



COUNCIL WORK SESSION

Wednesday, April 19, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

- [1.](#) 2:10PM - Planning Division Semi-Annual Report - *City Planner Jacob Graichen*
- [2.](#) 2:30PM - Discussion regarding Planning Commission's Proposed Code Amendments regarding Sleeping/Camping on Public Property and House Bill 3115 - *City Planner Jacob Graichen and Planning Commission Chair Steve Toschi*
3. 3:00PM - Riverfront and Downtown Parking Plan Discussion - *Public Works Director Mouhamad Zaher*
- [4.](#) 3:20PM - Review Draft Request for Proposals (RFP) for Janitorial Services
5. 3:30PM - Discussion regarding Request for Support of Columbia County Law Enforcement Levy
6. 3:40PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

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

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 19, 2:00PM, Council Work Session, Council Chambers/Zoom
- April 19, 7:00PM, Council Regular Session, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- PH: May 17, 6:30PM, Annexation of 35046 Maple Street (May)
- PH: May 17, 6:40PM, Annexation of 35082 Maple Street (Jenkins)
- PH: May 17, 6:50PM, Annexation of 58927 Firlok Park Street (Loveland)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85329859754?pwd=TERnWWFnR2RSc2NFNXd0SUFyQkE2UT09>

Meeting ID: 853 2985 9754

Passcode: 848977

Dial: 669-900-9128

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

Semi-Annual Planning Department Report

Jacob Graichen, AICP
City Planner

Jennifer Dimsho, AICP
Associate Planner &
Community Development
Project Manager

April 19, 2023

Council Update

City of St. Helens

FOUNDED 1850

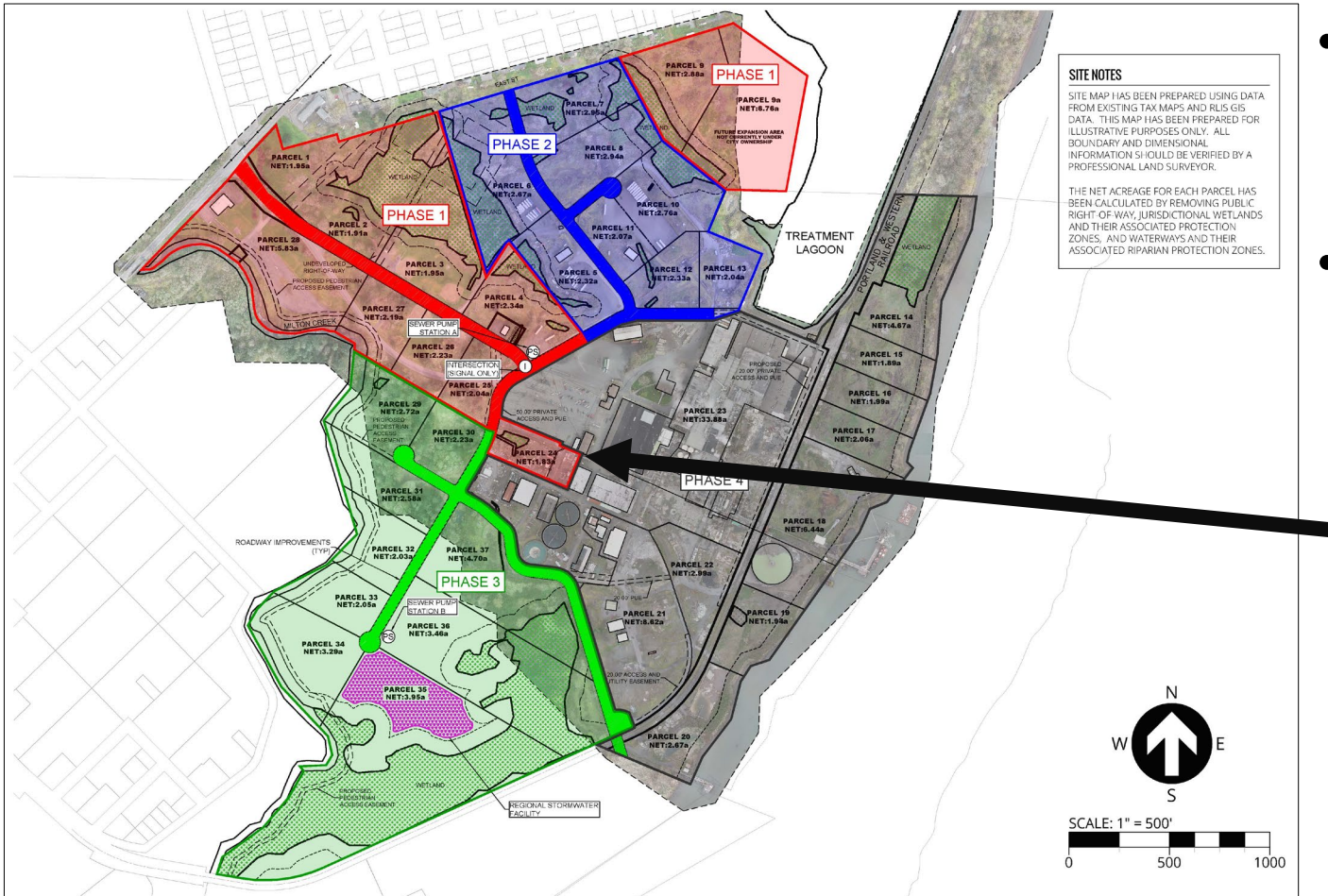
Project Management, Etc.

What has happened the last six months?

City of St. Helens


FOUNDED 1850

St. Helens Industrial Business Park



- St. Helens Industrial Business Park Parcelization & Financing Plan (Adopted January 2021)
- Assisting with Design/Engineering
 - Phase I Infrastructure & Initiating
 - Phase II Site Prep
 - Mackenzie concluded work to define boundary for partitioning PGE parcel
 - Multiple land use applications for partition to be facilitated by PGE planners
 - Pre-application meeting is next step
 - Mackenzie kicked off Phase II site prep planning work

Riverwalk Project Phase I

- 
- An architectural rendering of a park area by a lake. In the foreground, there are curved stone retaining walls and a paved path. A central grassy area is surrounded by a paved walkway. In the background, there is a covered pavilion, a small blue building, and a dock extending into the lake. The sky is blue with some clouds.
- Completed Buy America Compliance study
 - Mayer/Reed give notice to move into final document development
 - Mayer/Reed construction management scope of work to be on Council agenda for 5/3 approval
 - Warrior Rock Lighthouse replica restoration project has an Oregon Heritage grant opportunity which opens August 2023

Other Project Management Support

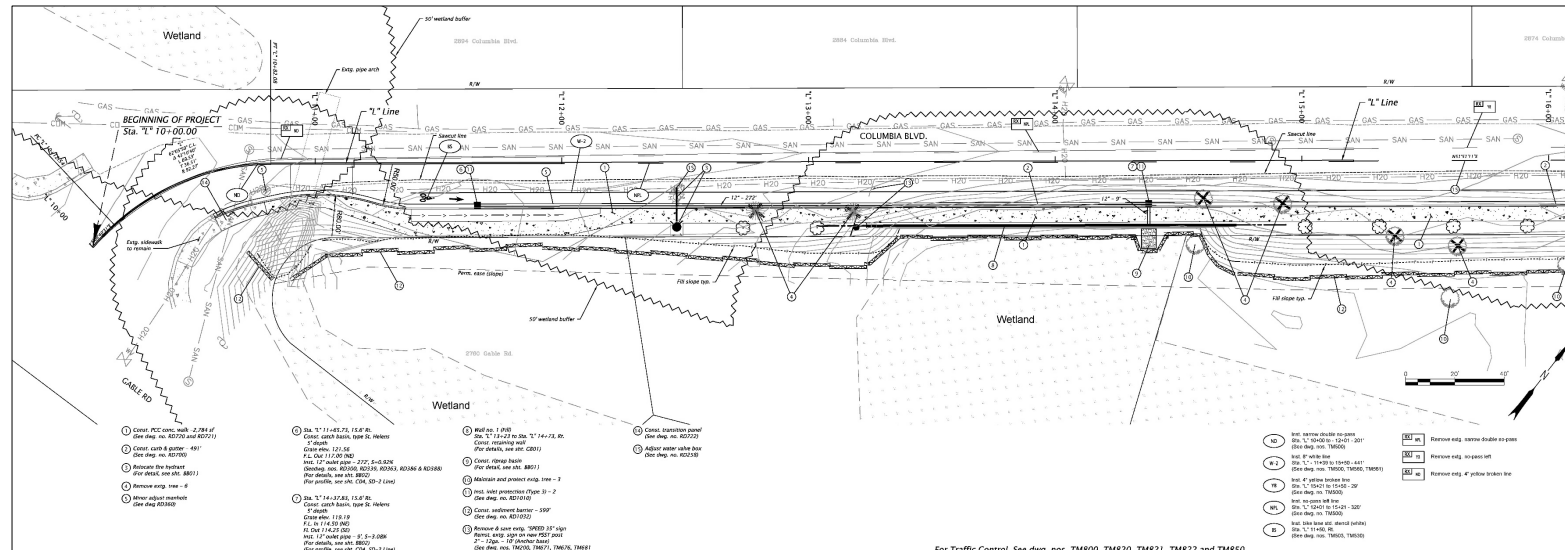
- **Business Oregon Special Public Works Fund (SPWF) Loan Program**
 - Riverfront District Streets & Utilities Project under construction
 - Undergrounding Utilities Project under design
 - 1st Street & St. Helens Street Gateway Design kickoff with LCE on 4/7
- **Business Oregon Community Development Block Grant (CDBG)**
 - Design Only Application for Sanitary Sewer Capacity Improvements due April 30
 - Over 35 attachments, narrative, budget, and other requirements



