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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, September 16, 2015, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

- | | |
|---|-----------|
| 1. Visitor Comments | 1:00 p.m. |
| 2. Employee Length of Service Award: Rick Graham – 25 Years | 1:05 p.m. |
| 3. Discussion Regarding Adult Daycare at Senior Center – <i>Cheryl Young</i> | 1:10 p.m. |
| 4. Discuss City's Support of Transit District – <i>Janet Wright</i> | 1:30 p.m. |
| 5. Introduce New Main Street Program Coordinator Anya Moucha | 1:45 p.m. |
| 6. Review RFP for VOIP Telephone Communications System – <i>John Walsh</i> | 1:50 p.m. |
| 7. Discuss Building Official Position (Whether we want in-house or contract services) | 2:00 p.m. |
| 8. Request to Waive Fees for Halloweentown Events | 2:10 p.m. |
| 9. Discuss IT Services (Whether or not to go out for an RFP) | 2:15 p.m. |
| 10. Discuss Utility Billing Conversion – <i>Jon Ellis</i> | 2:30 p.m. |
| 11. 4 th Quarter Financial Report – <i>Jon Ellis</i> | 2:45 p.m. |
| 12. Department Reports | 3:05 p.m. |
| 13. Council Reports | 3:25 p.m. |
| 14. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:45 p.m. |
| 15. Other Business | |
| 16. Next Work Session Items | |
| 17. Upcoming Dates to Remember: | |
| • September 16, Council Work Session, 1:00 p.m., Council Chambers | |
| • September 16, Council Public Hearing, 6:30 p.m., Council Chambers | |
| • September 16, Council Regular Session, 7:00 p.m., Council Chambers | |
| • September 17, Library Board, 7:15 p.m., Columbia Center Auditorium | |
| • September 22, Arts & Cultural Commission, 6:00 p.m., Council Chambers | |
| 18. Future Public Hearing(s)/Forum(s): | |
| • September 16, 6:30 p.m., PH: Development Code Amendment | |
| • November 4, 6:30 p.m., PF: Utility Rates | |

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
 For more information or for an application, stop by City Hall or call 503-366-8217.

Kathy Payne

From: Cheryl Young <c.young@shseniorcenter.org>
Sent: Thursday, September 03, 2015 7:23 PM
To: Kathy Payne
Subject: Council Agenda
Attachments: OCPA Answers for Council.pdf

Kathy, I am ready with some answers regarding the Adult Day Care Services, so you can schedule me for the next available council session. I will be bringing at least two people with me to help answer other questions that may arise. I am attaching a copy of answers from OCPA. Cost-sharing from them will depend upon the number of clients they serve and how it affects our building use, utilities, etc. At first, we will hardly notice a difference from our regular routine. Once established in full mode with 20 individuals or so, it will only enhance senior services we are able to make available for the community. I see no adverse effects from another nonprofit organization utilizing our building to provide the services we are able to provide ourselves; namely, services for Alzheimer's and dementia clients.

Cheryl



Working Together for Fairness

Oregon Care Providers Association Inc.

A Non-Profit Organization

PO Box 1003 Rainier, OR 97048

Robert 503-396-7597 - Yvette 503-410-8429 - Fax 503-746-9589

careproviders1@gmail.com www.oregoncareproviders.com

August 22, 2015

St Helens City Council Members

P.O. Box 692

St Helens, OR. 97051

Re: Utilization of the Senior Center for Adult Day Services

Dear St Helens City Council Members,

It is with great pleasure that Oregon Care Providers Association (OCPA) presents this information in response to the questions from the St Helens City Council members. OCPA further welcomes the opportunity to answer any additional questions the City Council may have.

The question presented from City Council members as we understand them, are as follows;

1) What will be the times of operation for the Adult Day Services?

- a) The times of operation Monday, Wednesday, and Friday, depending on the needs of the cliental and staff.
- b) The future plan is to have the Adult Day Services available to the community five business days a week Monday through Friday 7:30 am to 5:30 pm. This will allow for the family members to continue with their other obligations.

2) What will be the number of cliental utilizing the Adult Day Services?

- a) One to start with and expanding to our goal of twenty.



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Re: Utilization of the Senior Center for Adult Day Services

- 3) Who is the person or business liable and reasonable for the Adult Day Services business operations?**
 - a) OCPA is accountable for all aspects of the business of the Adult Day Services.
 - b) OCPA will have the necessary insurance for the Adult Day Services.

- 4) Will persons other than the cliental of the Adult Day Services have access and be able to participate in the Adult Day Services activities?**
 - a) Yes, persons other than the Adult Day Services cliental will have access to the activities.

- 5) What will be the ratio of staff to cliental?**
 - a) There will be one qualified staff personnel per six Adult Day Service clients.

- 6) How many rooms will the Adult Day Services be utilizing?**
 - a) The Adult Day Services will need two rooms to provide care. One room for daily activities and one room for resting periods.
 - b) This does not include the use of the cafeteria, game room, or the television room. These will be utilized by all persons congregating to the Senior Center.

Sincerely, Yvette Drak
Oregon Care Providers Association Inc.
Working Together for Fairness
Phone 503-410-8429
Fax 503-746-9589



September 11, 2015

City of St. Helens
Attn: John Walsh, City Manager
P.O. Box 278
St. Helens, OR 97051

Dear Mr. Walsh:

RE: Board of County Commissioners Proposal to Create a CCRider Transportation District
and Establish A Permanent Tax Rate for the May 2016 Election

On Wednesday, September 9th the Columbia County Board of Commissioners (BOCC) directed staff to prepare an order initiating the formation of a special transportation district in Columbia County. The order will also propose a levy amount of \$.23/per \$1,000 property tax for the purpose of providing stable funding for public transit services provided by Columbia County Rider Transportation, (CCRider). The Board intends for proposed CC Rider Transportation District and permanent tax rate to be put before the voters in the May 2016 election.

Your City is within the boundary of the proposed district and will not be included in the district without the City's consent. Attached with this letter is a resolution template in support of inclusion in the CC Rider Transportation District, should it be approved by the voters. The County plans to hold a public hearing on its order to initiate the formation of the district on October 28, 2015. A draft of the County's order is attached. The County needs to receive your City's resolution approving inclusion in the district no later than October 21, 2015 in order to be considered at the October 28 hearing.

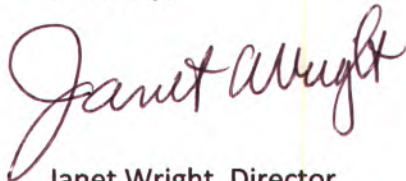
As you know, last May's ballot included a measure to increase the Natural Resource Depletion Fee, which was defeated by 375 votes. The BOCC believes that the closeness of this vote demonstrates that there is substantial support and a desire for, public transit services in our communities.

Transit staff has completed an analysis of the needs of the CCRider to determine the minimum amount necessary to adequately maintain and fund public transit and have determined that the \$.23/\$1,000 of assessed valuation would generate an amount close to \$1,000,000. From data provided by the County Assessor for the 2016 property valuation, the amount a property owner would pay on an assessment of \$185,000 home, the cost would be \$42.55 per year, on \$200,000 of assessed property value the cost would be \$46.00 per year. On a \$250,000 home, the cost would be \$57.50.

Funds generated, should this measure be approved, would be used to leverage match dollars for existing grants, maintain operations for current services, routes, maintenance of vehicles and facilities; possible increases in demand response services that were cut several years ago when we didn't have the local cash available to leverage all of the grant dollars that were available; improvements in services and education of our users in the availability of public transit. Other benefits of passage of this measure are that CCRider would no longer need to ask cities to provide a Community Contribution for public transit in your communities.

The BOCC, by initiating the formation of a special district, urges city support and inclusion by approval of a resolution, which is consent to inclusion in the district if it is approved by the voters. I am available to answer any questions regarding this request. My number is 503-366-8504.

Sincerely,

A handwritten signature in dark ink, appearing to read "Janet Wright", written in a cursive style.

Janet Wright, Director
CCRider Transportation
230 Strand Street
St. Helens, OR 97051
503-366-8504
Fax: 503-366-8508

CC: Kathy Payne, City Recorder

Attachment: City Consent Resolution Template

RESOLUTION NO. _____

**A RESOLUTION APPROVING A COUNTY ORDER TO FORM A TRANSPORTATION DISTRICT WITH A
PERMANENT TAX RATE**

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, by order intends to initiate the formation of the Columbia County Rider Transportation District, hereinafter referred to as the "District," which is a transportation district for public transit pursuant to ORS 198.835 and 267.520; and

WHEREAS, the Board's order will also propose a permanent tax rate for the District in the amount of \$0.23 per \$1,000 of assessed property value within the District; and

WHEREAS, the City of _____ is located within the service area of the proposed district and pursuant to ORS 198.835(3), no part of a city may be included within the boundaries of the proposed district without a resolution by the city approving that inclusion;

NOW, THEREFORE, BE IT RESOLVED, that,

1. If the voters approve the formation of the District, then the City Council of the City of _____ hereby consents to be included in the district; and
2. A certified copy of this Resolution shall be delivered to the County Board to accompany the request for initiating formation.

PASSED and ADOPTED by the City Council of _____ on _____, 2015.

[INSERT SIGNATURE BLOCK]

City of St Helens, Oregon

Request for Proposal

VoIP Telephone Communications System

Issue Date: September 18, 2015

Due Date: 4 p.m. (Pacific Standard Time), October 16, 2015

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of St Helens, Oregon for:

VoIP Telephone Communications System

The City of St. Helens, located at 265 Strand Street, St Helens OR 97051, is seeking qualified individuals or firms to submit proposals for a City-wide IP enabled Telecommunication System:

Proposals must be received no later than **4 p.m., October 16, 2015** and sent to the attention of John Walsh, City Administrator. The proposal outlines specific instructions. Each proposal must be delivered in sealed envelopes clearly marked with **“Proposal for VoIP Telephone Communications System”**

Proposals received later than **4 P.M., October 16, 2015** will not be considered.

A copy of this Request for Proposal (RFP) may be obtained from City’s web site at www.ci.st-helens.or.us or by contacting the RFP Coordinator, John Walsh at jwalsh@ci.st-helens.or.us.

The City of St Helens reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

John Walsh
City Administrator
City of St Helens, Oregon

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Chapter I: General RFP Information

OBJECTIVE OF THIS RFP

The purpose of this RFP is to solicit proposals from vendors qualified to design, upgrade, and implement a VoIP Telephone Communications system Departments within the City of City of St Helens. We will consider proposals from single vendors or from multiple vendors working as a team, provided one of the vendors serves as the primary vendor with single-source contractual liability for all other vendors, including their services, equipment, supplies and all other components that go into making the work complete. The ideal vendor(s) will have experience in the public sector, and have worked with local government entities in Oregon or Washington that are both larger and smaller than City of St. Helens.

BACKGROUND

The current telecommunication system is a combination of Inter-Tel CS5200 Communication Server and a Best Tel System serving approximately 55 handsets, fax machines and credit card machines located in multiple locations throughout the City. All remote sites are currently linked with fiber-optic cable and VPN for the data network.

ST. HELENS TELEPHONY ENVIRONMENT

The City of St Helens has approximately 70 full time employees. City employees are located at multiple locations within the City.

The City telephony consists of the following locations:

Building/Department	Address	Equipment
City Administration (City Hall)	265 Strand St.	18 phones, 1 credit card machine, 2 fax
Court / Utility Billing	230 Strand St.	10 phones, 3 credit card machine, 2 fax
Joint Maintenance Facility	58555 McNulty Way	2 phones, 1 fax
Public Works (Shops)	984 Oregon St.	5 phones, 1 fax
Parks, (McCormick Park)	475 S. 18 th St.	1 phone, 1 fax
Library	375 S 18 th St.	7 phones, 1 fax
Water	XX 4 th St. (Columbia City)	3 phones, 1 fax
Wastewater	451 Plymouth St.	4 phones, 1 fax

ST. HELENS DATA ENVIRONMENT

The City of St Helens currently utilizes Hunter Communications for the majority of its data connections. All sites are currently linked with fiber optic cable. Network cabling is Cat 5 or better. Current Network routing is handled by our Sonicwall Firewalls. Our email client is Exchange 2010. PC's are running at least Windows 7.

