



SCAPPOOSE *Oregon*

MONDAY, JUNE 21, 2021
CITY COUNCIL MEETING AGENDA
Regular Meeting 7:00 pm
Scappoose Council Chambers
33568 E Columbia Avenue

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comments	Due to COVID-19 the City of Scappoose will only be accepting public comments by email or you may call in. Please email City Recorder Susan Reeves at sreeves@cityofscappoose.org , or City Hall by phone at (503) 543-7146, Ext. 224. All written public comments or requests to provide public comment must be received no later than 5:00 pm on the day of the meeting.
1. Consent Agenda ~ April 19, 2021 Work Session minutes, April 19, 2021 City Council meeting minutes, May 3, 2021 Work Session minutes, May 3, 2021 City Council meeting minutes and May 17, 2021 Work Session minutes	
<u>New Business</u>	
2. Community Enhancement Program (CEP) Recommendations Interim City Manager Alexandra Rains	Approval
3. Resolution No. 21-07: Extending Workers' Compensation Coverage to Volunteers Police Chief Norm Miller	Approval
4. Resolution No. 21-08: A Resolution to Apply for a DLCD Grant City Planner Laurie Oliver Joseph	Approval
<u>2021-2022 Budget</u>	
5. Consideration of the 2021-2022 Fiscal Year Budget Hold a Public Hearing to determine if the City should elect to receive State Shared Revenues	Public Hearing/Approval

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

Resolution No. 21-09: A Resolution Certifying that the City of Scappoose Meets All Requirements to Receive State Shared Revenues for Fiscal Year 2021-2022

Interim City Manager Alexandra Rains

Approval

Consider Resolution No. 21-10: A Resolution Declaring the City's Election to Receive State Revenue for Fiscal Year 2021-2022, for the City of Scappoose

Interim City Manager Alexandra Rains

Approval

Adopting the City of Scappoose 2021-2022 Budget

Public Hearing/Approval

6. Resolution No. 21-11: Hold a Public Hearing on the proposed Approval budget for the Fiscal Year 2021-2022, Making Appropriations, Imposing the Tax, and Categorizing the Tax

Interim City Manager Alexandra Rains

Public Hearing/Approval

7. Resolution No. 21-12: Supplemental Budget Transfer of Appropriations, Establishing Appropriation with the 2020-2021 Budget

Interim City Manager Alexandra Rains

Public Hearing/Approval

8. Resolution No. 21-13: A Resolution Amending the City of Scappoose's Water Rates, Fees, and Service Charges and Rescinding Resolution No. 13-13

Interim City Manager Alexandra Rains

Public Hearing/Approval

9. Resolution No. 21-14: A Resolution Establishing all Fees and Charges for the City of Scappoose and Rescinding Resolution No. 20-16 2021-2022 Fee Resolution

Interim City Manager Alexandra Rains

Public Hearing/Approval

Announcements

10. Calendar

11. Updates: City Manager, Police Chief, Councilors, and Mayor

Adjournment

PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY RECORDER SUSAN REEVES 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON MONDAY, JUNE 21, 2021

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

**MONDAY, APRIL 19, 2021
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.**

1.

Call to Order

Mayor Burge called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	Interim City Manager
Megan Greisen	Council President	Dave Sukau	Public Works Director
Joel Haugen	Councilor	Huell White	Program Analyst
Brandon Lesowske	Councilor		
Pete McHugh	Councilor		
Tyler Miller	Councilor		
Peter Watts	Legal Counsel		

Also Present: Steve Donovan, Donovan Enterprises, Inc.

Excused: Councilor Josh Poling and City Recorder Susan Reeves

Approval of the Agenda

Councilor Haugen moved, and Councilor McHugh seconded the motion to approve the agenda. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Public Comments

There were no public comments received.

Consent Agenda ~ April 5, 2021 Work Session minutes and April 5, 2021 City Council meeting minutes

Councilor Haugen moved, and Council President Greisen seconded the motion to approve the Consent Agenda ~ April 5, 2021 Work Session minutes and April 5, 2021 City Council meeting minutes. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

**Proclamations ~ VFW Buddy Poppies
National Small Business Month
National Law Enforcement Week
National Public Works Week**

Mayor Burge read the VFW Buddy Poppies Proclamation.

Mayor Burge read the National Small Business Month Proclamation.

Mayor Burge read the National Law Enforcement Week Proclamation.

Mayor Burge read the National Public Works Week Proclamation.

Work Session

Water SDC Update

Public Works Director Dave Sukau explained tonight we wanted to take this opportunity to have a work session to discuss the current status of the Water SDC's. City staff hired Donovan Enterprises, Inc. to update the City's Water System Development Charge (SDC) to reflect the latest capital improvement plan in the recently adopted WSMPU. For comparison, the City's current Water SDC schedule was last updated in May 2002. SDC updates are intended to review the basis for charges to ensure a consistent methodology, determine the most appropriate fees considering the corresponding capital improvement plan, and to provide clear documentation and explanation of the methodology used to develop the SDC. The final report describes the consultant's methodology and analysis in detail. Currently, the water SDC rate for a 3/4" water meter equivalent (the most common water service in the City) is \$5,478. The Water SDC Update report proposes that rate be increased to \$8,940.

Steve Donovan, Donovan Enterprises, Inc., consultant, went over a power point presentation.



Tonight's Agenda



- Reason for updating the water SDCs
- Overview – proposed vs. current water SDCs
- Specific Details of the analysis
- Water SDCs in neighboring communities



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Reason for SDC Updates



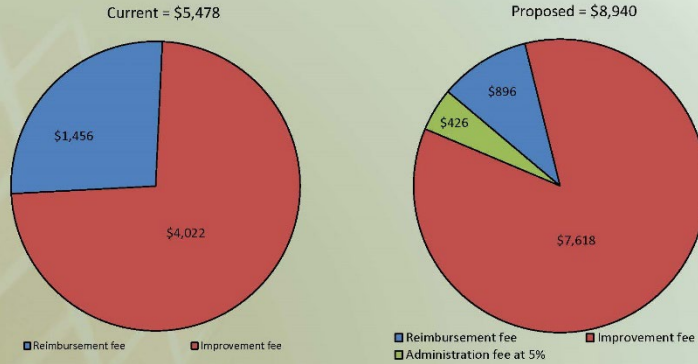
- SMC 13.24.040 – “the methodology used to establish the reimbursement fee shall take into account the cost of existing facilities, prior contributions by users, the value of unused capacity, generally accepted rate making principals, and other relevant factors identified by state law and the council.”
- Water SDCs last reviewed in August 2002; that Council adopted a methodology that included a reimbursement and improvement fee. Since that time, the water SDCs have increased for inflation adjustments.
- Opportunity to get the water SDC methodology updated for 2020 water master plan CIP.



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Overview – Proposed vs. Current



- One time fee for a new single family residential home with a ¾" water meter

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Water-Specific Details



Water SDC Components	Proposed	Current	Difference
Reimbursement fee	\$ 896	\$ 1,456	\$ (560)
Improvement fee	\$ 7,618	\$ 4,022	\$ 3,596
Administration fee at 5%	\$ 426	\$ -	\$ 426
Total water SDC	\$ 8,940	\$ 5,478	\$ 3,462

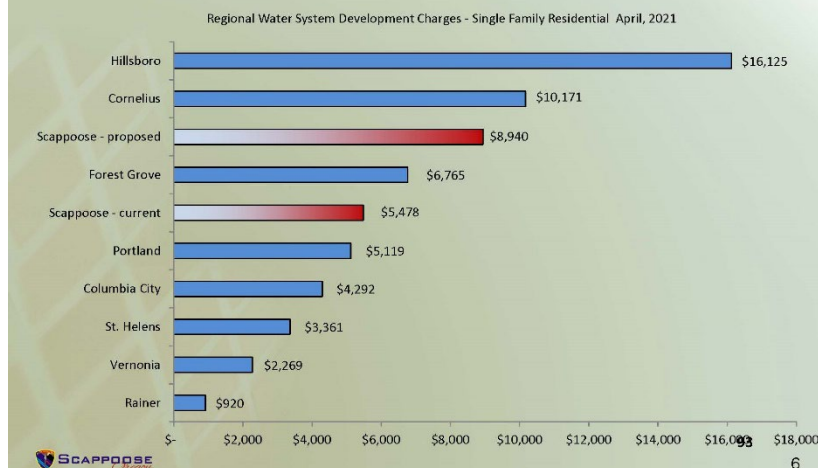
- A reimbursement fee updated to account for existing system capacity available to serve growth
- The improvement fee has increased as a result of the newly updated water system Capital Improvement Plan (CIP) from the adopted 2020 Water Master Plan
- Administration fee up because of the higher reimbursement and improvement fee components

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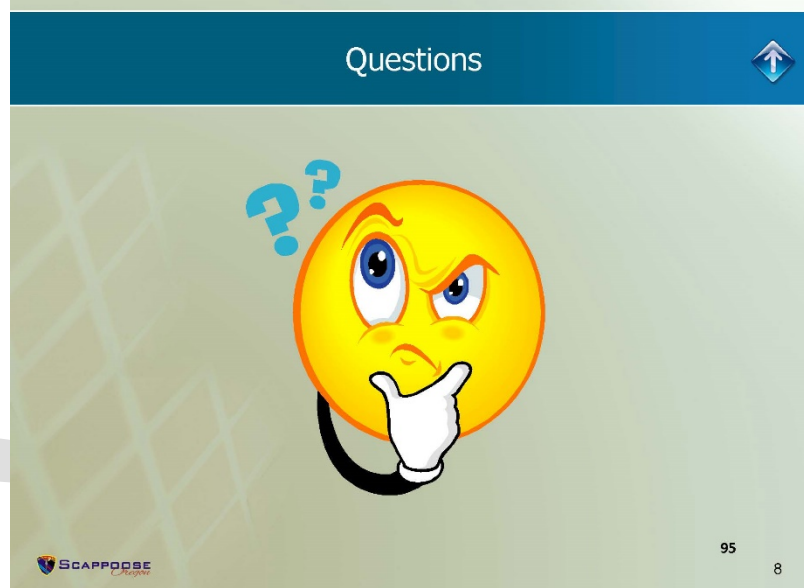
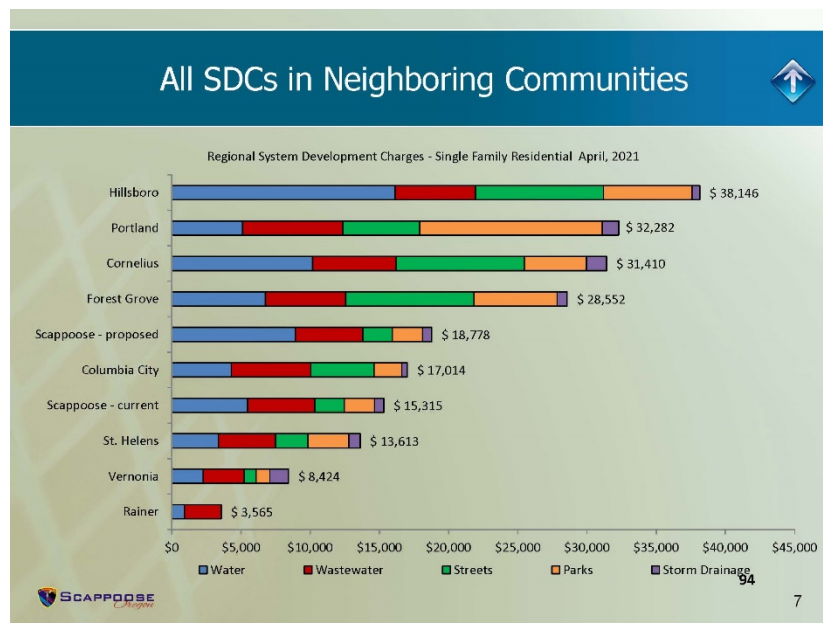
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Water SDCs in Neighboring Communities



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Steve Donovan explained what is going to happen next, right around the City's budget cycle time, the Council is going to see a resolution requesting Council considering adoption of the SDC's.

Council thanked Steve Donovan.

Program Analyst Huell White presented a thank you basket from the Happala Family to Chief Miller.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

Interim City Manager Rains explained the Chapman Landing rezone hearing has been rescheduled for June 7, at 6:30 p.m. She wanted to let Council know that is moving forward. She explained she has spoken with the School Board and we tentatively have a joint work session/meeting with them this summer. She explained there was discussion about the Drainage District and the model they had put together that we were having a consultant take another look at, which they will bring before Council and have them weigh in on where they want staff to go next on that. She explained staff is working on looking at renewing the franchise agreement with NW Natural.

Chief Miller explained there are 360 using the app now, they are starting to get more and more use. He explained they have started painting the skate park.

Public Works Director Sukau gave an update on paving the Crown Zellerbach Trail by the Trtek Trailhead. He explained later this week they are going to be striping Crown Zellerbach and West Lane. He explained they are looking at paving a couple of small streets. He stated they have lots of stuff going on in addition to trying to keep up on mowing.

Councilor McHugh handed out information to Council and staff regarding the 100-year celebration proposed logo. He would like a motion from Council to approve the proposed logo.

Councilor Haugen thanked Councilor McHugh for all of his work with this committee and he thanked Council President Greisen for her suggestion of embracing the future.

Councilor McHugh moved, and Councilor Haugen seconded the motion to approve the proposed logo for the 100-year celebration. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Councilor McHugh explained the other handout he gave to Council and staff is a summary of all of the proposed events that could be taking place during the 100-year celebration.

Mayor Burge talked about having stickers on the ground for selfie spots, with information where to post your picture.

Council President Greisen thanked Law Enforcement for their dedication in protecting our community and specifically Chief Miller for always being proactive in his policing and being very responsive to citizen concerns. She also thanked Public Works for their dedication in providing excellent service and safety and Dave especially for the lead on that. She explained she has a suggestion regarding the fuel tax. She feels it is very important that people know what it is being used for and what it looks like in the day to day, so something like when they are doing the paving maybe do a live Facebook video, or adding pictures to Facebook and/or the newsletter.

Public Works Director Dave Sukau replied we can acknowledge that, but we also do have new signs that will go out when projects are being done that says, “This project is funded by fuel tax funds”.

Council President Greisen thanked Alex, Huell, Dave and Kevin for setting her up for success. She explained last week she gave an oral testimony for the Oregon Legislator to the Joint Committee on Ways and Means and a written testimony was also submitted. She explained she was informing Senators and State Representatives about our failing basin liner and the request for matching funds. She explained it was very interesting in hearing all the other projects and interests that people in the State have and what they were asking of that body of Government. She explained the Grant Watts Parent Organization is putting on a spring auction which will be online this year. She explained all of the funds this year will go to kicking off the Sprouts Learning Garden that is housed at Grant Watts for the entire community. She stated there is a spot on the online auction that you can just contribute funds towards large ticket items for the learning garden.

Councilor Haugen explained he tuned into the Grabhorn Ad Hoc Committee and it is apparent to him that it is going to be cumbersome on a remote forum especially with the number of participants, so his suggestion is the City reconfigures that and maybe have a system where the first 14 of the committee sign up meet in person and the rest attend remotely.

Councilor Lesowske explained he did also attend the committee meeting and he too agrees having a physical space they can come to would be best. He is excited with the enthusiasm and he does hope with the Ad Hoc Committee can keep in the spirit of the group in that they are representing the community as a whole, but also specially with some of their group. He explained there were things that were stated by some committee members that stood out to him, some of the same concerns that he heard almost word for word that he has heard here in this chamber and he hopes that those individuals are able to bring their own unique perspective and ideas in helping craft that design for Council to consider. He does want to say to Huell, Laurie, Isaac and Chris that he does feel they represented the City well in trying to provide direction to the committee members. He does think it is a unique situation trying to facilitate a meeting remotely and he does appreciate their efforts with keeping everyone on task.

Legal Counsel Peter Watts explained we received some correspondence from the County Council, and it asked a question. He wants to very clearly put on the record that the City of Scappoose did not consent to either initiative measure or the ordinance or the validation proceeding itself which Columbia County has filed in Columbia County Circuit Court # CV12796, we did not consent to any of that, and we have not spent any City resources on it either.

Mayor Burge explained the Columbia County Economic Team meets this Friday in Clatskanie. He does agree with trying to find a space for the Grabhorn Ad Hoc Committee to meet in person.

Adjournment

Mayor Burge adjourned the meeting at 7:48 p.m.

Mayor Scott Burge

Minutes typed by City Recorder Susan M. Reeves

DRAFT

MONDAY, APRIL 19, 2021, 6:30 p.m.

City Council Work Session ~ Annual update from SRFPD

Present: Mayor Scott Burge, Council President Megan Greisen, Councilor Joel Haugen, Councilor Brandon Lesowske, Councilor Pete McHugh, Councilor Tyler Miller, Interim City Manager Alexandra Rains, Program Analyst Huell White, and Fire Chief Jeff Pricher.

Excused: Councilor Josh Poling and City Recorder Susan Reeves.

Fire Chief Pricher explained when going through their SWOT analysis with staff, volunteers and the Board Members it was determined that they needed to do a better job of reaching out and working with the City and other government entities because in large part for the last few years we have pretty much been internal, and we are your fire department. He explained even though they are a District, they still serve the City. He explained they believe it is important for them to come to the City on an annual basis, or more if need be, and let the City know how and what they are doing and if there is anything they can try to do to improve services for the community. He explained they have a fairly large service area they are responsible for and with that large area it is important to them that they provide the best service they possibly can. He explained there are several things that they do and the only way to highlight that information is by putting out a report. He asked Council if they have any questions regarding the report the Fire District provided.

Councilor Lesowske explained he really appreciates the Fire District working with the City. He thinks that will be key in any relationship that we continue to build on and he thanked Chief Pricher for that. He asked Chief Pricher for an overview of the ballot measure.

Chief Pricher explained he has to be very careful about what he says with respect of the ballot initiative, but he can tell Council based on what has been approved for them to say by the Secretary of State is they do have a ballot measure that has been proposed to the public and they are essentially asking to add three firefighter/paramedics. He explained the purpose of adding those positions is to give them the opportunity to provide two ambulances 24 hours a day. He explained one of the things that this report shows is that they are starting to see a lot more overlapping calls. He explained with the ballot measure their goal is to try to get to a place where when people need help, they are able to supply two ambulances instead of one.

Councilor Miller asked Fire Chief Pricher when he reads in the document 24-hour coverage, what does that actually entail? He asked does that mean there is personnel 24/7 at the Scappoose main station to respond, what exactly does that mean.

Chief Pricher explained we have minimum staffing right now and three firefighter/paramedics to be at the fire station, physically at the fire station, 24 hours a day. He explained if they have a call and have to transport into Portland, then that leaves one person. He explained in addition to those three we have about twenty volunteers that are on a roster and come in when we have major emergencies which consist of car fires, structure fires, marine incidents, and motor vehicle crashes. He explained they don't generally have the volunteers come in on run of the mill

medical calls because the call volume is so high, and we would burn our volunteers out. They have tried that in the past and it is just too much for those who have jobs.

Councilor McHugh asked about the satellite station.

Fire Chief Pricher replied currently at the Chapman Station they have two volunteers there and at one time there were six, but with people moving and retiring that number decreased to two.

Councilor Haugen asked on the future capital replacement projects, are they contingent on the levy passage?

Fire Chief Pricher replied he is not sure he can answer the specifics on whether or not the levy will be focused on these projects, but what he can say is they are planning on replacing the roof at the Holbrook Station this year and all of these projects that are identified have been identified to tell a story to the public and our local community that there is a lot of stuff that we really need to pick up on in order to best provide the service that the community expects or at least the community continues to tell them they are expecting. He explained the challenge is always balancing how much revenue they get in versus how much they can spend every year. He stated unfortunately, as was identified in this report, there's several factors that really effect those dynamics, one of those being ambulance billing. He explained the majority of the patients are either on Medicare or Medicaid and the average payment they get from the Federal Government is about \$450, which is only 25% of the cost of a transport and which means they write off about a million dollars a year. He explained when we look at other things that they have presented to the Council on specifically tax increment financing, when we looked at the enterprise zones, all of those things are pulling dollars away from the Fire District and it makes it really challenging as we move forward to balance the revenues coming in with those big capital projects they are looking at. He explained the Fire District Board is very focused, as are the management of the Fire Department, to try to do as much as we can without having to go to the voters.

Mayor Burge asked how much does the Fire District get through Fire Med.

Fire Chief Pricher explained the way that they operate Fire Med is if someone has insurance and they transport them to the hospital, the Fire District will bill the insurance and whatever portion the insurance says they have to pay, the Fire District writes it off.

Councilor McHugh complimented Chef Pricher on the report and stated it is very nicely done.

Chief Pricher replied thank you and stated the staff put a ton of time into this and he will pass the feedback onto them.

Council President Greisen thanked Chief Pricher for the clarity and the detail of the report, it is professional, and she thinks it is a great piece to have out there as you are putting something out on the ballot. She asked where to do you see the City in this relationship, in terms of your needs from the City?

Fire Chief Pricher replied on behalf of the Fire District, what they hope to achieve moving forward is an open line of communication that perhaps existed but wasn't formally in existence and where they do see a really good relationship is with the Planning Department, they work really good together. He stated it would be great when both the City and the Fire District share goal setting, that maybe they share some of each other's staff during that time so we can share common goals. He stated the reality is if we are going to work together, we need to understand where each of the entities are at. He stated on behalf of the District, we sincerely appreciate the opportunity to present this to you and he hopes we can make it an annual event.

Council thanked Fire Chief Pricher.

Adjournment

Mayor Burge adjourned the work session at 6:58 p.m.

Mayor Scott Burge

Minutes typed by City Recorder Susan M. Reeves

CITY COUNCIL MEETING AGENDA
May 3, 2021
Regular meeting 7:00 pm

Call to Order

Mayor Burge called the regular Council meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	Interim City Manager
Megan Greisen	Council President	Huell White	Program Analyst
Joel Haugen	Councilor		
Josh Poling	Councilor		
Brandon Lesowske	Councilor		
Pete McHugh	Councilor		
Tyler Miller	Councilor		
Peter Watts	Legal Counsel		

Excused: City Recorder Susan Reeves

Remote: Public Works Director Dave Sukau, Justin Krieck, Carol Sweet, Marisa Jacobs, and Audrey.

Approval of the Agenda

Mayor Burge explained there is a revised agenda in front of Council that includes an added item.

Councilor Haugen moved, and Councilor Lesowske seconded the motion to approve the revised agenda. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Public Comment

Justin Krieck read over the public comment he submitted via email.

My name is Justin Krieck I am Scappoose's Union Representative for Tualatin Valley Firefighters Union - IAFF Local 1660 -Born and raised in Scappoose, Graduated from Scappoose High School in 2007 -Started as a volunteer with SFD and I have worked as a full-time FF/PM for the past 5 years I am pleased to speak on behalf of the men and women who

proudly serve as firefighters, emergency medical technicians and paramedics for Scappoose Rural Fire District. First, let me pass on an important message from all of us — thank you. Thank you for your past support and your willingness to support additional funding so that we can better serve you. The members of our community call, and we come as fast as we can. However, there are times when the Scappoose main station is only staffed with one ambulance. This means an ambulance must come from another community when there are multiple calls. This takes time, a fast and reliable paramedic response and transport to the emergency room is critical to survivability in the event of a heart attack, stroke, cardiac arrest or significant trauma. When an ambulance must come from another community, critical care is delayed. The levy on the current ballot will provide the residents of Scappoose Fire District with a faster and more reliable response when there are multiple medical incidents as well as residential and commercial fires, motor vehicle crashes and other emergencies. This will be achieved by retaining all current staff, as well as hiring three additional positions. This will allow the fire district to staff two ambulances or one four-person engine 24 hours a day. Your support for this levy will allow us to better serve you. Please join us in voting YES for Measure 5-285, and help us provide you with faster, more reliable EMS and fire protection services.

****end****

Carol Sweet explained she is doing a public comment and maybe Council would like to add this to the agenda down the line. She wants to give Council a heads up that there is a citizen law enforcement committee starting up which will be County wide. She has been slowly going through the pandemic rituals reaching all the City Councilors, Mayors, Police Chiefs, everybody and they feel that it has to happen. She explained it is not going to be like they are telling the police what to do but it's more of a committee where citizens can come to get information from law enforcement and law enforcement can get information from them. She explained this started back in the Black Lives Matter rally time when they heard there were 500 antifa coming in from Portland, which always cracked her up because her parents were both antifa, they fought in World War II. She explained they asked some law enforcement people how did you hear this and they replied on the internet and they couldn't believe that that was how they were getting their information and it turned out it wasn't and it would have been a lot easier if we could have just had some kind of trusted method where we talk and exchange information. She stated also with all of the things that are going on now the defund the police, do we want change, it feels like this is the time where citizens need to talk to their law enforcement and exchange ideas and as she told Chief Miller, Scappoose will be the shining light on the hill about what to do but we still need to be part of it because it is County wide law enforcement and so it is going to be a County wide program. She has understood from just rumors that maybe some people don't like to mix up the County stuff, but law enforcement is something that we all have to do together. She feels like if somebody in another City is upset and they come to a group and say can you tell me how this works, that makes it better for all of us. She explained it is very much in the infant stages, they have got a little beginning group of people who are very savvy, who have worked on other police projects. She explained she did for years, worked for Portland Police as a community resource person and she thinks it is going to be a very positive thing. She explained we have had a lot of changes, we've had a new chief, a new sheriff, and a new head of mental health, a couple of

years ago and it really changed everything. She has gotten all of the players on board, the CCMH person is on board, she has spoken to Chief Greenway, Norm, the Sheriff. She stated they are slowing working towards getting everybody together. She just wanted to give Council a heads up. She stated if you have any drastic reasons why you think this wont work, she is more than happy to come before Council to discuss it or you can give her the okay to go ahead and start putting it together and she will be back to tell Council where they are.

Mayor Burge thanked Carol.

Marisa Jacobs submitted this public record ~

May 3, 2021 - Scappoose City Council - Public Comment
Good evening Mayor Burge and City Council,

My name is Marisa Jacobs and tonight I'm speaking to you as a resident citizen of Scappoose. I've been following the recruitment process for a new City Manager and would like to offer a perspective for consideration.

Over the past 6 months as I've become connected into the happenings within the City, I've been shocked to learn that most of city staff are not residents of the City of Scappoose. The City Manager is an equivalent of a CEO of a corporation. The manager provides the strategic vision of the how the city should look and operate. They have significant responsibilities and oversight to the budget, personnel and public works. They lead the operation strategies and set the goals for a city. This is an important and significant role. As council is moving through the recruitment process, I urge you to consider appointing a city manager who resides in Scappoose.

A city manager who lives in Scappoose will have a better appreciation, sensitivity and understanding of the local dynamics involving taxation issues, municipal services and resident concerns as a citizen of the City they serve. It is a complement to the community, because community members feel that if you work here, you should live here and be active in events and organizations. As this role sits on various committees, a resident city manager is able to relate and make better inform decisions for the easy and hard topics. A city manager living in Scappoose would be subject to the same rules, fees and costs of the community they manage. Anything a city manager is influencing will affect them too.

One of the primary roles of manager is to be good financial steward for the city, and to help make good sound, informed decisions. If a city manager lives outside Scappoose, they make decisions that don't impact them and therefore are not as invested to see good things happen in our community.

And we all want good things for your city. Take for example the proposed road extension of Cpt Roger Kucera Way. If a city manager lived in Scappoose and utilized the park the way residents

do, they probably would have never brought this half-baked idea to council that is a costly, environmentally damaging safety hazard for the community.

I strongly urge you as our elected officials to keep our city's best interest at heart and appoint a city manager who lives in Scappoose. We do not need another out-of-town worker bringing in their big city ideas. We're not a big city, and the people living here don't want to be a big city.

As always, thank you for your time and service to our community.

Marisa Jacobs Scappoose, OR

****end****

Marisa Jacobs stated good evening Council. She explained she is speaking to Council as a private resident of Scappoose. She had an opportunity to listen to the work session prior. She explained she did submit a public comment, however since then listening to the work session she would like to offer some insights to that meeting that may be beneficial to the City. She explained she found the work session interesting because she is an HR Professional of 20 years and she is very intimate with the aspect of hiring staff. She explained she found it interesting that the consulting firm mentioned that they did a community survey. She explained as you know she is fairly connected into the community surveys, happenings, whatnot, at least she tries to be. She explained she did not notice that there was any communication outbound so she would consider that to be a fail on the consulting firms part that the communication didn't actually make it out to the community. She stated secondarily the attribute, she thinks attributes list that Council all aligned on is a huge, tall list and the main take away is that you are looking for someone who is connected, involved and involved in events of response of things happening in the City and the conversation regarding where the individual lives came up and she can tell Council that it is okay that you can require that someone lives within a certain area. She explained currently she works for a company and they are doing all the hiring over Zoom and it is very rare to do any in person hiring given the Covid situation. She stated you can make it part of the qualifications, part of the requirement for the job is that someone lives within city limits. She stated you can get as prescriptive as possible, however she does think it is very important for someone that does live within some aspect of close proximity within of the City of Scappoose who is close in and can be connected in to the City. She stated this is a very unique area, we are not like a big City like Portland. She stated people who move out here don't want to be a part of any big cities and the people who stay probably are enjoying that it is still a small town. She thinks having that element is super important and critical and she thinks a lot of the Councilors on the call agreed with that. She stated in terms of how close, Council has complete control to do that. She stated if there are any questions, she is happy to answer them. She thanked Council for allowing her the time to speak.

Dixee Partee submitted this public comment via email.

Dear Mayor Burge,

5/2/21

I am writing to express my strong displeasure of the actions the City of Scappoose Council is taking regarding two issues:

I have written in the past about the plans to make Roger Kucera a through street connecting J.P. West to Smith Road. It seems the council meetings which discuss this plan and the money already spent to investigate/validate the process has rejected the opinions of the adjacent community and park users who fear the speeds generated by a through street. Since it is obvious that small town politics are in play with this project, at least consider making Roger Kucera an egress beyond the park for emergency vehicles only.

The second issue is the ridiculous plan being considered for a pool and the necessary taxation it would require to construct and maintain such a structure. We are a small community whose residents are not wealthy enough to support such folly. The City Council has no business pursuing this project and would be wise to close the issue.

I hope in the future discussions that the reality of both plans is given more sane in-depth investigation and that the majority of the Council who seem to be “hell bent” to push these through will be brought to task.

A very disgruntled resident,

Dixee Partee

P.S. Thanks Josh for your efforts to stop the road extension and all your efforts on the council. Wish more wise and considerate people like you were serving.

end

Legal Counsel Peter Watts stated he wanted to say something about the letter from Marisa Jacobs because he has seen this issue happen in the past, it happened in Clackamas County. He explained he didn't know what that meant at the time and he found out what that meant, and he thinks it is really important that Council knows what it means. He explained the concept called otherism and what it is, is that there is a group and then there are others, and the group has certain values and morals and certain attributes, and the others don't. He explained the others are often said to want to come someplace to cause harm and so you are in one group or you are in the other and he has watched it just absolutely destroy communities because the other groups are seen as less human, as not belonging. He stated he could give extreme examples, but anytime you have people choose sides, it means you are excluding people and you are excluding ideas and again in all the jurisdictions he has seen this in, it created a toxic mess. He explained he is an “other” because he doesn't live in the City of Scappoose but he would say in addition to being a City of Scappoose as a community, there are people who don't live in the City but they are part of the Scappoose Community. He stated if you care about Scappoose, and he thinks it is kind of offensive reading the letter that Alex Rains or himself wouldn't, because he does care a lot and wants them to be successful. He stated he just hopes that at least everyone has both eyes open because during times of great stress whether it is a pandemic or whether the City is going through rapid growth, then if you go down this road of there's this group that is good and there's

this group that is bad and some people's ideas have less worth or they shouldn't trusted for whatever reason, it just breaks the whole system and people lose trust in each other instead of working together and working towards understanding. He stated with not trusting each other's decisions what should come very easy, becomes hard. He stated normally I only give you advice on legal risk and I wouldn't say anything but he has seen this otherism of the us versus them to be so destructive in communities that he had to tell Council what is happening here because this is the second week in a row where we have this sort of language that we do not need another out of town worker brining in their big City ideas, because we are not a big City and people living here don't want to be a big City. He stated we are not a big City, we are Scappoose. He stated the visions and values are not his or Alex's, they are the Scappoose Council's visions and values. He stated our job is to execute the Council's policy and of course you love Scappoose because you wouldn't be serving as an unpaid Mayor and Council if you didn't. He stated he might be an "other" but he cares about this community and he wants the City to be successful.

There was applause.

Councilor McHugh stated, very well said.

Mayor Burge stated just to follow up on that when he moved here in 1977, he can guarantee that they would have been a much bigger other had they had California plates and not Wyoming plates. He stated they were still new to the community. He always thinks about when people say we need to stop people from coming out here, it's getting too big, and he always asks the question "What year do you want the cut off to be?" He stated what year is too new or do we just welcome people with open arms and accept their ideas for what they are. He stated whoever it is if they have a good idea and get the support of the community that's how government works. He stated it might start out as an idea with one person, then years later more people agree with it based on changing environment and what's going on. He stated you don't know what is going to change between now and five to ten years. He stated he feels Council has tried to always welcome people. He stated he knows there is some staff that doesn't live in the community, there is some staff that's lived here for years, then moved out of the community, but still work here. He stated there is a variety of them, but they are dedicated to this community and very dedicated to doing the job and implementing the goals that this Council puts forward and they do the best they can, and they try to do it as transparently and honestly as they can. He stated everyone makes mistakes or falls short here and there, but we don't castigate them for that, we try to help them up and make them better.

New Business

Mayor Burge stated he added this item to the agenda. As many of you know the former mayor and the Columbia County Clerk Betty Huser passed away and he just wanted to have a moment of silence in her honor and then give any member of Council a moment to reflect.

**Moment of silence in memory of Betty Huser, Mayor of Scappoose (1979 – 1988);
Columbia County Clerk (1989 – 2021)**

Councilor McHugh stated he was Betty's neighbor for 12 years when they first moved to Scappoose and he couldn't have asked for a better neighbor. He stated she was kind and easy to talk to. He stated whenever things came up she was there to help, as a neighbor should be. He stated Betty was a very honorable person and we are going to miss her.

Councilor Haugen stated he also knew Betty a long time and she was truly an extraordinary person. He stated the service she did for our County and community was unbelievable. He stated it is so fitting to honor her this evening. He stated, she will be missed.

Mayor Burge stated she was the Mayor of Scappoose for 10 years and she had some big projects during that time and her impact on the community as Mayor was huge and then she moved on to the County and anything you needed out of that office she was ready to help above and beyond. He stated it was always great getting her feedback and support on being Mayor. She will be missed.

Councilor Poling stated he has known Betty a long time because his parents worked at the County and he said going in as a little kid seeing Betty and she was always bubbly and a great personality and such a big person in this community. He stated during the 100-year celebration it might be a good time to commemorate her.

Councilor McHugh stated the committee has been talking about that and it is definitely going to be part of what they do.

Council President Greisen explained she had worked with Betty yearly at the Share and Care event. She explained she would talk to everyone she was around and was just a hands-on leader and that is something we should all take with us, and she was a very servant leader and lead by example.

Councilor Lesowske stated for those of us who have been in this community for a while we do know the impact and service that Betty provided not just to Scappoose, but to our County as a whole. He did have the honor of being sworn in by Betty and that will be something he gets to hold for the rest of his life. He does feel if there are other ways that we can honor her service to our community moving forward he would ask that we keep her name at the tops of those lists in a way to honor the service that she provided. He expressed his condolences.

Councilor Miller stated his story is about the same as Councilor Poling's, because his mom worked in the Assessor's Office at Columbia County for over 20 years. He explained he knows Betty from kind of a different point of view because he thinks when he started to walk is when he first knew who Betty was. He stated one thing he remembers is when it snowed, Betty would come to their driveway and pick his mom up. He stated if there is anything to illustrate how

caring Betty was, he thinks that is just a very straight forward point to the type of lady that she was.

Mayor Burge stated thank you Council.

If I Were Mayor Contest

Mayor Burge explained the City received one submission from Oliver who is a 6th grader.

Council stated Oliver did a very good job.

Councilor Lesowske moved, and Councilor Poling seconded the motion that Council award Oliver If I Were Mayor contest award recipient. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye

Council Rules and Procedure

Interim City Manager Rains explained this is a follow up on a request that was made during the April 5, 2021, City Council meeting. She explained Council President Greisen broached the subject of reviewing and potentially modifying Chapter 2.04 of the Scappoose Municipal Code (SMC), Council Meetings, to align more closely with the League of Oregon Cities (LOC) Model Rules of Procedure for Council Meetings. Additionally, City Attorney Ashley Driscoll noted that Council may want to consider removing the rules of procedure from the Scappoose Municipal Code and re-adopting the rules as a resolution. Council agreed to revisit these topics at a future meeting and this staff report serves to address that request. First, Staff obtained a copy of the LOC's Model Rules of Procedure and compared its contents to SMC 2.04 and the Council's Team Agreement. The results of that exercise are included below and considering the vast differences between the content and format of the two documents, the comparison should be considered approximate in nature as even content that was covered by both documents did so in distinctly different ways and with varying levels of detail. Additionally, some of the content not covered in SMC 2.04 is discussed during Council Orientations, for example, during the discussion on Municipal Law 101. For reference, the LOC's Model Rules of Procedure, Chapter 2.04 of the SMC and Council's Team Agreement are attached as Exhibits A, B and C, in the packet. She explained what she is looking for from Council is whether or not they want to go down this path.

Interim City Manager Rains explained under next steps for council consideration:

Part 1:

1. Direct Staff to propose changes to SMC 2.04 (or applicable resolution) based on the LOC's Model Rules of Procedure for Council Meetings
2. Council to discuss and propose changes to SMC 2.04 (or applicable resolution) based on the LOC's Model Rules of Procedure during future work sessions and meetings
3. Mayor forms a small ad hoc committee of Council members, supported by Staff,

to review and propose changes to SMC 2.04 (or applicable resolution) based on the LOC's Model Rules of Procedure

4. Take no action to amend SMC 2.04 (or applicable resolution)

Part 2:

1. Rescind SMC 2.04 and re-adopt as a resolution with or without modifications at a future Council meeting

2. Take no action to remove SMC 2.04

Mayor Burge asked if there were any questions?

Councilor Miller stated just for clarification, so we could adopt what we currently have as a resolution or we could take it a step further and go in and edit it.

Interim City Manager Rains replied correct, Council has a lot of options.

Councilor Miller explained he looked at the April 5 minutes and Legal Counsel Ashely Driscoll had said that she really didn't understand if there were issues, because she doesn't spend as much time with Council as Legal Counsel Peter Watts does. He stated if Peter has had time to review this, he would be interested in Peter's input on this.

Legal Counsel Peter Watts replied he thinks it does make sense to update the Council Rules and the section that gives him the most heartburn, which is the same section that gave Andy Jordan the most heartburn, is 2.04.160, which is the personnel section that has a subcommittee and when that was used in the past it created some potential liability for the City and that is completely unique to your City. He stated there is a lack of clarity as to whether that is a public meeting or not and it is kind of a weird process. He explained it also creates some confusion as to who has the final say on matters. He thinks there are a lot of reasons why it probably makes sense to revisit that and have that discussion. He stated as far as the model rules goes, he doesn't like them and doesn't think they make sense for Scappoose. He stated he thinks if Council would want to use something like the model rules we would want to go through carefully and make sure they weren't process oriented that added a lot of time for staff and also make sure that they reflect who the City is.

Councilor Haugen stated to Peter's point, he is of the mind that you don't make things more complicated than you need to and to him adopting the League of Oregon Cities rules, and he respects the League of Oregon Cities very much, but adopting those rules he feels are a lot more complicated and he doesn't see a rational for that. He stated the resolution approach to Chapter 2.04.160 does make sense, and if that facilitates changes, let's do it.

Interim City Manager Rains stated if Council wants to leave it as an ordinance and change it, we can still do that. She explained making it a resolution makes it easier to suspend it if you wanted to suspend any of those rules. She explained using the LOC model was more of a comparison, she doesn't think the suggestion is that we just adopt that. She explained the idea was to look at what pieces work for us, if that is something Council wants to do and make adjustments to the existing code.

Legal Counsel Peter Watts explained adopting it as a resolution gives it maximum flexibility. He stated he thinks it is always a good idea to go through the rules to see what is working and what doesn't. He stated the question is does it work for all of you and are you willing to agree to all of the rules?

Mayor Burge stated he wouldn't mind having Legal Counsel Peter Watts go through this and make recommendations. He is also in agreeance with getting rid of the 2.04.160 section. He explained after Peter Watts reviews it, he would like Council to look over it as short work sessions with Council.

Council President Greisen thanked Legal Counsel Peter Watts for taking the time to compare and bringing an alternate example of what that would look like. She asked Peter as far as the City Council Team agreement, how would he compare those two in terms of the language that should be on each. She asked how do we take some of the things that are in our team agreement and add them?

Legal Counsel Peter Watts replied he thinks some of this we can modify and do a resolution. He explained he has some cities where council and staff read the team agreement once a month which educates the public that those are the expectations that the Council has on themselves and each other and he thinks that helps focus people and remind them of what Council's aspirational goals are as well as the role of Council and the role of staff. He stated whatever Council wants is really the right answer and everyone needs to be very honest and agree to whether they will abide by the rules or not and if there are rules that bother Council, the most important thing is to have a conversation so that people understand each other's perspective and as long as that honest conversation happens, he sees nothing but positive things come out of this.

Council President Greisen explained she feels when people are talking about certain subjects, the level of respect towards staff or other Councilmembers and the language that is being used is not of mutual respect. She explained what Legal Counsel Peter Watts mentioned earlier is exactly why she brought this up. She explained the interactions between Council as a voting body and in the interactions that they have as a voting body and individual members with staff and showing that level of mutual respect towards everybody in their positions.

Legal Counsel Peter Watts explained things don't feel as tight with Council as they once were, and he stated maybe he needs to speak out more if he sees something, because maybe that is what is needed in this moment. He stated he is really proud of Scappoose because for a City your size and with the budget and resources that you have you have done really great things. He stated it has been really inspiring to watch as the City comes together and as you as a Council to come together because other Councils were less supportive of each other and he hopes Council doesn't lose that momentum.

Mayor Burge would still like Legal Counsel Peter Watts to make some recommendations and bring them back to Council and continue the conversation.

Interim City Manager Rains asked if there is any determination on ordinance or resolution or do you want to continue that conversion later?

Mayor Burge replied he doesn't think Council wants to make that decision today.

Interim City Manager Rains explained staff and Legal Counsel will work on this and bring it back during a work session.

NW Scappoose Connectivity

Councilor Haugen stated it is okay to disagree with each other, there's nothing wrong with that, in fact if we didn't have disagreements there would be something wrong.

Mayor Burge stated he agrees 100%. He thinks one other thing we get afraid of as we see what is happening in our world today, is people's idea that if they disagree with you, they have to hate you and he's been involved in politics since he was in college and he was the head of one of the major party's college organizations statewide and they argued about politics, but they were still all friends. He explained he and Councilmembers have argued regarding policies and it is good and healthy. He stated they need to be able to disagree because they don't want to be an echo chamber, but they need to be able to do it respectfully and that is what is important.

Councilor Haugen read over his presentation.

Presentation about Street Connectivity affecting Grabhorn Park By: Joel Haugen, Scappoose City Councilmember Date: May 3, 2021, 7 pm Scappoose City Council Meeting Attachments: Page 5 of DKS Report and Trust for Public Land article 1. The purpose of my presentation today is: (1) To discuss the process to date of researching street connectivity in NW Scappoose. (2) My objections to "Option 3," the favored local connectivity option. (3) An alternative option. 2. In January 2021, City Council hired DKS Associates to research options for local street connectivity in NW Scappoose. 3. DKS Associates looked at three options creating some north-south connectivity that run somewhat parallel to Highway 30. The study was called the NW Local Connection Study. I am including a page from the study that shows the 3 street options. 4. The report says it discusses the benefits of local street connectivity. But it only discusses these benefits in general. The report does not discuss the specific issues that need solved or how the options presented solve these issues. For example, is there congestion in the area? Will diverting the congestion thru the park solve the problem? Will it create other problems? 5. The report compared each of the three options against a range of criteria and option 3 was found to be the only feasible connection option. 6. "Option 3" involves a street from Roger Kucera Way to E.J. Smith Road thru the western edge of the future Grabhorn Park and thru Scappoose Veteran's Dog Park. 7. Option 3 might have been the best of the three options, but it is no way acceptable as a final solution. Here are my concerns that were not addressed or evaluated as consideration in the DKS report: (1) Concern #1. Livability. Experts question whether a constant stream of automobile traffic is appropriate within a city park. Should we follow the lead of Frederick Law

Olmsted in this matter? Writing in the 1850s, Olmsted noted that crowded thoroughfares have “nothing in common with the park proper, but everything at variance with those agreeable sentiments which we should wish the park to inspire.” The Trust for Public Land recently published an article in which they report that from Baltimore to San Francisco, park agencies are closing roads to cars, either temporarily or permanently. The result has been more visitors to the park, improved mental and physical health of park goers, and it has saved money and increased safety too. I enclosed the Trust for Public article “Proceed Without Caution: City parks are closing their roads to cars” for your consideration. (2) Concern #2. Public safety. Vehicle traffic through parks detracts from the park environment and creates safety hazards for users. Numerous criminology studies also point to increased crime when streets travel through parks. (3) Concern #3. Environmental protection. The City and the community have been working hard with partners to rehabilitate South Scappoose Creek salmonid habitat. Construction 1-acre+ of road pavement will undermine this ongoing effort. (4) Concern #4. Public support. A city is comprised of its citizens and for it to function as a community it must have the support of the citizenry. Do a majority of Scappoose citizens and neighbors support this proposed street thru the park? If not, a new street with traffic through Grabhorn-Veterans Park, would be an unwise City action. (5) Concern 5. What is the need? The DKS report cites general benefit of street connectivity, but it does not state the specific need or the specific benefits of constructing the proposed Option 3. For example, what are the specific problems that demonstrate a need for a new street? Is there significant congestion in the area? Will the street thru the park alleviate that congestion? Will there be any negative impacts from diverting traffic thru the park? The list of considerations goes on and on. I do not see that these considerations have been evaluated. Also, connectivity is achieved through sidewalks, bikeways, and service roads, if necessary. ODOT encourages the use of sidewalks and bikeways for connectivity. Without an explanation of the need for an option 3, the benefits and the impacts, we are making decisions blindly. 8. In the event there is a need for additional north-south local access street connectivity, I would like to propose an Option 4, which has 2 parts. I believe this Option 4 adequately satisfies the criteria in the DKS report and also satisfies my concerns above. 9. Option 4: • Part 1: Connect NW 1st Street to Scappoose Vernonia Highway. • Part 2: Create a wide pedestrian and bike path in the pathway of Option 3, thru Grabhorn Veterans Park, but chaining it off to vehicle traffic, making it accessible to emergency vehicles on an as needed basis. Again – Option 4 is only to be considered if there is a quantifiable need for another north-south access in Scappoose as determined by commissioning a specific need-based and cost-benefit analysis, that identifies what traffic problems need solved and if the proposed connectivity solves those problems, without creating more. Option 4 must also be cost-effective. This is a big challenge, but I believe we can do it and continue to make decisions that support, not undermine, our very special community. 10. I am requesting City Council and staff consider my Option 4 as they aim to increase connectivity in Scappoose. If Option 4 is not feasible, I request that City Council and staff keep researching other options and not pursue Option 3 at all. Keep Grabhorn – Veterans Park free of vehicle and commuter traffic! Thank you for your time and consideration.

****end of handout****

FUTURE CONNECTIVITY OPTIONS

The northwest Scappoose area was reviewed to determine the feasibility for local street connections. Three local street extension options were identified south of E.J. Smith Road including:

- Option 1: View Terrace Place to Eastview Drive
- Option 2: Willow Lane to Maria Lane
-

Option 3: Captain Roger Kucera Way to E. J. Smith Road



FIGURE 2. POTENTIAL FUTURE CONNECTIVITY IN NORTHWEST SCAPPOOSE

DKS SCAPPOOSE LOCAL CONNECTION PLAN • MARCH 2021

Councilor McHugh stated he appreciates this report. He stated the real issue is do we run the road through or not and he is assuming it is part of the Grabhorn Park Committee's responsibility is to take a look at that, is that correct?

Program Analyst Huell White stated the Grabhorn Park Committee does have the latitude to suggest whatever recommendations they so choose to the City Council so as long as they provide recommendations to Council at the end of their duration.

Councilor Poling stated he looks forward to what the committee recommends, but he thinks even though it is part of the park the decision of the road is totally separate from the park.

Councilor Haugen replied which is the point that he just articulated and the bottom line for him is as he expressed earlier, is if the community wants a road and we can afford the road we should

build it but if the community is vehemently opposed to it, we've got a problem and that's what he is trying to convey here as forcefully and lightly as he can.

Mayor Burge explained the decision could just be that we decided to build the road into the parking lot then it's a walking/bike path, but some future Council could then say we need this road.

Mayor Burge thanked Councilor Haugen.

Council President Greisen explained sometimes there are decisions made by Council that can't be vetted by the public, but that doesn't mean that we don't acknowledge their opinions or that we disregard them. She explained sometimes it is just not part of the process they can take.

Announcements – information only

Calendar

Mayor Burge went over the calendar.

Updates: City Manager, Police Chief, Councilors, and Mayor

Interim City Manager Rains explained the pool survey is out. She explained it has been online since about mid-March and will be in the newsletter twice and it is also on the app.

Program Analyst White explained last he checked the City had received just over 200 responses. He explained based on the previous surveys once we've reached about 350 responses that's pretty good.

Interim City Manager Rains stated she is sure you're all aware the County has moved back into the extreme category. She explained Travel Oregon did not award us the grant for the mural project.

Chief Miller explained there is a press release in front of Council, as they had a busy weekend and all the Officers and Deputies that responded that night did a phenomenal job and he's very proud of them. He explained it still an ongoing investigation so this is all that he can share right now. He explained he has worked with Legal Counsel Peter Watts a long time and he wanted to tell him, well said tonight, he is very proud of him.

Councilor Miller stated he feels like they have accomplished a lot this evening. He feels this is one of the most successful City Council meetings and he attributes that to Legal Counsel Peter Watts' commentary. He thanked Peter.

Councilor McHugh explained Michael Curry is a big part of the grant, and even though we didn't get funded, his willingness to support this community is very, very commendable and he is sure he'll find other ways to keep things going but he just wanted to acknowledge that we are really fortunate to have him working with us. He said if he's offended anybody by anything he's said, he apologizes. He really thinks this is about as fine of a group of people that he has ever worked with and he is very proud to be a part of this group. He stated also he wanted to say, Peter, thank you very much for your comments because he read those two reports and he didn't know what to do or what to say. He wanted to say something, as it was very offensive to him. He stated when they say things about employees that don't live in the City and make assumptions and they don't even know these employees. He stated if they were here and saw how hard they worked and how dedicated they are, they would never say anything like that. He just wanted to know that he appreciates Peter standing up and saying what he said because he thinks it made a big difference. He stated to Chief Miller nice job with all the activity you had over there on Walnut Street. He appreciates Chief Millers good work.

