



City of St. Helens

COUNCIL WORK SESSION AGENDA

Wednesday, August 12, 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. Semi-Annual Report from Senior Center – <i>Cheryl Young</i> | 1:05 p.m. |
| 3. Presentation by KOHI on Proposed Promotion Plan – <i>Phil Malyon, KOHI</i> | 1:15 p.m. |
| 4. Request from Chamber to Sponsor Wings & Wheels Event | 1:25 p.m. |
| 5. Discussion on Derelict Houses – <i>Doug</i> | 1:30 p.m. |
| 6. 4th Quarter Building Division Report - <i>Jon</i> | 2:00 p.m. |
| 7. 4th Quarter Municipal Court Report - <i>Jon</i> | 2:05 p.m. |
| 8. Review Proposed Ordinance Regarding Business Licenses - <i>Jacob</i> | 2:15 p.m. |
| 9. Request Council Set Public Forum Date/Time for Utility Rates - <i>Jon</i> | 2:30 p.m. |
| 10. Review Cooperative Agreement with EPA for Brownfields Grant - <i>John</i> | 2:35 p.m. |
| 11. LED Street Lighting Conversion Project - <i>John</i> | 2:40 p.m. |
| 12. Tourism Committee Discussion - <i>John</i> | 2:50 p.m. |
| 13. Request from Habitat for Humanity | 3:10 p.m. |
| 14. Department Reports | 3:15 p.m. |
| 15. Council Reports | 3:35 p.m. |
| 16. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:55 p.m. |
| 17. Other Business | |
| 18. Next Work Session Items | |
| 19. Upcoming Dates to Remember: | |
| <ul style="list-style-type: none"> • August 12, Council Work Session, 1:00 p.m., Council Chambers • August 12, Council Public Hearing, 6:30 p.m., Council Chambers • August 12, Council Regular Session, 7:00 p.m., Council Chambers • August 17, Parks Commission, 4:00 p.m., Council Chambers • August 18, Library Board, 7:15 p.m., Columbia Center Auditorium • August 25, Arts & Cultural Commission, 6:00 p.m., Council Chambers • August 27, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers | |

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.

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

- August 12, 6:30 p.m., PH: Street Vacation
- September 16, 6:30 p.m., PH: Development Code Amendment



St Helens City Promotion Plan

Kohi started serving its listening audience in August 1959....

- For the last 8 years, KOHI has broadcast Local News, Talk and Sports and according to the FCC, now has 75,000 listeners at any given time on AM 1600...most of whom listen for more than one hour per day (KOHI web site survey)
- KOHI also has 1000+ followers at TuneIn.com, nearly 100 followers at Facebook, streams live 24 hours a day and has a Twitter presence with over 100 followers. In short, KOHI is serving the local community digitally and with am broadcast
- KOHI is one of only 5 "Heritage Stations" designated by the FCC in the State of Oregon.

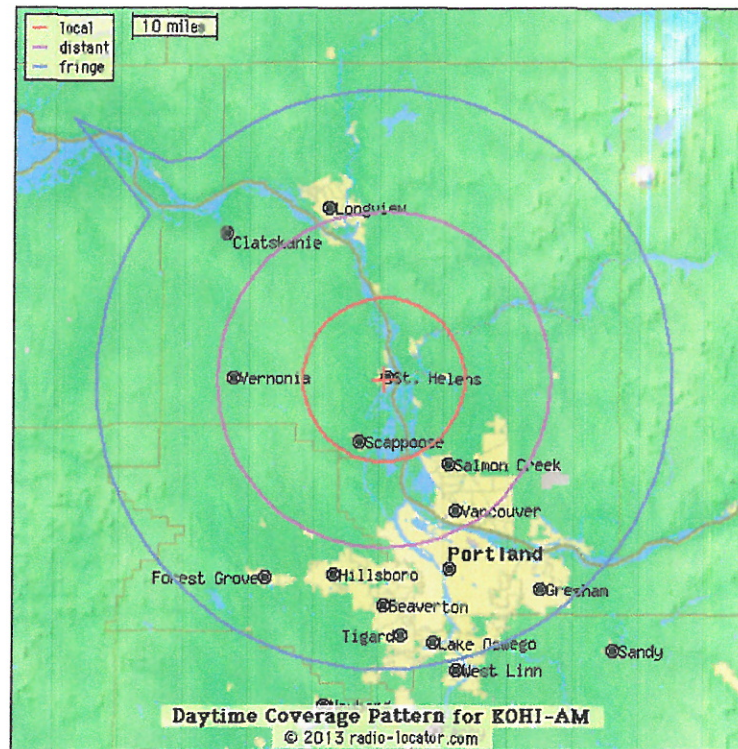
Benefits of the St Helens Promotion Plan

- As a KOHI Advertiser, we will offer you three years of advertising for an incredible low price.
- The City will benefit from the high frequency of spots
- The City of St. Helens receives additional benefits besides the obvious low spot advertising low rate.
- Including logo on KOHI Event Banners, monthly interviews on Columbia County Magazine
- Also KOHI will produce public service audio announcements to run on our broadcast schedule.
- Three years of ads, at about 70% off the current KOHI Rate Card Rate

Why are we offering the City this Plan?

- We believe KOHI should be the voice of St. Helens and the City should use this asset as a means of better informing its citizens of all events and news happenings on a daily basis
- KOHI can be used to promote St Helens to its citizens with the use of radio ads and jingles to create a positive image for the community
- KOHI can update citizens on the progress of the city toward new developments or provide reminders of local services available in times of natural disasters.
- KOHI can be a two way line of communication between citizens and the City because listeners can respond to the radio station in the form of call-in interviews or live public forums focused on City development or other events.
- KOHI can help to present a positive City image to potential companies looking to locate at the city with a City/Media partnership.

KOHI COVERAGE MAP



Listeners: 75,000 (per the FCC)

Demographic: 35+

Hours of Operation: 24/7

Live Stream: www.am1600kohi.com

Smart Phone free app. download at tunein.com

Face book: am1600kohi Twitter: #am1600

Format: Local News, Weather, Sports and News Talk

St Helens Community Promotion Plan

- Total 156 Weeks
- Monday-Friday 6a-9a 2 60second =20 ads per week
- Monday-Friday 4p-6p 2 60second = 20 ads per week
- One live two hour remote for use during 4th of July Events
- Government Affairs
- Live one hour remote for 4th of July, 13 nights on the River, Waterfront Re-Development, The Spirit of Halloweentowne and Christmas Event
- Contract Terms: July 2015-June 30, 2017
- Value Added: City of St Helens on all KOHI Banners at Broadcast Events including but not limited to Columbia County Fair, Scappoose Spring Fest etc.
- Value Added: 6 one hour remotes from KOHI Columbia Pacific Food Bank Help Truck stop – City sponsor with promo ads and City Logo on Banners
- Value Added: Once per month City of St Helens Update segment on KOHI's Weekly Columbia County Magazine Program featuring City Events and projects from special Library announcements, Coffee with a Cop etc.
- Value Added: St Helens City Scope 5 minute program airing weekly with focus on events and projects taking place in the City of St. Helens produced by Marty Rowe consisting of an event calendar or interviews.
- **Investment: \$13,500 due on approval of plan** (3 years at regular rate card price would be 3120 ads @20 or \$62,400 not including remotes or promos) a savings of \$48,900 off the regular rate!
- **ADDITIONAL OPTION:** KOHI/KBNP Heads in Beds Promotion: through our partnership with KBNP in Portland, we will develop a promotion to promote a come and stay in St Helens to be coordinated with Events in the City.
EXAMPLE:
5000 Special Flyers featuring Village Inn and Best Western with special rates and also Local Restaurant Package for visitors to events like waterfront Re-Development Events, Spirit of Halloweentowne, Christmas Ships, Fair, Fourth of July etc. (this would be an additional fee to be presented)

X

Accepted By City of St Helens / Date

Accepted for KOHI Radio / Date



MEMORANDUM

CITY OF ST. HELENS

DATE: August 7, 2015

TO: Don Sal
John Walsh, City Administrator
City Councilors

FROM: Jon Ellis, Finance Director

RE: Building Financial Activity Report for Period Ending June 30, 2015

Attached for your further review and discussion are attachments A that provides a 5 year summary of building activity through FY 14-15 and B that provides the Statement of Revenues and Expenditures for FY 2014-15.

The 5 Year Summary of Building Activity illustrates the continued improvement in the housing and development market in St. Helens.

- Building permit revenues are slightly down primarily due to last year spike in development to secure permits before the increase to SDCs. While permit revenues are slightly down they are significantly improved in comparison with the all other previous years.
- System Development Charges reflect the spike mentioned in 2013-14, however with the end of the subsidy to SDC, revenues based on lower building activity in the current year still slightly outpaced prior year revenues in aggregate.

The Statement of Revenues and Expenditures illustrates the continued increase in the Building Reserve of approximately \$84,000, bringing the reserve total to approximately \$145,000. Please note that these numbers will slightly change before final audit primarily due to pending June 2015 invoice from the County for inspection services. The primary driver for the reserve improvement is due to contracting with the City of Scappoose for part-time Building Official support. The City is currently in the process of the recruitment for a full time Building Official.

**City of St. Helens
Building Activity Summary**

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
<u>System Development Charges</u>					
Parks	9,691	6,810	16,501	33,301	45,784
Streets	26,212	34,244	44,242	95,636	75,794
Water	19,367	12,650	33,080	70,557	80,781
Sewer	41,058	17,275	50,338	108,689	126,829
Storm	4,734	7,381	7,963	17,017	23,308
	101,063	78,360	152,123	325,199	352,496
<u>Building Permits Revenues</u>					
Building	58,113	57,669	63,152	136,293	107,780
Plumbing	16,997	19,218	23,630	44,123	32,186
Mechanical	5,822	7,254	8,266	13,075	12,477
Plan Check	34,343	34,594	51,761	69,164	71,776
	115,275	118,735	146,809	262,655	224,219
<u>Building Permits Pulled</u>					
Dwellings (Single/Multi/Manif)	14	11	24	51	35
Non-Resid/Industrial	41	4	1	2	-
Others	328	365	284	387	293
	383	380	309	440	328
<u>Building Operations</u>					
Personnel services	79,447	136,854	139,880	45,931	52,786
Materials and supplies	36,134	37,167	32,763	94,778	87,431
Capital outlay	-	-	-	-	-
	115,581	174,021	172,643	140,709	140,217

**City of St Helens
Building Financial Activity**

			FY 14-15		
Classification / Description	Actual 6-30-13	Actual 6-30-14	Adopted 14-15	UnAudited Actual 6-30-15	% of Bud
Revenues					
Licenses and permits					
000 312000 Building permits	63,152	136,293	101,500	102,515	101%
312100 Building admin-temp co				5,265	
313000 Plumbing permit fees	23,630	44,123	35,530	32,186	91%
314000 Mechanical permit fee	8,266	13,075	11,170	12,477	112%
315000 Plan check fees	51,761	69,164	55,830	71,776	129%
Licenses and permits Total	146,809	262,655	204,030	224,219	110%
Total Revenues	146,864	262,655	204,030	224,219	110%
Expenditures					
Personnel Costs					
105 401000 Salary	76,969	2,802	78,870	-	0%
415000 SSI taxes	5,857	214	6,030	-	0%
416000 Retirement	19,134	709	19,960	-	0%
417000 Workers comp	741	6	730	-	0%
418000 Medical benefits	20,088	-	6,760	-	0%
419000 Disability/life ins	195	-	210	-	0%
438000 VEBA	1,550	-	1,080	-	0%
449100 Direct labor charge	23,225	42,441	43,900	52,786	120%
449200 Direct labor charge	(8,110)	(242)	(7,410)	-	0%
471000 PF health	231	-	480	-	0%
Personnel Costs Total	139,880	45,931	150,610	52,786	35%
Materials and Services					
105 452000 Plan review expense	5,700	-	-	-	0%
454000 Attorney expense	3,385	-	2,000	-	0%
457000 Office supplies	280	1,580	2,000	1,229	61%
458000 Telephone expense	-		800	-	0%
473000 Miscellaneous	280	295	1,000	-	0%
490000 Professional development	1,706	140	2,500	923	37%
500000 Information services	6,049	6,588	7,420	7,045	95%
502000 Vehicle expense	11	-	-	-	0%
531000 Gasoline	179	-	-	-	0%
554000 Professional Services	-	-	-	-	0%
City of Scappose		24,195	-	29,109	100%
Columbia County		41,248	9,600	26,801	279%
OR State		-	-	324	100%
Springbrook		4,990	6,000	4,279	71%
579100 Indirect cost allocation	15,173	15,743	18,490	17,720	96%
Materials and Services Total	32,763	94,778	49,810	87,431	176%
Total Expenditures	172,642	140,709	200,420	140,217	70%
Net Income / (Expense)	(25,778)	121,945	3,610	84,002	2327%
Funded from General Fund FY 11-12		(34,717)		-	
Funded from General Fund FY 12-13		(25,778)		-	
Due to General Fund		(60,495)		-	
Reserve for building		61,450		84,002	



