



SCAPPOOSE *Oregon*

DECEMBER 13, 2021
CITY COUNCIL MEETING AGENDA
Regular meeting 7:00 pm
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comment - Items not on the agenda	
Please sign a speaker request form and submit it to the City Recorder along with any written testimony	
1. Consent Agenda – Appointment of Amanda Haner, PCC, College Success and Career Coach, as a Liaison to the Economic Development Committee.	
<u>New Business</u>	
2. Contract for Old Portland Road Sidewalk Infill Project	Approval
Public Works Director Dave Sukau; Assistant to Public Works Director Huell Whitehaus	
3. Annual Goal Updates 1-4	
City Manager Alexandra Rains	
Announcements – information only	
4. Calendar	
5. Updates: City Manager, Police Chief, Councilors, and Mayor	
Adjournment	
PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY HALL at 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON THE DAY OF THE MEETING. PLEASE VISIT WWW.CI.SCAPPOOSE.OR.US FOR MEETING INFORMATION.	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: December 8, 2021

Agenda Date Requested: December 13, 2021

To: City Council

From: Dave Sukau, Public Works Director
Huell Whitehaus, Assistant to Public Works Director

Subject: Contract Approval – Old Portland Road Sidewalk Infill Project

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE: Old Portland Road between Dutch Canyon Rd. and Highway 30 (at the Totem Pole) features only a partial sidewalk connection, due to a variety in the vintage of developments. This project was designed to fill in the missing sidewalk gaps, ADA sidewalk ramps, curb and gutter, and storm drainage upgrades on both sides of Old Portland Road. This project marks the first sidewalk project to be funded by the Scappoose Local Fuel Tax authorized by voters in November 2019.

ANALYSIS: The City initially entered a contract with Kittredge Engineers in July 2020 to provide professional civil engineering services to design the sidewalk infill work, evaluate storm sewer needs, prepare engineering specifications, and provide construction plans.

On November 5, 2021, City staff release the Invitation to Bid for this project. The bidding period for this project closed on December 2, 2021. The received four (4) responsive bids:

Contractor	Bid Amount
Carter & Company, Inc.	\$606,862.00
Brown Contracting, Inc.	\$722,888.00
Clark & Sons Excavating, Inc.	\$567,219.12
Pacific Excavation, Inc.	\$584,000.00

The Notice of Intent to Award was issued on December 8, 2021.

EXHIBITS:

Request for Council Action

Exhibit A – Bid Tabulation

Exhibit B – Notice of Intent to Award, ITB #2021-05

FINANCIAL IMPACT: The City has planned and budgeted for the construction of sidewalks and associated civil improvements on Old Portland Road. Total project cost: \$567,219.12.

RECOMMENDATION: Staff recommends that the Council authorize City Manager Rains to contract with Clark & Sons Excavating, Inc. for the completion of the Old Portland Road Sidewalk Infill project as advertised in the amount of \$567,219.12 pending the conclusion of the required bid protest period.

SUGGESTED MOTION: Staff recommends that the Council authorize City Manager Rains to contract with Clark & Sons Excavating, Inc. for the completion of the Old Portland Road Sidewalk Infill project as advertised in the amount of \$567,219.12 pending the conclusion of the required bid protest period.

Request for Council Action



NOTICE OF INTENT TO AWARD

DATE: December 8, 2021

PROJECT: Old Portland Road Sidewalk Infill Project
Bid Number: 2021-05

NOTICE IS HEREBY GIVEN, based on a review of bids received on the above referenced Invitation to Bid, that the City of Scappoose intends to award the contract to **Clark & Sons Excavating, Inc.** with a bid of \$567,219.12 as the lowest responsive and responsible bidder.

This Notice of Intent to Award does not constitute the formation of a contract between the City of Scappoose and the apparent successful bidder and is subject to execution of a written contract. If the apparent successful bidder fails to execute a contract with the City of Scappoose, the City may revoke the award and award the contract to the next lowest responsive bidder. The City of Scappoose further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Any bidder who responded to the solicitation may submit a formal written protest of this Intent to Award within seven (7) calendar days of the date of this notice as further provided in Section 1.10 of the Bid Documents. The written protest must be from an adversely affected bidder or protester and specify the grounds upon which the protest is based as provided in ORS 279B.410. Such protest must be submitted to the City Recorder, Susan Reeves, 33568 E Columbia Ave., Scappoose, OR 97056. Any protest received after this deadline will not be considered.

Thank you for participating in the competitive bidding process. Please contact us with any questions regarding this notice.