Other Project Management Support

Oregon Safe Routes to School (SRTS) Grant

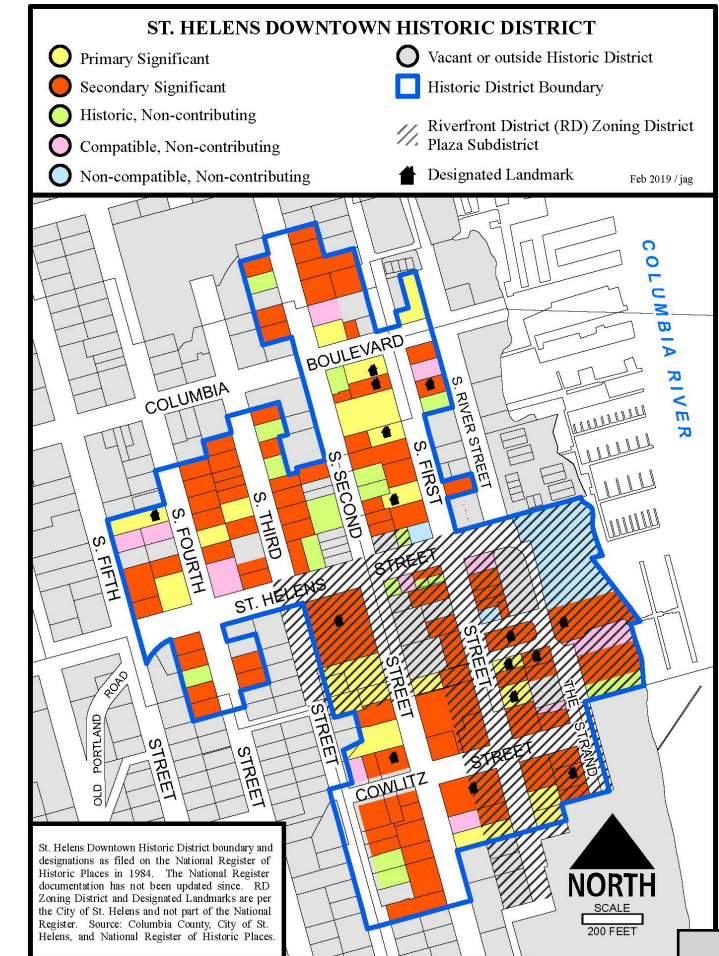
- Columbia Blvd. Sidewalks from Gable Road to Sykes Road
- Extended grant deadline to February 2024. Construction to start June/July 2023.
- Received bids that were lower than cost estimates, but higher than budget from 2017 grant. County partnering with City to cover overages.
- County still working on construction/slope easements for affected property owners.



Other Project Management Support

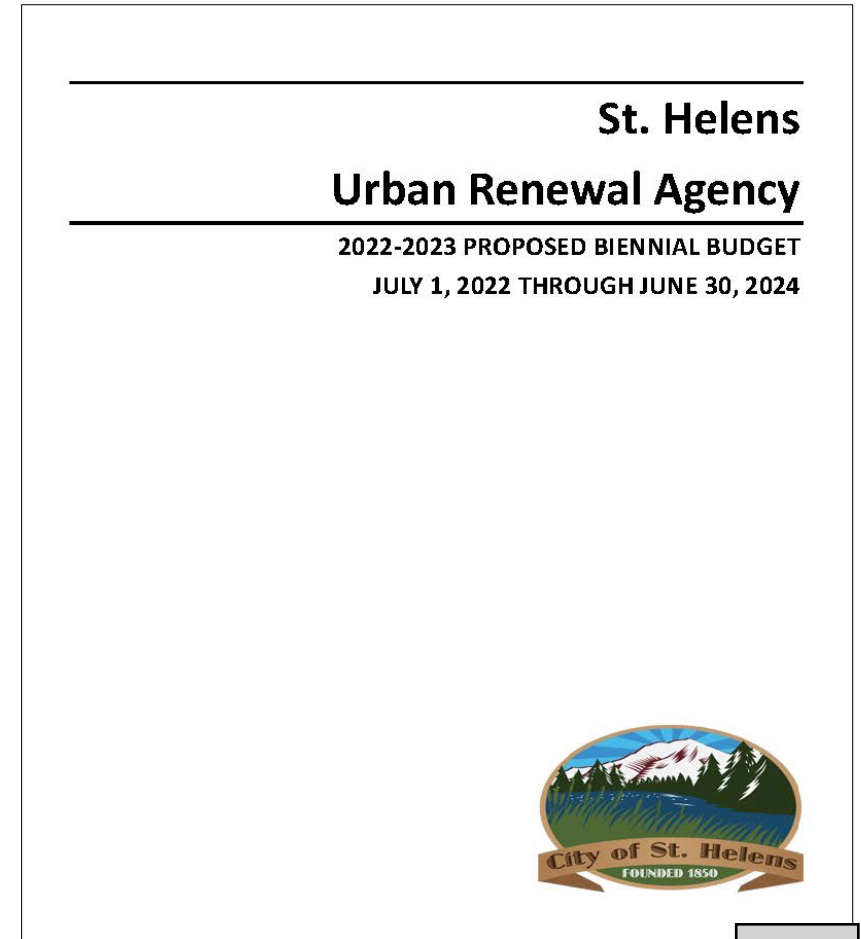
Certified Local Government Grant (6th cycle)

- Good news! Received \$17k instead of our usual \$12-\$15k.
- City's competitive pass-through program for eligible property owners in the nationally registered St. Helens Downtown Historic District
- Letters to go out to eligible property owners in April
- 1 to 1 match, so property owner must contribute \$17k to the project for a total project of \$34k.
- Selected project to be completed by August 31, 2024



Urban Renewal Agency Support

- Intergovernmental Agreement (IGA) between Council and URA in April 2022 to cover OBDD SPWF loan obligations
- No required URA meetings because of 2-Year budget approved last year
- LOC offering URA training for elected officials and oversight boards





City of St. Helens

Planning Commission Membership Handbook



CITY OF ST. HELENS, OREGON PLANNING COMMISSION PROACTIVE PROCEDURES

The Planning Commission and acting Historic Landmarks Commission hereby adopts the following proactive procedures. This is the original and there are no prior versions to be repealed.



- (1) Any Planning Commissioner can request that an agenda item include a proactive matter for Commission consideration ("Proactive Item"). In order to place a "Proactive Item" on the Planning Commission Agenda, the proposing Commissioner shall at least 20 business days before the week prior to the scheduled Planning Commission meeting, submit the "Proposed Item" for Staff review and, if desired, comment.
- (2) The proposed "Proactive Item" submitted to Staff must contain the following elements:
 - (a) The proposed Proactive Item shall identify in the presented materials how the item or matter for Commission study, planning, approval, action, proposed legislation, or other is within the Jurisdiction of the Planning Commission and shall identify specifically which provisions of the St. Helens Municipal Code (SHMC) Section 2.08.080 and/or Chapter 17.36 SHMC is/are applicable for the purposes of Jurisdiction;

- Two vacancies filled – long filled positions
- No vacancies expected in 2023
- HB 3115 ←Concluding..?
- Architectural standards ←NEW!