Council President Greisen stated she just wants to start off with Peter as well. She explained there were so many things that she wanted to say about the public comments that have been made as of late, some that weren't even spoken but are in written form in front of them and she is very proud to work with Peter. She thanked Chief Miller and his team for everything that occurred. She wanted to encourage the public that wherever you stand with the pool, please share your thoughts and fill out the survey, it's really important feedback for us. She explained because we do want to know what the public is interested in and we know that the cost is so heavy. This is not a light decision for us or process that we take, and it is important knowing how they feel. She explained she has a letter and a little gift; she is speaking on behalf of the Grant Watts Parents Organization, and they would like to thank the Council for their generous and meaningful contribution to the Scappoose sprouts learning garden this year through the Community Enhancement Program. They were honored and overjoyed to be the recipients of these funds last summer and since receiving the community enhancement program funds they have been able to successfully build an incredible outdoor mobile classroom at Grant Watts Elementary. The space is wonderfully complete with a large learning cabinet loaded with supplies and outdoor rolling tables that will stand the test of time with little hands. The space accommodates the classroom of students who are excited to learn outside. This much needed space offers students an opportunity to enjoy fresh air, explore life sciences and safely learn in a creative space. Space became even more important as students returned to school wearing masks. Further, the space is the launching point for the larger garden area which is in motion for this year. Every dollar that you contributed means the world to us for our students as well as the community. Thank you for your support in this project and we look forward to keeping you apprised of our progress. Thank you again, the Grant Watts Parent Organization. She stated as the Vice President of this organization, she personally wants to thank the Council. She explained they are currently wrapping up their auction which end this Thursday. She explained you can make cash donations, or you can purchase packages in time for Mother's Day and have them delivered.

Councilor Haugen stated he wanted to comment briefly on Legal Counsel Peter Watts assertion. He stated there is no way that anyone here in this room thinks it's us against them or them against us, we just don't think that way and Scappoose is such a welcoming community, but he thinks we also have to be careful that we don't misconstrue concepts or verbiage that comes through sometimes, citizens that don't really feel that way come across the wrong way. He stated he thinks that we need to be careful not to misconstrue what is being said and people could misconstrue what Council says. He stated so we have to be careful going down that road. He stated how about we think about the artistic sphere that we haven't mounted yet, we have it as a Betty Huser commemorative. He stated what a perfect memory for her. He stated the art piece, he doesn't want to give up on that. He explained we've got Michael Curry working on the design and we could conceivably have them submit a CEP application and could have some alternative ways of funding that because what a neat commemoration for our 100-year celebration.

Mayor Burge would like to look at what the cost is for doing that art piece, because maybe there's alternative routes for us to get funding.

Interim City Manager Rains explained we are pretty far into our budget process so if this is something this coming year that Council actually wants to pursue, they would have to move some stuff around and do it quickly because of the upcoming budget meeting.

Councilor Haugen suggested the Community Enhancement Program.

Mayor Burge replied we can do that, but he'd like to at least know more about the cost details.

Councilor Poling echoed what the rest of the Council said to Peter. He stated it takes a lot for people to speak up when they get a feeling. He stated he's often challenged at that point, so he does appreciate that very much. He stated to Chief Miller he and his team did an amazing job especially with all the issues going on Nationwide. He commends them all very much. He explained he was on vacation during the time the Council and other community members signed the letter in strong support of not shutting down our County, he just wanted to make that known. He stated some businesses are hurting already and they need all of our support.

Councilor Lesowske replied he applauded Legal Counsel Peter Watts willingness to stand up and share his thoughts with Council. He stated over 30 years ago as a child to a single mother who was homeless, we came into this community of Columbia County to get our footing and we were welcomed with open arms. He does feel as though our culture is to be open and inclusive of our community and community members and again, he says thank you Peter for taking the time to share that because he thinks that those words were very powerful. He stated to Chief Miller your team did a fantastic job in creating a safe community and we are very proud of that and he asks that he please let the Officers know that we truly do appreciate all of their efforts. He stated ballots were sent out so make sure you fill those out and return them. He stated the Community Enhancement Program applications are due May 24 and he recommends local, nonprofit organization and groups provide an application, so we help support the local community.

Mayor Burge explained the Columbia County Economic Team had a strategic planning session and it went really well. He explained as you know we moved back into extreme risk and he signed the letter that Councilor Poling mentioned. He also got an email from the Governor's office asking for input this week after the announcement. He stated he let them know how he felt. He explained Governor Brown claimed that she was trying to save lives and he pointed out that she could have saved more lives by not changing the order of people and making sure that seniors and those with health issues got the shot first before politically connected groups and then he called her out for coming to Scappoose when she wasn't in line for it, she wasn't eligible to get the vaccine, she's 60 years old and even if she does have health issues which he doesn't know because that's a HIPAA thing, she doesn't qualify and he knows that because he's in the same age group. He knows the day that he became eligible, and she got it a couple weeks before that. He stated, he called her out on that, and he was actually horrified by the response from the Governor's office. They responded that she brought her own vaccine with her. So then he questioned, did she bring a vial of the Johnson and Johnson vaccine, what happened to the other four doses? He explained, they responded that they gave it to four seniors in your community. He stated, what bothers him, is it is such an unbelievable statement to make coming out of the Governor's office. He explained in his email he talked about all the upgrades businesses have done and yet there was no consideration, just shut them all down and it doesn't make sense. He wanted to let Council know about the interaction that happened. He stated hopefully when this is all over, we will have a Legislature that decides that they need to take a harder look at the emergency clauses in the State of Oregon and there's more input and activity from the elected legislature than there currently is within the system because his conversations with our State Senators when this was implemented it was never foreseen to be done for a pandemic, it was more an earthquake or some sort of natural disaster.

Adjournment

Mayor Burge adjourned the meeting at 8:36 p.m.

Mayor Scott Burge

Minutes typed by City Recorder Susan M. Reeves

MONDAY, MAY 3, 2021, 6:00 PM

Discussion of draft city manager candidate profile/hiring process by Erik Jensen of Jensen Strategies, LLC.

Present: Mayor Scott Burge, Council President Megan Greisen, Councilor Joel Haugen, Councilor Josh Poling, Councilor Brandon Lesowske, Councilor Pete McHugh, Councilor Tyler Miller, Program Analyst Huell White, Legal Counsel Peter Watts, Legal Counsel Ashley Driscoll, and Erik Jensen with Jensen Strategies, LLC.

Remote: Carroll Sweet and Marisa Jacobs

Excused: Interim City Manager Alexandra Rains and City Recorder Susan Reeves.

Erik Jensen thanked Council again for the opportunity to do this recruitment for the City's next city manager. He explained they are really looking forward to finding someone who is the right fit for the City. He also thanked Council for interviewing with them, which is going to be a critical document as they move forward into the process. He explained what Council should have in front of them is three different documents. He highlighted some of the main themes that they got from the interviews. He explained one of the main themes is that things are going well, people are feeling like the City is heading in the right direction. He stated the City has challenges there is no question about that, overall, you are in a good place. He explained community engagement is another main theme they picked up on, that the Council and staff are looking to enhance the outreach, transparency and engagement of the community. He explained in terms of the attributes, the biggest thing that they got out of the interviews is, collaboration. He explained accessibility was another piece that came out of this. He stated in addition a vast majority wanted to see experience with cities. He explained the last attribute that he will highlight is that we are looking for somebody who has community development/economic development experience, finance, and also human resources. He went over the following draft city manager recruitment document.

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ADOPTION OF OFFICIAL POSITION DOCUMENTS SCAPPOOSE CITY MANAGER RECRUITMENT 2021

SCAPPOOSE CITY MANAGER RECRUITMENT 2021

Adoption of Official Position Documents

Official adoption of certain documents is required under Oregon law in order for a City Council to hold an executive session for the purpose of considering the employment of a new City Manager (per ORS 192.660(2)(a) and ORS 192.660(7)(d)). These documents include:

- Position Profile (containing Hiring Standards, Criteria, and Policy Directives)
- Hiring Procedures

The City of Scappoose's recruitment consultant, Jensen Strategies, LLC, gathered input through one-on-one interviews, a staff survey, and the City Council's public input session, which was used to prepare a draft position profile and hiring procedures for the City's 2021 City Manager Recruitment. These documents are attached hereto as Appendices A and B, respectively. The documents will be reviewed, considered, and if deemed appropriate, approved at a meeting of the Scappoose City Council that affords an opportunity for public comment.

APPENDIX A
SCAPPOOSE CITY MANAGER RECRUITMENT
CITY MANAGER PROFILE

Required Minimum Education / Experience

The City Manager position requires a bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level local government management experience or any equivalent commensurate experience.

Preferred Education / Experience

The City prefers a candidate with an advanced degree in public administration or related field (e.g., planning, organizational development), and at least ten years of increasingly responsible public sector experience. Experience and/or training in economic development, public finance, union relations, and Oregon land use is desired.

Desired Skills / Attributes

Communication

The City Manager must possess strong communication skills to effectively engage multiple City audiences including the City Council, staff, local government officials, businesses, community groups, and citizens. The City Manager should be committed to being visible and engaged as part of the community. In addition, the Manager should consistently promote accessibility, transparency, openness, and timeliness, when communicating with individuals and/or groups. Further, the City Manager should have a personal communication style that encourages collaboration and fosters two-way dialogues. Communication, both verbally and written, should be offered with clarity, substance, and conciseness.

Leadership and Management

The City Manager should be an experienced manager and leader with an ability to provide clear direction, effectively manage multiple departments and initiatives, develop and inspire staff, and foster a professional, high-functioning, and responsive organizational environment. As a leader, an ability to help the organization creatively envision, plan for growth, and address long-term challenges is essential. Experience in human resource management, including working with unions, is helpful. The City Manager should value and practice teamwork, collaboration, transparency, inclusivity, and accountability with staff. In this context, the Manager is expected to be supportive and protective of staff as their primary representative with the City Council and community. The City Manager's management style should be highly organized, approachable, transparent, respectful of all viewpoints, patient, and friendly.

Appreciation for the Community

The City Manager role is as a high-profile local leader who demonstrates a genuine appreciation for the unique attributes that make Scappoose a “small town/big community.” A quiet and safeplace, Scappoose offers the values of small town living where people care for one another, engage in their community, and gather at local events. The City Manager should appreciate the impact of their work on the community as well as embracing the benefits of small-town living.

Public Infrastructure Experience

The City Manager is expected to have an understanding of public infrastructure planning, maintenance, construction, and funding. The City Manager will be expected to continue the current initiatives and financing work for the City’s infrastructure improvement and maintenance while planning for residential and commercial/industrial growth. In addition, an ability to work with regulatory agencies, inter-governmental partners, and large employers on key infrastructure projects is required.

Community Engagement

The citizens of Scappoose have great pride in their community and expect to be proactively informed and engaged in City activities and decisions that may impact them. As such, on an individual level, the City Manager will be engaged, visible, and active in the community. The City Manager must be respectful of all perspectives, open-minded, a listener, and approachable by all. Employing the skills to maintain a compassionate, even-handed approach to issues and build consensus in the community about City plans will be critical. The City Manager will also be expected to strengthen and expand the City’s ongoing communication and engagement with the community. This approach should support, facilitate, and encourage citizen engagement in city decision-making, and uphold the principles of transparency, inclusion, and public participation.

Budget and Finance

The City Manager should have strong public finance skills and experience. Familiarity with Oregon budget requirements is helpful. An ability to take a comprehensive financial approach - based on fostering sustainable funding and utilizing a broad spectrum of revenue approaches - is important. Also, the City Manager should be able to strategically integrate financial planning with the City’s long-term policies and plans.

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Council Relations

The City Council expects the City Manager to be responsive, transparent, accessible, inclusive, and work collaboratively with them as the City’s policy making body. It is expected that the Manager will be proactive in addressing policy or other issues important to the Council by

maintaining regular and open communication. The City Manager will maintain consistent, transparent, neutral, and collaborative relationships with all Council members. It is also the City Manager's responsibility to be actively aware of the City's operations and of legal obligations to keep the Council updated in a timely manner on any issues pertinent to their role as the governing body.

Economic and Community Development

The City Manager should have training and/or tangible experience in economic and community development planning to maintain and promote economic growth opportunities in the community. Experience managing urban renewal districts and applying principles of smart growth and sustainable economies is desired. Understanding of Oregon land use planning is helpful. The Manager should also have demonstrated abilities to develop and implement such long-term community plans with transparency and inclusivity.

Intergovernmental Relations

The City values maintaining strong working partnerships with other jurisdictions on major projects that can benefit Scappoose and its surrounding communities. The City Manager will be expected to foster and maintain collaborative working relationships with the state, peer local governments, and other public service providers.

Understanding of City Government Roles

The City Manager should have a thorough understanding of the Council-Manager form of government and the proper roles of bodies and individuals within such governments. The City Manager will be expected to help ensure the City Council, staff, and advisory bodies are all operating effectively with each other and within their legally defined roles

Policy Directives

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

Stormwater/Wastewater and Water Supply Infrastructure

In recent years, the City of Scappoose has been planning and upgrading its wastewater/stormwater and water supply infrastructure to maintain these systems and address growth. Presently, the wastewater treatment plant is undergoing a \$20 million multi-year upgrade. In addition, the City has been exploring future water source options to supplement the City's current supply from wells and dammed creeks. These infrastructure planning and implementation initiatives will require the next City Manager to be knowledgeable about such systems and be able to facilitate addressing associated funding needs and regulatory requirements.

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DRAFT SCAPPOOSE CITY MANAGER RECRUITMENT 2021: CANDIDATE PROFILE

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Transportation

In 2019, the citizens of Scappoose passed a local fuel tax to help address paving and other transportation projects. As a result, the City has increased its planning and implementation of street and sidewalk improvements to maintain the current system and accommodate new growth. The City is also planning to build two miles of new roads, new trailhead parking, and other street improvements. The next City Manager will need to continue the City's focus on

improving multi-modal mobility, foster a connected transportation system, and effectively communicate the City's transportation improvements resulting from the fuel tax to the community.

Long-Term Growth Management

Scappoose has been experiencing continued population and economic growth in the last several years, including through the recent pandemic. The addition of 400 acres of new industrially zoned property, an urban renewal area, and a growing interest by large employers to locate in Scappoose, brings both opportunity and challenges to manage growth and enhance a great quality of life. While this growth is welcome, it will require strategic approaches to ensure the City can meet increasing infrastructure demands and continue toward fostering the City's goals of smart growth and a sustainable economy. Effective management, and coordination will be needed for multiple elements including infrastructure, land use planning, housing supply and affordability, economic development, public safety, and transportation. To meet this challenge, the next City Manager will need experience and skills in leading strategic and inclusive approaches that build a common vision and direction for Scappoose's future.

Community Engagement

The City of Scappoose wants to enhance its community engagement to increase transparency and opportunities for citizen input in decision-making. The City Manager will be expected to lead this initiative and be a liaison to the community, work to build consensus, and increase awareness and involvement of the citizens in the function of City government. It is expected the next City Manager will take a comprehensive approach to expanding community information-sharing and engagement using available communication tools and venues.

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APPENDIX B

SCAPPOOSE CITY MANAGER RECRUITMENT

HIRING PROCEDURES

Phase 1: Position Advertisement

- 1.1 Recruitment Brochure Development:** The consultant will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the community with quality of life details. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.
- 1.2 Position Advertisement:** The consultant will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. The approach will be multi-faceted and will include advertising the

position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. The consultant will also leverage an extensive professional network to directly contact qualified managers and inform them of the opening.

Phase 2: Screening of Candidates

2.1 Initial Application Screening: Candidates will provide a resume, a cover letter, and an application form. The consultant will review applications against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

2.2 Preliminary Interviews: The consultant will conduct preliminary interviews via Zoom with the candidates who best fit the candidate profile, as well as with any veterans who meet the position's minimum qualifications (as required by Oregon law).

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2.3 Recommendation of Finalists: The consultant, in a City Council executive session, will present the results of the initial review process and provide recommendations of up to four finalists. For transparency purposes, the consultant will provide information on other candidates interviewed but not recommended as finalists. The consultant will facilitate a discussion to assist the Council in reaching consensus on the finalists they want to be interviewed. Subsequently, the Council will announce the finalists in a regular business meeting after candidates are notified and permission is received for public disclosure of their candidacy.

2.4 Formal Council Designation of Finalists: In accordance with Oregon public meetings law, the City Council will formally designate the finalists at a regular business meeting open to the public.

2.5 Background Checks on Finalists: The consultant will engage a background check firm to perform comprehensive background checks on all finalists. Background checks will include:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks

- 2.6 Reference Checks on Finalists:** The consultant will take the necessary time to thoroughly discuss the candidates with references they provide, as well as other knowledgeable contacts, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

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- 2.7 Finalist Receptions:** Prior to the final interviews, two virtual receptions will be held by Zoom, or similar platform, to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will have an opportunity to provide online feedback concerning their impressions of the finalists to help inform the final selection process.
- 2.8 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) local government managers from other jurisdictions, and (3) a panel of community members. Interviewers will receive an informational packet containing interview questions and comprehensive information on each finalist. After panel interviews have been completed, the Council, in an executive session, will be presented with feedback from the other three panels, the staff and community receptions, and results of background and reference checks. The consultant will facilitate the Council in reaching consensus on its preferred candidate.
- 2.9 Formal Council Designation of Preferred Candidate:** In accordance with Oregon public meetings law, the City Council will formally designate its preferred candidate at a regular business meeting open to the public.

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Recruitment Schedule

Date	Actions
May 17	Council official adoption of candidate profile / hiring process
Week of May 24	Recruitment brochure development
June 1 - 29	Position advertisement
Week of June 28	Initial application screening
Weeks of July 5 & 12	Schedule and conduct semi-finalist phone interviews
July 19	City Council Executive Session re recommendation and selection of finalists
Weeks of July 26 thru Week of Aug 16	Background / reference checks on finalists
Week of Aug 23	Finalist virtual receptions, interviews, and selection

end of handout from Jensen Strategies, LLC

Councilor President Greisen feels the required information isn't cut and dry.

Mayor Burge stated the standards appear to be higher than what Council feels comfortable with. He explained he is comfortable with the required minimum education, because he thinks that is where you get your training.

Councilor President Greisen stated, just to clarify, you will move people through the process if they meet the criteria in paragraph 1 ~ Required Minimum Education / Experience.

Erik Jensen replied, that is correct.

Councilor President Greisen stated as far as paragraph 2 ~ Preferred Education / Experience, they will just receive extra points.

Erik Jensen replied, that is correct.

Councilor McHugh stated he has the same concerns as Council President Greisen. He stated he likes it in there, but the word "prefers", he would like to see replaced.

Councilor Lesowske stated he thinks the listing provided under Desired Skills/Attributes is very thorough and he appreciates that he and his team took the time to gather this information because he thinks it is critical for Council to have their vision of the next city manager represented in the recruitment process. He thinks this is a very thorough job and he appreciates Erik's time.

Erik Jensen stated there is a difference, but the question is whether or not it is required. Obviously someone in the community is going to have a better understanding, a firsthand understanding of what's here; however, there are candidates who have the ability to make that transition and understand what it takes to move into a new community culturally and to learn about that culture and embrace it.

Councilor Miller asked Erik in previous recruitments for city manager in other jurisdictions, do you know how many candidates usually come within that city's jurisdiction or city limits?

Erik Jensen replied, very few. He explained most of the time we are getting candidates from outside.

Councilor McHugh stated he feels whomever the candidate is, for them to be really engaged in the community, accessible, visible and active in the community, they have to live somewhere nearby. He stated if that person lives an hour away, they cannot be fully engaged in this community.

Erik Jensen explained they have had this very same issue come up in the last three recruitments that they have done and what they did was put language in, which they can do here, that says that the city manager will be expected to live in close proximity to the city.

Councilor McHugh replied that would satisfy him.

Mayor Burge stated he agrees, the closer to the community, the better.

Legal Counsel Peter Watts replied he thinks one of the issues is there isn't a lot of housing inventory that is on the market right now. He stated if we were in a normal housing market like a few years ago, it would probably be easier to meet that obligation, but there is not a whole lot of housing choices out there right now.

Councilor Poling agrees with looking at having the city manager be in close proximity, but he understands there are not a lot of homes available in Scappoose.

Erik Jensen read a section of the Carlton recruitment brochure ~ A desire and a willingness to live in or in very close proximity to the city. He explained they could put the very same line in the City of Scappoose brochure.

Councilor Miller stated if we can get somebody that wants to live closer to the City, to him that is a plus. He stated when we go through the requirements, he feels like we might be narrowing ourselves on the candidate pool quite a bit and are we willing to give up other qualifications. He

thinks that we're all in agreement that that is something that we would really like to see, but he thinks what we need to consider is, do we want to make that a requirement.

Mayor Burge stated he thinks this would be a negotiation point.

Councilor Haugen asked, is Council in agreeance to use the language that Carlton used?

Council President Greisen explained she is not sure that all of the Council agrees what close proximity is in terms of a number or location considering larger areas that are around Scappoose. She is just very worried about Council understanding what that means when we are adding that language in there. She stated if you have a desire to move somewhere are we going to fire them after six months if they don't follow through? She stated it seems very hard to regulate.

Erik Jensen stated so far, they haven't had an issue with the candidates that have been selected in other cities, in terms of where they live.

Mayor Burge replied he likes the vagueness of the language from Carlton.

Councilor McHugh replied he also likes the language, because we want somebody that wants to be here.

Legal Counsel Ashely Driscoll asked, does Council want the candidate to live in close proximity or very close proximity?

Mayor Burge replied close proximity is fine.

Erik Jensen stated we can easily take "very" out and just add "in close proximity".

Erik Jensen went over the policy priorities. He stated he is assuming with the changes that have been discussed on the position profile that Council is good with them.

The general consensus of the Council is yes.

Erik Jensen went over Appendix B, the proposed hiring process in addition to the timeline. He explained under background checks there was an omission; it should include civil litigation as they also check for that.

Council President Greisen asked if this is open just to Oregon residents or local surrounding States or nationwide or is this something Erik decides, or the Council is supposed to come up with?

Erik Jensen replied they look to Council for guidance on that. He stated typically they will do a national search. He explained they advertise through ICMA and also through a number of places in the Northwest, as well as some of the State Associations in California, Washington, Idaho and sometimes Montana.

Mayor Burge stated this will be before Council at the next Council meeting for formal adoption.

Erik Jensen explained he will make the changes that were discussed this evening and send it back to the City for the Council packet for adoption.

Council thanked Erik Jensen.

Adjournment

Mayor Burge adjourned the work session at 7:00 p.m.

Mayor Scott Burge

Minutes type by City Recorder Susan M. Reeves

MONDAY, MAY 17, 2021

WORK SESSION – PORT OF COLUMBIA COUNTY AND CITY COUNCIL – 6:00 PM

Present: Mayor Scott Burge, Council President Megan Greisen, Councilor Joel Haugen, Councilor Brandon Lesowske, Councilor Pete McHugh, Councilor Tyler Miller, Interim City Manager Alexandra Rains, Police Chief Norm Miller, Program Analyst Huell White, Legal Counsel Peter Watts, Douglas Hayes, Port of Columbia County, Columbia County Commissioner Ward, and Columbia County Commissioner Erickson.

Remote: City Engineer Chris Negelspach and City Planner Laurie Oliver Joseph.

Douglas Hayes stated good evening City Council members. Thank you for the invite tonight. He stated his name is Douglas Hayes and he is the Executive Director for the Port of Columbia County and with him tonight is Port Commissioner Ward and Port Commissioner Erickson. He explained he would like to give Council an update on what the Port has been up to recently, go over some projects that we have done and some things that may be on horizon and I'm going to stretch this all the way out to McNulty, which is just South of Walmart, because he thinks what happens there is also going to affect what happens here in Scappoose. He went over the power point presentation.



PORT OF

**Columbia
County**

City of Scappoose

About the Port

- Special District formed in 1940 under Oregon State Law (ORS 777) to engage in public economic development activities
- Boundary spans 51 miles along the Columbia River (approximately 6 miles inland) and includes the cities of Scappoose, St. Helens, Columbia City, Rainier, and Clatskanie

MISSION:

- Economic development;
- Diversify regional economy;
- Provide improved financial return;
- Use maritime, aviation, industrial, recreational sites, and Port resources to support local and international commerce; and
- Maintain environmental assets in the Port district



Scappoose Airport

- 196-acre property located within the city limits and urban growth boundary of the City of Scappoose
- Single 15/33 asphalt runway that measures 5,100 ft. by 100 ft.
- Zoned as a “public use airport” with a variety of light industrial property sites available for lease
- Tenants include Oregon Aero, Precision Composites Technologies, Overall Aircraft Services, Sport Copter, Columbia Aviation Center, NW Antique Airplane Club, and US Aeroclub / Pipistrel-USA
- Access to the Oregon Manufacturing Innovation Center (OMIC R&D)



PORT OF
Columbia
County

Scappoose Airport

Recent projects:

- New Hangar Building – Completed in 2021
 - Port invested \$3.25 million
 - 27,000 SF of clear-span hangar space with complete utilities and fire protection
 - 4,500 SF of office space
 - Zoned industrial with airport overlay (requires aviation uses)
- Water / Sewer Extension Project – Completed in 2019
 - Brought sanitary services to the west side of the airport providing capacity for future growth



Scappoose Bay Marine Park

- Located 25 miles north of Portland along U.S. Highway 30 on Scappoose Bay
- Offers a public boat launch and a separate kayak launch to Scappoose Bay and the Columbia River
- Adjacent to the Port's Bayport RV Park & Campground
- Tenants include Next Adventure Scappoose Bay Paddling Center
- Most popular tourist destination in Columbia County



Scappoose Bay Marine Park

4-year improvement plan for both motorized and non-motorized boaters include:

- Maintenance repairs to the boat launch
- New and wider gangway and public section of the dock
- Additional kayak launching area
- New areas for staging kayaks w/ power
- Additional parking spaces including new ADA parking
- Several new kayak loading spaces
- Wider sidewalks on the south side
- A second parking pay station



McNulty Creek Industrial Park

- 47-acre state certified “shovel-ready” industrial site in St. Helens

Current Projects:

- Composites Universal Group – LOI for 48,000 SF of production, warehouse and office space
- “Project Flintstone” - LOI for 16,000 SF for new commercial tenant
 - Plan to construct a 32,000 SF building with new tenant taking half and the other half available for commercial or industrial lease
- Approx. 25 acres at site will still be available for development



Rail Safety & Mobility Project

- Uniting both public and private sectors to fund a new Lower Columbia River Rail Corridor Safety Study
- Will help identify and prioritize safety and mobility improvements throughout the County, including potential funding sources
- Committed stakeholders so far include:
 - Port of Columbia County
 - Columbia County
 - City of Scappoose
 - City of St. Helens
 - City of Rainier
 - City of Columbia City
 - City of Clatskanie
 - Portland & Western Railroad
 - Global Partners
 - Dyno Nobel
 - NEXT Renewable Fuels
 - Teevin Bros.

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Business Challenges

- Adequate water supply for future industrial development
- Traffic congestion on Highway 30

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Douglas Hayes
Executive Director
(503) 397-2888
Hayes@portofcolumbiacounty.org

PortofColumbiaCounty.org

Legal Counsel Peter Watts explained he can provide information regarding water. He explained Interim City Manager Alex Rains, City Engineer Chris Negelspace, City Planner Laurie Oliver Joseph and he had a conversation with Ed Freeman and his attorney, and they told them that the well that they are designing and building is going to be online in the coming weeks, before June 30. He explained the agreement that we have now contemplates a 90-day test so we can see how that well impacts our other wells on that site. He explained the preliminary data that was received from the hydrologist regarding that well was really good. He stated it is important for the City to run this during the driest months. He stated it is going well and hopefully we will have some answers for the Port by the end of September, when the 90-day period is over.

Councilor Haugen stated he understood that the airport development was supposed to produce a well with 300 gallons a minute.

Interim City Manager Rains replied it was 233 gallons per minute and currently she thinks the well they've drilled already gets around 140 so they are needing to make up that difference. She explained the City is looking at developing additional wells.

Councilor Haugen stated this might be a timely discussion with the Port because there could maybe be a collaborative approach where the City is anticipating digging a deep basalt well which will hopefully produce good water.

Douglas Hayes replied certainly anything is possible and they have a great working relationship with City staff.

Commissioner Erickson explained they just had their first budget meeting and staff did a great job preparing the budget for them and for the second year in a row they set their tax rate at zero, which they are very happy to do. He explained what that should say to people is that the Port is being sustainable in its business model. He explained the way they are doing business is they are actually bringing in enough money that they can still do all the things and provide all the services they need to without taking additional revenue out of the tax base. He is very proud of

that, and very proud of the staff to be able to do that, especially during this time of COVID. He stated the Port says thank you to all. He stated as they did their budget hearing, he was so impressed with the pie chart that shows where all the money comes from and fully 43% of all the money the Port brings in comes out of Port Westward and, yes, it is a little bit inconvenient when a train goes by, but that is where a bulk of the money is, the tax base comes from there. He explained all the things they need to attract industry is out there to grow and so he likes to remind people of that.

Douglas Hayes explained 24% of all County taxes come from Port Westward. He explained as far as money to the Port, the next biggest is the airport at 27%, he believes. He explained the amount of interest in this county is significant over the last several months. He explained two weeks ago he received 21 separate phone calls from industries that were interested in this area and out of 21 he is still talking to 3.

Councilor Lesowske thanked Douglas for the presentation in how the Port is moving forward. He highlighted in his challenges the never-ending conversation around traffic congestion. He explained he read recently that Representative Bonamici's office has been soliciting information from her district on potential transportation improvements within the County or the District as a whole, has the Port had any conversations with her?

Douglas Hayes replied he has had several conversations with her and her staff as early as two years ago. He stated she is fully aware of the need for a bypass or something that actually reaches Highway 30, at the minimum, out to the airport.

Councilor Lesowske replied all that he would ask is if those conversations, he thinks we are all optimistic that more funding will come available for infrastructure and be able to move forward on projects like that, he sees that the City of Scappoose is here as a partner to have those conversations and we can have open dialog. He feels that the trust has already been established and that we can continue on, with that collaborative nature in our conversations, and our project planning defined that as being very valuable. He thinks that having open conversations like we are having tonight is a step in that direction but as those projects start to get potential funding and start moving forward, that we're all working in unison, hopefully collectively, towards the same.

Douglas Hayes replied, absolutely.

Councilor Lesowske appreciates the work that the Port is doing in creating economic vitality for our community. He explained he tells his sons when they hear the trains go by, that is the sound of progress, but he also wants to ensure that those trains represent the values of our community. He thanked Douglas for his good work.

Councilor Haugen asked if there has been any kind of speculation on how much airport development impact or positive economic development from a road that cuts around the City and goes directly to the airport?

Douglas Hayes replied to be honest he thinks it would be very beneficial not just to the airport

but for OMIC and for Ed Freemans property as it develops. He explained there could be 500 employees at that site and he is lowballing that based on what industries are interested in coming here. He explained they're very fortunate because they can pick and choose who they feel is the best fit for this community because they don't have to grab at the first people that present themselves. He explained you want to have industries or businesses that are a good fit with this community and that still bring jobs, still brings a tax base, and it can be done. He stated we're fortunate that we're in that position right now that we can do that. He explained what he doesn't ever want to do is surprise a City or the Commissioners with a business that would not be a good fit. He explained one of the Port's biggest challenges is land use/rezoning.

Councilor McHugh asked Douglas when a potential business comes in, do they ask how many trains and or trucks would be coming to their site?

Douglas Hayes replied, yes.

Councilor McHugh asked, is that information provided to the cities?

Douglas Hayes replied once they get to a certain point. He explained for every train that's coming through this County is taking 180 trucks off the road. He stated rail is a friend of ours, we do forget that when sitting at a light.

Councilor McHugh thinks the City Council should be informed even though they're not the decision makers on some things. He explained he has some concerns about the trains, and he appreciates their perspectives. He also believes as much as businesses are important, so is the quality of life, there is a balance, and he gets the sense that they are aware of that balance. He stated he's not sure how many trains come through town now, but he feels it's reasonable and he's only waited about 10 minutes tops for a train.

Councilor Greisen asked staff if there is anything as a Council that they need to be aware of moving forward, or if there are any concerns they have.

City Engineer Chris Negelspace stated he would like to say that we are in the process right now of working with Ed Freeman's development team to review phase three and four of that project out there east of the airport and part of that review includes looping the waterline around on Moore Road and completing the Moore Road improvements that obviously ties into the airport property. He stated we will certainly want to work with the Port on utilities along the road there to make sure that there's good connectivity to their site and it works for everybody.

City Planner Laurie Oliver Joseph stated she agrees with Douglas Hayes that the City staff works really well with the Port. She explained they do have monthly meetings as well, where they just check in with one another, along with some other agencies, so that is always helpful. She stated she has no concerns whatsoever; they have a good working relationship.

Commissioner Ward talked about things happening around the airport and residents are frustrated because things aren't getting done. She doesn't know where to send them, the City doesn't know where to send them. She asked what do we do about this?

Police Chief Miller explained that area is in the County so it would be the Sheriff's Office who would respond to that and take care of it. He explained anything that's called in that's right outside of our City that's occurring, they will respond to and take control until someone from the Sheriff's Office gets there. He doesn't see the calls where people are calling the complaints in. He thinks they see it and then they talk to someone else and then it gets on social media, etc. He explained the citizens of Scappoose do a really good job of calling things in when they see it and that's what we want to push out is to do the same thing in the County because someone from the Sheriff's Office will respond to it and they will assist them in any way that they can. He explained if you know of someone who has a complaint, they can call him as he is more than happy to talk to them.

Councilor Haugen asked if the runway extension was still in the works?

Douglas Hayes replied they have the capability of going out to a 6,000-foot runway. He explained currently it is 5,100 feet. He explained the extension is planned within a 20-year airport plan horizon and they have the capability and the approval from the FAA to go out that far, but no date has been set. He will say that a lot of things would have to happen in order for them to justify building a runway. Although it looks very simple looking at it or standing next to it or on it, it is a very robust, very expensive endeavor.

Council thanked Douglas, Commissioner Ward and Commissioner Erickson for attending this evening.

Mayor Burge adjourned the meeting at 6:57 p.m.

Mayor Scott Burge

Minutes typed by City Recorder Susan M. Reeves, MMC

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**BOX 2 NOT
TO EXCEED
\$4,285
FOR EACH
COUNCILOR**

51

Councilor Haugen's recommendation	Councilor Poling's recommendation	Councilor Lesowske's recommendation	Councilor McHugh's recommendation	Councilor Miller's recommendation	TOTAL
\$ 460.00	\$ 500.00	\$ 500.00	\$ 638.00	\$ 800.00	\$ 3,898.00
\$ 425.00	\$ 500.00	\$ 500.00	\$ 369.00	\$ 500.00	\$ 3,294.00
\$ 375.00	\$ 200.00	\$ 500.00	\$ 218.00	\$ -	\$ 1,478.00
\$ 325.00	\$ 300.00	\$ 250.00	\$ 369.00	\$ 200.00	\$ 2,304.00
\$ 225.00	\$ 500.00	\$ 500.00	\$ 369.00	\$ 500.00	\$ 2,794.00
\$ 325.00	\$ 85.00	\$ 250.00	\$ 369.00	\$ 250.00	\$ 1,979.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 325.00	\$ 300.00	\$ 250.00	\$ 291.00	\$ 250.00	\$ 2,116.00
\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00
\$ 225.00	\$ 200.00	\$ 250.00	\$ 111.00	\$ 200.00	\$ 1,236.00
\$ 325.00	\$ 400.00	\$ 500.00	\$ 218.00	\$ 300.00	\$ 2,468.00
\$ 425.00	\$ 500.00	\$ 100.00	\$ 369.00	\$ 250.00	\$ 2,444.00
\$ 425.00	\$ 300.00	\$ 500.00	\$ 630.00	\$ 235.00	\$ 2,890.00
\$ 425.00	\$ 500.00	\$ 185.00	\$ 334.00	\$ 500.00	\$ 2,794.00
\$ 4,285.00	\$ 4,285.00	\$ 4,285.00	\$ 4,285.00	\$ 4,285.00	\$ 29,995.00

RESOLUTION NO. 21-07

A RESOLUTION OF THE CITY OF SCAPPOOSE REPEALING RESOLUTION 20-11, AND EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SCAPPOOSE, IN WHICH THE CITY OF SCAPPOOSE ELECTS THE FOLLOWING:

A resolution extending workers' compensation coverage to volunteers of City of Scappoose, in which City of Scappoose elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule and verified at audit:

1. Public Safety Volunteers

Applicable X Non-applicable

An assumed monthly wage of \$800 per month will be used for public safety volunteers in the following volunteer positions (check all that apply):

- ☒ Police reserve
- ☐ Search and rescue
- ☐ Firefighter
- ☐ Emergency medical personnel
- ☐ Ambulance drivers
- ☒ Other **CERT Volunteer**

2. Volunteer boards, commissions and councils for the performance of administrative duties.

Applicable Non-applicable X

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are (list each body):

- a.
- b.
- c.

3. Manual labor by elected officials.

Applicable _____ Non-applicable X

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above

List duties *[appropriate classification code will be applied by underwriting]*

4. Non-public safety volunteers

Applicable X Non-applicable _____

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non- public safety volunteers below)

- ☒ Parks and recreation
- ☐ Senior center
- ☐ Public works
- ☐ Library
- ☐ Other

5. Public Events

Applicable _____ Non-applicable X

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a.
- b.
- c.

6. Community Service Volunteers/Inmates

Applicable X Non-applicable

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Scappoose.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that City of Scappoose:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

City of Scappoose agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scappoose to provide for workers' compensation insurance coverage as indicated above.

AND BE IT FURTHER RESOLVED that passage of this Resolution shall repeal Resolution 19-06.

AND BE IT FURTHER RESOLVED that this resolution shall become effective the 1st day of July, 2021.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage this ____ day of June, 2021.

CITY OF SCAPPOOSE, OREGON

Attest:

Scott Burge, Mayor

Susan M Reeves, MMC, City Recorder

City of Scappoose
Council Action & Status Report

Date Submitted: 6/15/2021

Agenda Date Requested: 6/21/2021

To: Scappoose City Council

Through: Alex Rains, Interim City Manager

From: Laurie Oliver Joseph, Planning Department Supervisor

Subject: The City is seeking grant funding to update the 2018 HNA (Housing Needs Analysis)

Type of Action Requested:

<input checked="" type="checkbox"/> [X]	Resolution	<input type="checkbox"/> []	Ordinance
<input type="checkbox"/> []	Formal Action	<input type="checkbox"/> []	Report Only

Issue:

City Council adopted Goal 2D – Develop a Long-Term Comprehensive Community Vision (50 Year Plan) in FY 21-22. An identified component of the 50 Year Plan is an update to the 2018 HNA (Housing Needs Analysis). The Department of Land Conservation and Development (DLCD) recently released a grant opportunity which, if funded, would provide a consultant to the City to complete the needed update to the HNA.

Analysis:

The City's most recent HNA spans the planning horizon of 2018 – 2038. As part of the 50 Year Plan, the City will be completing a new EOA (Economic Opportunities Analysis) and the EOA and HNA must cover the same planning horizon in order to be used to forecast needed land supply in the City.

DLCD is offering Planning Assistance Grants for the completion of HNA's to cities with a population greater than 10,000, for which the City of Scappoose does not qualify since the population is currently 7,360. However, as stated in the grant application, if HB 3155 is adopted, then cities with a population under 10,000 will also be eligible to apply for the grant. Planning Department staff wish

to apply for this grant in the hopes that the grant will be awarded, which would reduce the overall cost of the 50 Year Plan.

Financial Impact:

While the grant does not require a match, it would strengthen the possibility of receiving funding, as it shows the City's commitment to this endeavor. The total cost of the HNA update is unknown; however, the HNA completed in 2018 cost \$58,950 and the City has identified \$10,000 to use as a match, with an additional \$2,000 of staff time as an in-kind match. This equates to a roughly 20% match of the grant funds (if the total is close to the previous cost) that would be requested.

Recommendation:

Staff recommends approving the resolution to apply for a Planning Assistance grant.

Suggested Motion:

I move that the Council approve the resolution to apply for a Planning Assistance grant for an update to the Housing Needs Analysis and approve the allocation of \$10,000 as a match.

RESOLUTION 21-08

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE
AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR A PLANNING
ASSISTANCE GRANT FROM THE DEPARTMENT OF LAND CONSERVATION AND
DEVELOPMENT FOR FUNDS TO UPDATE THE 2018 HOUSING NEEDS ANALYSIS
AND DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE APPLICATION.

Whereas, the Department of Land Conservation and Development is accepting applications for Planning Assistance Grants; and

Whereas, the City of Scappoose desires to participate in this grant program to the greatest extent possible as a means of acquiring needed funding to hire a consultant to perform an update to the City of Scappoose 2018 Housing Needs Analysis; and

Whereas, the City Council adopted Goal 2D – Develop a Long-Term Comprehensive Community Vision (50 Year Plan) for FY 21-22 which will require that a new EOA (Economic Opportunities Analysis) is completed, and the City needs to update the 2018 HNA (Housing Needs Analysis) so that both the EOA and HNA cover the same the same planning horizon; and

Whereas, the 50 Year Plan will provide invaluable information to the City to support smart growth and will be the basis to understand if establishment of Urban Reserves is warranted.

Now, therefore, be it resolved:

The Scappoose City Council hereby authorizes the City Manager to apply for a Planning Assistance Grant from the Department of Land Conservation and Development on behalf of the City for an update to the 2018 Housing Needs Analysis and authorizes the Mayor to sign the grant application.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this 21st day of June 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M. Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

5.

Date Submitted: June 9, 2021

Agenda Date Requested: June 21, 2021

To: Scappoose City Council

Through: Alexandra Rains, Interim City Manager

From: Jill Herr, Finance Administrator

Subject: State Shared Revenues for Fiscal Year 2021-2022

TYPE OF ACTION REQUESTED:

☒ **Resolution**

☐ **Ordinance**

☐ **Formal Action**

☐ **Report Only**

ANALYSIS: This staff report covers two separate resolutions since they are linked in substance. The City Council must adopt both resolutions to accept State of Oregon Shared Revenues. Resolution 21-10 declares the City's election to receive said revenues, while Resolution 21-09 certifies that the City provides the municipal services enumerated in ORS 221.760, in order to establish the eligibility of the City to receive State Shared Revenues for fiscal year 2021-2022.

The Budget Officer for the City of Scappoose presented the budget document and message on May 24, 2021, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented that same night.

FISCAL IMPACT: The State of Oregon collects taxes and allows the City to receive a portion of that funding. The combined estimate in State Shared Revenues for the 2021-2022 budget is \$840,010.

State Liquor Tax	\$136,234
State Cigarette Tax	\$ 5,594
State Shared Revenue	\$140,000
State Gas Tax	\$558,182

RECOMMENDATION: Staff recommends Council adopt both Resolutions approving and certifying the State Shared Revenue for Scappoose in the next fiscal year.

Request for Council Action

SUGGESTED MOTION: I move to adopt Resolutions 21-09 and 21-10 to elect to receive State Shared Revenues and to certify the provision of municipal services that establishes the eligibility of the City of Scappoose to receive State Shared Revenues for fiscal year 2021-2022.

RESOLUTION NO. 21-09

A RESOLUTION CERTIFYING THAT THE CITY OF SCAPPOOSE MEETS ALL REQUIREMENTS TO RECEIVE STATE SHARED REVENUES FOR FISCAL YEAR 2021-2022

WHEREAS, ORS 221.760 provides that an officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal census, disburse such funds only if the City provides four or more of the following services:

- 1) Police protection
- 2) Street construction, maintenance, and lighting
- 3) Sanitary sewer
- 4) Storm sewer
- 5) Planning, zoning, and subdivision control
- 6) One or more utility services

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, BE IT RESOLVED, that the Scappoose City Council hereby certifies:

SECTION 1. That the City of Scappoose provides the following municipal services enumerated in Section 1, ORS 221.760:

- 1) Police protection
- 2) Street construction, maintenance, and lighting
- 3) Sanitary sewer
- 4) Storm sewer
- 5) Planning, zoning, and subdivision control
- 6) Domestic water service

SECTION 2. This Resolution shall become effective immediately upon its passage by the Council.

PASSED AND ADOPTED by the Scappoose City Council this ____ day of June, 2021, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M. Reeves, MMC, City Recorder

RESOLUTION NO. 21-10**A RESOLUTION DECLARING THE CITY OF SCAPPOOSE'S ELECTION TO
RECEIVE STATE REVENUES FOR THE FISCAL YEAR 2020-2021**

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they elect to receive State Revenues in order to receive such revenues; and

WHEREAS, the City held a public hearing before the Budget Committee on May 24, 2021, and a public hearing before the City Council on June 21, 2021, after adequate public notice, at which time citizens had the opportunity to provide written and oral comment on the use of State Revenue Sharing monies.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Scappoose, pursuant to ORS 221.770, elects to receive State Revenues for the fiscal year 2021-2022 and directs the Budget Officer to file a copy of this resolution with the Oregon Department of Administrative Services not later than July 31, 2021.

PASSED AND ADOPTED by the City Council of Scappoose and signed by me and the City Recorder in authentication of its passage this ____ day of June 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M Reeves, MMC
City Recorder

I certify that a public hearing before the Budget Committee was held on May 24, 2021, and a public hearing before the City Council was held on June 21, 2021, giving citizens the opportunity to comment on use of State Revenue Sharing.

Susan M Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: June 09, 2021

Agenda Date Requested: June 21, 2021

To: Scappoose City Council

Through: Alexandra Rains, Interim City Manager

From: Jill Herr, Finance Administrator

Subject: Adopting the Budget, Making Appropriations, Imposing and Categorizing the Tax for Fiscal Year 2021-2022

TYPE OF ACTION REQUESTED:

☒ Resolution

☐ Ordinance

☐ Formal Action

☐ Report Only

ANALYSIS: Oregon Local Budget Law requires the City of Scappoose to conduct a public hearing on the 2021-2022 budget as approved by the Budget Committee. City Council must hold a public hearing and adopt the budget before July 1, 2021.

The proposed budget was released on May 14, 2021 and the Budget Committee held one meeting on May 24, 2021. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 24, 2021. Their recommended budget is reflected in this resolution.

FISCAL IMPACT: The budget for the next fiscal year is \$30,113,172, including all appropriations, future expenditures and total unappropriated fund balances.

RECOMMENDATION: Staff recommends Council adopt Resolution 21-11 approving the 2021-2022 budget for the City of Scappoose.

SUGGESTED MOTION: I move to adopt Resolution 21-11 adopting the 2021-2022 budget, thereby making appropriations, imposing and categorizing the tax.

RESOLUTION NO. 21-11

ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2021-2022

WHEREAS, the Scappoose Budget Committee held a duly noticed public hearing on May 24, 2021, where all interested persons were afforded an opportunity to appear and be heard with respect to the budget; and

WHEREAS, the City of Scappoose Budget Committee approved the proposed budget on May 24, 2021; and

WHEREAS, a hearing by the Scappoose City Council on the budget as approved by the Budget Committee, was duly noticed and held on June 21, 2021, where all interested persons were afforded an opportunity to appear and be heard with respect to the budget.

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council, following a Public Hearing on June 21, 2021, hereby adopts the budget for fiscal year 2021-2022 in the total of \$30,113,172 now on file at the office of the City Manager, City Hall, 33568 East Columbia Avenue, Scappoose OR 97056.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated:

General Fund		
Administration	1,640,641	
Police	2,505,569	
Parks & Grounds	729,722	
Municipal Court	331,695	
Planning	512,370	
Non-Departmental Transfers	-	
Contingency	710,395	
Total General Fund		6,430,392
Law Enforcement Assessments		
Material & Services	-	
Capital Outlay	10,000	
Debt Service	-	
Transfers	-	
Contingency	14,944	
Total Law Enforcement Assessments		24,944
Watts House Fund		
Material & Services	10,600	
Capital Outlay	5,000	
Transfers	-	
Contingency	29,348	
Total Watts House Fund		44,948
PEG Fee Fund		
Material & Services	48,195	
Capital Outlay	-	
Transfers	-	
Contingency	21,184	
Total PEG Fee Fund		69,379

Building Fund		
Personnel Services	250,565	
Material & Services	78,754	
Capital Outlay	40,000	
Debt Service	-	
Transfers	36,337	
Contingency	276,262	
Total Building Fund		681,918
Street Fund		
Personnel Services	321,679	
Material & Services	268,225	
Capital Outlay	-	
Debt Service	5,160,000	
Transfers	90,073	
Contingency	591,160	
Total Street Fund		6,431,137
Foot & Bicycle Trail Fund		
Material & Services	3,000	
Capital Outlay	50,000	
Transfers	-	
Contingency	125,435	
Total Foot & Bicycle Trail Fund		178,435
Storm Drainage Fund		
Personnel Services	113,069	
Material & Services	183,050	
Capital Outlay	167,000	
Debt Service	-	
Transfers	-	
Contingency	417,907	
Total Storm Drainage Fund		881,026
Storm Drainage SDC Fund		
Capital Outlay	312,000	
Transfers	3,270	
Contingency	238,132	
Total Storm Drainage SDC Fund		553,402
Street SDC Fund		
Capital Outlay	500,000	
Debt Service	-	
Transfers	5,885	
Contingency	727,217	
Total Street SDC Fund		1,233,102
Parks SDC Fund		
Capital Outlay	200,000	
Debt Service	-	
Transfers	5,702	
Contingency	115,578	
Total Parks SDC Fund		321,280
Pool Fund		
Material & Services	-	
Capital Outlay	-	
Debt Service	-	
Transfers	-	
Contingency	9,007	
Total Pool Fund		9,007

Unemployment Fund		
Personnel Services	50,000	
Contingency	55,945	
Total Unemployment Fund		105,945
Utility Water Fund		
Personnel Services	1,060,902	
Material & Services	914,383	
Capital Outlay	865,000	
Debt Service	172,783	
Transfers	158,014	
Contingency	523,294	
Total Utility Water Fund		3,694,376
Water SDC Fund		
Capital Outlay	100,000	
Debt Service	281,514	
Transfers	14,616	
Contingency	414,238	
Total Water SDC Fund		810,368
Utility Wastewater Fund		
Personnel Services	1,074,622	
Material & Services	740,353	
Capital Outlay	1,042,000	
Debt Service	118,480	
Transfers	138,568	
Contingency	580,489	
Total Utility Wastewater Fund		3,694,512
Wastewater SDC Fund		
Capital Outlay	448,000	
Transfers	15,582	
Contingency	985,419	
Total Wastewater SDC Fund		1,449,001
GO Water & Wastewater Debt Service Fund		
Material & Services	-	
Debt Service	-	
Contingency	-	
Total GO Water & Wastewater Debt Service Fund		-
Unappropriated Ending Fund Balance		
General Fund	1,700,000	
GO Water & Wastewater Debt Service Fund	-	
Utility Water Fund	1,800,000	
Utility Waste Water Fund	-	
Total Unappropriated Ending Fund Balance		3,500,000
Total Appropriations		30,113,172

IMPOSING THE TAX

BE IT RESOLVED that City Council of the City of Scappoose hereby imposes the taxes provided for in the adopted budget.

