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City of St. Helens COUNCIL AGENDA

Wednesday, June 15, 2016

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. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
4. **CONTINUED DELIBERATIONS – Approved FY2016-17 Budget**
5. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3207:** An Ordinance Establishing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer in the City of St. Helens
6. **RESOLUTIONS**
 - A. **Resolution No. 1747:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues
 - B. **Resolution No. 1748:** A Resolution Dedicating the 2016 Fourth of July Fireworks Display to Ed Lokken
 - C. **Resolution No. 1749:** A Resolution of the Common Council of the City of St. Helens, Oregon, Transferring Appropriations within Funds
 - D. **Resolution No. 1750:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2016
 - E. **Resolution No. 1751:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a City Employee Compensation Plan for Fiscal Year Beginning July 1, 2016
 - F. **Resolution No. 1752:** A Resolution to Authorize the Finance Director to Make Certain Classes of Investments
7. **AWARD CONTRACT FOR 2016 MANHOLE REHABILITATION PROJECT**
8. **AWARD BID FOR TELECOMMUNICATIONS PROVIDER TO CENTURYLINK AND AUTHORIZE CITY ADMINISTRATOR TO ENTER INTO AGREEMENT**
9. **ACCEPT ABSTRACT OF VOTES FROM MAY 17, 2016 PRIMARY ELECTION**
10. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Concession Agreement Extension with World Wide ATM LLC for ATM at 277 Strand Street
 - B. Contract Extension with Tualatin Valley Workshop for Janitorial Services
 - C. Intergovernmental Agreement Extension with City of Carlton for Communications Services
 - D. Agreement Modification with InTime Services, Inc. for Police Time Scheduling/Tracking
 - E. 2nd Amendment to Contract with Murray Smith & Associates for Godfrey Park Storm Drain Design Services

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.

F. 2016-17 Marine Board Maintenance Assistance Program Grant Agreement

11. **CONSENT AGENDA FOR ACCEPTANCE**

A. Accounts Payable Bill List

12. **CONSENT AGENDA FOR APPROVAL**

A. OLCC Licenses

B. Pretreatment Specialist Job Description

C. Accounts Payable Bill List

13. **MAYOR PETERSON REPORTS**

14. **COUNCIL MEMBER REPORTS**

15. **DEPARTMENT REPORTS**

16. **ADJOURN**



Memorandum

To: The Mayor and Members of the City Council
 From: Jon Ellis, Finance Director
 Subject: Continued Deliberations of City of St Helens Approved FY 2016-17 Budget
 Date: June 15, 2016

Request

Staff request the City Council further amend the Approved FY 2016-17 Budget to reflect carryforward appropriations for the telephone system replacement project of \$24,000 (offset by increased beginning fund balance).

Background

The City appropriated funds totaling \$50,000 in FY 2015-16 for the replacement of the antiquated telephone system. Due to unanticipated delays in acquiring telecommunication bids (infrastructure for new phone system), the project will not be completed until Mid-August. The remaining project budget at June 30, 2016 is \$24,000.

Proposed to Adopt
June 15, 2016 City Council Meeting

Budget Items	Uses				Sources		
	Appropriations	Contingencies	Ending FB	Total	Beginning FB	Revenues	Total
Proposed Budget	22,564,040	2,938,343	9,775,429	35,277,812	14,780,778	20,497,034	35,277,812
Total adjustments to proposed budget made 5-5-16	1,354,610	-	(533,610)	821,000	21,000	800,000	821,000
Total adjustments to proposed budget made 5-18-16	305,720	-	(5,380)	300,340	291,200	9,140	300,340
Errors to approved calculations - Posted to LB -1							
Over allocated for seasonal PT	780		(780)	-			-
				-			-
Approved Budget as of 5-18-2016	24,225,150	2,938,343	9,235,659	36,399,152	15,092,978	21,306,174	36,399,152
Adjustment for Overallocating For Seasonal PT	(780)	-	780	-	-	-	-
Modified on June 1, 2016	24,224,370	2,938,343	9,236,439	36,399,152	15,092,978	21,306,174	36,399,152
Resuested Carryforward of Phone Project 6-15-16	24,000	-	-	24,000	24,000	-	24,000
Proposed Adopted June 15, 2016	24,248,370	2,938,343	9,236,439	36,423,152	15,116,978	21,306,174	36,423,152

City of St. Helens
ORDINANCE NO. 3207

**AN ORDINANCE ESTABLISHING A THREE PERCENT TAX ON THE
SALE OF MARIJUANA ITEMS BY A MARIJUANA RETAILER IN THE
CITY OF ST. HELENS**

WHEREAS, Section 34a of House Bill 3400 (2015) (codified at ORS 475B.345) provides that a city council may adopt an ordinance to be referred to the voters that imposes up to a three percent tax or fee on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city; and

WHEREAS, the St. Helens City Council wishes to exercise that power to tax the sale of marijuana items by a marijuana retailer in the City of St. Helens.

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

SECTION 1. St. Helens Municipal Code is amended by adding a new Chapter 5.38 Recreational Marijuana Tax, as provided in Exhibit A.

SECTION 2. Severability. The sections, subsections, paragraphs and clauses of this Ordinance or any intergovernmental agreement with the State of Oregon are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 3. Savings. Notwithstanding any amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

SECTION 4. Intergovernmental Cooperation. After the effective date of this Ordinance, the City may enter into an agreement whereby the State of Oregon, by and through any state department or agency, is responsible for the administration, collection, distribution or enforcement of the tax authorized under this chapter, either in full or in part, without needing to obtain voter approval.

SECTION 5. Referral. This Ordinance shall be referred to the electors of St. Helens at the next statewide general election on Tuesday, November 8, 2016.

SECTION 6. Effective Date. This Ordinance shall be effective upon certification by the County Elections Official that it has received voter approval at an election conducted on November 8, 2016.

Read the first time: June 15, 2016
Read the second time: July 20, 2016

APPROVED AND ADOPTED by the City Council this 20th day of July, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Chapter 5.38 RECREATIONAL MARIJUANA TAX

5.38.010	Purpose
5.38.015	Definitions
5.38.020	Tax Imposed
5.38.025	Amount and Payment, Deductions
5.38.030	Marijuana Retailer Responsible for Payment of Tax
5.38.035	Penalties and Interest
5.38.040	Appeal
5.38.045	Refunds
5.38.050	Actions to Collect
5.38.055	Violation
5.38.060	Confidentiality
5.38.065	Audit of Books, Records, or Persons
5.38.070	Forms and Regulations
5.38.075	Intergovernmental Agreement

5.38.010 Purpose

The purpose of this chapter is to impose a three percent tax upon the retail sale of marijuana items by marijuana retailers in the City of St. Helens.

5.38.015 Definitions

As used in this ordinance, unless the context requires otherwise:

1. "Consumer" means a person who purchases, acquires, owns, holds or uses marijuana items other than for purposes of resale.
2. "Director" means the Finance Director for the City of St. Helens or his or her designee.
3. "Retail sale price" means the price paid for a marijuana item, excluding tax, to a marijuana retailer by or on behalf of a consumer of the marijuana item.
4. "Marijuana item" has the meaning given that term in ORS 475B.015(16).
5. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the

United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

6. "Marijuana retailer" means any person who is required to be licensed or registered or has been licensed or registered by the State of Oregon to provide marijuana items to consumers for money, credit, property or other consideration.
7. "Retail sale" or "Sale" means the exchange, gift or barter of a marijuana item by any person to a consumer.
8. "Tax" means either the tax payable by the marijuana retailer or the aggregate amount of taxes due from a marijuana retailer during the period for which the marijuana retailer is required to report collections under this chapter.
9. "Taxpayer" means any person obligated to account to the Director for taxes collected or to be collected, or from whom a tax is due, under the terms of this chapter.

5.38.020 Tax Imposed

A tax is hereby levied and shall be paid by every marijuana retailer exercising the taxable privilege of selling marijuana items as defined in this chapter. The Director is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection, and administration of the marijuana tax.

5.38.025 Amount and Payment, Deductions

In addition to any fees or taxes otherwise provided for by law, every marijuana retailer engaged in the sale of marijuana items in the City of St. Helens shall pay a tax of three percent (3%) of the retail sale price paid to the marijuana retailer of marijuana items. The tax shall be collected at the point of sale of a marijuana item by a marijuana retailer at the time at which the retail sale occurs and remitted by each marijuana retailer that engages in the retail sale of marijuana items.

5.38.030 Marijuana Retailer Responsible for Payment of Tax

1. Every marijuana retailer shall obtain a business license and a marijuana-related business license from the City of St. Helens pursuant to SHMC 5.04 and 5.30. The marijuana retailer will indicate on the license application whether the marijuana retailer is licensed by or registered with the State of Oregon to provide marijuana items to consumers for money, credit, property or other consideration.

2. Every marijuana retailer shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Director, on forms provided by the City, specifying the total sales subject to this chapter and the amount of tax collected under this chapter. The marijuana retailer may request or the Director may establish shorter reporting periods for any marijuana retailer if the marijuana retailer or Director deems it necessary in order to ensure collection of the tax and the Director may require further information in the return relevant to payment of the tax. A return shall not be considered filed until it is actually received by the Director.
3. At the time the return is filed, the full amount of the tax collected shall be remitted to the Director.
4. Non-designated payments shall be applied in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax. If the Director, in his or her sole discretion, determines that an alternative order of payment application would be in the best interest of the City in a particular tax or factual situation, the Director may order such a change. The Director may establish shorter reporting periods for any marijuana retailer if the Director deems it necessary in order to ensure collection of the tax. The Director also may require additional information in the return relevant to payment of the liability. When a shorter return period is required, penalties and interest shall be computed according to the shorter return period. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by marijuana retailers pursuant to this chapter shall be held in trust for the account of the City until payment is made to the Director. A separate trust bank account is not required in order to comply with this provision.
5. Every marijuana retailer must keep and preserve in an accounting format established by the Director records of all sales made by the dispensary and such other books or accounts as may be required by the Director for a period of three (3) years or until all taxes associated with the sales have been paid, whichever is longer. The City shall have the right to inspect all such records at all reasonable times.

5.38.035 Penalties and Interest

1. Any marijuana retailer who fails to remit any portion of any tax imposed by this chapter within the time required shall pay a penalty of ten percent (10%) of the amount of the tax, in addition to the amount of

the tax.

2. If the Director determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to the penalties stated in subparagraphs 1 and 3 of this section.
3. In addition to the penalties imposed, any marijuana retailer who fails to remit any tax imposed by this chapter shall pay interest at the rate of one percent (1%) per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
4. Every penalty imposed, and such interest as accrues for violation of this chapter are separate from, and in addition to, the tax imposed on the sale of marijuana items.
5. All sums collected pursuant to the penalty provisions in this section shall be distributed to the City of St. Helens General Fund to offset the costs of auditing and enforcement of this tax.

5.38.040 Appeal

Any marijuana retailer aggrieved by any decision of the Director with respect to the amount of such tax, interest and penalties, if any, may appeal pursuant to the City Administrator within thirty (30) days of the serving or mailing of the determination of tax due. The City Administrator shall hear and consider any records and evidence presented bearing upon the Director's determination of amount due, and make findings affirming, reversing or modifying the determination. The City Administrator's decision may be appealed to City Council within thirty (30) days of the serving or mailing of the determination. The findings of the City Council shall be final and conclusive. Any amount found to be due shall be immediately due and payable upon the service of notice.

5.38.045 Refunds

1. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously collected or received by the City under this chapter, it may be refunded as provided in subparagraph 2 of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Director within one year of the date of payment. The claim shall be on forms furnished by the Director.
2. The Director shall have twenty (20) calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to

the validity of the claim. The Director shall notify the claimant in writing of the Director's determination. Such notice shall be mailed to the address provided by claimant on the claim form. In the event a claim is determined by the Director to be a valid claim, in a manner prescribed by the Director a marijuana retailer may claim a refund, or take as credit against taxes collected and remitted, the amount overpaid, paid more than once or erroneously collected or received. The marijuana retailer shall notify Director of claimant's choice no later than fifteen (15) days following the date Director mailed the determination. In the event claimant has not notified the Director of claimant's choice within the fifteen (15) day period and the marijuana retailer is still in business, a credit will be granted against the tax liability for the next reporting period. If the marijuana retailer is no longer in business, a refund check will be mailed to claimant at the address provided in the claim form.

3. No refund shall be paid under the provisions of this section unless the claimant established the right by written records showing entitlement to such refund and the Director acknowledged the validity of the claim.

5.38.050 Actions to Collect

Any tax required to be paid by any marijuana retailer under the provisions of this chapter shall be deemed a debt owed by the marijuana retailer to the City. Any such tax collected by a marijuana retailer which has not been paid to the City shall be deemed a debt owed by the marijuana retailer to the City. Any person owing money to the City under the provisions of this chapter shall be liable to an action brought in the name of the City of St. Helens for the recovery of such amount. In lieu of filing an action for the recovery, the City of St. Helens, when taxes due are more than thirty (30) days delinquent, can submit any outstanding tax to a collection agency. So long as the City of St. Helens has complied with the provisions set forth in ORS 697.105, in the event the City turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of fifty dollars (\$50.00) or fifty percent (50%) of the outstanding tax, penalties and interest owing.

5.38.055 Violation

1. A violation of any of the provisions of this chapter shall constitute a Class C misdemeanor. It is a violation of this chapter for any marijuana retailer or other person to:
 - a. Fail or refuse to comply as required herein;
 - b. Fail or refuse to furnish any return required to be made;

- c. Fail or refuse to permit inspection of records;
 - d. Fail or refuse to furnish a supplemental return or other data required by the Director;
 - e. Render a false or fraudulent return or claim; or
 - f. Fail, refuse or neglect to remit the tax to the city by the due date.
2. The conviction of any person for a violation of any provision of this chapter shall not operate to relieve such person from paying any fee or penalty thereupon for which such person shall be liable, nor shall the payment of any such fee be a bar to, or prevent any prosecution in, the St. Helens municipal court, of any complaint for the violation of any provision of this chapter.