Map & Taxlot	Account #	Assessor's Record	911 Record	Corrected Date	Britt's Notes	Jacob's comments
4N1W 4BD91700	10510	255 N 18TH ST E3	TAXLOT - NEED CONFIRMATION OF UNIT NUMBERING			Unit 15 belongs to taxlot 91700 as field verified (based on the trend, you'd think this should be for unit 17, n
4N1W 4BD91700	10510	255 N 18TH ST E3	TAXLOT - NEED CONFIRMATION OF UNIT NUMBERING			Unit 15 belongs to taxlot 91700 as field verified (based on the trend, you'd think this should be for unit 17, n
4N1W 4CA 6800	10610	124 S 21ST ST 1	TAXLOT - TWO UNITS, NEED NUMBERS FOR BOTH		has 4 addresses	The two addresses for this account are 214 and 234 Crouse Way. 214 has units A and B. 234 is just one unit.
4N1W 4CA 7700	10619	154 1/2 S 21ST ST	TAXLOT - 1/2 ADDRESSES CANT BE REFERENCED			We have some of these 1/2 addresses that have been around for a long time. This is what city utility billing
4N1W 4CA 9200	10660	105 S 21ST ST 1	TAXLOT - TWO UNITS, NEED NUMBERS FOR BOTH		has 4 addresses	Addresses are 105 and 115 S 21st Street. 105 and 115 are separate buildings each with a unit 1 and 2. Thus th
4N1W 4CA 7011	433166	155 COLUMBIA RIVER HWY	TAXLOT - NEEDS S PREFIX			Should be 155 S Columbia River Hwy. 9-1-1 is right.
4N1W 5AB 100	31396	35732 HANKEY DR	TAXLOT - STREET TYPE IS RD			Should be Road
4N1W 5AB 504	429122	59934 WINDY RIDGE DR	TAXLOT - ADDR PT SHOWS 59930 WINDY RIDGE DR			This should be 59934 Windy Ridge Drive. Our records show that. 59930 may have been some old error since
4N1W 5AC 1200	11592	101 ALLENDALE DR 1	TAXLOT - APPEARS TO BE DUPLEX WITH TWO ADDRESSES.		does have 2 addresses	The two posted addresses are 101 and 101 1/2 Allendale. So another 1/2 address 9-1-1 seems to not like.
4N1W 5AC 3106	11638	140 FAIRVIEW DR	TAXLOT - STREET NAME IS FARMVIEW			Should be Farmview.
4N1W 5AC 3900	11654	120 MILL ST 1	TAXLOT - APPEARS TO BE DUPLEX WITH TWO ADDRESSES		does have 2 addresses	Addresses are 120 Mill Street A and B. Not sure why there is a "1" at the end in the assessor record?
4N1W 5AC 4000	11655	110 MILL ST 1	TAXLOT - APPEARS TO BE DUPLEX WITH TWO ADDRESSES			Addresses are 110 Mill Street A and B. Not sure why there is a "1" at the end in the assessor record?
4N1W 5AC 6100	11538	235 ALLENDALE DR	TAXLOT - SHOULD BE ALLENDALE CT		what about account #11605?	Yes, should be Court. Act #11605 is 225 Allendale Ct. The PRIMARY SI in the Assor data should be updated
4N1W 5BC 7517	439605	59669 EMERALD LOOP	TAXLOT - ADDR PT SHOWS 59681 EMERALD LOOP		did these addresses via city map so they should already be correct as-is	This should be 59669 Emerald Loop. 9-1-1 records reflect an old addr scheme that was updated.
4N1W 5BC 7518	439606	59665 EMERALD LOOP	TAXLOT - ADDR PT SHOWS 59671 EMERALD LOOP		did these addresses via city map so they should already be correct as-is	This should be 59665 Emerald Loop. 9-1-1 records reflect an old addr scheme that was updated.
4N1W 5BC 7537	439625	59590 EMERALD LOOP	TAXLOT - ADDR PT SHOWS 59570 & 59571 EMERALD LOOP		did these addresses via city map so they should already be correct as-is	This should be 59590 Emerald Loop. 9-1-1 records reflect an old addr scheme that was updated.
4N1W 5BC 7538	439626	59680 EMERALD LOOP	TAXLOT - ADDR PTS SHOW 35160 EMERALD LOOP		did these addresses via city map so they should already be correct as-is	This should be 59680 Emerald Loop. 9-1-1 records reflect an old addr scheme that was updated.
4N1W 5BC 7539	439627	59670 EMERALD LOOP	TAXLOT - ADDR PTS SHOW 59660 & 35150 EMERALD LOOP		did these addresses via city map so they should already be correct as-is	This should be 59670 Emerald Loop. 9-1-1 records reflect an old addr scheme that was updated.
4N1W 5BD 9100	432457	35410 EMERALD LOOP	TAXLOT - ADDR PT SHOWS 35410 FAIRFIELD CT		did these addresses via city map so they should already be correct as-is	This is a storm water pond and shouldn't have an address.
4N1W 5CA 4100	12065	35274 E AUBUCHON DR	TAXLOT - THERE SHOULD NOT BE AN E PREFIX		official taxlot map show that portion of road with prefix	Best guess is no E, so the address would be 35274 Aubuchon. There is No East Aubuchon on the subdivision
4N1W 5CB 6200	12173	34888 BURT CT	TAXLOT - APPEARS IT SHOULD BE BURT RD			Yes, Road
4N1W 5CB 8800	12196	34950 BURT CT	TAXLOT - APPEARS IT SHOULD BE BURT RD			Yes, Road
4N1W 5CB 8801	12199	34940 BURT CT	TAXLOT - APPEARS IT SHOULD BE BURT RD			Yes, Road
4N1W 5CB 8900	12200	34930 BURT CT	TAXLOT - APPEARS IT SHOULD BE BURT RD			Yes, Road
4N1W 5CB 8901	12201	34920 BURT CT	TAXLOT - APPEARS IT SHOULD BE BURT RD			Yes, Road
4N1W 5DA 4100	12421	1125 N VERNONIA RD	TAXLOT - PREFIX SHOULD BE S			Yes, S, not N.
4N1W 5DA 1900	13985	34952 PITTSBURG RD	TAXLOT - ADDR PT SHOWS 34954 PITTSBURG RD		via street view house is numbered as 34952	Best guess is it should be the 34952. No city utility billing record. I've seen these over the years where the
4N1W 6DA 300	12714	34867 BURT CT	TAXLOT - APPEARS IT SHOULD BE BURT RD			Yes, Road
4N1W 8AB 1702	13073	795 COLUMBIA RIVER HWY	TAXLOT - MISSING S PREFIX			Yes, should be S. Columbia River Highway.
4N1W 8AB 3600	13077	58791 S COLUMBIA RIVER HWY	TAXLOT - NO S PREFIX. S STARTS NORTH OF GABLE?			The prefix should not apply in my opinion. I think the N & S prefix (with Columbia Boulevard as the N/S divi
4N1W 8AC 2300	10980	58527 COLUMBIA RIVER HWY	TAXLOT - ADDRPT 58527 FIRWAY LN, CONFLICTING INFO		numbering wouldn't match fairway	Should be Columbia River Hwy. As you point out, would be a 3xxxxx number if a Firway Addr.
4N1W 8BB 702	13119	58980 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Yes Street. This name is a nightmare! Probably the worst as far as consistency in records in the St. Helene a
4N1W 8BB 1000	13122	58947 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Yes Street. This name is a nightmare! Probably the worst as far as consistency in records in the St. Helene a
4N1W 8BB 1001	29021	58937 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Yes Street. This name is a nightmare! Probably the worst as far as consistency in records in the St. Helene a
4N1W 8BB 1100	13123	58970 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Yes Street. This name is a nightmare! Probably the worst as far as consistency in records in the St. Helene a
4N1W 8BB 1102	13125	58950 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Yes Street. This name is a nightmare! Probably the worst as far as consistency in records in the St. Helene a
4N1W 8BB 1901	13130	58870 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Yes Street. This name is a nightmare! Probably the worst as far as consistency in records in the St. Helene a
4N1W 8BB 1902	13131	58830 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			area. The conclusions I have drawn over the years is the W-E section is Boulevard. The N-S section is
4N1W 8BB 1903	13136	58828 FIROK PARK BLVD	TAXLOT - SHOULD BE FIROK PARK ST			Street.
4N1W 9AA 2300	13225	36800 KASTER RD	TAXLOT - SHOULD BE 2300 KASTER RD		driveway is on parkwood dr	Should be 58825 Parkwood Drive. This is based on addr sequencing (makes more sense then compared to the
4N1W 9BB 1300	13240	58481 OLD PORTLAND RD	TAXLOT - ADDR PT SHOWS 58513		makes sense	There should not be an official address for this site at this time. No city utility billing records for either of th
4N1W 9BB 1600	15087	36124 KELLY ST	TAXLOT - IS THIS KELLY DR OR CONSTRUCTION WAY?		appears to be construction way? Public works has them listed as alternate names for eachother	Physically posted address is 58513 OPR. And this makes more sense for adjacent addresses and sequenc...
4N1W320B 105	439879	35557 VALLEY VIEW DR	TAXLOT - ADDR PT SHOWS 35551		did these addresses via city map so they should already be correct as-is	Best guess: 36124 Construction Way. The road sign is C. Way. Our utility records use C. Way too. I don't kno
4N1W320B 113	439887	35587 VALLEY VIEW DR	TAXLOT - ADDR PT SHOWS 35475		did these addresses via city map so they should already be correct as-is	This should be 35551 Valley View Drive.
4N1W320B 119	439893	35451 VALLEY VIEW DR	TAXLOT - ADDR PT SHOWS 35450		did these addresses via city map so they should already be correct as-is	This should be 35475 Valley View Drive. The acct number the same as the addr is a red flag.
4N1W320B 800	433441	35671 SPOTTED HILL RD	TAXLOT - SHOULD BE DR			This should be 35450 Valley View Drive. This is where it changes to even numbers from odd numbers to the
4N1W3300 600	29062	845 N COLUMBIA RIVER HWY	TAXLOT - ADDR PT SHOWS 1094 OREGON ST			You are correct
4N1W33012700	13784	265 S 5TH ST	TAXLOT - SHOULD BE DR PREFIX			Oregon Street address is only one that makes sense.
4N1W33012700	13784	265 S 5TH ST	TAXLOT - SHOULD BE DR PREFIX			You are correct
4N1W33012700	13784	265 S 5TH ST	TAXLOT - SHOULD BE DR PREFIX			571 Wyeth Replaced 196 N 6TH STREET in September 2019 (home replaced due to fire)
4N1W34CD 100	13860	284 N RIVER ST	TAXLOT - ADDR PT SHOWS 284 RIVER WAY			Home has no access to River Street, so it should be River Way. Updated city data.
4N1W 5AC 1100	11591					100 and 100 1/2 Allendale. Another 1/2 address 9-1-1 doesn't seem to like.

- Way?
 - Approx 125 address evaluations (Nov/Dec '22)
- Winter – ok
- Summer – game over!!!



N. 11th/12th Street Bluff Property

ROW Dedication
ROW Vacation
& City Utilities

Blue: Water
Green: Sanitary
Orange: Storm

Red: Proposed ROW Dedication

Purple: Proposed ROW Vacation

St. Helens
Middle School

N. 11TH STREET

N. 12TH STREET



Source: City of St. Helens, Aerial photo April 2022, jag/Jan. '22

NOT TO SCALE

Current Planning Update

What has happened the last six months?

