



www.ci.st-helens.or.us

City of St. Helens

CITY COUNCIL REGULAR SESSION

Wednesday, January 03, 2018

265 Strand Street, St. Helens, OR 97051

City Council Members

Mayor Rick Scholl
President Doug Morten
Councilor Keith Locke
Councilor Susan Conn
Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments**
4. **Award Bid/Contract**
 - 4.a. Award EPA CWA Project Management Services to Maul Foster Alongi
[EPA CWA Work Plan Final.pdf](#)
5. **Approve and/or Authorize for Signature**
 - 5.a. 2nd Amendment to Legal Services Agreement with Jordan Ramis PC
[JordanRamis Legal Services Agr - SECOND AMEND.pdf](#)
 - 5.b. Contract Payments
[010318 Contract Payments.pdf](#)
6. **Consent Agenda for Approval**
 - 6.a. Declare Surplus Property - Various Items
[010318 Declare Surplus Property.pdf](#)
 - 6.a. OLCC Licenses
[OLCC 01-03-18 CC Mtg.pdf](#)
 - 6.b. Accounts Payable Bill Lists
[AP Proof List](#)

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.

7. **Mayor Scholl Reports**
8. **Council Member Reports**
9. **Department Reports**
10. **Other Business**
11. **Adjourn**

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

**Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.**

**EPA REGION 10
BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT
COMMUNITY WIDE BROWNFIELD ASSESSMENT
WORK PLAN**

FOR

*St. Helens Brownfield Assessment Program
July 19, 2017*

Submitted by

*City of St. Helens
P.O. Box 278
265 Strand Street
St. Helens, OR 97051*

*John Walsh
(503) 366-8211
(503) 397-4016
jwalsh@ci.st-helens.or.us
www.ci.st-helens.or.us*

WORK PLAN FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

TABLE OF CONTENTS

1. INTRODUCTION.....2

1.1 Project Description, Goals and Objectives 2

1.2 Organizational Structure and Responsibilities..... 3

1.3 Project Outputs and Outcomes..... 3

2. PROJECT TASK DESCRIPTIONS5

2.1 TASK 1 – PROJECT MANAGEMENT AND REPORTING 5

2.1.1 Project Management5

2.1.2 Project Reporting5

2.1.3 Staff Training/Travel6

2.1.4 Contractor Procurement6

2.1.5 Final Performance Report6

2.2 TASK 2 - PUBLIC INVOLVEMENT..... 6

2.2.1 Public Outreach and Involvement.....6

2.2.2 Project Updates and Other Public Information8

2.3 TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION 8

2.3.1 Site Inventory8

2.3.2 Candidate Site Identification.....9

2.3.3 Site Characterization – Phase 1 and Phase 2 Assessments9

2.3.4 ESA and NHPA requirements 10

2.3.5 Quality Assurance Project Plan (QAPP) and Health and Safety Plan 11

2.3.6 Integrating Sustainability 12

2.4 TASK 4 - CLEANUP PLANNING.....12

2.4.1 Analysis of Brownfields Cleanup Alternatives..... 12

2.4.2 Final Cleanup Plan 12

2.4.3 Area-Wide Planning..... 13

2.4.4 Cleanup (Remedial) Design 13

3. SCHEDULE AND DELIVERABLES.....13

4. BUDGET.....15

4.2.1 Budget Narrative by Task - Combined Hazardous Substances & Petroleum..... **Error!**
Bookmark not defined.

1. INTRODUCTION

1.1 Project Description, Goals and Objectives

The St. Helens community has worked hard to address the presence and effects of brownfields in the area, specifically those that occupy prominent locations along the waterfront and major downtown corridors. As part of the FY15 USEPA Area-Wide Planning (AWP) grant-funded project, the City of St. Helens (City) adopted a Framework Plan that included an analysis of vacant and underutilized parcels. This analysis found that there are 280 acres of vacant and 381 acres of underutilized land in St. Helens, all of which is located in the target area for this project. Many of these sites are perceived as brownfields because of their industrial designation and/or past uses, but could be redeveloped after completing a Phase I or Phase II environmental site assessment (ESA).

In November 2016, City Council directed staff to form an Urban Renewal Advisory Committee and study the feasibility of using tax-increment financing as a mechanism to fund key projects along the waterfront and throughout major transportation corridors. The target area boundary has been set to match the urban renewal area boundary, which includes the Boise White Paper (BWP) site (a large, mostly vacant property along the waterfront), corridors connecting it to the major local highway (US 30), and downtown St. Helens. The public hearing for adoption of the Urban Renewal Plan & Report is scheduled for July 19, 2017.

The primary objective of the project is to identify and assess priority sites in the target area in order to remove the barriers to redevelopment created by their brownfield status. This includes an emphasis on community education around brownfields and involvement in the selection of the priority sites. To date, the community has been deeply engaged in brownfield redevelopment efforts, such as the FY15 USEPA AWP project. In addition, the project intends to achieve the following goals:

- Build a comprehensive database of known and potential brownfield sites
- Conduct six Phase I Environmental Site Assessments (ESAs)
- Completion of six Phase II ESAs (split between three petroleum and three hazardous-substance sites)
- Preparation of site-specific reuse plans at one petroleum and one hazardous-substance site
- Convening of a Brownfield Advisory Committee (BAC) to provide input and oversight at key project milestones
- Holding two public meetings to incorporate community input into the site prioritization process and site-specific reuse planning

Furthermore, the project intends to achieve the following long-term outcomes:

- Build local support for brownfield redevelopment and continue the trend of community engagement around this issue
- Gain a broader understanding of the scale and impact of brownfield properties in the community
- Develop an analysis of cleanup alternatives and align with redevelopment plans for catalyst sites
- Improve public health, safety conditions, and environmental conditions by reducing

hazardous conditions and restoring the local environment

1.2 Organizational Structure and Responsibilities

The City has assembled a four-person project team with qualified staff from the Community Development, Finance, Public Works, and Planning departments. John Walsh, the City Administrator and Community Development Director, will manage the USEPA Brownfield Grant and will report the status of the project on a quarterly basis, or as needed, to the USEPA program coordinator, City's Finance Director, Mayor, and City Council. Other project team members include Jacob Gaichen, Land Use Planner, Sue Nelson, Public Works Engineering Director, and Jennifer Dimsho, Associate Planner.

Community-based organizations and public-sector organizations that provided letters of support for this project will fulfill various roles in the project. First, technical advice and support will be provided by the Oregon State Marine Board, Department of Land Conservation and Development, Business Oregon, the Port of St. Helens, North Coast Regional Solutions Team, Oregon Department of Transportation, and Scappoose Bay Watershed Council. Second, project information will be available for interested community organizations, including: St. Helens Economic Development Corporation, Columbia River Yacht Association, Columbia County Economic Team, South Columbia City Chamber of Commerce, Columbia Pacific Development District, the Public Health Foundation of Columbia, Columbia City Commissioners, Friends of Nob Hill Nature Park, and the Columbia Pacific Food Bank.

The project team will prepare a Request for Qualifications for approval by the City Council, as further described in Section 2.1.4. The selected contractor will carry out the project workplan with oversight from the BAC and project team. This contractor will be responsible for the technical oversight of assessment-related activities. The project team will retain the responsibility of reporting project status as described above.

1.3 Project Outputs and Outcomes

Project Outputs: The following activities, efforts, deliverables, and work products will be undertaken or produced during the project period. Further description of these outputs is included in the project task descriptions in Section 2 of this work plan.

Task 1: Project Management and Programmatic Activities

- Quarterly progress reports
- Annual DBE reports
- Project closeout report

Task 2: Community Involvement

- Public involvement plan
- Project web page
- Project fact sheets
- Project informational material
- Minimum of two public open houses
- Multiple BAC meetings
- Meeting minutes from all public and BAC meetings

Task 3: Inventory and Characterizations

- Comprehensive database of known and potential brownfields
- Site inventory and prioritization report
- Web-based viewer for internal use (City staff, BAC, and contractor)
- Six Phase I ESA reports with HASPs
- QAPP
- SSSAPs/HSPs,
- Six Phase II ESA reports
- ACRES updates

Task 4: Cleanup Planning

- Cleanup Action Plan reports
- AWP reports

Project Outcomes: The following results, effects, or consequences will occur from carrying out the activities and developing the outputs of the project.

