



CITY OF ST. HELENS PROJECT STATUS REPORT

JANUARY 2011

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1. Senior Center Project

Project Description: This \$1,208,425 expansion project at the Senior Center was dedicated in March 2010 and relied primarily on grants from the Community Development Block Grant program, Meyer Trust, Ford Family Trust, Collins Foundation and local fundraising efforts by the St. Helens Senior Center. Project elements consist of: 4,700+ additional square feet to the building, new heating/cooling system, re-roof, additional activity and care rooms, deck on back of building, enlarged kitchen and dining areas, and an area for Meals on Wheels drivers.

Project Status: Grand opening was May 15th. Project close-out paperwork is still being completed with the Oregon Business Department however this project is substantially complete.

Project Budget: \$1,208,425 **Percentage Complete:** 100%

2. Website Development: Phase I

Project Description: The City contracted with Typethink to prepare a development plan to update and modernize the City of St. Helens website. Typethink completed the development plan and presented the City Council with a three phase implementation plan that would lead the City to a state of the art, interactive website serving residents, visitors and employees alike. Phase I primarily involves developing the website's landing page, content, content management, pdf forms, etc.

Project Status: The new website went live the end of December 2010 and content is transferred and loaded to the new site..

Project Budget: \$15,000 **Percentage Complete:** 90%

3. Personnel Classification/Compensation Survey Project

Project Description: The City has contracted with the Local Government Personnel Institute (LGPI) to perform a classification analysis and compensation survey for all City employees excluding the police association.

Project Status: Employees have completed the Position Analysis Questionnaires (PAQs) required for LGPI to complete the position scoring/factoring analysis. The classification analysis was reviewed with staff and Council. Some employees have appealed the results to LGPI and that process will be complete by the end of January. LGPI is currently working on the compensation survey.

Project Budget: \$9,900 **Percentage Complete:** 75%

4. Personnel Manual Update

Project Description: Administration completed an HR audit through its HR consultant, Great Northern Staff Administrators (GNSA). One of the recommendations included an update of the City's Personnel Policies and Procedures Manual. GNSA provided base recommendations to ensure the manual complied with federal and state law. Following this, an employee work group with representatives from each department was assembled to review the document and provide recommendations to the department heads for consideration. The work group is expected to complete its review and provide recommendations to the department heads in June. A final recommendation to the City Council is expected in August.

Project Status: The self-directed employee work group completed its recommendation to the department heads in June and is currently reviewing the recommendations.

Project Budget: \$0 **Percentage Complete:** 60%

5. Customer Service Training Program

Project Description: This program is intended to provide an in-house customer service training program for all City employees. This is a culture shaping program by providing an extensive sixteen hour in-house training entitled “Achieving Stellar Customer Experiences” (ASCE). The ASCE program provides employee training in four modules to impart a tested and consistent set of skills and knowledge to approach all customer interactions.

- **Train the Trainers:** Contract with Achieve Global for two employees to attend a three-day Leadership and Service Certification Program and become certified facilitators in the ASCE customer service program.
- **Employee Training:** Train all employees in the 16 hour ASCE program.
- **New Employees:** Provide training to new employees, long-term temporaries and seasonal workers so there is consistency in training and culture carryover over time.
- **Refreshers:** A benefit of in-house facilitator is the ability to provide annual refreshers.

Project Status: The program was approved in the FY11 Budget. Two employees completed certified facilitator training last September and are scheduled to conduct their first training class for supervisors the beginning of February.

Project Budget: \$22,500

Percentage Complete: 50%

6. Employee Excellence Program

Project Description: This program will implement an employee directed committee that recognizes and rewards behavior consistent with the City’s core values and positive performance. Objectives include:

- Provide recognition program for employees by their peers (employee of the month, employee and team of quarter, employee of year, incentive award, etc)
- Develop and organize the annual recognition activities for all employees.
- Monitor employee morale and report to the City Administrator when appropriate.
- Establish annual goals for committee.

Project Status: The program goals, objectives and administrative guidelines have been completed. The Excellence Committee have made Employee of the Month awards for November and December and the City held its first Employee Recognition Dinner January 7th.

