 - City's Volume Calc (CCF) (CF/100) 6.5764 - Current LOW Volume Rate (outside) 43.91 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 43.91 \$ 63.00 -New Bill Amount Would Be	This address is the Creation Station Daycare Center. There are currently billed at a fixed monthly amount.

Address: 35021 Millard Road	NOTES:
Current Bill: \$ 62.08 - Current Sewage Fixed \$ 62.08 Current Monthly Bill Amt McNulty Usage: 2,728 - Per Year CF 227 - Per Month CF 2.27 - City's Volume Calc (CCF) (CF/100) 6.5764 - Current LOW Volume Rate (outside) 14.95 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 14.95 \$ 34.04 -New Bill Amount Would Be	This address is the St. Helens Community Bible Church. There are currently billed at a fixed monthly amount.

Address: 58209 Columbia River Hwy	NOTES:
Current Bill: \$ 396.70 - Current Sewage Fixed \$ 396.70 Current Monthly Bill Amt McNulty Usage: - - Per Year CF 18,662 - Per Month CF 186.62 - City's Volume Calc (CCF) (CF/100) 11.5689 - Current HIGH Volume Rate (outside) 2,158.99 - City's Volume Sewage Bill Fixed > \$ 19.09 Usage > \$ 2,158.99 \$ 2,178.08 -New Bill Amount Would Be	This address is Bing's Restaurant. There are currently billed at a fixed monthly amount.

REQUEST FOR PROPOSALS

Collection Agency Services

City of St. Helens Oregon

DATE:

November 1, 2016

**City of St. Helens
PO BOX 278
265 Strand Street
St. Helens OR 97051
(503) 366-8227**

GENERAL INFORMATION

The City of St. Helens seeks proposals from parties interested in providing Collection Agency Services. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to improve our management of collection services. We are also interested in improving our collection services, rates, and customer service interaction with staff and our customers.

We are seeking proposals for Collection Agency Services to ensure that the City of St. Helens has available to it the appropriate spectrum of services and will be the recipient of quality service. We encourage you to be creative and educational in your response. 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 us, there is a section at the end where you can provide such information.

A City review panel, consisting of staff/council from multiple departments will review proposals for pricing and service. We intend to establish a 1-year contract, with the option to renew annually. The City can cancel the contract for any reason with sixty (60) days written notice.

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

ESTIMATED TIMETABLE OF RFP:

Distribution of RFP	November 1, 2016
Deadline for Questions	November 15, 2016
Proposal Submission	December 1 @ 3:00 PM
City Panel Review	December 2-6
Notification of Finalist(s)	December 8
Interview Finalist(s) if needed	December 12-16
Notification of Selected Provider	December 16
Contract Signing & Implementation	TBD within Contract

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: November 1, 2016.
- b) Deadline for questions is NOVEMBER 15, 2016. All questions must be asked no later than this date to ensure that all proposers can receive the questions/answers.
- c) Proposal Submission: Proposals must be delivered directly to the City no later than **December 1 @ 3:00 PM**. Late submissions after the deadline or proposals delivered via fax/email will not be accepted. A total of SIX (6) identical proposals must be submitted and labeled as follows:

City of St. Helens
ATTENTION: Matt Brown, Finance Director
PO BOX 278
265 Strand Street
St. Helens OR 97051
- d) Notification: We anticipate sending written notification to all vendors regarding the outcome of the review after December 6 and if needed, will schedule face-to-face interviews with the finalist(s) selected to move forward in the process.
- e) Conversion Activities: The awarded vendor will be required to coordinate with our staff all the activities necessary to ensure smooth transition. Conversion activities will begin upon execution of the contract and are dated as TBD and agreed upon execution of the agreement.

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.

SECTION ONE

Scope of Work

The successful bidder will be involved in the collection of the following accounts/departments:

Utility Billing (Water/Sewer/Storm)

- Approx. 4,000 active accounts as of September 2016

Library Services

- Approx. _____ patrons annually

City Court and Trial Services

- Approx. 4,232 accounts currently in collections with Pacific Coast Credit

General City Obligations (as needed/requested for Misc. Collections)

- May include AR, Building, Tax Payments, General, misc.

Bidder's Objectives

Bidders shall submit a detailed operational plan which demonstrates understanding of, and capability to assume responsibility for, collecting delinquent revenue for the City. The plan shall provide all details of the methods to be used to maximize successful collections, including initiating and continuing collection attempts within the guidelines set forth by Federal and State regulations regard fair debt collection practices.

Please respond to EVERY question outlined in Section Two – Questionnaire.

Contract Requirements

1. Robbins-Rosenthal Fair Debt Collection Practices Act -

The successful contractor(s) must operate in accordance with ethical collection practices and obey all laws, including the Robbins-Rosenthal Fair Debt Collection Practices Act.

2. Indemnification Agreement –

To the full extent permitted by law, contractor shall defend, indemnify and hold harmless City, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings,

administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of or in any way attributable in whole or in part to the performance of this agreement. All obligations under this provision are to be paid by contractor as the City incurs them.

Without affecting the rights of City under any provision of this agreement or this section, Contractor shall not be required to indemnify and hold harmless City as set forth above for liability attributable to the sole fault of City, provided such sole fault is determined by agreement between the parties of the findings of a court of competent jurisdiction. This exception will apply only in instances where the City is shown to have been solely at fault and not in instances where City's fault accounts for only a percentage of the liability involved. In those instances, the obligation of Contractor will be all-inclusive and City will be indemnified for all liability incurred, even though a percentage of the liability is attributable to conduct of the City.

Contractor acknowledges that its obligation pursuant to this section extends to liability attributable to City, if that liability is less than the sole fault of City.

Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every sub-contractor, sub tier contractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this agreement. In the event Contractor fails to obtain such indemnity obligations from others as required here, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend the City as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this agreement or section.

3. Remittance and Reporting Requirements –

The successful contractor(s) will be required to submit to the City of St. Helens regular monthly remittances and statements no later than thirty (30) days following the month of collection. This report will be sent to the Finance Director of the City who will disburse the report to corresponding departments.