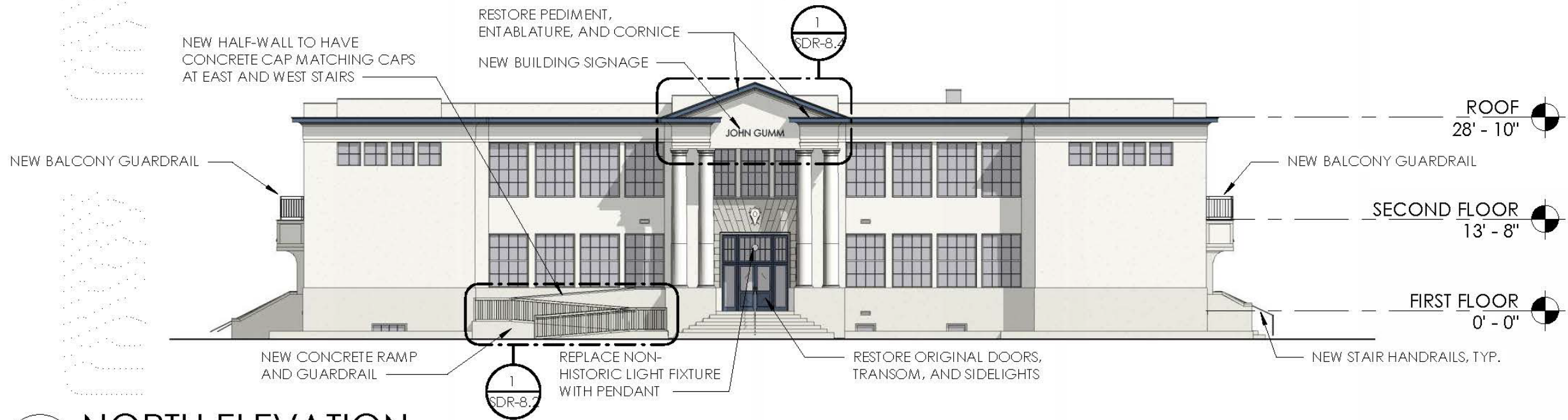
City of St. Helens

FOUNDED 1850

JOHN GUMM BUILDING CIVIC OFFICES

SITE DEVELOPMENT REVIEW

NOVEMBER 7, 2022



1

NORTH ELEVATION

SCALE: 1/16" = 1'-0"



1985 newspaper ad





Item #1.

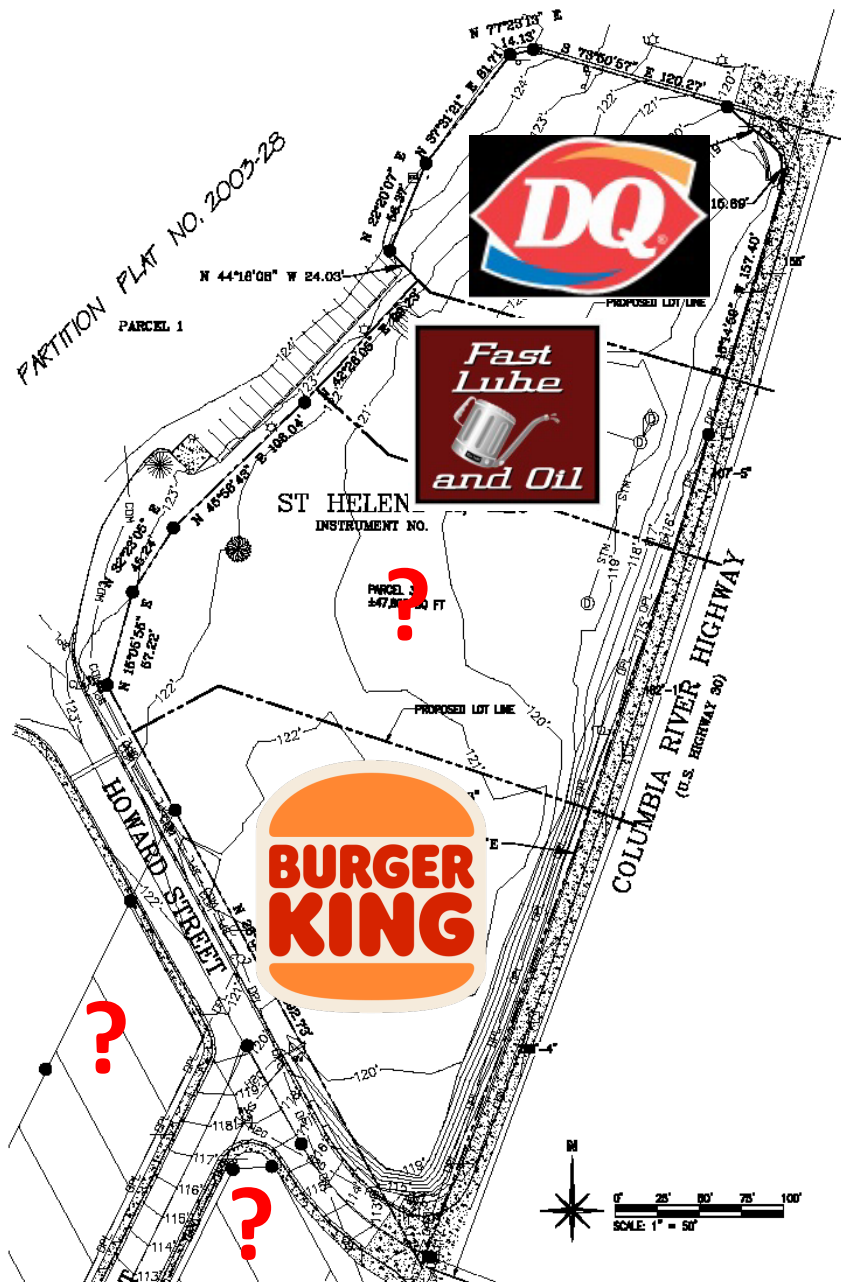


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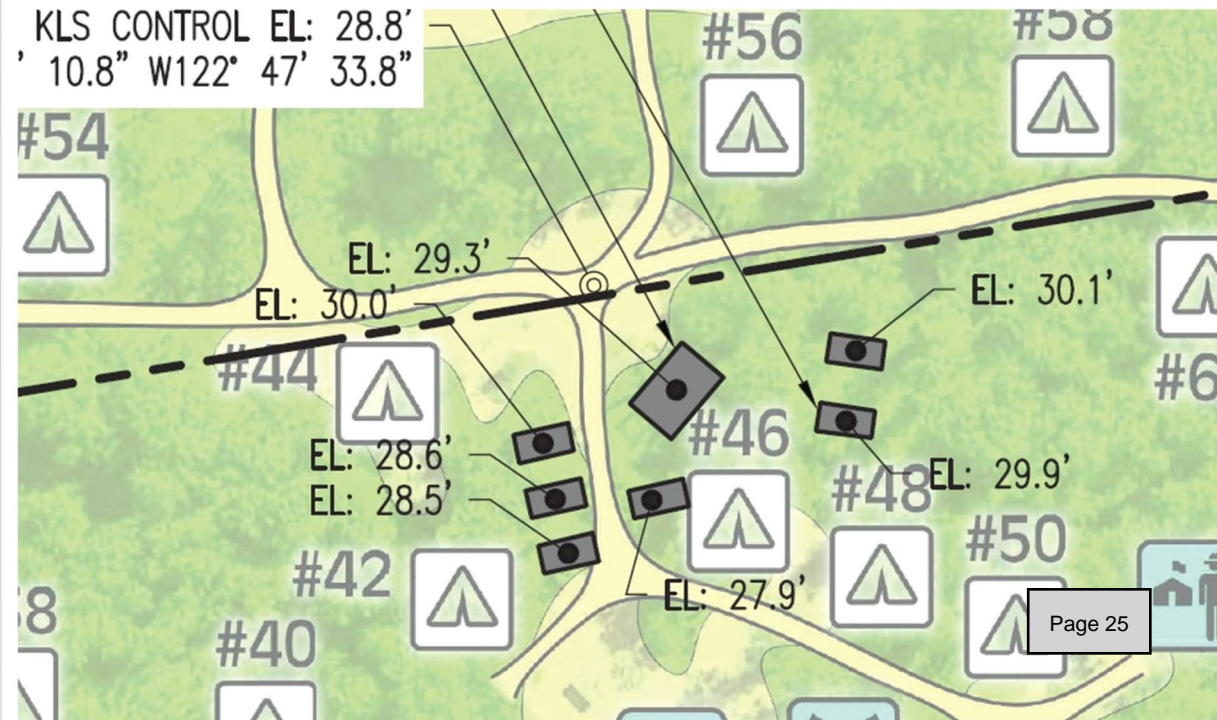
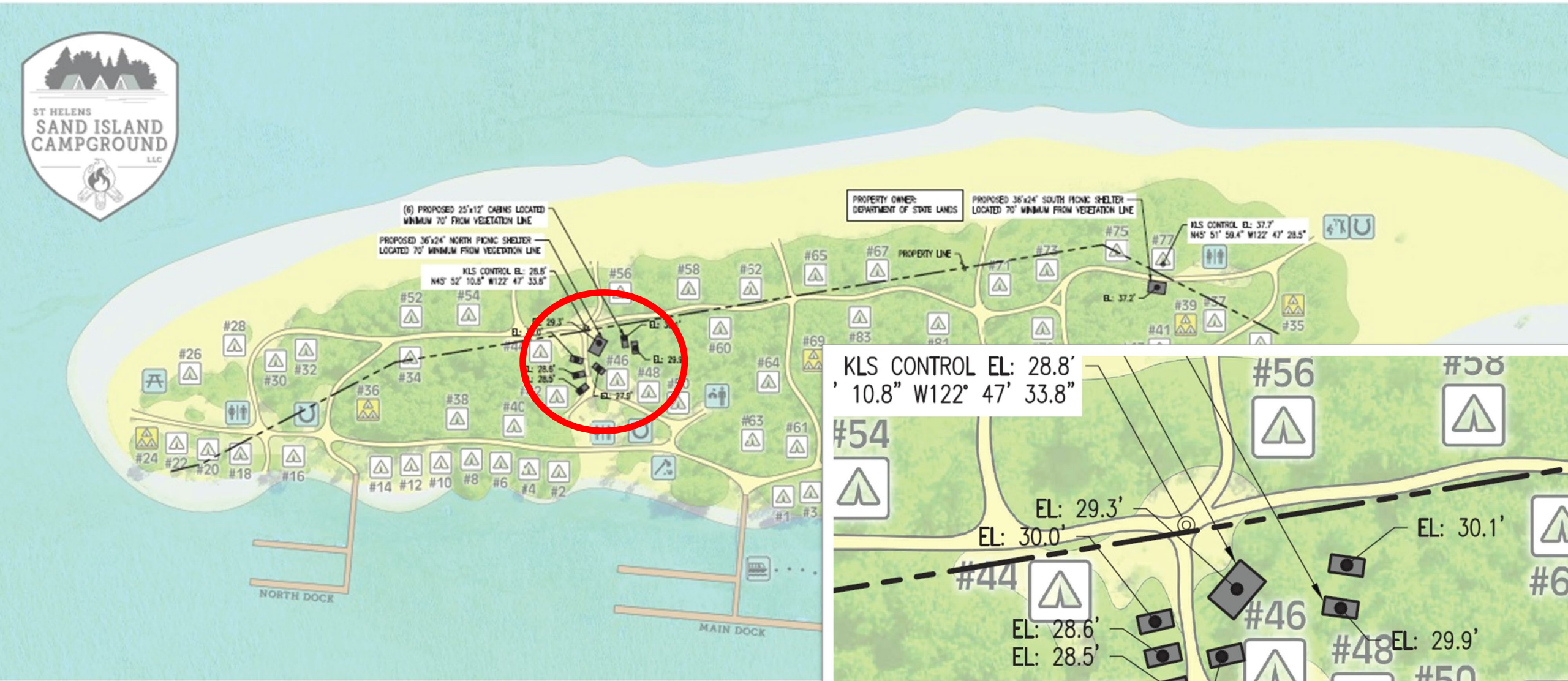