1. In the amount of or at the rate per \$1,000 of assessed value of \$ 3.2268 for operations and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Fund	General Government Limitation \$ 3.2268/\$1,000	Excluded from Limitation
--------------	--	--------------------------

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage this ____ day of June 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M Reeves, MMC
City Recorder



SCAPPOOSE

Oregon

Small Town, Big Community

City of Scappoose Fiscal Year 2021-2022 Approved Budget



CITY OF SCAPPOOSE
2021-2022 Annual Budget
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The History of Scappoose Oregon

Provided by the Scappoose Historical Society

This history of Scappoose dates back to its original inhabitants the Chinook Indians and other Northwest tribes. Scappoose's name is derived from the Chinook Tribe and means "gravelly plains". Our area served as prime Indian hunting grounds and was led by Chief Concomly. The Chief held stewardship over his people and the land.

At one-time Scappoose was covered with wild grasses, ancient forests and fed herds of elk and deer. The rivers supplied spawning beds for salmon and other migrating fish. While we still enjoy the wildlife and fishing, the ancient forests have disappeared.

The area was a meeting place for the Tribes to gather in what is known as a "Pow Wow". The citizens of Scappoose honored this heritage for many years, from a parade on Highway 30, carnival rides and live music providing fun for all ages.

Starting in the 1800's the abundant natural resources of the Northwest called to the early settlers. They came from Missouri, Kansas, Nebraska, and other Eastern states. Here are some significant historical highlights from the time period:

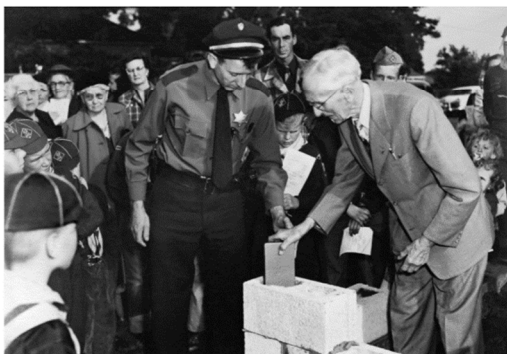
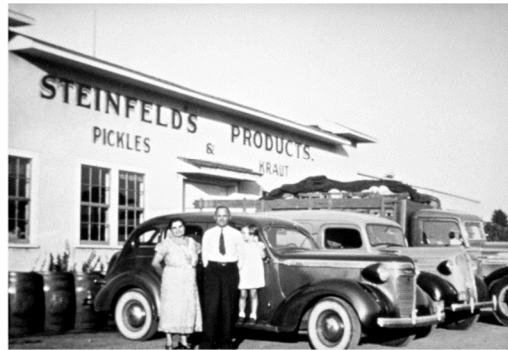
- The first non-native to arrive was Thomas McKay, stepson of John McLaughlin of the Hudson Bay Company. He was a trapper and hunter and created a special bond with Chief Concomly. In later years Thomas married Timmee, the princess daughter of Chief Concomly.
- When Chief Concomly died in 1830, Chief Cassino of the Kiersinno Tribe (who was married to Leche, the eldest daughter of Chief Concomly) became the highest-ranking chief of the Northwest Chinook Tribes.
- In 1842 the first covered wagons rolled into Scappoose. As the area settled, folks came from as far away as Czechoslovakia and Switzerland and developed a large presence in the early days of Scappoose.
- In 1852 the Watts Family arrived.
- In 1852 William Watts (Grandfather to James Grant Watts) and his family arrived in Scappoose. William traveled across the Oregon Trail with his wife and eight children to reach his promise land. Successful in their arrival, William, and his brother Ben, partook in the Land Grant Claim Act. They each received a large grant of land that at one time stretched from one end of town to the other.
- In 1853 the first organized school began. An actual schoolhouse was built in 1854 which was a four-room wooden structure.
- In 1856 the first post office was built at Brown's Landing on the Multnomah Channel.
- During 1863 the Homestead Act brought more settlers to the valleys and canyons west of Scappoose. These settlers arrived by stern wheelers, trains, oxen carts and established trails and roads. Traveling was difficult on the roads as they were muddy and wet a good portion of the year. The settlers built their lives and businesses which comprised of dairy, cattle, poultry farms, lumbering and horticultural ventures. A Mercantile, banks, restaurants, and boarding houses as well as other enterprises became a part of the town.
- 1869 brought the completion of the Transcontinental railroad.
- The Congress of 1870 passed an Act where landowners were to donate some of their land for the completion of the railroad and telegraph line between Portland and Astoria. William West offered to donate six acres to the railroad to build a depot and switching yards if they named it Scappoose Depot.
- In 1884 the railroad came through Scappoose. The train went as far as Goble, Oregon at which point passengers and train cars were loaded onto barges and ferried across the Columbia River to complete their journey on the Washington side.

- In 1883 William West built the first mercantile.
- In 1888 the store was purchased by James Grant Watts and his brother-in-law D.W. Price and they renamed the store "Watts and Price General Merchandise".
- By 1894 the business district was pretty well established between the Columbia River Highway and SW First Street.
- The 1915 fire broke out in Lilly Shell's boarding house and destroyed half of the business district and six residences. The fire spared Watts and Price Mercantile.
- In 1920 James Grant Watts was elected the first Mayor of Scappoose.
- Scappoose was incorporated in 1921. The first City Charter was established, and Scappoose officially became a City. This meeting took place in the home of Mayor Watts.
- The 1930 fire destroyed most of the City, including the Watts and Price Mercantile.
- Between 1931 and 1959 the City was rebuilding, and Scappoose saw their first electric lights, city water system, public library and better schools were built.

The remainder of the century Scappoose continued to grow with many people moving from the big city of Portland to a more relaxed way of life.

The millennium saw a continuing growth in population. Housing developments were established, and businesses came and went.

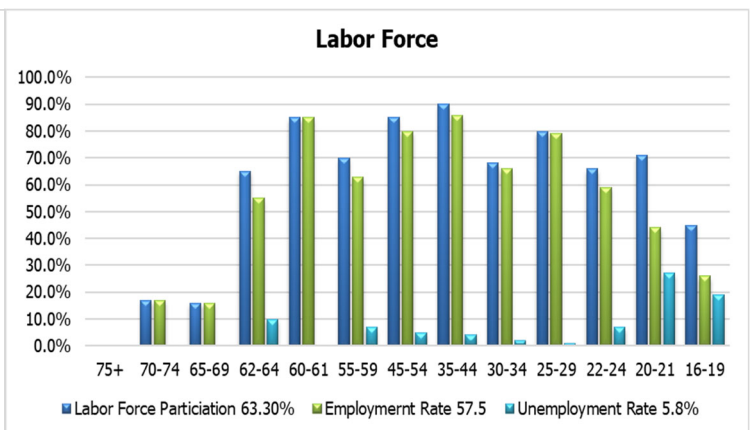
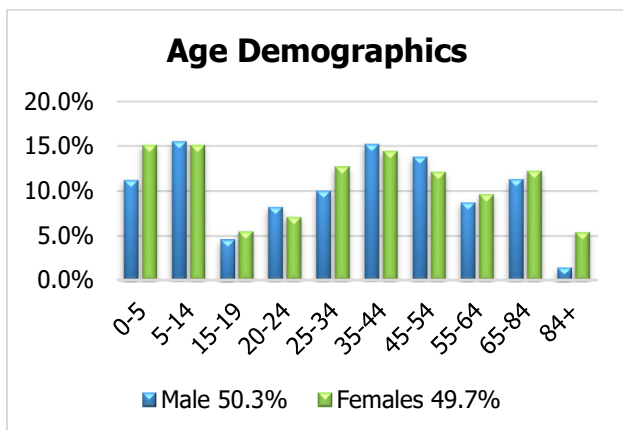
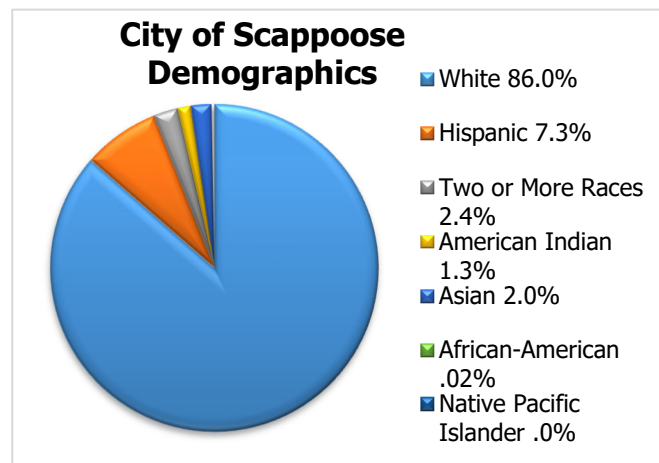
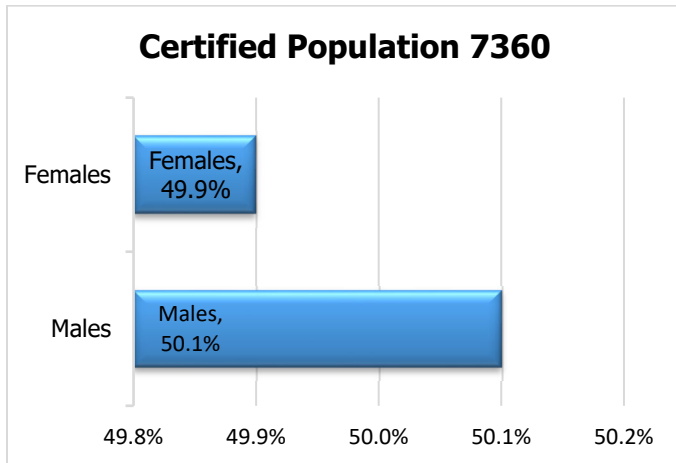
Today small businesses are the life blood of Scappoose. We have an aviation district with a small airport and Highway 30 is lined with shops and professional offices. However, our citizens still enjoy that small town feeling.



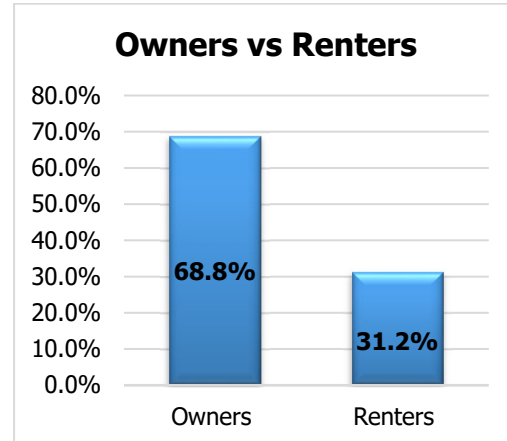
City of Scappoose Demographics

A place to live, play and work

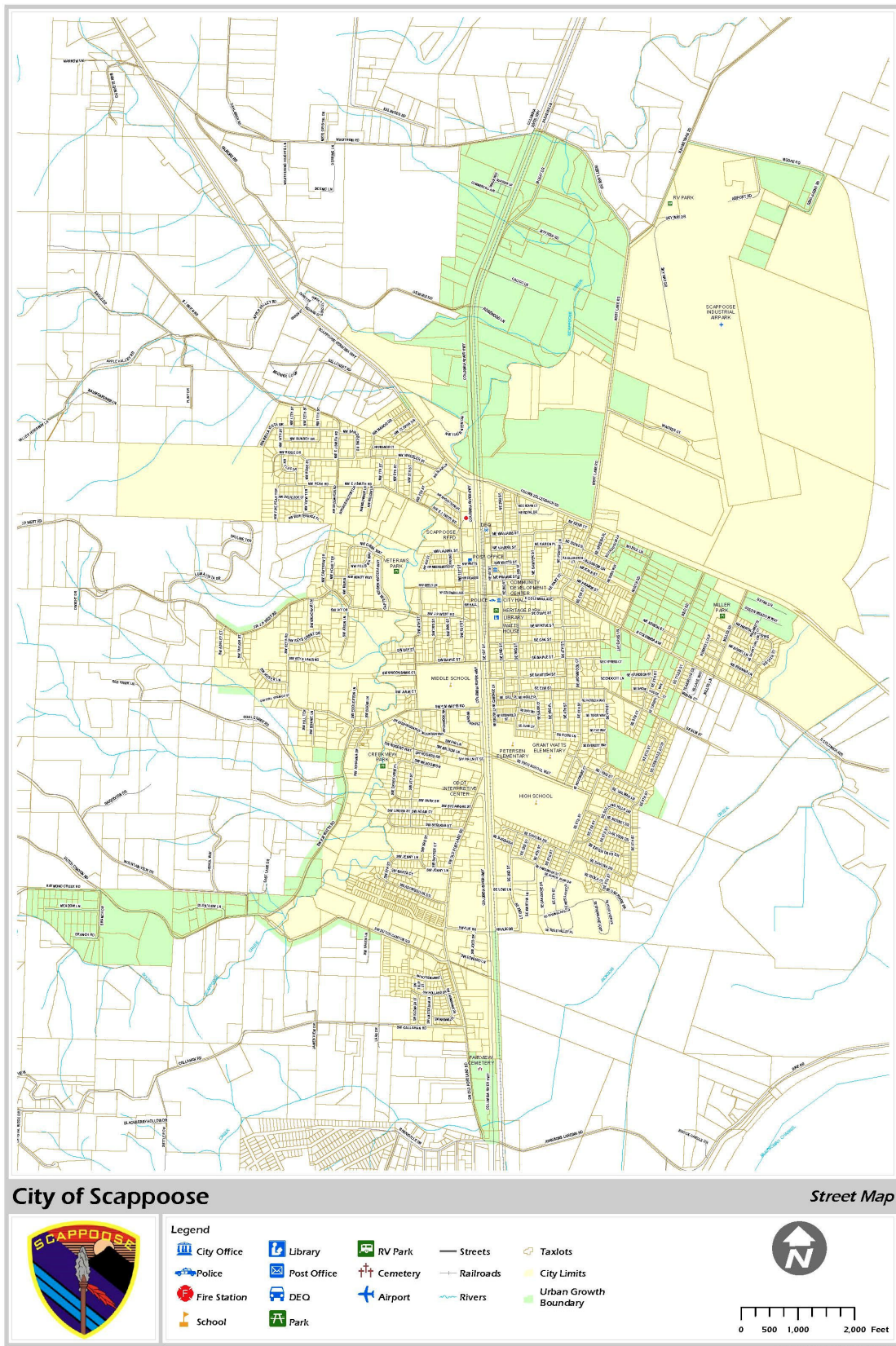
Scappoose is a small town nestled in the heart of a Pacific wonderland, surrounded by lush green forests, the majestic Columbia River, and panoramic views of the snow-capped Cascade Mountains. The City of Scappoose is the 65th largest City in Oregon out of 241 incorporated Cities and is located within Columbia County. It is approximately 20 miles north west of Portland and is the entrance to Columbia County. We are fortunate enough to be 75 miles away from the Oregon Coast and 100 miles away from Mt Hood. We have access to parks, trails, rivers, and a public use Airport. The City of Scappoose strives to provide the right balance of rural and urban living, we are proud of our independence and small-town personality, yet we value our closeness to neighboring cities and towns. Scappoose is a safe and exceptional place to live, play and work.



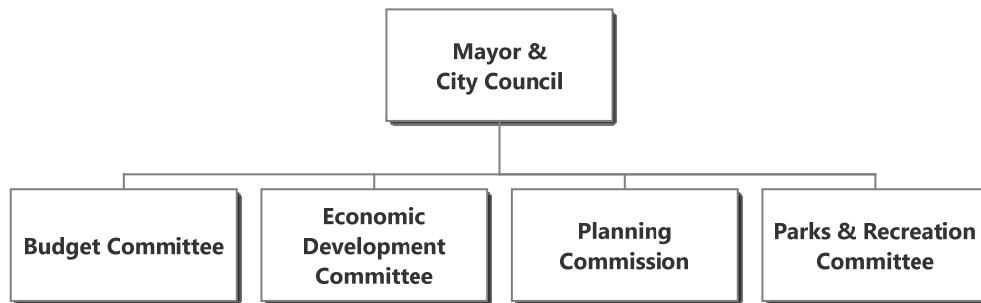
City of Scappoose Quick Facts	
Date of Incorporation	1921
Form of Government	City Manager
Area in Square Miles	2.75
Population	7360
Active Business Licenses	199
Largest Employer	Fred Meyers
Principal Industry	Manufacturing
City Government Workers	36
Unemployment Rate	5.30%
High School Diploma or Higher	93.80%
Average Household Income	85,582
Average Home Value	343,656



City of Scappoose Map



City Boards and Commissions



Volunteers

For more information on all boards and commissions or to volunteer with the City, please contact Susan Reeves at (503) 543-7146 x224 or sreeves@cityofscappoose.org. You can inquire at any time, as vacancies occur throughout the year. Selections are made by the Mayor with consent of City Council and are based upon applicant responses to both a written application and an interview. The Mayor and City Council appreciate your interest and desire to volunteer with the City of Scappoose.

City Council

Meets the first and third Mondays of the month at 7:00 pm in the Council Chambers.

In the 2021-2022 budget year the City Council members are: Mayor Scott Burge, Council President Megan Greisen, Councilor Joel Haugen, Councilor Brandon Lesowske, Councilor Peter McHugh, Councilor Tyler Miller, and Councilor Josh Poling.

The City Council is composed of a Mayor and six City Council Members elected from the City at large. At each biennial general election three Councilors shall be elected for a four-year term. The office of Mayor shall be elected each biennium for a two-year term. The Mayor shall be the Chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions that come before the council.

The City of Scappoose has a City Manager form of government. The Council appoints an experienced local government professional as City Manager to administer the operations of the City and to implement Council policies.

The Council is responsible for establishing goals and objectives, setting priorities, identifying problems and community needs, setting policies by adopting ordinances and resolutions and approving the Annual City Budget.

Planning Commission

Meets the second and fourth Thursday of the month at 7:00 p.m. in the Council Chambers.

In the 2021-2022 budget year the Planning Commission members are: Chair Kevin Freimuth, Vice Chair Scott Jensen, Rita Bernhard, Bill Blank, Tim Connell, Jeannet Santiago, Bruce Shoemaker and alternate Marisa Jacobs.

The Planning Commission consists of seven members that serve a four-year term and are appointed by the Council. The Commission is responsible for approving subdivisions, variances, conditional use permits, and regulates other land use matters. The Commission is also responsible for providing recommendations to the Council on development code ordinances and amendments, annexations, and comprehensive planning policies.

Budget Committee

Meets in May in the Council Chambers.

In the 2021-2022 budget year the Budget Committee members are: Scott Burge, Megan Greisen, Joel Haugen, Brandon Lesowske, Josh Poling, Peter McHugh, Tyler Miller, Ty Bailey, Rita Bernhard, Michelle Brown, Teresa Keller, Annette Pixley, Chris Vitron and Sandie Wiggs.

The Budget Committee consists of Council and an equal number of citizens that are each appointed by the Council to serve a three-year term.

The budget process usually begins in February, when Department heads submit their budget requests to the City Manager. The Finance Administrator then prepares the base budget, which provides for the minimum level to maintain services. In March, the City Manager works with staff to devise a proposed budget. When the City Manager is ready to present the budget and the budget message a "Notice of Budget Meeting" is published in the paper. The Budget Committee is then assembled to review the proposed budget. When the committee is satisfied with the proposed budget, it is approved and forwarded to the City Council for final adoption.

Economic Development Committee

Meets the Third Thursday of the month at 12:00 p.m. in the Council Chambers.

Members include: Chair Brian Rosenthal, Vice Chair Len Waggoner, Tina Amela, George Hafeman Jr., Michael Liepzig, Brenda Michael, Jeannet Santiago, Christine Turner, Susan Wilson. Community Liaisons Larry Erickson, Casey Garrett, Michael Sykes, and Jeff Weiss. City Council Liaison Mayor Scott Burge.

The Scappoose EDC consists of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.04.080. Members of the SEDC will be appointed by the Scappoose City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. A majority of SEDC members shall be from the private sector. Members shall live or work or have significant interest in economic development in the City of Scappoose. Membership shall represent the private-for-profit, not-for-profit and public sectors.

The committee was created to design, develop, and promote an economic development strategic plan. To provide oversight and review of economic development marketing strategies and products. To enhance communication and understanding of economic development strategies, and build relationships between the Scappoose public sector, community, and business community. To act as a forum for sharing information on best economic development practices, current issues, and resources available for communities and businesses. To encourage connections and coordination with other regional, state, and national organizations working for the benefit of economic growth and enhancement of the Scappoose area economy and to respond to additional matters relating to economic development as requested by City Council.

Parks & Recreation Committee

Meets the third Thursday of the month at 7:00 p.m., at in the Council Chambers.

Members include Chair Cara Heinze, Vice Chair Kim Holmes-Kantrowitz, Jeannie Duehren, Michael Leipzig, Paul Fidrych, Bryan Hammond, Ivy Freimuth, Mary Hindal and City Councilor Liaison Joel Haugen. Alternate member Andrew LaFrenz.

The Scappoose Parks & Recreation Committee shall consist of nine (9) members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.04.080. Any vacancy shall be filled by appointment by the Mayor, with the consent of the City Council for the un-expired term of the predecessor in office. The membership of the Committee shall be comprised of individuals who shall live, work, or have significant interest in parks and recreation opportunities in the City of Scappoose. The citizens at large shall be registered voters.

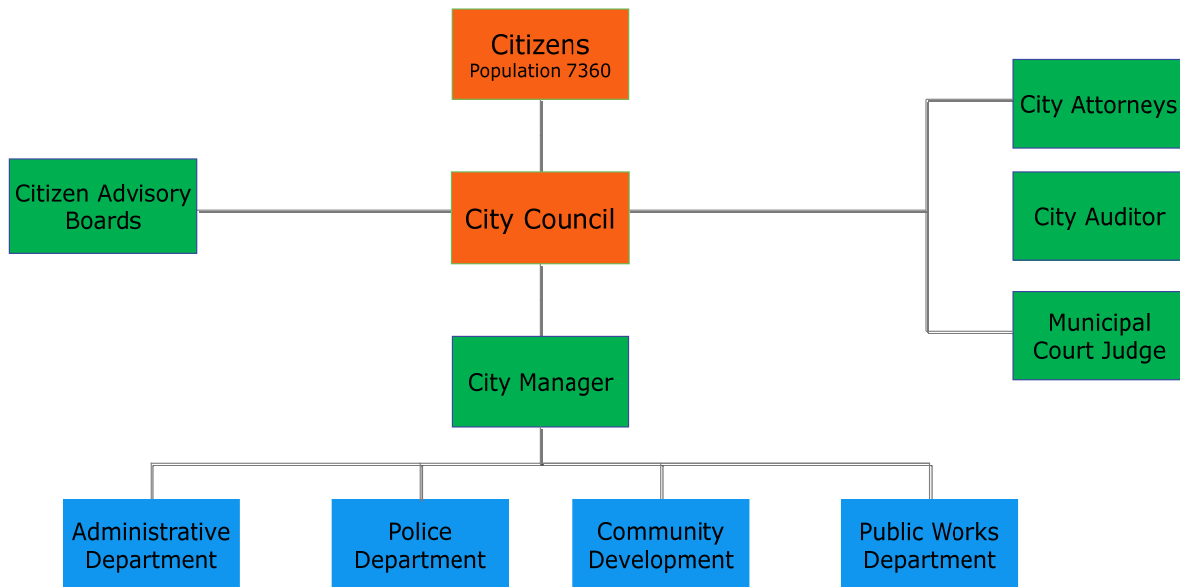
Budget Committee Members

<u>Member</u>	<u>Term Expires</u>
Mayor Scott Burge	December 2022
Council President Megan Greisen	December 2024
Councilor Joel Haugen	December 2022
Councilor Brandon Lesowske	December 2022
Councilor Peter McHugh	December 2024
Councilor Tyler Miller	December 2024
Councilor Josh Poling	December 2022
Ty Bailey	December 2023
Rita Bernhard	December 2024
Michelle Brown	December 2023
Teresa Keller	December 2024
Chris Vitron	December 2022
Sandie Wiggs	December 2023
Annette Pixley	December 2023

Budget Officer & Finance Department

Alexandra Rains, Interim City Manager
Jill Herr, Finance Administrator

City of Scappoose Organizational Chart



Administration

The Administration office includes the City Manager, Assistant City Manager, City Recorder, Finance Administrator/Office Manager, Office Administrator-Finance, Assistant to City Manager, City Planner, City Engineer, Building Official and Office Administrator-CDC. This office provides the executive and financial support for the City.

Functions:

- General Administration of City Government;
- Compile Council and committee agendas;
- Provide direction in development of annual budget and capital facilities plan;
- Make recommendations to the council concerning the affairs of the city as appropriate;
- Keep Council advised of the future needs of the city;
- Prepare recommendations, policies, procedures, and programs;
- Ensure compliance with all laws, ordinances, and policies;
- Inform the citizens of Scappoose of issues of public concern and interest;
- Conduct research;
- Prepare all ordinances, resolutions, and other legal documents;
- Negotiate and execute contracts;
- Performing preliminary analyses of development proposals;
- Process and evaluate land use applications;
- Issue permits for building, plumbing, mechanical, sign, grading and system development;
- Records, archival, retention and destruction;
- Maintenance of official public records, ordinances, resolutions, legal notices, contracts, and code;
- Pursue funding from outside funding sources, i.e., grants and loans;

- Code enforcement;
- Promote economic development;
- Labor negotiations and personnel administration;
- Budget monitoring & preparation;
- Annual financial report preparation and production;
- Business license issuance;
- Utility Billing (water, wastewater, and stormwater);
- Accounts receivable;
- Fixed asset management;
- Monitor grants;
- Monthly financial reporting;
- Payroll and benefits;
- Accounts payable and payroll;
- Process mail;
- Insurance administration;
- Provide regular and accurate financial reports to Council and staff;
- Maximize the City's investment income;
- Maintenance of financial and network software programs;
- Respond to citizen inquiries and provide customer service to the general public;
- Maintain intergovernmental relations.

Municipal Court

The Municipal Court is administered by the City of Scappoose. The court is of limited jurisdiction, presiding over infractions, misdemeanors, and code violations. Court is in session every Wednesday.

Functions:

- Holds traffic court & trials;
- Collects fines and forfeitures;
- Conducts research;
- Maintenance of court records;
- Reporting of monthly forfeitures to appropriate agencies;
- Monthly financial and intergovernmental reports;
- Responds to inquiries and provides customer service to the general public.

Police Department

The Police Department is responsible for maintaining order and providing law enforcement services to the community. Staff includes a Police Chief, Lieutenant, Sergeants, Patrol Officers, Office Administrator-Police, Volunteer Reserve Officers and Volunteer Police Chaplains.

Functions:

- Provide administration of patrol/ traffic investigations;
- Promote community involvement through public, private, and non-profit partnerships;
- Community oriented policing;
- Enforcement of Municipal Code;
- Monitoring of budget;
- Process payments and procure goods;
- Maintain department policies;
- Prepare monthly reports showing activity of the department;
- Respond to inquiries and provide customer service to the general public;
- Manages evidence;
- Presents information to the prosecutor's office for filing of criminal proceedings;

- Enforce traffic and criminal laws;
- Provide security to school and other community events;
- Investigates major and minor crimes;
- Maintain records and submit intergovernmental reports;
- Manage Reserve Program.

Public Works Department

The Public Works Department is responsible for providing infrastructure maintenance and planning. Staff includes a Public Works Director, Utility Supervisor, Water Treatment Plant Supervisor, Wastewater Treatment Plant Supervisor, Plant Operators, Parks and Grounds Workers, Utility Workers and Assistant to Public Works Director.

Functions:

- Maintain the city's transportation and utility infrastructure systems;
- Provide support to other departments;
- Identify funding for various projects from outside funding sources, i.e., grants/loans;
- Street overlay programs;
- Hydrant and meter replacement;
- Correct drainage problems;
- Catch basin cleaning program;
- Provide street sweeping service to City owned streets;
- Provide emergency assistance and repairs;
- Snow and ice removal of City owned streets;
- Maintenance of traffic signage;
- Water Quality monitoring and Community Annual Report;
- Maintain records and submit intergovernmental reports;
- Budget monitoring and preparation;
- Procure goods and services for the department;
- Provide support for community events;
- Utility meter reading and investigations of leak adjustments;
- Provide utility locate markings;
- Provide grounds maintenance at all City properties;
- Provide maintenance to all City parks;
- Verify right-of-way and City property boundaries;
- Utility locate service;
- Review development applications;
- Respond to citizen inquires and provide customer service to the general public.

City of Scappoose Fund Structure and Description

The City's accounts are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.

General Fund, Enterprise Funds, Special Revenue Funds and Debt Service Funds use a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available. Expenditures are recognized when liabilities are incurred. Each fund's financial statements, which can be found in the City's Annual Financial Audit Report, are reported on a modified accrual basis.

General Fund – The General Fund is the general operating fund of the City. This fund reports all of the City's activities unless there is a compelling reason to report an activity in some other fund type.

Departments: Administration Department (10-100)
Police Department (10-140)
Parks Department (10-160)
Planning Department (10-120)
Municipal Court Department (10-150)
Non-Departmental (10-999)

Funds: Unemployment Fund (87)
Watts House Fund (62)

Enterprise Funds – Enterprise Funds are used to report any activity for which a fee is charged to external users for services. An Enterprise Fund should operate in such a way that revenues cover expenses with no transfers from outside funds to fund operations.

Funds: Stormwater Fund (26)
Stormwater SDC Fund (28)
Water Fund (40)
Water SDC Fund (50)
Wastewater Fund (41)
Wastewater SDC Fund (55)

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance a particular function or activities of the City.

Funds: PEG Fund (61)
Building Fund (13)
Law Enforcement Fund (94)
Recreation Reserve Fund (Pool) (15)
Foot Path & Bicycle Trail Fund (25)
Parks SDC Fund (35)
Street Fund (20)
Street SDC Fund (30)

Debt Service Funds – Debt Service Funds are used to set aside resources to meet current and future debt service requirements on general long-term debt obligations.

Funds: General Obligation Bond Debt Service Fund (45)

City of Scappoose Budget Process Overview

Overview

A budget is defined by Oregon State Law (Oregon Revised Statutes, Chapter 294), as a financial plan containing estimates of revenues and expenditures for a given period or purpose, such as the fiscal year. The City is required to budget all funds and for each fund to have a balanced budget.

The State of Oregon defines balanced budgets as one in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service, and any other requirements. Budgeting is critical to cities because it requires local governments to evaluate plans and establish priorities in relation to available financial resources. Also, under Oregon Revised Statutes (ORS), a legally adopted budget is necessary to establish and justify a given rate and or amount of property taxes to be levied on the property within the city.

Budget Preparation

The municipal budget process is a challenging opportunity to allocate resources to meet community needs. It is through this annual effort that the budget becomes the single most important policy document produced by the City. Preparation of the budget begins in February, with projection of City reserves and revenues. At that time, Departments are asked to estimate expenditures for the remainder of the current year, and then submit a request for the coming year. The City Manager then meets with staff and others to review, revise, and propose a balanced budget for the upcoming fiscal year.

Budget Adoption

The Budget Committee, composed of the City Council and an equal number of citizens, meets publicly to review the budget document as proposed by the City Manager. Public hearings are conducted to obtain public comment, and the Budget Committee reviews the proposed budget and either revises the proposed figures or approves them as presented. The budget, as approved by the Budget Committee, is then published in the local newspaper in summary form, and the full document is made available for public inspection at City Hall and on our website at www.ci.scappoose.or.us. Prior to June 30, an advertised public hearing is held before the City Council to consider the proposed budget as approved by the Budget Committee. The City Council then discusses any remaining budgetary issues and formally adopts the budget by passage of a resolution.

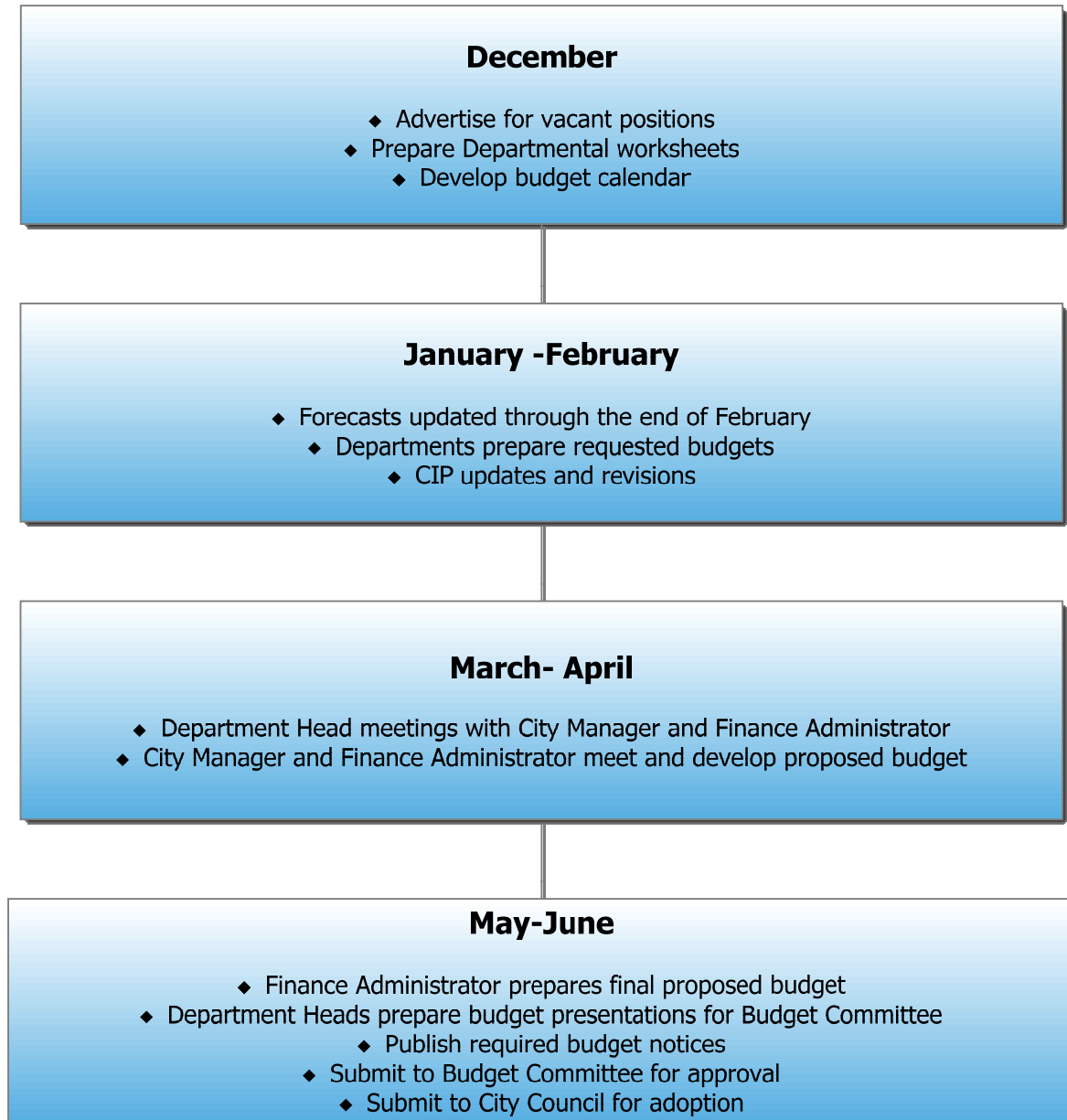
Budget Changes After Adoption

After July 1, when local government is operating within the adopted budget for the current fiscal year, changes in appropriated expenditures are sometimes necessary. Appropriations may have to be decreased or increased. By transferring appropriations, a governing body usually has enough flexibility to carry out the programs prescribed in an adopted budget. There will be times, however, when the adopted budget gives no authority to make certain expenditures or when revenues are received for which the governing body had not anticipated. In these cases, it is possible to use a Supplemental Budget to authorize expenditures or spend additional revenues in a current fiscal year. The City Council may adopt a Supplemental Budget at a regular public meeting if the expenditures are less than 10% of the Fund being adjusted. If the expenditures are more than 10% of the Fund, then the City Council must publish the proposed action and hold a public hearing.

Annual Audit

Oregon Local Budget Law requires cities to have financial records audited annually by a certified independent government auditor. The last audit of the City of Scappoose was performed by Steve Tuchscherer, CPA, of Umpqua Valley Financial, for the fiscal year ending June 30, 2020. The Budget Document and financial statements of the City are prepared in accordance with generally accepted government accounting principles.

City of Scappoose Budget Process



Fiscal Year 2021-2022 Budget Calendar

ACTION	DATE
Appoint vacant Budget Committee Members	All positions filled
Goal Setting Session City Council Members	02/06/21
Department Head Meetings	Tuesdays of each week
Budget Worksheets are available for Department Heads	01/13/2021
Estimates for Fiscal Year 2020-2021 due	03/11/2021
Department Heads Requested Budgets Due	03/25/2021
Requested Budgets Reviewed by Finance Administrator	3/29/2021 to 4/2/2021
Department Budgets Reviewed by City Manager and Finance Administrator	4/05/21 to 4/09/2021
Revised Requested Budgets Due to Finance Administrator	04/15/2021
Department Head Proposed Narrative Due to City Manager	04/19/2021
Finance Administrator Prepares Proposed Budget for City Manager Review	4/20/2021 to 05/07/2021
Prepare Budget Committee Hearing Notice for City Recorder to Publish	05/06/2021
Proposed Budgets available at City Hall	05/18/2021
Budget Committee Meets	05/24/2021
Budget Committee 2nd Meeting	05/25/2021
Finance Administrator Prepares Approved Budget	06/03/2021 to 6/5/2021
Prepare Budget Hearing Notice for City Recorder to Publish	06/03/2021
Hold Budget Hearing	06/21/2021
Enact Resolutions to: Adopt Budget, Make Appropriations, Impose and Categorize Taxes	06/21/2021
Finance Administrator Prepares Final Adopted Budget	6/22/2021 to 6/30/2021
Submit Tax Certification Form to the County Assessor's Office	07/07/2021

2021-2022 Budget Message

May 24, 2021

Dear Mayor, City Councilors and Budget Committee Members,

It is my pleasure to submit a balanced budget for Fiscal Year 2021-2022 to the City of Scappoose Budget Committee. This year's budget maintains funding for delivery of core City services and investments in crucial infrastructure needs to address both the age of City assets and the City's capacity to accommodate population and economic growth. Additionally, the budget includes funding for Council's 2021-2022 Goals – which includes support for the first phase of the 50 Year Plan, local economic development, community livability, safety and expanding the local park system. The budget is also appropriately conservative to ensure adequate funds are available to mitigate the lingering impacts of COVID-19 moving forward.

Before delving into the accomplishments of the past year and discussing important upcoming projects, I want to take a moment to recognize the City's outstanding staff. They are incredibly talented and committed to providing the best customer service possible to the Community – even in the face of the COVID-19 Pandemic and increasing demands without the benefit of significant increases in staffing.

This past year has been very memorable for the Community, City Council and City Staff. First and foremost, the COVID-19 Pandemic has impacted all aspects of our personal and professional lives. From restaurant, business and school closures to limitations on in-person meetings and social gatherings, the Pandemic has caused both financial and emotional stress and taken the lives of over half a million people in the United States alone. As a result of these difficult circumstances, the City was the recipient of ~\$213,000 in emergency funds, via the CARES Act, and was able to cover the costs of needed IT upgrades to facilitate telework capabilities and virtual meetings, distribute funds to the community through small business grants of up to \$5,000 per applicant, and provide direct contributions to the Senior Center for facility upgrades and the School District to purchase laptops for distance learning.

Second, the City Council bid farewell to Council President Kessi, welcomed the re-election of Mayor Burge, Council President Greisen and Councilor McHugh and saw the election of a new member, Councilor Miller. The Council set goals for the 2021-2022 FY in the winter of 2021.

Third, City Staff have remained incredibly busy during the Pandemic and were able to address the day-to-day operations of the City while also achieving many of the goals identified by Council in FY 2020-2021:

- Staff worked with a consultant to develop a five-year financial forecasting tool for capital investments, the results of which are reflected in the proposed budget
- The City's voluntary sidewalk repair program continues to be administered by staff
- Council approved the purchase and installation of a piece of public art at City Hall
- Staff has continued communication outreach to the community through existing methods such as the newsletter and Facebook and launched the new City App
- The Police Department has focused considerable time and resources on traffic enforcement and officer retention through the implementation of an incentive program for lateral recruits
- Staff has the necessary agreement in place with the property owner to complete a full restoration of the Peace Candle once the site is no longer under construction
- Council approved the purchase of the Grabhorn Property for development of a City Park, the Grabhorn Park Ad Hoc Committee is working diligently to develop a park design
- Progress has been made on the engineering for Phase 1 of the Wastewater Treatment Plant upgrades
- The Stormwater Master Plan is well underway and tentatively scheduled for completion Fall of 2021
- Construction document review related to roads and utilities is underway for Phases 3 & 4 of the Columbia Commerce Center
- The PCC Campus is now complete and open

- The City received ~\$250,000 in revenue from the Fuel Tax for road and sidewalk improvements
- Staff worked with Donovan Enterprises to update the City's Water SDCs and is currently working to update the water rates as well

Looking forward to the new Fiscal Year, the proposed budget includes funding for many important projects, inclusive of both our core services and City Council's adopted goals. The City's local economic development needs will be addressed by supporting several key objectives, beginning with the expansion of OMIC; Oregon Tech plans to construct another building on their existing site beginning in 2021. Similarly, City Staff will also continue to support the development of the Columbia Commerce Center. Construction document review for Phases 3 and 4 of the road and applicable public infrastructure is currently underway and the City has an improvement agreement in place with Airpark Development LLC and ODOT in order to ensure the availability of ~\$2.8 million in pass through ODOT funds for the road portion of the project.

Another key economic development objective is the development of marketing materials for the industrially zoned property located within City limits. Staff plans to partner with the Columbia River PUD and the Port of Columbia County to develop these materials and has budgeted \$25,000 for this project. Finally, the City is currently transitioning from a cash basis of accounting to a GAAP recognized basis of accounting. This change is important because it will provide the City with more options when it comes to financing infrastructure improvements moving forward – a key component to all economic development in Scappoose.

The City's focus on the enhancement of community livability will include considerable time and effort planning the community's centennial celebration. The Mayor, with the consent of Council, created an Ad Hoc Committee to focus on the planning and logistics for this event. They have made significant progress and this event promises to be an extraordinary way to honor the City's 100th year. The City has allocated \$10,000 for the event and the City's Economic Development Committee allocated \$5,000 from their discretionary funds to the event as well – this is in addition to the many generous donations the City has received from local partners, businesses and individuals.

Additionally, development of the City's 50 Year Plan will be vital to enhancing community livability. This project will be a multi-year effort and include several complex components such as an Economic Opportunities Analysis, an update to the City's Housing Needs Analysis and Buildable Lands Inventory, a City-wide visioning process, updates to the Comprehensive Plan and Comprehensive Plan Map, the possible rezone of lands within the City and updates to the development code. Staff hopes to release an RFP to begin this effort during the Summer of 2021.

Another important focus area will be the City's sidewalk network. The Local Fuel Tax – passed in late 2019 – has provided a much needed, new source of funds that will be used to better connect our community. Of note, sidewalk infill on Old Portland Road will be completed this fiscal year and will considerably increase connectivity and accessibility in Southwest Scappoose. Finally, Staff will continue to focus on communication outreach with the community, to include increased use of the new City App.

City efforts to maintain the safety of the community will include an operational needs analysis of the Police Department, to look at both equipment and personnel, with the goal of ensuring that the Department has the resources necessary to thrive. In addition to the Department's internal efforts, there will also be emphasis on objectives that focus outward on the community, such as the resumption of community events such as *Tip-a-Cop* and *Donut Day*, following a temporary hiatus due to COVID-19 and the Citizens Academy. Finally, the Department has and will continue to focus extra resources on traffic enforcement along the City's side streets.

Further development of the City's Park System in the coming year will focus heavily on the completion of a conceptual design for the Grabhorn Property by the Grabhorn Park Ad Hoc Committee (GPAHC) and a determination by Council regarding the community's pursuit of a public pool on the property. The GPAHC was formed by the Mayor, with the consent of Council, in the Winter of 2021 and, according to their bylaws, will have a design recommendation (one with a pool and one without) to present to Council by September of 2021. Following that presentation, Staff will address any additional engineering needs and look to Council for a final approval before beginning the process of adding the concept to the Parks Master Plan and the preparation of a grant application. Council's decision-making process regarding the pool will follow the conclusion of a Community Survey, set to close on June 3rd, that alerts the community as to the financial implications of pursuing such a project. Other objectives under this goal include the restoration of the Peace Candle, budgeted at \$50,000, support of public art and staff support for the Friends of Scappoose Parks program.

Last but certainly not least, the City will be allocating significant time and resources to address aging infrastructure. For this fiscal year, the focus of these efforts will be on certain key objectives including Phase 1 of the Wastewater Treatment Plant, completion of the Stormwater Master Plan and updates to the City's System Development Charges and fees.

In summary, this year's budget continues to maintain funding for core services, make strategic investments in City infrastructure and implements Council goals. I would like to recognize and thank the Mayor and Council for their leadership and support. This past year had many unique challenges, particularly those related to the COVID-19 Pandemic. However, staff was still able to reach many key milestones and next year promises to be equally productive for the City.

Respectfully submitted,

Alexandra Rains
Interim Budget Officer
City of Scappoose

Scappoose

Scappoose is a small town nestled in the heart of a Pacific wonderland—surrounded by lush green forests, the majestic Columbia River, and panoramic views of the snowcapped Cascade Mountains. It is no secret why the Chinookan People made this unique place their home for centuries. Today, our community is distinguished by its balance of rural and urban living—we are proud of our independence and small-town personality, yet we value our closeness to neighboring cities and towns. Scappoose is friendly and welcoming, and we cherish the way we know, care about, and rely upon each other. We desire to preserve the harmonious qualities of our home as we anticipate change and look ahead to the future.

Smart Growth

Inspired by our responsibility to tomorrow's generations, we pursue forward-thinking and sustainable solutions to grow mindfully while keeping in step with our environment. We strive for high-quality development and infrastructure, and to provide equal and affordable housing opportunities for all to live and raise a family.

Lifelong Learning

We prize our exceptional schools and teachers that pass along our knowledge to future generations, instill our community with creative adaptability, and create cultural awareness and resilience. We aim to develop educational opportunities for all ages and ability levels as we strive to be a community that never stops thinking, learning, and doing.

Sustainable Economy

We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations.

Connected Community

Safe and comfortable transportation is central to our quality of life. We value our local trails that offer world-class opportunities for walking and biking, and our scenic byways that connect us to greater Oregon. We will work to ensure better connectivity, safer commuting, modern transit, and equal opportunities for people to walk, bike, ride or drive. We aspire to be a pleasant and accessible town, and we encourage others to slow down, explore, and enjoy Scappoose.

Caring Community

Peace and good health are essential to our town's growth and well-being. We value our community spaces and parks that support active living and civic engagement, and we cherish how we care for and rely upon each other. We strive to be aware and prepared, and to empower everyone to lend a hand when challenges arise. We aspire to be a neighborly community where anyone can safely and comfortably visit businesses and schools, enjoy the outdoors, and be at peace in their homes.

Local Pride

Art and self-expression greatly enhance our cultural identity, and we value our local artists who cultivate pride in our community. We strive to preserve our unique cultural artifacts and foster education and the arts by promoting city beautification, cultural heritage projects, and public art. We treasure our heritage as a meeting place for Native Americans, and we hope to honor those who lived here in the past as we tell the story of Scappoose in the present.

Passionate Stewardship

Our wild and scenic landscape is an extension of our community, and we treasure our beautiful setting that makes Scappoose a serene place to live. We are committed to nurturing and preserving our open spaces, natural habitats, and diverse ecosystems, and we will champion new opportunities for conservation and peaceful engagement with our environment. As stewards of our land, air, and water, we seek to protect this special place for generations to come.

Prepared by the Scappoose Community Vision Committee

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Michael Sykes, Nicholas Sund

Adopted August 1, 2016 by the Scappoose City Council

Scott Burge, Jeff Erickson, Barb Hayden, Jason Meshell, Joel Haugen, Mark Reed, Rich Riffle

The Scappoose City Council adopts the following goals to support our vision statement.

Develop a Vibrant and Diverse Local Economy	Enhance Community Livability	Develop a Park & Rec. System within a 10-minute Walk from all Neighborhoods	Address Aging Infrastructure	Ongoing Programs	Long Term Projects
OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES
Continue to support OMIC's expansion	Update Public Works Design Standards	Peace Candle	Wastewater Phase One Capacity Upgrades	Coordination/One Stop Meetings	Create a marketing/branding program
Design Downtown Revitalization Program	Update Rail Corridor Study	Develop the Grabhorn property Conceptual Plan	Update Stormwater Master Plan	Promote and support small local businesses	Coordinate with County to explore alternate route to east side of airport
Support and monitor development of the Columbia Commerce Center	Promote community events	Support Trail to Tillamook Project	Update Water, Wastewater, and Transportation SDCs/Fees	Promote and support county-wide and local tourism	Explore possibility of community center
Support and Monitor Development of the East Airport Subdivision	Develop a Long-Term Comprehensive Community Vision	Community Pool	IT upgrades	Continue communication outreach	Explore development of 14-acre park east of airport
Revise Betterment Fund Resolution 16-19	Sidewalk Plan	Identify Park Property on the East/South Side of the City		Support Senior Center	Veterans Park/Chief Concomly Park Bridge Feasibility Study
Update City's Land Use codes	Annual One-on-One Meetings with Neighboring Local Leaders			Continue community outreach by Police Department	Develop Vista Property
Develop an Economic Development Marketing Plan	Complete Police Department Operational Needs Analysis			Maintain emergency response preparedness	Begin development of Chapman Landing
Rename OMID				Provide School Resource Officer	Develop City Facility Master Plan
Implement GAAP basis of accounting				Traffic enforcement plan	
				Maintain sufficient staffing levels	
				Continue Citizens Academy	
				Continue Friends of Scappoose Parks	
				Support public art	

City of Scappoose Financial Policies

The financial integrity of our City government is of utmost importance. City government is accountable to its citizens for the use of public dollars. Resources should be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, generating public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness to accomplish the City Council's goals and objectives.

In addition, the City as an institution has multiple partners, including citizens, taxpayers, businesses, employees, and other governments. As a major institutional, economic, and service force in the region, it is important that the City strengthen its relationships with its partners by adopting clear and comprehensive financial policies.