Task 1: Project Management and Programmatic Activities

- Attending trainings will increase staff expertise
- Reporting requirements will enforce an organized and efficient work program
- Reporting requirements will also create a record of work accomplished and successes achieved during the work program
- Contracting requirements will provide a competitive opportunity for MBE/WBEs

Task 2: Community Involvement

- Providing information in various formats and venues will help raise awareness of brownfields issues, the redevelopment process, and assistance programs and funds among various stakeholder groups and the public
- Hosting events and trainings will provide education to the public and targeted stakeholder groups
- Providing technical assistance to partners involved on selected sites will educate those involved, including, but not limited to property owners, potential buyers, and local jurisdiction representatives
- Outreach and involvement activities will create multiple partnerships among stakeholder groups and local community members
- Outreach and involvement activities will also create the opportunities for and result in the leveraging of additional resources
- Public involvement will solicit input from advisory committees and the public, and the integration of comments received will improve the work program and its outputs and outcomes

Task 3: Inventory and Characterizations

- Updating the inventory in GIS will create a digital, location-based inventory that can be prioritized by criteria determined by the task force and recorded
- Completion of Phase I and Phase II ESAs will define the extent of contamination on selected sites
- ESAs will help prioritize sites for remediation and redevelopment planning

- Providing technical assistance and ESAs on selected properties will provide an integral step in the reuse of these sites and the well-being of the targeted communities through improved health and safety conditions, growth in the local economy, additional local amenities, and an increase in the awareness and understanding of brownfields and the redevelopment process.

Task 4: Cleanup Planning

- Providing remediation and redevelopment planning on selected properties will prepare the sites for cleanup and reuse and thus, help the region achieve growth management goals and the well-being of the targeted communities through improved health and safety conditions, growth in the local economy, additional local amenities, an increase in the awareness of brownfields, and more sustainable development opportunities.
- Connecting redevelopment opportunities with interested developers will help move these sites more quickly from assessment to sustainable redevelopment

2. PROJECT TASK DESCRIPTIONS

2.1 TASK 1 – PROJECT MANAGEMENT AND REPORTING

2.1.1 Project Management

The City has committed to making staff available to manage the program activities set forth in this work plan and to maximize the financial resources provided by EPA. All time spent by City staff will be considered “in-kind” contribution from the City and will not be charged to the grant. John Walsh will be the Project Manager and will be responsible for project oversight, developing a detailed work program to implement the tasks of the cooperative agreement work plan, organizing and leading the project team, directing the work of the team, overseeing the work team’s work products, providing strategic direction and decisions to implement the work program goals, setting up and attending necessary project meetings, working with local partners, attending important outreach activities, and providing updates to the Brownfield Advisory Committee (BAC) and the City Council. The project manager will also be responsible for all reporting requirements, budget tracking, financial management, and consultant management. Activities will include those necessary to manage this project in accordance with the work plan and all required statutes, circulars, terms and conditions, including establishment and maintenance of necessary cooperative agreement records and files. None of these costs will be attributed to the work plan budget.

2.1.2 Project Reporting

The project manager, working with the Finance Director, will provide the required periodic reports to EPA: Quarterly Progress Reports within 30 days of the end of each federal fiscal quarter; Disadvantaged Business Enterprises (DBE/MBE/WBE) reports by October 30, 2017 as required; a final closeout report; and enter property information into Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting the initiation of assessment activities, i.e. a Phase I assessment, the expenditure of \$1,000 or more of grant funds at a property or the completion of a property. The City will also submit property activity information into ACRES reflecting such events within 30 days after the end of the Federal fiscal quarter in which the event occurred. There is no cost attributed to this sub-task in the

work plan budget. The project team's time spent developing and managing project reports will come from the City budget committed to this program.

2.1.3 Staff Training/Travel

Previous conferences and trainings have provided technical tools and project experience for City staff to learn from and make the City's brownfields efforts more successful. The budget reflects travel and training for up to two City staff to attend two, three-day a local or regional brownfields conference as needed and as applicable. The estimated cost for training and travel from the cooperative project funds is \$4,276.

2.1.4 Contractor Procurement

The City will contract with an contractor who is an environmental consultant to conduct the ESAs on selected sites and assist with community outreach work. The City has written Requests for Qualifications previously to hire environmental consultants for past brownfield redevelopment efforts, and will use that same process to procure a contractor for this project. The City provided public notice of the original on-call RFP. The process was completed in accordance with the City's procurement procedures and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, following a systematic and fair application review process. All future contracts entered into under this project will require that the contractor consult with DEQ staff during the ESA work and follow all AAI requirements. The City will fund the personnel costs for managing future contracts, meetings, and review of any ESA results.

2.1.5 Final Performance Report

The City staff will submit, electronically, a final performance report to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report will summarize the work completed during the entire project period, include before and after photos of the assessment sites, and address lessons learned as well as successes achieved in completing the brownfields assessment work under this cooperative agreement. It will also include a tracking sheet created and maintained by City staff that will track the work efforts associated with this grant through a number of quantifiable indicators of progress as well as the value the program adds to the local community (e.g. total dollars leveraged, jobs created, community resources and activities created, market and affordable housing units created or redeveloped, and contaminants removed). The project team's time spent developing the final performance report will come from the City staff committed to this program.

2.2 TASK 2 - PUBLIC INVOLVEMENT

2.2.1 Public Outreach and Involvement

The City and its project partners cultivated a list of interested parties through its initial outreach during the creation of the grant application in 2016. The City plans to continue cultivating these relationships and using them to spread information about the project or tap into the group's expertise and obtain advice.

The purpose of this task is to further educate the community about local brownfields and get their input on the prioritization of identified brownfield site and site-specific reuse plans. The contractor will develop a public involvement plan focused devising the most effective

engagement strategy for the community. Outreach will include the stakeholders represented on the BAC and the general public, including representatives from important stakeholder groups in the targeted community including developers, businesses and business organizations, property owners, neighborhood associations, community planning organizations, civic organizations, citizens, and community-based organizations. The BAC will be engaged in a variety of ways depending on the topic being discussed. In some cases, a presentation of information will be the most effecting. In other cases, organizing a workshop in which the BAC collaborates and learn's about one another's perspectives is most effective. The City staff intends to submit the public involvement plan to EPA in the last quarter of 2017 shortly after being awarded the cooperative agreement. After which, we will develop specific work plans for each event and outreach activity and implement these activities on-going throughout the cooperative agreement beginning in the fourth quarter of 2017.

The City currently runs a website dedicated to the brownfield redevelopment projects it has completed, which was focused on redevelopment of the waterfront (<https://www.ci.st-helens.or.us/planning/page/waterfront-redevelopment-project>). The website will be updated to include background information on this new project, upcoming events, and opportunities for involvement. Property application and nomination forms will also be made available on the website along with information about the prioritization criteria for selecting sites for assessment funds. We will also provide information on the website pertaining to site assessment reports, remediation and redevelopment plans, Analysis of Brownfields Cleanup Alternatives (ABCA), and responses to public comments as these occur. Information is sent through the City's listserv that contains a growing list of email addresses for people interested in the City's brownfield redevelopment efforts. City staff work with local newspaper reporters to update the community about the project and announce upcoming public meetings. Under the proposed grant, we will continue to provide this information on an on-going basis as applicable.

When soliciting public comments, we will follow the same process as outlined for the pre-award community notification. An example of when we may do this is if we prepare an ABCA and remediation and redevelopment plan. The City will issue a news release to all area newspapers requesting public comment on an integral component of the work plan through the website. The City will also work with local neighborhood and business associations in the targeted communities to make sure the announcement reaches their members. The notice will provide contact information including the website, a mailing address, and an e-mail address for sending written comments. The public can also comment on the brownfields program at the bimonthly City Council public meetings, as part of or separate from a solicited comment period. These meetings are televised on community cable throughout the region.

The project team will review and consider each comment received and as needed, consult with the BAC to determine what, if any, changes should be made to the project and the implementation of the work plan. Comments will be evaluated against the program goals and objectives. Anyone who sends in a comment and includes a return address or e-mail address will receive a letter or e-mail acknowledging receipt of the comment and addressing any issues raised. If significant comments are received or modifications made, this information will be summarized and posted on City's website.

The project team will provide project management as needed and will assist with implementing these tasks. City and project partners will hire a contractor from the budgeted \$20,480 to cover costs associated with the involvement plan and outreach activities, developing and updating program informational materials (printed, web-based, and social media), writing and distributing press releases, postage for distributing information, and City staff time conducting outreach to various stakeholders and property owners. This budget will cover costs for both petroleum and hazardous substance outreach and education efforts.

2.2.2 Project Updates and Other Public Information

Within the last quarter of 2017 shortly after being awarded the cooperative agreement, staff intends to submit a program fact sheet to EPA and distribute it to the public in accordance with the opportunities and methods described in this Public Involvement section. We will update the fact sheet, as needed throughout the project and at its completion.

