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City of St. Helens COUNCIL AGENDA

Wednesday, January 7, 2015

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. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3180:** An Ordinance Relating to the St. Helens Municipal Code and the Use of "Old Town" or "Olde Towne" therein, and Amending the St. Helens Municipal Code Chapters 17.32, 17.68, 17.88, and 17.124
5. **RESOLUTIONS**
 - A. **Resolution No. 1691:** A Resolution to Set 2015 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards and Commissions
6. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. IGA with Oregon Building Codes Division for Building Official, Plan Review and Inspection Services
 - B. Regional Justice Information Network Participant IGA with City of Portland
 - C. Contract Payments
7. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
8. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Parks Commission Minutes dated November 17, 2014
 - B. Accounts Payable Bill List
9. **CONSENT AGENDA FOR APPROVAL**
 - A. Public Hearing and Regular Session Minutes dated December 17, 2014
 - B. Animal Facility Licenses
 - C. Accounts Payable Bill List
10. **MAYOR PETERSON REPORTS**
11. **COUNCIL MEMBER REPORTS**
12. **DEPARTMENT REPORTS**
13. **ADJOURN**

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.

City of St. Helens
ORDINANCE NO. 3180

AN ORDINANCE RELATING TO THE ST. HELENS MUNICIPAL CODE AND THE
USE OF "OLD TOWN" OR "OLDE TOWNE" THEREIN, AND AMENDING THE ST.
HELENS MUNICIPAL CODE CHAPTERS 17.32, 17.68, 17.88, AND 17.124

WHEREAS, pursuant to Resolution No. 1687, the City Council wishes to discontinue the use of "Old Town" or "Olde Towne" in favor of "Riverfront District" as a place name; and

WHEREAS, pursuant to Section 1 of Resolution No. 1687, the City Council directed staff to change any "Old Town" or "Olde Towne" reference in the St. Helens Municipal Code to "Riverfront District."

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

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

Section 2. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable.

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

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

Read the first time: December 17, 2014
Read the second time: January 7, 2015

APPROVED AND ADOPTED this 7th day of January, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

underline words are added

~~words stricken~~ are deleted

Chapter 17.32 ZONES AND USES

Sections:

17.32.010 Classification of Zones.

[...]

17.32.170 ~~Olde Towne St. Helens – OTSH~~ Riverfront District – (RD)

17.32.172 ~~OTSH~~ RD guidelines adopted.

17.32.175 Houlton business district – HBD.

17.32.180 Waterfront redevelopment overlay district – WROD.

17.32.010 Classification of zones.

All areas within the corporate limits of the city of St. Helens are divided into zoning districts. The use of each tract and ownership of land within the corporate limits is limited to those uses permitted by the zoning classification applicable to each such tract as designated in the following table. The zoning districts within the city of St. Helens are hereby classified and designated as follows:

Suburban Residential	R-10
Moderate Residential	R-7
General Residential	R-5
Apartment Residential	AR
Mobile Home Residential	MHR
Mixed Use	MU
Highway Commercial	HC
General Commercial	GC
Marine Commercial	MC
Light Industrial	LI
Heavy Industrial	HI
Willamette Greenway	WG
Public Lands	PL
Olde Towne St. Helens	OTSH
<u>Riverfront District</u>	<u>RD</u>

17.32.170 Olde Towne St. Helens — OTSH. Riverfront District – RD

(1) Purposes. The ~~OTSH~~ RD zone is intended to provide an innovative and flexible zoning category that may be used to implement the St. Helens comprehensive plan economic goals and policies and the strategic plan goals and policies for economic development. The strategy is to provide opportunities for traditional neighborhood design and mixed residential and commercial uses in redeveloping ~~Olde Towne St. Helens~~ Riverfront District areas. The ~~OTSH~~ RD zone is designed to preserve and revitalize older developed areas, by eliminating nonconformities, providing for more mixed use development in individual buildings, and other more flexible development regulations which acknowledge the developed nature of the properties involved. The ~~OTSH~~ RD zone also allows for the establishment of special design and aesthetic standards for development, consistent with a community plan for redevelopment, preservation, and conservation. The location for the establishment of this ~~Olde Towne St. Helens~~ Riverfront District zone shall be targeted for existing developed areas, such as the existing commercial downtown, which could benefit from revitalization in the form of specific long-range planning, mixed uses and innovative development options and community improvement programs. The land use designations absorbed by the ~~OTSH~~ RD zone include general commercial (GC), mixed use (MU), apartment residential (AR), and public lands (PL).

(2) Uses Permitted Outright. In the ~~OTSH~~ RD zone, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements.

[...]

(3) Conditional Uses. In the ~~OTSH~~ RD zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code.

[...]

(4) Standards Applicable to All Uses. In the ~~OTSH~~ RD zone, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code.

(a) The maximum building height shall be 45 feet. Building height limitations of SHMC 17.68.040, Building height criteria for scenic resources, do not apply to properties zoned ~~OTSH~~ RD.

(b) The maximum lot coverage including all impervious surfaces shall be 90 percent; provided, however, for new construction or existing legally constructed buildings seeking new or revised development approvals, lot coverage may be increased up to 100 percent by payment of a lot coverage fee established by resolution of the city

council. The lot coverage fee shall be deposited into the ~~Old Towne St. Helens~~ Riverfront District community capital improvement account to offset loss of landscaping in the ~~OTSH~~ RD zone.

[...]

(f) Interior or Side Yard Setbacks. New buildings containing any nonresidential use abutting residential districts require one foot of setback for each foot of building wall height on the side abutting the residential zone, with a minimum setback of 10 feet. For yards abutting other nonresidential districts, no setback is required, subject to building code requirements.

Note: Where the ~~OTSH~~ RD zone abuts a residential zone and the uses are more than 30 feet above the proposed commercial use, then the height of the topography counts as part of the setback, e.g., 35-foot bluff behind a commercial building is same as 35-foot setback on that side.

[...]

(n) New development can buy out of on-site parking requirements by paying into the ~~OTSH~~ RD community capital improvement account (a fund shall be designated for future ~~OTSH~~ RD located parking facilities) in an amount set by city council in a resolution.

(5) Special Conditions Permitted and Conditional Uses.

[...]

(b) Residential Uses.

(i) Except for historic residential structures (listed in city's comprehensive plan and/or registered and recognized by the state or federal government), residential use is prohibited on the first floor of any building in the ~~OTSH~~ RD zone.

[...]

(6) Additional Requirements.

(a) Residential Density Transition. The residential density calculation and transition provisions of Chapter 17.56 SHMC shall not apply to the ~~OTSH~~ RD zone for residential uses above permitted uses. Densities are determined for residential uses by the formula in subsection (5)(b)(iii) of this section.

(b) Overlay district Chapter 17.148 SHMC, Planned Development, shall not apply to the ~~OTSH~~ RD zone.

(c) The visual clearance area requirements of Chapter 17.76 SHMC do not apply to the ~~OTSH~~ RD zone.

(d) Chapter 17.40 SHMC, wetland and riparian corridor. The wetland and riparian corridor protective measures of Chapter 17.40 SHMC apply and are in full force and effect in the ~~OTSH~~RD zone except as modified herein:

[...]

(e) Chapter 17.44 SHMC, Sensitive Lands, applies to the ~~OTSH~~RD zone, except as modified herein:

[...]

(7) Architectural Character Review.

(a) In the ~~OTSH~~RD zone, permanent exterior architectural changes to buildings (including new construction and signs) and freestanding signs that are not designated landmarks or historic resources of statewide significance as defined and otherwise governed by Chapter 17.36 SHMC shall comply with the architectural design guidelines, attached to Ordinance No. 3164 as Attachment A, except:

(i) For ordinary maintenance not requiring a building permit.

(ii) Painting of buildings except when painting previously unpainted masonry or stone.

(b) The historic landmark commission as established by Chapter 17.36 SHMC shall advise the approving authority on the character of permanent exterior architectural changes to all buildings within the ~~OTSH~~RD zone that are not designated landmarks or historic resources of statewide significance as defined and otherwise governed by Chapter 17.36 SHMC.

[...]

17.32.172 ~~OTSH~~ RD guidelines adopted.

The city hereby adopts the architectural design guidelines for ~~Old Towne St. Helens~~ the Riverfront District, attached to the ordinance codified in this section as Attachment A and made part of this chapter by reference.

17.32.180 Waterfront redevelopment overlay district – WROD.

[...]

(10) Additional Requirements and Standards.

[...]

(d) The architectural character review provisions of ~~Old Towne St. Helens~~, OTSH Riverfront District, RD zone, pursuant to SHMC 17.32.170(7) shall apply to the waterfront redevelopment overlay district.

Chapter 17.68 BUILDING HEIGHT LIMITATIONS – EXCEPTIONS

17.68.020 Building height exceptions.

[...]

(2) The yard dimensions in each case are equal to at least the following:

(a) Half of the building height from any abutting residential (e.g., R10, R7, R5, AR or MHR) or mixed use (e.g., MU, ~~OTSH~~ RD or HBD) zoning district;

[...]

Chapter 17.88 SIGNS

17.88.050 Sign districts – General.

[...]

(2) The sign districts shall be as follows:

(a) The residential sign district includes all land within the R-10, R-7, R-5, AR, and MHR zoning districts, and pursuant to subsections (2)(c) and (d) of this section.

(b) The commercial/industrial sign district includes all land within the HC, GC, MC, HI, and LI zoning districts, and pursuant to subsections (2)(c) and (d) of this section.

(c) For mixed use zoning districts such as the MU, HBD and ~~OTSH~~ RD zoning districts, the following shall apply:

[...]

17.88.060 Commercial/industrial sign district.

In addition to the temporary and permanent signage allowed without permits, the following signage is allowed subject to the requirements of this chapter:

(1) Permitted Sign Types, Number, and Area. Signs within the commercial/industrial sign district are limited as follows and require the issuance of permits under SHMC 17.88.130:

[...]

(b) Pole Signs.

(i) For principal uses, one freestanding single- or double-faced pole sign shall be permitted on lots that have a minimum of 40 feet of street frontage and no pole sign can be closer together than 80 feet in addition to other limitations. Sign area shall not exceed 100 square feet for each sign face. Any shopping plaza cannot exceed 150 square feet per face and any shopping center cannot exceed 200 square feet per face and no sign can exceed twice per face size.

(ii) Notwithstanding subsection (1)(b)(i) of this section, pole signs shall not be allowed in the ~~OTSH RD~~ zoning district.

[...]

17.88.070 Architectural design review.

Signs within the ~~OTSH RD~~ zoning district are subject to SHMC 17.32.170(7).

Chapter 17.124 ACCESSORY STRUCTURES

17.124.070 Approval criteria.

[...]

(3) Storage Containers. In addition to the other approval criteria of this chapter, storage containers in any commercial (e.g., HC, GC, MC), mixed use (e.g., MU, ~~OTSH RD~~), or public lands (e.g., PL) zoning district shall comply with the following standards:

[...]

City of St. Helens
RESOLUTION NO. 1691

**A RESOLUTION TO SET 2015 CITY PUBLIC MEETINGS AND HOLIDAY
CLOSURES SCHEDULE FOR CITY OF ST. HELENS COUNCIL,
BOARDS AND COMMISSIONS**

WHEREAS, the City Council holds meetings generally on the first and third Wednesdays of each month, with the work session beginning at 1:00 p.m. and the regular session beginning at 7:00 p.m. in the City Council Chambers. Council public forums or public hearings, if any, are usually scheduled between 6-7:00 p.m. on those Wednesdays; and

WHEREAS, the Arts & Cultural Commission generally on the first Thursday of every month at 6:00 p.m. in the City Council Chambers; and

WHEREAS, the Bicycle & Pedestrian Commission meets generally on the last Thursday of every other month at 6:30 p.m. in the City Council Chambers; and

WHEREAS, the Budget Committee meets when convened in the City Council Chambers; and

WHEREAS, the Library Board meets generally on the third Thursday of each month at 7:15 p.m. in the Columbia Center Auditorium; and

WHEREAS, the Parks Commission meets generally on the third Monday of every other month at 4:00 p.m. in the City Council Chambers; and

WHEREAS, the Planning Commission meets generally on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers; and

WHEREAS, the Tourism Committee meets generally on the second Thursday of each month at 3:00 p.m. in the City Council Chambers; and

WHEREAS, from time to time the Council appoints special committees to work on special projects for the City. Due notice will be given to the public and media of such meetings; and

WHEREAS, if a regularly scheduled meeting falls on or near a holiday, the respective meeting was moved to an alternate date.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows and adopts the 2015 City Public Meetings and Holiday Closures Schedule, for January through December, attached and listed as Exhibit A to this Resolution.

Approved and adopted by the City Council on January 7, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

January 01, 2015

Thursday

All Day

New Years Day -- CLOSED

January 07, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

January 08, 2015

Thursday

3:00 PM - 5:00 PM

CANCELLED Tourism Committee -- City Hall Council Chambers

January 13, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

January 15, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

January 19, 2015

Monday

All Day

Martin Luther King Jr. Day -- CLOSED

January 21, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

February 04, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

February 05, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

February 09, 2015

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

February 10, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

February 12, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

February 16, 2015

Monday

All Day

Presidents' Day -- CLOSED

February 18, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

February 19, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

February 26, 2015

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

March 04, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

March 05, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

March 10, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

March 12, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

March 18, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

March 19, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

April 01, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

April 02, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

April 09, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

April 14, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

April 15, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

April 16, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

April 20, 2015

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

April 30, 2015

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

May 06, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

May 07, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

May 12, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

May 14, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

May 20, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

May 21, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

May 25, 2015

Monday

All Day

Memorial Day -- CLOSED

June 03, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

June 04, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

June 09, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

June 11, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

June 15, 2015

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

June 17, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

June 18, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

June 25, 2015

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

July 01, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

July 02, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

July 04, 2015

Saturday

All Day

Independence Day -- CLOSED

July 09, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

July 14, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

July 15, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

July 16, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

August 05, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

August 06, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

August 11, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

August 13, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

August 17, 2015

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

August 19, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

August 20, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

August 27, 2015

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

September 02, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

September 03, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

September 07, 2015

Monday

All Day

Labor Day -- CLOSED

September 08, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

September 10, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

September 16, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

September 17, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

October 01, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

October 07, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

October 08, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

October 13, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

October 15, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

October 19, 2015

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

October 21, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

October 29, 2015

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

November 04, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

November 05, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

November 10, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

November 11, 2015

Wednesday

All Day

Veterans' Day -- CLOSED

November 12, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

November 18, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

November 19, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

November 26, 2015

Thursday

All Day

Thanksgiving Day -- CLOSED

November 27, 2015

Friday

All Day

Day After Thanksgiving -- CLOSED

December 02, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

December 03, 2015

Thursday

6:00 PM - 7:30 PM

Arts & Cultural Commission -- City Council Chambers

December 08, 2015

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

December 10, 2015

Thursday

3:00 PM - 5:00 PM

Tourism Committee -- City Hall Council Chambers

December 16, 2015

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

December 17, 2015

Thursday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

December 21, 2015

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

December 24, 2015

Thursday

All Day

Christmas Eve -- CLOSED

December 25, 2015

Friday

All Day

Christmas Day -- CLOSED

December 31, 2015

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

INTERGOVERNMENTAL AGREEMENT

IGA #

This agreement is between the **City of St. Helens** (City) and the **State of Oregon** acting by and through its Department of Consumer and Business Services, Building Codes Division (DCBS), in accordance with ORS 190.110. The Contract Administrators of this agreement are:

DCBS	City of St. Helens
Contract Administrator: Shane Sumption Title: Field Services Section Manager State of Oregon, Department of Consumer and Business Services, DCBS Building Codes Division 1535 Edgewater St. NW P.O. Box 14470 Salem, OR 97309-0404 Phone: (503) 378-2015 Fax: (503) 378-2322 Email: shane.r.sumption@state.or.us	Contract Administrator: Don Sallee Title: Building Official City of St. Helens PO Box 278 St. Helens, OR 97051 Phone: (503) 366-8228 / (503) 397-6272 Fax: (503) 397-4016 Email: dons@ci.st-helens.or.us FEIN: 93-6002248

I. PURPOSE: By this Agreement, the State of Oregon, acting by and through its Department of Consumer and Business Services, Building Codes Division (DCBS), agrees to provide Building Official services, Plan Review and Inspection services to the city when requested.

II. TERM OF AGREEMENT:

This Agreement shall become effective retroactively on October 28, 2014. This Agreement shall expire on January 1, 2017 unless terminated early in accordance with Section VII.

III. STATEMENT OF WORK

A. City shall:

1. Contact BCD-provided Field Services Manager, when services are needed.
2. Email inspection requests to BCD Field Services Manager, at least 24 hours in advance of inspection
3. Send all construction plans for which plan review is requested to:

- ATTN Shane Sumption, BCD Salem Office, 1535 Edgewater St. NW, Salem OR. 97309

INTERGOVERNMENTAL AGREEMENT

IGA #

4. Remit payment to DCBS within 60 days of service delivery.

B. DCBS shall:

1. Provide an interim Building Official who is certified to perform Building Official duties during business hours by telephone and onsite, as needed.
2. Perform plan review and inspection services, as requested, consistent with construction codes and standards adopted by the State of Oregon.
3. Perform services using BCD staff possessing appropriate certification recognized by the State of Oregon.
4. Complete residential plan reviews within 10 calendar days. Complete commercial Plan reviews within 15 calendar days of receipt.
5. Submit inspection reports to the City within forty-eight (48) hours of the inspection.

It is understood that the only services that will be provided under this IGA are those requested by the City and as BCD has available staff to complete the requested work.

IV. CONSIDERATION

A. City agrees to pay DCBS at the rate of:

- a) ninety percent (90%) of the plan review fee collected by the city for plan reviews completed under this agreement
- b) ninety percent (90%) of the permit fee collected by the city for permitted work where BCD will conduct all associated inspections with the permit
- c) eighty-five dollars (\$85.00) per hour for piece work or work not identified in (a) or (b)

B. City certifies that, at the time this agreement is written, sufficient funds are available and authorized for expenditure to finance costs of this agreement.

C. City shall remit payment to DCBS. Payment is due within 60 days of service delivery. Payment to be sent to the following address:

Building Codes Division
BCD FACS
PO Box 14470
Salem OR 97309-0404

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V. TRAVEL AND OTHER EXPENSES

City shall not be responsible to DCBS for travel or other expenses.

VI. AMENDMENTS

The terms of this agreement shall not be waived, altered, modified, supplemented or amended except by written instrument signed by both parties. This agreement may be extended upon written amendment.

VII. TERMINATION

This agreement may be terminated by mutual consent by both parties or by either party upon thirty (30) days' notice, in writing.

VIII. FORCE MAJEURE

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to fire, flood, epidemic, strikes, acts of God or the public enemy, unusually severe weather, legal acts of public authorities, or delays or defaults caused by public carriers, which cannot be reasonably foreseen or provided against. In such event, the period for the performance shall be extended for the period of such delay. Upon the cessation of the cause of delay or nonperformance, the affected Party shall resume performance of its obligations under this Agreement. Either party may terminate the agreement, effective with the giving of written notice, after determining such delays or failure will reasonably prevent successful performance in accordance with the terms of this agreement.

IX. ALTERNATIVE DISPUTE RESOLUTION

The parties shall attempt in good faith to resolve any dispute arising out of this agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

X. CONTRIBUTION

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense

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and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the County (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the County in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the County on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the County on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the County is jointly liable with the State (or would be if joined in the Third Party Claim), the County shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the County on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the County on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

XI. NONDISCRIMINATION

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations in the performance of this agreement.

XII. COMPLIANCE WITH APPLICABLE LAWS

The parties agree that both shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this agreement. The parties agree that this agreement shall be administered and construed under the laws of the State of Oregon.

XIII. PARTNERSHIP

Neither party is, by virtue of this agreement, a partner nor a joint venturer in connection with activities carried out under this agreement, and shall have no obligation with respect to the other party's debts or any other liability or obligation of the other party of whatever kind or nature.

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XIV. AUDIT

DCBS reserves the right to audit, at DCBS’s expense, all records pertinent to this agreement.

XV. NO WAIVER OF CLAIMS

The failure by either party to enforce any provision of this agreement shall not constitute a waiver by that party of that provision or of any other provision or provisions of this agreement.

XVI. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the parties concerning the subject matter of this agreement and supersedes any and all prior or contemporaneous negotiations or agreements between the parties, whether written or oral, concerning the subject matter of this agreement which is not fully expressed herein. This agreement may not be modified or amended except in writing and signed by all parties.

XVII. SIGNATURES

Department of Consumer and Business
Services, Building Codes Division

City of St. Helens

Mark Long, Administrator Date

Randy Peterson Date
Mayor

Nancy A. Cody Date
Designated Procurement Officer

John Walsh Date
City Administrator

RegJIN PARTICIPANT INTERGOVERNMENTAL AGREEMENT REGIONAL PARTNER AGENCY – FULL ENTRY

This Intergovernmental Agreement (“Agreement”) is made effective on 01-01-15 (“Effective Date”) by and between the City of Portland, a municipal corporation of the State of Oregon, and its successors or assigns (hereinafter referred to as “City”) and City of St. Helens (hereinafter referred to as “RPA”), a(n) municipal corporation, by and through their duly authorized representatives. Authority to enter into the Agreement is pursuant to Oregon Revised Statutes (“ORS”) 190.003.

This Agreement may refer to the City and RPA individually as a “Party” or jointly as the “Parties.”

This Agreement shall be perpetual and remain in effect unless otherwise terminated per the terms of this Agreement.

RPA Contact:

Police Chief Terry Moss

City of St. Helens

PO Box 278

St. Helens, OR 97051

City of Portland Contact:

Captain John Brooks

Portland Police Bureau

1111 SW 2nd Avenue

Portland, OR 97204

TEL: (503) 397-3333

TEL: (503) 823 - 0000

E-MAIL: terrym@ci.st-helens.or.us

E-MAIL: john.brooks@portlandoregon.gov

RECITALS

WHEREAS, the City has acquired a law enforcement Records Management System (“System”) to maintain a multi-agency, multi-jurisdictional set of law enforcement applications and associated databases; and

WHEREAS, the City and the RPA are both signatories to the Intergovernmental Agreement for the User Board of the Regional Justice Information Network (RegJIN); and

WHEREAS, the RPA is an Entry RPA as defined in the Intergovernmental Agreement for the User Board of the RegJIN and herein; and

WHEREAS, the RPA desires to fully use the System; and

WHEREAS, the City and the RPA desire to enter into this Agreement and being fully advised; and

NOW THEREFORE, IN CONSIDERATION of the mutual promises and covenants contained herein, it is agreed as follows:

1. DEFINITIONS:

The following is a definition of terms used herein:

- A. "Access" means the authority granted by the City to the RPA's Authorized Users to review or receive information from the System.
- B. "Agreement" means this Participating Intergovernmental Agreement and all the Terms and Conditions, including all the documents referenced in the Order of Precedence.
- C. "Amendment" means a written document required to be signed by both Parties when in any way altering the Terms and Conditions or provisions of the Agreement.
- D. "Authorized Use" means functions and capabilities that a User is assigned and able to perform based on User ID and Password, as established by a System Administrator.
- E. "Authorized System User" means any User that has passed the authentication process of the System and is thereby authorized to Use the System's functions and components based on the permissions established by that User's credentials (User ID and password, fingerprints, etc.).
- F. "City Confidential Information" means any information, in any form or media, including verbal discussions, whether or not marked or identified by the City, which is reasonably described by one or more of the following categories of information: (1) financial, statistical, personnel, human resources data or Personally Identifiable Information as described in the Oregon Consumer Identity Theft Protection Act of 2007; (2) business plans, negotiations, or strategies; (3) unannounced pending or future products, services, designs, projects or internal public relations information; (4) trade secrets, as such term is defined by ORS 192.501(2) and the Uniform Trade Secrets Act ORS 646.461 to 646.475; (5) Exempt per ORS 192.501 and/or ORS 192.502 (6) attorney/client privileged communications, (7) exempt per federal laws (including but not limited to Copyright, HIPAA) and (8) information relating to or embodied by designs, plans, configurations, specifications, programs, or systems developed for the benefit of the City including without limitation, data and information systems, any software code and related materials licensed or provided to the City by third parties; processes; applications; codes, modifications and enhancements thereto; and any work products produced for the City.
- G. "Confidential Information" means any information that is disclosed in written, graphic, verbal, or machine-recognizable form, and is marked, designated, labeled or identified at the time of disclosure as being confidential or its equivalent; or if the information is in verbal form, it is identified as confidential or proprietary at the time of disclosure and is confirmed in writing within thirty (30) days of the disclosure. Confidential Information does not include any information that: is or becomes publicly known through no wrongful or negligent act of the receiving Party; is already known to the receiving Party without restriction when it is disclosed; is, or subsequently becomes, rightfully and without breach of this Contract or any other agreement between the Parties or of any applicable protective or similar order, in the receiving Party's possession without any obligation restricting disclosure; is independently developed by the receiving Party without breach of this Contract; or is explicitly approved for release by written authorization of the disclosing Party.
- H. "Cost Allocation Formula" means the Plan, adopted by the City based on recommendations by the User Board that apportions capital, operation, maintenance, repair and equipment replacement costs and use of grant funding among the Entry RPAs and Inquiry Only RPAs. The Cost Allocation Formula may be amended as provided for in the User Board Master IGA.

- I. “Criminal History Record Information” means information collected by criminal justice agencies and stored or available through the System on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges and any dispositions arising therefrom, including, but not limited to sentencing, correctional supervision, and release.
- J. “Criminal Justice Information” means information collected by criminal justice agencies that is needed for their legally authorized and required functions. This includes Criminal History Record Information and investigative and intelligence information. It does not include agency personnel or administrative records used for agency operations or management.
- K. “Days” shall mean calendar days, including weekdays, weekends and holidays, beginning at midnight and ending at midnight twenty-four hours later, unless otherwise specified by the Agreement.
- L. Defects means one of the five types of Defects listed below and as outlined in Exhibit E, ReJIN Support Model, Figure 1:
 - 1) “Material Defect” means an Error that impairs the Products as described in Critical Defect and for which no fix is available or forthcoming.
 - 2) “Critical Defect” means an Error as defined in the System maintenance and support agreement between the City and the System Contractor and at least 25% of the User base of the Production System are impacted in the same manner as defined in the System maintenance and support agreement for a Critical Defect.
 - 3) “High Defect” means an Error as defined in the System maintenance and support agreement between the City and the System Contractor and at least 25% of the active User base of the Production System and/or Hot Standby System environment are impacted in the same manner as defined in the System maintenance and support agreement for a High Defect.
 - 4) “Medium Defect” means an Error as defined in the System maintenance and support agreement between the City and the System Contractor.
 - 5) “Low Defect” means a Defect as defined in the System maintenance and support agreement between the City and the System Contractor.
- M. “Documentation” means User manuals, and other written and electronic materials in any form that describe the features or functions of the System, including but not limited to published specifications, technical manuals, training manuals, and operating instructions.
- N. “Entry RPA” means a law enforcement agency that has signed the User Board IGA and this Participant IGA with the City. Entry RPA, the City and their Authorized Users enter data into the System.
- O. “Equipment” means any hardware, machinery, device, tool, computer, computer

components, computer system or other high-technology equipment, including add-ons, or peripherals of tangible form together with the necessary supplies for upkeep and maintenance, and other apparatus necessary for the proper execution, installation and acceptable completion of the System.

- P. "Error" means any Defect, problem, condition, bug, or other partial or complete inability of the System to operate in accordance with the applicable Specifications and Documentation.
- Q. "Interface" means a point of interaction between System components or the device or code which enables such interaction; applicable to both Equipment and Software.
- R. "Inquiry Only RPA" means a law enforcement agency that has signed a Participant IGA with the City, providing Access to view System data but does not input any agency data into the System.
- S. "Intelligence and Investigative Information" means information compiled in an effort to anticipate, prevent, or monitor possible criminal activity, or compiled in a course of investigation of known or suspected crimes.
- T. "Material Breach" means any breach of this Contract that (a) causes or may cause substantial harm to the non-breaching party; or (b) substantially deprives the non-breaching party of the benefit it reasonably expected under this Contract.
- U. "Mobile Data Computer (MDC)" means commercial grade mobile computers operating in a law enforcement vehicle or otherwise not connected via a local or wide area network that are capable of Accessing System servers via a network connection that is compliant with the Federal Bureau of Investigation's Criminal Justice Information System (CJIS) security policies.
- V. "Operation and Maintenance Cost" shall mean the budgeted amount required for the operation, maintenance, and support of the System which may include, but not be limited to, the direct cost for: license fees, vendor support costs, software and hardware upgrade and/or replacement costs, administrative support of the User Board, maintenance, personnel, direct costs, facilities use and rental costs, and training for the upcoming year.
- W. "Personal Computer (PC)" means commercial grade desk top computers that are capable of accessing System servers via a CJIS compliant connection.
- X. "Person" means an individual of any age, concerning whom Criminal History Record Information is contained in, or accessible through the System.
- Y. "RPA Asset" shall mean hardware, software, equipment, real property and fixtures, owned or leased by the RPA.
- Z. "Specifications" shall mean the specifications contained in the contract between the City and the Contractor for the System governing its implementation and use by the City, Entry RPA, and Inquiry Only RPA.
- AA. "System" is the law enforcement records management system acquired and implemented by the City of Portland for use by the Portland Police Bureau and the RPA.

- BB. "System Administrator" shall mean a specially trained Authorized User that is authorized to perform System administrative functions.
- CC. "System Manager" is the individual with designated named backups appointed by the City of Portland to manage and operate the System on a daily basis.
- DD. "Use" means the City authorized Access given to RPA to assign Users, permission levels, enter data, and receive information from the System.
- EE. "User" shall mean any person employed by or working on behalf of the City or an RPA, the City's and RPA's Bureaus and Divisions, Officers, Directors, and any person or entity authorized by the City and/or RPA to provide it with Services requiring use of the System, and to use the City's or an RPA's resources in whole or in part, in the course of assisting the City or an RPA.
- FF. "User Board" shall mean the advisory body for the System that operates under the Master Intergovernmental Agreement for the User Board of the Regional Justice Information System Network (RegJIN).
- GG. "User Fees" are fees set by the City for RPA Access and use of the System and as agreed to between the City and a RPA in a Participating IGA. User Fees shall be updated annually based on the Cost Allocation Formula and do not require an Amendment.
- HH. "Withdrawal Plan" is a plan outlined in the User Board Master IGA, providing the manner of complete withdrawal of the RPA from this Agreement or for the RPA to change to an Inquiry Only RPA.

2. ORDER OF PRECEDENCE:

In the event there is a conflict between the terms and conditions of one portion of this Agreement with another portion of this Agreement, the conflict will be resolved by designating which portion of the Agreement documents takes precedence over the other for purposes of interpretation, except where a clear statement of precedence other than that set forth in this section is included in the document. In this Agreement the order of precedence shall be:

Exhibit A – User Fees (Fiscal Year 2014-2015)

Exhibit B – Use Policy for LInX Northwest

Exhibit C – System Procedures and Use Policy*

Exhibit D – Equipment and Security Requirements*

Exhibit E – Exhibit E, RegJIN Support Model*

*Exhibits C, D, and E are available on the System's website at:

<http://www.portlandonline.com/regjinrc/index.cfm?&c=51409>. Exhibits C, D, and E will be revised as necessary to conform to updated requirements and procedures.

3. STATEMENT OF PURPOSE:

The purpose of this Agreement is to define the terms and conditions under which the System

will be Accessed and Used by the RPA.

4. SYSTEM ACCESS:

The City will contract with the System Contractor and will own all licenses to Access the System. The City will provide the RPA's Users Access to the System.

5. CITY PROVIDED SERVICES:

- A. Enable Access via Equipment, including PCs, MDC, and other hand held devices for Authorized Use of the System by RPA Users.
- B. Provide the capability through the System to generate Oregon National Incident Reporting System (O-NIBRS) data for the RPA and to upload the O-NIBRS data to the State of Oregon in the proper format.
- C. Provide procedures, instructions and other documents to the RPA regarding the methods available and minimum requirements for RPAs' PCs and MDCs to gain Access to the System.
- D. Provide instructions, documents, and arrange for the necessary training to certify one or more RPA System Administrators to perform limited administrative functions such as adding and removing Users from the System, establishing User IDs and passwords, setting up each User's Authorized Uses, and resetting passwords. RPA System Administrators will be trained as required, but not more than five (5) RPA employees will be trained at any one time.
- E. Support the RPA's System Administrators in the performance of their System related administrative functions.
- F. Provide training materials, training mentors and access to the System's training environment to enable RPA trainers to provide System training and instruction to RPA Users.
- G. Maintain and administer the System according to City of Portland Information Technology policies and procedures including backup and restore, operating system patches, and System version upgrades as required and certified by the System Contractor.
- H. Monitor, audit, and trouble-shoot the upload of appropriate information from the System to the Oregon Law Enforcement Data System (LEDS), NCIC, and other interfaced crime and public safety databases and systems including but not limited to LInX Northwest.
- I. Ensure that audit logs are maintained in the System in accordance with CJIS requirements.
- J. The City will provide a 24-hour, 365 days per year phone line for RPAs to report System problems, Errors or Defects. Protocol for addressing System problems, Errors or Defects is established in Exhibit E, RegJIN Support Model.

6. RPA RESPONSIBILITY:

- A. Compliance with Applicable Law. RPA warrants it has complied and shall comply with all applicable law, ordinances, orders, decrees, labor standards and regulations of its domicile and wherever performance occurs in connection with the execution, delivery, and performance of this Agreement.
- B. The RPA acknowledges and agrees that RPA employees will only use the System for Authorized Uses. Permission to use the information available in or through the System other than for Authorized Use shall be obtained in writing from the City prior to any such use.
- C. The RPA acknowledges and agrees that RPA employees and subcontractors will only Access the System and information available in or through the System as authorized in this Agreement. Permission to Access the System or information available in or through the System other than as authorized in this Agreement shall be obtained in writing from the City prior to any such Access.
- D. The RPA acknowledges and agrees that the RPA, RPA employees, and RPA subcontractors will not modify through computer programming or other techniques the functions, capabilities, and operations of the System unless written authorization is provided by the System Manager prior to performing such modifications.
- E. The RPA acknowledges and agrees that; pursuant to the directions of the Oregon State Police and Part IV of the National Crime Information Center (NCIC) Computerized Criminal History, Program Concepts and Policy; the City shall establish policy and exercise management control over all operations of the System. The System Procedures and Use Policy is attached as Exhibit C.
- F. RPA Administrators shall be responsible for creating User IDs, passwords, and establishing the Authorized Uses of the System for RPA Users within the constraints of the policies and procedures established by the City for such Users.
- G. RPA is responsible for providing its own Equipment, including PCs, MDCs, printers, and other RPA located devices required by RPA Users of the System.
- H. The RPA acknowledges and agrees that all RPA Equipment such as PCs and MDCs with Access to the System will be configured to meet the System's minimum requirements to gain Access as specified in Exhibit D: Equipment and Security Requirements.
- I. The RPA acknowledges and agrees that all RPA Users shall meet the Personnel Security requirements specified in Exhibit D: Equipment and Security Requirements.
- J. RPA is responsible for maintaining RPA PCs and MDCs according to City established requirements as specified in Exhibit D: Equipment and Security Requirements for the System.
- K. RPA is responsible for installing, configuring and providing network access to devices located in RPA facilities and vehicles including, but not limited to, printers, scanners, and image capture devices.
- L. RPA is responsible for providing secure network Access that 1) meets CJIS security requirements and 2) enables RPA PCs to reach the System's network demarcation

points.

- M. RPA is responsible for providing network connectivity that meets CJIS security policies and for providing all network communication devices and Equipment between RPA MDCs and the System.
- N. RPA is responsible for ensuring that all RPA network infrastructure and workstations with Access to the System comply with the most current CJIS security policy including, but not limited to, the physical security of workstations and MDCs that are able to Access the System, access control, identification and authentication, information flow enforcement, and system and information integrity. RPA may contact the City to determine how to obtain the most current version of the CJIS security policy document. The RPA is responsible for curing any problems uncovered as a result of an FBI audit. The City reserves the right to request and receive within a reasonable period, verification of RPA's compliance with CJIS policies.
- O. RPA is responsible for correcting any O-NIBRS data identified by the System or by the State.
- P. RPA is responsible for providing the City with the most current contact information for the RPA's security personnel and any changes thereof within seven (7) days of the change.
- Q. RPA is responsible for ensuring that all RPA Users that are granted Authorized Use of the System comply with the appropriate CJIS security requirements.
- R. RPA is responsible for checking the accuracy of, and generating standard O-NIBRS data for RPA and for the upload of the O-NIBRS information to the State of Oregon through the System.
- S. RPA acknowledges and agrees that data entered into the System by RPA Users shall conform to the standards and procedures established for the System as described in Exhibit C, System Procedures and Use Policy. The City shall notify the RPA in writing if data entered by RPA Users is found to be nonconforming to the established standards and procedures. The RPA shall, at its option, 1) Correct such data using RPA resources as soon as practicable, but not to exceed thirty (30) days, or 2) request assistance by the City and reimburse the City for any costs associated with the City's removing or performing remedial actions on RPA data required to bring the data into conformance with established standards and procedures.

7. LInX NORTHWEST:

- A. The RPA acknowledges and agrees to abide by all use policies set forth for participation in the NCIS Law Enforcement Information Exchange (LInX Northwest) system as stipulated in Exhibit B: Use Policy for LInX Northwest.
- B. The RPA authorizes the City to provide the RPA's public records category data that is contained in the RegJIN RMS to LInX Northwest for Access and authorized Use by LInX Northwest users.

8. CONFIDENTIALITY:

- A. Maintenance of Confidentiality. The City and RPA shall treat as confidential any

Confidential information that has been made known or available to them or that an Entry RPA has received, learned, heard or observed; or to which an RPA has had access. The City and RPA shall use Confidential information exclusively for the City or RPA's benefit and in furtherance of this Agreement. Except as may be expressly authorized in writing by the City or RPA, in no event shall the City or RPA publish, use, discuss or cause or permit to be disclosed to any other person such Confidential information. The City and RPA shall (1) limit disclosure of the Confidential information to those directors, officers, employees and agents of the City or RPA who need to know the Confidential information, (2) exercise reasonable care with respect to the Confidential Information, at least to the same degree of care as the City or RPA employs with respect to protecting its own proprietary and confidential information, and (3) return immediately to the City or RPA who provided the information, upon its request, all materials containing Confidential Information in whatever form, that are in the City or RPA's possession or custody or under its control. The City and RPA are expressly restricted from and shall not use Confidential intellectual property of the City or providing RPA without the City or that RPA's prior written consent.

- B. The RPA acknowledge that each RPA is subject to the Oregon or Washington Public Records Acts, as applicable, and Federal law. Third persons may claim that the Confidential Information may be, by virtue of its possession by the City or a RPA, a public record and subject to disclosure. RPA receiving a public records request agrees, consistent with its state public records law, not to disclose any information that includes a written request for confidentiality and as described above and specifically identifies the information to be treated as Confidential. A RPA's commitments to maintain information confidential under this Agreement are all subject to the constraints of Oregon or Washington Statutes and Federal laws. Within the limits and discretion allowed by those laws, the City and RPA will maintain the confidentiality of information.
- C. The RPA acknowledge and agree that the City and each RPA owns its own data in the System. RMS data can only be disclosed by the agency that entered it. In the event of a public record request for System data which belongs to the City or another RPA, the City or receiving RPA shall inform both the requestor and the appropriate RPA within two business days that it is not the custodian of record for the requested data and identify the RPA that may be able to comply with the public record request.
- D. The RPA acknowledge that unauthorized disclosure of Confidential Information will result in irreparable harm to the City or providing RPA. In the event of a breach or threatened breach of this Agreement, the City or affected RPA may obtain equitable relief prohibiting the breach, in addition to any other appropriate legal or equitable relief.

9. LIMITS ON DISSEMINATION:

The RPA's Dissemination of Criminal Justice Information available in or through the RegJIN RMS shall follow current Criminal Justice Information policies and procedures and/or other applicable State and/or Federal Laws.