The goals of the following fiscal policies are as follows:

- To enhance City Council's policy-making ability by providing accurate information on program and operating costs.
- To assist sound management of City government by providing accurate and timely information on current and anticipated financial conditions.
- To provide sound principles to guide important decisions of the Council, Budget Committee and management which have significant fiscal impact.
- To employ revenue policies, which prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly and provide adequate funds to operate desired programs.
- To make sure an equitable fee structure is developed to assure continued services.
- To provide and maintain essential public facilities, utilities, and capital equipment.
- To protect and enhance the City's credit rating.
- To ensure that all surplus cash is prudently invested in accordance with the investment policy adopted by the Scappoose City Council to protect City funds and realize a reasonable rate of return.

Budget Policies

The City will live within its means. There must be a balance between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends.

Balanced Operating Budget

The City shall annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated contingencies to support ongoing operations. Any year end operating surpluses will revert to fund balances for use in maintaining contingency reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" expenditures.

Budget Document

City staff works from January through May to compile the proposed budget. The individual Department Heads draft departmental material & services and capital outlay figures. The Finance Administrator prepares personal services, debt services and transfers. Capital projects expenditures planned during the fiscal year are incorporated into the budget. With input from individual Department Heads, the City Manager writes department narratives. The Finance Administrator compiles the budget document.

The initial draft is reviewed by the City Manager, who directs any changes needed to balance the budget. The City Manager makes sure the budget document is consistent with Council goals, priorities, and policies. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide staff the resources necessary to accomplish City Council determined service levels. The Budget Officer shall annually prepare and present a proposed operating budget to the Budget Committee no later than May 30 of each year; and the City Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council. The City's annual budget will be presented by fund, with a logical breakdown of programs and expenditures. A separate line item budget printout will also be presented for discussion and review by the Budget Committee and City Council. The budget will focus on policy issues and will summarize expenditures at the Personnel, Materials and Services, Capital, Debt Service, and Interfund Transfer levels. Where practical, the City's annual budget will include performance goals for the upcoming year and performance measures for the past year.

Budget Control and Accountability

All contracts for capital expenditures estimated to cost more than \$50,000 in a calendar year must be approved by City Council. All public contracts for capital expenditures estimated to cost \$50,000 or less in a calendar year may be entered into by the City Manager or designee without Council approval. All public contracts for non-capital expenditures estimated to cost more than \$30,000 in a calendar year must be approved by City Council. All public contracts for non-capital expenditures estimated to cost \$30,000 or less in a calendar year may be entered into by the City Manager or designee without Council approval.

Budget Changes after Adoption

Oregon law requires all City funds to be appropriated. Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City Council makes changes by resolution transfers or supplemental budgets.

A resolution transfer decreases an existing appropriation and increases another by the same amount. A supplemental budget typically creates a new appropriation, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared which require a change in financial planning. Supplemental budgets require a public hearing; resolution transfers do not. Department Heads may amend their budgets for individual accounts without Council approval so long as appropriations at the legal level of control are not changed.

City Funds (excluding Cogeneration Fund)

- Acquisition of buildings, improvements, machinery, and equipment with a cost of \$5,000 or more, and a life expectancy of three or more years.

- Vehicles or licensed rolling stock, regardless of cost or life expectancy.
- Land, regardless of cost or life expectancy.
- Infrastructure, including mass assets such as street lights, with a cost of \$5,000 or more, regardless of life expectancy.

Cogeneration Fund

- Acquisition of buildings, improvements, machinery, and equipment with a cost of \$10,000 or more, and a life expectancy of three or more years.
- Vehicles or licensed rolling stock, regardless of cost or life expectancy.
- Land, regardless of cost or life expectancy.
- Infrastructure, including mass assets, with a cost of \$20,000 or more, regardless of life expectancy.

Capital and Equipment

A five-year Capital Improvement Program shall be prepared and updated each year. The operating impact of each project shall be identified and incorporated into annual operating budgets. Capital assets shall be purchased and maintained on a regular schedule. Within legal limits and the constraints of operating budgets, debt shall be issued for the purchase of capital assets, including major renovations. The annual budget will provide for adequate maintenance and replacement of capital assets.

Enterprise Funds

- The Enterprise Funds shall be supported by their own rates and not subsidized by the General Fund.
- The Enterprise Funds will pay their share of overhead services provided by the Administrative Service funds.
- Capital improvement in the enterprise funds will be funded from utility rates unless otherwise approved by the City Council.

Interfund Advances and Transfers

City funds may borrow from one another. Interfund advances use cash temporarily idle in one fund to provide cash flow for a specific purpose in another fund. Interfund loans are repaid on a set schedule. Transfers move resources between funds with no expectation of repayment.

Internal Service Funds

Sufficient charges and rate schedules shall be levied to support operations of the Internal Service Funds. No trend of operating deficits shall be allowed. Services shall be scaled to the level of support available from charges.

Contingency Reserves Policy

Contingency Reserve will be budgeted annually to provide for unanticipated expenditures of a nonrecurring nature, unexpected operational changes, legislative impacts, and unexpected increases in costs and to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budgeted.

General Fund Reserves

The City will annually appropriate a contingency reserve balance in the General Fund of at least 20% of the annual General Fund operating budget. If Council authorizes expenditure of contingency reserves for any purpose identified in the previous section, which causes reserve balances to fall below 20%, reserves must begin to be restored in the fiscal year following their use.

Enterprise Fund Reserves

The City will annually appropriate a contingency reserve balance in the Water, Wastewater and Storm Water funds. The City may use the recommended contingency reserve percentage found in the most recent rate study.

Special Revenue Funds

The City will annually appropriate a contingency reserve balance in other funds receiving property tax support at a minimum level of 10% (to be determined by Council) of the annual operating budget. Special revenue funds will be evaluated individually based on the type of service, potential for unexpected expenditures and purpose of the fund to determine the appropriate contingency reserve. There may be some funds that require no contingency reserve.

Revenue Policy

In the City of Scappoose fiscal system, the monitoring and control of revenues is a primary concern. To accomplish this, revenues are monitored on a continuous basis to ensure that receipts from each revenue source are at maximum levels. An understanding of the economic and legal factors, which directly and indirectly affect the level of revenue collections, is an important part of the City's revenue policy.

Revenue Policy Goals

- A diversified yet stable revenue system will be utilized by the City to protect it from possible short-term fluctuations in any of its revenue sources.
- The City will, after having considered all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help insure a balanced budget.
- Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to ensure that revenue collections reflect the cost of providing associated City services.
- The City will follow an aggressive policy of enforcement of revenue regulations and collection of revenues.

Specific Revenue Policies

- All revenue forecasts shall be conservative.
- To the extent possible, current operations will be funded by current revenues.
- The use of unencumbered prior period balances for operations shall be scrutinized and carefully limited in all funds.
- The various sources of revenue shall be monitored to ensure that rates are adequate and equitable, and each source is maximized.
- The City will pursue federal, state, and private grants but will carefully review financial support of these programs in areas that require commitments, which continue beyond funding availability.
- It is the policy of the City to charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
- The City will continuously seek new revenues and pursue diverse support, so as to limit the dependence on one or only a few sources.
- A diversified and stable revenue system will be maintained to shelter the government from short-term fluctuations in any particular revenue source.
- One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services.
- Monthly reports, comparing actual revenues to budgeted revenues, will be prepared by the Finance Administrator, and presented to the City Manager and all Department Heads. These reports can also be requested at any time during the month.
- New and expanded unrestricted revenue streams should be first applied to support existing programs prior to funding new or expanded programs.
- All City funds shall be safely invested to provide a sufficient level of liquidity to meet cash flow needs and to provide the maximum yield possible, in that order. One hundred percent of all idle cash will be continuously invested.

Cogeneration Revenues

The City Council will set forth a plan for use of Cogeneration revenues that may be separate from the above-mentioned policies. As revenue amounts change over time, Council will determine whether Cogeneration Revenue appropriations should be modified or changed.

Fee Policy

As a home rule municipality, the City of Scappoose has the ability to determine the extent to which fees should be used to fund City facilities, infrastructure, and services. This Policy sets forth principles for identifying the kinds of services for which fees could appropriately be imposed by the City, methods for calculating the percentage of costs to be recovered by such fees, and the manner in which the fees should be allocated among individual fee payers.

Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. Fees will be increased on a yearly basis by the Consumer Price Index for Urban areas (CPI-U) or the Engineering News-Record's (ENR) 20 city average Construction Cost Index (CCI). A full review of all fees will be conducted at least every five years to ensure fees are equitable and consistent with the cost of providing the service.

User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

- Community-wide versus special benefit.
The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.
- Service recipient versus service driver.
After considering community-wide versus special benefit of the service, the concept of service recipient versus service driver should also be considered. For example, it could be argued that the primary beneficiary of the City's development review efforts is, in fact, the community rather than the applicant. However, the applicant is the driver of development review costs, and as such, cost recovery from the applicant is appropriate.
- Effect of pricing on the demand for services.
The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly stimulated by artificially low prices. Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.
- Feasibility of collection and recovery.
Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing service charges:

- Revenues should not exceed the reasonable cost of providing the service.
- The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. User fees will be reviewed each year to ensure that related costs are recovered in accordance with City Council policy.

- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance.
- The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
- A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

Factors Favoring Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:

- There is no intended relationship between the amount paid and the benefit received. Almost all social service and public safety programs fall into this category as it is expected that one group will subsidize another.
- Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
- There is no intent to limit the use of (or entitlement to) the service. Again, most social service programs fit into this category as well as many public safety emergency response services. Access to neighborhood and community parks would also fit into this category.
- The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services fall into this category.
- Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified and, as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits might fall into this category.

Factors Favoring High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

- The service is similar to services provided through the private sector.
- Other private or public sector alternatives could or do exist for the delivery of the service.
- For equity or demand management purposes, it is intended that there is a direct relationship between the amount paid and the level and cost of the service received.
- The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
- The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

Low Cost - Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general purpose revenues, not user fees:

- Delivering public safety/emergency response services such as police patrol services and fire suppression.
- Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks, and general purpose buildings.
- Providing social service programs and economic development activities.
- Recreation Programs.

Development Review Programs – Example of High Cost Recovery and Methodology

Services provided under this category include:

- Planning (planned development permits, tentative tract and parcel maps, rezoning, general plan amendments, variances, use permits).
- Engineering (public improvement plan checks, inspections, subdivision requirements, and encroachments).

The following cost recovery policies apply to the development review programs:

- Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%. Exceptions to this standard include planning services, as this review process is clearly intended to serve the broader community as well as the applicant; appeals, where no fee is charged; and environmental impact reports, where the goal is full recovery.
- In charging high cost recovery levels, the City needs to clearly establish and articulate standards for its performance in reviewing developer applications to ensure that there is "value for cost".
- Comparability with other communities.

Surveying the comparability of the City's fees to other communities provides useful background information in setting fees for several reasons:

- They reflect the "market" for these fees and can assist in assessing the reasonableness of the City of Scappoose's fees.
- If prudently analyzed, they can serve as a benchmark for how cost-effectively the City of Scappoose provides its services.
- Fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels.

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

- What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
- What costs have been considered in computing the fees?
- When was the last time that their fees were comprehensively evaluated?
- What level of service do they provide compared with our service or performance standards?
- Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

Enterprise Fund Rates

- The City will set fees and rates at levels which fully cover the total direct and indirect costs—including operations, capital outlay, and debt service—of the following enterprise programs: Water, Wastewater and Storm Water.
- The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.
- Upon review of utility rates, Council will set rates through the required public process and adopt any changes to the rate structure for the City's enterprise funds by ordinance.
- The City will review Systems Development Charges on a regular basis.

Internal Controls

Introduction:

Historically, internal controls relied heavily on segregation of duties, which continues to be the heart of establishing good internal controls; however, around 1985, the accounting profession broadened the definition of internal controls to include establishing a control environment, risk assessment, the flow of information and communication, and monitoring.

Control Environment: The internal control environment starts at the top of any organization. Ethical behavior and management integrity set the tone to establish the organization's culture. The City of Scappoose makes every effort to stress financial accountability to all employees. The City takes great pride in financial management and strives to continue maintaining effective internal controls, consistent with professional standards and practices. In the past, management decentralized financial accountability and responsibility to a certain extent, but we continue to monitor

financial transactions and controls, which are explained in more detail below.

Risk Assessment: Risk assessment is primarily handled by the City Manager, although all supervisors and department heads need to be aware of potential for fraud.

Control Activities: As explained previously, this is the historical center of internal controls. The following are examples of City of Scappoose policies and procedures that have been established to maintain internal control:

Purchasing and Accounts Payable

- No invoice is paid without a Department Head approval, or their designee if they are on vacation.
- The City Manager authorizes all invoices. The Finance Administrator then approves all invoices for accurate account codes, vendor, and dollar amounts.
- Only the Finance Administrator may set up new vendors.
- Pre-printed and numbered accounts payable check stock is stored in a locked cabinet and all checks require two signatures from any combination of the following positions: City Manager, City Recorder, Mayor or Council President.
- The Finance Administrator will keep a separate record of all checks issued.

Human Resources and Payroll

- Each Personnel Action Form, establishing an employee's wages and budget account numbers, are signed by the City Manager, and processed by the Finance Administrator. A copy is then given to the City Recorder for the employee's personal file.
- Pre-printed and numbered payroll check stock is stored in a locked cabinet and all checks require two signatures from any combination of the following positions: City Manager, City Recorder, Mayor or Council President.
- Also affecting payroll is the number of direct deposit checks. The direct deposit check count must be documented in the check signing process to balance automatic signatures with the number of payroll checks.
- The Finance Administrator will keep a separate record of all checks issued.

Cash Receipts and Accounts Receivable

- Each satellite operation has been given financial procedures to follow for cash and credit card receipting.
- Satellite operations bring their deposits to City Hall for bank depositing daily.
- The bank deposit is prepared by the Office Administrator-Finance or designee.
- The deposit is re-counted with the Office Administrator-Finance or designee present and the deposit is then placed in a tamper resistant bank approved bag and taken to the depository.
- The cash receipt records are reviewed by the Finance Administrator.
- The Finance Administrator compares the actual bank deposit slips received from the bank to the General Ledger Cash Receipts Posting.
- During the above verification process, the Finance Administrator reviews each general operating and escrow account receipt along with the revenue account coding. If any questions arise or bank deposit errors occur, the Office Administrator-Finance who prepared the deposit is contacted for problem resolution.

Bank and Investment Reconciliations

- The bank accounts are reconciled monthly by the Finance Administrator who does not have check signing authority.
- Canceled checks are not provided to the City although a CD of their images is received each month and stored until the audit is complete for the fiscal year. Those CDs are viewed upon receipt by the Finance Administrator and compared to the separate list kept of all checks issued.
- Voided checks must be given directly to the Finance Administrator.
- The Finance Administrator reviews and initials each monthly bank reconciliation, questioning any items that are not adequately annotated or that are unique.
- The Local Government Investment Pool accounts are reconciled monthly by the Finance Administrator.

General Ledger

- Each asset and liability account on the City's general ledger is reconciled monthly with back-up work papers kept in a monthly general ledger file.
- The general ledger is closed monthly, usually balanced by the third week of the following month.
- All General Ledger reports, bank statements and journal entries, along with details to justify the entry are kept by the Finance Administrator.

Budget

The City Manager, with the assistance of the Finance Administrator and Department Heads, requires all over-budget amounts to be adequately explained.

Audits

The City undergoes a yearly audit as required by ORS 297.425. As part of governmental auditing standards, the auditor must review and test the City's internal controls and issue a separate opinion on the City's internal controls. The City has always received "clean" opinions on our financial report and on the auditor's internal control report. The audit involves a limited number of surprise cash counts each year. The auditor verifies sequential use of check numbers in each bank account.

Flow of Information and Communication: Accessibility of financial information to all levels of the organization help to ensure correct and complete recording of financial transactions. Each night the Cash Receipts are posted into the General Ledger. Each day invoices are put into purchase order status waiting approval. Department Heads can at any time request printed financial reports detailing revenue and expenses compared to adopted budgeted amounts.

Monitoring: Monitoring activities are primarily following up on situations or transactions that come to the Finance Department that are irregular. By backtracking with operating departments on small, possibly insignificant issues, operating department employees realize that the City operates with tight controls. This helps to establish the level at which the operating department employees should expect the Finance Department to monitor financial transactions.

City of Scappoose Investment Policy

Section 1. Purpose:

The City of Scappoose, Oregon (hereinafter the City) was incorporated in 1921 and operates under the council-manager form of government. Policy-making and legislative authority are vested in the governing council, which consists of a Mayor and six-member council. The governing council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager. Scappoose has a population of 7,360.

The average monthly balance of funds invested in the City's general portfolio, excluding proceeds from bond issues, is approximately \$1 - 10 million. The highest balances in the portfolio occur between November and January after property taxes are collected.

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management and investment of the funds of the City of Scappoose.

Section 2. Scope

This policy applies to the City's investment of financial assets from all funds except for funds held in trust for the Pension Portfolio and deferred compensation funds for the Employees of the City which have separate rules. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of Oregon.

Section 3. Objectives

The City's principal investment objectives are:

- 3.1 Preservation of capital and protection of investment principal.
- 3.2 Conformance with federal, state, and other legal requirements.
- 3.3 Maintenance of sufficient liquidity to meet operating requirements that are reasonably anticipated.
- 3.4 Diversification to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.
- 3.5 Attainment of a market value rate of return throughout budgetary and economic cycles.

Section 4. Delegation of Authority

- 4.1 The ultimate responsibility and authority for the investment of City funds resides with the City Council. The City hereby designates the City Manager as the Investment Officer for the City's funds. The Investment Officer shall invest City funds in accordance with ORS Chapter 294, Public Financial Administration, and with this Investment Policy. This Policy shall constitute a "written order" from City Council per ORS 294.035. The Investment Officer may further delegate the authority to invest City funds to City Finance personnel.

- 4.2 Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated or anticipated that these services produce a net financial advantage or necessary financial protection of the City's resources. External service providers shall be subject to Oregon Revised Statutes and the provisions of this Investment Policy.
- 4.3 In order to optimize total return through active portfolio management, resources shall be allocated to the cash management program. This commitment of resources shall include financial and staffing considerations.

Section 5. Prudence and Indemnification

- 5.1 The standard of prudence to be used by the Investment Officer, in the context of managing the overall portfolio is the prudent investor rule which states: *Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*
- 5.2 The City's Investment Officer (ORS 294.004 (2)) and staff acting in accordance with this Investment Policy, written procedures, and Oregon Revised Statutes 294.035 and 294.040 and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change or other loss in accordance with ORS 294.047.

Section 6. Safekeeping and Custody

Securities purchased by the City shall be held in a segregated account for the City's benefit by a third party financial institution serving as safekeeping and custody agent. The safekeeping agent shall issue a monthly statement to the City listing the specific investments held, issuer, coupon, maturity, CUSIP number, and other pertinent information. For each transaction, the broker or securities dealer shall issue a confirmation ticket to the City listing the specific instrument, issue, rating, coupon, maturity, CUSIP number, purchase or sale price, yield, transaction date, and other pertinent information.

Section 7. Accounting Method

The City shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the Governmental Accounting Standards Board (GASB); the American Institute of Certified Public Accountants (AICPA); and the Financial Accounting Standards Board (FASB).

Section 8. Internal Controls

The Investment Officer shall maintain a system of written internal controls which shall be reviewed and tested by the independent auditor at least annually or upon any extraordinary event, i.e., turnover of key personnel, the discovery of any inappropriate activity.

Section 9. Reporting Requirements

The Investment Officer will provide periodic reports to City Council (or designated sub-committee) showing the make-up of the investment portfolio and average interest rate as well as the monthly interest rate

earned by the Local Government Investment Pool. The reports will be used to ensure adequate portfolio diversification, both by type and maturity dates. A monthly cash flow projection will be used to ensure portfolio maturities coincide with projected cash flow needs.

Section 10. Investment Policy Adoption

This Investment Policy will be formally adopted by the City Council. If investments exceeding a maturity of eighteen months are contemplated, further review and comment by the Oregon Short-Term Fund Board will be sought; and thereafter this policy will be readopted annually if there are changes.

Section 11. Qualified Institutions

11.1 The City shall maintain a list of all authorized financial institutions and dealers that are approved for investment purposes. Any firm is eligible to make an application to the Investment Officer and upon due consideration and approval, will be added to the list. Additions and deletions to the list will be made at the City's discretion. All qualified institutions shall provide evidence of insurance covering invested City funds. Such insurance may include FDIC, F.S.L.I.C. and S.I.P.C. Further, there should be in place, proof as to all the necessary credentials and licenses held by employees of the brokers/dealers who will have contact with the City of Scappoose as specified by, but not necessarily limited to, the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc.

11.2 Securities dealers not affiliated with a bank shall be required to have an office located in Oregon.

Section 12. Investment Maturity

12.1 Maturity limitation will depend upon whether the funds being invested are considered short-term or long-term funds. All funds will be considered short term, and limited to maturities not exceeding 12 months, *except those reserved for* capital projects, funded depreciation, funds held for debt retirement, claims reserves and endowment funds. Funds reserved for these specific purposes will be limited to maturities not exceeding 18 months.

12.2 Investment maturities shall be scheduled to coincide with projected cash needs and following maturity guidelines:

Less than 30 days	10%
Less than 1 year	75%
Less than 18 months	100%

Section 13. Portfolio Diversification

13.1 All investments of the City shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivision; approved investments), ORS 294.040 (Restriction of investments funds under ORS 294.035), ORS 294.135 (Investment maturity dates), ORS 294.145 (Prohibited conduct for Investment Officer including not committing to invest funds or sell securities more than 14 business days prior to the anticipated date of settlement), ORS 294.805 to 294.895 (Local Government Investment Pool). Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

13.2 The City will diversify the investment portfolio whenever possible to avoid incurring unreasonable risks, both credit and interest rate risk, inherent in overinvesting in specific instruments, individual financial institutions, or maturities.

<u>Instrument Diversification:</u>	<u>Maximum % of Portfolio*</u>
U.S. Treasury Obligations	100%
Federal Instrumentality Securities	100%
Commercial Paper and Corporate Indebtedness	35%
Bankers Acceptances	25%
Local Government Investment Pool (Up to Statutory Limit)	100%
Time Certificates of Deposit	25%
Repurchase Agreements	100%
Obligations of the States of OR, CA, ID, WA	25%

**As determined on the settlement date.*

Section 14. Competitive Transactions

The Investment Officer will obtain quotes before purchasing or selling an investment. The Investment Officer will select the quote, which provides the highest rate of return within the maturity required and within the parameters of this policy.

Section 15. Monitoring, Adjusting and Evaluating the Portfolio

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly.

Section 16. List of Authorized Investments

- 16.1 U.S. Treasury Obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips with maturities not exceeding seven years from the date of purchase.
- 16.2 Federal Instrumentality Securities: Debentures, discount notes, callable securities and stripped principal or coupons with final maturities not exceeding seven years from the date of purchase issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), Student Loan Marketing Association (SLMA), Resolution Funding Corporation (RFCORP), Financing Corporation (FICO), and Tennessee Valley Authority (TVA).
- 16.3 Commercial Paper is issued by a commercial, industrial, or utility business or issued by or on behalf of a financial institution with maturities not exceeding 270 days from the date of purchase. Commercial paper must be rated at least A-1 by Standard and Poor's, or P-1 by Moody's, or F-1 by Fitch at the time of purchase by each service which rates the commercial paper. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated by each service that publishes a rating on the issuer of at least A by Standard and Poor's, or A by Moody's, or A by Fitch. Ownership of commercial paper and corporate bonds shall be limited to a combined total of thirty-five percent of the portfolio, with no more than five percent of the portfolio held in any one issuer or its affiliates or subsidiaries.
- 16.4 Corporate Bonds are issued by a commercial, industrial, or utility business or issued by or on behalf of a financial institution with final maturities not exceeding seven years from the date of purchase. Authorized corporate bonds shall be limited to obligations of United States dollar denominated corporations organized and operating within the United States. The debt must be rated at least AA by Standard and Poor's, or AA by Moody's, or AA by Fitch. Ownership of corporate bonds and

commercial paper shall be limited to a combined total of thirty-five percent of the portfolio, with no more than five percent of the portfolio held in any one issuer or its affiliates or subsidiaries.

- 16.5 Bankers Acceptances which are, (a) guaranteed by and carried on the books of a financial institution located and licensed to do banking business in the State of Oregon; or a financial institution located in the States of California, Idaho or Washington that is wholly owned by a bank holding company that owns a financial institution that is located and licensed to do banking business in the State of Oregon. (b) Bankers' acceptances shall be eligible for discount by the Federal Reserve System; and (c) the institution issuing a letter of credit shall have a short term rating of at least A-1 by Standard and Poor's or P-1 by Moody's, or F-1 by Fitch. Maturities shall be limited to 180 days from the date of purchase and ownership of banker's acceptances shall not exceed twenty-five percent of the portfolio, with no more than ten percent of the portfolio held in any one issuer.
- 16.6 State of Oregon Local Government Investment Pool is organized pursuant to ORS 294.805 through 294.895. Participation in the Pool shall not exceed the maximum limit annually set by ORS 294.810, which as of February 2008, was \$41,401,967. This limit may temporarily be exceeded by local governments for 10 business days due to pass-through funds.
- 16.7 Time Deposit Open Accounts, Certificates of Deposit, and Savings Accounts in insured institutions as defined in ORS 706.008 that are located and licensed to do banking business in the State of Oregon. Certificates of Deposit that are purchased in amounts exceeding Federal Insurance may only be purchased from well capitalized financial institutions.

Certificates of deposit that are purchased by the City shall be FDIC insured or collateralized through the state collateral pool in accordance with ORS 295.015 and ORS 295.018. Ownership of time certificates of deposit shall be limited to twenty-five percent of the portfolio, with no more than five percent with any one financial institution at the time of purchase, and maturities shall not exceed 18 months.

- 16.8 Repurchase Agreements with maturities of 90 days or less collateralized by U.S. Treasury securities with the maturity of the collateral not exceeding seven years.

Repurchase Agreements shall be entered into only with:

16.81.1 City approved Primary Dealers reporting to the Market Reports division of the Federal Reserve Bank of New York; or

16.8.2 City approved depository banks, which have a Sheshunoff Public Peer Group Rating of 30 or better in the most recent publication of Sheshunoff Bank Quarterly.

16.8.3 Primary Dealers approved as counterparties shall have a short term rating of at least A-1 or the equivalent, and a long term rating of at least A or the equivalent. The Investment Officer shall maintain a copy of the City's approved Master Repurchase Agreement.

- 16.9 Obligations of the States of Oregon, California, Idaho, and Washington: Lawfully issued debt obligations of these states and their political subdivision that have a long-term rating of AA or an equivalent rating or better or are rated in the highest category for short-term municipal debt by a nationally recognized rating agency. Such obligations are authorized only if there has been no default in payment of either the principal or the interest of obligations of the issuing entity within five years preceding investment, ORS 294.040. Ownership of such obligations shall be limited to 25% (twenty-five) percent of the portfolio, with no more than 10% (ten) percent of the portfolio held in any one issuer. Maturities for these obligations shall not exceed 7 (seven) years.

- 16.10 As of this date of this Policy, all of the above securities, deposits and transactions have been approved by the State Treasurer pursuant to ORS 294.046.

Section 17. Glossary of Terms

- 17.1 **Accrued Interest:** The interest accumulated on a security since the issue date or since the last coupon payment. The buyer of the security pays the market price plus accrued interest.
- 17.2 **Arbitrage:** Affecting sales and purchases simultaneously in the same or related securities to take advantage of market inefficiency.
- 17.3 **Basis Point:** One-hundredth of 1 percent. One hundred basis points equal 1 percent.
- 17.4 **Bear Market:** A period of generally pessimistic attitudes and declining market prices. Compare Bull Market.
- 17.5 **Bond:** An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and it is usually secured by specific assets. Most bonds have a maturity of greater than one year and generally pay interest semiannually. See Debenture.
- 17.6 **Bond Anticipation Notes (BANs):** Short-term notes sold by states and municipalities to obtain interim financing for projects that will eventually be financed by the sale of bonds.
- 17.7 **Bond Discount:** The difference between a bond's face value and a selling price, when the selling price is lower than the face value.
- 17.8 **Broker:** An intermediary who brings buyers and sellers together and handles their orders, generally charging a commission for this service. In contrast to a principal or a dealer, the broker does not own or take a position in securities.
- 17.9 **Bull Market:** A period of generally optimistic attitudes and increasing market prices. Compare Bear Market.
- 17.10 **Buyer's Market:** A market in which supply is greater than demand, giving buyers an advantage.
- 17.11 **Call:** An option to buy a specific asset at a certain price within a certain period of time.
- 17.12 **Callable:** A bond or preferred stock that may be redeemed by the issuer before maturity for a call price specified at the time of issuance.
- 17.13 **Call Date:** The date before maturity on which a bond may be redeemed at the option of the issuer.
- 17.14 **Collateral:** Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
- 17.15 **Commercial Paper:** Short-term, unsecured, negotiable promissory notes issued by businesses.
- 17.16 **Commission:** Broker's or agent's fee for purchasing or selling securities for a client.

- 17.17 **Coupon Rate:** The annual rate of interest that the issuer of a bond promises to pay to the holder of the bond.
- 17.18 **Coupon Yield:** The annual interest rate of a bond divided by the bond's face value and stated as a percentage. This usually is not equal to the bond's current yield or its yield to maturity.
- 17.19 **Current Maturity:** The amount of time left until an obligation matures. For example, a one-year bill issued nine months ago has a current maturity of three months.
- 17.20 **Current Yield:** The coupon payments on a security as a percentage of the security's market price. In many instances the price should be gross of accrued interest, particularly on instruments where no coupon is left to be paid until maturity.
- 17.21 **CUSIP:** The Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, U.S. government, and corporate securities.
- 17.22 **Dealer:** An individual or firm that ordinarily acts as a principal in security transactions. Typically, dealers buy for their own account and sell to a customer from their inventory. The dealer's profit is determined by the difference between the price paid and the price received.
- 17.23 **Delivery:** Either of two methods of delivering securities: delivery vs. payment and delivery vs. receipt (also called "free"). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.
- 17.24 **Discount:** The reduction in the price of a security; the difference between its selling price and its face value at maturity. A security may sell below face value in return of such things as prompt payment and quantity purchase. "At a discount" refers to a security selling at less than the face value, as opposed to "at a premium", when it sells for more than the face value.
- 17.25 **Fannie Mae:** Trade name for Federal National Mortgage Association (FNMA).
- 17.26 **Finance Committee.** Subcommittee of the City Council appointed by the Mayor on an annual basis.
- 17.27 **Freddie Mac:** Trade name for Federal Home Loan Mortgage Corporation (FHLMC).
- 17.28 **Full Faith and Credit:** Indicator that the unconditional guarantee of the United States government backs the repayment of a debt.
- 17.29 **General Obligation Bonds (GOs):** Bonds secured by the pledge of the municipal issuer's full faith and credit, which usually includes unlimited taxing power.
- 17.30 **Ginnie Mae:** Trade name for the Government National Mortgage Association (GNMA).
- 17.31 **Government Bonds:** Securities issued by the federal government; they are obligations of the U.S. Treasury. Also known as "governments."
- 17.32 **Interest:** Compensation paid or to be paid for the use of money. The rate of interest is generally

expressed as an annual percentage.

- 17.33 **Interest Rate:** The interest payable each year on borrowed funds, expressed as a percentage of the principal.
- 17.34 **Investment Banking:** A term used to describe the financing of the capital requirements of an enterprise, as opposed to the working capital requirements of a business. Investment bankers buy and sell securities, such as stocks, bonds, and mortgages. They act as the intermediaries between the investor and the corporation or government that needs to finance its operations. An investment bank charges a fee for services relating to securities, such as advisory, negotiation, and distribution services. See Syndicate; Underwriter.
- 17.35 **Investment Portfolio:** A collection of securities held by a bank, individual, institution, or government agency for investment purposes.
- 17.36 **Investment Securities:** Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.
- 17.37 **Investor:** A person who purchases securities with the intention of holding them to make a profit.
- 17.38 **Liquidity:** The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.
- 17.39 **Mark to Market.** Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.
- 17.40 **Mortgage Bond:** A bond secured by a mortgage on property. The value of the property used as collateral usually exceeds that of the mortgage bond issued against it.
- 17.41 **Municipals:** Securities, usually bonds, issued by a state or its agencies. The interest on "munis" is usually exempt from federal income taxes and state and local income taxes in the state of issuance. Municipal securities may or may not be backed by the issuing agency's taxation powers.
- 17.42 **National Association of Securities Dealers (NASD):** A self-regulatory organization that regulates the over-the-counter market.
- 17.43 **Par Value:** The value of a security expressed as a specific dollar amount marked on the face of the security or the amount of money due at maturity. Par value should not be confused with market value.
- 17.44 **Pool:** A collection of mortgages assembled by an originator or master servicer as the basis for a security. Pools are identified by a number.
- 17.45 **Portfolio:** A collection of securities held by an individual or institution.
- 17.46 **Prudent Man Rule:** A long-standing common-law rule that requires a trustee who is investing for another to behave in the same way as a prudent individual of reasonable discretion and intelligence who is seeking a reasonable income and preservation of capital.

- 17.47 **Quotation, or Quote:** The highest bid to buy or the lowest offer to sell a security in any market at a particular time. See Bid and Asked.
- 17.48 **Sallie Mae:** Trade name for the Student Loan Marketing Association (SLMA).
- 17.49 **Spread:** The difference between two figures or percentages. For example, the difference between the bid and asked prices of a quote or between the amounts paid when a security is bought, and the amount received when it is sold.
- 17.50 **Trade Date:** The date when a security transaction is executed.
- 17.51 **Trader:** Someone who buys and sells securities for a personal account or a firm's account for the purpose of short-term profit.
- 17.52 **Trading Market:** The secondary market for bonds that have already been issued. See Secondary Market.
- 17.53 **Treasury Bill (T-Bill):** An obligation of the U.S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.
- 17.54 **Treasury Bonds and Notes:** Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.
- 17.55 **Yield:** The annual rate of return on an investment, expressed as a percentage of the investment. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield, or yield to maturity, is the current income yield minus any premium above par or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.
- 17.56 **Yield to Maturity:** The average annual yield on a security, assuming it is held to maturity; equal to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond. Also called net yield.

All Funds Combined Summary

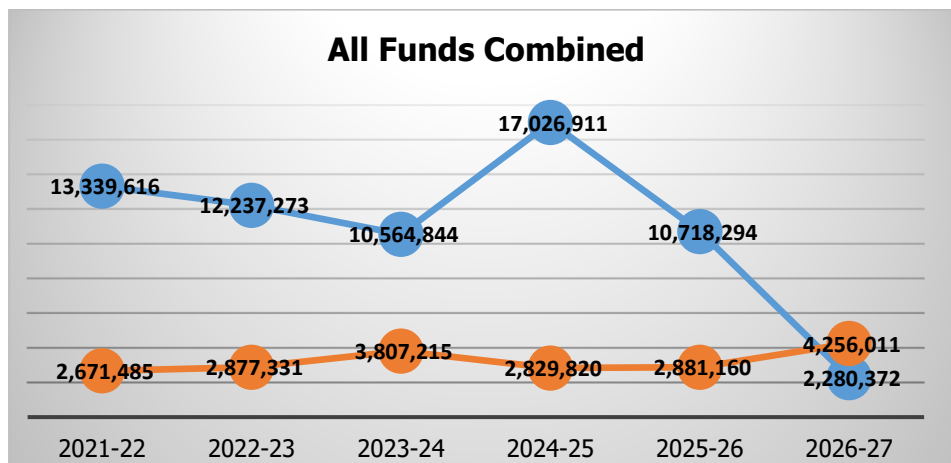
CITY-WIDE FINANCIAL OVERVIEW					
		ADOPTED 2020-21	ESTIMATED 2020-21	PROPOSED 2021-22	PROPOSED vs. ADOPTED
RESOURCES					
Beginning Fund Balances		13,248,631	14,146,642	13,966,130	5.42%
Interest		356,300	116,525	119,955	-66.33%
Property Tax		2,270,122	2,258,300	2,322,515	2.31%
Franchise Fees		477,740	483,601	480,840	0.65%
Licenses & Permits		217,330	233,700	463,480	113.26%
Intergovernmental Revenue		2,914,240	1,352,177	5,725,307	96.46%
Charges for Services		5,077,169	5,050,871	5,386,443	6.09%
SDC Fees		734,055	574,472	777,203	5.88%
Misc.		240,000	222,783	240,000	0.00%
Current Revenue		12,286,956	10,292,429	15,515,743	26.28%
Transfers		588,919	588,919	631,299	7.20%
TOTAL RESOURCES		26,124,506	25,027,990	30,113,172	15.27%
REQUIREMENTS					
Personnel Services		5,450,391	4,701,890	5,602,636	2.79%
Materials & Services		3,978,749	2,925,980	4,491,768	12.89%
Capital Outlay		6,395,040	2,263,991	9,476,514	48.19%
Operating Budget		15,824,180	9,891,861	19,570,918	23.68%
Debt Service		591,150	591,150	591,537	0.07%
Total Expenditures		16,415,330	10,483,011	20,162,455	22.83%
Transfers		588,919	588,919	614,763	4.39%
Contingencies		5,120,257	-	5,835,954	13.98%
TOTAL APPROPRIATIONS		22,124,506	11,071,930	26,613,172	20.29%
Unappropriated Ending Fund Balance		4,000,000	4,000,000	3,500,000	-12.50%
TOTAL BUDGET		26,124,506	15,071,930	30,113,172	15.27%
Total FTE		36	35	36	0.00%

All Funds Combined 5 Year Projection

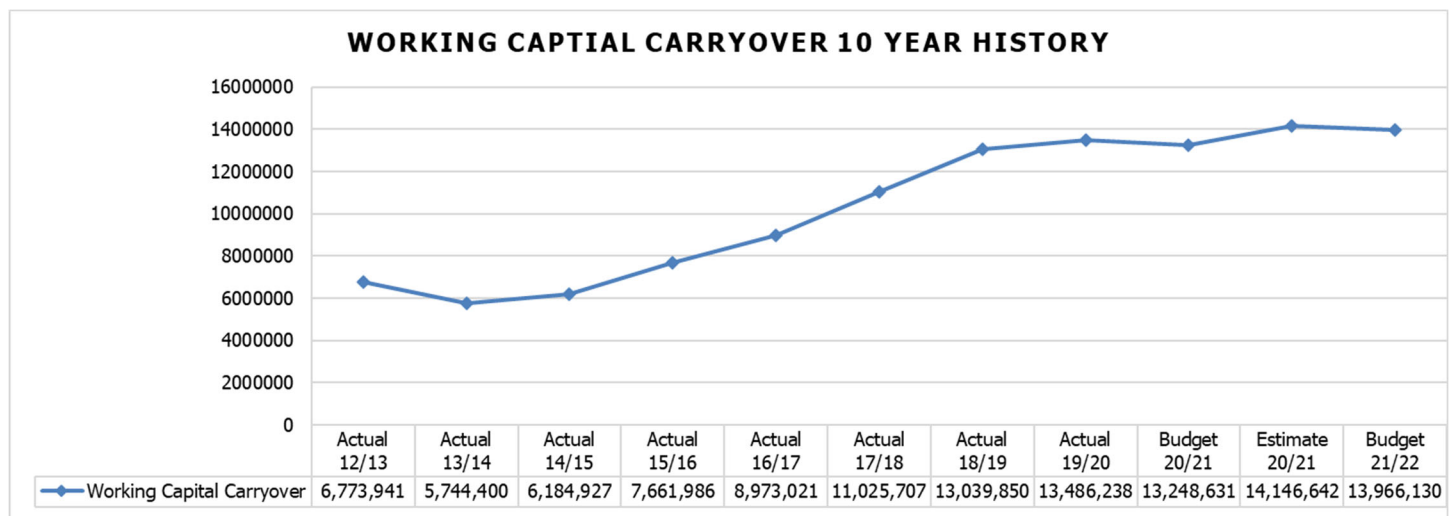
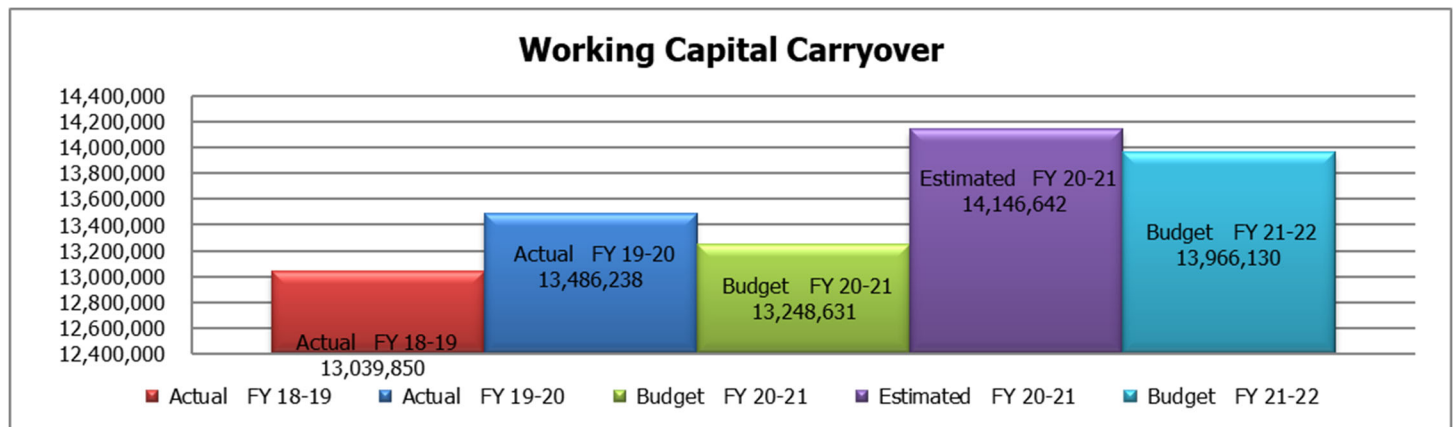
Note: Additional resources will be required in year 2026-2027

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
All Funds Combined							
	Beginning balance	17,966,130	17,921,019	18,239,029	20,179,630	22,558,618	16,369,059
		-	-	-	-	-	-
	Resources	12,147,042	14,448,110	14,663,098	11,706,506	12,027,532	12,251,448
		-	-	-	-	-	-
	Personal services	5,602,637	6,477,231	10,180,674	6,176,235	6,285,102	11,686,345
	Materials and services	4,491,768	4,579,563	4,671,155	4,764,578	4,859,869	4,957,067
	Capital outlay	5,472,851	8,262,800	6,743,200	3,169,500	11,967,320	8,934,680
	Debt Service	591,537	452,527	377,031	378,469	379,670	380,631
	Transfers	614,763	359,734	365,223	370,444	375,895	381,412
	Net	13,339,616	12,237,273	10,564,844	17,026,911	10,718,294	2,280,372
	Goal	2,671,485	2,877,331	3,807,215	2,829,820	2,881,160	4,256,011
	Over/(short)	10,668,131	9,359,942	6,757,629	14,197,090	7,837,134	(1,975,639)

Note: Additional resources will be required in year 2026-2027

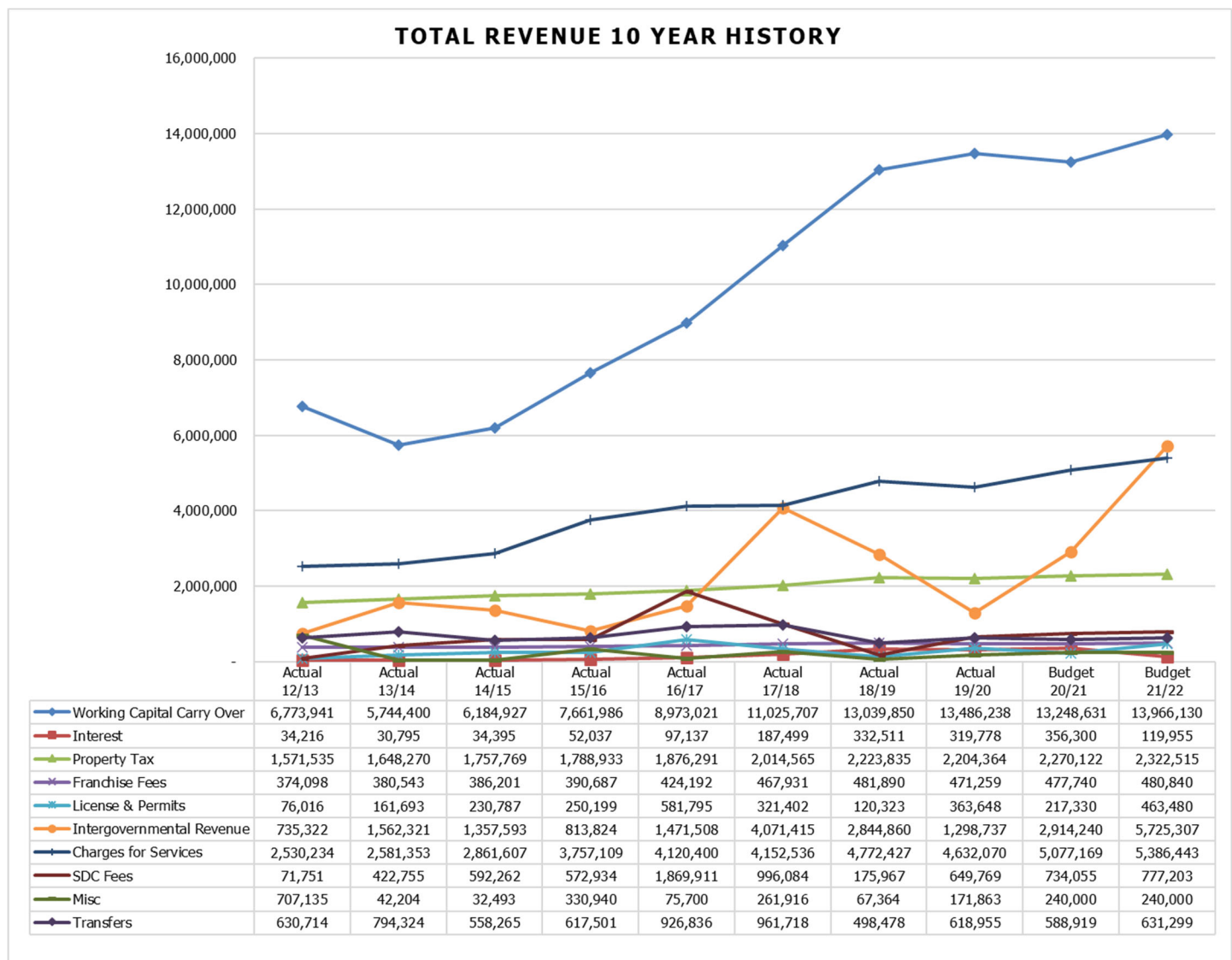


Total Resources



Revenue Summary	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
Working Capital Carry Over	\$ 13,039,850	\$ 13,486,238	\$ 13,248,631	\$ 14,146,642	\$ 13,966,130
Interest	332,511	319,778	356,300	116,525	119,955
Property Tax	2,223,835	2,204,364	2,270,122	2,258,300	2,322,515
Franchise Fees	481,890	471,259	477,740	483,601	480,840
Licenses & Permits	120,323	363,648	217,330	233,700	463,480
Intergovernmental Revenue	2,844,860	1,298,737	2,914,240	1,352,177	5,725,307
Charges for Services	4,772,427	4,632,070	5,077,169	5,050,871	5,386,443
SDC Fees	175,967	649,769	734,055	574,472	777,203
Misc.	67,364	171,863	240,000	222,783	240,000
Transfers	498,478	618,955	588,919	593,919	631,299
Total	\$ 24,557,505	\$ 24,216,681	\$ 26,124,506	\$ 25,032,990	\$ 30,113,172

Revenue by Source	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
Capital Carry Over	53.1%	55.7%	50.7%	56.5%	46.4%
Interest	1.4%	1.3%	1.4%	0.5%	0.4%
Property Tax	9.1%	9.1%	8.7%	9.0%	7.7%
Franchise Fees	2.0%	1.9%	1.8%	1.9%	1.6%
Licenses & Permits	0.5%	1.5%	0.8%	0.9%	1.5%
Intergovernmental Revenue	11.6%	5.4%	11.2%	5.4%	19.0%
Charges for Services	19.4%	19.1%	19.4%	20.2%	17.9%
SDC Fees	0.7%	2.7%	2.8%	2.3%	2.6%
Misc.	0.3%	0.7%	0.9%	0.9%	0.8%
Transfers	2.0%	2.6%	2.3%	2.4%	2.1%
Total	100%	100%	100%	100%	100%



Total Expenditures

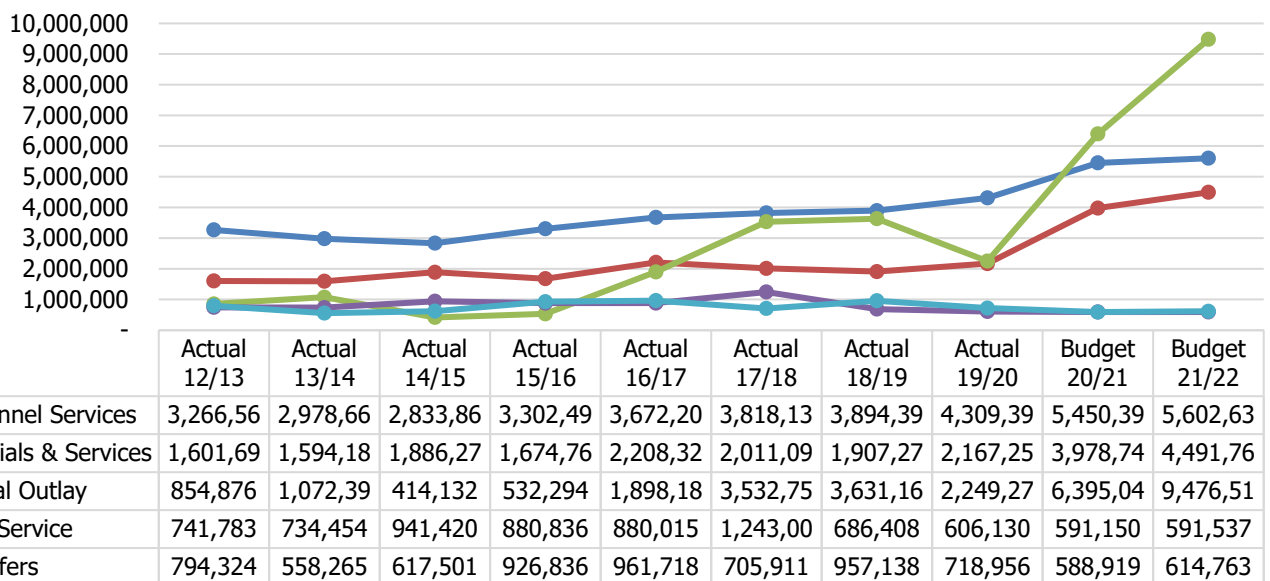
Expenditure Summary	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
General Fund	3,735,665	3,568,362	6,056,020	4,046,491	6,430,392
Law Enforcement Assessments	19,695	24,375	21,453	890	24,944
Watts House Fund	19,629	37,180	49,499	4,300	44,948
PEG Fund	24,092	24,887	95,800	32,380	69,379
Building Fund	248,269	325,138	540,423	309,511	681,918
Street Fund	2,478,880	560,420	2,002,386	611,322	6,431,137
Foot & Bicycle Trail Fund	-	1,000	133,716	10,000	178,435
Storm Drainage Fund	114,951	102,111	712,749	215,718	881,026
Storm Drainage SDC Fund	2,422	16,127	617,541	151,818	553,402
Street SDC Fund	31,655	151,863	1,207,952	106,632	1,233,102
Parks SDC Fund	761,995	51,830	317,384	61,180	321,280
Pool Fund	-	731,600	8,585	-	9,007
Skate Park Fund	-	-	-	-	-
Unemployment Insurance Fund	11,856	12,474	116,741	12,160	105,945
Water Fund	1,701,486	2,297,654	3,897,875	2,547,886	3,694,376
Water SDC Fund	283,066	285,058	725,302	289,117	810,368
Wastewater Fund	1,556,503	1,818,990	4,265,130	2,630,446	3,694,512
Wastewater SDC Fund	42,236	41,945	1,355,950	42,079	1,449,001
GO Debt Service Fund	43,990	24,148	-	-	-
Airpark Water Debt Service Fund	-	-	-	-	-
Total	11,076,390	10,075,162	22,124,506	11,071,930	26,613,172

Expenditures by Fund	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
General Fund	33.7%	35.4%	27.4%	36.5%	24.2%
Enforcement Assessments	0.2%	0.2%	0.1%	0.0%	0.1%
Watts House Fund	0.2%	0.4%	0.2%	0.0%	0.2%
PEG Fund	0.2%	0.2%	0.4%	0.3%	0.3%
Building Fund	2.2%	3.2%	2.4%	2.8%	2.6%
Street Fund	22.4%	5.6%	9.1%	5.5%	24.2%
Foot & Bicycle Trail Fund	0.0%	0.0%	0.6%	0.1%	0.7%
Storm Drainage Fund	1.0%	1.0%	3.2%	1.9%	3.3%
Storm Drainage SDC Fund	0.0%	0.2%	2.8%	1.4%	2.1%
Street SDC Fund	0.3%	1.5%	5.5%	1.0%	4.6%
Parks SDC Fund	6.9%	0.5%	1.4%	0.6%	1.2%
Pool Fund	0.0%	7.3%	0.0%	0.0%	0.0%
Skate Park Fund	0.0%	0.0%	0.0%	0.0%	0.0%
Unemployment Insurance Fund	0.1%	0.1%	0.5%	0.1%	0.4%
Water Fund	15.4%	22.8%	17.6%	23.0%	13.9%
Water SDC Fund	2.6%	2.8%	3.3%	2.6%	3.0%
Wastewater Fund	14.1%	18.1%	19.3%	23.8%	13.9%
Wastewater SDC Fund	0.4%	0.4%	6.1%	0.4%	5.4%
GO Debt Service Fund	0.4%	0.2%	0.0%	0.0%	0.0%
Airpark Water Debt Service Fund	0.0%	0.0%	0.0%	0.0%	0.0%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Expenditures by Classification	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers	Contingencies	Unappropriated Ending Fund Balance	Total
General Fund	2,731,799	2,245,208	577,514	18,760	146,716	710,395	1,700,000	8,130,392
Law Enforcement Assessments		-	10,000	-	-	14,944		24,944
Watts House Fund		10,600	5,000		-	29,348	-	44,948
PEG Fund		48,195	-		-	21,184		69,379
Building Fund	250,565	78,754	40,000	-	36,337	276,262		681,918
Street Fund	321,679	268,225	5,160,000	-	90,073	591,160		6,431,137
Foot & Bicycle Trail Fund		3,000	50,000		-	125,435		178,435
Storm Drainage Fund	113,069	183,050	167,000	-	-	417,907		881,026
Storm Drainage SDC Fund		-	312,000		3,270	238,132	-	553,402
Street SDC Fund		-	500,000	-	5,885	727,217	-	1,233,102
Parks SDC Fund			200,000	-	5,702	115,578		321,280
Pool Fund		-	-	-	-	9,007	-	9,007
Unemployment Insurance Fund	50,000					55,945		105,945
Water Fund	1,060,902	914,383	865,000	172,783	158,014	523,294	1,800,000	5,494,376
Water SDC Fund			100,000	281,514	14,616	414,238		810,368
Wastewater Fund	1,074,622	740,353	1,042,000	118,480	138,568	580,489	-	3,694,512
Wastewater SDC Fund			448,000		15,582	985,419		1,449,001
	\$ 5,602,636	\$ 4,491,768	\$ 9,476,514	\$ 591,537	\$ 614,763	\$ 5,835,954	\$ 3,500,000	\$ 30,113,172

Total Percent by Classification	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers	Contingencies	Unappropriated Ending Fund Balance
General Fund	48.8%	50.0%	6.1%	3.2%	23.9%	12.2%	48.6%
Enforcement Assessments	0.0%	0.0%	0.1%	0.0%	0.0%	0.3%	0.0%
Watts House Fund	0.0%	0.2%	0.1%	0.0%	0.0%	0.5%	0.0%
PEG Fund	0.0%	1.1%	0.0%	0.0%	0.0%	0.4%	0.0%
Building Fund	4.5%	1.8%	0.4%	0.0%	5.9%	4.7%	0.0%
Street Fund	5.7%	6.0%	54.5%	0.0%	14.7%	10.1%	0.0%
Foot & Bicycle Trail Fund	0.0%	0.1%	0.5%	0.0%	0.0%	2.1%	0.0%
Storm Drainage Fund	2.0%	4.1%	1.8%	0.0%	0.0%	7.2%	0.0%
Storm Drainage SDC Fund	0.0%	0.0%	3.3%	0.0%	0.5%	4.1%	0.0%
Street SDC Fund	0.0%	0.0%	5.3%	0.0%	1.0%	12.5%	0.0%
Parks SDC Fund	0.0%	0.0%	2.1%	0.0%	0.9%	2.0%	0.0%
Pool Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
Skate Park Fund	0.9%	0.0%	0.0%	0.0%	0.0%	1.0%	0.0%
Unemployment Insurance Fund	18.9%	20.4%	9.1%	29.2%	25.7%	9.0%	51.4%
Water Fund	0.0%	0.0%	1.1%	47.6%	2.4%	7.1%	0.0%
Water SDC Fund	19.2%	16.5%	11.0%	20.0%	22.5%	9.9%	0.0%
Wastewater Fund	0.0%	0.0%	4.7%	0.0%	2.5%	16.9%	0.0%
Wastewater SDC Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TOTAL EXPENDITURES 10 YEAR HISTORY



Summary Personnel Services

Under the oversight of the City Manager, the City of Scappoose functions within a structured personnel system that complies with applicable law, the City Charter, City published policies and the terms of collective bargaining agreements. Management of the personnel system, as well as of benefit purchases and cost containment, is the assigned responsibility of the Finance Administrator. The City Manager has an individual contractual arrangement with the City Council.