04.26.2010 13:54









MAP KEY

	Campsite		Day Use Area
	Group Campsite		Horseshoe Pits & Cornhole

SITE PLAN
SCALE: 1"=100'





03.26.2020



+ Family Fun RV (County)
...and three new annexa

The seal of the City of St. Helens is a circular emblem with a gold-colored background. It features a stylized mountain range with snow-capped peaks and evergreen trees in the foreground. A banner at the bottom of the seal contains the text "City of St. Helens" and "FOUNDED 1850".

Next 6 months?

City of St. Helens

FOUNDED 1850

	PROJECT TITLE	In '22-'24 Strategic Plan?
Essential	CURRENT PLANNING!!!	No
	CUSTOMER SERVICE	No
	Proactive Planning Commission Item - HB 3115	No
	★ Mercury TMDL Code Amendments / efforts	No
	Records Retention Implementation/Organization	No
	HB 4064 (2022) Code Amendments (Manf. Homes)	No
	CLG Grant	No
	★ ODOT Community Paths Grant	No
	★ Development Code residential amendments, part 2	Yes
	Riverwalk Project Phase I	Yes
	Columbia Blvd. sidewalks from Gable Road to Sykes Road	Yes
	S. River Street to N 2nd Street "micro" transportation systems plan	Yes
	St. Helens Industrial Business Park Phase I Infrastructure Planning & Phase II Grading Planning	Yes
	Riverfront Redevelopment Request for Qualifications/Development Solicitation	Yes
	Riverfront Streets & Utilities Project	Yes
	Clean up Property Lines 10th/11th "bluff property"	Yes
	★ Economic Opportunities Analysis (EOA) Update	Yes
	Managers Attend Professional Development Opportunities	Yes
	Development Code Amendments related to Sanitary, Storm and Water Master Plans	Yes - Long Term
	★ Measure 109-Psilocybin Code Amendments	No
Wild Card	Grey Cliffs In-water Facility Planning	Yes
	Urban Renewal Management	Yes
	Planning related FAQ pamphlets/videos	Yes - Long Term
	Residential design standards (depends on if PC takes up as a "proactive item")	Yes - Long Term
	Right-of-way street vacation policy	Yes - Long Term
	Food cart/truck/trailers rules	Yes- Long Term
	City Owned Properties (not already listed) - Projects/Current Planning	No- semi annual rept placeholder
	Revisit UGMA with County	No
	Parks & Recreation Master Planning	Yes
	Update city Charter for no-vote annexations	Yes - Long Term
	Addressing policy update	Yes - Long Term
	Housing Production Strategy (related to HNA but not a land use action)	Yes - Long Term
	Locally significant wetland updates (buffer zones, etc.)	Yes - Long Term
	Flood code amendments related to BIOP (Endangered Species Act)	Yes - Long Term
	Develop incentives for designation as a local historic landmark (depends if PC takes up as a "proactive item")	Yes - Long Term
	Housing Needs Analysis Update per 2019 HB 2003	Yes - Long Term
	Historic resources inventorying	Yes - Long Term
	New Transportation Systems Plan	Yes - Long Term
	Millard Road Entry Sign	Yes - Long Term

Item #1.

6 Mo.
Grab
Bag!!!

Generally,
next six
months
MORE time
consuming
with
**current
planning.**



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: HB3115, et. al. – code amendment proposal and Planning Commission recommendation
DATE: April 12, 2023

At their meeting (last night) the Planning Commission unanimously recommends the code amend concept attached to this memo. This is still a work in progress as formatting and review by our legal counsel are still necessary, but the legislative intent and content is there.

Overall, the Commission's recommendation is based on having a site or two reserved for homeless sleeping/camping use if/as needed.

The findings of the Commission, authored by Commission Chair Toschi, are also attached.

Note the attached February 28, 2023 letter to the City of Bend from the Bend Equity Project, ACLU of Oregon and the Law Office of Thaddeaus Betz. This illustrates many of the issues cities face with the new laws and those defending them in Oregon.

At your April 19th work session, both Planning Commission Chair Toschi and myself will present the Commission's recommendation to you and other potential options that the Planning Commission considered. I intend to have some presentation slides to aid in that.

Following Council input, the intent is to work with our legal counsel and, hopefully, have a final draft all can agree on to adopt in the near future. As a reminder, we need to amend our current "camping on public property code" by July 1st, and the window of opportunity to adopt new law by ordinance is narrowing.

Attached: Planning Commission recommended code amendments

Unsheltered Person Report (Planning Commission)

February 28, 2023 letter to the City of Bend from the Bend Equity Project, ACLU of Oregon and the Law Office of Thaddeaus Betz

[editor's note: formatting will need to change to be incorporated into the current Chapter 12.20 SHMC. Some terms like "title" will need to change. For the reader, the important aspect of this Planning Commission approved draft is the legislative content, not final fit and finish.]

Title 12 Chapter 12.20

SLEEPING AND CAMPING ON PUBLIC PROPERTY

12.20.??? Findings and Purpose.

A. The City of St. Helens hereby adopts the provisions of this section regulating sleeping, lying, camping and keeping warm and dry on public property. Pursuant to ORS 195.530, and ORS 195.500, the City of St. Helens recognizes the social nature of the problem of homeless individuals camping on public property and implements the following laws as part of its policies to ensure the most humane treatment for removal of homeless individuals from camping sites on public property per ORS 195.500, 195.505, and 195.530;

B. The City of St. Helens finds as follows:

- (a) The use of public property for sleeping, keeping warm and dry that is within 400 feet of any privately owned or rented property that is not in conformance with places, manners, and time described herein necessarily affects the health and safety of the public, the quiet enjoyment of the persons owning or renting property, whether it be for residential or business purposes;

[editor's note: 400' is based on one of the "affected area" provisions of right-of-way vacations per ORS Chapter 271. Other distance basis possible.]

- (b) Public places, roads, parks, trails, rights of way, the waterfront and public property being clean, and safe are vital for the health, safety, and wellbeing of the public;
- (c) The dangers of unlawful use of public property to the public health, safety and welfare are the same regardless of the economic circumstances of the persons violating the law;
- (d) Persons "experiencing homelessness" generally are homeless for the following reasons:
 - i. Mental illness;
 - ii. Drug addiction, including alcohol addiction;
 - iii. Persons purposefully homeless or without funds for housing due to lifestyle choice(s);
 - iv. Persons who do not have sufficient funds to afford housing;
 - v. Any and all of the above.

- (e) The City of St. Helens cannot reasonably care for and house, whether it be in

shelter or campgrounds, persons from outside of St. Helens who are experiencing homelessness other than on a temporary basis;

12.20.010 Definitions.

- (A) “Campsite” means any place where there is a tent, or any structure or assembly of materials consisting of a top or roof or any other upper covering and enclosed on one or more sides, that is of sufficient size for a person to fit underneath or inside.
- (B) “To camp” means to set up, or to remain in or at, a campsite.
- (C) “Established campsite” means an area on public property where one or more persons have kept their belongings, erected a shelter, tent, or other structure which has remained for more than 7 days in any 30 days without a documented request by a law enforcement or code enforcement officer to vacate the area and move to a location where camping is allowed following a documented discussion with law enforcement consistent with the policies of this Title.
- (D) “Sleeping” means being asleep on public property in places and at times not allowed by this Title;

12.20.020 Where Sleeping and Camping on Public Property is Not Allowed.

- (A) It is unlawful for any person to sleep in a time place and manner or camp in or on the following areas of public property within the City of St. Helens:

- i. Anywhere that is not a place described in SHMC12.20.020(B).

- (B) The places where sleeping, keeping warm and dry and camping may occur, and are an exception to subsection A above, shall be:

- i) An area identified on the backside of the recreation facility on Old Portland Road, subject to the time and manner restrictions herein, and shall be limited to a maximum of 8 persons at this location;

[editor’s note: this will need to be described better in a final draft, perhaps with a depicting exhibit]

- ii) An area identified as down Kaster Road subject to the time and manner restrictions herein and shall be limited to a maximum of 7 persons at this location;

[editor’s note: if a secondary site is determined this will need to be described better in a final version, perhaps with a depicting exhibit]

- iii) Sand Island upon paying the appropriate fees and per the rules of Sand Island;
 - iv) The City Docks per the St. Helens Municipal Code Title 9;
 - v) Public streets with an RV or vehicle under Title 10;
 - vi) Places allowed by the City Administrator, but only following the City Administrator’s or the Mayor’s public declaration of an emergency, and only for a maximum of 30 days. The express approval of the City Council is required to extend the time allowed to camp in areas due to a declaration of

emergency;

12.20.30 Manner.

- (a) Any Person Camping or Sleeping under this title must follow the rules and regulations of the particular camping site where they are located, other portions of the St. Helens Municipal Code, and State Law. If there are no such rules or regulations applicable to the particular camping site, these rules apply.
- (b) No Person Camping or Sleeping may use an open fire or flame to keep warm;
- (c) No Person may occupy more than a 12 foot by 12 foot area to camp;
- (d) No person may camp beyond the time allowed in this Title or in Titles referenced in this Title;
- (e) The person will maintain the area where they are sleeping in a clean condition, and upon vacating the site;
- (f) Any dumping of wastewater, or grey water other than in an approved receptacle is considered littering, and punishable under Oregon State Law, and any applicable regulations for unlawfully dumping such waste;
- (g) “Established campsites” and campsites created by a declaration of emergency under Section 12.20.020(B)(v) shall be removed per ORS 195.505 and after a declaration that the emergency no longer exists. All other campsites or sleeping sites which violate this Title may be removed by law enforcement immediately after a documented discussion consistent with the policies of this Title;
- (h) Littering within a site is prohibited.

12.20.040 Time.

- (a) Camping may occur for a maximum of 5 continuous days at the locations listed in 12.20.020(B).
- (b) For RV’s and vehicles upon the City Streets, up to 5 days at any location within the City of St. Helens in any 60 day period. .

[editor’s note: this provision should be coordinated with Title 10, Vehicles and Traffic. Could be an amendment to the appropriate Chapter in Title 10 and a reference to that work?]

12.20.050 Removal.

Property seized during removal of persons sleeping and camping in violation of this ordinance shall be disposed of per ORS 195.500 and ORS 195.505.

12.20.060 Violation.

- (a) Upon encountering a person who seeks to sleep, camp, or keep warm and dry upon public property in a place, manner, or time that is inconsistent with this Title, law enforcement personnel and/or public services personnel shall use their best judgment concerning the individual circumstances of such person and direct them to available City services, County Services, State Services, or non-profit service agencies, and locations within and/or outside the City where a person may find services to help them, and where they may lawfully sleep, camp, keep

warm and dry upon public property.

- (b) A First Violation of the this Title shall be an infraction punishable by a fine of a documented warning;
- (c) A Second Violation of this Title within one year of the first violation shall be an infraction punishable by a fine of up to \$25.00;
- (c) A Third Violation of this Section within one year of the first violation shall be considered a misdemeanor punishable by confinement in the County Jail for up to 30 days, civil forfeiture to the City of St. Helens of property facilitating the offence, and payment of a fine of up to \$500.

[editor's note: perhaps include flexibility language for a judge's or similar person's consideration?]

- (d) Violation by Persons under this Title does not limit additional prosecution of Persons under State Law, or other Titles of the St. Helens Municipal Code.

REPORT REGARDING UNSHELTERED PERSONS, ST. HELENS, OREGON, HB 3115

By: Steven Toschi, Planning Commissioner

Date: April 3, 2023

Title: Study and Recommendations to Council, HB 3115

Conclusions from the Author:

- 1) The current number of persons sleeping on public property in the City of St. Helens is one. St. Helens has traditionally used lawful and humane measures to achieve this result. St. Helens Police, and social services, and volunteers are encouraged to continue in their effective and humane care of the people they encounter;
- 2) St. Helens does not need to create large areas where unsheltered people can shelter and keep warm and dry;
- 3) It is critical that Law Enforcement be provided with clear and concise direction regarding their encounters with unsheltered persons seeking to sleep and keep warm and dry on public property;
- 4) Federal and State Law require the City to designate areas where persons can sleep and keep warm and dry on public property open to the public, subject to reasonable place, manner, and time restrictions when persons do not have other places to shelter within the City. Such Federal and State laws only require that unsheltered persons have a place where they can sleep and keep warm and dry for their survival;
- 5) St. Helens should designate an area behind the recreation center and an area down Kaster Road for a total maximum of 10 -15 persons to temporally shelter, sleep, and keep warm and dry for a maximum of 5 days in any 90 day period. Outhouses, a dumpster/trash receptacle, and clean drinking water should be provided for these persons;
- 6) It is abhorrent to the health, safety, and welfare of sheltered persons, homeowners, business owners, and the unsheltered to allow sleeping, camping, and keeping warm and dry within 400 feet of residences, parks, open spaces, schools, and 50 yards of most businesses and in areas not recommended in this Report. There can be some flexibility regarding the nature and type of business;
- 7) Humane treatment of the unsheltered means that people recognize the social nature of the houseless crisis and all persons are treated with an understanding that unsheltered persons will make decisions that are in their best interests and should have the freedom to do so within the place, time, and manner restrictions of the society in which they live or visit;
- 8) Unsheltered persons seeking to shelter, and keep warm and dry, will need to use the bathroom. Failure to provide a place for persons to relieve themselves will result in law violations by the unsheltered, litter, and unsanitary conditions;
- 9) Effectively treating mental illness and drug addiction requires skilled, trained individuals. St. Helens should support the Governor's Plan and the State of Oregon Plan to concentrate resources in areas where the houseless already exist and to require persons involuntarily experiencing homelessness to live in areas where these services are provided;

- 10) St. Helens is a City of approximately 14,000 people and cannot reasonably accommodate a large influx of unsheltered persons;
- 11) The City should comply with ORS 195.500 and 195.505, and bring its statutory scheme concerning persons sleeping, lying, and keeping warm and dry upon public property within its goals of recognizing the social nature of the issue of homeless persons sleeping, lying and keeping warm and dry upon public property, and humanely removing persons from sleeping, and keeping warm and dry on public property. Failure of the City to do so will substantially increase its risks of loss of civil suits seeking injunctions and attorney's fees under ORS 195.530, and undesirable consequences for the citizens of St. Helens;
- 12) Unmeritorious lawsuits brought under ORS 195.530 are likely. The City should be prepared to defend its place, time, and manner decisions, including decisions where sleeping, lying, and keeping warm and dry upon public property are prohibited;
- 13) Selecting a PLACE where sleeping can lawfully occur should be based on data;
- 14) Allowing sleeping in a PLACE will open the door to possibly requiring sleeping in all similar PLACES and it will be difficult to remove persons from the PLACE if change is required;
- 15) Allowing camping in places within 400 feet of residences may reduce property values of those residences and disclosure that camping is allowed within 400 feet of the residence may be required for all residential land sales. The place of a residential property may ameliorate this issue.
- 16) While identifying locations where people can sleep, camp, keep warm and dry may create a risk of liability to the City of St. Helens, this risk can be mitigated. The City can purchase insurance, patrol the areas, and take other steps to reduce its exposure. Residents who live and work near unsheltered campers suffer enormously. Generally, there is no data to support that allowing unsheltered persons to sleep, camp, lay down, and keep warm and dry within 400 feet of sheltered residents is a good idea and this should be avoided;
- 17) Persons who are couch surfing are sheltered, but homeless. This is an example of the distinction between the two terms. It's unlikely that people who are sheltered, even informally, will seek to sleep, and keep warm and dry on public property. St. Helens should have a legal option to sleep, lay down, and keep warm and dry for those that find themselves unsheltered with appropriate place, manner and time restrictions;
- 18) The police department supports a location for place for people to sleep near the recreation center. Also, having a place near the police station will provide a relatively safe place for the unsheltered;
- 19) The data suggests that camping near water usually results in pollution to water and the surrounding natural area. The City is encouraged to supply drinking water to locations where the unsheltered may sleep, camp, and keep warm and dry.
- 20) All residences and businesses within 400 feet of a proposed camp site should receive mailed written notice of a public hearing and a right to be heard.

History:

Jurisdiction: The subject Proactive Planning Commission was submitted to Staff, Counselor Patrick Birkle, and Secretary Christina Sullivan, entitled “Proactive Item Update” on August 17, 2022. Staff commented that the submission appeared to satisfy jurisdictional requirements and made no other comments. The Planning Commission reviewed the item and approved it to move forward. The Planning Commission ruled that the item would be handled in sub-committee.