SECTION TWO

This section should contain an outline of the respondent's general approach along with a brief summary of the prominent features of the proposal submitted.

EXECUTIVE SUMMARY

1. How long has your company been in business?
2. History of agency, key members of management/collection team, including the makeup of the agency and experience with MUNICIPAL ACCOUNTS.
3. What geographic territories do you collect in?
4. What is the average total number and total dollar amount of both primary and secondary accounts you receive per month?

CONTRACTOR'S CAPABILITIES

5. A statement of your firm's background and experience in providing collection services to both governmental organizations and the private sector. Be very specific about relevant Oregon office experience in collection services.
6. Include a listing of governmental agencies in OREGON that your firm has provided services to over the last five years. Indicate each organization's name and address, contact person, reference telephone number, nature of services provided and dates of the engagement.
7. Include a listing of other private sector businesses in Oregon that your firm has provided services to over the last five years. Indicate each organization's name and address, contact person, reference telephone number, nature of services provided and dates of the engagement.

WORK PLAN AND STAFFING

8. How many collectors do you currently employ? Please describe your requirements and procedures for hiring new collectors.
9. Description of training for collectors including initial training program and any ongoing training/monitoring.
10. Description of collector compensation and incentive programs.
11. Please specify your office/collection hours. Are Saturdays and nights required?
12. Description of the normal method used to collect accounts, including specific work standards based on balance ranges. Include number of both written and telephone attempts.

13. Detail skip tracing procedures for skip accounts, include dollar thresholds for different levels of efforts.
14. Description of the procedures for legal accounts and any parameters for these accounts, such a minimum balance for suit, etc. If fees differ for legal accounts, detail when the increase takes place (at in-house legal, when sent to attorney, when suit filed, etc.)
15. Policy or procedure on complaint handling.
16. Samples of all form/correspondence to be used for collection.

AUTOMATION

17. Are the collectors automated? If so, what type of system is utilized?
18. Description of automated abilities to handle accounts from placement procedures to remittance.
19. Does your agency utilize any of the mechanized payment methods such as Western Union, Quick Collect or AutoPay? What requirements and procedures are in place to ensure minimal adverse action after payment is received?
20. Can a terminal be put in the City of St. Helens office for on-line access to account information? Is dial access via PC and modem available?

PROPOSED FEES

The City of St. Helens intends to award this contract to the Agency that it deems most responsive and will provide the most comprehensive and high quality service to the City inclusive of fee considerations. The City reserves the right to accept other than the lowest offer and to reject all proposals that are not responsive to this request. Fee information is to include the following:

1. The basis of the fee (such as flat fee per account assigned, percentage of revenue collect and so forth).
2. The fee for each of the major categories listed in Scope of Work.
3. The fee or manner in which a fee would be negotiated for any other accounts or indebtedness not specifically listed in this RFP the City may assign for collection.
4. The fee for any accounts referred by the Agency for legal action to their in-house or to an attorney the Agency contracts with for legal services.

OTHER INFORMATION

Questions regarding the RFP should be submitted by November 15, 2016, in writing to:

Matt Brown
Finance Director
City of St. Helens
Email: mattb@ci.st-helens.or.us

If your firm would like to receive a copy of all questions submitted to the City of St. Helens from any firm contemplating submission of a proposal, along with the City's responses to those questions, the Questions and Answers will be made public by posting on the City's Website under the RFP Listing page at www.ci.st-helens.or.us. The questions/answers will be posted by 5:00 PM PST on November 16.

SUBMISSION REQUIREMENTS

All responses must be received by December 1 @ 3:00 PM (PST) by physical mail or delivery to:

City of St. Helens
Request for Proposal – Collection Agency
Attn: Matt Brown – Finance Director
PO BOX 278
265 Strand Street
St. Helens, OR 97051

Postmark date will not constitute timely delivery. Responses received after the above time will not be considered. Vendors are solely responsible for ensuring timely receipt of their responses. Responses shall be submitted in a sealed package address as above and clearly identifying the vendor making the submission.

SIX (6) COPIES MUST BE SUBMITTED FROM EACH VENDOR.

VENDOR IS LIABLE FOR ANY OF THE COSTS IN PREPARING OR SUBMITTING A PROPOSAL.

In order for us to adequately compare and evaluate proposals objectively, **all proposals must be submitted with the following format. Not doing so will be reflected in the Scoring Section: Format Completeness.**

Title Page/Cover: Should include the name of the proposing vendor, principle business address, phone number and email address of a specific contact individual.

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.

Part 1 – Questionnaire Answers from Section Two of the RFP.

Answer questions #1-20

Part 2 – Pricing

Provide in this section, the pricing for services proposed by vendor. Please respond to #1-4 under Section Two: PROPOSED FEES.

Part 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:

- a. Under Part 1, did the vendor answer completely and thoroughly questions #1-20?

POINT SCORING: 0-40 Possible Points
> Points are awarded 2 per question
> 0 points for not answering a question
> 1 point for partial answers / non-complete answers
> 2 points for fully/thoroughly answering each question

B. Pricing Provided:

- a. Under Part 2, did the vendor provide thorough pricing models/options for topics #1-4 in the pricing section?
b. Under Part 2, are the rates competitively priced with other vendors in the RFP process?

POINT SCORING: 0-10 Possible Points
> 5 Points possible for B-a
> 5 Points possible for B-b

C. Format Completeness:

- a. Did Vendor submit RFP as required (on time & 6 copies)?
b. Did Vendor follow format requirements?

POINT SCORING: -10 (Negative) Possible Points
> -5 points for not submitting on time & 6 RFP copies
> -5 points for not completed RFP format requirements listed under “submission requirements” in the RFP

Total Points Possible = 50 Points Max

Final Comments:

If you are selected to move on to the interview phase, you will be asked to give a presentation of no longer than 10 minutes on your company. During this presentation, you can use this time detailing out our environment and how you believe you can best help the City of St. Helens. Your presentation will be judged by City employees as well as an outside Technical panel and your scoring will be added to the interview scoring process that is used to select the winning vendor.