The City of Scappoose employees are comprised of those covered by the contracts with the Fraternal Order of Police (FOP) Representing the Scappoose Police Officer's Guild (SPOG) and American Federation of State, County and Municipal Employees (AFSCME). In addition to the union contracts, the City has Personnel Policies that apply to all employees. City employees not subject to union contracts are Mid-Management positions and the Department Head Management Team. These individuals are not covered by a union contract due to the nature of their work but are subject to the Personnel Policies and an Employee Handbook. In all instances, employees are to be reviewed at least annually, for their job performance and possible merit increase based upon satisfactory performance. The performance review date for each employee is yearly, usually near the anniversary date of their employment.

Union employees are subject to a contractual salary schedule with progression in the salary steps based upon work performance, time in their position and, in some instances, specific certifications. The actual salary amounts, and the 5% step increases per position, are agreed upon when the contracts are renewed and are listed specifically in each of the contracts. In addition, the contracts may provide for an annual increase in the entire pay plan for July 1 of each contract year, which is usually the cost of living adjustment (COLA), and any negotiated/arbitration awarded additions.

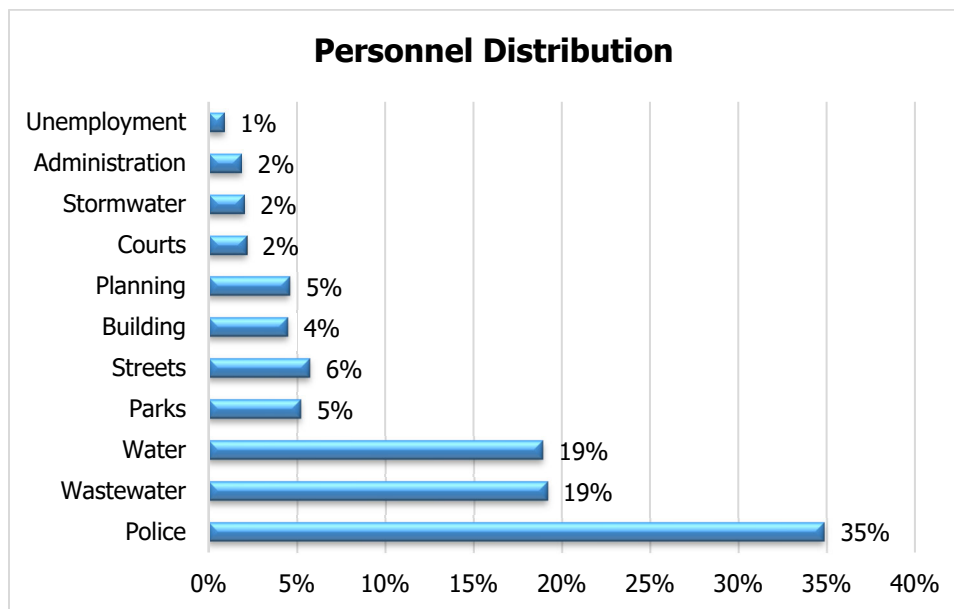
The salaries of Mid-Management employees and Department Heads are subject to a salary plan approved by the City Manager that calls for minimum-maximum wage scale. The City Manager may award additional paid time off in the form of extra vacation hours or personal holidays where the employee's activities warrant this recognition of effort. City Council provided guidelines for computation of any COLA to be granted in July of each year to Mid-Management staff and Department Heads. A 2.5% COLA is budgeted for this group of employees for the 2021-2022 Fiscal Year.

All personnel related activities are subject to the approved budget and all efforts are made during the budget process to provide accurate figures based upon the expected adherence to the salary plans in force. Since merit increases are usually granted on the employee's anniversary of hire date, the annual salaries listed in the budget document will not always be a simple multiple of 12. Any necessary changes in salary or position during a budget year must be supported by documentation and are to be approved by the City Manager. Under the supervision of the City Manager and within the parameters set by the City Council, this program is reviewed regularly to ensure the pay plan meets the needs of the City to ensure a stable, educated, and viable workforce.

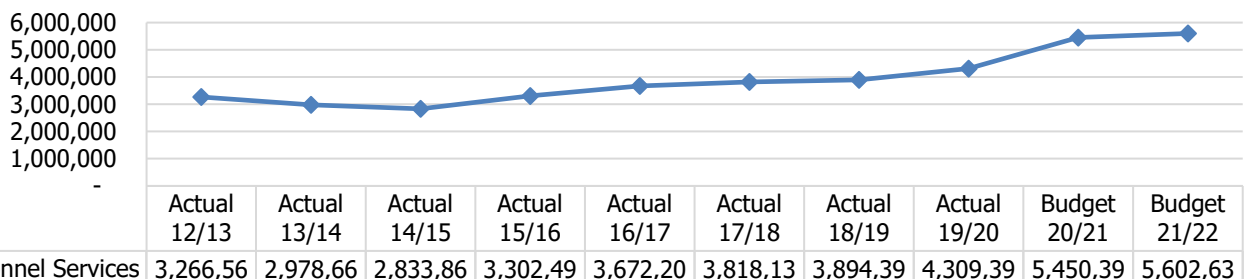
After salaries, the City's largest personnel related expense is the cost of health, dental, vision and life insurance benefits. Working together, the Finance Administrator and the current contracted City benefits agent, Chris Iverson with Hagan Hamilton Insurance Solutions, have continued the City's long history of working with Citycounty Insurance Services (CIS) to receive the best value for the City's benefit dollars. Based upon data provided in regard to benefit utilization, we have budgeted an estimated percentage increase, but will not complete the benefit renewal process until after the written budget is produced and submitted to the Budget Committee. Staff researches industry pricing, available providers, utilization information, deductible options, and customer service during the renewal process. Any wellness activities and employee awareness of healthier lifestyle choices should eventually have a positive affect upon employee health and the City budget. As an added benefit, the City provides a flexible spending account (FSA) program available to all employees. This program allows employees to save their own pre-tax dollars to pay for unreimbursed medical or dependent care expenses.

Personnel Services

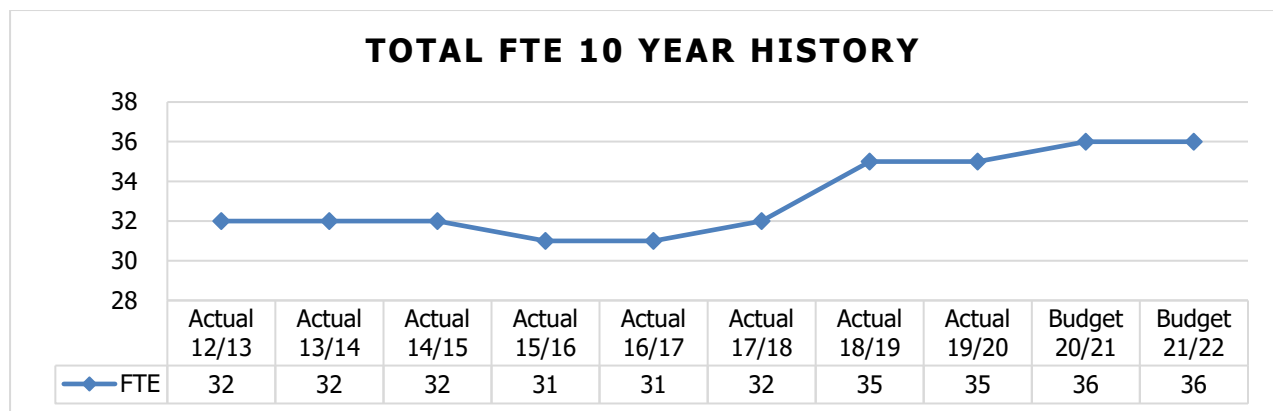
Department	Unemployment & Hiring Incentive	Salaries	Health Insurance	PERS	Social Security & Medicare	Workers Compensation	Overtime	Total Personnel
Unemployment & Hiring Incentive	50,000	-	-	-	-	-	-	50,000
Administration Department	-	65,182	13,842	21,263	5,215	166	-	105,668
Building Department	-	150,480	41,587	42,200	12,158	2,647	1,494	250,565
Municipal Court Department	-	67,258	24,665	22,086	5,417	242	449	120,117
Parks Department	-	163,149	53,913	48,172	13,542	8,028	6,125	292,930
Planning Department	-	151,017	50,600	42,488	12,201	421	1,494	258,220
Police Department	7,000	1,095,655	273,298	361,456	93,228	54,536	69,691	1,954,864
Storm Water Department	-	67,606	15,955	19,809	5,517	2,830	1,351	113,069
Street Department	-	196,199	44,363	60,313	15,804	3,648	1,351	321,679
Wastewater Department	-	619,016	174,998	188,988	50,870	23,895	16,855	1,074,622
Water Department	-	611,439	166,161	191,928	50,213	24,932	16,229	1,060,902
Grand Total	57,000	3,187,001	859,384	998,704	264,163	121,346	115,039	5,602,637



TOTAL PERSONNEL SERVICES 10 YEAR HISTORY



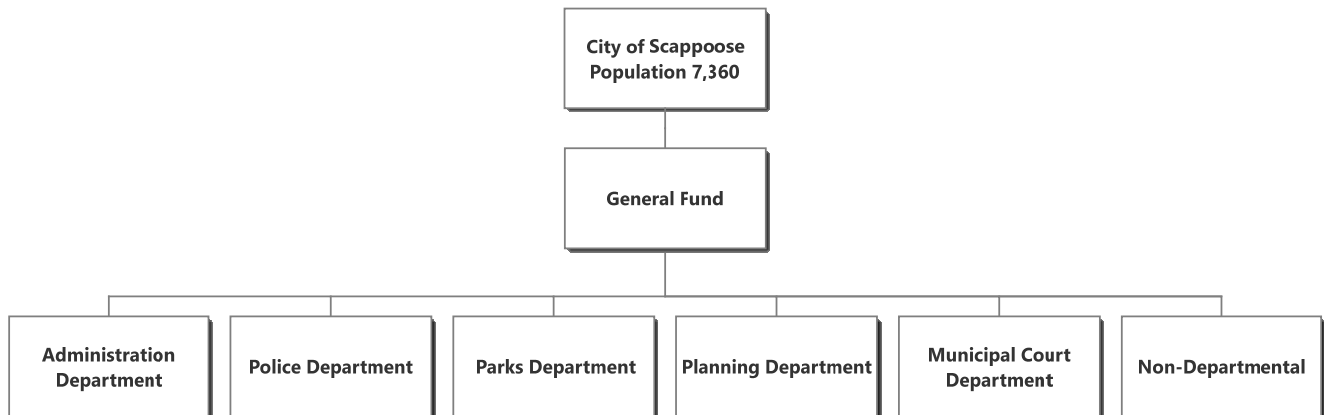
City of Scappoose Compensation Schedule						
City of Scappoose	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Assistant City Manager	1	1	1	1	30.03	46.59
Assistant to City Manager					24.60	36.35
Assistant to Public Works Director				1	24.60	36.35
Building Official	1	1	1	1	30.03	46.59
Chief of Police	1	1	1	1	38.73	60.08
City Engineer	1	1	1	1	33.50	51.97
City Manager	1	1	1	1	45.75	70.97
City Recorder	1	1	1	1	26.97	41.82
Finance Administrator/Office Manager	1	1	1	1	38.73	60.08
Office Administrator CDC	1	1	1	1	21.67	27.66
Office Administrator Court	1	1	1	1	21.56	27.52
Office Administrator Finance	1	1	1	1	21.67	27.66
Office Administrator Police	1	1	1	1	21.56	27.52
Operator I		1	1	1	23.97	30.59
Operator II	1	1	1	1	26.41	33.71
Operator III	1	1	1	1	29.14	37.19
Patrol Officer	7	7	7	7	26.22	33.46
Planning Supervisor	1	1	1	1	30.03	46.59
Police Lieutenant		1	1	1	33.54	52.03
Police Sergeant	3	2	2	2	30.01	46.55
Program Analyst			1		20.95	32.47
Public Works Director	1	1	1	1	38.73	60.08
Treatment Plant Supervisor	2	2	2	2	30.03	46.59
Utility/Parks Worker I	1	2	2	2	20.13	25.69
Utility/Parks Worker II	3	2	2	2	23.97	30.59
Utility/Parks Worker III	2	2	2	2	26.41	33.71
Utility Supervisor	1	1	1	1	30.03	46.59
Total FTE	35	35	36	36		



5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Personal Services							
	FTE	36	36	36	36	36	36
	Salaries	3,237,001	3,333,767	3,417,112	3,590,103	3,590,103	3,679,855
	Benefits	2,365,636	2,254,896	2,311,268	2,428,276	2,428,276	2,488,983
	Total Personal Services	5,602,637	5,588,663	5,728,379	6,018,379	6,018,379	6,168,838

GENERAL FUND 10



PURPOSE:

The General Fund consists of revenue collected from property taxes, franchise fees, license and permit fees, intergovernmental revenue, charges for services, interest income, transfers, and other miscellaneous income sources.

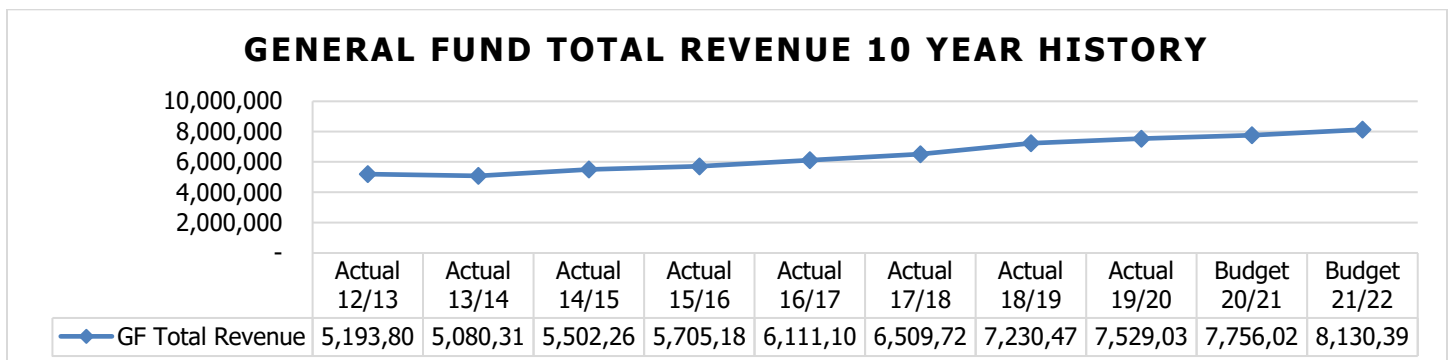
VISION FOR THE YEAR:

To maintain a healthy cash position and to provide needed community services.

BUDGET NOTES:

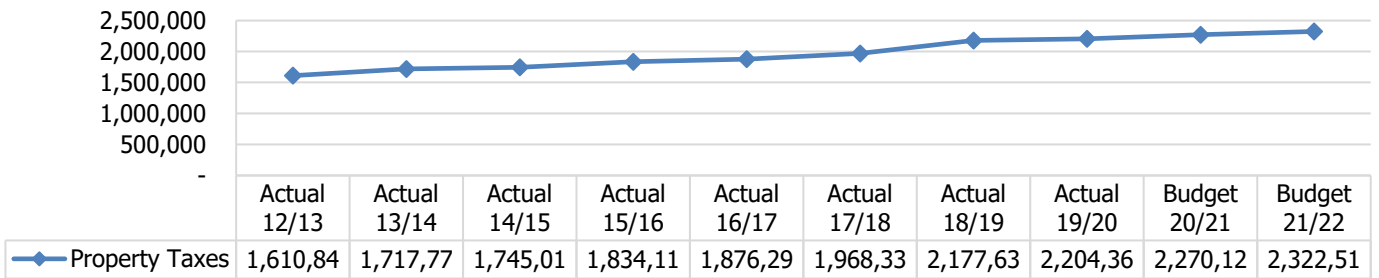
Revenue

The General Fund for fiscal year 21-22 has a beginning cash position of \$4,070,133. This amount will provide the City with the working capital needed to meet General Fund expenditure requirements without interim borrowing prior to the receipt of property tax revenue in November. The proposed budget also provides for a \$710,395 contingency line item, provided that no unexpected expenditures occur. Staff has committed \$1,700,000 to an unappropriated ending fund balance. These funds cannot be utilized during the upcoming fiscal year and will provide the basis for fiscal year 22-23 beginning cash carryover.

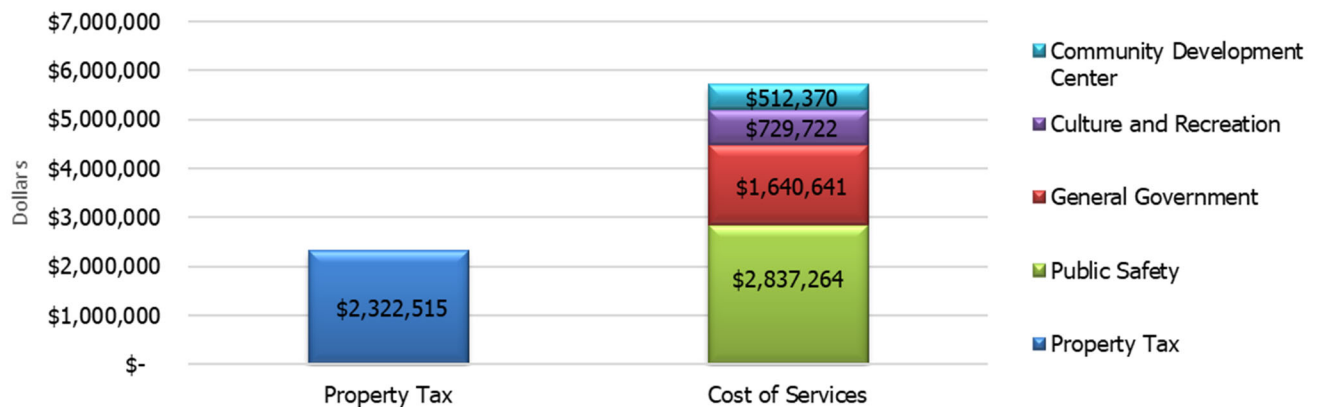


Property tax revenue is projected to be \$2,322,515. Columbia County collects all property taxes and distributes collections for the City's certified tax dollars back to the City. This amount is based on the City levying its tax rate of \$3.2268 per \$1,000 on the assessed value of the district. The City estimates a 94% collection rate for the fiscal year. Property Taxes account for 57% of the General Fund revenue.

PROPERTY TAX REVENUE 10 YEAR HISTORY

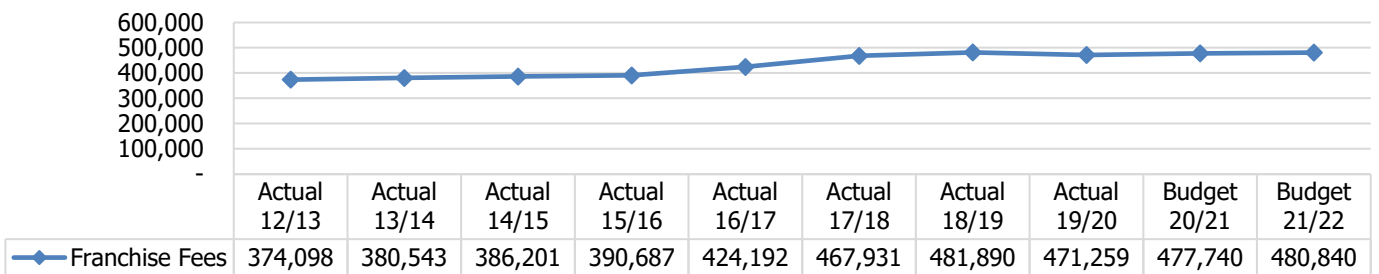


Property Tax and Citizen Services



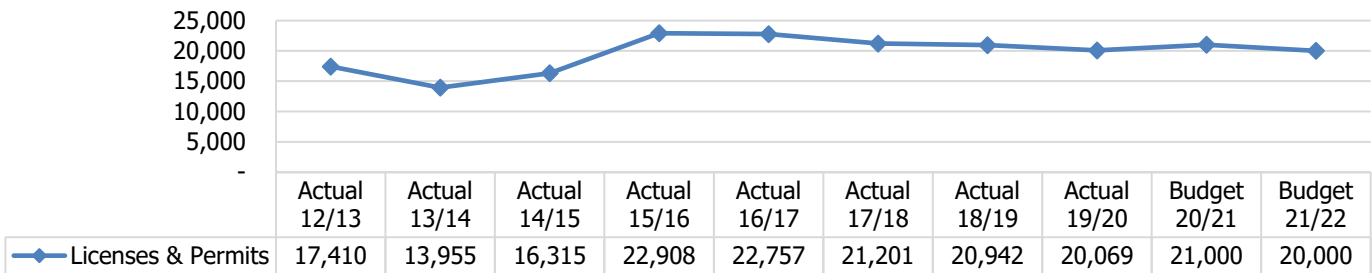
Franchise fee revenue is estimated to be \$480,840. Franchise agreements are made between the City and businesses that provide certain services within the City limits. The amount paid to the City is usually determined by a percentage of the gross revenues of the business and established by the franchise agreement. The current agreements we have in place are CenturyTel (7%) expired 6/2006, Columbia River PUD (4%) expiring 3/2024, NW Natural Gas (3%) expiring 9/2021, Waste Management of Oregon (5%) expiring 11/2026, Comcast Cable (5%) expiring 12/2022 and Astound Broadband (5%) expiring 12/2025. Franchise fees account for 12% of General Fund revenues.

FRANCHISE FEES 10 YEAR HISTORY



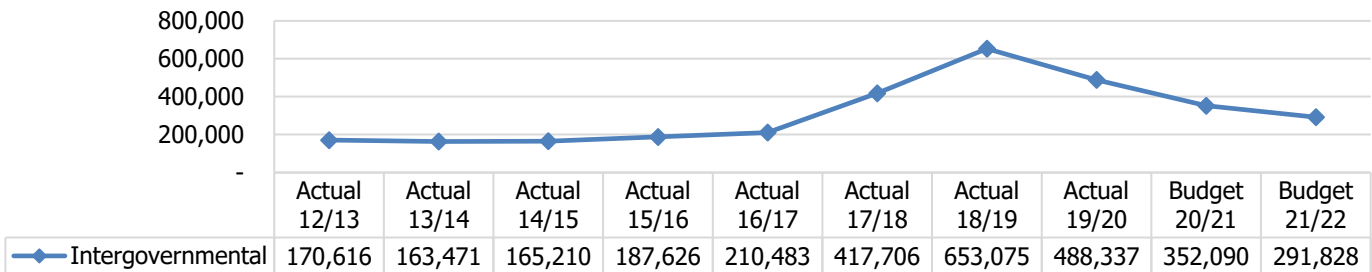
The City anticipates collecting \$20,000 in business license fees. Business license fees are collected from those who conduct business in the City and are not covered by a franchise agreement. Business license fees account for less than 1% of General Fund revenues.

LICENSES AND PERMITS 10 YEAR HISTORY



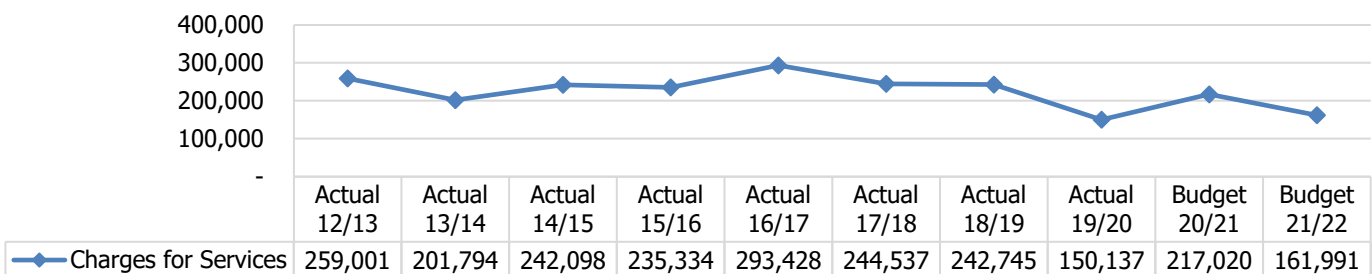
The total intergovernmental revenue is estimated to be \$291,828. The State of Oregon collects alcohol and cigarette taxes from all sales. These taxes are distributed to the City based on population, along with state revenue sharing funds. The City's share of special telephone tax revenue (911 communications) is deposited directly with the local jurisdiction providing emergency communication services. The City anticipates receiving \$136,234 for liquor, \$5,594 for cigarettes and \$150,000 for state shared revenue. Intergovernmental revenues account for 7% of the General Fund revenues.

INTERGOVERNMENTAL REVENUE 10 YEAR HISTORY



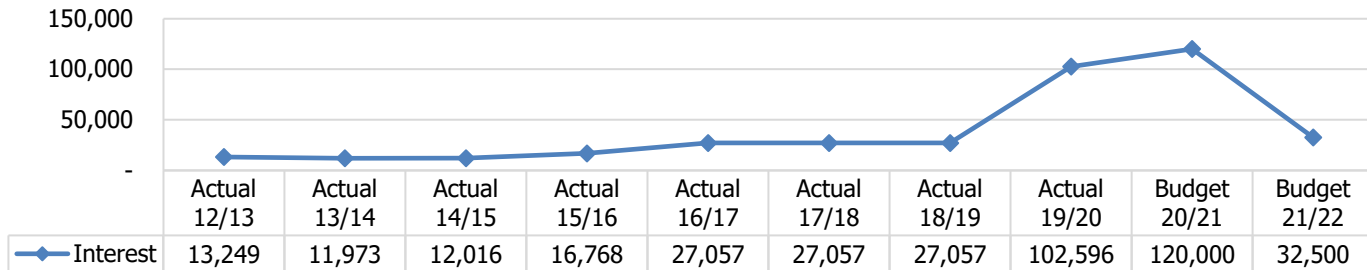
Charges for services has anticipated revenue of \$161,991. Revenues in this category are generated by the Police Department, Municipal Court and Planning Department. The City anticipates receiving \$100,000 from Court revenue, \$43,000 from Planning revenue, and \$12,000 from Police administrative fees. Charges for services account for 4% of the General Fund revenues.

CHARGES FOR SERVICES 10 YEAR HISTORY



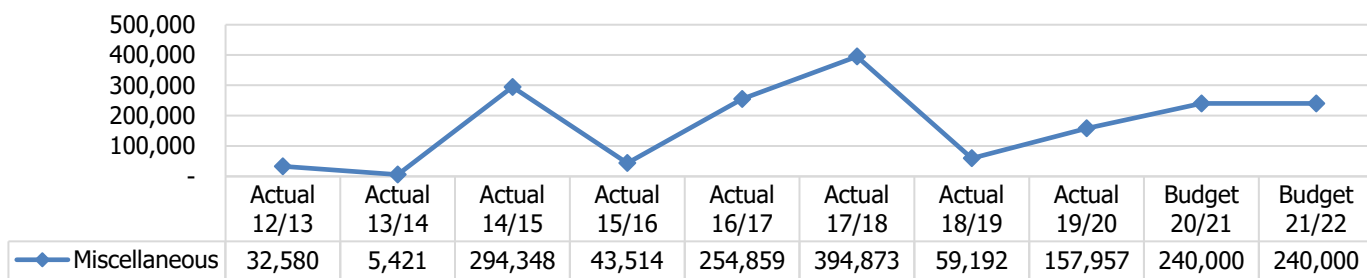
Interest income for the year is estimated at \$32,500. The City places the vast majority of its funds in the state local government investment pool. Interest revenue accounts for 1% of the General Fund revenues.

INTEREST 10 YEAR HISTORY



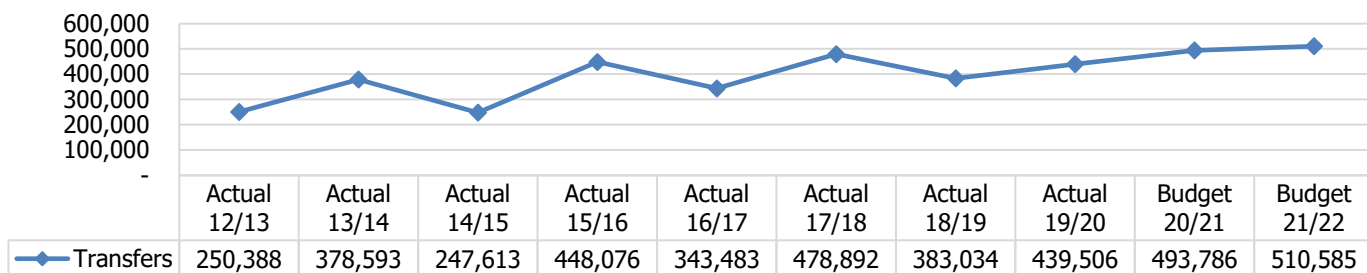
Miscellaneous revenue includes receipt of monies that are not otherwise accounted for in defined categories. The proposed budget estimates miscellaneous revenue at \$240,000. Miscellaneous revenue accounts for 6% of the General Fund revenues.

MISCELLANEOUS REVENUE 10 YEAR HISTORY



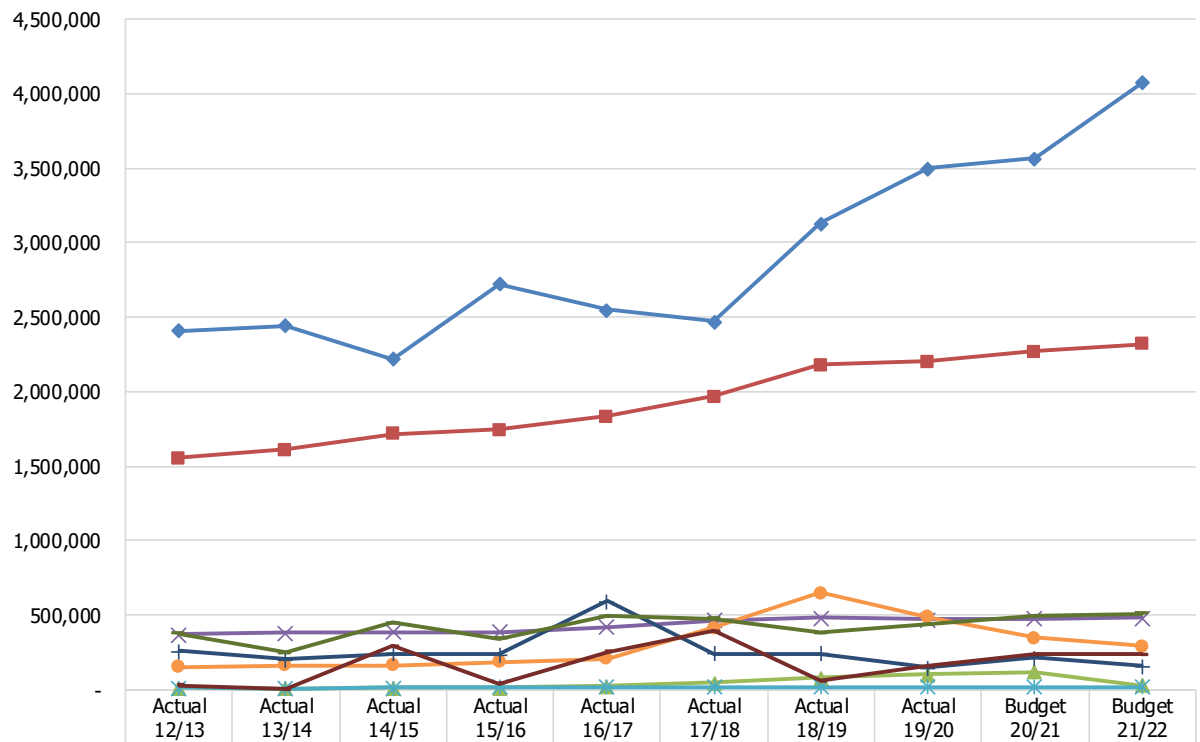
Transfers to the General Fund are projected to be \$510,585. Transfers are made from each department/fund to the General Fund to cover administrative costs associated with each department/fund. Transfer revenue accounts for 13% of the General Fund revenues.

TRANSFER REVENUE 10 YEAR HISTORY



Total amount of revenue for the General Fund is projected to be \$4,060,259. Total fund resources are \$8,130,392.

GENERAL FUND REVENUE 10 YEAR HISTORY



5 Year Projection

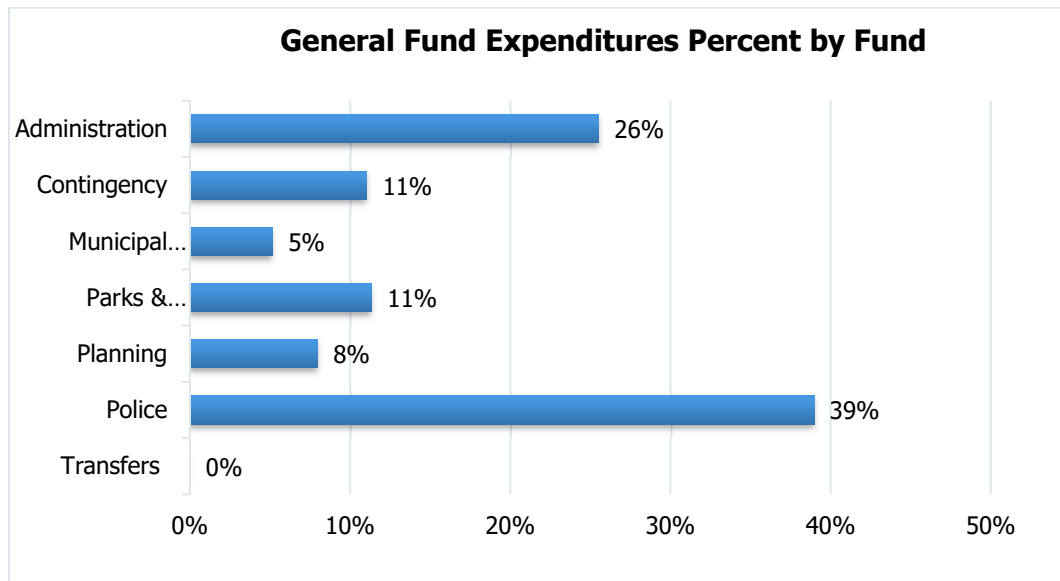
Note: Additional resources will be required in year 2023-2024

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
General Fund							
	Beginning balance	5,770,133	4,316,123	2,778,283	1,232,822	(358,978)	(1,947,569)
	Resources	4,060,259	3,795,707	3,880,120	3,967,228	4,056,596	4,148,290
	Personal services	2,526,071	2,680,023	2,747,024	2,815,699	2,886,092	2,958,244
	Materials and services	2,245,208	2,290,112	2,335,914	2,382,633	2,430,285	2,478,891
	Capital outlay	577,514	195,000	190,000	205,000	170,000	515,000
	Debt Service	18,760	18,760	-	-	-	-
	Transfers	146,716	149,650	152,643	155,696	158,810	161,986
	Net	4,316,123	2,778,283	1,232,822	(358,978)	(1,947,569)	(3,913,401)
	Goal	1,197,510	1,247,224	1,270,735	1,299,583	1,329,094	1,359,284
	Over/(short)	3,118,613	1,531,060	(37,913)	(1,658,562)	(3,276,664)	(5,272,684)

General Fund 10						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22				
Working capital carryover	\$ 3,127,816	\$ 3,494,806	\$ 3,564,262	\$ 3,960,669	\$ 4,070,133	\$ 4,070,133
Current year resources						
Property taxes	\$ 2,177,639	\$ 2,204,364	\$ 2,270,122	\$ 2,258,300	\$ 2,322,515	\$ 2,322,515
Interest	84,138	102,596	120,000	32,700	32,500	32,500
Franchise fees	481,890	471,259	477,740	483,601	480,840	480,840
Licenses and permits	20,942	20,069	21,000	20,000	20,000	20,000
Intergovernmental revenue	653,075	488,337	352,090	561,877	291,828	291,828
Charges for services	242,745	150,137	217,020	150,671	161,991	161,991
Miscellaneous	59,192	157,957	240,000	150,020	240,000	240,000
Transfers	383,034	439,506	493,786	498,786	510,585	510,585
Total current year resources	\$ 4,102,655	\$ 4,034,225	\$ 4,191,758	\$ 4,155,955	\$ 4,060,259	\$ 4,060,259
Total resources	\$ 7,230,471	\$ 7,529,031	\$ 7,756,020	\$ 8,116,624	\$ 8,130,392	\$ 8,130,392
	Actual	Actual	Budget	Estimated	Proposed	Approved
Expenditures	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22				
Administration	\$ 607,630	\$ 700,069	\$ 1,465,846	\$ 923,742	\$ 1,640,641	\$ 1,640,641
Police	1,653,435	1,724,819	2,456,964	1,995,210	2,505,569	2,505,569
Parks & Grounds	948,755	439,981	600,054	500,102	729,722	729,722
Municipal Court	259,786	226,480	317,373	284,972	331,695	331,695
Planning	246,059	292,013	415,798	342,465	512,370	512,370
Non Departmental Transfers	20,000	185,000	0	0	-	-
Contingency			799,985		710,395	710,395
Total expenditures	\$ 3,735,665	\$ 3,568,362	\$ 6,056,020	\$ 4,046,491	\$ 6,430,392	\$ 6,430,392
Other requirements						
Unappropriated ending fund balance	\$ -	\$ -	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
Total other requirements	\$ -	\$ -	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
Ending available working capital	\$ 3,494,806	\$ 3,960,669	\$ -	\$ 2,370,133	\$ -	\$ -

General Fund Revenue Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
10-000-001	Taxes Necessary to Balance	2,075,610	2,121,383	2,208,022	2,165,600	2,266,327
10-000-002	Delinquent Taxes	102,029	82,981	62,100	92,700	56,188
10-000-003	Interest Earned	84,139	102,596	120,000	32,700	32,500
10-000-015	State Liquor Tax	123,656	116,377	143,875	149,500	136,234
10-000-020	State Cigarette Tax	8,040	8,032	8,215	7,600	5,594
10-000-025	State Revenue Sharing	123,826	142,260	140,000	190,000	150,000
10-000-030	Court Fines/Fees/Costs	195,842	106,715	150,000	100,000	100,000
10-000-055	Street Trees (1% of land use	356	326	300	340	340
10-000-060	Business Licenses	17,432	16,790	17,000	17,000	17,000
10-000-065	Planning & Developing Fees	36,321	32,312	50,000	34,000	43,000
10-000-081	CenturyTel Franchise (7%)	8,365	8,368	8,500	8,250	8,500
10-000-082	PUD Franchise (4%)	170,537	171,351	175,000	176,049	177,000
10-000-083	NW Natural Gas Franchise (3%)	71,633	77,197	80,000	75,100	77,000
10-000-084	Garbage Franchise (5%)	64,595	64,327	60,000	63,300	65,000
10-000-085	Cable Franchise (5%)	107,716	105,678	110,000	107,000	109,000
10-000-087	Misc. Franchise Fees	184	259	-	100	100
10-000-100	Miscellaneous	28,436	29,199	15,000	50,000	15,000
10-000-101	Donations & Grants	397,553	221,668	60,000	214,777	-
10-000-102	Police Administrative Fees	8,568	7,099	10,000	12,000	12,000
10-000-105	CET Administrative Fees (4%)	1,267	3,321	6,320	4,000	6,320
10-000-106	CET School District (96%)	30,415	79,694	225,000	100,000	225,000
10-000-110	Transient Tax 45% Tourism	1,755	1,639	2,000	1,500	1,500
10-000-111	Transient Tax 45% Parks	1,755	1,639	2,000	1,500	1,500
10-000-112	Transient Tax Admin Fee	390	364	400	331	331
10-000-150	Advance Funding Reimbursement	-	47,707	-	-	-
10-000-161	Parks Misc. Revenue	340	1,358	-	20	-
10-000-670	Natural Gas Royalties	-	4,839	5,000	14,562	5,000
10-000-671	Enterprise Zone Betterment	58,860	39,240	39,240	39,240	39,240
10-000-901	Transfer in Municipal Court	4,476	4,943	5,378	5,378	5,253
10-000-903	Transfer in Building Fund	28,256	30,593	36,418	36,418	36,337
10-000-915	Transfer in Parks	22,653	23,782	31,490	31,490	22,422
10-000-916	Transfer in Planning Fund	29,233	32,410	36,434	36,434	36,344
10-000-917	Transfer in Street Fund	58,179	64,601	75,690	75,690	65,073
10-000-918	Transfer in Water Fund	40,862	43,047	12,340	12,340	62,300
10-000-919	Transfer in Sewer Fund	110,279	134,382	173,565	173,565	138,568
10-000-920	Transfer in Police	76,838	74,348	85,768	85,768	82,697
10-000-921	Transfer in Street SDC Fund	4,577	11,281	6,632	6,632	5,885
10-000-922	Transfer in Parks SDC Fund	835	4,414	11,180	11,180	5,702
10-000-923	Transfer in Storm Drain SDC	2,422	2,009	1,818	1,818	3,270
10-000-924	Transfer in Water SDC Fund	2,347	7,265	9,314	9,314	14,616
10-000-926	Transfer in Sewer SDC Fund	2,077	6,431	7,759	7,759	15,582
10-000-980	Transfer in Urban Renewal	-	-	-	5,000	16,536
	Total General Fund Revenue	4,102,656	4,034,225	4,191,758	4,155,955	4,060,259

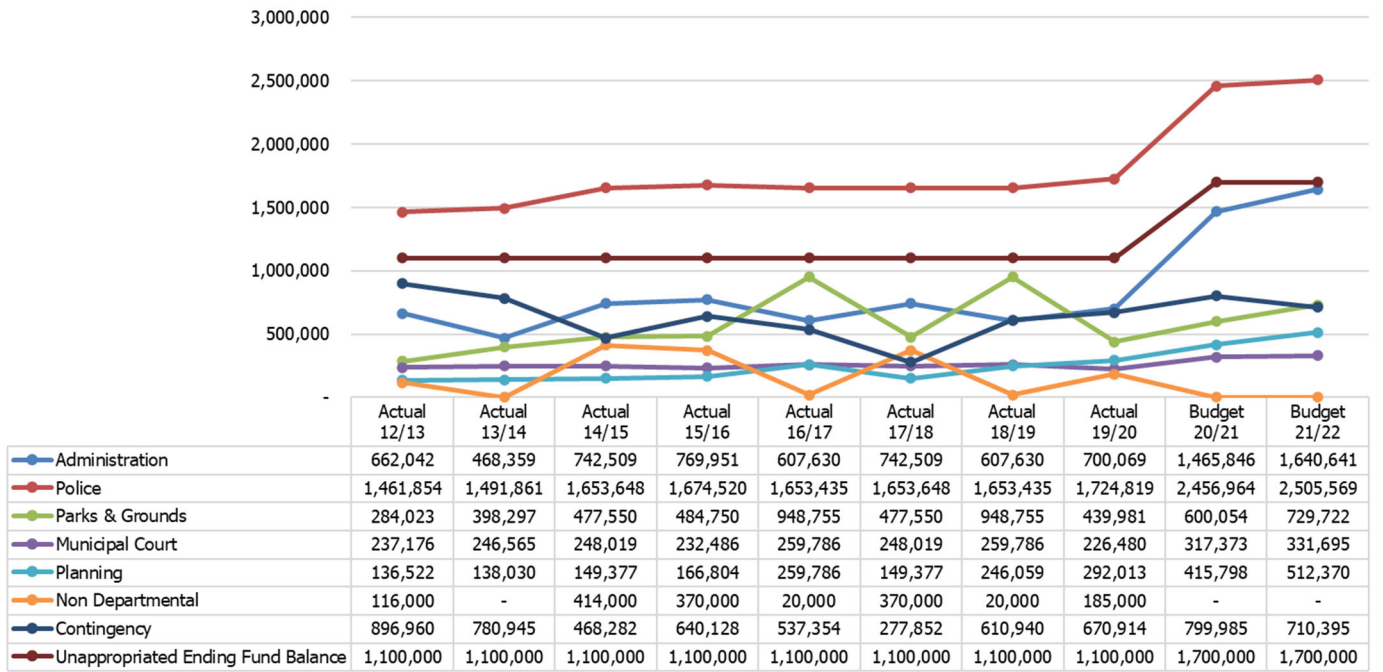
Expenditures



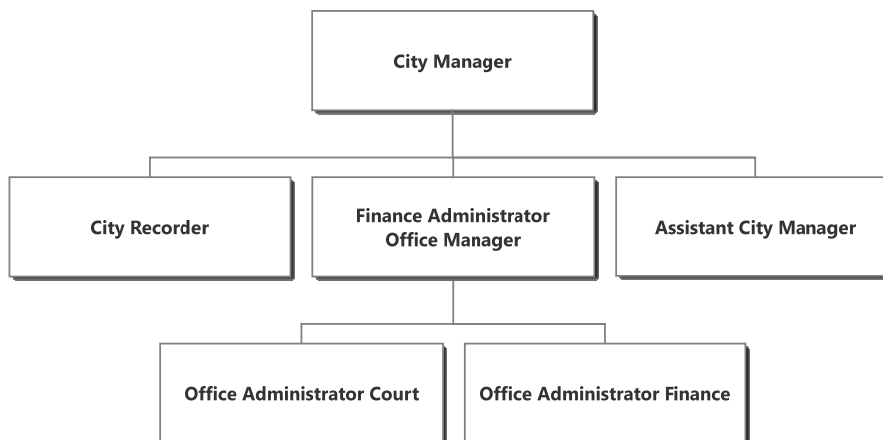
Within the General Fund, the City expects to expend \$6,430,392. These expenditures are budgeted into the following departments: Administration 26% \$1,640,641, Police 39% \$2,505,569, Parks & Grounds 11%, \$729,722, Municipal Court 5% \$331,695, Planning 8% \$512,370, Transfers 0% \$0 and Contingency 11%, \$710,395.