Sincerely,

Huell Whitehaus

Assistant to Public Works Director

CC: Mark@ClarkandSonsExcavatingInc.com
Sean@browncontracting.net
carterbids@carter-co.com
andrew@pacificexc.com
dsukau@cityofscappoose.org
sreeves@cityofscappoose.org

CONTRACTING AGENCY:
PROJECT NAME:

CITY OF SCAPPOOSE
OLD PORTLAND ROAD SIDEWALK INFILL

EXHIBIT A

BID OPENING:

BID RESULTS
12/2/2021 14:00

BID OPENING WITNESSED BY:

Huell Whitehaus, Isaac Butman

ARE BIDS LISTED IN THE ORDER OPENED?

Yes

CONTRACTOR	OCCB#	SIGNED BID	FIRST TIER SUBCONTRACTOR'S FORM	10% BID GUARANTY	BID AMOUNT
Carter & Company, Inc. 4676 Commercial St SE #203, Salem, OR 97302	103592	X	X	X	606,862.00
Brown Contracting, Inc. PO Box 26439, Eugene, OR 97402	114260	X	X	X	722,888.00
Clark & Sons Excavating, Inc. 7601 NE 289th St., Battle Ground, WA 98604	214295	X	X	X	567,219.12
Pacific Excavation, Inc. 79 N Danero Ave, Eugene, OR 97402	135018	X	X	X	584,000.00

APPARENT RESPONSIVE LOW BIDDER:

Clark & Sons Excavating, Inc.

CITY OF SCAPPOOSE 2021-2022 COUNCIL GOAL STATUS UPDATES

GOAL 1: Develop a Vibrant and Diverse Local Economy

Objectives:

1A. Continue to support OMIC's expansion (2017/18)

On October 28, 2021, the Planning Commission unanimously approved applications submitted by OMIC R&D for Site Development Review (SDR1-21) and Sensitive Lands Development Permit (SDR4-21), which will allow the construction of the second OMIC building.

The City continues to participate in monthly coordination meetings with OMIC and other stakeholders.

1B. Design Downtown Revitalization Program (2021/22)

The Scappoose Urban Renewal Agency (URA) met to discuss revised financial forecasting and a storefront/business improvement program. The City's urban renewal consultant, Elaine Howard, detailed the types of support that other successful URAs have implemented early in the development of their respective districts. The URA is interested in moving forward with such a program. Elaine Howard developed a survey for the URA to guide the analysis, and proposed plan for the agency to review on December 13, 2021.

1D. Support and monitor development of the Columbia Commerce Center (2019/20)

- The developer has constructed the roads for Phases I and II, the sewer pump station, the trailhead parking lot with bathroom facilities and other amenities, and recently completed construction of the new municipal well.
- The applicant has submitted for final plat approval of Phases I and II. Staff issued an incompleteness memo to the applicant in April 2021 of items that must be addressed prior to final plat approval. The applicant submitted those missing items for a second review in October 2021 and staff is reviewing that submittal at this time.
- The applicant has submitted construction documents for Phases III and IV and the plans are currently under 2nd review for completeness.
- A mass grading permit was issued for the roads and utilities related to Phases III and IV and the grading work has been completed.
- As of 11/22/2021, the municipal well construction is complete and the well's capacity has been determined to be 140 gpm, which will meet the conditions of approval requirements for the first three phases of the subdivision.
- Final work is being completed on the 30-inch sewer main replacement in E Columbia Avenue.
- Final punch list items are being addressed in the field by the developer's contractor.
- The City is meeting bi-monthly with the developer and contractor to discuss the project and coordinate on the punch list and progress being made.

1E. Revise Resolution 16-19 (Betterment Fund) (2020/21)

Paul Vogel reported that this topic has been raised in two Board meetings and during CET's Strategic Planning session. Several board members recommended it be raised in an Enterprise Zone workshop with the full complement of EZ sponsors, among other topics and an overall orientation. CET has not yet plotted a time for that within their planning framework.

1F. Update City's Land Use code for EC and C zones to allow brewpubs, microbreweries, micro distilleries, and micro-wineries outright (2019/20)

Updates to the City's Land Use municipal code—including the EC and C zones—is contemplated under RFP 2021-04, 50-Year Plan. This project will be kicking off in early 2022, with expected municipal code updates coming at later project stages.

1G. Work with partners to develop a robust economic development marketing (2019/20)

- The City engaged with Dan Rocha Design to review the City's Brand, work with City Staff to determine a path forward regarding Brand consistency across departments and publicly facing platforms, and develop and implement a brand style guide (this is **not** a re-branding effort). This project includes updates to critical and public-facing documents and communications to bring them in-line with the style-guide. This project includes a review of the Police Department's brand.
- The Mayor continues to participate in the county wide tourism initiative and represents Scappoose on the CET board.
- Scappoose worked and coordinated with CET on multiple RFI's and RFP's from Business Oregon and GPI.
- Scappoose remains involved with the South County Roundtable.
- The City has been involved with the Port's industrial lands inventory, which should be completed in early 2022. Scappoose has been working with the Port to identify and verify key industrial sites within Scappoose.
- Scappoose, CET, OMIC, and the Port are working on creating industrial/commercial advertisement for the Scappoose region, including Scappoose, that will be released in 2022.
- Scappoose is working with CET and GPI to advertise the East Airpark subdivision.
- The City worked to help fully fund CET's Small Business Resource Center.