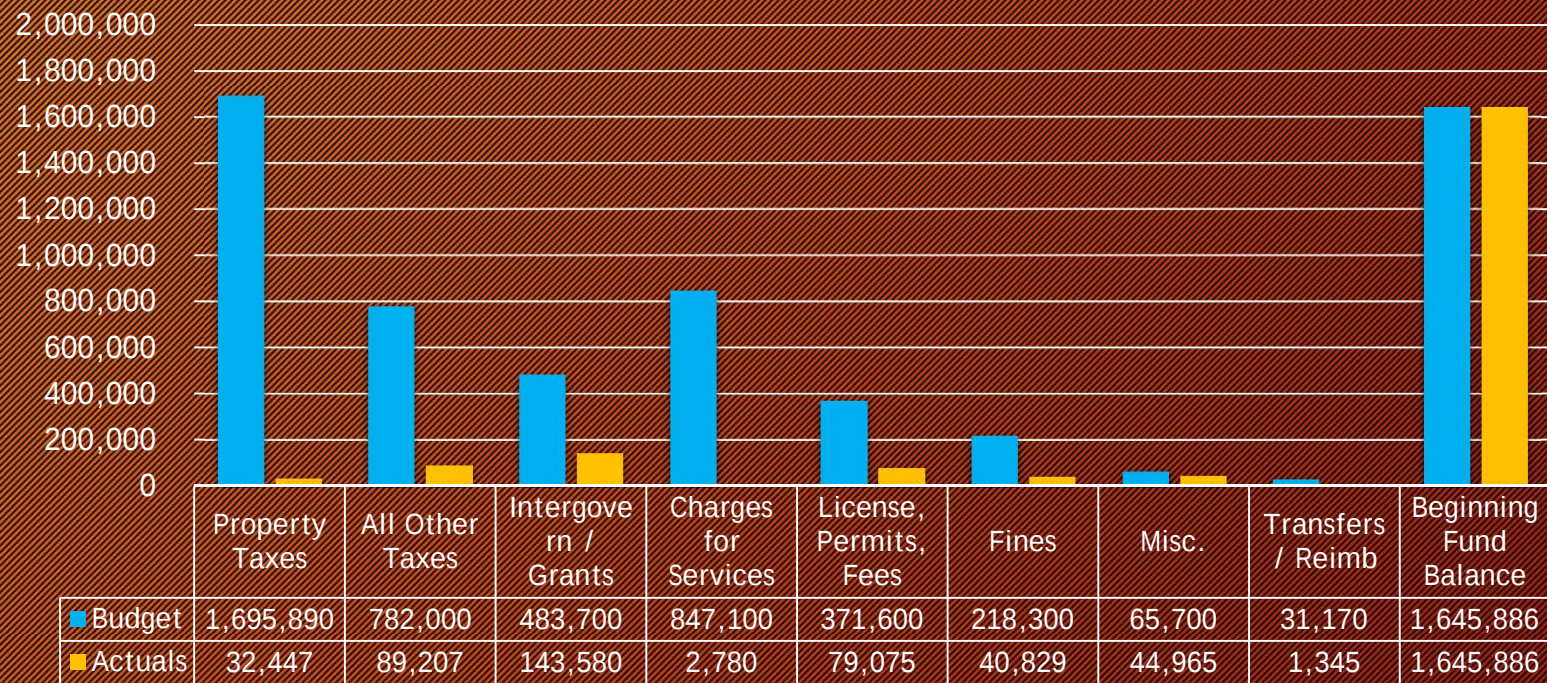
We reserve the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and to request additional information from proposing vendors. All costs incurred in connection with preparing and submitting a proposal is the responsibility of the vendor. Our decision to award a contract will be based upon many factors including, but not limited to, service, and innovation. No single factor, such as cost, will determine the final decision to award.

We sincerely appreciate the efforts of all the vendors and their respective staffs have put forth in responding to the Collection Agency Services Request for Proposals.

1st Quarter – 2016/17

Financial Report

GENERAL FUND REVENUE

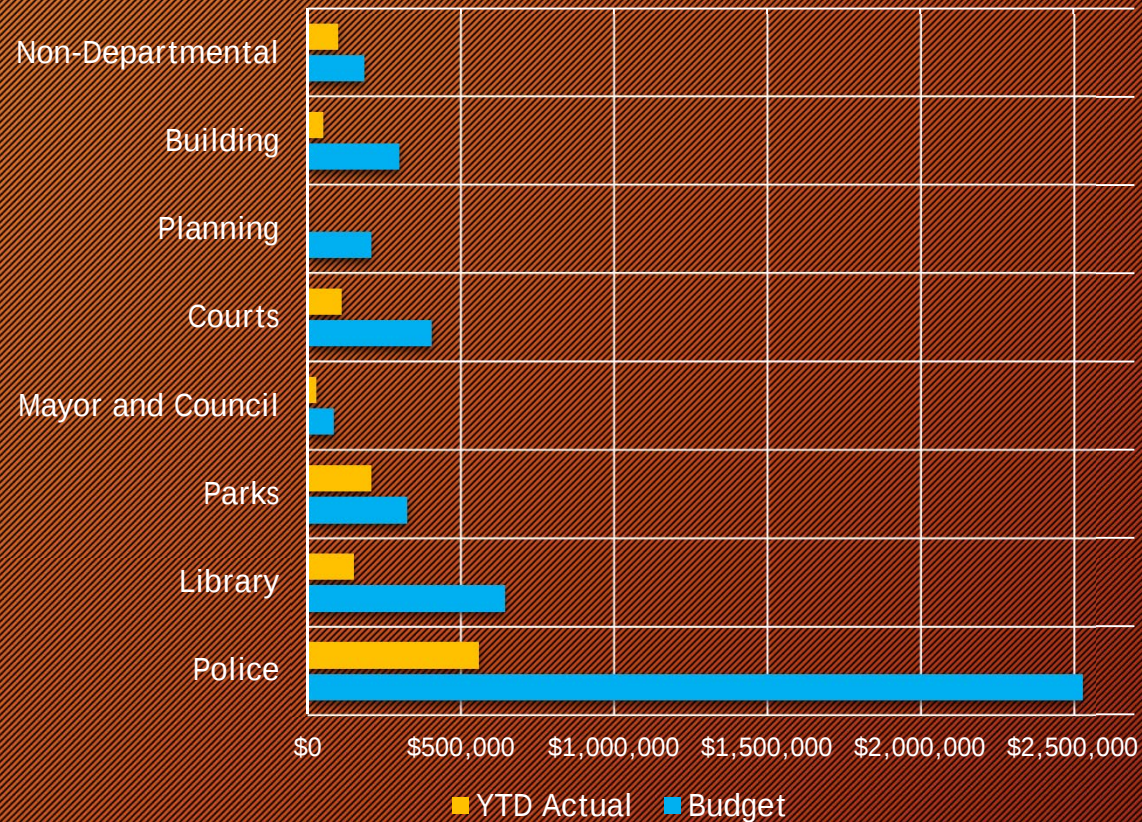


KEEP IN MIND NOTES:

- Property Tax received 2nd/3rd Qtrs.
- \$40k Scappoose Building
- Cannabis Tax - who knows?
- In Lieu of Franchise - Coming in Dec.
- Indirect Cost - Coming in Dec.



GENERAL FUND EXPENSES

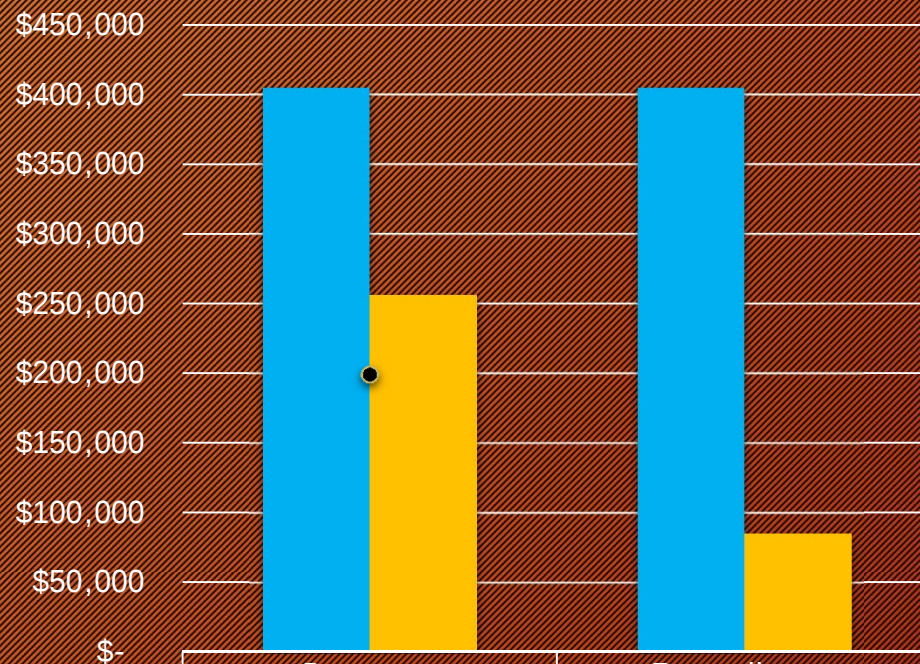


KEEP IN MIND NOTES:

- Direct Labor for 16/17 fully charged
 - W/O Direct Labor:
 - Police @ 26%
 - Library @ 23%
 - Parks @ 19%
 - Council @ 31%
 - Courts @ 21%
 - Planning @ 23%
 - Building @ 21%
 - Non Dept. @ 4%



VISITOR & TOURISM FUND

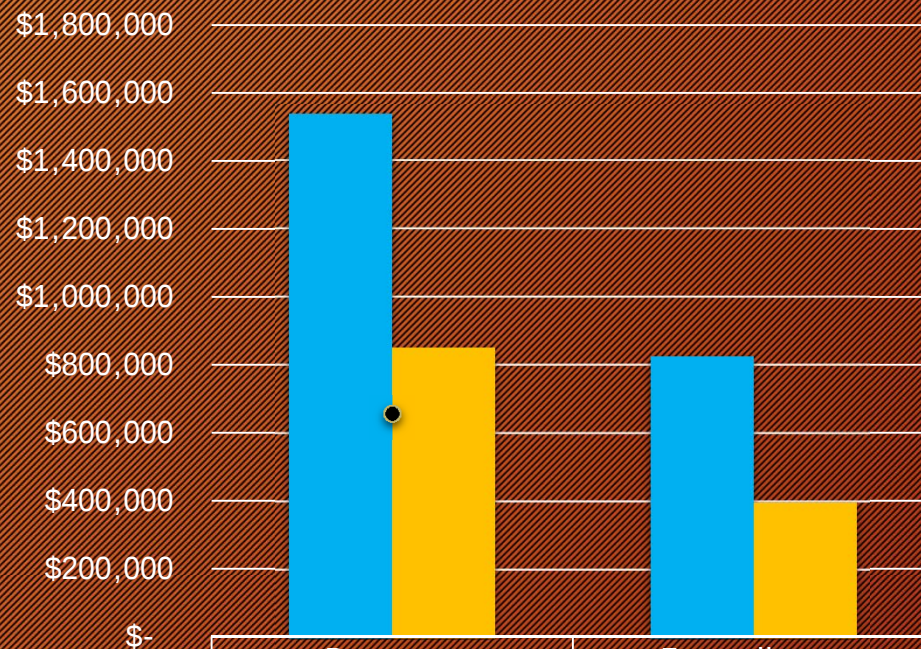


KEEP IN MIND NOTES:

- \$41K from Motel/Hotel as of 9/30
33% of Budget, \$16k higher from PY
- Rev/Exp do NOT include Halloween
- “Event” expenses at 83% as of 9/30
Currently at \$96k as of Oct 12
(9% over budget)