MEMORANDUM

CITY OF ST. HELENS

DATE: August 7, 2015

TO: John Walsh, City Administrator
City Councilors

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

RE: Municipal Court 4th Quarter Report FY 14/15

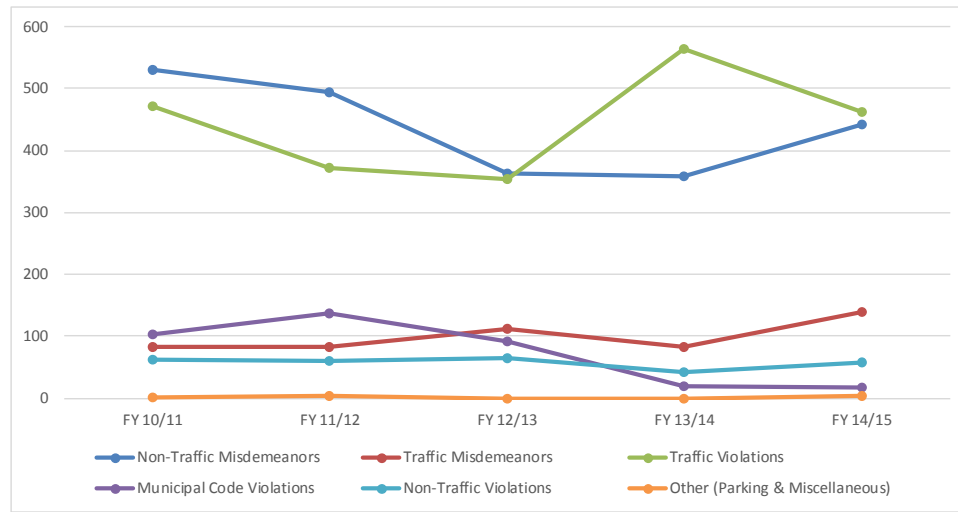
Based on the attached trend reports, misdemeanor case workloads are up 31% or 138 cases per year while violations are down 14% or 90 cases. Staffing workloads are primarily driven by misdemeanors, while violations take minimal time and effort. Misdemeanor case workload levels in FY 14/15 have not been seen since FY 10/11, the year prior to reducing court from 3 to 2 days (right sizing).

Staff anticipates the workloads will continue to increase as the Police Department staffing further stabilizes, emphasizing the goal of addressing these challenges with enhanced efficiencies in operations. A couple of opportunities that staff are pursuing consist of enhanced utilization of existing court software, vetting processes and procedures that other courts have implemented, and are continuing to explore efficiencies associated with an upgrade to Full Court Enterprise Software. Specific steps thus far have been:

- 1) Enhanced utilization of current Full Court software to: generate court documents which were previously done manually requiring multiple repetitive inputs (i.e. Warrants, reset letters, notice to appear, security release agreements, etc.); enhanced reporting output (elimination manual extrapolations); and E-mails via Full Court sent directly to all pertinent parties directly with case information (streamline pretrial communications).
- 2) Invited the Court Administrator from Eugene and the Senior Court Clerk from Salem (nationally recognized Courts by NCSC) to meet with staff to further glean best practices that St Helens Municipal Court may adopt. A number of ideas have been generated and staff is in the process of further vetting potential changes.
- 3) Staff continues to explore efficiencies associated with the implementation of the upgrade to Full Court - Enterprise. Council had authorized funds in FY 14-15 and carryforward these funds in FY 15-16. We definitely anticipate increased efficiency and the potential of reviving the SO List electronically which C-COM (911) may access much like they do now with the Circuit Court software program Oracle. We only await final approval to proceed with the implementation.

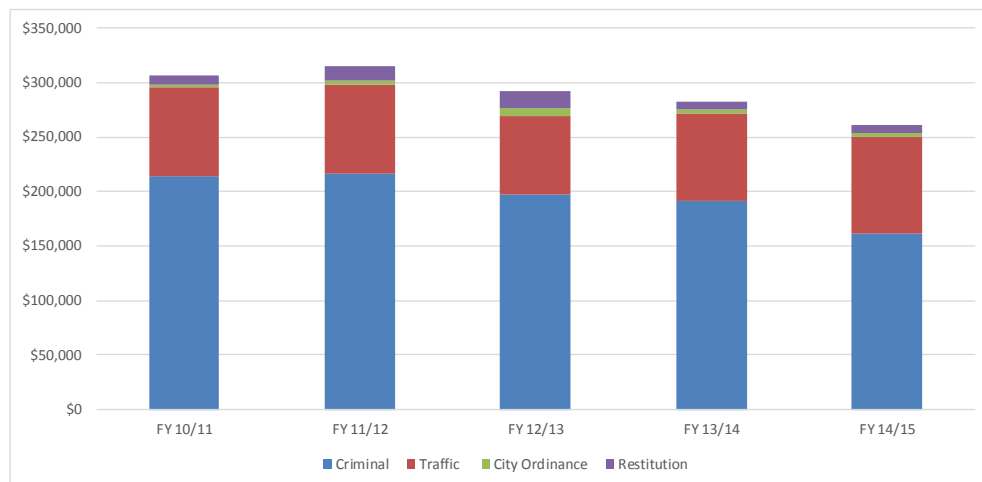
In an effort to develop reports that provide enhanced understanding of court workloads and challenges, we have further modified the usual graphic/tables and included a Clearance Rate graph/table to better track Municipal Court workloads. This graphic will eventually include a measurement of pending cases and average wait time to disposition (some additional research required). Staff will continue revamp statistics and reports to better track case workloads, backlogs, waiting queue associated with charge to adjudication, and enhanced collection reports that contrast with industries indices.

St. Helens Municipal Court Trend Number of Cases Disposed



Cases Disposed	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Percent Increase / (Decrease)
Non-Traffic Misdemeanors	531	493	362	358	442	23%
Non-Traffic Violations	63	61	64	43	58	35%
Traffic Misdemeanors	82	83	111	82	139	70%
Traffic Violations	472	371	353	565	462	-18%
Municipal Code Misdemeanors	4	1	-	3	-	
Municipal Code Violations	102	137	92	19	17	
Other (Parking & Miscellaneous)	2	3	-	-	3	

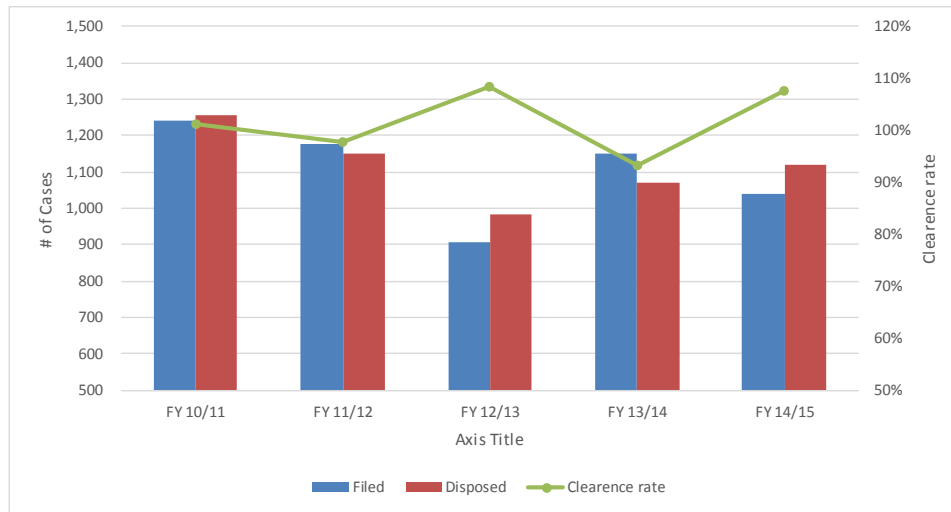
St. Helens Municipal Court Trend Gross Revenue Collected by Charge Type



Charge Type	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Percent Increase / (Decrease)
Criminal	\$213,908	\$216,599	\$196,777	\$190,807	\$161,792	-15%
Traffic	\$81,867	\$82,006	\$73,038	\$80,710	\$88,869	10%
City Ordinance	\$2,103	\$3,385	\$6,505	\$3,144	\$2,527	-20%
Restitution	\$8,346	\$12,672	\$15,198	\$7,775	\$7,837	1%

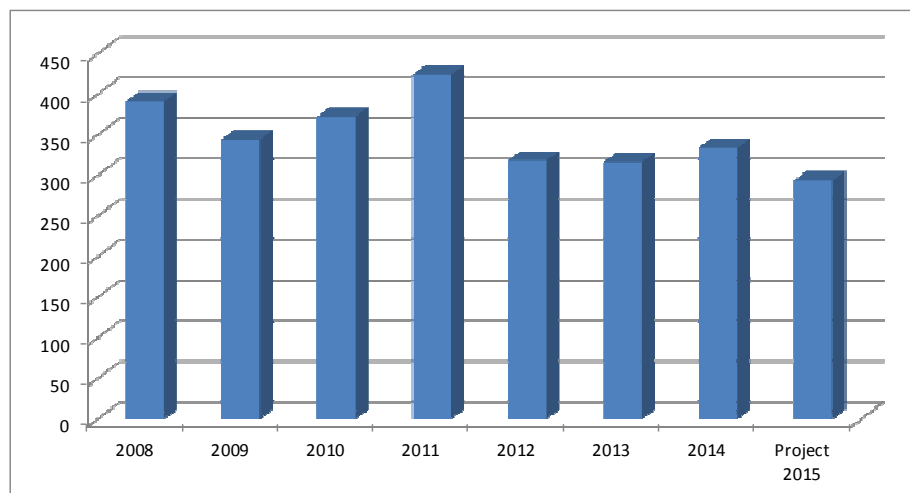
Gross Revenue data does not include payments posted to old court system due to inconsistent reporting capabilities.

St. Helens Municipal Court Trend Clearance Rate (Cases Filed Vs. Disposed)



	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
Filed	1,240	1,175	907	1,149	1,041
Disposed	1,256	1,149	982	1,070	1,121
Clearance rate	101%	98%	108%	93%	108%
Warrants Outstanding By Issue Date	22	30	50	47	117
Total Warrants Outstanding					548
Pending Cases	103	220	266	307	463
Average Age of non-warrant pending cases					

St. Helens Municipal Court Trend Number of New Criminal Cases (Calendar Year)



Year	2008	2009	2010	2011	2012	2013	2014	Project 2015	2015 as of 6/30/15
# Cases	391	344	372	424	318	316	334	294	147
		-12%	8%	14%	-25%	-1%	6%	-12%	

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.

