



COUNCIL WORK SESSION

Wednesday, July 19, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
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 WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

- [1.](#) 2:10PM - Employee Length of Service Recognition - Joel Beehler (10 years)
- [2.](#) 2:20PM - Building Division Semi-Annual Report - *Building Official Mike De Roia*
- [3.](#) 2:35PM - Review of Library Board 5-Year Strategic Plan - *Library Director Suzanne Bishop*
- [4.](#) 2:50PM - Public Works National Accreditation - *Public Works Director Mouhamad Zaher*
- [5.](#) 3:05PM - Selection of McKinstry Essention, LLC for Microgrid Planning and Preliminary Design of Public Safety Building - *City Administrator John Walsh*
- [6.](#) 3:15PM - Update on Agreement with Mackenzie for Public Safety Building Design - *City Administrator John Walsh*
- [7.](#) 3:25PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- July 19, 2PM, Council Work Session, Council Chambers and Zoom
- July 19, 7PM, Council Regular Session, Council Chambers and Zoom

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

- None scheduled at this time

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89602307012?pwd=QXc2UmoxYVFqQmthYldsRkJMWmZHZz09>

Meeting ID: 896 0230 7012

Passcode: 269388

Dial: 669-900-9128

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.



LENGTH OF SERVICE RECOGNITION

To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: July 19, 2023

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will be recognized at the July 19 Council Work Session.

10 Years

Joel Beehler started working for the City in 2011 as a Summer Laborer. He loved it so much he came back in the summer of 2012. In Oct-2012, he was hired on a term-limited basis as Utility Worker I. In July-2013, he came on board as a regular full-time Utility Worker I. He moved up to Utility Worker II in April-2018, where he currently serves.

Congratulations Joel and **thank you** for your service!



265 Strand Street, St. Helens, OR 97051
 Phone: (503) 397-6272 Fax: (503) 397-4016
www.sthelensoregon.gov

Greetings Council,

We are pleased to present this semiannual Building Division report. This report will highlight some of the milestones we have crossed in this last term, look at what to expect in the next term and provide permit statistics.

Building Program

Permit Activity

The Building Division, which was comprised of 3.4 FTE's, has issued 236 permits from Jan 1st, 2023, to June 30th, 2023. Within this term 118 Plan Reviews and 1491 inspections were performed. Please note, that this does not reflect all the reviews or inspections performed by all departments regarding building permits, see attached reports for more information.

John Hick has resigned from his position as inspector as of June 23rd. We are now completing our workloads with 2.4 FTE's. It has been discussed that the position will remain vacant at this time, as we maintain service levels with our current staff and through the IGA we have with Columbia County. However, we will keep a close watch on these workloads and service levels to avoid the level of frustration our stakeholders experienced prior hiring an inspector in 2021.

Inter-Governmental Agreements

The City's Building Division maintains Inter-Governmental Agreements with Columbia City and Columbia County. With Columbia City, we provide building code administration services to support their program. Our IGA with Columbia County is reciprocal in that either party can request plan review or inspection services based on the needs of the requesting jurisdictions.

Columbia City Permitting Data:

Permits issued = 37
 Completed Columbia City Inspections = 90
 Completed Columbia City Plan Reviews = 13
 Total Invoiced Revenue = \$11,341.29

Columbia County Permitting Data:

Columbia County Completed St. Helens Inspection = 69
 Columbia County Completed St. Helens Plan Review = 5
 Total Invoiced Expenditure = \$2,820



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Oregon State Building Codes Division Update

The Building Codes Division (BCD) adopts, amends, and interprets specialty codes that make up the Oregon State Building Code. The division delegates authority to the city of St. Helens to administer each code through specialized code programs. This portion of the report is to provide news and updates as they relate to BCD.

The 2022 Oregon Structural Specialty Code (OSSC) and the 2022 Oregon Mechanical Specialty Code (OMSC) adopted in Oct of 2022 became enforceable as of April 1, 2023. Part of the code adoption process includes mandatory training to maintain the required inspector certifications from the State. We successfully completed the training for the OSSC and OMSC and renewed our Oregon Inspector Certifications.

The Residential and Manufactured Structures Board has announced the beginning of the code adoption process for the Oregon Residential Specialty Code (ORSC). The anticipated effective date: Oct. 1, 2023. The next edition of the ORSC will be based on the following:

2021 International Residential Code (IRC)
 Existing Oregon amendments in the 2021 ORSC
 Public code amendment proposals

We have been talking about the Specialized Plumbing Inspector (SPI) course for a little over a year now. Thankfully it is scheduled to begin in August 2023. The SPI course explains the codes and processes for performing plumbing inspections on limited commercial plumbing installations covered by the Oregon Plumbing Specialty Code. The course addresses the various components of plumbing installations that are verified during the inspection pursuant to OAR 918-098-1570(1). We have had a seat secured since May of 2022. For various reasons the class was pushed and rescheduled. However, in March of 2023 the state revised the requirements to take the course. It now included applying for and passing a pre-exam required to be taken by Residential Plumbing Inspectors. The pre-exam was taken and passed on June 21st, which allows us to maintain a seat in the upcoming course. Obtaining this certification will allow the city to be less dependent on our IGA with Columbia County to perform these limited commercial plumbing installations.



265 Strand Street, St. Helens, OR 97051
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www.sthelensoregon.gov

Projects

Here are some of the projects going on around the city:

St. Helens High School- Structural portion of the addition from building A and B are complete.

Broad Leaf Arbor Apartments- 4 building (3 residential and 1 commercial) have been obtained occupancy

John Gumm School – Plan review is complete.

Crooked Creek – Construction underway. Owner is making several major repairs to the building.

12th Street Mixed Used – Building frame is erected. MEP and site work being performed.

Burger King – Framing completed and approved.

Columbia Hills Retirement – Construction is underway. Building is dried in.

Sand Island – Framing of the cabins and picnic shelter is complete. Project has been paused as potable water and sanitation is being developed on the island.

What's Next

Beyond keeping up with daily services, in the second part 2023, I will be attending the SPI class 2 days a week for 12-14 weeks beginning in August.

Please let me know if you have any comments or questions.

Thank you

Michael De Roia
 Building Official
 City of St. Helens, OR
 Office: 503-366-8228
 Fax: 503-397-4016
mderoia@sthelensoregon.gov





Building Reviews Completed

CITY OF ST. HELENS

2
St. Helens
503-397-6272
FAX: 503-397-4016

Item #2.

www.sthelensoregon.gov

1/1/2023-6/30/2023

buildingsafety@sthelensoregon.gov

		Bird	Darroux	Davis	De Roia	Dimsho	Elder	Ford	Graichen	Hansen	Hicks	Sullivan	Underwood	Total
Commercial	Additional Review	2				19	1		2					24
	Building Review			2	54					1	19	1		77
	Fire Review				1									1
	Infrastructure Review						11						1	12
	Mechanical Review			1	3							1		5
	Planning Review			1		16			9					26
	Plumbing Review									4				4
	Site Review	6	1					2					1	10
	Total	8	1	4	58	35	12	2	11	5	19	2	2	159
Residential	Additional Review	2	4			1								7

		Bird	Darroux	Davis	De Roia	Dimsho	Elder	Ford	Graichen	Hansen	Hicks	Sullivan	Underwood	Total
Residential	Building Review				2						26	1		29
	Infrastructure Review						7							7
	Planning Review					17			2					19
	Plumbing Review			1										1
	Site Review	5	1										1	7
	Total	7	5	1	2	18	7		2		26	1	1	70
Total		15	6	5	60	53	19	2	13	5	45	3	3	229

PERMITS ISSUED SUMMARY

Item #2.

Report parameters:

Date start from 1/1/2023 to 6/30/2023

Minimum valuation is \$0.00

Record type	Permits issued	Fees paid	Job value
Residential Demolition	1	\$277.11	\$0.00
Commercial Plumbing	17	\$8,951.59	\$116,817.62
Commercial Alarm or Suppression Systems	17	\$8,460.24	\$264,379.13
Residential Site Development	1	\$146.44	\$0.00
Commercial Revision	3	\$201.21	\$0.00
Residential Mechanical	83	\$9,603.93	\$625,916.82
Commercial Structural	31	\$278,403.95	\$4,673,034.98
Commercial Mechanical	21	\$11,109.42	\$467,660.29
Commercial Deferred Submittal	9	\$2,994.39	\$302,681.00
Residential Plumbing	28	\$5,272.80	\$68,111.00
Residential 1 & 2 Fam Dwelling (New Only) Limited	1	\$26,399.13	\$242,840.41
Commercial Site Development	2	\$8,231.53	\$0.00
Residential Structural	22	\$16,979.14	\$790,350.68
<hr/>			
Overall summary			
Total	236	\$377,030.88	\$7,551,791.93



3rd Party Provider Report

CITY OF COLUMBIA CITY

1840 S

Item #2.

Columbia City, OR 97018

503-397-4010

FAX: 503-366-2870

www.columbia-city.org

1/1/2023 00:00:00 - 6/30/2023 23:59:59

bldg@columbia-city.org

		Columbia City	St. Helens	Total
191-21-000010-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	\$-7.56		\$-7.56
	Technology Fee	\$-3.15		\$-3.15
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$10.71		\$10.71
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$0.63		\$0.63
	City Permit Administration Fee	\$5.25	\$15.75	\$21.00
	Technology Fee	\$4.73		\$4.73
	Mechanical permit reinstatement fee - enter permit amount	\$7.88	\$23.63	\$31.50
	Total	\$18.49	\$39.38	\$57.86
191-21-000070-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$-71.75		\$-71.75
	Technology Fee	\$-30.86		\$-30.86
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$71.75		\$71.75
	Inspection for which no fee is specifically indicated - structural	\$7.72	\$23.15	\$30.86
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$11.63		\$11.63
	Inspection for which no fee is specifically indicated - structural	\$16.52	\$49.55	\$66.06
	Technology Fee	\$33.77		\$33.77
	Total	\$38.77	\$72.69	\$111.46
191-22-000101-MECH-01	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Clothes dryer exhaust	\$2.32	\$6.96	\$9.28
	Mini split system	\$3.10	\$9.29	\$12.39

		Columbia City	St. Helens	Total
191-22-000101-MECH-01	Technology Fee	\$0.79	\$2.36	Item #2.
	Ventilation fan connected to single duct	\$4.64	\$13.92	\$18.56
	Balance of minimum permit fees - mechanical	\$3.37	\$10.12	\$13.49
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Range hood/other kitchen equipment	\$2.32	\$6.96	\$9.28
	Total	\$34.60	\$81.11	\$115.71
191-22-000102-STR	Technology Fee	\$11.34	\$34.01	\$45.35
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$106.89		\$106.89
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$222.68	\$668.05	\$890.73
	Total	\$351.41	\$733.56	\$1,084.97
191-22-000103-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$45.15	\$135.44	\$180.58
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$434.72		\$434.72
	Commercial mechanical permit (based on mechanical job value)	\$905.67	\$2,717.01	\$3,622.68
	Total	\$1,396.04	\$2,883.95	\$4,279.98
191-23-000001-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Heat pump	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000002-STR	Structural plan review fee	\$59.50	\$178.49	\$237.98
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00

		Columbia City	St. Helens	Total
191-23-000002-STR	CET - St Helens SD 502 - Admin Fee - Res Use	\$8.35		Item #2.
	Technology Fee	\$4.85	\$14.54	\$19.38
	Land Use Plan Review - Residential	\$25.00		\$25.00
	CET - St Helens SD 502 - Res Use	\$200.45		\$200.45
	Structural building permit fee	\$91.53	\$274.60	\$366.13
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$43.94		\$43.94
	Technology Fee	\$-4.85	\$-14.54	\$-19.38
	Technology Fee	\$4.85	\$14.54	\$19.38
	CET - St Helens SD 502 - Res Use	\$16.70		\$16.70
	CET - St Helens SD 502 - Admin Fee - Res Use	\$9.05		\$9.05
	Total	\$469.86	\$499.12	\$968.98
191-23-000002-STR-REV-01	Technology Fee	\$0.72	\$2.15	\$2.87
	Structural - additional plan review per hour	\$23.94	\$71.82	\$95.76
	Total	\$24.66	\$73.97	\$98.63
191-23-000003-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000005-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39

		Columbia City	St. Helens	Total
191-23-000005-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		
	Total	\$34.60	\$81.11	\$115.71
191-23-000006-STR	Structural plan review fee	\$105.09	\$315.28	\$420.37
	Land Use Plan Review - Residential	\$25.00		\$25.00
	Technology Fee	\$8.32	\$24.95	\$33.27
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$77.61		\$77.61
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$161.68	\$485.05	\$646.73
	Total	\$388.20	\$856.78	\$1,244.98
191-23-000007-MECH	Air handling unit of up to 10,000 cfm	\$3.10	\$9.29	\$12.39
	Heat pump	\$3.10	\$9.29	\$12.39
	Technology Fee	\$0.79	\$2.36	\$3.15
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Total	\$34.60	\$81.11	\$115.71
191-23-000009-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Heat pump	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000010-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15

		Columbia City	St. Helens	Total
191-23-000010-MECH	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	Item #2.
	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000011-INV	Structural investigation fee	\$62.50	\$187.50	\$250.00
	Technology Fee	\$1.88	\$5.63	\$7.50
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$30.00		\$30.00
	Total	\$94.38	\$193.13	\$287.50
191-23-000012-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$1.51	\$4.54	\$6.05
	Water closet	\$13.30	\$39.90	\$53.20
	Sink/basin/lavatory	\$13.30	\$39.90	\$53.20
	Tub/shower/shower pan	\$13.30	\$39.90	\$53.20
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$19.15		\$19.15
	Total	\$71.06	\$155.74	\$226.80
191-23-000013-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.39	\$37.17	\$49.56
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	Oil tank/gas/diesel generators	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000014-STR	Land Use Plan Review - Residential	\$25.00		\$25.00

		Columbia City	St. Helens	Total
191-23-000014-STR	Structural plan review fee	\$18.31	\$54.94	Item #2.
	Total	\$43.31	\$54.94	\$98.25
191-23-000015-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000016-DWL	Structural plan review fee	\$214.22	\$642.67	\$856.89
	Sanitary sewer - (New Res) Total linear feet	\$8.73	\$26.19	\$34.92
	Water service - (New Res) Total linear feet	\$8.73	\$26.19	\$34.92
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Clothes washer	\$6.65	\$19.95	\$26.60
	Dishwasher	\$6.65	\$19.95	\$26.60
	Sink/basin/lavatory	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$95.15		\$95.15
	Clothes dryer exhaust	\$2.32	\$6.96	\$9.28
	Range hood/other kitchen equipment	\$2.32	\$6.96	\$9.28
	Structural building permit fee	\$329.57	\$988.72	\$1,318.29
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	CET - St Helens SD 502 - Admin Fee - Res Use	\$43.44		\$43.44
	CET - St Helens SD 502 - Res Use	\$1,042.61		\$1,042.61
	SDC - Transportation - ADU	\$1,830.00		\$1,830.00
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56