Project Budget: \$1,850

Percentage Complete: 100%

7. Health Coverage for Council

Project Description: There has been some interest expressed for the City to investigate the possibility of making the opportunity available for the City Council to be included within the City’s health and dental plans.

Project Status: Staff has submitted a plan amendment to CCIS to allow the City’s elected officials to participate in the health and dental plans. This does not obligate the Council to do so but keeps the option open as plan amendments can only be done once a year during a very short window of opportunity. The Council has deferred the decision to be included with the FY12 budget preparation.

Project Budget: \$0

Percentage Complete: 100%

8. McNulty Water PUD Application to PUC

Project Description: McNulty PUD has filed an exclusive territory application with the Public Utility Commission (PUC) to be designated as the exclusive water provider within their district boundaries, a significant portion of which is in the City's Urban Growth Area (UGA). The City and McNulty have been unable to reach an agreement on the service territory or how accounts are transferred to the City as properties are annexed into the City limits.

Project Status: The City recently passed an ordinance that requires City residents to be customers of both water and sewer and the City Planner is working with the Planning Commission to include similar language in the City's development code (see project #14 Development Code Amendments). Since the July report staff and the City Attorney met once with PUC staff and McNulty officials to see if there can be a mediated resolution to the issue before the PUC hears and makes a final determination on the application. There has been no resolution following that meeting and the PUC is currently scheduling a second pre-hearing conference before the case is heard by the PUC.

Project Budget: \$15,000

Percentage Complete: 75%

9. Urban Renewal Plan Report

Project Description: The City contracted with urban renewal consultants to prepare a feasibility report as to whether the City could meet statutory and financial requirements for an urban renewal district. The analysis reported that a urban renewal district met statutory requirements and was financially feasible. The City contracted with Kupper and Cook to work with the City and a citizen's advisory work group to develop a Urban Renewal Plan and Urban Renewal Report. Based on comments at a mandatory public hearing and the downturn in the local economy the Council decided to defer its final decision.

Project Status: During the winter of 2010 the citizen's advisory team (URCAT) reconvened to refine the plan and its project list. URCAT completed its report in June and submitted it to the Council in July. Council directed staff to table pursuit of the plan and may reconsider it at a future date.

Project Budget: \$4,500

Percentage Complete: 100%

10. Main Street Program

Project Description: The Oregon Main Street Program provides assistance, training, technical services, and grants to communities that want to preserve, revitalize, and establish their downtown commercial districts. The program is a locally driven process following the proven Main Street Approach which is a comprehensive model capitalizing on a downtown's unique assets. The goal is to build high quality, livable and sustainable communities that will grow Oregon's economy.

Project Status: The St. Helens Economic Development Council (SHEDCO) investigated the Main Street Approach to determine its application to the St. Helens commercial and retail districts. SHEDCO recommended that the City should apply for the "Exploring Downtown" designation which is for communities that are interested in revitalizing their downtowns and want to learn more about the Main Street Approach. The City completed this and has received the "Exploring Downtown" designation. SHEDCO and the City Administrator attended the 2010 Main Street Conference in Albany and are continuing to investigate the program for a possible recommendation to the City Council to consider advancement to the next phase of the program.

Project Budget: \$0

Percentage Complete: 75%

11. St. Helens/Scappoose Municipal Court Study

Project Description: In FY2010 the cities of St. Helens and Scappoose entered into an agreement whereby the Scappoose Municipal Court contracts with St. Helens for approximately 8 hours per week in prosecuting attorney services. This benefits Scappoose by reducing general fund expenses for prosecuting services and benefits St. Helens by the same amount (\$24,000) in reduced operating costs. St. Helens and Scappoose is interested in investigating the next level cooperative working relationships where additional consolidations and efficiencies could occur.

Project Status: This investigation has not been completed.