St. Helens Municipal Court Trend

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

**City of St Helens
Municipal Court**

Fd	Dpt	Acct	Adopted 2014-15	Actual 06-31-15	% of Amended
001	103	Municipal Court			
001	000	341000 Fines	193,000	187,542	97%
001	000	344000 Court reimbursement	4,040	6,149	152%
001	000	351000 Police trainee fee	8,000	9,384	117%
		Total Revenues	205,040	203,075	99%
		Personnel services			
001	103	401000 Salary	92,780	84,549	91%
001	103	415000 SSI taxes	7,170	6,477	90%
001	103	416000 Retirement	19,370	17,542	91%
001	103	417000 Workers comp	200	215	108%
001	103	418000 Medical benefits	41,230	35,721	87%
001	103	419000 Disability/life ins	420	405	96%
001	103	422000 Longevity	960	360	38%
001	103	438000 VEBA	1,560	1,520	97%
001	103	471000 PF health	960	198	21%
		Total Personnel services	164,650	146,987	89%
		Materials and Services			
001	103	457000 Office supplies	1,000	887	89%
001	103	465000 Jury / witness fees	2,500	1,152	46%
001	103	473000 Miscellaneous	500	96	19%
001	103	490000 Professional developr	1,500	2,522	168%
001	103	500000 Information services	15,850	8,794	55%
001	103	511000 Reference materials	330	94	28%
001	103	554000 Professional services	133,200	128,840	97%
001	103	579100 Indirect cost allocatio	29,890	28,549	96%
		Total Materials and Ser	184,770	170,933	93%
001	103	Total Expenditures	349,420	317,919	91%
		Net Expense	(144,380)	(114,844)	

City of St. Helens
ORDINANCE NO. 3193

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 5.04 TO ALLOW BUSINESS LICENSES FOR
MARIJUANA RELATED BUSINESSES**

WHEREAS, the City of St. Helens requires businesses operating in the City to obtain a business license; and

WHEREAS, pursuant to Article XI, Section 2, of the Oregon Constitution, the City of St. Helens is a "home rule" municipal corporation having the authority that the constitution, statutes, and common law of the United States and this State expressly or implicitly grant or allow over the civil affairs of its City; and

WHEREAS, amendments to Chapter 5.04 of the St. Helens Municipal Code, Business Licenses, are necessary to clarify the City's Code; and

WHEREAS, although the State of Oregon has authorized the legal use of medical and recreational marijuana, marijuana remains illegal under federal law. The City's licensing program attempts to reduce the risk to the public health, safety, and welfare related to marijuana facilities and the City's actions shall not be construed as an endorsement of such facilities or as an authorization to engage in any activity prohibited by law.

NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:

Section 1. The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment A** and made part of this reference.

Section 2. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 3. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 4. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:	August 12, 2015
Read the second time:	September 2, 2015

APPROVED AND ADOPTED this 2nd day of September, 2015 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

ATTACHMENT A

underline words are added
~~words stricken~~ are deleted

CHAPTER 5.04 BUSINESS LICENSES

[...]

5.04.100 License requirements.

In addition to any other requirements of this chapter, a licensee shall:

(1) Abide by all federal, state, and local laws, zoning regulations, and provisions of this chapter, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.

[...]

5.04.120 Denial or revocation of license.


(1) The city may deny or revoke a license upon finding that:

(a) The applicant fails to meet the requirements of this chapter, or is doing business in violation of this chapter, zoning regulations, or applicable federal, state, county, or local law, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Request Selection of Date to hold Public Forum on Utility Rates

Date: August 12, 2015

Request:

Request City Council to set date for Public Forum on Utility Rate Setting?


Background:

The City last held a Public Forum on November 20, 2013 to receive public comment on staff's recommended biennium rate increases of 4.5% in 2014 and 4.5% in 2015.

Staff will be updating the utility forecast models the later of August to initiating discussions on potential rate increases in the next calendar year. We anticipate having some alternatives to vet with City Council at the work session of September 16th, with a more robust discussion at the work session of October 7th. These discussions will help staff frame the appropriate rate increase proposal and advertise accordingly before the next Public Forum.

Recommendation:

Staff recommends Council select the regular meeting of November 4, 2015 to hold the public forum. The designation of a date now will allow us to advertise the public forum date on the utility billing going out in August and again with further dissemination of information on the October billing.

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement	GRANT NUMBER (FAIN): 01J00101		DATE OF AWARD 07/27/2015	
		MODIFICATION NUMBER: 0		MAILING DATE 08/03/2015	
		PROGRAM CODE: TR			
		TYPE OF ACTION New		PAYMENT METHOD:	
RECIPIENT TYPE: Municipal		Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423			
RECIPIENT: City of St. Helens 265 Strand Street St. Helens, OR 97051-2039 EIN: 93-6002248		PAYEE: City of St. Helens 265 Strand Street St. Helens, OR 97051-2039			
PROJECT MANAGER John Walsh 265 Strand Street St. Helens, OR 97051-2039 E-Mail: jwalsh@ci.st-helens.or.us Phone: 503-366-8211		EPA PROJECT OFFICER Susan Morales 1200 Sixth Avenue, Suite 900, ECL-122 Seattle, WA 98101 E-Mail: morales.susan@epa.gov Phone: 206-553-7299		EPA GRANT SPECIALIST Joanne Brendle 1200 Sixth Ave., Suite 900, OMP-173 Seattle, WA 98101 E-Mail: brendle.joanne@epa.gov Phone: 206-553-6385	
PROJECT TITLE AND DESCRIPTION St. Helens Brownfields This project provides funding for City of St. Helens to conduct area-wide planning for the brownfields in the Waterfront Redevelopment area. The area-wide plan will inform subsequent brownfields assessment, cleanup and reuse activities. The grantee will conduct community involvement activities to identify community priorities, research the existing conditions of the brownfields area, determine reuses for brownfield sites, and develop a detailed brownfields area-wide plan and implementation strategy. The City will focus on two identified catalyst sites that have employment and economic potential to connect the downtown and waterfront.					
BUDGET PERIOD 08/01/2015 - 07/01/2017		PROJECT PERIOD 08/01/2015 - 07/01/2017		TOTAL BUDGET PERIOD COST \$200,000.00	
				TOTAL PROJECT PERIOD COST \$200,000.00	
NOTICE OF AWARD					
Based on your Application dated 04/10/2015 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$200,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$200,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.					
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE		
ORGANIZATION / ADDRESS EPA Region 10 Mail Code: OMP-173 1200 Sixth Avenue, Suite 900 Seattle, WA 98101			ORGANIZATION / ADDRESS U.S. EPA, Region 10 Office of Environmental Cleanup 1200 Sixth Avenue, Suite 900 Seattle, WA 98101		
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY					
Digital signature applied by EPA Award Official Tony Fournier - Acting Manager - Grants and Interagency Agreements Unit					DATE 07/27/2015

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 200,000	\$ 200,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 200,000	\$ 200,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.814 - Brownfields Training - Research and Technical Assistance Grants and Cooperative Agreements	CERCLA: Sec. 104(k)(6)	2 CFR 200 2 CFR 1500 and 40 CFR 33

[illegible]

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$2,000
4. Equipment	\$0
5. Supplies	\$5,000
6. Contractual	\$193,000
7. Construction	\$0
8. Other	\$0
9. Total Direct Charges	\$200,000
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient 0.00 % Federal 100.00 %.)	\$200,000
12. Total Approved Assistance Amount	\$200,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$200,000
15. Total EPA Amount Awarded To Date	\$200,000

Administrative Conditions

1. General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: http://www.epa.gov/ogd/tc/general_tc_applicable_aa_recipients_dec_26_2014.pdf. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions or restrictions cited below.

The EPA repository for the general terms and conditions by year can be found at: <http://www.epa.gov/ogd/tc.htm>.

2. Consultant Cap - Additional Information

In addition to the General Terms and Conditions #6 "Consultant Cap", as of January 1, 2015, the limit is \$608.34 per day \$76.04 per hour.

NOTE: For future years' limits, the recipient may find the annual salary for Level IV of the Executive Schedule on the following Internet site: <http://www.opm.gov/oca>. Select "Salary and Wages", and select "Rates of Pay for the Executive Schedule". The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

3. Cybersecurity

The recipient agrees to comply with the current EPA general terms and conditions "Cybersecurity". The terms and conditions can be found on the EPA Grants Terms and Conditions Website.

For STATE: http://www.epa.gov/ogd/tc/state_grant_cyber_security_condition.pdf.

For TRIBE: http://www.epa.gov/ogd/tc/tribal_grant_cyber_security_condition.pdf.

For Other Recipients: http://www.epa.gov/ogd/tc/cyber_security_grant_condition_for_other_recipients.pdf.

4. Cost Principles/Indirect Costs Not Included (All Organizations)

The cost principles of 2 CFR 200 Subpart E are applicable to this award. Since there are no indirect costs included in the assistance budget, they are not allowable under this Assistance Agreement.

5. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MBE/WBE)

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E

MBE/WBE reporting is required in annual reports. Reporting is required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category that exceed the threshold amount of \$150,000., including amendments and/or modifications.

Based on EPA's review of the planned budget, this award meets the conditions above and is subject to the Disadvantaged Business Enterprise (DBE) Program reporting requirements. However, if recipient believes this award does not meet these conditions, the recipient must provide a justification and budget detail within 21 days of the award date clearly demonstrating that, based on the planned budget, this award is not subject to the DBE reporting requirements to the Region 10 DBE Coordinator.

The recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" report (EPA Form 5700-52A) on an annual basis. All procurement actions are reportable, not just that portion which exceeds \$150,000.

When completing the annual report, recipients are instructed to check the box titled “annual” in section 1B of the form. For the final report, recipients are instructed to check the box indicated for the “last report” of the project in section 1B of the form. Annual reports are due by October 30th of each year. Final reports are due by October 30th or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program’s Home Page at http://www.epa.gov/osbp/dbe_reporting.htm.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

1. For Grant Awards \$250,000 or Less

This assistance agreement is a Technical Assistance Grant (TAG); or the award amount is \$250,000 or less; or the total dollar amount of all of the recipient's financial assistance agreements from EPA in the current Federal fiscal year is \$250,000 or less. Therefore, the recipient of this assistance agreement is exempt from the fair share objective requirements of 40 CFR, Part 33, Subpart D, and is not required to negotiate fair share objectives/goals for the utilization of MBE/WBEs in its procurements.

2. For Recipients Accepting Goals

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements as described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

Accepting the Fair Share Objectives/Goals of Another Recipient

The dollar amount of this assistance agreement, or the total dollar amount of all of the recipient's financial assistance agreements in the current federal fiscal year from EPA is \$250,000, or more. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA. The Region 10 fair share objectives/goals can be found: http://www.epa.gov/osbp/pdfs/r10_fair_share_goals.pdf.

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market.

Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404

The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is **not** accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

3. For Recipients with Established Goals

The recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

Current Fair Share Objective/Goal

The dollar amount of this assistance agreement or the total dollar amount of all of the recipient's financial assistance agreements in the current federal fiscal year from EPA is \$250,000, or more. The Region 10 fair share objectives/goals can be found: http://www.epa.gov/osbp/pdfs/r10_fair_share_goals.pdf.

Negotiating Fair Share Objectives/Goals

In accordance with 40 CFR, Part 33, Subpart D, established goals/objectives remain in effect for three fiscal years unless there are significant changes to the data supporting the fair share objectives. The recipient is required to follow requirements as outlined in 40 CFR Part 33, Subpart D when renegotiating the fair share objectives/goals.

4. For DWSRF, CWSRF and BROWNFIELDS RLF Recipients ONLY

Objective/Goals of Loan Recipients

As a recipient of an EPA financial assistance agreement to capitalize revolving loan funds, the recipient agrees to either apply its own fair share objectives negotiated with EPA to identified loans using a substantially similar relevant geographic market, or negotiate separate fair share objectives with its identified loan recipients. These separate objectives/goals must be based on demonstrable evidence of the availability of MBEs and WBEs in accordance with 40 CFR, Part 33, Subpart D.

The recipient agrees that if procurements will occur over more than one year, the recipient may choose to apply the fair share objective in place either for the year in which the identified loan is awarded or for the year in which the procurement action occurs. The recipient must specify this choice in the financial assistance agreement, or incorporate it by reference therein.

R10 DBE Coordinator and Where to Send Report

Greg Luchey at (206) 553-2967 or email: Luchey.Greg@epa.gov. The coordinator can answer any MBE/WBE reporting questions you may have. MBE/WBE reports should be sent to the EPA Region 10, Grants and Interagency Agreements Unit, 1200 Sixth Avenue, Suite 900, OMP-173, Seattle, WA 98101 or FAX to (206) 553-4957.