City has also maintained a e-mail list of those who participated in the grant outreach process, in order to periodically send out a status report as well as to provide information on comment opportunities and upcoming meetings and events. This will continue under this project work plan. In all outreach and communication activities, people will be encouraged to sign up for this mailing list. Significant milestones, outputs and outcomes will also be presented at BAC and City Council public meetings.

The BAC will meet quarterly or as warranted throughout the project to review, prioritize, and advise on sites for ESAs and assist with the development of the City's brownfields program. The first meeting of the BAC will occur in the 4th quarter of 2017.

Communications staff and Planning Department staff will assist internal staff on outreach and communication activities while John Walsh will provide project management as needed and support staff will assist with implementing these tasks. The City's general funds will cover the staffing costs as well as the postage, operation and supply costs of posting and distributing this information to the public.

2.3 TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION

2.3.1 Site Inventory

This presents an opportunity to build on the recent inventory to engage the community in a comprehensive site identification, prioritization, and eligibility determination (ED) process. Data gathered during the recent inventory will be linked to City GIS and integrated with existing regional databases. The City and contractor will perform the following activities as part of this task: 1) conduct tours/windshield surveys of brownfield sites throughout the target area to confirm potential petroleum and hazardous substance brownfield sites, as well as verify current conditions, development opportunities, and constraints; 2) engage local developers, real-estate industry representatives, property owners, and other stakeholders to gauge interest in the program and collect additional site information to supplement the inventory; 3) work with the BAC and partners listed in Section 2.b. to confirm selection criteria and rank sites based on community priorities; 4) produce a Site Inventory and Prioritization Report; and 5) complete eligibility determinations for the high-priority opportunity sites.

2.3.2 Candidate Site Identification

After updating the inventory through the activities listed above, City will map the potential contaminated sites within the City and target area. City will then query sites using selection criteria developed by City's Brownfields Advisory Group based on the goals of this program. Currently, criteria have not been developed for selecting sites. The first priority of the Advisory Committee will be to develop selection criteria, based on desired outcomes for the community.

After sites are identified, the City with the assistance of the Environmental Contractor (EC) will then conduct initial research to confirm the likelihood that a particular site will be eligible for funding based on the eligible site determinations listed in the Brownfields Assessment Agreement Terms and Conditions 2017. DEQ will be contacted to confirm likelihood, risk and type of contamination, current use, property owner information, the local jurisdictions knowledge and interest in the site, and surrounding site and natural habitat information. The EC will summarize this site information and produce maps of the sites for the Brownfield Advisory Committee meetings.

The Brownfield Advisory Committee will meet periodically throughout the project to review, rank, and provide advice on which sites should receive technical and financial assistance from the program. We anticipate the first batch of sites identified will be researched during the 4th quarter of 2017 and brought to the task force during their Q1 2018 meeting. Sites applying or identified at a later date will be researched at that time and brought to the next quarterly Brownfield Advisory Committee meeting.

City staff will then select sites to receive Phase I and/or Phase II Assessments and with the EC, submit site-specific information to EPA in order to confirm site eligibility and obtain approval for assessment using cooperative agreement funds. We anticipate this will occur throughout the life of the project beginning in the 1st quarter of 2018. John Walsh is lead staff for these tasks.

2.3.3 Site Characterization – Phase 1 and Phase 2 Assessments

After site approval from EPA, the EC will then conduct Phase I and/or Phase II ESAs to identify and define the extent of environmental contamination and characterize the risk on selected sites in order to establish cleanup goals and evaluate remediation options that will result in the reduction of these threats and the potential redevelopment of these properties. The ESAs will follow accepted practice guidelines for environmental assessments and brownfield redevelopment, including EPA laboratory analytical methods, current ASTM standards, regulations and requirements of the Oregon Department of Environmental Quality (DEQ), and State Department of Health requirements. All Phase I and Phase II ESAs will be conducted in accordance with the ASTM Standards on Environmental Site Assessments for Commercial Real Estate (ASTM Designation E1527-13), as well as guidelines, regulations, and requirements of the Department of DEQ.

The Phase I ESA work will include a thorough site history and a Phase I ESA report consisting of a written summary of assessment activities conducted and potential environmental concerns with illustrations. After Phase I assessments are completed, City staff and the EC will determine if Phase II assessment activities are required on these EPA-approved sites.

Prior to beginning Phase II ESA activities, updates will be made through ACRES and a QAPP and site work plan will be submitted to EPA. The site eligibility determination will be updated and resubmitted to EPA for concurrence prior to moving forward with any Phase II assessment work.

The Phase II ESA work will include full site investigations immediately following approval of the QAPP and site work plan. This may include environmental monitoring such as sample collection and monitoring wells. It will also include a Phase II ESA report, which will summarize assessment procedures and results from Phase I and Phase II ESAs, including definition of the lateral and vertical extent of contamination, a detailed site map, and possibly, feasible remedial alternatives with cost estimates. It will also include a brief summary of quality assurance performance, and an appendix containing boring logs, field data, laboratory analytical data, sample chain-of-custody records, photograph logs, documentation of proper management of investigation-derived wastes, and abandonment records for boring and monitoring wells. A final draft document will be produced and submitted to the DEQ after internal and client review and comment. Subsequent to incorporation of DEQ review and comments, a final document will be published.

City and our consultant will evaluate sites against Oregon DEQ's Remedial Based Decision Making (RBDM) cleanup standards established for protection of human health. These evaluations, along with consultation with DEQ Cleanup Project Managers, will assist us in determining if sites will require additional site investigation, remedial action or could be proposed for a no further action determination. If the ESAs conducted under this grant determine cleanup is necessary, City will also provide information on the State's Voluntary Cleanup Program and Independent Cleanup Pathway program to property owners and buyers. Participation in these programs ensures community notification and involvement in the ongoing cleanup work and provides regulatory oversight to protect the public health. If immediate threats to human health or the environment are determined through the ESA process, DEQ's involvement will ensure immediate attention and appropriate and adequate public notification in the community.

The City recognizes the need to be flexible in the number of Phase I and II ESAs conducted. Otherwise, the City anticipates performing 6 Phase I and 6 Phase II ESAs under this cooperative work agreement. Regardless of whether the money is spent on Phase I or II ESAs the intent is to spend \$184,200 on ESAs in a manner that moves the greatest number of sites toward cleanup and redevelopment.

The cooperative work agreement work plan budget reflects \$184,200 to cover the ESA work to be completed through a contract with an EC. The EC is responsible for all Phase I and II ESA activities. Project manager, John Walsh, will be the lead staff at managing the contracted work with any EC. We anticipate the ESA work to be ongoing throughout the project with Phase I work to likely begin in the 4th quarter of 2017.

2.3.4 ESA and NHPA requirements

In order to assist EPA in meeting requirements under the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA), and to prevent delays in the work plan, City staff with assistance from the EC will provide the following information to EPA prior to conducting

field activities associated with the Phase II ESA: the location of the project, any threatened or endangered species or habitat which may be affected by the project, whether the site is considered to be of concern by the State Historic Preservation officer (SHPO), a list of Tribes who may believe the site or project could disturb cultural resources, and an evaluation as to whether the plans could have adverse effects on endangered species or cultural resources. In order to do so, City with the EC will send a letter to the SHPO and the Army Corps of Engineers as well as any surrounding Confederated Tribes 30 days prior to submittal to EPA of proposed Phase II activities. The project manager will act as staff lead and communicate with our EPA Project Officer to receive any additional guidance needed on this topic.

2.3.5 Quality Assurance Project Plan (QAPP) and Health and Safety Plan

In addition, a Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plan (SAP) will be completed for all Phase II sampling to ensure the precision, accuracy, and completeness of data regarding the condition of the sites are known and documented per document EPA 540-R-98-038. This will be submitted to and approved by the EPA prior to the commencement of sampling on each targeted brownfields site. The QAPP will describe the measures that will be used to ensure that defensible and quality data are collected and reported for this project. The Sampling and Analysis Plan (SAP) will describe and provide a rationale for selecting locations, types, quantities, and analyses of proposed samples. The QAPP will also include general equipment and methods for proposed sampling and analyses with references to specific federal, state, and professional practice guidelines.