STREETS FUND

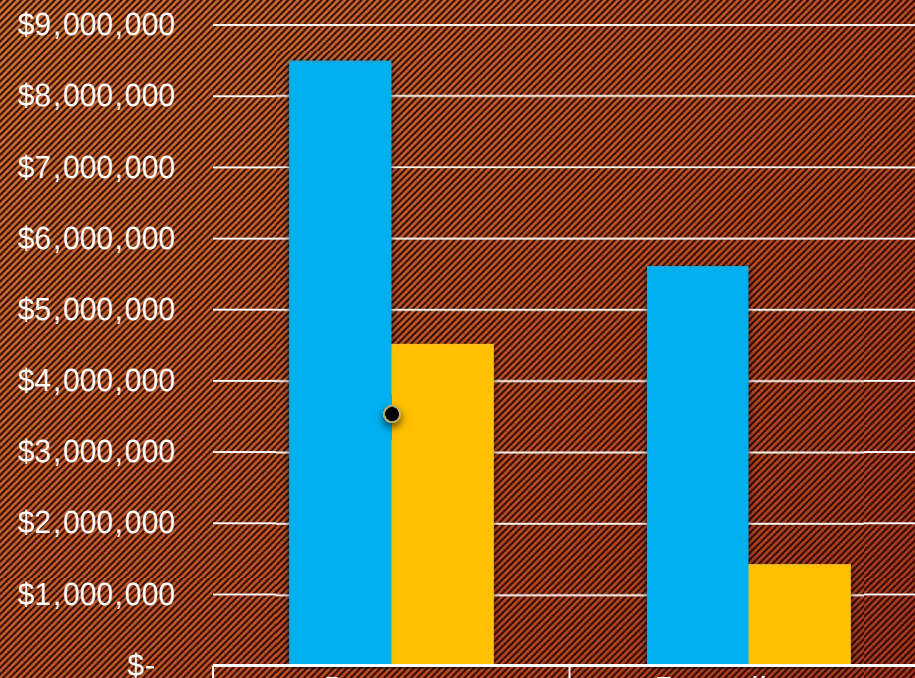


KEEP IN MIND NOTES:

- Motor Vehicle Tax @ 25% received
- Expenses @ 15% when Direct Labor removed
- Analysis/COSA needed in 2017/18 !!!



SEWER / STORM FUND

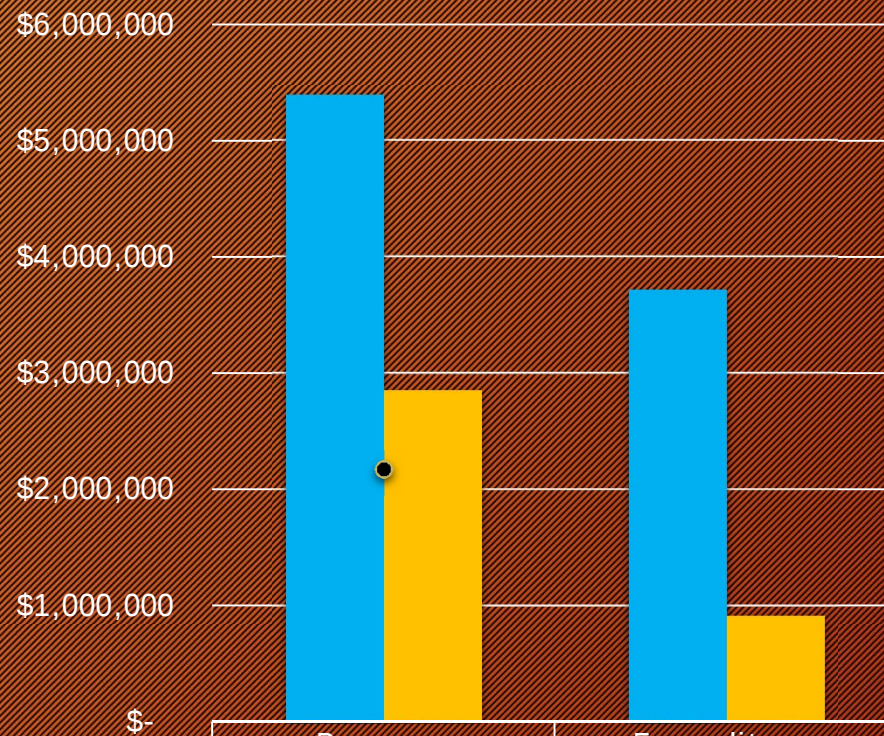


KEEP IN MIND NOTES:

- Sewer Service Rev @ 20%
- Storm Drain Rev @ 18%
- Sludge Disposal @ 34%
- Expenses @ 8% when Direct Labor removed. 26% with Direct Labor
- Analysis/COSA needed in 2017/18 !!!



WATER FUND



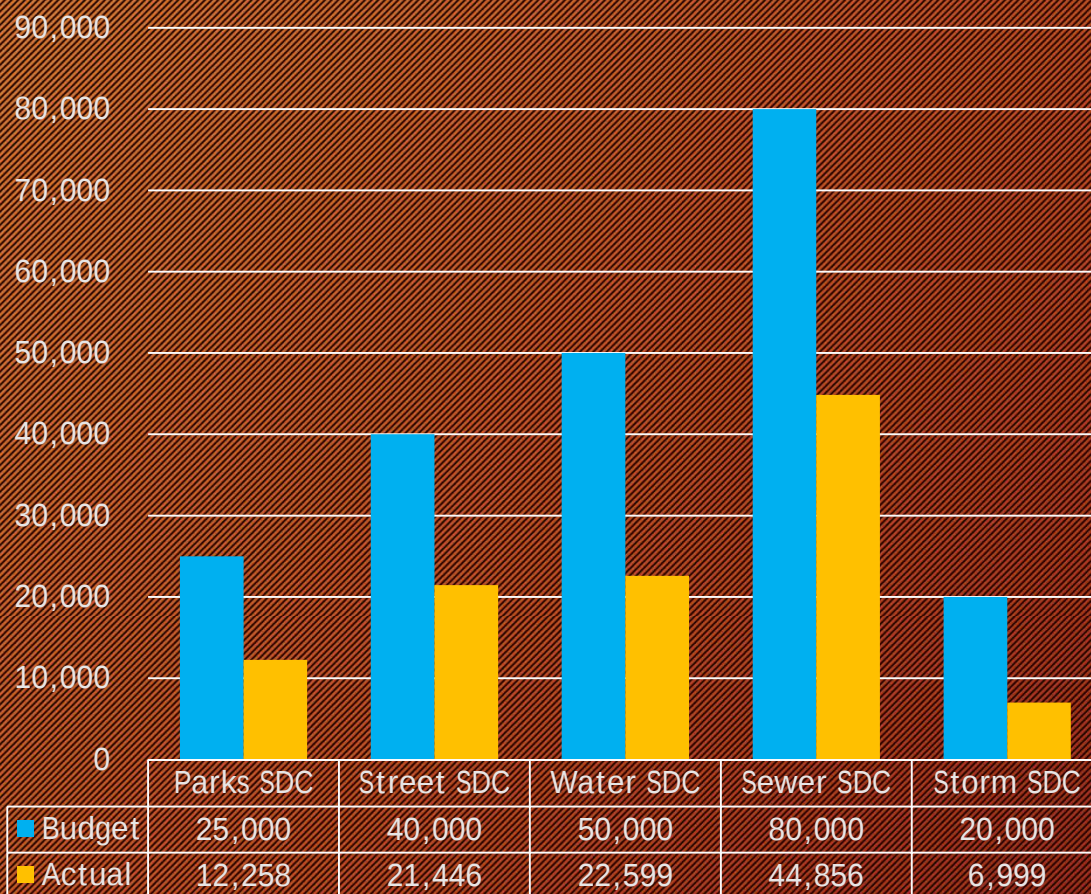
	Revenues	Expenditures
Budget	\$5,395,735	\$3,714,470
YTD Actual	\$2,856,969	\$917,632
Beginning Fund Balance	\$2,174,955	