		Columbia City	St. Helens	Total
191-23-000016-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$158.19		
	Technology Fee	\$23.05	\$69.14	\$92.19
	SDC - Sewer 3/4 in meter - St Helens ADU	\$1,646.80		\$1,646.80
	SDC - Sewer 3/4 in meter - Columbia City ADU	\$649.20		\$649.20
	SDC - Water 3/4 in meter - ADU	\$1,716.80		\$1,716.80
	SDC - Storm Drainage - ADU	\$155.35		\$155.35
	SDC - Parks - ADU	\$807.57		\$807.57
	Ductwork – no appliance/fixture	\$3.10	\$9.29	\$12.39
	Balance of minimum permit fees - mechanical	\$4.92	\$14.75	\$19.66
	Mini split system	\$3.10	\$9.29	\$12.39
	Total	\$8,944.00	\$2,373.98	\$11,317.97
191-23-000017-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Backflow preventer	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000018-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Air conditioner	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000019-MECH	Commercial mechanical permit (based on mechanical job value)	\$29.11	\$87.34	\$116.45

		Columbia City	St. Helens	Total
191-23-000019-MECH	Mechanical plan review	\$18.92	\$56.77	Item #2.
	Technology Fee	\$1.76	\$5.27	\$7.02
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$13.97		\$13.97
	Total	\$74.26	\$180.87	\$255.13
191-23-000020-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$13.43	\$40.29	\$53.72
	Ventilation fan connected to single duct	\$2.32	\$6.96	\$9.28
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000021-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	Heat pump	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000022-MECH	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace/burner including duct work/vent/liner	\$3.10	\$9.29	\$12.39
	Technology Fee	\$0.79	\$2.36	\$3.15
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22

		Columbia City	St. Helens	Total
191-23-000022-MECH	Total	\$34.60	\$81.11	Item #2.
191-23-000023-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$2.51	\$7.53	\$10.04
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$35.11		\$35.11
	Water closet	\$19.95	\$59.85	\$79.80
	Sink/basin/lavatory	\$33.25	\$99.75	\$133.00
	Tub/shower/shower pan	\$13.30	\$39.90	\$53.20
	Clothes washer	\$6.65	\$19.95	\$26.60
	Total	\$121.27	\$258.48	\$379.75
191-23-000024-STR	Land Use Plan Review - Residential	\$25.00		\$25.00
	Structural plan review fee	\$24.31	\$72.92	\$97.23
	Technology Fee	\$2.17	\$6.50	\$8.66
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$37.40	\$112.19	\$149.58
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$17.95		\$17.95
	Total	\$117.32	\$223.10	\$340.42
191-23-000025-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.39	\$37.17	\$49.56
	Gas or wood fireplace/insert	\$3.10	\$9.29	\$12.39
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000026-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00

		Columbia City	St. Helens	Total
191-23-000026-MECH	Technology Fee	\$0.79	\$2.36	Item #2.
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Air conditioner	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000027-STR	Structural plan review fee	\$68.42	\$205.25	\$273.67
	Bus Lic - Non-Resident Business - Annual	\$100.00		\$100.00
	Technology Fee	\$5.53	\$16.58	\$22.10
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$105.26	\$315.77	\$421.03
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$50.52		\$50.52
	Total	\$340.22	\$569.10	\$909.32
191-23-000028-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$13.43	\$40.29	\$53.72
	Attic/crawl space fans	\$2.32	\$6.96	\$9.28
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000029-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$15.49	\$46.46	\$61.95
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71

		Columbia City	St. Helens	Total
191-23-000030-MECH	City Permit Administration Fee	\$10.50	\$31.50	Item #2.
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Air conditioner	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000035-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Air conditioner	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000036-MECH-01	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Water heater	\$2.32	\$6.96	\$9.28
	Technology Fee	\$0.79	\$2.36	\$3.15
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Balance of minimum permit fees - mechanical	\$13.43	\$40.29	\$53.72
	Total	\$34.60	\$81.11	\$115.71
191-23-000036-PLM	Water heater	\$6.65	\$19.95	\$26.60
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Technology Fee	\$0.79	\$2.36	\$3.15
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71

		Columbia City	St. Helens	Total
191-23-000038-MECH	City Permit Administration Fee	\$10.50	\$31.50	Item #2.
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Air conditioner	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000039-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-23-000040-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$1.41	\$4.22	\$5.62
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$17.44		\$17.44
	Primer	\$6.65	\$19.95	\$26.60
	Backflow preventer	\$6.65	\$19.95	\$26.60
	Catch basin or area drain	\$6.65	\$19.95	\$26.60
	Sanitary sewer - Total linear feet	\$16.38	\$49.15	\$65.53
	Total	\$65.68	\$144.71	\$210.39
191-23-000042-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Technology Fee	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40

		Columbia City	St. Helens	Total
191-23-000042-PLM	Tub/shower/shower pan	\$6.65	\$19.95	
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
Total for All Records		\$13,423.85	\$11,341.29	\$24,765.14

Item #2.

07/11/2023



Building Data Request Information

CITY OF COLUMBIA CITY

1840

Item #2.

Columbia City, OR 97018

503-397-4010

FAX: 503-366-2870

For 01/01/2023 through 6/30/23

www.columbia-city.org

bldg@columbia-city.org

Permit Type	Count	Valuation
Commercial Mechanical	2	
Commercial Plumbing	1	
Commercial Structural - Other	1	\$100,000.00
Residential Mechanical	22	
Residential Plumbing	6	
Residential Structural - New 1 and 2 Family	1	\$183,731.77
Residential Structural - Other	4	\$126,350.36

Inspections:	Count
Commercial Mechanical Inspection	1
Commercial Plumbing Inspection	1
Commercial Structural - Other Inspection	2
Residential Mechanical Inspection	39
Residential Plumbing Inspection	15
Residential Structural - Other Inspection	32

Report Description:

Permits Types Included:

Records Types Include: Residential Manufactured Dwelling, Commercial Alarm or Suppression Systems, Residential Electrical Limited Energy, Residential Electrical Renewable Energy, Residential Electrical, Commercial Electrical Limited Energy, Commercial Electrical Renewable Energy, Commercial Electrical, Residential Mechanical, Commercial Mechanical, Residential Plumbing, Commercial Plumbing, Residential Phased Project, Commercial Phased Project, Residential Structural, Commercial Structural, 1 & 2 Family Dwelling, Residential Sign, Commercial Sign

Permits Issued Portion

The First_Issued_Date must fall between the Start and End Dates

Permit Status must not be Void or Withdrawn

Permit must have a applied payment for at least one Building State Surcharge

Categorization Process:

1. Permits are categorized as Commercial and Residential (using b1_per_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based on the Surcharge fee paid (1 & 2 Fam Dwelling will count in multiple categories)
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction

Inspections Portion (Inspection Trips Completed)

The Inspection Completed Date must fall between the Start and End Dates

The Inspection Status must be 'Insp Completed' with a Result of 'Accepted', 'Approved', 'Approved with Conditions' or 'Not Required' OR Inspection Status must be 'Insp Cancelled' with a Result of 'Denied', 'Information Only', 'No Access' 'Not Ready', or 'Partial'

Inspections must have starting numbers between 1000 and 5999 or 6900 and 6999 or 8000 and 8999

Categorization Process:

1. Permits are categorized as Commercial and Residential (using b1_per_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based the beginning number of the inspection
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction

Item #2.

STATE OF OREGON**MEMO****BUILDING CODES DIVISION****MARCH 13, 2023**

To: Oregon Building Officials

From: Stephen Simms, Training and Outreach Manager

Subject: Specialized Certification Courses (Plumbing and Electrical), Pre-exam Requirements

To all Oregon Building Officials:

This memo is a follow-up to the information shared in an email to you dated December 15, 2022 regarding seating opportunities for the 2023 Inspector Training courses. The Building Codes Division Inspector Training program (division) provided information about changes to the prequalification requirements for the specialized electrical and plumbing courses, and the implementation of a qualification exam required to be taken by residential inspectors who wish to enroll in the specialized courses.

[OAR 918-098-1570](#) Specialized Plumbing Inspector Certification and [OAR 918-098-1580](#) Specialized Electrical Inspector Certification both state a person who seeks certification must:

1. Hold a valid Oregon Code Certification as a one- and two family or residential inspector;
2. Must have been employed as a residential certified inspector and performed inspections as one- and two-family residential inspector for a minimum of one year prior to applying for a specialized inspector certification;
3. Complete a specialized inspection training program that meets the minimum requirements established by the division.

In 2012, with the permission of the respective Plumbing and Electrical Boards, the division established the residential plumbing and electrical training courses to help fill a need in Oregon for residential inspectors, bypassing the requirement to be a licensed journeyman plumber, journeyman electrician or supervising electrician. This was, and remains the goal: to increase the number of certified inspectors in Oregon.

The division's intention and goal is to uphold its agreement with the boards; to train individuals who are not licensed trade workers and help them become highly qualified inspectors. In order to reach this goal, the division is implementing a qualification exam for inspectors seeking to register in the specialized courses. The examination will cover material from the residential certification courses and is designed to ensure that applicants have retained the necessary residential inspection information that would be required to pass the specialized course. This exam is required to be taken and passed with the state score of 75% or higher in order to participate in a specialized inspector training course.

- Exam is free to those who qualify to sit for the exam
- Application will be provided by division
- Applicants will submit their application to division
- Applicants will receive letter of approval by mail to test at their choice of proctored location
- Applicants will have 60-days from the date of their approval letter to test

Oregon Building Officials

March 6, 2023

Page 2

- Applicants who passes exam with a score of 75% or higher will receive information to register for the specialized course they are on the wait list to attend
- Applicants who fail the exam will have a 60-day wait before re-testing and will be given the recommendation to utilize that time to work with their Building Official and A-Level inspector on residential inspection knowledge and skills.
- Applicants already registered to attend the spring 2023 specialized electrical course will be given a waiver to re-test within two weeks should they fail the first exam in order to help facilitate their approval and participation in the course.

Thank you for your understanding and your support in helping your staff come the best inspector possible. Dana Fischer will be reaching out to those who are registered to attend upcoming specialized courses, providing the testing requirements and opportunity. Please communicate to your Assistant Building Official and staff about these changes. Feel free to contact me with any questions.

Stephen Simms, Training and Outreach Manager
State of Oregon Building Codes Division
stephen.simms@dcbs.oregon.gov
503-378-2827 or cell 503-871-9270



From: [FISCHER Dana C * DCBS](#) on behalf of [DCBS BCDTraining * DCBS](#)
To: [Mike DeRoia](#)
Subject: [External] SPI Pre-exam score
Date: Thursday, June 22, 2023 12:53:55 PM

Hi Mike,
Good news! You passed the SPI pre-exam with a score of 95%.

Fantastic!
Dana

Training Program
training.bcd@dcbs.oregon.gov
Building Codes Division
Office: 503.373.7974
<http://www.oregon.gov/bcd/inspector-training>

Dana Fischer, Training Coordinator | Cell: 971.301.1869 | M-TH 6am-5pm (off on Fridays)

Nick Armstrong, Administrative Support | Cell: 971-375-5666 | M-F



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Inspections

Item #2.

Menu	Manage Inspections	Delete	Search	Route Sheet	Show Locations on Map	View Log	Reports	Help	My Filters	--Select--
Showing 1-20 of 62										
<input type="checkbox"/>	<u>Inspection Type</u>		<u>Address</u>		<u>Record Number</u>		<u>Status</u>		<u>Record Type</u>	<u>Inspect</u>
<input type="checkbox"/>	3999 Final Plumbing		71 COWLITZ ST, ST HELENS, O...		749-22-000253-PLM		Denied		Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3500 Rough Plumbing		71 COWLITZ ST, ST HELENS, O...		749-22-000253-PLM		Denied		Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3999 Final Plumbing		75 SHORE DR, ST HELENS, OR ...		749-23-000083-PLM		Approved		Commercial Plumbing	Josh Hansen
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<input type="checkbox"/>	3500 Rough Plumbing		405 N COLUMBIA RIVER HWY, S...		749-22-000392-PLM-01		Approved		Commercial Plumbing	Josh Hansen
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Page <div><div>1</div><div>of 4</div></div> <div><div><</div><div>></div></div>										

Inspections

Item #2.

Menu	Manage Inspections	Delete	Search	Route Sheet	Show Locations on Map	View Log	Reports	Help	My Filters	--Select--
Showing 21-40 of 62										
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Page <input type="text" value="2"/> of 4 <input type="button" value="←"/> <input type="button" value="→"/>										

Inspections

Item #2.

Menu

Manage Inspections

Delete

Search

Route Sheet

Show Locations on Map

View Log

Reports

Help

My Filters

--Select--

Showing 41-60 of 62

<input type="checkbox"/>	<u>Inspection Type</u>	<u>Address</u>	<u>Record Number</u>	<u>Status</u>	<u>Record Type</u>	<u>Inspect</u>
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<input type="checkbox"/>	3770 Fire Sprinkler System	2250 GABLE RD, ST HELENS, O...	749-21-000237-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3999 Final Plumbing	2274 COLUMBIA BLVD, ST HELE...	749-23-000173-PLM	Approved	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3410 Rain Drains	2375 GABLE RD, ST HELENS, O...	749-22-000155-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3200 Sanitary Sewer	2375 GABLE RD, ST HELENS, O...	749-22-000155-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3500 Rough Plumbing	2375 GABLE RD, ST HELENS, O...	749-22-000272-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3500 Rough Plumbing	2375 GABLE RD, ST HELENS, O...	749-22-000272-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3410 Rain Drains	2375 GABLE RD, ST HELENS, O...	749-22-000272-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3500 Rough Plumbing	2375 GABLE RD, ST HELENS, O...	749-22-000272-PLM	Partial	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3500 Rough Plumbing	58646 MCNULTY WAY, BLDG# N S...	749-23-000082-PLM	Partial	Commercial Plumbing	Josh Hansen

Page 3 of 4<>

Inspections

Item #2.

[Menu](#)[Manage Inspections](#)[Delete](#)[Search](#)[Route Sheet](#)[Show Locations on Map](#)[View Log](#)[Reports](#)[Help](#)[My Filters](#)

--Select--

Showing 61-62 of 62

<input type="checkbox"/>	-----Inspection Type-----	-----Address-----	-----Record Number-----	Status	-----Record Type-----	-----Inspect
<input type="checkbox"/>	3650 Shower Pan	58646 MCNULTY WAY, BLDG# N S...	749-23-000082-PLM	Approved ...	Commercial Plumbing	Josh Hansen
<input type="checkbox"/>	3999 Final Plumbing	58646 MCNULTY WAY, BLDG# N S...	749-23-000082-PLM	Denied	Commercial Plumbing	Josh Hansen

Page

4

 of 4

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Inspections

Item #2.