10. INFORMATION CONTROL AND RESPONSIBILITY:

Additions, modifications, and deletions of information stored in the RegJIN RMS shall be restricted to specifically authorized RPA Users and devices. The City will provide the RPA with a list of RPA sworn personnel, Users and devices that are permitted Access to the System on an annual basis. The RPA shall verify the list and report any discrepancies within 60 days. The responsible Party shall update the list of authorized Users and devices in a timely manner.

11. EQUITABLE REMEDIES:

The RPA acknowledges that unauthorized disclosure of City Confidential Information or misuse of a City computer system or network will result in irreparable harm to the City. In the event of a breach or threatened breach of this Contract, the City may obtain equitable relief prohibiting the breach, in addition to any other appropriate legal or equitable relief.

12. SECURITY:

- A. Physical Security – the RPA shall be responsible for maintaining the physical security of all devices that are authorized to Access the System, as well as any printed output or System Documentation which might permit unauthorized Access to, or Use of the System from within the RPA.
- B. On-Line Security – The System contains procedures and tools to ensure that only authorized RPA Users and RPA devices can Access the information available in or through the System. RPA Users will be required to enter System User IDs and passwords before gaining Access to the System. System functions and System data. The RPA is responsible for issuing individual System User IDs and passwords to RPA Users. The RPA acknowledges and agrees that RPA employees will not share System User IDs and passwords.
- C. Personnel Security – Any individuals that are provided Access to the System by the RPA through the issuing of System IDs and passwords shall undergo the following security checks:
 - 1) A personal background investigation equivalent to a background investigation that would enable them to Access the RPA's own confidential information.
 - 2) Be fingerprinted and their identification and personal history verified through a check of the System's master name index, Oregon LEDS, the National Crime Information Center, and the FBI's Criminal Identification files.
 - 3) Obtain appropriate certifications from the Oregon State Police for any LEDS and NCIC transactions for which the User is authorized to perform within the System.
- D. The RPA acknowledges and agrees to comply with applicable CJIS Security Policy, including, but not limited to, verifying identification, performing a state of residency and national fingerprint-based record check within 30 days of assignment for all personnel who have direct access to Criminal Justice Information through RegJIN and for those RPA employees or contractors who have direct responsibility to configure and maintain computer systems and networks with direct access to Criminal Justice Information through RegJIN. If applicable, RPA shall deny or terminate Access and deny issuing or revoke a System User ID and password if, upon investigation, any RPA employee requesting or currently Using a System User ID and password is found to be in violation of current CJIS policy.
- E. The RPA acknowledges and agrees to immediately deactivate the System USER ID and password of any employee or contractor who is no longer an RPA employee, an RPA contractor, or who no longer requires Access to the System.
- F. RPA shall provide immediate notification to the System Manager of any security breach

that affects the System or any other City systems. RPA shall provide notification to the System Manager of any incident relating to System integrity such as a computer virus.

- G. Failure to comply with the Security and Access specifications contained in the Agreement and Exhibit D: Equipment and Security Requirements may, at the sole discretion of the City, result in the suspension of the RPA and the RPA Users' Access to the System until such failures are corrected to the City's satisfaction.

13. PROPRIETARY RIGHTS:

All trademarks, service marks, patents, copyrights, trade secrets, and other proprietary rights in or related to each Party are and will remain the exclusive property of that Party.

14. PAYMENT:

- A. RPA acknowledges and agrees to pay the City the amount set out in Exhibit A: User Fees, which shall conform to the Entry RPA cost allocations contained in the Cost Allocation Formula in the User Board Master IGA in effect at the time of billing.
- B. Additional RegJIN services and/or System functions that are not routinely provided to other Entry RPAs under this Agreement shall be added via Amendment and billed as a separate line item identified in Exhibit A.
- C. Exhibit A, User Fees, shall be adjusted to conform to changes in the Cost Allocation Formula or in the services and/or System functions provided by the City to the RPA.
- D. The City will invoice the RPA annually in conformance with Exhibit A: User Fees.
- E. The RPA shall submit payment within thirty (30) days of receipt of the invoice from the City.
- F. Failure to pay the City as due will suspend the RPA's Access to the System until fully paid up.
- G. In order to conform to the Cost Allocation Formula in the User Board Master IGA and to enable the invoice preparation per Exhibit A, RPA shall provide the City with the RPA's number of authorized sworn personnel plus any correctional deputies that will Access the System by April 1 of the calendar year before the next fiscal year during which the invoices apply.

15. CITY AUDITS:

The City, either directly or through a designated representative, may conduct financial and performance audits directly related to this Agreement. City audits shall be conducted in accordance with generally accepted auditing standards. RPA shall provide the City's internal auditor or external auditor, and their designees with a copy of all reports, including any management letters issued as a result of the specified audits.

Access to Records – The City internal auditor or City external auditor, and their designees, shall be given the right, and the necessary access, to review the work papers of RPA audits if the City deems it necessary. Copies of applicable records shall be made available upon request at no cost to the City.

16. DURATION, WITHDRAWAL AND TERMINATION:

- A. This Agreement is perpetual and shall continue from year to year unless otherwise terminated.
- B. This Agreement may be terminated by either Party by the provision of a 90-Day written notice of termination to the other Party. Termination notices must be provided in writing and sent by either certified US mail, return receipt requested, or by personal delivery.
- C. The effective date of termination shall be on January 1 of the year following the year during which the 90-day written notice expired.
- D. Upon the effective date of termination, the RPA may remove its RPA assets from the System including any System data belonging to the RPA. All costs associated with the reasonable removal of the RPA's assets including System data owned by the RPA will be the responsibility of the RPA, unless termination notice is provided by the City in which case the City will either keep the data or the RPA will be responsible for all costs associated with the reasonable removal of the RPA's assets including System data owned by the RPA.
- E. A minimum of 180 days shall be allocated for the System Manager to withdraw an RPA's assets including System data owned by the RPA from the System after the date upon which the termination becomes effective. The RPA may, at its option, continue to Access the System during this period.
- F. In the event of termination, RPA shall pay the City for work performed in accordance with the Agreement prior to the effective date of termination.

17. FORCE MAJEURE:

- A. In the event that either Party is unable to perform any of its obligations under this Agreement (or in the event of loss of Use) due to natural disaster, actions or decrees of governmental bodies or communications line failure not the fault of the affected Party (hereinafter referred to as a "Force Majeure Event"), the Party who has been so affected immediately shall give notice to the other Party and shall do everything possible to resume performance.
- B. If the period of nonperformance exceeds fifteen (15) Calendar Days from the receipt of notice of the Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

18. VIOLATIONS OF THE AGREEMENT:

In the event of violation of the provisions of this Agreement, or violation of the security policy by the RPA, RPA employees, and/or RPA contractors, the City shall have the authority to immediately restrict or prohibit Access to the System by RPA Users, RPA PCs, RPA MDCs, and other RPA devices until resolution of the problem to the satisfaction of the City. The RPA shall be notified in writing of such action, given 30 days in which to cure the violation before Access is restricted or prohibited, and there shall be no charge for Access during any time that Access is prohibited.

19: ROLLING ESTOPPEL:

Unless otherwise notified by the RPA, it shall be understood that the City shall have met all its obligations under the Agreement. The City will be conclusively deemed to have fulfilled its obligations, unless it receives a deficiency report from the RPA within ninety (90) Days of the alleged deficiency and the RPA identifies the specific deficiency in the City's fulfillment of its obligations in that report. Deficiencies must be described in terms of how they have affected a specific performance requirement of City.

20. DISPUTE RESOLUTION:

The RPA shall cooperate with the City to assure that all claims and controversies which arise under this Agreement and which might affect the quality of such Services will be resolved as expeditiously as possible in accordance with the following resolution procedure:

- A. Any dispute between the City and RPA under this Agreement shall be resolved, if possible by the System Manager or their designee on behalf of the City and [Click Here and Type](#) designee on behalf of the RPA.
- B. If the System Manager or the System Manager's designee and RPA are unable to resolve any dispute within three (3) Business Days, or such other time as mutually agreed upon, after notice of such dispute is given by either Party to the other, the matter shall be submitted to Bureau of Technology Services Chief Technology Officer on behalf of the City and Information Services Director or [Click Here and Type](#) designee on behalf of the RPA for resolution, if possible.
- C. If the City's Chief Technology Officer and RPA's [Click Here and Type](#) , or designee, are unable to resolve any dispute within fourteen (14) Calendar Days, or such other time as mutually agreed upon, the dispute shall be escalated to the Chief of Police/Sheriff.
- D. Should any dispute arise between the Parties concerning this Agreement that is not resolved by mutual agreement above within thirty (30) Calendar Days, or such other time as mutually agreed upon, it is agreed that such dispute will be submitted to mandatory mediated negotiation prior to any Party's commencing binding arbitration or litigation. In such an event, the Parties to this Agreement agree to participate in good faith in a non-binding mediation process. The mediator shall be selected by mutual agreement of the Parties, but in the absence of such agreement each Party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. All costs of mediation shall be borne equally by the Parties.
- E. Should an equitable solution not result from the foregoing, the City and Contractor shall be free to agree to pursue either binding arbitration, litigation, or other remedies allowed under this Agreement.
- F. In the event the Parties elect to use arbitration to settle the dispute, within thirty (30) Days of a notice by either Party to the other requesting arbitration, the affected RPA shall select an arbitrator from a list of three (3) obtained from Arbitration Services of Portland, Inc. (ASP). For the avoidance of doubt, issues related to technology require an arbitrator with a background in computer systems or technology. The arbitrator shall, for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration. Within sixty

(60) Days of the appointment of the arbitrator, the Parties shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) Days after receipt of the statements, the determination of the dispute which determination shall be final and binding. Each Party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each Party shall bear its own expenses for witnesses, depositions, other costs incurred and attorney's fees.

- G. Unless ordered by the City to suspend Access, the RPA shall proceed with Use without any interruption or delay during the pendency of any of the foregoing dispute resolution. During the pendency of any of the foregoing dispute resolution procedures, the RPA shall continue to make all payments that are not in dispute, in accordance with the provisions of the Agreement.

21. NOTICE:

Any notice provided for under this Agreement shall be sufficient if in writing and delivered personally to the following address or deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed as follows, or to such other address as the receiving Party hereafter shall specify in writing:

If to the Provider: RegJIN System Manager
Portland Police Bureau
1111 SW Second Avenue, Room 1156
Portland, Oregon 97204-3232

If to the RPA: **Agency Contact Info**
Terry Moss (name)
Police Chief (title)
PO Box 278 (office)
150 S. 13th Street (address)
St. Helens, OR 97051 (city, state, zip)

22. AMENDMENTS:

Except as a section or subsection may otherwise specifically provide, limit, or prohibit, the City and RPA may amend this Agreement at any time only by written Amendment executed by the City and the RPA.

Any changes to the provisions of this Agreement shall be in the form of an Amendment. No provision of this Agreement may be amended unless such Amendment is approved as to form by the City Attorney and executed in writing by authorized representatives of the Parties. If the requirements for Amendment of this Agreement as described in this section are not satisfied in full, then such Amendments automatically will be deemed null, void, invalid, non-binding, and of no legal force or effect.

23. INTERPRETATION:

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement and according to Oregon law. This Agreement shall be

construed according to the laws of the State of Oregon without reference to its conflict of law provisions. Any litigation between the City and RPA arising under this Agreement shall occur, if in the state courts, in the Multnomah County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon.

24. INDEMNIFICATION:

To the extent permitted by the Constitutions and laws of Oregon the RPA and the City shall hold each other harmless and indemnify each other for the negligent acts, actions or omissions to act of their respective entity's, commissioners, officers, employees, and agents in the performance of their respective responsibilities and duties under this Agreement. Notwithstanding the foregoing, neither Party shall in any way be liable to hold harmless or indemnify the other Party for any costs or claims arising directly, or indirectly, out of any System related activities in which they are not participating.

25. ASSIGNMENT:

The rights and obligations of each party under this Agreement may not be assigned in whole or in part. Any attempted transfer shall be null and void, of no force or effect. Attempted transfer of this Agreement shall be considered Material Breach of contract.

26. WAIVER:

No waiver or any breach of Agreement shall be held to be a waiver of any other or subsequent breach of this Agreement.

27. REMEDIES:

The remedies provided in this Agreement are cumulative, and may be exercised concurrently or separately. The exercise of any one remedy shall not constitute an election of one remedy to the exclusion of any other.

28. SURVIVAL:

All obligations relating to confidentiality; indemnification; publicity; representations and warranties; proprietary rights as stated in this Agreement shall survive the termination or expiration of this Agreement.

29. NO THIRD PARTY BENEFICIARIES:

The Parties expressly agreed that nothing contained in the Agreement shall create any legal right or inure to the benefit of any third party.

This Agreement is entered into for the benefit of the City and RPA. Except as set forth herein, nothing in this Agreement shall be construed as giving any benefits, rights, remedies or claims to any other person, firm, corporation or other entity, including, without limitation, the general public or any member thereof, or to authorize anyone not a party to this Agreement to maintain a suit for breach of contract, personal injuries, property damage, or any other relief in law or equity in connection with this Agreement.

30. SEVERABILITY:

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part, shall not affect the remainder of this Agreement.

RegJIN PARTICIPANT INTERGOVERNMENTAL AGREEMENT

Signature Page

31. INTEGRATION:

This Agreement and the User Board IGA constitutes the entire Agreement between RPA and the City and supersedes all prior written or oral discussions, proposals, presentations, understandings or agreements between the Parties on this subject.

The Parties acknowledge that they have read and understand this Agreement and agree to be bound by the terms and conditions contained herein.

The Parties agree that they may execute this Agreement, and any Amendments to this Agreement, by electronic means, including the use of electronic signatures.

The Parties hereby cause this Agreement to be executed.


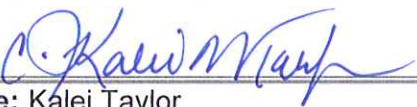
The City: City of Portland	RPA: City of St. Helens, Oregon
By: 	By:
Name: Mike Reese	Name:
Title: Chief of Police	Title:
Date: 12/19/14	Date:
By: 	By:
Name: Kalei Taylor	Name:
Title: Deputy City Attorney for the City of Portland	Title:
Date: 12/4/2014	Date:

Exhibit A: User Fees

Fiscal Year – July 1, 2015 to June 30, 2016

RPA agrees to pay the City of Portland the following annual User Fees for System Access and Use. RPA shall be billed yearly. Partial year amounts shall be pro-rated. The User Fees conform to the Entry RPA cost allocations contained in the Cost Allocation Formula in the Master User Board IGA in effect at the time of billing.

Sustainment Budget.....	\$ 2,106,188
Total Number of RegJIN Users.....	2,901
Cost Per User per month.....	\$61
Total Number of RegJIN Users from St. Helens PD.....	16

Annual Cost for RegJIN Access and Use for the St. Helens PD.....	\$976
Annual Cost for RegJIN Access and Use for the St. Helens PD.....	\$11,712

Exhibit B

Use Policy for LInX Northwest

Fiscal Year – July 1, 2015 to June 30, 2016

The Law Enforcement Information Exchange (LInX Northwest) is a law enforcement information sharing partnership involving local, state, and federal law enforcement agencies in the Northwest. LInX has been developed to improve public safety, solve crime, and prevent terrorism. LInX is a partnership built on trust and to maintain that trust the following rules are upheld by all LInX agencies. Violations of this policy may result in sanctions against an individual User or his/her Regional Partner Agency.

1. Each Regional Partner Agency shall contribute information to LInX Northwest, once a connection is made, and agrees to permit the Access, dissemination, and/or Use of such information by every other partner agency in LInX Northwest. The contributing party has the sole responsibility and accountability for ensuring that it is not constrained from permitting this by any laws, regulations, policies, and procedures applicable to the submitting party.

2. A User may only access LInX when he/she has a legitimate, official law enforcement purpose, after receiving LInX training.

3. Information in the system shall not be disseminated outside of an accessing party without first obtaining express permission of each party that contributed the information in question. LInX users who wish to use information in LInX for the preparation of judicial process such as affidavits, warrants, subpoenas, etc... agree to not print and use information from LInX, but to contact the originating agency who will FAX or email a copy of the original report to the requestor for court or other official uses.

4. Printing copies from LInX is highly restricted. Users may only retain printed copies temporarily and shall not place printed copies in an official file or submit them to a court. Printed copies must be destroyed, shredded, or burned promptly. Printed copies may not be made for members of non-participating agencies.

5. Any requests for reports or data in LInX records from anyone other than a party to this Exhibit will be directed to the contributing party. Participating agencies in LInX agree to not disclose another agency's reports or information to a third party. Even when an agency receives an official request for disclosure, LInX agencies agree to refer such requests to the originating agency of the report for action.

6. Each Agency retains sole ownership of, sole responsibility for, and exclusive control over the content of the information that it contributes to LInX, and it may, at will, at any time update, correct, or delete the information that it contributes to LInX.

7. Regional Partner Agencies will have access to LInX via a secure Internet connection. RPA are responsible for providing and maintaining their own Internet connectivity to LInX.

8. LInX will maintain an audit capability that will log the date, time, subject, and originating account of all User queries. The LInX Governance Board will maintain these audit logs for at least five years.

Exhibit C

System Procedures and Use Policy:

Fiscal Year – July 1, 2015 to June 30, 2016

Exhibit C is comprised of the Standard Operating Procedures (SOP) that guide the Use of the RegJIN System. The RegJIN Standard Operating Procedures will be updated from time to time and placed on the City's RegJIN Website at: <http://www.portlandonline.com/RegJINRC>

Prior to 07/01/15, Additions, subtractions, or modifications of RegJIN Standard Operating Procedures will occur in consultation with the RegJIN Implementation Team.

After 07/01/15 Additions, subtractions, or modifications of RegJIN Standard Operating Procedures will occur in consultation with the RegJIN User Board (RUB).

Exhibit D

Equipment and Security Requirements:

Fiscal Year – July 1, 2015 to June 30, 2016

Workstation Type	Application	Manufacturer	Specifications
Versadex Desktop	RMS	HP / Dell / IBM or equivalent	<ul style="list-style-type: none"> • Intel or AMD 2 GHz dual core processor • Memory <ul style="list-style-type: none"> ○ 2 GB (minimum) ○ 4 GB (recommended) • 20 GB (available) HDD • NIC <ul style="list-style-type: none"> ○ 10 Mbit minimum ○ 100 Mbit recommended • 1024x768+ resolution display monitor • Microsoft Windows XP, Vista or 7
Versadex Mobile	Field Reporting	Panasonic, Motorola or equivalent	<ul style="list-style-type: none"> • Intel Centrino dual core processor • 2GB RAM • Display Resolution <ul style="list-style-type: none"> ○ 800x600 minimum ○ 1024x768 recommended • 13.3” daylight-readable LCD with (preferable) touchscreen • 20 GB (available) HDD • Microsoft Windows XP, Vista or 7

1. **Access Security** - New, desktop and mobile Equipment with access to the PPDS System must adhere to the following requirements:
 - 1.1. Both desktop and mobile Equipment shall employ virus protection software
 - 1.1.1. Use of Anti-Virus and Anti-Spyware software to scan, detect, and eliminate viruses on workstations and laptops
 - 1.1.2. Anti-Virus and Anti-Spyware software must be kept up to date with current virus definitions, run at start-up, and employ resident scanning
 - 1.2. Both desktop and mobile Equipment shall apply current operating system service packs and patches; Auto-update is recommended.
 - 1.3. All desktop and mobile Equipment shall be protected by a current firewall.
 - 1.4. All mobile Equipment shall employ encryption technology for wireless transmissions from origin to termination. Encryption shall comply with Federal Information Processing Standards (FIPS) publications and guidelines for encryption.
 - 1.5. All mobile Equipment shall employ virtual private network for those transmissions that traverse between wireless local area network and department trusted network segments and shall have a static private IP address.
 - 1.6. All Users shall employ an auto-lock on their workstation or laptop that meets CJIS requirements.