General Fund	Adopted	Actual	Adopted
Comparison Adopted to Actual	2019-20	2019-20	vs. Actual
RESOURCES			
Beginning Fund Balances	3,120,561	3,494,806	11.99%
Property taxes	2,369,988	2,204,364	-6.99%
Interest	85,000	102,596	20.70%
Franchise fees	472,740	471,259	-0.31%
Licenses and permits	22,000	20,069	-8.78%
Intergovernmental revenue	337,200	488,337	44.82%
Charges for services	275,020	150,137	-45.41%
Miscellaneous	240,000	157,957	-34.18%
Current Revenue	3,801,948	3,594,719	-5.45%
Transfers	439,506	439,506	0.00%
TOTAL RESOURCES	7,362,015	7,529,031	2.27%
REQUIREMENTS			
Administration	1,376,196	700,069	-49.13%
Police	2,280,049	1,631,711	-28.44%
Parks & Grounds	583,201	416,199	-28.64%
Municipal Court	305,102	221,537	-27.39%
Planning	342,923	259,603	-24.30%
Operating Budget	4,887,471	3,229,119	-33.93%
Debt Service	18,760	18,760	0.00%
Total Expenditures	4,906,231	3,247,879	-33.80%
Transfers	320,483	320,483	0.00%
Contingency	635,301	-	-100.00%
TOTAL APPROPRIATIONS	5,862,015	3,568,362	-39.13%
Unappropriated ending fund balance	1,500,000	-	-100.00%
TOTAL BUDGET	7,362,015	3,568,362	-51.53%

General Fund Expenditures 10 Year History



ADMINISTRATION DEPARTMENT



PURPOSE:

The Administration Department includes the City Manager and support staff. The responsibilities of the department include day-to-day management of the City, converting City Council goals into action plans, managing City contracts, franchise agreements and grant projects, responding to citizen inquiries and complaints, managing the City records, and working with state and federal elected officials and departments. The Administration Department is responsible for all City Recorder and Human Resources functions. The City Manager receives direction from the City Council, who set policy for the City through the passage of annual goals, ordinances, and resolutions. The City Council and City Manager are responsible for ensuring effective working relationships with citizens, community groups and other governmental agencies.

VISION FOR THE YEAR:

To ensure the City operates in accordance with the City Charter, State, and Federal laws.

COUNCIL AND DEPARTMENT GOALS:

The Administration Department is responsible for ensuring Council goals are met.

ADMINISTRATON OBJECTIVES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Adopt Budget												
Annual Town Meeting												
Boards & Commissions Banquet												
CEP Process												
Complete Long-Term Comprehensive Community Vision												
Continue Communication Outreach												
Continue Friends of Scappoose Parks												
Coordination/One Stop Meetings												
Council Goal Setting												
Council Retreat												
Create Local Industrial Recruiting/Marketing Brochure												
Develop Grabhorn Park Conceptual Plan												
Develop South Scappoose Creek Trail												
Maintain Website Page												
Monthly Newsletter												
Personnel Policies & Procedures												
Prepare Budget												
Prepare Department Work Plans												
Prepare Financial Statements												
Promote and Support County Wide and Local Tourism												
Promote Community Events												
Protect and Restore Peace Candle, incorporate Welcome to Scappoose Sign												

ADMINISTRATON OBJECTIVES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Public Art												
Pursue Grants												
Retain and Recruit Staff												
Revise Betterment Fund Resolution												
Support Development of East Airport Subdivision												
Continue to Support OMIC's expansion												
Support Public Art												
Support Senior Center												
Update Ordinances and Codes												
Update Rail Corridor Study												

BUDGET NOTES:

The Administrative Department's proposed budget is \$1,640,641. The fund allocates \$105,668 for personnel services and \$1,414,973 for materials and services. Within materials and services, the largest expenditures are economic development at \$146,940, contractual professional at \$486,000 and CET School District at \$225,000. Capital outlay is budgeted at \$120,000 to be spent on equipment upgrades and maintenance of City Hall building.

PERCENTAGE OF TIME ALLOCATION:

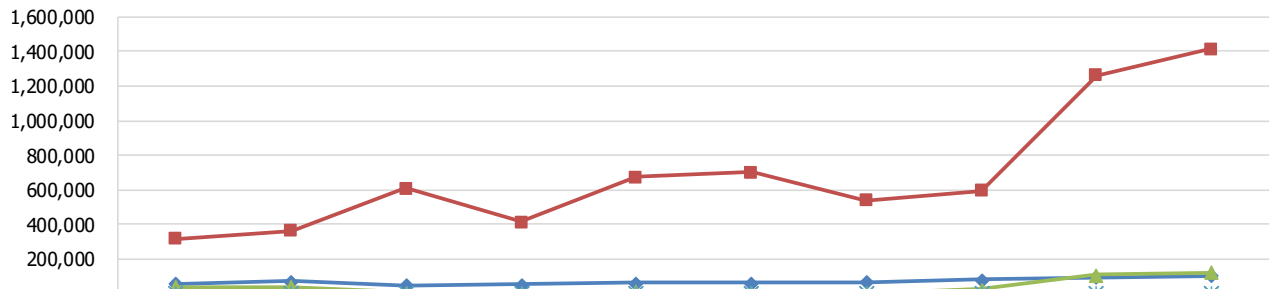
	Full Time Equivalent Positions				Minimum Salary	Maximum Salary
	18-19	19-20	20-21	21-22		
Administration Department						
City Manager	10%	10%	10%	10%	45.75	70.97
City Recorder	15%	15%	15%	15%	26.97	41.82
Finance Administrator/Office Manager	15%	15%	15%	15%	38.73	60.08
Assistant City Manager	10%	10%	10%	10%	30.03	46.59
TOTAL FTE'S	0.50	0.50	0.50	0.50		

	Actual	Actual	Budget	Estimated	Proposed	Approved
Administration Department	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
Expenditures					FY 21-22	FY 21-22
Administration						
Personnel services	\$ 67,030	\$ 80,160	\$ 92,403	\$ 82,018	\$ 105,668	\$ 105,668
Materials & services	540,600	594,212	1,263,443	768,615	1,414,973	1,414,973
Capital outlay	0	25,697	110,000	73,109	120,000	120,000
Transfers						
Total expenditures	\$ 607,630	\$ 700,069	\$ 1,465,846	\$ 923,742	\$ 1,640,641	\$ 1,640,641

Administration Department Line Item Detail	Actual	Actual	Budget	Estimated	Budget
Account Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
Administration Department Salaries	44,924	52,274	57,157	50,468	65,182
10-100-142 Overtime	-	-	-	-	-
10-100-146 Health Insurance	6,800	9,533	12,073	10,000	13,842
10-100-148 Retirement Benefits	11,801	14,483	18,450	17,000	21,263
10-100-150 Social Security	3,285	3,842	4,573	4,500	5,215
10-100-152 Workers' Compensation	219	23	150	50	166
10-100-155 Taxable Fringe Benefits	-	5	-	-	-
Total Personnel Services	67,030	80,160	92,403	82,018	105,668
10-100-200 Building/Facilities Maintenance	159	2,666	28,500	15,000	28,500
10-100-201 Building Lease	33,300	33,300	33,300	33,300	33,300
10-100-202 Equipment Maintenance	-	-	500	-	500
10-100-203 Maintenance Agreements	24,234	25,228	29,650	29,650	40,250
10-100-204 Vehicle Maintenance	3,093	486	6,000	1,000	5,300
10-100-205 Small Equipment	3,090	1,973	12,500	15,000	12,500
10-100-216 Office Supplies	8,350	12,341	15,600	18,000	16,200
10-100-218 Operational Supplies	170	-	2,500	-	2,500
10-100-228 Utilities	36,451	39,831	85,800	58,000	90,600
10-100-230 Contractual/Professional	78,638	77,018	367,000	100,000	486,000
10-100-231 Nuisance Abatement	-	-	1,000	-	1,000
10-100-232 Elections	-	-	3,000	-	3,000
10-100-234 Miscellaneous	(38)	-	600	-	-
10-100-238 Insurance	135,664	131,961	175,975	146,000	175,975
10-100-240 Travel/Training	36,955	19,122	40,000	5,000	41,000
10-100-242 Dues/Fees/Subscriptions	25,337	33,455	58,365	43,000	63,263
10-100-243 Economic Development	84,195	59,820	132,940	35,000	146,940
10-100-244 Publications/Notices/Advertise	757	1,035	3,300	3,300	3,300
10-100-245 Emergency Management	9,845	-	11,913	9,845	9,845
10-100-246 Community Contributions	29,984	29,305	30,000	156,520	30,000
10-100-247 CET School District (96%)	30,415	79,694	225,000	100,000	225,000
10-100-250 Advance Funding Reimbursement	-	46,979	-	-	-
Total Materials & Services	540,600	594,213	1,263,443	768,615	1,414,973
10-100-300 Equipment	-	18,686	30,000	35,344	70,000
10-100-311 Capital Equipment	-	-	40,000	-	40,000
10-100-344 Computer Hardware and Software	-	7,011	40,000	37,765	10,000
Total Capital Outlay	-	25,697	110,000	73,109	120,000
Total Transfers	-	-	-	-	-
Total Expenditures	607,630	700,069	1,465,846	923,742	1,640,641

Administration Department	Adopted	Actual	Adopted
Comparison Adopted to Actual	2019-20	2019-20	vs. Actual
REQUIREMENTS			
Personnel services	86,801	80,160	-7.65%
Materials & services	1,229,395	594,212	-51.67%
Capital outlay	60,000	25,697	-57.17%
Operating Budget	1,376,196	700,069	-49.13%
Debt service	-	-	0.00%
Total Expenditures	1,376,196	700,069	-49.13%
Transfers	-	-	0.00%
TOTAL APPROPRIATIONS	1,376,196	700,069	-49.13%

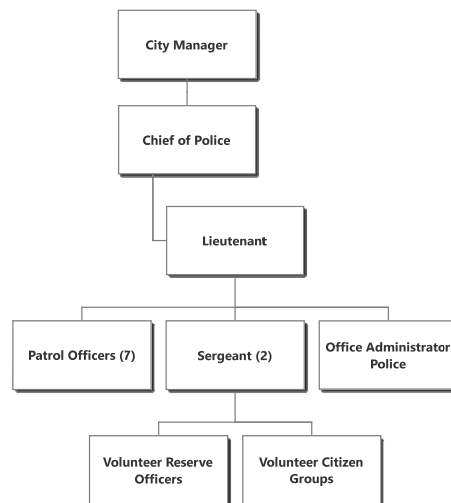
ADMINISTRATION DEPARTMENT 10 YEAR HISTORY



	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Personnel Services	58,476	71,867	46,244	51,308	59,762	61,662	67,030	80,160	92,403	105,668
Materials & Services	318,603	361,708	609,110	411,811	673,800	699,993	540,600	594,212	1,263,443	1,414,973
Capital Outlay	38,140	38,312	6,688	5,240	8,947	8,296	-	25,697	110,000	120,000
Debt Service	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-



POLICE DEPARTMENT



PURPOSE:

We, the members of the Scappoose Police Department, are committed to maintaining a safe and livable community by working in partnership with the community to preserve peace, prevent crime, and protect property with professionalism and compassion.

VISION FOR THE YEAR:

The vision of the Scappoose Police Department is to continue our motto of community and compassion while completing criminal investigations, traffic safety enforcement, emergency preparedness and updates to city ordinances. Additionally, we look forward to resuming all community events, following the pause required by COVID restrictions, that help enhance the relationship between police and the community.

COMPLIANCE WITH COUNCIL GOALS:

Continue community outreach
Continue Emergency Operation Plan
Maintain sufficient staffing levels
Updating city ordinances and codes

Continue emergency preparedness planning
Traffic enforcement plan
Continue Citizens Academy

POLICE DEPARTMENT OBJECTIVES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Continue Community Outreach by Police Department												
Back to School ice cream social												
Donut Day												
Halloween safety												
National Night Out												
School supplies												
Suicide Prevention Walk												
Tip a Cop												
Maintain Emergency Responses Preparedness												
Active shooter training												
CERT Team												
Tabletop exercises												
Provide ICS Training												
Review and update Emergency Operations Plan												
Tabletop exercises												
Live scenario training												
Provided School Resource Officer												
Special assignment for School year												
Traffic Enforcement Plan												
Train additional truck inspectors												

POLICE DEPARTMENT OBJECTIVES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Maintain Sufficient Staffing Levels												
Explore additional revenue sources												
Review department best practices with the help of CIS												
Continue Citizens Academy												
Hold Citizens Academy												
Explore mini Academy for High School students												
Ongoing Tasks & Projects												
Paint and Replace Carpet Upstairs												
Code enforcement Officer												
Drug dog												
Patrol Vehicles Detailed												
Safe Exchange Point												
Racial Profiling Training												
Building Search Training												
Con Sim Training												
Defense Tactics, Ground Fighting, Handcuffing Training												
EVOC Training												
Firearms Training												
PIT Maneuver Training												
Traffic Stops Training												

BUDGET NOTES:

Total operational cost for the department is budgeted at \$2,505,569. Personnel services are \$1,954,864. Material and services costs are budgeted at \$361,734. The largest expenditures within materials and services are contractual professional services at \$116,464, vehicle maintenance at \$82,275 and utilities at \$39,300. Capital outlay is budgeted at \$87,514 to be spent on equipment for the armory, portable and vehicle radios, and a covered parking area. The department anticipates spending \$18,760 on debt service payments for the body and vehicle camera system. There will be a transfer of \$82,697 to the Administration Department.

PERCENTAGE OF TIME ALLOCATION:

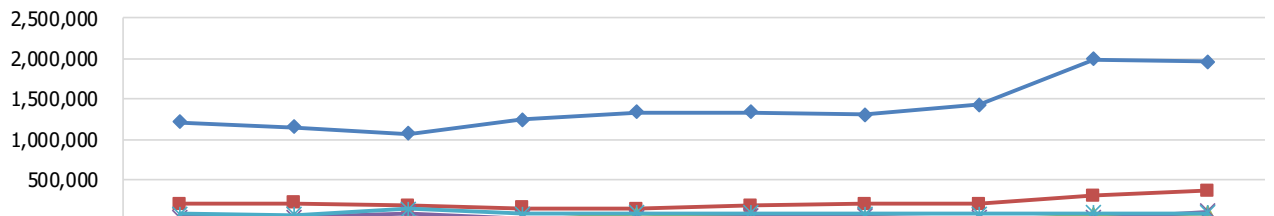
Police Department	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Chief of Police	100%	100%	100%	100%	38.73	60.08
Police Lieutenant			100%	100%	33.54	52.03
Police Sergeant	300%	200%	200%	200%	30.01	46.55
Patrol Officer	700%	700%	700%	700%	26.22	33.46
Office Administrator Police	100%	100%	100%	100%	21.56	27.52
City Manager	10%	10%	10%	10%	45.75	70.97
City Recorder	10%	10%	10%	10%	26.97	41.82
Finance Administrator/Office Manager	10%	10%	10%	10%	38.73	60.08
Assistant City Manager	10%	10%	10%	10%	30.03	46.59
Office Administrator Finance	2%	2%	2%	2%	21.67	27.66
TOTAL FTE'S	12.42	11.42	12.42	12.42		

Police Department Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Police						
Personnel services	\$ 1,299,271	\$ 1,428,839	\$ 1,986,504	\$ 1,600,000	\$ 1,954,864	\$ 1,954,864
Materials & services	193,256	195,732	298,892	232,411	361,734	361,734
Capital outlay	38,335	7,140	67,040	58,271	87,514	87,514
Debt service						
2006-2011 Principal Ford Motor Lease 12/01	25,460	-	-			
2006-2011 Interest Ford Motor Lease 12/01	1,515	-	-			
2018-2022 Principal Equipment Lease 06/01	14,743	15,658	16,630	16,630	17,663	17,663
2018-2022 Interest Equipment Lease 06/01	4,017	3,102	2,130	2,130	1,097	1,097
Transfers	76,838	74,348	85,768	85,768	82,697	82,697
Total expenditures	\$ 1,653,435	\$ 1,724,819	\$ 2,456,964	\$ 1,995,210	\$ 2,505,569	\$ 2,505,569

Police Department Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Police Department Salaries	762,394	822,111	1,048,186	953,748	1,095,655
10-140-142	Overtime	38,713	36,368	69,418	45,000	69,691
10-140-146	Health Insurance	199,692	216,040	368,881	220,000	273,298
10-140-148	Retirement Benefits	204,728	234,813	337,254	275,552	361,456
10-140-150	Social Security	59,433	63,979	89,408	75,000	93,228
10-140-152	Workers' Compensation	34,311	30,522	52,357	23,700	54,536
10-140-155	Taxable Fringe Benefits	-	5	-	-	-
10-140-156	Hiring Incentive	-	25,000	21,000	7,000	7,000
10-140-157	ORS 181A.620 Reimbursement	-	-	-	-	-
	Total Personnel Services	1,299,271	1,428,839	1,986,504	1,600,000	1,954,864
10-140-200	Building Maintenance	186	2,992	4,700	2,500	7,400
10-140-202	Equipment Maintenance	474	1,777	8,000	7,200	6,000
10-140-203	Maintenance Agreements	6,178	5,623	10,840	10,840	14,040
10-140-204	Vehicle Maintenance	31,257	62,124	75,915	50,000	82,275
10-140-205	Small Equipment	4,037	3,325	9,475	12,000	10,925
10-140-216	Office Supplies	3,729	5,955	8,730	10,000	8,730
10-140-218	Operational Supplies	4,450	3,232	6,230	6,230	8,030
10-140-228	Utilities	27,960	29,578	34,500	29,000	39,300
10-140-230	Contractual/Professional Ser	87,542	25,041	81,860	55,000	116,464
10-140-234	Miscellaneous	-	-	-	-	-
10-140-236	Medical Mandates	1,440	4,079	2,825	3,600	3,775
10-140-238	Insurance	-	15,000	-	-	-
10-140-240	Travel/Training	3,285	4,737	10,000	6,000	15,000
10-140-242	Dues/Fees/Subscriptions	16,011	17,432	26,914	25,000	32,722
10-140-244	Publications/Notices/Advertise	1,077	1,431	1,000	191	1,000
10-140-245	Matching Grant Funds	-	-	-	-	-
10-140-252	Uniforms	5,195	13,406	17,053	14,000	15,223
10-140-253	Special Investigations	434	-	850	850	850
	Total Materials & Services	193,256	195,732	298,892	232,411	361,734
10-140-300	Equipment	15,918	7,140	26,790	23,960	63,200
10-140-311	Equipment Fund	22,417	-	40,250	34,311	24,314
	Total Capital Outlay	38,335	7,140	67,040	58,271	87,514
10-140-500	Vehicle Lease Principal	25,460	-	-	-	-
10-140-501	Vehicle Lease Interest	1,515	-	-	-	-
10-140-502	Equipment Lease Principal	14,743	15,658	16,630	16,630	17,663
10-140-503	Equipment Lease Interest	4,018	3,102	2,130	2,130	1,097
	Total Debt Service	45,735	18,760	18,760	18,760	18,760
10-140-401	Transfer to Unemployment Fund	-	-	-	-	-
10-140-402	Transfer to GF ISF	76,838	74,348	85,768	85,768	82,697
	Total Transfers	76,838	74,348	85,768	85,768	82,697
	Total Expenditures	1,653,435	1,724,819	2,456,964	1,995,210	2,505,569

Police Department		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
REQUIREMENTS				
	Personnel services	1,946,175	1,428,839	-26.58%
	Materials & services	288,039	195,732	-32.05%
	Capital outlay	45,835	7,140	-84.42%
	Operating Budget	2,280,049	1,631,711	-28.44%
	Debt service	18,760	18,760	0.00%
	Total Expenditures	2,298,809	1,650,471	-28.20%
	Transfers	74,348	74,348	0.00%
TOTAL APPROPRIATIONS		2,373,157	1,724,819	-27.32%

POLICE DEPARTMENT 10 YEAR HISTORY



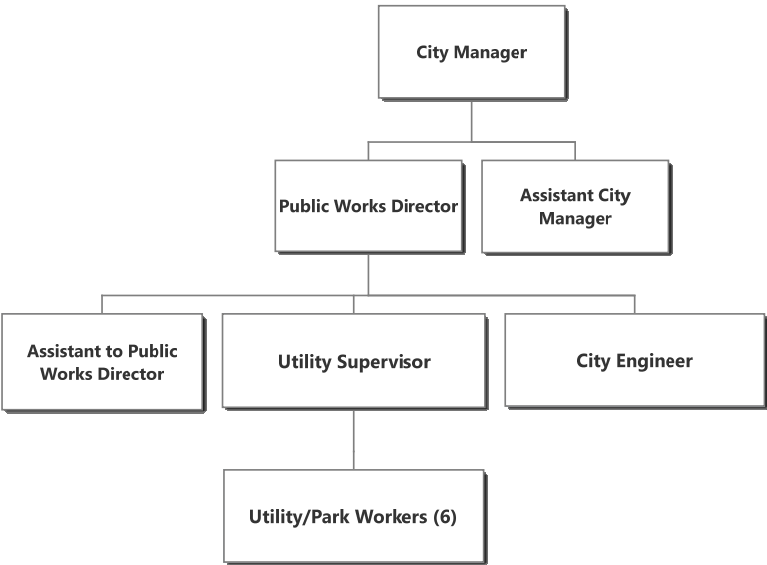
	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Personnel Services	1,214,168	1,145,106	1,066,471	1,243,049	1,337,430	1,337,430	1,299,271	1,428,839	1,986,504	1,954,864
Materials & Services	201,072	211,576	179,225	145,208	132,461	176,665	193,256	195,732	298,892	361,734
Capital Outlay	-	-	-	2,000	76,760	29,028	38,335	7,140	67,040	87,514
Debt Service	35,095	35,096	82,070	26,975	26,975	45,735	45,735	18,760	18,760	101,457
Transfers	76,110	68,807	134,088	74,629	80,022	85,662	76,838	74,348	85,768	82,697

POLICE DEPARTMENT CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Side by Side	20,000		20,000			
Patrol Vehicles	180,000		45,000	45,000	45,000	45,000
Covered Parking	25,000	25,000				
Weapons upgrade	10,000		10,000			
Vehicle & Body Cameras	18,000		6,000	6,000	6,000	
MDC for Patrol Vehicles	25,200	25,200				
Rifle Racks	5,000	5,000				
Vehicle & Portable Radios	8,000	8,000				
Total	291,200	63,200	81,000	51,000	51,000	45,000



PARKS DEPARTMENT



PURPOSE:

The Parks Department strives to maintain and enhance the City parks, public grounds, and public restrooms. The department is committed to ensuring the citizens of Scappoose have enjoyable recreational areas to visit for play and relaxation.

VISION:

The vision of the Parks Department is to further improve our City parks and grounds in a manner which is satisfactory to the community of Scappoose.

COMPLIANCE WITH COUNCIL GOALS:

- Promote Community Events

Support Public Art

Develop South Scappoose Creek Trail

Develop funding strategy for parks
- Continue friends of Scappoose Parks group

Protect and Restore the Peace Candle

Develop Grabhorn Property

Develop Vista Property

Parks Department Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Promote Community Events												
Continue Friends of Scappoose Parks												
Support Public Art												
Protect and Restore Peace Candle												
Develop Grabhorn Property Conceptual Plan												
Develop funding strategy for Parks												
Explore Community Pool Costs												
Identify future Park locations												

BUDGET NOTES:

The Parks Department budget, which is part of the General Fund, maintains the existing City park grounds. The Parks Department has an operational budget of \$729,722. This figure represents personnel services costs of \$292,930, material and service costs of \$144,370 and \$22,422 transferred to the Administration Department. The fund also has \$270,000 identified for capital outlay projects which include: continued landscape improvements to Miller Park, rehabilitation of the Peace Candle, a continued effort to improve Chapman Landing, begin designing the newly acquired Grabhorn Road property and design of the Scappoose Creek Trail. The purchase of a new wide area mower has also been included in the budget.

PERCENTAGE OF TIME ALLOCATION:

	Full Time Equivalent Positions					
	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Parks Department						
Public Works Director	10%	10%	10%	10%	38.73	60.08
Utility Supervisor	10%	10%	10%	10%	30.03	46.59
Utility/Parks Worker I	10%	20%	20%	20%	20.13	25.69
Utility/Parks Worker II	160%	130%	130%	130%	23.97	30.59
Utility/Parks Worker III	10%	20%	20%	20%	26.41	33.71
City Manager	5%	5%	5%	5%	45.75	70.97
City Recorder	5%	5%	5%	5%	26.97	41.82
Finance Administrator/Office Manager	3%	5%	5%	5%	38.73	60.08
Assistant City Manager	5%	5%	5%	5%	30.03	46.59
Office Administrator Finance	2%	2%	2%	2%	21.67	27.66
TOTAL FTE'S	2.20	2.12	2.12	2.12		

					Proposed Budget	Approved Budget
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	FY 21-22	FY 21-22
Parks Department Expenditures						
Parks						
Personnel services	\$ 237,047	\$ 241,858	\$ 280,452	\$ 254,237	\$ 292,930	\$ 292,930
Materials & services	59,396	58,822	100,612	76,375	144,370	144,370
Capital outlay	629,659	115,519	187,500	138,000	270,000	270,000
Transfers	22,653	23,782	31,490	31,490	22,422	22,422
Total expenditures	\$ 948,755	\$ 439,981	\$ 600,054	\$ 500,102	\$ 729,722	\$ 729,722

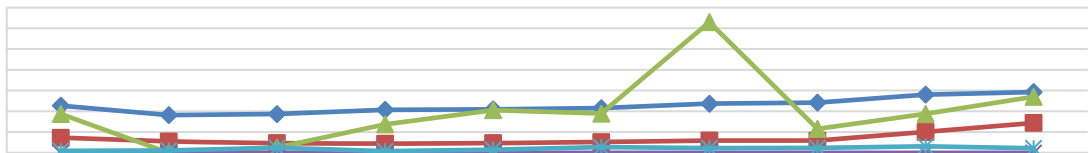
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Parks Department Salaries	144,696	143,716	156,238	152,837	163,150
10-160-142	Over Time	220	22	5,945	100	6,125
10-160-146	Health Insurance	44,622	44,944	54,248	47,000	53,913
10-160-148	Retirement Benefits	31,405	37,176	43,254	40,000	48,172
10-160-150	Social Security	10,593	10,498	12,975	10,800	13,542
10-160-152	Workers' Compensation	5,512	5,498	7,792	3,500	8,028
10-160-155	Taxable Fringe Benefits	-	3	-	-	-
	Total Personnel Services	237,047	241,858	280,452	254,237	292,930

Account	Description	1,267	3,321	6,320	4,000	6,320
10-160-200	Building/Facilities Maintenance	813	905	1,500	1,500	2,000
10-160-202	Equipment Maintenance	2,542	7,347	9,000	6,000	9,000
10-160-203	Maintenance Agreements	334	534	1,030	500	1,500
10-160-204	Vehicle Maintenance	339	379	2,000	2,000	2,500
10-160-205	Small Equipment	6,638	2,274	5,000	5,000	5,000
10-160-206	Fuel, Oil, Lube	1,479	2,491	2,530	2,700	3,100
10-160-214	Skate Park Maintenance	-	-	500	-	500
10-160-216	Office Supplies	705	869	1,420	1,000	1,540
10-160-218	Operational Supplies	12,055	21,877	18,060	15,000	21,760
10-160-220	Shop Maintenance Supplies	-	-	-	-	-
10-160-228	Utilities	4,342	4,642	5,880	5,000	6,000
10-160-230	Contractual/Profession	27,646	14,196	43,200	30,000	80,700
10-160-234	Miscellaneous	-	-	-	-	-
10-160-235	Property Taxes	606	854	1,000	913	1,000
10-160-238	Insurance	-	-	-	1,592	-
10-160-240	Travel/Training	776	671	1,600	-	1,600
10-160-242	Dues/Fees/Subscriptions	171	490	272	200	320
10-160-244	Publications/Notices/Advertise	319	49	150	-	150
10-160-252	Uniforms/Safety/Equipment	631	1,199	2,470	2,470	2,700
10-160-254	Equipment Rental	-	46	5,000	2,500	5,000
	Total Materials & Services	59,396	58,822	100,612	76,375	144,370
10-160-300	Equipment	629,659	115,519	187,500	110,000	190,000
10-160-311	Capital Equipment	-	-	-	28,000	80,000
	Total Capital Outlay	629,659	115,519	187,500	138,000	270,000
10-160-401	Transfer to Unemployment	-	-	-	-	-
10-160-402	Transfer to GF ISF	22,653	23,782	31,490	31,490	22,422
	Total Transfers	22,653	23,782	31,490	31,490	22,422
	Total Expenditures	948,755	439,981	600,054	500,102	729,722

Parks & Grounds Department		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
REQUIREMENTS				
	Personnel services	267,516	241,858	-9.59%
	Materials & services	95,685	58,822	-38.53%
	Capital outlay	220,000	115,519	-47.49%
	Operating Budget	583,201	416,199	-28.64%
	Debt service	-	-	0.00%
	Total Expenditures	583,201	416,199	-28.64%
	Transfers	23,782	23,782	0.00%
TOTAL APPROPRIATIONS		606,983	439,981	-27.51%

PARKS DEPARTMENT 10 YEAR HISTORY

700,000
600,000
500,000
400,000
300,000
200,000
100,000
-



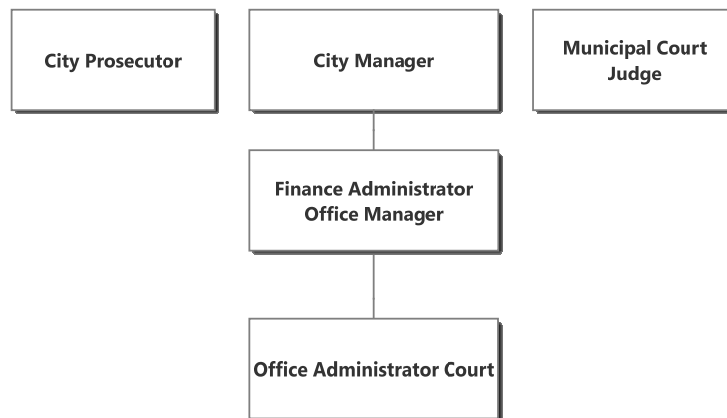
	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Personnel Services	227,219	181,894	186,866	207,399	209,449	215,486	237,047	241,858	280,452	292,930
Materials & Services	72,976	55,148	46,950	44,546	47,030	51,980	59,396	58,822	100,612	144,370
Capital Outlay	187,091	-	25,750	137,399	205,600	189,335	629,659	115,519	187,500	270,000
Debt Service	-	-	-	-	-	-	-	-	-	-
Transfers	9,725	11,499	24,457	8,953	15,471	27,949	22,653	23,782	31,490	22,422

PARKS DEPARTMENT CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Fitness Park	150,000			150,000		
General Park Improvements	500,000	100,000	100,000	100,000	100,000	100,000
Parks Capital Equipment	380,000	80,000	75,000	75,000	75,000	75,000
Peace Candle	50,000	50,000				
Scappoose Creek Trail	40,000	40,000				
Total	1,120,000	270,000	175,000	325,000	175,000	175,000



MUNICIPAL COURT DEPARTMENT



PURPOSE:

The Scappoose Municipal Court operates under direction of the Presiding Judge, who has jurisdiction over misdemeanors and violations that occur within the jurisdictional boundary of the City of Scappoose. Felony crimes are handled by Circuit Court, located in St Helens. Municipal Court is held on Wednesdays.

VISION FOR THE YEAR:

The Municipal Court's vision for the coming year is to continue to preside over misdemeanors and violations. The Municipal Court will continue to substantially reduce the number of outstanding uncollected citations.

COMPLIANCE WITH COUNCIL GOALS:

Assist Administration Department in ensuring Council goals are met.

BUDGET NOTES:

The Municipal Court's budget is \$317,373. Within that budget, \$117,670 is budgeted for personnel services costs and \$194,325 is budgeted for materials and services. Of that amount, contractual services for the Judge, City Attorney, court appointed Attorneys and Prosecuting Attorney represent \$120,400. The second largest expenditure in the materials & services is assessments at \$54,000. There will be \$5,378 transferred to the Administration Department.

PERCENTAGE OF TIME ALLOCATION:

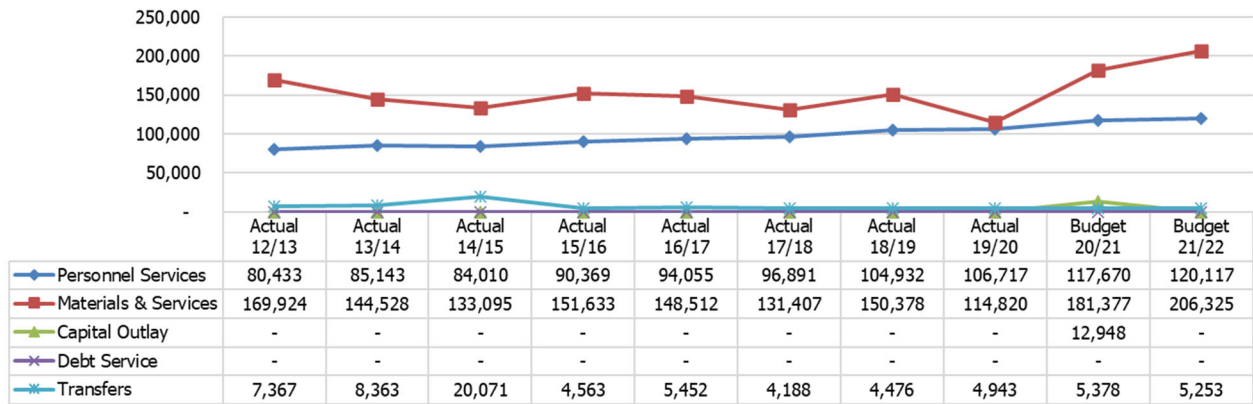
	Full Time Equivalent Positions					
	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Municipal Court Department						
City Manager	2%	0%	0%	0%	45.75	70.97
City Recorder	5%	5%	5%	5%	26.97	41.82
Finance Administrator/Office Manager	5%	5%	5%	5%	38.73	60.08
Office Administrator Court	100%	100%	100%	100%	21.56	27.52
Assistant City Manager	2%	0%	0%	0%	30.03	46.59
Office Administrator Finance	2%	2%	2%	2%	21.67	27.66
TOTAL FTE'S	1.16	1.12	1.12	1.12		

Municipal Court Department	Actual	Actual	Budget	Estimated	Proposed	Approved
Expenditures	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
Municipal Court					FY 21-22	FY 21-22
Personnel services	\$ 104,932	\$ 106,717	\$ 117,670	\$ 100,526	\$ 120,117	\$ 120,117
Materials & services	150,378	114,820	181,377	166,120	206,325	206,325
Capital outlay			12,948	12,948		
Transfers	4,476	4,943	5,378	5,378	5,253	5,253
	\$ 259,786	\$ 226,480	\$ 317,373	\$ 284,972	\$ 331,695	\$ 331,695

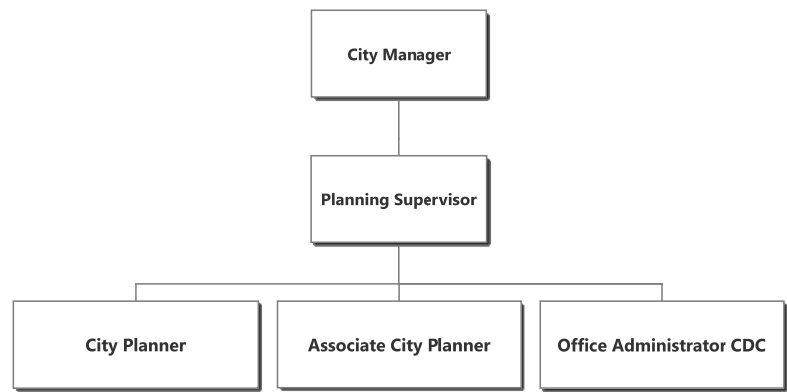
Municipal Court Department Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Municipal Court Department Salaries	14,350	10,775	11,816	11,816	14,386
10-150-142	Overtime	850	-	2,417	50	449
10-150-144	Office Administrator Court	52,855	56,637	59,471	50,000	52,872
10-150-146	Health Insurance	12,200	12,161	14,018	14,000	24,665
10-150-148	Retirement Benefits	19,241	21,761	23,792	20,000	22,086
10-150-150	Social Security	5,165	5,134	5,896	4,500	5,417
10-150-152	Worker's Compensation	272	249	260	160	242
10-150-155	Taxable Fringe Benefits	-	-	-	-	-
	Total Personnel Services	104,932	106,717	117,670	100,526	120,117
10-150-200	Building/Facilities Maintenance.	-	213	-	-	-
10-150-202	Equipment Maintenance	-	-	-	-	-
10-150-203	Maintenance Agreements	3,178	3,281	3,630	3,100	3,630
10-150-205	Small Equipment	-	527	2,000	3,920	2,000
10-150-216	Office Supplies	2,175	1,666	2,700	3,000	2,700
10-150-228	Utilities	3,235	3,500	5,400	4,000	5,400
10-150-230	Contractual/Professional	98,475	79,189	120,400	130,000	132,400
10-150-234	Miscellaneous	-	-	-	-	-
10-150-238	Insurance	300	300	300	-	300
10-150-240	Travel/Training	1,425	1,083	4,200	700	4,200
10-150-242	Dues/Fees/Subscriptions	154	194	785	1,000	785
10-150-244	Publications/Notices/Advertise	99	827	810	400	810
10-150-248	Jail/Jury	-	-	100	-	100
10-150-250	Assessments	41,338	24,040	41,052	20,000	54,000
	Total Materials & Services	150,378	114,820	181,377	166,120	206,325
10-150-344	Computer Hardware & Software	-	-	12,948	12,948	-
	Total Capital Outlay	-	-	12,948	12,948	-
10-150-401	Transfer to Unemployment	-	-	-	-	-
10-150-402	Transfer to GF ISF	4,476	4,943	5,378	5,378	5,253
	Total Transfers	4,476	4,943	5,378	5,378	5,253
	Total Expenditures	259,786	226,480	317,373	284,972	331,695

Municipal Court Department		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
REQUIREMENTS				
	Personnel services	112,507	106,717	-5.15%
	Materials & services	192,595	114,820	-40.38%
	Capital outlay	-	-	0.00%
	Operating Budget	305,102	221,537	-27.39%
	Debt service	-	-	0.00%
	Total Expenditures	305,102	221,537	-27.39%
	Transfers	4,943	4,943	0.00%
TOTAL APPROPRIATIONS		310,045	226,480	-26.95%

MUNICIPAL COURT 10 YEAR HISTORY



PLANNING DEPARTMENT



PURPOSE:

The Planning Department is committed to serving both existing and new residents as well as businesses with comprehensive planning services in the belief that a growing community can remain livable, meet the needs of its citizens, and become a diverse community with jobs and housing options. The department guides public and private development through long-range planning and development review and serves as an information resource for residents on a wide range of topics pertaining to land use and infrastructure.

VISION FOR THE YEAR:

The Planning Department assists citizens with new industrial, commercial, and residential development projects. The primary Planning Department areas of focus for the year will be assisting citizens and developers with current planning projects, developing a long-term comprehensive community vision through development of a 50-Year Plan, and updating the Development Code to add new permitted uses to the Commercial and Expanded Commercial zones.

COMPLIANCE WITH COUNCIL GOALS:

- Update Codes and Ordinances

Continue to Support OMIC's Expansion

Begin Long-Term Comprehensive Community Vision – 50 Year Plan

Support and Monitor Development of Columbia Commerce Center
- Protect and Restore the Peace Candle

Promote and Support Small Local Businesses

Planning Department Objective	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Development of 50 Year Plan												
Support & Monitor Columbia Commerce Center												
Continue to Support OMIC's Expansion												
Protect and Restore Peace Candle												
Promote and Support Small and Local Businesses												
Update Ordinances and Codes												

BUDGET NOTES:

The budgeted amount from the General Fund for the department is \$512,370. The Planning Department anticipates revenue of \$43,000. Personnel services costs are budgeted at \$258,220. Material and services costs are estimated at \$117,806. Capital outlay is budgeted at \$100,000 and there will be a transfer to the Administration Department of \$36,344.

The Planning Department is addressing Council Goal 2D by budgeting \$100,000 to hire a consultant to begin the first phase of a Long-Term Comprehensive Community Visioning process to develop a 50-Year Plan. It is anticipated that this Plan will take several years to complete.

PERCENTAGE OF TIME ALLOCATION:

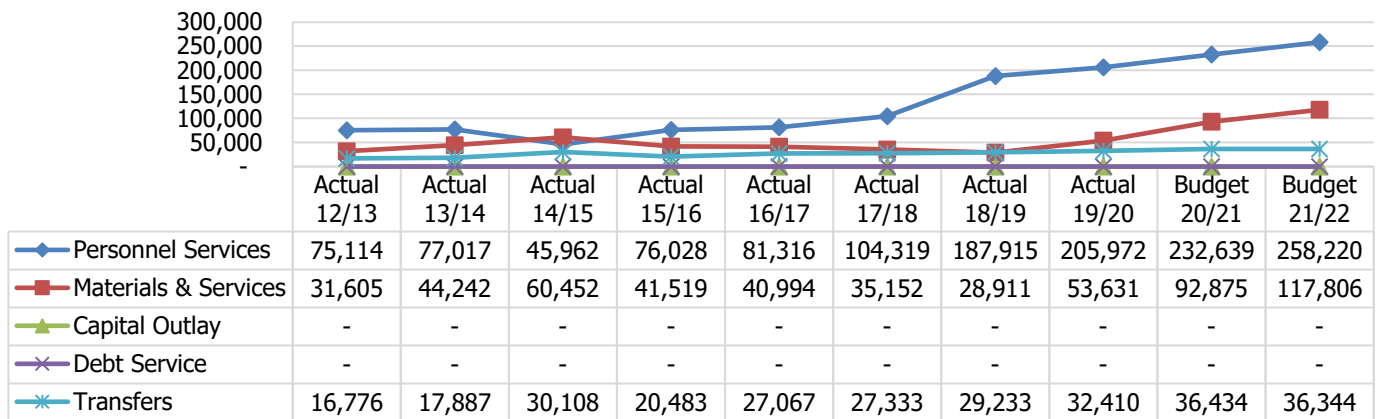
Planning Department	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Planning Supervisor	100%	100%	100%	100%	30.03	46.59
Office Administrator CDC	50%	50%	50%	50%	21.67	27.66
City Manager	5%	5%	5%	5%	45.75	70.97
City Recorder	3%	3%	3%	3%	26.97	41.82
Finance Administrator/Office Manager	3%	3%	3%	3%	38.73	60.08
Assistant City Manager	5%	5%	5%	5%	30.03	46.59
Office Administrator Finance	2%	2%	2%	2%	21.67	27.66
TOTAL FTE'S	1.68	1.68	1.68	1.68		

Planning Department Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Planning						
Personnel services	\$ 187,915	\$ 205,972	\$ 232,639	\$ 216,861	\$ 258,220	\$ 258,220
Materials & services	28,911	53,631	92,875	66,245	117,806	117,806
Capital outlay			53,850	22,925	100,000	100,000
Transfers	29,233	32,410	36,434	36,434	36,344	36,344
Total expenditures	\$ 246,059	\$ 292,013	\$ 415,798	\$ 342,465	\$ 512,370	\$ 512,370

Planning Department Line Item Detail	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
Account Description					
Planning Department Salaries	120,584	127,919	141,847	137,406	151,017
10-120-142 Overtime	1,279	3,040	3,885	2,200	1,493
10-120-146 Health Insurance	30,455	31,193	37,104	32,000	50,600
10-120-148 Retirement Benefits	25,879	33,632	37,737	35,000	42,488
10-120-150 Social Security	9,105	9,794	11,659	10,000	12,201
10-120-152 Workers' Compensation	613	395	407	255	421
10-120-155 Taxable Fringe Benefits	-	-	-	-	-
Total Personnel Services	187,915	205,972	232,639	216,861	258,220
10-120-200 Building /Facilities Maintenance	248	-	5,000	2,000	3,500
10-120-202 Equipment Maintenance	-	-	-	-	-
10-120-203 Maintenance Agreements	1,366	1,862	2,240	1,000	2,000
10-120-204 Vehicle Maintenance	183	608	2,030	1,000	2,030
10-120-205 Small Equipment	410	477	3,000	10,000	5,000
10-120-206 Fuel, Oil & Lube	104	172	310	250	285
10-120-216 Office Supplies	1,836	2,476	2,600	2,000	5,000
10-120-228 Utilities	1,475	1,610	2,100	1,700	2,100
10-120-230 Contractual/Professional	20,104	42,276	63,150	42,000	84,696
10-120-234 Miscellaneous	-	-	-	-	-
10-120-238 Insurance	-	-	-	-	-
10-120-240 Travel/Training	1,450	1,820	4,700	2,500	4,700
10-120-242 Dues/Fees/Subscriptions	619	1,534	1,295	1,295	2,045
10-120-244 Publications/Notices/Advertise	1,118	796	6,450	2,500	6,450
10-120-245 Matching Grant Fund	-	-	-	-	-
Total Materials & Services	28,911	53,631	92,875	66,245	117,806
10-120-300 Equipment	-	-	3,850	3,850	-
10-120-314 Council Approved Projects	-	-	50,000	19,075	100,000
Total Capital Outlay	-	-	53,850	22,925	100,000
10-120-401 Transfer to Unemployment	-	-	-	-	-
10-120-402 Transfer to GF ISF	29,233	32,410	36,434	36,434	36,344
Total Transfers	29,233	32,410	36,434	36,434	36,344
Total Expenditures	246,059	292,013	415,798	342,465	512,370

Planning Department		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
REQUIREMENTS				
	Personnel services	219,473	205,972	-6.15%
	Materials & services	123,450	53,631	-56.56%
	Capital outlay	-	-	0.00%
	Operating Budget	342,923	259,603	-24.30%
	Debt service	-	-	0.00%
	Total Expenditures	342,923	259,603	-24.30%
	Transfers	32,410	32,410	0.00%
TOTAL APPROPRIATIONS		375,333	292,013	-22.20%

PLANNING DEPARTMENT 10 YEAR HISTORY



PLANNING DEPARTMENT CIP						
Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
50 Year Plan	250,000	100,000	100,000	50,000		
Total	250,000	100,000	100,000	50,000	-	-

GENERAL FUND NON-DEPARTMENTAL

PURPOSE:

The fund contains transfers out, contingency, and unappropriated ending fund balance.

VISION FOR THE YEAR:

Maintain a strong contingency fund and unappropriated ending fund balance to serve as the basis for next fiscal year's cash carryover.

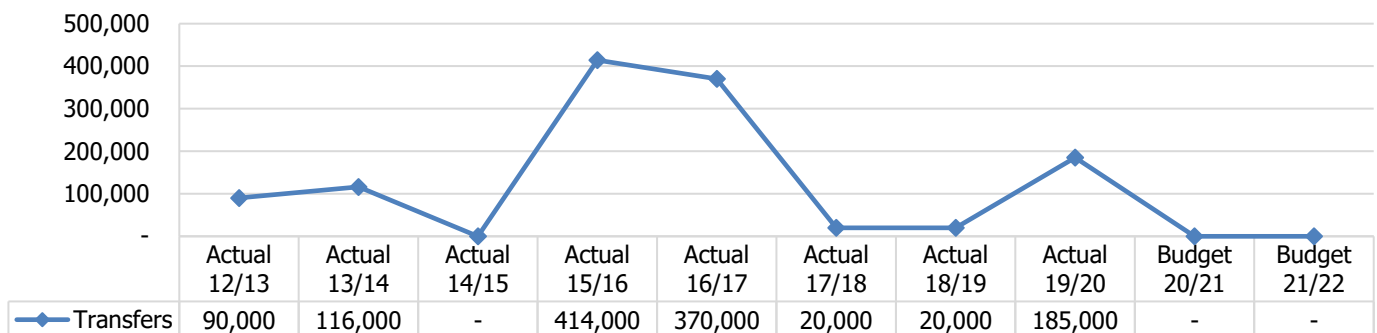
BUDGET NOTES:

The contingency line item has been budgeted at \$710,395. The unappropriated ending fund balance is budgeted at \$1,700,000.

Non Departmental Department Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Non Departmental						
Transfers	\$ 20,000	\$ 185,000	\$ -		\$ -	\$ -
Total expenditures	\$ 20,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -

Non Departmental Transfers Line Item Detail		Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
Account	Description					
10-999-418	Transfer to Unemployment	-	65,000	-	-	-
10-999-424	Transfer to Foot Paths	-	100,000	-	-	-
10-999-428	Transfer to Watts House Fund	20,000	20,000	-	-	-
	Total Transfers	20,000	185,000	-	-	-
10-999-600	Contingency	-	-	799,985		710,395
10-999-900	Unappropriated Ending Fund	-	-	1,700,000		1,700,000
	Total Expenditures	20,000	185,000	2,499,985	-	2,410,395
	Total General Fund	3,735,665	3,568,361	7,756,020	4,046,491	8,130,392

NON DEPARTMENTAL TRANSFERS 10 YEAR HISTORY



LAW ENFORCEMENT ASSESSMENTS FUND 94

PURPOSE:

This fund was established for Law Enforcement Assessment Fees.

VISION FOR THE YEAR:

The Municipal Court imposes an assessment fee appropriate to the cost of providing the enforcement services as established by the City. The assessments will be expended in relation to law enforcement and prevention activity in areas of traffic safety, drug, and alcohol prevention or other crime prevention activity.

COMPLIANCE WITH COUNCIL GOALS:

Continue community safety initiatives

Donut Day

Halloween Safety

Tip a Cop

Special Olympics Torch Run

Maintain community safety

National Night Out

Ice Cream Social

Citizen Academy

Suicide Prevention Walk

School supply donation drop site

Safety equipment for Officers in the field

LAW ENFORCEMENT OBJECTIVES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Continue Community Outreach by Police Department												
Back to School ice cream social												
Coffee with a Cop												
Donut Day												
Halloween safety												
National Night Out												
School supplies												
Special Olympics Torch Run												
Suicide Prevention Walk												
Tip a Cop												

BUDGET NOTES:

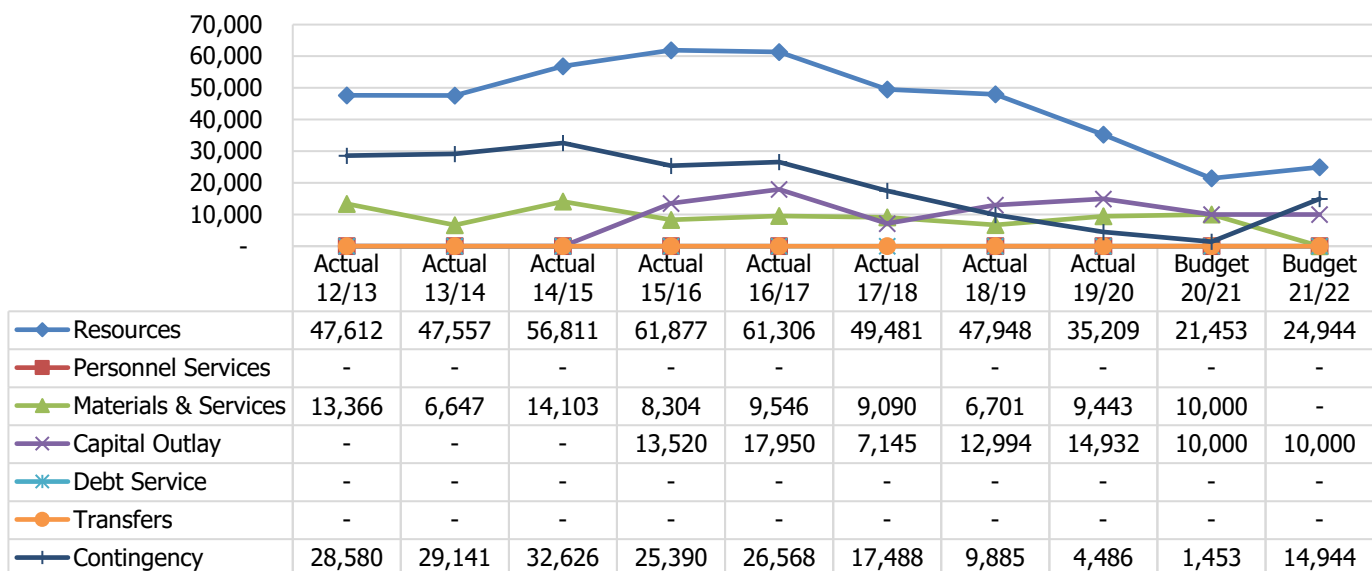
This year there is working capital carryover of \$17,344. The fund anticipates intergovernmental revenue of \$7,500 and interest income of \$100. Total fund resources are estimated at \$24,944. The fund anticipates spending \$10,000 on training activities and equipment. The fund has a contingency of \$14,944.

Law Enforcement Assessments 94						
Resources	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Working capital carryover	\$ 33,246	\$ 28,253	\$ 10,853	\$ 10,834	\$ 17,344	\$ 17,344
Current year resources						
Interest	\$ 807	\$ 528	\$ 600	\$ 100	\$ 100	\$ 100
Intergovernmental Transfers	13,895	6,428	10,000	7,300	7,500	7,500
Total current year resources	\$ 14,702	\$ 6,956	\$ 10,600	\$ 7,400	\$ 7,600	\$ 7,600
Total resources	\$ 47,948	\$ 35,209	\$ 21,453	\$ 18,234	\$ 24,944	\$ 24,944
Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Materials and services	\$ 6,701	\$ 9,443	\$ 10,000	\$ 890		
Capital outlay	12,994	14,932	10,000		10,000	10,000
Debt service						
Transfers						
Contingency			1,453		14,944	14,944
Total expenditures	\$ 19,695	\$ 24,375	\$ 21,453	\$ 890	\$ 24,944	\$ 24,944
Ending available working capital	\$ 28,253	\$ 10,834	\$ -	\$ 17,344	\$ -	\$ -

Law Enforcement Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
94-000-003	Interest Earned	807	528	600	100	100
94-000-040	Municipal Court Assessments	13,895	6,428	10,000	7,300	7,500
94-000-100	Miscellaneous	-	-	-	-	-
94-000-400	Transfers In	-	-	-	-	-
	Total Revenue	14,702	6,956	10,600	7,400	7,600
94-940-240	Law Enforcement & Prevention	6,701	9,443	10,000	890	-
	Total Materials & Services	6,701	9,443	10,000	890	-
94-940-300	Equipment	12,994	14,932	10,000	-	10,000
94-940-306	Vehicle Lease or Purchase	-	-	-	-	-
	Total Capital Outlay	12,994	14,932	10,000	-	10,000
94-940-400	Transfers Out	-	-	-	-	-
	Total Transfers	-	-	-	-	-
94-940-600	Contingency	-	-	1,453	-	14,944
	Total Expenditures	19,695	24,375	21,453	890	24,944

Law Enforcement Assessments Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	23,586	28,253	19.79%
	Interest	900	528	-41.33%
	Intergovernmental	15,000	6,428	-57.15%
	Current Revenue	15,900	6,956	-56.25%
	Transfers	-	-	0.00%
TOTAL RESOURCES		39,486	35,209	-10.83%
REQUIREMENTS				
	Materials and services	10,000	9,443	-5.57%
	Capital outlay	25,000	14,932	-40.27%
	Operating Budget	35,000	24,375	-30.36%
	Total Expenditures	35,000	24,375	-30.36%
	Transfers	-	-	0.00%
	Contingency	4,486	-	-100.00%
TOTAL APPROPRIATIONS		39,486	24,375	-38.27%
TOTAL BUDGET		39,486	24,375	-38.27%

LAW ENFORCEMENT ASSESSMENT FUND 10 YEAR HISTORY



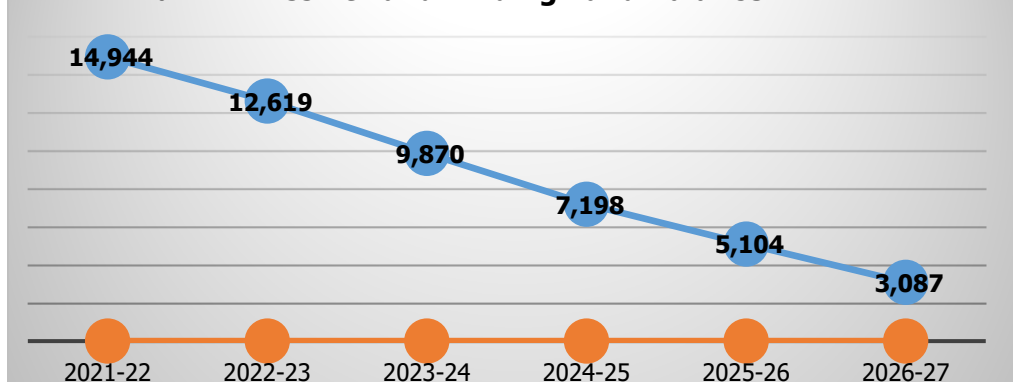
LAW ENFORCEMENT ASSESSMENTS CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Radar Trailer	\$ 10,000	\$ 10,000				
Radar Laser (6)	\$ 21,000		\$ 10,500	\$ 10,500		
Total	\$ 31,000	\$ 10,000	\$ 10,500	\$ 10,500	\$ -	\$ -

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Law Enforcement Fund							
Beginning balance		17,344	14,944	12,619	9,870	7,198	5,104
Revenues		7,600	7,675	7,751	7,828	7,905	7,984
Materials and services		-	-	-	-	-	-
Capital outlay		10,000	10,000	10,500	10,500	10,000	10,000
Net		14,944	12,619	9,870	7,198	5,104	3,087
Goal		-	-	-	-	-	-
Over/(short)		14,944	12,619	9,870	7,198	5,104	3,087

Law Enf Assmt Fund: Ending Fund Balance



WATTS HOUSE FUND 62

PURPOSE:

This fund was established to provide a more efficient method of tracking Watts House expenditures.

VISION FOR THE YEAR:

To provide revenue for expenditures related to the Watts House.

COMPLIANCE WITH COUNCIL GOALS:

Maintain fiscal responsibility on behalf of the community.

BUDGET NOTES:

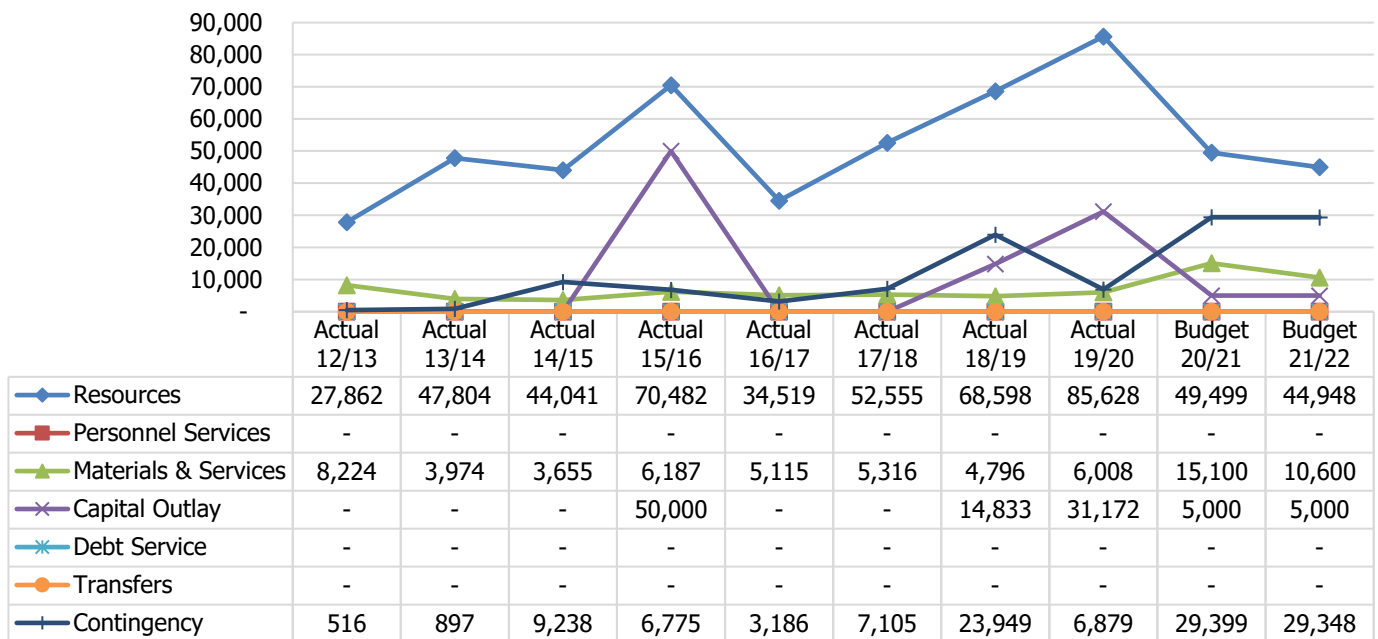
This year has a beginning working cash carry over of \$44,548 and the fund anticipates revenue of \$400 in interest. Total fund resources are estimated at \$44,948. The fund anticipates spending \$10,600 for materials and services. Under capital outlay, \$5,000 has been budgeted for miscellaneous house projects. Contingency is budgeted at \$29,348.

<i>Watts House Fund 62</i>						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Working capital carryover	\$ 47,239	\$ 48,969	\$ 48,199	\$ 48,448	\$ 44,548	\$ 44,548
Current year resources						
Interest	\$ 1,359	\$ 1,073	\$ 1,300	\$ 400	\$ 400	\$ 400
Intergovernmental	-	15,586				
Transfers	20,000	20,000				
Total current year resources	\$ 21,359	\$ 36,659	\$ 1,300	\$ 400	\$ 400	\$ 400
Total resources	\$ 68,598	\$ 85,628	\$ 49,499	\$ 48,848	\$ 44,948	\$ 44,948
Expenditures	Actual	Actual	Budget	Estimated	Proposed	Approved
	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Materials and services	\$ 4,796	\$ 6,008	\$ 15,100	\$ 4,300	\$ 10,600	\$ 10,600
Capital outlay	14,833	31,172	5,000		5,000	5,000
Transfers						
Contingency			29,399		29,348	29,348
Total expenditures	\$ 19,629	\$ 37,180	\$ 49,499	\$ 4,300	\$ 44,948	\$ 44,948
Ending available working capital	\$ 48,969	\$ 48,448	\$ -	\$ 44,548	\$ -	\$ -

Watt House Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
62-000-003	Interest Earned	1,359	1,073	1,300	400	400
62-000-100	Miscellaneous	-	-	-	-	-
62-000-120	Watts House Donations	-	-	-	-	-
62-000-125	Intergovernmental Revenue	-	15,586	-	-	-
62-000-401	Transfers In	20,000	20,000	-	-	-
	Total Revenue	21,359	36,659	1,300	400	400
62-620-200	Watts House Maintenance	2,609	3,787	11,500	2,000	7,000
62-620-228	Watts House Utilities	2,187	2,221	3,600	2,300	3,600
	Total Materials & Services	4,796	6,008	15,100	4,300	10,600
62-620-326	Council Approved Projects	14,834	31,172	5,000	-	5,000
	Total Capital Outlay	14,834	31,172	5,000	-	5,000
62-620-401	Transfers Out	-	-	-	-	-
	Total Transfers	-	-	-	-	-
62-620-600	Contingency	-	-	29,399	-	29,348
	Total Expenditures	19,629	37,180	49,499	4,300	44,948

Watts House Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	46,154	48,969	6.10%
	Interest	1,325	1,073	-19.02%
	Intergovernmental	17,000	15,586	-8.32%
	Current Revenue	18,325	16,659	-9.09%
	Transfers	20,000	20,000	0.00%
TOTAL RESOURCES		84,479	85,628	1.36%
REQUIREMENTS				
	Materials and services	10,000	6,008	-39.92%
	Capital outlay	67,000	31,172	-53.47%
	Operating Budget	77,000	37,180	-51.71%
	Total Expenditures	77,000	37,180	-51.71%
	Transfers	-	-	0.00%
	Contingency	6,879	-	0.00%
TOTAL APPROPRIATIONS		83,879	37,180	-55.67%
TOTAL BUDGET		83,879	37,180	-55.67%

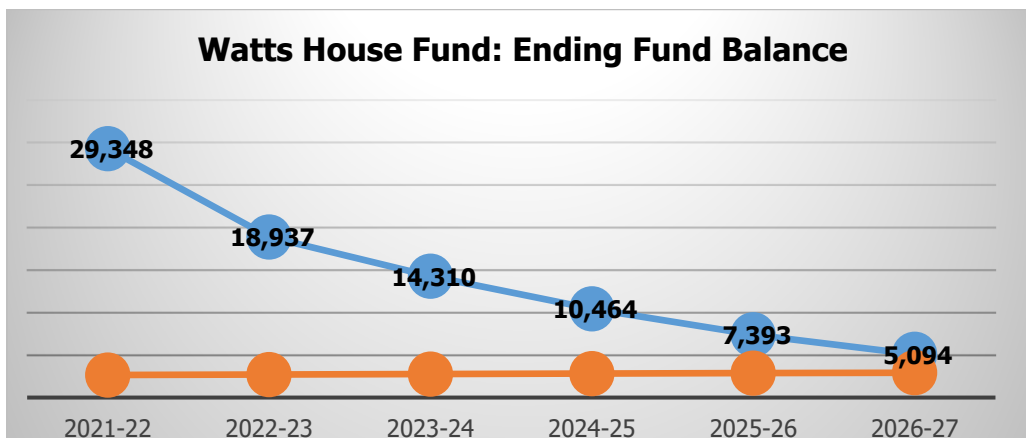
WATTS HOUSE FUND 10 YEAR HISTORY



5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Watts House Fund							
Beginning balance		44,548	29,348	18,937	14,310	10,464	7,393
Revenues		400	401	6,402	7,402	8,403	9,404
Materials & services		10,600	10,812	11,028	11,249	11,474	11,703
Capital outlay		5,000	-	-	-	-	-
Transfers		-	-	-	-	-	-
Net		29,348	18,937	14,310	10,464	7,393	5,094
Goal		2,650	2,703	2,757	2,812	2,868	2,926
Over/(short)		26,698	16,234	11,553	7,652	4,525	2,168

Watts House Fund: Ending Fund Balance





PEG FEE FUND 61

PURPOSE:

This fund was established for tracking of revenue and expenditures related to PEG Fees.

VISION FOR THE YEAR:

Upgrade the sound system in the City Council Chambers.

COMPLIANCE WITH COUNCIL GOALS:

Continue to develop a stronger communication plan.

BUDGET NOTES:

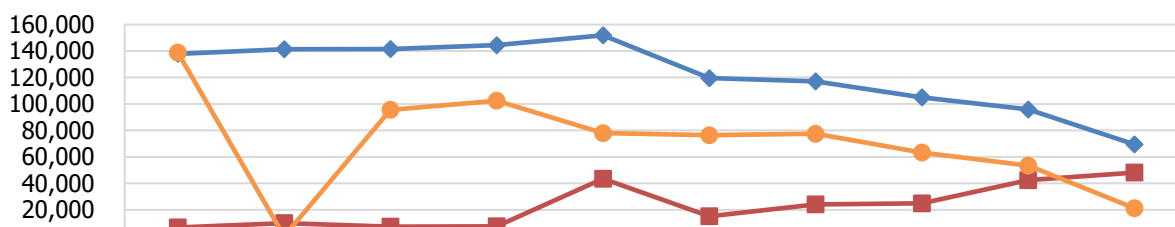
The fund has a beginning cash position of \$58,254. The fund anticipates PEG Fee revenue of \$10,500, from the city collection of .52 cents per user, per month per the franchise agreement which expires 12/2022. Total fund resources are estimated to be \$69,379. The fund expects to spend \$48,195 for materials & services and contingency is budgeted at \$21,184.

PEG Fee Fund 61						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Working capital carryover	\$ 104,380	\$ 92,950	\$ 83,100	\$ 80,034	\$ 58,254	\$ 58,254
Current year resources						
Interest	\$ 2,423	\$ 1,849	\$ 2,200	\$ 600	\$ 625	\$ 625
Intergovernmental	10,239	10,122	10,500	10,000	10,500	10,500
Miscellaneous	-					
Transfers						
Total current year resources	\$ 12,662	\$ 11,971	\$ 12,700	\$ 10,600	\$ 11,125	\$ 11,125
Total resources	\$ 117,042	\$ 104,921	\$ 95,800	\$ 90,634	\$ 69,379	\$ 69,379
Expenditures	Actual	Actual	Budget	Estimated	Proposed	Approved
	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Materials and services	\$ 24,092	\$ 24,887	\$ 42,400	\$ 32,380	\$ 48,195	\$ 48,195
Capital outlay						
Transfers						
Contingency			53,400		21,184	21,184
Total expenditures	\$ 24,092	\$ 24,887	\$ 95,800	\$ 32,380	\$ 69,379	\$ 69,379
Ending available working capital	\$ 92,950	\$ 80,034	\$ -	\$ 58,254	\$ -	\$ -

PEG Fee Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
61-000-003	Interest Earned	2,423	1,849	2,200	600	625
61-000-100	Miscellaneous	-	-	-	-	-
61-000-120	Peg Fees	10,239	10,122	10,500	10,000	10,500
61-000-401	Transfers In	-	-	-	-	-
	Total Revenue	12,662	11,971	12,700	10,600	11,125
61-610-205	Small Equipment	-	-	-	-	-
61-610-228	Utilities	-	-	-	-	-
61-610-230	Contractual/Professional	5,861	4,681	17,500	80	10,000
61-610-242	Dues Fees & Subscriptions	18,231	20,206	24,900	32,300	38,195
	Total Materials & Services	24,093	24,887	42,400	32,380	48,195
61-610-326	Council Approved Expenditure	-	-	-	-	-
	Total Capital Outlay	-	-	-	-	-
61-610-600	Contingency	-	-	53,400	-	21,184
	Total Expenditures	24,093	24,887	95,800	32,380	69,379

PEG Fee Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	90,530	92,950	2.67%
	Interest	2,425	1,849	-23.75%
	Intergovernmental	10,500	10,122	-3.60%
	Miscellaneous	-	-	0.00%
	Current Revenue	12,925	11,971	-7.38%
	Transfers	-	-	0.00%
	TOTAL RESOURCES	103,455	104,921	1.42%
REQUIREMENTS				
	Materials and services	40,200	24,887	-38.09%
	Capital outlay	-	-	0.00%
	Operating Budget	40,200	24,887	-38.09%
	Total Expenditures	40,200	24,887	-38.09%
	Transfers	-	-	0.00%
	Contingency	63,255	-	-100.00%
	TOTAL APPROPRIATIONS	103,455	24,887	-75.94%
	TOTAL BUDGET	103,455	24,887	-75.94%

PEG FEE FUND 10 YEAR HISTORY



	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Resources	137,831	141,335	141,429	144,380	151,835	119,531	117,042	104,921	95,800	69,379
Materials & Services	6,716	9,967	7,295	7,506	43,513	15,151	24,092	24,887	42,400	48,195
Capital Outlay		-	-	-	-	-	-	-	-	-
Debt Service		-	-	-	-	-	-	-	-	-
Transfers		-	-	-	-	-	-	-	-	-
Contingency	138,867	-	95,495	102,393	77,934	76,349	77,465	63,255	53,400	21,184

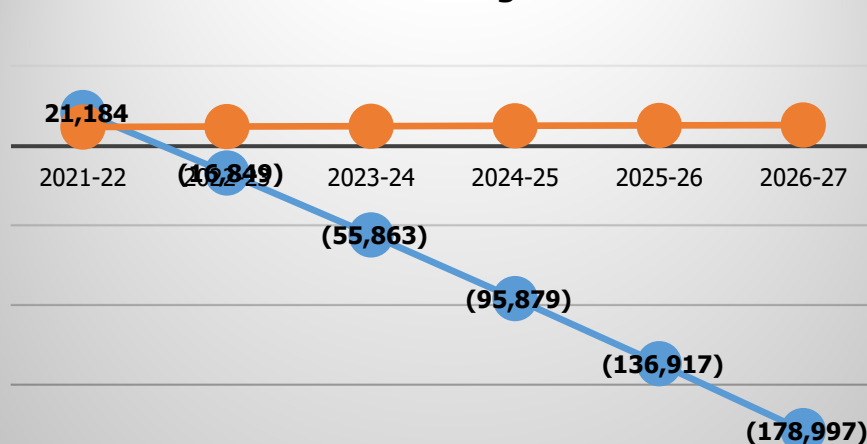
5 Year Projection

Note: Additional resources will be required in year 2022-2023

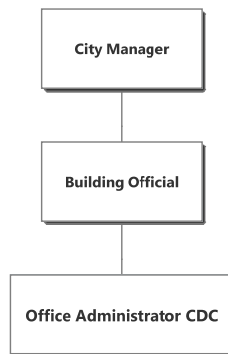
		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
PEG Fee Fund							
Beginning balance		58,254	21,184	(16,849)	(55,863)	(95,879)	(136,917)
Revenues		11,125	11,126	11,128	11,129	11,130	11,131
Materials & services		48,195	49,159	50,142	51,145	52,168	53,211
Capital outlay		-	-	-	-	-	-
Net		21,184	(16,849)	(55,863)	(95,879)	(136,917)	(178,997)
Goal		12,049	12,290	12,536	12,786	13,042	13,303
Over/(short)		9,135	(29,138)	(68,399)	(108,666)	(149,959)	(192,300)

Note: Additional resources will be required in year 2022-2023

PEG Fee Fund: Ending Fund Balance



BUILDING FUND 13



PURPOSE:

The Building Department is committed to serving existing and new residents, with comprehensive enforcement of building, plumbing, mechanical and fire and life safety codes of the State of Oregon. This department ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools and government buildings are constructed in conformance with all regulatory codes to ensure the continued safety and well-being of all members of the community.

VISION FOR THE YEAR:

Trends projected that economic growth would continue into the new fiscal year, however, the Coronavirus pandemic that arose in March 2020 has resulted in an economic recession. The medium and long-term impacts of the recession are currently unknown. Despite the uncertain economy, the Building Department estimates that more than 20 single-family homes and several multi-family building permits could be taken out this year. The Building Department expects to issue permits to a few industrial and commercial projects as properties around the Scappoose Airport develop.

COMPLIANCE WITH COUNCIL GOALS:

Provide support to ongoing City projects

BUILDING FUND OBJECTIVES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Asbuilts Updated (GIS)												
Support Development of OMIC/PCC												
Support Development of eastside Airport projects												
Support City Wide Infrastructure Projects												
Assist with Updating Public Works Design Standards												

BUDGET NOTES:

The Building Fund begins the year with a starting position of \$236,038. Permit revenue and miscellaneous fees are anticipated to be \$443,480. Total anticipated revenue for this fund is projected to be \$445,880 and total fund resources are expected to be \$681,918. Personnel services costs are budgeted at \$250,565. The Materials and services are estimated at \$78,754. There will be a transfer to the General Fund of \$36,337. The contingency is \$276,262.

PERCENTAGE OF TIME ALLOCATION:

Building Fund	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Building Official	100%	100%	100%	100%	30.03	46.59
Office Administrator CDC	50%	50%	50%	50%	21.67	27.66
Planning Supervisor	0%	0%	0%	0%	30.03	46.59
City Manager	3%	4%	4%	4%	45.75	70.97
City Recorder	3%	3%	3%	3%	26.97	41.82
Finance Administrator/Office Manager	3%	3%	3%	3%	38.73	60.08
Assistant City Manager	3%	4%	4%	4%	30.03	46.59
Office Administrator Finance	2%	2%	2%	2%	21.67	27.66
TOTAL FTE'S	1.64	1.66	1.66	1.66		

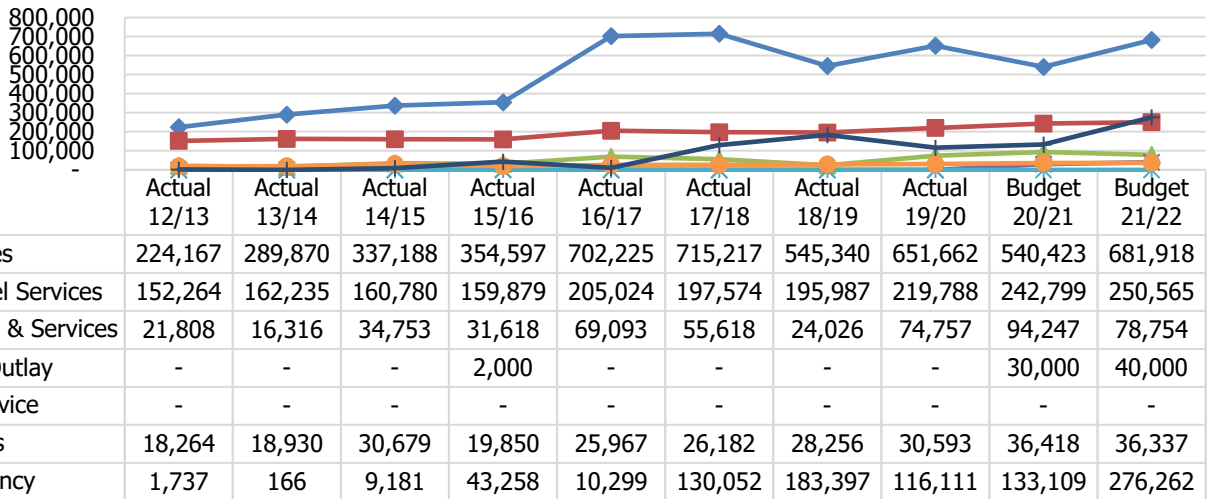
Building Fund 13						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22			FY 21-22	FY 21-22
Working capital carryover	\$ 435,843	\$ 297,071	\$ 336,093	\$ 326,524	\$ 236,038	\$ 236,038
Current year resources						
Interest	\$ 9,221	\$ 7,316	\$ 8,000	\$ 2,325	\$ 2,400	\$ 2,400
Permits and licenses	99,381	343,579	196,330	213,700	443,480	443,480
Miscellaneous	895	3,696		3,000		
Transfers	-					
Total current year resources	\$ 109,497	\$ 354,591	\$ 204,330	\$ 219,025	\$ 445,880	\$ 445,880
Total resources	\$ 545,340	\$ 651,662	\$ 540,423	\$ 545,549	\$ 681,918	\$ 681,918
Expenditures	Actual	Actual	Budget	Estimated	Proposed	Approved
	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22			FY 21-22	FY 21-22
Personnel services	\$ 195,987	\$ 219,788	\$ 242,799	\$ 229,083	\$ 250,565	\$ 250,565
Materials & services	24,026	74,757	94,247	40,235	78,754	78,754
Capital outlay			33,850	3,775	40,000	40,000
Debt service						
Transfers	28,256	30,593	36,418	36,418	36,337	36,337
Contingency			133,109		276,262	276,262
Total expenditures	\$ 248,269	\$ 325,138	\$ 540,423	\$ 309,511	\$ 681,918	\$ 681,918
Ending working capital	\$ 297,071	\$ 326,524	\$ -	\$ 236,038	\$ -	\$ -

Building Department Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
13-000-003	Interest Earned	9,222	7,316	8,000	2,325	2,400
13-000-070	Building Permits	99,381	343,579	196,330	213,700	443,480
13-000-100	Miscellaneous	895	3,696	-	3,000	-
13-000-900	Transfers In	-	-	-	-	-
	Total Revenue	109,497	354,591	204,330	219,025	445,880
	Building Department Salaries	124,782	135,021	145,544	142,143	150,480
13-130-142	Overtime	1,279	3,040	3,886	2,500	1,493
13-130-146	Health Insurance	32,217	33,669	40,359	36,000	41,587
13-130-148	Retirement Benefits	26,494	35,288	38,469	36,500	42,200
13-130-150	Social Security	9,424	10,333	11,954	10,700	12,158
13-130-152	Worker's Compensation	1,792	2,280	2,587	1,240	2,647
13-130-155	Taxable Fringe Benefits	-	158	-	-	-
	Total Personnel Services	195,988	219,788	242,799	229,083	250,565

Building Department Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
13-130-200	Building /Facilities Maintenance	248	-	7,000	2,000	3,000
13-130-202	Equipment Maintenance	-	-	-	-	-
13-130-203	Maintenance Agreements	1,138	1,516	1,770	1,235	1,830
13-130-204	Vehicle Maintenance	535	279	4,290	2,000	4,000
13-130-205	Small Equipment	410	618	3,500	2,000	3,000
13-130-206	Fuel, Oil, Lube	665	702	1,350	1,000	1,600
13-130-216	Office Supplies	1,436	1,993	3,340	1,500	3,000
13-130-228	Utilities	2,199	2,755	3,840	3,200	4,200
13-130-230	Contractual/Professional	14,699	63,778	64,000	25,000	52,000
13-130-234	Miscellaneous	-	-	-	-	-
13-130-238	Insurance	-	-	-	-	-
13-130-240	Travel/Training	1,690	1,235	3,500	500	3,500
13-130-242	Dues/Fees/Subscriptions	974	956	1,057	1,500	2,024
13-130-244	Publications/Notices/Advertise	-	822	300	300	300
13-130-252	Uniforms & Safety Equipment	32	103	300	-	300
13-130-254	Equipment Rental	-	-	-	-	-
	Total Materials & Services	24,026	74,757	94,247	40,235	78,754
13-130-300	Equipment	-	-	3,850	3,775	-
13-130-311	Equipment Replacement	-	-	30,000	-	40,000
	Total Capital Outlay	-	-	33,850	3,775	40,000
13-130-416	Transfer to General Fund	28,256	30,593	36,418	36,418	36,337
	Total Transfers	28,256	30,593	36,418	36,418	36,337
13-130-600	Contingency	-	-	133,109	-	276,262
	Total Expenditures	248,269	325,138	540,423	309,511	681,918

Building Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	254,686	297,071	16.64%
	Interest	9,500	7,316	-22.99%
	Permits and licenses	242,350	343,579	41.77%
	Miscellaneous	-	3,696	100.00%
	Current Revenue	251,850	354,591	40.79%
	Transfers	-	-	0.00%
TOTAL RESOURCES		506,536	651,662	28.65%
REQUIREMENTS				
	Personnel services	233,475	219,788	-5.86%
	Materials & services	96,357	74,757	-22.42%
	Capital outlay	30,000	-	-100.00%
	Operating Budget	359,832	294,545	-18.14%
	Debt service	-	-	0.00%
	Total Expenditures	359,832	294,545	-18.14%
	Transfers	30,593	30,593	0.00%
	Contingency	116,111	-	-100.00%
TOTAL APPROPRIATIONS		506,536	325,138	-35.81%
TOTAL BUDGET		506,536	325,138	-35.81%

BUILDING FUND 10 YEAR HISTORY



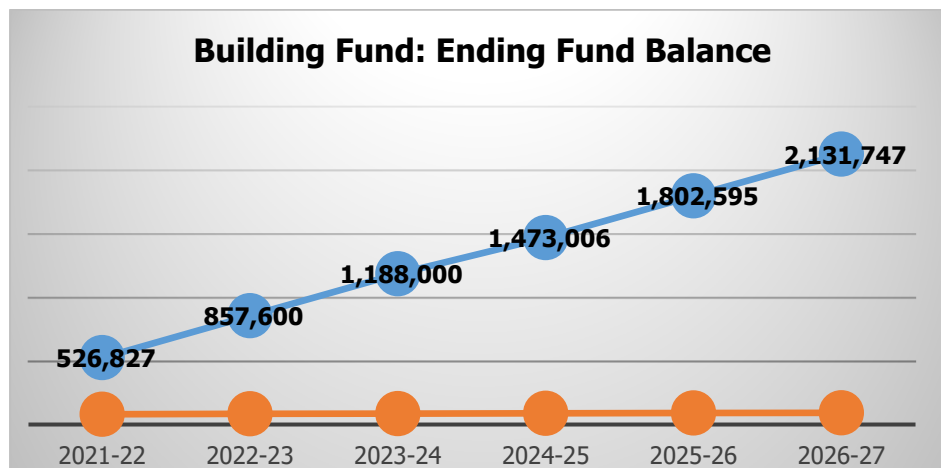
BUILDING CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
New Vehicle	40,000			40,000		
Total	40,000	-	-	40,000	-	-

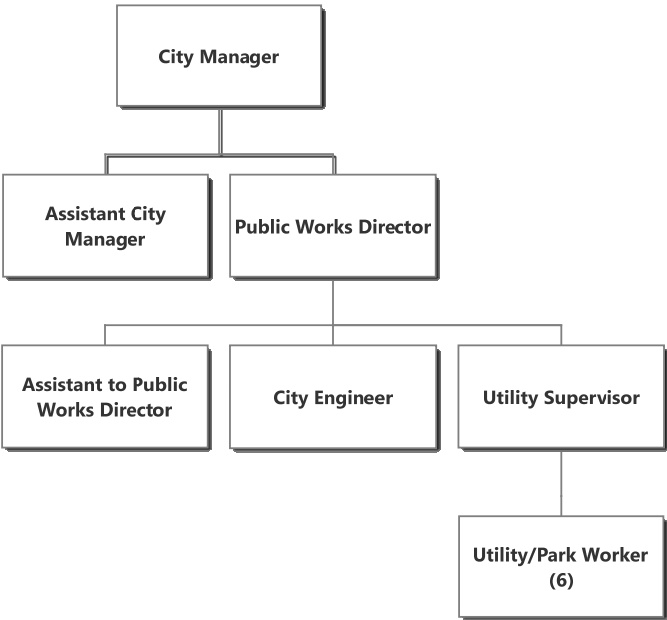
5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Building Fund							
	Beginning balance	236,038	526,827	857,600	1,188,000	1,473,006	1,802,595
	Revenues	445,880	448,102	450,335	452,580	454,836	457,103
	Personal services	243,946	255,486	261,874	268,420	275,131	282,009
	Materials & services	78,754	80,329	81,936	83,574	85,246	86,951
	Capital outlay	40,000	-	-	45,000	-	-
	Transfers	36,337	37,000	38,000	39,000	40,000	41,000
	Net	526,827	857,600	1,188,000	1,473,006	1,802,595	2,131,747
	Goal	80,675	83,954	85,952	87,999	90,094	92,240
	Over/(short)	446,152	773,646	1,102,048	1,385,007	1,712,501	2,039,507

Building Fund: Ending Fund Balance



STREET FUND 20



PURPOSE:

The Street Department is dedicated to maintaining the street and storm systems throughout the City. The department personnel ensure that traffic control signs, pedestrian crossings and roads are kept in good condition with the intention of providing public safety for the community.

VISION FOR THE YEAR:

To provide maintenance and repairs to City owned streets. Construct new and repair existing sidewalks.

COMPLIANCE WITH COUNCIL GOALS:

- Pursue Transportation Funding

Continue Sidewalk Improvement Program

Pursue Transportation Funding
- Streetscape Improvements

Update Public Works Design Standards

Street Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Continue Sidewalk Improvement program												
Update Public Works Design Standards												
Pursue Transportation Funding												
Street Improvement Projects												
Curb Painting												
Asphalt Paving												
Crack Sealing												
Streetlight Replacement and Maintenance												
Streetscape Improvements												

BUDGET NOTES:

The Street Fund is funded by monies received from multiple sources. These sources include: State Gas Tax revenue which is based on dollars per capita of our city and a local \$0.03 per gallon fuel tax, the Federal Surface Transportation Program Fund, infrastructure fees, and intergovernmental revenue. The budget shows a beginning cash balance of \$994,240, interest income of \$7,000, intergovernmental revenue of \$5,409,897 and charges for service of \$20,000. The total resources for this fund are \$6,431,137. The budgeted expenditures for the Street Fund are \$6,431,137, beginning with personnel services costs which are budgeted at \$321,679 and materials and services which are budgeted at \$268,225. The fund also budgeted \$5,160,000 for capital outlay projects which include a continued effort to improve City streetlighting with new LED lights. Other street projects planned are the infill of missing sidewalks along SW Old Portland

Road in the Fall of 2021 and partial replacement of wheelchair ramps throughout the year. The City is also planning to begin a series of asphalt overlays in the late Spring or early Summer of 2021. There is also \$90,073 in transfers and the fund anticipates a contingency of \$591,160.

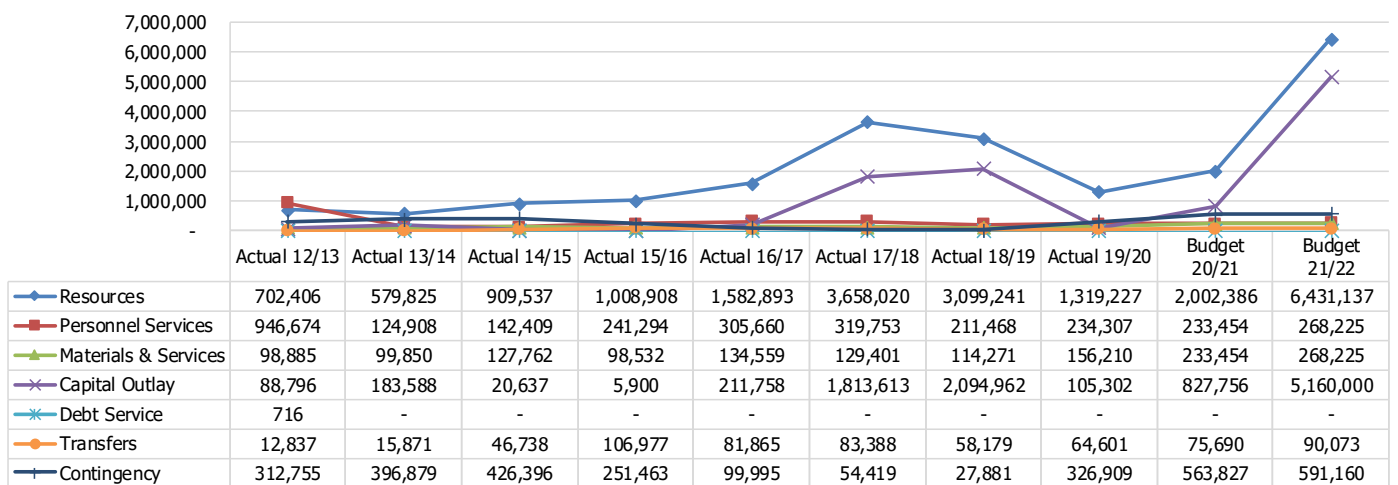
PERCENTAGE OF TIME ALLOCATION:

Street Fund	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Public Works Director	10%	10%	10%	10%	38.73	60.08
Utility Supervisor	10%	10%	10%	10%	30.03	46.59
Utility/Parks Worker I	10%	10%	20%	20%	20.13	25.69
Utility/Parks Worker II	10%	10%	0%	0%	23.97	30.59
Utility/Parks Worker III	10%	10%	20%	20%	26.41	33.71
Office Administrator CDC	0%	0%	0%	0%	21.67	27.66
Planning Supervisor	0%	0%	0%	0%	30.03	46.59
Program Analyst	0%	0%	30%	0%	20.95	32.47
Assistant to Public Works Director	0%	0%	0%	30%	24.60	36.35
City Manager	21%	20%	20%	20%	45.75	70.97
City Recorder	15%	15%	15%	15%	26.97	41.82
City Engineer	30%	30%	30%	30%	33.50	51.97
Engineer Assistant PW	0%	0%	0%	0%	25.27	38.58
Finance Administrator/Office Manager	15%	15%	15%	15%	38.73	60.08
Assistant City Manager	21%	20%	20%	20%	30.03	46.59
Office Administrator Finance	2%	2%	2%	2%	21.67	27.66
TOTAL FTE'S	1.54	1.52	1.92	1.92		

Street Fund 20						
Resources	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Working capital carryover	\$ 1,311,865	\$ 620,361	\$ 630,475	\$ 758,807	\$ 994,240	\$ 994,240
Current year resources						
Interest	\$ 20,534	\$ 13,496	\$ 16,000	\$ 6,800	\$ 7,000	\$ 7,000
Intergovernmental	1,658,655	658,264	1,335,911	761,000	5,409,897	5,409,897
Charges for services	106,870	26,731	20,000	15,000	20,000	20,000
Miscellaneous	1,317	375		63,955		
Transfers	0					
Total current year resources	\$ 1,787,376	\$ 698,866	\$ 1,371,911	\$ 846,755	\$ 5,436,897	\$ 5,436,897
Total resources	\$ 3,099,241	\$ 1,319,227	\$ 2,002,386	\$ 1,605,562	\$ 6,431,137	\$ 6,431,137
Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Personnel services	\$ 211,468	\$ 234,307	\$ 301,659	\$ 258,733	\$ 321,679	\$ 321,679
Materials & services	114,271	156,210	233,454	196,899	268,225	268,225
Capital outlay	2,094,962	105,302	827,756	80,000	5,160,000	5,160,000
Debt service						
Transfers	58,179	64,601	75,690	75,690	90,073	90,073
Contingency			563,827		591,160	591,160
Total expenditures	\$ 2,478,880	\$ 560,420	\$ 2,002,386	\$ 611,322	\$ 6,431,137	\$ 6,431,137
Ending working capital	\$ 620,361	\$ 758,807	\$ -	\$ 994,240	\$ -	\$ -

Street Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
20-000-003	Interest Earned	20,534	13,496	16,000	6,800	7,000
20-000-100	Miscellaneous	1,317	375	-	63,955	-
20-000-120	Surface Trans Program Funds	-	-	517,756	-	607,296
20-000-125	Intergovernmental Revenue	1,151,461	44,817	-	-	4,000,000
20-000-150	Advanced Funding Reimbursement	-	-	-	-	-
20-000-160	State Gas Tax	507,194	507,182	568,155	505,500	552,601
20-000-161	FUEL TAX .03	-	106,265	250,000	255,500	250,000
20-000-260	Infrastructure Inspection Fees	106,871	26,731	20,000	15,000	20,000
20-000-904	Transfer in Storm Drainage	-	-	-	-	-
	Total Revenue	1,787,376	698,866	1,371,911	846,755	5,436,897
	Street Department Salaries	137,892	148,924	181,096	163,393	196,199
20-200-142	Overtime	220	22	1,288	500	1,352
20-200-146	Health Insurance	27,544	30,480	47,258	31,000	44,363
20-200-148	Retirement Benefits	33,407	41,571	53,932	50,000	60,313
20-200-150	Social Security	10,202	11,025	14,591	12,200	15,804
20-200-152	Workers' Compensation	2,203	2,274	3,494	1,640	3,648
20-200-155	Taxable Fringe Benefits	-	10	-	-	-
	Total Personnel Services	211,468	234,308	301,659	258,733	321,679
20-200-200	Building/Facilities Maintenance	754	494	1,500	1,250	1,500
20-200-202	Equipment Maintenance	1,483	761	5,000	3,000	6,500
20-200-203	Maintenance Agreements	457	534	1,190	400	1,200
20-200-204	Vehicle Maintenance	499	396	2,000	2,000	2,500
20-200-205	Small Equipment	1,227	3,727	4,500	10,000	8,500
20-200-206	Fuel/Oil/Lube	1,686	1,993	2,305	2,000	2,850
20-200-208	Street Maintenance	8,093	11,035	30,000	15,000	26,400
20-200-210	Street Light Maintenance	6,992	16,062	18,000	15,000	24,000
20-200-212	Sign Maintenance	1,603	3,896	4,350	4,000	6,200
20-200-216	Office Supplies	1,397	1,100	2,400	1,500	2,400
20-200-218	Operational Supplies	2,753	2,135	21,500	15,000	25,250
20-200-227	Electrical Operations	42,743	44,091	48,000	45,000	49,200
20-200-228	Utilities	3,105	3,261	2,580	3,400	4,140
20-200-230	Contractual/Professional	34,928	58,856	75,450	75,450	95,100
20-200-234	Miscellaneous	-	-	-	-	-
20-200-235	Property Tax	3,243	3,098	3,800	1,247	2,000
20-200-238	Insurance	-	-	-	-	-
20-200-240	Travel/Training	945	1,722	3,000	100	3,000
20-200-242	Dues/Fees/Subscriptions	352	1,868	1,154	1,000	1,685
20-200-244	Publications/Notices/Advertise	1,538	185	750	52	500
20-200-250	Advanced Funding Reimbursement	-	-	3,975	-	3,300
20-200-252	Uniforms\Safety	473	997	1,000	1,000	1,000
20-200-254	Equipment Rental	-	-	1,000	500	1,000
	Total Materials & Services	114,271	156,210	233,454	196,899	268,225
20-200-300	Equipment	37,038	39,919	50,000	30,000	50,000
20-200-305	Street Improvements	2,057,924	65,383	777,756	50,000	5,110,000
20-200-311	Equipment Replacement	-	-	-	-	-
	Total Capital Outlay	2,094,962	105,302	827,756	80,000	5,160,000
	Total Debt Service	-	-	-	-	-
20-200-410	Transfer to GF ISF	58,179	64,601	75,690	75,690	65,073
20-200-412	Transfer to Foot Paths	-	-	-	-	25,000
	Total Transfers	58,179	64,601	75,690	75,690	90,073
20-200-600	Contingency	-	-	563,827	-	591,160
	Total Expenditures	2,478,880	560,420	2,002,386	611,322	6,431,137

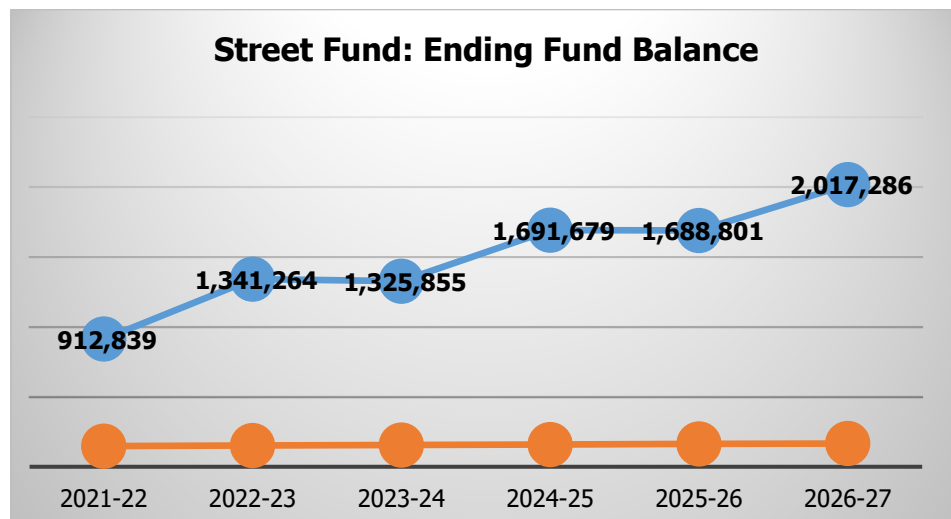
Street Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
Beginning Fund Balances		425,957	620,361	45.64%
Interest		21,000	13,496	-35.73%
Intergovernmental		960,468	658,264	-31.46%
Charges for services		30,000	26,731	-10.90%
Miscellaneous		-	375	100.00%
Current Revenue		1,011,468	698,866	-30.91%
Transfers		-	-	0.00%
TOTAL RESOURCES		1,437,425	1,319,227	-8.22%
REQUIREMENTS				
Personnel services		253,113	234,307	-7.43%
Materials & services		233,655	156,210	-33.15%
Capital outlay		559,147	105,302	-81.17%
Operating Budget		1,045,915	495,819	-52.59%
Debt service		-	-	0.00%
Total Expenditures		1,045,915	495,819	-52.59%
Transfers		64,601	64,601	0.00%
Contingency		326,909	-	-100.00%
TOTAL APPROPRIATIONS		1,437,425	560,420	-61.01%
TOTAL BUDGET		1,437,425	560,420	-61.01%

STREET FUND 10 YEAR HISTORY

STREET CIP						
Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Miscellaneous Capital Projects	350,000	50,000	50,000	50,000	50,000	150,000
NW Neighborhood Overlay	250,000	250,000				
Old Portland Road Overlay	200,000	200,000				
Old Portland Road Sidewalk Infill	300,000	300,000				
SE 3rd Place Sidewalk Improvements	375,000			375,000		
SE 6th Street Overlay	120,000	120,000				
SE High School Way Overlay	120,000	120,000				
SE Vine Street Sidewalks	375,000					375,000
Street Light Upgrades	175,000	50,000	50,000	25,000	25,000	25,000
SW 4th Street ADA Ramp Upgrades	200,000			100,000	100,000	
JP West Road Improvements	60,000	60,000				
Total	2,525,000	1,150,000	100,000	550,000	175,000	550,000

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Street Fund							
	Beginning balance	994,240	912,839	1,341,264	1,325,855	1,691,679	1,688,801
	Revenues	1,436,897	802,014	813,653	825,466	837,457	849,627
	Personal services	319,478	333,520	341,858	350,404	359,164	368,144
	Materials & services	268,225	273,590	279,061	284,643	290,335	296,142
	Capital outlay	1,160,000	100,000	550,000	175,000	550,000	225,000
	Transfers out	90,073	-	-	-	-	-
	Net	912,839	1,341,264	1,325,855	1,691,679	1,688,801	2,017,286
	Goal	146,926	151,777	155,230	158,762	162,375	166,071
	Over/(short)	765,913	1,189,486	1,170,625	1,532,917	1,526,426	1,851,214



FOOT PATH & BICYCLE TRAILS FUND 25

PURPOSE:

This fund is intended for special sidewalk and path projects. Funding comes from one percent of the state gas tax revenue.