The project manager or technical lead for the EC working on this project will also have advanced health and safety training as specified in OSHA 29 CFR 1910.120. The proposed individual must be present on site during any on-site work and sampling activities. All individuals working at the site must have appropriate health and safety training, including 40-hour Hazardous Waste Site Operations and 8-Hour Refresher courses. A site-specific health and safety plan must be prepared by a certified safety professional or certified industrial hygienist, and submitted to EPA prior to performing on-site work. The proposal should provide an example outline or describe the type of information that will be included in the health and safety plan. Such a plan must be submitted as part of the work plan for the final negotiated scope of services with City and revised, as necessary for subsequent work plans.

Phase I work is likely to begin in the 4th quarter of 2017, and thus, the EC would likely submit a generic QAPP in the 3rd quarter of 2017 with SAPs for each site to follow beginning in the 3rd or 4th quarter of 2017 and continuing throughout the project. The EC is responsible for preparing these documents. Project manager, John Walsh, will be the lead staff at managing the contracted work with the EC. In the work plan budget, a small portion of the \$184,200 budgeted for an EC will cover the preparation of these documents and submittal to EPA.

2.3.6 Integrating Sustainability

The City and the contractor selected to complete project tasks will prioritize sustainability when considering approaches to cleanup activities. Some approaches may include:

- Utilize fuel efficient vehicles
- Reduce miles traveled while conducting site work
- Purchase or lease more sustainable equipment, supplies, and services

- Implement sustainable materials management practices (reduce, reuse, recycle)
- Consider efficiencies to traditional travel or consider alternatives
- Consider other practices that directly reduce water, materials, climate, energy, or air impacts

2.4 TASK 4 - CLEANUP PLANNING

2.4.1 Analysis of Brownfields Cleanup Alternatives

This will consist of an Analysis of Brownfields Cleanup Alternatives (ABCA). The ABCA will summarize the following: site description and contamination (i.e., exposure pathways, contaminant sources, types and levels of contamination, etc.); cleanup standards; and applicable laws. The ABCA will also discuss at least two alternatives considered and evaluated in terms of effectiveness, implementability and cost, and then recommend a proposed cleanup plan. The evaluation of alternatives should also consider the resilience of the remedial options in light of reasonably foreseeable changing climate conditions (e.g., sea level rise, increased frequency and intensity of flooding and/or extreme weather events, etc.). The alternatives may additionally consider the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed, reduce volume of materials taken to landfills, and recycle and re-use materials generated during the cleanup process to the maximum extent practicable. The evaluation will include an analysis of reasonable alternatives including no action.

The ABCA will be reviewed by the Oregon VCP project manager prior to making the document available for public comment to help ensure that the cleanup plans will be acceptable to the State. The ABCA will then be distributed for public comment 30 days prior to beginning cleanup as outlined in the pre-award community notification and public involvement sections of this work plan.

City staff and the EC will also provide technical assistance to property owners and local jurisdictions on the purchase, cleanup, and redevelopment of brownfield sites providing them with information and connecting them to the appropriate resources including the Oregon Economic and Community Development Revolving Loan Fund and Oregon Brownfields Fund, and Brownfields Cleanup Grants.

The project manager will manage the contract with the EC to complete this work and communicate with the EPA Project Officer to receive any additional guidance needed on this topic. The costs are budgeted for in the work plan within the \$79,054 to cover the remediation and redevelopment work on approximately two sites to be completed through a contract with an EC. The cooperative work agreement work plan budget reflects \$10,000 to cover oversight costs incurred through Oregon DEQ involvement on any cleanup planning work undertaken by the grant.

2.4.2 Final Cleanup Plan

After the public notice and comment period for the ABCA, City staff will compile a comment report, and will review and consider each comment received and then determine, in consultation with the EC, DEQ and the Program Officer at EPA, what, if any, changes should be made for the final remediation plan. As outlined in the draft plan, it will include cleanup standards and applicable laws. In addition, it will include institutional, land use and/or

engineering controls required as part of the cleanup for the recommended cleanup alternative. The final draft of the remediation and redevelopment plan will be submitted to the Oregon VCP project manager and the EPA project officer for this cooperative agreement.

2.4.3 Area-Wide Planning

City staff and the EC will provide integrated area-wide planning (AWP) support to two high-profile catalyst properties that need assistance in developing a reuse vision and plan. AWP activities may include: real estate market analysis, infrastructure and regulatory analysis, site master planning, focused community engagement. The intent of the AWP activities will be to align redevelopment planning with remediation of known site contamination.

2.4.4 Cleanup (Remedial) Design

The City may provide technical assistance if a local jurisdiction or property owner needs assistance in preparing a RFP and/or contract for hiring a contractor to implement the final cleanup plan. Funds would come either from City’s general funds to cover internal staffing time or a part of the \$30,000 dedicated to the remediation and redevelopment work in the budget to cover time spent by an EC to complete such work.

3. SCHEDULE AND DELIVERABLES

A schedule of all key milestones, activities, and accomplishments anticipated over the length of the cooperative agreement. City will commence work on the billable portions of the grant project by October 1, 2017.

DUE DATE	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Q4 2017	Property Profile Form entered in ACRES or submitted to PO	X			
Q3 2017	Public Involvement Plan (PIP)	X			
Q4 2017	Fact sheet - project starting	X			
Q4 2017	Public Meeting – Kick off	X	X		
Q4 2017	Inventory updated & Site Selection Criteria set	X			
Q4 2017	Top sites selected	X	X		
Ongoing - At least 30 days before assessment is scheduled to begin	Site eligibility requested & confirmed (for petroleum include State)	X	X		

DUE DATE	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Q4 2017	QAPP / Health and Safety Plan	X			
Before field work begins	Endangered Species Act (ESA) & National Historic Preservation Act (NHPA) Letters	X			
Ongoing	Site Assessments Begin				
Month 4	Quarterly Progress Report (QPR) 1	X			
Month 7	QPR 2 - continue with as many quarters as needed	X			
	DBE Report (MBE/WBE) (DBE = Disadvantaged Business Enterprises) Reports must be submitted annually by October 30th of each year. For forms & more information, visit: https://www.epa.gov/resources-small-businesses	X (copy)		X	
As Needed	Requests for Reimbursement – see Administrative Terms & Conditions				X
Month 36	Fact Sheet - Assessment results	X			
Months 36 – 39	Final Federal Financial Report (FFR) (SF425) & Final Drawdown For forms & more information, visit: https://www.epa.gov/grants/epa-grantee-forms	X (copy)		X (copy)	X
Months 36 – 39	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

4. BUDGET

Project Budget Table: Hazardous Substances					
Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$0	\$0	\$0	\$0	\$ 0
Fringe Benefits	\$0	\$0	\$0	\$0	\$ 0
Travel	\$2,137.50	\$0	\$0	\$0	\$2,138
Equipment	\$0	\$0	\$0	\$0	\$ 0
Supplies	\$0	\$1,000	\$0	\$0	\$1,000
Contractual	\$5,500	\$9,240	\$92,100	\$34,527	\$141,367
Other: State Oversight	\$0	\$0	0	\$5,000	\$ 5,000
Other: Workshop Registration Fees	\$495	\$0	\$0	\$0	\$ 495
Task Totals	\$8,133	\$10,240	\$92,100	\$39,527	\$150,000

Project Budget Table: Petroleum					
Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$0	\$0	\$0	\$0	\$ 0
Fringe Benefits	\$0	\$0	\$0	\$0	\$ 0
Travel	\$2,137.50	\$0	\$0	\$0	\$2,138
Equipment	\$0	\$0	\$0	\$0	\$ 0
Supplies	\$0	\$1,000	\$0	\$0	\$1,000
Contractual	\$5,500	\$9,240	\$92,100	\$34,527	\$141,367
Other: State Oversight	\$0	\$0	\$0	\$5,000	\$ 5,000
Other: Workshop Registration Fees	\$495	\$0	\$0	\$0	\$ 495
Task Totals	\$8,133	\$10,240	\$92,100	\$39,527	\$150,000

Project Budget Table: TOTAL					
Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Task Totals	\$16,266	\$20,480	\$184,200	\$79,054	\$300,000

4.2 Budget Narrative By Task – Combined Hazardous Substances & Petroleum

Note: All contractual cost estimates assume the following average rate structure:

Average base (raw salary)	=	\$31.50
Average fringe	=	\$78.50
Total	=	\$110/hr

Task 1 – Project Management & Reporting - \$16,266 Total, (\$8,133 haz sub & \$8,133 petroleum)

This task will be led by the City’s Project Manager supported by the City’s environmental contractor. Project management and reporting will be ongoing throughout the project term.

- **\$4,275 Travel/Training:** Two members of the Project Team to attend one State or regional and one national brownfields conference. Travel/Training costs were calculated as follows:

Regional Conference Estimate (based on Bend, OR conference 05/2015 costs)

- Hotel \$102/night x 2 nights x 1 event/year x 2 persons x 1 year = \$408
 - Per diem \$59/day, x 2 days/event x 2 persons = \$236
- Regional Subtotal = \$644

National Conference Estimate (based on Brownfields Chicago, IL 09/2015)

- Airfare \$618.00 /event x 1 event/year x 2 persons x 1 year = \$1236.00
 - Ground transportation (roundtrip cab) \$54 x 1 vehicle x 1 year = \$108
 - Hotel \$212/night x 4 nights x 1 event/year x 2 persons x 1 year = \$1696.00
 - Per diem \$74/day x 4 days x 2 persons x 1 year = \$592
- National Subtotal = \$3,631

- **\$11,000 Contractual:** Reporting to EPA, update ACRES database, prepare final performance report, 100 hours at \$110/hour.
- **\$990 Other: Registration Fees - State/Regional and National Brownfields Conferences,** City Project Manager and one Advisory Committee member.

State/Regional Brownfield Conference registration, \$195/event x 1 event/year x 2 persons x 1 year = \$390;

National Brownfields Conference Registration, \$300/event x 1 event/year x 2 persons x 1 year = \$600.

Task 2 – Public Involvement: \$24,000 Total (\$10,240 from hazardous substance funds and \$10,240 from petroleum funds).

- **\$18,480 Contractual:** Environmental contractor outreach (200 hours at average billing rate of \$110/hr).
- **\$2,000 Supplies:** Budgeted supply costs of \$1,000/grant include printing costs (\$300); *public-notice mailing expenses* (\$400); and *public meeting display boards* and other graphic materials (\$300).

The total EPA funded budget for this project is \$300,000, comprised of \$150,000 from the petroleum budget and \$150,000 from the hazardous waste budget.

The City understands that indirect costs are not eligible for reimbursement by cooperative agreement funding. Project activities performed in whole or part with EPA cooperative agreement funds will comply with all applicable state laws and cross-cutting federal requirements.

Task 3 – Site Inventory and Characterization (Phase I and II ESAs): \$184,200 Total (\$92,100 from hazardous substance funds and \$92,100 from petroleum funds)

- **\$5,000 Contractual: Inventory.** Environmental contractor update to and prioritization of brownfield inventory, site selection, eligibility determinations (100 hrs at \$110/hour).
- **\$30,000 Contractual: Phase I ESAs.** 6 Phase I ESAs at an average cost of \$5,000/each.
- **\$132,000 Contractual: Phase II ESAs** 6 Phase II ESAs at \$22,000 each. In addition to environmental contractor, the Phase II costs include site-specific sampling and analysis plans and may include: laboratory analysis of samples, driller, and other potential costs such as utility locating and geophysical survey.
- **\$6,600 Contractual: QAPP Preparation** Environmental contractor, 60 hours at \$110/hour.

Task 4 – Cleanup Planning. \$79,054 Total (\$39,527 from petroleum funds, \$39,527 from hazardous substances funds). ABCA and Cleanup plans will be developed for two properties. The plans will be prepared by a team of qualified professionals. Area-Wide Planning activities will be conducted for the targeted project area.

- **\$39,054 Contractual:** Develop up to two ABCAs and Final Cleanup Plan reports, Environmental contractor (311.3 hrs at \$110/hr)
- **\$30,000 Contractual:** Area Wide Planning activities, including up to two targeted workshops
- **\$10,000 Other: State Oversight:** Oversight costs incurred through Oregon DEQ involvement on any cleanup planning work undertaken by the grant



Lake Oswego
 Two Centerpointe Dr., 6th Floor
 Lake Oswego, OR 97035
 503-598-7070
www.jordanramis.com

Vancouver
 1499 SE Tech Center Pl., #380
 Vancouver, WA 98683
 360-567-3900

Bend
 360 SW Bond St., Suite 510
 Bend, OR 97702
 541-550-7900

VIA E-MAIL

December 28, 2017

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

Re: **Jordan Ramis Rate Proposal**
City of St. Helens / General
 Our File No. 49698-36130

Dear John:

I have enclosed an amended form of legal services agreement for consideration by the City. In addition to incorporating adjusted hourly rates, it updates the language to clarify some points of the substantive terms of the agreement.

In summary, the changes address the following subjects:

- **Assigned Lawyers:** We propose that Peter Watts and Tim Ramis be the lawyers primarily responsible for services.
- **Rate Structure:** We propose hourly services at the following rates:

Associate Attorneys	\$250 per hour
Shareholder Attorneys, Contract Counsel and Counsel to the Firm	\$350 per hour
Paralegals	\$195 per hour
Project Assistant Services	\$100 per hour

- **Termination:** The intent of the existing agreement appears to have been to permit either party to terminate without cause on thirty days' notice. The amended text clarifies some awkward language to make that intent clear.

December 28, 2017

Page 2

The firm has served the City for many years, appreciates this long term relationship, and wishes to continue this service. We are now facing cost increases which are the result of our commitment to maintain a team of highly qualified and experienced lawyers and paralegals. We recognize that the City has limited resources for legal services and we have therefor substantially discounted these rates from the rates typically charged by the lawyers who serve the City. We also recognize that those are significant increases which will require City administration to continue to carefully control use of legal resources. We are committed to cooperating fully in the management of legal resources.

Sincerely,

JORDAN RAMIS PC



Timothy V. Ramis

Admitted in Oregon

tim.ramis@jordanramis.com

OR Direct Dial (503) 598-5573

LEGAL SERVICES AGREEMENT SECOND AMENDMENT

THIS LEGAL SERVICES AGREEMENT SECOND AMENDMENT

("Amendment") is made and entered into by and between the CITY OF ST. HELENS, an Oregon municipal corporation ("City") and JORDAN RAMIS PC, a professional corporation ("Firm") as of January _____, 2018.

Recitals

A. The City and Firm are parties to a Legal Services Agreement dated January 2, 2007 and a Legal Services Agreement Amendment dated July 1, 2016 ("First Amendment"). The City and Firm wish to amend the Agreement and adjust the rates charged by Firm for the services defined in the Legal Services Agreement.

Agreement

NOW, THEREFORE, the City and Firm mutually agree as follows:

1. Section 1 of the Legal Services Agreement, as amended by the First Amendment, is hereby amended as follows (added language underlined, deleted language stricken):

1. APPOINTMENT OF CITY ATTORNEY. The City does hereby appoint the Firm as its City Attorney and the Firm accepts such appointment. ~~Shelby Rihala Peter Watts and Tim Ramis~~ of the Firm shall be the lawyers primarily responsible for provision of services under this Agreement. However, other lawyers or paralegals in the Firm may be assigned certain matters depending on the need for specific skills and availability. The City Attorney shall be a public official and an agent of the City.

2. Section 3 of the Legal Services Agreement, as amended by the First Amendment, is hereby amended as follows (added language underlined, deleted language stricken):

3. COMPENSATION. The Firm shall be paid on an hourly basis for the above services at the following rates:

3.1 Lawyer services,

3.1.1 Associate Attorneys. ~~\$200.00~~ \$250.00 per hour;

3.1.2 Shareholder Attorneys, Contract Counsel and Counsel to the firm, \$350.00 per hour;

3.2 Paralegal services, ~~\$170.00~~ \$195.00 per hour; and

3.3 Project Assistant Services, ~~\$70.00~~ \$100.00 per hour.

3.4 The compensation rates described in Section 3 of this Agreement, and the Firm's performance of duties under Section 2 of this Agreement, shall be reviewed between the parties annually at each anniversary of the Agreement.

3.5 The Firm and City Administrator will regularly review the level of expenditures on legal services and will prioritize projects in order to stay within budgeted amounts.

~~3.6 Notwithstanding this section, the Firm will charge higher rates for provision of services provided by attorneys with specialties other than municipal law, including but not limited to matters relating to environment, water, natural resources, litigation, bankruptcy, creditors' rights, and construction. The Firm shall be compensated at \$230 per hour for attorney time and \$190 per hour for paralegal time for these specialty services.~~

4. The First Amendment is hereby terminated and is of no further force and effect.

5. Except as modified hereby, the terms and conditions of the Agreement remain in full force and effect.

AGREED to this ____ day of _____, 2018.

CITY OF ST.HELENS

JORDAN RAMIS PC

BY: _____

BY: _____

ITS: _____

ITS: _____

CONTRACT PAYMENTS

City Council Meeting
January 3, 2018

TFT Construction, Inc.