Project Budget: \$0

Percentage Complete: 0%

12. Transportation Systems Plan Update

Project Description: In 2009, the City was awarded a Transportation & Growth Management Grant from ODOT (as financed by Federal SAFETEA-LU funds) to update its Transportation Systems Plan, TSP. Being last updated in 1997, the City's TSP is out of date. This grant includes the City match of about \$12,000, most or all of which should be work in-kind, supplies and related non-cash costs. This will be an approximate one-year process.

Project Status: The City and ODOT has completed a scope of services and contracted with Kittleson and Associates to perform the work. The kick-off stakeholders meeting was held in June. The entire project will take approximately one year to complete.

Project Budget: \$95,100 (w/ City match of approx 11%)

Percentage Complete: 60%

13. Waterfront Plan Update

Project Description: This is essentially the third revision to this plan. The first waterfront plan was done in 1984, and again as a river access report for periodic review in 1998. These plans generally concentrated on the City's waterfront core (downtown). As a continuation of those efforts, this plan looks at the City's entire urban growth area along the Columbia River and Multnomah Channel, including Sand Island, for potential waterfront development and activities.

Project Status: After about a 14 month process, the Waterfront Development Plan Update Committee has finished their work including visioning and project/activity identification and prioritization. This draft plan has since been presented to various committees for review and input (i.e. vetted), the last of which was in October 2010. The adoption process has started with notice sent to DLCD in December 2010 and completion anticipated in March 2011.

Project Budget: \$0

Percentage Complete: 75%

14. Development Code Amendments

Project Description: The City's Development Code (SHMC Title 17) is a living document, subject to change. The update includes subject matter related but not exclusive to updates per State law, McNulty Water District issues, the County's 2009 Transit Plan, sign regulation, bonds/financial sureties for development, Historic Landmarks Commission duties, and general housekeeping.

Project Status: The Planning Commission has had workshops to discuss and refine these issues beginning mid-2010. The Historic Landmarks Commission has had some input too, in the later half of 2010. Because of the amount and complexity of material, staff has taken about half of that material, much of which is general housekeeping, for adoption. A hearing before the City Council to adopt this batch of amendments is scheduled in January 2011. Further amendments are planned to be dealt with individually; the next priority pertaining to City utilities and the McNulty PUD area.

Project Budget: \$0

Percentage Complete: 30%

15. Floodplain Map/Regulation Updates

Project Description: FEMA's National Flood Insurance Program has existed since 1968. This program provides our Flood Insurance Rate Maps commonly referred to as "flood maps." These maps are used for insurance and regulatory purposes and the St. Helens area was last mapped in 1988. As FEMA is updating these maps, jurisdictions are required to formally update their maps and flood regulations to comply with federal law. These updates require a comprehensive plan amendment and development code text amendment for the City.

Project Status: The Development Code text amendments to comply with Federal law and the new Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM) have been adopted via Ordinance 3138. These changes took effect in mid-October. We are thus in compliance and will not be suspended from the National Flood Insurance Policy program as administered by FEMA.

Project Budget: \$0

Percentage Complete: 100%

16. Heritage Plaques

Project Description: Two plaques, one each in Columbia View Park and Grey Cliffs Waterfront Park with historic based content have been received. This project is funded by a grant from the State Historic Preservation Office (SHPO) on behalf of the National Parks Service and was awarded to the City in 2009. This is a 50//50 matching grant and the City's portion is cash or work in-kind.

Project Status: The Historic Landmarks Commission has approved the plaque design. The plaques have been made and shipped to the City. Plaque development and construction was funded in part by the SHPO grant, which was closed in August 2010. Installation has been delayed for manufacture of sign mounts at a cost of about \$1,121. Plaques were delivered to Sea Reach Ltd. in October 2010 for the mounts to be designed and manufactured.

Project Budget: \$8,090 (w/ City match of \$4,045) + \$1,121.25

Percentage Complete: 85%

17. Inflow and Infiltration Reduction

Project Description: ARRA funded project focused on reducing, if not eliminating, inflow and infiltration (I&I) of ground and storm water in to the City's sanitary sewer collection system. Oregon DEQ has mandated, per EPA regulations, that raw sewage overflows caused by excess storm water overwhelming the sanitary system be eliminated. The project targets areas that are known to contribute large volumes of I&I through leaky and/or broken pipes.