KEEP IN MIND NOTES:

- Water Service Rev @ 21%
- Expenses @ 5% when Direct Labor removed. 25% with Direct Labor
- Analysis/COSA needed in 2017/18 !!!



SYSTEM DEVELOPMENT CHARGES



KEEP IN MIND NOTES:

- Parks SDC - 49%
- Streets SDC - 54%
- Water SDC - 45%
- Sewer SDC - 56%
- Storm SDC - 35%
- Overall SDC Rev - 50%



1st Quarter – 2016/17

Financial Report – The End



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Hearing postponement request for a public hearing for a comprehensive plan and zone change (file CPZA.1.16) scheduled for October 19, 2016 at 6:15pm
DATE: October 11, 2016

Per the **attached letter, dated October 7, 2016**, the applicant of the above mentioned request desires to conduct the public hearing on this matter at a later date than as scheduled on October 19th.

In the attached letter it states: "...to the next available (November) Council meeting." In the email sent to me that this letter was attached to, the attorney who drafted the letter states that: "we are going to try to get the TIA and/or related TPR compliance work done for the November City Council hearing." TIA means Traffic Impact Analysis and TRP mean Traffic Planning Rule. These can apply to certain land use actions including zone changes as proposed.

In short, the applicant wants to add additional information to their land use application (compared to what was reviewed by the Planning Commission) before the Council considers this request.

The Council has at least three options:

First: don't allow the delay and just have the full hearing on the 19th.

Second: At the *Oct. 19th public hearing, just continue the hearing to a date and time. If this is announced at the public hearing the city doesn't need to re-send notice to surrounding property owners (about 100 in this case) or post a legal ad in the newspaper.

In this example, I wouldn't recommend any date earlier than November 16, 2016. There is already a land use hearing with the council on December 21st, so that should be avoided.

Third: At the *Oct. 19th public hearing, explain that the hearing will be postponed to a date and time to be determined. New notice will be sent.

The disadvantage of this is it's less expedient for the applicant and the time and expense of re-notice is required. The advantage is the hearing won't be scheduled until the applicant has their materials prepared, which avoids having to continue the hearing for a second time.

****The public hearing needs to occur, even if it lasts for minutes. If the council chooses #2 or #3, staff can be at the chambers at 6:15pm to inform any attendees so the council doesn't have to sit around and wait for the 7pm regular session. At 7pm, the council can do the public hearing formalities and move on to other matters.***

OCTOBER 7, 2016

VIA EMAIL (jacobG@ci.st-helens.or.us)

Mr. Jacob Graichen, AICP
Planning Director, City of St. Helens.
City Hall
265 Strand Street
St. Helens, OR 97051

Re: Weigandt / Request to Postpone Public Hearing

Dear Mr. Graichen:

To confirm our conversation from Wednesday, Mr. Wayne Weigandt hereby requests to postpone the hearing currently set for October 19, 2016 to the next available (November) City Council meeting.

Sincerely,

ANDREW H. STAMP, P.C.

Andrew H. Stamp

Andrew H. Stamp

AHS:ahs
cc: Client

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	19 October 2016	
Subject:	September Status Summary	

Engineering

1. Started work on the 2MG water reservoir rehabilitation.
2. Reviewed plans for various private development projects.
3. Coordinated with Corps of Engineers and Contractor to start work on Sand Island Dock repairs.
4. Worked with Engineer and Contractor to start on final phase of the Godfrey Park Storm project.
5. See complete report.

Parks

1. Repaired and painted bleachers at McCormick Park and Campbell Park.
2. Placed Halloweentown pumpkin in Plaza and started prepping Plaza for multiple events.
3. Installed three new street trees on Eisenschmidt Lane.
4. Removed large fallen tree limb and several trucks of debris from top of Columbia View restroom.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 26 standard water meters with new radio read meters.
2. Had majority of crews assist with Halloweentown set-up during last week in September.
3. Pulled headworks screens for WWTP and helped with cleaning headworks.
4. Constructed dog kennel and dog house for new K-9 police officer, Ryder.
5. Located and repaired multiple watermain leaks in various locations.
6. Responded to eight after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 45.5 million gallons of filtered drinking water, an average of 1.5 million gal/day.
2. Isolated and repaired a leak in a coupling on Rack 4 of the membrane filters.
3. Working with filter manufacturer, PALL, to install and program a new actuator and controller.
4. See complete report.

