



UPDATED

COUNCIL REGULAR SESSION

Wednesday, September 04, 2024 at 7:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

- 1. Oregon Direct Support Professional Recognition Week - September 8-14, 2024**

VISITOR COMMENTS – Limited to three (3) minutes per speaker

RESOLUTIONS

- 2. Resolution No. 2021:** A Resolution Authorizing an Interfund Loan in the Amount of \$300,000 Between the Community Development Fund and Visitor & Tourism Fund for Fiscal Year 2024-2025
- 3. Resolution No. 2022:** A Resolution Authorizing City Administrator John Walsh and City Finance Director Gloria Butsch to Establish an Events Checking Account, and Rescinding Resolution No. 2018
- 4. Resolution No. 2023:** A Resolution to Adopt Purchasing Policies for the City of St. Helens, Superseding any Previous Policies
- 5. Resolution No. 2024:** A Resolution to Adopt Purchasing Card Policies for the City of St. Helens, Superseding Resolution No. 1784
- 6. Resolution No. 2025:** A Resolution to Amend the City of St. Helens Personnel Policies and Procedures Handbook (Resolution No. 1913, as amended) Regarding Payroll Policies
- 7. Resolution No. 2026:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting and Appropriating Funds for a Supplemental Budget for Fiscal Year 2024-2025
- 8. Resolution No. 2027:** A Resolution to Amend St. Helens Public Library Policies (Resolution No. 1902) Regarding Circulation Policies

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 9. First Amendment to Contract with Consor North America, Inc. for Wastewater Collection System Capacity Improvements Professional Engineering Design Services Project No. S-679**

CONSENT AGENDA FOR APPROVAL

[10.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR SCHOLL REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/81105416910?pwd=NsxDnqpMG8LTGDJzy5gJtSj3noFFtu.1>

Passcode: 918467

Dial: +12532050468

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

City of St. Helens
PROCLAMATION
By Mayor Rick Scholl

*Oregon Direct Support Professional Recognition Week
September 8 – 14, 2024*

WHEREAS, an estimated 30,000 Oregonians experience an intellectual or developmental disability and benefit from assistance from others to live rich, fulfilling, and inclusive lives; and

WHEREAS, approximately 16,000 Oregonians are employed as Direct Support Professionals (DSPs), an essential job that requires a high level of skill, training, and dedication to support people with intellectual and developmental disabilities; and

WHEREAS, DSPs in Oregon promote opportunities for people with disabilities to fully participate as valued members of their communities; enhancing their well-being by supporting people in all aspects of their daily lives; and

WHEREAS, DSPs must build close, respectful, and trusted relationships with those for whom they work, which requires compassion, empathy, and the highest ethical standards; and

WHEREAS, DSPs help people manage complex medical and behavioral health needs, assist people with communication, and provide intimate personal supports on a daily basis; and

WHEREAS, DSPs have worked through some of the most challenging circumstances imaginable – working on the frontlines throughout the pandemic, ensuring people’s safety during extreme wildfires, and helping people cope with prolonged power outages during historic ice storms; and

WHEREAS, there is a critical shortage of DSPs throughout Oregon, and together we are committed to improving wages, benefits, and opportunities for advancement to improve the quality of support, safety, and health of individuals with disabilities.

NOW, THEREFORE, I, Rick Scholl, Mayor of the City of St. Helens, hereby proclaim the week of **September 8-14, 2024** as **Oregon Direct Support Professional Recognition Week** in the City of St. Helens, and encourage all citizens to join me in this important observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 4th day of September 2024.

MAYOR:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

*Place
Gold
Seal &
Stamp
Here*

City of St. Helens
RESOLUTION NO. 2021

A RESOLUTION AUTHORIZING AN INTERFUND LOAN IN THE AMOUNT OF \$300,000 BETWEEN THE COMMUNITY DEVELOPMENT FUND AND VISITOR & TOURISM FUND FOR FISCAL YEAR 2024-2025

WHEREAS, the Community Development Fund may make an interfund loan without charging interest; and

WHEREAS, the Visitor & Tourism Fund, a special revenue fund, collects revenues earmarked specifically for Visitor & Tourism programs; and

WHEREAS, it has been determined that the Visitor & Tourism Fund's budgeted appropriation authority needs to be increased to cover contracted events start-up costs and insufficient transient room fee revenues; and

WHEREAS, the City Council's intent is that the loan be repaid to the Community Development Fund from the Visitor & Tourism fund within a period not to exceed one (1) fiscal year or by June 30, 2026.

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

Section 1. An interfund loan from the Community Development Fund (Fund 202) be made in the amount of \$300,000 to the Visitor & Tourism Fund (Fund 201) on September 5, 2024, and shall be repaid to the Community Development Fund by June 30, 2025, without interest charges.

Approved and adopted by the City Council on September 4, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 2022

A RESOLUTION AUTHORIZING CITY ADMINISTRATOR JOHN WALSH AND CITY FINANCE DIRECTOR GLORIA BUTSCH TO ESTABLISH AN EVENTS CHECKING ACCOUNT, AND RESCINDING RESOLUTION NO. 2018

NOW, THEREFORE, BE IT RESOLVED, that City Administrator John Walsh and Finance Director Gloria Butsch of the City of St. Helens are authorized to enter into a banking services agreement with Wauna Credit Union for the establishment of a checking account to be dedicated for the exclusive accumulation and use of funds for City of St. Helens Events; to designate from time to time persons, in such number as may be directed, to manage the Events Account; and authorize the Events Contractor access to data and information regarding the Account; and issuance of a Credit Card to the Events Contractor from the Events Account; and the signers for and administrators of the account will be City Administrator John Walsh and Finance Director Gloria Butsch.

IT IS FURTHER RESOLVED that the authority conferred is in addition to any other authorizations in effect and shall remain in force until Wauna Credit Union receives written notice of its revocation at the office where the account is maintained or at such other location as Wauna Credit Union may direct.

IT IS FURTHER RESOLVED that Resolution No. 2018 is hereby rescinded.

APPROVED AND ADOPTED this 4th day of September 2024.

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

CERTIFICATION

I, Kathy Payne, City Recorder for the City of St. Helens, certify that this resolution was adopted by this organization in accordance with law and its charter documents at a meeting duly held by this organization's governing body, and is now in effect. I certify that all of the signatures above are genuine and are those of person(s) who are authorized to execute the form who has such title as is listed above. I further certify that I have full authority to execute this certification. Wauna Credit Union is entitled to rely upon this certification until written notice of its revocation is delivered to Wauna Credit Union.

Dated

Signature

City of St. Helens
RESOLUTION NO. 2023

A RESOLUTION TO ADOPT PURCHASING POLICIES
FOR THE CITY OF ST. HELENS, SUPERSEDING ANY PREVIOUS POLICIES

WHEREAS, Chapter 2.12 of the St. Helens Municipal Code gives the City Administrator the power and authority to create and maintain policies for the financial management of the City; and

WHEREAS, the City of St. Helens is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Purchasing Policies is to enable the City to maintain financial integrity and provide guidance regarding spending of public funds; and

WHEREAS, these policies are adopted by Council as the basic framework for purchasing materials and services on behalf of the City.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. Attachment A, Purchasing Policies, is adopted and effective immediately.

Section 2. This resolution supersedes any previous purchasing policy resolutions.

Passed and adopted by the City Council this 4th day of September, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



City of St. Helens

Purchasing Policy

Effective – X/XX/2024

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INTRODUCTION

I. General

This Purchasing Policy is intended to ensure adequate and uniform control of the City of St. Helens' purchasing and payment activities. Principles and policies incorporated into this Policy are in accordance with Generally Accepted Accounting Principles (GAAP), City of St. Helens municipal code, and applicable State of Oregon Law.

All parties involved in the negotiation, performance, or administration of procurement and/or contracts for the City shall act in good faith. All procurements should be made for the purpose of meeting the City's current budget goals.

Information in this Policy will be reviewed at least biennially and updated by the Finance Division as necessary so that the maximum use and benefit may be derived in accordance with its intended purpose. Revisions to the purchasing thresholds and bidding procedures will be presented to City Council as deemed appropriate.

This Policy encompasses all purchasing activity conducted on behalf of the City, by City staff. City Council may utilize this Policy for general direction, but they are not bound by any provisions of this Policy. Any questions on any purchasing or payments situation should be directed to the Finance Division for assistance.

II. Goals and Objectives

The fundamental objective of this Purchasing Policy is to provide operating departments within the City with the goods and services they need in the right quantity and quality, in a timely fashion, as efficiently as possible, and at the lowest overall cost.

Therefore, the goals of this Policy include:

- A. A process streamlined enough to keep pace with new technology and procedures
- B. Adequate controls which are not at the expense of efficiency
- C. A minimum of paperwork
- D. Single signature Policy on all small dollar purchases
- E. An emphasis on quality and results

III. Forms

All forms associated with this Policy are in the City's shared documents folder.

RESTRICTIONS AND GUIDELINES

I. General

All purchases shall be made in accordance with the policies prescribed in this Purchasing Policy and the St. Helens Municipal Code Chapter 2.04 Public Contracting. Any agreement made contrary to these policies and code may be subject to disciplinary actions up to and including termination.

II. General Provisions/Restrictions

- A. No personal purchases may be made using the City's funds. Purchasing venues provided within this Policy may be utilized only in the interest of the City.
- B. Only City employees and approved volunteers, with valid City identification and supervisor's authorization, may purchase utilizing City funds.
- C. Purchases must be charged to the proper account, regardless of budget availability in that particular line item.
- D. Employees are encouraged to obtain bids or price comparisons from St. Helens merchants who are qualified to provide the requested goods or services. When receiving bids or comparisons from both inside and outside St. Helens, and all award factors are deemed to be equal, the bid shall be awarded to the St. Helens merchant.
- E. For small purchases (i.e. supplies, etc.) where bids are not required, when similar products or reasonable alternatives are readily available from St. Helens merchants, the purchase shall be made from the St. Helens merchant.
- F. Alcohol may not be purchased with City funds, except in specific situations of economic development.
- G. Sales tax is not to be charged on any purchase.
- H. When purchases are within the department head's authority, any bid information shall be maintained by the department. If additional authorization is required, any required bid information shall be attached to the documentation requiring approval (i.e. purchase order, check request, etc.).
- I. No multi-year financing obligations (i.e. space rentals, copier leases, etc.) may be entered into without the review and concurrence of the Finance Director and the City Administrator.

III. Emergency Procurement

Notwithstanding any other provision of this Policy, the City Administrator or designee may make or authorize others to make emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions. A written determination of the basis for emergency and for the purchase or selection of the vendor or contractor shall be included with the purchase documentation.

IV. Sole Source

Occasionally it is necessary to purchase supplies, services or construction items without going to bid or cost comparisons, or that only one firm is in a better position to provide. Examples of potential sole source purchases/services include state bid, engineering or other professional or consulting services, items for resale, matching existing equipment, custom items, paint, prime lumber (except for large quantities), new technology services or equipment, on site repairs (such as heating, air, plumbing, phone etc.) and utilities.

The authorization to approve sole sourcing shall be per the dollar limits identified in the summary of purchasing thresholds within this purchasing Policy. Written justification/approval for the sole source shall be attached to the documentation submitted to Finance (purchase order, contract, invoice, etc.) for any purchases over \$20,000.

V. Cooperative Purchasing

The City Administrator or designee shall have authority to join with other governmental bodies to the extent authorized by the City Charter, including but not limited to, the State of Oregon and other cities in cooperative purchasing in the best interest of this City, notwithstanding any provisions of this Policy.

VI. Negotiating Price

Unless specifically stated otherwise within a bid or Request for Proposal (RFP) document, the City Administrator, Department Head, or designee may negotiate the price for any given product or service.

SUMMARY OF PURCHASING THRESHOLDS

Thresholds:

Purchasing Card	Per cardholder limits
Store Charges	Per signature authority.
Purchase Orders / Contracts	Per signature authority.

Signature Authority Guidelines:

Department managers / field staff, as

**City of St. Helens
Purchasing Policy**

designated by Department Head, up to	\$5,000
Department Directors or designees...up to	\$10,000
City Administrator...up to	\$50,000

Bidding Thresholds:

Refer to St. Helens Municipal Code Chapter 2.04 Public Contracting Code

City Council approval is required for purchases and contract awards as follows:

Any Purchases over \$50,000

Contracts / Agreements exceeding, or with the potential to exceed, \$100,000 in a calendar year.

DEFINITIONS

Bid Package

Documentation prepared and distributed by the City in the solicitation of bids.

Business

Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

Capital Improvement

A fixed public improvement, including, but not limited to: streets, alleys, sidewalks, water or wastewater facilities, flood control facilities, traffic control devices, street lighting, parks, public structures, and landscaping.

Change Order

A written order signed by the City Administrator or his designee, directing the contractor to make changes, or changing non-contractual information on the City's purchasing system (i.e., account number, budgeted amount, etc.)

City

The City of St. Helens, Oregon, a municipal corporation with a primary business location of 235 Strand St., St. Helens OR 97051.

City Administrator

The chief executive officer of the City.

City Council

The legislative and governing body of the City.

Confidential Information

Any information which is available to an employee only because of the employee's status as an employee of the City and is not a matter of public knowledge or available to the public on request.

Construction

The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property.

Consulting Services

Services provided by individuals possessing specialized educational qualifications, practical expertise or professional certification, including without limitation to architects, engineers, legal counsel, planners, accountants, and actuaries, where the final product is predominantly oral or written advice or information.

Contract

All types of City agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction. The term shall not include intergovernmental agreements or any interest in real property by the City or another governmental body.