Project: R-658 2017 HMAC Overlay & Paving (Inv#2255451) \$ **19,396.38**

TFT Construction, Inc.
53990 West Lane Road
Scappoose, OR 97056
(503) 543-7979 Fax (503) 543-7299

CUSTOMER #: CSH
INVOICE #: 2255451
INVOICE DATE: 11/27/17
DUE DATE: 12/27/17

27 KP

RECEIVED
 NOV 29 2017

BILL TO:
 City of St. Helens
 P.O. Box 278
 St. Helens, OR 97051

JOB: 17099
 2017 HMAC Overlay & Paving
 Project No. R-658
 St. Helens, OR

CITY OF ST. HELENS

JOB #	CODE	INV DATE	# / DESCRIPTION	RETENTION BALANCE	RETENTION DUE %	RETENTION DUE AMOUNT
			Retention billed.			
17099		09/21/17	2255354	17,188.35	100.0	17,188.35
17099		10/16/17	2255403	2,208.03	100.0	2,208.03
RETENTION DUE:						19,396.38

Thank you for your business!

APPROVED FOR PAYMENT

<u>INIT</u>		<u>DATE</u>
<u>[Signature]</u>	ACCOUNTS PAYABLE	<u>12-18-17</u>
<u>[Signature]</u>	FINANCE	<u>12-18-17</u>
	SUPERVISOR	

PLEASE PAY FROM
 ACCOUNT # 205-000-053002
[Signature]
 SIGNATURE 12-18-17
 DATE

City of St. Helens
Declare Surplus Property
City Council Meeting
January 3, 2018

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

All Departments

- 10 Old Metal Chairs (green seats)
- 1 Desk
- 12 Card File Cabinets

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2018 NEW

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

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Tap Into Wine	Tap Into Wine, LLC	315 B Strand Street	Location Change

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/14/2017 - 11:39AM
 Batch: 00005.12.2017 - 12-14-17 AP FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ACE HARDWARE									
000500									
1211	11/30/2017	29.97	0.00	12/14/2017				False	0
201-000-052059 Events - General				MATERIALS					
1211	11/30/2017	19.99	0.00	12/14/2017				False	0
703-734-052001 Operating Supplies				MATERIALS					
	1211 Total:	49.96							
1213	11/30/2017	67.53	0.00	12/14/2017				False	0
100-708-052001 Operating Supplies				MATERIALS					
	1213 Total:	67.53							
1214	11/30/2017	34.63	0.00	12/14/2017				False	0
100-705-052001 Operating Supplies				MATERIALS					
	1214 Total:	34.63							
1216	11/30/2017	33.06	0.00	12/14/2017				False	0
205-000-052001 Operating Supplies				MATERIALS					
	1216 Total:	33.06							
1217	11/30/2017	106.96	0.00	12/14/2017				False	0
603-735-052001 Operating Supplies				MATERIALS					
1217	11/30/2017	145.71	0.00	12/14/2017				False	0
603-736-052001 Operating Supplies				MATERIALS					
1217	11/30/2017	145.71	0.00	12/14/2017				False	0
603-737-052001 Operating Supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1217 Total:	398.38							
1218	11/30/2017	109.44	0.00	12/14/2017				False	0
601-732-052001	Operating Supplies			MATERIALS					
1218	11/30/2017	93.21	0.00	12/14/2017				False	0
703-734-052001	Operating Supplies			MATERIALS					
1218	11/30/2017	19.27	0.00	12/14/2017				False	0
603-736-052001	Operating Supplies			MATERIALS					
1218	11/30/2017	19.26	0.00	12/14/2017				False	0
603-737-052001	Operating Supplies			MATERIALS					
	1218 Total:	241.18							
	ACE HARDWARE Total:	824.74							
BIO-MED TESTING SERVICE, INC.									
003505									
60209	12/6/2017	45.00	0.00	12/14/2017				False	0
100-702-052019	Professional Services			PRE EMPLOYMENT TEST CAMERON PAGE					
	60209 Total:	45.00							
	BIO-MED TESTING SERV	45.00							
Boise White Paper, LLC									
003720									
12152017	12/15/2017	12,500.00	0.00	12/14/2017				False	0
202-722-055001	Principal			JANUARY 2018 NOTE PAYMENT					
	12152017 Total:	12,500.00							
	Boise White Paper, LLC To	12,500.00							
CANON SOLUTIONS AMERICA, INC									
021694									
4024385691	11/30/2017	10.74	0.00	12/14/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-706-052024	Miscellaneous			COPIER					
	4024385691 Total:	10.74							
	CANON SOLUTIONS AM	10.74							
CARQUEST AUTO PARTS STORES									
005845									
11302017	11/30/2017	411.79	0.00	12/14/2017				False	0
	701-000-052001 Operating Supplies			AUTO PARTS 315752					
	11302017 Total:	411.79							
	CARQUEST AUTO PART	411.79							
CENTERLOGIC, INC.									
011595									
43314	11/29/2017	149.99	0.00	12/14/2017				False	0
	702-000-052005 Small Equipment			WIRELESS ACCESS POINT					
	43314 Total:	149.99							
43419	12/4/2017	138.00	0.00	12/14/2017				False	0
	603-736-052003 Utilities			TONER					
43419	12/4/2017	138.00	0.00	12/14/2017				False	0
	603-737-052003 Utilities			TONER					
	43419 Total:	276.00							
43426	12/4/2017	420.00	0.00	12/14/2017				False	0
	702-000-052019 Professional Services			IT SUPPORT					
43426	12/4/2017	19.44	0.00	12/14/2017				False	0
	702-000-052005 Small Equipment			RJ45S FOR SHPL					
	43426 Total:	439.44							
43451	12/4/2017	5,702.00	0.00	12/14/2017				False	0
	702-000-052019 Professional Services			IT SUPPORT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	43451 Total:	5,702.00							
43541	12/5/2017	325.00	0.00	12/14/2017				False	0
	702-000-052006 Computer Maintenance				SECURE BACKUP				
	43541 Total:	325.00							
	CENTERLOGIC, INC. To	6,892.43							
CENTURY LINK									
034002									
12042017	12/4/2017	79.43	0.00	12/14/2017				False	0
	702-000-052010 Telephone				228B PW				
12042017	12/4/2017	47.64	0.00	12/14/2017				False	0
	702-000-052010 Telephone				130B CH				
12042017	12/4/2017	85.43	0.00	12/14/2017				False	0
	702-000-052010 Telephone				798B CH				
12042017	12/4/2017	213.36	0.00	12/14/2017				False	0
	702-000-052010 Telephone				488B LIB				
12042017	12/4/2017	99.06	0.00	12/14/2017				False	0
	702-000-052010 Telephone				967B				
12042017	12/4/2017	65.49	0.00	12/14/2017				False	0
	702-000-052010 Telephone				909B PW				
12042017	12/4/2017	40.05	0.00	12/14/2017				False	0
	702-000-052010 Telephone				579B PW				
12042017	12/4/2017	20.00	0.00	12/14/2017				False	0
	603-736-052010 Telephone				600B WWTP				
12042017	12/4/2017	20.05	0.00	12/14/2017				False	0
	603-737-052010 Telephone				600B WWTP				
12042017	12/4/2017	20.00	0.00	12/14/2017				False	0
	603-737-052010 Telephone				688B WWTP				
12042017	12/4/2017	20.05	0.00	12/14/2017				False	0
	603-736-052010 Telephone				688B WWTP				
12042017	12/4/2017	20.00	0.00	12/14/2017				False	0
	603-736-052010 Telephone				654B WWTP				
12042017	12/4/2017	20.05	0.00	12/14/2017				False	0
	603-737-052010 Telephone				654B WWTP				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
12042017	12/4/2017	20.00	0.00	12/14/2017				False	0
603-737-052010 Telephone				293B WWTP					
12042017	12/4/2017	20.05	0.00	12/14/2017				False	0
603-736-052010 Telephone				293B WWTP					
	12042017 Total:	790.66							
	CENTURY LINK Total:	790.66							
COLUMBIA BANK									
007350									
12032017	12/3/2017	43,821.41	0.00	12/14/2017				False	0
202-723-055001 Principal				PRINCIPAL PAYMENT 1027					
12032017	12/3/2017	18,553.27	0.00	12/14/2017				False	0
202-723-055002 Interest				INTEREST PAYMENT 1027					
	12032017 Total:	62,374.68							
	COLUMBIA BANK Total:	62,374.68							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201711CSH	12/1/2017	750.00	0.00	12/14/2017				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
201711CSH	12/1/2017	750.00	0.00	12/14/2017				False	0
703-734-052019 Professional Services				PW WORK CREW					
	201711CSH Total:	1,500.00							
	COLUMBIA CO. DEPT. O	1,500.00							
COLUMBIA FEED & SUPPLY									
008120									
22799	11/29/2017	47.99	0.00	12/14/2017				False	0
100-708-052001 Operating Supplies				PP 70					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	22799 Total:	47.99							
	COLUMBIA FEED & SUP	47.99							
COLUMBIA PACIFIC FOOD BANK									
008275									
12122017	12/12/2017	1,126.00	0.00	12/14/2017				False	0
	100-705-052028 Projects & Programs				DONUT DAY FUNDS RAISED				
	12122017 Total:	1,126.00							
	COLUMBIA PACIFIC FO	1,126.00							
COMPLETE WIRELESS SOLUTIONS INC									
478453									
S90015	4/17/2017	1,707.00	0.00	12/14/2017				False	0
	701-000-053001 Capital Outlay				SERVICE PARTS AND PROGRAMMING				
	S90015 Total:	1,707.00							
	COMPLETE WIRELESS S	1,707.00							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
11242017	11/24/2017	418.36	0.00	12/14/2017				False	0
	100-706-052023 Facility Maintenance				MATERIALS				
11242017	11/24/2017	-106.68	0.00	12/14/2017				False	0
	100-706-052023 Facility Maintenance				MATERIALS				
11242017	11/24/2017	11.85	0.00	12/14/2017				False	0
	202-723-052023 Facility Maintenance				MATERIALS				
11242017	11/24/2017	23.49	0.00	12/14/2017				False	0
	100-708-052001 Operating Supplies				MATERIALS				
11242017	11/24/2017	194.37	0.00	12/14/2017				False	0
	603-736-052001 Operating Supplies				MATERIALS				
11242017	11/24/2017	194.37	0.00	12/14/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
603-737-052001	Operating Supplies			MATERIALS					
	11242017 Total:	735.76							
	DAHLGRENS DO IT BES	735.76							
E2C CORPORATION									
E2C									
4190	12/8/2017	721.94	0.00	12/14/2017				False	0
	201-000-052059 Events - General			CHRISTMAS COCOA JOANNES FABRIC PRIZE MEDA					
	4190 Total:	721.94							
	E2C CORPORATION Tota	721.94							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
33333	11/16/2017	132.63	0.00	12/14/2017				False	0
	603-735-052001 Operating Supplies			ROCK					
33333	11/16/2017	77.51	0.00	12/14/2017				False	0
	601-731-052001 Operating Supplies			ROCK					
	33333 Total:	210.14							
33339	11/17/2017	131.94	0.00	12/14/2017				False	0
	601-731-052001 Operating Supplies			ROCK					
	33339 Total:	131.94							
33346	11/20/2017	117.01	0.00	12/14/2017				False	0
	605-000-052001 Operating Supplies			ROCK					
	33346 Total:	117.01							
	EAGLE STAR ROCK PRO	459.09							