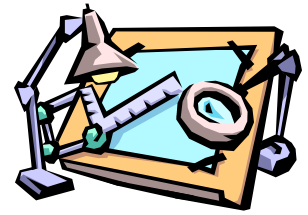
Waste Water Treatment Plant

1. Discovered starter failure on emergency generator at PS#7; had new starter installed.
2. Worked on repairs of headworks auger; replaced brushes and cleaned both headworks channels.
3. Troubleshooting failed BOD testing with DEQ and other agencies; no resolution found yet.
4. Maintained aerators and SolarBees in primary and secondary ponds.
5. See complete report.



Engineering Department Status Report

19 October 2016



WATER PROJECTS

2MG Reservoir Rehab Project

The contractor has started the lengthy task of drying the interior of the reservoir so preliminary inspection and repairs can be performed before the liner is applied. Work is expected to progress through November.

DEVELOPMENT PROJECTS

St. Helens Marina River Street RV Park

Plans have been submitted and reviewed for an expansion of the RV park near the St. Helens Marina. Five new RV spots have been proposed by the Owner/Developer, located on the north side of the boat launch.

St. Helens Marina Wyeth Street RV Park

It's like deja vu all over again... Preliminary plans have been submitted and reviewed for improvements to support a planned expansion of the RV park near the St. Helens Marina. Five new RV spots have been proposed by the Owner/Developer, located on the north side of the existing RV park.

Elk Ridge Estates Phase VI

This project will require a new Preliminary Plat approval from the Planning Commission before any public improvements can be accepted. However, the majority of the public infrastructure was completed before the Preliminary Plat expired so there should be little work for the Developer to complete once the new Preliminary Plat is approved.

Sykes Road Development

No change in status since last month: A final walk-thru with Engineering and Public Works staff, the Project Engineer, the Contractor, and the Owner was held on August 25, 2016. The project infrastructure construction was reviewed and a few finishing touches were suggested, to be completed by the Owner. New sewer, water, and storm drain public mains will be accepted by the City upon delivery of a 2-year warranty bond from the Owner.

SANITARY SEWER AND STORM DRAIN PROJECTS

Sanitary Main Modifications for St. Helens Marina Garage Construction

This work has been completed to the satisfaction of the City.

2016 Manhole Rehabilitation Project

Work is almost complete on this project to rehabilitate 48 sanitary sewer manholes in various locations throughout the City by using an epoxy spray-on coating to stop leaking and Inflow & Infiltration into the manholes. Because the project was running slightly below budget and the work performed has been very good, it was decided to add two more manholes to the work schedule. These should be complete, along with any required restoration, over the next few weeks, weather permitting.

Godfrey Park Storm Drain Project

Work is progressing satisfactorily on the continued installation of the remaining 66-inch diameter steel storm drain pipe. The pipe alignment was moved slightly to the north to help avoid as much of the rock excavation as possible. At this time, the Contractor remains on schedule, with an anticipated completion date at the end of November and restoration and clean-up continuing through December.

N. 11th Street, Lot 7

Plans of a proposal to install a new storm pipe through a section of open ditch on the east side of N. 11th Street were reviewed and returned to the Project Engineer for revisions. This is very similar to a project a few years ago where the property owner installed a pipe on the west side of N. 10th Street, immediately adjacent to the proposed project.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

No change in status as of 10-5-16: Columbia County Road Department is still waiting to receive the revised grant agreement from ODOT. The City will be partnering with the County to oversee all aspects of this large-scale improvement project. Construction of improvements on Gable Road between Highway 30 and Columbia Blvd. may begin as early as late 2017 and will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features.

MISCELLANEOUS PROJECTS

Sand Island Dock Ramp Replacement Project

The US Army Corps of Engineers (USACE) is allowing the City's Contractor to start work in advance of the typical in-water work period, which falls between November 1 and February 28. The Contractor, Advanced American Construction, Inc., is scheduled to start work the week of October 17, 2016. The project is expected to be completed within five days.

Right-of-Way and Construction Permits

There were six Right-of-Way and/or Construction Permits issued during the month of September – Two to NW Natural for new service installations; two to Comcast for new service installations; one to Lower Columbia Engineering for plan check on the N. 11th Street culvert project; and one to Century Link for work at 230 Strand Street (County Courthouse).



Parks Department for September 2016



Daily duties were performed which include cleaning restrooms, garbage pickup, Sand Island maintenance, general Parks maintenance, watering street trees, and mowing.

Removed a fallen tree in McCormick and chipped up debris

Sprayed brush at the water treatment plant

Repaired the bleachers at Campbell and McCormick

Weed-eated the Joint Maintenance grounds

Cleaned the parks shop and yard

Removed debris from lower McCormick to the wood and debris piles

Painted the bleachers at McCormick and Campbell

Trimmed a tree at the Police department

Cleaned up a fallen tree on the Columbia View Restrooms

Mowed the reservoir

Transported animals to the tree farm

Purchased plants for the Plaza

Put bark dust in the flower beds at the Plaza

Placed street trees by the swimming pool

Mower repairs

Prepped for paving the foot bridge at McCormick

Restocked all the restrooms

Placed the pumpkin at plaza

Repaired the restrooms at Columbia View

Sprayed poison oak at 165 N 2nd

Sprayed along Cowlitz Street

Said goodbye to the Summer Help...

Public Works Work Report September 2016

Water Dept:

Installed 26 radio read meters
Read heavy users
Worked with leak detection company to pinpoint leaks around town
Cut and capped old waterline on N. 9th St.
Moved meter and replaced box on Windy Ridge Dr.
Helped build dog kennel for new K-9 officer
Repaired leak on main on Sykes Rd.
Repaired leaks on S. 1st St., S. 9th St., Little St., Park St. & Wyeth St.
Raised meter box on N. 8th St.
Shut down and drained lower main reservoir for repairs
Replaced shut-off at 285 N. 4th St.
Put rock around reservoir for contractors
Replaced service at 335 S. 6th St.
Repaired water line on Wyeth, replaced shut-off and fixed meter box
Helped with Halloweentown set-up

Sewer Dept:

Cleaned sewers in Basin 3
Worked on City Hall storm drain project
Cleared trees below wells #1 & #2
Made sample stations for WWTP
Pulled headworks screens and helped clean headworks for WWTP
Helped with valve at WFP
Replaced lateral connection at 105 Port Ave.
Worked on Halloweentown