Project Status: Construction substantially complete.

Project Budget: \$4,000,000 (w/ City match of \$0)

Percentage Complete: 90%

18. Columbia Blvd. Sidewalk Project

Project Description: Before the ARRA funded paving project could proceed, it was necessary to repair several sections of curb and sidewalk along Columbia Blvd. This project identified and corrected those damaged areas including some storm drain issues along the project route and provided new ADA ramps at several intersections.

Project Status: This project is complete.

Project Budget: \$105,000

Percentage Complete: 100%

19. Columbia Blvd. Paving

Project Description: This ARRA funded project was managed through ODOT and included grinding and resurfacing of the entire width of Columbia Blvd. from Milton Way to 16th Street.

Project Status: This project is complete.

Project Budget: \$286,000 (w/ City match of \$22,000) **Percentage Complete:** 100%

20. McCormick Park Softball Fields Improvements

Project Description: Construct four dugouts, new sidewalk, and pave the parking and maneuvering area at the two softball fields in McCormick Park.

Project Status: This project is complete.

Project Budget: \$50,000 **Percentage Complete:** 100%

21. 6th Street Park Sidewalk Project

Project Description: Remove and replace sub-standard width existing sidewalk and construct approximately 480 linear feet of ADA compliant sidewalk; construct new wheelchair ramps; tab parking spaces for more efficient parking.

Project Status: This project is complete..

Project Budget: \$65,000 **Percentage Complete:** 100%

22. Columbia View Park Improvements

Project Description: Improve street level viewing platform; improve access to existing amphitheatre seating on south side; provide new playground equipment; upgrade power supply to park and docks.

Project Status: Construction of the new platform, stairs and sidewalks began in October 2010 and is nearly complete. Playground equipment installation and landscaping will be completed in the spring.

Project Budget: \$175,000 **Percentage Complete:** 80 %

23. Water System Telemetry Upgrade

Project Description: Upgrade the existing water distribution system telemetry to more efficiently monitor and control the City's wells, reservoirs, and pump station.

Project Status: Currently being designed.

Project Budget: \$355,000 **Percentage Complete:** 40%

24. Water Master Plan and Water Conservation Plan Updates

Project Description: Update existing 1993 Water Master Plan to incorporate significant changes to the collection and distribution system. Project includes; analysis of future demand, exiting and future water sources and development of a capital improvement plan. Will develop a Water Conservation Plan required by the Water Resources Department as a condition of the City's water rights renewal.

Project Status: Project began in 2008 and is nearing completion, with a final draft report due in January. Follow-up work related to the City's water rights extensions application is required during the FY10/11 for a total of approximately \$20,000.

Project Budget: \$140,000 **Percentage Complete:** 90%

25. Wastewater Treatment Plant Headworks Upgrade Project

Project Description: In April 2004 the WWTP headworks was upgraded with a helical screen to remove debris from incoming wastewater. In 2009 it was decided that the system wasn't working as expected and needed to be replaced and there needed to be a place the City's vacor truck could empty after vacuuming sewage. This and a Recreational Vehicle dump site are included in the plans.

Project Status: Gray and Osborne Inc. was chosen as project engineer, the project was bid in the late fall, and construction was awarded to Triad Mechanical. Construction will begin before the end of January.

Project Budget: \$800,000

Percentage Complete: 35%

26. Park Facility Security Cameras Project

Project Description: This project provides security cameras and recording equipment at two locations in McCormick Park and one location at Columbia View Park. All three systems are expandable, and will have high-resolution day/night capability.

Project Status: Equipment has been received and installation is complete in Columbia View Park.

Project Budget: \$5,000

Percentage Complete: 75%

27. Sand Island Restroom Rehabilitation and Improvements Project

Project Description: Project includes the system design and placement of a photovoltaic energy production array to light and ventilate the existing restrooms, light the docks and rehabilitate the restrooms. An OIT Renewable Energy student completed the system design as a 'senior project'.

Project Status: The project will be submitted to OPRD in April 2011 for consideration in the current grant cycle.