GRANTS PASS WATER LAB

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
01414									
18676	11/17/2017	42.00	0.00	12/14/2017				False	0
601-732-052064	Lab Testing			TESTING TOTAL COLIFORM					
	18676 Total:	42.00							
301266	12/1/2017	350.00	0.00	12/14/2017				False	0
601-732-052064	Lab Testing			TESTING GIARDIA ANALYSIS					
	301266 Total:	350.00							
	GRANTS PASS WATER L	392.00							
HACH COMPANY									
014200									
10680456	10/18/2017	485.22	0.00	12/14/2017				False	0
603-736-052001	Operating Supplies			MATERIALS					
10680456	10/18/2017	485.23	0.00	12/14/2017				False	0
603-737-052001	Operating Supplies			MATERIALS					
	10680456 Total:	970.45							
10696388	10/27/2017	5,532.87	0.00	12/14/2017				False	0
603-736-052001	Operating Supplies			WATER PURIF SYS PUR PACK FOR WATER SYS					
	10696388 Total:	5,532.87							
CREDIT	10/27/2017	-450.77	0.00	12/14/2017				False	0
603-736-052001	Operating Supplies			CREDIT					
	CREDIT Total:	-450.77							
	HACH COMPANY Total:	6,052.55							
HOLT SERVICES INC									
45123									
1262017	12/6/2017	200.00	0.00	12/14/2017				False	0
601-000-022000	Deposit			HYDRANT METER RENTAL DEPOSIT REFUND HOLT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1262017 Total:	200.00							
	HOLT SERVICES INC To	200.00							
HUDSON GARBAGE SERVICE									
015875									
9593238	12/1/2017	54.03	0.00	12/14/2017				False	0
	100-706-052003 Utilities			1554					
	9593238 Total:	54.03							
9593355	12/1/2017	129.69	0.00	12/14/2017				False	0
	603-737-052003 Utilities			8333					
9593355	12/1/2017	129.72	0.00	12/14/2017				False	0
	603-736-052003 Utilities			8333					
	9593355 Total:	259.41							
9593505	12/1/2017	87.07	0.00	12/14/2017				False	0
	100-715-052003 Utilities			7539					
	9593505 Total:	87.07							
9593506	12/1/2017	87.07	0.00	12/14/2017				False	0
	100-705-052003 Utilities			77547					
	9593506 Total:	87.07							
9593507	12/1/2017	81.75	0.00	12/14/2017				False	0
	703-734-052003 Utilities			7555					
	9593507 Total:	81.75							
9593508	12/1/2017	420.36	0.00	12/14/2017				False	0
	100-708-052003 Utilities			7598					
	9593508 Total:	420.36							
9593509	12/1/2017	320.87	0.00	12/14/2017				False	0
	100-715-052003 Utilities			7601					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	9593509 Total:	320.87							
9593510	12/1/2017	162.82	0.00	12/14/2017				False	0
100-708-052003	Utilities			7636					
	9593510 Total:	162.82							
9594004	12/1/2017	115.26	0.00	12/14/2017				False	0
202-722-052023	Facility Maintenance			1026					
	9594004 Total:	115.26							
	HUDSON GARBAGE SER	1,588.64							
INGRAM LIBRARY SERVICES, INC.									
016240									
31323735	11/10/2017	17.09	0.00	12/14/2017				False	0
100-706-052035	Audio Materials			BOOKS 2OC7921					
	31323735 Total:	17.09							
31323736	11/10/2017	1,020.42	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31323736 Total:	1,020.42							
31359455	11/14/2017	90.51	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31359455 Total:	90.51							
31359456	11/14/2017	37.02	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31359456 Total:	37.02							
31359457	11/14/2017	89.02	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	31359457 Total:	89.02							
31414187	11/16/2017	-14.49	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31414187 Total:	-14.49							
31514772	11/22/2017	8.58	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31514772 Total:	8.58							
31514773	11/22/2017	10.49	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31514773 Total:	10.49							
31514774	11/22/2017	284.55	0.00	12/14/2017				False	0
203-706-037014	Donations			BOOKS 2OC7921					
	31514774 Total:	284.55							
31658227	11/29/2017	140.75	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31658227 Total:	140.75							
31658228	11/29/2017	70.90	0.00	12/14/2017				False	0
203-706-037014	Donations			BOOKS 2OC7921					
	31658228 Total:	70.90							
31859032	12/6/2017	17.99	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31859032 Total:	17.99							
31859033	12/6/2017	489.20	0.00	12/14/2017				False	0
100-706-052033	Printed Materials			BOOKS 2OC7921					
	31859033 Total:	489.20							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
31859034	12/6/2017	248.14	0.00	12/14/2017				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
	31859034 Total:	248.14							
	INGRAM LIBRARY SERV	2,510.17							
JORDAN RAMIS PC									
030274									
139840	11/30/2017	2,500.00	0.00	12/14/2017				False	0
100-701-052019 Professional Services				GENERAL LEGAL SERVICES					
139840	11/30/2017	648.00	0.00	12/14/2017				False	0
603-735-052019 Professional Services				GENERAL LEGAL SERVICES					
	139840 Total:	3,148.00							
	JORDAN RAMIS PC Tota	3,148.00							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC									
KJSECUR									
0001932	11/28/2017	75.00	0.00	12/14/2017				False	0
100-706-052023 Facility Maintenance				SVC CHARGE					
	0001932 Total:	75.00							
	KJ SECURITY SOLUTIO	75.00							
LAKESIDE INDUSTRIES									
018000									
33458	11/25/2017	408.24	0.00	12/14/2017				False	0
601-731-052001 Operating Supplies				EZ STREET ASPHALT					
33458	11/25/2017	408.24	0.00	12/14/2017				False	0
603-735-052001 Operating Supplies				EZ STREET ASPHALT					
	33458 Total:	816.48							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
LAKESIDE INDUSTRIES		816.48							
LANCE, CLAYTON J. 007544									
20	12/13/2017	1,572.00	0.00	12/14/2017				False	0
100-704-052019 Professional Services				12/11-12/13 CITY PROSECUTOR					
20 Total:		1,572.00							
LANCE, CLAYTON J. Tot		1,572.00							
MAILBOXES NORTHWEST 019366									
12012017	12/1/2017	29.43	0.00	12/14/2017				False	0
603-000-053010 Sewer Main Replacement				SHIPPING COSTS MICROBAC LAB					
12012017 Total:		29.43							
MAILBOXES NORTHWE		29.43							
METRO PLANNING INC. 020291									
4433	12/7/2017	112.50	0.00	12/14/2017				False	0
100-710-052027 IT Fund Charges				WEB GIS HOSTING DECEMBER 2017					
4433	12/7/2017	37.50	0.00	12/14/2017				False	0
703-733-052026 Equipment Fund Charges				WEB GIS HOSTING DECEMBER 2017					
4433 Total:		150.00							
METRO PLANNING INC		150.00							