Menu	Manage Inspections	Delete	Search	Route Sheet	Show Locations on Map	View Log	Reports	Help	My Filters	--Select--
Showing 1-7 of 7										
<input type="checkbox"/>	<u>Inspection Type</u>	<u>Address</u>	<u>Record Number</u>	<u>Status</u>	<u>Record Type</u>	<u>Inspect</u>				
<input type="checkbox"/>	2999 Final Mechanical	164 LITTLE ST, ST HELENS, O...	749-21-000282-MECH-01	Approved	Commercial Mechanical	Don VanDome				
<input type="checkbox"/>	2300 Rough Mechanical	405 N COLUMBIA RIVER HWY, S...	749-22-000392-MECH-01	Cancelled	Commercial Mechanical	Don VanDome				
<input type="checkbox"/>	2910 Progress Inspection	800 PORT AVE, ST HELENS, OR...	749-22-000255-MECH	Approved	Commercial Mechanical	Don VanDome				
<input type="checkbox"/>	2999 Final Mechanical	1571 COLUMBIA BLVD, ST HELE...	749-22-000256-MECH	Not Ready	Commercial Mechanical	Don VanDome				
<input type="checkbox"/>	2520 Duct Work	2250 GABLE RD, BLDG# A ST HE...	749-21-000180-MECH-01	Partial	Commercial Mechanical	Don VanDome				
<input type="checkbox"/>	2300 Rough Mechanical	2250 GABLE RD, BLDG# A ST HE...	749-21-000180-MECH-01	Partial	Commercial Mechanical	Don VanDome				
<input type="checkbox"/>	2420 Hydronic Piping	2375 GABLE RD, ST HELENS, O...	749-22-000273-MECH	Partial	Commercial Mechanical	Don VanDome				
Page <input type="text" value="1"/> of 1 <input type="button" value="Previous"/> <input type="button" value="Next"/>										

BUILDING REPORT JAN-JUN 2023



Workload



Building Data Request Information

For 01/01/2023 through 6/30/23

CITY OF ST. HELENS
265 Strand St.
St. Helens, OR 97051
503-397-6272
FAX: 503-397-4016

www.sthelensoregon.gov

buildingsafety@sthelensoregon.gov

Permit Type	Count	Valuation
Commercial Mechanical	21	\$467,660.29
Commercial Plumbing	21	
Commercial Structural - New	5	\$486,705.12
Commercial Structural - Other	41	\$4,360,708.99
Residential Mechanical	92	
Residential Plumbing	34	
Residential Structural - New 1 and 2 Family	1	\$242,840.41
Residential Structural - Other	21	\$789,350.68
Residential Structural Non-Classified	1	\$1,000.00

Inspections:	Count
Commercial Mechanical Inspection	128
Commercial Plumbing Inspection	102
Commercial Structural - New Inspection	117
Commercial Structural - Other Inspection	101
Commercial Structural Non-Classified	65
Residential Electrical Inspection	1
Residential Mechanical Inspection	158
Residential Plumbing Inspection	150
Residential Structural - Multi-Family Inspection	432
Residential Structural - New 1 and 2 Family Inspection	148
Residential Structural - Other Inspection	95
Residential Structural Non-Classified	10



www.sthelensoregon.gov

Building Reviews Completed

1/1/2023-6/30/2023

		Bird	Darroux	Davis	De Roia	Dimsho	Elder	Ford	Graichen	Hansen	Hicks	Sullivan	Underwood	Total
Commercial	Additional Review	2				19	1		2					24
	Building Review			2	54					1	19	1		77
	Fire Review				1									1
	Infrastructure Review						11						1	12
	Mechanical Review			1	3							1		5
	Planning Review			1	16				9					26
	Plumbing Review									4				4
	Site Review	6	1					2					1	10
	Total	8	1	4	58	35	12	2	11	5	19	2	2	159
Residential	Additional Review	2	4			1								7
Residential	Building Review				2						26	1		29
	Infrastructure Review						7							7
	Planning Review				17				2					19
	Plumbing Review			1										1
	Site Review	5	1										1	7
	Total	7	5	1	2	18	7		2		26	1	1	70
Total		15	6	5	60	53	19	2	13	5	45	3	3	229

Workload

PERMITS ISSUED SUMMARY

Report parameters:

Date start from 1/1/2023 to 6/30/2023

Minimum valuation is \$0.00

Record type	Permits issued	Fees paid	Job value
Residential Demolition	1	\$277.11	\$0.00
Commercial Plumbing	17	\$8,951.59	\$116,817.62
Commercial Alarm or Suppression Systems	17	\$8,460.24	\$264,379.13
Residential Site Development	1	\$146.44	\$0.00
Commercial Revision	3	\$201.21	\$0.00
Residential Mechanical	83	\$9,603.93	\$625,916.82
Commercial Structural	31	\$278,403.95	\$4,673,034.98
Commercial Mechanical	21	\$11,109.42	\$467,660.29
Commercial Deferred Submittal	9	\$2,994.39	\$302,681.00
Residential Plumbing	28	\$5,272.80	\$68,111.00
Residential 1 & 2 Fam Dwelling (New Only) Limited	1	\$26,399.13	\$242,840.41
Commercial Site Development	2	\$8,231.53	\$0.00
Residential Structural	22	\$16,979.14	\$790,350.68
<i>Overall summary</i>			
Total	236	\$377,030.88	\$7,551,791.93



Building Codes Division

Better Buildings for Oregon



2022 Oregon Structural Specialty Code (OSSC)

Effective Oct. 1, 2022 with a *6-month phase-in period

Mandatory April 1, 2023

*During the phase-in period, use of the 2019 OSSC or the 2022 OSSC is permitted.

The 2022 OSSC is based on the 2021 International Building Code (IBC), the 2021 International Fire Code (IFC) new construction provisions and the 2021 International Existing Building Code (IEBC).

2022 Oregon Mechanical Specialty Code (OMSC)

Effective: Oct. 1, 2022 with a *3-month phase-in period

Mandatory: Jan. 1, 2023

*During the phase-in period, use of the 2019 OMSC or the 2022 OMSC is permitted.

The 2022 OMSC is based on the 2021 International Mechanical Code (IMC). The fuel gas provisions of Appendix C are based on the 2021 International Fuel Gas Code (IFGC).

Specialized Plumbing Inspection Course



Building Codes Division
Better Buildings for Oregon

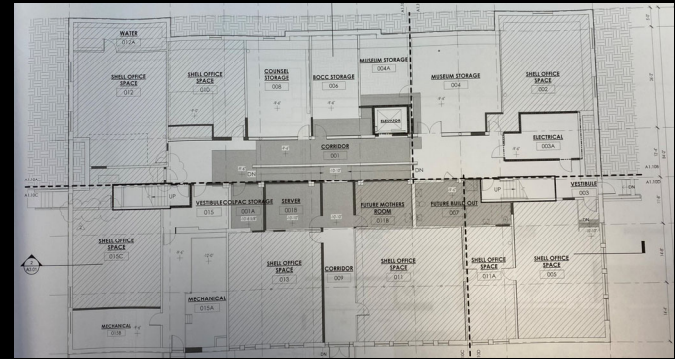
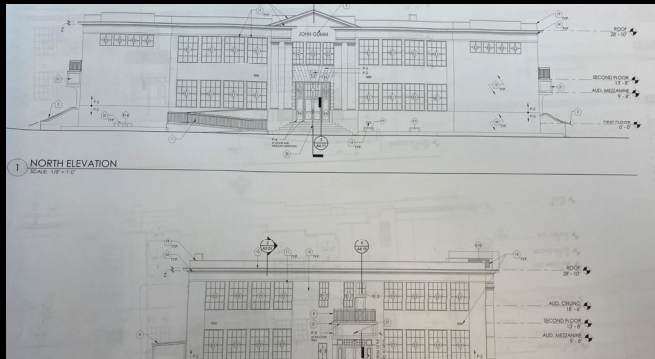
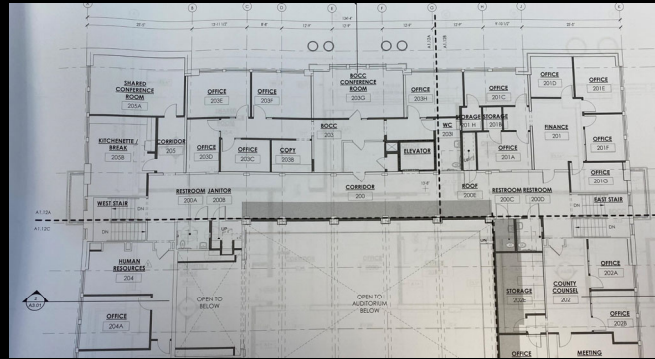
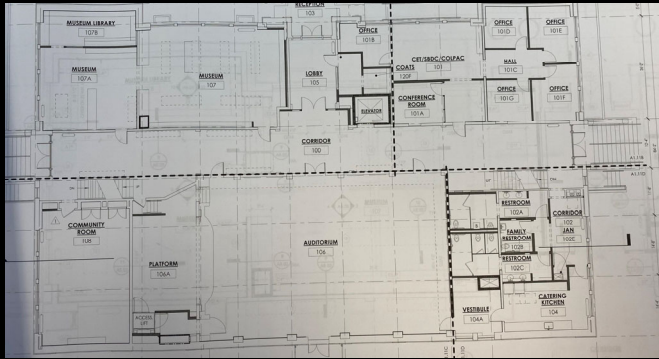


HIGH SCHOOL RENOVATION



Broadleaf Arbor Apartments

John Gumm School



Crooked Creek Brewery





12th Street Apartments

Burger King



Columbia Hills Retirement



Sand Island





St. Helens Public Library

2023 – 2028 Strategic Plan

"A library is a collection of resources in a variety of formats that is (1) organized by information professionals or other experts who (2) provide convenient physical, digital, bibliographic, or intellectual access and (3) offer targeted services and programs (4) with the mission of educating, informing, or entertaining a variety of audiences (5) and the goal of stimulating individual learning and advancing society as a whole." (p.1) – *The Librarian's Book of Lists* (Chicago: ALA, 2010), George Eberhart*

The role of the St. Helens Public Library is always evolving. No longer just a quiet building holding books, like other libraries we have become a multi-faceted community and cultural center which provides a safe, welcoming environment for all who visit and protects free speech and the expression of ideas. The framework of our mission is serving the information literacy needs of all ages.

As defined by the American Library Association, "To be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

At our library, information and content are provided using a broad range of media (e.g., books, DVDs, audiobooks, cultural passes, online resources, and the Library of Things), as well as supporting the Library community in developing their *own* information and content (e.g., creator spaces, and arts and music programs). Our community's vulnerable, marginalized populations and diverse community groups are recognized, valued by our library, and supported through targeted services.

In addition to providing face-to-face services in our building, the St. Helens Public Library brings services to community members through outreach programs (e.g., visits to preschools and senior center visits) and virtual services.

* <https://libguides.ala.org/library-definition> (retrieved 6/11/2023)

1) Heartsill Young, ed., *The ALA Glossary of Library and Information Science* (ALA, 1983)

(2) Robert S. Martin, "Libraries and Learners in the Twenty-First Century," Cora Paul Bomar Lecture, University of North Carolina at Greensboro, April 5, 2003.

(3) Deanna B. Marcum, "Research Questions for the Digital Era Library," *Library Trends* 51 (Spring 2003): 636-651.

OPPORTUNITY:

Since its inception, the St. Helens Public Library has expanded its services and programs to meet community needs. Despite its relatively small size, staffing, and resource constraints, the library “punches above its weight” by implementing cutting-edge offerings such as the Makerspace.

Use of library services and the Library’s benefit to the community is limited by lack of awareness of the types of services available; limited resources that create a barrier to use of library services for some community members; and efficacy of current modes of communication. Reevaluating and updating both communication and opportunities for library access is paramount to effectively serving everyone in our community.

The St. Helens Public Library has a growing list of events and services available to patrons, the community, and cardholders from Passport libraries from Astoria to Wilsonville. Outreach opportunities are expanding, giving access to many more options for formal and informal modes of communication. An update of the Library brand will bring it in line with current needs, (e.g., use of the logo in print, on social media, and others). Updating the brand will also offer a fresh look to our patrons and community members already aware of the Library and will attract people who may not already “see” the Library.

We must have the resources and means to transform the Library as we continue to meet and anticipate the needs of our community, to ensure that it can meet current and future needs and expand its reach to support and connect with all members of the community.

Goal 1: Develop the Library as the community's "living room."**DESIRED OUTCOMES:**

- Be a safe, neutral environment where everyone is welcomed, valued, and included.
- Act as a center for the arts.
- Serve as the community's "university" and entrepreneur hub.
- Rebrand the Library to reflect its role in the community and increase community engagement.
- Maximize service to the community, e.g., expand open hours.

Initiative #1 - Transformation plan

Develop a transformation plan for City Council consideration which reflects the evolving nature of libraries and will shape the Library to meet current and future community needs. The transformation plan will include: (1) a long-term vision for the Library including options to maximize service to the community; (2) rebranding proposal; and (3) funding considerations and options.

Initiative #2 - Facilities plan

Develop a facilities plan which identifies needed improvements to the current facility and desired features of a potential renovated or expanded facility. Consider the addition of resources that enhance community activity.

Initiative #3 - Land acknowledgment

Develop and implement a formal statement which recognizes and respects indigenous peoples as traditional stewards of the land on which the Library is situated and the enduring relationship that exists between indigenous peoples and their traditional lands.

Goal 2: Engage the community in lifelong learning.

DESIRED OUTCOMES:

- Support patrons in searching for, finding, and using information in many formats.
- Support at-home learning for parents of young children.
- Support homeschool families.
- Welcome adolescents to continue reading and learning more independently.
- Serve as a substantial source of information for high school and collegiate learners.
- Support patrons in job searching and educational opportunities.
- Support entrepreneurs and other members of the business community seeking to grow their business.
- Provide programs and services to vulnerable and marginalized members of the community.
- Ensure that programs and services reflect and support diverse community groups.
- Partner with city departments, key stakeholders, and other organizations to deliver services to the community.
- Provide resources and programs for entertainment for all ages.

Initiative #1 - Amplify information literacy for all ages

Information literacy encompasses increasing direct engagement with all ages. For children, this takes the forms of an active summer reading program, regularly scheduled programs, and outreach. For all ages, maintaining a vital and relevant collection, offering bilingual programming for all ages, and collaborating with Columbia County Historical Society to offer and promote adult programming such as visiting authors and writing workshops. These opportunities are offered by staff, volunteers, and members of the community.

Initiative #2 - Different ways of learning, engaging with ideas and information

Early childhood goals include increasing hands-on activities for infants and toddlers, hosting additional summer performances, and offering monthly themed activities for children. Goals for adults and teens include a full complement of digital and online support for those who cannot go to the Library, as well as in-person and virtual programs and other learning opportunities through the Library.

Initiative #3 - Enhance K-12 learning

Child Development support for parents will include offering literacy workshops and interactive book recommendation sessions and setting up a pop-up model environment for young children.

Continue to support homeschooling families, educators, students, and local schools, offering after-school activities, enhancing current partnerships, and developing new ones, and exploring the viability of educator and student library cards.

Initiative #4 - Engage the maker community

Support a maker community centered on the Makerspace using private and public funding sources. Partner with other organizations, e.g., PCC-OMIC and the St. Helens School District STEAM labs. Continue to evolve the Makerspace to ensure continued relevance.

Initiative #5 - Provide information, resources and (where appropriate) training to address a variety of community needs.

Assist community members in finding the information to help them meet their needs, e.g., housing, employment, social services, support for small businesses, technology access and training.

Goal 3: Enhance access to library services.

DESIRED OUTCOMES:

- Expand opportunities for community members to access library resources and travel capacity by providing mobile services, and access to services and materials outside of business hours.
- Increase communication about the availability of library services to underserved citizens.
- Build and foster community connections both face-to-face and virtually.
- Partner with local government, key stakeholders, and other organizations to deliver services to the community and develop the volunteer base.
- Communicate to community members (including Passport holders and Columbia County residents) the Library's presence outside of the Columbia Center the Library offerings and its events and special programs.