Programmatic Conditions

EPA Brownfields Area-Wide Planning Program Cooperative Agreement Programmatic Terms and Conditions

I. GENERAL FEDERAL REQUIREMENTS

A. Federal Policy and Guidance

1. In implementing this agreement, the cooperative agreement recipient (CAR) shall ensure that work done with cooperative agreement funds complies with the requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k)(6).
2. The CAR shall ensure that Brownfields Area-Wide Planning (BF AWP) activities supported with cooperative agreement funding comply with all applicable federal and state laws and regulations.
3. The CAR may not use the BF AWP cooperative agreement funds to pay for any ineligible activities, as listed in these terms and conditions. Furthermore, the CAR is prohibited from using BF AWP cooperative agreement funds to pay for a response cost at a brownfields site for which the CAR is potentially liable under CERCLA §107. For requirements pertaining to any BF AWP activities that may be considered site-specific response actions under CERCLA, refer to the section on Site-Specific Work below.
4. Unless approved with the award of this cooperative agreement, the CAR must receive written EPA approval of a Final Workplan within 60 calendar days following the date of the award. The CAR must receive written EPA approval of the Workplan prior to expenditure of federal funds under this cooperative agreement. Unless the Agency Award official, or designee grants a waiver, no financial reimbursement may be made without an EPA approved Final Workplan. If the recipient fails to obtain EPA approval of the Final Workplan within 60 days of award, EPA may terminate this agreement under applicable Agency regulations.
5. The CAR must comply with federal cross-cutting requirements. These requirements include, but are not limited to, DBE requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR § 1910.120; the Uniform Relocation Act; the National Historic Preservation Act; the Endangered Species Act; any permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR § 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC §§ 327-333) the Anti Kickback Act (40 USC § 276c); and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

II. COOPERATIVE AGREEMENT REQUIREMENTS

A. Term of the Agreement

1. The term of this agreement is two years from the date of award, unless an extension is approved by EPA, per the CAR's request.
2. If after 12 months from the date of award, EPA determines that the CAR has not made sufficient progress in implementing its cooperative agreement, the CAR must implement a correction action plan that is approved by the EPA project officer (PO), or EPA may terminate this agreement. For purposes of the BF AWP cooperative agreements, the CAR demonstrates "sufficient progress" when the following have been met:
 - at least one community engagement activity that will help determine potential brownfields site reuse(s) is underway or completed,
 - at least one research activity (such as an economic/market or infrastructure analysis to inform brownfield site reuses) is underway or completed,
 - all key personnel are actively working on the project, and
 - at least 30% of funds have been obligated and drawn down for eligible activities as identified in the workplan.
3. ACRES reporting:

The CAR must use the Brownfields Program on-line reporting system, known as Assessment, Cleanup and Redevelopment Exchange System (ACRES), to associate to the BF AWP grant all relevant property records (such as site assessments and cleanups) that are already in ACRES.

 - Generally, the CAR will not create any new property records specifically for their BF AWP grant.
 - If the CAR is a current recipient of an EPA Brownfields assessment or cleanup grant for a property within the BF AWP project area, then the CAR must create property records in ACRES as required under their assessment or cleanup grant, and then associate the appropriate property record(s) to the BF AWP grant.
 - If the CAR is a past recipient of an EPA Brownfields assessment or cleanup grant for a property with the BF AWP project area, then the CAR must notify EPA of which property(ies) received the prior funding so that the appropriate property record(s) already in ACRES can be associated to the BF AWP grant.
 - If EPA provides a Targeted Brownfields Assessment within the BF AWP project area, the CAR will work with EPA to associate this TBA to the BF AWP grant.

The CAR must also track and report all leveraging information for the BF AWP project area. The CAR will ensure that any leveraging that is already otherwise associated to a particular property in ACRES is not double-counted (e.g., the same leveraging resource and amount should not be captured for both the BF AWP grant and the assessment or cleanup grant). The CAR must coordinate with their EPA PO to ensure the leveraging information is entered into ACRES.

The CAR must enter the data in ACRES no later than 30 days after the end of each reporting quarter. EPA provides ACRES training to CARs on a regular basis as detailed at www.epa.gov/acres.
4. The CAR shall properly document the completion of all BF AWP activities and milestones that are in the EPA approved work plan. Documenting completion must be done through the CAR's quarterly reporting and final report.

B. Substantial Involvement

1. The EPA will be substantially involved in overseeing and monitoring this cooperative agreement.
 - a. Substantial involvement by EPA generally includes programmatic and administrative activities such as monitoring, reviewing project phases, and approving substantive terms included in professional services contracts. Examples of substantial involvement may include:
 - close monitoring of the recipient's performance to verify results;
 - collaborating during performance of the scope of work;
 - review and approval of changes to the work plan and/or budget;

- review and approval of BF AWP project workplan phases, including the brownfields area-wide plan, for consistency with the EPA-approved grant workplan and cooperative agreement terms and conditions (review and approval also includes EPA approval of brownfield site(s) eligibility and/or liability per CERCLA §101(39), as needed based on project activities being funded through the cooperative agreement);
- regular project update conference calls with the recipient (monthly or more frequent project update calls suggested);
- CAR and EPA participation in conference calls with other BF AWP grantees, technical assistance providers, and participation in regional or national meetings;
- review of proposed procurements in accordance with 2 CFR Parts 200 and 1500, and approval of the substantive terms of contracts and subawards to ensure consistency with the scope of work (EPA will not select contractors or subawardees);
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on quarterly reports prepared under the cooperative agreement, per the terms and conditions;
- review and comment on financial and technical reports, monitoring all reporting, record-keeping, and other program requirements; and
- providing brownfields property-specific funding determinations as needed.
- At the Agency's discretion, the EPA may provide additional support outside of this grant to conduct brownfield assessments (such as targeted brownfields assessments) on eligible brownfield sites within the project area, or provide other relevant assistance to the project. If additional assistance is provided via EPA contract, the contractor team will be directed by and accountable to the EPA, but will provide technical assistance through consultation with the recipient. Any contract support provided by EPA will not duplicate or materially affect the project scope of work under the grant workplan. EPA may consider brownfield site eligibility and site liability prior to providing assistance.

Although EPA may review and comment on draft and final reports, the CAR will make the final decision on the content of the reports.

- b. Substantial involvement may also include facilitating the coordination and interaction between the CAR and other EPA programs or other federal agencies in the BF AWP project.
 - As appropriate, the EPA may facilitate initial coordination between BF AWP grant recipients and other federal agencies or EPA programs. Such coordination will serve to provide additional information to the CAR and support their efforts to develop a brownfields area-wide plan and implementation strategy.
 - Although the EPA may provide factual information regarding its BF AWP Program to potential funders, the Agency may not provide support letters to proposals, or applicants who seek assistance from other federal agencies, EPA programs, states, tribes, regional organizations, and local governments for additional planning or implementation resources. The Agency may not endorse proposals, applicants or recipients.
- c. EPA may waive any of the provisions in these substantial involvement terms and conditions, with the exception of providing brownfields property-specific funding determinations as needed. EPA will provide waivers of any substantial involvement terms and conditions in writing.

2. Effect of EPA's substantial involvement includes:

- a. EPA's review of any project phase, document, or cost incurred under this cooperative agreement, will not have any effect upon CERCLA §128 *Eligible Response Site* determinations or rights, authorities, and actions under CERCLA or any Federal statute.

- b. The CAR remains responsible for ensuring that BF AWP activities funded under this cooperative agreement comply with all applicable Federal and State laws.
- c. The CAR and its subawardees remain responsible for incurring costs that are allowable under 2 CFR Parts 200 and 1500.

C. Cooperative Agreement Recipient Roles and Responsibilities

1. The CAR is responsible for ensuring that contractors and subaward recipients comply with the terms of their agreements with the CAR, and that agreements between the CAR and subaward recipients and contractors comply with the terms and conditions of this agreement.
2. Subawards are defined at 2 CFR 200.92. The CAR may not make a subaward to for-profit organizations. The CAR must obtain commercial services and products necessary to carry out this agreement under competitive procurement procedures as described in 2 CFR 200.317 through 200.326. In addition, EPA policy encourages awarding subawards competitively, and the CAR should consider awarding subawards through competition.
3. The CAR agrees to clearly reference EPA investments in the project during all phases of community outreach, as outlined in the approved workplan. If any documents, fact sheets, and/or web materials are developed as part of this cooperative agreement, they shall include the following statement: "This project has been funded, wholly or in part, by EPA. The contents of this document do not necessarily reflect the views and policies of the EPA."

D. Eligible Uses of the Funds for the Cooperative Agreement Recipient

To the extent identified in the approved work plan, cooperative agreement funds may be used for eligible programmatic expenses to support research/technical assistance and community involvement in BF AWP activities, and to perform BF AWP activities that inform the assessment, cleanup and reuse of brownfields such as those listed in Sections I.A. and I.B of the Request for Proposals, "FY2015 BROWNFIELDS AREA-WIDE PLANNING GRANT, " EPA-OSWER-OBLR-14-06, July 2014 (available online at <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-14-06.pdf>).

E. Ineligible Uses of the Funds for the Cooperative Agreement Recipient

1. Cooperative agreement funds shall not be used by the CAR or subrecipient for any of the following activities:
 - a. Conducting site assessments, site cleanups, response activities often associated with cleanups such as demolition or groundwater extraction, or brownfields area-wide plan implementation;
 - b. Marketing brownfields properties for redevelopment;
 - c. Any of the following if unrelated to identifying and advancing brownfields cleanup and reuse in the BF AWP project area: general community visioning, zoning updates, smart growth/sustainable development guidelines, design guidelines, area master planning, green infrastructure, infrastructure service delivery, and city-wide or comprehensive planning/plan updates. (Note: for these types of activities to be an eligible use of grant funds, there must be a clear nexus between the activity and how it will help further brownfields cleanup and reuse. This nexus must be clearly described in the grant workplan for the project);
 - d. Survey design, distribution or collection;
 - e. Business development planning, relocation planning for businesses;
 - f. Construction and land acquisition;
 - g. Unallowable costs (e.g., lobbying and fund raising) under 2 CFR Parts 200 and 1500;
 - h. Matching any other federal funds unless there is specific statutory authority for the match. CERCLA does not provide this authority;
 - i. Proposal preparation costs;
 - j. Projects or tasks that duplicate grants awarded under other EPA Brownfields grant programs described in CFDA Nos. 66.818, "Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants" and

66.815, “Environmental Workforce Development and Job Training Grant” or other federally-funded environmental training, research, or technical assistance programs in their target community or communities. Projects may, however, complement community-wide activities EPA funds under CERCLA § 104(k)(2) assessment grants;

- k. Projects related to exploring, testing and implementing smart growth policies and applications (if unrelated to brownfields), and projects the EPA funds under CFDA No. 66.611, “Environmental Policy and Innovation Grants” or through EPA Sustainable Communities technical assistance under other announcements;
- l. Penalties or fines;
- m. Federal cost-share requirement (for example, a cost share required by other federal funds);
- n. A response cost at a brownfield site for which the recipient of the grant is potentially liable under CERCLA § 107; or
- o. A cost of compliance with any federal law, excluding the cost of compliance with laws applicable to assessment or cleanup planning.

2. Additionally, under CERCLA § 104(k)(4)(B), administrative costs are prohibited costs under this agreement. Prohibited administrative costs include all indirect costs under 2 CFR Parts 200 and 1500.

- a. Ineligible administrative costs include costs incurred in the form of salaries, benefits, contractual costs, supplies, and data processing charges, incurred to comply with most provisions of the *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR 200*. Direct costs for grant administration, with the exception of costs specifically identified as eligible programmatic costs, are ineligible even if the CAR is required to carry out the activity under the grant agreement. Costs incurred to report quarterly performance to EPA under the grant are eligible.
- b. Ineligible grant administration costs include direct costs for:
 - Preparation of applications for brownfields grants;
 - Record retention required under 2 CFR 1500.6;
 - Record-keeping associated with equipment purchases required under 2 CFR 200.313;
 - Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR 200.308 and 2 CFR 1500.8, as appropriate;
 - Maintaining and operating financial management systems required under 2 CFR 200.302;
 - Preparing payment requests and handling payments under 2 CFR 200.305;
 - Non-federal audits required under 2 CFR 200 Subpart F; and
 - Close out under 2 CFR 200.343.
- c. The prohibition does not apply to direct costs for developing a brownfield site(s) area-wide plan and implementation strategy to inform site assessment, cleanup, and subsequent reuse. For example, costs for program management salaries (to the extent that such costs are included in the scope of work for the BF AWP grant), materials and supplies for public meetings, necessary travel and transportation expenses are programmatic, not administrative.