- 1.7. The secured facility and all desktop and mobile Equipment shall employ at least one Advanced User Authentication method to secure access to data. This could include, but is not limited to, Biometrics, Smart Cards, or Electronic Token devices.
2. **Personnel Security** – Prior to gaining Access to the System’s criminal history record information, a person shall:
 - 2.1. Be fingerprinted and a background investigation conducted by the User’s RPA.
 - 2.2. That investigation shall include, but not be limited to, verification of information provided by the person and to public record information, including a check of the System’s master name file, Oregon LEDS or Washington ACCESS (depending on the state in which the RPA resides) and the National Crime Information Center files, and FBI Criminal Identification files.

Exhibit E

RegJIN Support Model

Fiscal Year – July 1, 2015 to June 30, 2016

Protocol for Support of RegJIN System Users

The intent of this Exhibit E is to establish a protocol for reporting and addressing RegJIN System problems, Errors or Defects. This Exhibit outlines the various types of problems/issues that may arise associated with Use of the RegJIN System and establishes the roles and responsibilities of the RPA and the City to ensure consistent, appropriate, and timely assistance in problem identification and resolution.

RegJIN related problems, Errors or Effects are identified within four categories. They include:

- 1) RegJIN User Education: This includes understanding and use of MRE and RMS Software System by the RPA.
- 2) Operation and Maintenance of RPA owned, RegJIN-specific Equipment and Software.
- 3) City of Portland owned Equipment and Software used to support RegJIN.
- 4) Software and Equipment Defects relating specifically to the City's contract with the RegJIN System Vendor (Versaterm).

Whenever possible the RPA is directed to attempt to troubleshoot and problem solve within their respective agencies and with other RPA where applicable. In instances where the City will be contacted the Helpline phone number is **(503) 454-6409**. This number is considered the first tier contact for any reporting of problems, errors or defects within the system. RPA's attempting to contact other persons via an alternative phone or email will be directed to the Helpline for reporting. Alternative contacts will not be considered an element of this protocol and response may be delayed.

Sections 1 through 4 below identify the roles and responsibilities of the RPA and the City within each identified problem category.

This Exhibit may be modified as needed to reflect the updated workflow processes of the City of Portland or the needs of the vendor. Modifications will be made in consultation with the RegJIN User Board. This Exhibit may be found on the RegJIN System's website: <http://www.portlandonline.com/regjinrc/index.cfm?&c=51409>

Section 1 – RegJIN User Education

The RPA is responsible to make all efforts to ensure that End-Users are fully trained and well versed in the MRE and RMS Systems. If problems arise regarding End-User education the RPA will establish an internal protocol for trouble-shooting User-education problems. If necessary, the RPA is expected to utilize other available resources, including using local CAD operations to seek assistance from adjacent jurisdictions to resolve User-education problems.

In the event the RPA is unable to resolve User-education problems internally, the RPA shall notify the RegJIN Helpline at **(503) 454-6409** to report the issue. The issue will be documented and RegJIN Helpline staff will return calls to the reporting Party during regular business hours (Monday-Friday 0700-1700) to assist.

Section 2 – RPA-Owned Hardware or Software

The RPA is responsible to provide and maintain their own Equipment and supporting software needed for their Access and Use of the RegJIN System. When the RPA experiences an outage or problem related to its own or a third party's Equipment and software, such as support networks that link the RPA to the City, the RPA will be responsible to seek to resolve all issues associated with its own Equipment and software prior to calling the City.

The RPA is responsible to make all efforts to ensure that supporting software and Equipment meet the minimum requirements, as established by the City (Exhibit D, Equipment and Security Requirements) to operate and maintain the MRE and RMS Systems. If technical problems arise regarding RPA-owned Equipment, the RPA will utilize an internal protocol for trouble-shooting and resolving problems prior to requesting assistance from the City.

In the event the RPA is unable to resolve technical issues internally and/or requires the participation of City IT staff, the RPA shall notify the RegJIN Helpline at **(503) 454-6409** to report the issue. Helpline staff will document and assess if the problem is the RPA, City or Contractor's. If a Contractor Software/System problem, the Help Desk will also categorize the Severity Level of the problem.

Helpline calls meeting the following criteria shall receive response from the Helpline within 30 minutes regardless of time of day. Timeframe for resolution will be determined on a case-by-case basis.

As an outage that removes service to more than 50 active users or an entire RPA.

All other calls will be returned by Helpline staff and acknowledged in writing the following business day (Monday – Friday, 0700-1700).

Section 3 - City of Portland Owned Hardware and Software, excluding System Defects for which the Contractor is responsible

The City is responsible to provide and Update all City-owned Equipment and software needed to support the RegJIN system. When the City experiences an outage related to problems with Equipment or software owned by the City, the City will resolve all issues associated with problems to the extent possible.

The City is responsible to make all efforts to ensure that supporting software and Equipment meet the minimum requirements to operate and maintain the RegJIN Systems.

In the event the RPA is unable to connect to or properly operate the RegJIN System and requires the participation of City IT staff, the RPA shall notify the RegJIN Helpline at **(503) 454-6409** to report the issue. If a Contractor Software/System problem, the Helpline staff will also categorize and determine the Severity Level of the problem.

Helpline calls meeting the following criteria shall receive response with 30 minutes from the Helpline regardless of day or time of day. Timeframe for resolution will be determined on a case-by-case basis.

As an outage that removes service to more than 50 active Users or an entire RPA.

All other calls will be returned by Helpline staff and acknowledged in writing the following business day (Monday – Friday, 0700-1700). The City will take appropriate steps to resolve problems in a timely manner.

Section 4 – System Contractor (Versaterm) Defects

Defects associated with the System Contractor (Versaterm) will be addressed by the City in coordination with the System Contractor per the requirements specified in the System Maintenance and Support Agreement between the City and the System Contractor (COP Contract # 30003029).

The System Maintenance and Support Agreement between the City and the System Contractor defines the types of Defects associated with the RegJIN system. The System Contractor has a specified obligation to respond to these Defects based on the Severity Level as outlined below in Figure #1.

Figure #1
System Contractor (Versaterm) Defect Definitions

Severity Level	Defect Definition
Critical Defect	<ul style="list-style-type: none"> • Impacts at least 25% of the User base of the Production System. • Severely affects City and/or Partner agency operations (e.g., critical business processes are disabled). Alternatively, severely impacts business operations due to the accumulated impact on multiple Users. • Includes, but is not limited to, problems that cause continuous or near-continuous interruption of service (e.g., the system “hangs” or “crashes”), the loss of use of one or more major critical features functions or modules (including interfaces), file system corruption, and or data loss. • No stable workaround available. • May require manual mode operation. • Requires the City to telephone the Versaterm support telephone number

<p>High Defect</p>	<ul style="list-style-type: none"> • Impacts at least 25% of the active User base of the Production System and/or Hot Standby System environment. • In Production System environment, causes a significant impact on business operations of Users Alternatively, causes a significant impact on business operations due to the accumulated impact on multiple Users. • This includes, but is not limited to Problems that cause intermittent disruption of service, the loss of use of multiple non-major critical features functions, significant performance degradation, the accumulation of enough Problems in a new version to delay Production rollout, or increased risk due to loss of redundancy, etc. • No stable workaround available. • May not require manual mode operation. • Requires the City to telephone the Versaterm support telephone number.
<p>Medium Defect</p>	<ul style="list-style-type: none"> • Impacts Production System and/or Hot Standby System environment • In Production System environment, causes a minor manageable impact on business operations of Users Alternatively, causes a minor limited impact on business operations due to the accumulated impact on multiple Users. • This includes, but is not limited to Problems that cause the loss of use of a single non-major feature, problems where a workaround exists but that measurably slows Users work performance, the existence of known minor problems in a new version scheduled for rollout, etc. • Stable workaround is available and has been successfully implemented. • The City may telephone or email Versaterm the Problem description
<p>Low Defect</p>	<ul style="list-style-type: none"> • Impacts Production System environment • In Production System environment, causes little or no impact on business operations of Users. Alternatively, causes little or no impact on business operations due to the accumulated impact on multiple users. • This includes, but is not limited to problems of a cosmetic nature OR those where a workaround exists that does not have a measurable impact on task performance OR the City requires information or assistance about product capabilities or installation configuration. • The City may telephone or email Versaterm the Problem description

If a Defect is associated with the System Contractors product(s) the City is responsible to initiate System Contractor Defect notification to the System Contractor as follows:

- A. Initiate Critical Defect or High Defect resolution supports within 2 hours of notification to the System Contractor (Versaterm) by the City. Verified System Critical and High Defect Errors will be resolved as specified in the City's System's maintenance and support agreement with the System Contractor.
- B. Initiate Medium Defect and Low Defect resolution and acknowledge in writing Monday thru Fridays from 0800-1700, excluding recognized City of Portland Holidays.

CONTRACT PAYMENTS

City Council Meeting
January 7, 2015

AKS Engineering & Forestry

Project: S-637 ME8-ME10 Repair (Inv#3906-06) \$ 1,500.00

Advanced Composting Systems LLC

Project: M-434 Sand Island Restrooms (Inv#01108187) \$ 167,339.00

Murray, Smith & Associates, Inc. (Inv#09-1078-58)

Project: S-618C I&I Reduction \$ 6,100.33

Project: SD-146 Godfrey Park Storm \$ 12,849.32

Total \$ 18,949.65

Liberty Electric

Project: W-429 Telemetry System Upgrade (Inv#1405-5) \$ 7,695.00

Hamer Electric, Inc.

Project: M-434A Courthouse Docks Upgrade (Inv#21986*02) \$ 41,408.38

KP



AKS ENGINEERING & FORESTRY
12965 SW Herman Road, Suite 100, Tualatin, OR 97062
P: (503) 563-6151 F: (503) 563-6152

OFFICES IN: TUALATIN, OR - VANCOUVER, WA - SALEM, OR

RECEIVED

DEC 09 2014

CITY OF ST. HELENS

City of St. Helens
Sue Nelson
P.O. Box 278
St. Helens, OR 97051

Invoice number 3906-06
Date 12/05/2014
Project 3906
Description 2014 St. Helens Surveying Services
PO #
Project Mgr Nick White

Services through 10/31/2014

This invoice is for surveying services.

Description	Contract Amount	Prior Billed	Current Billed
St Helens Street Boundary	1,250.00	1,250.00	0.00
Eisenschmidt Drive Boundarys	500.00	500.00	0.00
McCormick Park Boundary	850.00	850.00	0.00
8th/9th/10th/11th Street Topo	5,000.00	5,000.00	0.00
N. 4th Street/9th Street Road Profiles	1,500.00	1,500.00	0.00
Easement Preparation	1,500.00	1,500.00	0.00
Summit View Blvd.	1,200.00	1,200.00	0.00
Easement Revisions	1,500.00	1,500.00	0.00
South 7th Street - Old Portland Road Invert Survey	1,500.00	0.00	1,500.00
Total	14,800.00	13,300.00	1,500.00

010-303-653301

Invoice total 1,500.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
3906-06	12/05/2014	1,500.00	1,500.00				
Total		1,500.00	1,500.00	0.00	0.00	0.00	0.00

APPROVED FOR PAYMENT

INIT DATE
ACCOUNTS PAYABLE
FINANCE 12-22-14
SUPERVISOR 12-22-14

THANK YOU FOR YOUR BUSINESS!

All invoices 30 days past due will be charged a 1.5% service charge for each month past due. Failure to notify AKS Engineering & Forestry regarding questions, disputes, and/or errors on this invoice within 30 days, indicates your agreement with the charges and services rendered.

KP

Advanced Composting Systems LLC
195 Meadows Rd
Whitefish MT 59937

Invoice

Invoice #: 01108187

Bill To:

Ship To:

The City of St. Helens

The City of St. Helens

SALESPERSON		YOUR NO.	SHIP VIA	COL	PPD	SHIP DATE	TERMS	DATE	PG.
							Net	12/19/2014	1
QTY.	ITEM NO.	DESCRIPTION			PRICE	UNIT	DISC %	EXTENDED	TX.
2	bldg 2F2HT	Phoenix Facility with 2 PF201			\$70,019.50			\$140,039.00	
1	Ship	Shipping/Site transportation			\$16,500.00			\$16,500.00	
1	INST-B	Site preperation/foundation assembly			\$10,800.00	ea.		\$10,800.00	
<p style="text-align: center;">APPROVED FOR PAYMENT</p> <div style="display: flex; justify-content: space-between;"> <div> <p>INIT _____</p> <p>ACCOUNTS PAYABLE _____</p> <p>FINANCE _____</p> <p>SUPERVISOR _____</p> </div> <div> <p>DATE _____</p> <p>12-22-14</p> <p>12-22-14</p> </div> </div>									
<p>009-207-652950</p> <p>M-434 Sand Island Restrooms</p>						Sale Amt.:		\$167,339.00	
						Freight:		\$0.00	
						Sales Tax:		\$0.00	
						Total Amt.:		\$167,339.00	
						Paid Today:		\$0.00	
						Balance Due:		\$167,339.00	

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

121 S.W. Salmon, Suite 900 • Portland, Oregon 97204-2919 • PHONE 503.225.9010 • FAX 503.225.9022

RECEIVED

Ms. Sue Nelson
City Engineering Supervisor
City of St. Helens
PO Box 278
St. Helens, OR 97051

DEC 19 2014

CITY OF ST. HELENS

December 18, 2014

Invoice No: 09-1078 - 58

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through November 30, 2014

Task 206 Phase 2A - Record Drawings

Labor

	Hours	Rate	Amount	
Professional Engineer V	2.00	132.00	264.00	
Engineering Designer I	3.50	99.00	346.50	
Technician IV	25.50	120.00	3,060.00	
Technician III	16.00	107.00	1,712.00	
Total	47.00		5,382.50	
Labor Subtotal				5,382.50

In-House Reimbursable

CADD Time			664.00	
In-house Reimbursable Subtotal			664.00	664.00

Miscellaneous

Communication Charge			53.83	
Miscellaneous Subtotal			53.83	53.83

Task Total \$6,100.33

Task 310 PM - Godfrey Park

Labor

	Hours	Rate	Amount	
Principal Engineer II	3.00	180.00	540.00	
Professional Engineer V	4.00	132.00	528.00	
Total	7.00		1,068.00	
Labor Subtotal				1,068.00

Miscellaneous

Communication Charge			10.68	
Miscellaneous Subtotal			10.68	10.68

Task Total \$1,078.68

Task 320 Geotechnical Investigations - Godfrey Park

Consultant

GRI			220.50	
Consultant Subtotal			220.50	220.50

Project	09-1078	Sanitary Sewer Rehabilitation Program	Invoice	58
			Task Total	\$220.50

Task	330	Environmental & Cultural Research - Godfrey Park		
Labor				
		Hours	Rate	Amount
Professional Engineer V		2.50	132.00	330.00
Total		2.50		330.00
Labor Subtotal				330.00
Consultant				
SWCA Environmental Consultants				8,046.47
Consultant Subtotal			8,046.47	8,046.47
Miscellaneous				
Communication Charge				3.30
Miscellaneous Subtotal			3.30	3.30
			Task Total	\$8,379.77

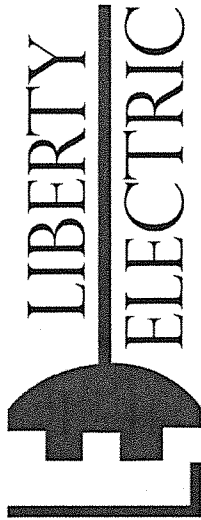
Task	350	Design - Godfrey Park		
Labor				
		Hours	Rate	Amount
Professional Engineer VII		6.00	148.00	888.00
Professional Engineer V		14.50	132.00	1,914.00
Total		20.50		2,802.00
Labor Subtotal				2,802.00
Consultant				
Staheli Trenchless Consultants				325.50
Consultant Subtotal			325.50	325.50
In-House Reimbursable				
B&W Copies and Prints				14.85
In-house Reimbursable Subtotal			14.85	14.85
Miscellaneous				
Communication Charge				28.02
Miscellaneous Subtotal			28.02	28.02
			Task Total	\$3,170.37
			Invoice Total	\$18,949.65

010-303-653302 S-618C I&I Reduction \$ 6,100.33

010-304-653409 SD-146 Godfrey Park Storm \$ 12,849.32

APPROVED FOR PAYMENT

INIT	ACCOUNTS PAYABLE	DATE
	FINANCE	12-22-14
	SUPERVISOR	12-22-14



PAYMENT APPLICATION

Invoice Number: 1405 - 5
For Period Ending: 12/31/2014

To: City of St. Helens
PO Box 278
St. Helens OR 97051

Project Number: 1405

Owner Project Number: W-429

Project: Water Dist. Telemetry System Upgrade
St. Helens OR 97051

RECEIVED
DEC 26 2014
CITY OF ST. HELENS

Contract Summary	
Original Contract Amount:	216,012.50
Changes Amount:	0.00
Total Contract Amount:	216,012.50
Completed To Date:	119,950.00
Retainage To Date:	5,997.50
Completed Less Retainage:	113,952.50
Less Previous Application:	106,257.50
Current Payment Due:	7,695.00
Current Payment Due Plus Tax:	7,695.00
Balance To Finish:	96,062.50

Remit payment to: Liberty Electric
PO Box 1681
Clackamas, OR 97015
503-752-7573

010-302-653200

APPROVED FOR PAYMENT

INIT: [Signature] DATE: 12-30-14
ACCOUNTS PAYABLE
FINANCE
SUPERVISOR [Signature]

PAYMENT APPLICATION DETAILS

Custom City of St. Helens

Application 5

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 12/31/2014

Item Number - Description		Scheduled Value	Prev. App Value	Completed Work				Balance To Finish	Retainage Value
				This App.		Total			
				Value	%	Value	%		
01 - St. Helens Telemetry Upgrade									
01.01 - General Items									
01.01.01 - Mobilization		5,400.00	2,700.00	0.00	0.00	2,700.00	50.00	2,700.00	135.00
01.01.02 - Basic Material Submittals		16,200.00	16,200.00	0.00	0.00	16,200.00	100.00	0.00	810.00
01.01.03 - Radio Survey Submittal		10,800.00	10,800.00	0.00	0.00	10,800.00	100.00	0.00	540.00
01.01.04 - Design Submittals		16,700.00	16,700.00	0.00	0.00	16,700.00	100.00	0.00	835.00
02 - Site A									
02.01 - City Shop									
02.01.01 - Install MTU Panel		13,000.00	9,100.00	1,300.00	10.00	10,400.00	80.00	2,600.00	520.00
02.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
02.01.03 - Install Raceway System / Cable		5,500.00	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00
02.01.04 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
02.01.05 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
03 - Site B									
03.01 - Low Level Reservoir									
03.01.01 - Install Underground Raceway Sys. / Cable		26,500.00	0.00	0.00	0.00	0.00	0.00	26,500.00	0.00
03.01.02 - Install Exposed Raceway System / Cable		6,750.00	0.00	0.00	0.00	0.00	0.00	6,750.00	0.00
03.01.03 - Install Instrument & Hatch Switches		1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
03.01.04 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
03.01.05 - Install RTU Panel		11,000.00	7,700.00	1,100.00	10.00	8,800.00	80.00	2,200.00	440.00
03.01.06 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
03.01.07 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
04 - Site C									
04.01 - 200,000 Gallon Tank									
04.01.01 - Install Raceway System / Cable		12,225.00	0.00	0.00	0.00	0.00	0.00	12,225.00	0.00
04.01.02 - Install Hatch Switch		400.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00
04.01.03 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 - Site D									
05.01 - Rainney Collector Well 2									
05.01.01 - Install Raceway System / Cable		1,250.00	0.00	0.00	0.00	0.00	0.00	1,250.00	0.00
05.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50

PAYMENT APPLICATION DETAILS

Custom City of St. Helens

Application 5

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 12/31/2014

Item Number - Description			Completed Work					Balance To Finish	Retainage Value
Scheduled Value	Prev. App Value	This App.		Total		Balance To Finish	Retainage Value		
		Value	%	Value	%				
05.01.03 - Install RTU Panel	11,000.00	7,700.00	1,100.00	10.00	8,800.00	80.00	2,200.00	440.00	
05.01.04 - Demolition of Existing	750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	
05.01.05 - Testing / Startup	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	
06 - Site E									
06.01 - Bayport Well									
06.01.01 - Install Raceway System / Cable	1,250.00	0.00	0.00	0.00	0.00	0.00	1,250.00	0.00	
06.01.02 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50	
06.01.03 - Install RTU Panel	13,000.00	9,100.00	1,300.00	10.00	10,400.00	80.00	2,600.00	520.00	
06.01.04 - Demolition of Existing	750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	
06.01.05 - Testing / Startup	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	
07 - Site F									
07.01 - Lemont Pump Station									
07.01.01 - Install Raceway System / Cable	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	
07.01.02 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50	
07.01.03 - Install RTU Panel	11,000.00	7,700.00	1,100.00	10.00	8,800.00	80.00	2,200.00	440.00	
07.01.04 - Demolition of Existing	750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	
07.01.05 - Testing / Startup	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	
08 - Site G									
08.01 - Ranney Collector Well 3									
08.01.01 - Install Raceway System / Cable	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	
08.01.02 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50	
08.01.03 - Install RTU Panel	11,000.00	7,700.00	1,100.00	10.00	8,800.00	80.00	2,200.00	440.00	
08.01.04 - Demolition of Existing	750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	
08.01.05 - Testing / Startup	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	
09 - Site H									
09.01 - Elk Ridge									
09.01.01 - Install Utility Service	5,387.50	0.00	0.00	0.00	0.00	0.00	5,387.50	0.00	
09.01.02 - Platform Structure Modifications	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	
09.01.03 - Install Raceway System / Cable	3,250.00	0.00	0.00	0.00	0.00	0.00	3,250.00	0.00	
09.01.04 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50	
09.01.05 - Install RTU Panel	11,000.00	7,700.00	1,100.00	10.00	8,800.00	80.00	2,200.00	440.00	

PAYMENT APPLICATION DETAILS

Custom City of St. Helens

Application 5

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 12/31/2014

Item Number - Description	Scheduled Value	Completed Work				Balance To Finish	Retainage Value
		Prev. App Value	This App. Value	%	Total Value		
09.01.06 - Demolition of Existing	750.00	0.00	0.00	0.00	0.00	750.00	0.00
09.01.07 - Testing / Startup	500.00	0.00	0.00	0.00	0.00	500.00	0.00
TOTAL:	216,012.50	111,850.00	8,100.00	3.75	119,950.00	96,062.50	5,997.50

KP

HAMER ELECTRIC, INC.
126 INDUSTRIAL WAY
LONGVIEW, WA 98632
360 636-2227

RECEIVED

DEC 26 2014

CITY OF ST. HELENS

Invoice 21986*02

Bill to: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051	Job: 21986 CITY OF ST HELENS CITY OF ST. HELENS BOAT DOCK
--	---

Invoice #: 21986*02 Date: 12/23/14 Payment Terms: NET 10 DAYS Customer Code: STH02	Customer P.O. #: Salesperson:
---	----------------------------------

Remarks: FROM DRAW REQUEST BILLING ENTRY

Quantity	Description	U/M	Unit Price	Extension
----------	-------------	-----	------------	-----------

CONTRACT BILLING

Subtotal: 43,587.77
43,587.77

PAST DUE INVOICES ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH

Total: 43,587.77

Less Retention: -2,179.39

Current Due: 41,408.38

009-207-652950
Courtthouse Docks Utility Upgrade
M-434A

APPROVED FOR PAYMENT

INIT _____ DATE _____
 ACCOUNTS PAYABLE _____
 FINANCE _____
 SUPERVISOR _____
 12-30-14
 12-30-14

Application and Certificate For Payment

Page 1

To: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051		Project: CITY OF ST. HELENS CITY OF ST. HELENS BOAT DOCK		Application No: 2	Date: 12/23/14
From: HAMER ELECTRIC, INC. 126 INDUSTRIAL WAY LONGVIEW, WA 98632		Contractor Job Number: 21986		Period To: 12/23/14	Contract Date:
Phone: 360 636-2227		Contract For:			

Original contract sum	221,147.00
Net change by change orders (as per attached breakdown)	0.00
Contract sum to date	221,147.00
Completed to date (as per attached breakdown)	87,817.17
Stored material (as per attached breakdown)	0.00
Total completed and stored to date	87,817.17
Total retainage (5.0%)	4,390.86
Total earned less retainage	83,426.31
Less previous certificates of payment	42,017.93
Subtotal	41,408.38
Sales tax at 0.000% on	0.00

Amount of this request **41,408.38**

Certificate of the Subcontractor:

I hereby certify that the work performed and the materials supplied to date as shown on the above represent the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the undersigned and CITY OF ST. HELENS relating to the above-referenced project.

I also certify that Payments, less applicable retention, have been made through the period covered by previous payments received from the contractor, to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in connection with the performance of this contract.

I further certify I have complied with Federal, State and Local tax laws, including Social Security laws and unemployment laws and Workmen's Compensation laws insofar as applicable to the performance of this contract.

Furthermore, in consideration of this request of the payments received and upon receipt of the amount of this request, the undersigned does hereby waive, release, and relinquish all claims or right of lien which the undersigned may now have upon the premises above described except for claims or right of lien for contract and/or change order work performed to the extent that payment is being retained or will subsequently become due.

Date: _____ day
 Subscribed and sworn to before me this _____ day
 of _____ (year).
 Notary public: _____
 My commission expires _____.

Contractor: HAMER ELECTRIC, INC.

By: Richard Pettent

Title: Accounting

PAST DUE INVOICES ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH

Application and Certificate For Payment -- page 2

To: CITY OF ST. HELENS
From (Subcontractor): HAMER ELECTRIC, INC.
Project: CITY OF ST HELENS

Application No: 2
Period To: 12/23/14
Contractor's Job Number: 21986

Date: 12/23/14

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
001	CONTRACT BILLING	221,147.00	44,229.40	43,587.77	0.00	87,817.17	39.71	133,329.83	4,390.86	
Application Total		221,147.00	44,229.40	43,587.77	0.00	87,817.17	39.71	133,329.83	4,390.86	

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ January 7, 2015

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
▪ Stephen Topaz	Parks Commission	4/14/14	4/15/14
▪ Elisa Mann	Parks Commission	11/18/14	11/19/14

Bicycle & Pedestrian Commission (3-year terms)

- Dave Ehrenkranz resigned. His term expires 12/31/2015.
- Matt Freeman resigned. His term expires 12/31/2015.
- Ray Scholl resigned. His term expires 12/31/2015.
- Paul Barlow, Cindy Sutliff and Dave Woullet all have term expirations of 12/31/2014.

Status: A press release to recruit members was sent out on October 31 with a deadline to apply of December 5. No applications have been received as of this packet. Dave Woullet does not wish to be reappointed. Cindy Sutliff and Paul Barlow wish to be reappointed. The Commission meets again in February and will discuss membership at that time.

Next Meeting: February 26, 2015

Recommendation: None at this time.

Budget Committee (3-year terms)

- Patrick Birkle's term expired 12/31/2014.

Status: A press release to recruit members was sent out on October 29 with a deadline to apply of December 5. No applications have been received as of this packet. Patrick Birkle wishes to be reappointed.

Recommendation: Reappoint Patrick Birkle for an additional 3-year term.

Parks Commission (4-year terms)

- Sari Swick's term expired 12/31/2013. She has resigned from the Commission.
- Debi Corsiglia resigned. Her term expires 12/31/2016.
- Jacob Woodruff and Stan Chiotti have terms that expire on 12/31/2014.

Status: At their October 20 meeting, the Parks Commission requested that another press release be sent out. One was sent out on October 29 with a deadline of December 5. We received two applications. Stan Chiotti and Jacob Woodruff wish to be reappointed.

Next Meeting: February 9, 2015

Recommendation: Reappoint Jacob Woodruff and Stan Chiotti to additional 4-year terms.

City of St. Helens RESOLUTION NO. 1648

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS, SUPERSEDING RESOLUTION NO. 1521

WHEREAS, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

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

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

ST. HELENS PARKS COMMISSION

Minutes for Meeting of November 17, 2014

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Vice Chair
Phillip Roddy, Commissioner
Stan Chiotti, Commissioner
Howard Blumenthal, Commissioner
John Brewington, Commissioner

STAFF PRESENT

Sue Nelson, Engineering Supervisor
Sheri Ingram, Secretary
Thad Houk, Parks Supervisor

GUESTS

Bruce Harris, SHHS student

MEMBERS ABSENT

Debi Corsiglia, Chair

COUNCILORS IN ATTENDANCE

Doug Morten

■ ■ ■

CALL TO ORDER

The meeting was called to order by Vice Chair Woodruff at 4:00 p.m.

APPROVAL OF MINUTES

Blumenthal made a **motion** to approve the minutes of the October 20, 2014 meeting. **Motion** was seconded by Roddy and approved unanimously.

TOPICS FROM THE FLOOR

Bruce Harris from the high school was there to listen for his Citizenship class.

NEW BUSINESS

Exclusive Use Field Time: Brewington brought this up. He had a concern about groups taking up a big chunk of field time and not using it. He asked if they pay for the fields on the days they don't use them and Ingram said yes and we haven't had issues with people wanting to book the fields on a weekend when someone else has had them. Woodruff said a couple of years ago, he heard the girls asked if they could have a tournament and the adults told them no. Houk said he thought they had about three a couple of years ago. Ingram said last year, the Girls league came to this Commission asking for field time at McCormick and this group told them no because those are the only fields the adults can play on. They were going to talk directly to the adults and arrange for some practice time as long as they got off the fields if the adults wanted to use them. Woodruff doesn't see a problem with the way things are now as long as everyone works together.

Houk said he was approached by Little League this year asking if they could use the Adult fields and he said no, that was not a good idea because the Adults have put a lot of their own money into those fields. Little League has the lower field at McCormick and both fields at 6th St. and Houk heard they are short on teams this year.

Exclusive Use Permit Rates: The Council approved raising the fees on the Exclusive Use Permits.

OLD BUSINESS

Restroom & Pay Station Updates: Nelson stated the contractor has signed the contract so as soon as the City gets his bond, we will sign the contract and they can start. They had originally planned on having them done by the end of November but now she is not sure they will even start this month with the holiday coming up. She talked to the contractor doing the power at the docks this morning and the new card reader has not been delivered yet. It is still being built. The company is huge and our one little card reader is not a big priority for them so we will get it when they get around to doing it.

DISCUSSION ITEMS

Chiotti said the Parks crew did a great job of cleaning up Walnut Tree Park after the windstorm. It looked great today. They also did a great job preparing for Veteran's Day. They had the biggest group ever this year and he appreciates the City waiving the fee for the veterans. He said there is a branch on the oak tree to the right of the cannon that does not look good.

Blumenthal said they have had two work parties at Nob Hill. They had their standard one with about 16 to 17 people. They pulled ivy and planted some new plants and did about 60 hours' worth of work. The following weekend, they had a special work party for a Cub Scout troop. They mulched and bark dusted and pulled more ivy. He graveled about 150 to 200 feet of trail.

Brewington said there are boats that have been at the docks for a month. Nelson said there have been complaints and the police are watching and they have been citing boats every week.

Houk said a guy hit a planter and fire hydrant with his car on Columbia by 9th Street over the weekend. The planter rolled clear across the street and didn't break. They are lucky it didn't roll down the hill.

COUNCILOR'S REPORT

Morten stated he met with Sheppard and Nelson about "Friends" groups and policies. There was an e-mail from someone who wanted to put a sculpture in Nob Hill Nature Park. He got the e-mail forwarded to him from Carolyn Skinner and she weighed in on it, which is fine but he wants to make sure they know that "Friends" groups are not part of the governing structure. The Parks Commission and Art & Cultural Commission need to look at it. They can get both groups together if they would like and iron it out and then make a recommendation to the Council. He is going to run it by the Council to make it a policy to go to both Commissions.

He asked if they were still on board with a youth council that could report to the City Council and they were. Woodruff said the kids are the ones we would like to see using the parks all of the time. If they can weigh in and have ideas for the parks, that helps us. Morten asked Harris if there were more students who would like to come to a Parks Commission meeting and Harris said his Citizenship teacher had a bunch of volunteers who would come to a meeting and listen. Morten said we would like to get groups of youth involved with Parks, Arts & Cultural and the other committees who could then report to Council. Chiotti thought we should also get the shop and fabricators at the school involved because the benches they made for the parks before are fantastic.

Morten would like them to think about restructuring the Commission to make it more efficient. He wants them to think about having a Past Chair, Chair and Vice Chair. He thinks if those three people rotate, it gives everyone an opportunity to be heard and we can get some fresh ideas. He doesn't know how they feel about it.

OTHER MATTERS

ADJOURNMENT

The meeting was adjourned at 4:35 p.m. The next meeting is scheduled for Monday, February 9, 2015, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

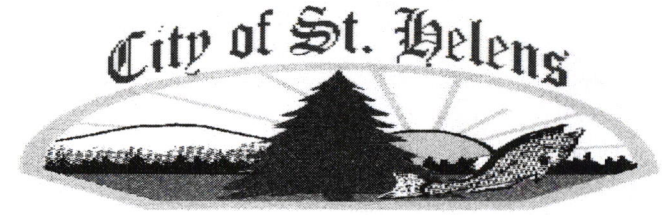
Sheri Ingram
Secretary

2014 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	Debi Corsiglia	Jacob Woodruff	VACANT	Stan Chiotti	Howard Blumenthal	Phillip Roddy
1/13	P	P	P		P	P	P
2/10	Meeting	Cancelled	Due To	Snow			
3/17	P	P	P		E	P	P
4/21	E	P	P		P	E	P
5/19	E	P	P		P	P	P
6/16	P	P	P		P	P	P
7/21	A	P	P		P	P	P
8/18	A	P	P		P	P	P
9/15	P	P	P		P	P	P
10/15	P	P	P		P	P	P
11/17	P	E	P		P	P	P
12/15							

Accounts Payable To Be Paid Proof List

User: shellym
Printed: 12/19/2014 - 1:04 PM
Batch: 507-12-2014

JS-144



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
002197	BANKCARD CENTER									
ACCT 0819	11/18/2014	200.00	0.00	12/19/2014	WALSH/CONN BUSINESS OR SUMITT		-		No	0000
012-102-490000	Professional development									
	ACCT 0819 Total:	200.00								
ACCT 6206	11/28/2014	643.04	0.00	12/19/2014	BULBORAMA		-		No	0000
011-011-501000	Operating Materials & Supp									
ACCT 6206	11/28/2014	99.75	0.00	12/19/2014	BULBORAMA		-		No	0000
012-107-457000	Office supplies									
ACCT 6206	11/28/2014	95.96	0.00	12/19/2014	LIGHT REPLACEMENT LENS		-		No	0000
001-005-470000	Building Expense									
ACCT 6206	11/28/2014	158.92	0.00	12/19/2014	OFFICE SUPPLIES STAPLES		-		No	0000
013-403-457000	Office supplies									
ACCT 6206	11/28/2014	67.95	0.00	12/19/2014	OFFICE SUPPLIES STAPLES		-		No	0000
013-403-457000	Office supplies									
ACCT 6206	11/28/2014	104.37	0.00	12/19/2014	OFFICE SUPPLIES STAPLES		-		No	0000
013-403-457000	Office supplies									
ACCT 6206	11/28/2014	141.25	0.00	12/19/2014	ELECTRODE PADS		-		No	0000
013-403-470000	Building									
ACCT 6206	11/28/2014	141.25	0.00	12/19/2014	ELECTRODE PADS		-		No	0000
012-107-457000	Office supplies									
ACCT 6206	11/28/2014	141.24	0.00	12/19/2014	ELECTRODE PADS		-		No	0000
001-004-457000	Office Supplies									
ACCT 6206	11/28/2014	458.00	0.00	12/19/2014	TSA SAFETY VESTS AND HATS		-		No	0000
013-403-501000	Operating materials/supplies									
ACCT 6206	11/28/2014	339.00	0.00	12/19/2014	AWWA RENEWAL		-		No	0000
013-403-490000	Professional development									
ACCT 6206	11/28/2014	450.00	0.00	12/19/2014	ICE MELT		-		No	0000
011-011-501000	Operating Materials & Supp									
ACCT 6206	11/28/2014	32.07	0.00	12/19/2014	VACUUM PARTS		-		No	0000
017-417-501000	Operating materials and suppli									
	ACCT 6206 Total:	2,872.80								
ACCT 8267	12/25/2014	330.00	0.00	12/19/2014	GFOA BUDGETD AWARD PROG		-		No	0000
012-106-490000	Professional development									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACCT 8267	12/25/2014	34.64	0.00	12/19/2014	MOISTURE ABSORBER		-		No	0000
012-107-457000	Office supplies									
ACCT 8267	12/25/2014	175.00	0.00	12/19/2014	OREGONIAN POLICE JOB		-		No	0000
012-102-526000	Advertisements				POSTING					
ACCT 8267	12/25/2014	250.00	0.00	12/19/2014	PUB SAFETY MEDIA PD JOB		-		No	0000
012-102-526000	Advertisements				POSTING					
ACCT 8267	12/25/2014	35.53	0.00	12/19/2014	STEWART-COUPLER		-		No	0000
018-019-501000	Operating Materials									
ACCT 8267	12/25/2014	35.53	0.00	12/19/2014	STEWART-COUPLER		-		No	0000
018-020-501000	Operating Materials & Supplies									
	ACCT 8267 Total:	860.70								
acct 9741	11/28/2014	913.97	0.00	12/19/2014	QUILL OFFICE CUPPLIES		-		No	0000
001-002-457000	Office Supplies									
acct 9741	11/28/2014	74.91	0.00	12/19/2014	WALMART MATERIALS		-		No	0000
001-002-502000	Equipment Expense									
	acct 9741 Total:	988.88								
CARD 6966	11/28/2014	3,940.51	0.00	12/19/2014	CNOA EDWARDS,HALD, MILTICH,		-		No	0000
009-212-473300	Other Reimbr Evemts				HOGUE					
CARD 6966	11/28/2014	75.91	0.00	12/19/2014	TACTICAL SLING		-		No	0000
001-002-502000	Equipment Expense									
	CARD 6966 Total:	4,016.42								
	002197 Total:	8,938.80								
003660 BLUMENTHAL UNIFORMS										
92555	11/24/2014	715.00	0.00	12/19/2014	UNIFORMS		-		No	0000
001-002-502000	Equipment Expense									
	92555 Total:	715.00								
98122-002	12/01/2014	90.85	0.00	12/19/2014	UNIFORMS		-		No	0000
001-002-502000	Equipment Expense									
	98122-002 Total:	90.85								
	003660 Total:	805.85								
004880 BULLARD, SMITH, JERNSTEDT,										
17012	12/10/2014	719.00	0.00	12/19/2014	LEGAL SERVICES		-		No	0000
001-002-454000	Attorney									
	17012 Total:	719.00								
	004880 Total:	719.00								
005986 CASCADE TRADER, INC.										
IC06504	12/09/2014	709.14	0.00	12/19/2014	MATERIALS		-		No	0000
015-015-501000	Operating Materials & Supp									
	IC06504 Total:	709.14								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
005986 Total:		709.14								
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006282 CENTRO PRINTING SOLUTIONS										
205150	12/11/2014	133.77	0.00	12/19/2014	PRINTED MATERIALS		-		No	0000
012-106-457000	Office supplies									
	205150 Total:	133.77								
	006282 Total:	133.77								
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006831 CINTAS CORP										
8401807769	12/05/2014	75.33	0.00	12/19/2014	SHREDDING CITY HALL		-		No	0000
012-107-554000	Contractual/consulting serv									
8401807769	12/05/2014	124.57	0.00	12/19/2014	SHREDDING PD		-		No	0000
001-002-473000	Miscellaneous Expense									
	8401807769 Total:	199.90								
	006831 Total:	199.90								
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007159 COASTWIDE LABORATORIES										
2727040	12/11/2014	107.33	0.00	12/19/2014	TP AND PAPER TOWELS		-		No	0000
001-004-470000	Building Expense									
	2727040 Total:	107.33								
	007159 Total:	107.33								
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007248 KOLDKIST										
169870	11/30/2014	63.50	0.00	12/19/2014	WATER COOLER PD		-		No	0000
001-002-473000	Miscellaneous Expense									
	169870 Total:	63.50								
	007248 Total:	63.50								
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007577 TPHFCC										
DEC9 2014	12/09/2014	133.66	0.00	12/19/2014	ACCT# 900006552 SCOTT HARRINGTON		-		No	0000
013-403-554000	Contractual/consulting serv									
	DEC9 2014 Total:	133.66								
	007577 Total:	133.66								
<hr/>										
007584 COLUMBIA COUNTY LAND										
NOVEMBER 2014	12/04/2014	1,455.00	0.00	12/19/2014	INSPECTIONS		-		No	0000
001-105-554000	Contract Services									
	NOVEMBER 2014 Total:	1,455.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
007584 Total:		1,455.00								
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009000 CONSOLIDATED SUPPLY										
S7088247.003	12/09/2014	6.48	0.00	12/19/2014	MATERIALS		-		No	0000
017-017-501000	Operating Materials & Sup.									
	S7088247.003 Total:	6.48								
S7104837.002	12/09/2014	809.90	0.00	12/19/2014	MATERIALS		-		No	0000
017-017-501000	Operating Materials & Sup.									
	S7104837.002 Total:	809.90								
S7109778.003	12/09/2014	574.19	0.00	12/19/2014	MATERIALS		-		No	0000
017-017-501000	Operating Materials & Sup.									
	S7109778.003 Total:	574.19								
	009000 Total:	1,390.57								
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010117 DAY WIRELESS SYSTEMS										
372600	12/08/2014	468.39	0.00	12/19/2014	REPAIR RADIO		-		No	0000
001-002-522000	Radio & radar maint									
	372600 Total:	468.39								
	010117 Total:	468.39								
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010970 EAGLE STAR ROCK PRODUCTS, INC.										
28751	12/10/2014	115.41	0.00	12/19/2014	ROCK 6TH ST		-		No	0000
018-021-501000	Operating Materials & Supplies									
	28751 Total:	115.41								
	010970 Total:	115.41								
<hr/>										
011176 ELLIS JONATHAN										
DEC16 2014	12/16/2014	143.94	0.00	12/19/2014	DEC 11 \$ 12, 2014 SPRINGBROOK MILEAGE		-		No	0000
012-106-490000	Professional development									
	DEC16 2014 Total:	143.94								
	011176 Total:	143.94								
<hr/>										
013075 GALLAGHER DANIEL Q.										
DEC10 2014	12/10/2014	60.00	0.00	12/19/2014	CITY V KYLAN SIMKINS		-		No	0000
001-103-554000	Contractual/consulting serv									
	DEC10 2014 Total:	60.00								
	013075 Total:	60.00								
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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
014167 GREENLEAF TREE RELIEF LLC 1464	12/14/2014	1,000.00	0.00	12/19/2014	Tree Removal MCCORMICK PARK		-			
011-011-554000 Contractual/Consult Serv. 1464 Total:		1,000.00							No	0000
014167 Total:		1,000.00								
017110 JONES NATHAN DEC16 2014	12/16/2014	114.37	0.00	12/19/2014	CRAFT MATERIALS AND SNACK FOODS		-		No	0000
009-208-457000 Supplies DEC16 2014 Total:		114.37								
017110 Total:		114.37								
018100 LEAGUE OF OREGON CITIES 16046	11/24/2014	20.00	0.00	12/19/2014	WEB AD PD OFFICER		-		No	0000
001-002-473000 Miscellaneous Expense 16046 Total:		20.00								
018100 Total:		20.00								
019366 MAILBOXES NORTHWEST 215414 & 215668	11/28/2014	14.73	0.00	12/19/2014	POSTAGE		-		No	0000
001-002-480000 Postage 215414 & 215668 Total:		14.73								
019366 Total:		14.73								
019713 MCCOY ELECTRIC CO., INC. 209931	10/17/2014	726.24	0.00	12/19/2014	water tx pump controller repair		-		No	0000
018-022-501000 Materials and supplies 209931 Total:		726.24								
019713 Total:		726.24								
020976 NET TRANSCRIPTS, INC. 103114-167	10/31/2014	577.20	0.00	12/19/2014	TRANSCRIPTS		-		No	0000
001-002-473000 Miscellaneous Expense 103114-167 Total:		577.20								
111414-119	11/14/2014	190.62	0.00	12/19/2014	TRANSCRIPTS		-		No	0000
001-002-473000 Miscellaneous Expense 111414-119 Total:		190.62								
020976 Total:		767.82								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
021152 NORTHERN SAFETY CO., INC.										
901197222	12/03/2014	123.98	0.00	12/19/2014	MATERIALS		-		No	0000
013-403-501000	Operating materials/supplies									
	901197222 Total:	123.98								
	021152 Total:	123.98								
021400 NORTHWEST NATURAL GAS										
114867-5	12/11/2014	99.30	0.00	12/19/2014	OR ST		-		No	0000
013-403-459000	Utilities									
	114867-5 Total:	99.30								
1242977-5	12/11/2014	15.80	0.00	12/19/2014	984 OR #M		-		No	0000
017-017-459000	Utilities									
	1242977-5 Total:	15.80								
1323284-8	12/12/2014	100.56	0.00	12/19/2014	275 STRAND		-		No	0000
012-107-459000	Utilites									
	1323284-8 Total:	100.56								
1583294-2	12/11/2014	1,145.13	0.00	12/19/2014	WATER FILTRATION		-		No	0000
017-417-459000	Utilities									
	1583294-2 Total:	1,145.13								
1960772-0	12/11/2014	7.90	0.00	12/19/2014	DEER ISL RD		-		No	0000
017-017-459000	Utilities									
1960772-0	12/11/2014	7.90	0.00	12/19/2014	DEER ISL RD		-		No	0000
018-018-459000	Utilites									
	1960772-0 Total:	15.80								
256304-7	12/12/2014	171.88	0.00	12/19/2014	MCCORMICK		-		No	0000
001-005-459000	Utilities									
	256304-7 Total:	171.88								
256563-8	12/12/2014	139.59	0.00	12/19/2014	13TH		-		No	0000
001-002-459000	Utilities									
	256563-8 Total:	139.59								
258575-0	12/12/2014	159.43	0.00	12/19/2014	451 PLYMOUTH		-		No	0000
018-019-459000	Utilites									
258575-0	12/12/2014	159.43	0.00	12/19/2014	451 PLYMOUTH		-		No	0000
018-020-459000	Utilities									
	258575-0 Total:	318.86								
258767-3	12/12/2014	915.31	0.00	12/19/2014	S 18TH		-		No	0000
001-004-459000	Utilities									
	258767-3 Total:	915.31								
259856-3	12/12/2014	19.10	0.00	12/19/2014	COL VIEW PK RR		-		No	0000
001-005-459000	Utilities									
	259856-3 Total:	19.10								
	021400 Total:	2,941.33								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
021556 NORTHSTAR CHEMICAL, INC.											
57702	12/16/2014	325.70	0.00	12/19/2014	SODIUM HYPOCHLORITE		-			No	0000
017-417-527000	Chlorine										
	57702 Total:	325.70									
	021556 Total:	325.70									
021979 OPUS:INTERACTIVE, INC.											
263251	12/15/2014	39.00	0.00	12/19/2014	ACCT 5951		-			No	0000
012-102-473000	Miscellaneous										
	263251 Total:	39.00									
263330	12/15/2014	5.00	0.00	12/19/2014	ACCT 4775		-			No	0000
001-002-500000	Computer System Maint.										
	263330 Total:	5.00									
	021979 Total:	44.00									
025300 PAULSON PRINTING											
C7405	11/30/2014	60.00	0.00	12/19/2014	BUS CARDS FOR ANDERSON		-			No	0000
001-002-501000	Operating Materials & Supp										
	C7405 Total:	60.00									
	025300 Total:	60.00									
025515 PHILLIPS CYNTHIA											
123114	12/16/2014	1,592.00	0.00	12/19/2014	END DEC JUDICIAL SERVICES		-			No	0000
001-103-554000	Contractual/consulting serv										
	123114 Total:	1,592.00									
	025515 Total:	1,592.00									
026015 PREMIER RUBBER & SUPPLY											
0284401-IN	12/02/2014	285.62	0.00	12/19/2014	MATERIALS		-			No	0000
015-015-501000	Operating Materials & Supp										
	0284401-IN Total:	285.62									
	026015 Total:	285.62									
027012 RDO TRUST #80-5800											
P63592	12/05/2014	352.94	0.00	12/19/2014	SAWS		-			No	0000
011-011-501000	Operating Materials & Supp										
	P63592 Total:	352.94									
	027012 Total:	352.94									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
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027295 RICOH USA INC										
5033652864	12/05/2014	160.07	0.00	12/19/2014	CITY HALL COPPIES		-			
012-107-502000	Equipment expense								No	0000
	5033652864 Total:	160.07								
	027295 Total:	160.07								
<hr/>										
028955 ST. HELENS SCHOOL DISTRICT										
DEC10 2014	12/10/2014	3,443.00	0.00	12/19/2014	REISSUE 7-2012 TAX CK#101379		-		No	0000
003-000-210000	School Dist. Const. Excise Tax									
	DEC10 2014 Total:	3,443.00								
DEC16 2014	12/16/2014	5,410.41	0.00	12/19/2014	PERMITS#11898, 11897, 11921, 12016		-		No	0000
001-000-210000	School Exercise Tax									
	DEC16 2014 Total:	5,410.41								
	028955 Total:	8,853.41								
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029750 SANDERSON SAFETY SUPPLY										
1056448-01	11/24/2014	151.37	0.00	12/19/2014	NIGHTHAWK PF		-		No	0000
001-002-501000	Operating Materials & Supp									
	1056448-01 Total:	151.37								
	029750 Total:	151.37								
<hr/>										
030715 SELDEN LAURIE										
083114	12/15/2014	2,948.00	0.00	12/19/2014	DEC MONTH END SERVICES		-		No	0000
001-103-554000	Contractual/consulting serv									
	083114 Total:	2,948.00								
	030715 Total:	2,948.00								
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031685 COMMUNITY NEWSPAPERS										
15754588	12/13/2014	409.50	0.00	12/19/2014	POLICE POSTING		-		No	0000
012-102-526000	Advertisements									
	15754588 Total:	409.50								
	031685 Total:	409.50								
<hr/>										
031983 STAPLES BUSINESS ADVANTAGE										
8032426464	12/06/2014	19.98	0.00	12/19/2014	CLOCKS		-		No	0000
012-107-457000	Office supplies									
	8032426464 Total:	19.98								
	031983 Total:	19.98								
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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
032863 SYMBOLARTS										
0224136-IN	11/21/2014	389.00	0.00	12/19/2014	SHPD PATCH		-		No	0000
001-002-502000	Equipment Expense									
	0224136-IN Total:	389.00								
	032863 Total:	389.00								
033826 TUALATIN VALLEY FIRE & RESCUE										
49401	11/25/2014	425.00	0.00	12/19/2014	ANNUAL CONTRACT SERVICES		-		No	0000
001-002-473000	Miscellaneous Expense									
	49401 Total:	425.00								
	033826 Total:	425.00								
034004 CENTURY LINK										
B11166428014342	12/08/2014	88.40	0.00	12/19/2014	BILL 503 B11-1664 280		-		No	0000
001-002-458000	Telephone Expense									
	B11166428014342 Total:	88.40								
B11166583914342	12/08/2014	88.40	0.00	12/19/2014	BILL 503 B11-1665 839		-		No	0000
017-417-458000	Telephone expense									
	B11166583914342 Total:	88.40								
	034004 Total:	176.80								
034817 CITY OF VANCOUVER										
64621	12/04/2014	500.00	0.00	12/19/2014	merkwan,miltich,ward,thompson,yon EVOC		-		No	0000
001-002-490000	Police Training/Supplies									
	64621 Total:	500.00								
	034817 Total:	500.00								
037003 WILCOX & FLEGEL										
C155162-IN	12/09/2014	539.06	0.00	12/19/2014	WWTP GAS		-		No	0000
018-022-501000	Materials and supplies									
	C155162-IN Total:	539.06								
c155163-in	12/09/2014	136.10	0.00	12/19/2014	#34 BIO DIESEL		-		No	0000
018-018-501000	Operating Materials & Supplies									
	c155163-in Total:	136.10								
C155206-IN	12/10/2014	3,567.64	0.00	12/19/2014	OR ST SHOP GAS		-		No	0000
013-403-531000	Gasoline									
	C155206-IN Total:	3,567.64								
	037003 Total:	4,242.80								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
037620 CINTAS CORPORATION										
5001949139	10/20/2014	69.92	0.00	12/19/2014	CITY HALL FIRST AID CABINET		-		No	0000
012-107-554000	Contractual/consulting serv									
	5001949139 Total:	69.92								
5002201473	12/02/2014	345.37	0.00	12/19/2014	POLICE 1ST AID CABINET		-		No	0000
001-002-501000	Operating Materials & Supp									
	5002201473 Total:	345.37								
	037620 Total:	415.29								
COMCAST COMCAST										
ACCT 0612581	12/05/2014	62.90	0.00	12/19/2014	MCNULTY WAY		-		No	0000
015-015-458000	Telephone Expense									
	ACCT 0612581 Total:	62.90								
ACCT 0869144	12/07/2014	7.18	0.00	12/19/2014	OR ST SHOP		-		No	0000
013-403-458000	Telecommunication expense									
	ACCT 0869144 Total:	7.18								
	COMCAST Total:	70.08								
E2C E2C CORP										
3601	12/15/2014	418.77	0.00	12/19/2014	MATERIALS		-		No	0000
008-008-558104	Events									
	3601 Total:	418.77								
	E2C Total:	418.77								
ESPOSITO ESPOSITO ELIZABETH										
DEC8 2014	12/08/2014	30.24	0.00	12/19/2014	9/8-12/8 TRAVEL MILEAGE		-		No	0000
001-104-558321	Main street									
	DEC8 2014 Total:	30.24								
	ESPOSITO Total:	30.24								
OAMR OREGON ASSOC. OF MUNICIPAL REC										
DEC15 2014	12/15/2014	50.00	0.00	12/19/2014	LISA SCHOLL 2015 OAMR		-		No	0000
012-102-490000	Professional development				RENEWAL					
	DEC15 2014 Total:	50.00								
	OAMR Total:	50.00								
ORKIN ORKIN										
98587632	11/26/2014	172.00	0.00	12/19/2014	PEST CONTROL		-		No	0000
001-002-470000	Building Expense									
	98587632 Total:	172.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
ORKIN Total:		172.00									
<hr/>											
UB*00043 EMMERT AUTO GLASS											
91195	12/01/2014	936.84	0.00	12/19/2014	AUTO REPAIRS		-		No		0000
001-002-510000	Automobile Expense										
91195 Total:		936.84									
UB*00043 Total:		936.84									
<hr/>											
UB*00632 MORTEN DOUG											
DEC18 2014	12/18/2014	94.19	0.00	12/19/2014	OJUA MEETING TRAVEL EXP		-		No		0000
001-100-490000	Professional development										
DEC18 2014 Total:		94.19									
UB*00632 Total:		94.19									
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Report Total:		44,276.33									

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
026000 POSTMASTER										
DEC23 2014	12/23/2014	1,657.35	0.00	12/23/2014	POSTAGE FOR REGULAR BILLING	-				
012-106-480000	Postage									
	DEC23 2014 Total:	1,657.35								
	026000 Total:	1,657.35								
	Report Total:	1,657.35								