Initiative #1 - Reach out to known and potential users of library services

Identify library services useful to members of the community who do not have ready access to the Library. Create and use a wide variety of targeted information strategies relevant to all members of our community and use locations throughout the City where we are most likely to reach them to draw in new users and encourage constructive feedback. Work with the Friends of the St. Helens Public Library and other volunteers to support this effort.

Initiative #2 - Develop a volunteer base

Reach out to community partners including schools, local judicial officers, and city communications officials to solicit volunteers and increase the awareness of volunteering possibilities. Engage community members to serve as volunteers in a variety of capacities.

Initiative #3 - Reevaluate newsletter and communications for efficacy

Assess and improve the Library's online presence. Upgrade library website and consider capacity to develop a mobile application.

Initiative #4 - Evaluate feasibility of courier service

Analyze opportunities and risks to Columbia County libraries; assess staff and volunteer availability; determine geographical limitations; and develop a proposed plan for delivery of library resources to community members throughout Columbia County.

Initiative # 5 - Evaluate feasibility of a bookmobile

Reach out to determine community interest in a mobile library service; identify locations that would be best served; identify appropriate hours and time; evaluate financial and community resources necessary to begin the service; and develop a plan to implement.

Initiative # 6 - Explore options to provide services to out-of-city residents

Coordinate with the Library's City Council liaison on possible successful approaches. Determine which geographical areas are appropriate and what conditions are in use, e.g., fundraising, quarterly and annual library cards.

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS NATIONAL ACCREDITATION

MOUHAMAD ZAHER

PUBLIC WORKS DIRECTOR



WHAT IS APWA ACCREDITATION?

APWA – American Public Works Association.

APWA is an international professional association of public agencies, private sector companies and individuals dedicated to providing high-quality public works services and recognition.



WHAT IS THE PURPOSE OF ACCREDITATION?

The purpose of the APWA accreditation program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the Public Works Management Practices Manual.



APWA ACCREDITATION PROCESS



ACCREDITATION ROAD MAP



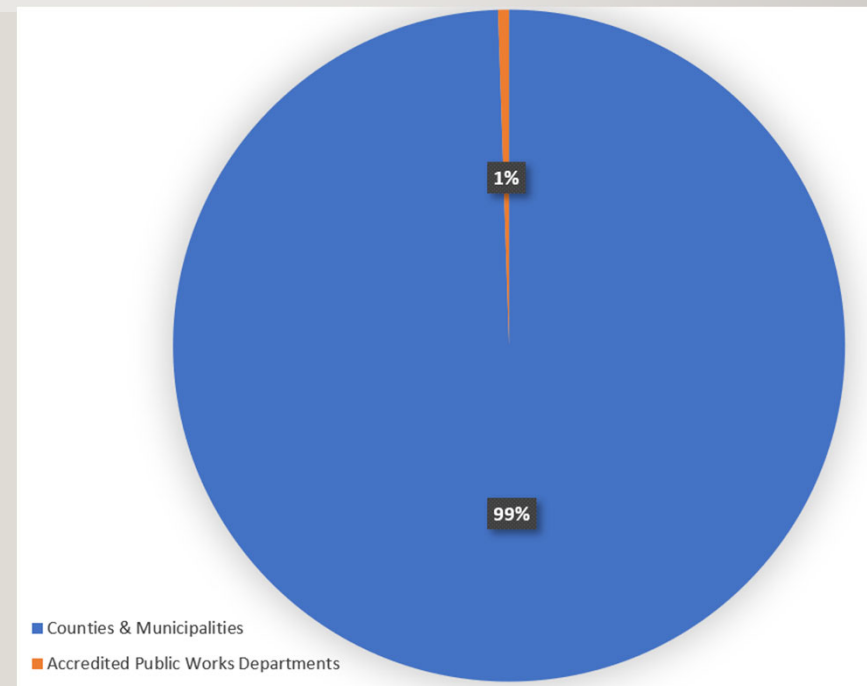
ACCREDITATION BENEFITS

- Established agency-wide culture of continuous improvement
- Improved operational performance
- Team building and staff development
- Succession planning/institutional knowledge retention
- Central location for documentation and SOPs
- Increased efficiencies/reduced duplication and wasted resources
- Justification for budget requests
- Lowering of insurance premiums
- Reduced City liability



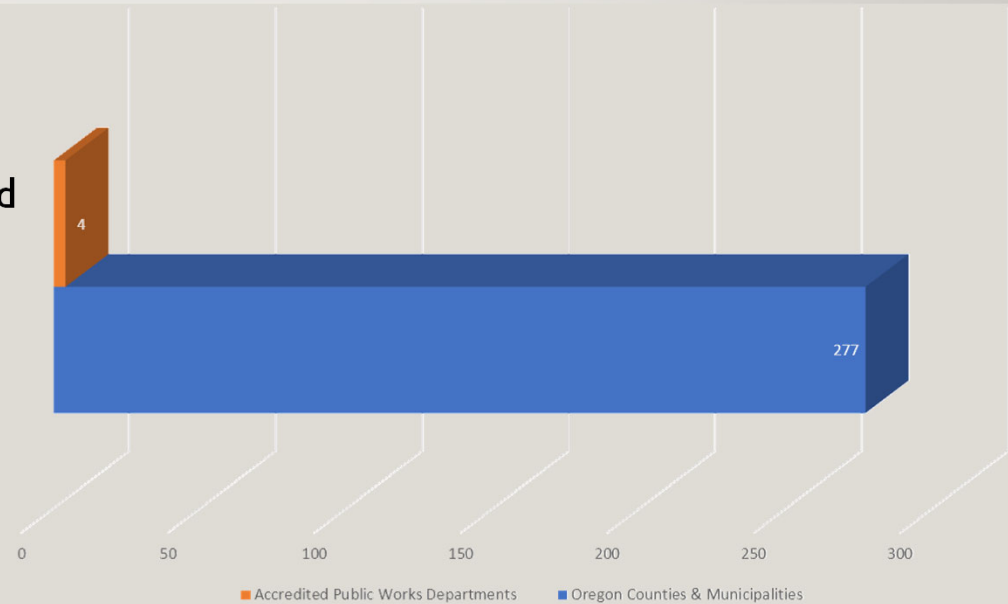
CURRENT STATUS OF ACCREDITED PUBLIC WORKS DEPARTMENTS IN THE UNITED STATES

- There are more than 33,250 counties & municipalities in the US.
 - Currently, ONLY 175 Public Works agencies are accredited.



CURRENT STATUS OF ACCREDITED PUBLIC WORKS DEPARTMENTS IN OREGON

- 241 cities and 36 counties in Oregon.
- Only 4 PW Agencies are accredited
 - Eugene, Salem, West Linn, Beaverton.

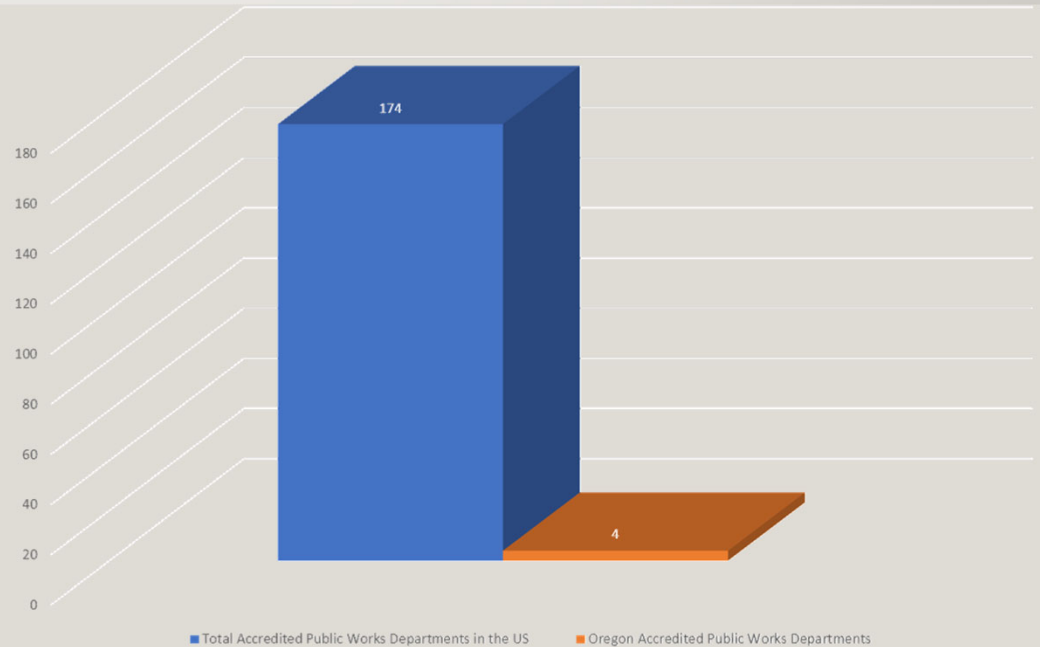


ACCREDITED AGENCIES COMPARISON: OREGON VS NATION WIDE

174 accredited public works agencies in the United States

Only 4 in Oregon

- Eugene
- Beaverton
- Salem
- West Linn



Public Works Department

WHERE WE ARE TODAY?

- Awarded official letter to move forward.
- 3-year process.
- 1 year goal to achieve accreditation.
- Deadline to certify July 2024





THANK YOU



Public Works Department



16790 N.E. Mason St. Suite 100
Portland, OR 97230
503.926.3121 • mckinstry.com

Item #5.

June 26th, 2023

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

RE: Selection of McKinstry through Cooperative Purchasing Agreement – OMNIA

Dear John,

Thank you for selecting McKinstry Essention to work with you and the city as their Energy Service Company (ESCO) partner. One of the first things McKinstry will work towards is the competitive Planning grant for the new Public Safety Building in St. Helens, Oregon. The planning grant is a competitive program for public entities to apply for solar and microgrid technology dollars to assist in the feasibility and planning of these type of systems for public entities in the State of Oregon. The program is offered through the State of Oregon Department of Energy. It is the Clean Renewable Energy Program (CREP) grant.

The second phase of this program will be for the construction of these types of systems for cities that can be awarded dollars through a competitive process. We are excited to work with the design, construction team and owner representative (City) and apply for these grants.

The City of St. Helens has elected to use the OMNIA Cooperative agreement in procuring and selecting their Energy Savings Performance Contracting partner – McKinstry Essention.

McKinstry's OMNIA contract number is 1158. The lead agency is the Port of Portland. When the Port of Portland went out for an RFQ for Energy Savings Performance Contracting they included every public entity in the State of Oregon that has its unique OMNIA number. The City of St. Helens OMNIA contract number is **4028844**.

If you have any questions or concerns, please do not hesitate to contact me, and let me know how I can help in any way. Thank you for the opportunity to work with the City of St. Helens.

Sincerely

Joe O'Donnell
Business Development Manager
McKinstry Essention
joeo@mckinstry.com



Delivering Outcomes That Matter To You

ABOUT MCKINSTRY

We're a national leader in designing, constructing, operating and maintaining high-performing buildings. From new construction and ongoing operations to adaptive reuse and energy retrofits, we provides a single point of accountability across the entire building lifecycle. McKinstry focuses on people and outcomes to ensure the built environment serves owners, operators and occupants alike. McKinstry is your trusted partner *for the life of your building*.

SERVICES

- Facility Assessments
- Energy Retrofits
- Commissioning
- Energy Management
- Renewables
- Street Lighting

CLIENTS

- K-12 Schools
- Higher Education
- City and County Governments

CONTRACT INFORMATION

Contract Number: 1158

Lead Agency: Port of Portland

Phone Number: 855.831.1201

Email: andrewwi@mckinstry.com

More Information:

<https://www.omniapartners.com/publicsector/contract/supplier-contracts/mckinstry>

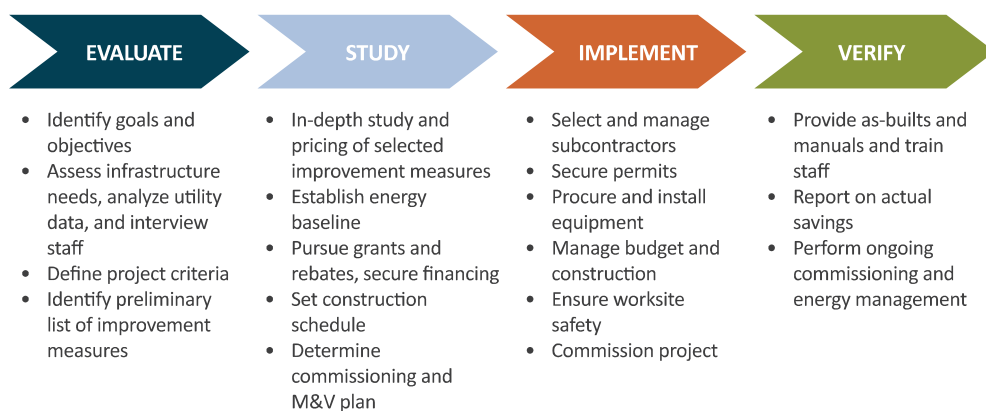
For nearly two decades, McKinstry has helped clients make critical facility improvements that save money, improve energy efficiency and assure occupant comfort as an Energy Services Company (ESCO) using the Energy Savings Performance Contract (ESPC) procurement model. With offices across the United States, we can deploy our subject matter experts who understand your unique facility needs anywhere in the country.

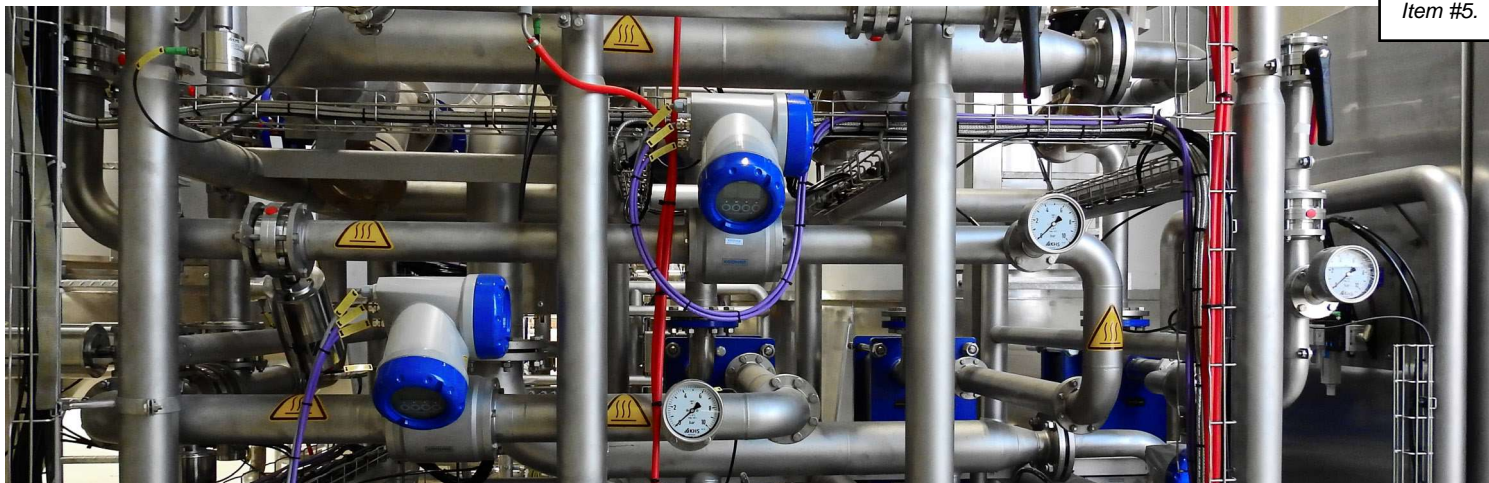
Our knowledge of the built environment has helped our clients' deliver projects that are impactful and meaningful to local communities. We provide the design, construction, and financial insight needed to reduce capital costs, increase revenue, and maximize the value of taxpayer dollars.

