



CITY COUNCIL REGULAR SESSION

Wednesday, January 02, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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 - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Ordinances - Final Reading**
 - 4.a. Ordinance No. 3234: An Ordinance Granting to Lightspeed Networks, Inc., dba LS Networks, the Right to Construct, Operate, and Maintain Telecommunication Services in the City of St. Helens, Oregon
[4A. Ord No 3234 - Franchise with LS Networks PENDING 010219.pdf](#)
5. **Approve and/or Authorize for Signature**
 - 5.a. Grant Agreement from Columbia County Cultural Coalition for 2019 Columbia County Reads
[5A. AcceptanceOfCCCCGrantAgreement- Library.pdf](#)
 - 5.b. Request for Proposals for Comprehensive Police Station Replacement Needs Assessment
[5B. RFP - Police Station.pdf](#)
6. **Consent Agenda for Approval**
 - 6.a. IT Specialist Job Description

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.**

[6A. IT Specialist DRAFT.pdf](#)

6.b. Accounts Payable Bill Lists
[6B. AP Bill Lists.pdf](#)

7. **Mayor Scholl Reports**

8. **Council Member Reports**

9. **Department Reports**

10. **Other Business**

11. **Adjourn**

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City of St. Helens
ORDINANCE NO. 3234

AN ORDINANCE GRANTING TO LIGHTSPEED NETWORKS, INC.,
dba LS NETWORKS THE RIGHT TO CONSTRUCT, OPERATE,
AND MAINTAIN TELECOMMUNICATION SERVICES IN THE CITY
OF ST. HELENS, OREGON

THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:

Section 1. Definitions - as used in this ordinance:

1. "City" means City of St. Helens, Oregon.
2. "Company" means Lightspeed Networks Inc. dba LS Networks, the grantee of rights under this Franchise, including its successors or assigns.
3. "Council" means the City Council of the City of St. Helens, Oregon.
4. "Franchise" means this document embodying the agreement of City and Company.
5. "Gross revenues" means any and all revenues derived by Company for the provision of any and all products, services, or charges originating or terminating in St. Helens, Oregon billed to a circuit, switch or address in St. Helens, Oregon, including revenues from dedicated private networks. Gross revenues shall include any and all revenues from leases of Grantee's system in St. Helens, Oregon. Gross revenues may be adjusted for the net write-off of uncollectible amounts of such revenues.
6. "Person" means any person, firm, partnership, association, corporation, limited liability company, entity, or organization of any kind.
7. "Right-of-way" means the present and future streets, viaducts, elevated roadways, alleys, public highways and avenues in the City, including the subsurface and air space over or under those areas, including areas held in fee or by easement or dedication.
8. "Telecommunications" means the transmission of information chosen by a person, between or among points specified by the person.
9. "Telecommunications service" means telecommunications service as defined in 47 U.S.C. §153(53).
10. "Telecommunications service providers" means any entity that pays a franchise or permit fee to City for the use of Company's facilities.

11. "Uncollectible accounts of customers" means any Company account, on which Company derives revenue from the sale of goods or services to persons within the corporate limits of the City, towards which Company has made a reasonable, good-faith effort to collect and that Company has written off as Uncollectible for purposes of Company's public accounting.

Section 2. Grant of Non-exclusive Franchise.

- 1. City grants to Company the right and privilege to construct, install, maintain and operate in, on, and under the present and future City rights of way of the City of St. Helens, conduits, cables and other technical facilities necessary for the purpose of providing Telecommunication services and internet access services. This Ordinance, upon acceptance by Company, constitutes a contract between City and Company. The Franchise does not convey any right, title or interest in the right-of-way, but is a grant to use and occupy the right-of-way for the limited purposes and term stated in this Franchise.
- 2. The Franchise granted herein is not exclusive, and shall not be construed as any limitation upon the right of the City to grant to other persons or corporations, including itself, rights, privileges or authority the same as, similar to or different from the rights, privileges or authority herein set forth, in the same or other Rights-of-Way, by franchise, permit or otherwise.
- 3. City shall grant similarly situated Telecommunications franchises in a competitively neutral and non-discriminatory manner with respect to the rights, privileges and authorities afforded Franchisee. Any requirement imposed on Franchisee that is determined by a court to not be in compliance with this subparagraph shall be unenforceable against Franchisee to the extent exceeding the terms and conditions upon similarly situated providers.

Section 3. No Limit on City Authority, Compliance with Laws, Rules and Regulations.

At all times during the term of this Franchise, Company shall comply with all applicable laws, rules and regulations of the United States of America, the State of Oregon, and the City of St. Helens including all agencies and subdivisions thereof. All terms and conditions applicable to Telecommunications carriers, contained in the St. Helens Municipal Code or other applicable law, apply to Company even if not recited in this Franchise. Company shall be subject to the lawful exercise of the police power of City and to such generally applicable regulations as City may from time to time hereafter by resolutions or ordinance provide. City will administer this Franchise and exercise its police power on a reasonable, uniform, non-discriminatory basis with respect to other telecommunications franchises.

Section 4. Company Liability, Insurance.

- 1. Company shall at all times conduct its operations under this Franchise, including installation, construction or maintenance of its facilities, in a safe and workmanlike manner so as not to present a danger to the public or City.
- 2. Company shall maintain at all times the following insurance.
 - a. Workers compensation insurance for all subject workers and general comprehensive

liability insurance with a combined single limit, or the equivalent of \$1,000,000 for each person and \$2,000,000 for each occurrence of bodily injury and \$1,000,000 for property damage.

- b. City, and its elected and appointed officers, agents, and employees shall be added as additional insured with respect to the comprehensive liability insurance policy.
 - c. Upon any cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage, Company shall provide notice to City within thirty (30) days of receiving notice from the insurance company.
 - d. Coverages provided by Company must be underwritten by an insurance company deemed reasonably acceptable by City. City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
 - e. As evidence of the insurance coverage required by this Franchise, Company shall furnish to City a Certificate of Insurance and additional insured endorsement. A renewal certificate will be sent to City ten (10) days prior to coverage expiration.
3. In the event that City's tort liability limits are raised by the Oregon Legislature to exceed the limits described in this section, Company shall obtain and maintain insurance in the amount of City's tort liability limits.

Section 5. Indemnification

1. Each party agrees to defend, indemnify, and hold the other, and their respective officers, employees, agents, and representatives harmless from and against any and all damages, losses, and expenses, including reasonable attorney fees and costs of suit or defense, arising out of the actions or failure act, errors, omissions or misconduct of the party or its affiliates, officers, employees, agents, contractors, or subcontractors, arising from or relating to this Franchise. City's obligations under this Section 5.1 are subject to the terms and limitations of the Oregon Tort Claims Act.
2. Company agrees to indemnify City, its officers, employees, agents, and representatives, from and against any claims, costs, and expenses of any kind, whether direct or indirect, pursuant to any state or federal law, statute, regulation, or order, for the removal or remediation of any leaks, spills, contamination, or residues of hazardous substances, directly attributable to Company's facilities. Hazardous substances has the meaning given by ORS 465.200.
3. This Section 5 shall survive termination or expiration of the Franchise.

Section 6. Performance Bond.

1. Upon the effective date of this Franchise, Company shall furnish proof of the posting of a performance bond running to City, with good and sufficient surety approved by City, in the penal sum of \$10,000, conditioned that Company shall well and truly observe, fulfill, and perform each term and condition of this Franchise. Company shall pay all premiums charged

for the bond, and shall keep the bond in full force and effect at all times throughout the term of this Franchise, including, if necessary, the time required for removal of all of Company's Telecommunications system installed in City's right of way. The bond shall contain a provision that it shall not be terminated or otherwise allowed to expire without thirty (30) days prior written notice first being given to City. The bond shall be reviewed and approved as to form by the City Attorney.

2. During the term of this Franchise, Company shall file with City a duplicate copy of the bond along with written evidence of payment of the required premiums. However, in no event shall City exercise its rights against the performance bond under Section 6.1 if a bona fide, good faith dispute exists between City and Company.
3. City may, based upon inflation or other identifiable needs, require the amount of the performance bond and any construction bond that may be required under Section 6.4 below to be increased to an amount recommended by City's insurance carrier after notice to Company.
4. City may require Company to acquire one or more separate performance securities to protect the City's interests when Company constructs facilities. The amount of such security depends on the project's impacts, thus the amount will be determined in connection with the permitting process.

Section 7. Conditions on Right of Way Occupancy.