Contract Modification

Any verbal or written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract. Proper judgment should be used in determining when a verbal modification needs to be documented in writing.

Cooperative Purchasing

Procurement conducted by, or on behalf of, more than one (1) governmental body.

Designee

A duly authorized representative of a person holding a superior position.

Governmental Body

The City Council.

Invitation for Bids

All documents, whether attached or incorporated by reference, utilized for soliciting bids.

Merchant

A business having a permanent physical location within the corporate city limits of the City of St. Helens

Non-Capital Purchases

Tangible property that is typically used or consumed within a year. Examples include pens, paper, staples, fertilizer, chemicals, repair parts, etc.

Person

Any business, individual, union, committee, club, other organization, or group of individuals.

Procurement

The process through which the City acquires goods and services for its own use.

Professional Services

Services of a specialized nature, including, but not limited to: architecture, engineering, legal, accounting, hiring screening process (drug testing, psych testing, etc.), equipment repair and maintenance, etc.

Purchase Description

The words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specification attached to, or made part of the solicitation.

Purchase Order

A request to purchase goods or services typically provided to the vendor as a confirmation of the City's commitment to purchase.

Purchase Requisition

A form used to initiate award of Purchase Order, or any other type of Sub-award including but not limited to Leases, Construction Contracts, and Consulting Agreements.

Purchasing

The process through which solicitations are issued, advertisements run, vendors selected, and goods or services received.

Purchasing Agent

Any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority.

Regulation

A governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or Policy, or describing organization, procedure, or practice requirements.

Request for Proposals (RFP)

A process used to acquire supplies and services that involve the review of written proposals and the use of negotiations with the most qualified bidder(s). This process may also include the use of a Request for Information (RFI) as a preliminary step to the RFP process in an attempt to gather information and pre-qualify prospective bidders.

Services

The furnishing of labor, time, or effort by a contractor not involving the delivery of specific end product other than reports which are merely incidental to the required performance, or repairs to an existing product.

Specification

Any description of the physical or functional characteristics, or the nature of a supply, service, or construction item. It may include a description of any requirement for inspection, testing, or preparing a supply, service, or construction item for delivery.

Supplier

Any person having or soliciting a contract, professional service agreement, purchase order arrangement or any other agreement to provide goods or services with a governmental body. Interchangeable with “contractor.”

Supplies

Tangible property that is typically used or consumed within a year. Examples include: pens, paper, staples, fertilizer, chemicals, repair parts, etc.

Tangible Property

Personal property and materials, including without limitation supplies, equipment, parts, printing and consumable supplies, but not including insurance, real property leases, securities, or water rights.

SIGNATURE AUTHORIZATION POLICY

I. General

Signature authority is granted on an individual basis. All departments shall keep current a list of designated staff authorized to approve City expenditures. The list shall include the full signatures and initials of each authorized individual, and the amount of signature authorization granted to the individual.

All City employees have signature authority for purchases up to \$100. Receipts or invoices must be provided to the Finance Division with the proper GL coding.

All Department Directors, and designated staff within each department, have the authority to sign contracts that obligate City funds within their signature authorization limits, and where the terms and conditions are reasonable, customary, and generally authorized for municipal contracts.

II. Procedures

- A. An updated Signature Authorization Summary shall be submitted to the Finance Division in January of each year.
- B. The Finance Division shall be responsible for deleting signature authority for terminated employees. Should authority need to be revoked prior to termination, the applicable department shall be responsible for notifying the Finance Division.
- C. All changes and additions to the Signature Authorization Summary must be submitted in writing and must include the following information:
 - Name of employee
 - Title
 - Authorization amount
 - Effective Date
 - Employee signature and initials
 - Signature of Employee delegating authorization
- D. Unless signature authorization has been formally delegated, no employee shall sign on behalf of another otherwise authorized employee. Written notification of delegation must be sent to Finance.

TRAVEL POLICY

I. GENERAL

This travel Policy applies to all employee travel and mileage reimbursements for City-related business.

II. APPROVAL REQUIRED

Employees shall obtain approval for travel on City business or training in accordance with the Training & Travel policies located in the Personnel Policies & Procedures Handbook.

III. TRAVEL REIMBURSEMENT FORM

Completed travel expense reimbursement request forms must be submitted to the Finance Division in accordance with the Training & Travel policies located in the Personnel Policies & Procedures Handbook.

IV. RECEIPTS

Receipts and documentation must accompany the request for reimbursement.

V. PURCHASING CARD

- a. Purchasing Cards should be used whenever possible and practical for all travel-related expenses, except for meals.
- b. Upon completion of travel, actual receipts for registration fees, lodging, travel and transportation, and other allowable expenses should be uploaded in the p-card spend management system as required in the Purchasing Card Policies & Procedures Manual.

VI. TRANSPORTATION

- a. In all cases, but within reason, the most cost effective and efficient manner of travel should be sought. Direct flights shall be considered the standard, even though flights with connections and/or layovers are often less expensive. When booking airfare through a discount airlines where seat assignments are not a part of the ticket price (i.e. Southwest Airlines), the City will cover early check-in fees as long as the total cost of the ticket and fees is still the most cost effective option. The employee shall pay for any seat upgrades or other upgraded/expanded services if they choose to utilize them. In general, the City will reimburse the cost of one checked bag, however, employees are encouraged to utilize carry-on luggage whenever possible. Situations requiring more than one checked bag (i.e. for presentation materials, etc.) require Department Head approval.
- b. For out-of-state travel where the employee requests to use alternative transportation (i.e. train or automobile), the City will reimburse the most cost-effective method (i.e. what airfare would have cost, the cost of a rental car with unlimited mileage and actual gas costs, or mileage reimbursement).
- c. Ride Sharing (Uber/Lyft, etc.) is permitted.

VII. PARKING / AIRPORT PARKING

In all cases, but within reason, costs for parking should be kept to a minimum.

- a. Hotel Parking: Self-parking shall be utilized, if available. Valet parking is allowed if it is the only option available. The employee shall pay the difference for additional costs of covered parking or valet service when other options are readily available.
- b. Airport Parking: Employees shall be reimbursed at the standard daily rate for uncovered, off-site parking for each day or portion thereof where airport parking is required. Employees may choose which airport lot they wish to utilize but must pay the difference of any parking that exceeds the standard daily rate.

VIII. USE OF TOLL ROADS/EXPRESS LANES

In general, a reasonable alternative to using toll roads/express lanes should be utilized. In cases of emergencies, extenuating circumstances, or the location of the destination in relation to using a toll road versus a non-tolled route, employees should use appropriate judgment or obtain prior supervisor approval as the situation warrants.

Employee reimbursement of charges for toll roads/express lanes while using a personal vehicle for City purposes requires Department Head approval.

In all cases of utilizing a toll road/express lane in a City vehicle, the fleet manager shall be notified as soon as possible.

IX. MILEAGE REIMBURSEMENT

In general, the use of a City-owned vehicle is preferred. While using a personal vehicle for City purposes, the employee shall be reimbursed for mileage based upon the most reasonable, direct route as identified by commonly used mapping software (Google Maps, Mapquest, etc.). The route used should avoid toll roads/express lanes except as provided for in Section VIII. of this Policy. See Training and Travel Policy for more information.

The amount per mile of mileage reimbursement is set at the current Internal Revenue Service's allowable rate per mile. Please contact the Finance Division for the current allowable rate.

X. PER DIEM

- a. Meal Per Diem: A meal per diem reimbursement is allowed for travel requiring an overnight stay. Refer to the Training & Travel Policy section of the Personnel Policies and Procedures Handbook for more information about reimbursement.

XI. COMPENSATION FOR HOURS WORKED

Contact Human Resources with any questions regarding compensation for hours worked during travel for non-exempt employees.

XII. INTERNET CONNECTION CHARGES

If internet connectivity is needed for work related purposes while traveling and the hotel and/or conference charges for internet service, contact IT to check out a cellular hotspot if one is available. If necessary, the City will cover the cost of any Internet connection charges incurred while traveling when the primary purpose of the connection is work related.

DEBARMENT OR SUSPENSION

I. General

The City Administrator is authorized to debar or suspend a vendor or contractor for just cause.

II. Guidelines

- A. No vendor or contractor shall be debarred or suspended until an opinion regarding the same has been obtained from the City Attorney and until procedures recommended by the City Attorney have been followed.

- B. The period for debarment shall be determined by the City Administrator on a case-by-case basis.
- C. Reasons for debarment or suspension include the following:
 - 1. Commission of fraud or a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such a contract or subcontract.
 - 2. Conviction or indictment under a state or federal statute of embezzlement, theft, forgery, bribery, falsification, or destruction of records, or receiving stolen property.
 - 3. Conviction or indictment under a state or federal antitrust statute.
 - 4. Failure or default without good cause to perform in accordance with the terms of any contract or unsatisfactory performance of any contract.
 - 5. Debarment, disqualification, or suspension by another government entity for any reason.

PURCHASING CARD POLICY

I. General

Purchasing Cards (P-Cards) are a streamlined approach to pay for point-of-sale or invoiced purchases, and to pay for business-related travel expense in the most cost-effective manner possible. P-Cards reduce/eliminate paperwork, deploy resources to other activities, facilitate management authorization and internal controls, and increase the timeliness and quality of management and financial reporting. The use of P-Cards is a privilege and should be treated as such.

Because the City receives an annual rebate based on the dollar volume of purchases made through the Purchasing Card Program, P-Cards shall be used whenever possible and practical when procuring goods and services on behalf of the City.

II. Authorization for Purchasing Card

Employees must be authorized by their Supervisor and Department Head based upon both the need for a purchasing card and the signature limits.

III. Card Use

Employees are responsible for knowing the dollar limits per transaction and per statement period for their P-Card, and to use the P-Card appropriately within those limits.

Adherence to the Purchasing Card Policies and Procedures is mandatory. A Purchasing Card Agreement must be completed and submitted to the Finance Division prior to obtaining a card.

REFUNDS

I. General

Refunds of money paid to the City are to be initiated by the department responsible for the revenue collection. All refunds must be run through Accounts Payable or through the payment portal used for transaction receipt. Exceptions may be made for same day admissions at City recreation facilities on a case-by-case basis.

II. Procedures

- A. A Check Request, or other department specific refund form, must be completed, authorized, and submitted to Accounts Payable.
- B. Refunds for overpayment of on-going receipts (i.e., Utilities) may be given in the form of a credit on a future billing.

City of St. Helens
RESOLUTION NO. 2024

A RESOLUTION TO ADOPT PURCHASING CARD POLICIES
FOR THE CITY OF ST. HELENS, SUPERSEDING RESOLUTION NO. 1784

WHEREAS, Chapter 2.12 of the St. Helens Municipal Code gives the City Administrator the power and authority to create and maintain policies for the financial management of the City; and

WHEREAS, the City of St. Helens is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Purchasing Card Policies and Procedures is to maintain financial integrity of the City and provide guidance regarding spending of public funds; and

WHEREAS, these policies are adopted by Council as the basic framework for management of the City’s purchasing card program.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. Attachment A, Purchasing Card Policies and Procedures, is adopted and effective immediately.

Section 2. This resolution supersedes Resolution No. 1784.

Passed and adopted by the City Council this 4th day of September, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



PURCHASING CARD POLICIES & PROCEDURES MANUAL

June 2024

INTRODUCTION

Welcome to the City of St. Helens Purchasing Card (P-Card) Program. The City is participating in a program designed to be a convenient way to better manage materials and equipment purchases, and reduce the processing and printing of AP checks.

This Policy replaces the Purchase Card Policy approved on June 7, 2017.

The Purchasing Card enables you to purchase non-restricted commodities, in person, by telephone/fax or online, directly from the vendors. It will reduce the need for issuing low dollar purchase orders, blanket purchase orders, and processing payment vouchers.

The success of the Purchasing Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the Program guidelines as specified within this Manual.

BENEFITS

Cardholders: You will be able to obtain materials and supplies directly from your vendors without using a purchase order. This streamlines the purchasing process and can help improve turnaround time on receipt of your order. It significantly reduces the workload and processing costs related to the purchase and payment of supplies.

City of St. Helens: The Purchasing Card Program provides a cost-efficient, alternative method for purchasing materials and supplies, and equipment. Built-in card features make the Program easy to control and manage and reduces processing costs at all levels by reducing the number of requisitions, purchase orders, invoices, and checks. The Purchasing Card enables all departments to focus on higher yield value added activities.

Vendors: The Purchasing Card will be welcomed by vendors who accept VISA.

THE PURCHASING CARD

The Purchasing Card (P-Card) is a Visa credit card issued by Wells Fargo Bank. It is a fast and flexible purchasing tool which offers an alternative to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies. The Purchasing Card is to be used for official City purchases only.

The Purchasing Card will be issued in the name of the cardholder with "City of St. Helens" clearly indicated on the card.

The Purchasing Card must always be treated with the greatest care. Cardholders are expected to keep the Purchasing Card in a secure location and guard the Purchasing Card account number and PIN carefully.

The Purchasing Card will not affect the Cardholder's personal credit. However, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Policies and Procedures Manual as well as City Policies and Procedures relating to the expenditure of City funds. Failure to comply with Program guidelines may result in permanent revocation of the card and notification of the situation to management.

PARTIES INVOLVED

City: City of St. Helens, who arranges with the card issuer, Wells Fargo Bank, for the issuance of purchasing cards to approved employees and agrees to accept liability for the employees' use of the cards.

Cardholder: An employee of the City, who is approved to maintain a purchasing card to execute purchase transactions on behalf of their department.

Proxy: Person authorized by the Cardholder to reconcile transactions in the City's Purchasing Card portal in a timely manner.

Manager: Person that must approve all transactions for a card or group of cards.