Our Approach

We understand and appreciate our clients have a long history working with their facilities, and we will build upon this knowledge to help ensure the right operational outcomes are achieved on each project, every time.

McKinstry approaches every ESPC project using the following process proven to yield high-quality outcomes:





BENEFITS

Scalable, Flexible Approach

Our process allows us to tailor services and scopes of work to account for uniqueness of building function and system complexity, project timing, phasing, technology needs, and budget constraints. No project is too large or too small.

The Lowest Cost Provider

Our years of multi-disciplinary experience delivering energy performance contracting services, combined with our staffs' knowledge of ongoing building operations, ensures we are cost effective for first cost, and our long-term cost is the lowest.

Vendor Neutral Service Provider

With McKinstry, you aren't deciding ahead of time to align with a specific product vendor – we focus on the right solution for you.

Get Started Today

Energy services projects can seem broad and overwhelming. Let us help you navigate your facility improvements:

Free Energy Benchmarking

McKinstry uses client data, ENERGY STAR and our own internal databases to compare your facility's energy use performance to other similar facilities to develop a rough savings potential.

Free Walk-Through Audit

Site investigations and interviews help us identify improvements that meet your financial, facility, and operational objectives.

Exclusive Re-Light America Program

LED road lighting is a cost-effective retrofit that is often overlooked. Our program to Re-light American Roadways is a turn-key solution to convert roadway lighting in our communities.

ABOUT OMNIA PARTNERS, PUBLIC SECTOR

OMNIA Partners, Public Sector is the nation's largest and most experienced cooperative purchasing organization dedicated to public sector procurement. Our immense purchasing power and world-class suppliers have produced a comprehensive portfolio of cooperative contracts and partnerships, making OMNIA Partners the most valued and trusted resource for organizations nationwide. Through the economies of scale created by OMNIA Partners, our participants now have access to an extensive portfolio of competitively solicited and publicly awarded agreements. The lead agency contracting process continues to be the foundation on which we are founded. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **McKinstry Essention, LLC** (“Contractor”).

RECITALS

A. The City is in need of personal services for **microgrid planning and preliminary design related to the OR C-REP grant award**, and Contractor represents that it is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to microgrid planning and preliminary design related to the OR C-REP grant award, and Contractor accepts such engagement. The principal contact for Contractor shall be Jon Miller, phone 503-701-0792.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on two (2) years from the date executed. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and

long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of eighteen percent (18%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to City shall become the property of City who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to City an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits City to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at City's sole risk and without liability to Contractor.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City of St. Helens
Attn: City Administrator
265 Strand Street
St. Helens OR 97051

CONTRACTOR: McKinstry Essention, LLC
 Attn: Mike Johnson
 16790 NE Mason St, Ste. 100
 Portland OR, 97230

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Insurance.

9.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

9.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of City.

9.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City may charge the cost against any moneys due Contractor hereunder or for any other contract.

9.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the City, its council members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

9.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

10.1 Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

10.1.1 If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

10.1.2 If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

10.1.3 If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

10.1.4 If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

10.1.5 If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

10.2 Breach of Agreement

10.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

10.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

10.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

10.2.4 In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

10.3 Termination for Convenience. City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

10.3.1 Either Party may terminate this agreement upon fifteen (15) days written notice to the other Party. In such a case the rights and obligations of each Party that arose prior to the termination date shall survive such termination, except that Contractor shall have no obligation to perform Work after the termination.

11. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

12. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

13. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

14. Indemnification.

14.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the City in which the City's alleged liability results

directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

14.3 Limitation of Liability. Neither Party shall be liable to the other Party for any consequential, indirect, special, incidental, exemplary, or similar damages or losses, including loss of profits, arising out of or relating to this contract, whether based in contract or tort or any other theory, even if a party has been advised of the possibility of such damages. The parties agree that the aggregate liability of Subcontractor for any damages, including contract, indemnity or otherwise, arising in any way out of the performance of this contract shall be limited to the proceeds payable by the primary insurance coverage as negotiated and required by this Agreement.

14.4 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

15. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

16. Compliance with Law.

16.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

16.2 Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

16.3 Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

16.4 Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

16.5 Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

16.6 If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to

any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

16.7 If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the City, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

16.8 Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.9 No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

16.9.1 Either:

16.9.1.1 For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

16.9.1.2 For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

16.9.2 For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

16.9.3 Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

16.10 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

16.11 All subject employers working under the Contractor are either employers

that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

16.12 All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

16.13 Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

16.14 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

16.15 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

16.16 If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

16.17 If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

16.18 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

16.19 Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.20 Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

16.21 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or

federal laws.

16.22 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.

16.23 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

17. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

18. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

19. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

20. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

21. Mediation/Dispute Resolution

21.1 Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the City of St. Helens, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of St. Helens. Venue for any litigation shall be the Circuit Court for Columbia County.

22. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

23. Records, Inspection and Audit by the City.

23.1 Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

23.2 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

23.3 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

23.4 This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

24. Force Majeure. Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

CITY:**CITY OF ST. HELENS**

Council Meeting Date: _____

Signature: _____

Print: _____

Title: _____

Date: _____

CONTRACTOR:**McKinstry Essention, LLC**

Signature: _____

Print: Dale Silha

Title: VP, Energy & Tech SVCS, PNW

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A

Scope of Work

This Scope of Work (SoW) is related to the planning effort for the Oregon Dept of Energy (ODOE) Community Renewable Energy Program (CREP) grant. The Contractor and City will work together to respond to requests for information as they arise through completion of tasks below. This collaboration is critical the success of the project.

The SOW includes:

- **Project kickoff meeting and alignment:**
 - Contractor and City discuss work outlined below and overall objectives.
 - Output:
 - Document meeting notes.
 - Set up biweekly meetings (once every two weeks) with Contractor and City.
- **Document City of St Helens Microgrid (MG) Objectives:**
 - Documenting MG objectives, intent, goals, and desired operational requirements require the Contractor and City to work closely together. The preliminary parameters created during this task are used for the remaining tasks.
 - **Output:**
 - Document RE Microgrid intent, goals, and desired operational requirements.
- **Perform Preliminary Technical Evaluation:**
 - **Output:**
 - Document loads analysis for emergency, ranked tiers by importance and list load values.
 - Document all DER's and loads, including potential future loads on the system.
- **Preliminary budget and financial constraints evaluation:**
 - **Output:**
 - ROM cost assumptions and estimates per DER and full system potential costs.
- **Technical Feasibility:**
 - **Outputs:**
 - System block diagram, system equipment location detail, MG one line drawing, and master plan outline for MG.
- **Evaluate system protection and metering needs:**
 - **Outputs:**
 - Document System protection and metering specification sheet
- **Define Utility Requirements for Interconnection**
 - **Outputs:**
 - Associated technical drawings and one line diagrams
 - Utility interconnect summary
- **Project risk review**
 - Output:
 - Outline risks associated with implementing the potential construction project.
- **Final phase Output**
 - Future construction project initial cost estimate and financial summary.
 - City of St Helens Microgrid Specifications document to include: updated system specifications, sub-system summaries, diagrams, and drawings

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured.

Certificates of Insurance shall be forwarded to:

City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.

ATTACHMENT C

Terms of Compensation

The total project budget for the Project is as follows:

Task Description	Budget
Bi Weekly Customer Meetings	\$ 19,894
Microgrid Intent & Preliminary Eng.	\$ 24,484
Develop initial cost estimate	\$ 7,132
Evaluate Financial Feasibility	\$ 1,529
Evaluate Technical Feasibility	\$ 8,148
Electrical Engineering Support	\$ 15,199
Refine cost estimate	\$ 4,839
Risk Review	\$ 4,445
Finalize Report, Schedule, & Findings	\$ 8,915
Total Project Budget:	\$ 94,585

ADDITIONAL SERVICE AGREEMENT

Between **Client** and **Mackenzie**

This **ADDITIONAL SERVICE AGREEMENT** is made as of the 5th day of June in the year 2023, by and between the following parties, for services in connection with the Project identified below:

Client:	City of St. Helens John Walsh 265 Strand Street St Helens, OR 97051
Mackenzie:	1515 SE Water Avenue, Suite 100 Portland, OR 97214
Project:	St Helens Public Safety Building - Design Update DD-CCA
Mackenzie Project Number:	2210310.05/.06

Client and **Mackenzie** agree as follows:

1. BASIS OF DESIGN

- 1.1 Basis of design is as described in attached proposal, Exhibit A.
- 1.2 In accordance with your request, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated October 13, 2021. All terms and conditions, including assumptions and exclusions, of the original agreement remain in effect unless modified in this Additional Service.

2. SCOPE OF SERVICES

- 2.1 The Scope of Services is as described in attached proposal, Exhibit A.
- 2.2 If services include submittal review, Mackenzie shall make a limited review and take appropriate action on specified Contractor's submittals. Such review shall be only for general conformance with the design concept and general compliance with the requirements of the Contract Documents. The limited review shall not include, for example, review of quantities, dimensions, weights, metal gauges, fabrication processes, construction methods, coordination of the Work, performance of equipment or systems designed by the Contractor, or construction safety precautions, all of which are the sole responsibility of the Contractor. Mackenzie's review of the specified submittals shall be limited solely to those specific

ADDITIONAL SERVICE AGREEMENT

St Helens Public Safety Building - Design Update DD-CCA

Project Number 2210310.05/.06

June 5, 2023

Page 2

Item #6.

substitutions to or deviations from the Contract Documents which the Contractor has clearly called to Mackenzie's attention and which are followed by Mackenzie's acceptance in writing. Mackenzie's review shall be conducted with reasonable promptness consistent with sound professional practices. Review of a specific item shall not indicate acceptance of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, Mackenzie shall be entitled to rely upon such certification to establish that materials, systems or equipment will meet the performance criteria required by the Contract Documents.

2.3 If services include construction contract administration, Mackenzie may visit the site at intervals Mackenzie deems appropriate to the stages of construction to become generally familiar with the progress and quality of the Work completed and to determine, in general, if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with plans and specifications and other Contract documents. However, Mackenzie shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations, Mackenzie shall keep Client informed of the progress and quality of the Work, and shall endeavor to guard company against defects and deficiencies in the Work.

2.4 Mackenzie shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequence or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. Mackenzie shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the plans and specifications. Mackenzie shall not have control over or charge of acts or omissions of any contractor, subcontractor, or agents or employees of Contractor and Subcontractors, or of any other persons performing portions of the Work.

3. EXCLUSIONS

3.1 No services are included in this agreement other than those specifically set forth in the Scope of Services. In addition to any Exclusions outlined within the project proposal (if attached), items which are specifically excluded from the Scope of Services include, but are not limited to the following: None at this time.

4. TERMS AND CONDITIONS

4.1 The Scope of Services includes Mackenzie's assistance in applying for and obtaining permits and approvals normally required by law. The Scope of Services does not include, however, the fees for permits and approvals or Mackenzie's services for the preparation of research studies, special documentation, or special tests necessary for obtaining permits and approvals. Client is responsible for payment of all governmental fees (Building Permit fees, Design Review fees, or any other fees paid to public agencies having jurisdiction over the project). In some instances, in order to expedite the project, Mackenzie may pay such fees on behalf of the Client. In such cases, Client agrees to pay Mackenzie for such fees at cost plus 10%.

ADDITIONAL SERVICE AGREEMENT

St Helens Public Safety Building - Design Update DD-CCA

Project Number 2210310.05/.06

June 5, 2023

Page 3

4.2 All other provisions of our original agreement for this project apply to these services.

5. PAYMENT

5.1 Contract Fee will be:

5.1.a 2210310.05: Lump Sum Fixed Fee of \$633,000
Design Development, Construction Documents, Permitting, and Bid Assistance Services.

5.1.b 2210310.06: Estimate of \$320,000
Construction Contract Administration (CCA) will be performed on an hourly basis in accordance with the attached Hourly Billing Rate Schedule.

5.1.c It is understood that this estimate for CCA is neither a minimum nor a maximum, but simply an estimate of the level of effort we anticipate will be required for the scope of services described. Any services performed beyond the scope of services set forth above shall be for additional fees.

5.1.d There is \$340,572 remaining from the original contract. The cost of part of these professional services will reallocate dollars from the remaining contract amount.

5.2 All fees and costs are due 30 days after they are billed, and accrue service charges of 1.5% per month beginning 45 days from date of invoice. It is specifically understood that Mackenzie may cease providing services and terminate Agreement if accounts remain unpaid 45 days from date of invoice. It is agreed that Mackenzie will not be responsible for damages which arise from such cessation or termination of services. If payment is not timely made, Client will reimburse Mackenzie for all costs or expenses reasonably incurred by Mackenzie in collecting sums due Mackenzie, including, without limitation, attorneys' fees.

ADDITIONAL SERVICE AGREEMENT

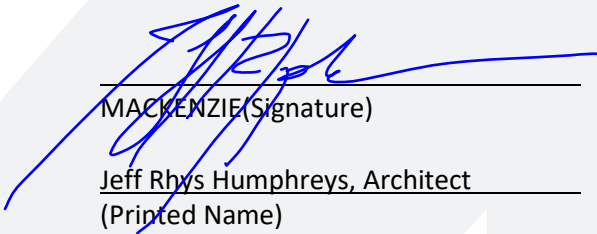
St Helens Public Safety Building - Design Update DD-CCA

Project Number 2210310.05/.06

June 5, 2023

Page 4

This **ADDITIONAL SERVICE AGREEMENT** is entered into as of the day and year first written above between **Client** and **Mackenzie**.

CLIENT(Signature)_____
(Printed Name)_____
(Title)_____
(Date Executed)

MACKENZIE(Signature)_____
Jeff Rhys Humphreys, Architect
(Printed Name)_____
Principal in Charge
(Title)_____
July 11, 2023
(Date Executed)

Enclosure(s): Exhibit A – Mackenzie proposal dated June 6, 2023, revised June 29, 2023, revised July 11, 2023

c: Accounting Department
Adrienne Linton – Mackenzie

MACKENZIE.

June 6, 2023 *(Revised June 29, 2023) (Revised July 11, 2023)*

City of St. Helens
Attention: John Walsh
265 Strand Street
St. Helens, OR 97051

Re: **St. Helens Public Safety Building – Design Update DD-CCA**
Project Number 2210310.05/.06

Dear John:

Mackenzie appreciates this opportunity, and we are pleased to present to the City of St. Helens (“Client”) the following Additional Scope of Services and fee proposal for your Public Safety Building.