5.38.060 Confidentiality

Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this chapter. Nothing in this section shall prohibit:

1. The disclosure of the names and addresses of any person who is operating a licensed establishment from which marijuana items are sold or provided; or
2. The disclosure of general statistics in a form which would not reveal an individual marijuana retailer's financial information; or
3. The disclosure of information to any state agency related to the licensing or registration of the marijuana retailer or when required to carry out any part of this chapter.
4. Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim by the Director or an appeal from the Director for amount due the City under this chapter; or
5. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures; or
6. The disclosure of records related to a business' failure to report and remit the tax when the report or tax is in arrears for over six (6) months or the tax exceeds five thousand dollars (\$5,000). The City Council expressly finds and determines that the public interest in disclosure of

such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

5.38.065 Audit of Books, Records, or Persons

1. The City, for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of marijuana retailer's state and federal income tax return, bearing upon the matter of the marijuana retailer's tax return. All books, invoices, accounts and other records shall be made available within the City limits and be open at any time during regular business hours for examination by the Director or an authorized agent of the Director.
2. If the examinations or investigations disclose that any reports of marijuana retailers filed with the Director pursuant to the requirements herein have shown incorrectly the amount of tax accruing, the Director may make such changes in subsequent reports and payments, or make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigations.
3. The marijuana retailer shall reimburse the City for reasonable costs of the examination or investigation if the action disclosed that the marijuana retailer paid ninety five percent (95%) or less of the tax owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate set by resolution of Council from the date the original tax payment was due.
4. If any taxpayer refuses to voluntarily furnish any of the foregoing information when requested, the Director may immediately seek a subpoena from the St. Helens Municipal Court to require that the taxpayer or a representative of the taxpayer attend a hearing or produce any such books, accounts and records for examination.
5. Every marijuana retailer shall keep a record in such form as may be prescribed by the Director of all sales of marijuana items. The records shall at all times during the business hours of the day be subject to inspection by the Director or authorized officers or agents of the Director.
6. Every marijuana retailer shall maintain and keep, for a period of three (3) years, all records of marijuana items sold.

5.38.070 Forms and Regulations

The Director is hereby authorized to prescribe forms and promulgate rules and regulations to aid in the making of returns, the ascertainment, assessment and collection of said marijuana tax and in particular and without limiting the general language of this chapter, to provide for:

1. A form of report on sales and purchases to be supplied to all vendors;
2. The records which marijuana retailers are to keep concerning the tax imposed by this chapter.

5.38.075 Intergovernmental Agreement

The City Council may enter into an IGA with the State of Oregon whereby a state department or agency is responsible for the administration, collection, distribution, or enforcement of the tax authorized by this chapter, either in full or in part. The terms of that agreement shall apply in lieu of and shall supersede conflicting provisions of this chapter but shall not be construed as repealing any provision of this chapter.

City of St. Helens
RESOLUTION NO. 1747

**A RESOLUTION OF THE CITY OF ST. HELENS DECLARING THE
CITY'S ELECTION TO RECEIVE STATE REVENUES**

The City of St. Helens resolves as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2016-2017.

Approved and adopted by the City Council on June 15, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1748

**A RESOLUTION DEDICATING THE 2016 FOURTH OF JULY
FIREWORKS DISPLAY TO ED LOKKEN**

WHEREAS, a fireworks display on the 4th of July has become a longstanding tradition in the St. Helens community;

WHEREAS, this 2016 Fourth of July, the City Council would like to acknowledge the legacy of Ed Lokken's 35 years of service to the St. Helens community; and

WHEREAS, Ed, along with his children Jim and Mark and many others, devoted countless hours to organizing, arranging and performing the annual fireworks display in St. Helens raising thousands of dollars each year ensuring the tradition of fireworks on the Fourth of July; and

WHEREAS, Ed is now retired and well deserving of this acknowledgment.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES that the July 4, 2016 fireworks display be dedicated to Ed Lokken, in appreciation of his 35 years of commitment to the St. Helens community and many well enjoyed fireworks shows; and

BE IT FURTHER RESOLVED that the City Council of the City of St. Helens appreciates Ed Lokken, his children and all the individuals who devoted their time, effort, and financial contributions to the St. Helens fireworks displays.

Approved and adopted by the City Council on June 15, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director *JE*

Subject: Final Reappropriation Adjustment for Fiscal Year 2015-16
Community Enhancement Fund – Economic Development

Date: June 15, 2016

Request

Staff request City Council adopt Resolution No. 1749 - Transferring Appropriations within the Community Enhancement Fund.

Background

In FY 13-14, City Council approved the formation of a special reserve to account for the acquisition and community development of the Boise Veneer and Boise White Paper Properties. These properties were acquired in FY 2015-16 for a total of \$2.5 million. Other costs consist of leasehold expenses associated with the Cascade Lease, Community outreach program associated with planning of properties, and property maintenance expense to accommodate immediate public access to the veneer property.

When development of the FY 2015-16 budget in March 2015, there was limited information on the potential of all expenditures associated with these properties and a number of assumptions had to be made. Such assumptions try to account for timing of debt service, property tax liability (applicable pass-through to the leasehold), environmental monitoring, etc. As of June 9, 2016 the reserve appropriations in aggregate is under budget by \$19,963. However, we anticipate in June to incur expenditures totaling \$65,600 requiring reappropriations (reference Table 1 below).

Table 1 - Summary of Economic Development Reserve 009-209							
Revenue / Expenditure Classification	Analysis as of June 3, 2016			Projected June 30, 2016		Requested Reappropriation	
	Budget 2015-16	Actual 06-03-16	(Impairment) / Improvement	Projected 06-30-16	(Impairment) / Improvement	Amendment Resolution	Amended Budget
Resources							
Beginning Working Capital	1,968,958	2,912,041	943,083	2,912,041	943,083		1,968,958
Other Financing	1,000,000	-	(1,000,000)	-	(1,000,000)		1,000,000
Leases	75,000	361,149	286,149	361,150	286,150		75,000
Grants	350,000	25,000	(325,000)	130,000	(220,000)		350,000
Transfer In	1,000,000	-	(1,000,000)	-	(1,000,000)		1,000,000
Total Resources	4,393,958	3,298,190	(1,095,768)	3,403,191	(990,767)	-	4,393,958
Uses							
Materials & Services	679,250	535,831	143,419	600,000	79,250	(74,900)	604,350
Capital Outlay	2,488,430	2,508,637	(20,207)	2,510,000	(21,570)	21,600	2,510,030
Debt Services	134,000	237,249	(103,249)	237,300	(103,300)	103,300	237,300
Subtotal	3,301,680	3,281,717	19,963	3,347,300	(45,620)	50,000	3,351,680
Contingency	1,000,000	-	-	-	1,000,000	(50,000)	950,000
Total Uses	4,301,680	3,281,717	19,963	3,347,300	954,380	-	4,301,680
Net Activity	92,278	16,473	(1,115,731)	55,891	(36,387)		

City of St. Helens
RESOLUTION NO. 1749

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON, TRANSFERRING APPROPRIATIONS WITHIN FUNDS

WHEREAS, the Common Council of the City of St. Helens finds it necessary to revise previous appropriations for the purpose of providing category balances which will be adequate to cover unexpressed liabilities and additional accruals relating to the fiscal year 2015-16.

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

Section 1. The following transfers of appropriations incorporated in Exhibit A are hereby authorized and by virtue of this Resolution are hereby transferred for fiscal year 2015-16.

Approved and adopted by the City Council on June 15, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

		Requested Reappropriation	
Revenue / Expenditure Classification	Budget 2015-16	Amendment Resolution	Amended Budget
Uses			
Materials & Services	679,250	(74,900)	604,350
Capital Outlay	2,488,430	21,600	2,510,030
Debt Services	134,000	103,300	237,300
Subtotal	3,301,680	50,000	3,351,680
Contingency	1,000,000	(50,000)	950,000
Total Uses	4,301,680	-	4,301,680

City of St. Helens

RESOLUTION NO. 1750

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS, OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2016

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2016-17 in the total of \$36,399,152 now on file in the office of the City Recorder of said City.

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby imposes taxes provided for in the adopted budget at the rate of \$1.9078 per \$1,000 of assessed value for tax year 2016-17 upon the assessed value of all taxable property within the district.

	Subject to the General Government Limitation	Excluded from the General Governmental Limitation
General Fund	\$1.9078/\$1,000	N/A

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown below are hereby appropriated as follows:

Fund / Department / Program	Appropriation
<u>General Fund</u>	
Mayor and City Council	84,390.00
Municipal Court	403,330.00
Planning	205,595.00
Building	298,070.00
Police	2,527,480.00
Library	643,480.00
Parks	322,270.00
Non-Departmental	
Personnel services	93,490.00
Materials and services	18,730.00
Transfers	72,600.00
Contingency	913,000.00
Total General Fund	5,582,435.00
<u>Economic Development Fund</u>	
Economic Planning	600,000.00
Boise White Paper Property (BWP)	199,900.00
Boise Veneer Property (BV)	33,970.00
Forestry Reserve	50,000.00
Debt Service	274,800.00
Contingency	237,290.00
Total Economic Development	1,395,960.00

Fund / Department / Program	Appropriation
<u>Visitor and Tourism Fund</u>	
Visitor and Tourism	266,000.00
Contingency	19,500.00
Total Visitor and Tourism	285,500.00
<u>Community Enhancement Fund</u>	
Public Art	55,500.00
Library Improvements - Building	4,830.00
Library Improvements - Equipment	6,700.00
Parks Improvements	2,000.00
PEG Access	31,992.00
Grants	22,850.00
Economic Development	112,560.00
Library Grant Reserve	10,500.00
Police Reserve Officers Reserve	6,500.00
Police Contributions	28,230.00
Building Reserve	22,070.00
Justice and Mental Health Collaboration Program	153,934.00
Youth Council Reserve	5,000.00
Contingency	80,510.00
Total Community Enhancement	543,176.00
<u>Capital Improvement Fund</u>	
Parks Projects	120,000.00
Streets Projects	1,456,300.00
Water Projects	1,000,000.00
Sewer Projects	504,000.00
Storm Projects	1,450,000.00
Equipment	774,000.00
Contingency	670,000.00
Total Capital Improvement	5,974,300.00
<u>Street (Gas Tax) Fund</u>	
Streets	817,090.00
Debt Service	25,900.00
Contingency	100,000.00
Total Street (Gas Tax)	942,990.00
<u>Community Block Grant Fund</u>	
Community Block Grant	56,680.00
Total Community Block Grant	56,680.00
<u>Administrative Services Fund</u>	
City Administrator	319,660.00
City Recorder	288,840.00
Finance	732,100.00
City Hall	100,450.00
IT/Self Ins	144,459.00
Contingency	58,043.00
Total Administrative Services	1,643,552.00

Fund / Department / Program	Appropriation
<u>Public Works Fund</u>	
Engineering	45,000.00
Operations	227,030.00
Contingency	40,000.00
Total Public Works	312,030.00
<u>Fleet Fund</u>	
Fleet	291,980.00
Contingency	10,000.00
Total Fleet	301,980.00
<u>Water Operating Fund</u>	
Distribution	2,557,320.00
Water Filtration Facility	420,960.00
Debt Service	498,900.00
Water Shed Reserve (Forestry)	237,290.00
Contingency	300,000.00
Total Water Operating	4,014,470.00
<u>Sewer / Storm Operating Fund</u>	
Collections	2,165,080.00
Debt Service	895,750.00
Secondary	576,790.00
Primary	394,470.00
Storm	1,380,460.00
Pumps	211,090.00
Contingency	510,000.00
Total Sewer / Storm Operating	6,133,640.00
Total Appropriated Budget	<u>\$ 27,186,713.00</u>
Unappropriated Fund Balance/Reserves	
General Fund	558,911.00
Economic	3,890.00
Visitor and Tourism Fund	119,241.00
Community Enhancement Fund	288,759.00
Capital Improvement Fund	3,906,840.00
Street (Gas Tax) Fund	595,273.00
Fleet Fund	9,162.00
Water Operating Fund	1,381,265.00
Sewer / Storm Operating Fund	2,373,098.00
Total Unappropriated	9,236,439.00
Total Budget	<u>\$ 36,423,152.00</u>

APPROVED AND ADOPTED by the City Council on this 15th day of June, 2016 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1751

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON ADOPTING A CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR BEGINNING JULY 1, 2016

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Helens, Oregon,
that the City employees are to be paid salaries in monthly installments effective July 1, 2016, as
respectfully set out after their positions, as per attachment A.