1H. Rename OMID – Scappoose Innovation District/Park (2020/21)

Paul Vogel reported he had multiple discussions with stakeholders, including Craig, Melanie, Andrew Lattanner, GPI, and Board members (in strategic planning sessions and elsewhere). The future of the concept needs to be revived and discussed; and a disposition—confirmed, modified or scrapped—determined. In November 2021, Paul noted that it was more likely than not that this will be dropped altogether, and the area would continue to be advertised without creating a larger district.

1I. Implement GAAP basis of accounting (2021/22)

- Staff is still actively working on updating the remaining CIP and Master Plans.
- The City entered into a contract with Merina+Co to develop a 3-5 year Budget Forecast template, which was part of the original goal.
- The 3–5 year Budget Forecast was completed this past winter and included in the FY 21-22 budget document.
- Once the forecast was complete the City prepared the FY 21-22 budget using the modified accrual GAAP basis of accounting.
- The FY 20-21 financial statements are being prepared using the modified accrual GAAP basis of accounting.
- This goal is now fully complete.

GOAL 2: Enhance community livability

Objectives:

2A. Update Public Works Design Standards (2015/16)

- Brown & Caldwell are still working on the Stormwater Master Plan with Standard updates.
- Public Works Design Standards updates have been budgeted for FY 21-22.
- Limited Staff time is impeding progress on this Goal.

2B. Update Rail Corridor Study (2018/19)

The Port committed \$34,000 and received a grant from Business Oregon for an additional \$30,000, towards the Phase II work, budgeted to cost \$84,000. Although additional money is needed from the stakeholders to complete the Phase II work, the Port opted to start the public involvement portion of phase II work with an “open house” discussion on November 16th via Zoom, to identify issues related to the 48-existing crossings, nine of which are identified as “tier-one” high priority crossings.

The Phase II work will involve concept plans for up to three (3) tier-one crossings which may benefit from grade separation due to the significant vehicle delay from unit trains (100-car strings) and various safety upgrades to another six (6) tier-one crossings. Scappoose has three (3) listed tier-one crossings, including those at E. Columbia Ave, High School Way and Crown Zellerbach Road. The latter two were added to the tier one list due to the significant safety concerns associated with these crossings.

The city engineer submitted a summary of the significant ADA deficiencies at SE Maple Street and E. Columbia crossings prior to the public hearing on November 16th for consideration in the study. The City Engineer then followed up with the consultant team to discuss next steps;

“Phase 2 will also develop conceptual solutions, including improvement details for up to three (3) crossings as one-page alternatives summary sheets, and one 2-D grade-separated crossing overlay drawing to generally show clearances and construction limits. The project team will work with the steering committee created by the Port as a sounding board for project review, and technical materials will be shared for feedback at open houses and community forums.

These public events are planned to continue to seek community input and help build consensus for the study recommendations.

The most likely crossing that could merit a grade separation will be determined and examined in terms of expense, funding sources, and potential impacts to the community during construction. Project requirements and possible impacts during construction of a grade-separated crossing will be reviewed and explained in order of magnitude terms for the steering committee and stakeholders interested in the relative cost for a grade separation solution at a key intersection.”

The city will be looking forward to the next meeting with the Port’s steering committee to discuss the study recommendations and concepts.

2C. Promote community events – Scappoose 100 Year Celebration & Signature event (2018/19)

- The City of Scappoose hosted the Scappoose 100-Year Event on August 13-14, 2021. This celebration included: over 100 vendors; 1,300 participants; eight musical acts; a 6K/10K run that attracted around 300 participants and raised around \$8,000 for the Neil Hoffman Memorial Fund; a parade that was extremely well participated in and attended; formation flying flyovers; a key note address by the Mayor and Michael Sykes, with a parallel National Anthem and salutatory cannon shot; and many other events. This celebration was a memorable and momentous occasion, gathering a large amount of positive feedback from the community, Council, and community partners, all indicating that they would like to see more events in Scappoose in the future.
- Following the Scappoose 100-Year Celebration a Staff Report about City involvement in an annual event was presented to City Council on November 1, 2021, and a conversation was had on this matter. Council directed staff to meet with an event coordinator to begin planning an event for Summer 2022.
- On 11/8/2021 a meeting was held with Treadway Events and Entertainment to plan next steps towards an event in Summer 2022. Staff presented to Council on December 6th regarding next steps, were asked to make some modifications, and then to bring a more complete concept back to Council.