Per our conversations, Mackenzie’s integrated team of design professionals will provide architectural, interior design, structural engineering, civil engineering, landscape architecture, traffic engineering, and land use planning services for the above project. We believe an integrated strategy provides a unique capacity for creative problem solving: each discipline is informed by its neighbors, with an ongoing cross-pollination of ideas and processes. Working within a well-understood team framework, colleagues with widely variable areas of experience have the opportunity to form creative partnerships and tease out solutions that aren’t obvious within the bounds of a single discipline.

Our team has been chosen specifically for their technical knowledge and design expertise related to this project type, with a demonstrated ability to successfully deliver project with a high level of client service. Our team is composed of the following staff and roles:

- Jeff Humphreys – Principal in Charge, Architect of Record
- Adrienne Linton – Project Manager | Project Architect
- Iris Wu – Architectural Designer
- Thomas Peck – Design Lead
- David Linton – Structural Engineer of Record
- Alexis Bauer – Interior Designer
- Nicole Ferreira – Landscape Architect
- Bailey Currier – Civil Engineer
- Brian Varricchione – Land Use Planner
- Brent Ahrend – Traffic Engineer

In addition, Mackenzie will retain PAE Engineering (PAE) for mechanical, electrical, plumbing, and low-voltage engineering services, and SSA Acoustics for acoustical consulting. The services are described within the following scope. See Attachment A for the PAE proposal and Attachment B for SSA Acoustics proposal.



City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 2

- Dave Williams – PAE, Mechanical/Plumbing Engineer of Record
- Jeremy Galvin – PAE, Electrical /Lighting Engineer of Record
- Ryan Sennett – PAE, Technology Designer of Record
- Andrew Comstock – PAE, Mechanical/Plumbing
- Brent Medsker – PAE, Lighting
- David Koukel – PAE, Technology
- Alan Burt – SSA Acoustics

Our Basis of Design along with our detailed Scope of Services by phase is as follows:

BASIS OF DESIGN

The following describes in detail the elements that define the basis of our proposal.

1. The following are updates to the original basis of design, as listed in our original proposal dated September 27, 2021. These updates are based on the St. Helens Public Safety Building Schematic Design Document Set dated April 3, 2023.
2. This agreement quantifies the changes and new scope that will be required for the project. There are dollars in the current agreement to cover part of the cost for these new services. There is \$340,572 remaining from the original contract (inclusive of 2210310.00/.02/22103.04). Dollars remaining from the original contract amount will be applied to the cost of these professional services. Additional dollars required to perform the work are listed in the table summary herein.
3. The new building is approximately 11,600 square feet (SF), including the covered carport, and includes 2.1 acres of site area to be developed.
4. The project is pursuing a CM/GC process. It is our understanding that the Construction Document set will be utilized for bidding and the GMP establishment. CM/GC review of the contract documents will occur concurrent to the development of the documents and with any revisions/clarifications to the documents occurring before the conclusion of the CD phase. Any substitution requests after the construction documents are complete will need to be evaluated for the amount of time to review and implement the changes so the Client can evaluate the merits of the design team reviewing the substitution request.
5. It is our understanding that the project costs and soft costs will be tracked by the Owner's Representative (OTAK) for phases DD through CCA.
6. The City of St. Helens did not require right-of-way frontage improvements for the original design (Construction Document Set dated October 20, 2022); however, in the pre-application meeting for the design update held on May 1, 2023, the City of St. Helens added the right-of-way improvements for the eastern edge of Kaster Road, between the new building driveway and Fir Street. No frontage improvements will be required to Fir Street.
7. The project budget was noted to be approximately \$12,600,000 prior to the start of the design updates. Mackenzie's Cost Estimator (CFI) put together a construction cost estimate based on the Schematic Design Package dated April 3, 2023. The projected construction value of the design is between \$8,943,558 and \$9,664,257, including Alternates 1 (add), 2 (deduct), and 3 (deduct). After projected soft costs and contingencies, the design was estimated to be between \$12,310,890 and \$13,051,696. The Mackenzie Design Team presented Value Engineering Options to the Client on May 4, 2023. The Client approved an additional approximately \$191,069 in value engineered items to bring the project budget moving forward to between \$12,119,821 and \$12,860,627. This range was accepted by the Client in the 5/4/2023 meeting and formalized in meeting minutes.

City of St. Helens
 St. Helens Public Safety Building – Design Update DD-CCA
 Project Number 2210310.05/.06
 June 6, 2023
 Page 3

SCOPE OF SERVICES

Design Development

Time Duration: 8 weeks

Provide Design Development documents based on approved Schematic Design documents dated 4/3/2023. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of plans, sections, elevations, and typical construction/finish details and may include interior equipment and/or furniture layouts.

Design Development shall include:

1. Meet remotely via “Microsoft Teams” video conference with Client to kick off design development phase services.
2. Prepare for pre-application meeting with the City of St. Helens Planning Department.
3. Attendance at the pre-application meeting by Mackenzie architect, civil engineer, and land use planner. Mackenzie will develop meeting notes from the pre-application meeting.
4. Obtain written approval from Client to proceed with Conditional Use Permit, utilizing the Schematic Drawings dated April 3, 2023, as the basis for the submittal with other documents described herein.
5. Coordinate with Client and consultants to identify and prepare/assemble land use application and supporting documents as required by Client.
6. Prepare burden of proof materials including narrative addressing approval criteria/policies, maps, and other materials necessary to describe the design intent in accordance with City of St. Helens Community Development Code.
7. Review materials including Schematic Design drawings and other materials necessary to describe the design intent in accordance with City of St. Helens Community Development Code.
8. Compile materials for Conditional Use Permit:
 - A. Application Form.
 - B. Application Fee (by Client).
 - C. Burden of proof narrative.
 - D. Design Development Drawings
 - E. Vicinity Map.
 - F. Wetland delineation report (by others).
 - G. Natural resource analysis for wetland buffer impacts (by others).
 - H. Preliminary stormwater report.
 - I. Floodplain boundary and elevation documentation (by Client’s floodplain consultant).
 - J. Floodplain cut/fill analysis.
 - K. Geotechnical report (by others).
9. Submit narrative and required supporting materials to City.
10. Monitor application through completeness review (no more than 30 days per Oregon law); revise land use narrative and provide additional materials for up to one (1) response. If deemed incomplete, assumes completeness response can be prepared (including any items from Client) within three (3) weeks of receipt of incomplete notice.
11. Review draft Conditional Use Permit decision with Client and provide recommendations to address potential issues and conditions of approval.
12. Prepare for and attend one (1) Conditional Use Permit hearing with St. Helens Planning Commission. Present the project on behalf of Client. No continuances and/or appeals included at this time.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 4

13. Monitor appeal period.
14. Review final decision with Client.
15. Review details of the decision and conditions of approval with the design team for their use incorporating it into permit drawings.
16. Re-develop preliminary building code analysis to establish type of construction, use, occupancy, required separations, exiting, preliminary fire/life/safety review, vertical circulation, shafts, plumbing criteria, etc.
17. Outline of material/finish selection specifications.
18. Develop and refine Design Development documents.
19. Issue Design Development set for Client review and CM/GC use.
20. Coordinate with CM/GC, who will complete a cost estimate, utilizing the Design Development set as the basis for the cost estimate.
21. Obtain written approval from Client to proceed with Construction Documents.

Deliverables

1. Design Development set to include the following:
 - A. Drawings identified in the 100% Schematic Design set, further developed.
 - B. Civil/Landscape Drawings:
 - I. Civil general notes.
 - II. Site and landscape details.
 - III. Landscape planting plan for the building.
 - IV. Public right-of-way drawings for three (3) frontages and a new connection to 15th (developed to 30%).
 - a. Right-of-way general notes.
 - b. Right-of-way photometrics.
 - c. Right-of-way detailing.
 - V. Further developed exterior Master Plan of the property.
 - C. Architecture/Interior Design Drawings:
 - I. Slab plans.
 - II. Exterior and interior architectural details.
 - III. Design for Stairs including sections, and details (stairs construction to be design build).
 - IV. Interior finish details and schedules.
 - V. Interior elevations.
 - VI. Casework plans and elevations.
 - VII. Window, door, and hardware schedules.
 - VIII. Interior furnishing layouts.
 - D. Structural Drawings:
 - I. Structural general notes.
 - II. Foundation Plan.
 - III. Framing Plan.
 - IV. Lateral system elevations.
 - E. Other Reference Documents:
 - I. Specifications.
 - II. Design Development Cost Estimate.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 5

2. Burden of proof application, including supporting documents noted above, submitted for Conditional Use Permit and Sensitive Lands Permit decision by City.

Construction Documents

Time Duration: 14 Weeks

Provide Construction Documents (CD) based on the approved Design Development documents. The Construction Documents shall set forth in detail the requirements for construction of the project.

1. Meet remotely via “Microsoft Teams” video conference with Client to kick off Construction Documents phase services.
2. Provide Construction Documents consisting of drawings and specifications: landscape, civil, architectural, interiors, structural, mechanical, electrical, plumbing, and technology plans and details. The CD set will be used for bidding and GMP establishment.
3. Update and finalize building code analysis and incorporate into Construction Documents.
4. Develop and refine Construction Document phase documents.
5. Issue Construction Documents for Client to review and CM/GC use.
6. Coordinate with CM/GC, who will complete a cost estimate, utilizing the Construction Document set as the basis for the cost estimate and GMP.
7. Obtain written approval from Client to submit for permit.

Deliverables

1. Final Construction Document sets to include the following:
 - A. Drawings identified in the Design Development set, further developed.
 - B. Civil/Landscape Drawings:
 - I. Civil general notes.
 - II. Erosion control plan and details.
 - III. Civil Details.
 - IV. Irrigation plan and details.
 - V. Site and landscape details.
 - VI. Public right-of-way half-street improvements drawings for the east edge of Kaster Road, from the new driveway to Fir Street.
 - C. Architecture/Interior Design Drawings:
 - I. Slab plans.
 - II. Casework plans and elevations.
 - III. Window, door, and hardware schedules.
 - IV. Listed UL details and assemblies.
 - D. Structural Drawings:
 - I. Structural general notes.
 - II. Foundation Plan.
 - III. Framing Plan.
 - IV. Lateral system elevations.
 - V. Structural Details.
 - E. Other Reference Documents:
 - I. Specifications.
 - II. Storm water calculations.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 6

- III. Structural engineering calculations.
- 2. Transportation deliverables:
 - A. Driveway Approach Permits.

Permitting Assistance

Time Duration: 14 weeks

Mackenzie's involvement in permitting of the project includes submitting for and resolving (to the extent defined below) plan review comments for the following permits:

1. Prepare permit applications and associated forms for the following permits:
 - A. Grade Permit through the City.
 - B. Right-of-way/Construction permit through the City.
 - C. Building Permit through the City.
 - D. Plumbing Permit through the City.
 - E. Mechanical Permit through the City.
 - F. Electrical Permit through Columbia County.
 - G. 1200C Permit through State of Oregon Department of Environmental Quality (DEQ).
2. Submit the permit applications listed above to the City and County, electronically for the following permits: Structural (Building), Plumbing, and Mechanical. All other permits to be submitted in-person unless electronic submittals are made available by the AHJ; applications will be made electronically.
3. Update plans/respond to plan check comments at City (up to two (2) trips/submittals) or online. Respond to comments from the following bureaus for each permit, with responses by others unless noted below:
 - A. Oregon DEQ for 1200C permit.
 - B. Columbia County Building Division for electrical permit.
 - C. Engineering Department for Right-of-Way/Construction permit.
 - D. Building Department – For all remaining City permits listed above.
4. Monitor building permit review (track City staff approval timelines weekly and follow up with reviewers) and work with City reviewers and permit technicians to encourage the permit to be issued efficiently and fees assessed accurately. Distribute updates to Client, design team, and consultants. Assume a maximum of three (3) hours total per week for 12 weeks.
5. Notify Client of approval of each listed permit when confirmed by City.
6. Coordinate payment from Client and arrange for CM/GC to pick up permits at City.

Note that the project may also require other permits by the Client, the Client's separate consultants and/or vendors, the Client's General Contractor, etc. These permits may include (but not limited to): fire alarm, sign, racking, generator, generator fuel, irrigation, etc.; Mackenzie's Scope does not include assistance with these permits. Client understands it is their sole responsibility to ensure all required permits are properly obtained from appropriate agencies.

Deliverables

1. Permit application forms and submittal copies.
2. Letter(s) detailing compliance with preliminary conditions of approval for use in the final review/building permit approval process.
3. Written correspondence responding to up to one (1) round of checksheets/plan review comments for each discipline.
4. Weekly email updates to Client detailing current permit status.
5. Updated permit Construction Documents for (1) re-submittal to permit agency(s) for formal approval.

City of St. Helens
 St. Helens Public Safety Building – Design Update DD-CCA
 Project Number 2210310.05/.06
 June 6, 2023
 Page 7

Bid Assistance (concurrent with permitting)

Time Duration: 5 weeks

Based on Client approval of the Construction Documents, Mackenzie will issue the Construction Document set to the CM/GC for sub-contractor bidding.

1. Assist CM/GC in soliciting bids for construction as follows:
 - A. Issue a PDF copy of the Construction Documents to be utilized as the bid set.
 - B. Provide input to the CM/GC on development of an agenda for the pre-bid meeting.
 - C. Participate in (1) pre-bid meeting on site.
 - D. Review Pre-Bid meeting minutes, as prepared by the CM/GC.
 - E. Prepare and issue up to (1) addendum to respond to sub-contractor bid questions.
 - F. Track changes to the Construction Documents formally issued via addenda during the bid process.

Deliverables

1. PDF Drawings.
2. PDF Specifications.
3. One (1) PDF Addendum.

Construction Contract Administration

Time Duration: 60 weeks

Mackenzie will provide administration of the construction contract between the Client and the General Contractor as follows:

1. Mackenzie Architect and Civil will attend pre-construction meeting remotely via “Microsoft Teams” video conference.
2. Review and act on properly prepared specified submittals once.
3. Provide in-office support to assist with normal Construction Contract Administration duties for items such as phone calls and requests for additional information (RFIs) for clarification to Contract Documents prepared by Mackenzie and our consultants as follows (Note: the following is on a Time and Materials basis and considered an estimate):
 - A. Architect for up to 10 hours a week for 60 weeks.
 - B. Interiors for up to 8 hours a week for 30 weeks.
 - C. Structural engineer for up to 4 hours a week for 30 weeks.
 - D. Civil engineer for up to 2 hours a week for 20 weeks.
 - E. Landscape architect for up to 4 hours a week for 12 weeks.
4. Review for up to 250 RFIs has been included as part of the estimated efforts.
5. One (1) person per discipline to conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - A. Architect to attend up to 30 job site visits.
 - B. Interiors to attend up to 6 job site visits.
 - C. Structural engineer to attend up to 4 job site visits.
 - D. Civil engineer to attend up to 2 job site visits.
 - E. Landscape architect to attend up to 3 job site visits.
6. Provide in-office support for review of properly prepared specified submittals. We have included up to one (1) round of review for each required submittal per each anticipated specification section, up to 150 submittals.
7. Will process and review monthly properly prepared applications for payment from the General Contractor.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 8

8. Architect, Civil, Landscape, Interiors, Mechanical, Electrical, Technology, and Plumbing will conduct one (1) punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, prepare, and issue a Certificate of Substantial Completion.
9. Architect, Civil, Landscape, Interiors, Mechanical, Electrical, and Plumbing will conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
10. Structural engineer to prepare and issue a final summary letter based on our previous structural observations and the special inspections.
11. Will process and review project close-out materials up to one (1) round of review and comment.
12. Will review the General Contractor's as-built drawings.
13. Upon request of the Client, prior to the expiration of one year from the date of Substantial Completion, Architect will meet with the Client at the project site to review facility performance and operations.