Card User: An employee of the City who receives approval to use the Purchasing Card on behalf of the department.

Card Issuer: Wells Fargo Bank services were contracted for/by the City, to issue Visa Purchasing Cards to City employees, to bill the City for all purchases made on the cards, and to collect payment from the City on behalf of the vendors.

Purchasing Card Coordinator: The person who coordinates the Purchasing Card Program for the City.

CARD ISSUANCE

Purchasing cards will only be issued to individuals, in the individual's name, (there will only be department cards in special cases).

The cardholder must be an employee of the City.

Each cardholder must sign and accept the terms of the Purchasing Card Agreement in the presence of the Purchasing Card Coordinator. This affirms the Cardholder's understanding of the purchasing card procedures.

GENERAL GUIDELINES

- The Purchasing Card is to be used for official City purchases and legitimate business purposes only.
- Personal purchases are not allowed under any circumstance.
- Do not use for work boots, clothing, etc. that are a reimbursable fringe benefit.
- The Purchasing Card is not transferable.

LIMITS

All Purchasing Cards have transaction and monthly spending limits. Limits may vary for each Cardholder and will be established by the Finance Director upon approval by the City Administrator. The standard limits for City Purchasing Cards are:

Regular Employee

- \$2,500 Per Transaction (any transaction over this must be approved by Department Head) *
- \$5,000 per Month

Department Director or Division Manager

- \$5,000 Per Transaction (any transaction over this must be approved by the Finance Director or City Administrator) *
- \$10,000 per Month

Note: Limits include all extra charges (freight, etc.).

*Plan your purchases – limits may be increased on a temporary basis. Requests for limit increases must be submitted on the Limit Increase Form. Limit increases must be approved by the appropriate Department Director or City Administrator. Once approved, same day processing of approval is dependent upon the availability of the Purchasing Card Coordinator.

RESTRICTIONS

The Purchasing Card shall not be used to purchase:

- Gift Cards (except for certain annual programs)
- Food (see exceptions) *
- Cash Advances
- Fuel (unless a City fuel card is not available)

APPROPRIATE EXPENDITURES

General Fund dollars are generated from taxpayer revenue. It is the responsibility of each Department to ensure that taxpayer dollars are used for appropriate purposes. Examples of items that are not allowable for purchase with General Fund dollars include:

- Gifts
- Meals
- Alcohol
- Entertainment

Food Purchases*

All food purchases must be for City-related events only. Food purchases are allowed from a restaurant or a grocery store. You will be required to reimburse the City for any improper purchases made on your card. The following rules apply:

- You may not purchase food on your P-Card in conjunction with travel expenses.
- The P-Card may be used to purchase food only for city-sponsored events.
- Use for occasional (annual/biannual) meals for department staff meetings or luncheons may be allowed. However, purchases of food or refreshments for

regular weekly or monthly department meetings are not allowed. The standard City guidelines for all food purchases must be followed.

- Meetings with other agencies should occur during scheduled working hours at agency place of business and not occur at eating/drinking establishments requiring purchases of food or drinks.
- A detailed receipt showing all restaurant/grocery purchases, agenda/flyer for the event/meeting, is required to be attached to the p-card report. Purchase of alcoholic beverages is strictly prohibited.

*Exceptions are for the City Administrator or Community Development Director only, unless otherwise preapproved by the City Administrator.

Travel

When travel has been approved, a City P-Card can be used for hotel reservations and airfare, if applicable. The conference registration confirmation must be uploaded with the receipt for hotel reservation or airfare purchase. Travel expenses which must be purchased on the cardholder's P-Card (with required approval) can only be charged to discretionary accounts that are accessible to the cardholder in CEO Portal (Wells Fargo web-based card management system). The P-Card should not be used to purchase meals.

Services

Payments for services must be pre-approved by the Finance Division and require receipt of a W-9 from the vendor before payment is made.

CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the Purchasing Card for legitimate, City business purposes. Misuse of the Purchasing Card may subject the Cardholder to disciplinary action in accordance with City Policies and Procedures relating to disciplinary action and termination for cause and revocation of card privileges. The Cardholder must ensure that:

- The Purchasing Card is used only for approved City purchases. Do not use the Purchasing Card for any personal purchases with the intent of reimbursing the City.
- Persons entrusted with the Purchasing Card shall understand the procedures; that cards are properly secured; and that purchases are made within budgetary limits.
- Funds are available prior to authorizing any purchases.
- Cash advances are not authorized and are not permitted with the Purchasing Card.
- The Purchasing Card is used only for purchases for the City/department to which the card is assigned.
- A single transaction is not split into several transactions to avoid the prescribed spending limits. This is specifically forbidden and may result in termination of the card. Multiple purchases to a single vendor may not exceed the single transaction daily limit. Do not ask vendors to split transactions. Do not split transactions between other user cards.

- When returning or exchanging items purchased with the Purchasing Card, the cardholder must not receive cash back. Any credit balance after a return or exchange must be applied to the Purchasing Card account.
- Entertainment expenses are not charged with the Purchasing Card.
- Gift certificates are not purchased with the Purchasing Card.
- The Purchasing Card should be used to purchase supplies and materials from local vendors whenever possible.
- The Purchasing Card number is not included on any unsecured Internet websites.
- The Purchasing Card is always maintained in a secure location.
- Transactions are verified by the Cardholder using Wells Fargo CEO Portal.

OTHER RESPONSIBILITIES:

- Any employee who is issued a Purchasing Card must return the card upon leaving the employment of the City.
- A detailed sales slip/invoice is required for all Purchasing Card Purchases. A credit card receipt does not satisfy this requirement.
- If an original sales slip/Invoice is not available, Cardholder will be required to complete a lost receipt form and receive approval from Department Head.
- Attempt to resolve disputes or billing errors directly with the vendor and notify the Purchasing Card Coordinator if the dispute or billing error is not satisfactorily resolved.
- Purchases for the prior month should be coded, receipt uploaded, and approved by the 10th of each month. If the 10th falls on a weekend, the due date is the Monday following the 10th.

PURCHASING CARD COORDINATOR RESPONSIBILITIES

The Finance Director will assign a coordinator to be responsible for the over-all Purchasing Card Program. Responsibilities include:

- City's contact with Wells Fargo.
- Submitting completed application to Wells Fargo and receiving Purchasing Card from Wells Fargo.
- Training Cardholders before releasing Purchasing Card.
- Having Cardholder sign Purchasing Card agreement, signifying agreement with the terms of the Purchasing Card program.
- Handling disputed charges/discrepancies not resolved by Cardholder.
- Securing revoked Purchasing Cards and submitting information to Wells Fargo.
- Maintaining charge codes and MCC templates.
-

CARD TERMINATION

The Purchasing Card Coordinator is responsible to close an account if a Cardholder:

1. Transfers to a new position in which a Purchasing Card is not required.
2. Terminates City employment.
3. For any of the following reasons which may cause termination of card privileges:

- The Cardholder fails to provide all required receipts.
 - The Cardholder fails to provide, when requested, information about any specific purchase.
 - The Cardholder does not adhere to all the Purchasing Card Policies and Procedures.
 - The Cardholder does not reconcile purchases by the 10th of each month. If the 10th falls on a weekend, the due date is the Monday following the 10th.
4. The following may also subject the Cardholder to disciplinary action in accordance with City Policies and Procedures relating to disciplinary action and termination for cause:
- The Purchasing Card is used for personal or unauthorized purposes.
 - The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service, which violates policy, law or regulation pertaining to the City.
 - The Cardholder splits a purchase to circumvent the limitations of the City Procurement Code.
 - The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the City Procurement Code.

USING THE CARD

Use of the Purchasing Card will be monitored and controlled by the Cardholder.

A. Cardholder

1. Make purchases and charge payments to the Purchasing Card.
2. Obtain a detailed receipt.
3. Write GL account number to be charged on the receipt.
4. Sign the receipt.

► **IN-PERSON PURCHASES**

- ✓ When a purchase is made in-person, the Cardholder must obtain the customer's copy of the charge slip and the detailed receipt.
- ✓ The Cardholder verifies that the receipt and the charge slip are the same amount. If receipt is incorrect the Card User will request a credit charge slip plus a correct charge slip.
- ✓ The card and the receipts must be maintained by the Cardholder with the GL account code and purpose written on the receipt.

► **TELEPHONE PURCHASES**

- ✓ When ordering by telephone, indicate that you wish to pay with a procurement card.
- ✓ The Cardholder must confirm that the vendor will charge the card when the item is shipped so that the receipt of the item occurs during the same billing cycle as the charge.

- ✓ No backorders will be allowed after the billing cycle. Be sure to give your correct delivery address along with any attention lines and give them the card number and expiration date. Under no circumstances should an order be delivered to a personal address.
- ✓ All telephone orders must be confirmed with an itemized receipt that should be faxed/mailed to the Cardholder and the GL account code written and purpose should be written on the receipt.

► **INTERNET PURCHASES**

- ✓ Be sure security is in place before making any internet orders.
- ✓ Follow the directions for the purchase.
- ✓ Verify correct ship to address. Screen print the order for your records.
- ✓ Screen print must provide item descriptions, pricing, shipping, etc.
- ✓ The GL account code and purpose should be written on the receipt and maintained by the Cardholder.

PROCESSING TRANSACTIONS

1. The Cardholder, or Proxy, will process the transaction within Wells Fargo CEO Portal and allocate charges in timely manner and no later than the 5th day of the month for the prior month transactions.
2. The Cardholder, or Proxy, will upload a copy of the receipt(s) to Wells Fargo CEO Portal to be attached with the charge.

Cardholder: After each use of the Purchasing Card the Cardholder must verify that the transaction is correct, assign account numbers, upload receipt(s), and sign-off on the transaction. Cardholders should consider processing their transactions daily.

RECONCILING MONTHLY STATEMENT/APPROVAL

The timely reconciliation of statements is an essential part of the Purchasing Card program. Failure to reconcile the statements will result in the loss of the Purchasing Card privileges.

1. At the end of each month, the Cardholder will make sure that all transactions for the month have been coded with the correct account number in Wells Fargo CEO Portal.
2. The Cardholder will review all transactions from Wells Fargo CEO Portal to all receipts. All transactions must have a detailed, itemized receipt.
3. The Cardholder (or Proxy) must retain hard copies for your records.

MISCELLANEOUS INSTRUCTIONS

LOST OR STOLEN CARDS

The Cardholder must report lost or stolen cards immediately by contacting Wells Fargo using the customer service number (TBD). The Cardholder must also notify the Purchasing Card Coordinator as soon as possible.

DECLINED CARDS

Should a vendor decline the Purchasing Card, the Cardholder should immediately contact the Purchasing Card Coordinator for assistance. If purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Card Coordinator during normal business hours.

CREDITS / REBATES

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear in a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account. Rebates for City purchased supplies are the property of the City and must be deposited back to the appropriate City account. Documentation must be obtained and submitted to the Purchasing Card Coordinator.

UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder should contact the Purchasing Card Coordinator for assistance.

Note: The total amount billed by Wells Fargo will be posted to department accounts and credited to same when the credit appears on the Wells Fargo billing.

FORMS AND INSTRUCTIONS

The following pages contain the various forms that will be required in the use and administration of the City Purchasing Card program:

A. Purchasing Card Agreement

All employees who are issued a card must read the Purchasing Card Agreement, accept its terms, sign, and return the agreement prior to receiving a Purchasing Card.

B. Statement of Disputed Items

Disputes should be resolved with the vendor. If a dispute cannot be resolved with the vendor, document the dispute on the Statement of Disputed Items Form and forward it to the Purchasing Card Coordinator immediately.

C. Lost or Missing Receipt

If a detailed receipt has been lost, Cardholder should request duplicate from the vendor. If vendor is unable to duplicate the receipt, Cardholder is required to complete a LOST Receipt form, signed by Cardholder and department manager, and uploaded to Wells Fargo CEO Portal in place of the receipt.

City of St. Helens
RESOLUTION NO. 2025

Item #6.

A RESOLUTION TO AMEND THE CITY OF ST. HELENS
PERSONNEL POLICIES AND PROCEDURES HANDBOOK
(RESOLUTION NO. 1913, AS AMENDED) REGARDING PAYROLL
POLICIES

WHEREAS, the City finds it necessary to update the personnel policy to reflect best practices for reimbursement of employee-incurred expenses for training and travel.

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

Section 1. Section 002 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows:

002. EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT

G. Employee-Incurred Expenses and Reimbursements

The City will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and pre-approved by your supervisor before they are incurred. The City will not pay for or reimburse the costs incurred by a spouse, domestic partner, or travel companion who accompanies the employee on City-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) (e.g., conference registration confirmation, map showing the mileage to and from the location, etc.). These items must be submitted within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City will reimburse/pay for are:

- Conferences/workshops/trainings/seminars
- Lodging
- Meals – at the GSA per diem rate “CONUS”
- Mileage and parking
- Clothing allowance
- Physical exams for commercial driver’s license
- Certifications required to perform job duties

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

When a job requirement, it is the responsibility of the employee to maintain a current commercial driver’s license.

Conferences/Workshops/Trainings/Seminars

As long as the conference/workshop/training/seminar is related to your position with the City, the City will pay for pre-authorized registration fees.

Item #6.

Lodging

The City will pay reasonable lodging expenses for pre-authorized travel as long as the purpose of the travel relates to your position with the City. Employees shall be reimbursed for reasonable actual expenses incurred for lodging while attending conferences, workshops, trainings or seminars authorized in advance by a supervisor or department head. When the employee would not reasonably be expected to return to his or her residence from authorized City business, lodging will also be reimbursed at the GSA per diem rate or conference rate (if training related). Receipts for lodging must be provided to and approved by their supervisor before reimbursement shall be made.