2D. Develop a Long-Term Comprehensive Community Vision (50-year plan) (2020/21)

- The City released the RFP for the 50-Year Plan on October 22, 2021, consisting of a variety of projects including: a robust community visioning process; an HNA/BLI extension; an EOA update; reports on, and potential implementation of UGB expansion, UGB land swaps, and Urban Reserve establishment; various Municipal Code updates; Comprehensive Plan/Map/Policy updates; and the creation of a 50-Year Plan guiding Scappoose’s long-term development.
- On November 22, 2021 the RFP proposal acceptance period closed and two proposals were received. Over the month of December the proposals will be reviewed, and a consultant will potentially be selected to begin work on the 50-Year Plan starting in early 2022.

2F. Sidewalk Plan (2021/22)

- Bids for the Old Portland Road Sidewalk Infill Project have been received. This includes all missing sidewalk portions from Dutch Canyon Road, North to the intersection of Hwy 30.
- The Sidewalk Repair Program is still actively offered to the Community with occasional participants. This program tends to slow during the winter months.
- Staff will work with Council on identifying next locations for sidewalk infill and repair projects.

2G. Annual One-on-One Meetings with Neighboring Local Leaders – School District, County, Fire, Port, OMIC, Senior Center, 911 District (2021/22)

Council has met with the Port of Columbia County, Columbia County, the School District, and the Fire District over the past 6 months. The Senior Center has been invited to a work session on February 22nd, 2022. OMIC is the only remaining group on the list that has yet to be scheduled for a work session.

GOAL 3: Keep Scappoose one of the safest communities in Oregon

3A. Complete Operational Needs Analysis (2021/22)

CIS/Stuart Roberts conducted a best practice review of the department in April 2021.

CIS/Kurt Chapman conducted a Best Practice Review for hiring and retention of personnel in April 2021. Reports were sent to the City, and CIS presented those reports to the council at the October 18, 2021 work session.

The city hired an Interim Police Chief while contracting with an outside recruitment consulting firm to find a full time Police Chief. The hiring process has begun for recruit and lateral police officers to fill vacancies. Currently, we are completing backgrounds on 3 Recruit Officer positions. The vacant Lieutenant position will be opened in December. Recommendations from Kurt Chapman's report and consultations with Kurt were and are being utilized in these hiring processes.

The city has started a wage study for all police officer positions.

GOAL 4: Develop a Park/Rec System within a 10-minute walk from all neighborhoods

4A. Peace Candle – protect and restore, update Welcome to Scappoose sign (2015/16)

- Construction of the residential building at the developer's property is underway.
- The site and access easements for the Candle have been recorded with Columbia County.
- Michael Curry Design (MCD) has been engaged and is working on creating a design proposal for the Candle's renovation.
- The wick on top of the Candle needs to be removed and assessed by a structural engineer, which will inform MCD's design proposal.
- The Grabhorn family donated \$20,000 to the City for the Candle's renovation.

- City Staff has coordinated on this project, and the various parts of the renovation are all underway.
- Upgrades need to be complete before the final Occupancy is certified, which is expected to happen late summer 2022.

4B. Develop the Grabhorn property Conceptual Plan (2021/22)

GPAHC concluded its review process and generated a new list of priorities for the Grabhorn Property, culminating in a set of recommendations presented to City Council. Following GPAHC's presentation of their recommendations to City Council, City Staff re-engaged the engineering design consultant that developed the original conceptual plan. Staff shared the recommendation list with the consultant and asked them to develop a proposal and fee estimate for developing the new design. The updated proposal and fee estimate for this preliminary work has been received.

The following 'road map' was recently shared with SPRC to outline the general steps at this juncture through grant application submittal:

1. Re-engage with 3J Consulting. This task was completed on September 20. Staff shared the requests of the recommendations adopted by City Council. The Consultant is working on putting together a new estimate and scope of work for the re-design work (to 10% level).
2. Review estimate from 3J Consulting. Proposal has been submitted by consultant.
3. Consultant works on new design to incorporate recommendations – The consultant has the list of recommendations approved by City Council. They'll work to incorporate the recommendations to the greatest extent possible, potentially with versions to choose from if all recommendations cannot be feasibly incorporated into a single design.
4. Present new design(s) to SPRC – SPRC will have the opportunity to view the new design(s) prior to City Council and provide their comments/recommendations to City Council officially.
5. Present new design(s) to City Council – Consultant and staff will present new design(s) to City Council for their feedback. At this juncture, it may be necessary for Council to choose between designs, if more than one conceptual design is proposed (see #3 above).
6. Incorporate City Council feedback (if any) into the selected design – Consultant will work to incorporate feedback. Consultant will develop an Engineer's Cost Estimate.
7. Present finalized design and cost estimate to SPRC – SPRC will have the opportunity to view the finalized design and cost estimate prior to City Council and provide comments/recommendations to City Council officially.

8. Present finalized design and cost estimate to City Council – request City Council direction on preparing a grant application – Consultant and staff will present the finalized design and cost estimate to City Council for their approval to move forward.

9. Begin preparing grant application – Pending City Council’s direction, staff will assemble the final grant application package to submit to Oregon Parks and Recreation Department (OPRD). Letters of Support may be sought simultaneously from community organizations and citizen boards and commissions.

10. Incorporate plan into the Parks, Trails, and Open Spaces Plan (i.e. Parks Master Plan).

4C. Support Trail to Tillamook Project (2021/22)

To support this goal, City Staff is working with the Scappoose Parks and Recreation Committee to examine the trail to Tillamook concept and explore what kind of recommendation would be appropriate for SPRC to make to City Council based on progress on the trail project to date. This project could be added to the Parks Master Plan during the future update.

4D. Community Pool – determine construction and operation and maintenance costs (2021/22)

- Costs to construct and operate a pool were researched and estimated by City Staff in Spring 2021. Costs were estimated at:
 - Indoor Pool: Construction, \$11,000,000. Operation and Maintenance, \$500,000
 - Outdoor Pool: Construction, \$3,500,00. Operation and Maintenance, \$500,000.
- Council requested the release of a survey to gauge the willingness of Scappoose to support various funding strategies to pay for the construction and operation of a pool based on accepted Staff estimates.
- The Pool Cost Survey (outreach campaign) closed on June 3, 2021. Results were tallied and analyzed.
- 68.8% of respondents indicated they would not support additional property taxes of \$0.40 per \$1,000 of assessed property value to construct, and \$0.69 per \$1,000 of assessed property value to operate an outdoor pool.
- 71.5% of respondents indicated they would not support additional property taxes of \$1.34 per \$1,000 of assessed property value to construct, and \$0.69 per \$1,000 of assessed property value to operate an indoor pool.
- The vast majority of respondents, who were representative of the population of Scappoose, when surveyed about their willingness to support a property tax increases to pay for a pool, indicated they would not support property tax increases to pay for either an indoor or outdoor pool.
- Subsequent to Staff’s presentation of the survey results on July 19, 2021, City Council indicated that the data does not seem to support the City building a pool and voted to remove a pool from inclusion in the Grabhorn Property redesign plan.

4E. Identify Park Property on the East/South Side of the City (2021/22)

No progress has been made specifically investigating available land for public recreation in Southeast Scappoose. The City's 50-Year Plan RFP has been released as of October. City staff anticipates negotiating a contract with a consultant in mid-November. Additionally, the Parks, Trails, and Open Spaces Plan (i.e. Parks Master Plan) is due for an update. An update to the Parks Master Plan would include revisiting current and future availability of land for public recreation purposes.

GOAL 5: Address Aging Infrastructure

5A. Capacity upgrade – Wastewater treatment and collections, Phase 1 (DEQ Loan) (2019/20)

- April 2021 - Bateson Enterprises, LLC has been hired to complete the interim aeration basin construction.
- April 2021 - Murraysmith continues Phase I design.
- November 2021 - Bateson Enterprises, LLC completed construction of the interim pump station and piping.
- November 2021 - Murraysmith continues Phase I design.

5B. Update Stormwater Master Plan (2019/20)

- The city is still in the process of updating the storm master plan and is currently working with Brown and Caldwell (B&C) on the Phase 3 Hydraulic modeling (Tech Memo #2) and the Phase 9 Stormwater Capital Improvement Project (CIP) list. The city will meet with B&C on December 6th to discuss these portions of the work and will provide feedback regarding TM#2.
- The city will also be working over the next few months to finalize review of the draft stormwater quantity and quality control recommendations to help inform the scope and refinement of the CIP list recommendations. The stormwater controls will provide final parameters for modeling and CIP list so that costs can be determined and fed into later portions of the master plan including the maintenance, staffing and fee study.
- Secondary work is ongoing to meet the new DEQ Total Maximum Daily Load (TMDL) requirements regarding Mercury reduction from stormwater runoff during construction and post construction activities. The DEQ has requested a draft of the city's implementation plan by January 31st for initial review. The TMDL compliance plan can then be incorporated into various portions of the storm master plan to help identify maintenance activities, programs for public education and outreach, illicit discharge detection, and prevention and monitoring during construction and post construction. The plan will also identify updates as needed to the municipal code and public works design standards to comply with the mandate.
- Finally, the City will work with the DEQ and Business Oregon to identify any potential grants available to fund the consulting assistance to help develop the TMDL plan and associated storm master plan updates.

5C. Update Water, Wastewater, and Transportation SDCs/Fees (2015/16)

- **Water SDC and Rate Study** – This project has been completed. The updated SDCs and rates were adopted in June 2021 and made effective for FY 2021-2022.
- **Wastewater SDC and Rate Study** – This project is currently ongoing.
- **Transportation SDC and IBZ Creation** – This project has yet to begin. City staff anticipates this project to begin with the consultant following completion of the Wastewater SDCs and Rate Study.

5D. IT upgrades (2021/22)

Completed:

- Annual review of the Cybersecurity Policy was completed and the updates have been adopted by City Council.
- Cybersecurity review for the City's utilities has been completed with the assistance of the Rural Community Assistance Corporation (RCAC) at no cost to the City.

Ongoing:

- IT Committee meetings continue, however, in a more limited fashion due to staff schedules
- Staff presented updates to the Social Media Policy to City Council on December 6, 2021.
- Support for IT equipment and software upgrades continues across departments – for example, the procurement of leak detection equipment and GPS equipment for utility verification updates.
- Support for the Building Department's shift to electronic plan review is underway, however, the State's implementation will begin in July 2023. The State has provided the City with software licenses to Bluebeam Revu – software that will be necessary to conduct electronic plan review.
- Set up of the new GIS system is currently underway. The intention is to give staff the ability to use GIS in the field and make minor adjustments or corrections to underground utilities using GPS equipment.
- Explore installation of new microphone-array system in Council Chambers (Est: \$7,000; potentially ARPA-eligible).

GOAL 6: Ongoing (programs intended to continue indefinitely)

Develop a Vibrant and Diverse Local Economy:

6A. Coordination/One Stop Meetings (2017/18)

The City has set aside time once a month for two hours, to host a Coordination/One Stop Meeting with regional partners to support communication between them and the City and to support economic development through the recruitment of new businesses. New members are added as staffing changes occur at partner agencies.

6B. Promote and support small local businesses (2018/19)

A variety of updates on this topic have occurred.

- The Mayor continues to participate in the county wide tourism initiative and represents Scappoose on the CET board.
- The City of Scappoose continues to maintain its membership in the Oregon Mainstreet Program as an associate community.
- The City of Scappoose partnered with OMIC/PCC to support and market their community open house during the 100-Year Celebration Event.
- Scappoose released to print its first Small Business Spotlight on November 15, 2021, to run in the December 2021 Newsletter.
- The City processed periodic updates to the website to keep its small business links and information up to date.
- Council allocated \$25,000 of ARPA funding to the Small Business Resource Center facilitated by CET.

6C. Promote and support county-wide and local tourism (2018/19)

- Access to the Trtek Trailhead was granted to the Community by the Scappoose Industrial Airpark developer, and upgrades to the Trailhead were made, including a new fence between the Trail property and adjacent property owners. Trtek Trailhead is now accessible from the west side via West Lane Road.
- Chapman Landing was rezoned to Community Service Recreational in early September 2021, paving the way for improvements to Chapman Landing.
- The Mayor continues to participate in the county wide tourism initiative and represents Scappoose on the CET board.
- City Staff, the Grabhorn Park Ad Hoc Committee, and the Scappoose community completed the Grabhorn Park Ad Hoc Committee process, reviewing and revising the purpose, goals, and design of the Grabhorn property. City Staff is working with a consultant to complete an updated park design.

Enhance Community Livability:

6D. Continue communication outreach – focus on additional transparency and use of social media (2021/22)

- In February 2021 the City App was launched. The App is a standalone program for mobile phones using Apple iOS and Android operating systems and has been made available to the public at no cost. The App integrates with the City website with the added benefit of being able to send “push notifications.” Push notifications are an in-app function that users can enable in order to receive important updates from the City, Police Department, and Scappoose Rural Fire Protection District in real time. These notifications range from weather alerts, to major traffic incidents and burn notifications. As of this writing, the City App has been downloaded over 400 times.
- City Council decided that the Grabhorn Park Ad Hoc Committee meetings should be as accessible as possible, despite the ongoing COVID-19 pandemic. All the GPAHC meetings were recorded using Microsoft Teams in-app recording features and subsequently posted to the City’s website and YouTube page. These recordings remain accessible across these

platforms.

- The Pool Cost Survey distributed during Spring 2021 elicited the largest response to a City survey in recent memory. In total, 646 responses were received (569 by City residents or 7.8% of the City's population). The majority of responses were submitted electronically (453), followed by paper responses (183). The QR code was the least-used option to access the survey – only five respondents accessed and submitted the survey using this method. The online survey link was distributed via the City's Facebook page, website, and App.
- The City will continue to conduct public meetings in a hybrid format (e.g., virtual and in-person attendance). The advent of virtual meeting platforms has allowed the City to record and post video recordings on the City's YouTube page at no cost. The City currently records and posts recordings of City Council Work Sessions and Meetings, and Planning Commission Meetings on YouTube and the City Website. Pursuant to HB 2560, and effective January 1, 2022, local governments will be required to conduct meetings with an electronic participation option. The City will continue to hold its Council and Committee meetings in a hybrid format using Microsoft Teams.

6E. Support Senior Center (2018/19)

The Senior Center was a recipient of the City's CEP Grant program and was allocated a one-time grant of \$25,000 from the City's Corona Virus Relief Fund (CRF).

Over the summer of 2021, the DOJ released a review of the Senior Center that highlighted several ongoing issues and recommendations for change moving forward. The Senior Center has implemented many of those recommendations and are working towards others. The City Manager has been in contact with the new Board President and began attending their meetings in November. Additionally, the City has agreed to sweep their parking lot when in the neighborhood with the street sweeper and has repaired several potholes along the road leading to the bread store. The City has extended an invitation to join a Council Work Session on February 22nd, 2022.

Keep Scappoose one of the safest communities in Oregon:

6F. Continue community outreach by Police Department (2017/18)

Community Events that we have participated in since August are:

- Scappoose Centennial Event
- Out of Darkness Walk
- National Walk to School Day
- Homecoming Parade
- Halloween Drive-Thru
- Donut Day

6G. Maintain emergency response preparedness and update Emergency Operation Plan (2017/18)

This project is ongoing. The county recently released their updated Natural Hazard Mitigation Plan. We are working to update Scappoose's Hazard Mitigation Plan with City Staff

6H. Provide School Resource Officer (dependent on Scappoose School District funding) (2017/18)

Due to lack of funding from the school district and staffing shortages, we are not able to have an assigned SRO. Communication and discussion with Superintendent took place at the beginning of the school year. When staffing increases and (if) funding is again made available, the SRO discussion with Superintendent will resume.

6I. Traffic enforcement plan (2017/18)

This is an ongoing status as traffic is at a high volume through the city and on main collector and side streets.

The Department coordinates with the traffic safety committee who makes recommendations about how to improve traffic flow, pedestrians' passage, and truck traffic in a safe and efficient manner.

We received a grant for 3 traffic speed signs, which show a driver's speed on a digital board. We are working with Public Works on placing the signs in appropriate areas where they can be maximally effective. One sign has been placed on SE 6th and one has been placed on Old Portland Rd. We are working with the Traffic Safety Committee to determine the best placement for the 3rd sign.

Officers work traffic enforcement during their shifts. We have an unmarked police vehicle that has been used for traffic enforcement. As staffing approaches normal levels more traffic enforcement activity will occur.

6J. Maintain sufficient staffing levels (2017/18)

Since August there has been a high turnover of staff including the resignation of the Police Chief and Lieutenant. The City hired an Interim Police Chief while contracting with a recruitment and consulting firm to find a full time Police Chief.

The hiring process has begun for Recruit and Lateral police officers to fill vacancies. Currently, we are completing backgrounds on 3 Recruit Officer positions and the vacant Lieutenant position will be opened for applications in December. Recommendations from Kurt Chapman's report and consultations are being utilized in this hiring process.

The City has started a wage study for all police officer positions.

6K. Continue Citizens Academy (2017/18)

Due to staffing shortages we are not able to hold a citizen's academy.

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

6L. Continue Friends of Scappoose Parks (2018/19)

- FSP held a couple of work events between January and April 2021 in a limited fashion due to the ongoing restrictions and risks associated with the COVID-19 pandemic.
- FSP membership is largely comprised of Scappoose Parks and Recreation Committee (SPRC) members. SPRC has been temporarily expanded and formed into the Grabhorn Park Ad Hoc Committee to conduct a new public engagement and park design process for the Grabhorn property. The process constrained FSP volunteers' time commitments.
- As anticipated, membership of FSP has been preoccupied with serving on City committees or engaged in volunteerism with the Scappoose 100-Year Event. The two individuals who coordinated the FSP group have since stepped back from their roles with FSP and other City committees. There seems to be little interest from Committee members or community members to re-start FSP work parties. Staff has not engaged in specific advertising or promotion of this group since the cancellation of Earth Day 2020 due to COVID, due in large part to a lack of available staff time.

6M. Support public art (2015/16)

- The Untitled Sculpture has been installed at City Hall by Public Works staff.
- The Skate Park Beautification Project has been completed. The artist team was awarded a CEP grant to apply a protective coating to the artwork as a defense against the weather and vandalism. While certainly anecdotal, staff and Council have received numerous positive comments about the artwork and impact it has had on the overall aesthetic of the Skate Park.
- The City mural project that was conceptualized to be painted on City Hall was not selected for funding for the Travel Oregon grant round.
- A group of student artists, in conjunction with Tumblewheel Studios, created and painted a mural on the Scappoose Library facing Heritage Park and City Hall.

GOAL 7: Long Term (projects identified for future years)

Develop a Vibrant and Diverse Local Economy:

7A. Create a marketing/branding program (2018/19)

- The City engaged with Dan Rocha Design to review the City's Brand, work with City Staff to determine a path forward regarding Brand consistency across departments and publicly facing platforms, and implement a brand style guide. This project includes updates to critical and public-facing documents and communications to bring them in-line with the brand style-guide. This project includes a review of the Police Department's brand.
- The City began exploring the process of creating new City Promotional Videos, and presented initial findings on December 6, 2021 to City Council. Council asked that the Economic Development Committee weigh in on this topic.
- Scappoose is working with CET and GPI to advertise the East Airpark subdivision, and a

new marketing website has been released.

7B. Coordinate with County to explore alternate route to east side of airport (2017/18)

According to the County, the alternate route project is currently on hold until vacant County positions have been filled. To complete the next steps the County will be applying for planning funds from ODOT and discussions have been held between the County and ODOT on potential sources of funding. The County would prefer that this be a joint County/City project since joint applications generally fair better in a competitive grant situation. This project was recognized as the County's priority project at the November 4th NWACT Meeting for Federal Funding

Enhance Community Livability:

7C. Explore possibility of community center (2017/18)

Progress with this Goal struggles due to lack of the following:

- Available land.
- Funding.
- Staff time.

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

7D. Develop funding strategy for Parks (2018/19)

- No new progress has been made on this goal.
- The Parks Master Plan needs to be updated, and priorities evaluated in order to fully understand funding needs and develop a funding strategy.
- Given changes over the past year to funding priorities of Federal, State, and other funders, and a major focus on economic recovery and reduction of the negative economic impacts from the Covid-19 pandemic, there is a need to reevaluate potential funding sources and the availability of funding to update funding this strategy. Major alternative funding sources available to fund Parks and park projects include:
 - Grants.
 - Establishment of a Special District with separate taxing authority.
 - An Operating Levy for parks.
 - General Obligation Bonds for park capital construction projects.

7E. Explore development of 14-acre park east of airport (2018/19)

- This parcel is still owned by the Developer.
- Transfer of this parcel to the City is anticipated to happen in Spring of 2022.

7F. Veterans Park/Chief Concomly Park Bridge Feasibility Study (2019/20)

- No progress had been made to date.
- The Parks Master Plan needs to be updated, and priorities evaluated.

7G. Develop Vista Property (2017/18)

- No new progress on this goal.

The Parks Master Plan needs to be updated, and priorities evaluated.

7H. Begin development of Chapman Landing (2015/16)

- No new progress on this goal.
- The Parks Master Plan needs to be updated, and priorities evaluated.
- Chapman Landing was rezoned to “Community Service Recreational” in early September 2021, paving the way for improvements to Chapman Landing.

7J. Develop City Facility Master Plan (2017/18)

Over the last few years, City Hall renovation concepts have been developed and various options considered, such as the redevelopment of the existing Scappoose Middle School into a combined City Hall/Community Center. The Scappoose Middle School building was included in the City’s Urban Renewal Area with this project in mind (although this is not considered a best practice for Urban Renewal Funds).

Due to limited staff capacity, the City has not yet pursued the development of a Facility Master Plan.

CITY OF SCAPPOOSE

December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council Work Session 6pm City Council 7pm	7	8	9	10	11
12	13 URA 6pm City Council 7pm	14	15	16 EDC ~ noon Park & Rec Committee 6pm	17	18
19	20	21	22	23	24 Happy Holidays ~ City Offices closed	25
26	27 Happy Holidays City Offices closed	28	29	30 Happy Holidays ~ City Offices closed	31 Happy Holidays ~ City Offices closed	January 1 Happy Holidays ~ City Offices closed

CITY OF SCAPPOOSE

January 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 City Council work session 6pm City Council 7pm	4	5	6	7	8
9	10	11	12	13	14	15
16	17 City offices closed Martin Luther King Jr. Day	18 Work Session w/Budget Committee, 6pm City Council 7pm	19	20	21	22
23/30	24/31	25	26	27	28	29