Deliverables

1. Project visit observation reports.
2. Structural observation reports and summary letter.
3. Processed submittals.
4. Prepare AIA contract documents formally issued (ASI and Certificate of Substantial Completion).
5. Supplemental drawings for clarification to Contract Documents (ASI).
6. Supplemental drawings for revisions to the Contract Documents (PR, CCD).
7. Certified contractor applications for payment.
8. Certificate of Substantial Completion.
9. Punch list.
10. Processed close-out materials.

FEE SUMMARY

Our lump-sum and hourly fees for the disciplines and related design services described above are included in the summary table below. Our original contract (Project Number 2210310.00/.02/.04) has \$340,572 remaining. It is assumed that the remaining original contract will be billed against before billing to the additional service amount included in the table below. See table for additional breakdown.

All Construction Contract Administration services shall be performed on a Time and Materials basis. The estimated fee herein is a forecast of time based on services described, it is not a minimum nor a maximum.

	Contract (.00)	Remaining		Required (.04)	Required (.05) (.06)	
Schematic Design	\$364,282	\$0		\$164,687	NA	
Additional Service	\$178,122	\$0		NA	NA	
Design Development	\$441,579	\$0		NA	\$274,000	Fixed Fee
Construction Documents	\$521,361	\$33,696		NA	\$285,000	Fixed Fee
Permitting	\$52,484	\$52,484		NA	\$44,000	Fixed Fee

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 9

Bid Assistance	\$41,751	\$41,751	NA	\$30,000	Fixed Fee
Construction Contract Administration	\$377,328	\$377,328	NA	\$320,000	Estimate
	\$1,976,907	\$505,259	\$164,687	\$953,000	
Additional Service dated 1/13/2023		(\$164,687)			
Total Remaining:		\$340,572			

Total Additional Service (.05) (.06):	\$953,000 (\$340,572)	Required Remaining
	\$612,428	5/17/2023

Reimbursable expenses (printing, copying, deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at 1.1 times cost.

ASSUMPTIONS

Please review and notify Mackenzie if Client believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the Client to fully understand these Assumptions. In addition to the Scope of Services outlined above, we have assumed the following:

1. Client-Provided Consultant Services

- 1.a. Client will provide current electronic files of existing building(s), Revit model of existing facilities, land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
 - 1.a.i. Client's geotechnical engineer shall provide paving recommendations and related paving specifications.
 - 1.a.ii. Recording of surveys, deeds, easements, final plat, or other real estate documents will be the responsibility of the Client, Client's attorney, and/or Client's surveyor.
- 1.b. Scope and fee are based on Client hiring the following third-party Client Representative to act on their behalf during the project: Otak. We have assumed that the same third-party representative will be part of the project team for the entire duration of the project.

2. Scope of Service Acknowledgements

- 2.a. Mackenzie Scope of Service and fees are based on project phases running in sequential order without overlap, delay, pause, or project being put on hold for any reason between phases.
- 2.b. Fees are based on the estimated schedule duration as defined in phases above. If phase duration(s) are increased for any reason, we will need to assess and address those impacts in terms of scope, fee, and/or schedule as necessary via additional services.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 10

- 2.c. As noted in the Basis of Design, we have assumed an estimated construction value between \$8,943,558 and \$9,664,257. Our estimated level of service anticipated a level of design, coordination and documentation consistent with our representative experience for executing similar projects within this budget range. Should the budget increase beyond the estimated construction value, there is the potential that the level of service to document and coordinate the design decisions may also increase. Should this become a consideration, we will review and negotiate these potential impacts at that time.
- 2.d. Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ's current edition of the governing building code, and by reference therein ANSI ICC/A117.1 ("Building Code") for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.
- 2.e. All meetings will occur virtually via Microsoft Teams video conference, other than construction site meetings, unless specifically noted otherwise within the Scope of Services outlined above. We will record and distribute minutes following each meeting for all meetings through all phases up to Construction Contract Administration. During Construction Contract Administration, the General Contractor will provide meeting minutes. Mackenzie will review Construction Phase meeting minutes for those meetings attended by Mackenzie for general consistency with Mackenzie's interpretation of topics discussed and communicate such to General Contractor for their use in preparing Construction Phase meeting minutes.

3. Client and Jurisdiction Approvals

- 3.a. The Client will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client approvals, including but not limited to Client-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
- 3.b. This Scope of Services includes preparation of factual evidence to satisfy the applicant's burden of proof associated with the land use application(s) in an uncontested-case situation. The Scope does not include preparation of supplemental or rebuttal evidence to overcome objections raised by jurisdiction staff or third parties; if required, additional material can be supplied subject to an additional services agreement.

4. Standard Design Items

- 4.a. Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only.

5. Unique Design Services

- 5.a. The Client will not be pursuing sustainability certification for the project (i.e., LEED, Green Globes, WELL, etc.).

6. Construction and Client's Contractor Services

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 11

- 6.a. The Client acknowledges that in order to construct the Work, the Client's contractor will provide additional information stipulated in the Construction Documents that include shop drawings, product data, samples and other similar submittals, which the Architect and other disciplines included herein shall review to the extent of confirming consistency with the design intent depicted in the Construction Documents. Any deviations to the design not clearly identified by the Contractor in the Contractor's submittals and shop drawings will not be reviewed by the design team.
- 6.b. Client's General Contractor will provide fire suppression/fire alarm systems, low voltage, security, audio/visual, and landscape irrigation on a design-build basis. The Client's General Contractor and design-build trades will provide timely information and coordination with Mackenzie and our consultants as needed to maintain the project schedule and development of the design. We have included typical levels of coordination during each phase.

7. Graphics/BIM

- 7.a. Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model Level of Development (LOD) of 200 - 300 as necessary for Mackenzie to facilitate design and produce Construction Documents. We anticipate that Client consultants/vendors will also utilize Revit for their documentation, will be responsible for modeling and detailing their respective components, and will comply with Mackenzie's expectations for document control standards. Mackenzie will develop the base model file and provide it to the consultant team for coordination.
- 7.b. Regardless of level of Revit Model Level of Development (LOD) and anticipated and/or non-anticipated use by the Client, Client's consultants, vendors, General Contractor and/or any other third party not the original author of the Revit model and data contained therein; with or without Mackenzie's knowledge, nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.

8. Expenses/Billing

- 8.a. Client is responsible for all fees paid to public bodies having jurisdiction over the project.

9. Mackenzie Consultant Services

- 9.a. For additional Assumptions related to the Scope of Services of our retained consultants, refer to their attached proposals.

EXCLUSIONS

Please review and notify Mackenzie if Client believes that any of the Exclusions listed here are to be included in Mackenzie's Scope of Services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the Client to fully understand these Exclusions. In addition to any Exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services. Although excluded from our services these may be required to be provided by Client for execution of the project.

1. Client-Provided Consultant Services

- 1.a. Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- 1.b. Geotechnical Engineering investigation/testing and related specifications.
- 1.c. Pavement design and related specifications. These specifications are typically provided by the Client's Geotechnical Engineer.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

June 6, 2023

Page 12

- 1.d. Construction cost estimating.
- 1.e. Coordination of Client-provided consultants not identified at the date of this proposal.

2. Land Use Process/Permitting

- 2.a. Environmental review such as DEQ, EPA, etc.
- 2.b. Sensitive lands and/or wetland delineation and/or mitigation design/approvals.
- 2.c. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our Scope of Services above.
- 2.d. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
- 2.e. Formal Building code interpretation requests and/or appeals.
- 2.f. Permits other than those identified within the proposal identified above (e.g., phased permitting, trade permits, separate demolition permit, any other special permits).

3. Standard Design Items

- 3.a. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included).
- 3.b. Any redesign efforts, including any revisions to the Documents, related to value engineering (VE) or other process(es) to reduce the approved construction cost (estimated, bid or actual) of the Work from that which is depicted in the Documents. Any redesign and subsequent revision to the Documents related to VE or other processes to reduce the construction cost (estimated, bid or actual) of the Work, shall be via Additional Services Agreement approved by Client in writing prior to the execution of such services by Mackenzie and/or our consultants.

4. Unique Design Services

- 4.a. Special foundation systems beyond conventional spread foundations which exclude and are not limited to provisions for liquefaction, such as foundation ties or grade beams.
- 4.b. Floor vibration analysis and design for footfall impact.
- 4.c. Vibration analysis and design. (Equipment and/or sources other than footfall impact.)
- 4.d. Design of seismic bracing, anchorage, or support for equipment or racking systems.
- 4.e. Graphics and/or signage design, permitting, and related coordination.
- 4.f. Furniture selection, specifications, requirements, and all related coordination.
- 4.g. Sustainability Certification Services.

5. Construction Process

- 5.a. Evaluate and act on post-bid substitution requests.
- 5.b. Process and act on partial or incorrect (multiple rounds) of non-compliant submittals.
- 5.c. Review of contractor proposed change order proposal (COP) pricing.
- 5.d. Materials testing/special inspections.
- 5.e. As-built certification to local jurisdiction unless noted specifically above within our Scope of Services.
- 5.f. Our construction contract administration fees do not cover the correction of construction errors or design changes made after the start of construction.

City of St. Helens
St. Helens Public Safety Building – Design Update DD-CCA
Project Number 2210310.05/.06
June 6, 2023
Page 13

6. Graphics/BIM

- 6.a. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our Scope of Services above.
- 6.b. Marketing materials.
- 6.c. No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards.
- 6.d. No formal BIM Execution Plan will be provided. Nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.
- 6.e. Use of CAD Drawings or BIM models by any parties other than the design team.

7. Expenses/Billing

- 7.a. Reimbursable expenses.
- 7.b. Special billing requirements required by Client outside of Mackenzie's standard billing procedures.
- 7.c. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.

It is our understanding the project will start in June 2023. If the proposal is agreeable to you, we will prepare an Agreement for Professional Services for your review and approval. Please note that this proposal is valid for 60 days.

We look forward to continuing to work with the City of St. Helens on this project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Jeff Rhys Humphreys
Principal

Enclosure(s): Attachment A – PAE Engineers Additional Service Request #3 Proposal dated May 16, 2023
Attachment B – SSA Acoustics, LLP Additional Service Request Proposal dated July 11, 2023
Attachment C – Hourly Billing Rate Schedule
Attachment D – Reimbursable Rates Schedule

c: Adrienne Linton – Mackenzie

May 16, 2023

Adrienne Linton
Mackenzie
1515 SE Water Avenue, Suite 100
Portland, Oregon 97214

Project: St. Helens Public Safety Building
Project Number: 21-1273

Subject: Additional Services Request #3 – DD through CA for Updated Program

Dear Adrienne:

The following additional design services have been requested by Mackenzie:

- a. Design Development, Construction Documents, Permit/Bid, and Construction Administration phase design services as outlined in original PAE proposal, to be redone according to the new approved schematic design scope as recently issued by the design team. The original remaining contract fees are assumed to be credited and this ASR represents the total fee required for remaining design services for the project.
- b. Assumes three deliverables during the remaining design phases:
 - 1) Land Use resubmission
 - a) Support of drawings submitted by architect, outlining equipment locations on site and lighting strategy
 - 2) 100 percent Design Development (specifications and drawings)
 - 3) 100 percent Construction Documents/Permit (specifications and drawings)
- c. Design team coordination will include weekly Revit model uploads and one QC PDF drawing plot prior to 100DD and 100CD deliverables.
- d. Assumes two site visits per discipline during construction and final punch upon substantial completion. Additional field walks can be completed as requested at PAE's standard hourly rates.

Work Requested by: Adrienne Linton (Mackenzie)

The work is an additional service according to our agreement and will be performed on a lump sum basis with fees as shown in the following table:

MEPT Basic Service Fees

Phase	MEP	Technology	Total
Design Development	\$33,200	\$4,200	\$37,400
Construction Documents	\$48,150	\$6,400	\$54,550
Permitting	\$2,450	\$350	\$2,800
Bidding	\$2,500	\$500	\$3,000
Construction Administration	\$29,850	\$2,400	\$32,250
Total	\$116,150	\$13,850	\$130,000

May 16, 2023

Item #6.

We will keep our time separately and invoice per phase under the base project number 21-1273, referencing ASR#3 – DD through CA for Updated Program.

Sincerely,

Jeremy Galvin, PE
PAE

Adrienne Linton
Mackenzie Architects

Dave Williams, PE, LEED AP
PAE

Date



July 11, 2023

Adrienne Linton
Mackenzie
RiverEast Center
1515 SE Water Avenue #100
Portland, OR 97214

RE: Proposal for Additional Services – St Helens Public Safety Building Design Update

Dear Adrienne,

The following is our proposal to provide additional acoustical design services for the St Helens Public Safety Building design update.

Our scope of work will involve evaluating the acoustical aspects of the project, including architectural acoustics, mechanical noise and vibration, and provide design solutions to meet the project criteria. We will provide review and analysis for the acoustical aspects of the project, including selection of wall assemblies, acoustical treatments, mechanical noise and vibration control, and provide design details and product information as necessary. Our services will extend through the DD, CD, and CCA phases of the project. During the construction phase we will be available to review submittals, answer field questions and conduct site inspections.

The following are the services we will provide within with this scope of work:

DD Phase

Services during this phase will include developing the architectural design elements with respect to the criteria, such as wall assemblies and acoustical finishes, and evaluation of the MEP systems.

Architectural Acoustics

1. Review project documents with respect to acoustical criteria.
2. Evaluate assemblies with respect to the design criteria and develop recommendations for sound isolation to achieve the recommended STC ratings.
3. Evaluate the acoustical response of each space and develop acoustical treatments necessary to provide balanced room response. Sound absorbing materials and other design elements will be developed to minimize harsh reflections and control reverberation to provide a balanced response. Coordinate the design solutions with the project team.
4. Identify doors to receive acoustical seals where necessary.
5. Document recommendations in a report including drawings and specifications to be incorporated in the drawing set.
6. Attend project meetings as necessary to coordinate acoustical design.

MEP System Noise and Vibration Control

1. Evaluate noise levels from the HVAC system with respect to supply, return, crosstalk, and vibration based on ASHRAE guidelines.
2. Provide noise and vibration control solutions to meet the design criteria. Coordinate with the mechanical engineer to incorporate into the project documents.
3. Provide a report documenting noise control recommendations and criteria.

Construction Documents

During the CD phase we will provide review and documentation to support the acoustical design elements for construction detailing. We will provide a comprehensive review and solutions to control noise and vibration from the MEP systems.