REQUESTED SERVICES

Vendor shall assist the city in planning, installing, and training for a City-wide VoIP Communications system. Implementing and integrating this system throughout all of the identified City building and operations is the goal of this proposal. We would like all users to have access to all services including, but not limited to: direct inward dialing, voice mail with voice mail indicator, caller ID, building and citywide intercom paging. The project will also include any required network infrastructure additions and upgrade. The system design must be capable of supporting a telephone communications network integrated with the existing data network. Fire alarms and SCADA lines are not included in this RFP.

The City is also open to considering a VoIP solution whereby the City would just own the phones, and the switch(es) would be housed, owned and managed by the host.

DELIVERABLES

We are expecting the Vendor to recommend and provide a system that will meet the needs of the City of St. Helens. At minimum, the following deliverables are to be provided by the vendor. Additional deliverables or modifications to the deliverables below may be identified in the final contract with the Vendor.

Equipment:

1. Recommendation for Switches with adequate ports and associated software.
2. Voice Gateways with remote site telephone capabilities
3. IP Phones: (See page 3). Conference capability may be required on office phones.
4. City-wide Voicemail system with unified communications
5. Sufficient analog gateways for fax machines and other analog needs
6. Required software and user/device licenses
7. Relevant patch cables and other necessary items

Professional Services:

1. The City expects a turn-key delivery of the VoIP telephone and voicemail system.
2. Configure and Install sufficient numbers of Voice gateways with redundancy capability.

3. Configure network to prioritize voice and video over data and configure voice on separate VLAN. Proposer is responsible for ensuring end-to-end QoS.
4. Configure telephone system for implementation of DID phone numbers.
5. Configure voicemail system
6. Support systems cut-over
7. Provide system administration training
8. Provide at least two (2) training sessions for each employee/user
9. Provide instructor training for City IT staff
10. Provide day two support
11. Provide 180-day post-upgrade support
12. Provide full system documentation
13. Provide ongoing warranty services for all systems and equipment provided.

A hosted solution proposal must meet the capability intent of the above. We understand that the specific equipment requirements will vary. City requires, and vendor shall provide, a fully operational “turnkey” system meeting all the requirements of this RFP.

RFP OFFICIAL CONTACT

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator or Assistant Coordinator listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the RFP Coordinator.

Name: RFP Coordinator
John Walsh, City Administrator
Craig Schmid, IT Director

Address: City of St. Helens
City Hall
265 Strand St.
P. O. Box 278
St Helens OR -97051

Telephone: (503) 397-6272
E-mail: jwalsh@ci.st-helens.or.us

PROCUREMENT SCHEDULE

The procurement schedule for this project is as follows:

Note: The City reserves the right to adjust this schedule as necessary.

Milestone	Date
Release RFP to Vendors	September 18, 2015
Vendor Questions (if any) Due	October 1, 2015
Answers to RFP Questions Released	October 5, 2015
Proposal Due (4:00 p.m.)	October 16, 2015
Vendor Selection	October 21, 2015
Contract Negotiations Complete	November 6, 2015
Contract Awarded	November 18, 2015
Contract Signed	November 19, 2015
Network Evaluation Complete	November 30, 2015
Work Begins	December 12, 2015
Final Acceptance	February 1, 2016

REQUESTS FOR CHANGES/PROTEST PROCEDURES

Persons may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or contract term contained in the RFP, no later than seven (7) calendar Days before the date proposals are due unless a different deadline is clearly stated by the City otherwise. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or contract terms. The City will not consider any protest or request for change that is submitted after the submission deadline.

LETTER OF INTENT

Vendors wishing to submit proposals are encouraged to provide a written letter of intent to propose by September 30, 2015. (An email attachment sent to jwalsh@ci.st-helens.or.us is sufficient). The letter must identify the name, address, phone, fax number, and e-mail address of the person who will serve as the key contact for all correspondence regarding this RFP.

A letter of intent is required in order for the City to provide interested vendors with a list of any questions received and the City's answers to those questions.

QUESTIONS REGARDING THE RFP

Vendors who request a clarification of the RFP requirements may submit written questions to the RFP Coordinator by 4 p.m. (PST) on October 1, 2015. Written copies of all questions and

answers will be provided to all vendors who have submitted letters of intent. (An email attachment sent to jwalsh@ci.st-helens.or.us is sufficient).

PROPOSAL PREPARATION

General Information

It is important that all bidders read this section carefully. Failure to comply with these instructions may result in your proposal being removed from consideration by the City.

PROPOSAL SUBMISSION

The following provides specific instructions for submitting your sealed proposal.

Due Date: Sealed proposals must be received by the City of St. Helens, City Recorder no later than Tuesday, October 16, 2015 at 4:00 p.m. (Pacific Standard Time). Late proposals will not be accepted nor will additional time be granted to any vendor. All proposals and accompanying documentation will become the property of the City and will not be returned.

Number of Copies: A total of 3 paper copies (2 bound and 1 unbound) and an electronic copy of the vendor's proposal, in its entirety, must be received as specified above.

The City will **not** accept facsimile.

Address for Submission: City of St. Helens
Attention: John Walsh, City Administrator
"Proposal for VoIP Telephone Communications System"
265 Strand St.
P.O. Box 278
St. Helens OR 97051

EVALUATION PROCEDURES

The RFP coordinator and other staff will evaluate the submitted proposals.

The evaluators will consider how well the vendor's proposed solution meets the needs of the City as described in the vendor's response to each requirement and form. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the City select the vendor with the best combination of attributes based on the evaluation factors, which include: price; availability and pricing of additional applications not included in the base proposal; vendor's ability to timely

deliver products and services; vendor's reputation; warranty coverage and cost; vendor's training, service and support offerings; and ease of system administration by City. This RFP is intended to provide a standard base for proposers to propose the most appropriate and cost-effective system for the City. The City reserves the right to require that a subset of finalist vendors make a presentation to a selection team. Once City staff has selected the vendor which can best meet the City's needs, based on the evaluation factors, the City will negotiate the specific City system requirements with the selected vendor, using the vendor's proposal to determine the cost of the system components and options as determined in the sole discretion of the City.

APPEALS

Vendors who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Recorder's Office within Seven (7) calendar days of the postmark on the Notice of Award or disqualification.

Appeals should be sent to the following address:

**Kathy Payne, City Recorder
City of St. Helens
265 Strand St.
P.O. Box 278
St. Helens OR 97051**

The appeal must describe the RFP and specific citation of law, rule or regulation upon which the protest is based. Include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The City will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing a contract with any other vendor.

Chapter II: Required Proposal Response

The proposal must provide a summary of the firm's qualifications to perform the duties outlined in the requested services section. This chapter contains information vendors must include to submit their proposals. Please provide the information in separately-identified sections as specified below.

- 1) Cover Letter
- 2) Proposal Summary
- 3) Acceptance of Terms and Conditions. Any variation from the RFP requirements must be conspicuously identified in the proposal.
- 4) General Vendor Information
- 5) Project Staff List
- 6) Key Project Staff Background Information
- 7) Customer Reference
- 8) Project Schedule and Work plan
- 9) Limitations
- 10) Proposed Solution, including specific services and equipment provided, along with the price, terms and conditions of the services and equipment.
- 11) Additional Applications
- 12) Cost, Duration, and Terms of on-going Maintenance and Support
- 13) All other costs that go into making the system a "turnkey" project, meeting all requirements in the contract.
- 14) Recommendations
- 15) Demonstration
- 16) Methodology for testing performance and effectiveness of system installed; options for removal and refund of payment and refund of payments for future to meet future milestones.

ITEM 1: COVER LETTER

All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. You may choose to use your company's letterhead for this form. NOTE: The cover letter is not intended to be a summary of the proposal itself; this is accomplished in Item 2.

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the City."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.

ITEM 2: PROPOSAL SUMMARY

Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

Your proposal summary is not to exceed two pages.

ITEM 3: ACCEPTANCE OF TERMS AND CONDITIONS

Indicate exceptions that your firm takes to any terms and conditions listed in this RFP, including the Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitution(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

ITEM 4: GENERAL VENDOR INFORMATION

1. Please provide the following information:

- a. Name of parent company
- b. Length of time in business
- c. Length of time in business of providing proposed services
- d. Gross revenues for prior fiscal year
- e. Total number of clients
- f. Total number of clients in the proposed service area
- g. Number of public sector clients
- h. Number of full-time personnel in:

- i. Consulting
- ii. Telecommunications
- iii. Sales, marketing and administrative support
- iv. Other (Please note relevant staff)

2. Where is your headquarters located? Field offices?

3. Which office would service this account?

4. Please list credit references that can verify the financial standing of your company, including name of Institution(s), address and Phone number.

5. If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default.

Submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. You may attach additional sheets for explanation of this requirement. The City will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor.

If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided.

If the vendor has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

A vendor response that indicates that the requested information will only be provided if and when the vendor is selected as the apparently successful vendor is not acceptable. Restricting the vendor response to include only legal action resulting from terminations for default is not acceptable.

ITEM 5: PROJECT STAFF LIST

Please identify the proposed project staff members (including subcontractors) who will assist the City with this project. Indicate the percent of time each staff member will be dedicated to the project and each member's years of experience in telecommunications using a format similar to the following:

Staff Member Name	Title	Percent of staff member's time dedicated to project	Number of years in IT

ITEM 6: KEY PROJECT STAFF BACKGROUND INFORMATION

Please provide the following information for each of the key project staff members. At a minimum, key staff must include your proposed project manager and key contributors to this project.

- Vendor name
- Staff member name
- Position in the company
- Length of time in position, and any planned dates of separation from the company or significant leave from duties.
- Length of time at company
- Project position and responsibilities
- Education
- Previous Work Experience
- Technical skills and qualifications for the project position

In addition, include resumes for all individuals. Identify all important licenses and certifications held by the project staff. Identify any limitations on the use of any key individuals identified for service to the City. Note the current assignments and location of key members and identify whether these assignments may conflict with the ability to perform needed work for the City. Describe all experience with similar contracts.

ITEM 7: CUSTOMER REFERENCE

Please list up to five(5) private sector clients and all [may limit to ten (10)] public sector clients for whom you have designed and installed a Comparable Communications System or other services relevant to this RFP over the past two years.

- Customer/Client Name
- Reference Name
- Title
- Phone Number

- e. Mailing Address
- f. URL where plan copy is available for view (if applicable)
- g. Customer Size, start date, end date, service description and contract amount

ITEM 8: PROJECT SCHEDULE AND WORKPLAN

Provide a detailed project implementation plan that includes:

- A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during contract negotiations)
- A table listing vendor staff assignments and proposed labor hours for all tasks
- A brief description of each task and its work products
- A description of each proposed deliverable
- Training program

ITEM 9: LIMITATIONS

Describe any circumstances that might limit your ability to provide required or desired services described in this in a timely manner

ITEM 10: PROPOSED SOLUTION

Describe your proposed solution including the hardware infrastructure, types of phones and locations, and applications/software included. Please include technical capabilities of the total system to include redundancies, warranties and specification sheets for each piece of equipment and descriptions of each software application should be attached in an appendix to your proposal.

If you are proposing a managed solution, in addition to the above, please describe how the City would participate in hosted system upgrades.

ITEM 11: ADDITIONAL APPLICATIONS

Provide a list of additional applications which are available as options to your Proposed Solution together with the cost for each including initial hardware and software costs plus any on-going costs such as licensing fees. Specification sheets for each application should be attached as an appendix to the Proposal.

Applications which are included in the base Proposal at no additional cost should also be noted here.

ITEM 12: COST, DURATION, AND TERMS OF ON-GOING MAINTENANCE AND SUPPORT

Please describe the on-going maintenance and support available with your proposed solution, including guaranteed response times. Where optional maintenance plans are available, please describe them here. Costs associated with the above need to be addressed under ITEM 13.