Meals

For meals consumed while on pre-authorized travel, the City will reimburse employee - according to the GSA per diem rate, which is dependent on location.

There shall be no reimbursement for alcohol expenses.

Working lunches for meeting purposes or representing the City will be reimbursed the actual cost.

Working lunches are limited to department heads for performance of City business. Expense report for reimbursement requires detailed receipt (credit card receipt does not qualify), and purpose of meeting.

A meeting or training of less than 4 hours and within 50 miles of the City of St. Helens, does not qualify for meal reimbursement. One day training over 4 hours and beyond 50 miles are reimbursable using CONUS rate for the single meal.

If the registration fee for employee's conference/workshop/training/seminar includes a meal(s) but employee chooses to purchase a different meal, no reimbursement will be made for that purchase, since the City has already paid for a meal(s) in the registration fee.

If the lodging for a conference/workshop/training/seminar provides a full breakfast, no reimbursement will be made for that meal, since the City has already paid for the meal with the lodging.

A copy of the registration form, conference itinerary, and lodging amenities must be submitted with employee's reimbursement request.

A per diem may be requested prior to pre-authorized travel if the travel takes you away from the workplace for at least twenty-four (24) hours. The daily per diem per GSA (CONUS) will be used and upon return you must submit documentation and any unused monies to the City.

Mileage and Parking

City vehicles are provided for any transportation needed for City business, such as trainings, seminars, meetings, etc. Whenever feasible, employees will take a City vehicle. Use of personal vehicles for City business must be approved by your supervisor.

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. The mileage reimbursement is intended to offset the operating cost of the employee's vehicle when used in City business. This includes car insurance. The City is not responsible for damage to an employee's vehicle, when such vehicle is used for City business. Example for use of personal vehicle: If a personal vehicle is allowed to be used, the location of that vehicle at the beginning and end of the trip shall be considered. For example, if employee "A" lives in Rainier and must drive to Salem, they will be reimbursed for the mileage beginning at city hall (or facility of report). If Employee "B" lives in Portland and must drive to Salem, the reimbursable distance will be

between Portland and Salem, not city hall and Salem. Basically, the shortest route from city hall (or facility of report) or in the case of personal vehicle use the person's residence and the destination whichever is the shortest will be the reimbursable amount. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned by the City may not be used for personal use without prior approval.

APPROVED AND ADOPTED by the City Council on September 4, 2024 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 2026

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS, OREGON, ADOPTING AND APPROPRIATING FUNDS FOR A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-2025

WHEREAS, a supplemental budget for the Community Development Fund and Tourism Fund for the fiscal year 2024-25 has been prepared, published and submitted as provided by ORS 294.471: and,

WHEREAS, on September 4, 2024, the City Council held a duly noticed public hearing, providing an opportunity for interested persons to comment on the proposed supplemental budget for FY2024-2025.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of St. Helens hereby adopts the supplemental budget for fiscal year 2023-2024 for an increase expenditure of \$300,000 in the Tourism Fund, and appropriation transfer of \$300,000 between Interfund Loan from Contingency in the Community Development Fund, and

BE IT FURTHER RESOLVED that the increase for the fiscal year 2024-2025 is hereby appropriated as follows:

Tourism Fund	Materials & Services	\$300,000
Community Development Fund	Interfund Loan	\$300,000

Approved and adopted by the City Council on September 4, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 2027

A RESOLUTION TO AMEND ST. HELENS PUBLIC LIBRARY
POLICIES (RESOLUTION NO. 1902) REGARDING CIRCULATION
POLICIES

WHEREAS, one of the minimum conditions established by the State Library Board requires that public libraries have basic policies in place and accessible online for general access to and use of library resources that incorporate relevant sections of the City of St. Helens Municipal Code and American Library Association (ALA) professional ethical codes, rules, and guidelines.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of St. Helens that:

Section 1. The St. Helens Public Library Circulation Policy, attached as **Exhibit A**, is hereby amended.

Section 2. The Circulation Policy shall be used to inform library patrons about the rules governing the use of library resources.

Approved and adopted by the City Council on September 4, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

St. Helens Public Library Circulation Policy

How to sign up for a library card

To sign up for any library card at the St. Helens Public Library (SHPL) requires proof of identity and proof of address. A valid state driver's license, driver's permit, or identification card with your current address may be used as both proof of identity and proof of address (this includes temporary IDs and IDs with address change stickers). Patrons aged 15 or older must be present with their ID and proof of address to sign up for a library card.

All cards must be acquired and renewed by showing proof of identity and address.

Proof of identity (one of the following)

- a. Any U.S. state driver's license or permit
- b. Any state identification card
- c. US Passport
- d. US Military ID (with photo)
- e. Green card
- f. Tribal ID (with photo)
- g. Oregon concealed handgun license

Proof of address (one of the following)

1. Must match the name on your proof of ID.
2. Digital forms of proof of address may be accepted on a case-by-case basis.
3. May be
 - a. Any state driver's license or permit with current residential address
 - b. Any state identification card with current residential address
 - c. Rental agreement
 - d. County tax statement
 - e. Utility bill
 - f. Voter registration card
 - g. Pay stub
 - h. Bank statement
 - i. Insurance statement or card
 - j. Vehicle title or registration card
 - k. Postmarked first class mail
 - l. Letter from temporary housing organization (limited-three cards only)

Card Types

Resident card

1. Resident cards offer patrons full borrowing privileges at no cost.
2. Resident status within city limits is determined by local tax codes (codes 0201, 0202, 0291, and 0294). To sign up for a resident card requires proof of identity and address (see “How to sign up for a library card ...,” page 1).
 - a. Check outs may include:
 - i. Up to 50 items in the library’s collection total, which may include
 - ii. Up to 10 DVDs or Blu-rays.
 - iii. Up to three Library of Things including cultural passes.
 - b. No more than 50 items total may be checked out on an account at any time.
3. Resident cards have full access to digital services (i.e., Library2Go, Freegal, Educate Station, etc.).
4. Residents may also sign up children and teens under 15 for a *juvenile resident card*. Juvenile resident cards must be associated with the adult who will act as a responsible party. Juvenile resident cards may be made by the responsible party at any time. Juvenile resident cards may not check out Library of Things items, including cultural passes, however, checkout allowances for juvenile resident cards are otherwise the same as resident cards.
5. Resident cards and juvenile resident cards must be renewed after their two-year active period ends by providing proof of identity and address (see “How to sign up for a library card ...,” page 1).
6. To create additional library cards attached to the primary account, all rules regarding proof of address and identity apply. The primary cardholder must be present to make additional cards and will be considered the responsible party for all associated cards or accounts.

Non-resident card

1. Those who live outside city limits of St. Helens as determined by local tax codes (codes 0201, 0202, 0291, and 0294) may sign up for a non-resident card with proof of identity and address (see “How to sign up for a library card ...,” page 1).
2. Non-resident card fees are \$10 for a quarterly (three-month) card and \$35 for a yearly (12-month) card. Non-resident fees are assessed per household and multiple cards in the same household may be created at no extra cost. The first card created will be considered the primary account to which other accounts are attached.
3. Non-resident cards offer the same checkout privileges and limits as resident cards:
 - b. Check outs may include:
 - i. Up to 50 items in the library’s collection total, which may include
 - ii. Up to 10 DVDs or Blu-rays.
 - iii. Up to three Library of Things including cultural passes.
 - c. No more than 50 items total may be checked out on an account No more than 50 items total may be checked out on an account at any time.

4. Non-resident cards have full access to digital services (i.e., Library2Go, Freegal, Educate Station, etc.).
5. Non-residents may also sign up children and teens under 15 for *juvenile non-resident cards*. Juvenile non-resident cards must be associated with the adult who will act as a responsible party. Juvenile non-resident cards may be made by the responsible party at any time. Juvenile non-resident cards may not check out Library of Things items, including cultural passes; however, checkout allowances for non-resident juvenile cards are otherwise the same as non-resident cards.
6. Non-resident cards must be renewed after their active period ends by providing proof of identity and address, as well as paying the appropriate fee (\$10 for a quarterly card, \$35 for a yearly card).
7. To create additional library cards attached to the primary account, all rules regarding proof of address and identity apply. The primary cardholder must be present to make additional cards and will be considered the responsible party to all associated cards or accounts.

Standard passport card

1. Passport cards are free, reciprocal library cards available through the Oregon Library Passport Program. Only people with an active library card at a participating library (their home library) may sign up for a passport card. A list of participating libraries is available at <https://www.olaweb.org/passport-directory>.
 - a. Checkouts may include:
 - i. Up to 10 items (Books, DVDs, Blu-rays, audiobooks, etc.)
 - ii. Passport cards do not have access to Library of Things items including cultural passes.
2. Items must be checked out and returned to their originating library.
3. To sign up for a passport card requires proof of identity and address, and your active home library card (see “How to sign up for a library card ...,” page 1).
4. Passport cardholders may sign up juveniles under age 15 for *juvenile passport cards*. Juvenile passport cards must be associated with an adult who will act as the responsible party. Juvenile passport cards may be made by the responsible party at any time.
5. Juvenile passport cards may not check out Library of Things items, including cultural passes; however, checkout allowances for juvenile passport cards are otherwise the same as passport cards.
6. Both passport cards and juvenile passport cards must be renewed after one year from the date they are created by showing their active home library card and proof of address and identity (see “How to sign up for a library card ...,” page 1).

Scappoose passport card

1. Scappoose passport cards are free, reciprocal library cards available to cardholders of the Scappoose Public Library through the Oregon Library Passport program. Scappoose passport cards may only be made by active members of the Scappoose Public Library.
 - a. Checkouts may include:
 - i. Up to 10 items (Books, DVDs, Blu-rays, audiobooks, etc.).
 - ii. Scappoose passport cards do not have access to Library of Things items including cultural passes.
2. Items must be checked out and returned to their originating library.
3. To sign up for a Scappoose passport card requires proof of identity and address, and your active Scappoose library card (see “How to sign up for a library card ...,” page 1).
4. Scappoose passport cardholders may sign up children and teens under 15 for *juvenile Scappoose passport cards*.
 - a. Juvenile Scappoose passport cards must be associated with an adult who will act as the responsible party.
 - b. Juvenile Scappoose passport cards may be made by the responsible party at any time.
 - c. Limits for juvenile Scappoose passport cards are the same as adult Scappoose passport cards.
5. Both Scappoose passport cards and juvenile Scappoose passport cards must be renewed after one year from the date they are created by showing an active Scappoose library card and proof of address and identity (see “How to sign up for a library card ...,” page 1).

Limited-three card

1. Limited-three cards are free cards that may be available to patrons who are living in temporary housing.
 - a. Checkouts may include:
 - i. Up to three items (books, DVDs, audiobooks, etc.) at a time.
 - b. Limited-three cards do not have access to Library of Things items, including cultural passes.
2. To sign up for a limited-three card requires proof of identity (see “How to sign up for a library card ...,” page 1) and address. Proof of address must be provided in written form by the organization sponsoring the patron (i.e., on organization letterhead or other official correspondence).
3. Limited-three cards must be renewed after one year from the date they are created by providing proof of address and identity.
4. Limited-three cards may be converted to another type of card (i.e., resident, non-resident, passport, business, or Scappoose passport) by providing proof of permanent residence and identity.

St. Helens business card

1. A licensed business in St. Helens may for a St. Helens business card. Business licenses must be current to qualify for a St. Helens business card. Please contact the library director for more details.
 - a. Checkouts may include
 - i. Up to 50 items in the library's collection total, which may include
 - ii. Up to 10 DVDs or Blu-rays.
 - iii. Up to three Library of Things including cultural passes.
 - b. No more than 50 items total may be checked out on an account at any time.
2. St. Helens business cards are active until the business license has expired and must be renewed after that point by providing an updated business license.
3. To sign up for a St. Helens business card requires business owner's proof of identity and physical address (see "How to sign up for a library card ...," page 1) as well as an original copy of the current business license.
4. St. Helens business license card holders must provide a letter listing the people who will be using the library card.

Digital-only card

1. Digital-only cards are free and provide full access to all the library's digital resources accessible from outside the library.
2. There are no identity or proof of resident requirements for a digital-only card.
3. No physical items may be checked out using a digital-only card.
4. Digital-only cards may be converted to another type (resident, non-resident, passport, Scappoose passport, St. Helens business or limited-three) by meeting that card type requirements.
5. Digital-only cards must be renewed every four years.

Library Use

Cardholder rights and responsibilities

1. The cardholder is responsible for returning all items checked out on time and in good condition.
2. The cardholder agrees to pay for any lost or damaged items.
3. Possession of a library card is considered permission to use that library card.
4. Privacy policy. Those whose names do not match the information listed on the account may not discuss what items are checked out on the account, discuss fees on the account, or make changes to account information. If you would like to allow these privileges to someone other than the cardholder, they must be made by an *authorized user* by presenting their proof of identity while the cardholder is present. For more information, see the “Confidentiality Policy” document, available on the library website.
5. Cardholders are expected to notify the library of a lost or stolen card or they will be held liable for any items checked out.
6. Proof of identity (see “How to sign up for a library card ...,” page 1) may be used as an alternative to a library card.
7. Cardholders must keep personal and contact information (i.e., address, phone number, e-mail, name changes etc.) up to date on their account.
8. A library account may be deleted after five years of non-use. Provided there are no blocks on the account, a new card may be issued by meeting the requirements of the card type.

Checkout periods

1. The standard check-out period is 21 days for all items in the library collection except Library of Things including cultural passes, new items, items on hold for another patron, DVDs and Blu-rays.
2. Cultural passes generally have a three-day checkout period except when noted on their case.

Renewing items

1. Items may be renewed for an additional 21 days up to three times.
2. Items may not be renewed in the following cases:
 - a. If another patron has a hold on an item.
 - b. The item is marked “new.”
 - c. The item is from the Library of Things including cultural passes, collection.
 - d. The account has already reached the three-renewal limit on the item.
 - e. The account meets any of the conditions listed below in “Checkout restrictions.”

Checkout restrictions

1. Cardholders may not check out any items and their account may be blocked if fees on that account exceed \$10 or are older than six months.
2. Cardholders may not check out items if their account is expired until it has been renewed.

3. Lost or damaged items on an account will result in a blocked account until they have been returned or paid for.
4. Additional items may not be checked out if the total checkouts exceed the total limit for the card type. DVD/Blu-ray limits will not prevent cardholders from checking out additional items within their total item limit.
5. All accounts may be subject to a “relationship block” if any account with the same responsible party meets any of the previous restrictions.

Placing holds

1. Patrons may place as many items on hold as their card allows. Holds may include items currently checked out to another borrower or items currently available in the library.
2. Patrons will be contacted by phone, by e-mail, or the USPS when their holds are available for pick up.
3. Patrons have up to seven days to retrieve their hold, except for cultural passes which may be held for three days.
4. After the hold period the item will be taken out of hold status and returned to circulation.

Purchase requests

1. Patrons may submit a purchase request form for items that are not available at the library.
2. The request will be processed based on the library's criteria (i.e., availability, pricing, publication date, relevance to the collection, etc.) and may be added at that time.
3. A purchase request is not a guarantee that an item will be added to the library's collection.
4. If an item is added, the person who submitted the request form will have the first hold on that item.
5. For more information, see the “Collection Policy” document, available on the library website.

Interlibrary loans

1. Patrons may make interlibrary loan (ILL) requests on items that are not available in our collection but are available at other libraries. An ILL request is not a guarantee that the item will be made available.
2. Patrons may have up to two ILL items at one time on their account.
3. Due dates for ILL items will be based on due dates set by the lending library.
4. There is a prepaid postage fee of \$3 for all ILL items. If the items are not available through ILL, the \$3 postage fee refunded in full.
5. ILL items may not be renewed, and the patron will be charged for any fees or fines assessed by the originating institution (i.e., late, lost or damaged items).
6. Patrons may lose ILL privileges if items are not returned by their due date or are returned in poor condition.

Fines and Fees

Damaged items

1. Damaged items are items that have been returned in a condition that prohibits them from being further circulated in the library's collection. Examples may include extensive water damage, moldy, mildewed, have been in contact with hazardous materials, or have been otherwise physically damaged beyond repair.
 - a. When possible, library staff may repair items returned with minor damage.
2. The replacement cost of damaged items is based on the list price of that item.
3. Patrons may keep damaged items they have paid for.
4. Damaged items will prevent a patron from checking out further items until it has been paid for.
5. We cannot accept replacement copies for damaged items.
6. See *Appendix A* for an example letter notifying the cardholder of a damaged item.

Lost items

1. Overdue items will result in three notices by USPS mail or e-mail before they are considered lost. The timeline is:
 - a. 1st notice: one week after the item is considered overdue.
 - b. 2nd notice: two weeks after the item is considered overdue.
 - c. Final notice: three weeks after the item is considered overdue.
 - i. At this time the item is considered lost, and the cardholder may not check out or renew items until the item is returned or paid for.
 - ii. The final notice will always be sent by mail.
2. Items may be self-declared lost when the patron is certain the book is irretrievable and is ready to pay for the item at that time.
3. Lost items must be either returned in good condition or paid for in order to reinstate borrowing privileges.
4. Once an item is paid for, the cost of a lost item may be refunded if the item is returned in good condition within 90 days of replacement payment.
5. See *Appendix B* for an example of an overdue notice letter.
 - a. There will also be an itemized list of the overdue items, as well as an indication of 1st/2nd/final notice.
 - b. Final notices will have a red "final notice" stamp at the top.

Collections

1. Items that have not been returned within six weeks of their due date may be sent to collections.
 - a. The item is considered lost three weeks after the item is overdue.
 - b. Patrons may be sent to collections for library materials. A collections warning will be sent out at four weeks overdue, notifying the patron that they have 14 days to return or pay for outstanding materials.
 - c. Collections records will be expunged after seven years. The patron record will be closed, and no fees collected for those items. The patron may apply for a new card. Some restrictions may be imposed on a case-by-case basis.
 - d. See *Appendix C* for an example of a letter reminding the patron about outstanding materials or fines which may be sent to collections.

List of fines and fees

1. See *Appendix D* for the list of fines and fees.

Appendix A

Example Letter: Damaged items

Dear [Patron],

Library materials that had been checked out on your card # **24018000XXXXXX** were recently returned to the library in damaged condition.

The item(s) listed below were returned to the library on **XX/XX/XXXX**. Due to damages to the materials, the library must assess a replacement cost for each item. Please note that there may be additional overdue fees which may have been charged to your account. If you have items out, they may not be renewed until this matter is resolved.

The item(s) in question are:

[Item(s) listed along with the replacement cost(s)]

Please come to the library to make arrangements to pay these charges at your earliest convenience. If you are unable to pay the entire amount, please call 503-397-4544 and make arrangements for a payment plan.

Please understand that our intention is to maintain our library's collection by replacing lost or damaged materials. We will hold the items for viewing for 30 days. After that, they will be disposed of and no longer available for your inspection.

If you have questions, please contact me.

Sincerely,

[Staff member]

Appendix B

Example Letter: Overdue items

Dear [Patron],

The purpose of this letter is to remind you that you have outstanding materials from the St. Helens Public Library checked out on card number **24018000XXXXXX**. You have items overdue. If this is not your final notice, you may renew your items online at www.sthelensoregon.gov/library or by telephone 503-397-4544. Please note you may have additional overdue fines not listed on this notice.

[Item(s) listed along with the replacement cost(s)]

If you have any questions, please do not hesitate to contact the St. Helens Public Library at 503-397-4544.

Respectfully,
St. Helens Public Library

Appendix C

Example Letter: Items that may result in an account going to collections

Dear [Patron],

The purpose of this letter is to remind you that you have outstanding materials from the St. Helens Public Library checked out on card number **24018000XXXXXX**. These items are now in "Lost" status. Please return the following items in good condition to the St. Helens Public Library or pay the replacement fees within 14 days to avoid this account balance being turned over to a collections agency.

[Item(s) listed along with the replacement cost(s)]

If you have any questions, please do not hesitate to contact the St. Helens Public Library at 503-397-4544.

Respectfully,
St. Helens Public Library

Appendix D

Fines and fees

1. Quarterly non-resident card: **\$10**
2. Annual non-resident card: **\$35**
3. Lost library card replacement: **\$2**
4. Interlibrary loan postage fee: **\$3.00**
5. Cultural pass replacement: **\$30**
6. Lost and damaged items: **List price**
7. Lost or damaged CD, DVD and Blu-ray cases: **\$5**
8. Lost or damaged CD, DVD and Blu-ray inserts: **\$7**
9. Barcode label replacement: **\$2**

**FIRST AMENDMENT TO
Consor Personal Service Agreement
Wastewater Collection System Capacity Improvements Professional Engineering Design Services
Project No. S-679**

This agreement is entered into this _____ day of September 2024, by and between the City, (hereinafter "City"), and Consor North America, Inc. (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2024, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The City has determined a need for the capacity upgrades to Sewer Pump Station No. 7, identified in the current Wastewater Master Plan (WWMP), to be added to the Wastewater Collection System Capacity Improvements project.
- C. The Contractor has provided a Scope of Work, Amendment No. 1, which has been reviewed and accepted by the City's Technical Advisory Committee.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for Amendment No. 1 shall be a not to exceed amount of \$208,653.00.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this _____ day of September 2024.

Contractor

City



Rick Scholl, Mayor
Date: _____

Date: August 29, 2024

Attest:

By: _____
Kathy Payne, City Recorder

AMENDMENT 1

SCOPE OF WORK

Wastewater Collection System Capacity Improvements Engineering Design Services Price Proposal The City of St. Helens

This amendment updates the previously approved Scope of Work included in the original Personal Services Agreement (Agreement).

Introduction

Amendment 1 includes additional work associated with the following items:

- Supplemental survey for Basins 4 and 5 based on the preferred pipeline alignments.
- Survey existing Pump Station 7 site.
- Perform a visual geotechnical site evaluation.
- Identify possible permit requirements associated with pump station upgrades.
- Prepare a Basis of Design Memorandum for upgrades to Pump Station 7.
- Prepare for and hold a Land Use Pre-application Meeting with the City.

Background

As part of the City's project to improve wastewater collection capacity, the City desires to design upgrades to Pump Station 7. The capacity upgrade was recommended in the City's 2021 Wastewater Master Plan (WWMP) to accommodate future growth in the basin. The pump station was most recently upgraded in 2015, and has a current firm capacity of 310 gpm. The WWMP recommends increasing the capacity of the facility to 1,400 gpm.

The existing pump station sits next to a creek and may be within the floodplain and riparian area. Land use and environmental permitting requirements need to be identified.

General Assumptions

The following assumptions apply to the scope of work and fee estimate. Specific task-related assumptions are included below.

- Amendment 1 addresses Pump Station 7 work through the preliminary design phase only. Additional tasks for final design, bidding and construction will be added through future amendments.

- Pump Station 7 will be publicly bid through the City’s standard construction procurement process and will be a separate construction contract from the larger wastewater system improvements project.

Scope of Services

The Consultant will perform the following services.

Task 3 – Survey and Easement Acquisition

Objective

Survey existing conditions and develop a base map for use in design.

Activities

3.1 Supplemental Survey for Basins 4 and 5

Conduct additional field survey to fill in missing data in Basins 4 and 5 resulting from changes to the pipeline alignments from what was identified in the WWMP to the preferred alignments following preliminary design analysis. Supplemental survey will be performed in accordance with the Task 3 Scope of Work that was included in the original Agreement. The limits of the supplemental survey added by this amendment include the following:

- Basin 4: Tualatin Street from 12th Street to 13th Street.
- Basin 5: Cowlitz Street from 4th Street to the unimproved 5th Street right-of-way, and the unimproved 5th Street right-of-way to the existing trunk sewer at manhole I-3. Supplemental survey will require a City right-of-way permit, which will be obtained by AKS.

Task Deliverables

- Deliverables will be in accordance with the Task 3 deliverables included in the original Agreement.

Task 11 – Pump Station 7 Improvements

Objective

Perform preliminary and final design engineering tasks and prepare construction documents for capacity improvements to Pump Station 7, along with ancillary services including surveying, geotechnical investigations, land use permitting and environmental permitting.

Activities

11.1 Project Management and Coordination

11.1.1 Project Administration

- Manage and coordinate with design team, including subconsultants, through bi-weekly virtual meetings.
- Monitor and manage the activities of the Pump Station 7 Improvements task with respect to budget, schedule, and contractual obligations.

11.1.2 Kick-Off Meeting

Consultant shall initiate the project kickoff meeting, prepare an agenda for the kickoff, and invite the necessary attendees. The project kickoff meeting will be held in person at the St. Helens City Hall followed by a site visit to the Pump Station 7 site.

Kickoff meeting will develop project goals, vision, objectives, and criteria. The meeting will identify roles and responsibilities and confirm project scope and schedule. The Consultant shall prepare and distribute meeting summary notes following kickoff.

11.1.3 Project Meetings

Consultant shall attend the currently scheduled virtual bi-weekly project check-in meetings.

The purpose of project meetings will be to review major comments, discuss important design considerations, review the schedule, discuss permitting status, and set action items. In general, design review workshops are expected to take place virtually.

Consultant shall lead a preliminary design review workshop with the City following the preliminary design submittal. The design workshop will be scheduled following review comments submitted by the City.

Consultant shall prepare all project related agendas and meeting summary notes with other supporting information. Meeting agendas shall be emailed to the City's Project Manager at least two (2) business days prior to a meeting. Meeting summary notes shall be provided within three (3) business days following a meeting.

11.1.4 Quality Assurance and Quality Control

Consultant shall conduct internal Quality Assurance and Quality Control and follow-up with technical experts during the course of the project to maintain a high level of service. Consultant shall amend the previously prepared QA/QC plan for the project to include QA/QC related to the Pump Station 7 improvements.

Commitment to design quality includes:

- Completeness, accuracy, and integrity of contract documents assured by a thorough constructability quality assurance program. Documents must be comprehensive, clearly detailed, and well-coordinated across trades.
- Design must reflect a clear understanding of City facility operations, maintenance practices and project goals.
- Design must reflect a cost-effective design approach incorporating life-cycle analysis in the selection of materials and systems.

Task Deliverables

- Meeting agendas, presentation, and review materials.
- Project schedule updates.

- Meeting minutes.
- Consultant shall deliver to the City a monthly invoice and project status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Problems encountered and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Budget expenditure summary.
 - Issues requiring project team action.
- Updated QA/QC Plan.

Assumptions

- Consultant assumes a Notice to Proceed date in September 2024.
- Consultant assumes attendance at up to eight one-hour virtual meetings through the preliminary design phase with the Consultant's Project Manager, Lead Design Engineer, environmental permitting consultant (as needed), and the City Project Manager.
- Consultant assumes one (1) virtual preliminary design review meetings with the Consultant's Project Manager, Lead Design Engineer, City Project Manager, and other City staff.
- Project duration for preliminary design phase will be 4 months.
- The Kickoff meeting will be attended by the Consultant's Principal-in-Charge (PIC), Project Manager, Lead Design Engineer, and the lead survey, geotechnical, and environmental subconsultants.