APPROVED AND ADOPTED by the City Council on this 15th day of June, 2016 by the
following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
Compensation Plan FY 2016-17 (effective 7-1-16)

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		Monthly Salary Range					
Summer Labor	** NA	\$0	\$0	\$1,699	\$1,785	\$1,872	
Library Assistant	** AFSCME	\$2,106	\$2,211	\$2,322	\$2,438	\$2,560	
Secretarial/Clerical	** AFSCME	\$2,540	\$2,667	\$2,800	\$2,940	\$3,087	
Library Tech. I	AFSCME	\$2,930	\$3,076	\$3,230	\$3,390	\$3,559	
Parks Utility I	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Receptionist/Utility Billing Specialist	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Utility Billing Specialist	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Office Assistant	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Utility Worker I	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Library Tech. II	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Police Records Specialist	SHPA	\$2,959	\$3,132	\$3,307	\$3,493	\$3,698	\$3,904
Police Support Specialist	SHPA	\$3,211	\$3,371	\$3,540	\$3,717	\$3,903	\$4,098
Bldg/Admin Secretary	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Planning Secretary	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Municipal Court Assistant to City Prose	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Municipal Court Clerk	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Public Works Office Assistant	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
WWTP Operator I	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Code Enforcement Officer	SHPA	\$3,170	\$3,397	\$3,626	\$3,852	\$4,077	\$4,307
Accounting Assistant	Non-Rep	\$3,532	\$3,706	\$3,890	\$4,086	\$4,288	
Deputy City Recorder	Non-Rep	\$3,532	\$3,706	\$3,890	\$4,086	\$4,288	
Assistant Planner	AFSCME	\$3,517	\$3,693	\$3,878	\$4,072	\$4,275	
Parks Utility II	AFSCME	\$3,627	\$3,808	\$4,001	\$4,200	\$4,409	
Utility Worker II	AFSCME	\$3,627	\$3,808	\$4,001	\$4,200	\$4,409	
Code Enforcement Officer	AFSCME	\$3,627	\$3,808	\$4,001	\$4,200	\$4,409	
Librarian I	** AFSCME	\$3,809	\$4,119	\$4,243	\$4,371	\$4,501	
Communications Officer	AFSCME	\$3,705	\$3,888	\$4,081	\$4,286	\$4,501	
Parks Specialist	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Collections System Operator	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Mechanic II	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Utility Craftsman	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Utility Plumber	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
WWTP Operator II	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Water Systems Operator	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Water System Filtration Operator	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Accounting Tech.	Non-Rep	\$4,131	\$4,334	\$4,551	\$4,778	\$5,016	
Engineering Tech. I	AFSCME	\$4,095	\$4,296	\$4,511	\$4,736	\$4,972	
Water Treatment Operator	AFSCME	\$4,212	\$4,438	\$4,665	\$4,890	\$5,116	
Patrolmen	SHPA	\$3,930	\$4,215	\$4,458	\$4,772	\$5,120	\$5,287
WWTP Operator III	AFSCME	\$4,317	\$4,535	\$4,760	\$5,000	\$5,248	
Detective	SHPA	\$0	\$0	\$0	\$0	\$5,552	
Engineering Tech. II	AFSCME	\$4,554	\$4,781	\$5,019	\$5,272	\$5,536	
PW Construction Inspector	AFSCME	\$4,554	\$4,781	\$5,019	\$5,272	\$5,536	
Building Inspector	AFSCME	\$4,554	\$4,781	\$5,019	\$5,272	\$5,536	
Field Supervisor/Safety Coordinator	Non-Rep	\$4,745	\$4,983	\$5,231	\$5,494	\$5,768	
Water Filtration Facility Supervisor	Non-Rep	\$4,745	\$4,983	\$5,231	\$5,494	\$5,768	
WWTP Operator IV	Non-Rep	\$4,745	\$4,983	\$5,231	\$5,494	\$5,768	
Engineering Tech - Project Manager	AFSCME	\$5,019	\$5,272	\$5,536	\$5,815	\$6,106	
City Recorder	Non-Rep Mgmt	\$5,225	\$5,486	\$5,758	\$6,040	\$6,341	
City Planner	Non-Rep Mgmt	\$5,225	\$5,486	\$5,758	\$6,040	\$6,341	
Sergeant	Non-Rep Mgmt	\$0	\$0	\$0	\$0	\$6,552	
WWTP Superintendent	Non-Rep Mgmt	\$5,551	\$5,834	\$6,127	\$6,431	\$6,757	
Building Official	Non-Rep Mgmt	\$6,102	\$6,407	\$6,728	\$7,064	\$7,417	
Library Director	Non-Rep Mgmt	\$6,110	\$6,416	\$6,704	\$7,056	\$7,425	
Public Works Engineering Director	Non-Rep Mgmt	\$6,164	\$6,472	\$6,796	\$7,135	\$7,492	
Public Works Operations Director	Non-Rep Mgmt	\$6,164	\$6,472	\$6,796	\$7,135	\$7,492	
Lieutenant	Non-Rep Mgmt	\$6,294	\$6,608	\$6,938	\$7,284	\$7,650	
Finance Director	Non-Rep Mgmt	\$6,801	\$7,140	\$7,496	\$7,873	\$8,264	
Chief of Police	Non-Rep Mgmt	\$7,005	\$7,354	\$7,722	\$8,109	\$8,514	
Public Works Director	Non-Rep Mgmt	\$7,179	\$7,534	\$7,913	\$8,308	\$8,721	
City Administrator	Non-Rep Mgmt	\$7,896	\$8,181	\$8,703	\$9,136	\$9,594	

** Part-time positions in excess of 24 hours per week are represented by AFSCME, while Summer Labor and Part-time staff working less than 24 hours a week are not.

City of St. Helens
RESOLUTION NO. 1752

**A RESOLUTION TO AUTHORIZE THE FINANCE DIRECTOR
TO MAKE CERTAIN CLASSES OF INVESTMENTS**

WHEREAS, the 1981 Legislature amended the statutory rules on the classes of securities and other investments in which the financial officer of a public body may invest public funds; and

WHEREAS, among the statutory restrictions on financial officers' investments for public bodies is a new requirement that governing bodies approve by written order the investment of surplus funds in such classes of investment; and

WHEREAS, the City Council may authorize investment in all or part of the classes of investment in ORS 294.035.

NOW, THEREFORE, the City of St. Helens resolves, that **Matthew Brown**, the City's Finance Director, having custody of the funds of the City, shall be authorized to invest any and all surplus funds of the City in any of the bank accounts, classes of securities, and other investments described in ORS 294.035.

Approved and adopted by the City Council on June 15, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

294.035 Investment of funds of political subdivisions; approved investments. (1) Subject to ORS 294.040 and 294.135 to 294.155, the custodial officer may invest any sinking fund, bond fund or surplus funds in the custody of the custodial officer in the bank accounts, classes of securities at current market prices, insurance contracts and other investments listed in this section, but only after obtaining from the governing body of the county, municipality, political subdivision or school district a written order that has been entered in the minutes or journal of the governing body.

(2) This section does not:

(a) Limit the authority of the custodial officer to invest surplus funds in other investments when the investment is specifically authorized by another statute.

(b) Apply to a sinking fund or a bond fund established in connection with conduit revenue bonds issued by a county, municipality, political subdivision or school district for private business entities or nonprofit corporations.

(3) Investments authorized by this section are:

(a) Lawfully issued general obligations of the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government and obligations whose payment is guaranteed by the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government.

(b) Lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon and its political subdivisions that have a long-term rating of A or an equivalent rating or better or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization.

(c) Lawfully issued debt obligations of the States of California, Idaho and Washington and political subdivisions of those states if the obligations have a long-term rating of AA or an equivalent rating or better or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization.

(d) Time deposit open accounts, certificates of deposit and savings accounts in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state.

(e) Share accounts and savings accounts in credit unions in the name of, or for the benefit of, a member of the credit union pursuant to a plan of deferred compensation.

(f) Fixed or variable life insurance or annuity contracts as defined by ORS 731.170 and guaranteed investment contracts issued by life insurance companies authorized to do business in this state.

(g) Trusts in which deferred compensation funds from other public employers are pooled, if:

(A) The purpose is to establish a deferred compensation plan;

(B) The trust is a public instrumentality of such public employers and described in section (2)(b) of the Investment Company Act of 1940, 15 U.S.C. 80a-2(b), as amended, in effect on September 20, 1985, or the trust is a common trust fund described in ORS 709.170;

(C) Under the terms of the plan the net income from or gain or loss due to fluctuation in value of the underlying assets of the trust, or other change in such assets, is reflected in an equal increase or decrease in the amount distributable to the employee or the beneficiary thereof and, therefore, does not ultimately result in a net increase or decrease in the worth of the public employer or the state; and

(D) The fidelity of the trustees and others with access to such assets, other than a trust company, as defined in ORS 706.008, is insured by a surety bond that is satisfactory to the public employer, issued by a company authorized to do a surety business in this state and in an amount that is not less than 10 percent of the value of such assets.

(h)(A) Banker's acceptances, if the banker's acceptances are:

- (i) Guaranteed by, and carried on the books of, a qualified financial institution;
- (ii) Eligible for discount by the Federal Reserve System; and
- (iii) Issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category by one or more nationally recognized statistical rating organizations.

(B) For the purposes of this paragraph, "qualified financial institution" means:

- (i) A financial institution that is located and licensed to do banking business in the State of Oregon; or
- (ii) A financial institution that is wholly owned by a financial holding company or a bank holding company that owns a financial institution that is located and licensed to do banking business in the State of Oregon.

(C) A custodial officer shall not permit more than 25 percent of the moneys of a local government that are available for investment, as determined on the settlement date, to be invested in banker's acceptances of any qualified financial institution.

(i)(A) Corporate indebtedness subject to a valid registration statement on file with the Securities and Exchange Commission or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933, as amended. Corporate indebtedness described in this paragraph does not include banker's acceptances. The corporate indebtedness must be issued by a commercial, industrial or utility business enterprise, or by or on behalf of a financial institution, including a holding company owning a majority interest in a qualified financial institution.

(B) Corporate indebtedness must be rated on the settlement date P-1 or Aa or better by Moody's Investors Service or A-1 or AA or better by Standard & Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization.

(C) Notwithstanding subparagraph (B) of this paragraph, the corporate indebtedness must be rated on the settlement date P-2 or A or better by Moody's Investors Service or A-2 or A or better by Standard & Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization when the corporate indebtedness is:

(i) Issued by a business enterprise that has its headquarters in Oregon, employs more than 50 percent of its permanent workforce in Oregon or has more than 50 percent of its tangible assets in Oregon; or

(ii) Issued by a holding company owning not less than a majority interest in a qualified financial institution, as defined in paragraph (h) of this subsection, located and licensed to do banking business in Oregon or by a holding company owning not less than a majority interest in a business enterprise described in sub-subparagraph (i) of this subparagraph.


(D) A custodial officer may not permit more than 35 percent of the moneys of a local government that are available for investment, as determined on the settlement date, to be invested in corporate indebtedness, and may not permit more than five percent of the moneys of a local government that are available for investment to be invested in corporate indebtedness of any single corporate entity and its affiliates or subsidiaries.

(j) Repurchase agreements whereby the custodial officer purchases securities from a financial institution or securities dealer subject to an agreement by the seller to repurchase the securities. The repurchase agreement must be in writing and executed in advance of the initial purchase of the securities that are the subject of the repurchase agreement. Only securities described in paragraph (a) of this subsection may be used in conjunction with a repurchase agreement and such securities shall have a maturity of not longer than three years. The price paid by the custodial officer for such securities may not exceed amounts or percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board created by ORS 294.885.

(k) Shares of stock of any company, association or corporation, including but not limited to shares of a mutual fund, but only if the moneys being invested are funds set aside pursuant to a local government deferred compensation plan and are held in trust for the exclusive benefit of participants and their beneficiaries.

(L) The investment pool as defined in ORS 294.805 and, with the approval of the State Treasurer, any other commingled investment pool that may be established in the discretion of the State Treasurer for investment of the funds of local governments. The State Treasurer may require the governing body of a local government to enter into an investment agreement with the State Treasurer as a condition of investing funds in a commingled investment pool under this paragraph. [Amended by 1957 c.53 §1; 1957 c.689 §1; 1965 c.404 §1; 1973 c.157 §1; 1973 c.288 §1; 1974 c.36 §9; 1975 c.359 §3; 1977 c.300 §1; 1981 c.804 §84; 1981 c.880 §13; 1983 c.456 §2; 1985 c.256 §2; 1985 c.440 §1; 1985 c.690 §2; 1987 c.493 §1; 1991 c.459 §379; 1993 c.59 §1; 1993 c.452 §1; 1993 c.721 §1; 1995 c.79 §102; 1995 c.245 §2; 1997 c.249 §91; 1997 c.631 §446; 1999 c.601 §1; 2001 c.377 §43; 2003 c.405 §1; 2005 c.443 §§13,13a; 2009 c.821 §25; 2013 c.192 §1; 2014 c.18 §1]

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	4 May 2016	
Subject:	Award Contract for the 2016 Manhole Rehabilitation Project, S-640	

Background:

As part of the overall I&I Reduction Program, Engineering staff developed a project to rehabilitate 48 sanitary sewer manholes in various locations throughout the city. The manholes were identified by the Public Works crews as those with excessive leaking and/or plugging issues. The project will utilize a variety of methods to clean, seal, patch, and line the various manholes to reduce inflow & infiltration and potential backups.

An Invitation to Bid, including plans and specifications, was issued on April 1, 2016 with a submittal deadline of April 26, 2016. The following bids were received:

FIRM	LOCATION	BID
XXX		\$xxx.00
YYY		\$yyy.00
XXX		\$zzz.00

The estimate for the project is \$120,000 to \$125,000. This project is identified in the 2016/17 Budget as Manhole Rehabilitation, account 010-303-653308.

Recommendation:

Award the contract for the 2016 Manhole Rehabilitation Project to XXX, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract for the 2016 Manhole Rehabilitation Project, S-640. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director *JE*

Subject: Award Bid for Telecommunications Provider

Date: June 15, 2016

Request:

Request City Council at this evenings meeting to authorize the City Administrator to enter into agreement with Centurylink for the City's Telecommunications Provider.

Background:

Over the past year the City has prepared an RFP for purchase of a new telephone system. This system is replacing a telephone system that was in place for over 20 years and subsequently failing. At the City Council meeting of March 16, 2016, the City awarded the bid to Inflow as the vendor to provide and install the new telephone system.

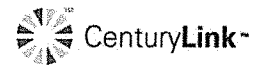
A key component of this project is to select a telecommunications provider that would provide the infrastructure to the City by which the new telephone system would operate. In May, the City contact 4 telecommunications providers to receive specifications and bids for services. The following table is a summary of bids received.

	Monthly Recurring Charges		One time Installation	Total Costs
	Monthly	3 Yr Term		
CenturyLink	578	20,808	310	21,118
BCN	607	21,839	-	21,839
Earth Link	806	28,999	-	28,999
Integra	863	31,079	250	31,329

Recommendation:

Staff recommends Council authorize the City Administrator to enter into agreement with Centurylink for the City's Telecommunications Provider.

Foot Note: With the replacement of the existing phone system and restructuring of outside lines servicing our system, it is conservatively estimated to save approximately \$18,000 per year. The City should recoup the initial investment of \$50,000 over 2.7 years.



June 3, 2016

Sean Winfree
City of St. Helens
265 Strand Street
St. Helens, OR 97051

RE: Quote for ISDN PRI and 40 DIDs

Thank you for the opportunity to provide pricing for phone services for the City of St. Helens. Pricing is as follows:

Description	Location	MRC	NRC	Term
(1) ISDN PRI	265 Strand Street, St. Helens, OR	\$299/mo	\$0	36 Months
(40) DIDs	(same)	\$.15/DID (\$6.00)	\$0	36 Months
(10) 1FB lines	(same)	\$27.30 (\$273.00)	\$31/line (\$310.00)	36 Months
(40) DIDs	(same)	\$.15/DID (\$6.00)	\$0	36 Months
TOTAL		\$578.00	\$310.00	

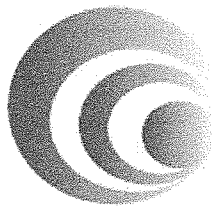
**Does not include applicable taxes & surcharges.

** 1FB lines – base rate \$22.80, EAS - \$4.50 (if required) = \$27.30 plus applicable taxes & regulatory surcharges

Thank you for allowing CenturyLink the opportunity to be of service to you. A contract for the services quoted above will be provided to you upon request. Should you require any additional information, please let me know.

Regards,

Rod Leimbach
Account Manager
CenturyLink – Government and Education Solutions
503-680-4376
Rod.leimbach@centurylink.com



The Best.

BCN
Telecom

Product, Service, Support.

COST PROPOSAL

1200 Mt. Kemble Ave. 3rd Floor
Morristown, New Jersey 07960
888.866.7266
bcntele.com

RFQ #:	Special Pricing	Company Name:	TCG
Order Type:	PRI and POTs	Sales ID:	1781
Date:	04/19/16	Sales Representative:	
Quote Valid Until:	05/19/16	Sales Rep. Email:	
Term Length:		Customer Acct #:	
		Existing Acct:	No

Company Information

	Primary Service Address
Company:	City of St Helen City hall
Contact:	N/A
Street Address:	265 Strand St
City, State, Zip:	St Helen OR 97051
Office Phone:	503-397-6272
Mobile Phone:	N/A
Fax:	N/A
Email:	N/A

Additional Locations

Location:	
Address:	
City,State,Zip:	

Proposed Services and Charges

Usage Rates/Monthly Recurring/Non-Recurring Charges

Multiple Service Locations Quoted: No

QTY	Description	Usage Rates	Monthly MRC	Monthly Ext	NRC
1	TDM PRI Includes 20 DID's	\$	\$425.00	\$425.00	\$0.00
7	Basic Business Lines with Hunting and Caller ID	\$	\$25.95	\$181.65	\$0.00
		MRC Subtotal	\$606.65	NRC Subtotal	\$0.00



QUOTE

Quote ID: 142509

Date: 4/29/2016

Account Executive: James Miller
(321226)

Association:

Sub Agent ID:

Customer: SAINT HELENS, CITY OF

Address: 265 STRAND ST

SAINT HELENS, OR 97051-2039

Telephone: 503-397-6272

Email:

Tax Exempt: No

Term Plan: 3 Year(s)

Product	Qty	Unit Price	Site NRC	Site MRC	Usage Rate
Complete Voice - PRI					
Voice Features					
INTERNET SERVICE 1.5M	1	\$0.00	\$0.00	\$0.00	
Local Service					
T1 INSTALLATION FEE	1	\$0.00	\$0.00	\$0.00	
PRI SERVICE BUNDLE	1	\$127.58	\$0.00	\$127.58	
PKG PRI CHANNELS	23	\$0.00	\$0.00	\$0.00	
20 DID NUMBERS	1	\$0.00	\$0.00	\$0.00	
Internet					
IP ADDRESSES 8	1	\$0.00	\$0.00	\$0.00	
Usage					
1500 CONVERGED MINUTES PACKAGE	1	\$0.00	\$0.00	\$0.00	
CONVERGED MINUTES LD ONLY OUT - INTER	1				0.0450
CONVERGED MINUTES LD ONLY OUT - INTRA	1				0.0450
Equipment					
EQUIPMENT MAINTENANCE COVERAGE	1	\$12.95	\$0.00	\$12.95	
Private Data Networking					
MAINTAINED ROUTER	1	\$0.00	\$0.00	\$0.00	
Access					
ACCESS T1 1.5M	1	\$665.00	\$0.00	\$665.00	
			\$0.00	\$805.53	

Totals for All Locations

Total MRCs	\$805.53
Total NRCs	\$0.00



6160 Golden Hills Drive
Golden Valley, MN 55416
(P) 763-270-3528
(F) (763) 553-2724
john.mcenaney@integratelecom.com

CITY OF ST HELENS - WATER DEPARTMENT - 275 STRAND

275 The Strand
St Helens, OR 97051

Proposed Monthly Charges with Integra - Term: 36 months

Services	Qty	Unit Price	Activation Fee	Total
Basic Voice Services				
Business Line	2	\$ 28.00	\$ 0.00	\$ 56.00
IAC	2	\$ 7.85	\$ 0.00	\$ 15.70
ICF	2	\$ 2.95	\$ 0.00	\$ 5.90
EAS	2	\$ 2.85	\$ 0.00	\$ 5.70
International Calling - Standard	1	\$ 0.00	\$ 0.00	\$ 0.00
Basic Inter .025 / Basic Intra .035	1	\$ 0.00	\$ 0.00	\$ 0.00
SIP Solutions				
Ethernet Extended Access - 1.5 Mbps	1	\$ 515.00	\$ 250.00	\$ 515.00
IAD Charge	1	\$ 35.00	\$ 0.00	\$ 35.00
SIP PRI Channel Extended	23	\$ 10.00	\$ 0.00	\$ 230.00
DIDs included in LD and Feature Package 2,000	40	\$ 0.00	\$ 0.00	\$ 0.00
Directory Listing White Page	1	\$ 0.00	\$ 0.00	\$ 0.00
International Calling - Standard	1	\$ 0.00	\$ 0.00	\$ 0.00
IPV4 Address - Bundle of 8	1	\$ 0.00	\$ 0.00	\$ 0.00
LD and Feature Package 2000 (\$.04 overage per minute)	1	\$ 0.00	\$ 0.00	\$ 0.00
Estimated Monthly Charges ¹				\$ 863.30
Total One Time Charges				\$ 250.00

PROPRIETARY AND CONFIDENTIAL

¹: Estimated Monthly Charges do not include: federal, state, and local taxes and fees, federal USF, or the Integra-imposed Network Access Assessment (NAA) applied dependent on service type—the current rate is 10.95% (10.99% in Colorado) and may be subject to change with 30 days prior written notice. Monthly long distance charges are estimated based on customer's estimated use. Actual total charges are subject to acceptance of Services. For more information about taxes, surcharges, and fees please visit: www.integratelecom.com.

Prepared by: John McEnaney

Official Abstract

Columbia County, Oregon
Primary Election
May 17, 2016

Final-certified

RUN DATE:06/06/16 04:11 PM

REPORT-EL52

PAGE 0001

5-252 City of St. Helens

VOTES PERCENT

VOTES PERCENT

Vote For 1

01 = Yes

02 = No

2,199 73.64
787 26.36

03 = OVER VOTES

04 = UNDER VOTES

0
387

01	02	03	04
742	262	0	122
684	258	0	122
773	267	0	143

0021 ST Helens ONE

0024 ST Helens FOUR

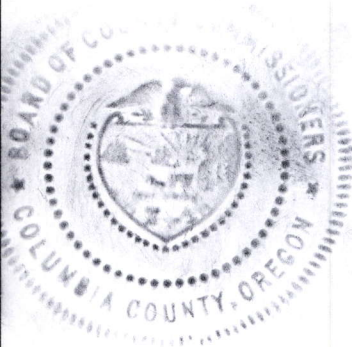
0026 ST Helens SIX

I hereby certify that the votes recorded on this report correctly summarize the tally of votes cast at the May 17, 2016 Primary Election.

Dated this 6th day of June 2016.

Elizabeth E. Huser

Elizabeth E. Huser
Columbia County Clerk



EXTENSION OF CONCESSION AGREEMENT

This Extension is made on _____, 2016, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **World Wide-ATM LLC** (“World Wide”).

RECITALS

A. WHEREAS, on or about July 2, 2013, St. Helens and World Wide entered into an agreement (“Agreement”) in which World Wide would place an ATM machine at 277 Strand Street, St. Helens, and the City would receive \$0.50 per transaction; and

B. WHEREAS, Paragraph 5 of the Agreement provides that the agreement terminates on June 30, 2014, unless extended by mutual consent in writing signed by both parties; and

C. WHEREAS, on May 1, 2014, Agreement was extended to June 30, 2015 and on June 18, 2015, Agreement was extended to June 30, 2016; and

D. WHEREAS, St. Helens and World Wide mutually desire to extend the term of the agreement for an additional year.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about July 2, 2013, shall be amended to reflect a **termination date of June 30, 2017**, unless earlier terminated according to the terms of the Agreement.

2. All other terms and conditions of the Agreement shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

WORLD WIDE:

CITY OF ST. HELENS, an Oregon
municipal corporation

WORLD WIDE-ATM LLC

By:_____

By:_____

Name:_____

Name:_____

Its:_____

Its:_____

EXTENSION OF MATERIALS & SERVICES CONTRACT

This Extension is made on _____, 2016, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Tualatin Valley Workshop Janitorial Services** (“Contractor”).

RECITALS

A. WHEREAS, on or about June 19, 2013, St. Helens and Contractor entered into a contract (“contract”) in which Contractor agreed to provide janitorial services (“Services”); and

B. WHEREAS, Paragraph 4 of the contract provides that the contract terminates on June 30, 2015, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

C. WHEREAS, on August 13, 2016, the contract was extended to June 30, 2016; and

D. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the agreement for an additional year.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the contract signed on or about June 19, 2013, shall be amended to reflect a **termination date of June 30, 2017**, unless earlier terminated according to the terms of the contract.

2. All other terms and conditions of the contract, as previously amended, shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____
Name: _____
Its: _____

CONTRACTOR:

Tualatin Valley Workshop Janitorial Services

By: _____
Name: _____
Its: _____

AMENDMENT NO. 3 TO INTERGOVERNMENTAL AGREEMENT

This Amendment is made on _____, 2016, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and the **City of Carlton** (“Carlton”), an Oregon municipal corporation.

RECITALS

A. WHEREAS, on or about November 6, 2013, St. Helens and Carlton entered into an agreement (“Agreement”) in which St. Helens agreed to provide personnel services (“Services”) related to communications and public information; and

B. WHEREAS, on June 18, 2014, the agreement was extended to June 30, 2015 and on August 10, 2015, it was extended to June 30, 2016, and

C. WHEREAS, City wishes and Contractor agrees to extend the contract an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

- 1.** The term of the Agreement is extended to June 30, 2017.
- 2.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By:_____

Name:_____

Its:_____

CARLTON:

CITY OF CARLTON, an Oregon
municipal corporation

By:_____

Name:_____

Its:_____

MODIFICATION OF AGREEMENT FOR SERVICES

This modification of the personal services agreement between the parties for services is entered into between the parties, City of St. Helens (“City”) and **InTime Services, Inc.** (“Contractor”) on this _____ day of June, 2016, effective July 1, 2016.

RECITALS

1. The City and Contractor entered into the original agreement (“Original Agreement”) on or about the 17th of January, 2013; and
2. The Original Agreement provided for approximately 18 months of service with 2 one year extensions; and
3. The City and Contractor each wish to modify this agreement to provide for automatic extensions on a yearly basis, subject to termination as in the Original Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Paragraph 3 of the Original Agreement is hereby amended to read as follows:

“3. Term. Subject to the termination provisions of Section 11 of this Agreement, the term of this Agreement shall commence once executed by both parties and shall automatically renew on June 30 of each year for an additional one year term. Any increase in compensation for the renewal term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.”

2. All other terms and conditions of the agreement that are not specifically modified by this document shall remain in full force and effect during the pendency of the agreement.

CITY:

CONTRACTOR:

CITY OF ST. HELENS

INTIME SERVICES, INC.

Council Meeting date:_____

Signature:_____

Signature:_____

Print:_____

Print:_____

Title:_____

Title:_____

Date:_____

Date:_____

APPROVED AS TO FORM:

By:_____

City Attorney for Contracts

**SECOND AMENDMENT TO
MURRAY SMITH & ASSOCIATES, INC. PERSONAL SERVICES CONTRACT**

This agreement is entered into this ____ day of June, 2016, by and between the City, (hereinafter "City"), and Murray Smith & Associates, Inc., (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Services Contract on September 18, 2013 and said contract, hereinafter "original contract" is on file at St. Helens City Hall.
- B. As part of the original contract Contractor and City agreed that Contractor would provide design services for the Godfrey Park storm drain improvement project including, but not limited to, permitting assistance, geotechnical and environmental evaluation, construction methodology evaluation, plan development and drafting, bidding assistance, and support services during and after construction.
- C. The scope of the project has changed due to construction conditions.

NOW, THEREFORE, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The contract term shall be extended through June 30, 2017, per Item 3 of the original contract.
- 3. The contract compensation for the remainder of the contract term shall be on a time and materials basis, based on the Contractor's rate schedule.
- 4. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this ____ day of June, 2016.

Contractor

City

Date:_____

Randy Peterson, Mayor
Date:_____

Attest:
By:_____
Kathy Payne, City Recorder



Oregon

Kate Brown, Governor

State Marine Board

435 Commercial St. NE, Suite 400
P.O. Box 14145
Salem, OR 97309-5065
(503) 378-8587
Fax (503) 378-4597

May 23, 2016

John Walsh, City Manager
City of St. Helens
PO Box 278
St. Helens, OR 97051



Re: 2016-17 Maintenance Assistance Program (MAP) grant

Dear Mr. Walsh;

As in years past, Oregon State Marine Board (OSMB) is offering a matching grant to augment routine maintenance expenses at improved public boating facilities during the period July 1, 2016 through June 30, 2017 (FY17).

Should you choose to participate in this voluntary program and accept MAP funds, you must first provide written certification that you agree to comply with all program rules, policies and procedures. Secondly, an accounting of the maintenance expenses of last year will also be required.

Attached to this email are the MAP Allocation Certification Agreement and a detailed Site Inventory for your use in completing the certification process for MAP FY17.

The Site Inventory (Attachment A) should accurately reflect current site conditions. Please contact me immediately with any changes or corrections.

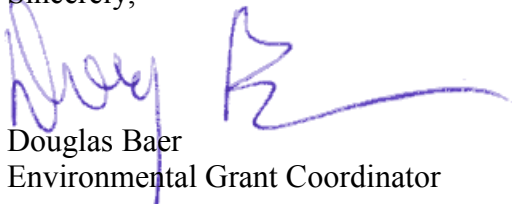
*******ATTENTION: Please note that federal regulations have changed. *******

To receive federal Clean Vessel ACT (CVA) funds for your boat sewage collection system (pumpout, floating restroom, etc.) you must provide information about your Single Audit Act (OMB Circular A-133) status, any approved indirect rate, and your DUNS number. If you do not provide this information, no federal CVA funds will be included in your MAP grant allocation.

Please sign and return the MAP Allocation Certification Agreement before June 30, 2016, by mail, email, or fax. Be sure to complete parts O and P of the agreement and provide your DUNS number in order to receive federal grant funds.

Thank you for your support of Oregon boating access. Please contact me at 503-378-2603 or douglas.baer@state.or.us if you have any questions.

Sincerely,



Douglas Baer
Environmental Grant Coordinator

Encl.: MAP Allocation Certification Agreement
Attachment "A" Site Inventory

**CITY OF ST. HELENS
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM (MAP) 2016-17**

This Maintenance Assistance Program (MAP) Allocation Certification Agreement is entered into by and between the State of Oregon, acting by and through the Oregon State Marine Board, hereinafter called “OSMB” and City of St. Helens, hereinafter called the “Recipient.” In accordance with OAR 250-14-004, the parties agree to the following:

- I. The Recipient certifies that:
 - A. A budget has been adopted which includes the MAP allocation amount of **\$15,000.00** state funds and **\$1,200.00** federal Clean Vessel Act (CVA) funds for the fiscal year period of July 1, 2016 to June 30, 2017; and
 - B. The attached list of facilities and site elements, “Attachment A,” is maintained by the Recipient; and
 - C. MAP and CVA funds will be spent only to maintain improved marine facilities identified on “Attachment A,” in accordance with MAP procedures and policies; and
 - D. During the season of use identified on “Attachment A” the facilities will be open and maintained for public use; and
 - E. That the amount of any user fee, identified on “Attachment A,” that is presently charged or will be charged during the fiscal year, include the highest of any entrance, day use, launch ramp, parking, transient moorage, or other fees paid, excluding annual passes or donations, and no fee will be charged for any vessel waste disposal system or floating restroom; and
 - F. OSMB will have access to all eligible boating facilities and maintenance expenditure and performance records upon request and the Recipient will cooperate during any audit; and
 - G. MAP funds will not exceed sixty-percent of the overall maintenance cost of eligible boating facilities; and
 - H. A minimum of **\$10,000.00** matching resources and **\$400.00** vessel waste and floating restroom matching resources will be provided. Matching funds do not include any cash or in-kind activities expended on campgrounds, marinas, fuel stations, trails, picnic shelters, swim areas, or other large day-use components. The percentage of shared use has been documented for areas such as restrooms and parking that serve eligible marine facilities and other park uses.
 - I. MAP funds are principally targeted for labor, supplies, or contract services that will be expended at the eligible marine facilities. Expenditures for program administration, supervision, or other general service assessments will be limited to a maximum of fifteen-percent.
 - J. MAP funds will not be expended for capital construction projects or used as match to other grants.
 - K. The Recipient agrees that the MAP Program is designed to supplement funds expended at eligible marine facilities and the intent is to assist in improving the quality of maintenance at the facilities identified on “Attachment A.”

- L. The Recipient shall immediately notify OSMB of any changes in operation or maintenance to include fees, season of use, or public access and the Recipient agrees to reimburse OSMB any MAP funds deemed an overpayment as a result of the changes.
- M. The Recipient agrees to reimburse OSMB any excess MAP funds not expended within the fiscal year that exceed the ten-percent maximum carry forward amount.
- N. The Recipient agrees to provide at the end of each fiscal year an expenditure report for maintenance and operations outlining labor, supplies, materials and services for all facilities identified on "Attachment A" and a performance report for any vessel waste collection systems and/or floating restrooms.
- O. The Recipient _____* have a federally approved indirect rate. If applicable, a copy of the letter from the Federal Agency approving the indirect rate will be provided to OSMB before MAP funds are paid.**
- P. The Recipient _____* receive \$750,000 or more in federal funding from all sources in a fiscal year, requiring submission of a Single Audit report.**
(Enter 'does' or 'does not' as appropriate.)*

II. OSMB certifies that:

- A. It is authorized by ORS 830.150(2)(a) to provide MAP funds for annual maintenance of improved boating facilities and is further authorized under CFR 50 Part 85 to provide federal Clean Vessel Act funds from the U.S. Fish and Wildlife Service for maintenance of vessel waste collection facilities and floating restrooms.
- B. It has sufficient MAP funds available within its current biennial budget and has authorized expenditure of MAP funds to the Recipient for the eligible marine facilities identified on "Attachment A."

The Recipient, by the signature of its authorized representative below, hereby acknowledges that it has read the agreement, understands it, and agrees to be bound by its terms and conditions.

OSMB: State of Oregon, acting by and
through its Oregon State Marine Board

RECIPIENT:
City of St. Helens

By: _____
(Signature)

By: _____
(Signature)

By: _____
Scott Brewen
(Printed Name)

By: _____
(Printed Name)

Title: _____
Director

Title: _____

Date: _____

Date: _____

DUNS: _____
(D-U-N-S Registration number)

If you do not have a D-U-N-S number, you will
need to request it at <http://fedgov.dnb.com/webform>.

Attachment A

Maintenance Assistance Program 2016-2017

Sponsor City of St. Helens

Site Name Columbia View Courthouse Docks				Use Fee: \$0.00	Fee Reduction: 0%	
Funding Source MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted Point Value
Feature						
Flush Restroom		12	PSO	12	\$1,200.00	\$1,200.00
Additional Toilet Stall(s)	3	4	PSO	12	\$1,200.00	\$1,200.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Transient Dock, total linear feet	840	21	PSO	12	\$2,100.00	\$2,100.00
Polypipe Debris Boom		3			\$300.00	\$300.00

MAP Allocation for 6 site elements at Columbia View Courthouse Docks

Allocation Subtotal: \$6,000.00

*Seasons of Use: P=Peak, S=Shoulder, O=Off;
Minus (-) denotes partial season

Fee Adjustment: \$0.00

MAP Grant: \$6,000.00

Site Name Courthouse Docks Pump/Dump				Use Fee: \$0.00	Fee Reduction: 0%	
Funding Source CVA	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted Point Value
Feature						
Pumpout/Dump Station		12	PSO	12	\$1,200.00	\$1,200.00

CVA Allocation for 1 site element at Courthouse Docks Pump/Dump

Allocation Subtotal: \$1,200.00

*Seasons of Use: P=Peak, S=Shoulder, O=Off;
Minus (-) denotes partial season

Fee Adjustment: \$0.00

CVA Grant: \$1,200.00

Site Name Sand Island Marine Park North				Use Fee: \$0.00	Fee Reduction: 0%	
Funding Source MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted Point Value
Feature						
Composting Toilet		10	PSO	12	\$1,000.00	\$1,000.00
Additional Toilet Stall(s)	1	4	PSO	12	\$400.00	\$400.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Transient Dock, total linear feet	470	13	PSO	12	\$1,300.00	\$1,300.00
Boat Allowance		0.5	PSO	12	\$50.00	\$50.00

MAP Allocation for 6 site elements at Sand Island Marine Park North

Allocation Subtotal: \$3,950.00

*Seasons of Use: P=Peak, S=Shoulder, O=Off;
Minus (-) denotes partial season

Fee Adjustment: \$0.00

MAP Grant: \$3,950.00

Attachment A

Maintenance Assistance Program 2016-2017

Site Name Sand Island Marine Park South			Use Fee: \$0.00		Fee Reduction: 0%	
Funding Source MAP	Size /	Points	Seasons	Months	Seasonal	Fee Adjusted
Feature	Quantity	Possible	of Use*	of Use	Point Value	Point Value
Composting Toilet		10	PSO	12	\$1,000.00	\$1,000.00
Additional Toilet Stall(s)	1	4	PSO	12	\$400.00	\$400.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Transient Dock, total linear feet	810	21	PSO	12	\$2,100.00	\$2,100.00
Polypipe Debris Boom		3			\$300.00	\$300.00
Boat Allowance		0.5	PSO	12	\$50.00	\$50.00
<u>MAP Allocation for 7 site elements at Sand Island Marine Park South</u>					Allocation Subtotal:	\$5,050.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					Fee Adjustment:	\$0.00
					MAP Grant:	\$5,050.00
Total Grant for City of St. Helens (4 sites)					Total Allocation:	\$16,200.00

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/26/2016 - 2:49PM
 Batch: 00014.05.2016 - AP 5/26/16

JE 186



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
<hr/>									
CITY OF ST. HELENS ST.HELEN									
MAY 26 2016	5/26/2016	66.00	0.00	05/26/2016				False	0
001-000-204000 Bail Deposit					BAIL REFUND FOR FINES THOMAS DAUGHERTY FI				
		<hr/>							
MAY 26 2016 Total:		66.00							
		<hr/>							
CITY OF ST. HELENS To		66.00							
		<hr/>							
WEBB, MYESHA 036054									
MAY 26 2016	5/26/2016	109.00	0.00	05/26/2016				False	0
001-000-204000 Bail Deposit					BAIL MYESHA WEBB				
		<hr/>							
MAY 26 2016 Total:		109.00							
		<hr/>							
WEBB, MYESHA Total:		109.00							
		<hr/>							
		<hr/>							
Report Total:		175.00							
		<hr/>							
		<hr/>							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/26/2016 - 4:40PM
 Batch: 00012.05.2016 - AP 5/27/16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALS ENVIRONMENTAL									
001328									
51-341372-0	5/9/2016	579.00	0.00	05/27/2016				False	0
018-019-472000 Lab Testing				TESTING					
51-341372-0	5/9/2016	579.00	0.00	05/27/2016				False	0
018-020-472000 Lab Testing				TESTING					
	51-341372-0 Total:	1,158.00							
	ALS ENVIRONMENTAL	1,158.00							
AMAZON.COM									
001145									
APRIL 2016	5/10/2016	87.80	0.00	05/27/2016				False	0
001-004-457000 Office Supplies				OFFICE SUPPLIES 6045787810229787					
	APRIL 2016 Total:	87.80							
	AMAZON.COM Total:	87.80							
AMERICAN SECURITY ALARMS, INC.									
001384									
83408	5/16/2016	220.00	0.00	05/27/2016				False	0
001-005-501000 Operating Materials & Supp				475 SERVICE WORK ORDER PARKS					
	83408 Total:	220.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AMERICAN SECURITY A		220.00							
AMPERSAND PRODUCTIONS, LLC									
AMPERSAN									
34	5/22/2016	500.00	0.00	05/27/2016	VIDEO PRODUCTION			False	0
009-201-652010 Gateway project - phase 2									
34 Total:		500.00							
AMPERSAND PRODUCT		500.00							
BROWN, CHANTELLE									
578935									
MAY 24 2016	5/24/2016	297.50	0.00	05/27/2016	REIMBURSEMENT FOR BLUE HERON SEPTIC SERVI			False	0
010-303-653301 Sewer main replacement									
MAY 24 2016 Total:		297.50							
BROWN, CHANTELLE T		297.50							
CASCADE CONCRETE PRODUCTS,INC.									
005925									
65047	5/6/2016	453.00	0.00	05/27/2016	MATERIALS			False	0
010-304-653400 Storm drains									
65047 Total:		453.00							
65081	5/11/2016	96.00	0.00	05/27/2016	MATERIALS			False	0
010-304-653400 Storm drains									
65081 Total:		96.00							
65092	5/13/2016	259.00	0.00	05/27/2016	MATERIALS			False	0
010-304-653400 Storm drains									
65092 Total:		259.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CASCADE CONCRETE P		808.00							
CENTURY LINK 034004								False	0
B11166428016132	5/11/2016	88.41	0.00	05/27/2016					
001-002-458000 Telephone Expense				1664					
B11166428016132 Total:		88.41						False	0
B1116658391136	5/15/2016	88.40	0.00	05/27/2016					
017-417-458000 Telephone expense				1665					
B1116658391136 Total:		88.40							
CENTURY LINK Total:		176.81							
CINTAS CORPORATION 037620								False	0
5005034187	5/16/2016	61.25	0.00	05/27/2016					
001-005-501000 Operating Materials & Supp				CABINET REFILL					
5005034187 Total:		61.25							
5005034188	5/16/2016	43.67	0.00	05/27/2016				False	0
012-107-457000 Office supplies				CABINET REFILL					
5005034188 Total:		43.67							
5005034191	5/16/2016	52.37	0.00	05/27/2016				False	0
013-403-470000 Building				CABINET REFILL					
5005034191 Total:		52.37							
CINTAS CORPORATION		157.29							
CINTAS CORPORATION-463 006830									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
463662285	5/16/2016	44.11	0.00	05/27/2016				False	0
018-019-470000 Building Expense					MATS			False	0
463662285	5/16/2016	44.12	0.00	05/27/2016					
018-020-470000 Building Expense					MATS				
463662285 Total:		88.23							
463662289	5/16/2016	38.84	0.00	05/27/2016				False	0
013-403-470000 Building					MATS				
463662289 Total:		38.84							
CINTAS CORPORATION		127.07							
COLE-PARMER									
007182								False	0
9604737	5/11/2016	341.79	0.00	05/27/2016					
018-019-501000 Operating Materials					TEMP DATALOGGER				
9604737 Total:		341.79							
COLE-PARMER Total:		341.79							
COMCAST									
COMCAST								False	0
MAY 2016	5/12/2016	104.87	0.00	05/27/2016					
017-417-459000 Utilities					3238 COL CITY			False	0
MAY 2016	5/14/2016	119.09	0.00	05/27/2016					
001-005-458000 Telephone Expense					9228				
MAY 2016 Total:		223.96							
COMCAST Total:		223.96							
CORRECT EQUIPMENT									
009210								False	0
33157	5/13/2016	2,115.60	0.00	05/27/2016					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
018-022-501000 Materials and supplies					ALARM SYSTEM				
33157 Total:		2,115.60							
CORRECT EQUIPMENT		2,115.60							
COUNTRY MEDIA INC.									
006800								False	0
229301	5/11/2016	33.48	0.00	05/27/2016	NOTICE OF BUDGET COMMITTEE PUB HEARING				
012-106-526000 Advertisements									
229301 Total:		33.48							
COUNTRY MEDIA INC. T		33.48							
DAILY JOURNAL OF COMMERCE, INC									
009900								False	0
742742358	5/11/2016	600.30	0.00	05/27/2016	2016 MANHOLE REHAB S-640				
010-303-653301 Sewer main replacement									
742742358 Total:		600.30							
DAILY JOURNAL OF CO		600.30							
DEQ, OREGON									
010137								False	0
HSRAF16-2917	5/18/2016	393.81	0.00	05/27/2016	PROJECT 163815-00 BOISE VENEER PLAN				
009-209-554100 Environmental review									
HSRAF16-2917 Total:		393.81							
WQ17WSC-0163	5/4/2016	1,840.00	0.00	05/27/2016	ANNUAL PROGRAM SUPPORT FEE			False	0
018-019-475000 NPDES Permit Fees									
WQ17WSC-0163 Total:		1,840.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	DEQ, OREGON Total:	2,233.81							
DIMSHO, JENNIFER									
DIMSHO								False	0
MAY 2016	5/15/2016	244.76	0.00	05/27/2016	SUNRIVER RESORT JENNIFER DIMSHO 2016 OR BRC				
001-104-490000 Professional development									
	MAY 2016 Total:	244.76							
	DIMSHO, JENNIFER Tota	244.76							
DON'S RENTAL									
010700								False	0
485243	5/13/2016	140.00	0.00	05/27/2016	DINGO RENTAL				
017-417-470000 Building expense									
	485243 Total:	140.00							
	DON'S RENTAL Total:	140.00							
DUNN, DIANE									
010939								False	0
MAY 2016	5/26/2016	203.98	0.00	05/27/2016	ART SUPPLIES SPRING SALMON				
009-201-558110 Free art & craft workshops									
	MAY 2016 Total:	203.98							
	DUNN, DIANE Total:	203.98							
GRAICHEN, JACOB A.									
014039								False	0
MAY 25 2016	5/25/2016	30.24	0.00	05/27/2016	MEETING WITH CONSULTANTS J. GRAICHEN MAUL				
001-104-490000 Professional development									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	MAY 25 2016 Total:	30.24							
	GRAICHEN, JACOB A. T	30.24							
METROPRESORT 020292									
482720	5/12/2016	2,933.69	0.00	05/27/2016	BILL PRINTING 16690			False	0
012-106-554000 Contractual/consulting serv									
	482720 Total:	2,933.69							
	METROPRESORT Total:	2,933.69							
NORTHWEST DELI DISTRIBUTION INC 021184									
272320-1	5/17/2016	646.24	0.00	05/27/2016	MATERIALS			False	0
001-005-501000 Operating Materials & Supp									
	272320-1 Total:	646.24							
	NORTHWEST DELI DIST	646.24							
OPUS:INTERACTIVE, INC. 021979									
278022	5/16/2016	39.00	0.00	05/27/2016	5951			False	0
012-102-500000 Information services									
	278022 Total:	39.00							
278317	5/16/2016	5.00	0.00	05/27/2016	4775			False	0
001-002-500000 Computer System Maint.									
	278317 Total:	5.00							
	OPUS:INTERACTIVE, IN	44.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 025390									
03-062121	5/2/2016	345.00	0.00	05/27/2016	EXAMS PENDELL, STIRLING, HARTLEY			False	0
013-403-554000 Contractual/consulting serv									
03-062121 Total:		345.00							
PEACEHEALTH MEDICA		345.00							
PETERSEN, WILLIAM AL PETER.WA									
MAY 2016	5/18/2016	158.94	0.00	05/27/2016	REIMBURSEMENT DISPLAYSTAR BAND IT C206R9			False	0
011-011-501000 Operating Materials & Supp									
MAY 2016 Total:		158.94							
PETERSEN, WILLIAM A		158.94							
PHILLIPS, CYNTHIA 025515									
053116	5/23/2016	1,592.00	0.00	05/27/2016	5/15-5/31/16 MUN COURT JUDGE			False	0
001-103-554000 Contractual/consulting serv									
053116 Total:		1,592.00							
PHILLIPS, CYNTHIA Tot		1,592.00							
SANDERS MARINE SERVICES 029625									
9424	4/27/2016	362.47	0.00	05/27/2016	REMOVE STEERING CABLE REPLACE WITH NEW			False	0
001-005-501000 Operating Materials & Supp									
9424 Total:		362.47							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
<hr/>									
	SANDERS MARINE SER	362.47							
<hr/>									
SELDEN, LAURIE									
030715									
083114	5/23/2016	2,948.00	0.00	05/27/2016				False	0
001-103-554000 Contractual/consulting serv					5-15/5-31-16 CRIMINAL PROSECUTORIAL SERVICES				
083114 Total:		2,948.00							
<hr/>									
SELDEN, LAURIE Total:		2,948.00							
<hr/>									
SHRED-IT USA, LLC									
shred-it									
8120677067	4/30/2016	134.39	0.00	05/27/2016				False	0
001-002-470000 Building Expense					POLICE SHRED 13664225				
8120677067 Total:		134.39							
<hr/>									
SHRED-IT USA, LLC Tot		134.39							
<hr/>									
SOLUTIONS YES									
013581									
INV70723	5/17/2016	498.12	0.00	05/27/2016				False	0
012-107-502000 Equipment expense					C002 COPIES				
INV70723 Total:		498.12							
<hr/>									
SOLUTIONS YES Total:		498.12							
<hr/>									
SONSRAY MACHINERY									
031592									
P13157-10	5/11/2016	57.84	0.00	05/27/2016				False	0
015-015-501000 Operating Materials & Supp					COUPLING 14				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
P13157-10 Total:		57.84							
SONSRAY MACHINERY		57.84							
THE CENTOFANTE GROUP INC 006779									
MAY 2016	4/27/2016	300.00	0.00	05/27/2016				False	0
001-004-517000 Library Program					RUTH WARINER AUTHOR PRESENTATION				
MAY 2016 Total:		300.00							
THE CENTOFANTE GRO		300.00							
Report Total:		19,721.08							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/31/2016 - 10:23AM
 Batch: 00017.05.2016 - AP 5/31/16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COLUMBIA COUNTY CLERK									
007500									
MAY 31 2016	5/31/2016	255.00	0.00	05/31/2016				False	0
010-303-653301	Sewer main replacement			RECORD LIEN 515 N 10 453 N 11 344 N 3 260 ST HEL 1					
	MAY 31 2016 Total:	255.00							
	COLUMBIA COUNTY CL	255.00							
	Report Total:	255.00							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 06/02/2016 - 8:44AM
 Batch: 00001.06.2016 - AP 6/3/16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AIRGAS USA, LLC									
AIRGAS									
9051717263	5/23/2016	101.17	0.00	06/03/2016				False	0
017-017-501000	Operating Materials & Sup.				CO2				
9051717263 Total:		101.17							
AIRGAS USA, LLC Total:		101.17							
AKS ENGINEERING & FORESTRY									
001128									
4401-04	5/12/2016	1,802.51	0.00	06/03/2016				False	0
009-209-554100	Environmental review				SERVEYING SERVICES KASTER RD LEASE AREA				
4401-04 Total:		1,802.51							
AKS ENGINEERING & F		1,802.51							
AMERICAN EXTERMINATION									
AMERICAN									
112829	5/24/2016	110.00	0.00	06/03/2016				False	0
001-110-470000	Building expense				108565 PEST CONTROL SR. CENTER				
112829 Total:		110.00							
AMERICAN EXTERMIN		110.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
BACKWOODS HOME MAGAZINE BACKWOOD JUNE 2016 001-004-512000 Periodicals	6/1/2016	26.95	0.00	06/03/2016	SUBSCRIPTION			False	0
JUNE 2016 Total:		26.95							
BACKWOODS HOME M		26.95							
BEAVER BARK, INC. 002520 166526 017-017-501000 Operating Materials & Sup.	5/5/2016	140.00	0.00	06/03/2016	5 YDS HEMLOCK / WATER METER BARK			False	0
166526 Total:		140.00							
BEAVER BARK, INC. Tot		140.00							
BEMIS PRINTING 002701 6886 001-005-501000 Operating Materials & Supp 6886 012-106-457000 Office supplies	5/16/2016	171.50	0.00	06/03/2016	PARKS PERMITS			False	0
	5/16/2016	148.00	0.00	06/03/2016	PAYROLL SELF SEAL ENVELOPES			False	0
6886 Total:		319.50							
BEMIS PRINTING Total:		319.50							
BIRDS & BLOOMS BIRDS&BL JUNE 2016 001-004-512000 Periodicals	6/1/2016	29.98	0.00	06/03/2016	SUBSCRIPTION			False	0
JUNE 2016 Total:		29.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
BIRDS & BLOOMS Total:		29.98							
CASCADE CONCRETE PRODUCTS,INC.									
005925									
65184	5/25/2016	453.00	0.00	06/03/2016				False	0
010-304-653400 Storm drains		MANHOLE BASE PVC BOOTS / RUBBER GASKETS							
65184 Total:		453.00							
CASCADE CONCRETE P		453.00							
CENTERLOGIC, INC.									
011595									
34686	5/17/2016	17.41	0.00	06/03/2016				False	0
012-101-500000 Information services		IT SERVICES							
34686	5/17/2016	11.61	0.00	06/03/2016				False	0
001-100-500000 Information services		IT SERVICES							
34686	5/17/2016	23.24	0.00	06/03/2016				False	0
001-103-500000 Information services		IT SERVICES							
34686	5/17/2016	11.61	0.00	06/03/2016				False	0
001-104-500000 Information services		IT SERVICES							
34686	5/17/2016	441.34	0.00	06/03/2016				False	0
001-004-500000 Computer Maintenance		IT SERVICES							
34686	5/17/2016	22.07	0.00	06/03/2016				False	0
001-105-500000 Information services		IT SERVICES							
34686	5/17/2016	25.55	0.00	06/03/2016				False	0
012-102-500000 Information services		IT SERVICES							
34686	5/17/2016	61.54	0.00	06/03/2016				False	0
012-106-500000 Information services		IT SERVICES							
34686	5/17/2016	47.64	0.00	06/03/2016				False	0
013-402-500000 Information services		IT SERVICES							
34686 Total:		662.01							
34709	5/16/2016	56.71	0.00	06/03/2016				False	0
012-101-500000 Information services		IT SERVICES							
34709	5/16/2016	105.00	0.00	06/03/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
010-305-653553 Phone system				PHONE SYSTEM IT SERVICES					
34709	5/16/2016	37.81	0.00	06/03/2016				False	0
001-100-500000 Information services				IT SERVICES					
34709	5/16/2016	75.68	0.00	06/03/2016				False	0
001-103-500000 Information services				IT SERVICES					
34709	5/16/2016	37.81	0.00	06/03/2016				False	0
001-104-500000 Information services				IT SERVICES					
34709	5/16/2016	399.50	0.00	06/03/2016				False	0
001-002-500000 Computer System Maint.				IT SERVICES					
34709	5/16/2016	666.25	0.00	06/03/2016				False	0
001-004-500000 Computer Maintenance				IT SERVICES					
34709	5/16/2016	71.88	0.00	06/03/2016				False	0
001-105-500000 Information services				IT SERVICES					
34709	5/16/2016	83.23	0.00	06/03/2016				False	0
012-102-500000 Information services				IT SERVICES					
34709	5/16/2016	200.46	0.00	06/03/2016				False	0
012-106-500000 Information services				IT SERVICES					
34709	5/16/2016	155.17	0.00	06/03/2016				False	0
013-402-500000 Information services				IT SERVICES					
34709	5/16/2016	65.00	0.00	06/03/2016				False	0
017-417-501000 Operating materials and suppli				IT SERVICES					
34709 Total:		1,954.50							
34796	5/16/2016	16.25	0.00	06/03/2016				False	0
001-004-500000 Computer Maintenance				IT SERVICES					
34796 Total:		16.25							
34804	5/17/2016	1,664.22	0.00	06/03/2016				False	0
012-108-575000 Equipment expense				TWO NEW COMPUTERS AV1 AV2 COUNCIL CHAMBI					
34804 Total:		1,664.22							
CENTERLOGIC, INC. To		4,296.98							
CENTURY LINK									
034002									
MAY 2016	5/17/2016	40.71	0.00	06/03/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
017-017-458000 Telephone Expense				369B					
MAY 2016	5/17/2016	20.35	0.00	06/03/2016				False	0
018-019-458000 Telecommunication Expense				025B					
MAY 2016	5/17/2016	20.36	0.00	06/03/2016				False	0
018-020-458000 Telecommunication Expense				025B					
MAY 2016 Total:		81.42							
CENTURY LINK Total:		81.42							
CINTAS CORPORATION-463									
006830									
463669206	5/30/2016	38.84	0.00	06/03/2016				False	0
013-403-470000 Building				MATS					
463669206 Total:		38.84							
CINTAS CORPORATION		38.84							
COASTWIDE LABORATORIES									
007159									
2880749	5/25/2016	95.85	0.00	06/03/2016				False	0
012-107-457000 Office supplies				TP / PAPER TOWELS CITY HALL					
2880749 Total:		95.85							
COASTWIDE LABORATO		95.85							
COLUMBIA LEARNING CENTER									
008152									
130	5/11/2016	1,079.00	0.00	06/03/2016				False	0
001-110-470000 Building expense				DIRECTORS AND OFFICERS INSURANCE POLICY 810					
130 Total:		1,079.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
<hr/>									
COLUMBIA LEARNING		1,079.00							
COMCAST									
COMCAST									
MAY 2016	5/21/2016	107.85 ✓	0.00	06/03/2016				False	0
001-002-458000 Telephone Expense				4855					
MAY 2016	5/21/2016	186.97 ✓	0.00	06/03/2016				False	0
012-107-458000 Telecommunication expense				9110					
MAY 2016	5/21/2016	99.59 ✓	0.00	06/03/2016				False	0
001-004-500000 Computer Maintenance				8631					
MAY 2016	5/21/2016	94.85 ✓	0.00	06/03/2016				False	0
012-107-458000 Telecommunication expense				8453					
MAY 2016	5/21/2016	94.85 ✓	0.00	06/03/2016				False	0
001-004-500000 Computer Maintenance				3388					
MAY 2016	5/25/2016	102.85 ✓	0.00	06/03/2016				False	0
001-005-509000 Marine board expense				3930 MARINE BOARD					
MAY 2016 Total:		686.96							
COMCAST Total:		686.96							
COOKING WITH PAULA DEEN									
PAULAD									
JUNE 2016	6/1/2016	22.98 ✓	0.00	06/03/2016				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
JUNE 2016 Total:		22.98							
COOKING WITH PAULA		22.98							
DAHLGREN BUILDERS SUPPLY									
009800									
MAY 2016	5/25/2016	7.25 ✓	0.00	06/03/2016				False	0
001-004-470000 Building Expense				MATERIALS					
MAY 2016	5/25/2016	2.99 ✓	0.00	06/03/2016				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MAY 2016	5/25/2016	1,425.87	0.00	06/03/2016				False	0
001-005-509000 Marine board expense				MATERIALS SAND ISLAND					
MAY 2016	5/25/2016	525.86	0.00	06/03/2016				False	0
010-300-652970 McCormick Pk Ped Bridge				MATERIALS MC. BRIDGE					
MAY 2016	5/25/2016	27.50	0.00	06/03/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
MAY 2016	5/25/2016	55.77	0.00	06/03/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
MAY 2016	5/25/2016	25.98	0.00	06/03/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
MAY 2016	5/25/2016	25.98	0.00	06/03/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