Specifically identify the cost-free warranty period of the system provided (including each subcomponent, if there are different warranties for various portions of the system), and the maximum guaranteed number of years that your company will provide full support for the system once it is installed.

Describe the useful life span of the system as estimated by your company and by the equipment manufacturer.

ITEM 13: COSTS

The Proposal must contain a cost schedule that includes estimated hours, if billed separately, rates, and overall price of your overall solution. Pricing should be broken down by line item. Please organize the cost schedule by: 1) Hardware and equipment; 2) Software, Programs and Licenses (include dates for any license that is not a permanent license; 3) Services and Labor for installation; 4) On-going services, warranty (i.e. beyond applicable cost-free warranty periods) and maintenance costs, and 5) Other charges or costs, if applicable. Please coordinate this information with that in Item 16 below.

If you are proposing a managed solution, please include all on-going costs associated with managing and updating the system.

ITEM 14: RECOMMENDATIONS

Provide recommendations, if any, for saving cost without unduly sacrificing the scope, nature, or quality of equipment and services desired by the City.

ITEM 15. DEMONSTRATION

Identify the opportunity for a hands-on demonstration of the proposed telephones and/or systems at St Helens City Hall or nearby City or Business.

ITEM 16. METHODOLOGY FOR TESTING PERFORMANCE AND EFFECTIVENESS OF SYSTEM INSTALLED; OPTIONS FOR REMOVAL AND REFUND OF PAYMENTS FOR FAILURE TO MEET MILESTONES

Provide check points and milestones for meeting agreed-upon performance criteria, and options for City to abandon the system without further obligations if objectives are not achieved.

Appendices

RFP AMENDMENTS

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

VENDOR'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the City.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

If deemed to be in the best interest of the City, the City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal.

PROPOSAL VALIDITY PERIOD

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful vendor.

PUBLIC RECORDS

"Under Oregon state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the "documents")

become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents provided by a vendor in response to this RFP, it will promptly notify the vendor at the address given in response to this RFP that it has received such a request. Such notice will inform the vendor of the date the City intends to disclose the documents requested and affording the vendor a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.”

CANCELLATION, DELAY OR SUSPENSION OF SOLICITATION; REJECTION OF PROPOSALS

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals not in compliance with public contracting procedures.

RIGHT TO AWARD OR REJECT

This RFP does not commit the City of St Helens to award a contract. The City reserves the right to reject any and all proposals and negotiate a contract with one of the proposers. The City reserves the right to offer the contract to other than the low proposer based on evaluation criteria other than just cost.

INDEPENDENT CONTRACTOR

The relationship to the City of St Helens of the successful firm and each of its employees and agents shall be that of an “independent contractor” and not an employee. The successful firm shall have single-point responsibility for all persons and legal entities who provide services to the City, be they employees of the firm or independent contractors. The successful proposer is responsible for determining the appropriate means and manner of performing the work. The successful proposer represents and warrants now, and as part of the contract for services with the City pursuant to this RFP, that the successful proposer is not an employee of the City of St Helens, and that the successful proposer at all times meets and will continue to meet the specific independent successful proposer standards of ORS 670.600. Among other obligations of successful proposer consistent with this status, successful proposer shall be responsible for federal and state taxes applicable to any compensation or payments paid to successful proposer under this contract and, the City will not withhold from such compensation or payments any amounts to cover Successful proposer’s federal or state tax obligations.

COMPLIANCE WITH LAW

The successful proposer shall comply with all applicable federal, state, and local statutes, ordinances, administrative rules, regulations, and other legal requirements in performance of the work.

CONTRACT AWARD AND EXECUTION

- The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.
- The general conditions and specifications of the RFP and as proposed by the City and the successful vendor's response, as amended by agreements between the City and the vendor, will become part of the contract documents. Additionally, the City will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.
- Once City staff has selected the vendor that can best meet the City's needs, based on the evaluation factors, the City will negotiate the specific City system requirements with the selected vendor, using the vendor's proposal to determine the cost of the system components and options as determined in the sole discretion of the City. After that negotiation period has ended and City has, in its sole discretion, finalized the system requirements, the vendor selected as the apparent successful vendor will be expected to enter into a contract with the City in substantially the form and content attached, but with the addition of specific information pertaining to the agreed-upon system to be provided for the City. The successful proposer is expected to execute this contract verbatim unless it has proposed specific changes to the contract in its response to this RFP and has later obtain agreement from the City of St. Helens (City) for the contract change. All such proposed changes should be accompanied by an estimate of the cost savings to the City that would result from the recommended change.
- If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next-highest-ranked vendor.
- No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

WARRANTY

Telephone system and all associated equipment in the bidder's proposal must be warranted by the bidder and the manufacturer to be free of defects in equipment, software and workmanship for a period of at least one year following system acceptance by City.

DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

In addition to other standard contractual terms, the City will require the selected vendor to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless for, from and against any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant and its agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

The vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

LIABILITY INSURANCE

CONTRACTOR will maintain a policy of liability insurance in the form, and from an insurance company, approved by the CITY, which company is admitted or otherwise licensed to do business in the State of Oregon.

- A. Said insurance shall insure CONTRACTOR for the benefit of the City of St Helens in not less than the amount of \$2,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000.
- B. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by CONTRACTOR, or by an employee, representative, or agent of CONTRACTOR, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.
- C. Certificate of Insurance: CONTRACTOR shall require its insurance carrier to provide to the City of St Helens a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without 6 months written notice sent by certified mail by the insurance carrier to the City of St. Helens. It is agreed that no person shall perform any acts on behalf of CONTRACTOR without having said insurance in full force and effect.

EQUAL OPPORTUNITY COMPLIANCE

The City is an equal opportunity employer and requires all Proposers to comply with policies and regulations concerning equal opportunity.

The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.

OTHER COMPLIANCE REQUIREMENTS

In addition to any nondiscrimination and affirmative action compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the Proposer, including all proposal documents, shall become the property of the City.

CONFIDENTIALITY OF INFORMATION

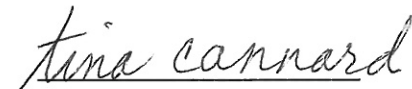
All information and data furnished to the Proposer by the City, and all other documents to which the Proposer's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

September 9, 2015

Dear St. Helens City Council Members:

We respectfully request a waiver of fees for the Spirit of Halloweentown events scheduled during the month of October. The continuing support the City of St. Helens has given us is deeply appreciated and we look forward to many more successful events.

Sincerely,


Tina Cannard

Half day = 4 hours
Full day = 5+ hours

Fee Schedule

As per Resolution Nos. 1329, 1346, 1421 and 1686

Fee type	Check all that apply	# of days	Amount due
Park Use/Reservation	<input type="checkbox"/> \$20 per half day		\$
McCormick Park areas *2, 3, 4, & soccer field Campbell Park areas 1, 2 • Godfrey Park	<input type="checkbox"/> \$35 per full day		\$
Columbia View Park Gazebo/Amphitheater	<input type="checkbox"/> \$30 per half day		\$
*McCormick Park Veterans Pavilion (area 1) Includes electrical connection	<input checked="" type="checkbox"/> \$40 per full day	6	\$ 240.00
Athletic Fields Not more than 2 weeks use	<input type="checkbox"/> \$10 per day x _____ fields x _____ days		\$
ADDITIONAL FEES:			
Use of field lights	<input type="checkbox"/> \$10 per day x _____ fields x _____ days		\$
Public assembly	<input checked="" type="checkbox"/> \$25		\$ 25.00
Parade/Run/Walk	<input type="checkbox"/> \$25		\$
Engage in commercial activity	<input type="checkbox"/> \$25		\$
Amplify sound	<input checked="" type="checkbox"/> \$25		\$ 25.00
Use during hours of closure	<input type="checkbox"/> \$25		\$
Use of special use area	<input type="checkbox"/> \$25		\$
Use of electrical connections	<input type="checkbox"/> \$20 per day		\$
TOTAL AMOUNT DUE			\$ 290.00

*Groups over 100 people reserving McCormick Park Pavilion or Area 2 must reserve both areas to accommodate the large event. This is in addition to the Public Assembly and Dumpster Rental requirements.

DECLARATION

By signing this application and initialing the bottom of pages 5, 6 & 7 attached ("Agreements and Conditions" and "Rules and Regulations") you declare that you have read and agree to these guidelines for use of City-owned properties including public right-of-ways.

Lina Pannard
Signature of applicant or authorized agent

9-10-2015
Date signed

SPECIAL USE PERMIT APPROVAL

☐ This Special Use Application is authorized ☐ with additional conditions listed below.

This Permit can be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Approved by John Walsh, City Administrator Date _____

Signed [Signature] Date 9/11/15

Permit issued _____ Date _____



Memorandum

To: The Mayor and Members of the City Council
From: Jon Ellis, Finance Director
Subject: Utility Billing - Conversion to Monthly Billing
Date: September 16, 2015

Request:

Shall City Council direct staff to proceed with conducting a comprehensive review of resources required to meet the goal of converting Utility Billing from bi-monthly to monthly?

Background:

Council has indicated the desire of eventually converting the Utility Billing program from a Bi-monthly billing to Monthly billing. Staff has initiated some changes in delivery of services to start laying a foundation to initiate such an endeavor. Some of these steps have consisted of:

1. Multi-year meter replacement program (installation of Radio Read Meters, which is approximately 60% complete)
2. Migration of Springbrook Software to version 7 (completed in February), and
3. Outsourcing of bill printing and mailing (completed in June).

However, there still are significant resources required to be able to fully accomplish such a conversion and staff will initiate a more in depth assessment of resources required upon Council's direction.

The comprehensive project will consist surveying other municipal utilities who are on monthly billing cycles (hopefully connecting with some Cities that have more recently gone through the conversion) to assess how they have addressed concerns associated with resources required, efficiencies derived, and how expectations and outcomes matched (from perspective of in-house and field staff, and citizens). Some of the hurdles that need to be better vetted are:

- Receipting of payments – How to efficiently address volume of bi-monthly payments on a monthly basis? 4,800 payments
- Meter reading – current takes 5 employees one week every two months to read meters. How does that get addressed when converting to monthly?
- Shut-offs of 80 – 100 bi-monthly – what to expect on a monthly basis?
- Process and timing of billings versus due date versus shut-off? (i.e. billed on 1st due on 15th shut off on 21st – a lot tighter timelines)
- Transitioning strategy to easy customers from bi-monthly to monthly (i.e. suspend assessment of late fees – limited suspension of shut offs, etc).

While many Cities make this decision based on the perception of customer service concerns/needs, which usually outweigh costs, it will be good to have a full assessment of needs/requirements, and a well vetted strategic plan prior to pulling the trigger on the final implementation of the program. The outcome of staffs further assessments, survey, and development of a proposed implementation plan would be reviewed with City Council on October 21, 2015.

**City of St. Helens
Fiscal Year 2014-15
4th Quarter Financial Report
For Period Ending June 30, 2015**

Explanation of report

The 4th quarter financial report is the measurement of financial performance for the fiscal year ending June 30, 2014. The report presents the adopted and amended budgets, actual financial activity through June 30, the under/over budget for the period, and the percent (%) of budget utilized as of June 30. The 4th quarter financial report should not be construed to be the annual financial report. This report formats the year-end financial activity in a consistent format with the previous 3 quarterly reports received by City Council throughout the fiscal year. At the time of this reporting, the annual financial data is still being reviewed by the City's Auditors. The numbers purported in this report should closely reflect the final audited financial information that will be presented in the City's Annual Financial Report, but for now are defined as "unaudited".

Table 1 reflects a summary of financial activity by fund.