The study of this issue:

More than 70+ hours were spent researching and reading the Boise and Grants Pass cases, internet research concerning unsheltered camping in cities, the YouTube Series, “Is Portland Over?”, the causes of homelessness, interview with the District Attorney, interviews with police, interviews with Community Action Team, reading interviews performed by Jacob Graichen, study of ORS 195.500, 195.505, and 195.530, and personally viewing every identified unsheltered location on public lands in the City of St. Helens. Study of the 2019 Housing Needs Analysis. Interviews with real estate broker professionals in St. Helens and Washington. Travel to Portland to view camping areas in Portland. Attending public forum held by State Representative and Portland Commissioners concerning action and analysis of unsheltered persons in Portland. Advice of attorney Aaron Hisel. Recognition of the mental health damage that can occur to citizens living in St. Helens, and elsewhere, from deprivation of views, beauty, parks, open spaces, and ordered public places. Interviews with Citizens. Consideration of public comment made to Planning Commission. Review of sleeping, camping, lying ordinances of Bend, Astoria, and Newport. Review of past Legislation in St. Helens concerning issues with people sleeping in McCormack Park.

The Planning Commission sub-committee of three persons met regularly, reported regularly to the Planning Commission in public meetings. The proposed Legislation to the Council forwarded by the subcommittee is a by-product of these and other efforts.



Law Office of Thaddeus Betz, LLC

February 28, 2023

SENT VIA EMAIL

Bend City Council
council@bendoregon.gov

Ariel Mendez, Councilor
amendez@bendoregon.gov

Melanie Kebler, Mayor
mkebler@bendoregon.gov

Megan Norris, Councilor
mnorris@bendoregon.gov

Megan Perkins, Mayor Pro Tem
mperkins@bendoregon.gov

Mike Riley, Councilor
mriley@bendoregon.gov

Anthony Broadman, Councilor
abroadman@bendoregon.gov

Eric King, City Manager
eking@bendoregon.gov

Barb Campbell, Councilor
bcampbell@bendoregon.gov

Mary Winters, City Attorney
mwinters@bendoregon.gov

Re: Camping Code Implementation Liability

Dear Bend City Council, Manager King, and Attorney Winters:

The Bend Equity Project, the ACLU of Oregon, and the Law Office of Thaddeus Betz write to urge the City of Bend and its agencies to pause enforcement of Title 4 of the Bend City Code ("the Anti-Camping Code"), rethink the impending March 16 sweep of Hunnell and Clausen Roads ("Hunnell Sweep"), and consider its constitutional and new statutory legal obligations.

For the past several years, BEP has provided meals, transportation, sanitation services, and life-saving essential products to our neighbors living outside on Hunnell Road. At times, BEP has had to commit additional resources to relocating their houseless neighbors from an encampment that has been cleared by government agencies and/or their contractor agents. In these circumstances, BEP has documented disruption to people's stability, destruction of critical pieces of people's property that are necessary for survival, and a complete disregard for the impact that sweeps have on the most vulnerable Bend residents.



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A new law in Oregon¹—ORS 195.530—requires Bend to consider that disregarded impact in passing regulations of “sitting, lying, sleeping, or keeping warm and dry outdoors on public property.” The Anti-Camping Code is such a law, and ORS 195.530 permits lawsuits against Bend laws that are not “objectively reasonable,” a standard that explicitly requires consideration of “the impact of the law on persons experiencing homelessness.”

As we all know, there are more people without houses than there are shelter beds available in Bend. This is well documented and not disputed. And under the new code it remains unclear at best, and certain at worst, that there will now not be enough physical outdoor space in the City on which sleeping will be permitted for people experiencing homelessness. The Anti-Camping Code is all but an outright ban effectuated by a complex system of mapping, moving requirements, and a maze of intersecting restrictions. For example, someone experiencing homelessness must move every 24 hours, must refrain from accumulating property, can only camp out of sight of another group, any group must remain under a safe threshold of people, and any camp must be at least 600 feet away from another. This is anything but reasonable, especially for people who will be subject to punishment under it. **We urge Bend to halt the implementation of the Anti-Camping Code, repeal it, and take considerable time to understand and account for the impact any new regulation would have on people living outside with nowhere to go.**

In addition to inviting statutory liability, **the Anti-Camping Code also invites constitutional liability as cruel and unusual punishment and an excessive fine, both proscribed by the Eighth Amendment to the United States Constitution.**

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¹ While ORS 195.530 does not become operative until July of this year, the City should be on notice that its actions under the current code at any time may still provide strong evidence of unreasonableness come July.



Law Office of Thaddeus Betz, LLC

As described above, the new code may very well be a *de facto* ban given the unavailability of shelter beds, the extremely limited amount of physical space, and the numerous other restrictions on people sleeping outside. As the Ninth Circuit made quite clear in *Martin v. Boise*, 920 F.3d 584 (9th Cir. 2019), people cannot be punished for sleeping outside when there is nowhere else for them to go. However, the Anti-Camping Code still contemplates the forcible removal of individuals and arrest for appurtenant criminal charges. *See, e.g.*, 4.20.040 D.5. The Ninth Circuit has applied its central *Martin* principle to similar schemes that couple civil sanctions with potential for arrest. *See Johnson v. Grants Pass*, 50 F.4th 787, 807 (2022) (explaining that *Martin* “cannot be so easily evaded” by relying first on civil citations for enforcement).

While the *Johnson* court did not reach the excessive fines issue, Bend should be wary not to offend it. The Eighth Amendment’s protection against excessive fines remains “a crucial bulwark against government abuse.” *Pimentel v. City of Los Angeles*, 974 F.3d 917, 925 (9th Cir. 2020). As a C violation, some of Bend’s most poverty-stricken residents face fines of up to \$200 every time they may try to survive in a public place not sanctioned in the Anti-Camping Code’s maze of regulations. As the District of Oregon correctly decided in *Blake v. Grants Pass*, 2020 WL 4209227 at *11 (July 22, 2020), “any fine is excessive if it is imposed on the basis of status and not conduct.” Camping outside when there is insufficient shelter is inseparable from the experience of being homeless; **Bend cannot punish or fine its way out of this reality.**

Finally, we urge caution about Bend’s potential liability in managing the personal property of those subject to campsite removals. BEP has observed gross mismanagement of personal property typically resulting in destruction that can have severe impacts on the lives of unhoused people. Bend has a constitutional obligation to avoid unreasonable searches and seizures of property, as well to afford people with procedural due process when depriving them of their property. It is not clear to us that there are sufficient procedural protections for people who may have property taken from them. **Bend should ensure they and their partners are fully prepared to carefully manage people’s property and that there are ample opportunities for property recovery.**

Indeed, in both *Lavan v. City of Los Angeles*, 693 F.3d 1022 (2012), and *Garcia v. County of Los Angeles*, 11 F.4th 1113 (2021), the 9th Circuit protected the property interests of houseless individuals. In *Lavan*, the defendant-city was barred from



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destroying or seizing property after a general notice was provided that property could be seized at any time. In *Garcia*, the defendant-city was barred from enforcing its “bulky items” ban which permitted the city to seize items that were larger than sixty gallons. The city, in its newly enacted camping ordinance, commits many of the same violations in *Lavan* and *Garcia*. In particular, the generalized “notice” the city prescribes fails to advance a process where a camper can contest a property seizure. This, as *Garcia* recites, is no process at all.

We are grateful that Bend leaders continue to point to the personal safety of people experiencing homelessness as reason for its efforts. We understand that Deschutes County had a meeting yesterday at which Chris Doty indicated that those conducting construction nearby to Hunnell Road do not have a need for the camp to be cleared. As this safety threat has subsided, Bend has ample time to consider the law and the values espoused by Title 4: human dignity, respect, and wellness.

People who are experiencing homelessness have not had meaningful opportunities to engage with Bend in its decision-making even though they will be the most severely impacted. Council meetings, online channels of communication, and many means of accessing government are not accessible for people experiencing homelessness. Medical conditions, lack of transportation, inaccessibility of information, are just a few of the many barriers that typical public engagement processes do not accommodate.

We also urge you to listen to guidance from experts at the United States Interagency Council on Homelessness, the federal agency whose mission is to prevent and address homelessness. In a recent publication, they cautioned:

Criminalizing homelessness is becoming more common. While laws that criminalize homelessness have long been in existence, recent years have witnessed many states and communities across the United States enacting laws that fine and arrest people for doing activities in public that are otherwise legal in the setting of a home: sleeping, sitting, eating, drinking.

These policies are ineffective, expensive, and actually worsen the tragedy of homelessness. There is a better way to respond to this crisis.

Jeff Olivet, “Collaborate, Don’t Criminalize: How Communities Can Effectively and Humanely Address Homelessness,” USICH (Oct. 26, 2022), <https://www.usich.gov/news/collaborate-dont-criminalize-how-communities-can-effectively-and-humanely-address-homelessness>.



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Given Bend's statutory obligation to understand and account for the impacts on these members of the community – and given that criminalization approaches tend to entrench rather than solve homelessness– **we urge the City to pause and rethink its approach and to listen to and work *along with* people experiencing homelessness.**

Sincerely,

Eric Garrity, Member
Bend Equity Project

Kelly Simon, Legal Director
ACLU of Oregon

Thaddeus Betz, Principal
Law Offices of Thaddeus Betz

REQUEST FOR PROPOSALS

JANITORIAL SERVICES

APRIL 20, 2023



**City of St. Helens
265 Strand Street
St. Helens OR 97051
(503) 366-8217**

GENERAL INFORMATION

The City of St. Helens requests proposals from companies interested in providing janitorial services to certain City buildings. 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 proposal 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.sthelensoregon.gov/rfps).