MAY 2016	5/25/2016	69.86	0.00	06/03/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
MAY 2016 Total:		2,167.06							
DAHLGREN BUILDERS		2,167.06							
DEMCO, INC.									
010130									
5878795	5/18/2016	211.23	0.00	06/03/2016				False	0
001-004-457000 Office Supplies				OFFICE SUPPLIES					
5878795 Total:		211.23							
5881144	5/20/2016	130.34	0.00	06/03/2016				False	0
001-004-457000 Office Supplies				CLASS LABELS / CD LBL					
5881144 Total:		130.34							
DEMCO, INC. Total:		341.57							
DR. OZ THE GOOD LIFE									
010790									
JUNE 2016	6/1/2016	27.97	0.00	06/03/2016				False	0
001-004-512000 Periodicals				SUBSCRIPTION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	JUNE 2016 Total:	27.97							
	DR. OZ THE GOOD LIFE	27.97							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
30878	5/11/2016	130.76	0.00	06/03/2016	ROCK STORM N 9TH ST			False	0
010-304-653400	Storm drains								
	30878 Total:	130.76							
30888	5/13/2016	236.53	0.00	06/03/2016	ROCK STORM N 9TH ST			False	0
010-304-653400	Storm drains								
	30888 Total:	236.53							
30895	5/16/2016	139.54	0.00	06/03/2016	ROCK STORM N 9TH ST			False	0
010-304-653400	Storm drains								
30895	5/16/2016	127.67	0.00	06/03/2016	ROCK MC SEWER			False	0
018-018-501000	Operating Materials & Supplies								
	30895 Total:	267.21							
30904	5/17/2016	124.68	0.00	06/03/2016	ROCK STORM N 9TH ST			False	0
010-304-653400	Storm drains								
30904	5/17/2016	132.31	0.00	06/03/2016	ROCK MCARTHUR SEWER			False	0
018-018-501000	Operating Materials & Supplies								
	30904 Total:	256.99							
30914	5/18/2016	253.99	0.00	06/03/2016	ROCK STORM N 9TH ST			False	0
010-304-653400	Storm drains								
	30914 Total:	253.99							
30925	5/19/2016	263.25	0.00	06/03/2016	ROCK STORM N 9TH ST			False	0
010-304-653400	Storm drains								
	30925 Total:	263.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
30932	5/20/2016	133.56✓	0.00	06/03/2016				False	0
010-304-653400 Storm drains				ROCK STORM N 9TH ST					
30932 Total:		133.56							
30938	5/23/2016	259.88✓	0.00	06/03/2016				False	0
010-304-653400 Storm drains				ROCK 9TH ST STORM					
30938 Total:		259.88							
30947	5/25/2016	124.59✓	0.00	06/03/2016				False	0
010-304-653400 Storm drains				ROCK 9TH ST STORM					
30947 Total:		124.59							
EAGLE STAR ROCK PRO		1,926.76							
FDG - FIRWOOD DESIGN GROUP, LLC									
FDG									
11238	5/13/2016	1,533.32✓	0.00	06/03/2016				False	0
018-018-554000 Contractual/Consulting Serv				PROJECT E15-009 ENGINEERING SERVICES					
11238 Total:		1,533.32							
FDG - FIRWOOD DESIGN		1,533.32							
HACH COMPANY									
014200									
9940163	5/20/2016	113.40✓	0.00	06/03/2016				False	0
018-019-501000 Operating Materials				BOD STD DILUTION CAP BOD BOTTLE					
9940163	5/20/2016	113.41✓	0.00	06/03/2016				False	0
018-020-501000 Operating Materials & Supplies				BOD STD DILUTION CAP BOD BOTTLE					
9940163 Total:		226.81							
9945042	5/24/2016	60.50✓	0.00	06/03/2016				False	0
018-019-501000 Operating Materials				SENSOR CAP REPLACEMENT					
9945042	5/24/2016	60.50✓	0.00	06/03/2016				False	0
018-020-501000 Operating Materials & Supplies				SENSOR CAP REPLACEMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
9945042 Total:		121.00							
HACH COMPANY Total:		347.81							
HASA 014771 491575	5/18/2016	4,392.02 ✓	0.00	06/03/2016					
018-020-527000 Hypochlorite Expense				MULTI CHLOR				False	0
491575 Total:		4,392.02							
HASA Total:		4,392.02							
ILLIAS, TIMOTHY 016034 MAY 2016	5/27/2016	252.86 ✓	0.00	06/03/2016					
013-403-490000 Professional development				T. ILLIAS BMI CERT TROUTDALE				False	0
MAY 2016 Total:		252.86							
ILLIAS, TIMOTHY Total:		252.86							
INGRAM LIBRARY SERVICES, INC. 016240 92952673	5/5/2016	11.13 ✓	0.00	06/03/2016					
001-004-511000 Printed Materials				BOOKS				False	0
92952673 Total:		11.13							
92952674	5/5/2016	128.12 ✓	0.00	06/03/2016					
001-004-483000 Audio Materials				BOOKS				False	0
92952674 Total:		128.12							
92952675	5/5/2016	101.69 ✓	0.00	06/03/2016					
001-004-511000 Printed Materials				BOOKS				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
92952675 Total:		101.69							
92952676	5/5/2016	96.28	0.00	06/03/2016				False	0
001-004-511000 Printed Materials				BOOKS					
92952676 Total:		96.28							
92962149	5/6/2016	787.50	0.00	06/03/2016				False	0
001-004-511000 Printed Materials				BOOKS					
92962149 Total:		787.50							
92962150	5/6/2016	346.13	0.00	06/03/2016				False	0
001-004-483000 Audio Materials				BOOKS					
92962150 Total:		346.13							
93016513	5/11/2016	11.17	0.00	06/03/2016				False	0
001-004-511000 Printed Materials				BOOKS					
93016513 Total:		11.17							
93016514	5/11/2016	11.03	0.00	06/03/2016				False	0
001-004-511000 Printed Materials				BOOKS					
93016514 Total:		11.03							
93016515	5/11/2016	734.00	0.00	06/03/2016				False	0
001-004-511000 Printed Materials				BOOKS					
93016515 Total:		734.00							
INGRAM LIBRARY SERV		2,227.05							
INTEGRA TELECOM, INC.									
016479									
13886920	5/21/2016	398.17	0.00	06/03/2016				False	0
001-002-458000 Telephone Expense				754802					
13886920	5/21/2016	58.56	0.00	06/03/2016				False	0
012-106-480000 Postage				754802					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
13886920	5/21/2016	1,238.98✓	0.00	06/03/2016				False	0
012-107-458000 Telecommunication expense				754802					
13886920	5/21/2016	48.99✓	0.00	06/03/2016				False	0
017-017-458000 Telephone Expense				754802					
13886920	5/21/2016	558.32✓	0.00	06/03/2016				False	0
017-417-458000 Telephone expense				754802					
13886920	5/21/2016	200.97✓	0.00	06/03/2016				False	0
013-403-458000 Telecommunication expense				754802					
13886920	5/21/2016	176.75✓	0.00	06/03/2016				False	0
018-019-458000 Telecommunication Expense				754802					
13886920	5/21/2016	176.75✓	0.00	06/03/2016				False	0
018-020-458000 Telecommunication Expense				754802					
13886920	5/21/2016	400.79✓	0.00	06/03/2016				False	0
018-022-458000 Telecommunication expense				754802					
13886920	5/21/2016	297.67✓	0.00	06/03/2016				False	0
001-004-458000 Telephone Expense				754802					
13886920 Total:		3,555.95							
INTEGRA TELECOM, IN		3,555.95							
JEFFRIES, MARGARET									
016949									
MAY 2016	5/27/2016	289.54✓	0.00	06/03/2016				False	0
001-004-517000 Library Program				LIB PROG REFRESHMENTS / SUMMER READING GII					
MAY 2016 Total:		289.54							
JEFFRIES, MARGARET T		289.54							
KARP, RICHARD									
017418									
0002645	5/26/2016	520.00✓	0.00	06/03/2016				False	0
001-000-204000 Bail Deposit				BAIL RICHARD KARP REC 1414824					
0002645 Total:		520.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
KARP, RICHARD Total:		520.00							
LAWSON PRODUCTS, INC.									
018040									
9304101421	5/17/2016	425.10	0.00	06/03/2016				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
9304101421 Total:		425.10							
LAWSON PRODUCTS, IN		425.10							
LEAF									
018101									
6522894	5/26/2016	170.00	0.00	06/03/2016				False	0
012-107-502000 Equipment expense				OCE VL2822C					
6522894 Total:		170.00							
LEAF Total:		170.00							
MCMULLEN WATER SYSTEMS									
020007									
3126	5/9/2016	2,000.00	0.00	06/03/2016				False	0
017-017-501000 Operating Materials & Sup.				REPLACEMENT OF BOOSTER PUMP 35177 PITTSBUF					
3126 Total:		2,000.00							
MCMULLEN WATER SY		2,000.00							
MEDORA CORPORATION									
031521									
77220	5/20/2016	417.90	0.00	06/03/2016				False	0
018-020-501000 Operating Materials & Supplies				MOTOR CONTROL CORD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
77220 Total:		417.90							
MEDORA CORPORATIO		417.90							
MIDWEST TAPE									
020427									
93955603	5/11/2016	93.96	0.00	06/03/2016				False	0
001-004-481000 Visual Materials				DVD					
93955603 Total:		93.96							
93955605	5/11/2016	48.28	0.00	06/03/2016				False	0
001-004-481000 Visual Materials				DVD					
93955605 Total:		48.28							
93958594	5/12/2016	73.86	0.00	06/03/2016				False	0
001-004-483000 Audio Materials				ADB					
93958594 Total:		73.86							
93977495	5/18/2016	50.99	0.00	06/03/2016				False	0
001-004-481000 Visual Materials				DVD					
93977495 Total:		50.99							
93978886	5/18/2016	21.10	0.00	06/03/2016				False	0
001-004-483000 Audio Materials				ADB					
93978886 Total:		21.10							
MIDWEST TAPE Total:		288.19							
MOTOR TREND									
MOTORTRE									
JUNE 2016	6/1/2016	18.00	0.00	06/03/2016				False	0
001-004-512000 Periodicals				SUBSCRIPTION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	JUNE 2016 Total:	18.00							
	MOTOR TREND Total:	18.00							
MOUCHA, ANYA MOUCHA.A MAY 28 2016 001-104-558321 Main street	5/28/2016	111.19	0.00	06/03/2016	NAT MAIN STR. CONF. ANYA MOUCHA			False	0
	MAY 28 2016 Total:	111.19							
	MOUCHA, ANYA Total:	111.19							
MURRAY, SMITH & ASSOC., INC. 020762 09-1078-74 010-304-653409 Godfrey Outfall	4/22/2016	869.61	0.00	06/03/2016	PROJ 09-1078 GODFREY PK ST.REISSUE CK 114413 F			False	0
	09-1078-74 Total:	869.61							
	MURRAY, SMITH & ASS	869.61							
NAS ASSOCIATES, INC. 028148 19592 018-019-472000 Lab Testing	4/29/2016	4,300.00	0.00	06/03/2016	TOXICITY TEST DEPT 103-P805			False	0
	19592 Total:	4,300.00							
	NAS ASSOCIATES, INC.	4,300.00							
NORTHSTAR CHEMICAL, INC. 021556 85596	5/11/2016	3,993.35	0.00	06/03/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
017-417-527000 Chlorine				SODIUM HYPOCHLORITE					
85596 Total:		3,993.35							
86013	5/20/2016	452.69	0.00	06/03/2016				False	0
017-417-527000 Chlorine				SODIUM HYPOCHLORITE					
86013 Total:		452.69							
NORTHSTAR CHEMICAL		4,446.04							
NORTHWEST DELI DISTRIBUTION INC									
021184									
272320-2	5/20/2016	39.99	0.00	06/03/2016				False	0
001-005-501000 Operating Materials & Supp				DEGREASER					
272320-2 Total:		39.99							
NORTHWEST DELI DIST		39.99							
PETTY CASH- SHANNA DUGGAN									
018757									
JUNE 2016	6/1/2016	11.98	0.00	07/03/2016				False	0
013-403-490000 Professional development				DONUTS SAFE TR					
JUNE 2016	6/1/2016	21.98	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				SNACKS YC					
JUNE 2016	6/1/2016	130.00	0.00	07/03/2016				False	0
012-106-473000 Miscellaneous				FIN DIR INTERV. LUNCH					
JUNE 2016	6/1/2016	100.00	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				IF I WERE MAYOR PRIZES					
JUNE 2016	6/1/2016	102.00	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				IF I WERE MAYOR PRIZES					
JUNE 2016	6/1/2016	13.16	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				CM SNACKS					
JUNE 2016	6/1/2016	43.72	0.00	07/03/2016				False	0
012-106-473000 Miscellaneous				BUDG. COM PIZZA / SNACKS					
JUNE 2016	6/1/2016	11.75	0.00	07/03/2016				False	0
001-104-490000 Professional development				PARKING J. DIMSHO WORKSHOP PALOOZA					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
JUNE 2016	6/1/2016	20.00✓	0.00	07/03/2016				False	0
001-000-354000 Misc Revenue				REFUND PUBLIC REC CASEY GARRETT					
JUNE 2016	6/1/2016	24.00✓	0.00	07/03/2016				False	0
012-107-457000 Office supplies				EMP COFFEE					
JUNE 2016	6/1/2016	50.00✓	0.00	07/03/2016				False	0
001-005-509000 Marine board expense				REM VINYL					
JUNE 2016	6/1/2016	11.53✓	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				YC SNACKS					
JUNE 2016	6/1/2016	3.99✓	0.00	07/03/2016				False	0
017-417-501000 Operating materials and suppli				OIL GUY DAVIS					
JUNE 2016	6/1/2016	9.67✓	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				CM SNACKS					
JUNE 2016	6/1/2016	15.99✓	0.00	07/03/2016				False	0
018-020-501000 Operating Materials & Supplies				TOOLS WWTP J. LEAVY					
JUNE 2016	6/1/2016	9.97✓	0.00	07/03/2016				False	0
001-002-473000 Miscellaneous Expense				PD BATHROOM TRASH CAN M. DURAN					
JUNE 2016	6/1/2016	4.48✓	0.00	07/03/2016				False	0
018-019-501000 Operating Materials				TOOL HANGERS FOR SHOP					
JUNE 2016	6/1/2016	4.48✓	0.00	07/03/2016				False	0
018-020-501000 Operating Materials & Supplies				TOOL HANGERS FOR SHOP					
JUNE 2016	6/1/2016	6.99✓	0.00	07/03/2016				False	0
001-100-473000 Miscellaneous				YC SNACKS					
JUNE 2016	6/1/2016	5.99✓	0.00	07/03/2016				False	0
013-403-490000 Professional development				SAFE MT DONUTS					
JUNE 2016	6/1/2016	24.00✓	0.00	07/03/2016				False	0
012-107-457000 Office supplies				COFFEE					
JUNE 2016	6/1/2016	-120.00	0.00	07/03/2016				False	0
001-103-465000 Jury / witness fees				PETTY CASH ISSUED OVERAGE CK 114522					
JUNE 2016 Total:		505.68							
PETTY CASH- SHANNA		505.68							
POSTMASTER, U.S. POSTAL SERVICES									
026000									
JUNE 2016	6/2/2016	298.00✓	0.00	06/03/2016				False	0
012-106-502000 Equipment expense				PO BOX 278 - 12- MONTHS PO BOX FEE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	JUNE 2016 Total:	298.00							
	POSTMASTER, U.S. POS	298.00							
QUILL CORP. 026700									
5619732	5/5/2016	48.21	0.00	06/03/2016	OFFICE SUPPLIES			False	0
001-004-457000 Office Supplies									
	5619732 Total:	48.21							
5719655	5/10/2016	82.99	0.00	06/03/2016	OFFICE SUPPLIES C2941796			False	0
001-004-457000 Office Supplies									
	5719655 Total:	82.99							
	QUILL CORP. Total:	131.20							
SANDERS MARINE SERVICES 029625									
9425	4/27/2016	341.31	0.00	06/03/2016	CHECK SHIFT CONTROLS . REPAIR GEAR CASE			False	0
018-019-501000 Operating Materials									
9425	4/27/2016	341.32	0.00	06/03/2016	CHECK SHIFT CONTROLS . REPAIR GEAR CASE			False	0
018-020-501000 Operating Materials & Supplies									
	9425 Total:	682.63							
	SANDERS MARINE SER	682.63							
SCAPPOOSE SAND & GRAVEL 030050									
11142	5/26/2016	139.00	0.00	06/03/2016	SALT AND PEPPER			False	0
011-011-501000 Operating Materials & Supp									
	11142 Total:	139.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
	SCAPPOOSE SAND & GR	139.00							
STAPLES BUSINESS ADVANTAGE									
031983									
3297374330	3/26/2016	-17.65	0.00	06/03/2016				False	0
012-107-457000	Office supplies			CREDIT RETURNED ITEM					
<hr/>									
	3297374330 Total:	-17.65							
3302066888	5/7/2016	31.89	0.00	06/03/2016				False	0
001-105-457000	Office supplies			SUPPLIES					
3302066888	5/7/2016	84.11	0.00	06/03/2016				False	0
012-106-457000	Office supplies			SUPPLIES					
3302066888	5/7/2016	3.80	0.00	06/03/2016				False	0
012-107-457000	Office supplies			SUPPLIES					
3302066888	5/7/2016	2.99	0.00	06/03/2016				False	0
012-107-457000	Office supplies			SUPPLIES					
<hr/>									
	3302066888 Total:	122.79							
3302583950	5/14/2016	129.07	0.00	06/03/2016				False	0
001-103-457000	Office supplies			SUPPLIES					
3302583950	5/14/2016	307.69	0.00	06/03/2016				False	0
012-107-457000	Office supplies			SUPPLIES					
<hr/>									
	3302583950 Total:	436.76							
3302583951	5/14/2016	5.49	0.00	06/03/2016				False	0
012-107-457000	Office supplies			SUPPLIES					
<hr/>									
	3302583951 Total:	5.49							
<hr/>									
	STAPLES BUSINESS AD	547.39							
TCMS CORPORATION									
033013									
014702	5/13/2016	237.50	0.00	06/03/2016				False	0
012-107-554000	Contractual/consulting serv			WORK ORDER 81228 C10630 CITY HALL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
014702 Total:		237.50							
TCMS CORPORATION T		237.50							
THE LIBRARY CORPORATION									
018420									
60484	5/11/2016	2,000.00	0.00	06/03/2016				False	0
001-004-500000 Computer Maintenance				RDA CONVERSION					
60484 Total:		2,000.00							
THE LIBRARY CORPOR		2,000.00							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
111498	5/9/2016	32.68	0.00	06/03/2016				False	0
017-017-501000 Operating Materials & Sup.				GR STAKE FLAG					
111498 Total:		32.68							
113385	5/23/2016	356.06	0.00	06/03/2016				False	0
011-011-505000 Street Signs				SIGNS					
113385 Total:		356.06							
TRAFFIC SAFETY SUPP		388.74							
TUPPER, SEAN									
033834									
MAY 2016	5/27/2016	243.48	0.00	06/03/2016				False	0
013-403-490000 Professional development				S. TUPPER BMI BACKFLOW CERT SCHOOL TROUTD					
MAY 2016 Total:		243.48							
TUPPER, SEAN Total:		243.48							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
TYPETHINK, LLC									
034599									
6466	5/1/2016	300.00	0.00	06/03/2016				False	0
009-206-458100 PEG Access				WEBSITE HOSTING					
6466 Total:		300.00							
TYPETHINK, LLC Total:		300.00							
VERIZON WIRELESS									
000720									
9765712002	5/20/2016	1,515.24	0.00	06/03/2016				False	0
001-002-458000 Telephone Expense				271826771-00001					
9765712002 Total:		1,515.24							
9765761286	5/20/2016	130.32	0.00	06/03/2016				False	0
013-402-458000 Telecommunication expense				871458396-00001					
9765761286	5/20/2016	51.72	0.00	06/03/2016				False	0
001-105-458000 Telephone expense				871458396-00001					
9765761286	5/20/2016	333.04	0.00	06/03/2016				False	0
013-403-458000 Telecommunication expense				871458396-00001					
9765761286	5/20/2016	173.11	0.00	06/03/2016				False	0
017-417-458000 Telephone expense				871458396-00001					
9765761286	5/20/2016	35.73	0.00	06/03/2016				False	0
018-019-458000 Telecommunication Expense				871458396-00001					
9765761286	5/20/2016	26.79	0.00	06/03/2016				False	0
018-020-458000 Telecommunication Expense				871458396-00001					
9765761286	5/20/2016	40.01	0.00	06/03/2016				False	0
017-017-458000 Telephone Expense				871458396-00001					
9765761286	5/20/2016	26.80	0.00	06/03/2016				False	0
018-022-458000 Telecommunication expense				871458396-00001					
9765761286 Total:		817.52							
VERIZON WIRELESS To		2,332.76							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
WESTERN EQUIPMENT									
036401									
8003067-00	5/6/2016	116.72	0.00	06/03/2016				False	0
001-005-501000 Operating Materials & Supp				BLADE ROTARY					
8003067-00 Total:		116.72							
8003067-01	5/20/2016	226.30	0.00	06/03/2016				False	0
001-005-501000 Operating Materials & Supp				RECYCLER CHAMBER ASM					
8003067-01 Total:		226.30							
WESTERN EQUIPMENT		343.02							
WRITER'S DIGEST									
037510									
JUNE 2016	6/1/2016	24.96	0.00	06/03/2016				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
JUNE 2016 Total:		24.96							
WRITER'S DIGEST Total:		24.96							
Report Total:		48,127.43							