1. Routing maps and construction plans must be approved by City's Department of Public Works before any work is started. Company must obtain a permit prior to any construction in the right of way, pursuant to St. Helens Municipal Code 12.24 as it may be amended.
2. Company shall construct, install, maintain and operate its fiber optic cable facilities in designated City rights of way to the industry standard and City's satisfaction; and in a manner so as to cause minimum interference with the proper use of the right-of-way and to cause minimum interference with utilities and franchisee and with property owners who adjoin any of right-of-way. Company's facilities shall be installed consistent with all laws, rules, regulations, and ordinances that apply to such work.
3. In case of any disturbance of pavement, sidewalk, driveway or other surfacing by Company, including any unimproved surface, Company shall, at its own cost and expense and in a manner approved by City, replace and restore all surfaces disturbed to their prior condition to the extent reasonably practicable. If Company fails to make restoration as required, City shall cause the repairs to be made at the expense of Company. All work within City rights of way shall be in accordance with the City of St. Helens' Standards and Specifications in effect at the time.

4. Relocation.

- a. Except as provided below, if the removal or relocation of facilities is caused directly by an identifiable development of property and the removal or relocation of facilities occurs within the area to be developed, or is made for the convenience of a customer, Company may charge the expense of removal or relocation to the developer or customer. If the removal or relocation of facilities is required by the City in the interest of the public, including as a condition of development approval, the City may require Company to remove or relocate its facilities at Company's expense.
 - b. Prior to commencing excavation or construction, Company shall give appropriate notice to the City and to other franchisees, licensees or permittees of City owning or maintaining facilities that may be affected. Company will supply, at no cost to City, any information reasonably requested by the City to coordinate municipal functions with Company's activities and fulfill any municipal obligations under State law. Said information shall include, at a minimum, as-built drawings of Company Facilities, installation inventory, and maps and plans showing the location of existing or planned facilities within City. Said information may be requested either in hard copy and/or electronic geographic information service (GIS) format, and shall be provided in the format requested if reasonably possible.
 - c. In the event emergency repairs are necessary, Company may immediately initiate such emergency repairs. Company shall give notice to City's Department of Public Works as soon as practicable after commencement of work and shall apply for all necessary permits no later than the business day next following the discovery of the need for such repairs.
5. Company shall not place its facilities where they will interfere with any existing or planned City utility, gas, electric or telephone fixture, power, sanitary sewer, storm sewer, water facility, or public improvement. All facilities placed in City rights of way shall be placed as City directs.
6. Company shall, upon receipt of seven (7) days written notice from anyone desiring to move a building or other object according to City ordinances regulating the moving of buildings, arrange to temporarily raise, lower, or otherwise move its facilities to permit the moving of buildings or other objects if the Person wishing to move the building or other object makes a reasonable arrangement to reimburse Company for its expenses in rearranging its facilities. Nothing contained in this section shall preclude City from requiring Company to move its facilities at Company's own expense when public convenience requires the move, as described in Subsection 4 of this section.

Section 8. Transfer of Franchise.

1. This Franchise shall not be sold, leased, assigned or otherwise transferred, nor shall any of the rights or privileges herein granted or authorized be leased, assigned, mortgaged, sold or transferred, either in whole or in part, nor shall title hereto, either legal or equitable, or any right, interest or property herein, pass to or vest in any person, except the Franchisee, either by act of the Franchisee or by operation of law, without the consent of the City,

expressed in writing, such consent not to be unreasonably withheld. If the Franchisee wishes to transfer this Franchise, the Franchisee shall give City written notice of the proposed transfer, and shall request consent of the transfer by the City.

2. Any transfer of ownership affected without the written consent of the City shall render this Franchise subject to revocation. The City shall have 60 days to act upon any request for approval of a transfer. If the City fails to render a final decision on the request within said 60 days, the request shall be deemed granted unless the Franchisee and the City agree to an extension of time.
3. The Franchisee, upon any transfer, shall within 60 days thereafter file with the City a certified statement evidencing the transfer and an acknowledgment of the transferee that it agrees to be bound by the terms and conditions contained in this Franchise.
4. The requirements of this section shall not be deemed to prohibit the use of the Franchisee's property as collateral for security in financing the construction or acquisition of all or part of a Telecommunications System of the Franchisee or any affiliate of the Franchisee. However, the Telecommunications System franchised hereunder, including portions thereof used as collateral, shall at all times continue to be subject to the provisions of this Franchise.
5. The requirements of this section shall not be deemed to prohibit sale of tangible assets of the Franchisee in the ordinary conduct of the Franchisee's business without the consent of the City. The requirements of this section shall not be deemed to prohibit, without the consent of the City, a transfer to a transferee whose primary business is Telecommunications System operation and having a majority of its beneficial ownership held by the Franchisee, a parent of the Franchisee, or an affiliate, a majority of whose beneficial ownership is held by a parent of the Franchisee.

Section 9. City Rights in Franchise.

1. City shall have the right to supervise all construction or installation of Company's facilities subject to the provisions of this Franchise and make such inspections as it shall find reasonably necessary to ensure compliance with governing laws, rules and regulations.
2. Upon any termination or expiration of this Franchise, all facilities installed or used by Company shall be removed by Company at Company's expense and the property upon which the facilities were used restored by Company to the condition it was in before installation except that City may elect to acquire the facilities for their fair market value as provided by law. Value shall be determined by an appraiser who is mutually acceptable to City and Company. City agrees to provide Company with written notice of its intention to acquire Company's facilities pursuant to this section within 120 days after termination of this Franchise by City, or City's declaration of facilities abandonment by Company, with the closing of any acquisition to occur as soon thereafter as is practicable.

Section 10. Franchise Fee.

1. In consideration for a grant of franchise and in addition to and not in lieu of any generally applicable fee payable to City for an application for a franchise or for any permits required to work on facilities or to work in the right-of-way, Company shall pay to City an amount equal to seven percent (7%) of Gross Revenues. Revenue from point to point or multi-point services is based on the pro-rata share of the revenue from those services.
2. Any amounts owed under Section 10.1 shall be paid to City quarterly, on or before July 20th, October 20th, January 20th, and April 20th of each year for the preceding three (3) month period.
3. Any failure to pay fees owed under Section 10 when due shall be subject to a delinquency charge of five percent (5%) of the unpaid amount. Delinquency charges are due within thirty (30) days of the applicable payment due date. Failure to make full payment and associated delinquency charges within sixty (60) days of the applicable payment date shall constitute a violation of this Franchise. In addition, any overdue amounts, including delinquency charges, shall bear interest as described in Section 10.4 below.
4. Franchise fee payments not received by City on or before the due date shall be assessed interest based on the average prime interest rate set by City's bank on December 31st of the previous year, plus three hundred (300) basis points (3%).
5. Company may, at its option, deduct Uncollectible accounts of customers within the corporate limits of City from Company's gross revenues.
6. With each payment, Company shall at the end of each twelve month period, furnish City with a written statement under oath, executed by an officer of Company, verifying the amount of gross revenues of Company within City for the annual period covered by payment computed on the basis set out in this section.
7. City's acceptance of any payments due under this section shall not be considered a waiver by City of any breach of this Franchise.
8. Upon thirty days' notice and in the event any law or valid rule or regulation applicable to this Franchise limits the Franchise Fee below the amount provided herein, or as subsequently modified, Company agrees to and shall pay the maximum permissible amount and, if such law or valid rule or regulation is later repealed or amended to allow a higher permissible amount, then Company shall pay the higher amount commencing from the date of such repeal or amendment, up to the maximum allowable by law.
9. Except for fees and taxes as provided in subsection 10, below, the Franchise fee includes all compensation for the use of the City's Rights-of-Way. Company may offset against the Franchise fee the amount of any fee or charge paid to the City in connection with the Grantee's use of the Rights-of-Way if the fee or charge is not imposed under a generally applicable ordinance, resolution or statute.
10. Except as otherwise provided by law, and subject to subsection 9, above, nothing in this

Franchise shall be construed to give the Franchisee any credit or exemption from any nondiscriminatory, generally applicable business tax, or other tax including but not limited to ad valorem real or personal property taxes now or hereafter levied upon Franchisee's taxable real or personal property, or against any permit fees or inspection fees required as a condition of construction of any improvements upon Franchisee's real property and imposed under a generally applicable ordinance, resolution or statute

Section 11. Company Records and Reports, Audit

1. To manage the Franchisee's use of Rights-of-Way pursuant to this Franchise, and to determine and verify the amount of compensation due to the City under this Franchise, the Franchisee shall provide, upon request, the following information in such form as may be reasonably required by the City: maps of the Franchisee's Telecommunications System; the amount collected by the Franchisee from users of Telecommunications Service provided by Franchisee via its Telecommunications Network; the character and extent of the Telecommunications Service rendered therefore to them; and any other related financial information required for the exercise of any other lawful right of Franchisee under this Franchise. The City agrees to maintain such information as confidential to the extent permitted by law and that City will use such information only for the purpose of managing its Rights-of-Way, determining compliance with or enforcing the terms of this Franchise, and verifying the adequacy of Franchisee's Fee payments.
2. In addition to all rights granted in this Franchise, City shall have the right to have performed, a formal audit or a professional review of the Franchisee's books and records by an independent private auditor, for the sole purpose of determining the Gross Receipts of the Franchisee generated through the provision of Telecommunications Services under this Franchise and the accuracy of amounts paid as Franchise Fees to the City by the Franchisee; provided, however, that any audit or review must be commenced not later than 3 years after the date on which Franchise Fees for any period being audited or reviewed were due. The cost of any such audit or review shall be borne by the City except that if the audit establishes that payments tendered to City by Franchisee were less than the amounts due by a differential of five percent (5%) or more, all costs for such audit shall be paid by Franchisee. The City agrees to protect from disclosure to third parties, to the extent allowed by State law, any information obtained as a result of its rights pursuant to this Section, or any compilation or other derivative works created using information obtained pursuant to the exercise of its rights hereunder.

Section 12. Permit and Inspection Fees. Nothing in this ordinance shall be construed to limit the right of City to inspect all construction or installation work performed pursuant to this Franchise and to require Company to obtain permits and pay reasonable costs incurred by City in connection with the issuance of a permit, making an inspection, or performing any other service for or in connection with Company or its facilities, whether pursuant to this ordinance or any other ordinance or regulation now in effect hereafter adopted by City.

Section 13. Enforcement and Termination of Franchise for Violation.

1. Default. Time is of the essence of this Franchise. The following shall be events of default:

- a. Default in Payments. The failure of Company to pay City when due any amounts required by the Franchise and such failure continues for a period of ten (10) days after the due date.
- b. Default in Other Covenants. The failure of either party to perform any of the terms and conditions required herein to be kept and performed and such failure continues for a period of thirty (30) days after notice and opportunity to cure provided by the party alleging a breach.

2. Remedies.

- a. Termination. Upon the occurrence of an event of default, this Franchise may be terminated by the City Council after providing notice in writing to Company given within thirty (30) days of the date of default. Company shall be granted a reasonable opportunity to be heard by the City Council prior to revocation. In determining whether to revoke the Franchise or pursue a lesser remedy, City Council shall consider the nature, extent, circumstances and gravity of the breach, including whether the breach was intentional, resulted in substantial harm and the history of compliance or noncompliance
- b. In lieu of termination, City may impose a penalty of the sum of \$200 per day for each day the default continues along with any additional damages suffered by City as a result of Company's default. City may not assess penalties under the previous sentence in excess of \$8,000 per year. Damages are not included in the cap.
- c. In addition to the remedies specified above, the parties shall have all remedies available by law, including in contract. Nothing herein limits or restricts City's authority to enforce its municipal code in the exercise of its police powers.

Section 14. Waiver.

1. The City is vested with the power and authority to reasonably regulate, and manage, its Rights-of-Way in a competitively neutral and non-discriminatory manner, and in the public interest. Franchisee shall not be relieved of its obligations to comply with any provision of this Franchise by reason of the failure of the City to enforce prompt compliance, nor does the City waive or limit any of its rights under this Franchise by reason of such failure or neglect.
2. No provision of this Franchise will be deemed waived unless such waiver is in writing and signed by the party waiving its rights. However, if Company gives written notice of a failure or inability to cure or comply with a provision of this Franchise, and the City fails to object within a reasonable time after receipt of such notice (but no less than 60 days), such provision shall be deemed waived.

Section 15. Franchise Term. This Franchise is granted for a term of ten (10) years beginning on the date on which this Franchise ordinance is approved. City agrees to renegotiate in good faith a renewal of this Franchise for a similar term if this Franchise is not in default at its expiration.

should any proceeding be brought in a federal forum, such proceeding shall be brought in the U.S. District Court of Oregon in Portland, Oregon, with the parties stipulating to trial in Portland, Oregon . Interpretation of the Franchise shall be governed by laws of the State of Oregon; to this end, on behalf of the City the City Administrator has the initial authority to interpret this Franchise, with the City Council retaining final authority, in its discretion, to interpret this Franchise. Neither party shall be considered the drafter of this Franchise for purposes of application of the rules of construction.

APPROVED AND ADOPTED this 2nd day of January, 2019 by the following vote:

Ayes:

Nays:

APPROVED: _____
Rick Scholl, Mayor

Attest: _____
Kathy Payne, City Recorder

Approved as to form:

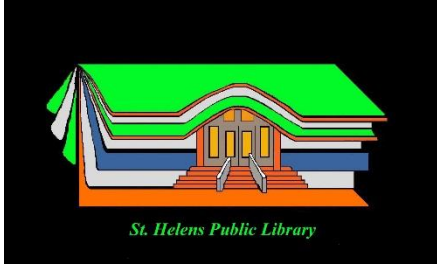
City Attorney

LIGHTSPEED NETWORKS, INC.
dba LS NETWORKS

CITY OF ST. HELENS, OREGON

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



To: Kannikar Petersen, Columbia County Cultural Coalition
From: Margaret Jeffries, St. Helens Public Library
Subject: Grant Agreement for 2019 Columbia County Reads
Date: December 26, 2018

Greetings Kannikar,

The St. Helens Public Library is pleased to accept the terms of the grant agreement listed below for 2019 Columbia County Reads. We would like to thank the Columbia County Cultural Coalition for the opportunity to host two authors for an event that brings our community together around the shared experience of reading the same books and the support for this effort that this \$2,000 grant enables.

Margaret Jeffries, Library Director
St Helens Public Library

John Walsh, City Administrator
City of St. Helens

The CCCCB requests that you respect the following rules for this grant:

1. To obtain funds, you must submit a final report and required documentation as described on the final report form for CCC Board approval. The final report form can be downloaded from the CCC website. Please email the completed report and related documents to Kannikar Petersen at kpetersen@akaandesign.com
2. The final report must be received by Oct 15, 2019. If the project cannot be finished by this deadline, you may request an extension by emailing your request to Kannikar Petersen at kpetersen@akaandesign.com prior to the deadline for CCC Board approval. If neither a final report nor an extension request is received, funds will automatically roll back to the general fund. The CCC Board does not guarantee that an extension request will be granted.
3. Funds for your grant will not be released until the project is completed and the final

report is approved by the CCCC Board. Completion of the project means the project is in a state that benefits the public in the manner and to the extent intended by the applicant, as reflected in the grant application.

4. Your organization must maintain a detailed project record, including receipts for expenditures, matching funds used, volunteer hours at the currently designated value of volunteer time in Oregon, number of participants, and sufficient project and financial records to support how the money was used. This information must be included in your final report.

5. This grant is made for the purpose of completion of the project as described in the application. If amendments are required, please contact the CCCC Board for approval.

6. Any written publicity regarding the project and any news releases should credit the Oregon Cultural Trust's and CCCC's participation and be submitted in your final report. CCCC's logo is available upon request.

7. Any written materials developed with CCCC grant funds must note our participation. Your organization may retain the copyright to any written material, but CCCC reserves the right to reproduce the material at its expense for use in publicizing the grant process.

8. The CCCC reserves the right to publicize the fact of its participation in, and the success of, your project.

If you have any questions, please contact me, Kannikar Petersen, at kpetersen@akaandesign.com or Darrel Whipple at dwhipple@opusnet.com

REQUEST FOR PROPOSAL

Comprehensive Police Station Replacement Needs Assessment



JANUARY 2019

Issued By: City of St. Helens Oregon
PO BOX 278
265 Strand Street
St. Helens, OR 97051
Matt Brown, Finance Director mattb@ci.st-helens.or.us

Issue Date: January 2, 2019

Submission Due: February 8, 2019

Questions: Questions can be sent to Matt Brown, at mattb@ci.st-helens.or.us

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1. INTRODUCTION

The City of St. Helens is requesting proposals for a comprehensive needs assessment for the replacement of the current police station. The goal of this assessment is to determine the benefits and limitations of the current facility and determine what features are needed for the police department to properly serve the community. Ultimately, potential sites and preliminary building plans will be recommended which will be cost-based and meet the objectives of the City.

The selected consultant will coordinate this assessment project with the City's internal and potentially external advisors. Services for the Police Station Replacement Needs Assessment will be funded by General Fund dollars.

2. SPECIAL INSTRUCTIONS

A. Proposed Timelines

January 2, 2019	Approval of RFP from City Council
January 3, 2019	RFP is advertised and placed on City website
January 18, 2019	Deadline for Questions
	Answers to Questions is issued as RFP addendum
February 8, 2019	Deadline for submission of proposals 3:00 PM
Week of Feb 11 th	Interviews (if necessary)
Week of Feb 18 th	Negotiation of Contract (if necessary)
March 6, 2019	Award of Contract by City Council Approval

B. General

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The City will be the sole judge in determining award of an Agreement and reserves the right to reject all Proposals. The City reserves the right to change, cancel, or reissue this RFP at any time. RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal nor does it obligate the City to accept or contract for any expressed or implied services. The successful respondent must comply with local, state, and federal requirements regarding equal opportunity and employment practices. It is the responsibility of respondents to be aware of these requirements. The successful respondent must complete this request for proposal requirements in full to be considered, be qualified to conduct business in the City and State of Oregon, and be in good standing with Secretary of State.

C. Proposal Submittal

The Proposal and all amendments must be signed and submitted no later than 3:00 PM local time, February 8, 2019 to the address below. Proposer must include five (5) physical printed copies of their submittal. To assure that your proposal receives priority treatment, please mark as follows:

Comprehensive Police Station Replacements Needs Assessment
City of St. Helens Oregon
Attn: Matt Brown, Finance Director
PO BOX 278
265 Strand Street
St. Helens, Oregon 97051

Proposer shall put their name and address on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. The City shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification, or late withdrawals shall not be considered accepted after the stated submission date and time. Facsimile and electronic (email) proposals will not be accepted.

D. Protest of Scope of Work or Terms

A Proposer who believes any details in the scope of work or terms detailed in the proposal packet and sample contract are unnecessarily restrictive or limit competition may submit a protest in writing, to Matt Brown, Finance Director. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Finance Director shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers.

To be considered, protests must be received at least five (5) days before the proposal closing date. The City shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established award of contract. All protests should be directed to the attention of the Finance Director, and be marked as follows:

Comprehensive Police Station Replacements Needs Assessment
City of St. Helens Oregon
Attn: Matt Brown, Finance Director
PO BOX 278
265 Strand Street
St. Helens, Oregon 97051

If a protest is received in accordance with the section above, the proposal award date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

E. Proposal Submission and Signing

All requested items must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

F. Cost of Preparing a Proposal

The RFP does not commit the City to paying any costs incurred by Proposer in the submission or presentation of a proposal or in making the necessary studies for the preparation thereof.

G. Interpretations and Addenda

All questions regarding this project proposal shall be directed to Matt Brown, Finance Director. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an “Addendum” to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the City, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the “Acknowledgement of Addenda” with proposal (Appendix B). Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

H. City’s Project Manager

The City’s Project Manager for this work will be Matt Brown, Finance Director, who can be reached by email at mattb@ci.st-helens.or.us.

I. Proposal Validity Period

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Award Date.

J. Form of Contract

The City expects the selected proposer to negotiate and execute a contract identifying the terms and conditions of the agreement to perform the scope of work and method(s) of payment for services and any deliverables.

The contract will incorporate the terms and conditions from the RFP document and the successful proposer’s response documents. Unsuccessful negotiation to develop a mutually agreeable contract will result in the City proceeding as specified in Section 9E below.

K. Non-Collusion

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

L. Public Record

All bid material submitted by bidder shall become the property of the City and is public record unless otherwise specified. A bid that contains any information that is considered trade secret under ORS 192.501(2) should be segregated and clearly identified as such. This information will be kept confidential and shall not be disclosed except in accordance

with the Oregon Public Records Law, ORS 192. The above restrictions may not include any subsequent cost or price information, which must be open to the public.

3. BACKGROUND

A. The City of St. Helens

St. Helens is the county seat of Columbia County, Oregon. Founded back in 1845 as “Plymouth”, but changed in 1850 to St. Helens for its view of Mount St. Helens, roughly 39 miles away in Washington. The City is about 28 miles northwest of Portland Oregon. The City has a growing population of about 13,500 and is about a 70% commuter town for people who work in Portland and surrounding larger cities like Beaverton and Hillsboro.

B. The Police Station

The St. Helens Police Department building consists of about 2,200 square feet of office space and originally had a small, wood frame, detached garage. The building was originally designed in 1971 and built during the early 70’s. In the late 80’s our small garage was torn down and the current garage was built and attached to the existing building. The garage was designed and built (about 1988) with the understanding that we were rapidly outgrowing our building and so a second story addition was planned for the new garage. The addition was intended to contain about 5,100 square feet, for a planned total of about 7,300 square feet of office space.

In the early 90s, Chief Roger Roth undertook a project to add the second floor, as planned, to the police garage. In 1996 Chief Roth’s project resulted in the selection of an architect and generated preliminary costs estimates of around \$300,000.00. The project faltered and was never followed up on further.

In 2000, Chief Mike Cocklin took on the project of our shrinking workspace and hired another architect. This project resulted in a study that determined the Police Department should have about 13,300 square feet of office space, based on the department size and anticipated growth. That project resulted in a recommendation from the architect to build a new office building adjacent to the existing building and to abandon the project to add a second story on the garage. The cost estimate for the 2000 project (new building) was around 3 million dollars, so the project was not pursued.

In 2006 a preliminary review of the building and garage was conducted by the City’s building official. The resulting opinion was that the building and garage were seismically sound and that the garage would accept a second story.

During the 2007-2008 budget year an architect and an engineering firm were hired by the City to review the building and garage for structural integrity and to determine a recommendation as to the proper course to follow to increase the workspace for the Police Department. At the conclusion of the project, the architects recommended and the

City Council adopted a plan to remodel the existing 2,200 square feet and add an additional 5,340 square feet to the work space area by adding a ground-level addition on the south side of the existing building. This addition would be located on property already owned by the City. The estimated cost of the project was slightly more than \$2,000,000. The timing of the recommendation coincided with the beginning of the current economic downturn so no further activity was undertaken at that time.

4. STUDY OBJECTIVES

The City of St. Helens wishes to undergo a comprehensive assessment of the current police department and an evaluation of possible sites for a new facility that is fair, objective, and transparent and will:

1. Analyze the current site and facility limitations;
2. Evaluate future growth of the city and resultantly the desired growth for the police force;
3. Review up to (4) pre-determined sites on properties that are currently and not currently owned by the City for a new facility;
4. Provide preliminary concept designs for each proposed site;
5. Provide a matrix evaluation of the four (4) proposed sites with relevant evaluation points to determine the most efficient and beneficial choice for the new facility.

The study components below are required to achieve the study outcomes. Proposers are invited to use any alternative approaches they believe will meet the desire project outcome.

5. SERVICES TO BE PROVIDED BY CONSULTANT

The selected proposer shall work with the City to complete an analysis that shall include but not be limited to:

1. Introduction
 - a. Introduction of project, team, and team's relevant experiences pertaining to the analysis.
 - b. Executive summary of the analysis with outlined pertinent steps
2. Background
 - a. Background discussion of the City of St. Helens Police Department and how it currently services the City of St. Helens
 - b. Evaluate future growth of the City and resultantly the desired growth for the police force.
3. Existing Facility Assessment and Standards
 - a. Full evaluations of current facility and department, include all perceived deficiencies

- b. Evaluation of the current operations of the department
- c. Provide precedential current standards for police department facilities and programs
- d. Identification of facility needs for current and future operations of the department.
- 4. Potential Sites Evaluations
 - a. Selection of up to four (4) proposed site locations with availability ranking, these will be made up of properties that may or may not be owned already by the City of St. Helens
 - b. Preliminary site plans, adjacency diagrams and block diagrams for up to four sites
 - c. Preliminary facility plans and elevations for each proposed site
 - d. Preliminary site, facility, equipment, acquisition, department relocation and furnishing costs for each site
 - e. Projected dates of occupancy for each site
 - f. Evaluation of public access and acreage available for department needs and future expansion for each site.
- 5. Recommendations
 - a. Cost comparisons and recommendations
 - b. Conceptual designs for recommended site showing buildings and parking areas as well as other anticipated site development elements.
- 6. Path towards construction
 - a. Identify a clear path towards financing and construction milestones and goals for the City to begin construction within the next year, or longer if necessary.

The new facility for the police department shall feature the “one facility concept,” such that all departmental functions shall be addressed at a single location. It is desired that the following needs be met for the new facility. Provide description of recommended facilities ability to provide the following:

- 1. Office and common work spaces
- 2. Personal records storage
- 3. Patrol division room, supervisory offices, files/storage/operations
- 4. Records availability and records archive
- 5. Information technology
- 6. Communications
- 7. Evidence Storage
- 8. Crime Analysis
- 9. Investigations
- 10. Evidence and crime scene processing
- 11. Interview rooms with closed circuit television
- 12. Multiple meeting rooms for training, conferences, major investigations/emergency operations, luncheons, community availability
- 13. Drug enforcement
- 14. Armory
- 15. Historical items/Photos display

16. Adequate storage space department wide
17. Locker rooms and showers
18. Janitor closets and storage
19. Public Parking
20. Secure parking for fleet and specialty vehicles
21. Secure employee parking
22. Building security
23. Emergency Power
24. Special teams preparations/storage area
25. Building and grounds expandability
26. ADA requirements
27. Antenna requirements
28. Secure public lobby

6. SERVICES/INFORMATION TO BE PROVIDED BY THE CITY

The services/information to be provided by the City of St. Helens will include, but are not necessarily limited to, furnishing all reasonable and available records and information including:

1. Financial reports
2. Transportation plan
3. Existing zoning ordinance
4. Existing subdivision regulations
5. Any additional information as requested and as available

7. PROPOSAL CONTENT AND FORMAT

A. FORMAT

To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

1. Title Page
Proposer should identify the RFP Title, name and title of the proposer's contact person, address, telephone, and email address
2. Transmittal Letter
The transmittal letter should be not more than two (2) pages long and should include as a minimum the following:
 - a. A brief statement of the Proposer's understanding of the project and services to be performed;
 - b. A positive commitment to perform the services within the time period specified, starting and completing the project within the deadlines

submitted; and the names of person authorized to represent the Proposer, their title, address, and telephone.

3. Table of Contents

The table of contents should include a clear and complete identification by section and page number of the materials submitted.

4. Firm and Project Team Qualifications

- a. Background of the firm. This should include a brief history of the firm and types of services the firm is qualified to perform.
- b. Qualifications of the firm in performing this type of work. This should include examples of related experience and references for similar studies and projects.
- c. Proposers must identify the anticipated members of their firm that will be assigned to meet the work scope and timelines. Proposers should identify individuals and subcontractors who will provide the services, their experience, their individual qualifications, and their roles throughout the project. Pertinent resumes of assigned personnel should be included.
- d. Proposers are encouraged to provide details on the firm's and team member's experience with managing infrastructure financing models and projects.
- e. Firms should provide details on their firm's or any project team member's previous experience with the City
- f. References
- g. Provide references for projects similar to the work described in this packet that the firm has performed in the past 10 years. List contact name, address, phone number, and e-mail address for each reference and provide a brief description of the project. The City reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.

5. Project Understanding and Approach

Proposers should detail their understanding of the City's needs and the approach they will take to ensure successful completion of the project and why they feel the approach will provide the best outcome for the City. This project is time sensitive. At a minimum, project approach should include a general schedule of meetings, milestones, and deliverables and who from the proposed project team will address each step. The City encourages proposers to include details on their firm's experience on project management from a perspective of a prime consultant. Proposers should detail how their firms will address the scope challenges of the project that may delay segments of projects. Proposers should also detail how their firm will address quality control throughout the project.

6. Project Samples

Provide at least three (3) project samples comparable to the requested services performed by the firm within the last five (5) years. For the sample projects:

- a. Describe the sample project’s relevance to the City’s project, including descriptions of how any outstanding issues and project constraints were addressed and resolved, and how work on the previous project illustrates ability to deliver desired outcomes on this project.
- b. Include a brief description of project goals, infrastructure type, annual revenue received, duration and objectives; a list of key project staff and their roles; tasks performed by the firm to fulfill the project objectives; and whether the schedule and budget were met.
- c. Include 2 reference contacts for each project with valid contact information.

7. Cost Proposal

Proposers shall submit a cost proposal outlining hourly rates, estimated hours to complete the work and a “not to exceed” cost to complete this work.

B. ADDITIONAL SERVICES

Provide a brief description of any other services that your firm could provide the City. Such services would be contracted for on an “as needed” basis likely via an amendment to the contract so long as it is not drastically altering the scope of work.

C. ADDITIONAL INFORMATION

Please provide any other information you feel would help the Selection Committee evaluate your firm for this project.

8. PROPOSAL EVALUATION PROCEDURES

A. SELECTION COMMITTEE CRITERIA AND WEIGHT

A selection committee assembled by the City will review the written proposals. Proposals will be evaluated to determine which ones best meet the needs of the City. After meeting the mandatory requirements, the proposals will be evaluated on both their technical and fee aspects. The selection committee will select the Proposer which best meets the City’s needs based on upon its evaluation of a Proposer’s proposal. Proposals will be evaluated in accordance with the following:

CRITERIA	POINTS POSSIBLE
Consultant’s understanding of the City’s desires and general approach to the project as demonstrated in the project description and scope of work.	10 Points

Consultant's experience with projects of similar complexity and function.	10 Points
Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules.	10 Points
Qualifications of the Consultant's staff being assigned to this project.	10 Points
Unique or special capability	10 Points
TOTAL POSSIBLE POINTS	50 Points

B. PRESENTATION/INTERVIEW

At the option of the City, the top two or three Proposers may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal. The project manager will schedule the time and location of these presentations (if necessary) and notify the selected firms. Should one or more firms be selected for oral interviews, an additional 10 points in scoring will be assigned to the interview process.

C. INVESTIGATIONS OF REFERECNES

The City reserves the right to investigate references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

D. CLARIFICATION OF PROPOSALS

The City reserves the right to obtain clarification of any point in regards to a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

E. PROPOSAL REJECTION

The City reserves the right to:

- a. Reject any or all proposals not in compliance with all public procedures and requirements;
- b. Reject any proposal not meeting the specifications set forth herein;
- c. Waive any or all irregularities in proposals submitted;
- d. Reject all proposals
- e. Award any or all parts of any proposal; and
- f. Request references and other data to determine responsiveness.

City of St. Helens

Job Title: IT Specialist
Department: Administration
FLSA Status: Exempt
Union: No
Created: January 2, 2019
Wage Scale: IT Specialist

GENERAL PURPOSE

Assist in management of all aspects of the City's technology infrastructure. Provide highly skilled, escalated support to internal users. Identify opportunities in the areas of upgrades, service additions, and routing maintenance.

SUPERVISION RECEIVED

Works under the general direction of the Finance Director.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Develop and maintain help desk ticket process and management through the use of a third party help desk ticket platform and/or creation and management of an internal ticketing system maintained by the City.
- Develop and maintain technical documentation. Review and update annually.
- Maintain a high level of communication with users and management on ongoing technical issues as well as status updates for items that take longer than anticipated to correct.
- Maintain system performance by system monitoring and completing all updates in a timely manner.
- Work with City vendors on opportunities for additional services, developing products, testing, evaluating and installing enhancements with new software.
- Assist with training and setup for new employees, which include phone usage when permitted, windows applications, new technology and suggesting training opportunities for users.
- Build/setup new computers. Erase/disable old equipment for recycling.
- Maintain and update equipment along the replacement/maintenance schedule.
- Troubleshoot system issues for resolution.
- Management of all current system software for the City.
- Setup and maintain user security, workflow development.
- Ability to establish successful working relationships
- Ability to communicate effectively verbally and in writing

PERIPHERAL DUTIES

- Manage and complete special projects as assigned.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.
- 5+ years of experience in a helpdesk support role is required.

- 5+ years of experience as IT Consultant or technician.
- CJS Certification (must be able to obtain within 90 days of employment)

Knowledge, Skills and Abilities:

- Strong analytical and problem determination/resolution skills.
- Ability to work in a self-directed manner to complete tasks in a professional and timely manner with minimal supervision.
- Must be able to lift desktops and servers which can weigh as much as 50 lbs.
- Excellent verbal and written communication skills, backed up by strong organizational and time management capabilities.

SPECIAL REQUIREMENTS

- A valid state driver’s license.
- Flex schedule availability for after hours and weekend work may be required (Software Updates/etc.).

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, word, excel, access, Springbrook/Accela Software, Incode Software, Full Court Software, and City vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

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

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/20/2018 - 12:16PM
 Batch: 00005.12.2018 - AP 12.20.18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ALVAREZ THIBEAULT LLC									
45552									
CORDON	12/13/2018	200.00	0.00	12/20/2018				False	0
100-704-052019 Professional Services					CHRISTINA L CORDON				
	CORDON Total:	200.00							
EARLYWINE	12/13/2018	200.00	0.00	12/20/2018				False	0
100-704-052019 Professional Services					WILLIAM EARLYWINE				
	EARLYWINE Total:	200.00							
HUHTA	12/13/2018	200.00	0.00	12/20/2018				False	0
100-704-052019 Professional Services					RACHEL HUHTA				
	HUHTA Total:	200.00							
MARTIN	12/13/2018	200.00	0.00	12/20/2018				False	0
100-704-052019 Professional Services					KIMBERLEE MARTIN				
	MARTIN Total:	200.00							
ORNELAS	12/13/2018	200.00	0.00	12/20/2018				False	0
100-704-052019 Professional Services					ANTONIO ORNELAS				
	ORNELAS Total:	200.00							
WARREN	12/13/2018	125.00	0.00	12/20/2018				False	0
100-704-052019 Professional Services					JESSIA M WARREN				
	WARREN Total:	125.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	ALVAREZ THIBEAULT L	1,125.00							
AMY LINDGREN LAW LLC									
3485									
351	12/16/2018	6,448.00	0.00	12/20/2018				False	0
100-703-052019	Professional Services			NOVEMBER 2018 JUDICIAL SERVICES					
	351 Total:	6,448.00							
	AMY LINDGREN LAW L	6,448.00							
AXON ENTERPRISE INC									
98541									
SI-1562356	11/19/2018	6,675.60	0.00	12/20/2018				False	0
100-705-052005	Small Equipment			TASERS / BATTERY PACKS					
	SI-1562356 Total:	6,675.60							
	AXON ENTERPRISE INC	6,675.60							
BEMIS PRINTING									
002701									
8452	12/5/2018	118.83	0.00	12/20/2018				False	0
203-716-052071	Administration & Marketing			CHRISTMAS CARDS ACC					
	8452 Total:	118.83							
	BEMIS PRINTING Total:	118.83							
BOISE WIITE PAPER LLC									
003720									
12152018	12/15/2018	12,500.00	0.00	12/20/2018				False	0
202-722-055001	Principal			JAN 2019 NOTE PAYMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

12152018 Total:		12,500.00							
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BOISE WIITE PAPER LL		12,500.00							
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CENTURY LINK

034002									
12042018	12/4/2018	82.33	0.00	12/20/2018				False	0
702-000-052010 Telephone				228B PW					
12042018	12/4/2018	41.49	0.00	12/20/2018				False	0
702-000-052010 Telephone				579B PW					
12042018	12/4/2018	68.61	0.00	12/20/2018				False	0
702-000-052010 Telephone				909B PW					
12042018	12/4/2018	88.23	0.00	12/20/2018				False	0
702-000-052010 Telephone				798B CH					
12042018	12/4/2018	104.99	0.00	12/20/2018				False	0
702-000-052010 Telephone				967B CH					
12042018	12/4/2018	41.49	0.00	12/20/2018				False	0
603-737-052010 Telephone				654B WWTP					
12042018	12/4/2018	41.49	0.00	12/20/2018				False	0
603-736-052010 Telephone				688B WWTP					
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603-736-052010 Telephone				488B WWTP					
12042018	12/4/2018	41.49	0.00	12/20/2018				False	0
603-737-052010 Telephone				600B WWTP					
12042018	12/4/2018	41.49	0.00	12/20/2018				False	0
603-737-052010 Telephone				293B WWTP					

12042018 Total:		772.22							
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CENTURY LINK Total:		772.22							
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CINTAS CORPORATION

037620									
5012557467	12/17/2018	54.46	0.00	12/20/2018				False	0
603-736-052001 Operating Supplies				WWTP FIRST AID CABINET SERVICE REFILL					
5012557467	12/17/2018	54.47	0.00	12/20/2018				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				WWTP FIRST AID CABINET SERVICE REFILL					
	5012557467 Total:	108.93							
	CINTAS CORPORATION	108.93							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201811CSH	12/7/2018	1,875.00	0.00	12/20/2018				False	0
	100-708-052019 Professional Services			5 DAYS PARKS WORK CREW					
201811CSH	12/7/2018	375.00	0.00	12/20/2018				False	0
	703-734-052019 Professional Services			1 DAY PW WORK CREW					
	201811CSH Total:	2,250.00							
	COLUMBIA CO. DEPT. O	2,250.00							
COLUMBIA PACIFIC FOOD BANK									
008275									
12132018	12/13/2018	400.00	0.00	12/20/2018				False	0
	100-703-052041 Council Discrenary			DONUT DAY PROCEEDS					
12132018	12/13/2018	601.50	0.00	12/20/2018				False	0
	203-705-052028 Projects & Programs			DONUT DAY PROCEEDS					
	12132018 Total:	1,001.50							
	COLUMBIA PACIFIC FO	1,001.50							
COMCAST									
COMCAST									
12072018	12/7/2018	122.93	0.00	12/20/2018				False	0
	702-000-052003 Utilities			9144 PW					
	12072018 Total:	122.93							
12092018	12/9/2018	62.45	0.00	12/20/2018				False	0
	603-736-052003 Utilities			0082					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
12092018	12/9/2018	62.45	0.00	12/20/2018				False	0
603-737-052003 Utilities				0082					
12092018	12/9/2018	155.36	0.00	12/20/2018				False	0
702-000-052003 Utilities				3238 WFF					
	12092018 Total:	280.26							
	COMCAST Total:	403.19							
COMMUNICATIONS NORTHWEST									
48721									
67194	10/10/2018	980.06	0.00	12/20/2018				False	0
100-705-052005 Small Equipment				RADIO					
	67194 Total:	980.06							
	COMMUNICATIONS NO	980.06							
E2C CORPORATION									
E2C									
4291	12/17/2018	5,083.06	0.00	12/20/2018				False	0
201-000-052059 Events - General				SPONSOR PROPS EQUIPMENT SIGNAGEINSUANCE I					
	4291 Total:	5,083.06							
	E2C CORPORATION Tota	5,083.06							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
35187	11/27/2018	146.04	0.00	12/20/2018				False	0
704-000-053012 Capital Outlay - Parks				ROCK					
	35187 Total:	146.04							
35230	12/6/2018	278.00	0.00	12/20/2018				False	0
605-000-052001 Operating Supplies				ROCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	35230 Total:	278.00							
35237	12/7/2018	829.97	0.00	12/20/2018				False	0
202-724-052001	Operating Supplies			ROCK					
	35237 Total:	829.97							
35246	12/10/2018	142.11	0.00	12/20/2018				False	0
605-000-052001	Operating Supplies			ROCK					
	35246 Total:	142.11							
	EAGLE STAR ROCK PRO	1,396.12							
GRUMPY'S TOWING									
GRUMPYS									
25825	12/11/2018	265.00	0.00	12/20/2018				False	0
100-705-052001	Operating Supplies			IMPOUNDED STOLEN CAR OFF HANKY RD. 2015					
	25825 Total:	265.00							
25826	12/11/2018	170.00	0.00	12/20/2018				False	0
100-705-052001	Operating Supplies			ACCIDENT HWY 30 MITTS MIRAGE TOWING					
	25826 Total:	170.00							
	GRUMPY'S TOWING Tot	435.00							
MASON, BRUCE, & GIRARD, INC.									
019413									
24814	12/12/2018	7,514.36	0.00	12/20/2018				False	0
202-724-052019	Professional Services			MILTON CR FOREST INV PLANNING PROJECT 010034					
	24814 Total:	7,514.36							
	MASON, BRUCE, & GIR	7,514.36							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
MAUL FOSTER ALONGI, INC.									
019555									
33751	12/10/2018	4,550.75	0.00	12/20/2018				False	0
	202-721-052050 Community Wide Assessment				COMMUNITY WIDE ASSESSMENT				
33751	12/10/2018	10,069.84	0.00	12/20/2018				False	0
	202-723-052019 Professional Services				WWTP LAGOON ON CALL SERVICES				
33751	12/10/2018	3,352.50	0.00	12/20/2018				False	0
	202-722-052019 Professional Services				BWP ON CALL SERVICES				
	33751 Total:	17,973.09							
	MAUL FOSTER ALONGI	17,973.09							
METROPRESORT									
020292									
IN603754	12/12/2018	3,407.18	0.00	12/20/2018				False	0
	100-707-052019 Professional Services				UB BILL PRINTING SERVICES				
	IN603754 Total:	3,407.18							
	METROPRESORT Total:	3,407.18							
NORTHWEST NATURAL GAS									
021400									
12122018	12/12/2018	254.92	0.00	12/20/2018				False	0
	100-709-052003 Utilities				0109				
12122018	12/12/2018	94.05	0.00	12/20/2018				False	0
	703-734-052003 Utilities				8675				
12122018	12/12/2018	1,328.72	0.00	12/20/2018				False	0
	601-732-052003 Utilities				2942				
12122018	12/12/2018	131.13	0.00	12/20/2018				False	0
	100-715-052003 Utilities				5285				
12122018	12/12/2018	7.96	0.00	12/20/2018				False	0
	603-735-052003 Utilities				5285				
12122018	12/12/2018	7.96	0.00	12/20/2018				False	0
	601-731-052003 Utilities				5285				
12122018	12/12/2018	109.95	0.00	12/20/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-715-052003 Utilities				2848					
12122018	12/12/2018	24.29	0.00	12/20/2018				False	0
100-708-052003 Utilities				8563					
12122018	12/12/2018	109.75	0.00	12/20/2018				False	0
603-736-052003 Utilities				5750					
12122018	12/12/2018	109.76	0.00	12/20/2018				False	0
603-737-052003 Utilities				5750					
12122018	12/12/2018	785.73	0.00	12/20/2018				False	0
100-706-052003 Utilities				7673					
12122018	12/12/2018	130.12	0.00	12/20/2018				False	0
100-705-052003 Utilities				5638					
12122018	12/12/2018	84.01	0.00	12/20/2018				False	0
100-708-052003 Utilities				3047					
	12122018 Total:	3,178.35							
	NORTHWEST NATURAL	3,178.35							
OREGON ASSOCIATION OF MUNICIPAL RECORDERS									
OAMR									
12172018	12/17/2018	60.00	0.00	12/20/2018				False	0
	100-702-052018 Professional Development			RENEW OAMR MEMBERSHIP					
	12172018 Total:	60.00							
	OREGON ASSOCIATION	60.00							
PAPE MACHINERY									
024755									
11275289	12/14/2018	417.30	0.00	12/20/2018				False	0
	701-000-052001 Operating Supplies			OIL FILTER FILTER ELEME					
	11275289 Total:	417.30							
	PAPE MACHINERY Total	417.30							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
PAULSON PRINTING									
025300									
D2339	11/30/2018	84.90	0.00	12/20/2018				False	0
100-705-052004	Office Supplies			WINDOW ENVELOPES					
	D2339 Total:	84.90							
D2357	11/30/2018	131.50	0.00	12/20/2018				False	0
100-705-052018	Professional Development			BUS CARDS SHARP / AND EDWARDS					
	D2357 Total:	131.50							
	PAULSON PRINTING To	216.40							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
170565	12/1/2018	849.00	0.00	12/20/2018				False	0
205-000-052019	Professional Services			OPR TRAFFIC SIGNAL REPAIR					
	170565 Total:	849.00							
180321	12/18/2018	7,525.00	0.00	12/20/2018				False	0
704-000-053012	Capital Outlay - Parks			GREY CLIFFS RESTROOM ELECTRICAL WORK					
	180321 Total:	7,525.00							
	PEAK ELECTRIC GROU	8,374.00							
PORTLAND GENERAL ELECTRIC									
025702									
12132018	12/13/2018	163.04	0.00	12/20/2018				False	0
100-709-052003	Utilities			0153585940 - REC CENTER					
12132018	12/13/2018	43.86	0.00	12/20/2018				False	0
202-722-052003	Utilities			1650931000 - 1300 KASTER RD					
12132018	12/13/2018	33.90	0.00	12/20/2018				False	0
202-722-052003	Utilities			7357701000					
	12132018 Total:	240.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	PORTLAND GENERAL E	240.80							
ROOF									
ROOF									
12082018	12/8/2018	100.00	0.00	12/20/2018				False	0
201-000-052059	Events - General			CHRISTMAS SHIPS SANDWICHES AND SALAD					
	12082018 Total:	100.00							
	ROOF Total:	100.00							
S-2 CONTRACTORS, INC.									
028399									
1866E1	11/2/2018	9,881.30	0.00	12/20/2018				False	0
205-000-053005	Street Patching			PREP AND PAVE PATCHES					
1866E1	11/2/2018	2,550.15	0.00	12/20/2018				False	0
601-000-053014	Water Main Replacement			PREP AND PAVE PATCHES					
1866E1	11/2/2018	5,891.80	0.00	12/20/2018				False	0
605-000-053011	Storm Main Replacement			PREP AND PAVE PATCHES					
1866E1	11/2/2018	285.60	0.00	12/20/2018				False	0
603-000-053010	Sewer Main Replacement			PREP AND PAVE PATCHES					
	1866E1 Total:	18,608.85							
	S-2 CONTRACTORS, INC	18,608.85							
ST. HELENS HIGH SCHOOL BUILD. AND DRAFTING DPT.									
028952									
1	12/6/2018	118.99	0.00	12/20/2018				False	0
203-716-052028	Projects & Programs			LITTLE FREE LIB CONSTRUCTION					
	1 Total:	118.99							
	ST. HELENS HIGH SCHO	118.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ST. HELENS MARINA, L.L.C.									
029000									
12192018	12/19/2018	1,915.00	0.00	12/20/2018				False	0
100-708-052047	Marine Board			ANNUAL FEE 1/1/19					
	12192018 Total:	1,915.00							
	ST. HELENS MARINA, L	1,915.00							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
74916	12/14/2018	1,511.75	0.00	12/20/2018				False	0
100-715-052023	Facility Maintenance			C10630 12/1-2/28 CITY HALL					
	74916 Total:	1,511.75							
74932	12/14/2018	249.25	0.00	12/20/2018				False	0
603-737-052023	Facility Maintenance			C10855 12/1-2/28 CITY HALL					
74932	12/14/2018	249.25	0.00	12/20/2018				False	0
603-736-052023	Facility Maintenance			C10855 12/1-2/28 CITY HALL					
	74932 Total:	498.50							
74973	12/14/2018	396.75	0.00	12/20/2018				False	0
100-715-052023	Facility Maintenance			C10000 12/1-2/28 CITY HALL					
	74973 Total:	396.75							
	TCMS, TEMP CONTROL	2,407.00							
TEREX SERVICES									
024530									
90927830	11/29/2018	5,195.00	0.00	12/20/2018				False	0
701-000-052001	Operating Supplies			SERVICE REFORMED REMOVED AND REPLACED OI					
	90927830 Total:	5,195.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	TEREX SERVICES Total:	5,195.00							
VERNON, VICKI R. 034920									
WARNER 100-704-052019 Professional Services	11/15/2018	500.00	0.00	12/20/2018	ALEXANDER WARNER			False	0
	WARNER Total:	500.00							
	VERNON, VICKI R. Total	500.00							
WHELESS CONSTRUCTION 036120									
12122018 704-000-053001 Capital Outlay	12/12/2018	700.00	0.00	12/20/2018	TIE IN AC UNIT WRAP DUCTS CITY HALL			False	0
	12122018 Total:	700.00							
	WHELESS CONSTRUCT	700.00							
WILCOX & FLEGEL 037003									
0334374-IN 703-734-052022 Fuel / Oil	12/18/2018	1,950.01	0.00	12/20/2018	PW SHOP FUEL			False	0
	0334374-IN Total:	1,950.01							
	WILCOX & FLEGEL Tota	1,950.01							
YOUNGBERG, JOAN YOUNGBER									
12142018 203-716-052028 Projects & Programs	12/14/2018	794.30	0.00	12/20/2018	THIS IS US SUPPLIES REIMB. J. YOUNGBERG			False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

12142018 Total:	794.30
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YOUNGBERG, JOAN Tot	794.30
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Report Total:	112,968.14
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Accounts Payable

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User: jenniferj
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 Batch: 00009.12.2018 - AP 12.21.18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PDX PLUMBING SPECIALIST & GENERAL CONTRACTOR LLC									
PDX									
12212018	12/21/2018	9,075.00	0.00	12/21/2018				False	0
704-000-053017 Capital Outlay - Rec Center				DEPOSIT REC CENTER PLUMBING REPAIRS					
12212018 Total:		9,075.00							
PDX PLUMBING SPECIA		9,075.00							
Report Total:		9,075.00							

Accounts Payable

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTURY LINK									
034002									
12172018	12/17/2018	40.71	0.00	12/27/2018				False	0
702-000-052010 Telephone					369B				
12172018	12/17/2018	20.35	0.00	12/27/2018				False	0
603-736-052010 Telephone					025B WWTP				
12172018	12/17/2018	20.36	0.00	12/27/2018				False	0
603-737-052010 Telephone					025B WWTP				
	12172018 Total:	81.42							
	CENTURY LINK Total:	81.42							
CENTURY LINK- ACCESS BILLING									
034004									
3263x201s18348	12/14/2018	82.22	0.00	12/27/2018				False	0
702-000-052010 Telephone					01S3				
	3263x201s18348 Total:	82.22							
	CENTURY LINK- ACCES	82.22							
CENTURYLINK, BUSINESS SERVICES									
45215									
1457271655	12/11/2018	208.67	0.00	12/27/2018				False	0
702-000-052010 Telephone					88035002				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1457271655 Total:	208.67							
	CENTURYLINK, BUSINE	208.67							
CITY OF SCAPPOOSE									
SCAPPOOS									
0003080	11/8/2018	25,000.00	0.00	12/27/2018				False	0
100-705-052024	Miscellaneous			[RT PTD 181S.355 K EDWARDS EXP. POLICE ACADEN					
	0003080 Total:	25,000.00							
	CITY OF SCAPPOOSE To	25,000.00							
COLUMBIA RIVER P.U.D.									
008325									
12182018	12/18/2018	441.34	0.00	12/27/2018				False	0
100-705-052003	Utilities			7493					
12182018	12/18/2018	792.40	0.00	12/27/2018				False	0
100-706-052003	Utilities			7493					
12182018	12/18/2018	769.70	0.00	12/27/2018				False	0
100-708-052003	Utilities			7493					
12182018	12/18/2018	68.70	0.00	12/27/2018				False	0
100-708-052047	Marine Board			7493					
12182018	12/18/2018	409.24	0.00	12/27/2018				False	0
100-708-052046	Dock Services			7493					
12182018	12/18/2018	3,712.50	0.00	12/27/2018				False	0
205-000-052003	Utilities			7493					
12182018	12/18/2018	1,173.19	0.00	12/27/2018				False	0
100-715-052003	Utilities			7493					
12182018	12/18/2018	690.53	0.00	12/27/2018				False	0
703-734-052003	Utilities			7493					
12182018	12/18/2018	3,183.44	0.00	12/27/2018				False	0
601-731-052003	Utilities			7493					
12182018	12/18/2018	4,844.32	0.00	12/27/2018				False	0
601-732-052003	Utilities			7493					
12182018	12/18/2018	914.34	0.00	12/27/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
603-737-052003 Utilities 12182018	12/18/2018	2,743.01	0.00	12/27/2018	7493			False	0
603-736-052003 Utilities 12182018	12/18/2018	95.25	0.00	12/27/2018	7493			False	0
605-000-052003 Utilities 12182018	12/18/2018	870.46	0.00	12/27/2018	7493			False	0
603-738-052003 Utilities				7493					
12182018 Total:		20,708.42							
COLUMBIA RIVER P.U.D		20,708.42							
COMCAST COMCAST 12142018	12/14/2018	95.41	0.00	12/27/2018				False	0
702-000-052003 Utilities				9228					
12142018 Total:		95.41							
COMCAST Total:		95.41							
DUSEK, NATHEN ALLEN DUS 0002888	12/21/2018	675.00	0.00	12/27/2018				False	0
100-000-020200 Bail Deposit				BOND TRANSFER N. DUSEK					
0002888 Total:		675.00							
DUSEK, NATHEN ALLEN		675.00							
ERSKINE LAW PRACTICE LLC 011522 12172018	12/20/2018	4,962.50	0.00	12/27/2018				False	0
100-704-052019 Professional Services				CITY ATTORNEY 12/3-12/17					
12172018 Total:		4,962.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	ERSKINE LAW PRACTIC	4,962.50							
INGRAM LIBRARY SERVICES, INC. 016240									
37762229	12/7/2018	11.54	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
37762229 Total:		11.54							
37762230	12/7/2018	11.65	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
37762230 Total:		11.65							
37762231	12/7/2018	190.69	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
37762231 Total:		190.69							
37810014	12/11/2018	59.40	0.00	12/27/2018				False	0
100-706-052035	Audio Materials			BOOKS 20C7921					
37810014 Total:		59.40							
37810015	12/11/2018	72.28	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
37810015 Total:		72.28							
37810016	12/11/2018	18.96	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
37810016 Total:		18.96							
37810017	12/11/2018	28.67	0.00	12/27/2018				False	0
100-000-021300	Library Replacement Fines			BOOKS 20C7921					
37810017 Total:		28.67							
37810018	12/11/2018	53.21	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	37810018 Total:	53.21							
37810019	12/11/2018	12.57	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	37810019 Total:	12.57							
37810020	12/11/2018	82.36	0.00	12/27/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	37810020 Total:	82.36							
	INGRAM LIBRARY SERV	541.33							
KOHI RADIO									
017679									
11296	12/20/2018	3,500.00	0.00	12/27/2018				False	0
201-000-052011	Public Information			3 YEAR ADVERTISING PROGRAM					
	11296 Total:	3,500.00							
	KOHI RADIO Total:	3,500.00							
LIBRARY IDEAS, LLC									
018424									
66126	12/6/2018	39.95	0.00	12/27/2018				False	0
203-706-052078	Library Donations Expense			BOOKS					
	66126 Total:	39.95							
	LIBRARY IDEAS, LLC To	39.95							
NORTHSTAR CHEMICAL, INC.									
021556									
136345	12/17/2018	438.25	0.00	12/27/2018				False	0
601-732-052083	Chemicals			SODIUM HYPOCHLORITE 12.5					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	136345 Total:	438.25							
	NORTHSTAR CHEMICAL	438.25							
SOLUTIONS YES									
013581									
INV170673	12/11/2018	111.55	0.00	12/27/2018				False	0
	100-705-052004 Office Supplies			BLACK TONER					
	INV170673 Total:	111.55							
	SOLUTIONS YES Total:	111.55							
TOKOLA PROPERTIES									
51220									
4300	12/20/2018	3,778.05	0.00	12/27/2018				False	0
	202-721-052019 Professional Services			PREDEVELOPMENT SERVICES					
	4300 Total:	3,778.05							
	TOKOLA PROPERTIES T	3,778.05							
U.S. BANK EQUIPMENT FINANCE									
033955									
373422666	12/14/2018	150.00	0.00	12/27/2018				False	0
	100-715-052021 Equipment Maintenance			CONTRACT PAYMENT KYOCERA					
	373422666 Total:	150.00							
	U.S. BANK EQUIPMENT	150.00							
WILCOX & FLEGEL									
037003									
0334562-IN	12/19/2018	380.48	0.00	12/27/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
703-734-052022 Fuel / Oil				SHOP FUEL					
	0334562-IN Total:	380.48							
0334566-IN	12/19/2018	359.41	0.00	12/27/2018				False	0
100-708-052022 Fuel / Oil				PARKS FUEL					
	0334566-IN Total:	359.41							
	WILCOX & FLEGEL Tota	739.89							
	Report Total:	61,112.66							

Accounts Payable

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User: jenniferj
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PDX PLUMBING SPECIALIST & GENERAL CONTRACTOR LLC									
PDX									
12282018	12/28/2018	3,230.00	0.00	12/28/2018				False	0
704-000-053017 Capital Outlay - Rec Center				DEPOSIT FOR BATHROOM STALLS MATERIALS REC					
12282018 Total:		<u>3,230.00</u>							
PDX PLUMBING SPECIA		<u>3,230.00</u>							
Report Total:		<u><u>3,230.00</u></u>							