11.2 Survey

- The limits of survey described in this amendment include the following:
 - Old Portland Road 50' each side of the existing pump station site
 - Driveway into the site and everything within the existing fence
 - Mapping limits 25' beyond existing fence on all sides
 - Limits of surrounding wetlands and/or waters as determined during fieldwork
- Establish survey control and field locate existing property/right-of-way monuments within the limits of survey, review existing right-of-way records (i.e., surveys, plats, deeds and right-of-way maps) and determine right-of-way locations from the above information. Lot lines along right-of-way will not be resolved. The above work shall be performed by or under the direct supervision of a Professional Land Surveyor registered in the State of Oregon.

- Topographic survey work will include field survey of existing above ground features (i.e., edge of pavement, buildings, improvements, trees, utilities, etc.) as well as elevations with one-foot contour intervals. Survey the below ground utilities from one-call locate paint marks and existing as-built maps, manhole dips, etc. Prepare traffic control plans and obtain right-of-way permits for survey activities from the City. Prepare an existing conditions base map using the above data, more specifically described below:
 - Locating existing property corner monuments of record.
 - Establishing property lines, right-of-way lines, and easements.
 - Elevating site to City approved vertical datum (NAVD88).
 - Establishing NAD 83 2011 State Plane Coordinates.
 - Coordinating public and private utility locates.
 - Providing notice to adjoining property owners.
 - Map FEMA determined Base Flood Elevation (Floodplain line) within the survey limits
 - Field tying:
 - Above ground located utilities (e.g., sanitary, storm, water, gas, power, communications).
 - Hard surfaces (e.g., curb, sidewalk, concrete, asphalt, driveway drops, ramps).
 - Utility poles, light poles, and signs.
 - Trees 6-inch diameter at breast height and greater.
 - Fences, buildings, eaves, walls, and significant landscaping.
 - Wetland and/or water flagging.

11.3 *Geotechnical Investigations*

- Conduct geotechnical investigations at the pump station site to support the preliminary design of proposed improvements. Services shall include the following items:
- Perform a site reconnaissance at the pump station to observe current conditions and evaluate access to the site for future exploration equipment.
- Review available site documentation and existing literature, including publicly available USDA county soil maps, USGS geologic maps, and/or available drillers well logs to provide initial background data collection.
- Prepare a geotechnical memorandum to summarize the geologic review, site reconnaissance, relevant historical explorations, and anticipated subsurface conditions to support the preliminary design. The memorandum will include recommendations for subsurface investigations to support the final design and construction of the pump station. An electronic copy of the draft

memorandum will be prepared and submitted for review and comment. A final report will be prepared following receipt of comments for the draft memorandum.

11.4 *Environmental and Land Use Compliance and Permitting*

11.4.1 *Wetland and Waters Delineation Fieldwork*

The consultant shall complete a wetland field determination and ordinary high-water demarcation within 75-feet of the existing pump station facility. Consultant shall:

- Determine wetland boundaries within the study area in accordance with the criteria and methods described in the 1987 Corps of Engineers Wetland Delineation Manual (Environmental Laboratory Technical Report Y-87-1) and appropriate Regional Supplements.
- Place flags in the field to show wetland and upland sample plot locations, and the wetland and waters boundaries.
- Ensure that field methods used, and data collected meet the U.S. Army Corps of Engineers (“USACE”) and DSL technical requirements for wetland delineations and ordinary high-water demarcations.
- Collect and record wetland delineation data on approved wetland determination data sheets.

This scope does not include the preparation of a memorandum or Wetland and Waters Delineation Report.

11.4.2 *Agency Coordination and Research*

Consultant shall coordinate with applicable regulatory agencies and stakeholders to help document the permitting implications for the proposed pump station improvements, and to confirm the additional documentation and sequencing that will be required to meet the requirements of the DEQ State Environmental Review Process (SERP). This will include a cultural resources desktop review inclusive of a review of Oregon State Historic Preservation Office (SHPO) records, a literature review on environmental history, prehistory, Native peoples, and historic development of the project area. This review will help determine the probability of cultural resources being present on-site and to determine the potential need for any additional studies such as a pedestrian survey and subsurface probing.

The Consultant shall prepare a matrix during the preliminary design that identifies all the needed permits, their fees, and their approval timelines. The Consultant shall prepare a schedule of permits with the required timelines to ensure each permit is obtained prior to the start of construction. This scope does not include the preparation of any environmental permit or SERP documentation.

11.4.3 *Local Land Use Research and Pre-Application*

Set up and prepare for a Pre-Application Meeting with the City’s Planning Department. Services include:

- Complete preliminary Code research
- Preparation of a letter addressed to City staff, including a list of questions regarding applicable approval criteria and procedures, a pre-application form, and the required fee for the meeting (provided by Client)

- Submit the pre-application meeting request package to the City
- Participation in the pre-application meeting
- Follow-up on various matters with the City

11.5 Preliminary Design

This task will encompass the work associated with developing key project concepts, design criteria and project requirements for use in accomplishing the design and permitting.

Consultant will complete the following subtasks:

11.5.1 Data Collection and Review

- Compile and review currently available data and information relative to the pump station and local sanitary sewer system. Anticipated information items include relevant planning from City's current Wastewater Master Plan; prior City of St. Helens studies; available planning guidance documents; design standards; operation and maintenance reports; inspection records; pump station data and flow monitoring data; construction drawings; mapping and GIS information; land use information and other pertinent information.
- Review previous evaluations of relevant sanitary sewer system elements in the study area.
- Review wastewater flow forecasts previously performed for the pump station basin, through the 20-year planning period and "build-out" as presented in the City's current Wastewater Master Plan. Flow forecasts will include average daily and maximum hourly flow rates for both wet- and dry-weather flow conditions.
- Perform a visit of the pump station with City staff to review the following: current conditions of the site, condition of existing pump station equipment; access for operations and maintenance and construction; and other pertinent information regarding use of the existing site and immediate surroundings.

11.5.2 Pump System Evaluations

- Conduct evaluations and perform hydraulic calculations for the pump and force main system. This work effort will include evaluating the system under existing peak flow, existing average dry-weather flow, and buildout flow conditions. The evaluations will include:
 - System curves for the two existing force mains under existing and buildout conditions and considering new and degraded force main conditions.
 - Preliminary pump selection (type, capacity, head conditions, number of pumps, pump efficiency, etc.) considering the performance requirements, design flow conditions, and station configuration.
 - Review of existing pump system equipment including wet well, on-site piping, vaults and other to accommodate the design conditions.
 - Review of existing force main locations, configuration, appurtenances, discharge manhole condition, and air release valve stations if applicable.

- Cursory evaluation of odor control needs.
- Preliminary review of risks associated with transient flow caused by pump operations during normal starting and stopping and during power failure.

11.5.3 *Electrical and Instrumentation and Control Considerations*

- Conduct an evaluation of electrical and instrumentation and controls needs and provide recommendations. Consultant tasks will include:
 - Prepare preliminary calculations for utility service, generator sizing and electrical distribution based on pump station design criteria.
 - Provide input to the design team regarding electrical service, control system and backup power system.
 - Coordinate requirements with the power company for electrical power to the pump station.
 - Prepare preliminary one-line diagram drawing.
 - Prepare cost estimate for the electrical and control system.

11.5.4 *Pump Station Layout and Drawings*

- Develop recommended pump station layout, considering:
 - Pump station and support equipment location.
 - Vehicle access and maneuvering for operation and maintenance activities.
 - Site setback, aesthetics, screening, buffers and landscaping development standards for underlying zone.
 - Natural hazards.
 - Protection of natural resources, i.e. wetlands and wildlife.
 - Noise and odor control.
- Prepare draft drawings adequate for use in City Development Review pre-application meeting (pre-application process performed under a separate task). The following drawings will be prepared:
 - Pump Station Site Plan
 - Pump Station Mechanical Plan
 - Pump Station Mechanical Section
- Prepare for and attend a meeting with City staff to present draft site layout and receive comment. Revise based on City feedback.

11.5.5 Pump Station Improvement Plan

- Develop an improvement plan for the facility, considering the need for the City to provide continuous operation of the existing pump station during construction. Consider:
 - Recommended geotechnical improvements;
 - Bypass pumping during construction;
 - Construction access and staging needs;
 - Changes in electrical utility service and/or other services;
 - Required permits and approvals;
 - Protection of natural resources;
 - Traffic, noise, odor control.
- Prepare engineer's estimate of probable construction costs, to a Class 3 level.
- Prepare a proposed schedule for improvement of the facility, including final design, permitting, construction and start-up. Consider project phasing where desired by the City.

11.5.6 Basis of Design Report (BDR)

- Prepare a draft BDR describing the proposed facilities, site design issues and constraints, and results of evaluations performed for the pump, electrical and control systems. Describe the recommended pump station improvements.
- The site design portion of the BDR will be prepared with intent for incorporation into a City development review application (to be prepared under separate authorization). Provide draft BDR to City for review and comment.
- Receive and respond to City comments, prepare final BDR and submit to City.

11.6 30% Design

- To Follow

11.7 60% Design

- To Follow

11.8 90% Design

- To Follow

11.9 Final Design

- To Follow.

11.10 Bid Phase Services

- To Follow.

Task Deliverables

- Topographic survey.
- One electronic (PDF) copy of the draft and final preliminary geotechnical memorandum.
- One electronic (PDF) copy of the draft BDR.
- One electronic (PDF) copy of the final BDR.

Assumptions

- Pump Station 7 improvements will be constructed under a separate construction contract from the larger wastewater system upgrades.
- Provided geotechnical recommendations will be conceptual to evaluate the basis of design. Geotechnical engineering analysis and design parameters will not be provided.
- A discrete pre-application meeting for pump station improvements will be performed separate from the pre-application meeting for the larger wastewater system upgrades.
- Subsurface exploration services (i.e., potholing) are not included in this scope of work.

Budget

Payment will be made at the billing rates for personnel working directly on the project, which will be made at the Consultant's hourly rates, plus direct expenses incurred as defined in the original Personal Services Agreement for Wastewater Collection System Capacity Improvements. Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of **\$2,134,873**, as described below.

- \$1,926,220 original Agreement
- **\$208,653 for this Amendment 1 in accordance with the attached Fee Estimate.**

WASTEWATER COLLECTION SYSTEM CAPACITY IMPROVEMENTS - AMENDMENT 1
 CITY OF ST HELENS
 PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)									Labor	Subconsultants				Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer III	Principal Engineer IV	Principal Engineer III	Professional Engineer VI	Professional Engineer VII	Technician II	Technician III	Cost Estimator III	Hours		EI&C IS	Geotech S&W	Survey AKS	Permits AKS					
	\$293 EvonukWil	\$312 CarrMic	\$293 CraftsAda	\$216 MercureBra	\$227 FlockEmi	\$144 CloudDer	\$166 McFaddinNic	\$290 GriesingerRob											
Task 3 - Survey and Easement Acquisition																			
Task 3.1 - Supplemental Survey for Basins 4 and 5	2			4			8		14	\$ 2,778			\$ 51,250		1.1	\$ 56,375	\$ -	\$ -	\$ 59,153
Task 3 Subtotal	2	0	0	4	0	0	8	0	14	\$ 2,778	\$ -	\$ -	\$ 51,250	\$ -	\$ 56,375	\$ -	\$ -	\$ 59,153	
Task 11 - Pump Station 7																			
Task 11.1 - Project Management & Coordination	12	28		16	8				64	\$ 17,524					1.1	\$ -	\$ 40	\$ -	\$ 17,564
Task 11.2 - Survey		6		8			4		18	\$ 4,264			\$ 16,865		1.1	\$ 18,552	\$ 40	\$ 36	\$ 22,892
Task 11.3 - Geotechnical Investigations		12		8					20	\$ 5,472	\$ 7,261				1.1	\$ 7,987	\$ -	\$ -	\$ 13,459
Task 11.4 - Environmental and Land Use Compliance and Permitting		16		24			12		52	\$ 12,168			\$ 23,040		1.1	\$ 25,344	\$ -	\$ -	\$ 37,512
Task 11.5 - Preliminary Design	4	48	6	104	12	8	24	4	210	\$ 49,390	\$ 7,210				1.1	\$ 7,931	\$ 140	\$ 612	\$ 58,073
Task 11 Subtotal	16	110	6	160	20	8	40	4	364	\$ 88,818	\$ 7,210	\$ 7,261	\$ 16,865	\$ 23,040	\$ 59,814	\$ 220	\$ 648	\$ 149,500	
TOTAL - ALL TASKS	18	110	6	164	20	8	48	4	378	\$ 91,596	\$ 7,210	\$ 7,261	\$ 68,115	\$ 23,040	\$ 116,189	\$ 220	\$ 648	\$ 208,653	

Expense Approval Register

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St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
USA TODAY	06.26.24	06/30/2024	SUMSCRIPTION ACCOUNT U...	100-706-52031	267.42
LIBRARY IDEAS LLC	113850	06/30/2024	2024 YOUTH ORDER	100-706-52033	616.87
LIBRARY IDEAS LLC	114479	06/30/2024	VOX SANA	100-706-52033	43.96
MIDWEST TAPE	505615068	06/30/2024	DVD / ABD 2000010011	100-706-52034	30.74
INGRAM LIBRARY SERVICES	82343122	06/30/2024	BOOKS 20C7921	100-706-52033	15.35
INGRAM LIBRARY SERVICES	82343123	06/30/2024	BOOKS 20C7921	100-706-52033	42.76
INGRAM LIBRARY SERVICES	82343124	06/30/2024	BOOKS 20C7921	100-706-52033	70.33
INGRAM LIBRARY SERVICES	82343125	06/30/2024	BOOKS 20C7921	100-706-52033	21.32
INGRAM LIBRARY SERVICES	82464348	06/30/2024	BOOKS 20C7921	100-706-52033	12.85
INGRAM LIBRARY SERVICES	82464349	06/30/2024	BOOKS 20C7921	100-706-52033	970.71
INGRAM LIBRARY SERVICES	82464350	06/30/2024	BOOKS 20C7921	100-706-52033	823.96
INGRAM LIBRARY SERVICES	82464351	06/30/2024	BOOKS 20C7921	100-706-52033	13.14
INGRAM LIBRARY SERVICES	82464352	06/30/2024	BOOKS 20C7921	100-706-52033	25.52
INGRAM LIBRARY SERVICES	82464353	06/30/2024	BOOKS 20C7921	100-706-52033	11.87
INGRAM LIBRARY SERVICES	82487502	06/30/2024	BOOKS 20C7921	100-706-52033	1,419.35
INGRAM LIBRARY SERVICES	82510449	06/30/2024	BOOKS 20C7921	100-706-52033	23.35
INGRAM LIBRARY SERVICES	82510450	06/30/2024	BOOKS 20C7921	100-706-52033	861.26
INGRAM LIBRARY SERVICES	82543076	06/30/2024	BOOKS 20C7921	100-706-52033	188.25
SOLUTIONS YES	INV409161	06/30/2024	COPIER MAINTENANCE ACCT...	100-706-52006	164.46
CANON SOLUTIONS AMERICA..	6008515709	06/30/2024	COPIER MAINTENANCE	100-706-52019	22.77
Fund 100 - GENERAL FUND Total:					5,646.24
Grand Total:					5,646.24

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	5,646.24
Grand Total:	5,646.24

Account Summary

Account Number	Account Name	Expense Amount
100-706-52006	Computer Maintenance	164.46
100-706-52019	Professional Services	22.77
100-706-52031	Periodicals	267.42
100-706-52033	Printed Materials	5,160.85
100-706-52034	Visual Materials	30.74
	Grand Total:	5,646.24

Project Account Summary

Project Account Key	Expense Amount
None	5,646.24
Grand Total:	5,646.24

Expense Approval Register

Packet: APPKT01044 - AP 8.23.24 FY 25



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	009951	08/21/2024	TEMPORARY EMPLOYMENT-...	100-708-52019	1,044.00
BRANDON SMITH	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
MAVIN MCBRIDE	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
CHARLES FREDERICK CASTNER	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
LOGAN CARTER	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
ERIN WALLACE	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
DANNY RISMOEN	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
RONALD ELMORE	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
SANDRA JACOBS	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
SELENA BAKAKIS	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
AMY BRUNER	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
TRACIE MCDANIEL	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
LINDSEY SWEET	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
NANCY IRVIN	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
SANDRA HESS	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
MARK JACOBS	07.01.24	08/21/2024	JURY DUTY PAY	100-704-52019	10.00
PORTLAND GENERAL ELECTR...	07.09.24-08.11.24	08/21/2024	0153585940	100-705-52003	21.62
PORTLAND GENERAL ELECTR...	07.09.24-08.11.24	08/21/2024	0153585940	100-709-52003	21.62
DRAKES TOWING AND RECO...	08.08.24	08/21/2024	2017 DODGE DURANGO	100-705-52001	156.00
RUSS LOW	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
BROOKE SISCO	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	60.00
CHARLES FREDERICK CASTNER	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	60.00
DAN CARY	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
JENNIFER ANN SHOEMAKER	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
SCOTT JACOBSON	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
DAVID B ROSENGARD	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
GINNY CARLSON	08.14.24	08/21/2024	PLANNING COMMISSION STI...	100-710-52087	30.00
OREGON OCCUPATIONAL M...	119952	08/21/2024	EXAM	100-705-52102	885.00
ORKIN	264990895	08/21/2024	265 STRAND PEST SERVICE CI...	100-715-52023	192.99
ORKIN	264990942	08/21/2024	1810 OLD PORTLAND RD PES...	100-705-52023	52.49
ORKIN	264990942	08/21/2024	1810 OLD PORTLAND RD PES...	100-709-52023	52.50
ORKIN	267301775	08/21/2024	375 S 18TH ST LIBRARY	100-706-52023	150.00
THE PERCS INDEX INC	32103	08/21/2024	ANNUAL SUPPORT CONTRAC...	100-705-52001	700.00
QWEST DBA CENTURYLINK A...	3263X204-S-24224	08/21/2024	5163X20453	100-712-52010	80.33
CENTURY LINK BUSINESS SER...	700497589	08/21/2024	ACCT 88035002	100-712-52010	168.15
EATONS TIRE AND AUTO REP...	85519	08/21/2024	AIR CONDITIONING SERVICE ...	100-705-52098	379.95
COLUMBIA COUNTY TRANSF...	8617	08/21/2024	DUMP FEES ACCT 0017	100-705-52001	26.89
ENTERPRISE FM TRUST	FBN5092828	08/21/2024	LEASE	100-705-52097	39,974.24
ENTERPRISE FM TRUST	FBN5092828	08/21/2024	MAINTENANCE	100-705-52098	830.57
ENTERPRISE FM TRUST	FBN5113396	08/21/2024	PARKS & REC FLEET	100-709-52097	532.97
ENTERPRISE FM TRUST	FBN5113397	08/21/2024	596107 BUILDING	100-711-52097	522.55
ENTERPRISE FM TRUST	FBN5113412	08/21/2024	CITY HALL FLEET	100-715-52097	7.00
ENTERPRISE FM TRUST	FBN5113414	08/21/2024	PLANNING FLEET	100-710-52097	451.21
L.N CURTIS AND SONS	INV852495	08/21/2024	POLICE UNIFORMS	100-705-52002	136.81
L.N CURTIS AND SONS	INV853403	08/21/2024	POLICE UNIFORMS	100-705-52002	132.81
L.N CURTIS AND SONS	INV854083	08/21/2024	POLICE UNIFORMS	100-705-52002	20.00
L.N CURTIS AND SONS	INV854311	08/21/2024	POLICE UNIFORMS	100-705-52002	132.81
COLUMBIA COUNTY SHERIFF...	JULY 2024-SHPD	08/21/2024	FIRING RANGE USAGE JULY 2...	100-705-52018	200.00
Fund 100 - GENERAL FUND Total:					47,622.51
Fund: 201 - VISITOR TOURISM					
WADE HOCKETT	08.20.24	08/21/2024	REFUND SPIRIT OF HALLOWE...	201-000-37015	2,152.00
TIMOTHY RICHARD WETMILL...	247	08/21/2024	13 NIGHTS AT MCCORMICK ...	201-000-52019	1,250.00

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JAMES C HORN	25733	08/21/2024	13 NIGHTS -THE HORN DAW...	201-000-52019	1,400.00
				Fund 201 - VISITOR TOURISM Total:	4,802.00
Fund: 202 - COMMUNITY DEVELOPMENT					
PORTLAND GENERAL ELECTR...	07.09.24-08.11.24	08/21/2024	1277060585	202-722-52003	162.57
ADVANCED EXCAVATING SPE...	24033-03	08/21/2024	P-525A PAYMENT #3 ST HEL...	202-723-53103	99,300.00
MOORE EXCAVATION INC	P-525 PAYMENT #19	08/21/2024	S 1ST & STRAND ROAD & UTI...	202-723-53102	237,386.43
				Fund 202 - COMMUNITY DEVELOPMENT Total:	336,849.00
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	009951	08/21/2024	TEMPORARY EMPLOYMENT-...	203-709-52028	1,935.04
CARDINAL SERVICES INC	010156	08/21/2024	TEMPORARY EMPLOYMENT-...	203-709-52028	431.52
				Fund 203 - COMMUNITY ENHANCEMENT Total:	2,366.56
Fund: 305 - PARKS SDC					
ADVANCED EXCAVATING SPE...	24033-03	08/21/2024	P-525A PAYMENT #3 ST HEL...	305-000-53902	256,446.12
				Fund 305 - PARKS SDC Total:	256,446.12
Fund: 601 - WATER					
NORTHSTAR CHEMICAL	289928	08/21/2024	SODIUM HYPOCHLORITE 12...	601-732-52083	1,902.05
LAWRENCE OIL COMPANY	CFSI-22391	08/21/2024	247752 WATER	601-732-52022	128.43
CORE & MAIN	INV0009236	08/21/2024	MATERIALS	601-732-52001	138.09
				Fund 601 - WATER Total:	2,168.57
Fund: 603 - SEWER					
COLUMBIA COUNTY TRANSF...	8617	08/21/2024	DUMP FEES ACCT 0017	603-737-52001	19.79
DEPARTMENT OF ENVIRON...	WQSTM2500420	08/21/2024	STM INDUSTRIAL NPDES GE...	603-737-52066	1,527.76
				Fund 603 - SEWER Total:	1,547.55
Fund: 703 - PW OPERATIONS					
CARDINAL SERVICES INC	009951	08/21/2024	TEMPORARY EMPLOYMENT-...	703-734-52019	613.44
CARDINAL SERVICES INC	009951	08/21/2024	TEMPORARY EMPLOYMENT ...	703-739-52019	1,022.40
COLUMBIA RIVER MOTORSP...	1016967	08/21/2024	3300 PSI PRO PRESSUR	703-734-52001	1,004.69
TROTTER & MORTON FACILI...	82429	08/21/2024	HEAT PUMP REPAIR SENIOR ...	703-739-52120	2,016.85
LAWRENCE OIL COMPANY	CFSI-22391	08/21/2024	247748 PUBLIC WORKS	703-734-52022	919.85
ENTERPRISE FM TRUST	FBN5096166	08/21/2024	ENTERPRISE FLEET LEASE & ...	703-734-52097	1,411.63
ENTERPRISE FM TRUST	FBN5113338	08/21/2024	ENGINEERING FLEET 619034	703-733-52097	591.08
				Fund 703 - PW OPERATIONS Total:	7,579.94
Grand Total:					659,382.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	47,622.51
201 - VISITOR TOURISM	4,802.00
202 - COMMUNITY DEVELOPMENT	336,849.00
203 - COMMUNITY ENHANCEMENT	2,366.56
305 - PARKS SDC	256,446.12
601 - WATER	2,168.57
603 - SEWER	1,547.55
703 - PW OPERATIONS	7,579.94
Grand Total:	659,382.25

Account Summary

Account Number	Account Name	Expense Amount
100-704-52019	Professional Services	150.00
100-705-52001	Operating Supplies	882.89
100-705-52002	Personnel Uniforms Equ...	422.43
100-705-52003	Utilities	21.62
100-705-52018	Professional Developme...	200.00
100-705-52023	Facility Maintenance	52.49
100-705-52097	Enterprise Fleet	39,974.24
100-705-52098	Enterprise Fleet Mainte...	1,210.52
100-705-52102	New Hire Equipment	885.00
100-706-52023	Facility Maintenance	150.00
100-708-52019	Professional Services	1,044.00
100-709-52003	Utilities	21.62
100-709-52023	Facility Maintenance	52.50
100-709-52097	Enterprise Fleet	532.97
100-710-52087	Commission Stipends	600.00
100-710-52097	Enterprise Fleet	451.21
100-711-52097	Enterprise Fleet	522.55
100-712-52010	Telephone	248.48
100-715-52023	Facility Maintenance	192.99
100-715-52097	Enterprise Fleet	7.00
201-000-37015	Event Revenue	2,152.00
201-000-52019	Professional Services	2,650.00
202-722-52003	Utilities	162.57
202-723-53102	Downtown Infrastructure	237,386.43
202-723-53103	Riverwalk Construction	99,300.00
203-709-52028	Projects & Programs	2,366.56
305-000-53902	COLUMBIA VIEW PARK ...	256,446.12
601-732-52001	Operating Supplies	138.09
601-732-52022	Fuel	128.43
601-732-52083	Chemicals	1,902.05
603-737-52001	Operating Supplies	19.79
603-737-52066	Permit Fees	1,527.76
703-733-52097	Enterprise Fleet	591.08
703-734-52001	Operating Supplies	1,004.69
703-734-52019	Professional Services	613.44
703-734-52022	Fuel	919.85
703-734-52097	Enterprise Fleet	1,411.63
703-739-52019	Professional Services	1,022.40
703-739-52120	Facility Maintenance Ot...	2,016.85
Grand Total:	659,382.25	