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
006830 CINTAS CORPORATION-463										No 0000
463412508	12/17/2014	37.33	0.00	12/23/2014	MATERIALS		-			
013-403-470000 Building										
463412508 Total:		37.33								
006830 Total:		37.33								
006936 Clear Channel Outdoor, Inc.										No 0000
89032858	12/15/2014	850.00	0.00	12/23/2014	CONTRACT 214111004		-			
008-008-451000 Media Expense										
89032858 Total:		850.00								
006936 Total:		850.00								
008275 COLUMBIA PACIFIC FOOD BANK										No 0000
DEC17 2014	12/17/2014	496.04	0.00	12/23/2014	DONATIONS FROM DONUT DAY		-			
009-212-473200 Donute day event										
DEC17 2014 Total:		496.04								
008275 Total:		496.04								
008280 COLUMBIA PACIFIC ECONOMIC										No 0000
0502030	12/18/2014	250.00	0.00	12/23/2014	COL-PAC DUES 10/1/14-9/30/15		-			
001-100-490000 Professional development										
0502030 Total:		250.00								
008280 Total:		250.00								
008325 COLUMBIA RIVER P.U.D.										No 0000
DEC12 2014	12/15/2014	473.50	0.00	12/23/2014	ACCT 7493		-			
001-002-459000 Utilities							-			No 0000
DEC12 2014	12/15/2014	664.77	0.00	12/23/2014	ACCT 7493		-			No 0000
001-004-459000 Utilities							-			No 0000
DEC12 2014	12/15/2014	510.43	0.00	12/23/2014	ACCT 7493		-			
001-005-459000 Utilities										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DEC12 2014	12/15/2014	113.44	0.00	12/23/2014	ACCT 7493		-			No 0000
001-005-509000	Marine board expense									
DEC12 2014	12/15/2014	4,853.52	0.00	12/23/2014	ACCT 7493		-			No 0000
011-011-453000	Street Lighting									
DEC12 2014	12/15/2014	1,097.24	0.00	12/23/2014	ACCT 7493		-			No 0000
012-107-459000	Utilites									
DEC12 2014	12/15/2014	896.66	0.00	12/23/2014	ACCT 7493		-			No 0000
013-403-459000	Utilities									
DEC12 2014	12/15/2014	2,611.99	0.00	12/23/2014	ACCT 7493		-			No 0000
017-017-459000	Utilities									
DEC12 2014	12/15/2014	4,187.67	0.00	12/23/2014	ACCT 7493		-			No 0000
017-417-459000	Utilities									
DEC12 2014	12/15/2014	694.04	0.00	12/23/2014	ACCT 7493		-			No 0000
018-019-534000	Electrical Energy									
DEC12 2014	12/15/2014	2,082.11	0.00	12/23/2014	ACCT 7493		-			No 0000
018-020-534000	Electrical Energy									
DEC12 2014	12/15/2014	90.28	0.00	12/23/2014	ACCT 7493		-			No 0000
018-021-459000	Utilites									
DEC12 2014	12/15/2014	721.84	0.00	12/23/2014	ACCT 7493		-			No 0000
018-022-459000	Utilities									
DEC12 2014 Total:		18,997.49								
008325 Total:		18,997.49								
009000 CONSOLIDATED SUPPLY										
s7127776.001	11/21/0114	430.67	0.00	12/23/2014	MATERIALS		-			No 0000
009-207-652950	Marine Board - Parks Project									
s7127776.001 Total:		430.67								
S7138253.001	12/16/2014	9.67	0.00	12/23/2014	materials		-			No 0000
017-017-501000	Operating Materials & Sup.									
S7138253.001 Total:		9.67								
S7138478.001	12/16/2014	294.93	0.00	12/23/2014	materials		-			No 0000
017-017-501000	Operating Materials & Sup.									
S7138478.001 Total:		294.93								
009000 Total:		735.27								
010700 DON'S RENTAL										
467148	12/18/2014	8.29	0.00	12/23/2014	PROPANE		-			No 0000
018-019-501000	Operating Materials									
467148	12/18/2014	8.29	0.00	12/23/2014	PROPANE		-			No 0000
018-020-501000	Operating Materials & Supplies									
467148 Total:		16.58								
010700 Total:		16.58								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
010970 EAGLE STAR ROCK PRODUCTS, INC.										
28763	12/16/2014	382.24	0.00	12/23/2014	ROCK PROJECT SD-153		-		No	0000
010-304-653400	Storm drains									
	28763 Total:	382.24								
28775	12/17/2014	128.54	0.00	12/23/2014	SD-153		-		No	0000
010-304-653400	Storm drains									
	28775 Total:	128.54								
28780	12/18/2014	491.76	0.00	12/23/2014	ROCK SD-153		-		No	0000
010-304-653400	Storm drains									
	28780 Total:	491.76								
	010970 Total:	1,002.54								
011595 CENTERLOGIC, INC.										
27439	12/18/2014	68.05	0.00	12/23/2014	IT SERVICES		-		No	0000
012-101-500000	Information services								No	0000
27439	12/18/2014	68.05	0.00	12/23/2014	IT SERVICES		-		No	0000
001-100-500000	Information services								No	0000
27439	12/18/1414	136.24	0.00	12/23/2014	IT SERVICES		-		No	0000
001-103-500000	Information services								No	0000
27439	12/18/1414	68.05	0.00	12/23/2014	IT SERVICES		-		No	0000
001-104-500000	Information services								No	0000
27439	12/18/1414	555.00	0.00	12/23/2014	IT SERVICES		-		No	0000
001-002-500000	Computer System Maint.								No	0000
27439	12/18/1414	617.50	0.00	12/23/2014	IT SERVICES		-		No	0000
001-004-500000	Computer Maintenance								No	0000
27439	12/18/1414	68.05	0.00	12/23/2014	IT SERVICES		-		No	0000
001-105-500000	Information services								No	0000
27439	12/18/1414	272.33	0.00	12/23/2014	IT SERVICES		-		No	0000
012-102-500000	Information services								No	0000
27439	12/18/1414	340.51	0.00	12/23/2014	IT SERVICES		-		No	0000
012-106-500000	Information services								No	0000
27439	12/18/1414	272.47	0.00	12/23/2014	IT SERVICES		-		No	0000
013-402-500000	Information services								No	0000
27439	12/18/1414	32.50	0.00	12/23/2014	IT SERVICES		-		No	0000
013-403-500000	Information services									
	27439 Total:	2,498.75								
	011595 Total:	2,498.75								
012650 H.D. FOWLER CO.										
I3815523	12/17/2014	9,819.50	0.00	12/23/2014	MASTER METERS		-		No	0000
017-017-501000	Operating Materials & Sup.									
	I3815523 Total:	9,819.50								
I3815525	12/17/2014	1,271.00	0.00	12/23/2014	MATERIALS		-		No	0000
017-017-501000	Operating Materials & Sup.									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	I3815525 Total:	1,271.00								
	012650 Total:	11,090.50								
013581 SOLUTIONS YES										
INV34614	12/18/2014	439.94	0.00	12/23/2014	COPIES CITY HALL		-			No 0000
012-107-502000	Equipment expense									
	INV34614 Total:	439.94								
	013581 Total:	439.94								
014156 GREENTREE APPLIED SYSTEMS, INC										
1470	12/22/2014	1,000.00	0.00	12/23/2014	REMOVE OAK FROM 344 s 14TH		-			No 0000
011-011-554000	Contractual/Consult Serv.									
	1470 Total:	1,000.00								
	014156 Total:	1,000.00								
018200 LESKIN, P.C. STEVEN										
DEC16 2014	12/16/2014	300.00	0.00	12/23/2014	COURT APPOINTED COUNCIL		-			No 0000
001-103-554000	Contractual/consulting serv									
	DEC16 2014 Total:	300.00								
	018200 Total:	300.00								
019555 MAUL FOSTER ALONGI, INC.										
22002	12/03/2014	6,833.75	0.00	12/23/2014	BOISE WATERFRONT DUE DILLIGENCE		-			No 0000
009-209-554100	Environmental review									
	22002 Total:	6,833.75								
22003	12/03/2014	6,407.25	0.00	12/23/2014	BOISE WHITE PAPER LAND TRANSFER		-			No 0000
018-019-554000	Contractual/Consulting Serv									
	22003 Total:	6,407.25								
	019555 Total:	13,241.00								
021556 NORTHSTAR CHEMICAL, INC.										
57758	12/18/2014	3,882.12	0.00	12/23/2014	SODIUM HYDROXINE WWTP		-			No 0000
017-417-527000	Chlorine									
	57758 Total:	3,882.12								
	021556 Total:	3,882.12								
026810 THE RADAR SHOP										
10416	10/02/2014	482.00	0.00	12/23/2014	RADAR RECTERTIFICATION		-			No 0000
001-002-522000	Radio & radar maint									
	10416 Total:	482.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
026810 Total:		482.00								
031983 STAPLES BUSINESS ADVANTAGE										
8032515599	12/13/2014	340.64	0.00	12/23/2014	OFFICE SUPPLIES		-		No	0000
012-107-457000	Office supplies									
	8032515599 Total:	340.64								
	031983 Total:	340.64								
034002 CENTURY LINK										
DEC17 2014	12/17/2014	20.35	0.00	12/23/2014	ACCT 8602		-		No	0000
018-019-458000	Telecommunication Expense									
DEC17 2014	12/17/2014	20.36	0.00	12/23/2014	ACCT 8602		-		No	0000
018-020-458000	Telecommunication Expense									
DEC17 2014	12/17/2014	40.71	0.00	12/23/2014	ACCT 8547		-		No	0000
017-017-458000	Telephone Expense									
	DEC17 2014 Total:	81.42								
	034002 Total:	81.42								
037003 WILCOX & FLEGEL										
C155329-IN	12/15/2014	115.95	0.00	12/23/2014	#34 BIO DIESEL		-		No	0000
018-021-501000	Operating Materials & Supplies									
	C155329-IN Total:	115.95								
C155404-IN	12/17/2014	1,616.47	0.00	12/23/2014	GAS POLICE		-		No	0000
001-002-531000	Gasoline Expense									
	C155404-IN Total:	1,616.47								
	037003 Total:	1,732.42								
HOLM.HJ HOLM HAILY J.										
DEC18 2014	12/18/2014	512.50	0.00	12/23/2014	CONTRACT SERVICES		-		No	0000
001-002-554000	Contractual Services									
	DEC18 2014 Total:	512.50								
	HOLM.HJ Total:	512.50								
KOCH.CNS KOCH CONSULTING, INC.										
DEC15 2014	12/15/2014	600.00	0.00	12/23/2014	CONSULTING		-		No	0000
012-101-554000	Contractual/consulting serv									
	DEC15 2014 Total:	600.00								
	KOCH.CNS Total:	600.00								
Report Total:		58,586.54								

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
000492 ACCESS CPR										
DEC18 2014	12/18/2014	35.00	0.00	12/31/2014	FIRST AID/CPR TRAINING		-		No	0000
001-002-490000	Police Training/Supplies									
	DEC18 2014 Total:	35.00								
	000492 Total:	35.00								
005751 CANON FINANCIAL SERVICES, INC										
14465424	12/22/2014	152.28	0.00	12/31/2014	PD COPIER		-		No	0000
001-002-502000	Equipment Expense									
	14465424 Total:	152.28								
	005751 Total:	152.28								
006800 COUNTRY MEDIA INC.										
DEC24 2014	12/24/2014	182.94	0.00	12/31/2014	CUSTOMER #22483 NOTICE IN CHRONICLE		-		No	0000
001-104-493000	Legal notices									
	DEC24 2014 Total:	182.94								
	006800 Total:	182.94								
006830 CINTAS CORPORATION-463										
463412506	12/17/2014	43.26	0.00	12/31/2014	MATERIALS		-		No	0000
018-019-470000	Building Expense									
463412506	12/17/2014	43.27	0.00	12/31/2014	MATERIALS		-		No	0000
018-020-470000	Building Expense									
	463412506 Total:	86.53								
	006830 Total:	86.53								
009800 DAHLGREN BUILDERS SUPPLY										
A20110646	12/26/2014	23.80	0.00	12/31/2014	materials		-		No	0000
001-005-501000	Operating Materials & Supp									
	A20110646 Total:	23.80								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
c20142413	12/26/2014	254.00	0.00	12/31/2014	materials		-			No 0000
011-011-501000	Operating Materials & Supp									
	c20142413 Total:	254.00								
	009800 Total:	277.80								
010970 EAGLE STAR ROCK PRODUCTS, INC.										
28785	12/19/2014	625.61	0.00	12/31/2014	ROCK		-			No 0000
010-304-653400	Storm drains									
	28785 Total:	625.61								
	010970 Total:	625.61								
012206 FINKSINC MARKETING & COMMUNICA										
716-122914-SH	12/29/2014	3,300.00	0.00	12/31/2014	MONTHLY FEE		-			No 0000
008-008-449000	Tourism Director									
716-122914-SH	12/29/2014	2,000.00	0.00	12/31/2014	E2C		-			No 0000
008-008-558104	Events									
716-122914-SH	12/29/2014	1,500.00	0.00	12/31/2014	MODUS CREATIVE DESIGN		-			No 0000
008-008-451000	Media Expense									
	716-122914-SH Total:	6,800.00								
	012206 Total:	6,800.00								
016479 INTEGRA TELECOM, INC.										
12610133	12/21/2014	394.37	0.00	12/31/2014	ACCT 754802		-			No 0000
001-002-458000	Telephone Expense									
12610133	12/21/2014	53.17	0.00	12/31/2014	ACCT 754802		-			No 0000
012-106-480000	Postage									
12610133	12/21/2014	1,144.68	0.00	12/31/2014	ACCT 754802		-			No 0000
012-107-458000	Telecommunication expense									
12610133	12/21/2014	217.60	0.00	12/31/2014	ACCT 754802		-			No 0000
001-004-458000	Telephone Expense									
12610133	12/21/2014	192.67	0.00	12/31/2014	ACCT 754802		-			No 0000
017-017-458000	Telephone Expense									
12610133	12/21/2014	514.66	0.00	12/31/2014	ACCT 754802		-			No 0000
017-417-458000	Telephone expense									
12610133	12/21/2014	52.05	0.00	12/31/2014	ACCT 754802		-			No 0000
013-403-458000	Telecommunication expense									
12610133	12/21/2014	179.67	0.00	12/31/2014	ACCT 754802		-			No 0000
018-019-458000	Telecommunication Expense									
12610133	12/21/2014	179.67	0.00	12/31/2014	ACCT 754802		-			No 0000
018-020-458000	Telecommunication Expense									
12610133	12/21/2014	741.27	0.00	12/31/2014	ACCT 754802		-			No 0000
018-022-458000	Telecommunication expense									
	12610133 Total:	3,669.81								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
016479 Total:		3,669.81								
018200 LESKIN, P.C. STEVEN										
DEC16 2014	12/16/2014	300.00	0.00	12/31/2014	COURT APPOINTED COUNCIL		-		No	0000
001-103-554000	Contractual/consulting serv									
	DEC16 2014 Total:	300.00								
	018200 Total:	300.00								
020017 RS MEDIA										
3106	12/24/2014	186.00	0.00	12/31/2014	GRAPHICS ONCHECY CAPRICE		-		No	0000
001-002-510000	Automobile Expense									
	3106 Total:	186.00								
	020017 Total:	186.00								
021701 OREGON CITY/COUNTY										
DEC22 2014	12/22/2014	241.54	0.00	12/31/2014	JOHN WALSH 2015 OCCMA DUES		-		No	0000
012-101-490000	Professional development									
	DEC22 2014 Total:	241.54								
	021701 Total:	241.54								
021703 NURNBERG SCIENTIFIC										
0133143-in	09/29/2014	107.52	0.00	12/31/2014	materials		-		No	0000
018-019-501000	Operating Materials									
0133143-in	09/29/2014	107.51	0.00	12/31/2014	materials		-		No	0000
018-020-501000	Operating Materials & Supplies									
	0133143-in Total:	215.03								
	021703 Total:	215.03								
022021 OREGON BUILDING OFFICIALS ASSO										
DEC23 2014	12/23/2014	350.00	0.00	12/31/2014	DON SALLEE 2015 OR BLDG		-		No	0000
001-105-490000	Professional development				OFFICIALS ASS RE					
	DEC23 2014 Total:	350.00								
	022021 Total:	350.00								
022500 OREGON MAYORS ASSOCIATION										
DEC22 2014	12/22/2014	125.00	0.00	12/31/2014	RANDY PETERSON 2015 OMA		-		No	0000
001-100-490000	Professional development				DEMBER DUES					
	DEC22 2014 Total:	125.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	022500 Total:	125.00								
025636 CITY OF PORTLAND										
10173459	12/23/2014	3,553.50	0.00	12/31/2014	PPDS-LEDs ACCESS		-		No	0000
001-002-502000	Equipment Expense									
	10173459 Total:	3,553.50								
	025636 Total:	3,553.50								
026000 POSTMASTER										
DEC20 2014	12/20/2014	220.00	0.00	12/31/2014	MAIL PRESORT PRIVILEGE		-		No	0000
012-106-480000	Postage									
	DEC20 2014 Total:	220.00								
	026000 Total:	220.00								
028700 SOUTH COLUMBIA COUNTY										
DEC29 2014	12/29/2014	100.00	0.00	12/31/2014	GOV BRANCH MEMBERSHIP		-		No	0000
001-100-490000	Professional development									
	DEC29 2014 Total:	100.00								
	028700 Total:	100.00								
029750 SANDERSON SAFETY SUPPLY										
1056448-02	12/18/2014	151.31	0.00	12/31/2014	NIGHTHAWK		-		No	0000
001-002-502000	Equipment Expense									
	1056448-02 Total:	151.31								
	029750 Total:	151.31								
COMCAST COMCAST										
DEC14 2014	12/14/2014	109.69	0.00	12/31/2014	PARKS INTERNET		-		No	0000
001-005-458000	Telephone Expense									
	DEC14 2014 Total:	109.69								
	COMCAST Total:	109.69								
J.JOHNSO JOHNSON JENNIFER										
DEC12 214	12/12/2014	33.15	0.00	12/31/2014	SPRINGBROOK TRAINING		-		No	0000
012-106-490000	Professional development				TRAVEL 12-1-14					
	DEC12 214 Total:	33.15								
	J.JOHNSO Total:	33.15								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
NOB HILL NOB HILL RIVERVIEW BED & BREAK										
DEC30 2014	12/30/2014	55.00	0.00	12/31/2014	REFUND BUS LIC OVERPAYMENT	-				No 0000
001-000-311000	Business License									
	DEC30 2014 Total:	55.00								
	NOB HILL Total:	55.00								
POLICEBU PORTLAND POLICE BUREAU										
DEC29 2014	12/29/2014	50.00	0.00	12/31/2014	METRO LAW QUATERLY DINNER	-				No 0000
001-002-473000	Miscellaneous Expense									
	DEC29 2014 Total:	50.00								
	POLICEBU Total:	50.00								
	Report Total:	17,520.19								

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 7th day of January, 2015 are the following Council minutes:

2014

- Public Hearing and Regular Session Minutes dated December 17, 2014

After Approval of Council Minutes:

- ☐ Scan
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post PDFs to website
- ☐ Email minutes to distribution list
- ☐ File Original in Vault

City of St. Helens CITY COUNCIL

Public Hearing Minutes

December 17, 2014

Members Present: Randy Peterson, Mayor
Doug Morten, Council President (arriving at 6:09 p.m.)
Susan Conn, Councilor

Members Absent: Keith Locke, Councilor
Ginny Carlson, Councilor

Staff Present: Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jacob Graichen, City Planner

Others: Robin Craig Shayna Rehberg Scott Jensen



Public Hearing

Comprehensive Plan and Municipal Code Amendments – Corridor Master Plan Adoption

At 6:02 p.m., Mayor Randy Peterson opened the public hearing.

Ex-Parte Contacts or Conflicts of Interest – None.

Staff Report

City Planner Jacob Graichen presented his staff report dated December 9, 2014.

Shayna Rehberg of Angelo Planning Group and Robin Craig of Greenworks presented their PowerPoint presentation, which is included in the archive packet for this meeting.

Council President Morten noticed the word “recommendation” used throughout the presentations. Do the recommendations give the Council flexibility as the City grows? Robin explained that the intent is to support the overall goals to improve walkability, increase the aesthetic of the corridor and downtown area, attract economic growth and attract businesses. Future city councilors will be reviewing those goals as the City develops. Graichen added that the plan is a tool and guide. There are aspects of what is being adopted that does become law. They are to help us make decisions.

Council President Morten asked if there is a plan to create neighborhood names; such as Alameda, Irvington, Rose City and Hollywood District in Portland. Graichen is not aware of a plan to create names. Existing names are historic.

Based upon the facts and findings herein, the Planning Commission unanimously (with all members present at their November 4, 2014 public hearing) recommends approval of this Comprehensive Plan Addendum (Corridor Master Plan), and related text amendments to the St. Helens Municipal Code, Comprehensive Plan and the 2011 Transportation Systems Plan.

Testimony

No testimony was received.

There were no requests to leave the record open or continue the public hearing.

Close Public Hearing and Record – 6:55 p.m.

Deliberations will be held during the regular session following this hearing.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens

CITY COUNCIL

Regular Session Minutes

December 17, 2014

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Susan Conn, Councilor
Ginny Carlson, Councilor (arriving at 7:05 p.m.)

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jacob Graichen, City Planner

Others: Robin Craig Shayna Rehberg Scott Jensen

7:00PM – Call Regular Session to Order – Mayor Peterson

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

No comments received.

Deliberations

Comprehensive Plan and Municipal Code Amendments - Corridor Master Plan Adoption

Mayor Peterson acknowledged the hard work that went into the amendments. Tonight's presentation represents a good, workable plan.

Council President Morten acknowledged the hard work and expertise in the plan. He appreciates the safety concerns addressed.

Councilor Conn appreciates the inclusion of the public health aspects of trees. She has read studies on trees filtering out pollutants. She does not believe the emphasis to encourage non-polluting businesses needs to be removed.

Council President Morten pointed out that changing from "polluting and non-polluting" to "environmentally sustainable" allows for more flexibility. Mayor Peterson said that is a recommendation from the Planning Commission, which he agrees with.

Council Conn feels that it speaks to our goals. We are looking for a healthy community. Environmentally sustainable is encouraging.

Councilor Carlson reported that the Planning Commission reviewed it with a fine tooth comb multiple times. She feels comfortable with their process. She concurs with their recommendation. They did not want public policy to deter businesses.

Motion: Upon Morten's motion and Conn's second, the Council unanimously adopted the Comprehensive Plan and Municipal Code Amendments for the Corridor Master Plan as presented.

Ordinances – First Readings

- A. **Ordinance No. 3180:** An Ordinance Relating to the St. Helens Municipal Code and the Use of "Old Town" or "Olde Towne" therein, and Amending the St. Helens Municipal Code Chapters 17.32, 17.68, 17.88, and 17.124

Mayor Peterson read Ordinance No. 3180 by title for the first time. The final reading will be held at the next regular session.

Resolutions

- A. **Resolution No. 1690:** A Resolution to Set Building Department Fees

Mayor Peterson read Resolution No. 1690 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1690. [Ayes: Carlson, Conn, Morten, Peterson; Nays: None]

Approve and/or Authorize for Signature

- A. Letter in Support of McNulty Creek Industrial Park Application for Site Certification
B. Contract Payments

Motion: Upon Conn's motion and Carlson's second, the Council unanimously approved 'A' through 'B' above.

Appointments to City Boards/Commissions

Motion: At the recommendation of the Parks Commission members, Morten moved to **reappoint Jacob Woodruff and Stan Chiotti** to the Parks Commission for new 4-year terms. Seconded by Conn. All in favor. Motion passes.

Motion: Peterson moved to **reappoint Mike Funderburg and Paul Barlow** to the Budget Committee for new 3-year terms. Seconded by Conn. All in favor. Motion passes.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated November 4, 2014
B. Accounts Payable Bill List

Motion: Upon Carlson's motion and Conn's second, the Council unanimously accepted 'A' through 'B' above.

Consent Agenda for Approval

- A. Work Session and Regular Session Minutes dated November 19, 2014
B. Work Session, Public Hearing and Regular Session Minutes dated December 3, 2014
C. Accounts Payable Bill List

Motion: Upon Morten's motion and Carlson's second, the Council unanimously approved 'A' through 'C' above.

Council Reports

Mayor Peterson reported...

- The tree lighting ceremony was very successful. Approximately 300 attended and stayed to

watch the Christmas Ships.

- Happy Holidays!

Councilor Conn reported...

- Thanked everyone for attending the tree lighting. There must have been about 300 kids there.
- Merry Christmas!

Council President Morten reported...

- Kudos to Public Works crews for working with emergency crews and cleaning up after the windstorm.
- Thanks to Public Works for their work on putting up the tree and display lights around town.

Councilor Carlson reported...