Call-Outs:

Alarm at Parks shop
Sewer plug on Nimitz – homeowner's side
Turned off water for repair at 59411 Ponderosa Dr.
Tree fell on Columbia View restroom
Turned water on at 325 S. 16th St.
Turned power on at plaza
Turned off water for repair on Mtn. View Dr.
Alarm at PW shop

Miscellaneous:

Swept streets
Mowed ROWs
Marked 64 locates
Checked wells & reservoirs daily



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



Water Filtration Facility Journal September 2016

Water Production: 45.5 million gallons 1.57 million gallons per day

Week 1 Produced and sent September OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Received delivery of chlorine. 5:15 this morning, alarm center called reporting we have a fire alarm in the WFF, fire department dispatched, I met them at the front gate. We entered the WFF and found a slight vapor in the air. Found that one of the compressors leaked oil onto the electric motor and the vapor from the atomizing oil set off the smoke alarms. Fire dept. released the WFF that the danger was behind us and that no fire had occurred. Called Rogers machine and left a message that we need a technician on site today, the eve before the Labor Day weekend. Tec came out, could not correct the problem, he ordered parts that will be needed to fix the compressor and he will return next week to make the repair. Meanwhile, he is cleaning up the large oil spill that the compressor created. Running the auxiliary compressor. All OK.

Week 2 Rogers's tech on site, learned that the problem is not a failed cooling coil but rather an oil filter that developed a pinhole leak that sprayed oil out onto the compressor motor. Compressor now back to normal operation. PALL called to let me know the part we need to install the new controller on rack 5 is shipping today, Tuesday, and will be here next Monday, as well as the PALL technician to install the component. Columbia work crew on site, great job of taking down all the weeds, grass and blackberry vines!

Week 3 Received the PALL part, still the wrong part to fit our actuator and Lucas will be here tomorrow! Tuesday, Lucas on site, we isolated rack 5 in preparation to install new controller, but we have the wrong type of actuator. Lucas talking with NY and they are shipping an entire new style actuator to replace the original component on our PALL system. Wednesday, received new actuator from NY, very impressed with the service. Lucas and I installed the new actuator and the positioner/controller fits and operates as it is supposed to do. Programmed the new controller, tested and all working. Calibrated turbidimeters

Week 4 Received delivery of chlorine. Had a major water leak occur on rack 4, water "geysering" out of the top coupling of one of the modules. Isolated the rack, dismantled the connections, inspected the O-rings, caps, fittings, all seem to be in good shape, put the unit back together and the leak and problem has been fixed. KOIN6 on site to investigate a concern a resident raised that St. Helens did not report in the consumer confidence report that Chromium 6 was detected in the drinking water and questions what other contaminants that he and his family have been exposed to in the past 15 years. Mr. Jon Walsh, City Administrator, was here as we showed and explained to KOIN6 the WFF process and the high quality of water that is being provided for the City of St Helens. There is **NOT** a problem or should anyone be concerned of the detectable level of Chromium in our drinking water. I am researching and producing a simplified report for our WFF web site to help others understand that the infants, children, young and old have not been at any health risk or any danger. Centerlogic visited the WFF and let us know that they are working diligently on having greater communication between themselves and us so there will not be so many voids in getting tasks accomplished. All is good.

WWTP Monthly Operations and Maintenance Report

September 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 9/19-Greased aerators. Found broken ground wire on #17. Fixed on the 21st.
- 9/20-Jeff South with Cascades called to let us know they are bypassing their clarifier.
- 9/21-Checked SolarBee G due to communication failure. Found everything operating correctly on unit.
- 9/26-Jeff South called again to inform us they were bypassing once again.
- 9/27-Pulled wire to aerator #22 to try to find why the unit keeps tripping. Nothing found so called McCoy to trouble shoot.

Primary System Report

- 9/20-Greased aerators and cleaned SolarBees.
- 9/25-Aerator #1 tripped. Reset and running.

Pump Stations

- 9/1-PS#6-Keith with public works, dug sump for portable liftstation.
- 9/2-PS#6-Lowered floats. Public works down to clean lines.
- 9/7-PS#7-Generator failed to run during scheduled exercise. Needs a new starter.
- 9/7-PS#4-Pump 1 running but 2 has no hours. Found the lag pump float became disconnected and needed to be reattached.
- 9/7-PS#7-Exercised and labeled valves in vault.
- 9/12-PS#5-Peterson Cat out to replace fuel pump on generator.
- 9/12-PS#7-Replaced starter on generator.

Sodium Hypochlorite System

- 1633 gallons used this month.
- 2381 gallons used last month.
- 9/19-South hypo pump leaking. Fixed on the 20th.

Call-outs

- No after hour call-outs for September.

Plant

- 9/1-Took headworks auger to joint maintenance to have stripped bolts removed.
- 9/1-Cleaned discharge chute on headworks screen #2.
- 9/7-Tried to work with Tom Damon on the SCADA computer, but our internet is too slow to be productive.
- 9/12-Worked on replacing brush on auger and reinstalling into headworks screen 2.
- 9/13-Boede on site to fix storm drain in parking lot.
- 9/15-Replaced lower brush on headworks channel 1.
- 9/19-Phone call with DEQ regarding BOD testing procedure.

- 9/26-TCMS here to do quarterly calibrations.
- 9/27-Drained irrigation system and got plant ready for winter.

Pretreatment

- 9/1-Took H₂S sample at manhole where Armstrong discharges (S29).
- 9/9-Worked with Steve on proposed completion dates for audit required actions and IGA with Columbia City.
- 9/14-Worked on getting portable samplers ready for Local limits study.
- 9/22-Split sample with Armstrong and ran BOD and TSS.

Other

- All month long we had issues with our BOD tests. This is a permit required test and at this point, we don't know what exactly happened. We have been in contact with DEQ and other larger labs to try to ensure we are running the tests correctly. So far it appears we have been doing things the correct way, but have not come up with an explanation as to what happened.

Next Month

- Quarterly sampling