ESTIMATED 2023 TIMETABLE OF RFP

Distribution of RFP	April 20
Tour of Facilities by Potential Bidders (Optional)	May 2
Deadline for Questions	May 5
Proposal Submission	May 19 @ 3:00 PM
City Panel Review of Proposals	May 22-26
Notification of Finalist(s)	May 26
Interview Finalist(s)	May 29-31
Notification of Selected Provider	May 31
Agreement to City Council for Approval	June 7
Work Begins	July 1

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 20, 2023.
- b) Deadline for Questions is May 5, 2023. All questions must be emailed to City Recorder Kathy Payne at kpayne@sthelensoregon.gov 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 19, 2023 @ 3:00 PM**. Late submissions after the deadline or proposals delivered via fax/email will not be accepted. A total of five (5) identical copies of your proposal must be submitted and labeled as follows:

City of St. Helens
ATTENTION: Kathy Payne
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 31, 2023.
- 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 AND SPECIFICATIONS

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

CITY HALL DOWNSTAIRS – 265 Strand Street, St. Helens

REGULAR TASKS – Service two (2) days per week

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean glass in office doors and interior office windows
- Clean and disinfect Columbia Room surfaces and chairs
- Clean and disinfect benches and counters in front lobby
- Clean and disinfect surfaces in copier/mailroom
- Disinfect common area light switches
- Kitchen:
 - Clean and disinfect sink, countertops, and table
 - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, appliances, and faucet and faucet handles
- Bathrooms:
 - Clean doorknobs, faucet, and paper towel dispenser handles
 - Clean and disinfect partition walls
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Clean and mop vinyl floors in copy room
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

WEEKLY TASKS

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator
- Take cardboard recycling out to cardboard dumpster in alley

QUARTERLY TASKS

- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building

ANNUAL TASKS

- Strip wax vinyl floors and re-wax
- Clean exterior of all windows
- Steam clean carpets

CITY HALL UPSTAIRS – 265 Strand Street, St. Helens**REGULAR TASKS – Service two (2) days per week**

- Sweep/vacuum stairs
- Clean and disinfect stair railing
- Clean glass windows of office doors
- Clean and disinfect St. Helens Room conference table and chairs
- Clean and disinfect Engineering lobby table and chairs
- Disinfect common area light switches
- Clean standing-height table next to printer
- Kitchen:
 - Clean and disinfect sink
 - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, bottle refiller, cabinet handles, appliances, and faucet and faucet handles
- Bathrooms:
 - Clean doorknobs, faucet, and paper towel dispenser handles
 - Clean and disinfect partition wall in women's restroom
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area

WEEKLY TASKS

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator

QUARTERLY TASKS

- Clean stair surfaces
- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building

ANNUAL TASKS

- Strip wax vinyl floors and re-wax
- Clean exterior of all windows
- Steam clean carpets

REGULAR TASKS – Service two (2) days per week

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean and disinfect Court Room surfaces and chairs
- Clean inside window area surrounding front doors
- Clean glass in courtroom door, office doors, and interior office windows
- Bathrooms:
 - Clean and disinfect toilets, toilet seats and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Dust overhead fan
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Dust blinds and windowsills
- Clean all doorknobs and handles
- Clean and disinfect front counters
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

ANNUAL TASKS

- Strip wax vinyl floors and re-wax
- Clean exterior windows
- Steam clean carpets

REGULAR TASKS – Service one (1) day per week

- Bathrooms:
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Clean floors
 - Clean and disinfect drinking fountain
- Gym:
 - Sweep floors
 - Clean mirrors
- Sweep and mop floors in front area
- Gather all garbage where able and place in dumpster for disposal
- Check and lock building doors upon completion of work

MONTHLY TASKS

- Deep clean drinking fountain
- Deep clean gym floors

ANNUAL

- Clean exterior windows

REGULAR TASKS – Service one (1) day per week

- Bathrooms on both sides:
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep and mop floors
 - Clean and disinfect drinking fountain
 - Clean glass doors weekly
- Kitchen side of complex:
 - Sweep floors (mop as needed)
- Stage side of complex:
 - Sweep and mop floors
- Gather all garbage where able and place in dumpster for disposal
- Gather all recycling and place in appropriate container for recycling
- Check and lock building doors upon completion of work

MONTHLY TASKS

- Deep clean drinking fountain

ANNUAL TASKS

- Clean exterior windows

Service anytime except thirty minutes before or thirty minutes after 6:00 AM; 2:00 PM, and 10:00 PM.

REGULAR TASKS – Service five (5) days per week

- Bathrooms:
 - Clean and disinfect toilets, toilet seats, urinals, and shower
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep and mop floors
 - Dust air vents and walls
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage from within building and garage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect kitchen countertops and microwave
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked or closed, do not enter or clean that office/area
- Clean and disinfect main entry counter surfaces
- Clean inside and outside of main entry windows
- Sweep and mop main entry floors
- Check and lock building doors upon completion of work

ANNUAL TASKS

- Strip wax vinyl floors and re-wax
- Clean exterior windows around building
- Steam clean carpets

REGULAR TASKS – Service one (1) day per week

- Bathrooms:
 - Clean and disinfect toilets and toilet seats
 - Clean and disinfect restroom fixtures and all door handles
 - Sweep and mop floors
- Vacuum carpeted areas
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect countertops in office area
- Check and lock building doors upon completion of work

REGULAR TASKS - Service one (1) day per week

- Bathrooms:
 - Clean and disinfect toilets, toilet seats and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Sweep and mop floors
- Lab Area:
 - Only sweep/mop floor, vacuum rugs. **Do not clean anything else.**
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Clean and disinfect kitchen countertops and fixtures
- Clean inside and outside of fridge and microwave
- Dust all walls and ceilings when needed
- Check and lock building doors upon completion of work

ANNUAL TASKS

- Strip wax vinyl floors and re-wax
- Clean exterior windows

ENTIRE BUILDING

Regular Tasks

- Check and lock building doors upon completion of work

Monthly Tasks

- Spot clean carpets
- Clean ledge by the library front desk
- Clean interior glass windows as needed

Semi-Annual Tasks (June/Dec)

- Vacuum and/or wash air handling vents
- Dust/clean light fixtures
- Clean interior/exterior surfaces of exterior windows
- Deep clean carpets and restroom floors

COMMON AREAS – Lobby, Restrooms, Armstrong Room, and Auditorium

Regular Tasks – five (5) days per week

- Clean and disinfect all door handles for the bathrooms and stalls
- Clean and disinfect sinks, toilets, and urinals
- Clean and disinfect bathroom fixtures – changing tables, baby seats, dispensers
- Refill all dispensers as needed from stock – towels, toilet paper, air freshener, soap, seat covers, stall trash can liners in women's room
- Clean restroom mirrors
- Clean restroom floors
- Check and lock building doors upon completion of work
- Clean all exterior/interior doorknobs, handles, and entry keypads
- Clean and disinfect drinking fountain

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal including large cans on the porch

Weekly Tasks

- Vacuum carpeted and vinyl meeting areas (except Auditorium)
- Sweep walkways around exterior garbage cans at entrances

Monthly Tasks

- Clean all glass entrance doors to building and meeting rooms
- Clean Armstrong Room sink and replenish towels and soap
- Vacuum carpeted and vinyl areas in Auditorium

Columbia Learning Center continued on next page...

LIBRARY**Regular Tasks – five (5) days per week**

- Family bathroom in library
 - Clean and disinfect all door handles
 - Clean and disinfect sink and toilet
 - Clean and disinfect bathroom fixtures – changing table, baby seat, dispensers
 - Clean restroom mirrors
 - Clean restroom floors
- Clean all doorknobs, handles, and entry keypads
- Check and lock building doors upon completion of work

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

Weekly Tasks

- Vacuum carpeted areas

Monthly Tasks

- Clean the glass entrance doors to the library
- Clean and disinfect staff kitchen sink and replenish towels and soap

CET OFFICES AND MAKERSPACE – Southern Wing of the Building**Regular Tasks – five (5) days per week**

- Clean and disinfect all doorknobs and handles

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

Monthly Tasks

- Clean all glass doors
- Vacuum carpeted and vinyl meeting areas
- Clean and disinfect makerspace sink and replenish towels and soap

OTHER NOTES AND SPECIFICATIONS TO CONSIDER

- City will provide the following supplies:
 - Garbage liners
 - Hand soap
 - Toilet paper
 - Paper towels
- Contractor will provide:
 - Cleaning solutions
 - Cleaning equipment
 - Cleaning supplies not listed above
- 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.
- 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.
- Contractor will provide emergency services (within 8-hour notice) at a rate not to exceed \$35.00 per hour.

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 primary contact for vendor.
- 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 Kathy Payne, 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 the pricing for services proposed by vendor. Pricing should include a fixed monthly cost for services broken down by facility (9 total facilities).

Section 3: Other Info / Services

This is your opportunity to include any services that may be required that are not listed in the RFP and/or 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. 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.

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 points)
- B. **Public Sector Experience and Resources:** The vendor's experience in providing janitorial services, as well as dedicated resources and personnel. (Scoring = 0-5 points)
- C. **Reference List:** Points provided on positive reviews when interviewed. (Scoring = up to 3 points) (1 point for each positive reference)
- D. **Assigned Relationship Manager / Team:** The credentials and experience of the person(s) assigned to our relationship. (Scoring = 0-5 points)
- E. **Service Enhancements:** The vendor's efforts to understand our needs and goals. (Scoring = 0-5 points)
- 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 points)
- 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 points)
- H. **Format Completeness:** Full points awarded if the vendor has followed the format proposal reflected in this RFP. (Scoring = 0-2 points)

Total Points Possible = 30 Points MAX