MIDWEST TAPE 020427									
95583272	11/16/2017	101.81	0.00	12/14/2017				False	0
100-706-052035 Audio Materials				ABD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	95583272 Total:	101.81							
	MIDWEST TAPE Total:	101.81							
NORTHSTAR CHEMICAL, INC.									
021556									
114807	11/22/2017	377.35	0.00	12/14/2017				False	0
601-732-052083 Chemicals SODIUM HYPOCHLORITE 12.5									
	114807 Total:	377.35							
	NORTHSTAR CHEMICAL	377.35							
OHM EQUITY PARTNERS, LLC									
021744									
1262017	12/6/2017	200.00	0.00	12/14/2017				False	0
601-000-022000 Deposit HYDRANT METER RENTAL DEPOSIT REFUND OHM									
	1262017 Total:	200.00							
	OHM EQUITY PARTNER	200.00							
OREGON DEQ, BUSINESS OFFICE									
022011									
12162017	12/13/2017	160.00	0.00	12/14/2017				False	0
601-732-052018 Professional Development TWO YEAR CERT RENEWAL FEE GUY DAVIS									
	12162017 Total:	160.00							
	OREGON DEQ, BUSINES	160.00							
OREGON DMV									
023150									
61018-113017	11/30/2017	3.00	0.00	12/14/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-704-052024	Miscellaneous				CERTIFIED COURT PRINT				
	61018-113017 Total:	3.00							
	OREGON DMV Total:	3.00							
PAULSON PRINTING									
025300									
D12257	11/30/2017	55.00	0.00	12/14/2017				False	0
100-702-052004	Office Supplies				BUS CARDS FOR K. PAYNE				
	D12257 Total:	55.00							
	PAULSON PRINTING To	55.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH									
025390									
03-069657	12/1/2017	130.00	0.00	12/14/2017				False	0
703-734-052019	Professional Services				SCOTT WILLIAMS DOT PHYSICAL				
	03-069657 Total:	130.00							
	PEACEHEALTH MEDICA	130.00							
PETERSON CAT									
019599									
SW290041375	11/30/2017	483.57	0.00	12/14/2017				False	0
603-738-052001	Operating Supplies				PUMP STATION 5				
	SW290041375 Total:	483.57							
SW290041378	11/30/2017	1,045.14	0.00	12/14/2017				False	0
603-738-052001	Operating Supplies				PUMP STATION 7 TROUBLESHOOT BLOCK HEATER				
	SW290041378 Total:	1,045.14							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
PETERSON CAT Total:		1,528.71							
PETTY CASH LIBRARY- JAMIE EDWARDS									
018754									
12122017	12/12/2017	11.14	0.00	12/14/2017				False	0
100-706-052004	Office Supplies				UPS FEE TO RETURN TONER CARTRIDGE				
12122017	12/12/2017	36.28	0.00	12/14/2017				False	0
100-706-052028	Projects & Programs				CANDY FOR POLICE DEPT TURNK OR TREAT				
12122017	12/12/2017	60.00	0.00	12/14/2017				False	0
100-000-021300	Library Replacement Fines				RETURNED TWO LOST BOOKS				
12122017 Total:		107.42							
PETTY CASH LIBRARY-		107.42							
PORTLAND GENERAL ELECTRIC									
025702									
12122017	12/12/2017	42.94	0.00	12/14/2017				False	0
205-000-052003	Utilities				9724				
12122017	12/12/2017	29.31	0.00	12/14/2017				False	0
202-722-052003	Utilities				9275				
12122017	12/12/2017	31.41	0.00	12/14/2017				False	0
202-722-052003	Utilities				7687				
12122017 Total:		103.66							
PORTLAND GENERAL E		103.66							
RICOH USA, INC.									
027294									
99796574	12/4/2017	197.70	0.00	12/14/2017				False	0
100-705-052023	Facility Maintenance				1496666-3356313 POLICE				
99796574 Total:		197.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	RICOH USA, INC. Total:	197.70							
SHRED-IT USA, LLC									
SHRED-IT									
8123656958	11/30/2017	134.39	0.00	12/14/2017				False	0
	100-705-052019 Professional Services				POLICE SHRED 13664225				
	8123656958 Total:	134.39							
	SHRED-IT USA, LLC Tot	134.39							
STIRLING, ETHAN									
STIR									
1272017	12/7/2017	378.57	0.00	12/14/2017				False	0
	703-734-052018 Professional Development				E. STIRLING OPERATORS CONF. MEALS AND MILEA				
	1272017 Total:	378.57							
	STIRLING, ETHAN Total:	378.57							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
017267	12/1/2017	9.96	0.00	12/14/2017				False	0
	703-734-052023 Facility Maintenance				WORK ORDER 82459 CAPACITOR PW				
	017267 Total:	9.96							
	TCMS, TEMP CONTROL	9.96							
TVW INC									
033827									
0032500-IN	11/30/2017	1,616.22	0.00	12/14/2017				False	0
	100-715-052023 Facility Maintenance				JANITORIAL SERVICE CITY HALL				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		1,616.22							
0032500-IN Total:		1,616.22							
0032501-IN	11/30/2017	1,472.16	0.00	12/14/2017	JANITORIAL SERVICE COL CENTER			False	0
100-706-052023 Facility Maintenance									
		1,472.16							
0032501-IN Total:		1,472.16							
0032502-IN	11/30/2017	570.37	0.00	12/14/2017	JANITORIAL SERVICE POLICE			False	0
100-705-052023 Facility Maintenance									
		570.37							
0032502-IN Total:		570.37							
		3,658.75							
TVW INC Total:		3,658.75							
U.S. BANK EQUIPMENT FINANCE									
033955									
345360226	11/30/2017	322.40	0.00	12/14/2017	CONTRACT PAYMENT KYOCERA COPIER			False	0
100-715-052021 Equipment Maintenance									
		322.40							
345360226 Total:		322.40							
		322.40							
U.S. BANK EQUIPMENT		322.40							
VERIZON WIRELESS									
000720									
9796611058	11/20/2017	1,586.47	0.00	12/14/2017	271826771-00001 POLICE			False	0
702-000-052010 Telephone									
		1,586.47							
9796611058 Total:		1,586.47							
9796663601	11/20/2017	977.72	0.00	12/14/2017	871458396-00001 PUBLIC WORKS			False	0
702-000-052010 Telephone									
		977.72							
9796663601 Total:		977.72							
9797182945	12/1/2017	168.40	0.00	12/14/2017	242060134-0001 PUBLIC WORKS			False	0
702-000-052010 Telephone									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	9797182945 Total:	168.40							
	VERIZON WIRELESS To	2,732.59							
WALKER, DOUG D.WALKER 12142017 100-705-052028 Projects & Programs	12/14/2017	30.25	0.00	12/14/2017	OVERAGE SANTA SUIT MATERIALS REIMB. D. WAL			False	0
	12142017 Total:	30.25							
	WALKER, DOUG Total:	30.25							
WILCOX & FLEGEL 037003 C026150-IN 703-734-052022 Fuel / Oil	12/5/2017	2,772.19	0.00	12/14/2017	SHOP FUEL			False	0
	C026150-IN Total:	2,772.19							
C026153-IN 100-705-052022 Fuel / Oil	12/5/2017	1,359.07	0.00	12/14/2017	POLICE FUEL			False	0
	C026153-IN Total:	1,359.07							
	WILCOX & FLEGEL Total:	4,131.26							
	Report Total:	121,044.91							