F. Activities Considered “Site-Specific Work” under CERCLA Require EPA Pre-Approval

- 1. In general, developing an area-wide plan and implementation strategy for the reuse of catalyst, high priority and other brownfield sites(s), is not considered site-specific work under CERCLA.

If the CAR intends to conduct any site-specific work at brownfield sites under this grant, they should be aware that this work is subject to the additional requirements or restrictions set forth in this section.

Subject to prior approval by EPA, a CAR may conduct limited research or technical assistance activities for site-specific assessment or cleanup planning at one or more

brownfields sites within the BF AWP project area. Such activities, if necessary for the project, should constitute a limited portion of the BF AWP project and budget. For example, site-specific assessment and cleanup planning activities that are necessary to help determine feasibility of site cleanup or reuse option(s) may be done if they support the recipient's decision-making and better inform the implementation strategies that are part of the brownfields area-wide plan.

For the purposes of the BF AWP grant, relevant site-specific work activities include brownfield site assessment planning and cleanup planning. Other site-specific work, including but not limited to Phase I or II site assessment and site cleanup, are not eligible activities under this cooperative agreement.

The CAR must contact their EPA grant project officer to initiate and complete the additional approval process required by EPA in order to determine whether the recipient will be able to conduct site-specific assessment or cleanup planning activities. This must be done prior to the CAR incurring any site-specific costs under this cooperative agreement. EPA approval for site-specific assessment or cleanup planning will be based on site eligibility and liability provisions under CERCLA (§ 101(39) and § 107). A recipient who is liable for contamination at a specific brownfields site is prohibited from conducting assessment or cleanup planning at that site using EPA grant funds under the BF AWP Program.

2. The following requirements will apply to all activities that may be considered site-specific work:
 - a. Site-specific planning for conducting a brownfields site assessment (e.g., Phase I or Phase II, etc.) or site-specific cleanup planning at a brownfields site requires EPA approval. A CAR who wishes to conduct research, or provide technical assistance for site-specific assessment or cleanup planning at one or more brownfields sites within the BF AWP project area must receive prior approval from the EPA for those activities. The information that must be provided to EPA includes whether or not the site meets the definition of a brownfield site as defined in CERCLA § 101(39)(A), whether the CAR is a potentially responsible party under CERCLA § 107, and/or defenses to liability.
 - b. Recipients must contact their EPA grant PO to initiate and complete the EPA approval process prior to conducting site-specific work. EPA approval for site-specific work will be based on the site eligibility provisions under CERCLA § 101(39), and the prohibition on use of funds under CERCLA § 104(k)(4)(B)(i)(IV). A CAR who is potentially liable for contamination at a specific brownfields site is prohibited from using EPA grant funds under the BF AWP program for response costs at the site.
 - c. Cooperative agreement funds may not be used to perform site-specific work at any of the following properties:
 - Facilities listed, or proposed for listing, on the National Priorities List (NPL);
 - Facilities subject to unilateral administrative orders, court orders, administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;
 - Facilities that are subject to the jurisdiction, custody or control of the United States government except for land held in trust by the United States government for an Indian tribe; or
 - A site excluded from the definition of a brownfields site for which EPA has not made a property-specific funding determination.

Note: If the site is excluded from the general definition of a brownfield in CERCLA § 101(39)(A), but is eligible for a property-specific funding determination under CERCLA § 101(39)(C), then the CAR may request a property-specific funding determination. In their request, the CAR must provide information sufficient for EPA to make a property-specific funding

determination, including how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for site-specific work at brownfield sites that require a property-specific funding determination by EPA until the EPA PO has advised the recipient that the Agency has determined that the site is eligible.

- d. For any petroleum contaminated brownfield site at which the CAR anticipates engaging in site-specific work, the CAR shall contact the EPA PO and provide sufficient documentation to the EPA prior to incurring costs under this cooperative agreement.
- 1) This includes documenting that:
 - a State has determined that the petroleum site is of relatively low risk, as compared to other petroleum-only sites in the State;
 - the State determines there is “no viable responsible party” for the site;
 - the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and
 - the site is not subject to any order issued under section 9003(h) of the Solid Waste Disposal Act. This documentation must be prepared by the CAR or the State following contact and discussion with the appropriate petroleum program official.
 - 2) Documentation must include
 - the identity of the State program official contacted;
 - the State official’s telephone number;
 - the date of the contact; and
 - summary of the discussion relating to the state’s determination that the site is of relatively low risk, that there is no viable responsible party and that the person assessing or investigating the site is not potentially liable for cleaning up the site. Other documentation provided by a State to the CAR relevant to any of the determinations by the State must also be provided to the EPA Project Officer.
 - 3) If the State chooses not to make the determinations described above, the CAR must contact the EPA PO and provide the information necessary for EPA to make the requisite determinations.
 - 4) EPA must also make all determinations on the eligibility of petroleum contaminated brownfield sites located on Indian tribal lands. Prior to incurring costs for these sites, the CAR must contact the EPA PO and provide the information necessary for EPA to make such determinations.
- e. The CAR cannot use cooperative agreement funds to pay for a response cost at a site for which the recipient is potentially liable under CERCLA § 107. If the CAR is not potentially liable based on its status as either a Bona Fide Prospective Purchaser (BFPP), Contiguous Property Owner (CPO), or Innocent Land Owner (ILO), the CAR must meet certain ongoing obligations in order to maintain its status. If the CAR fails to meet these obligations, EPA may disallow the costs incurred under this cooperative agreement for any site-specific response activity, as per under CERCLA § 104(k)(7)(C). In general, these continuing obligations include:
- 1) complying with any land use restrictions established or relied on in connection with the response action at the vessel or facility and not impeding the

- effectiveness or integrity of institutional controls;
- 2) taking reasonable steps with respect to hazardous substance releases;
- 3) providing full cooperation, assistance, and access to persons that are authorized to conduct response actions or natural resource restoration; and
- 4) complying with information requests and administrative subpoenas and providing all legally required notices (applies to the criteria for bona fide prospective purchasers and contiguous property owners).

The CAR should refer directly to CERCLA for full description/specific requirements for each of the liability limitations for BFPP, CPO, and ILO; the relevant provisions for these obligations include §§101(35), 101(40), 107(b), 107(q) and 107(r). The CAR should also refer to EPA's Common Elements Guidance at

<http://www2.epa.gov/enforcement/interim-guidance-common-elements-landowner-criteria-qualify-bfpp-cpo-or-ilo-superfund> .

G. Quarterly Progress Reports

1. In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 *monitoring and reporting program performance*), the CAR agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures and financial status for each workplan task, along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

Quarterly progress reports must clearly differentiate which activities were completed with EPA funds provided under the BF AWP grant, versus any other funding source used to help accomplish grant activities.

In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments to the anticipated outputs/outcomes specified in the cooperative agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The CAR agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the cooperative agreement work plan.

2. Each quarterly report will also include information on the following:
 - summary of successes/challenges over the past quarter;
 - assistance needed from EPA;
 - narrative update on each workplan task, including:
 - o all community involvement activities held during the reporting period and those expected in the next reporting period;
 - o initiation or completion of key project deliverables and milestones, as identified in this workplan (e.g., existing conditions report, market study, infrastructure analysis, project mapping, etc); and
 - o existing, planned or desired partnership and coordination activities with other entities (e.g., report on efforts to coordinate this project with community-based organizations, local, regional, state, tribal or federal agencies, foundations, etc., and briefly explain why these are relevant to this project).
 - ACRES reporting information:
 - o leveraged funds or resources that help to accomplish the BF AWP project and those leveraged funds/resources that will help implement improvements in the BF AWP project area; and
 - o associated brownfields assessment or cleanup properties within the project area that have already have an ACRES ID

EPA encourages the CAR to also include in their quarterly report any unique project approaches the CAR wishes to highlight, photos of project area/community events, and upcoming opportunities for EPA to participate in local events.

3. Completed workplan deliverables must be submitted to the EPA Project Officer. Completion of workplan deliverables must be documented in quarterly reports.

H. Final Technical Cooperative Agreement Report with Environmental Results

In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 *monitoring and reporting program performance*), the CAR agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report on the cooperative agreement and at least one reproducible copy suitable for printing. The final technical report shall document project activities over the entire project period and shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The CAR agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the cooperative agreement workplan.

Example outline for Final Technical Report includes a summary of the following:

- Project Successes (1-2 paragraph narrative summary of overall project successes and/or site specific successes. Include photos or renderings)
- Project Challenges (1-2 paragraph narrative summary of overall project challenges and/or site specific challenges)
- Lessons Learned and Best Practices (e.g., new/unique/standard approaches that really made a difference for your project, materials/approaches developed that are transferable to other communities; opportunities for sharing information, etc.)
- Partnering and Leveraging: Identify significant partnering with other organizations, source and amount of leveraged resources, and any resources leveraged to continue the project after the expiration of the brownfields grant,
- Information reported in ACRES, including
 - o resources leveraged beyond the EPA grant during the project, including how they were used, and any resources leveraged to continue the project after the expiration of the brownfields grant, and
 - o associated brownfields assessment or cleanup properties within the BF AWP project area that have already have an ACRES ID
- Workplan Accomplishments: Provide a summary of accomplishments for each of the grant workplan tasks, and explain why any tasks were not completed (or not completed as anticipated). Include any supporting documents, deliverables or summaries not previously provided.
- Budget: Provide a budget table that compares total budgeted amounts and total amounts spent. Include an analysis and explanation of cost overruns or high unit costs. Identify whether any funds will be returned to EPA

I. Final Brownfields Area-Wide Plan with Implementation Strategies and Next Steps

1. At the end of the cooperative agreement, the CAR must submit to EPA a final brownfields area-wide plan, complete with a thorough plan implementation strategy. An electronic file containing the brownfields area-wide plan and implementation strategy must be provided to EPA. A printed copy in addition to the electronic copy will also be accepted by EPA.
2. The final brownfields area-wide plan and implementation strategy will tie together the BF AWP activities and deliverables included in this workplan, and will describe the CAR's process.
It must include at minimum:
 - priorities for brownfields site reuse as identified by the community and through an analysis of area and site existing conditions;
 - proposed brownfield site reuses for the catalyst, high priority brownfield sites identified in the workplan; and
 - what next steps/actions are needed near-term versus long-term. For example:
 - o what brownfields site assessment/cleanup will be needed (if known)
 - o what site improvements and other improvements to the area are needed
 - o who is going to lead each effort (partners involved or needed)
 - o amount and sources of funding/investment in area needed
3. If the CAR posts on-line the final brownfields area-wide plan and implementation

strategies, the CAR must provide EPA with the appropriate weblink, in addition to the electronic file. EPA intends to publicly share the weblink by posting it alongside those of other BF AWP projects.

III. ENVIRONMENTAL REQUIREMENTS

A. Quality Assurance (QA) Requirements

If required by the EPA Regional quality assurance program, acceptable Quality Assurance Project Plan (QAPP) documentation must be submitted to the EPA Project Officer before the recipient can begin any activity that uses existing environmental data for brownfields area-wide plan and implementation strategy development. The grantee must consult with the EPA project officer to determine whether a QAPP will be required, based on the tasks and activities in the grantee's workplan. If required, a QAPP which meets the approval of EPA Region must be prepared by the grantee XX days before the start of the activities that will use environmental data. No work involving the compilation of data from literature, existing reports, studies or electronic media, or environmental modeling, shall be initiated under this project until the EPA Project Officer, in concert with the EPA regional quality assurance program, has determined whether a QAPP is necessary and if so, has approved the quality assurance documentation (see requirements at 2 CFR 1500.11). Additional information on these requirements can be found at the EPA Office of Grants and Debarment Web Site: <http://www.epa.gov/ogd/grants/assurance.htm>.

Generating environmental data is generally not anticipated under this cooperative agreement.