Table 1 - Fund Summaries for Period Ending June 30, 2015						
Funds	Beginning Fund Balances	Current Resources		Current uses		Ending Fund Balance
		Revenues	Transfers In	Transfers Out	Expenditures	
001- General	1,766,848	4,153,090	19,000	267,740	3,921,816	1,749,382
008-Visitors & Tourism	230,498	129,444	-	19,000	176,111	164,831
009-Community Enhancement	463,343	1,538,507	2,070,340	2,421	753,143	3,316,625
010-Capital Improvement	6,330,602	795,451	2,073,421	-	1,906,763	7,292,711
011-Streets (Gas Tax)	581,153	747,689	-	137,500	639,498	551,844
012-Administrative Services	95,204	1,230,314	31,400	-	1,222,966	133,952
013-Public Works	1,524	242,078	-	-	243,602	(0)
015-Fleet	46,602	250,000	-	-	267,567	29,035
017-Water Operating	1,785,083	3,041,694	-	465,000	2,569,916	1,791,861
Forest reserve	1,394,327	964,765	-	2,000,000	71,802	287,290
018-Sewer Operating	2,926,376	4,676,936	-	1,302,500	3,565,797	2,735,015
033-Community Development	-	22,386	-	-	22,385	1
Total	15,621,560	17,792,353	4,194,161	4,194,161	15,361,367	18,052,546
			21,986,514		19,555,528	
Adopted Budget	14,029,896	17,873,590	5,160,263	5,160,236	25,585,546	6,317,939
Contingency					(2,489,502)	2,489,502
Adopted Budget net contingency	14,029,896	17,873,590	5,160,263	5,160,236	23,096,044	8,807,441
Percent of Budget		99.55%	81.28%	81.28%	66.51%	204.97%

95%

69%

The beginning fund balances (working capital) as of July 1, 2014 for the City total \$15,621,560. These amounts are based on the audited year-end financial reports (FY 13-14). The total beginning fund balances for FY 14-15 are \$1,591,664 greater than forecasted in the adopted budget due to FY 2013-14 expenditures being less than projected combined with revenues greater than expected.

Current resources collected as of June 30, 2015 total \$21,986,514 and reflect 95% of the budget. Current resources – revenues total \$17,792,353 and reflect 99.55% of total budget. Chart below highlights revenues through June 30, 2015.

Revenue Classifications	Budget	UnAudited 6-30-15					Variance Over/(Under)	Notes
	All Funds	General Fund	Special Revenue Funds	Internal Service Funds	Enterprise Funds	Total		
Property taxes	1,535,200	1,592,949	-	-	-	1,592,949	103.76%	57,749
Franchise fees	1,469,500	1,450,081	-	-	-	1,450,081	98.68%	(19,419)
Motel/hotel	80,000		110,671	-	-	110,671	138.34%	30,671
Charges for services	8,999,140		780	284,430	8,597,146	8,882,356	98.70%	(116,784)
Licenses and permits	334,290	355,118	-	-	-	355,118	106.23%	20,828
Fines and forfeitures	207,000	208,495	-	-	-	208,495	100.72%	1,495
Intergovernmental	1,594,330	384,909	1,290,096	-	-	1,675,005	105.06%	80,675
Interest earnings	66,800	12,608	10,982	-	55,989	79,579	119.13%	12,779
System devel. charge	180,000	-	412,016	-	-	412,016	228.90%	232,016
Miscellaneous	253,800	89,145	61,720	-	29,745	180,610	71.16%	(73,190)
Indirect cost allocation - CC	1,603,030	59,785	-	1,437,962	-	1,497,747	93.43%	(105,283)
Sub-total - Operating Rev	16,323,090	4,153,090	1,886,265	1,722,392	8,682,880	16,444,627	100.74%	121,537
Other	1,550,500	-	1,347,212	-	515	1,347,727	86.92%	(202,773)
Transfers	5,160,263	19,000	4,143,761	31,400	-	4,194,161	81.28%	(966,102)
Total Revenues	23,033,853	4,172,090	7,377,238	1,753,792	8,683,395	21,986,515	95.45%	(1,047,338)
Operating Revenues		4,067,060	1,655,070	1,815,760	8,785,200	16,323,090		
		102.58%	445.74%	96.59%	98.84%	134.70%		
Proceeds/Transfers		19,000	6,619,863	71,400	500	6,710,763		
		100.00%	82.95%	43.98%	103.00%	82.58%		
Total		4,086,060	8,274,933	1,887,160	8,785,700	23,033,853		
		102.11%	89.15%	92.93%	98.84%	95.45%		

The following are the highlighted impacts to revenues:

- Property taxes – \$57,750 greater than budget.
- Franchise fees – are \$19,420 less than budget – telephone and garbage utilities are trending down, electric is right on target and water/sewer are trending slightly higher.
- Charges for services (primarily Utility revenues) - are down \$116,790 primarily due to timing of Timber revenues, partially offset by increase in Secondary sewer treatment pool shared agreement with Cascade, which is running approximately \$60,000 greater than budget.
- Licenses and permits - are \$20,830 greater than anticipated building and planning fees partially offset by decline in dog licensing revenue (turnover to the County in November).
- Intergovernmental revenues - are \$80,675 greater than anticipated primarily due to the awarding of the Marine Board grants for Sand Island and Dock improvements, partially offset by deferment of STP funded projects in streets.
- System Development Charges - are \$232,016 greater than anticipated primarily due to increase fees from last year combined with increase in anticipated activity.
- Miscellaneous fees - are \$73,190 less than anticipated do to Tourism event revenues and Community Development Block Grant loan payoffs. Please note that these are partially offset by Insurance refunds / credits received, which were \$15,000 greater than budget.
- Indirect cost allocation charges - are \$105,283 less primarily due to projected savings in the internal service funds.

For further details on beginning fund balances, and actual revenues received through June 30, 2015 refer to Attachment A – Revenue Reports.

Current uses as of June 30, 2015 total \$19,555,528 and reflect 69% of budget. Current uses – expenditures less transfers and contingencies - total \$15,361,367 and reflect 67% of total budget. Chart below highlights expenditures through June 30, 2015.

Revenue Classifications	Budget	UnAudited 6-30-2015					% Rcvd	Variance (Over)/Under	Notes
	All Funds	General Fund	Special Revenue Funds	Internal Service Funds	Enterprise Funds	Total			
Personnel Services	6,717,760	2,795,800	342,855	1,101,710	2,322,971	6,563,336	97.7%	154,424	See Personnel Services analysis
Materials & Services	6,196,540	1,126,017	694,315	602,780	2,983,036	5,406,148	87.2%	790,392	Various Items
Debt Service	1,179,494	-	6,500	-	901,507	908,007	77.0%	271,487	Timing of DEQ / Property Acq
Sub-total Operating Expenditures	14,093,794	3,921,817	1,043,670	1,704,490	6,207,514	12,877,491	91.4%	1,216,303	
Capital Outlay	9,002,250	-	2,454,230	29,646	-	2,483,876	27.6%	6,518,374	Timing of Projects
Transfers	5,160,263	267,740	158,921	-	3,767,500	4,194,161	81.3%	966,102	Timing of Projects
Contingencies	2,489,502	-	-	-	-	-	0.0%		
Total Expenditures	30,745,809	4,189,557	3,656,821	1,734,136	9,975,014	19,555,528	63.6%	8,700,779	
Net of Contingencies	28,256,307								

Based on current analysis, the following are highlighted impacts to expenditures.

Personnel service costs (PSC) are \$154,420 under budget, primarily due to:

- \$114,000 - Contracting out of the Building Official, offset by
- (\$46,720) – Addition of a term limited Assistant Planner (7 months),
- \$87,140 – Vacancies, timing of seasonal staffing, and change in employee mix.

Impact by fund and department are illustrated in Table 3 below.

Table 3 - Personnel Costs Analysis FY 2014-15 (net of Direct Labor Transfers)									
Fd	Dpt	Dept	Budget FY 14-15	Amended Budget FY 14-15	UnAudited 6-30-15	Under / (Over) Budget	%	Notes	
001		General Fund						Vacancies & change in employee	
	002	Police	2,074,210	2,113,960	2,045,681	28,529	1.4%	mix, partially offset by OT	
	004	Library	410,400	413,890	405,019	5,381	1.3%	Staffing turnover	
	100	City Council	32,350	32,350	32,335	15	0.0%		
	103	Courts	164,650	164,650	146,987	17,663	10.7%	Change in employee mix	
	104	Planning	106,580	157,020	153,299	(46,719)	-43.8%	Overfill Assistant Planner	
	105	Building	114,120	114,120	-	114,120	100.0%	Contract out Building Official	
	001	Total	2,902,310	2,995,990	2,783,320	118,990	4.1%		
012		Admin Services							
	101	City Admin	162,490	162,490	161,679	811	0.5%		
	102	City Recorder	355,700	355,700	357,263	(1,563)	-0.4%	Carlton communications contract	
	106	Finance	474,490	474,490	476,096	(1,606)	-0.3%	Term limited Support	
	012	Total	992,680	992,680	995,038	(2,358)	-0.2%		
013		Public Works							
	402	Engineering	340,250	340,250	339,520	730	0.2%	Part-time Engineering Tech	
								Timing of seasonals and change in	
	403	Operations	1,677,060	1,697,060	1,636,704	40,356	2.4%	employee mix	
	013	Total	2,017,310	2,037,310	1,976,224	41,086	2.0%		
015		Fleet							
	015	Fleet	193,920	193,920	192,201	1,719	0.9%	Change in employee mix	
	015	Total	193,920	193,920	192,201	1,719	0.9%		
017		Water							
	417	Water Filtration	233,780	238,780	234,803	(1,023)	-0.4%	OT related with down tree	
	017	Total	233,780	238,780	234,803	(1,023)	-0.4%		
018		Sewer / Storm							
	019	WWTP - Sec.	377,760	384,460	381,750	(3,990)	-1.1%	Standby under budgeted	
	018	Total	377,760	384,460	381,750	(3,990)	-1.1%		
	Grand Total		6,717,760	6,843,140	6,563,336	154,424	2.3%		

Materials and services (MS) are \$790,390 under budget, primarily due to:

1. Administrative Services and Community Development Departments savings of \$287,400
 - a. \$180,400 less than anticipated costs associated with Veneer Property Acquisition
 - b. \$83,500 less than anticipated administrative services costs associated with legal services, information services, and equipment expenses
 - c. \$3,300 less than anticipated ICAPPartially Offset by:
 - d. (\$55,400) legal expenses on sensitive land issue
 - e. (\$47,200) contract services for building inspections and building official (offset by savings in PSC)
 - f. (\$16,500) Professional Services – Banking, mailing and temp services related to finance
 - g. (\$11,000) Building expenses associated with HVAC at Senior Center and City Hall
2. Police Department savings of \$29,700
 - a. \$16,230 less than anticipated K-9 program costs (replacement of K-9 Deferred)
 - b. \$16,800 less than anticipated – Fuel costs
 - c. \$9,130 less than anticipated ICAP
 - d. \$10,400 less than anticipated Automotive expensesPartially Offset by:
 - e. (\$16,000) legal expenses on personnel opportunities
 - f. (\$12,000) Contract services due to turn-over of Police Records Specialist
3. Library Department savings of \$12,400
 - a. \$2,000 less than anticipated ICAP
 - b. Remaining savings associated with Arts and Cultural / Grants
4. Public Works Department savings of \$452,600
 - a. \$90,800 less than anticipated ICAP
 - b. \$77,000 timing of Streets crack seal and road patching projects
 - c. \$29,100 less than anticipated – Fuel costs
 - d. \$82,700 less than anticipated operating materials and supplies
 - e. \$20,000 less than anticipated legal expensesPartially Offset by:
 - f. (\$7,300) Unanticipated repair to WFF sewer system
 - g. (\$5,700) Unanticipated repairs to heavy equipment items (street sweeper, vector, etc)

For further detail, refer to Attachment B – Expenditure Reports for Period Ending June 30, 2015 and Attachment C – Capital Projects.

Ending fund balances – Ending fund balances represent the balance of each fund as of June 30, 2015 which totals \$18,052,546. Table 4 below compares Fund Balances for FY 14-15 Adopted to Un-Audited Actual (improvement of \$9,245,104).

Table 4 - Comparison of Adopted to UnAudited FY 14-15 Ending Fund Balances							
Funds	FY 14-15 Ending Fund Balances			Components impacting Ending Fund Balance Improvement / (Impairment)			Explanation
	Adopted Budget *	UnAudited Actuals	Increase / (Decrease)	Beginning Fund Balances	FY 14-15 Revenues	FY 14-15 Expenditures	
001- General	1,329,438	1,749,382	419,944	297,320	86,030	36,594	Property taxes & Development revenues up and personnel services costs down
008-Visitors & Tourism	263,453	164,831	(98,622)	(48,605)	(70,006)	19,989	New Event Programs
009-Community Enhancement	210,537	3,316,625	3,106,088	(900)	(482,919)	3,589,907	Carryforward Property Acquisition
010-Capital Improvement	2,890,708	7,292,711	4,402,003	564,894	(268,128)	4,105,237	Carry Forward of Capital Projects
011-Streets (Gas Tax)	418,752	551,844	133,092	42,651	(51,311)	141,752	Carry Forward of Crack Seal and Road Patching projects
012-Administrative Services	57,531	133,952	76,421	(2,150)	(63,146)	141,717	Attorney fees and IT equipment replacement
013-Public Works	40,000	-	(40,000)	1,524	(70,222)	28,698	Decrease in overall expenditures
015-Fleet	12,241	29,035	16,794	12,301	-	4,493	Decrease in Materials and Services
017-Water Operating	1,497,912	1,791,861	293,949	120,071	94,694	79,184	Water Sales
517 - Timber reserves	155,000	287,290	132,290	394,327	(265,235)	3,198	Timber revenues
018-Sewer Operating	1,931,870	2,735,015	803,145	210,232	68,236	524,677	Overall lower than projected expenditures / greater than anticipated revenues
033-Community Development	-	-	-	-	(34,444)	34,444	CDBG - Low income housing improvements
Total	8,807,442	18,052,546	9,245,104	1,591,665	(1,056,451)	8,709,890	

General Fund Net Building Reserves

1,729,067

* Net of Contingencies

Table 5 below compares Beginning Fund Balances for FY 15-16 Adopted to Un-Audited Actual at June 30, 2015 Ending Fund Balances. This comparison illustrates an improvement to the FY 15-16 beginning Fund Balances of \$1,560,748. Please note when preparing FY 15-16 Budget, beginning fund balances where projected to include many of the carryforward capital projects and anticipated changes in revenues/expenditures illustrated in Table 4.

Table 5 - Ending June 30 compared to beginning July 1 Fund Balances			
Funds	Unaudited 6/30/15	Beginning 7/1/15	Variance Improvement / (Impairment)
001- General	1,749,382	1,641,828	107,554
008-Visitors & Tourism	164,831	141,448	23,383
009-Community Enhancement	3,316,625	2,390,100	926,525
010-Capital Improvement	7,292,711	7,030,579	262,132
011-Streets (Gas Tax)	551,844	542,919	8,925
012-Administrative Services	133,952	133,691	261
013-Public Works	-	-	-
015-Fleet	29,035	16,753	12,282
017-Water Operating	1,791,861	1,765,392	26,469
Forest reserve	287,290	289,092	(1,802)
018-Sewer Operating	2,735,015	2,539,996	195,019
033-Community Development	1	-	1
Total	18,052,546	16,491,798	1,560,748

City of St. Helens
June 30, 2015 Revenue Reports

Attachment A
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		Fiscal Year 2014-15					
Fd	Revenue Classification	Actual 6-30-2014	Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	Over/ (Under) Budget
001 - General Fund							
	Beginning working capital	1,245,573	1,469,528	1,469,528	1,766,848	120%	297,320
	Property taxes	1,542,416	1,535,200	1,535,200	1,592,949	104%	57,749
	Franchise fees	1,422,800	1,469,500	1,469,500	1,450,081	99%	(19,419)
	Licenses and permits	387,244	334,290	334,290	355,118	106%	20,828
	Fines and forfeitures	224,247	207,000	207,000	208,495	101%	1,495
	Intergovernmental	387,365	406,520	406,520	384,909	95%	(21,611)
	Interest earnings	13,058	10,000	10,000	12,608	126%	2,608
	Miscellaneous	85,259	40,140	40,140	89,145	222%	49,005
	ICAP	53,151	64,410	64,410	59,785	93%	(4,625)
	Transfers	179,570	19,000	19,000	19,000	100%	-
001 Total		5,540,684	5,555,588	5,555,588	5,938,938	107%	383,350
008 - St Helens Visitor & Tourism Fd							
	Beginning working capital	281,653	279,103	288,553	230,498	80%	(58,055)
	Motel/hotel	79,223	80,000	80,000	110,671	138%	30,671
	Miscellaneous	9,053	119,450	119,450	18,773	16%	(100,677)
	Transfers	19,000	-	-	-	0%	-
008- Total		388,929	478,553	488,003	359,942	74%	(128,062)
009 - Community Enhancement							
	Beginning working capital	460,335	464,244	464,440	463,343	100%	(1,097)
	Charges for services	2,032	800	800	780	98%	(20)
	Intergovernmental	111,493	62,810	531,310	510,815	96%	(20,495)
	Interest earnings	1,520	1,800	1,800	1,141	63%	(659)
	Other	-	1,000,000	1,000,000	1,000,000	100%	-
	Miscellaneous	46,238	13,380	48,380	25,771	53%	(22,609)
	Transfers	362,800	3,003,863	3,010,953	2,070,340	69%	(940,613)
009 - Total		984,419	4,546,897	5,057,683	4,072,190	81%	(985,494)
010 - Capital Projects							
	Beginning working capital	5,571,208	5,765,708	5,765,708	6,330,602	110%	564,894
	Intergovernmental	25,559	341,000	384,300	36,223	9%	(348,077)
	Loan Proceeds	707,947	550,000	550,000	347,212	63%	(202,788)
	System devel. charge	364,125	180,000	180,000	412,016	229%	232,016
	Miscellaneous	7,000	-	27,430	-	na	(27,430)
	Transfers	1,175,000	2,066,000	2,099,500	2,073,421	99%	(26,079)
010 - Total		7,850,839	8,902,708	9,006,938	9,199,474	102%	192,536
011 - Streets (Gas Tax) Fund							
	Beginning working capital	562,172	538,502	538,502	581,153	108%	42,651
	Intergovernmental	741,534	784,000	784,000	736,027	94%	(47,973)
	Interest earnings	11,539	12,000	12,000	9,841	82%	(2,159)
	Miscellaneous	7,846	3,000	3,000	1,821	61%	(1,179)
011 - Total		1,323,092	1,337,502	1,337,502	1,328,842	99%	(8,660)
012 - Administrative Services							
	Beginning working capital	102,879	97,354	97,354	95,204	98%	(2,151)
	Charges for services	22,791	25,140	25,140	26,624	106%	1,484
	Indirect cost allocation - CC	1,182,848	1,268,320	1,281,020	1,203,690	94%	(77,330)
	Transfers	-	31,400	31,400	31,400	0%	-
012 - Total		1,308,518	1,422,214	1,434,914	1,356,918	95%	(77,996)
013 - Public Works							
	Beginning working capital	-	-	-	1,524		1,524
	Charges for services	5,404	2,000	2,000	7,806		5,806
	Indirect cost allocation - CC	171,735	270,300	270,300	234,272	87%	(36,028)
	Transfers	-	40,000	40,000	-	0%	(40,000)
013 - Total		177,139	312,300	312,300	243,602	78%	(68,698)

City of St. Helens
June 30, 2015 Revenue Reports

Attachment A
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		Fiscal Year 2014-15					
Fd	Revenue Classification	Actual 6-30-2014	Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	Over/ (Under) Budget
015 - Fleet Maint. Facility Fund							
	Beginning working capital	61,097	34,301	34,301	46,602	136%	12,301
	Charges for services	250,000	250,000	250,000	250,000	100%	-
015 - Total		311,097	284,301	284,301	296,602	104%	12,301
017 - Water Fund							
	Beginning working capital	1,818,112	2,665,012	2,665,012	3,179,410	119%	514,398
	Charges for services	2,866,023	2,909,000	2,909,000	2,985,879	103%	76,879
	Interest earnings	20,338	18,000	18,000	26,461	147%	8,461
	Loan proceeds	-	-	-	-	0%	-
	Miscellaneous	22,758	20,000	20,000	29,355	0%	9,355
	Timber Revenues	1,394,327	1,230,000	1,230,000	964,765	78%	(265,235)
017 - Total		6,121,558	6,842,012	6,842,012	7,185,869	105%	343,857
018 - Sewer (Storm) Fund							
	Beginning working capital	2,664,534	2,716,144	2,716,144	2,926,376	108%	210,232
	Charges for services	4,617,923	4,582,200	4,582,200	4,646,502	101%	64,302
	Interest earnings	27,478	25,000	25,000	29,528	118%	4,528
	Loan proceeds	390	500	500	515		15
	Miscellaneous	10,153	1,000	1,000	391	39%	(609)
018 - Total		7,320,478	7,324,844	7,324,844	7,603,312	104%	278,468
033 - Community Development Fund							
	Intergovernmental	318,670	-	-	7,031	100%	7,031
	Miscellaneous	10,869	56,830	56,830	15,355	27%	(41,475)
033 - Total		329,539	56,830	56,830	22,386	39%	(34,444)
Grand Total		31,656,292	37,063,750	37,700,915	37,608,074	101%	(92,841)

City of St. Helens
June 30, 2014 Expenditure Report

Attachment B
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Fund / Dept / Division	Classification	Actual 6-30-2014	Fiscal Year 2014-15				Under / (Over) Budget
			Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	
001 General							
002 Police							
	Personnel services	1,789,736	1,968,400	2,008,150	1,921,162	96%	86,988
	Materials and services	427,884	423,530	434,530	402,330	93%	32,200
	Police Total	2,217,620	2,391,930	2,442,680	2,323,492	95%	119,188
004 Library							
	Personnel services	369,254	377,460	380,950	373,854	98%	7,096
	Materials and services	158,306	166,740	166,740	164,250	99%	2,490
	Library Total	527,560	544,200	547,690	538,104	98%	9,586
005 Parks							
	Personnel services	94,574	103,600	103,600	101,485	98%	2,115
	Materials and services	116,364	129,650	129,650	116,854	90%	12,796
	Parks Total	210,938	233,250	233,250	218,339	94%	14,911
100 City Council							
	Personnel services	32,331	32,350	32,350	32,335	100%	15
	Materials and services	20,814	32,060	32,060	27,450	86%	4,610
	City Council Total	53,145	64,410	64,410	59,785	93%	4,625
103 Municipal Court							
	Personnel services	158,711	164,650	164,650	146,987	89%	17,663
	Materials and services	164,460	184,770	184,770	170,756	92%	14,014
	Municipal Court Total	323,171	349,420	349,420	317,743	91%	31,677
104 Planning							
	Personnel services	97,738	99,990	150,430	148,744	99%	1,686
	Materials and services	61,715	78,560	135,560	113,641	84%	21,919
	Planning Total	159,453	178,550	285,990	262,385	92%	23,605
105 Building							
	Personnel services	45,931	150,610	150,610	52,786	35%	97,824
	Materials and services	94,778	49,810	49,810	89,668	180%	(39,858)
	Building Total	140,709	200,420	200,420	142,454	71%	57,966
110 Non-Departmental							
	Personnel services	25,892	26,520	26,520	18,447	70%	8,073
	Materials and services	83,548	39,640	44,640	41,067	92%	3,573
	Capital Outlay	-	-	-	-	0%	-
	Transfers	31,800	194,200	267,740	267,740	100%	-
	Building Reserve	-	3,610	-	-	0%	-
	Contingency	-	805,700	565,480	-	0%	565,480
	Non-Departmental Total	141,241	1,069,670	904,380	327,254	36%	577,126
General Total		3,773,836	5,031,850	5,028,240	4,189,556	83.3%	838,684
General Fund - Net Contingency			4,226,150	4,462,760	4,189,556	93.9%	273,204
008 Visitors and Tourism							
	Materials and services	158,431	196,100	196,100	176,111	90%	19,989
	Transfers	-	19,000	19,000	19,000		
	Contingency	-	25,000	25,000	-	0%	25,000
Visitors and Tourism Total		158,431	240,100	240,100	195,111	81%	44,989

City of St. Helens
June 30, 2014 Expenditure Report

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			Fiscal Year 2014-15				
Fund / Dept / Division	Classification	Actual 6-30-2014	Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	Under / (Over) Budget
009 Community Enhancement							
201 Public arts reserve							
	Materials and services	6,172	15,000	15,000	9,562	64%	5,438
	Capital Outlay	27,923	48,550	48,550	16,673	34%	31,877
	Contingency	-	5,000	5,000	-	0%	5,000
	Public arts reserve Total	34,095	68,550	68,550	26,235	38%	42,315
202 Library building reserve							
	Materials and services	10,927	4,620	4,620	4,620	100%	-
	Capital Outlay	20,390	75,000	75,000	48,816	65%	26,184
	Contingency	-	10,000	10,000	-	0%	10,000
	Library building reserve Total	31,317	89,620	89,620	53,436	60%	36,184
203 Library equipment reserve							
	Materials and services	1,577	2,000	2,000	1,150	58%	850
	Contingency	-	5,000	5,000	-	0%	5,000
	Library equipment reserve Total	1,577	7,000	7,000	1,150	16%	5,850
204 Parks property reserve							
	Capital Outlay	2,700	79,800	51,800	-	0%	51,800
	Transfers	-	-	28,000	2,421	9%	25,579
	Contingency	-	-	-	-	0%	-
	Parks property reserve Total	2,700	79,800	79,800	2,421	3%	77,379
206 PEG access reserve							
	Materials and services	7,655	21,250	21,250	5,540	26%	15,710
	Contingency	-	-	-	-	0%	-
	PEG access reserve Total	7,655	21,250	21,250	5,540	0%	15,710
207 Grants and donations							
	Materials and services	24,289	20,150	20,150	1,937	10%	18,213
	Capital Outlay	-	-	478,500	460,542	0%	17,958
	Grants and donations Total	24,289	20,150	498,650	462,479	0%	36,171
208 LSTA - Grant							
	Personnel services	29,620	31,140	31,140	31,165	100%	(25)
	Materials and services	25,127	28,750	28,750	26,126	91%	2,624
	LSTA - Grant Total	54,747	59,890	59,890	57,291	0%	2,599
209 Economic development							
	Materials and services	52,651	300,000	300,000	119,587	40%	180,413
	Capital Outlay	260,485	3,700,000	3,700,000	5,730	0%	3,694,270
	Debt service	-	-	-	6,500	100%	(6,500)
	Transfers	47,917	-	-	-	0%	-
	Contingency	-	-	-	-	0%	-
	Economic development Total	361,053	4,000,000	4,000,000	131,817	3%	3,868,183
210 Library grant reserve							
	Personnel services	-	3,600	3,600	-	0%	3,600
	Library grant reserve Total	-	3,600	3,600	-	0%	3,600
211 Police reservist reserve							
	Materials and services	3,642	6,500	6,500	5,785	89%	715
	Police reservist reserve Total	3,642	6,500	6,500	5,785	0%	715
212 Police donation reserve							
	Materials and services	-	-	30,000	9,411	31%	20,590
	Police reservist reserve Total	-	-	30,000	9,411	0%	20,590
213 Building Reserve							
	Materials and services	-	-	-	-	0%	-
	Police reservist reserve Total	-	-	-	-	0%	-
Community Enhancement Total		521,075	4,356,360	4,864,860	755,564	16%	4,109,296
Community Enhancement Fund - Net Contingency			4,336,360	4,844,860	755,564	15.6%	4,089,296

City of St. Helens
June 30, 2014 Expenditure Report

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Fund / Dept / Division	Classification	Actual 6-30-2014	Fiscal Year 2014-15				Under / (Over) Budget
			Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	
010 Capital Improvement							
300 Parks projects							
Transfers	-	-	-	-	-	0%	-
Contingency	-	-	50,000	146,800	2,422	0%	144,378
Parks projects Total	-	-	50,000	146,800	2,422	2%	144,378
301 Street projects							
Capital Outlay	283,687	283,687	366,000	366,000	34,354	9%	331,646
Transfers	-	-	500,000	500,000	-	0%	500,000
Contingency	-	-	100,000	100,000	-	0%	100,000
Street projects Total	283,687	283,687	966,000	966,000	34,354	4%	931,646
302 Water projects							
Capital Outlay	250,612	250,612	1,190,000	1,190,000	566,384	48%	623,616
Contingency	-	-	100,000	100,000	-	-	100,000
Water projects Total	250,612	250,612	1,290,000	1,290,000	566,384	44%	723,616
303 Sewer projects							
Capital Outlay	719,753	719,753	765,000	765,000	404,329	53%	360,671
Transfers	-	-	500,000	500,000	-	0%	500,000
Contingency	-	-	100,000	100,000	-	0%	100,000
Sewer projects Total	719,753	719,753	1,365,000	1,365,000	404,329	30%	960,671
304 Storm projects							
Capital Outlay	233,462	233,462	2,200,000	2,200,000	586,306	27%	1,613,694
Contingency	-	-	200,000	200,000	-	-	200,000
Storm projects Total	233,462	233,462	2,400,000	2,400,000	586,306	24%	1,813,694
305 Equipment							
Capital Outlay	32,724	32,724	441,000	466,240	312,969	67%	153,271
Contingency	-	-	40,000	22,190	-	-	22,190
Equipment Total	32,724	32,724	481,000	488,430	312,969	64%	175,461
Capital Improvement Total	1,520,237	1,520,237	6,552,000	6,656,230	1,906,763	29%	4,749,467
Capital Improvement Fund - Net Contingency			5,962,000	5,987,240	1,906,763	31.8%	4,080,477
011 Streets (Gas Tax)							
Personnel services	368,453	368,453	319,740	319,740	311,689	97%	8,051
Materials and services	324,202	324,202	461,510	461,510	327,809	71%	133,701
Capital Outlay	257	257	-	-	-	0%	-
Transfers	-	-	137,500	137,500	137,500	0%	-
Contingency	-	-	100,000	100,000	-	0%	100,000
Streets (Gas Tax) Total	692,912	692,912	1,018,750	1,018,750	776,998	76%	241,752
Streets (Gas Tax) Fund - Net Contingency			918,750	918,750	776,998	84.6%	141,752

City of St. Helens
June 30, 2014 Expenditure Report

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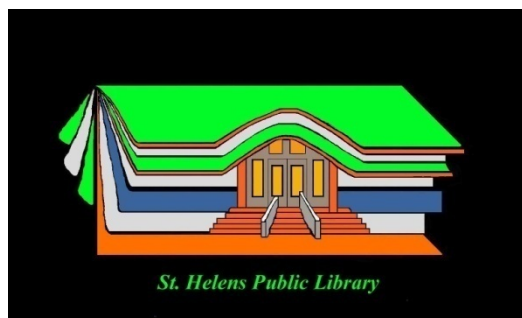
Fund / Dept / Division	Classification	Actual 6-30-2014	Fiscal Year 2014-15				Under / (Over) Budget
			Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	
012	Administrative Services						
101	City Administrator						
	Personnel services	153,330	164,620	164,620	163,806	100%	814
	Materials and services	56,089	75,460	75,460	30,376		
	Capital Outlay	-	5,000	5,000	-	0%	5,000
	City Administrator Total	209,419	245,080	245,080	194,182	79%	5,814
102	City Recorder						
	Personnel services	222,925	222,900	222,900	220,174	99%	2,726
	Materials and services	35,570	50,850	50,850	46,058	91%	4,792
	Capital Outlay	-	4,100	4,100	-	0%	4,100
	City Recorder Total	258,496	277,850	277,850	266,232	96%	11,618
106	Finance						
	Personnel services	470,092	493,690	493,690	496,509	101%	(2,819)
	Materials and services	159,890	157,150	164,150	151,110	92%	13,040
	Capital Outlay	2,779	2,000	2,000	422	21%	1,578
	Finance Total	632,761	652,840	659,840	648,041	98%	11,799
107	City Hall Facilities						
	Materials and services	89,955	92,550	98,250	89,969	92%	8,281
	Capital Outlay	-	-	-	-	0%	-
	City Hall Facilities Totals	89,955	92,550	98,250	89,969	92%	8,281
108	IT / Self Insurance						
	Materials and services	4,150	25,000	25,000	-	0%	25,000
	Capital Outlay	18,534	69,300	69,300	24,543	35%	44,757
	Transfers	-	2,063	2,063	-	0%	2,063
	Contingency	-	57,531	44,831	-	0%	44,831
	IT / Self Insurance Total	22,684	153,894	141,194	24,543	17%	116,652
	Administrative Services Total	1,213,314	1,422,214	1,422,214	1,222,966	86%	154,165
	Administrative Services Fund - Net Contingency		1,364,683	1,377,383	1,222,966	88.8%	154,417
013	Public Works						
402	Engineering						
	Personnel services	27,836	26,240	26,240	26,450	101%	(210)
	Materials and services	17,445	24,170	24,170	17,997	74%	6,173
	Capital Outlay	6,106	6,500	6,500	4,681	72%	1,819
	Engineering Total	51,388	56,910	56,910	49,128	86%	7,782
403	Operations						
	Personnel services	(3,281)	-	-	1,047	0%	(1,047)
	Materials and services	127,508	215,390	215,390	193,427	90%	21,963
	Contingency	-	40,000	40,000	-	0%	40,000
	Operations Total	124,227	255,390	255,390	194,474	76%	60,916
	Public Works Total	175,615	312,300	312,300	243,602	78%	68,698
	Public Works Fund - Net Contingency		272,300	272,300	243,602	89.5%	28,698
015	Fleet						
	Personnel services	189,222	195,460	195,460	193,724	99%	1,736
	Materials and services	65,606	76,600	81,600	73,843	90%	7,757
	Contingency	-	12,241	7,241	-	0%	7,241
	Fleet Total	254,828	284,301	284,301	267,567	94%	16,734
	Fleet Fund - Net Contingency		272,060	277,060	267,567	96.6%	9,493

City of St. Helens
June 30, 2014 Expenditure Report

Attachment B
Page 5 of 5

			Fiscal Year 2014-15				
Fund / Dept / Division	Classification	Actual 6-30-2014	Adopted Budget 2014-15	Amended Budget 2014-15	UnAudited Actual 6-30-15	% of Budget	Under / (Over) Budget
017 Water Operation							
017 Production and Distribution							
	Personnel services	662,850	695,080	703,080	689,182	98%	13,898
	Materials and services	1,116,812	1,084,020	1,084,020	997,135	92%	86,885
	Transfers	300,000	465,000	465,000	465,000	100%	-
	Contingency	-	214,610	185,510	-	0%	185,510
	Production and Distribution Total	2,079,662	2,458,710	2,437,610	2,151,317	88%	286,293
417 Water Filtration Facility							
	Personnel services	220,460	235,320	240,320	236,326	98%	3,994
	Materials and services	113,897	131,680	147,780	141,771	96%	6,009
	Debt service	503,232	503,000	503,000	505,502	0%	(2,502)
	Capital outlay	24,898	-	-	-	0%	-
	Water Filtration Facility Total	862,486	870,000	891,100	883,599	99%	7,501
517 Forest reserve							
	Materials and services	-	75,000	75,000	71,802	96%	3,198
	Transfers	-	2,000,000	2,000,000	2,000,000	100%	-
	Production and Distribution Total	-	2,075,000	2,075,000	2,071,802	100%	3,198
Water Total		2,942,148	5,403,710	5,403,710	5,106,718	95%	296,992
Water Fund - Net Contingency			5,189,100	5,218,200	5,106,718	97.9%	111,482
018 Sewer / Storm Operation							
018 Collections							
	Personnel services	719,223	710,160	722,160	696,355	96%	25,805
	Materials and services	881,321	964,410	964,410	858,000	89%	106,410
	Capital Outlay	19,533	-	-	-	#DIV/0!	-
	Debt service	363,044	676,494	676,494	396,005	59%	280,489
	Transfers	350,000	305,000	305,000	265,000	87%	40,000
	Contingency	-	334,910	322,910	-	0%	322,910
	Collections Total	2,333,122	2,990,974	2,990,974	2,215,361	74%	775,613
019 WWT - Secondary							
	Personnel services	171,680	178,360	185,060	181,932	98%	3,128
	Materials and services	405,516	422,660	422,660	414,541	98%	8,119
	Contingency	-	192,590	180,590	-	0%	180,590
	WWT - Secondary Total	577,195	793,610	788,310	596,473	76%	191,837
020 WWT - Primary							
	Personnel services	139,481	137,340	140,340	140,508	100%	(168)
	Materials and services	203,669	226,410	226,410	185,717	82%	40,693
	WWT - Primary Total	343,150	363,750	366,750	326,225	89%	40,525
021 Storm							
	Personnel services	195,974	261,950	262,850	259,540	99%	3,310
	Materials and services	236,611	287,670	287,670	272,397	95%	15,273
	Transfers	525,000	1,037,500	1,037,500	1,037,500	100%	-
	Contingency	-	109,920	109,920	-	0%	109,920
	Storm Total	957,585	1,697,040	1,697,940	1,569,436	92%	128,504
022 Pumps							
	Personnel services	118,618	118,580	119,980	119,128	99%	852
	Materials and services	64,433	66,440	66,440	41,673	63%	24,767
	Contingency	-	37,000	37,000	-	0%	37,000
	Pumps Total	183,051	222,020	223,420	160,801	72%	62,619
Sewer Total		4,394,102	6,067,394	6,067,394	4,868,297	80%	1,199,097
Sewer Fund - Net Contingency			5,392,974	5,416,974	4,868,297	89.9%	548,677
033 Community Development							
	Materials and services	10,869	56,830	56,830	6,680	12%	50,150
	Capital Outlay	318,671	-	-	15,705	100%	(15,705)
Community Development Total		329,540	56,830	56,830	22,385	39%	34,445
Grand Total		15,976,039	30,745,809	31,354,929	19,555,528	62%	11,754,318

Capital Outlay - Summary Project Listing					
Account Description	Adopted 2014-15	Amended 2014-15	UnAudited 6-30-15	Variance	Notes
<u>009-Community Enhancement</u>					
Gateway project - phase I / II	48,550	48,550	16,673	31,877	PYC - Complete
Marine Board - Dock/Sand Island	-	478,500	460,542	17,958	Carry-over
Park Property Acquisitions	79,800	51,800	-	51,800	Opportunity
Library roof	75,000	75,000	48,816	26,184	PYC - Complete
Development opportunities	3,700,000	3,700,000	5,730	3,694,270	Carry-over
	3,903,350	4,353,850	531,761	3,822,089	
<u>010 - Capital Projects - 301 - Streets</u>					
Unimproved paving	30,000	30,000	25,839	4,161	Complete
Sidewalk	25,000	25,000	-	25,000	Carry-over
First Street Reconstruction	50,000	50,000	-	50,000	Carry-over
Eisenschmidt Sidewalk-Overlay	31,000	31,000	2,338	28,662	Carry-over
St Helens Street Overlay	230,000	230,000	6,177	223,823	Carry-over
	366,000	366,000	34,354	331,646	
<u>010 - Capital Projects - 302 - Water</u>					
Telemetry System Upgrade	250,000	250,000	224,801	25,199	Complete
Water main replacement	200,000	200,000	142,773	57,227	Complete
Water meter replacement	200,000	200,000	198,810	1,190	Complete
2 MG Reservoir Rehabilitation	300,000	300,000	-	300,000	Carry-over
Purchase land for reservoir	240,000	240,000	-	240,000	Carry-over
	1,190,000	1,190,000	566,384	623,616	
<u>010 - Capital Projects - 303/304 - Sewer/Storm</u>					
Sewer main replacement	300,000	300,000	11,024	288,976	Complete
I&I Reduction	550,000	550,000	370,302	179,698	Complete
Meter & Lift Stations	115,000	115,000	56,397	58,603	Carry-over
Storm drains	200,000	200,000	68,389	131,611	Carry-over
Godfrey Outfall	1,800,000	1,800,000	484,523	1,315,477	Carry-over
	2,965,000	2,965,000	990,635	1,974,365	
<u>010 - Capital Projects - 300 - Parks</u>					
McCormick Park Ped Bridge		71,800	2,422	69,378	Carry-over
Dock Repairs		25,000	-	25,000	Carry-over
Potential Park Property Acquisition	50,000	50,000	-	50,000	Opportunity
	50,000	146,800	2,422	144,378	
<u>Various - Other Capital Outlays</u>					
Heavy equipment	-	-	7,415	(7,415)	Complete
Street Sweeper	275,000	275,000	176,713	98,287	Complete
Phone System	50,000	50,000	-	50,000	Carry-over
Computers, Software	69,300	69,300	24,543	44,757	Complete
Various Bldg./Equipment	133,600	158,840	149,649	9,191	Mix
	527,900	553,140	358,320	194,820	
Total Capital Outlay	9,002,250	9,574,790	2,483,876	7,090,914	



September 9, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Banned Books Week is September 27-October 3

Banned Books Week is an annual event celebrating the freedom to read. It brings together the entire book community in shared support of the freedom to seek and express ideas, even those considered unpopular. Please drop by the Library during this time to view displays of books that have been challenged and banned throughout our nation's history.

Mah Jongg Class (Ages 18+): You have the opportunity to learn how to play a 3,000 year old game –Mah Jongg!! Longtime instructor, Lane Koniak will teach the American version of this game of strategy and luck played among friends. The class consists of 12½ hours of instruction on Thursdays in October from 430-7pm. Grab this chance to learn a new and exciting skill! **Call the Library at 503-397-4544 to register.**

Meet-and-Greet with Author Cathy Lamb

In anticipation of National Novel Writing Month, the Library will be hosting Portland author Cathy Lamb.

Thursday, October 15, 7:00p.m. - In the Library

Calendar


- | | |
|------|---|
| 9/10 | A City's Center: Rethinking Downtown, An Oregon Humanities
Conversation Project Program, 7pm, In the Library |
| 9/12 | Ukulele Instruction – Beginners at 10am, Continuing Players at 11am,
Auditorium |

- 9/12 St. Helens Writers' Guild, Noon-2pm, Armstrong Room
- 9/15 Teen Game Night – Date Change, 5-630pm, Auditorium
- 9/15 Library Board Meeting, 7:15pm, Auditorium
- 9/19 Ukulele Instruction – Beginners at 10am, Continuing Players at 11am, Auditorium
- 9/21 Youth Librarian Attends Early Learning Team Meeting at ESD
- 9/23 LEGO Play Day, 4-530pm, Columbia Center Lobby
- 9/23 Friends of the Library Meet, 530pm, Armstrong Room
- 9/26 Ukulele Instruction – Beginners at 10am, Continuing Players at 11am, Auditorium
- 9/27-10/3 Banned Books Week
- 9/30 Teen Game Night, 5-630pm, Auditorium
- 10/1 Mah Jongg Instruction Begins, 430-7pm, Armstrong Room
- 10/3 Ukulele Instruction – Beginners at 10am, Continuing Players at 11am, Auditorium

Looking Ahead:

- 10/15 Portland Author, Cathy Lamb, 7pm, In the Library
- 10/30 Pumpkin Painting, 3pm, Auditorium
- 10/31 Youth Librarian at Kiwanis Children's Fair

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	9 September 2015	
Subject:	August Status Summary	

Engineering

1. Completed Eisenschmidt Lane sidewalk and paving overlay project.
2. Started work on the South Trunk Sewer Cleaning & CCTV project.
3. Put Pump Station No. 7 upgrade project out to bid; held pre-bid meeting.
4. Started abatement process to repair deficient sewer laterals.
5. See complete report.

Parks

1. Had training on operation and general maintenance of new pay station at docks.
2. Posted no smoking/vaping/tobacco signs in all parks.
3. Assisted with trail construction on Boise property.
4. Made a new entry sign and painted restroom, snack shack, and storage shed at Campbell Park.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 102 standard water meters with new radio read meters; installed 5 new rr meters.
2. Repaired water main on Little Street; replaced service line on Dubois Lane; fixed various leaks.
3. Responded to six after hours call-outs.
4. Finished storm drain on S. 6th; follow-up on home builder repairs to broken sewer main on S. 9th.
5. Performed service or maintenance for 41 various vehicles pieces of equipment.
6. See complete report.

Water Filtration Facility

1. Produced 55.4 million gallons of filtered drinking water, an average of 1.79 million gallons/day.
2. Identified and replaced defective valve. New valve was faulty; installed second, functioning valve.
3. Continuing to fine tune HIM programming for new control system.
4. See complete report.

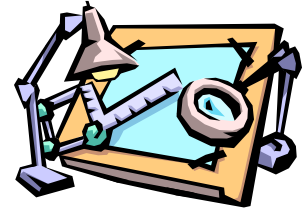
Waste Water Treatment Plant

1. Responded to pump issues at Pump Station No. 3 on two occasions.
2. Cleaned and rebooted SolarBees.
3. Pulled and cleaned auger from headworks. Replaced auger brush.
4. See complete report.



Engineering Department Status Report

8 September 2015



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

Still no signs of significant infrastructure construction.

Sykes Road Development

This small land partition and development project has been reviewed and can be approved at this time. The owner/developer is unsure of when they want to start the work – late fall or wait until spring – and the issuance of the construction permit will depend on when they anticipate the work to begin.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

The Contractor is preparing to start the second half of the ramming process and then turn their attention to construction of the new outfall structure in the same location as the existing outfall pipe, near the marina boat ramp. The first part of the pipe ram was halted by an outcrop of solid rock and there is still a short section of pipe left to be installed by an alternative method, most probably by a tunneling machine capable of going through rock as well as the wide variety of materials that have been used as fill along the drainage pipe alignment.

2015 South Trunk Sanitary Sewer Cleaning & CCTV Project

Work on inspection and mainline cleaning work in the southeast residential area of the city has been underway for the past month and is progressing nicely. The Contractor is expected to continue work through the end of September.

Sanitary Lift Station No. 7 Upgrade Project

An RFQ for the pump purchase has been completed and awarded. A pre-bid meeting has been held for all prospective bidders. Bids are due on September 10 and a recommendation to award is expected for the September 16 Council session.

South 6th Street Storm Drain Extension

The Public Works crew has completed this project. New catch basins and a storm drain have been installed along South 6th Street between Tualatin and Plymouth Streets.

S. 4th and Park Way Storm Extension

Design is 80% complete for a short storm drain extension to collect and direct storm runoff from a low area near S. 4th & Park Way to the existing storm main on S. 4th Street. Once the design is complete, quotes can be received to install the new pipe and catch basin.

Sanitary Sewer Lateral Abatement

Throughout the various sewer lateral inspection projects, more than 2,000 laterals were inspected. Of these, about 20% required some sort of repair. The vast majority of property owners have completed the work and only 16 properties remain out of compliance. The Engineering Department has started the abatement process, similar to the tall grass and weed abatement process, but with a longer timeline for taking action to bring the property into compliance.

WATER SYSTEM PROJECTS

Telemetry System Upgrade

This project is now complete and functioning as designed.

2014 Watermain Replacement Project

A final walk through of the project has been conducted and a punch list of items was provided to the Contractor. Some items have been completed but others remain to be finished.

STREET AND TRANSPORTATION PROJECTS

St. Helens Street Asphalt Overlay Project

All crosswalks and legends have now been completed. These were done in thermoplastic instead of paint for several years of wearing and will reduce the time needed to repaint on an annual basis. Trees will be planted in various locations by City staff when planting conditions are more optimal.