Project Account Summary

Project Account Key	Expense Amount
None	659,382.25
Grand Total:	659,382.25

Expense Approval Register

Packet: APPKT01046 - AP 8.29.24 FY25



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
WEX BANK	99148410	08/26/2024	POLICE FUEL PURCHASES	100-705-52022	9,440.83
WEX BANK	99148410	08/26/2024	BUILDING FUEL PURCHASES ...	100-711-52022	176.91
DANIELLE DIAZ	08.20.24	08/27/2024	REFUND PUBLIC RECORDS D...	100-000-37004	20.00
PENDLETON LAW	08.22.24	08/27/2024	REFUND PUBLIC RECORDS D...	100-000-36002	20.00
OCLC INC	1000387004	08/27/2024	CATEXPRESS	100-706-52018	1,498.53
CARDINAL SERVICES INC	10269	08/27/2024	REC/COMMUNITY CENTER	100-705-52023	75.65
CARDINAL SERVICES INC	10269	08/27/2024	JANITORIAL-LIBRARY	100-706-52023	570.24
CARDINAL SERVICES INC	10269	08/27/2024	TEMPORARY EMPLOYMENT-...	100-708-52019	1,044.00
CARDINAL SERVICES INC	10269	08/27/2024	REC/COMMUNITY CENTER	100-709-52023	75.64
STEVEN R SCHARFSTEIN	135	08/27/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	136	08/27/2024	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	137	08/27/2024	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	138	08/27/2024	COURT ATTORNEY FEES	100-704-52019	325.00
STEVEN R SCHARFSTEIN	139	08/27/2024	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	140	08/27/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	141	08/27/2024	COURT ATTORNEY FEES	100-704-52019	200.00
CHRISTOPHER JAMES CAVEN	1901	08/27/2024	FINAL PAYMENT ROOFING ST...	100-705-52023	15,950.00
SIERRA SPRINGS	21814586081724	08/27/2024	WATER BOTTLED COURT / UB..	100-715-52001	43.49
ORKIN	264989624	08/27/2024	PEST CONTROL POLICE	100-705-52023	190.99
AT&T MOBILITY	28730228933OX0232024	08/27/2024	287302289330 POLICE PHON...	100-705-52010	1,908.12
PEAK ELECTRIC GROUP LLC	29107	08/27/2024	BALLAST REPLACEMENT	100-706-52023	295.00
QWEST DBA CENTURYLINK A...	3263X201-S-24227	08/27/2024	5163X201S3	100-712-52010	80.33
PAULSON PRINTING CO.	4917	08/27/2024	LETTERHEAD AND ENVELOPES	100-705-52001	279.50
MIDWEST TAPE	505839323	08/27/2024	DVD / ABD 2000010011	100-706-52034	430.45
MIDWEST TAPE	505872143	08/27/2024	DVD / ABD 2000010011	100-706-52034	245.11
MIDWEST TAPE	505905081	08/27/2024	DVD / ABD 2000010011	100-706-52034	565.43
DON'S RENTAL	596319	08/27/2024	PROPANE	100-708-52001	14.96
INGRAM LIBRARY SERVICES	82604534	08/27/2024	BOOKS 20C7921	100-706-52033	262.87
INGRAM LIBRARY SERVICES	82637545	08/27/2024	BOOKS 20C7921	100-706-52033	54.92
INGRAM LIBRARY SERVICES	82637546	08/27/2024	BOOKS 20C7921	100-706-52033	106.76
INGRAM LIBRARY SERVICES	82637547	08/27/2024	BOOKS 20C7921	100-706-52033	401.46
INGRAM LIBRARY SERVICES	82637548	08/27/2024	BOOKS 20C7921	100-706-52033	26.94
INGRAM LIBRARY SERVICES	82869329	08/27/2024	BOOKS 20C7921	100-706-52033	38.88
INGRAM LIBRARY SERVICES	82869330	08/27/2024	BOOKS 20C7921	100-706-52033	5.24
INGRAM LIBRARY SERVICES	82869331	08/27/2024	BOOKS 20C7921	100-706-52033	258.72
INGRAM LIBRARY SERVICES	82908618	08/27/2024	BOOKS 20C7921	100-706-52033	798.34
INGRAM LIBRARY SERVICES	82908619	08/27/2024	BOOKS 20C7921	100-706-52033	479.63
INGRAM LIBRARY SERVICES	82962260	08/27/2024	BOOKS 20C7921	100-706-52033	13.61
INGRAM LIBRARY SERVICES	82962261	08/27/2024	BOOKS 20C7921	100-706-52033	34.92
INGRAM LIBRARY SERVICES	82962262	08/27/2024	BOOKS 20C7921	100-706-52033	15.25
INGRAM LIBRARY SERVICES	82962263	08/27/2024	BOOKS 20C7921	100-706-52033	112.93
INGRAM LIBRARY SERVICES	82962264	08/27/2024	BOOKS 20C7921	100-706-52033	429.31
INGRAM LIBRARY SERVICES	83199319	08/27/2024	BOOKS 20C7921	100-706-52033	11.17
INGRAM LIBRARY SERVICES	83199320	08/27/2024	BOOKS 20C7921	100-706-52033	26.71
INGRAM LIBRARY SERVICES	83199321	08/27/2024	BOOKS 20C7921	100-706-52033	171.20
INGRAM LIBRARY SERVICES	83199322	08/27/2024	BOOKS 20C7921	100-706-52033	25.45
INGRAM LIBRARY SERVICES	83199323	08/27/2024	BOOKS 20C7921	100-706-52033	12.34
INGRAM LIBRARY SERVICES	83199324	08/27/2024	BOOKS 20C7921	100-706-52033	8.31
SOLUTIONS YES	INV412539	08/27/2024	CONTRACT BASE CHARGE LI...	100-706-52019	102.95
SOLUTIONS YES	INV415785	08/27/2024	CONTRACT BASE CHARGE LI...	100-706-52019	69.36
WORLD TRADE PRESS	INV680799	08/27/2024	ATOZ WORLD FOOD	100-706-52032	252.14
ABC TRANSCRIPTION SERVI...	STH0824025	08/27/2024	ST HELENS CITY COUNCIL TR...	100-702-52019	648.00
BEMIS	10980	08/28/2024	2024-2025 BUDGET BOOKS	100-707-52008	440.00

Expense Approval Register

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Item #10

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
BEMIS	10990	08/28/2024	SIGNS	100-708-52001	45.00	
COLUMBIA COUNTY COMM. ...	20247CSH	08/28/2024	WORK CREW	100-708-52019	750.00	
				Fund 100 - GENERAL FUND Total:	39,827.59	
Fund: 201 - VISITOR TOURISM						
ROY MCGILL	08.20.24	08/27/2024	REFUND HALLOWEENTOWN ...	201-000-37015	1,600.00	
RIVER DIVIDE BAND	08.20.24	08/27/2024	13 NIGHTS MCCORMICK PAR...	201-000-52019	1,400.00	
COLUMBIA RIVER PUD	08.21.24 94111	08/27/2024	94111	201-000-52130	213.05	
CITY OF ST. HELENS	08.21.24	08/27/2024	FUND NEW "EVENTS ACCOU...	201-000-52019	100,000.00	
CITY OF ST. HELENS	08.22.24	08/27/2024	01-00178-001 MASONIC BUI...	201-000-52130	59.14	
				Fund 201 - VISITOR TOURISM Total:	103,272.19	
Fund: 202 - COMMUNITY DEVELOPMENT						
PAULSON PRINTING CO.	4871	08/27/2024	BLUEPRINTS	202-722-52019	25.00	
CITY OF ST. HELENS	21503	08/28/2024	PERMIT 749-24-000141-SD S...	202-722-52019	1,191.64	
JORDAN RAMIS PC ATTORNE...	223841	08/28/2024	PUBLIC WORKS ENGINEERING	202-723-53102	3,355.00	
MOORE SITE SERVICES LLC	24089	08/28/2024	MECHANICAL SUPPORT MILL...	202-722-52019	5,700.40	
				Fund 202 - COMMUNITY DEVELOPMENT Total:	10,272.04	
Fund: 203 - COMMUNITY ENHANCEMENT						
CARDINAL SERVICES INC	10269	08/27/2024	TEMPORARY EMPLOYMENT-...	203-709-52028	1,959.64	
IN A PICKLE CPR LLC	0003	08/28/2024	CPR-FIRST AID CLASS 8.17.24	203-709-52028	630.00	
AMY C NEVITT	004	08/28/2024	SEWING CLASSES	203-709-52028	168.00	
CARDINAL SERVICES INC	010331	08/28/2024	TEMPORARY EMPLOYMENT-...	203-709-52028	1,587.59	
ST. HELENS SCHOOL DISTRICT	08.28.24 VOLLEYBALL	08/28/2024	VOLLEYBALL CAMP PAYMENT..	203-709-52028	2,226.00	
JOAN YOUNGBERG	08.28.24	08/28/2024	ART CAMP PAYOUT 2024	203-709-52028	843.50	
ST. HELENS SCHOOL DISTRICT	08.28.24	08/28/2024	BASKETBALL CAMP PAYMENT..	203-709-52028	1,792.00	
				Fund 203 - COMMUNITY ENHANCEMENT Total:	9,206.73	
Fund: 205 - STREETS						
KITTELSON & ASSOCIATES INC	0148125	08/28/2024	PROJECT 235440 1ST & ST ST...	205-000-52019	1,659.81	
				Fund 205 - STREETS Total:	1,659.81	
Fund: 601 - WATER						
UNITED FIRE INC	00175800	08/27/2024	WFF HYDRO TEST	601-732-52019	1,215.00	
SHANNON & WILSON	08.28.24	08/28/2024	REFUND HYDRANT DEPOSIT...	601-000-22000	172.81	
SHANNON & WILSON	08.28.24	08/28/2024	REFUND HYDRANT DEPOSIT...	601-000-37004	50.00	
CORRECT EQUIPMENT	56664	08/28/2024	METERS	601-731-53314	6,256.78	
				Fund 601 - WATER Total:	7,694.59	
Fund: 603 - SEWER						
OREGON DEQ BUSINESS OFF...	08.27.24 R6801	08/27/2024	CWSRF LOAN #6801 PRINCIP...	603-000-55001	50,000.00	
OREGON DEQ	08.27.24 R6801	08/27/2024	CW	603-000-55003	3,750.00	
CARDINAL SERVICES INC	10269	08/27/2024	JANITORIAL-WWTP	603-736-52023	34.91	
CARDINAL SERVICES INC	10269	08/27/2024	JANITORIAL-WWTP	603-737-52023	34.91	
UNITED FIRE INC	00171735	08/28/2024	WFF HYDRO TEST	603-736-52019	231.50	
UNITED FIRE INC	00171735	08/28/2024	WFF HYDRO TEST	603-737-52019	231.50	
CONSOR NORTH AMERICA I...	W233257OR.00-5	08/28/2024	WASTEWATER COLLECTION ...	603-000-53033	81,569.76	
				Fund 603 - SEWER Total:	135,852.58	
Fund: 703 - PW OPERATIONS						
WEX BANK	99148410	08/26/2024	PW CHEROKEE 5478	703-734-52022	590.72	
UNITED FIRE INC	00171003	08/27/2024	FIRE ALARM ANNUAL MAINT	703-734-52023	463.00	
CARDINAL SERVICES INC	10269	08/27/2024	TEMPORARY EMPLOYMENT-...	703-734-52019	1,022.40	
CARDINAL SERVICES INC	10269	08/27/2024	TEMPORARY EMPLOYMENT	703-739-52019	1,022.40	
EMMERT CHEVERLET BUICK ...	143002	08/27/2024	PART 15732147 SENDER	703-739-52099	154.29	
CARDINAL SERVICES INC	010331	08/28/2024	TEMPORARY EMPLOYMENT-...	703-734-52019	817.92	
COLUMBIA COUNTY COMM. ...	20247CSH	08/28/2024	WORK CREW	703-734-52019	375.00	
KELLEY CREATE	IN1706961	08/28/2024	SO445807 HP 766 MATTE BL...	703-733-52001	249.60	
				Fund 703 - PW OPERATIONS Total:	4,695.33	
					Grand Total:	312,480.86

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	39,827.59
201 - VISITOR TOURISM	103,272.19
202 - COMMUNITY DEVELOPMENT	10,272.04
203 - COMMUNITY ENHANCEMENT	9,206.73
205 - STREETS	1,659.81
601 - WATER	7,694.59
603 - SEWER	135,852.58
703 - PW OPERATIONS	4,695.33
Grand Total:	312,480.86

Account Summary

Account Number	Account Name	Expense Amount
100-000-36002	Fines - Court	20.00
100-000-37004	Miscellaneous	20.00
100-702-52019	Professional Services	648.00
100-704-52019	Professional Services	1,300.00
100-705-52001	Operating Supplies	279.50
100-705-52010	Telephone	1,908.12
100-705-52022	Fuel	9,440.83
100-705-52023	Facility Maintenance	16,216.64
100-706-52018	Professional Developme...	1,498.53
100-706-52019	Professional Services	172.31
100-706-52023	Facility Maintenance	865.24
100-706-52032	Digital Resources	252.14
100-706-52033	Printed Materials	3,294.96
100-706-52034	Visual Materials	1,240.99
100-707-52008	Printing	440.00
100-708-52001	Operating Supplies	59.96
100-708-52019	Professional Services	1,794.00
100-709-52023	Facility Maintenance	75.64
100-711-52022	Fuel	176.91
100-712-52010	Telephone	80.33
100-715-52001	Operating Supplies	43.49
201-000-37015	Event Revenue	1,600.00
201-000-52019	Professional Services	101,400.00
201-000-52130	Building Lease & Utilities	272.19
202-722-52019	Professional Services	6,917.04
202-723-53102	Downtown Infrastructure	3,355.00
203-709-52028	Projects & Programs	9,206.73
205-000-52019	Professional Services	1,659.81
601-000-22000	Utility Deposits	172.81
601-000-37004	Miscellaneous	50.00
601-731-53314	WATER METERS	6,256.78
601-732-52019	Professional Services	1,215.00
603-000-53033	Sewer Capacity - Profess...	81,569.76
603-000-55001	Principal	50,000.00
603-000-55003	Loan Fee	3,750.00
603-736-52019	Professional Services	231.50
603-736-52023	Facility Maintenance	34.91
603-737-52019	Professional Services	231.50
603-737-52023	Facility Maintenance	34.91
703-733-52001	Operating Supplies	249.60
703-734-52019	Professional Services	2,215.32
703-734-52022	Fuel	590.72
703-734-52023	Facility Maintenance	463.00
703-739-52019	Professional Services	1,022.40
703-739-52099	Equipment Operations	154.29
Grand Total:		312,480.86

Project Account Summary

Project Account Key	Expense Amount
None	312,480.86
Grand Total:	312,480.86