B. Collection of Post Grant Information

Under the Government Performance and Results Act, the EPA reports on the many benefits of Brownfields funding. One such measure provides information on additional resources leveraged as a result of the use of brownfields grant funds. These leveraged, non-EPA funds may include additional funding from state, tribal, and local governments, or private organizations. As many of these activities occur beyond the grant period, the EPA may contact the CAR well after the project period ends to collect this information.

C. Climate Change Considerations

As recipients develop the brownfields area-wide plan and implementation strategy, they must consider whether the proposed reuses for brownfield site(s) and other land in the project area are appropriate, given local changing climate conditions (e.g., sea level rise, site proximity to a flood plain, likelihood of increased major storm events, drought conditions, etc.). Recipients may additionally consider the degree to which the proposed reuses in the project area can be designed to reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed, reduce volume of materials taken to landfills, reduce stormwater run-off, improve air quality, and recycle and re-use materials generated during the cleanup and reuse process, to the maximum extent practicable.

To demonstrate compliance with this term and condition, the CAR is encouraged to use the *BF AWP GRANTEE CHECKLIST: How to Address Changing Climate Concerns in Your Brownfields Area-Wide Planning Project* found at http://www.epa.gov/brownfields/pdfs/EPA_OBLR_2014_AWP_GranTEE_Checklist_Layout_v5.pdf.

IV. PAYMENT AND CLOSEOUT

A. Payment Schedule

The CAR may request payment from EPA pursuant to 2 CFR 200.305.

1. FY13 Brownfields Area-Wide Planning Program: Cooperative Agreement Terms and Conditions


B. Schedule for Closeout

1. Closeout will be conducted in accordance with 2 CFR 200.343, as appropriate. EPA will close out the award when it determines that all applicable administrative actions and all required work of the grant have been completed.

2. The CAR, within 90 days after the expiration or termination of the cooperative agreement, must submit all financial, performance, and other reports required as a condition of the grant.
3. At the end of the cooperative agreement, the CAR must refund to the Federal agency any balance of unobligated (unencumbered) cash advanced on the cooperative agreement.

- END OF DOCUMENT -

COUNCIL ACTION SHEET

To:	Mayor and City Council	
From:	John Walsh, City Administrator	
Date:	August 5, 2015	
Subject:	LED Street Lighting conversion project Technical energy audit - Ameresco	

Background:

The City recently completed an RFQ to solicit proposals from qualified energy services companies to evaluate and manage the conversion of existing street lights to LED technology. We received three proposals two of which met all qualifications. The Evaluation committee consisting of Neal Sheppard, Sue Nelson and myself reviewed and scored the proposals to find Ameresco to be the most qualified firm based on the established evaluation criteria.

On August 8, staff met with Ameresco representatives to discuss the project details and steps towards completion. The next step will be to for the Council to recognize Ameresco as the City's selected energy services firm and authorize the technical energy audit. The attached proposal outlines the scope of work for these audit services which include creating an inventory of existing lighting facilities, analyze lighting needs and evaluate costs and energy savings. Upon conclusion of the audit the City will have the opportunity to review the findings and make decision regarding the lighting conversion project.

Recommendation:

Recognize Ameresco as the City's selected Energy Services Company and authorize the attached technical energy audit proposal related to converting the City of St. Helens street lights to LED technology.

Attachment:

Amereso Technical Energy Audit Proposal



5200 SW Macadam Avenue, Suite 500
Portland, OR 97239
P: 503.290.1290
F: 503.222.2852
ameresco.com

August 5, 2015

John Walsh
City Administrator
City of St. Helens
265 Strand Street
St. Helens, Oregon 97051

SUBJECT: Technical Energy Audit (TEA) and Project Development Plan (PDP) Fee Proposal for City of St. Helens

Dear Mr. Walsh:

Ameresco is pleased to submit this proposal for the audit phase of City of St. Helens Energy Efficiency Upgrades. Ameresco will provide engineering services for the City of St. Helens Energy Efficiency Upgrades in accordance with the following:

Engineering Services

A. Audit Phase Services will include:

Ameresco may undertake a Technical Energy Audit and Project Development Plan for the street lights in the City of St. Helens. The Energy Audit will pursue the cost effective Energy Conservation Measures (ECM's) identified in our preliminary assessment of the street lights. Upon completion of the Project Development Plan, Ameresco will present City of St. Helens with an Energy Services Proposal. The Energy Services Proposal will set forth at least the following:

1. A description of the Facility and a description of those buildings and systems which will receive ESCO Equipment and ESCO Services;
2. The Cost Effective ECM's to be installed or caused to be installed by the ESCO and a description of the ECM's analyzed but disqualified under the cost effectiveness criteria;
3. The services that the ESCO will perform on or in the Facility, including but not limited to engineering, construction management, the operations and maintenance procedures for use on ESCO Equipment, training for Facility personnel, providing warranty service, and equipment maintenance;
4. The Maximum Allowable Project Cost, itemized in detail;

5. Recommendations for replacement of Existing Equipment, along with recommendations for improvements to Existing Equipment and Operating Conditions;
6. The standards of lighting performance appropriate for the lighting systems;;
7. The Baseline Energy Consumption, including the data, methodology and variables used to compute the Baseline, and the Baseline calendar period which will not be less than (12) months;
8. The estimated Energy Savings and Energy Cost Savings that are expected to result from the installation of the ESCO Equipment and from the ESCO Service, and an explanation of the method used to make the estimate;
9. The method by which Energy Savings and Energy Cost Savings will be calculated during the term of the Energy Services Agreement;
10. A description of how the equipment will be financed or funded;
11. A description of how the Energy Cost Savings will be guaranteed by the ESCO;
12. A description of how the ESCO proposes to be compensated;
13. The term of the Energy Services Agreement;
14. The Termination Value for each year during the term of the Energy Services Agreement;
15. The schedule for project completion;
16. The nature and extent of work and equipment that the ESCO anticipates it will receive from other firms under sub-contract;

Conservation measures will include items that save energy, water or other resources (including various cost savings measures). The Energy Audit will provide detailed documentation of fieldwork for the audit, calculation input and output in support of the recommendations made in the Energy Services Proposal, economic and engineering assumptions, sketches, floor plans and any other information developed in the course of the Audit. It is understood that the cost effectiveness criteria for this project includes measures that pay for themselves through the use of utility cost savings, utility incentives, and owner's capital, using a fifteen year loan.

Cost Effectiveness Criteria

It is understood that the cost effectiveness criteria for this project include measures that pay for themselves through utility cost savings and utility incentives, using a fifteen year loan.

- If Ameresco is NOT able to develop a project that meets the above cost effectiveness criteria, the associated audit fee will be waived.
- If Ameresco develops a project that meets the cost effectiveness criteria, the client is responsible for the full amount of the audit; the audit fee can either be rolled into the construction contract or be paid in full by the client.

Fee for Engineering Services:

Energy Audit: \$6,900.00

It is understood by Ameresco that payment and terms are contingent upon the requirements set forth in the Energy Services Proposal.

It is understood by Ameresco that payment and terms are contingent upon the requirements set forth in the Energy Services Proposal.

Schedule for Engineering Services:

The Energy Audit will be completed on, or before November 15, 2015.

We, at Ameresco, Inc., appreciate the opportunity to provide these services to the City of St. Helens

Sincerely,
Ameresco, Inc.


Joe O'Donnell
Business Development

Accepted this ____ day of _____ 2015 by

Signature:

John Walsh
City Administrator
City of St. Helens

CC: Jon Ellis, City of St. Helens
Sue Nelson, City of St. Helens
Neal Sheppeard, City of St. Helens
Brian DuPont, Ameresco, Inc.
Trey Scavone, Ameresco, Inc.

Street Lights to be audited:

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

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RECEIVED

AUG 06 2015

OFFICE OF ST. HELENS
CITY RECORDER

August 5, 2015

St. Helens City Council
City Hall
265 Strand Street
St. Helens, OR 97051

Dear City Council:

In the recent past, the City Council has graciously forgiven the System Development Charges for the first two houses CCHFH has built at Sykes Road in St. Helens. Your support is a huge contribution to the goal of building affordable housing in St. Helens. We are preparing to start the third house in this development, adjacent to the first two homes. We are once again requesting forgiveness for the system development charges for the third and final home located at 2691 Sykes Road.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Boyd D. Ruby".

Boyd Ruby
President
Columbia County Habitat for Humanity



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 12, 2015

Planning Department Report attached.

Business License Reports attached.

Suggestion Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 7.30.2015

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

The deadline to appeal the S. St. Helens LLC v. City of St. Helens case to the Oregon Supreme Court was July 15th. As of the date of this report, I'm not aware of any further appeal.

Visited Spring Meadows assisted living facility to evaluate a couple trees to be removed within or in close proximity to wetlands. Under certain circumstances no permit is required to remove trees associated with wetlands.

Worked on some address issues with the Post Office and property owners for 500 N. Columbia River Hwy (Columbia Commons) and 36200 Pittsburg Road. To update their official records, USPS needs official documentation from the City.

DEVELOPMENT CODE ENFORCEMENT

The Building Official and I spoke with a property owner on S. 9th Street about a shed (accessory structure) just starting to be built. It appeared to be higher than could be allowed without permits. The owners seemed cooperative.

Worked with Code Enforcement officer Williams regarding a conex box in a residential neighborhood.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

July 14, 2015 meeting (outcome): Two public hearings were held. The Variance/Site Design Review at 31 Cowlitz was approved. The record for the Conditional Use Permit at 365 Columbia River Highway was left open for written testimony for 7 days. The applicant may respond to that for an additional 7 days. Deliberations will be continued to August.

The Commission also made a recommendation that the City install at least one on-street disabled person parking space by the Muckle Building. I spoke with Public Works Co-Director Neal Sheppard about this. There is an existing such space by the building now, but coincidentally, the City has received such concerns from other about this area, and the intent is to add a second disabled space by the Muckle Building.

August 11, 2015 meeting (upcoming): Deliberations from the July meeting public hearing noted above will take place. There will also be three new public hearings: 1) a Conditional Use Permit (CUP) for 1809 Columbia Blvd., 2) a CUP for 31 Cowlitz St., and 3) city initiated Development Code amendments.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updated this month. Also coordinated with our GIS consultant, Metro Planning, and staff to get our GIS up and running to our satisfaction after some hardware failures on Metro's end.

MAIN STREET PROGRAM

We conducted five Resource Assistance of Rural Environments (RARE) AmeriCorps participant interviews this month for the next Main Street Program related position. There were some very strong candidates, all of which are outside of Oregon. RARE does the final selection, partially based on our order of preference. We should know who the person will be by the end of July. RARE AmeriCorps members begin service in mid-September.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Wednesday, July 22, 2015 11:33 AM
To: Jacob Graichen
Subject: July Planning Department Report

Here are my additions for the July Planning Department Report.

1. Updated Waterfront Redevelopment Project Page with Open House Summary Materials
2. Met with MFA to scope and prepare for final Waterfront Advisory Committee Meeting (July 27)
3. Met with EcoNW to kick off the Port of St. Helens Intergovernmental Partnership Program (IPP) waterfront economic transportation study
4. Reviewed proofs and submitted 3rd round of Mainstreet Walk & Shop Maps for printing
5. Prepared for Street Vacation Council PH (utilities referral, research & staff report preparation)
6. Gathered remaining application materials from applicants for CLG Historic Preservation Grant Program
7. Researched and began the HEAL Cities Grant Application (Deadline: August 14)
8. Gathered information for the 2015 PSU Housing Unit & Population Questionnaire for Cities (Deadline: August 17)
9. Sat in on five RARE AmeriCorps interviews for the 2015/16 Mainstreet Coordinator position
10. Compiled additional quotes within our budget for McCormick Park Bridge Project. Received DSL concurrence with our wetlands/OHWM study.

There were also several large notice mailings this month because of two CUPs and a zoning district text amendment, totaling 3 public hearings (plus continued deliberations for an additional CUP) scheduled for the August PC meeting.

Jennifer Dimsho

Assistant Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: July 6, 2015

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

Signature: [Signature]
Date: 7/6/15

RESIDENT BUSINESS – NEW 2015

- | | | |
|--------------------------|---|---------------------------------|
| <input type="checkbox"/> | Clarissa Marsh
231 S 1 st Street | Resale |
| <input type="checkbox"/> | Glenda Edwards
231 S 1 st Street | Handcrafted Items, New & Used |
| <input type="checkbox"/> | KS Upholstery LLC
1771 Columbia Blvd | Upholstery |
| <input type="checkbox"/> | Mischka Preheim
215 S 1 st Street | Selling Secondhand |
| <input type="checkbox"/> | Remedy Alley LLC
36200 Pittsburg Road, Suite G | Reiki and Energy Healing Center |

NON-RESIDENT BUSINESS - 2015

- | | | |
|--------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> | D.A. Bentley Construction, LLC | Commercial General Contractor |
| <input type="checkbox"/> | Eagle Electric LLC | Electrical Contracting |
| <input type="checkbox"/> | FieldTurf USA Inc. | Sports Surfacing |
| <input type="checkbox"/> | Five Star Plumbers Inc. | Plumbing |
| <input type="checkbox"/> | K Restoration LLC | Contractor |
| <input type="checkbox"/> | Konell Construction & Demolition Corp | Construction/Demolition/Site Work |
| <input type="checkbox"/> | Moore Excavation Inc (dba Iron Horse) | Pipeline Services |
| <input type="checkbox"/> | Philco | Contractor |

MISCELLANEOUS - 2015

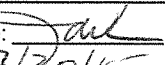
- | | | |
|--------------------------|-----------------------------------|-----------------------------|
| <input type="checkbox"/> | Artifacts, A Tinker's Marketplace | Change of address/name |
| <input type="checkbox"/> | Our Sister Company | Change of address |
| <input type="checkbox"/> | Burri Construction Inc. | 7-Day License, Construction |

*Denotes In-Home Business

BUSINESS LICENSE REPORT

City Department Approval: July 20, 2015

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

Signature: 
Date: 7/20/15

RESIDENT BUSINESS – RENEWAL 2015

- | | | |
|--------------------------|------------------------|---------------------|
| <input type="checkbox"/> | One Page from the Past | Resale-Collectibles |
|--------------------------|------------------------|---------------------|

RESIDENT BUSINESS – NEW 2015

- | | | |
|--------------------------|--|--------------------------------------|
| <input type="checkbox"/> | Berry Bright Preschool
560 Columbia Blvd | School |
| <input type="checkbox"/> | Deborah Houben
560 Columbia Blvd | Teacher |
| <input type="checkbox"/> | The Digital Guru
1271 Columbia Blvd | Computer Repair |
| <input type="checkbox"/> | Explore and Discover Learning
560 Columbia Blvd | Small Classes and Tutoring |
| <input type="checkbox"/> | Holzschuppen Galerie
295 S 1 st Street | Art Gallery/Studio/2ndhand/Found Art |
| <input type="checkbox"/> | Jennifer Hyland
231 S 1 st Street | Secondhand Selling of Product |
| <input type="checkbox"/> | Lynda Craft
560 Columbia Blvd | Teacher – Berry Bright Preschool |
| <input type="checkbox"/> | Susan Strong
215 S 1 st Street | Resale |
| <input type="checkbox"/> | TOBB Communications
1271 Columbia Blvd | Phone Wholesale |
| <input type="checkbox"/> | West One
1271 Columbia Blvd | Telephone, Cellphone & Internet |

NON-RESIDENT BUSINESS - 2015

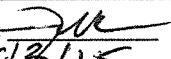
- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Advanced American Construction Inc. | Construction |
| <input type="checkbox"/> | Boyd D. Ruby | Building Contractor |
| <input type="checkbox"/> | Duke's Root Control Inc. | Sewer Line Chemical Root Control Service |
| <input type="checkbox"/> | Ison Transportation Inc. | Marine Towing |
| <input type="checkbox"/> | Kodiak Electric of WA Inc. | Electrical Contractor |
| <input type="checkbox"/> | Rite-Way Heating & A/C Inc. | HVAC Systems |
| <input type="checkbox"/> | Tenacity Vision Builders | Health & Wellness |
| <input type="checkbox"/> | Terracalc Land Surveying Inc. | Land Surveying |

*Denotes In-Home Business

BUSINESS LICENSE REPORT

City Department Approval: August 3, 2015

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

Signature: 
Date: 8/3/15

RESIDENT BUSINESS – NEW 2015

- | | | |
|--------------------------|--|---------------------------------|
| <input type="checkbox"/> | Coffee House Holdings Inc. dba Starbucks
2298 Gable Road, Suite 130 (CHANGE OF OWNERSHIP) | Retail Café Serving Wine & Beer |
| <input type="checkbox"/> | I am Loved "Jewels for Jesus"
215 S. 1 st Street | Jewelry & Secondhand Items |
| <input type="checkbox"/> | The Smuggle Chest
253 S. 1 st Street | Resale & Consignment |

NON-RESIDENT BUSINESS - 2015

- | | | |
|--------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> | All Around Pet Sitting | Pet Sitting |
| <input type="checkbox"/> | Allegiance Corporation | Concrete Construction |
| <input type="checkbox"/> | Brent Woodward Inc. | Drilling Pole Holes for CRPUD |
| <input type="checkbox"/> | Gelco Construction Co. | Construction Contractor |
| <input type="checkbox"/> | Lindquist Glass | Glass & Glazing |
| <input type="checkbox"/> | Louie Family Enterprises LLC | General Contractor |
| <input type="checkbox"/> | North American Roofing Services | Commercial Roofing Contractor |
| <input type="checkbox"/> | RTR Enterprises Inc. | Contractor |

Suggestion Boxes

City Hall – 1st Floor Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
6/17/15	Please keep street open all around City Hall during business hours.	Allow vendors to set up at 5 p.m. and not before.	Yes	David Sass 503-396-1007	Great	8/12/15	John Walsh		

City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
6/17/15	Excellent job done by Julie Metz.	None	No	None	Great	8/12/15	N/A	N/A	7/14/15
8/3/15	I arrived at 10 a.m. to what I thought would be a painless transaction to pay my traffic ticket and leave. I arrived with my 10 month old son, not knowing babies were not permitted in traffic court. As I entered the main door, I was greeted by the clerk, who had a rude and disrespectful attitude towards me about my son being with me. Once again, no notification or sign stating children were not allowed. I was simply hoping for a quick easy transaction. Why I was disrespected, I don't know. The clerk had no remorse and chatted on her cell phone. This to me is not where I want my tax dollars going. I felt extremely disrespected	Hire someone else/training.	Yes	Sarah Chambers	N/A	8/12/15	Jon Ellis		

Suggestion Boxes

	and treated like dirt. It's sad my dad is a state trooper and serves you disrespectful people.								
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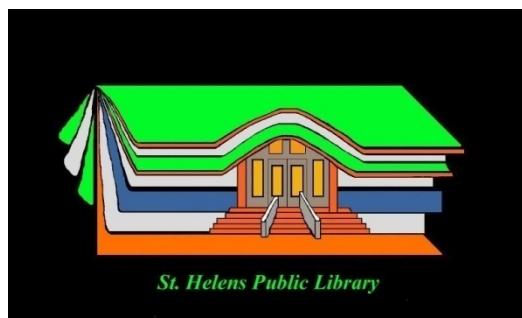
City Hall – 2nd Floor Lobby/ Council Chambers Lobby/ Water Department Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

City Hall – Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
7/28/15	The kids playing games on the computers are rude and seem to think they own the place and are loud.	Keep them quiet and time limit!	No	None	OK	8/12/15	Margaret		
8/5/15	Thank you for talking me through the printing process! Brenda was extremely helpful.	N/A	No	None	None	8/12/15	Margaret		



August 5, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

LSTA Grant Completion: The third and final year of the LSTA grant's programs and associated spending were completed on June 30. All related reporting was completed in July. During the three years, a total of 326 families without tax-supported library service took advantage of this opportunity. Non-resident families who were issued library cards during the third year will continue to enjoy free library privileges until their cards expire. The grant provided over \$174,000 in funds that:

- Enabled the position of Youth Librarian to be full-time and added hours to the Library Assistants' schedules
- Completely refreshed the children and youth collections with new and updated materials – books, magazines, audio books, DVDs and a greatly expanded collection of teen graphic novels
- Funded the purchase of games and video game systems for the creation of Teen Game Nights
- Provided enhanced programs and services such as babysitting classes, Cultural Passes and Freegal Music Service

The approval of this grant came at a critical time for our Library. When shrinking budgets could have severely challenged our ability to provide services, we actually were able to sustain smaller reductions in staffing and add new services to attract new patrons.

Indoor Camping @ the Library: Fifty-one children, teens and parents came to camp at the Library on Tuesday, August 4. They pitched their tents, rolled out their sleeping bags, had snacks and read by "campfire" till 9:00pm.


Youth Summer Reading Party: The Library hosts an annual end of summer party for all families who participated in the Summer Reading Program. Join us for a prize raffle, food, and carnival/yard games. **Saturday, August 8, 11:00am – 12:30pm, Courtyard**

An Evening of Epic Sailing Adventures - A family of 4 travels for 10 months and 5,000 miles on a 50-year old sailboat. Adventures abound!!! Come hear the Lee family share about their epic journey--the storms, the difficulties, the joys, and the discoveries. Bryan and Bethany and their daughters, Hannah and Meira will bring pictures and stories and may even inspire you to keep pursuing your own adventures.
Tuesday, August 11, 7:00pm, Auditorium

Calendar

8/5	Family Storytime, 11:15am
8/5	Teen Game Night, 4-5:30pm, Auditorium
8/8	Ukulele Class, Beginners @ 10:00am, Continuing Players @11:00am
8/8	Youth Summer Reading Party, 11:00am, Courtyard
8/8	St. Helens Writers' Guild, 12-2:00pm, Armstrong Room
8/11	Upper Elementary and Teen Book Club, Armstrong Room
8/11	Sailing Adventures, 7:00pm, Auditorium
8/12	Family Storytime, 11:15am
8/12	Teen Advisory Board, 3:30pm, Auditorium
8/12	Teen Game Night, 4-5:30pm, Auditorium
8/15	Ukulele Class, Beginners @ 10:00am, Continuing Players @11:00am
8/18	Library Board Meeting, 7:15pm, Auditorium
8/22	Ukulele Class, Beginners @ 10:00am, Continuing Players @11:00am
8/26	Friends of the St. Helens Public Library Meeting, 5:30pm, Armstrong Room
8/29	Ukulele Class, Beginners @ 10:00am, Continuing Players @11:00am

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	5 August 2015	
Subject:	July Status Summary	

Engineering

1. Completed paving project on St. Helens Street and started work on Eisenschmidt Lane.
2. Continued pipe ramming project for the Godfrey Park Storm Improvement project.
3. Worked closely with engineer for Lift Station #7 upgrade on design report.
4. Contracted to have repairs at Sand Island docks completed.
5. See complete report.

Parks

1. Transported fireworks and crew to and from Sand Island for 4th of July display.
2. Completed new sprinkler system installation and improvements to Grey Cliffs Park.
3. Painted bleachers at all the ball fields; storage sheds; concession stand; restrooms.
4. Set up and removed tables and bleachers at Columbia View Park for July 4th activities.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 223 standard water meters with new radio read meters; installed 2 new rr meters.
2. Replaced watermain at N. 19th and St. Helens Streets.
3. Responded to nine after hours call-outs.
4. Responded and investigated when home builder broke and blocked City sewer main.
5. Performed service or maintenance for 24 various vehicles and 11 pieces of equipment.
6. See complete report.

Water Filtration Facility

1. Produced 59.1 million gallons of filtered drinking water, an average of 1.97 million gallons/day.
2. Electrical room cooling system developed freezing issue; arranged for service.
3. Continuing to fine tune HIM programming for new control system.
4. See complete report.

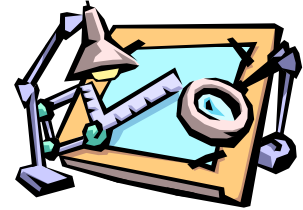
Waste Water Treatment Plant

1. Working with engineer to design and size new pumps for Lift Station No. 7 on OPR.
2. Completed report not available.



Engineering Department Status Report

3 August 2015



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

Status is the same – grading work is taking place, but no work on the utilities has been done.