Architectural Acoustics

1. Review progress drawings for incorporation of acoustical designs. Identify and coordinate items that need to be addressed or updated.
2. Develop and coordinate construction details for walls, window assemblies, doors, and specific acoustical conditions such as mullions and wall/ceiling intersections related to the acoustical performance of the assemblies.
3. Coordinate details, layouts, and other design considerations for acoustical finishes.
4. Issue specifications for acoustical products formatted to project standards. Specifications typically include acoustical sealant, resilient channels, acoustical panels, operable partitions, etc.
5. Attend project meetings as necessary to coordinate acoustical design.
6. Review drawings and specifications at each major drawing release with respect to acoustical design. Issue a report of the review items.

MEP System Noise and Vibration Control

1. Review the mechanical design and provided revised recommendations as necessary to meet the design criteria.
2. Provide final mechanical noise control details for penetration isolation, vibration isolation, and noise control elements.
3. Provide final mechanical noise and vibration control specifications.
4. Provide a property line noise study, which includes evaluating noise from major mechanical and other noise-generating equipment and sources such as police sirens to adjacent properties with respect to pertinent code requirements. Provide noise control requirements for equipment to meet code levels where necessary. Provide a report documenting the study which can be submitted for permitting.

CCA Phase

1. Review product submittals, substitution requests and shop drawings for conformance with acoustical details and specifications issued in the construction documents.
2. Provide site visits to inspect implementation of acoustical scope. At the completion of each site visit we will issue a report of our observations and corrections for compliance with construction documents.
3. Attend / conference into construction meetings as necessary.

Our team will include Alan Burt as the project manager and primary acoustical consultant, assisted by our consultants for analysis and drawing details.

The following are the estimated fees for the project per phase:

Item	Fee
DD Phase	\$2,700
CD Phase	\$4,500
Total – Design	\$7,200
CCA Phase	\$3,500

Services during the design phase will be provided on a lump sum basis. Services during the CCA phase will be provided on an hourly basis not to exceed the total fee. Additional services will be provided on an hourly basis or as otherwise agreed. Our fees include all overhead expenses including printing, use of acoustical equipment and administrative support.

Please contact me if you have questions or need additional information.

Sincerely,
SSA Acoustics, LLP



Alan Burt, P.E.
PARTNER
ACOUSTICAL CONSULTANT

MACKENZIE.

P 503.224.9560 ■ F 503.228.1285 ■ W MCKNZE.COM

RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214

Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 175 – \$ 300

ARCHITECTURE/LANDSCAPE

Design Director \$ 190 – \$ 250
 Senior Project Architect \$ 170 – \$ 270
 Project Architect I – III \$ 110 – \$ 215
 Architectural Designer II-III \$ 90 – \$ 185
 Architectural Designer I \$ 65 – \$ 100
 Designer/Drafter \$ 60 – \$ 95
 Intern \$ 60 – \$ 90

ENGINEERING

Senior Project Engineer \$ 160 – \$ 250
 Project Engineer I – III \$ 105 – \$ 210
 Designer I – II \$ 85 – \$ 165
 Transportation Analyst I – II \$ 70 – \$ 120
 Designer/Drafter \$ 85 – \$ 150
 Intern \$ 65 – \$ 100

PLANNING

Senior Project Planner \$ 150 – \$ 235
 Project Planner I – IV \$ 95 – \$ 220
 Permit Coordinator \$ 60 – \$ 100
 Assistant Planner \$ 70 – \$ 120
 Intern \$ 60 – \$ 90

INTERIOR DESIGN

Senior Project Interior Designer \$ 150 – \$ 230
 Interior Designer III – V \$ 100 – \$ 175
 Interior Designer I – II \$ 70 – \$ 135
 Intern \$ 60 – \$ 90

ADMINISTRATION

Administrator \$ 70 – \$ 190
 Word Processor \$ 85 – \$ 115
 Graphic Artist \$ 85 – \$ 130

*Subject to change April 2024

MACKENZIE.

P 503.224.9560 ■ F 503.228.1285 ■ W MCKNZE.COM

RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214

Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 19, 2023

Planning Division Report attached.

Business Licenses Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 06.29.2023

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

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential division of the Village Inn property.

Conducted a condensed pre-application meeting for a potential auto parts retail establishment along US30 towards the north side of town. We had a pre-application meeting for the same location and use back in 2014 too.

PLANNING ADMINISTRATION—MISC.

With five ordinances having their 2nd reading at the June 21st regular session, all related to the Planning Department's efforts, we had a burst of post adoption tasks to do. Three annexations and their normal post adoption process, post adoption notice for the Wapama Way matter, and post HB3115 stuff. Post HB3115 stuff included creating a map since all previous one's were intended to help with discussions (not necessarily be stand alone to make sense) and training for SHPD management staff per request from the Police Chief. Also helped SHPD with the notice require to be posted before a campsite is removed.

Conducted final inspection for building G of the Broadleaf Arbor (Gable Road apartments) development. D (community building), E and F (multi-family buildings) inspected previously. G is the 4th of ten buildings.

The Council authorized signature for a Donation Agreement for property proposed to be donated at the US30/Pittsburg Road intersection at the June 21st regular session. Planning Dept. has been assisting with this matter; the donor is the same person who owned and created the 4-lot commercial subdivision where Burger King, Quick Lube, and Dairy Queen are proposed. Given the subdivision effort, Planning staff was already engaged in conversations with the donor.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

June 13, 2022 meeting (outcome): The chair person resigned, so we'll need to select a new chair and vice chair at the July meeting and recruit a new commissioner.

The Commission deliberated on a Sensitive Lands Permit from May. This was for a large retaining wall of a lot along the 200 block of N. 15th Street. The Commission denied the matter.

Commissioner Hubbard and Pugsley volunteered to be on the Planning Commission Interview Committee for filling the vacancy due to resignation.

As the Historic Landmarks Commission, they approved an architectural change revision to 353 S. 1st Street related to Crooked Creek Brewery. They had reviewed it more comprehensively previously, but there was a change since to a door.

July 11, 2023 meeting (upcoming): The Commission will hold a public hearing for a Conditional Use Permit for consideration of a storage business use at 1955 Old Portland Road, the old Ralph's wrecking yard.

As the Historic Landmarks Commission, they will consider the gateway design for the S. 1st Street/St. Helens Street intersection.

COUNCIL ACTIONS RELATED TO LAND USE

The marathon task for the Planning Commission which was HB3115 has finally concluded with the passage of Ordinance No. 3296 at the July 21st regular session.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates related to the three annexations and right-of-way dedication and vacation finalized by ordinance at the June 21st regular session of the City Council.

FLOODPLAIN MANAGEMENT (NFIP)



FEMA reopened the comment period for an additional 32 days of public input on proposed changes to the implementation of the National Flood Insurance Program (NFIP) in Oregon. These changes may have significant impacts on Oregon communities, individuals, and businesses that intend on developing in the floodplain. FEMA encourages participation during the comment period.

Following findings that the NFIP in Oregon may harm salmon, steelhead, Southern Resident Killer Whale, and other endangered and threatened fish species, FEMA was required to make changes to how the NFIP is implemented in the state. In accordance with the

National Environmental Policy Act of 1969, FEMA is currently developing an Environmental Impact Statement (EIS) to identify potential social and economic impacts of the proposed changes.

As part of the process, FEMA seeks public input relevant to proposed actions and reasonable alternatives to addressing the EIS. The initial Notice of Intent (NOI) to prepare an EIS was published on March 6, 2023 and opened a 60 day public scoping process that ended May 5, 2023. To accommodate additional public input, the comment period will reopen May 25, 2023, for an additional 30 days, **closing June 26, 2023**.

FEMA staff will conduct four in-person community meetings in Oregon next week about the National Flood Insurance Program – Endangered Species Act Integration in Oregon. Additional information on these and future in-person meetings is available on the project website. FEMA will provide an overview of the Proposed Action and the environmental issues that FEMA should consider in the Environmental Impact Statement. The public will have the opportunity to submit public comments.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

The HB3115 efforts put a monkey wrench into getting other things done. Working with PGE, the city will start the partition process to help create a new parcel for a new PGE substation to serve the SHIBP. Due to the unexpected magnitude of the HB3115, this task is a victim of that and is delayed.

Towards the end of this month Group Mackenzie (consultants) have submitted a new land use permitting package for the police station project for completeness review and, eventually, a public hearing room near you!

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: June Planning Department Report
Date: Thursday, June 29, 2023 3:27:59 PM
Attachments: [image001.png](#)

Here are my additions to the June Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Mobilization and construction to begin July 17, starting at the culvert near Gable Road. Sensitive Lands Permit conditionally issued. Trees to be identified on site for saving/removal. Submitted quarterly report on 6/7. Attended pre-construction meeting on 6/26 with TFT contractor.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. 1st Reimbursement request is being processed (which included over 30 invoices). Submitted an amendment request (for scope of work changes and cost increases). Met with state staff who said an amendment involve going before the IFA board in Salem OR in October. The state began working on a staff report to support the request.
3. **Riverwalk Project (OPRD Grants x2)** – 100% design completed. Submitted building permit revisions to respond to comments on 6/29. Continued interpretive signage review meetings with the CCMA. Preparing for bid documents and final plans for bidding in July.
4. **Community Development Block Grants (CDBG) – RECEIVED NOTIFICATION OF SUCCESSFUL \$2.5 MILLION GRANT AWARD** for a design-only project to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project! This project covers 3 sanitary sewer basins which were identified as deficient and priorities for improvement in the adopted Wastewater Master Plan. Contracts are expected in August. Construction will be funded by a \$16.4 million loan (with up to \$4.5 million in loan forgiveness) from DEQ's revolving loan fund.
5. **Certified Local Government Historic Preservation Grant Program** – Received our contract for 17k in funding. Grant deadline is July 24 for eligible property owners to apply. ~95 property owners received notifications. PC will review and select projects for funding in August.
6. **DLCD Technical Assistance Program** – Grant cycle will likely open in August and closes in October. DLCD Regional Rep thinks updating our Economic Opportunities Analysis (EOA) could be funded. Compiled resources to assist with scoping our EOA update.
7. **Veterans Memorial Grant Program - RECEIVED NOTIFICATION OF SUCCESSFUL ~\$33k GRANT AWARD** for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. The project includes matching funds of \$28,130 through in-kind labor and donations. The in-kind match includes the donation of flags and hardware from the local VFW Post 1440, labor and equipment use from the St. Helens Public Works Department, engineering and design donated by Lower Columbia Engineering, LLC, and in-kind labor from City staff to manage the grant.
8. **ODOT Transportation Growth Management Grant** - Providing assistance to Engineering

with TGM grant materials to fund a new Transportation Systems Plan (potentially). Our last TSP was from 2011 and the Engineering Department would like to initiate an update.

PROJECTS & MISC

9. **Riverfront Streets/Utilities Project** – Attending weekly check-ins to stay in tune with project schedule and any construction delays/issues. Held another public open house for residents/businesses impacted by construction on June 6. Undergrounding utilities notice to bidders July 5. Joint utility trench coordination continues.
10. **S. 1st Street & St. Helens St. Gateway Project** – Stakeholder committee has met 3 times to narrow down final direction for gateway. Plans will go before PC during July 11 meeting for compliance with the Architectural Guidelines. Anticipated completion date of design will be end of July 2023. Footing detail has been difficult to coordinate location with proximity to sewer.
11. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie provided preliminary PT for PGE parcel. City will facility partition, PGE will prepare other land use applications. Kicked off Phase II grading work effort.
12. **Warrior Rock Lighthouse Replica Project** – Restoration of the warrior rock lighthouse replica on County-property near Columbia View Park. Councilor Sundeen was able to locate original Warrior Rock lighthouse plans! 2023 Oregon Heritage grant opportunity opens August 2023 which could fund the design and cost of materials for the replica, a kiosk, and signage. Work would be completed in-house by Public Works staff.
13. **Preserving Oregon Grant Review** - SHPO asked me to participate on the Preserving Oregon grant review committee which is a statewide historic preservation and archeological grant. We scored ~23 applications and met on 6/7 to select projects for funding.
14. **Citizens Day in the Park** - Held on June 24 - City managed a booth to discuss waterfront-related development. I spoke with people about the Riverwalk and Streets/Utilities Project.
15. **Columbia County Board of Realtors** - Participated in a City-led class for continuing education for realtors in the County on June 15. The class was attended by about 35 realtors and was focused on infrastructure for the Waterfront Redevelopment Project, which included the Streets/Utilities Project, Columbia View Park improvements, and the Riverwalk.

Jenny Dimsho, AICP | Associate Planner

City of St. Helens | Planning Department
 265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov
 P: (503) 366-8207 | jdimsho@sthelensoregon.gov



6-27-2023 8:26 AM
PACKET: 00599 6-27-23 Approvals 6-27-23 Approvals
SEQUENCE: License #

F O R M S R E G I S T E R

John 6/27/23
Item #7.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00020	6/11/23- 6/11/24	FATBEAM LLC	CONTMISC CONTRACTOR-MISC.	0.00
00314	2/02/23- 2/02/24	PYE BARKER FIRE & SAFETY LLC	CONTMISC CONTRACTOR-MISC.	0.00
00495	6/02/23- 6/02/24	JB INSULATION	CONTMISC CONTRACTOR-MISC.	0.00
00870	4/02/23- 4/02/24	OREGON TRAIL LANES	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
00888	5/02/23- 5/02/24	RICHARDSON'S FURNITURE	RETFURN RETAIL - FURNITURE	0.00
00890	5/02/23- 5/02/24	OREGON'S ATTIC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00923	5/21/23- 5/21/24	COLLSON FANCHON	2NDHAND 2ND HAND DEALER/PAWN	0.00
00926	5/22/23- 5/22/24	SECURITAS TECHNOLOGY CORP	SECURITY SECURITY	0.00
01104	5/27/23- 5/27/24	TOSCHI STEVE	RENTRESI RENTAL - RESIDENTIAL	0.00
01105	6/04/23- 6/04/24	*A MOTHERS TOUCH	HOUSECLE HOUSECLEANING	0.00
01218	5/23/23- 5/23/24	PROGRESSIVE SERVICES, INC	CONTROOF CONTRACTOR-ROOFING	0.00
01219	6/02/23- 6/02/24	*HAWLEY FAMILY MICROGREENS	MISC MISCELLANEOUS	0.00
01221	6/05/23- 6/05/24	HWY 30 LIQUIDATORS	RETVARI RETAIL - VARIETY	0.00
01223	6/19/23- 6/19/24	PEAK FIRE PROTECTION	MISC MISCELLANEOUS	0.00

LICENSE CODE		TOTAL	BALANCE
2NDHAND	2ND HAND DEALER/PAWN	2	0.00
AMUSEVEN	AMUSEMENT/VENDING/BO	1	0.00
CONTMISC	CONTRACTOR-MISC.	3	0.00
CONTRROOF	CONTRACTOR-ROOFING	1	0.00
HOUSECLE	HOUSECLEANING	1	0.00
MISC	MISCELLANEOUS	2	0.00
RENTRESI	RENTAL - RESIDENTIAL	1	0.00
RETFURN	RETAIL - FURNITURE	1	0.00
RETVARI	RETAIL - VARIETY	1	0.00
SECURITY	SECURITY	1	0.00
TOTAL ALL CODES:		14	0.00

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 9999999999R thru 9999999999
Fee Codes: All
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **