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**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, May 6, 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. Annual Report from Library Board – <i>Barbara Lines</i>  | 1:05 p.m. |
| 3. Municipal Court 3rd Quarter Report – <i>Julie and Jon</i>  | 1:15 p.m. |
| 4. Semi-Annual Report from Municipal Court Judge – <i>Cindy</i>   | 1:25 p.m. |
| 5. 3rd Quarter Financial Report - <i>Jon</i>  | 1:35 p.m. |
| 6. Review "If I Were Mayor..." Contest Entries  | 1:55 p.m. |
| 7. Review Parks Commission Recommendations  | 2:15 p.m. |
| 8. Highway Directional Signage Update - <i>Kathy</i>  | 2:20 p.m. |
| 9. Review RFQ for LED Lighting – <i>John</i>  | 2:25 p.m. |
| 10. Department Reports  | 2:35 p.m. |
| 11. Council Reports   | 2:55 p.m. |
| 12. Executive Session: ORS 192.660(2)(e) Real Property Transactions   | 3:15 p.m. |
| 13. Other Business  |           |
| 14. Next Work Session Items   |           |
| 15. Upcoming Dates to Remember:   |           |
| <ul style="list-style-type: none"> <li>• <b>May 6, Council Work Session, 1:00 p.m., Council Chambers</b></li> <li>• <b>May 6, Council Regular Session, 7:00 p.m., Council Chambers</b></li> <li>• May 7, Arts &amp; Cultural Commission, 6:00 p.m., Council Chambers</li> <li>• May 12, Planning Commission, 7:00 p.m., Council Chambers</li> </ul> |           |
| 16. Future Public Hearing(s)/Forum(s):  |           |
| <ul style="list-style-type: none"> <li>• May 20, 6:00 p.m., PH: Development Code Amendments</li> <li>• June 3, 6:00 p.m., PH: Parks &amp; Trails Master Plan</li> <li>• June 3, 6:30 p.m., PH: FY 2015-16 Budget Adoption</li> </ul>  |           |

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.



# ST HELENS PUBLIC LIBRARY BOARD

ANNUAL PRESENTATION  
TO THE CITY COUNCIL  
2015



# CHILDREN'S LIBRARIAN

- ☼ TEEN GAMING NIGHTS
- ☼ CHILDREN'S PROGRAMS
- ☼ EVERY CHILD READY TO READ  
PARTNERSHIP
- ☼ YOUTH ADVISORY BOARD
- ☼ NATHAN JONES IMPORTANCE TO  
COMMUNITY



# ADULT PROGRAMS

- ✻ BONNIE MELTZER LECTURE ABOUT  
DICTIONARY ART
- ✻ MAH JONGG CLASS WITH LANE  
KONIAK
- ✻ LEARN TO PLAY THE UKULELE
- ✻ PAT COURTNEY GOLD LECTURES
- ✻ NATIONAL NOVEL WRITING MONTH



# COMMUNITY READS PROGRAM

- ✻ HELPED TO PICK OUT THE BOOK FOR THE PROGRAM - BOARD MEMBERS READ BOOKS AND MADE RECOMMENDATIONS
- ✻ THIS YEAR THE PROGRAM WILL COINCIDE WITH THE LIBRARY'S 100TH BIRTHDAY



# 100 YEAR BIRTHDAY

- ✻ HELPED IN PLANNING AND NAMING
- ✻ BOARD MEMBERS WILL HELP DURING THE CELEBRATION



# CONVERSATION PROJECT

- ✻ “TO CUT OR NOT TO CUT:  
CENSORSHIP IN LITERATURE”
- ✻ “LOST AND FOUND: COMMUNITY IN  
THE AGE OF THE INTERNET”
- ✻ “WHAT IS EDUCATION FOR?”
- ✻ “A CITY’S CENTER: RETHINKING  
DOWNTOWN”



# BY-LAWS

☼ REWROTE THE BY-LAWS WHICH  
TOOK SEVERAL MEETINGS



# SAFETY

- ✻ BOARD WAS CONCERNED ABOUT LIBRARY STAFF SAFETY AND SAFETY PROCEDURES
- ✻ PROBLEMS OUTSIDE OF BUILDING
- ✻ EXTRA PEOPLE NEEDED AT TIMES - FRIENDS OF THE LIBRARY AND BOARD MEMBERS



# REINSTATE PATRON

- ✻ PERSON EXCLUDED FROM LIBRARY  
REINSTATED AFTER SIX MONTHS



# BANNED BOOKS

✻ BOARD MEMBERS HELPED  
DECORATE LIBRARY FOR BANNED  
BOOKS WEEK



# 5 YEAR PLAN

- ☼ WE HAVE JUST RECEIVED MATERIAL ON THIS PROJECT AND WILL FORM A SUB-COMMITTEE.



# BOARD VACANCIES

- ☼ THIS YEAR WE WILL LOSE TWO BOARD MEMBERS. WE WILL INTERVIEW FOR THESE VACANCIES AND MAKE RECOMMENDATIONS TO THE COUNCIL.





## MEMORANDUM

CITY OF ST. HELENS

DATE: April 30, 2015

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TO: John Walsh, City Administrator  
City Councilors

FROM: Jon Ellis, Finance Director  
Julie Metz, Municipal Court Clerk

RE: Municipal Court 3rd Quarter Report FY 14/15

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Based on the attached trend reports, while traffic violations are trending down, there continues to be an uptick on criminal cases (misdemeanors) filed resulting in an increase to Court's workloads. This increase reflects the Police Department's recovery from their staffing shortages due to injuries and turnover. We anticipate that as the Police staffing is stabilized, criminal cases and traffic citations filed will continue to increase further impacting workloads in Municipal Court. The goal is to try to address most these challenges with enhanced efficiencies in operations.

The increase in workloads has resulted in the increase in support staffing provided by Finance to keep court adjudication and collections rates up. During the rightsizing of Court operations (staffing) in 2011-12, support staff decreased to only a half day per week with the goal of eliminating outside support completely. However, with turnover in staff combined with increase in criminal case filings, the need to support staffing has grown to 3 days per week. We are optimistic that we will be able to lower outside support to 2 days per week by the end of this fiscal year. The right sizing of staffing in 2011-12 may have been appropriate for then-existing conditions but with the workload increasing, additional support is required.

In an effort to stream line processing and improve efficiencies over the past quarter staff has further enhanced utilization of full court to encompass:

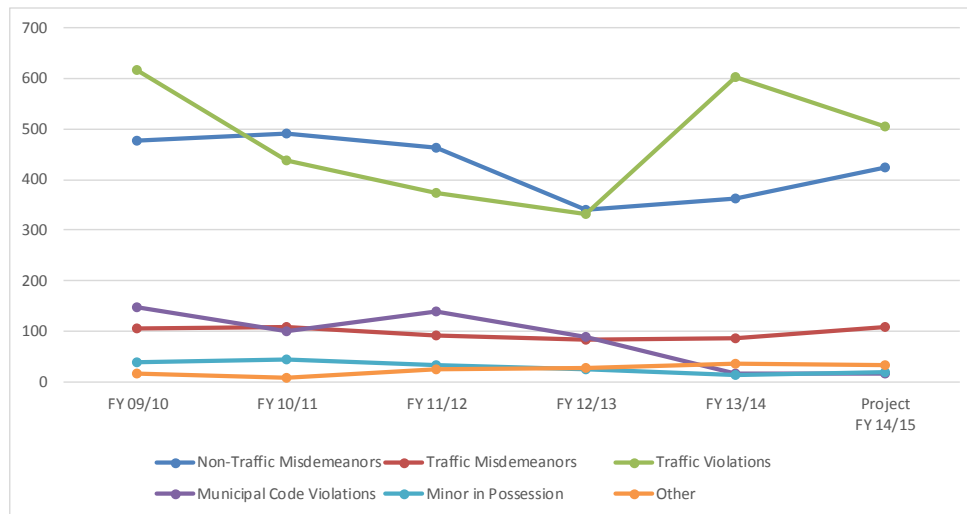
- Generation of court documents which previously was done manually requiring multiple repetitive inputs (i.e. Warrants, reset letters, notice to appear, security release agreements, etc).
- Enhanced reporting output (elimination manual extrapolations)
- E-mails via Full Court sent directly to all pertinent parties directly with case information (streamline pretrial communications).

Over the next quarter staff plans on revamping staffing statistics and reports to better track case workloads, backlogs, waiting cue associated with charge to adjudication, and enhance collection reports that contrast with industries indices.

Full Court is the Court operations software that tracks adjudication of cases, collections of fines, calendaring and helps increase work flow. The software will no longer be supported in Justice Systems after July 1, 2015, placing the Court at risk. The City Council has authorized an upgrade in Fiscal Year 2014-15, however with the change in staffing, the implementation has been delayed and hopefully will be on track in FY 2015-16. Based on a number of improvements to the operating system, Court is optimistic that it will reduce support hours provided by Finance, bringing back the SO (Sentence Order) listing that was suspended when rightsizing court in 2011-12, bring court virtually paperless with document imaging which in turns enhance communication and transmittal of information with the City contract prosecutor, DMV, outside collections, and streamline discovery requests.

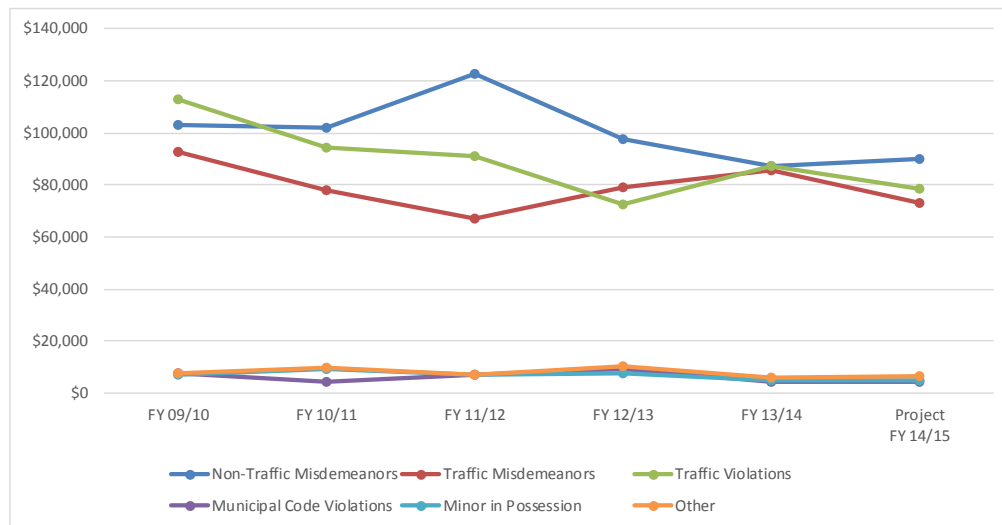


### Number of Charges Filed by Type



Cases In	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Project FY 14/15	FY 14/15 @3-31-15	Percent Increase / (Decrease)
Non-Traffic Misdemeanors	478	491	462	339	363	424	318	17%
Traffic Misdemeanors	107	108	93	84	86	108	81	26%
Traffic Violations	616	438	375	332	602	505	379	-16%
Municipal Code Violations	149	101	139	88	16	17	13	8%
Minor in Possession	39	45	34	26	13	19	14	44%
Other	16	7	25	28	35	35	26	-1%

### Gross Revenue by Charge Type

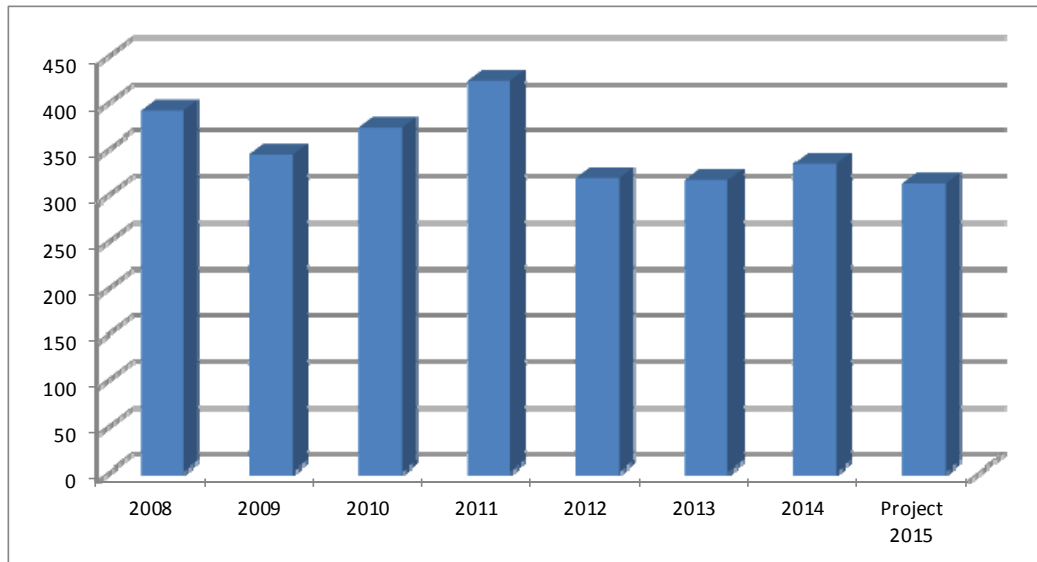


	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Project FY 14/15	FY 14/15 @3-31-15	Percent Increase / (Decrease)
Non-Traffic Misdemeanors	\$103,240	\$102,020	\$122,531	\$97,539	\$87,219	\$90,196	\$67,647	3%
Traffic Misdemeanors	\$92,701	\$78,044	\$66,887	\$79,211	\$85,687	\$73,230	\$54,922	-15%
Traffic Violations	\$112,582	\$94,029	\$91,147	\$72,434	\$86,982	\$78,608	\$58,956	-10%
Municipal Code Violations	\$7,329	\$4,484	\$6,990	\$9,262	\$4,056	\$4,093	\$3,069	1%
Minor in Possession	\$6,978	\$9,426	\$7,242	\$7,701	\$4,900	\$4,848	\$3,636	-1%
Other	\$7,541	\$9,875	\$6,786	\$10,175	\$5,817	\$6,351	\$4,763	9%

Gross Revenue data does not include payments posted to old court system due to inconsistent reporting capabilities.



## Number of New Criminal Cases (Calendar Year)



Year	2008	2009	2010	2011	2012	2013	2014	Project 2015	2015 as of 3/31/15
# Cases	391	344	372	424	318	316	334	312	78
		-12%	8%	14%	-25%	-1%	6%	-7%	

2012 - stopped charging Failure to Appear on Violations

These number are provided by the prosecutor's office. Each case will have one or more charges listed on the complaint. These numbers are generated on a calendar year basis rather than a fiscal year basis.

### Examples of Charges by Category:

**Non-Traffic Misdemeanors:** Assault IV, False Swearing, Escape III, Unauthorized Departure, Interfering with a Police Officer, Resisting Arrest, Endangering the Welfare of a Minor, Strangulation, Menacing, Recklessly Endangering, Sex Abuse III, Public Indecency, Child Neglect II, Theft II & III, Criminal Trespass I & II, Unlawful Entry into a Motor Vehicle, Criminal Mischief II & III, Forgery II, Fraudulent Use of Credit Card, Negotiating a Bad Check, Disorderly Conduct, Harassment, Sexual Harassment, Telephonic Harassment, Carrying a Concealed Weapon, Animal Abuse I & II, Animal Neglect I & II, Animal Abandonment, Failure to Report as a Sex Offender, Furnishing Alcohol to a Minor or Intoxicated Person, Possession of < 1 oz. Marijuana within 1000' of a School, Contempt of Court, Fleeing or Attempting to Elude, Failure to Appear on a Criminal Citation

**Traffic Misdemeanors:** DUII, False Information about Liability Insurance, Failure to Carry/Present a License, Using an Invalid License, Reckless Driving, Driving While Suspended - Misdemeanor, Failure to Perform the Duties of a Driver, Failure to Appear in a Violation Proceeding

**Traffic Violations:** Driving While Suspended - Violation, Driving Uninsured, Failure to Obey a Traffic Control Device, Failure to Renew Tags, No Operator's License, Failure to Yield to a Pedestrian, Failure to Yield to an Emergency Vehicle, Violation of Speed Limit, Careless Driving, Failure to Stop for a School Bus, Open Container in a Vehicle, Unlawful/Unsignaled Turn, Failure to Drive within Lane, Following Too Closely, Operating a Vehicle while Using a Mobile Communication Device, Refusal to Submit to a Breath Test, Operation of Vehicle without Required Lighting, Defective Equipment, Unreasonable Sound Amplification, Operation of Vehicle without Proper Fenders/Mudguards, etc.

**Municipal Code Violations:** Conducting Business Without a License, Prohibited Burning, Open Container of Alcohol in Public, Unlicensed Dog, Dog at Large, Aggressive Dog, Nuisance Violation, Scattering Debris, Keeping of Junk, Violation of Time Limits - Dock, Swimming from City Docks, Parking, Violation of Handicap Zone

**Building Code Violations:** Violation of Structural Specialty Code, Failure to Obtain Permit, Violation of Residential Specialty Code, Altered Use of Premises, Failure to Comply with Erosion Prevention and Sediment Control, Violation of Oregon Dwelling Specialty Code, Violation of Floating Structures Code, Occupancy Violation, Violation of Oregon Mechanical Specialty Code, Violation of Oregon Plumbing Specialty Code, Violation of Electrical Code, Sensitive Lands Violation, Tree Removal Violation, Failure to Obey the Final Order of the St. Helens Building Official

**Minor in Possession:** Minor in Possession of Alcohol or Minor in Possession of Alcohol by Consumption

**Other:** There are other charges not included in the above categories such as, Possession of Less than One Ounce of Marijuana - violation, Allowing Consumption of Alcohol by a Minor, State Revenue Payments, misdemeanor charges filed as violations



Fd	Dpt	Acct	Adopted 2014-15	Actual 03-31-15	% of Amended	Projected 6-30-15
001	103	<b>Municipal Court</b>				
001	000	341000 Fines	193,000	144,998	75%	198,000
001	000	344000 Court reimbursement	4,040	4,014	99%	5,000
001	000	351000 Police trainee fee	8,000	7,471	93%	8,000
		<b>Total Revenues</b>	205,040	156,483	76%	211,000
		<b>Personnel services</b>				
001	103	401000 Salary	92,780	63,414	68%	86,780
001	103	415000 SSI taxes	7,170	4,852	68%	6,670
001	103	416000 Retirement	19,370	13,139	68%	18,050
001	103	417000 Workers comp	200	159	79%	220
001	103	418000 Medical benefits	41,230	27,048	66%	36,520
001	103	419000 Disability/life ins	420	299	71%	400
001	103	422000 Longevity	960	180	19%	410
001	103	438000 VEBA	1,560	970	62%	1,270
001	103	471000 PF health	960	99	10%	480
		<b>Total Personnel service</b>	164,650	110,159	67%	150,800
		<b>Materials and Services</b>				
001	103	457000 Office supplies	1,000	484	48%	1,000
001	103	465000 Jury / witness fees	2,500	665	27%	1,300
001	103	473000 Miscellaneous	500	85	17%	100
001	103	490000 Professional developr	1,500	2,333	156%	3,830
001	103	500000 Information services	15,850	6,657	42%	15,800
001	103	511000 Reference materials	330	94	28%	300
001	103	554000 Professional services	133,200	96,013	72%	132,550
001	103	579100 Indirect cost allocatio	29,890	20,833	70%	29,890
		<b>Total Materials and Sei</b>	184,770	127,165	69%	184,770
001	103	<b>Total Expenditures</b>	349,420	237,324	68%	335,570
		<b>Net Expense</b>	(144,380)	(80,841)		(124,570)



## MEMORANDUM

CITY OF ST. HELENS  
Municipal Court  
PO Box 278  
St. Helens, OR 97051



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DATE: May 1, 2015

TO: City Council and John Walsh, City Administrator

FROM: Cindy Phillips, Municipal Court Judge

RE: Municipal Court 2<sup>nd</sup> Quarter Report FY 14/15

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St. Helens Municipal Court continues to meet the challenges of day-to-day operation and look forward to new opportunities for growth in the future.

One of the challenges of day-to-day operations has been the transition of Julie Metz into the Court Clerk position. While Ms. Metz came to us with no experience in the operation of our Municipal Court software, Full Court, she has extremely good computer skills and has managed to learn the day-to-day operation of Full Court, as well as mastering some of the special functions of the software which result in operational efficiencies. For instance, Ms. Metz has discovered several functions of the software which result in greater efficiency. Due to a combination of her innate ability and support from Justice Systems, the provider of Full Court, Ms. Metz has learned more efficient ways of documenting Court activities than we used in the past. Unfortunately, another challenge looming is that, as of July 1, free support for Full Court will no longer be available to us and ongoing support is not in the budget. I remain hopeful that the upgrade to the Full Court Enterprise program, the fee for which is already in the budget, will occur soon, because I believe that Ms. Metz and Ms. Payne will easily learn how to use the upgraded program and both Ms. Metz and Ms. Payne will benefit from the training that comes along with it. And, of course, the Full Court Enterprise system will be supported.

Another challenge to day-to-day operation is the return of staffing levels by the police department. Cases filed in the Municipal Court are, for the most part, brought to us by members of the Police Department. Therefore, when staffing levels decrease, as they did from 2012 to 2014, the number of filings decreases. Now that new officers have been hired and the staffing levels have increased, there is a corresponding uptick in the number of cases filed. The challenge here is to keep up with the increased level of filings. It is very apparent that, even with the increased efficiencies of fully utilizing the Full Court features, the Court won't be able to keep up with the workload without help. The Court has been blessed by having Riki Frappier assisting during the Court Clerk transition time. However, the Court will continue to need some assistance in the future. The Court looks forwards to the day when we can once again produce the SO list, an extremely useful tool for the police in maintaining community safety.

Finally, the judge's report would not be complete without a report on the jail situation. I am very excited to report that the jail is once again providing space for municipal offenders. And the word is getting out! We no longer have offenders failing to appear for court appearances, at least with the frequency that they once were. A jail sentence is once again a real punishment for bad behavior. Offenders are no longer just getting booked in a released to offend again. And I could not be happier! I send a big thank you to those individuals who worked so hard to pass the levy. Your actions encourage community safety. As always, I invite you to visit us sometime – after all, it is YOUR Municipal Court!



**City of St. Helens**  
**Fiscal Year 2014-15**  
**3<sup>rd</sup> Quarter Financial Report**  
**For Period Ending March 31, 2015**

**Explanation of report**

The 3<sup>rd</sup> quarter financial report is the measurement of financial performance for the current fiscal year as of March 31. The report presents the current budget, actual financial activity, the percent (%) of budget utilized and compares current activity to same period last fiscal year.

Table 1 reflects a summary of financial activity by fund.

<b>Table 1 - Fund Summaries for Period Ending March 31, 2015</b>						
Funds	Beginning Fund Balances	Current Resources		Current uses		Ending Fund Balance
		Revenues	Transfers In	Transfers Out	Expenditures	
001- General	1,766,848	3,285,299	19,000	164,890	2,934,427	1,971,830
008-Visitors & Tourism	230,498	85,464	-	19,000	161,650	135,311
009-Community Enhancement	463,343	55,075	3,890	-	610,678	(88,370)
010-Capital Improvement	6,330,602	635,482	2,066,000	-	1,118,404	7,913,680
011-Streets (Gas Tax)	581,153	559,681	-	137,500	472,575	530,760
012-Administrative Services	95,204	915,635	-	-	914,061	96,779
013-Public Works	1,524	197,146	-	-	193,969	4,702
015-Fleet	46,603	187,500	-	-	203,560	30,543
017-Water Operating	1,785,082	1,975,029	-	465,000	1,956,953	1,338,158
Forest reserve	1,394,327	964,765	-	-	68,843	2,290,249
018-Sewer Operating	2,926,376	2,954,256	-	1,302,500	2,689,784	1,888,347
033-Community Development	-	10,371	-	-	7,030	3,341
<b>Total</b>	<b>15,621,560</b>	<b>11,825,703</b>	<b>2,088,890</b>	<b>2,088,890</b>	<b>11,331,934</b>	<b>16,115,330</b>
		13,914,593		13,420,824		
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		66.16%	40.48%	40.48%	49.06%	182.97%

60%

47%

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 March 31, 2015 total \$13,914,593 and reflect 60% of the budget. Current resources – revenues total \$11,825,703 and reflect 66% of total budget. Chart below highlights projections in revenues through June 30, 2015.

Revenue Classifications	Budget	Actual as of 03-31-2015						Projected 6/30/15	Variance Over/(Under)
	All Funds	General Fund	Special Revenue Funds	Internal Service Funds	Enterprise Funds	Total	% Rcvd		
Property taxes	1,535,200	1,518,740	-	-	-	1,518,740	98.93%	1,584,310	49,110
Franchise fees	1,469,500	995,019	-	-	-	995,019	67.71%	1,466,580	(2,920)
Motel/hotel	80,000		71,524	-	-	71,524	89.40%	95,000	15,000
Charges for services	8,999,140		710	218,452	5,835,564	6,054,726	67.28%	8,908,645	(90,495)
Licenses and permits	334,290	255,360	-	-	-	255,360	76.39%	303,200	(31,090)
Fines and forfeitures	207,000	156,694	-	-	-	156,694	75.70%	214,000	7,000
Intergovernmental	1,594,330	234,299	630,019	-	-	864,318	54.21%	1,886,461	292,131
Interest earnings	66,800	8,078	7,770	-	38,920	54,769	81.99%	68,500	1,700
System devel. charge	180,000	-	252,047	-	-	252,047	140.03%	255,589	75,589
Miscellaneous	253,800	69,542	36,792	-	19,230	125,565	49.47%	174,871	(78,929)
Indirect cost allocation - CC	1,603,030	47,566	-	1,081,830	-	1,129,396	70.45%	1,526,493	(76,537)
Sub-total - Operating Rev	16,323,090	3,285,299	998,861	1,300,282	5,893,715	11,478,157	70.32%	16,483,650	160,560
Other	1,550,500	-	347,212	-	335	347,547	22.42%	385,000	(1,165,500)
Transfers	5,160,263	19,000	2,069,890	-	-	2,088,890	40.48%	4,214,860.00	(945,403)
<b>Total Revenues</b>	<b>23,033,853</b>	<b>3,304,299</b>	<b>3,415,963</b>	<b>1,300,282</b>	<b>5,894,050</b>	<b>13,914,594</b>	<b>60.41%</b>	<b>21,083,510</b>	<b>(1,950,343)</b>
<b>Budget Comparision by Fund Classification</b>									
Operating Revenues		4,067,060	1,655,070	1,815,760	8,785,200	16,323,090			
		81.25%	206.39%	71.61%	67.09%	85.24%			
Proceeds/Transfers		19,000	6,619,863	71,400	500	6,710,763			
		100.00%	36.51%	0.00%	67.00%	36.31%			
Total		4,086,060	8,274,933	1,887,160	8,785,700	23,033,853			
		80.87%	41.28%	68.90%	67.09%	60.41%			

The following are the highlighted impacts to revenues:

- Property taxes – are trending \$49,000 greater than budget.
- Franchise fees – are trending \$3,000 less than budget – while 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 trending down \$90,000 primarily due to timing of Timber revenues partially offset by increase in Secondary sewer treatment pool shared agreement with Cascade is running approximately \$40,000 greater than budget.
- Licenses and permits – are trending \$31,000 less than budget primarily due to turning dog licensing over to the County in November (\$20K) and less than anticipated building and planning fees.
- Intergovernmental revenues are trending \$142,000 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 trending \$75,000 greater than anticipated primarily due to increase fees from last year combined with increase in activity.
- Miscellaneous fees are overall trending \$78,000 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 were \$15,000 greater than budget.
- Indirect cost allocation charges trending \$76,000 less primarily due to projected savings in the internal service funds.

For further details on beginning fund balances, and actual revenues received through March 31, 2015 refer to Attachment A – Revenue Reports.



Current uses as of March 31, 2015 total \$13,420,824 and reflect 47% of budget. Current uses – expenditures less transfers and contingencies - total \$11,331,934 and reflect 49% of total budget. Chart below highlights projections in revenues through June 30, 2015.

Expenditure Classification	Fiscal Year 2013-14				Fiscal Year 2014-15				Variance (Over)/Under	Notes
	Adopted Budget 2013-14	Actual 3-31-14	Actual 6-30-14	% of Actual	Adopted Budget 2014-15	Actual 3-31-15	% of Budget	Projected 6/30/15		
Personnel Services	6,682,920	4,698,323	6,300,650	75%	6,717,760	4,895,411	73%	6,590,890	126,870	See Personnel Services analysis
Materials & Services	5,788,064	3,623,181	5,331,884	68%	6,196,540	4,414,159	71%	6,249,568	(53,028)	Various Items - see below
Capital Outlay	6,969,360	1,434,705	2,222,512	65%	9,002,250	1,209,268	13%	2,330,997	6,671,253	Timing of Projects
Debt Service	993,950	775,990	866,276	90%	1,179,494	813,095	69%	918,500	260,994	Timing of DEQ / Property Acq
Transfers	1,747,781	1,692,529	1,736,370	97%	5,160,263	2,088,890	40%	4,214,290	945,973	Timing of Projects
Sub-total	22,182,075	12,224,728	16,457,692	55%	28,256,307	13,420,823	47%	20,304,245	7,952,062	
Contingencies	3,013,690	-	-	0%	2,489,502	-	0%	-	-	
Total	25,195,765	12,224,728	16,457,692	74%	30,745,809	13,420,823	44%	20,304,245	7,952,062	

Based on current analysis, the following are highlighted impacts to expenditures. Please note that some of these items may necessitate appropriation transfers later in the fiscal year (draw on contingencies).

- Personnel service costs (PSC) are anticipated to be on budget overall, primarily due to:
  - \$114,000 - Contracting out of the Building Official, offset by
  - (\$47,000) – Addition of a term limited Assistant Planner (7 months),
  - \$12,530 - Vacancies and change in employee mix offset by overfilling of Police Sergeant position (1.5 months).

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	Actual 3-31-15	Projected 6-30-15	Under / (Over) Budget	%	Notes
001-		General Fund							
	002	Police	2,074,210	2,113,960	1,527,399	2,061,680	12,530	0.6%	in employee mix
	004	Library	410,400	413,890	303,907	413,890	(3,490)	-0.9%	- Overfill Part-time Librarian
	100	City Council	32,350	32,350	24,251	32,340	10	0.0%	
	103	Courts	164,650	164,650	110,159	147,380	17,270	10.5%	- Change in employee mix
	104	Planning	106,580	157,020	110,770	153,680	(47,100)	-44.2%	- 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	2,076,486	2,808,970	93,340	3.2%	
012-		Admin Services							
	101	City Administrator	162,490	162,490	121,122	161,780	710	0.4%	
	102	City Recorder	355,700	355,700	266,113	356,600	(900)	-0.3%	- contract communications with Carlton
	106	Finance	474,490	474,490	351,092	477,490	(3,000)	-0.6%	- change in employee hours / term limited Support
	012	Total	992,680	992,680	738,327	995,870	(3,190)	-0.3%	
013-		Public Works							
	402	Engineering	340,250	340,250	254,021	339,520	730	0.2%	- Part-time Engineering Tech
	403	Operations	1,677,060	1,697,060	1,223,335	1,636,340	40,720	2.4%	- Timing of seasonals and change in employee mix
	013	Total	2,017,310	2,037,310	1,477,356	1,975,860	41,450	2.1%	
013-		Fleet							
	015	Fleet	193,920	193,920	143,345	191,930	1,990	1.0%	- Change in employee mix
	015	Total	193,920	193,920	143,345	191,930	1,990	1.0%	
017-		Water							
	417	Water Filtration	233,780	233,780	177,274	236,510	(2,730)	-1.2%	- OT related with down tree
	017	Total	233,780	233,780	177,274	236,510	(2,730)	-1.2%	
018-		Sewer / Storm							
	019	WWTP - Secondary	377,760	377,760	282,622	381,750	(3,990)	-1.1%	- Standby under budgeted
	018	Total	377,760	377,760	282,622	381,750	(3,990)	-1.1%	
		Grand Total	6,717,760	6,831,440	4,895,410	6,590,890	126,870	1.9%	



- Administrative/Community Development Department:
  - Non-Departmental – Transfers
    - Library Grant Continuation Reserve – budgeted \$1,800 but actual was \$3,890. Reappropriated.
    - Marine Board Project (Dock – Sand Island) Matching Funds - \$5,000 – Reappropriated.
    - McCormick Park Bridge – Assess City matching (Staff Labor, Park SDC, General Fund Transfer). Reappropriated Park Property Reserve of \$28,000 for City’s Potential match of project (should be less due to in-kind contribution of labor).
  - Non-Departmental – Materials and Services
    - Weed Abatement \$5,000 – Reappropriated funds for abatement project in July but only incurred \$575 in actual costs.
    - Council directed contributions of \$2,500 to High School for infrastructure repairs (banner fundraiser), \$2,000 to Historical Society for book project, and \$1,800 to SHEDCO for business project. Anticipate cost to be absorbed with existing savings in Non-departmental and remainder of weed abatement reappropriation.
    - Building reserve transfer – will need to transfer net income of FY 2014-15 to community enhancement fund building reserve.
  - Planning – Attorney expense
    - Addressing Sensitive Lands Issue – Anticipate \$60,000 in costs. Reappropriated \$27,000 and now requesting an additional \$30,000.
  - Finance – Materials and Services
    - Incurred overtime due to re-sequencing of utility meter routes, pre-work applicable to Springbrook upgrade project, and year-end close. Plan to cover by anticipated savings.
    - Incurred temp services expenditures associated with weed abatement and employee turnover in court. Reappropriated \$7,000.
  - City Hall Facilities – Materials and Services
    - City Hall Heating and Air Conditioning Unit – due to age of equipment required additional maintenance beyond originally budgeted. Requesting reappropriation of \$5,700.
- Police:
  - Materials and Services
    - Due to turn-over of Police Records Specialist required to contract services. Reappropriated \$11,000.
  - Capital Outlay
    - Repair Police Building Roof – leaking. Request reappropriation of \$11,300
    - Police Building Maintenance – painting. Request reappropriation of \$9,800
- Library: None at this time



- Public Works:
  - Fleet
    - Due to unanticipated repairs to heavy equipment items (street sweeper, vector, etc) request reappropriation of \$5,700.
  - Water Filtration Plant
    - Under-budgeted for chemicals. Reappropriated \$8,800.
    - Unanticipated repair to WFF sewer system. Reappropriated \$7,300.
    - Unanticipated overtime from winter storms and additional lab testing. Requesting reappropriation of \$5,000.
  - Sewer and Storm
    - Unanticipated overtime from winter storms and additional lab testing \$12,000
  - Capital Improvements
    - Street, Water, Sewer, and Storm changes requires no additional appropriation authority – will review during presentation of 3<sup>rd</sup> quarter report.
    - Parks – Repair storm damage to Sand Island Dock from winter storm – Requesting appropriation authority to transfer \$5,000 from General Fund to CIP Parks to pay for insurance deductible, record anticipated insurance proceeds of \$20,000, and appropriate \$25,000 for repair project. This project will most likely be carryforward to next fiscal year.
    - Equipment - City/County Grant Award – To facilitate the award requesting reappropriation of \$12,400 which is funded by CIS grant with City match from contingency in CIP – Equipment cost center.

City/County Insurance Services (CIS) Grant				
Department	Equipment	Total Costs	CIS Grant	City Contribution
Police	Automated External Defibrillator (AED)	1,245.00	1,245.00	-
Police	Security Cameras	4,000.00	3,877.50	122.50
Library	Lockers	2,100.00	1,050.00	1,050.00
Public Works	Parks Security System	5,000.00	1,250.00	3,750.00
		12,345.00	7,422.50	4,922.50
	Rounding	55.00	7.50	47.50
		12,400.00	7,430.00	4,970.00

For further detail, refer to Attachment B – Expenditure Reports for Period Ending March 31, 2015 and Attachment C – Capital Projects.

Ending fund balances – Please note that the ending fund balances present in Table 1 reflect fund balances as of March 31, 2015. At this time it is too early to project year-end fund balances and should not be construed as predictive in nature.



City of St. Helens  
Revenue Reports for Period Ending March 31, 2015

Fund	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					
		Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Audit	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Over / (Under) Budget
001	General Fund											
	Beginning working capital	1,030,357	1,217,968	118%	1,217,968	100%	1,469,528	1,469,528	1,766,848	120%	1,828,298	358,770
	Property taxes	1,491,400	1,446,192	97%	1,542,416	94%	1,535,200	1,535,200	1,518,740	99%	1,584,310	49,110
	Franchise fees	1,442,000	622,235	43%	1,422,800	44%	1,469,500	1,469,500	995,019	68%	1,466,580	(2,920)
	Licenses and permits	255,720	318,212	124%	387,244	82%	334,290	334,290	255,360	76%	303,200	(31,090)
	Fines and forfeitures	214,000	164,154	77%	224,247	73%	207,000	207,000	156,694	76%	214,000	7,000
	Intergovernmental	398,500	231,426	58%	387,365	60%	406,520	406,520	234,299	58%	412,700	6,180
	Interest earnings	10,000	9,463	95%	13,058	72%	10,000	10,000	8,078	81%	10,000	-
	Miscellaneous	45,500	57,771	127%	85,259	68%	40,140	40,140	69,542	173%	72,600	32,460
	Indirect cost allocation - CC	54,410	43,206	79%	53,151	81%	64,410	64,410	47,566	74%	58,750	(5,660)
	Transfers	182,781	179,570	98%	179,570	100%	19,000	19,000	19,000	100%	19,000	-
001	Total	5,124,668	4,290,197	84%	5,513,079	78%	5,555,588	5,555,588	5,071,146	91%	5,969,438	413,850
008	St Helens Visitor & Tourism Fd											
	Beginning working capital	283,726	281,653	99%	281,653	100%	279,103	279,103	230,498	83%	230,498	(48,605)
	Motel/hotel	73,130	52,182	71%	79,223	66%	80,000	80,000	71,524	89%	95,000	15,000
	Intergovernmental	10,000	-	0%	2,193	0%	-	-	-	0%	-	-
	Miscellaneous	40,000	6,250	16%	25,860	24%	119,450	119,450	13,940	12%	23,000	(96,450)
008	Total	406,856	340,085	84%	388,929	87%	478,553	478,553	315,962	66%	348,498	(130,055)
009	Community Enhancement											
	Beginning working capital	454,380	460,335	101%	460,335	100%	464,440	464,440	463,344	100%	463,344	(1,096)
	Charges for services	500	1,917	0%	2,032	94%	800	800	710	89%	800	-
	Intergovernmental	399,660	16,801	4%	111,493	15%	62,810	531,310	34,534	6%	535,430	472,620
	Interest earnings	2,000	1,187	59%	1,520	78%	1,800	1,800	824	46%	1,500	(300)
	Other	2,500,000	-	0%	-	0%	1,000,000	1,000,000	-	0%	-	(1,000,000)
	Miscellaneous	28,260	34,523	122%	46,238	75%	13,380	18,380	19,007	103%	25,841	12,461
	Transfers	350,000	337,959	97%	362,800	93%	3,003,863	3,008,863	3,890	0%	2,091,460	(912,403)
009	Total	3,734,800	852,722	23%	984,419	87%	4,547,093	5,025,593	522,309	10%	3,118,375	(1,428,718)



City of St. Helens  
Revenue Reports for Period Ending March 31, 2015

Fund	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					
		Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Audit	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Over / (Under) Budget
010	Capital Projects											
	Beginning working capital	5,416,464	5,571,207	103%	5,571,208	100%	5,765,708	5,765,708	6,330,602	110%	6,330,602	564,894
	Intergovernmental	300,000	-	0%	25,559	0%	341,000	341,000	36,223	11%	186,300	(154,700)
	Loan Proceeds	1,250,000	423,300	34%	707,947	60%	550,000	550,000	347,212	63%	385,000	(165,000)
	System devel. charge	119,000	302,976	255%	364,125	83%	180,000	180,000	252,047	140%	255,589	75,589
	Miscellaneous		7,000	100%	7,000	100%	-	-	-	0%	20,000	20,000
	Transfers	1,175,000	1,175,000	100%	1,175,000	100%	2,066,000	2,066,000	2,066,000	100%	2,073,000	7,000
010	Total	8,260,464	7,479,483	91%	7,850,839	95%	8,902,708	8,902,708	9,032,084	101%	9,250,491	347,783
011	Streets (Gas Tax) Fund											
	Beginning working capital	516,567	562,172	109%	562,172	100%	538,502	538,502	581,153	108%	581,153	42,651
	Intergovernmental	760,000	499,946	66%	741,534	67%	784,000	784,000	552,230	70%	745,000	(39,000)
	Interest earnings	15,000	8,721	58%	11,539	76%	12,000	12,000	6,946	58%	12,000	-
	Miscellaneous	3,000	6,273	209%	7,846	80%	3,000	3,000	505	17%	2,250	(750)
011	Total	1,294,567	1,077,112	83%	1,323,092	81%	1,337,502	1,337,502	1,140,834	85%	1,340,403	2,901
012	Administrative Services											
	Beginning working capital	108,087	102,879	95%	102,879	100%	97,354	97,354	95,204	98%	95,204	(2,150)
	Charges for services	22,070	17,093	77%	22,791	75%	25,140	25,140	19,968	79%	26,620	1,480
	Indirect cost allocation - CC	1,240,320	876,706	71%	1,182,848	74%	1,268,320	1,268,320	895,667	71%	1,226,167	(42,153)
	Transfers			0%	-	0%	31,400	31,400	-	0%	31,400	-
012	Total	1,370,477	996,678	73%	1,308,518	76%	1,422,214	1,422,214	1,010,839	71%	1,379,391	(42,823)
013	Public Works											
	Beginning working capital	-	-		-		-	-	1,524		1,524	1,524
	Charges for services	-	1,817	0%	5,404	100%	2,000	2,000	10,984	100%	7,800	5,800
	Indirect cost allocation - CC	199,130	144,011	72%	171,735	84%	270,300	270,300	186,162	69%	241,576	(28,724)
	Transfers	40,000	-	0%	-	100%	40,000	40,000	-	100%	-	(40,000)
013	Total	239,130	145,828	61%	177,139	82%	312,300	312,300	198,670	64%	250,900	(61,400)
015	Fleet Maint. Facility Fund											
	Beginning working capital	34,147	51,431	151%	51,431	100%	17,017	17,017	46,603	274%	46,603	29,586
	Charges for services	250,000	187,500	75%	250,000	75%	250,000	250,000	187,500	75%	250,000	-
015	Total	284,147	238,931	84%	301,431	79%	267,017	267,017	234,103	88%	296,603	29,586



City of St. Helens  
Revenue Reports for Period Ending March 31, 2015

		Fiscal Year 2013-14					Fiscal Year 2014-15						
Fund	Classification	Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Audit	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Over / (Under) Budget	
016	Water System Impr Reserve Fund												
	Beginning working capital	350,000	350,000	100%	350,000	100%	-	-	-	0%	-	-	
	Interest			0%	-	0%				0%	-	-	
016 Total		350,000	350,000	100%	350,000	100%	-	-	-	0%	-	-	
017	Water Fund												
	Beginning working capital	1,784,079	1,818,112	102%	1,818,112	100%	2,665,012	2,665,012	3,179,409	119%	3,179,410	514,398	
	Charges for services	2,938,000	1,831,297	62%	4,260,350	43%	4,139,000	4,139,000	2,902,129	70%	4,022,425	(116,575)	
	Interest earnings	20,000	14,800	74%	20,338	73%	18,000	18,000	18,793	104%	20,000	2,000	
	Other	-	-	0%	-	100%	-	-	-	100%	-	-	
	Miscellaneous	16,000	17,637	110%	22,758	77%	20,000	20,000	18,873	94%	23,350	3,350	
017 Total		4,758,079	3,681,846	77%	6,121,558	60%	6,842,012	6,842,012	6,119,204	89%	7,245,185	403,173	
018	Sewer (Storm) Fund												
	Beginning working capital	2,528,229	2,664,534	105%	2,664,534	100%	2,716,144	2,716,144	2,926,376	108%	2,926,376	210,232	
	Charges for services	4,511,000	2,944,758	65%	4,617,923	64%	4,582,200	4,582,200	2,933,436	64%	4,601,000	18,800	
	Interest earnings	25,000	20,413	82%	27,478	74%	25,000	25,000	20,128	81%	25,000	-	
	Other	-	260	0%	390	67%	500	500	335	0%	490	(10)	
	Miscellaneous	5,000	695	14%	10,153	7%	1,000	1,000	358	36%	1,000	-	
018 Total		7,069,229	5,630,660	80%	7,320,478	77%	7,324,844	7,324,844	5,880,633	80%	7,553,866	229,022	
032	State Revenue Sharing												
	Beginning working capital	132,781	131,652	99%	131,653	100%	-	-	-	0%	-	-	
	Intergovernmental			0%	-	0%				100%	-	-	
032 Total		132,781	131,652	99%	131,653	100%	-	-	-	0%	-	-	
033	Community Development Fund												
	Beginning balance			0%		0%				0%	-	-	
	Intergovernmental	400,000	181,808	45%	318,670	57%	-	-	7,031	0%	7,031	7,031	
	Miscellaneous	56,830	14,209	25%	10,869	131%	56,830	56,830	3,340	6%	6,830	(50,000)	
033 Total		456,830	196,017	43%	329,539	59%	56,830	56,830	10,371	18%	13,861	(42,969)	
Grand Total		33,482,028	25,411,211	76%	32,100,674	79%	37,046,662	37,525,162	29,536,155	79%	36,767,011	(279,651)	



City of St. Helens  
Expenditure Reports for Period Ending March 31, 2015

Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
		Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Adopted	Amended
001 General													
002 Police													
	Personnel services	1,945,150	1,302,596	67%	1,789,736	73%	1,968,400	2,008,150	1,431,415	71%	1,934,140	34,260	74,010
	Materials and services	421,500	279,509	66%	427,884	65%	423,530	434,530	298,013	69%	432,810	(9,280)	1,720
	Police Total	2,366,650	1,582,105	67%	2,217,620	71%	2,391,930	2,442,680	1,729,428	71%	2,366,950	24,980	75,730
004 Library													
	Personnel services	374,780	277,980	74%	369,254	75%	377,460	380,950	278,779	73%	382,724	(5,264)	(1,774)
	Materials and services	157,940	115,562	73%	158,306	73%	166,740	166,740	117,809	71%	166,580	160	160
	Library Total	532,720	393,542	74%	527,560	75%	544,200	547,690	396,588	72%	549,304	(5,104)	(1,614)
005 Parks													
	Personnel services	101,440	70,623	70%	94,574	75%	103,600	103,600	75,785	73%	102,590	1,010	1,010
	Materials and services	128,890	76,597	59%	116,364	66%	129,650	129,650	69,820	54%	125,450	4,200	4,200
	Parks Total	230,330	147,220	64%	210,938	70%	233,250	233,250	145,605	62%	228,040	5,210	5,210
100 City Council													
	Personnel services	32,350	24,248	75%	32,331	75%	32,350	32,350	24,251	75%	32,340	10	10
	Materials and services	22,060	18,958	86%	20,814	91%	32,060	32,060	23,315	73%	26,410	5,650	5,650
	City Council Total	54,410	43,206	79%	53,145	81%	64,410	64,410	47,566	74%	58,750	5,660	5,660
103 Municipal Court													
	Personnel services	156,940	116,121	74%	158,711	73%	164,650	164,650	110,159	67%	147,380	17,270	17,270
	Materials and services	178,580	113,613	64%	164,460	69%	184,770	184,770	127,165	69%	184,770	-	-
	Municipal Court Total	335,520	229,734	68%	323,171	71%	349,420	349,420	237,324	68%	332,150	17,270	17,270
104 Planning													
	Personnel services	98,030	73,144	75%	97,738	75%	99,990	150,430	107,023	71%	148,050	(48,060)	2,380
	Materials and services	63,960	46,088	72%	61,715	75%	78,560	105,560	76,074	72%	124,210	(45,650)	(18,650)
	Planning Total	161,990	119,232	74%	159,453	75%	178,550	255,990	183,097	72%	272,260	(93,710)	(16,270)
105 Building													
	Personnel services	147,150	35,148	24%	45,931	77%	150,610	150,610	37,920	25%	55,000	95,610	95,610
	Materials and services	36,780	63,618	173%	94,778	67%	49,810	49,810	56,631	114%	113,780	(63,970)	(63,970)
	Building Total	183,930	98,766	54%	140,709	70%	200,420	200,420	94,551	47%	168,780	31,640	31,640
110 Non-Departmental													
	Personnel services	29,570	19,299	65%	25,892	75%	26,520	26,520	15,257	58%	18,100	8,420	8,420
	Materials and services	22,800	14,532	64%	83,548	17%	39,640	44,640	28,058	63%	35,690	3,950	8,950
	Capital Outlay	-	-	0%	-	0%	-	-	-	0%	-	-	-
	Transfers	-	12,800	0%	31,800	40%	194,200	262,740	221,841	84%	288,290	(94,090)	(25,550)
	Contingency	778,000	-	0%	-	0%	805,700	600,480	-	0%	-	-	-
	Non-Departmental Total	830,370	46,631	6%	141,241	33%	1,066,060	934,380	265,156	28%	342,080	(81,720)	(8,180)
General Total		4,695,920	2,660,436	57%	3,773,836	70%	5,028,240	5,028,240	3,099,315	62%	4,318,314	(95,774)	109,446



Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
		Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Adopted	Amended
008	Visitors and Tourism												-
	Materials and services	114,450	94,657	83%	158,431	60%	196,100	196,100	161,650	82%	188,050	8,050	8,050
	Transfers	-	-	0%	-	0%	19,000	19,000	19,000	100%	19,000	-	-
	Contingency	25,000	-	0%	-	0%	25,000	25,000	-	0%			
	Visitors and Tourism Total	139,450	94,657	68%	158,431	60%	240,100	240,100	180,650	75%	207,050	8,050	8,050
009	Community Enhancement												
201	Public arts reserve												
	Materials and services	3,750	3,006	80%	6,172	49%	15,000	15,000	7,923	53%	10,650	4,350	4,350
	Capital Outlay	43,500	5,070	12%	27,923	18%	48,550	48,550	16,673	34%	16,000	32,550	32,550
	Contingency	2,000	-	0%	-	0%	5,000	5,000	-	0%			
	Public arts reserve Total	49,250	8,076	16%	34,095	24%	68,550	68,550	24,596	36%	26,650	36,900	36,900
202	Library building reserve												
	Materials and services	4,620	3,465	75%	10,927	32%	4,620	4,620	3,465	75%	4,620	-	-
	Capital Outlay		6,307	0%	20,390	31%	75,000	75,000	48,816		48,816	26,184	26,184
	Contingency	20,000	-	0%	-	0%	10,000	10,000	-	0%			
	Library building reserve Total	24,620	9,772	40%	31,317	31%	89,620	89,620	52,281	58%	53,436	26,184	26,184
203	Library equipment reserve												
	Materials and services	2,500	138	6%	1,577	9%	2,000	2,000	250	13%	750	1,250	1,250
	Contingency	5,000	-	0%	-	0%	5,000	5,000	-	0%			
	Library equipment reserve Total	7,500	138	2%	1,577	9%	7,000	7,000	250	4%	750	1,250	1,250
204	Parks property reserve												
	Capital Outlay	14,860	2,700	0%	2,700	0%	79,800	51,800	-	0%	-	79,800	51,800
	Transfer out	-	-	0%	-	0%	-	28,000	-	0%	2,000	(2,000)	26,000
	Contingency	78,000	-	0%	-	0%	-	-	-	0%			
	Parks property reserve Total	92,860	2,700	3%	2,700	100%	79,800	79,800	-	0%	2,000	77,800	77,800
206	PEG access reserve												
	Materials and services	10,000	6,060	61%	7,655	79%	21,250	21,250	4,340	20%	9,350	11,900	11,900
	Contingency	18,545	-	0%	-	0%	-	-	-	0%			
	PEG access reserve Total	28,545	6,060	21%	7,655	79%	21,250	21,250	4,340	20%	9,350	11,900	11,900
207	Grants and donations												
	Materials and services	320,794	11,680	0%	24,289	0%	20,150	498,650	403,636	3%	480,918	(460,768)	17,732
	Capital Outlay			0%	-							-	-
	Grants and donations Total	320,794	11,680	4%	24,289	48%	20,150	498,650	403,636	81%	480,918	(460,768)	17,732
208	LSTA - Grant												
	Personnel services	26,540	22,023	0%	29,620	74%	31,140	31,140	25,128	81%	31,140	-	-
	Materials and services	9,000	15,005	0%	25,127	60%	28,750	28,750	20,107	70%	28,750	-	-
	LSTA - Grant Total	35,540	37,028	104%	54,747	68%	59,890	59,890	45,235	76%	59,890	-	-



Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
		Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Adopted	Amended
209	Economic development												
	Materials and services	60,000	22,276	0%	52,651	0%	300,000	300,000	67,560	23%	80,000	220,000	220,000
	Capital Outlay	2,740,000	259,985	0%	260,485	0%	3,700,000	3,700,000	-	0%	-	3,700,000	3,700,000
	Debt Issued	-	-	0%	-	0%	-	-	-	0%	15,000	(15,000)	(15,000)
	Transfers	50,000	47,917	0%	47,917	0%	-	-	-	0%	-	-	-
	Contingency	60,000	-	0%	-	0%	-	-	-	0%	-	-	-
	Economic development Total	2,910,000	330,178	11%	361,053	91%	4,000,000	4,000,000	67,560	2%	95,000	3,905,000	3,905,000
210	Library grant reserve												
	Personnel services	-	-	0%	-	0%	3,600	3,600	-	0%	-	3,600	3,600
	Materials and services	-	-	0%	-	0%	-	-	-	0%	-	-	-
	Library grant reserve Total	-	-	0%	-	0%	3,600	3,600	-	0%	-	3,600	3,600
211	Police reservist reserve												
	Materials and services	-	-	0%	3,642	0%	6,500	6,500	3,516	54%	6,500	-	-
	Police reservist reserve Total	-	-	0%	3,642	0%	6,500	6,500	3,516	54%	6,500	-	-
212	Police contribution reserve												
	Materials and services	-	-	0%	-	0%	-	-	9,264	0%	9,300	(9,300)	(9,300)
	Police contributions Total	-	-	0%	-	0%	-	-	9,264	0%	-	(9,300)	(9,300)
213	Building Reserve												
	Materials and services	-	-	0%	-	0%	-	-	-	0%	-	-	-
	Police contributions Total	-	-	0%	-	0%	-	-	-	0%	-	-	-
Community Enhancement Total		3,469,109	405,632	12%	521,075	78%	4,356,360	4,834,860	610,678	13%	734,494	3,592,566	4,071,066
010	Capital Improvement												
300	Parks projects												
	Capital Outlay			0%	-	0%	50,000	121,800	1,965	0%	27,000	23,000	94,800
	Transfers			0%	-	0%	-	-	-	0%	-	-	-
	Contingency	8,000	-	0%	-	0%	-	-	-	0%	-	-	-
	Parks projects Total	8,000	-	0%	-	0%	50,000	121,800	1,965	2%	27,000	23,000	94,800
301	Street projects												
	Capital Outlay	565,000	36,393	6%	283,687	13%	366,000	366,000	27,584	8%	175,900	190,100	190,100
	Transfers						500,000	500,000	-	0%	-	500,000	500,000
	Contingency	100,000	-	0%	-	0%	100,000	100,000	-	0%	-	-	-
	Street projects Total	665,000	36,393	5%	283,687	0%	966,000	966,000	27,584	3%	175,900	690,100	690,100
302	Water projects												
	Capital Outlay	865,000	113,819	13%	250,612	45%	1,190,000	1,190,000	374,161	31%	593,000	597,000	597,000
	Contingency	100,000	-	0%	-	0%	100,000	100,000	-	0%	-	-	-
	Water projects Total	965,000	113,819	12%	250,612	0%	1,290,000	1,290,000	374,161	29%	593,000	597,000	597,000



Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
		Adopted Budget 2013-14	Actual 3/31/14	% of Budget	Audited 2013-14	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 3/31/15	% of Budget	Projected 6/30/15	Adopted	Amended
303	Sewer projects												
	Capital Outlay	1,350,000	553,923	41%	719,753	77%	765,000	765,000	351,510	46%	515,000	250,000	250,000
	Transfers						500,000	500,000	-		-	500,000	500,000
	Contingency	100,000	-	0%	-	0%	100,000	100,000	-	0%			
	Sewer projects Total	1,450,000	553,923	38%	719,753	0%	1,365,000	1,365,000	351,510	26%	515,000	750,000	750,000
304	Storm projects												
	Capital Outlay	800,000	89,228	11%	233,462	38%	2,200,000	2,200,000	244,185	11%	610,000	1,590,000	1,590,000
	Contingency	50,000		0%	-	0%	200,000	200,000	-	0%			
	Storm projects Total	850,000	89,228	10%	233,462	0%	2,400,000	2,400,000	244,185	10%	610,000	1,590,000	1,590,000
305	Equipment												
	Capital Outlay	110,000	12,444	11%	32,724	38%	441,000	441,000	118,999	27%	305,350	135,650	135,650
	Contingency	50,000	-	0%	-	0%	40,000	40,000	-	0%			
	Equipment Total	160,000	12,444	8%	32,724	0%	481,000	481,000	118,999	25%	305,350	135,650	135,650
	Capital Improvement Total	4,098,000	805,807	20%	1,520,237	53%	6,552,000	6,623,800	1,118,404	17%	2,226,250	3,785,750	3,857,550
011	Streets (Gas Tax)												
	Personnel services	386,980	278,874	72%	368,453	76%	319,740	319,740	232,209	73%	314,300	5,440	5,440
	Materials and services	458,850	196,251	43%	324,202	61%	461,510	461,510	240,104	52%	394,410	67,100	67,100
	Capital Outlay	20,000	257	1%	257	0%	-	-	262	0%	300	(300)	(300)
	Transfers			0%	-	0%	137,500	137,500	137,500	0%	137,500	-	-
	Contingency	100,000	-	0%	-	0%	100,000	100,000	-	0%			
	Streets (Gas Tax) Total	965,830	475,382	49%	692,912	69%	1,018,750	1,018,750	610,075	60%	846,510	72,240	72,240
012	Administrative Services												
101	City Administrator												
	Personnel services	161,160	115,145	71%	153,330	75%	164,620	164,620	122,716	75%	163,910	710	710
	Materials and services	70,860	32,959	47%	56,089	59%	75,460	75,460	18,848	25%	44,750	30,710	30,710
	Capital Outlay				-		5,000	5,000	-		-	5,000	5,000
	City Administrator Total	232,020	148,104	64%	209,419	71%	245,080	245,080	141,564	58%	208,660	36,420	36,420
102	City Recorder												
	Personnel services	229,480	167,059	73%	222,925	75%	222,900	222,900	164,182	74%	221,800	1,100	1,100
	Materials and services	58,960	26,951	46%	35,570	76%	50,850	50,850	36,665	72%	42,260	8,590	8,590
	Capital Outlay		-	0%	-	0%	4,100	4,100	-	0%	4,100	-	-
	City Recorder Total	288,440	194,010	67%	258,496	75%	277,850	277,850	200,847	72%	268,160	9,690	9,690
106	Finance												
	Personnel services	470,200	351,455	75%	470,092	75%	493,690	493,690	366,188	74%	496,690	(3,000)	(3,000)
	Materials and services	155,950	123,617	79%	159,890	77%	157,150	164,150	122,753	75%	152,330	4,820	11,820
	Capital Outlay	2,500	2,161	86%	2,779	78%	2,000	2,000	-	0%	2,000	-	-
	Finance Total	628,650	477,233	76%	632,761	75%	652,840	659,840	488,941	74%	651,020	1,820	8,820

Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
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107	City Hall Facilities												
	Materials and services	91,210	64,675	71%	89,955	72%	92,550	92,550	65,057	70%	98,180	(5,630)	(5,630)
	Capital Outlay			0%	-	0%				0%		-	-
	City Hall Facilities Totals	91,210	64,675	71%	89,955	72%	92,550	92,550	65,057	70%	98,180	(5,630)	(5,630)
108	IT / Self Insurance												
	Materials and services	25,000	-	0%	4,150	0%	25,000	25,000	-	0%	-	25,000	25,000
	Capital Outlay	32,000	6,725	21%	18,534	36%	69,300	69,300	17,650	25%	20,000	49,300	49,300
	Transfers						2,063	2,063			-	2,063	2,063
	Contingency	73,157	-	0%		0%	57,531	50,531	-	0%			
	IT / Self Insurance Total	130,157	6,725	5%	22,684	30%	153,894	146,894	17,650	12%	20,000	76,363	76,363
Administrative Services Total		1,370,477	890,747	65%	1,213,314	73%	1,422,214	1,422,214	914,059	64%	1,246,020	118,663	125,663
013	Public Works												
402	Engineering												
	Personnel services	33,970	21,418	63%	27,836	77%	26,240	26,240	19,781	75%	26,370	(130)	(130)
	Materials and services	24,500	11,165	46%	17,445	64%	24,170	24,170	13,357	55%	15,100	9,070	9,070
	Capital Outlay	6,500	3,817	59%	6,106	63%	6,500	6,500	432	7%	6,500	-	-
	Engineering Total	64,970	36,400	56%	51,388	71%	56,910	56,910	33,570	59%	47,970	8,940	8,940
403	Operations												
	Personnel services	-	(1,756)	0%	(3,281)	0%	-	-	1,048	0%	-	-	-
	Materials and services	134,160	111,184	83%	127,508	87%	215,390	215,390	159,350	74%	202,970	12,420	12,420
	Contingency	40,000	-	0%	-	0%	40,000	40,000	-	0%			
	Operations Total	174,160	109,428	63%	124,227	88%	255,390	255,390	160,398	63%	202,970	12,420	12,420
Public Works Total		239,130	145,828	61%	175,615	83%	312,300	312,300	193,968	62%	250,940	21,360	21,360
015	Fleet												
	Personnel services	192,790	141,418	73%	189,222	75%	195,460	195,460	144,492	74%	193,460	2,000	2,000
	Materials and services	76,460	37,011	48%	65,606	56%	76,600	76,600	59,068	77%	81,600	(5,000)	(5,000)
	Contingency	11,987	-	0%	-	0%	12,241	12,241	-	0%			
Fleet Total		281,237	178,429	63%	254,828	70%	284,301	284,301	203,560	72%	275,060	(3,000)	(3,000)
016	Water Reserve												
	Transfers	350,000	71,137	20%	350,000	20%	-	-	-	0%	-	-	-
Water Reserve Total		350,000	71,137	20%	350,000	20%	-	-	-	0%	-	-	-
017	Water Operation												
017	Production and Distribution												
	Personnel services	689,660	501,460	73%	662,850	76%	695,080	703,080	515,901	73%	700,000	(4,920)	3,080
	Materials and services	1,100,230	781,450	71%	1,116,813	70%	1,084,020	1,084,020	721,684	67%	1,069,370	14,650	14,650
	Transfers	300,000	300,000	100%	300,000	100%	465,000	465,000	465,000	100%	465,000	-	-
	Contingency	840,000	-	0%	-	0%	214,610	190,510	-	0%			
Production and Distribution T		2,929,890	1,582,910	54%	2,079,662	76%	2,458,710	2,442,610	1,702,585	70%	2,234,370	9,730	17,730



Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
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417	Water Filtration Facility												
	Personnel services	220,830	165,755	75%	220,460	75%	235,320	235,320	178,420	76%	238,040	(2,720)	(2,720)
	Materials and services	139,850	82,054	59%	113,897	72%	131,680	147,780	104,540	71%	147,280	(15,600)	500
	Debt service	544,680	433,825	80%	503,232	86%	503,000	503,000	436,407	87%	503,000	-	-
	Capital Outlay	-	24,898	0%	24,898	0%	-	-	-	0%	-	-	-
	Water Filtration Facility Total	905,360	706,532	78%	862,486	82%	870,000	886,100	719,367	81%	888,320	(18,320)	(2,220)
517	Forest reserve												
	Materials and services	-	-	0%	-	0%	75,000	75,000	68,843	92%	70,000	5,000	5,000
	Transfers	-	-	0%	-	0%	2,000,000	2,000,000	-	0%	2,000,000	-	-
	Forest reserve total	-	-	0%	-	0%	2,075,000	2,075,000	68,843	3%	2,070,000	5,000	5,000
Water Total		3,835,250	2,289,442	60%	2,942,148	78%	5,403,710	5,403,710	2,490,795	46%	5,192,690	(3,590)	20,510
018	Sewer / Storm Operation												
018	Collections												
	Personnel services	743,170	543,787	73%	719,223	76%	710,160	722,160	520,502	72%	707,500	2,660	14,660
	Materials and services	959,800	628,869	66%	881,321	71%	964,410	964,410	617,184	64%	902,910	61,500	61,500
	Capital Outlay	20,000	19,533	0%	19,533	0%	-	-	-	0%	-	-	-
	Debt service	449,270	342,165	76%	363,044	94%	676,494	676,494	376,688	56%	400,500	275,994	275,994
	Transfers	390,000	350,000	90%	350,000	100%	305,000	305,000	265,000	87%	265,000	40,000	40,000
	Contingency	250,000	-	0%	-	0%	334,910	322,910	-	0%	-	-	-
	Public Works Total	2,812,240	1,884,354	67%	2,333,122	81%	2,990,974	2,990,974	1,779,374	59%	2,275,910	380,154	392,154
019	WWT - Secondary												
	Personnel services	176,520	128,334	73%	171,680	75%	178,360	178,360	135,839	76%	185,020	(6,660)	(6,660)
	Materials and services	328,210	292,027	89%	405,516	72%	422,660	422,660	286,669	68%	420,530	2,130	2,130
	Contingency	170,000	-	0%	-	0%	192,590	192,590	-	0%	-	-	-
	WWT - Secondary Total	674,730	420,361	62%	577,195	73%	793,610	793,610	422,508	53%	605,550	(4,530)	(4,530)
020	WWT - Primary												
	Personnel services	141,490	104,755	74%	139,481	75%	137,340	137,340	104,926	76%	140,400	(3,060)	(3,060)
	Materials and services	239,240	142,237	59%	203,669	70%	226,410	226,410	135,301	60%	218,350	8,060	8,060
	WWT - Primary Total	380,730	246,992	65%	343,150	72%	363,750	363,750	240,227	66%	358,750	5,000	5,000
021	Storm												
	Personnel services	209,340	149,346	71%	195,974	76%	261,950	261,950	194,613	74%	262,800	(850)	(850)
	Materials and services	251,510	159,730	64%	236,611	68%	287,670	287,670	197,648	69%	287,670	-	-
	Transfers	525,000	525,000	100%	525,000	100%	1,037,500	1,037,500	1,037,500	100%	1,037,500	-	-
	Contingency	100,000	-	0%	-	0%	109,920	109,920	-	0%	-	-	-
	Storm Total	1,085,850	834,076	77%	957,585	87%	1,697,040	1,697,040	1,429,761	84%	1,587,970	(850)	(850)

Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15					Variance Under / (Over)	
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022 Pumps													
	Personnel services	115,380	90,091	78%	118,618	76%	118,580	118,580	88,875	75%	120,000	(1,420)	(1,420)
	Materials and services	58,820	47,056	80%	64,433	73%	66,440	66,440	31,538	47%	66,440	-	-
	Contingency	34,000	-	0%	-	0%	37,000	37,000	-	0%			
	Pumps Total	208,200	137,147	66%	183,051	75%	222,020	222,020	120,413	54%	186,440	(1,420)	(1,420)
Sewer / Storm Operation Total		5,161,750	3,522,930	68%	4,394,102	80%	6,067,394	6,067,394	3,992,283	66%	5,014,620	378,354	390,354
032 Revenue Sharing													
	Materials and services			0%	-	0%				0%		-	-
	Transfers	132,781	131,653	99%	131,653	100%	-	-	-	0%	-	-	-
	Contingency			0%	-	0%				0%			
Revenue Sharing Total		132,781	131,653	99%	131,653	100%	-	-	-	0%	-	-	-
033 Community Development													
	Materials and services	56,830	4,189	7%	10,869	39%	56,830	56,830	-	0%	6,830	50,000	50,000
	Capital Outlay	400,000	294,441	74%	318,671	92%	-	-	7,030	100%	7,030	(7,030)	(7,030)
Community Development Total		456,830	298,630	65%	329,540	91%	56,830	56,830	7,030	12%	13,860	42,970	42,970
Grand Total		25,195,764	11,970,710	48%	16,457,693	73%	30,742,199	31,292,499	13,420,817	43%	20,325,808	7,917,589	8,716,209



**Capital Improvement Fund (010)**  
**Expenditures as of March 31, 2015**

				Fiscal Year 2013-14			Fiscal Year 2014-15				
Fd	Dpt	Acct	Account Description	Adopted Budget 2013-14	Actual 3/31/14	Audited 2013-14	Adopted Budget 2014-15	Amended Budget	Actual 3/31/15	Projected 6/30/15	Notes
010 - Capital Improvement Fund											
300 - Parks SDC											
		583000	Land purchase	-	-	-	50,000	50,000	-	-	
		652970	McCormick Pk Ped Bridge	-	-	-	-	71,800	1,965	2,000	Funded by grant and matching City Contribution
			Dock Repairs	-	-	-	-	25,000	-	-	Funded by Insurance and City Controbution
		692000	Transfer out - debt service	-	-	-	-	-	-	-	
Total 300				-	-	-	50,000	146,800	1,965	2,000	
301 - Streets											
		653100	Unimproved paving	190,000	566	184,220	30,000	30,000	25,839	25,839	
		653101	Sidewalk	75,000	559	64,198	25,000	25,000	-	-	
		653103	Street Light upgrades	24,000	18,925	18,925	-	-	-	-	
		653106	SDC rate study	-	296	296	-	-	-	-	
		653107	St Helens Street Overlay	245,000	15,548	15,548	230,000	230,000	1,177	130,000	Remainder Carryforward
		653108	Eisenschmidt Sidewalk-Overlay	31,000	500	500	31,000	31,000	568	20,000	Remainder Carryforward
		653109	1st street Reconstruction	-	-	-	50,000	50,000	-	-	Moved to FY 16-17 Contingency for property acquisition
		692000	Interfund - loan property	-	-	-	500,000	500,000	-	-	
Total 301				565,000	36,394	283,687	866,000	866,000	27,584	175,839	
302 - Water											
		653200	Telemetry System Upgrade	325,000	43,663	137,455	250,000	250,000	175,274	250,000	
		653201	Water main replacement	200,000	4,124	20,831	200,000	200,000	5,077	150,000	
		653202	Water meter replacement	100,000	65,736	92,030	200,000	200,000	193,810	200,000	
		653205	Purchase land for reservior	240,000	-	-	240,000	240,000	-	-	Remainder Carryforward
		653206	SDC rate study	-	296	296	-	-	-	-	
		653207	2 MG Reservior Rehab	-	-	-	300,000	300,000	-	-	Remainder Carryforward
Total 302				865,000	113,819	250,612	1,190,000	1,190,000	374,161	600,000	
303 - Sewer											
		653300	Sodium Hypochlorite tanks	50,000	27,967	27,967	-	-	-	-	
		653301	Sewer main replacement	300,000	19,040	21,890	300,000	300,000	10,431	100,000	\$100,000 Carryforward
		653302	I&I Reduction	1,000,000	503,030	666,009	350,000	350,000	330,604	350,000	
		653303	Headworks upgrade	-	3,886	3,886	-	-	-	-	
		653305	Meter station	-	-	-	65,000	65,000	10,474	50,000	
		653306	Lift Station	-	-	-	50,000	50,000	-	15,000	Remainder Carryforward Contingency for property acquisition
		692000	Interfund - loan property	-	-	-	500,000	500,000	-	-	
Total 303				1,350,000	553,923	719,753	1,265,000	1,265,000	351,509	515,000	
304 - Storm											
		653302	I&I Reduction	250,000	26,308	28,401	200,000	200,000	33,393	35,000	
		653400	Storm drains	200,000	1,463	13,543	200,000	200,000	63,681	75,000	
		653409	Godfrey Outfall	350,000	61,457	191,517	1,800,000	1,800,000	147,112	500,000	
Total 304				800,000	89,228	233,462	2,200,000	2,200,000	244,186	610,000	
305 - Equipment											
		653500	Trucks	35,000	-	-	-	-	-	-	
		653501	Heavy equipment - used loader	75,000	7,444	6,724	-	-	-	-	
		653505	Bucket truck - used	-	5,000	26,000	-	-	-	-	
		653506	Street Sweeper	-	-	-	275,000	275,000	-	176,700	
		653551	Police Vehicles	-	-	-	94,000	94,000	87,857	87,857	
		653552	Lawn Mower	-	-	-	22,000	22,000	19,880	19,880	
		653553	Phone System	-	-	-	50,000	50,000	-	-	
		653554	PD Roof	-	-	-	-	-	11,262	11,300	
		653555	PD Building Repairs	-	-	-	-	-	-	9,800	
		653556	CIS Grant with match	-	-	-	-	-	-	12,400	CIS Grant \$7,430 with remainder from contingency
Total 305				110,000	12,444	32,724	441,000	441,000	118,999	317,937	
010 Total				3,690,000	805,808	1,520,237	6,012,000	6,108,800	1,118,404	2,220,776	



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# If I Were Mayor, I Would... Student Contest



Win an  
iPad Air  
tablet!

The Oregon Mayors Association and your city invite you to enter the  
**"If I Were Mayor..." contest.**

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win an **iPad Air!**

**CONTEST DEADLINE:** April 24, 2015, 5 p.m.

## Contest Rules:

### GENERAL RULES:

- All submissions must be accompanied by a completed entry form. All forms for students under age 18 must be signed by the student's parent or guardian. Entry forms may be photocopied.
- Only one submission per student will be accepted at the state level.
- Submissions become the property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish entries along with the names and likenesses of each student.
- Previous statewide winners may participate but are not eligible to receive prizes.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

*Statewide winners will receive their prizes during the OMA Summer Conference on Friday, July 31, 2015 in Cottage Grove.*

### POSTERS:

- The poster contest is open to students enrolled in grades 4 and 5 or being home-schooled at the same grade level for the 2014-15 school year.
- Poster size must be a minimum of 17" and a maximum of 28" in height or width.
- Students are encouraged to be creative and may use any art medium (e.g., poster paints, felt pens, colored pencils, pastels, crayons, three-dimensional art, etc.). The poster may be in color or black and white.
- The student's name and a daytime phone number or email address for their parent or guardian must appear on the back of the poster.

### ESSAYS:

- The essay contest is open to students enrolled in grades 6 through 8 or being home-schooled at the same grade level for the 2014-15 school year.
- Essays must be 500 to 1,000 words in length and typed.
- The student's name and a daytime phone number or email address for their parent or guardian must appear at the top of the essay.

### DIGITAL MEDIA PRESENTATIONS (video, PowerPoint, Prezi, etc.):

- The digital media presentation contest is open to students enrolled in grades 9 through 12 or being home-schooled at the high school level for the 2014-15 school year.
- Presentations must be one to three minutes in length and may be submitted on disk or emailed.
- The student's name and a daytime phone number or email address for their parent or guardian must be written on the disk or disk sleeve.

For more information about the local contest, contact Lisa at 503-366-8216 or [lisas@ci.st-helens.or.us](mailto:lisas@ci.st-helens.or.us).

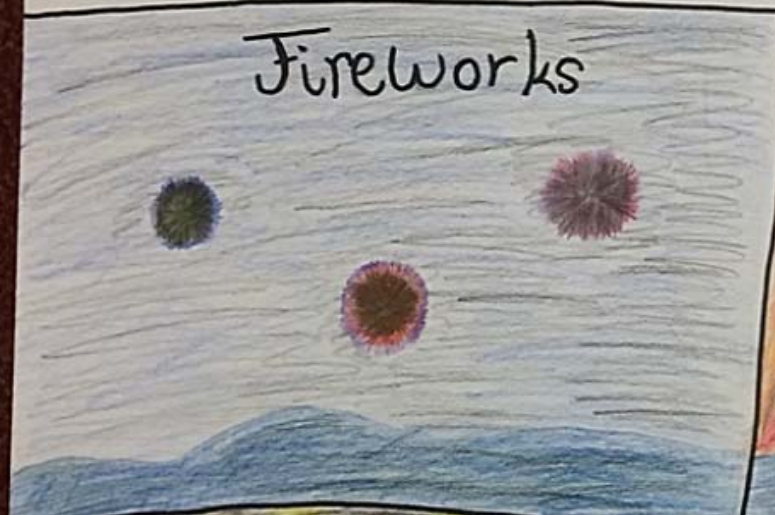


# IF I Were Mayor

If I were Mayor, I would paint murals around the town. Some would be of nature, while others might be of the town's past. They might be fireworks or the sun setting, or the magical Christmas ship, or the spooky Halloween town pumpkin.

## St. Helens Murals

Fireworks



Sun Set



Halloween Town



Christmas Ships





# If I Were Mayor I Would....



..... make sure every animal was cared for by helping the Humane Society spread awareness of the work they do and help them raise money for the animals that need our help.



.....start a Community Garden where people would be able to volunteer to grow fruit and vegetables to give to the community and the Columbia County Food Bank. This would be a good opportunity for kids and families to learn about gardening and helping people.

A Good Mayor Has To Have.....

coMmunication

Awareness

equalitY

hOnesty

Responsibility



.....create a Community Center where kids would have a safe and fun environment. This would give kids something to do instead of sitting at home playing on electronics. They could socialize, play games and make friends. Adult volunteers and High School students could supervise activities while learning responsibility and work skills.



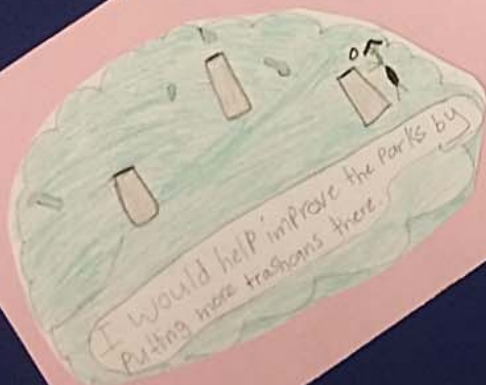
.....add recycling bins next to all the beautiful garbage cans around the city. We could even paint them too!



.....make all the parks Smoke Free Zones because it's bad for kids' health. Kids should be able to play and enjoy the parks without worrying about people smoking nearby.



# If I Were Mayor...





## If I Were Mayor

If I were mayor I would put lights at the middle school football field and a center for kids to hang out. It would be nice to have those for football, baseball, and other sports so you can play later, so you don't have to play so early, or end games early because of the dark. Plus kids feel special and play even harder under the lights. Track and field can use the lights as well. Field maintenance people can mow the field at night so it will not have to wait or take away from practice or games. Lights would make everyone's life better and help with game scheduling. It would be awesome to get lights at the middle school football field.

If I were the mayor I would put a Kids' Center in St. Helens. It would be built next to Eisenschmidt Pool in the park. Kids can go swim at the pool on hot days. It would be run by volunteers and have different rooms for different things like a room for home work. Lewis and Clark School is right there so you can play on the field or there is a basketball court there as well. It would cost three dollars a visit and it would have a secretary who makes sure that you check in and out the first time you go it is free. It's open every day besides holidays. It would be open from eight am until ten pm.

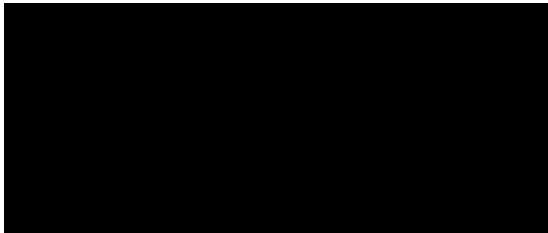


If I was the mayor I would bring big businesses into town like Pizza Hut, Game Stop, or anything that brings others into the town from Scappoose or Warren or Rainier or even Portland. I might even make a mini mall and got remember placement is key so more people have a choice.

If I were the mayor I would put cameras in vandalized areas so the cops could find vandals easier to catch them so they can focus on other more important problems. I would do other stuff to help clean up this city. I would organize groups to go and clean trash up in the city.

If I was the mayor I would put more parks in at different locations. People might go to the park more because they might be more accessible to people. Maybe more people would go to the park more

If I were the mayor I would put an arcade in the empty building by the movie theater. It would have old and new games and all the classics like Super Mario, Donkey Kong, PAC MAN, Frogger, Asteroids Mortal Combat Street Fighter, Punch Out and more. All the games would be a nickel. There would be prizes and games that aren't video games. It would bring people from Scappoose and Warren and Rainier and it would be open from 10 am until 6 pm. It would slowly get bigger and get more and more games. It would be the best known thing in all of St. Helens it would be awesome for an arcade in St. Helens. If you take any ideas from this I hope it's the one I want the most, the arcade.



## If I Were Mayor



---

If I were mayor I would put other's needs before mine. I would try my best to be someone that people could look up to. During winter, I would donate money to promote a canned food drive, and give blankets and other things to the homeless. I would have a shelter built that would be open to anyone, including animals. I would have people go out and have trucks pick up lost dogs and cats and bring them to a top-class kennel where people who lose their dogs could go and maybe find their pets.

If I were mayor I would stand up and try to get gas prices down. I would help local businesses and promote them so we could have good products at good prices. I would make car production go faster and lower car prices. I would encourage that people should use hybrids in order to help the environment.

If I were mayor I would want kids to read more. I would make a program for accelerated readers and have them go to a different classroom during their reading time. They would have free time and the others would try to catch up to their level in reading. I think it would make kids work harder to get good grades.

If I were mayor I would also try to make school fun. I would have teachers make games that would help kids learn better. I would have school outside a couple times a year. I would have more field trips than most kids usually get. I would get better school food and give healthier choices for food. I would sometimes buy food from a restaurant and serve that for lunch at school. I would want to know exactly where the kids' food comes from.

If I were mayor I would outlaw all drugs and poisons. I would make sure teens got proper schooling in driving. I would put up flyers that say: 'say no to drugs.' I would want all drivers to be safe on the road and go the speed limit.

If I were mayor I would support local schools. I would support debate teams, sport teams, and music bands. I would cheer on everyone to help them work harder. I would choose class schedules that work with teachers and students. For example, since some kids aren't morning people, and because of that lack in certain subjects, I would switch some classes so they will be more alert during math and other important subjects.

If I were mayor I would help the Oregon Zoo. I would encourage them to help endangered species and teach kids more about them so they would be interested and help.



If I were mayor I would not let anyone down. I would have a schedule for each day and do my best to be on time. I would show up to every celebration our city holds annually. I would be nice and use yelling as a last resort.

This is what I would do if I were mayor. I would made sure St Helens is always at it's best.

## If I Were Mayor



If I were mayor I would do three main things. I would build a bridge over to Washington to save time and gas money for our residents. I would also organize fundraisers to help raise money for schools and the homeless community. Lastly, I would try to encourage more festivals and family friendly events to come to St Helens.

If I built a bridge to Washington, I would make it a toll bridge. We could use the funds to help the community as well as help people save gas. It would also take way less time out of their busy lives to drive straight across to Washington instead of having to go through Longview or Portland. You would be surprised how much money people would pay not to waste gas and time. People say that it takes about five minutes to get to Washington if you went across the water but since there is no bridge you have to take the long way around which is about an hour or two depending on traffic. The bridge would help so many people that have to drive to Washington for work as well as help fund our thriving community.

My parents raised me to help those in need so as mayor I would want to continue doing so by helping raise money for school supplies and renovations, as well as helping out with our homeless community. Many of the schools in St. Helens do not have enough money to supply students with text books and teachers with the supplies they need to help students have a good learning environment. Lots of the schools are old and need many renovations made to them. For example, the water faucets all taste horrible and are in need of repair. I would also like to raise money to help the homeless community by setting up soup kitchens and food centers to help them eat more and have warming shelters available year round. Many people in St. Helens are struggling with poverty and hunger. I would like to try to put a stop to this.



St. Helens has always been a family friendly community and I think that we need more events out here to bring families closer together and add tourism to our little town. For example, the Pirate Festival brought so many people from around the world to St. Helens. My dad talked to this couple from Great Britain and they said that they would come to St. Helens every year for the pirate festival if we continued to have it here. We also met people visiting from Japan, Scotland, and the Netherlands. These are the kinds of things we need to do to get our little town on the map.

These are only three of the changes I would make if I were mayor. All of these ideas would help our community grow as well as make the community stronger as a whole. Even if I am not selected I hope you take my ideas into consideration.

## Kathy Payne

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**From:** Sheri Ingram  
**Sent:** Tuesday, April 21, 2015 9:03 AM  
**To:** Kathy Payne  
**Subject:** Parks Commission  
**Attachments:** 02-09-15 Parks Minutes - APPROVED.pdf

Here are the minutes they approved at last night's meeting.

Also they voted to recommend that Council appoint Elisa Mann and Jerry Belcher to the Parks Commission.

Mary Woicak with Friends of Library came in and gave a presentation about putting a small free library box at Columbia View Park by the lifejacket station and they voted to recommend that Council approve it.

Doug wanted them to discuss a possible smoking ban in the parks. They voted to recommend leaving the rule as – is. The current rule says no smoking within 50 feet of playgrounds, ballfields and special use areas when they are in use. They thought putting a smoking ban on the whole park would not change anything as the police don't enforce it anyway.

Doug wanted them to revisit the issue of Girls Softball asking for reimbursements for work they do the Campbell Park fields. They voted the same as before to recommend the Council not give reimbursements for volunteer work.

That is all this time!!

Thanks!

Sheri



Request permission to place a little free library on the city of St. Helens property.

1. Take a book.      Leave a book.
2. Why: Sharing of free books; encourage reading
3. Already installed: One at the Columbia Food Bank, last August, 2014.
4. Where would we like to put a second one? Columbia View Park
5. Why there? We are hoping to have more books being left to share by the public. Many marinas have a place to share books.
6. Who will install: Members of the Friends of the St. Helens Public Library, with help or input from Public Works if needed.
7. Who will maintain? Friends of the Library, with donated books
8. See more: [littlefreelibrary.org](http://littlefreelibrary.org)

Submitted by Mary Woiccak for the Friends of the St. Helens Public Library



INSTALLED AT THE FOOD BANK - SUMMER 2014

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see: [LITTLE FREE library. org](http://littlefreelibrary.org)













**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: <u>MARY WOICCAK</u>	Application No: _____
Organization: <u>FRIENDS OF THE SH</u>	Date Filed: _____
Address: <u>105 S. 1<sup>ST</sup>, ST. HELENS</u>	
Phone: <u>503-366-2806</u>	
E-mail: <u>mwoicak@teleport.com</u>	

<b>Detailed Description of Donated Item</b> (attach additional pages, drawings, diagrams and photos, as necessary) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Little Free Library - SEE ATTACHED PICTURES.</div>
<b>Location</b> (include reasons for location choice) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Columbia View Park</div>
<b>Placement</b> (who, how, when) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Spring, 2015</div>
<b>Term</b> (length of time you would like the donated item to remain in place) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">As long as it is successful.</div>
<b>Maintenance</b> (required maintenance and who will be expected to perform) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Restocked w/ Books weekly by members of the Friends of the SH Public Library,</div>
<b>Signature</b> <u>MARY A. WOICAK</u>
<p>Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.</p>



**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: \_\_\_\_\_

Application No: \_\_\_\_\_

Organization: \_\_\_\_\_

Date Filed: \_\_\_\_\_

<b>Arts &amp; Cultural or Parks Commission</b>			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

<b>Council - Concept</b>			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

<b>Public Works</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Community Development</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: \_\_\_\_\_ Application No: \_\_\_\_\_

Organization: \_\_\_\_\_ Date Filed: \_\_\_\_\_

<b>Other agency:</b> _____ <b>name:</b> _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Other agency:</b> _____ <b>name:</b> _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Other agency:</b> _____ <b>name:</b> _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Council - Final</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			



**Section 3. Additional Agency Approval.** City Council and staff will determine which additional agencies, if any, must review the application and grant written approval.

✓ **Section 4. Items Sole Property of the City.** Items donated and placed on City property become the sole property of the City at the time of placement.

**Section 5. Disposition of Donated Items.** City Council shall determine the useful life span of a donated item and shall determine the disposition of the item if the item is damaged, destroyed or reaches the end of its life span.

**Section 6. No Guarantee or Obligation.** The City cannot guarantee the security of items donated, including works of art or memorials, and placed on public property. Placement on public property does not obligate the City to repair or replace the item.

✓ **Section 7. Removal of Items.** City Council will have the authority to remove donated items temporarily or permanently at City Council's sole discretion.

**Section 8. Alternate Election.** If the City elects not to repair or replace damaged items permanently or to remove an item, the City will endeavor to contact the original donor(s), and, if contact is made, the donor will be given the opportunity to repair or remove the item. Repair of an item does not obligate Council to allow replacement or relocation of the item.

**Section 9. Damaged Items.** Damaged items which are not repaired, replaced, or recovered by donors within the time period specified by staff may be discarded at the discretion of the City Council.

**Section 10. Procedure.** The City Council hereby adopts the following procedure for considering the donation of items to be placed on public property:

- a. Completed application submittal on City approved form.
- b. Presentation to Arts & Cultural Commission and/or Parks Commission for concept approval.
- c. Presentation to Council for concept approval.
- d. City departmental approvals.
- e. Other agency approvals.
- f. Final Council approval.
- g. Coordination with Public Works and other outside agencies as necessary for placement.

**Section 11. Form of Application.** The form of application referenced in Section 10(a) above shall be similar if not exactly as outlined in Exhibit A attached.

# Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: May 6, 2015

Subject: Highway Directional Signage UPDATE

In 2009, the City of St. Helens had tourism oriented directional signage installed by Oregon Travel Experience (OTE), a semi-independent state agency whose mission is to create a great visitor experience by providing direction to destinations, connecting travelers with Oregon's resources, and ensuring safe and convenient travel.

On March 4, 2015, the Council approved changing the signs to reflect the new name for the "Old(e) Town(e)" area to "Riverfront District". Additionally, the Council wanted to add "Houlton District" to the sign as well as take off the "Olde Towne Cultural District".

Mile Post 28.315 (across from Javalation)



Suggested New Sign:

RIGHT ¼ MILE
HOULTON DISTRICT
NATL. DOWNTOWN HISTORIC DISTRICT
RIVERFRONT DISTRICT
COLUMBIA VIEW AMPHITHEATER

Mile Post 28.545 (across from Dutch Bros.)



Suggested New Sign:

HOULTON DISTRICT	→ 0
NATL. DOWNTOWN HISTORIC DISTRICT	→ 1
RIVERFRONT DISTRICT	→ 1¼
COLUMBIA VIEW AMPHITHEATER	→ 1½

Continued...



I worked with City Planner Jacob Graichen to identify the different districts. I am back to ask the Council a couple of questions:

1. Would you like "Houlton District" or "Houlton Business District"? Since the District includes residences as well as businesses, I recommend "Houlton District".
2. Where would you like signs to be posted informing tourists what district they are in? Please review the attached map. Staff recommends the following:
  - Houlton District
    - ✓ SE corner of Milton Way and Columbia Blvd. headed east.
    - ✓ NW corner of N. 13th and Columbia Blvd. headed west.
  - Riverfront District
    - ✓ SE corner of S. 3rd and St. Helens Street headed east.
  - Columbia View Amphitheater
    - ✓ Pole in front of Scandelous Hair Design pointing to the left to go down Plaza Square.

These are only my recommendations and would yield to the recommendations of Public Works.



**City of St. Helens Oregon  
REQUEST FOR QUALIFICATIONS (RFQ)**

**QUALIFIED ENERGY SERVICE COMPANIES  
Under Oregon Department of Energy  
PREQUALIFIED LIST AGREEMENTS  
for  
City of St. Helens, Oregon**

**SCHEDULE OF EVENTS**

RFQ Issue Date	May 15, 2015
RFQ Questions Deadline	June 5, 2015
Qualifications Response Due Date	June 12, 2015
Tentative Interview Date(s)	June 16, 2015
Tentative Selection Notification Date	June 17, 2015
Selection Protest Deadline (5 days later at 5pm)	June 24 , 2015
Official Award	July 1, 2015



## SECTION I INTRODUCTION

### 1.01 PURPOSE

In this Request for Qualifications (**RFQ**), City of St. Helens (**Agency**) is seeking prequalified Energy Service Companies ( **ESCOs**) capable of providing comprehensive energy and water management services and related capital improvements for an Energy Savings Performance contract project (**Project**) for **City of St. Helens (Infrastructure and Facilities )**.

Existing technical information about the Facility/Facilities may be located in the Technical Facility Profile (see **Section III** of the RFQ).

Questions regarding any information contained in this RFQ should be directed to:

John Walsh, City Administrator  
City of St. Helens  
265 Strand St.  
POB 278  
St. Helens, Oregon 97051  
Phone: (503) 366-8211  
E-mail: jwalsh@ci.st-helens.or.us

Amendments will be issued via email to ESCO's who have expressed written interest, via email, in submitting on this RFQ. No amendments will be issued within 48 hours of the due date.

Qualified ESCOs must be able to:

- 1) Provide an investment-grade Technical Energy Audit to identify energy and water conservation opportunities at the Agency's Facilities and prepare the corresponding project development plan;
- 2) Design, construct, and install capital improvements that reduce the consumption and related costs of energy and water use at the Facility;
- 3) Measure and verify the operation of the improvements; and
- 4) Guarantee the energy savings at the Facility arising from the ESCO's services/work.

### 1.02 BACKGROUND

Agency will evaluate ESCO's response and interview responders regarding specific experience, current financial condition, and the ESCO's general approach to performance contracting. Following selection, Agency intends to enter into an Energy Savings Performance contract (**ESPC**) with the successful ESCO.

The ESPC between Agency and ESCO will be substantially similar to the Sample ESPC in **Exhibit 10** of the Prequalified List Agreement (**Agreement**) from the Oregon Department of Energy, and included in this RFQ as **Exhibit #1**.

## **SECTION II GENERAL REQUIREMENTS AND INFORMATION**

### **2.01 SCOPE OF THE RFQ**

Pursuant to ORS 276.900 through 276.915 and OAR 330-130-0090, Agency will issue RFQs only to those ESCOs prequalified by, and who have a signed Agreement with the Department of Energy.

The terms and conditions concerning qualifications of the ESCO contained in the original Request for Qualifications (“**RFQ**”) #ODE-09-16 will continue to apply to this solicitation. The terms and conditions from the Agreement will continue to apply to this solicitation and will be incorporated by reference as part of any ESPC arising from this RFQ.

This procurement is being conducted pursuant to the Department of Justice Rules applicable to ESPCs, OARs 137-049-0600 to 137-049-0690, and the other applicable rules cited therein.

### **2.02 CLOSING DATE FOR SUBMITTALS**

Submit **three (3)** paper copies and **one (1)** disc copy including all attachments (MS Word or PDF format) of your written response by the date and time stated in the Schedule of Events, by postal mail, messenger or delivery service to:

John Walsh  
City Administrator  
City of St. Helens  
265 Strand Street  
St Helens, OR 97051  
503 397 6272 x111  
jwalsh@ci.st-helens.or.us

**Telephone, facsimile, or electronically transmitted responses will not be accepted. Responses received after the specified time and date will not be given further consideration.**

ESCOs submitting responses are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

### **2.03 GENERAL SCOPE OF SERVICES**

ESCOs must submit a response to contract for the provision of all of the services identified in this RFQ, referenced exhibits, the qualifying solicitation, and Agreement. Agency seeks ESCOs that will assume complete responsibility for all project elements. The chosen ESCO may propose to perform certain elements of Agency project contract services in conjunction with or through the use of one or more subcontractors or sub-consultants. The ESCO must, however, accept a contract under which it will serve as the prime contractor and be contractually responsible for the performance of all obligations under the contract.



At a minimum, the ESCO (either alone or with its joint venture partner) shall be capable of providing an investment-grade technical audit, the project development plan, all project management, all construction management, all site supervision, and sub-contractor procurement using its key personnel.

In its response, ESCO shall identify proposed major subcontractors and subconsultants and their respective roles in providing Project services.

#### **2.04 EVALUATION PROCESS**

The selection committee will score each Response based on answers provided in the response and during the interview. The responses will be evaluated in accordance with the evaluation matrix provided in **Section V – Submittal Requirements**.

In person interviews may be conducted by Agency and follow-up written questions may be submitted to ESCOs by Agency, with any interview responses and answers to follow-up written questions scored in a manner described by Agency at the time the interviews are conducted or the questions are submitted to ESCOs, all at the discretion of Agency. An interview or providing answers to written follow-up question(s) will allow Responder to more fully discuss how its approach to this project best satisfies the evaluation criteria set forth in this RFQ. All persons with major responsibility for audits, technical design, management, and contract negotiation shall be present at any such interviews, should they be conducted.

#### **2.05 TENTATIVE AWARD NOTICE**

Based on the results of the submitted responses, the written answers to any follow-up questions, and interviews conducted by Agency, a notice of selection will be sent to all ESCOs. Following selection, Agency intends to negotiate with the top-ranked Responder to enter into an ESPC.

#### **2.06 SOLICITATION AND SELECTION PROTESTS**

Terms and Conditions for Solicitation and Selection Protests are in **Section IV, (Section 4.09)**.

### **SECTION III TECHNICAL FACILITY PROFILE**

The City of St. Helens wishes to upgrade the street lights from hi pressure sodium to LED. Columbia River PUD owns the street lights and charges the City a flat rate. Columbia River PUD has stated that the City will realize a new rate from the LED conversion. The City will continue to be responsible for maintenance of the lights after they are converted. The current inventory of lights:

Qty	Type	Wattage
17	HPS	70
422	HPS	100
153	HPS	150
267	HPS	200
18	HPS	250
23	HPS	400
13	MV	175

The City of St. Helens may also use this contract or selection of ESCO to evaluate and implement measures at other buildings, parks or water infrastructure at our discretion.

### **SECTION IV AGENCY RFQ REQUIREMENTS**

#### **4.01 GENERAL INFORMATION**

These Requirements apply to all Agency RFQs, issued to prequalified Energy Service Companies (**ESCOs**) capable of providing comprehensive energy and water management services and related capital improvements for an Energy Savings Performance contract projects.

Project-specific requirements appear in the RFQ issued by the soliciting Agency.

#### **4.02 DISTRIBUTION OF REQUESTS FOR QUALIFICATIONS**

The RFQ, including all Addenda and attachments, will be distributed via e-mail only to those ESCOs prequalified with the Department of Energy

In the event it becomes necessary to revise any part of the RFQ, addenda will be issued via e-mail as indicated above.

#### **4.03 STATE ENERGY EFFICIENCY DESIGN**

Not applicable to this project



#### **4.04 SOLAR ENERGY TECHNOLOGY**

Not applicable to this project

#### **4.05 POST-PROJECT EVALUATIONS**

For public improvement projects not contracted by competitive bidding, including ESPC projects, ORS 279C.355 requires the completion and submittal of a post-project evaluation. ESCO shall compile all necessary information for Agency, including:

- a. The actual project cost as compared with original project estimates;
- b. The amount of any guaranteed maximum price;
- c. The number of project change orders issued by the contracting agency;
- d. A narrative description of successes and failures during the design, engineering and construction of the project; and
- e. An objective assessment of the use of the alternative contracting process as compared to any findings required by ORS 279C.335.

#### **4.06 INQUIRIES/SINGLE POINT OF CONTACT (SPC)**

All questions and contacts with Agency regarding the RFQ must be addressed in writing to the single point of contact listed in the RFQ. Contact with other Agency staff without prior clearance from the single point of contact may result in Responder disqualification.

#### **4.07 RIGHT TO AWARD OR REJECT RESPONSES**

All responses will become part of the public record, without obligation to Agency. Agency reserves the right to reject any and all responses received as a result of the RFQ and, if doing so would be in the public interest, cancel the solicitation. Agency reserves the right to consider a response or responses in whole or in part and to determine the compliance of a response by reference to the response taken as a whole. ESCOs will be held to the terms submitted in their responses. Failure to meet these obligations will result in cancellation of acceptance of any apparent successful response.

#### **4.08 SOLICITATION PROTEST**

Protests of the requirements, evaluation criteria, or contractual provisions in the RFQ, or requests for changes or clarifications of the RFQ shall be made in writing and delivered by the time stated in the Schedule of Events to the SPC. Protests of, and requests for changes to, technical or contractual requirements, specifications or provisions shall include the reason for the protest and any proposed changes to the requirements. No such protests or requests will be considered if received after the deadline. No oral, telegraphic, telephone protests or requests will be accepted; the preferred way to communicate with the SPC is through email.

#### **4.09 SELECTION PROTESTS**

Any Responder who claims to have been adversely affected or aggrieved by the selection of a competing Responder shall have five **(5)** calendar days after notification of the selected Responder to submit a written selection protest to the SPC. This written notification is to be received by 5:00 p.m. of the last day of the 5-calendar-day period. **No protest against selection of an ESCO or award of an ESPC will be considered if received after the deadline established for submitting such protest.**

#### **4.10 TRADE SECRETS AND PUBLIC RECORDS LAW**

Agency shall retain the RFQ and one copy of each original response received, together with copies of all Agency documents pertaining to the award of an ESPC. These Agency documents will be made a part of a file or record, which shall be open to public inspection after Responder selection and award, is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), ESCOs must mark each sheet of such information with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance". Therefore, non-disclosure of Agency documents or any portion of an Agency document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety will not be considered.

#### **4.11 NO OBLIGATION**

All ESCOs who submit a response to this RFQ are deemed to understand, acknowledge and agree that Agency is not obligated as a result of the submittal of a response to enter into an ESPC with any Responder and, further, that Agency has absolutely no financial obligation to any Responder arising from responding to this RFQ, attending mandatory meetings or participating in finalist interviews. All ESCOs who respond to this solicitation do so solely at their own expense.

#### **4.12 NON-COMPLIANT RESPONSES**

ESCOs are responsible for carefully reading all the terms and conditions contained in the RFQ (including the terms and conditions contained in any attachments, exhibits or schedules to the RFQ), and for following the instructions given. Responses that do not contain all the information requested may be rejected as non-compliant.

Agency may reject any response not in compliance with all prescribed public procurement procedures and requirements, and may cancel this solicitation or reject for good cause any or all responses upon a finding by Agency that it is in the public interest to do so.



#### **4.13 ONGOING RESPONSIBILITY REQUIREMENT**

ESCOs have a continuing obligation to meet responsibility requirements under ORS 279C.375(3)(b), contained in the terms of the Agreement **Part I, Section 1.c.iv.G.**

If a Responder fails to meet those standards in ORS 279C.375(3)(b) and OAR 137-049-0390 the contracting Agency shall prepare a written determination of Non-Responsibility of the Responder. The written determination will be sent to the Oregon Department of Energy and may serve as a basis to terminate the Agreement.

#### **4.14 INSURANCE AND BONDS**

Throughout the project, including all Phases, the ESCO must have and maintain the insurance coverage's required by Agency, and comply with the other insurance related requirements, as provided in the State of Oregon General Conditions for Public Improvement contracts, in the Supplemental General Conditions, in the ESPC and in the Phase II Design and Construction contract. The ESCO must comply with all bonding requirements, including but not limited to the requirement to provide a performance bond and a payment bond, covering both the design and construction services under the contract, before or contemporaneously with execution of the Phase II Design and Construction contract.

#### **4.15 PREVAILING WAGE RATES**

During Phase II Design and Construction, the ESCO and all subcontractors must comply with ORS 279C.800 through 279C.870 relative to prevailing wage rates and other requirements, and as provided in the administrative rules of the Commissioner of the Oregon Bureau of Labor and Industries (BOLI), and in the State of Oregon General Conditions for Public Improvement contracts. Responses must include a statement by the Responder that it agrees to be bound by and will comply with the foregoing. Before beginning work under the Phase II Design and Construction contract, the ESCO and all subcontractors must file the required public works bond with the Construction contractors Board. These requirements apply to the Phase II Design and Construction contract, and any other work that would constitute public works under the referenced requirements.

The applicable BOLI prevailing wage rates are those in effect at the time the Phase II portion of the ESPC is executed, appearing in the latest-issued BOLI publication titled "PREVAILING WAGE RATES for Public Works Contacts in Oregon, which are incorporated herein by reference and is available at the following web address: [http://www.oregon.gov/BOLI/WHDPWR/pwr\\_state.shtml](http://www.oregon.gov/BOLI/WHDPWR/pwr_state.shtml)

Contracting Agency will pay the fee required by ORS 279C.825 to BOLI, according to the BOLI administrative rules.

## Section V – SUBMITTAL REQUIREMENTS

### 5.01 GENERAL REQUIREMENTS

- A. Responders must submit copies of their responses as required by **Section 2.02** of the RFQ, including all attachments to the Single Point of Contact designated therein. No other material shall be submitted with the response except that specifically identified in **Response Requirements** beginning on page 11.
- B. Responses shall be typed and prepared in a simple, economical manner.
- C. Responses shall not exceed **fifteen (15) single-sided, 8-1/2 x 11-inch, white paper pages** (regardless of the text equivalency in page length), including pictures, charts, graphs, tables and text. If **11X17-inch white paper pages** are used to present any information, then these sheets will be counted as two (2) single sided, 8 ½ x 11-inch white paper pages and will count towards the total fifteen 15 page limit. The following are excluded from the fifteen (15)-page limit: transmittal letter, resumes of the proposed key individuals, updated ESCO Profile and Responder Certifications. These items are to be appended at the end of the Response submission.
- D. ESCOs shall use no less than an 11-point font and no less than 0.75-inch margins for the text portion of their responses. Agency reserves the right to reject responses that are deemed illegible or too difficult to read.
- E. All responses become the property of Agency and will not be returned to ESCO. Responses will become part of the Public Record.
- F. No other distribution of responses shall be made by ESCO.
- G. To be eligible to respond to this RFQ, the Responder must be registered with the Oregon Construction contractors Board and must provide its CCB number with its response , and be a pre-approved ESCO on the Oregon Department of Energy's "Pre-Qualified Energy Services Company" List, <http://www.oregon.gov/energy/CONS/ESPC/Pages/ESCO.aspx>.
- H. Responses must contain a statement that the Responder agrees to be bound by and will comply with the provisions of ORS 279C.800 through 279C.870.
- I. Responses must contain a certification that the Responder has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts.
- J. If Responder is a partnership or joint venture, information must be provided for each partner or joint venturer, and each partner or joint venturer must sign the Response and any contracts on behalf of both itself and the Responder, and each will be jointly and severally liable.

### 5.02 RESPONSE EVALUATION



- A. Response Evaluation.** Agency will evaluate responses for conformity with stated submittal requirements, and content and quality of the responses, as called for in the **Qualifications Requirements** section below, in accordance with the evaluation procedures set forth in OAR 137-049-640. Responses will be forwarded to an evaluation committee of at least **three (3) members** that will independently review and score responses. Additional information required for proper assessment of responses may be requested from the ESCO at the discretion of Agency.

The outcome of the written response Evaluation process may, at Agency's sole discretion, result in:

- 1) Notice to Responder of selection for interviews;
- 2) Further steps to gather additional information for evaluation, (e.g. checking references, requesting clarification, and a responsibility inquiry);
- 3) Notice to Responder of rejection; or
- 4) Cancellation of the RFQ and either re-issuance of the RFQ in the same or revised form or no further action by Agency with respect to the RFQ.

Agency may reject any or all responses and may cancel this RFQ at any time if doing either would be in the public interest as determined by Agency. Agency is not liable for any costs a Responder incurs while preparing or presenting the response or during further evaluation stages. All responses will become part of the public record without obligation to Agency. In evaluating the responses, Agency may seek information from a Responder to clarify the Responder's response. In that event, Responder must submit written and signed clarifications and such clarifications shall become part of the response. See OAR 137-049-0650(3)(a)(A) [OAR 125-249-0650(3)(a)(A)].

- B. Responder Interviews.** Interviews/written follow-up questions will be conducted and scored at the discretion of Agency. An interview will allow Responder to more fully discuss how its approach to projects satisfies the evaluation criteria set forth in this RFQ. All persons with major responsibility for audits, technical design, management, and contract negotiation shall be present at the interview. Based on results from both the written responses to the RFQ and the interviews and any required answers submitted in response to written follow-up questions, Agency will issue a Notice of Intent to Award to all ESCOs, and will invite the successful Responder to enter into negotiations for the ESPC.
- C. Preliminary ESPC Negotiations.** ESCOs will be required to disclose a description of their intended pricing methodology in addition to general cost markup information for the ESPC. Negotiated markups, inclusive of all fees, for all cost categories will be required, such as markups for direct labor and direct materials as well as markups on both labor and materials related to profit, overhead, subcontractors and contingencies. Cost categories can be specified by the ESCO. Negotiated markups may be used in any subsequent technical audit cost projections and in any final ESPC. Agency has the right to reject ESCO if costs and overall price are not determined reasonable.

### 5.03 EVALUATION SCORING MATRIX

Category	Maximum Points
1. Firm Background (Pass/Fail)	5 Points
2. Firm Experience and Success of City Street lighting projects in Oregon and Washington	35 Points
3. Experience in ESPC of Oregon based personal dedicated to this project	15 Points
4. Utility Incentive and Grant Programs	10 Points
5. Selection process and approach of subcontractors and products	10 Points
6. Energy Savings Guarantees	10 Points
7. Costs for Services	15 Points

### 5.04 RESPONSE REQUIREMENTS

The following provides information about the required response submittal from the ESCO.

#### A. SUBMITTAL INFORMATION

General Information:

- Failure to complete any question or request for information, in whole or in part, or any deliberate attempt by the Responder to mislead Agency, may disqualify the Responder.
- All submittals become the property of Agency and will not be returned to the Responder.
- All costs associated with submittal preparation will be borne by the Responder.

Compliant Responses shall include all the information required below:

- 1. Firm Background (5 Points) (Pass/Fail ranking, with Pass equal to 5 Points and Fail equal to 0 Points)**
  - a. Identify the submitting Responder.
  - b. Identify the name and title of the person authorized by the Responder to contractually obligate the Responder.
  - c. Identify the name, title and telephone number of the person authorized to negotiate the Contract on behalf of the Responder.
  - d. Bear the signature of the person authorized to obligate the Responder contractually.
  - e. Explicitly indicate acceptance of the requirements in this mini-RFQ.
  - f. If a third party will be guaranteeing the work, provide all the contact information for the third party, and a copy of the agreement under which it will provide the Guarantee.
  - g. Please discuss any ESCO information that differs from the Profile last submitted to the Department of Energy.



- h. Proposals must contain a statement that the Responder agrees to be bound by and will comply with the provisions of ORS 279C.800 through 279C.870.
- i. Responders must contain a certification that the Responder has not discriminated and will not discriminate against minority, women, or emerging small business enterprises in obtaining any required subcontracts.
- j. If Responder is a partnership or joint venture, information must be provided for each partner or joint venture, and each partner or joint venture must sign the proposal and any contracts on behalf of both itself and the Responder, and each will be jointly and severally liable.

**2. Firm Experience and Success of City Street lighting projects in Oregon and Washington (35 Points Maximum)**

Describe your firms experience in implementing street lighting projects in the Pacific Northwest.

Describe recent selections of street lightings projects by Cities in the Pacific Northwest.

Explain the ESCO's experience in identifying, designing and managing the construction of energy and utility conservation projects with City and Counties in the region (Pacific Northwest). Provide total volume of contracted projects in the last five (5) years by ESCO in the region (Pacific Northwest).

List three (3) client street light references for these projects and current contact information.

**3. Experience of Oregon based personal dedicated to project -Key Personnel for the Project (15 Points Maximum)**

Provide an organizational chart (by name and title as available) for implementing and managing the project, including the responsibilities of each individual and show the lines of authority within the overall organization. Identify portions of the effort, if any, that are proposed to be subcontracted to consultants and provide the same information for the consultant's organization and personnel.

Resumes for the key personnel can be included in the appendix and are not considered to be part of the fifteen (15) page limit.

**4. Utility Incentive and Grant Programs (10 Points Maximum)**

Explain the ESCO's experience with energy and utility incentive and grant programs.

**5. Selection Process of subcontractors and products (10 Points Maximum)**

Explain the ESCO's approach in selecting sub-contractors and products. Describe what installation groups and products your firm possesses and how you competitively procure scopes of work related to the various projects

Describe methods for contracting the installation of measures, how cost-competitive pricing is maintained, and use of open book pricing.

## 6. Energy Savings and Project Cost Guarantees (10 Points Maximum)

Explain the ESCO's energy and cost savings guarantee policies and procedures, including remedies when actual savings are lower than the ESCO's estimates and guarantees, and the length of the savings guarantees. Provide your firms' project cost guarantees and remedies when project costs exceed ESCO estimates.

Provide your firms equipment performance guarantee policies and procedures, including information on your firms warranty enforcement role and your firms responsibility, if any, when there is an equipment failure beyond the warranty period and when the contracting City has financed the project and assumed ownership of the installed equipment.

## 7. Costs for Services (15 Points Maximum)

Markups shall be calculated as a percentage added to the raw construction cost for the Project. If a range of markups can be applied to a category, please explain the logic behind the range of markups.

Markups		
Category of markup	Markup applications	Percentage of markup
Overhead		
Profit		
Internal Labor		
Equipment Purchased		
Subcontract Labor		
Design		
Contingency		
Permits		
Performance Bond		
Project/Construction Management		
Commissioning		
Measurement and Verification		
Warranty Service		
Others (please list)		

Explain how your firm determines the Technical Energy Audit and Project Development Plan cost. The City is not asking for the ESCO's to provide a cost for the Technical Energy Audit and Project Development Plan during the RFQ process, but will require that the ESCO provide a response for these scopes of work prior to any contract for this work being signed.



## RESPONDER CERTIFICATIONS

### SECTION I

#### REQUEST AND AUTHORIZATION TO RELEASE INFORMATION, RELEASE OF LIABILITY/CLAIMS AND AGREEMENT NOT TO SUE

**(This Form Will Be Provided To References)**

**To Whom It May Concern:**

I, the undersigned, have submitted a response to a Request for Qualifications ("RFQ") to contract with the **City of St. Helens** ("**St. Helens**"). I request and authorize you to furnish to the City of St. Helens any and all information you may have regarding my employment or my firm's employment, including but not limited to, evaluations or assessments of my/my firm's work performance and qualifications.

I request and authorize you to provide the information requested or to participate in a phone or in-person interview with a representative of the City.

In consideration of your cooperation with this request, I hereby release you, and any and all other persons employed by or connected with your firm, the City and/or organization from any and all liability and/or claims now or in the future arising from the furnishing of any information, including good faith expressions of opinion, to the City as requested. I further agree not to sue the City, you, or any and all other persons employed by or connected with your firm/community/organization as a result of the furnishing of any information, including good faith expressions of opinion, to the City

I am aware and understand that the information and good faith opinions furnished to the City pursuant to this request will remain confidential with the City if requested by you, and will not be disclosed to me or to any other person, except as required by law.

The individual signing on behalf of Responder hereby accepts all terms and conditions contained in the foregoing Request and Authorization to Release Information:

---

*Signature of Authorized Representative*

*Date*

---

*Name of Firm*

**Note: Photocopy or Fax reproduction of this request shall be for all intents and purposes as valid as the original. You may retain this form for your files.**

**SECTION II**  
**CONSTRUCTION CONTRACTORS BOARD (CCB) REGISTRATION REQUIREMENTS/ ASBESTOS**  
**ABATEMENT LICENSING REQUIREMENTS**

**A. CCB REQUIREMENTS**

1. Responders shall be licensed with the State of Oregon Construction Contractors Board (CCB) prior to bidding on or proposing for Public Improvement Contract(s). FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL RESULT IN RESPONSE REJECTION.
2. All Subcontractors participating in the project shall be similarly registered with the Construction Contractors Board at the time they propose to engage in subcontract work. The CCB registration requirements apply to all public works contracts unless superseded by federal law.

Responding ESCOs shall provide their Construction Contractors Board (ORS 701.026) registration number below:

**CONSTRUCTION CONTRACTORS BOARD REGISTRATION NO.:** \_\_\_\_\_

**EXPIRATION DATE OF CCB NO.:** \_\_\_\_\_

**B. ASBESTOS ABATEMENT LICENSING REQUIREMENTS**

An asbestos abatement license under ORS 468A.720 **will not** be required of the Contractor or its subcontractors.

**SECTION III**  
**ADDENDA ACKNOWLEDGEMENT**

**A.** the City reserves the right to make changes to the RFQ and the resulting Contract, by written Addendum, prior to the deadline for submissions. Addenda will be sent via e-mail to all qualified ESCOs. The City of St. Helens is not responsible for a Responder's failure to receive any addenda. Addenda shall only be issued by the City and upon issuance are incorporated into the RFQ or the resulting ESPC Contract. If required by the Addendum, Responders shall sign and return the Addendum prior to the deadline for submissions.

**B.** By Responder's signature on its Response, Responder ACKNOWLEDGES, AGREES and CERTIFIES TO THE FOLLOWING:

1. If any Addenda are issued in connection with this RFQ, Responder has received and duly considered such Addenda, and has completed the blanks below identifying all Addenda issued, and acknowledging and agreeing to the terms of all such Addenda as those terms revise the terms, conditions, or Technical Facility Profile associated with this RFQ.

**ADDENDA: No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive.**

2. IN ADDITION to completing the blanks above to identify all Addenda, if any, issued under this RFQ, Responder shall sign and return any Addendum that states that it must be signed and returned.



#### **SECTION IV RESPONSIBILITY INQUIRY/ CONTRACTOR REFERENCES**

**A.** The City of St. Helens reserves the right, pursuant to OAR 137-049-0390, and OAR 137-049-0440 to investigate and evaluate, at any time prior to award and execution of the Contract, the apparent successful ESCO's responsibility to perform the ESPC. Submission of a signed Response shall constitute approval for the City to obtain any information the City deems necessary to conduct the evaluation. The City shall notify the apparent successful Responder, in writing, of any other documentation required, which may include, but is not limited to, recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity; credit information; material; equipment; facility and personnel information; performance record of ESPC Contract performance; etc. Failure to promptly provide this information shall result in Response rejection.

**B.** The City may postpone the award of the Contract after announcement of the apparent successful Responder in order to complete its investigation and evaluation. Failure of the apparent successful Responder to demonstrate responsibility shall render the Responder non-compliant and shall constitute grounds for Response rejection, as required under OAR 137-049-0390.

**C.** Pursuant to the RFQ and Agreement for qualified ESCOs, a finding of non-responsibility will be sent to the Department of Energy and may serve as a condition for termination of the Agreement.

#### **SECTION V RECYCLED PRODUCTS**

**A.** Vendors shall use recyclable materials to the maximum extent economically feasible in the performance of the Contract Work set forth in this RFQ.

ORS 279A.010(1)(ii) states: "'Recycled product' means all materials, goods and supplies, not less than 50 percent of the total weight of which consists of secondary and postconsumer waste with not less than 10 percent of total weight consisting of post-consumer waste. 'Recycled product' also includes any product that could have been disposed of as a solid waste, having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of the product's form."

ORS 279A.010(1)(u) states: "'Post-consumer waste' means a finished material which would normally be disposed of as solid waste, having completed its life cycle as a consumer item. 'Post-consumer waste' does not include manufacturing waste."

ORS 279A.010(1)(jj) states: "'Secondary waste materials' means fragments of products of finished products of a manufacturing process which has converted a virgin resource into a commodity of real economic value, and includes post-consumer waste, but does not include excess virgin resources of the manufacturing process. For paper, 'secondary waste materials' does not include fibrous waste generated during the manufacturing process such as fibers recovered from waste water or trimmings of paper machine rolls, mill broke, wood slabs, chips, sawdust, or other wood residue from a manufacturing process." ORS 279A.010(1)(hh) states: "'Recycled PETE product' means a product containing postconsumer polyethylene terephthalate material."

**B.** By my signature on this Response, I, hereby affirm that Response will comply with the above recycled products provision.

## **SECTION VI**

### **FOREIGN CONTRACTOR**

If the amount of the ESPC exceeds ten thousand dollars (\$10,000), and if ESCO is not domiciled in or registered to do business in the State, ESCO shall promptly provide to the Oregon Department of Revenue all information required by that Department relative to the Contract. The City shall be entitled to withhold final payment under the Contract until ESCO has met this requirement.

## **SECTION VII**

### **CERTIFICATION OF COMPLIANCE WITH TAX LAWS**

By my signature on this Response, I, hereby attest or affirm under penalty of perjury: That I am authorized to act on behalf of the ESCO in this matter, that I have authority and knowledge regarding the payment of taxes, and that ESCO is, to the best of my knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816, ORS Chapters 118, 314, 316, 317, 318, 320, 321, 323 and the elderly rental assistance program under ORS 310.630 to 310.706, and any local taxes administered by the Department of Revenue under ORS 305.620.

## **SECTION VIII**

### **CERTIFICATION OF DRUG-TESTING LAW REQUIREMENTS**

**A.** Pursuant to OAR 137-049-0200 (1)(c)(B), the Responder certifies by its signature on its Response that it has a Qualifying Drug Testing Program in place for its employees that includes, at a minimum, the following:

- 1.** A written employee drug testing policy,
- 2.** Required drug testing for all new Subject Employees or, alternatively, required testing of all Subject Employees every 12 months on a random selection basis, and
- 3.** Required testing of a Subject Employee when the Responder has reasonable cause to believe the Subject Employee is under the influence of drugs.

**B.** A drug testing program that meets the above requirements will be deemed a "Qualifying Employee Drug Testing Program." An employee is a "Subject Employee" only if that employee will be working on the Project job site.

**C.** If awarded an ESPC as a result of this solicitation, Responder agrees that at the time of Contract execution it shall represent and warrant to the City that its Qualifying Employee Drug Testing Program is in place and will continue in full force and effect for the duration of the Contract. The City of St. Helens performance obligation (which includes, without limitation, the City of St. Helens obligation to make payment) shall be contingent on ESCO's compliance with this representation and warranty.

**D.** If awarded an ESPC as a result of this solicitation, Response also agrees that at the time of Contract execution, and as a condition to the City of St. Helens performance obligation (which includes, without limitation, the City of St. Helens obligation to make payment), ESCO shall require each Subcontractor providing labor for the Project to:

- 1.** Demonstrate to the ESCO that it has a Qualifying Employee Drug Testing Program for the Subcontractor's Subject Employees, and represent and warrant to the ESCO that the Qualifying Employee Drug Testing Program is in place at the time of subcontract execution and will continue in full force and effect for the duration of the subcontract; or



2. Require that the Subcontractor's Subject Employees participate in ESCO's Qualifying Employee Drug Testing Program for the duration of the subcontract.

## **SECTION IX**

### **CERTIFICATION OF COMPLIANCE WITH NON-DISCRIMINATION LAWS**

By my signature on this Response, I hereby attest or affirm under penalty of perjury: that I am authorized to act on behalf of ESCO in this matter, and to the best of my knowledge ESCO has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts, and that the ESCO is not in violation of any discrimination laws.

## **SECTION X**

### **SIGNATURE OF BIDDER'S DULY AUTHORIZED REPRESENTATIVE**

THIS RESPONSE MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE PROPOSER; ANY ALTERATIONS OR ERASURES TO THE PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned acknowledges, attests and certifies individually and on behalf of the Responder that:

**A.** He/she is a duly authorized representative of the Responder, has been authorized by Responder to make all representations, attestations, and certifications contained in this Response and all Addenda, if any, issued.

**B.** Responder, acting through its authorized representatives, has read and understands all RFQ instructions, terms and conditions and the Technical Facility Profile contained in this RFQ document (including all listed attachments and Addenda, if any, issued);

**C.** the Response submitted conforms to the specific language contained in the RFQ, and Responder has made no assumptions based upon either (a) verbal or written statements not contained in the RFQ, or (b) any previously-issued RFQs, if any.

**D.** The Agency shall not be liable for any claims or be subject to any defenses asserted by Responder based upon, resulting from, or related to, Responder's failure to comprehend all requirements of the RFQ.

**E.** The City shall not be liable for any expenses incurred by Responder in preparing and submitting its Response or in participating in the Response evaluation/selection process.

**F.** Responder agrees to be bound by and comply with all applicable requirements of ORS 279C.800 through ORS 279C.870 and the administrative rules of the Bureau of Labor and Industries (BOLI) regarding prevailing wage rates and the filing of a public works bond with the Construction Contractors Board.

**G.** The Response was prepared independently from all other Responders, and without collusion, fraud, or other dishonesty.

**H.** Responder is bound by and will comply with all requirements and terms and conditions contained in this Response (including all listed attachments and Addenda, if any, issued);

**I.** Responder will furnish the designated item(s) and/or service(s) in accordance with the RFQ requirements, and will comply in all respects with the terms of the resulting ESPP upon award;

**J.** Responder represents and warrants that Responder has the power and authority to enter into and perform the ESPC and that the ESPC, when executed and delivered, shall be a valid and binding obligation of ESCO enforceable in accordance with its terms; and

**K.** All affirmations and certifications contained in Sections II, III IV, V, VI, VII, VIII and IX are true and correct.

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*Signature of Authorized Representative* *Date*

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*Name of Firm*





## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: May 6, 2015

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*Planning Department Report attached.*

*Business License Reports attached.*

## **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



**To:** City Council  
**From:** Jacob A. Graichen, AICP, City Planner

**Date:** 04.28.2015

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

### **PLANNING ADMINISTRATION**

Gazette article provided to the Communications Officer for the Spring edition to inform people of upcoming Development Code amendments.

The disc golf course related wetland issues from last year have been resolved. See **attached letter** from the Army Corps of Engineers dated April 1, 2015.

I attended the oral arguments for the S. St. Helens LLC v. City of St. Helens Sensitive Lands Permit case before the Oregon Court of Appeals on April 14, 2015 in the Oregon Supreme Court room. Originally denied by staff and the Planning Commission, and that denial upheld by LUBA, the applicant appealed to the Court of Appeals. It could be several months before a decision is rendered. That decision could potentially be appealed to the Oregon Supreme Court.

### **DEVELOPMENT CODE ENFORCEMENT**

The Public Works Co-Directors (Sue and Neal), the city prosecuting attorney, and I visited with the attorney for the landowner of 34666 Snow Street about the unauthorized driveway at that property. This has been an ongoing issue for years. At this point, it seems like the City and property owner can reach a civil compromise. Staff will work with the property owner's attorney and our legal counsel to develop the civil compromise document, which we hope will result in finality of this ongoing issue (since at least 2007).

### **PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)**

April 14, 2015 meeting (outcome): The Commission lacked a quorum; no official decisions could be made. The three commissioners on attendance discussed the draft Parks and Trails Master Plan with the Assistant Planner.

May 12, 2015 meeting (upcoming): Three public hearings are anticipated: one for a Conditional Use Permit at 1771 Columbia Boulevard, the second for city proposed amendments to the Development Code, and the third for the Parks and Trails Master Plan adoption.

### **HISTORIC PRESERVATION**

We received official notice from the State Historic Preservation Office (SHPO) about the 2015-2016 CLG grant. This means we can begin our next Historic Preservation Rehabilitation Grant, which will be the City's third such program.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Software updates purchased for the Planning and Engineering Departments.

## **MAIN STREET PROGRAM**

I attended the SHEDCO Board of Directors meeting on March 26, 2015 at the Kozy Korner Diner.

I prepared and submitted a pre-application to the University of Oregon's RARE program, which is the program proposed to be used for the FY 2015-2016 Main Street Program Coordinator position. This is subject to FY 15-16 budget approval, but the pre-application was due by April 17<sup>th</sup>.

## **STREET VACATION INFORMATION – AS REQUESTED BY THE COUNCIL**

At a recent Council workshop, I queried the Council about street vacation requests (per ORS 271) and the inclusion of Planning Commission review for recommendation. The Council directed staff to evaluate street vacation requests and if staff felt there would be controversy, that staff should discuss the matter with the council before any public hearing to determine if the Council would like a Commission recommendation before any public hearing.

As subsequently desired by the Council, I attained a legal opinion about using the Commission on an as-needed basis. The Council has the ability to say what it wants a recommendation on and what can proceed straight to the Council, provided the basis is rational and not discriminatory. In short, using the Commission for recommendations on an as-needed basis is ok.

**ASSISTANT PLANNER**—*In addition to routine tasks, the Assistant Planner has been working on:*

A Gazette article regarding the City's CLG grant, and (see attached).





**DEPARTMENT OF THE ARMY**  
PORTLAND DISTRICT, CORPS OF ENGINEERS  
PO BOX 2946  
PORTLAND OR 97208-2946

April 1, 2015

RECEIVED

APR - 6 2015

CITY OF ST. HELENS

Operations Division  
Regulatory Branch  
Corps No.: NWP-2014-229

Mr. Jared Fischer  
9020 SW Washington Sq Road, Suite 505  
Portland, Oregon 97223

Mr. Jacob Graichen  
City of St. Helens, Land Use Planning  
PO Box 278  
St. Helens, Oregon 97051

Ms. Cynthia Zematis  
Columbia County Courthouse  
230 Strand Street  
St. Helens, Oregon 97051

Ladies and Gentlemen:

Reference is made to the U.S. Army Corps of Engineers (Corps) letter, dated June 16, 2014, attached (Enclosure 1), that informed you of two unauthorized wetland fill activities. This unauthorized activity occurred within wetlands at McCormick Park, Section 4, Township 4 North, Range 1 West, City of St. Helens, Columbia County, Oregon.

The unauthorized activity included the placement of woodchip fill within palustrine wetlands near Holes No 6 and 17 within the McCormick Park Disc Golf Course. It also included the placement of a log bridge within wetlands near Hole No 6. The Corps conducted a site visit on March 23, 2015. Upon completion of the site visit, the Corps has determined the voluntary restoration was complete and the unauthorized wetland fill has been removed. No further restoration of the site is required, and our enforcement case will be closed.

-2-

If you have any questions regarding this matter then please contact  
Mr. Richard Chong at the letterhead address, by telephone (503) 808-4384 or  
E-mail: [Richard.Chong@usace.army.mil](mailto:Richard.Chong@usace.army.mil).

Sincerely,

A handwritten signature in black ink, appearing to read "William D. Albedin". The signature is fluid and cursive, with the first name "William" being the most prominent part.

for Shawn H. Zinszer  
Chief, Regulatory Branch

Copy Furnished:

Oregon Department of State Lands (Cary)  
Oregon Department of Environmental Quality (Simpson)

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Thursday, April 23, 2015 1:04 PM  
**To:** Jacob Graichen  
**Subject:** April Planning Department Report

Jacob,

Here are my additions for the April Planning Department Report.

1. Met with CC Rider representative (4/28) regarding potential joint application for the 2018-21 Statewide Transportation Improvement Plan (STIP) proposal
2. Attended a Tobacco Free Policy workgroup with the Public Health Foundation of Columbia County to discuss draft ordinance language
3. Finalized and submitted the Justice & Mental Health Collaboration Grant Program (JMHCP) application package for the Columbia County Crisis Intervention Team (CIT) Program, which included a 14-page program narrative, detailed budget, program timeline, and 14 letters of support
4. Finalized the Parks and Trails Master Plan adoption staff report. Gathered input about the Draft Capital Improvement Plan from the Planning Commission (4/14) and Parks Commission (4/20)
5. Met with Maul Foster & Alongi to discuss IPG Meeting #2 Agenda (5/11) and the updated Waterfront Market Overview prepared by EcoNW. Prepared materials for invitation to Advisory Committee
6. Helped prepare federal documents and the finalized scope of work/timeline for the EPA Area-Wide Planning (AWP) Grant
7. Created the City's Waterfront Redevelopment Project landing page
8. Helped prepare for the SHEDCO/SOLVE Spring Cleanup on 4/18. Helped set up, take down, and organize volunteers day of the event
9. Updated materials and website for the FY15-16 Certified Local Government (CLG) Historic Preservation Grant Program and sent out grant program solicitation letters to eligible property owners
10. Prepared materials and presentation to be a guest speaker for the Columbia County Democrats. Topic of discussion was the Draft Parks and Trails Master Plan
11. Prepared cover sheet and submitted the Wetland Delineation Report to DSL for the McCormick Park Bridge Project

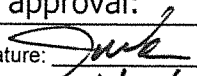
**Jennifer Dimsho**  
Assistant Planner  
City of St. Helens  
(503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)



# BUSINESS LICENSE REPORT

City Department Approval: April 20, 2015

The following occupational business licenses are being presented for City approval:

Signature:   
Date: 4/20/15

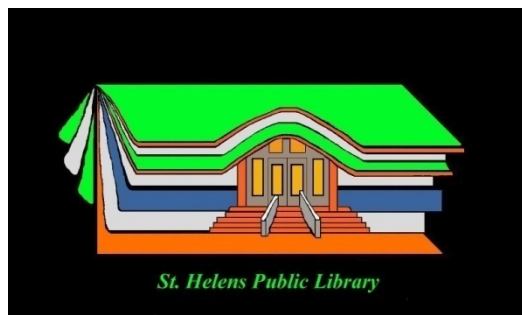
## RESIDENT BUSINESS – NEW 2015

*GABRIEL'S HOME MAINTENANCE & OUTDOOR LIGHTING SVS 2690 Gable Road	RESIDENTIAL SERVICE INDUSTRY
GOLD PLUS CORPORATION 343 S Columbia River Hwy	CONSIGNMENT & RETAIL - USED JEWELRY & BUY PRECIOUS METALS *(Change of biz/ownership)
PENNY'S CUSTOM UPHOLSTERY LLC 215 S 1 <sup>st</sup> Street	RESELL
SHERLOCK'S GROCERY 155 N Vernonia Road	CONVENIENCE STORE

## NON-RESIDENT BUSINESS - 2015

BROOKWOOD HOMES INC.	HOME BUILDER
LOUIS TODD CONSTRUCTION	REMODELING
MANZHURA ENTERPRISES INC.	PLUMBING CONTRACTOR
MARICEL A. WARNER	HOUSE CLEANING
MELLING CONTRACTING LLC	RESIDENTIAL CONTRACTOR
R.A. CONSTRUCTION INC.	GENERAL CONTRACTOR

\*Denotes In-Home Business



**April 29, 2015**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

**Calendar of Events:**

- 4/29 Berry Bright Preschool visits the Library
- 4/29 Teen Advisory Board, 4:00pm
- 4/29 Teen Gaming Night, 4:30pm
- 4/30 American Mah Jongg Class – Five weeks beginning 4/30 through 5/28, 4:30-7:00pm
- 5/1 Our Community Reads begins – *The 39 Steps* by John Buchan, published in 1915
- 5/2 Ukulele Class continues on Saturdays in May, Beginners at 10:00am, Continuing Players at 11:00am
- 5/5-6 Youth Librarian visits Berry Bright Preschool
- 5/7 Teen Game Night, 4:30pm
- 5/9 St. Helens Writers' Guild, Noon
- 5/11 Youth Librarian attends Columbia County Early Childhood Team meeting
- 5/12 Columbia County Cultural Coalition Grant Workshop – Library employees attending
- 5/12 Becoming Oregon – From the Lewis and Clark Expedition to the Lewis and Clark Exposition with Robert Hamm, 7:00pm, Auditorium
- 5/13 Youth Librarian visits Head Start
- 5/15 Youth Librarian visits Li'l Learners Preschool
- 5/18 Celebrate the Library's 100 Year Tradition, 7:00pm, in the Library
- 5/19 Teen Book Club, 5:00pm
- 5/19-20 Youth Librarian visits Early Childhood Special Education Classes

- 5/21 Library's 100<sup>th</sup> Birthday Party for children with special guest – BJ the Clown, 5:00pm
- 5/21 Library Board Meeting, 7:15pm
- 5/25 Library Closed for Memorial Day
- 5/27 Teen Advisory Board, 4:00pm
- 5/27 Teen Gaming Night, 4:30pm
- 5/27 Friends of the Library Meeting, 5:30pm

### **Previously Reported Events to Celebrate the Library's Birthday**

**Our Community Reads:** Do you know what the bestselling books were in 1915? **Come to the Library in May** to peruse those titles and to pick up a copy of *The 39 Steps* by John Buchan, published in 1915 and later made into a movie by Alfred Hitchcock. Explore how the public's choices in reading have changed in 100 years! The eBook can also be downloaded for free or read online at Project Gutenberg <https://www.gutenberg.org/ebooks/558>.

**Becoming Oregon – From the Lewis and Clark Expedition to the Lewis and Clark Exposition** – In the century or so before our Library was established, there was quite a fascination about this strange and wondrous land out west—the expedition, the trail, the land, homesteading, statehood, and world's fair. Join us for an evening with Robert Hamm as he shares from his collection of approximately 150 authentic newspapers, mostly from the East Coast, that feature Oregon during those 100 years, ending with the world's fair in Portland (1905) that celebrated the Corps of Discovery and looked forward to a new century. **Tuesday, May 12, 7:00pm, Columbia Center Auditorium**

**Celebrate the Library's 100 Year Tradition in the Community:** Our library began in 1915 as a bookshelf in a local furniture store. Today, we are a vital and vibrant community hub with a wide array of sources for information, avenues for learning and



cultural events. Help us celebrate the Library's 100<sup>th</sup> Birthday as we look back at its history and celebrate the many contributions and accomplishments of our community! And, of course, there will be cake, candles and singing!! **Monday, May 18, 7:00pm, in the Library**

**Come to the Library's 100<sup>th</sup> Birthday Party for Children with Special Guest – BJ the Clown:** The Library is celebrating its 100<sup>th</sup> Birthday with a fun party for children. BJ the Clown will perform and we will play classic kid games. **Thursday, May 21, 5:00pm Auditorium** (Event may be in the Courtyard if the weather is nice.)