Project Budget: Unfunded

Percentage Complete: 20%

28. WWTP Primary Aerator Upgrade

Project Description: While working on the Secondary aerator upgrade, staff decided to take advantage of the same program for the primary lagoon. Staff is looking to add two SolarBees to replace nearly all aeration needs for the year.

Project Status: The application has been approved by BPA and the City Council. Staff is considering funding options.

Project Budget: \$36,000

Percentage Complete: 30%

29. WWTP Secondary Aerator Replacement Project

Project Description: In 2009 the City and Boise investigated ways to reduce power in the secondary lagoon. A project to add seven SolarBees and solar powered aerators was identified. The aerators will replace up to four 75 Hp aerators currently in use. Cascade Energy Engineering partnered and through different agencies and 70% of the project was paid for saving about \$82,000 per year. \$389,344 (70% paid by BPA and the Energy Trust of Oregon) leaving \$116,803 (Boise's share will be 66% or \$77,861) The City's portion will be \$38,942.

Project Status: This project is complete.

Project Budget: \$389,344/City's share \$38,942

Percentage Complete: 100%

30. WWTP SCADA Upgrade

Project Description: The current Supervisory Control and Data Acquisition was installed in 2004. This upgrade will add all sewer lift stations and overflow monitoring and provide operators one place to retrieve data and check collection system and treatment plant conditions.

Project Status: Initial inquiries have been made to vendors and SCADA programmers.

Project Budget: \$150,000 (w/ City match of \$99,975) **Percentage Complete:** 25%

31. Portable Emergency Lift Station

Project Description: This equipment is capable of replacing all pumps and controls at any of our nine sewer lift stations in case of a catastrophic failure of the pumps and/or controls. The equipment will also be used to bypass sewer line failures.

Project Status: Low quote on this item was \$70,000, without any hose. The portable lift station has been received. Staff is considering funding options for hose, valves, and connectors, which will cost an additional \$10,000.

Project Budget: \$70,000 (+\$10,000) **Percentage Complete:** 90%

32. WWTP Emergency Generator

Project Description: Currently, there is no emergency generator for the WWTP. Staff is investigating a generator to provide 240v and 480v to use it at the treatment plant and lift stations.

Project Status: Initial estimate is \$70,000. and staff investigating the capability requirements of the generator and potential grant funding sources.

Project Budget: Unfunded **Percentage Complete:** 0%

33. Library Servers: Upgrade and Migration

Project Description: The two servers that power the St. Helens Public Library's circulation system and online library inventory will have expired warranties in mid-July. In addition, the Library is nearly at capacity and it is beginning to affect efficiency and performance of critical systems.

The Library Corporation (TLC) will install proprietary software including previous customization for the St. Helens Public Library prior to shipment and deployment of the servers at the library. Evosus will assist with onsite support.

Project Status: The servers were successfully installed on time for the budgeted amount.

Project Budget: \$9,521 **Percentage Complete:** 100%

34. Design and Install New City Entrance Signs on Highway 30

Project Description: The FY11 Budget includes \$10,000 to initiate the process to design and install new entrance signs on Highway 30. This is not likely sufficient funds to complete but may complete design and installation of one sign.

Project Status: In January Council received and approved a proposal to create an advisory committee to oversee development of the work scope and design phase of this project as well as the possible inclusion of the triangle landscaping project. The directed staff to assemble an advisory committee for its appointment.

Project Budget: \$10,000 **Percentage Complete:** 10%

35. Historic Pass-Through Grant (New Addition To January Report)

Project Description: The next grant cycle for CLG grants from the State Historic Preservation Office (SHPO) on behalf of the National Parks Service is beginning, with application due at the end of February 2011. The Historic Landmarks Commission discussed this and decided to try the pass-through grant, where the City uses this money to subsidize projects to eligible historic buildings. This is a 50//50 matching grant and the City's portion is cash or work in-kind; or in this case passed onto the building owner.

Project Status: An application for this type of project is planned to be submitted to SHPO in January/February 2011.

Project Budget: Unknown

Percentage Complete: 0%