Eisenschmidt Lane Overlay and Sidewalk Project

Paving was completed and the new crosswalks are now installed. The improvements will make a much safer situation for pedestrians accessing the school and the pool. Trees will be planted by City staff when planting conditions are more optimal.

Various Street Improvement Projects

Other street improvement projects currently in some stage of design are:

- *Asphalt trench patching project
- *Crack sealing, street preservation project
- *Continued paving of gravel streets

Right of Way and Construction Permits

There were no Right-of-Way permits issued by the Engineering Department during the month of August.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

The selected bridge has been ordered and is in the pre-manufacturing stage. It will be shipped to the site and placed by City staff. The preparation, placement, and trail development will be done by the City as a part of the City's matching contribution towards the grant.

Courthouse Docks Utility Improvements

The new electrical and water service connections are now in service. They appear to be functioning properly. It was a long and sometimes painful process to get the system operational, especially for the Contractor, because of the many manufacturer's defects in the control panel/pay station. The Contractor, Hamer Electric, did a fabulous job of staying on top of the situation and never giving up until they got the technical support from the manufacturer that they needed.

Parks Department for August 2015

Daily duties were performed. Which include cleaning restrooms, garbage pickup, Island maintenance, general Parks maintenance mowing, weed eating all the Parks, and watering the Street Trees two days a week

Cut up downed trees on the Island

Made a sign for Campbell Park

Painted the Restroom, Snack shack and storage shed at Campbell Park

Filled the cracks in the tennis courts with crack sealer

Painted benches in the Parks

Repaired picnic tables

Repaired sprinklers at Grey Cliffs Park

Cut back blackberries on N. 14th

Put new bark dust in Library flower beds

Removed a log stuck in the docks

Removed rocks from the tee-ball field at McCormick

Moved trash cans to Columbia View and Campbell

Took trash cans to the Island

Meeting on how to use the pay station at the docks

Weeded flower bed on 1st street and put in new bark dust, Boise property

Planted street trees and removed dead and damaged trees

New Chips to the play structure at Columbia View

Placed an old play toy at Columbia view Park

Transport deceased, skunks, possums, and deer to the tree farm

Placed wasp and hornet traps around McCormick Park

Fixed problem with the power stations at the dock

Put up no smoking sign in the parks

Helped rake out the gravel for the Boise trail

Repaired BQ cookers at McCormick Park

Public Works Work Report August 2015

Water Dept:

Replaced 102 meters with radio reads
Installed 5 new radio reads
Cut asphalt and replaced valve box at N. 17th & St. Helens St.
Flushed hydrant on Greycliff Ct. – complaint of air in lines
Repaired leak on service at 58115 Old Portland Rd.
Read meters
Replaced meter box on S. 16th St.
Fixed leak on main on Little St.
Fixed leak on service at 12 Crescent Dr.
Turned off and on 57 delinquents
Fixed leak at 364 N. 4th St.
Installed new service at 154 Little St.
Read heavy users
Replaced shut-off valve at 101 Mayfair
Replaced service at 205 ½ Dubois Ln.
Worked on tearing out sidewalks for replacement project

Sewer Dept:

Worked on N. 6th St. storm project
Contractor broke pipe at 208 S. 9th St. - flushed line to wash it to manhole for retrieval
Made a new sewer tap at 154 Little St.
TV'd main at 208 S. 9th to make sure contractor repaired right
Jetted main on S. 2nd St. – preventative maintenance
Made a new sewer tap at 105 S. 8th St.

Call-Outs:

Dead cat 200 blk. S. 18th St.
Neighbor dispute over tree at 59404 Ponderosa Dr.
Water on at 34657 Snow St.
Water off for leak in house at 715 McBride St.
Rite Aid – fire connection on building leaking – they will contact owners
Turned water on at 1180 Deer Island Rd.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 59 locates
Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Re: Monthly report August 1st to 31st

Aug 3rd

PW #48 Repaired passenger side door
PW Took a chop saw to Scappoose for repair
Keith Vacation

Aug 4th

PW #34 Full Service had to order filters finish at a later date also installed the left hand side rear door, took the left hand joystick controller out to replace with a new one need to rewire The new controller to match the wiring
Police S-7 Cleaned out the front brakes to stop a squeak and test drove
PW #29 Checked the speed controller for the camera found the switch is bad ordered a loaner from Ques so that they can repair ours
Keith Vacation

Aug 5th

PW #34 Installed joy stick control
Parks Helped with Campbell park tennis court
PW Brought the crack sealer to the shop to get going for the Parks
Keith Vacation

Aug 6th

Police S-7 Installed a new front hub assembly and test drove
Parks P18 Installed a new hydraulic valve and linkage
PW Started the Crack sea machine and melted the blocks of tar found out we didn't have enough so I shut it off
PW Installed a loaner speed controller on the camera van
Keith Vacation

Aug 7th

Parks Crack sealed the tennis courts
Shop Cleaned floor and restroom
Keith Vacation

Aug 10th

PW #19 Removed and installed a new fuel pump removed the Vacuum check valve from the hydraulic brake booster and installed a new one Found a fuel leak at the carburetor
And ordered Parts
PW #9 Checked the battery and charging system everything ok

Aug 11th

PW #19 Removed Carburetor and rebuilt installed back on the truck

Parks #12 Checked mower for noise and found that a string was around the hydraulic motor removed string

Aug 12th

PW #9 Took truck to Eatons for Alignment and tires

Shop Clean up

PW Checked on a Chop saw at Columbia Feed

Aug 13th

PW #9 Checked front shocks and filled fluid levels

PW #16 Sterling Filled Oil

Aug 14th

Office Computer work

PW Checked on Equipment

Parks P12 Checked Mower for a Hydraulic motor noise found nothing checked motor mounts To see if we could see anything found nothing

Shop Cleaned sink and restroom

Aug 17th

Brett Sick

PW #9 Full service

PW Went to the tree farm With Jim

Aug 18th

PW #20 Found a hole in the front left tire plugged the hole

Shop Clean up

Aug 19th

PW #34 Installed new batteries

PW #9 Removed dent from the door

PW Hauled rock down to the river front property

Parks Repaired a push mower

Aug 20th

Parks Repaired a weed eater

Repaired a push mower

Aug 21st

PW Checked equipment

Parks Checked equipment

Brett Doc app. At noon

Aug 24th

Parks Repaired the Bottom of a barbeque

Parks Repaired a push mower

PW Installed a new control panel in the TV van

Parks Helped move Picnic tables

Aug 25th

PW Went and looked at the old tractor in the Storage building to see if we could get it running for Halloween

PW #7 Test drove truck to Scappoose and found a miss brought it back to the shop to scan it And our equipment will not do that so made an appointment at the Ford garage

Aug 26th

PW #55 Test drove the sweeper and found nothing wrong with the water system operator error I guess repaired the filler hose for the water tank

Police S-4 Replaced two rear tires as Eaton's requested

Aug 27th

Brett Vac Day

PW #5 repaired a hydraulic leak

Aug 28th

Brett Vac Day

Aug 31st

Office Computer work

Shop Mowed Lawn

PW #55 Replaced left hand gutter broom also replaced the gutter broom eye bolt

PW Took a reader board trailer back to the shop filled batteries with water and charged

PW Repaired a chop saw



City of St. Helens, Oregon
Public Works
Water Filtration Facility
Water Filtration
PWS 4100724
Facility Journal
P.O. Box 278
St. Helens, OR 97051
August 2015
PH: (503) 397-1311 FAX: (503) 397-3351



Water Production: 55.4 million gallons/1.85 million gallons per day

Week 1 Produced and sent July OHA reports to the State, still using the original data collecting program XLReporter because the new HMI program is still not configured to collect and publish our information. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Performed the monthly change out of the reagents on the chlorine monitoring instruments.

Week 2 Corresponding with the SCADA programming integrators in New York as we continue to resolve and fine tune our new and upgraded HMI, (Human to Machine Interface) program that controls and monitors the WFF process, meanwhile, we took the computer, that will be at City Shops, to install the new Ignition HMI client program on it and now we are working on making improvements to the HMI screens ourselves.

Week 3 Continuing the compilation of improving and updating our WFF maintenance logbook spreadsheets. Received delivery of both Caustic and Chlorine. Trane factory technician on site working on our HVAX system for the electrical vault cooling system. Technician found that after replacing defective parts on the unit he found that our system has a major leak between the HVAC stationary unit and the WFF building and there is no way, short of digging up our parking lot, sidewalk and getting into the control room wall to repair the leak, the pipe is bad and has corroded through and needs to be replaced! The only way he sees to fix this is to build a “pipe bridge” over our driveway and into the mezzanine of the WFF and run new plumbing to the Air Handler unit!? Waiting for his proposal to do this project, meanwhile I am checking into other options to fix this problem. Changed out a defective process control valve on rack 2 of the filtration system. The new valve is not responding or working properly. When the valve operates, as it begins to open, the valve “hangs up” and then 45 seconds later the valve violently “pops” open. Meanwhile trouble alarms are occurring within the process and shutting down pumps and the BWR system. Troubleshooting the operation of the new valve, making sure the valve is centered, bolts properly tightened and everything checks out, but the valve is just not working as it is supposed to operate! Removed and replaced the defective NEW valve with another BRAND NEW valve, and doing nothing any different, installed the valve and from the moment it is brought into service, this valve works as it is supposed to, smoothly! I am corresponding with Pentair (Tyco) about the faulty new valve to see if they will replace the defective valve with a new one. Received repaired pump seals back from Beckwith and Kuffel, returning them to spare parts inventory.

Week 4. An order for Citric Acid to be delivered this week, the product is used for cleaning the membranes. Meanwhile, we are searching around for a shop to acquire an electric motor for the Exhaust Make up fan unit, the original motor has given up the fight to operate, so a replacement is being searched for.

Respectfully submitted,

Howie Burton and Guy Davis, City of St. Helens – Public Works Filtration Facility Operators

WWTP Monthly Operations and Maintenance Report

August 2015

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 8/3-Cleaned and rebooted SolarBees.
- 8/4-Sprayed weeds along waterline and bluff.
- 8/4-Greased aerator #13.

Primary System Report

- All normal monthly routines completed on the primary.

Pump Stations

- 8/5-PS#7-Generator did not run during scheduled time. Manually started and ran fine.
- 8/7-PS#1-Pressure washed wetwell.
- 8/15-PS#1-Pressure washed wetwell again.
- 8/17-PS#3-Pump 2 tripped reset and pumped wetwell down.
- 8/20-PS#7-Got measurements for Erik with Firwood Design.
- 8/20-PS#5-Checked generator. It ran but there was no phone call.
- 8/24-PS#3-Pump 2 tripped again. Back flushed and will check later.
- 8/25-PS#7-Scott with Public works down to help find Air Relief Valve on pressure line. Found it in a manhole across from Hudson's drive way.

Sodium Hypochlorite System

- 2655 gallons used this month.
- 2912 gallons used last month.

Call-outs

- 8/14-1900-PS#1-Numerous low level alarms. Aaron in. Knocked grease off walls.

Plant

- 8/11-High hydrogen sulfide readings at the headworks. Talked to contractor and odors probably due to the main line cleaning project.
- 8/17-Cascades called to let us know they are bypassing their clarifier until they can get the sludge pump fixed. They bypassed until the 26th.
- 8/22-SCADA computer crashed and did not update the daily numbers. Tom remotely fixed it.
- 8/24-Graffiti found on the vac truck dump. Reported to the police.
- 8/28-Pulled auger from headworks channel #1 and pressure washed.
- 8/31-Tim Illias down to help replace the auger brush in channel #1.
- 8/31-Adjusted screen tension on headworks screens.

Pretreatment

- 8/27-Helped Ernie with the Transfer Station with flow write up and description.

Other

- 8/27-Reprogrammed all dialers with correct phone numbers.

Next Month

- Start hiring process for Operator III