- Happy Holidays!
- Thanked Graichen and the planning crew for all of their work on the corridor plan. She appreciates how Graichen made it very easy for everyone to understand.
- Riverside took a group through the Wastewater Treatment Plant (WWTP). They were very welcomed and made to feel comfortable. She appreciates their hard work.

Department Reports

Police Chief Moss reported...

- Thank you to all who came out for the Donut Day event. All the donuts were gone by 12:45 p.m. They collected about 3,700 pounds of food and over \$3,500 in cash for the Columbia Pacific Food Bank.

Interim Public Works Co-Director Nelson reported...

- Happy Holidays!
- Agrees with Councilor Carlson about the WWTP staff. They do a great job and enjoy giving tours.
- Howie and Guy also do a great tour of the Water Filtration Facility (WFF).
- Public Works crews did a great job during and after the storm.
- Congratulations on a great Donut Day!

Interim Public Works Co-Director Sheppard reported...

- The Sand Island project started last Friday. They plan to be complete in 12 days.
- During the windstorm, crews responded to 31 calls between 3:30 and 11 p.m. Most of those were for trees down.
- The storm caused the phone lines to go down at the WFF. They had to live there for three days until the lines were repaired.
- Lost power to the wells and reservoir communications.
- Lots of trees came down in the parks.

Library Director Jeffries reported...

- The writers have finished National Novel Writing Month (NaNoWriMo). This is the third year the Library has hosted the event but the first year St. Helens was listed on the NaNoWriMo site as its own municipality. We had 44 local writers register through our site. Our writers had the second highest average word count in the state, the ninth highest in the nation and 18th highest in the world. Six hundred and sixteen municipalities reported writers. The organizers credit the productivity to the Library giving a quiet, accommodating space for them to work. Some of these writers are able to sell their work.
- Recently hosted a Frozen party. The first event had 87 people. The second event had 76

people come to see Queen Elsa.

- The second Oregon Humanities Conversation Project will occur in January. It will be led by Professor Tod Sloan of Lewis and Clark Graduate School of Education. The topic will be Lost and Found: Community in the Age of the Internet.
- Partnered with the Oregon College Saving Plan during the Summer Reading Program. We were the home Library of one of the state-wide winners. Our Library was awarded \$500.

Finance Director Ellis reported...

- The Council computers have been delivered. He will work with Max on setting a time for Council to be instructed on use.
- The online utility payments program will be down January 29 – February 1. We will be giving notice to customers. It will impact a small group that normally pay late.

City Recorder Payne reported...

- The management team discussed creating a smoke-free community. If the Council agrees, a public forum will be scheduled January 21. Council concurred.
- Merry Christmas!

City Administrator Walsh reported...

- The Christmas Tree lighting was a great event. Santa was able to show up on the fire truck this year. The Girl Scouts sang around the tree. We went through 400 packages of hot cocoa. The recorded music was nice. There was also talk about having recorded music playing throughout the holiday in the Plaza. That could happen if the Council so desired.
- Tonight's packet included a letter about the McNulty Creek Industrial site certification. It is recertifying what was done 10 years ago.
- Merry Christmas and Happy New Year!
- He looks forward to reviewing the Council goals in 2015. It was a good year.

Adjourn - There being no further business, the meeting adjourned at 7:29 p.m.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by Sargent Rick Graham and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
• Leonie Schatz	89 S. 22 nd St.	multiple dogs
• Linda Howell	185 N. 13 th St.	multiple dogs

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

RECEIVED

NOV 20 2014

CITY OF ST. HELENS

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

1. You meet the requirements for an animal facility license; or
2. You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:

Applicant Information

Name: Leenie Schatz
 Mailing address: 89 S 2nd Street
 City/State/Zip: St Helens OR 97051
 Cell phone: [REDACTED]
 Home phone: [REDACTED]
 Email: [REDACTED]

Alternate Contact/In Case of Emergency

Name: Mack Jenkins
 Mailing address: 89 S 2nd Street
 City/State/Zip: St Helens OR 97051
 Cell phone: [REDACTED]
 Home phone: [REDACTED]
 Day/time of week that works best for you: Depends, please call.

List each animal to be kept at the above address (attach additional paper if more than 6 animals)

Species	Name	Sex	Age	Breed
1. <u>English Pointer</u>	<u>Skye</u>	<u>Female</u>	<u>6</u>	<u>English Pointer</u>
2. <u>Dog</u>	<u>Ducy</u>	<u>Female</u>	<u>13</u>	<u>Beagle</u>
3. <u>Dog</u>	<u>Lucy</u>	<u>Female</u>	<u>12</u>	<u>Beagle</u>
4. <u>Dog</u>	<u>Bonny</u>	<u>Female</u>	<u>12</u>	<u>Beagle</u>
5. <u>Dog</u>	<u>Ben and Ally</u>	<u>Male/Female</u>	<u>10</u>	<u>Beagle</u>
6. <u>Dog</u>	<u>Nick</u>	<u>Male</u>	<u>8</u>	<u>Beagle</u>

Veterinarian Information

Name: Midway Vet Clinic Phone: 503-397-6470
 Address: [REDACTED] City/State/Zip: Warren, OR

Liability Insurance Information

Agent's Name: [REDACTED] Phone: 1-800-531-8222
 Insurance Company: USAA Policy No.: 627-49-66

Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.

AUTHORIZATION

Leenie Schatz, understand that I am applying for an animal facility license to keep the above listed animal(s) at 89 S 2nd Street, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Leenie Schatz
 Applicant Signature

11-20-2014
 Date Signed

FOR OFFICE USE ONLY

Date received: <u>11-20-14</u>	Officer assigned: <u>Sgt. Graham</u>	Date forwarded to City Recorder: <u>12-22-14</u>
Received by: <u>H. Davis</u>	Date/Time of inspection: <u>12-3-14, 11am</u>	Council meeting date: <u>1-7-15</u>
Receipt No.: <u>1370653</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11-26-14</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>H. Davis</u>		Expiration date:

CASE NUMBER 14-301703	ST. HELENS POLICE DEPARTMENT		GENERAL OFFENSE				PAGE/OF 1/2	
	CASE NUMBER 14-301703		REFER CASE NUMBER(S)		CLASSIFICATION Animal Facility Inspection			CLR
	DATE/TIME REPORTED 12-03-2014 1100		DATE/TIME OCCURRED (START) 12-03-2014 1100		DATE/TIME OCCURRED (END)			
	LOCATION OF OCCURRENCE 89 S 22ND ST, ST HELENS (COLUMBIA COUNTY)							
	PREMISE TYPE 10 - RESIDENCE SINGLE FAMILY							
	OFFENSES							
	OFFICER'S OFFENSE 6201 - ANIMAL VIOLATION/ORD		CRIMINAL ACT No Crime - facility inspection.			FORCE	WEAPON	
	PERSON - SUBJECT							
	NAME (last, first middle) SCHATZ, LEONIE M				CRN		SEX F	RACE W
	HOME ADDRESS 89 SOUTH 22ND ST			CITY ST HELENS		STATE OR	ZIP 97051-	HOME PHONE
EMPLOYER ADDRESS			WORK PHONE	HGT	WGT	HAIR	EYES	
EMAIL ADDRESS [REDACTED]								
OTHER INFORMATION (Person Details, Linkage Factors, etc.)								
NARRATIVE REPORTED BY: 22520 DATE/TIME: 12-03-2014 1100								
<p>On Wednesday, 120314 at approximately 1100 hours, Officer Anderson and I met with Leonie Schatz at her residence at 89 South 22nd Street, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the facility is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065.</p> <p>Included with her application was a copy of her liability insurance rider and information regarding where she seeks veterinary care for her animals; Midway Veterinary Clinic.</p>								
<p>I noticed her home is a single family, wood framed residence in a residential neighborhood. She explained the license is to allow her to have a larger number of family pets, not to run a shelter or boarding service. She explained that she used to run a shelter in Washington in the past, but that was quite some time ago.</p>								
<p>I saw the residence had a spacious yard encircled with an sturdy 6' high wooden fence. The fence was in good condition and was adequate to keep her animals on her property and to keep other animals from entering her yard. Additionally, there is a smaller enclosed area for her dogs to play that has a shorter wooden fence. This space has adequate runoff to prevent water pooling. It also has protection from inclement weather, sun, rain and wind. There is a "doggy door" to this section of yard which allowed the dogs access back into the main residential structure.</p>								
<p>She invited us into her home where I saw six Beagle dogs. The home was clean and orderly. The dogs were well mannered and did not appear to be aggressive. The home has working electricity and potable water as well as wash facilities to keep clean. The home was a comfortable 70 degrees with both natural and artificial lighting illuminating th interior. The food was stored in a plastic container to prevent vermin infestation. The food and</p>								
REPORTING OFFICER(S) / DPSST GRAHAM, RICK W (22520)				PREC / DIV PATROL				

water is served in bowls that are up off of the floor. The dog's bedding was dry, and extra bedding material was stored up high on a shelf to prevent infestation.

The house and yard are clean. Ms. Schatz said she cleans up daily, putting feces into the garbage. While Ms. Schatz does not have a quarantine area for possible diseased animals, she stressed she is not a shelter or "rescue facility" and she does take her animals for veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other ordinance violations regarding Ms. Schatz's residence. She said there had been a complaint about her dogs barking a few years ago on July 4th, but they now keep their dogs indoors when they are away.

I saw Ms. Schatz's recently expired Animal Facility License prominently displayed in her home. She said she is aware of what is needed to properly care for her animals.

From everything I gathered during this inspection I believe Ms. Schatz's residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

ACTION RECOMMENDED **REPORTED BY: 22520** **DATE/TIME: 12-03-2014 1100**

Refer to City Council for license issuance.

Call 14083218 Date 11/30/14 Time 10:42:30 Opr tlevie
Location: 150 S 13TH ST;703
Call type PHN Agcy SHPD Area 700 Dist
Remarks: Phone Msg Map: 5936 How rcvd: DISP
Case No.: CLR: TUC: Juris SH

Last: SHATZ First: LEONIE Phone: [REDACTED]
ADDRESS: 89 S 22ND ST

CROSS STREETS:
COLUMBIA BLVD COWLITZ ST

703 10:42:46
RE: APT FOR HOME INSPECTION FOR PET FACILITY 10:42:58
Call 14083218 scheduled for 11/30 10:44. 10:43:20

Date	Time	Unit	Status	Operator
11/30/14	11:01:08	703	Dsptch	aedinger

App. Received ^{ESHPD} 11/29
Called 11/30
Inspected 12/3

11:50am Wednesday
12-3-14

14-301703

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

11/20/2014 2:36 PM
Receipt No. 1370653

bl
AFL 40.00

Total 40.00
Cash 40.00

LEONIE SCHATZ
Customer #000000
89 S 22ND ST
ST HELENS, OR 97051

Cashier: heidid
Station: CH-FRONTDESKW7

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

RECEIVED

NOV - 4 2014

CITY OF ST. HELENS

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

- You meet the requirements for an animal facility license; or
- You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information		Alternate Contact/In Case of Emergency		
Name: <u>Linda L Howell</u>	Name: <u>Vonnie Houk</u>			
Mailing address: <u>185 N. 13th St.</u>	Mailing address:			
City/State/Zip: <u>St. Helens, Or 97051</u>	City/State/Zip: <u>St. Helens OR</u>			
Cell phone: [REDACTED]	Cell phone: [REDACTED]			
Home phone: [REDACTED]	Home phone: [REDACTED]			
Email: [REDACTED]	Day/time of week that works best for you:			
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species	Name	Sex	Age	Breed
1. <u>Dog</u>	<u>Zoe Rigby</u>	<u>F</u>	<u>10</u>	<u>Lab</u>
2. <u>Dog</u>	<u>Libby Bannan</u>	<u>M/F</u>	<u>11-3</u>	<u>Aus Shep</u>
3. <u>Dog</u>	<u>Max & Lilly</u>	<u>M/F</u>	<u>10-1</u>	<u>Lab mix / wh mix</u>
4. <u>Dog</u>	<u>nanee</u>	<u>F</u>	<u>10</u>	<u>Lab Aus mix</u>
5. <u>Dog</u>	<u>Montana</u>	<u>M</u>	<u>3</u>	<u>Br. Blue</u>
6. <u>Dog</u>	<u>Ricky</u>	<u>F</u>	<u>11</u>	<u>grey Hound</u>
Veterinarian Information				
Name: <u>Calvet</u>		Phone: <u>503 397 1928</u>		
Address: <u>Calvet</u>		City/State/Zip: <u>St. Helens, OR</u>		
Liability Insurance Information				
Agent's Name: <u>Piper Ramsdale</u>		Phone: <u>503 397 0714</u>		
Insurance Company: <u>American Economy</u>		Policy No.: <u>623048143190</u>		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

AUTHORIZATION

I, Linda Howell, understand that I am applying for an animal facility license to keep the above listed animal(s) at 185 N. 13th, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Linda Howell
Applicant Signature

11-4-14
Date Signed

FOR OFFICE USE ONLY

Date received: <u>11-4-14</u>	Officer assigned: <u>Sgt. Graham</u>	Date forwarded to City Recorder: <u>12-22-14</u>
Received by: <u>H. Davis</u>	Date/Time of inspection: <u>11-12-14, 11:30am</u>	Council meeting date: <u>1-17-15</u>
Receipt No.: <u>1368567</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11-4-14</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>H. Davis</u>		Expiration date:

St. Helens Police Department

GO# 33 2014-301618
ANIMAL VIOLATION/ORD

GENERAL OFFENSE

REPORTED BY 22520
NOT AN OFFENSE

GENERAL OFFENSE

14301618

11/12/2014

22520

General Offense Information

Reported On 11-12-2014 1130

Occurred On 11-12-2014 1130

Submitted By GRAHAM, RICK W (22520)

Assignment PATROL

Location Of Occ. 185 N 13TH ST, ST HELENS

Location / County COLUMBIA

Bias NONE (NO BIAS)

Family Violence N

Offenses

Offense #1 ANIMAL VIOLATION/ORD

NIBRS Code/Ext 6201-2

Attempt/Complete C

Premise Type 51 - OTHER RESIDENCE BLDG. (STORAGE BLDG., PUMP HOUSE, ETC.)

Related Person(s)

1. SUBJECT #1

Name HOWELL, LINDA LARAY

Sex F

Race W

Adult

Date C

Address 185 N 13TH ST, ST HELENS, OR 97051-

Phone Home

Occupation SNOOPY'S DOGGIE

Employer SELF EMPLOYED 185 N 13TH ST, ST. HELENS, OR

OTHER NUMBERS

Type

DRIVERS LICENSE (OR CLASS C)

Number

LINKAGE FACTORS

Resident Status RESIDENT

Age Range

Access To Firearm

Related Text Page(s)

St. Helens Police Department

GO# 33 2014-301618

GENERAL OFFENSE

REPORTED BY 22520

RELATED TEXT - NARRATIVE

NOT AN OFFENSE

1. NARRATIVE

Author GRAHAM, RICK W (22520)

Date/Time 11-12-2014 1130

Subject ACTION TAKEN

On Wednesday, 11/12/14 at approximately 1130 hours, Officer Welter and I met with Linda Howell at her residence at 185 North 13th Street, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the facility is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065.

Included with her application was her liability insurance carrier information and information regarding where she seeks veterinary care, if needed, for animals she cares for.

I noticed that her residence is a single family wooden framed residence. I noted that her actual facility where she cares for dogs is a wooden framed, apparently converted garage in the attached lot. Ms. Howell is seeking to renew her license to continue running her business; Snoopy's Doggie Daycare. She explained she is not an animal rescue or shelter per say, just a place where her clients drop off their dogs to be cared for during their work day or while on vacations. Ms. Howell said she has about fifteen regular clients. She has current records of these clients available for inspection.

Ms. Howell said there had been complaints in the past with a former neighbor regarding zoning issues for the business. With the lot being zoned as residential/commercial, she has already settled this issue with the City. I am not aware of any other complaints from neighbors regarding nuisance complaints.

I saw the facility is encompassed by a very tall chain link fence to keep the animals with the yard and keep other animals out. The fence is sturdy and in good condition. The yard is spacious with plenty of room for the dogs to run and play without restriction of movement. The grounds were immaculate with no visible feces present. Ms. Howell said she wraps the excreta and places it into the trash for disposal.

I saw there were covered areas to shelter animals from the sun, wind, rain or inclement weather. Ms. Howell showed me the drainage system she has now to prevent pooling of water in the yard. She also told me of her plans to upgrade this system.

I also saw a separate covered area in the yard. Ms. Howell said that if she suspects an animal is ill, she can keep a dog isolated or quarantined until the owner can respond to pick them up for veterinary care.

Inside the building I saw there was artificial lighting as well as uncovered windows filling the rooms with natural light. The room was a comfortable temperature (approximately 70 degrees) with a fire burning in the fire place. There was plenty of ventilation and the odor of the animals was minimal.

St. Helens Police Department

GO# 33 2014-301618

GENERAL OFFENSE

REPORTED BY 22520

RELATED TEXT - NARRATIVE

NOT AN OFFENSE

I saw the animal food was kept in a separate room in plastic bins to prevent vermin or rodent infestation. The food is dispensed in bowls to keep it off of the flooring.

I saw there was electric power to the building and running potable water. I also saw a sink area where Ms. Howell can wash her hands and also clean items she uses.

The dogs present during my inspection were well behaved and clean. From the interaction I observed it appears Ms. Howell is truly fond of the dogs she cared for.

From everything I gathered during this inspection I believe Ms. Howell's facility is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

2. ACTION RECOMMENDED

Author GRAHAM, RICK W (22520)

Date/Time 11-12-2014 1200

Subject ACTION RECOMMENDED

Refer to City Council for license issuance.

*** END OF HARDCOPY *** v.140717

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

11/04/2014 10:52 AM
Receipt No. 1368567

bl
AFL 40.00

Total 40.00

Cash 0.00
Check 47 40.00

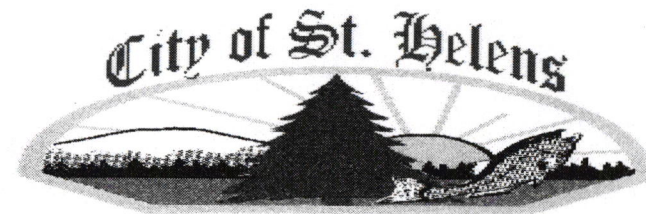
LINDA HOWELL
Customer #000000
185 N 13TH ST
ST HELENS, OR 97051

Cashier: heidid
Station: CH-FRONTDESKW7

Accounts Payable GL Distribution Report

User: shellym
Printed: 12/19/14 13:08
Batch: 510-12-2014
Fiscal Period: 6
JE Date: 12/19/14

JE #145



Fund	DR Amount	CR Amount	Account Number	Description
009 Community Enrichment				
	0.00	40,490.00	009-000-202000	Accounts Payable
	40,490.00	0.00	009-207-652950	Marine Board - Parks Project
	<u>40,490.00</u>	<u>40,490.00</u>		
010 Capital Projects				
	0.00	18,002.50	010-000-202000	Accounts Payable
	18,002.50	0.00	010-302-653200	Telemetry System Upgrade
	<u>18,002.50</u>	<u>18,002.50</u>		
018 Sewer (Storm) Fund				
	0.00	27,492.00	018-000-202000	Accounts Payable
	27,492.00	0.00	018-019-475000	NPDES Permit Fees
	<u>27,492.00</u>	<u>27,492.00</u>		
Grand Total:	<u><u>85,984.50</u></u>	<u><u>85,984.50</u></u>		

Accounts Payable GL Distribution Report

BH 201



User: shellym
Printed: 12/31/14 13:13
Batch: 515-12-2014
Fiscal Period: 6
JE Date: 12/31/14

Fund	DR Amount	CR Amount	Account Number	Description
001 General Fund				
	0.00	1,192.00	001-000-202000	Accounts Payable
	596.00	0.00	001-002-502000	Equipment Expense
	596.00	0.00	001-002-502000	Equipment Expense
	1,192.00	1,192.00		
010 Capital Projects				
	0.00	31,845.90	010-000-202000	Accounts Payable
	17,004.53	0.00	010-305-653551	Police vehicles
	14,841.37	0.00	010-305-653551	Police vehicles
	31,845.90	31,845.90		
Grand Total:	33,037.90	33,037.90		