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2016 NEW

A copy of the OLCC application documents submitted for the business listed below was emailed to the Police Department for review. No adverse response was received.

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• MOD Super Fast Pizza	MOD Super Fast Pizza, LLC	2298 Gable Road, Ste. 110	New Outlet

City of St. Helens

Job Title: PRETREATMENT SPECIALIST (Part-Time)
Term: This is a 1-year term-limited position
Department: Public Works
FLSA Status: Non-Exempt
Union: No
Date Revised: June 15, 2016

GENERAL PURPOSE

Coordinates with the City's Pretreatment Coordinator to help with the implementation of the City pretreatment program among various industrial/commercial users, other governmental agencies, and City staff.

Assists the Pretreatment Coordinator in performing industrial waste monitoring activities, conducts sampling, inspections, and surveys of industrial/commercial facilities to determine compliance with city, state, and federal pretreatment regulations. Maintains files and records necessary to document an effective pretreatment program.

SUPERVISION RECEIVED

Works under the direct supervision of the Wastewater Treatment Superintendent and Pretreatment Coordinator who outline program goals and objectives.

ESSENTIAL DUTIES

Assists the City Pretreatment Coordinator with the following:

- Coordinates pretreatment activities within the City and implements the City pretreatment procedures.
- Updates the City pretreatment program including development of the technical evaluation of Local Limits to ensure compliance with state and federal regulations.
- Maintains a current list of industrial users and issues industrial user survey and permit application forms. Provides assistance to industrial users in completion of such forms.
- Prepares permits and letters of notification for issuance to industrial users.
- Develops and maintains documentation necessary for the pretreatment program including inspection schedules and industrial user files.
- Performs inspections of industrial users including sampling, records review, spill plan review, facility inspection, and review of compliance schedules and history.
- Reviews industrial user compliance reports and investigates items of noncompliance. Maintains a list of industrial users determined to be in "significant noncompliance."
- Provides monthly reports of the pretreatment program status and immediate reporting of industrial user violations to the WWTP Superintendent.
- Operates and maintains monitoring equipment necessary to the pretreatment program.
- Prepares and serves enforcement documents to industrial users as directed by the WWTP Superintendent.
- Responds to complaints of spills, odors, and noxious fumes and provides technical assistance to City staff, police, and fire personnel to determine the source of such problems and to evaluate

potential impact and develop control strategy.

- Prepares pretreatment reports for submission to state and federal agencies as directed by the WWTP Superintendent.

PERIPHERAL DUTIES

- Provides periodic assistance to office staff and engineering staff as directed by the WWTP superintendent.
- Attends meetings with state and federal and other agencies as directed by the WWTP superintendent.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (b) Two (2) years of experience in a wastewater utility preferably in a pretreatment position, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
- (b) Must have a thorough knowledge of city, state, and federal pretreatment regulations and be capable of effective written and verbal communication with representatives of private industry and governmental agencies.
- (c) Must have a working knowledge of computer based word processing and data management programs.

SPECIAL REQUIRMENTS

Valid state driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, phone, calculator, computer and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment can be moderately loud in the field and quiet in the office.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the Pretreatment Specialist job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Manager Signature: _____

Date: _____

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 05/26/2016 - 2:02PM
 Batch: 00013.05.2016 - APOVER 10K 5/27/16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
Boise White Paper, LLC									
003720									
MAY 23 2016	5/23/2016	12,500.00	0.00	05/27/2016	False0				
009-209-563000 Debt service - Principal				JUNE 2016 NOTE PAYMENT					
MAY 23 2016 Total:		<div>12,500.00</div>							
Boise White Paper, LLC To		<div>12,500.00</div>							
Report Total:		<div>12,500.00</div>							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 06/02/2016 - 8:44AM
 Batch: 00002.06.2016 - AP 6/3/16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COLUMBIA BANK									
007350									
MAY 24 2016	5/24/2016	21,334.03	0.00	06/03/2016				False	0
009-209-569000 Debt Service Interest				INTEREST ON COLUMBIA BANK NOTE LOAN # 15-02					
MAY 24 2016	5/24/2016	41,040.65	0.00	06/03/2016				False	0
009-209-563000 Debt service - Principal				PRINCIPAL ON COLUMBIA BANK NOTE LOAN # 15-4					
	MAY 24 2016 Total:	62,374.68							
	COLUMBIA BANK Total:	62,374.68							
	Report Total:	62,374.68							

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