Sykes Road Development

The revised plans were resubmitted and reviewed. They are ready to be approved and waiting for the Developer to indicate when he is ready to move forward with the improvements which include new public water, sanitary sewer, storm drain, and sidewalk.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

The complicated process of new storm pipe installation by the method of pipe ramming has been underway during the month of July. To date, 160 feet of 66-inch diameter steel storm pipe has been installed.

2015 South Trunk Sanitary Sewer Cleaning & CCTV Project

Inspection and mainline cleaning work on the southeast area of the residential area of the city, mainly between S. 9th and S. 18th Streets, south of Plymouth Street, is scheduled to begin on August 6. Work is expected to continue through the end of September.

Sanitary Lift Station No. 7 Upgrade Project

DEQ has reviewed the preliminary design report and a pump selection has been made. Final design of the wet well and control modifications is underway and work is still anticipated to take place in the late fall.

South 6th Street Storm Drain Extension

The Public Works crew continues work intermittently as time allows on this project to install new storm drainage on S. 6th Street between Tualatin and Plymouth Streets. Engineering is providing assistance with grade and alignment for the project.

S. 4th and Park Way Storm Extension

Design is 60% complete for a short storm drain extension to collect and direct storm runoff from a low area near S. 4th & Park Way to the existing storm main on S. 4th Street. Once the design is complete, quotes can be received to install the new pipe and catch basin.

WATER SYSTEM PROJECTS

Telemetry System Upgrade

The punchlist items have been addressed by the contractor and a final walk through of the project is scheduled for Thursday August 6.

2014 Watermain Replacement Project

Work is complete and a final walk through of the project is scheduled for....August 6.

STREET AND TRANSPORTATION PROJECTS

2014 St. Helens Street Overlay Project

Work has been completed on this project, including grinding and re-paving the travel lanes of St. Helens Street between the railroad tracks and 13th Street; fog sealing the parking lanes; re-striping; and installing all new thermoplastic legends. The thermoplastic is more durable and has a longer life than standard painted legends.

Eisenschmidt Lane Overlay and Sidewalk Project

The new concrete sidewalk has been installed, replacing the at-grade asphalt walkway. Once the concrete has cured adequately, the short roadway will be overlain with new asphalt.

Various Street Improvement Projects

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

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

Right of Way and Construction Permits

There were two Right-of-Way permits issued by the Engineering Department during the month of July; to move a house to a lot on Little Street and for Columbia River PUD to replace several poles and install new street lights in various locations.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

New quotes were received for the pre-purchase of the bridge structure and decking, not including installation. Staff is reviewing the new bids and options and anticipates having a recommendation for purchase at the next Council session.

Courthouse Docks Utility Improvements

Everybody's favorite project! It appears that everything is operational at this time. The contractor is moving forward to put the system into service. However, there are two programming glitches – one cannot be corrected, and one will continue to be looked into. The card reader kiosk was built with an option to provide a receipt and at the end of each transaction it will ask if the customer would like a receipt printed. However, the “marine” version does not come equipped with a printer. So, although it will always ask if it should print a receipt, it has no way to print anything. This cannot be re-programmed. The issue that will continue to be looked at is being able to add more time to the terminal and extend the stay. Right now, if a boater wishes to extend their stay and they pay the fee to stay additional days before the original time expires, the kiosk will gladly accept their money but will not add more time to the meter. To mitigate this in order to allow the system to be put into operation, signage and instructions will warn boaters to avoid paying for extra days until their original time has expired.

Sand Island Dock Repairs

Repairs of the most dangerous damage to the docks has been completed. The Contractor is preparing a report detailing the work needed to fix the bridges. Once this has been submitted, staff will review and recommend a plan of action.

Parks Department for July 2015

Daily duties were performed. Which include cleaning restrooms, garbage pickup, Island maintenance, general Parks maintenance mowing and weed eating all the Parks.

Place a barrier fence on the Island for the Fireworks
Transported the fireworks people and equipment to the Island
Picked up the fireworks people and equipment from the Island
Moved extra picnic tables to Columbia View Park
Moved some bleachers to Columbia View Park
Sprayed weeds in the Parks and Street rights-of-way
Watered Street trees twice a week
Transported the Work Source (MTC) crew daily to the Island
Installed sprinklers at Grey Cliffs Park
Seeded and fertilized new grass at Grey Cliffs Park
Transported pressure washers for the trash can Art project
Revived a flower bed in area #1 at McCormick Park
Repaired and painted picnic tables
Moved trash cans to and from 4th July events
Met with contractors about dock repairs on the Island
Moved the container from Public works to the parks shop
Painted storage shed at 7th Street end of 6th Street Park
Painted the bleachers at 6th Street Park
Painted the bleachers, concession stand and restrooms at Campbell
Painted benches at McCormick
Painted the storage shed at the softball fields @ McCormick
Pulled weeds at the Library flower beds
Removed and ground up stumps on Aubuchon
Chipped up tree for Public Works on S.6th
Transported deceased animals to the tree farm
Cleaned and organized the Parks maintenance building
Cleaned the gutters on the Parks building
Sprayed the gutters along St. Helens Street in prep for paving
Held the annual Parks picnic for all city employees
Transported new trash cans to the Island
Put up No Open Fire signs at the campground and the Island
Pressure washed the cracks on the Tennis courts at Campbell
Weeded the Police's flower bed
Sprayed weeds at the Police dept.
Cleaned off the tennis courts at Campbell
Planted shrubs at Public works
Painted restroom doors
Repaired a stall at Campbell restrooms
Put new chips under the swings at McCormick

Public Works Work Report July 2015

Water Dept:

Replaced 223 meters with radio reads
Installed 2 new radio reads
Installed sample station at S. 7th St. & Plymouth St.
Worked on waterline project at N. 19th St. & St. Helens St.
Capped old valve on N. 19th St.
Replaced shut-off valve on Mayfair Dr.
Potholed service line in 100 blk. of S. 7th St.
Replaced broken valve on Sherwood Dr.
Read heavy user meters
Replaced meter box on S. Vernonia Rd.
Replaced shut-off valve at 280 Allendale
Assisted sewer crew with sink hole on St. Helens St.
Replaced shut-off at 425 Sunset Blvd.
Replaced valve box broken by TFT at St. Helens St. & Milton Way
Took tickets on paving project
Replaced shut-off on Browns Pl.
Fixed leak on service on 100 Blk of N. 7th St.
Replaced shut-off valve on OPR
Uncovered partially paved-over valve box on St. Helens St.
Tapped and ran service on S. 2nd St waterline project

Sewer Dept:

Worked on N. 6th St. storm project
TVed various lines to check for blistering in new liners
Jetted main on S. 2nd St.
Plugged sewer at 1850 St. Helens St. – on owner's side
Wire located main at 208 S. 9th St
Fixed sink hole on St. Helens St.
Responded to 208 S. 9th when contractor broke stub-out on main

Call-Outs:

Traffic lights out from truck wrecking into power pole
ColumbiaView restroom – toilet won't quit running
Yard alarm at shop
Water off for leak on Mayfair Dr.
Yard alarm at shop – deer
Park shop alarm set off by summer worker
No water at 260 Macarthur – meter was replaced and not turned on
Dead deer on OPR
Leak at 58924 Timberline Ave.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 74 locates
Checked wells & reservoirs daily

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

July 1st
Brett Vacation from the 1st to the 3rd

July 6th
PW Checked equipment
Parks Sharpened saws

July 7th
PW #5 Pressure washed the excavator
PW Welded up a stamp for Mark
PW Loaded up the container for Thad and delivered it to the Parks for him

July 8th
PW #5 Full service and installed a new quick coupler and checked for hydraulic leaks

July 9th
PW Went to the tree farm and installed Fire danger signs on the cates also locked the gates
PW #20 Repaired the throttle linkage on the backhoe
Police S-8 Test drove the car and removed the brake pads

July 10th
PW Installed new hydraulic lines on the hammer
Police S-8 Full service and replaced the front rotors and brake pads test drove
PW Repaired the left rear light on the paint trailer

July 13th
WWTP Tested the battery at pump station 7 and replaced the battery
PW Repaired a tire
Police S-8 Tested the battery and charged
Shop Cleaned out the sand blaster and put in new sand also cleaned out the tire dunk tank

July 14th
Police S-4 Full service
Police S-18 Replaced the alternator and checked the wiring going to the alternator also charged the battery
PW #40 Full service

July 15th
Police S-18 Installed a new battery
PW #20 Installed a new battery
Police S-9 Full service

July 15th Cont.

Parks #54 Installed a new ground cable and cleaned the battery terminals

July 16th

PW Drilled holes and painted the posts on north 1st street

WWTP Installed two new front tires on the front of the Quad

July 17th

Office Computer work and filled paper work

PW Installed chain on the posts on North 1st street

Shop Cleaned the floor and the restroom

July 20th

Cleaned parts room

PW Checked on the equipment

Parks Checked equipment

July 21st

PW #29 Installed new tracks on the Inspection Camera and fabricated up a measuring device
To hook on the camera to measure belly's in pipes (this took most of the day)

July 22nd

PW #62 Full service

PW Installed signs at the tree farm

July 23rd

Police S-10 Topped off oil

Parks Worked on a mower set blade height

PW Measured parks truck to see if the oil coat tanks would fit in the back

July 24th

Keith Sick

Parks #54 Started the truck for summer help would not start for them

Parks Worked on the electric paint sprayer

July 27th

Parks Worked on an electric paint sprayer

PW #55 Repaired the wiring for the throttle control on the rear of the truck

Brett Doc app. 2hrs early

July 28th

Office Computer work

Parks #18 Found that the hydraulic valve on the loader had failed and the linkage is worn out
Ordered new parts

PW #55 Glued up the rear seal on the hopper

July 29th

Police S-6 Checked cooling system for a leak and found that the radiator had a hole in it so ordered a new one

Parks # 18 Ordered a new hydraulic valve

July 30th

Police S-6 Installed radiator

Brett Vacation day

July 31st

Brett Vacation day



City of St. Helens, Oregon
Public Works
Water Filtration Facility
Water Filtration
Facility Journal
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
July 2019
PH: (503) 397-1311 FAX: (503) 397-3351



Water Production: 59.1 million gallons/1.97 million gallons per day

Week 1 Produced and sent June OHA reports to the State, still using the original data collecting program XLReporter because the new HMI program is not yet configured to collect and publish our information. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Received delivery of Caustic Soda, used for pH adjustment and corrosion control and Chlorine for disinfection of the drinking water. Performed the monthly change out of the reagents on the chlorine monitoring instruments. Sent BWR pump seals in to be rebuilt and be put back into stock. Ordered electrical supplies for WFF i.e. ballasts, photo eye, yard lights.

Week 2 Corresponding with the SCADA programming integrators in New York as we continue to resolve and fine tune our new and upgraded HMI, (Human to Machine Interface) program that controls and monitors the WFF process. Had a complete shutdown of the CIP DeviceNet system that required resetting the relays in the CIP cabinet. (When the CIP DeviceNet system fails, the entire WFF filtration system shuts down.)

Week 3 Discovered that our air handling unit for the electrical room cooling system, has developed frozen cooling coils and is leaking water all over the mezzanine floor as the ice melts and the unit tries to continue working. Called Trane Oregon to request a service visit to make the needed adjustments to the system so we won't keep icing up. Continuing the compilation of improving and updating our WFF maintenance logbook spreadsheets. Guy flushed silt from rack 5 and Tim continued further in silt removal with hosing out BWR and Neut. tanks. Guy mowed grass around WFF. Having problems with our HMI, seems to be connectivity problems, calling upon Chris with Portland Engineering to come to our aid. Received notice from NorthPoint, our contract HMI integrator, that he is swamped with other projects, but he will work on our HMI when he finds time.

Week 4 Chris and I chunked away at the Ignition HMI program and found many little changes in the control settings that needed to be brought back to the correct addresses and pointers, finally got Ignition back up and running. Guy and Tim working on the hydraulics and gate closing settings to get the gate to properly seat into the holding shoe. Ordering replacement butterfly valves for rack influent, effluent and BWR control systems. Marc and Jimmy came by and stripped (painted parking lines) in the WFF parking lot, thank you fellas, looks great. Ordered the rebuild of 2 pump seals we have replaced on the BWR pumps, new seals cost double of the seals to be rebuilt.

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