VISION FOR THE YEAR:

Develop a plan to create new trails and sidewalks within the City.

COMPLIANCE WITH COUNCIL GOALS:

Continue Sidewalk Improvement Program

Foot Path & Bicycle Trails Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Continue Sidewalk Improvement Program												

BUDGET NOTES:

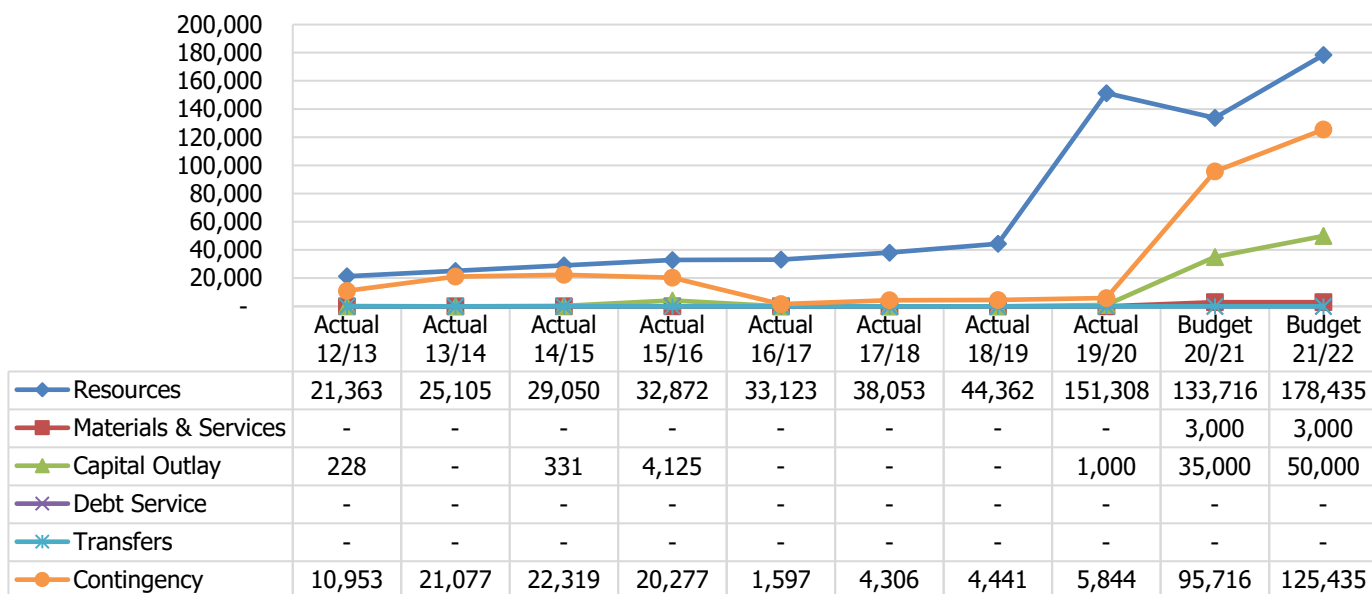
The beginning working capital carryover for the Foot Path and Bicycle Trails fund is \$146,603. The fund anticipates revenue in the amount of \$31,832. The City expects to receive \$5,582 from state gas tax revenue, \$1,250 from interest income and a transfer from the street fund in the amount of \$25,000. The total resources for the fund is \$178,435. The City plans to spend \$3,000 for repairs and maintenance of existing foot paths. This fund also has \$50,000 in capital outlay for developing new trails and continuing the City Sidewalk Program. This program is on a first come, first serve basis to qualifying participants. The City will match 50% of the lowest estimated bid to repair sidewalks that front the participant's property up to \$1,000. Property owners are only allowed to participate in this program one time. The fund anticipates a contingency of \$125,435. Total expenditures for the year are \$178,435.

Foot Paths & Bicycle Trails Fund 25						
Resources	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Working capital carryover	\$ 38,053	\$ 44,362	\$ 126,477	\$ 150,308	\$ 146,603	\$ 146,603
Current year resources						
Interest	\$ 1,186	\$ 1,823	\$ 1,500	\$ 1,225	\$ 1,250	\$ 1,250
Intergovernmental revenues	5,123	5,123	5,739	5,070	5,582	5,582
Transfers		100,000			25,000	25,000
Total current year resources	\$ 6,309	\$ 106,946	\$ 7,239	\$ 6,295	\$ 31,832	\$ 31,832
Total resources	\$ 44,362	\$ 151,308	\$ 133,716	\$ 156,603	\$ 178,435	\$ 178,435
Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Material & services	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
Capital outlay	-	1,000	35,000	10,000	50,000	50,000
Contingency			95,716		125,435	125,435
Total expenditures	\$ -	\$ 1,000	\$ 133,716	\$ 10,000	\$ 178,435	\$ 178,435
Ending working capital	\$ 44,362	\$ 150,308	\$ -	\$ 146,603	\$ -	\$ -

Foot Path & Bicycle Trails Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
25-000-003	Interest Earned	1,186	1,823	1,500	1,225	1,250
25-000-160	State Gas Tax (1%)	5,123	5,123	5,739	5,070	5,582
25-000-170	Intergovernmental Revenue	-	-	-	-	-
25-000-904	Transfers in	-	100,000	-	-	25,000
	Total Revenue	6,309	106,946	7,239	6,295	31,832
25-250-218	Operational Supplies	-	-	1,000	-	1,000
25-250-230	Contractual Professional	-	-	2,000	-	2,000
	Total Materials & Services	-	-	3,000	-	3,000
25-250-313	City Sidewalk Program	-	1,000	25,000	10,000	50,000
25-250-326	Council Approved Projects	-	-	10,000	-	-
	Total Capital Outlay	-	1,000	35,000	10,000	50,000
25-250-600	Contingency	-	-	95,716	-	125,435
	Total Expenditures	-	1,000	133,716	10,000	178,435

Foot Path & Bicycle Trails Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	44,377	44,362	-0.03%
	Interest	1,100	1,823	65.73%
	Intergovernmental revenues	5,367	5,123	-4.55%
	Current Revenue	6,467	6,946	7.41%
	Transfers	100,000	100,000	0.00%
TOTAL RESOURCES		150,844	151,308	0.31%
REQUIREMENTS				
	Material & services	3,000	-	-100.00%
	Capital outlay	142,000	1,000	-99.30%
	Operating Budget	145,000	1,000	-99.31%
	Total Expenditures	145,000	1,000	-99.31%
	Contingency	5,844	-	-100.00%
TOTAL APPROPRIATIONS		150,844	1,000	-99.34%
TOTAL BUDGET		150,844	1,000	-99.34%

FOOT PATHS & BICYCLE TRAILS FUND 10 YEAR HISTORY



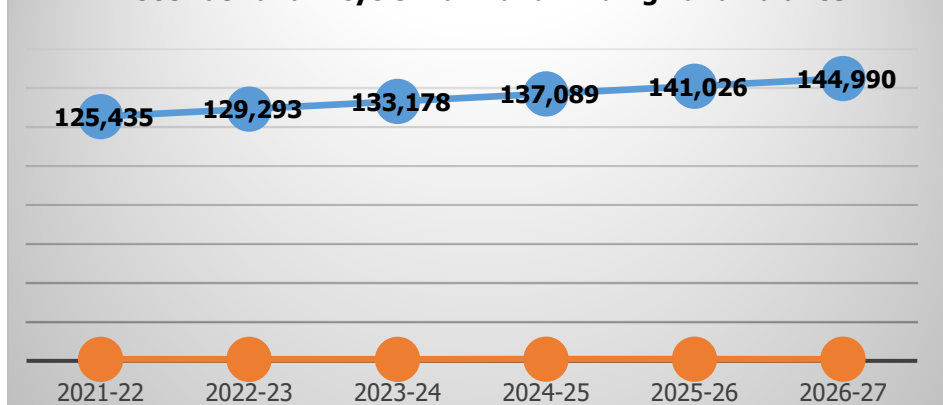
FOOT PATHS & BICYCLE TRAILS CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
City Side Walk Program	125,000	50,000	25,000	25,000	25,000	-
Total	125,000	50,000	25,000	25,000	25,000	-

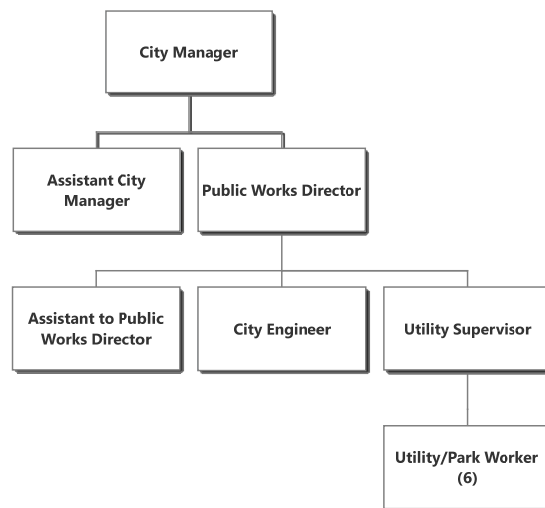
5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Foot Path and Bicycle Trail Fund							
Beginning balance		146,603	125,435	129,293	133,178	137,089	141,026
Revenues		31,832	31,918	32,006	32,094	32,185	32,276
Materials & services		3,000	3,060	3,121	3,184	3,247	3,312
Capital outlay		50,000	25,000	25,000	25,000	25,000	25,000
Transfers out		-	-	-	-	-	-
Net		125,435	129,293	133,178	137,089	141,026	144,990
Goal		750	765	780	796	812	828
Over/(short)		124,685	128,528	132,397	136,293	140,214	144,162

Foot Path and Bicycle Trail Fund: Ending Fund Balance



STORMWATER DRAINAGE FUND 26



PURPOSE:

This fund was established to provide the revenue needed to meet Federal and State Stormwater requirements.

VISION FOR THE YEAR:

Develop a Stormwater Management Plan and provide maintenance to the system.

COMPLIANCE WITH COUNCIL GOALS:

Address aging infrastructure
Update Stormwater Master Plan

Update/Review Stormwater Fees

Stormwater Drainage Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Storm Water Master Plan												
Update Public Works Design Standards												
Storm Cleaning												
Storm Swale Maintenance												
Storm Projects												
Street Sweeping												

BUDGET NOTES:

The beginning Stormwater Drainage fund balance is \$371,565. The budget anticipates revenue of \$6,000 from interest income and \$335,184 in Stormwater user fees. Total resources for the Stormwater Drainage Fund are \$712,749. The fund anticipates expenditures of \$109,672 for personnel services and \$185,540 for materials and services. There is \$100,000 budgeted in capital outlay and once the Master Plan is complete, we plan to move forward with construction of stormwater infrastructure projects such as new UIC's, catch basins and pipework. The contingency for this year is \$317,537.

PERCENTAGE OF TIME ALLOCATION:

Stormwater Fund	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Public Works Director	10%	10%	10%	10%	38.73	60.08
Utility Supervisor	10%	10%	10%	10%	30.03	46.59
Utility/Parks Worker I	20%	20%	20%	10%	20.13	25.69
Utility/Parks Worker II	0%	0%	0%	10%	23.97	30.59
Utility/Parks Worker III	20%	20%	20%	20%	26.41	33.71
Program Analyst	0%	0%	10%	0%	20.95	32.47
Assistant to Public Works Director	0%	0%	0%	10%	24.60	36.35
City Engineer	10%	10%	10%	10%	33.50	51.97
TOTAL FTE'S	0.70	0.70	0.80	0.80		

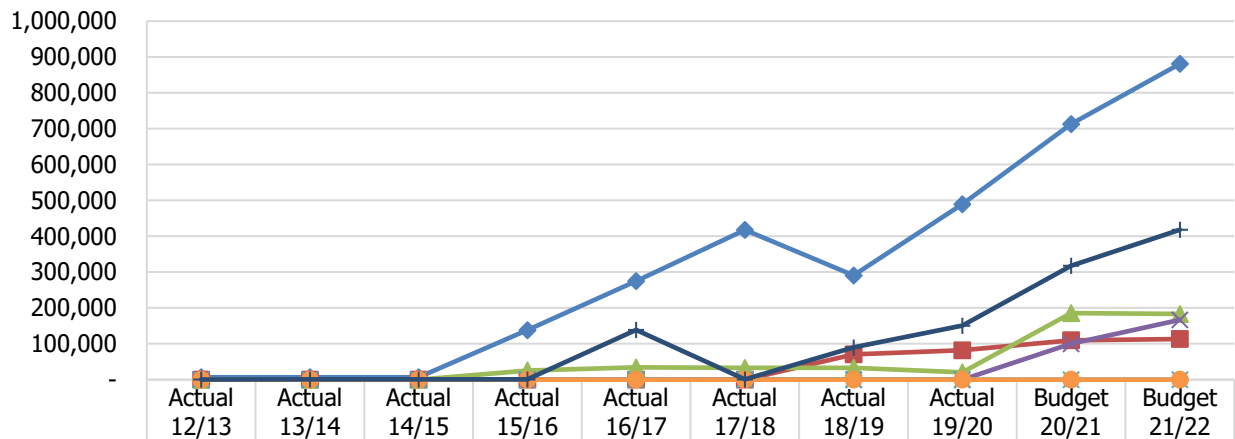
<i>Stormwater Drainage Fund 26</i>						
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Resources						
Working capital carryover	\$ 94,919	\$ 175,613	\$ 371,565	\$ 387,108	\$ 519,390	\$ 519,390
Current year resources						
Interest	\$ 4,115	\$ 5,805	\$ 6,000	\$ 3,000	\$ 3,200	\$ 3,200
Intergovernmental			-	12,000		
Charges for services	191,530	307,801	335,184	333,000	358,436	358,436
Miscellaneous						
Transfers						
Total current year resources	\$ 195,645	\$ 313,606	\$ 341,184	\$ 348,000	\$ 361,636	\$ 361,636
Total resources	\$ 290,564	\$ 489,219	\$ 712,749	\$ 735,108	\$ 881,026	\$ 881,026
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Expenditures						
Personnel services	\$ 70,248	\$ 81,791	\$ 109,672	\$ 101,218	\$ 113,069	\$ 113,069
Materials & services	32,917	20,320	185,540	84,500	183,050	183,050
Capital outlay	11,786		100,000	30,000	167,000	167,000
Debt service						
Transfers	-	-				
Contingency			317,537		417,907	417,907
Total expenditures	\$ 114,951	\$ 102,111	\$ 712,749	\$ 215,718	\$ 881,026	\$ 881,026
Ending working capital	\$ 175,613	\$ 387,108	\$ -	\$ 519,390	\$ -	\$ -

Stormwater Drainage Fund Line Item Detail		Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Budget FY 21-22
Account	Description					
26-000-003	Interest Earned	4,115	5,805	6,000	3,000	3,200
26-000-100	Miscellaneous	-	-	-	-	-
26-000-125	Intergovernmental Revenue	-	-	-	12,000	-
26-000-220	User Fees	185,648	288,628	315,184	318,000	338,436
26-000-260	Infrastructure Inspection Fees	5,883	19,173	20,000	15,000	20,000
	Total Revenue	195,645	313,606	341,184	348,000	361,636
	Stormwater Department Salaries	44,585	51,783	64,068	64,068	67,606
26-260-142	Overtime	220	22	1,289	500	1,352
26-260-146	Health Insurance	10,409	12,863	18,577	15,000	15,955
26-260-148	Retirement Benefits	9,649	12,962	17,790	15,000	19,809
26-260-150	Social Security	3,374	3,890	5,229	5,000	5,517
26-260-152	Workers Compensation	2,010	271	2,719	1,650	2,830
	Total Personnel Services	70,248	81,791	109,672	101,218	113,069

Stormwater Drainage Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
26-260-202	Equipment Maintenance	2,891	6,439	20,000	20,000	30,000
26-260-203	Maintenance Agreements	-	-	1,190	-	1,200
26-260-204	Vehicle Maintenance	2,996	-	-	-	-
26-260-205	Small Equipment	-	-	-	-	-
26-260-206	Fuel, Oil & Lube	2,136	2,084	3,970	2,500	3,050
26-260-208	Storm Drain Maintenance	-	-	20,000	12,000	16,500
26-260-216	Office Supplies	-	-	1,800	-	-
26-260-218	Operational Supplies	3,632	3,064	25,000	10,000	20,000
26-260-228	Utilities	-	-	2,580	-	-
26-260-230	Contractual/Professional	21,264	7,893	88,250	40,000	89,500
26-260-242	Dues/Fees/Subscriptions	-	-	20,000	-	20,000
26-260-244	Publications/Notices/Advertise	-	842	750	-	800
26-260-254	Equipment Rental	-	-	2,000	-	2,000
	Total Materials & Services	32,917	20,320	185,540	84,500	183,050
26-260-300	Equipment Upgrades	-	-	-	-	-
26-260-305	Storm Drainage Improvements	11,786	-	100,000	30,000	167,000
26-260-311	Equipment Replacement	-	-	-	-	-
	Total Capital Outlay	11,786	-	100,000	30,000	167,000
26-260-411	Transfer to Street Fund	-	-	-	-	-
	Total Transfers	-	-	-	-	-
26-260-600	Contingency	-	-	317,537	-	417,907
	Total Expenditures	114,951	102,111	712,749	215,718	881,026

Stormwater Drainage Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	132,618	175,613	32.42%
	Interest	4,000	5,805	45.13%
	Intergovernmental	12,000	-	-100.00%
	Charges for services	222,268	307,801	38.48%
	Miscellaneous	-	-	0.00%
	Current Revenue	238,268	313,606	31.62%
	Transfers	-	-	0.00%
	TOTAL RESOURCES	370,886	489,219	31.91%
REQUIREMENTS				
	Personnel services	92,060	81,791	-11.15%
	Materials & services	128,350	20,320	-84.17%
	Capital outlay	-	-	0.00%
	Operating Budget	220,410	102,111	-53.67%
	Debt service	-	-	0.00%
	Total Expenditures	220,410	102,111	-53.67%
	Transfers	-	-	0.00%
	Contingency	150,476	-	-100.00%
	TOTAL APPROPRIATIONS	370,886	102,111	-72.47%
	TOTAL BUDGET	370,886	102,111	-72.47%

STORMWATER DRAINAGE FUND 10 YEAR HISTORY



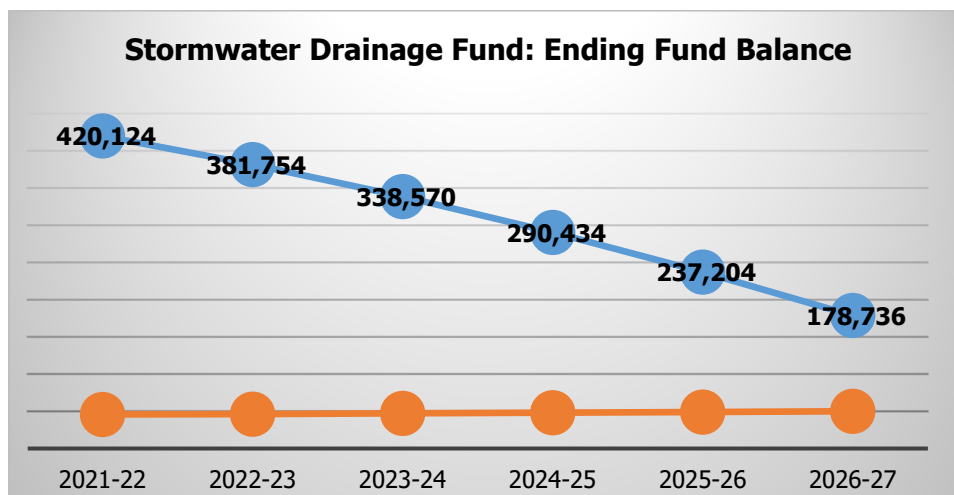
Resources	6,426	6,461	6,494	137,812	274,659	417,415	290,564	489,219	712,749	881,026
Personnel Services	-	-	-	-	-	-	70,248	81,791	109,672	113,069
Materials & Services	-	-	-	25,334	33,991	32,644	32,917	20,320	185,540	183,050
Capital Outlay	-	-	-	-	-	-	-	-	100,000	167,000
Debt Service	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-
Contingency	319	368	401	426	138,542	548	89,663	150,476	317,537	417,907

STORM DRAINAGE CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Reach F Grant Match	37,000	37,000				
Creek Improvement Projects	30,000	30,000				
Stormwater Projects	500,000	100,000	100,000	100,000	100,000	100,000
Total	567,000	167,000	100,000	100,000	100,000	100,000

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Stormwater Drainage Fund							
Beginning balance		519,390	420,124	381,754	338,570	290,434	237,204
Revenues		361,636	363,435	365,242	367,059	368,884	370,719
Personal services		110,852	117,133	120,062	123,063	126,140	129,293
Materials & services		183,050	184,671	188,364	192,132	195,974	199,894
Capital outlay		167,000	100,000	100,000	100,000	100,000	100,000
Transfers out		-	-	-	-	-	-
Net		420,124	381,754	338,570	290,434	237,204	178,736
Goal		45,763	46,168	47,091	48,033	48,994	49,973
Over/(short)		374,361	335,586	291,479	242,401	188,210	128,762



STORMWATER DRAINAGE SDC FUND 28

PURPOSE:

The Stormwater Drainage System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay for future stormwater improvement needs generated by development.

VISION FOR THE YEAR:

The focus for this year will be to update the Stormwater Master Plan.

COMPLIANCE WITH COUNCIL GOALS:

Update Storm Water Master Plan

Develop Capital Improvement Plan

Stormwater Drainage SDC Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Develop Capital Improvement Plan												
Storm Water Master Plan												
Update Public Works Design Standards												
Storm Capacity Improvements												

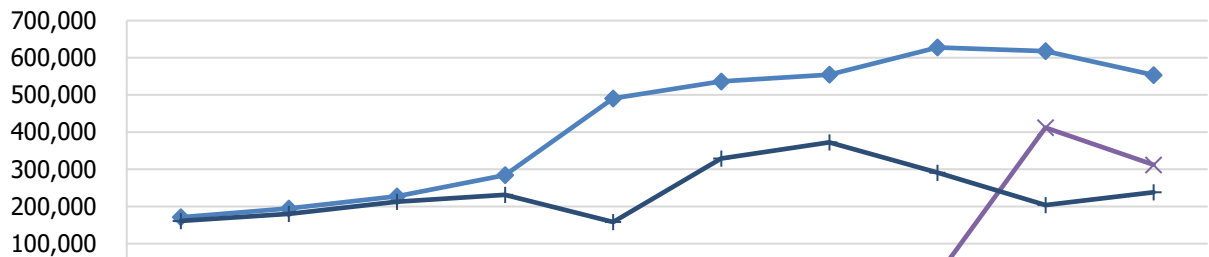
BUDGET NOTES:

The Stormwater Drainage SDC fund has a working capital carryover of \$483,007. The fund expects to collect \$65,395 in SDC fees and \$5,000 in interest income for a current year resource total of \$70,395. The total fund resources are \$553,402. On the expenditure side, the city has budgeted \$312,000 for capital outlay to finish updating the Stormwater Master Plan and other approved Stormwater extra capacity projects. There will be a transfer of \$3,270 to the General Fund to cover administrative costs. The contingency is budgeted at \$238,132. The total expenditures for the Stormwater SDC fund are \$553,402.

Stormwater Drainage SDC 28						
Resources	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Working capital carryover	\$ 533,755	\$ 551,947	\$ 567,688	\$ 611,670	\$ 483,007	\$ 483,007
Current year resources						
Interest	\$ 13,694	\$ 12,128	\$ 13,500	\$ 4,900	\$ 5,000	\$ 5,000
System development charges	6,920	63,722	36,353	18,255	65,395	65,395
Total current year resources	\$ 20,614	\$ 75,850	\$ 49,853	\$ 23,155	\$ 70,395	\$ 70,395
Total resources	\$ 554,369	\$ 627,797	\$ 617,541	\$ 634,825	\$ 553,402	\$ 553,402
Expenditures	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Capital outlay		\$ 14,118	\$ 412,000	\$ 150,000	\$ 312,000	\$ 312,000
Transfers	2,422	2,009	1,818	1,818	3,270	3,270
Contingency			203,723		238,132	238,132
Total expenditures	\$ 2,422	\$ 16,127	\$ 617,541	\$ 151,818	\$ 553,402	\$ 553,402
Ending working capital	\$ 551,947	\$ 611,670	\$ -	\$ 483,007	\$ -	\$ -

Stormwater Drainage SDC Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
28-000-003	Interest Earned	13,694	12,128	13,500	4,900	5,000
28-000-100	Miscellaneous	-	-	-	-	-
28-000-400	Transfers In	-	-	-	-	-
28-000-993	Storm Drainage SDC	6,920	63,722	36,353	18,255	65,395
	Total Revenue	20,614	75,850	49,853	23,155	70,395
28-280-312	Council Approved Projects	-	-	112,000	150,000	200,000
28-280-314	Storm Drainage Improvements	-	14,118	300,000	-	112,000
	Total Capital Outlay	-	14,118	412,000	150,000	312,000
28-280-400	Transfers Out	2,422	2,009	1,818	1,818	3,270
	Total Transfers	2,422	2,009	1,818	1,818	3,270
28-280-600	Contingency	-	-	203,723	-	238,132
	Total Expenditures	2,422	16,127	617,541	151,818	553,402

Stormwater Drainage SDC Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	551,473	551,947	0.09%
	Interest	13,200	12,128	-8.12%
	Intergovernmental	-	-	0.00%
	System development charges	40,176	63,722	58.61%
	Current Revenue	53,376	75,850	42.11%
	TOTAL RESOURCES	604,849	627,797	3.79%
REQUIREMENTS				
	Capital outlay	312,000	-	-100.00%
	Operating Budget	312,000	14,118	-95.48%
	Total Expenditures	312,000	14,118	-95.48%
	Transfers	2,009	2,009	0.00%
	Contingency	290,840	-	-100.00%
	TOTAL APPROPRIATIONS	604,849	16,127	-97.33%
	TOTAL BUDGET	604,849	16,127	-97.33%

STORMWATER DRAINAGE SDC FUND 10 YEAR HISTORY

	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Resources	171,367	194,521	227,140	284,314	490,582	536,177	554,369	627,797	617,541	553,402
Personnel Services	-	-	-	-	-	-	-	-	-	-
Materials & Services	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	14,118	412,000	312,000
Debt Service	-	-	-	-	-	-	-	-	-	-
Transfers	133	329	842	1,704	3,644	2,422	2,422	2,009	1,818	3,270
Contingency	161,047	180,153	212,893	231,361	158,195	329,039	372,520	290,840	203,723	238,132

STORM DRAINAGE SDC CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Stormwater Projects	1,212,000	312,000	100,000	100,000	100,000	600,000
Total	1,212,000	312,000	100,000	100,000	100,000	600,000

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Stormwater Drainage SDC Fund							
	Beginning balance	483,007	238,132	209,845	182,568	155,640	129,403
	Revenues	70,395	71,713	72,723	73,072	73,763	74,460
	Capital outlay	312,000	100,000	100,000	100,000	100,000	100,000
	Transfers out	3,270	-	-	-	-	-
	Net	238,132	209,845	182,568	155,640	129,403	103,863

STREET SDC FUND 30

PURPOSE:

The Transportation System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay for both previous excess capacity improvements and to pay for future improvement needs generated by development.

VISION FOR THE YEAR:

Develop a plan for improving City Streets.

COMPLIANCE WITH COUNCIL GOALS:

Street Extra Capacity Improvements

Update Public Works Design Standards

Continue Sidewalk Capacity Improvements

Street SDC Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Continue Sidewalk Capacity Improvements												
Update Public Works Design Standards												
Street Extra Capacity Improvements												

BUDGET NOTES:

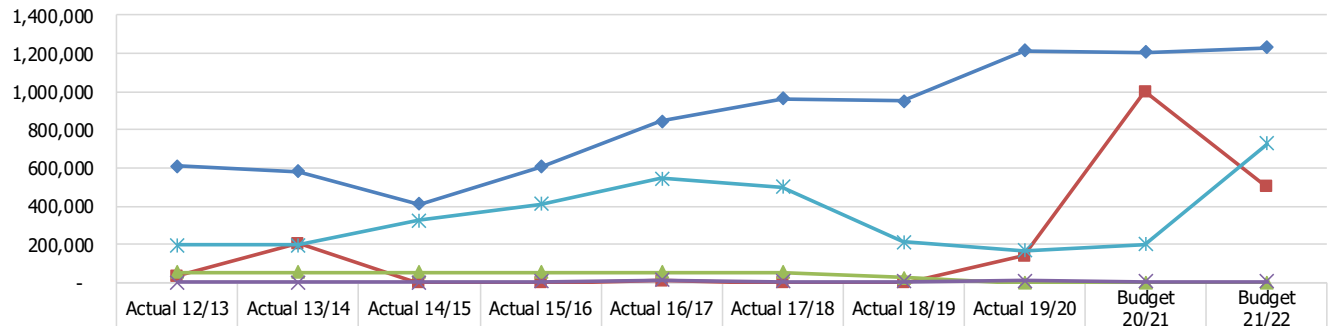
The Street SDC fund is projected to have a beginning cash balance \$1,105,899. The fund anticipates collecting SDC revenue in the amount of \$117,703 and interest revenue of \$9,500. Current year resources total \$127,203, making the total estimated fund resources are \$1,233,102. The proposed expenditures for the Street SDC fund are \$500,000 and are comprised of Capital outlay projects totaling \$500,000 to construct additional sidewalks SW Old Portland Road. There will be a transfer to the General Fund of \$5,885 to cover administrative costs, and a contingency of \$727,217.

Street SDC Fund 30						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22
Working capital carryover	\$ 897,519	\$ 921,490	\$ 1,051,809	\$ 1,063,281	\$ 1,105,899	\$ 1,105,899
Current year resources						
Interest	\$ 22,887	\$ 21,085	\$ 23,500	\$ 8,600	\$ 9,500	\$ 9,500
Intergovernmental						
System development charges	32,739	272,569	132,643	140,650	117,703	117,703
Miscellaneous						
Transfers						
Total current year resources	\$ 55,626	\$ 293,654	\$ 156,143	\$ 149,250	\$ 127,203	\$ 127,203
Total resources	\$ 953,145	\$ 1,215,144	\$ 1,207,952	\$ 1,212,531	\$ 1,233,102	\$ 1,233,102
Expenditures	Actual	Actual	Budget	Estimated	Proposed	Approved
	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22
Capital outlay		\$ 140,582	\$ 1,000,000	\$ 100,000	\$ 500,000	\$ 500,000
Debt service						
2004 Principal-OTIB0025 1/02	26,202					
2004 Interest-OTIB0025 1/02	876					
Transfers	4,577	11,281	6,632	6,632	5,885	5,885
Contingency			201,320		727,217	727,217
Total expenditures	\$ 31,655	\$ 151,863	\$ 1,207,952	\$ 106,632	\$ 1,233,102	\$ 1,233,102
Ending working capital	\$ 921,490	\$ 1,063,281	\$ -	\$ 1,105,899	\$ -	\$ -

Street SDC Fund Line Item Detail	Actual	Actual	Budget	Estimated	Budget
Account Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
30-000-003 Interest Earned	22,887	21,085	23,500	8,600	9,500
30-000-100 Miscellaneous	-	-	-	-	-
30-000-150 Intergovernmental Revenue	-	-	-	-	-
30-000-992 Street SDC Reimbursement	1,434	13,628	6,632	7,000	5,885
30-000-993 Street SDC Ext. Cap. Improv.	31,306	258,941	126,011	133,650	111,818
Total Revenue	55,626	293,654	156,143	149,250	127,203
30-300-312 Council Approved Projects	-	-	-	-	-
30-300-314 Street Extra Capacity Improv	-	140,582	1,000,000	100,000	500,000
Total Capital Outlay	-	140,582	1,000,000	100,000	500,000
30-300-150 Principal Crown Zellerbach	26,202	-	-	-	-
30-300-151 Interest Crown Zellerbach	876	-	-	-	-
Total Debt Services	27,078	-	-		
30-300-402 Transfer to GF SDC Admin.	4,577	11,281	6,632	6,632	5,885
Total Transfers	4,577	11,281	6,632	6,632	5,885
30-300-600 Contingency	-	-	201,320	-	727,217
Total Expenditures	31,655	151,863	1,207,952	106,632	1,233,102

Street SDC Fund	Adopted	Actual	Adopted
Comparison Adopted to Actual	2019-20	2019-20	vs. Actual
RESOURCES			
Beginning Fund Balances	920,331	921,490	0.13%
Interest	22,500	21,085	-6.29%
Intergovernmental	-	-	0.00%
System development charges	237,489	272,569	14.77%
Miscellaneous	-	-	0.00%
Current Revenue	259,989	293,654	12.95%
Transfers	-	-	0.00%
TOTAL RESOURCES	1,180,320	1,215,144	2.95%
REQUIREMENTS			
Capital outlay	1,000,000	140,582	-85.94%
Operating Budget	1,000,000	140,582	-85.94%
Total Expenditures	1,000,000	140,582	-85.94%
Transfers	11,281	11,281	0.00%
Contingency	169,039	-	-100.00%
TOTAL APPROPRIATIONS	1,180,320	151,863	-87.13%
TOTAL BUDGET	1,180,320	151,863	-87.13%

STREET SDC FUND 10 YEAR HISTORY



STREET CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Miscellaneous Capital Projects	350,000	50,000	50,000	50,000	50,000	150,000
NW Neighborhood Overlay	250,000	250,000				
Old Portland Road Overlay	200,000	200,000				
Old Portland Road Sidewalk Infill	300,000	300,000				
SE 3rd Place Sidewalk Improvements	375,000			375,000		
SE 6th Street Overlay	120,000	120,000				
SE High School Way Overlay	120,000	120,000				
SE Vine Street Sidewalks	375,000					375,000
Street Light Upgrades	175,000	50,000	50,000	25,000	25,000	25,000
SW 4th Street ADA Ramp Upgrades	200,000			100,000	100,000	
JP West Road Improvements	60,000	60,000				
Total	2,525,000	1,150,000	100,000	550,000	175,000	550,000

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Street SDC Fund							
	Beginning balance	1,105,899	727,217	856,793	613,189	745,213	878,481
	Revenues	127,203	129,576	131,396	132,024	133,268	134,524
	Capital outlay	500,000	-	375,000	-	-	-
	Transfers out	5,885	6,003	6,093	6,123	6,185	6,246
	Net	727,217	856,793	613,189	745,213	878,481	1,013,006

PARK SDC FUND 35

PURPOSE:

The Park System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay both for previous excess capacity improvements and to pay for future improvement needs generated by development.

VISION FOR THE YEAR:

The Parks SDC will focus on the design of the Grabhorn Property/Veteran's Park extension.

COMPLIANCE WITH COUNCIL GOALS:

Develop Chapman Landing Design
 Develop Grabhorn Property Conceptual Plan
 Begin to develop a South Scappoose Creek Trail Plan

Parks SDC Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Develop Chapman Landing Design												
Develop Grabhorn Property Conceptual Plan												
Explore development of 14-acre Park East of Airport												

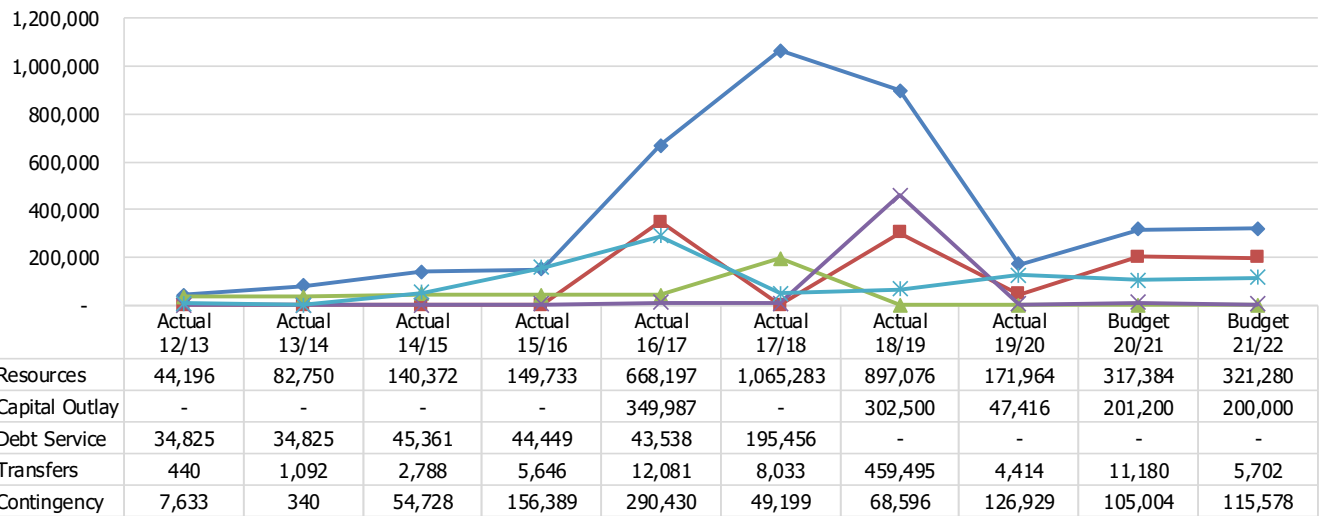
BUDGET NOTES:

The Parks SDC Fund has a working capital carryover of \$90,592. The City anticipates \$3,200 in interest revenue and \$223,592 in SDC revenue. The total fund revenue is \$226,792, bringing the total resources to \$317,384. For expenditures, the City has budgeted for \$201,200 in capital outlay for Chapman Landing improvements and development of the Grabhorn property. There will be a transfer of \$11,180 to the General Fund to cover administrative costs. The fund has a contingency of \$105,004.

<i>Parks SDC Fund 35</i>						
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Resources						
Working capital carryover	\$ 861,794	\$ 135,081	\$ 90,592	\$ 120,134	\$ 206,148	\$ 206,148
Current year resources						
Interest	\$ 12,330	\$ 2,808	\$ 3,200	\$ 1,000	\$ 1,100	\$ 1,100
Intergovernmental	\$ -	\$ -				
System development charges	22,952	34,075	223,592	146,194	114,032	114,032
Transfers						
Total current year resources	\$ 35,282	\$ 36,883	\$ 226,792	\$ 147,194	\$ 115,132	\$ 115,132
Total resources	\$ 897,076	\$ 171,964	\$ 317,384	\$ 267,328	\$ 321,280	\$ 321,280
Expenditures						
Materials & services	\$ -	\$ -	\$ -	\$ -		
Capital outlay	302,500	47,416	201,200	\$ 50,000	\$ 200,000	\$ 200,000
Debt service						
Transfers	459,495	4,414	11,180	11,180	5,702	5,702
Contingency			105,004		115,578	115,578
Total expenditures	\$ 761,995	\$ 51,830	\$ 317,384	\$ 61,180	\$ 321,280	\$ 321,280
Ending working capital	\$ 135,081	\$ 120,134	\$ -	\$ 206,148	\$ -	\$ -

Park SDC Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
35-000-003	Interest Earned	12,330	2,808	3,200	1,000	1,100
35-000-125	Intergovernmental Revenue	-	-	-	-	-
35-000-426	Transfers In	-	-	-	-	-
35-000-993	Parks SDC - Ext. Cap	22,952	34,075	223,592	146,194	114,032
	Total Revenue	35,282	36,883	226,792	147,194	115,132
35-350-312	Council Approved Projects	-	-	-	-	-
35-350-314	Parks Extra Capacity Improve	302,500	47,416	201,200	50,000	200,000
	Total Capital Outlay	302,500	47,416	201,200	50,000	200,000
35-350-150	Installment Note Principal	-	-	-	-	-
35-350-151	Installment Note Interest	-	-	-	-	-
	Total Debt Services	-	-	-	-	-
35-350-902	Transfer to GF SDC Admin	835	4,414	11,180	11,180	5,702
35-350-904	Transfer to Pool Fund	458,660	-	-	-	-
	Total Transfers	459,495	4,414	11,180	11,180	5,702
35-350-600	Contingency	-	-	105,004	-	115,578
	Total Expenditures	761,994	51,830	317,384	61,180	321,280

Parks SDC Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	127,549	135,081	5.91%
	Interest	16,710	2,808	-83.20%
	Intergovernmental	-	-	0.00%
	System development charges	88,284	34,075	-61.40%
	Current Revenue	104,994	36,883	-64.87%
	Transfers	-	-	0.00%
	TOTAL RESOURCES	232,543	171,964	-26.05%
REQUIREMENTS				
	Materials & services	-	-	0.00%
	Capital outlay	101,200	47,416	-53.15%
	Operating Budget	101,200	47,416	-53.15%
	Debt service	-	-	0.00%
	Total Expenditures	101,200	47,416	-53.15%
	Transfers	4,414	4,414	0.00%
	Contingency	-	-	0.00%
	TOTAL APPROPRIATIONS	105,614	51,830	-50.93%
	TOTAL BUDGET	105,614	51,830	-50.93%

PARKS SDC FUND 10 YEAR HISTORY**PARKS SDC CIP**

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Chapman Landing-New	1,650,000	50,000		50,000	10,000	1,540,000
Columbia Airpark East - New	20,000			10,000	10,000	
Grabhorn Property Park-New	1,660,000	150,000	1,510,000			
Vista Park-New	500,000					500,000
Total	3,830,000	200,000	1,510,000	60,000	20,000	2,040,000

5 Year Projection

Note: Additional resources will be required in year 2023-2024

			Budget	Projected				
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Parks SDC Fund								
		Beginning balance	206,148	115,578	32,993	(1,357,845)	(1,298,091)	(1,197,148)
		Revenues	115,132	117,415	119,162	119,754	120,943	122,143
		Capital outlay	200,000	200,000	1,510,000	60,000	20,000	2,040,000
		Transfers out	5,702	-	-	-	-	-
		Net	115,578	32,993	(1,357,845)	(1,298,091)	(1,197,148)	(3,115,005)

POOL FUND 15

PURPOSE:

The Pool Fund was created as a result of a Ballot Initiative which directed the City to construct a basic covered pool. This is a dedicated fund, and the resources can only be used for expenses related to the construction of a pool.

VISION FOR THE YEAR:

There are no projects anticipated for this fiscal year.

COMPLIANCE WITH COUNCIL GOALS:

Maintain responsible fiscal management.

Pool Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Decide Future of Pool Ballot Measure												

BUDGET NOTES:

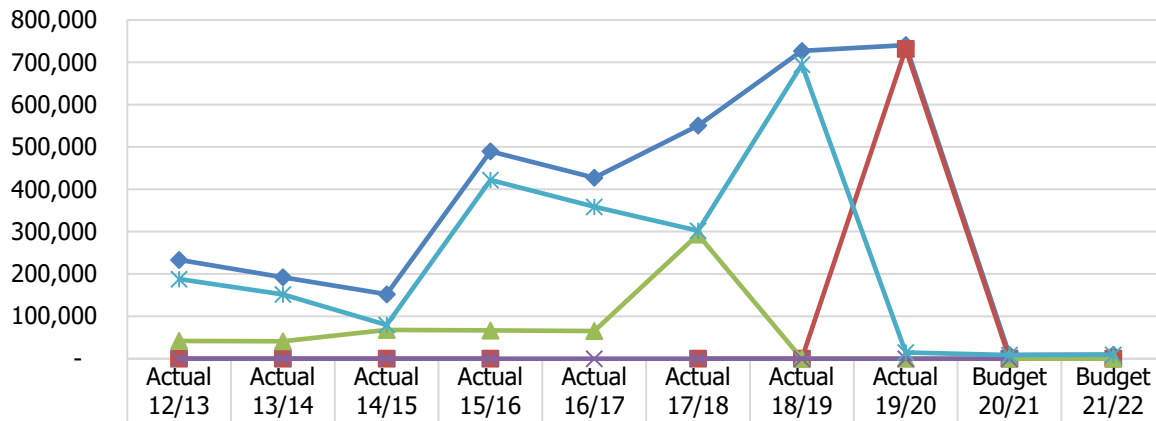
The Pool fund has a beginning cash position of \$8,927. Interest income is projected to be \$80. Total fund resources are \$9,007. We do not anticipate any expenditures this fiscal year. The fund anticipates a contingency of \$9,007.

Pool Fund 15						
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Resources						
Working capital carryover	\$ 257,359	\$ 726,685	\$ 8,085	\$ 8,852	\$ 8,927	\$ 8,927
Current year resources						
Interest	\$ 10,666	\$ 13,767	\$ 500	\$ 75	\$ 80	\$ 80
Intergovernmental	458,660	-	-			
Transfers	-	-				
Total current year resources	\$ 469,326	\$ 13,767	\$ 500	\$ 75	\$ 80	\$ 80
Total resources	\$ 726,685	\$ 740,452	\$ 8,585	\$ 8,927	\$ 9,007	\$ 9,007
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Expenditures						
Materials & services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital outlay	-	731,600	0			
Debt service						
Transfers						
Contingency			8,585		9,007	9,007
Total expenditures	\$ -	\$ 731,600	\$ 8,585	\$ -	\$ 9,007	\$ 9,007
Ending available working capital	\$ 726,685	\$ 8,852	\$ -	\$ 8,927	\$ -	\$ -

Pool Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
15-000-003	Interest Earned	10,666	13,767	500	75	80
15-000-100	Pool Revenue	-	-	-	-	-
15-000-125	Intergovernmental Revenue	458,660	-	-	-	-
15-000-160	Loan Proceeds	-	-	-	-	-
15-000-900	Transfer in General Fund	-	-	-	-	-
	Total Revenue	469,326	13,767	500	75	80
15-150-235	Property Tax	-	-	-	-	-
15-150-242	Dues, Fees & Subscriptions	-	-	-	-	-
	Total Materials & Services	-	-	-	-	-
15-150-326	Council Approved Improvement	-	731,600	-	-	-
	Total Capital Outlay	-	731,600	-	-	-
15-150-150	Principal	-	-	-	-	-
15-150-151	Interest	-	-	-	-	-
	Total Debt Service	-	-	-	-	-
15-150-401	Transfer to General Fund	-	-	-	-	-
	Total Transfers	-	-	-	-	-
15-150-600	Contingency	-	-	8,585	-	9,007
	Total Expenditures	-	731,600	8,585	-	9,007

Pool Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	726,669	726,685	0.00%
	Interest	19,500	13,767	-29.40%
	Intergovernmental	-	-	0.00%
	Current Revenue	19,500	13,767	-29.40%
	Transfers	-	-	0.00%
	TOTAL RESOURCES	746,169	740,452	-0.77%
REQUIREMENTS				
	Materials & services	-	-	0.00%
	Capital outlay	746,169	731,600	-1.95%
	Operating Budget	746,169	731,600	-1.95%
	Debt service	-	-	0.00%
	Total Expenditures	746,169	731,600	-1.95%
	Transfers	-	-	0.00%
	Contingency	14,569	-	-100.00%
	TOTAL APPROPRIATIONS	760,738	731,600	-3.83%
	TOTAL BUDGET	760,738	731,600	-3.83%

POOL FUND 10 YEAR HISTORY



Resources	233,106	192,214	151,857	489,650	427,319	550,499	726,685	740,452	8,585	9,007
Capital Outlay	-	-	-	-	-	-	-	731,600	-	-
Debt Service	41,807	41,012	67,887	66,523	65,158	293,140	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-
Contingency	187,801	151,748	79,577	421,991	358,588	302,174	694,449	14,569	8,585	9,007

UNEMPLOYMENT INSURANCE FUND 87

PURPOSE:

The City of Scappoose is self-insured for unemployment insurance and needs to maintain this fund to cover any unemployment claims. The resources in this fund are dedicated and can only be used for unemployment claims against the City.

VISION FOR THE YEAR:

No staffing reductions are anticipated in this current budget year.

COMPLIANCE WITH COUNCIL GOALS:

Maintain responsible fiscal management.

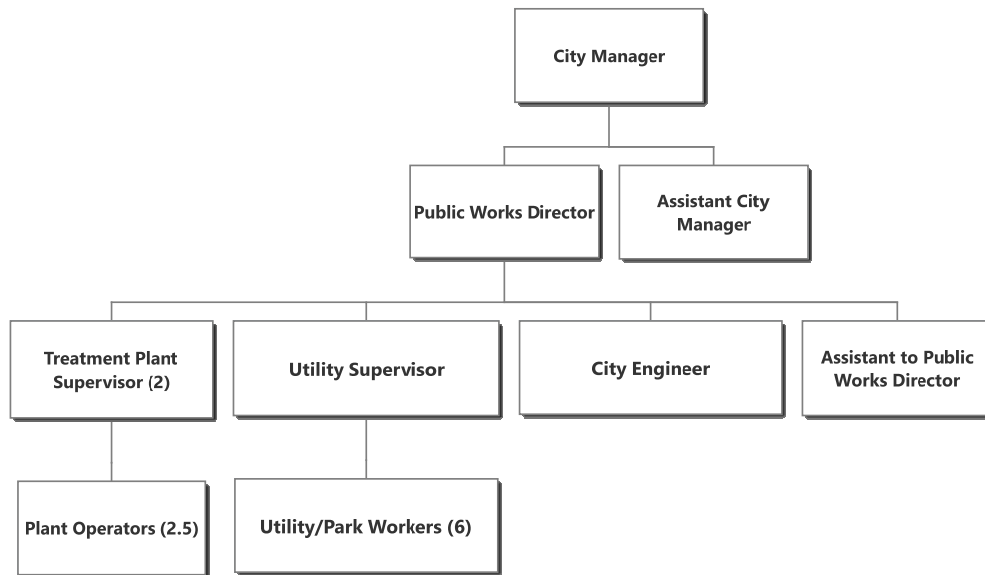
BUDGET NOTES:

The proposed budget has a beginning cash position of \$104,945, interest income of \$1,000, and total fund resources are \$105,945. There is an anticipated expenditure of \$50,000 in the personnel services to cover past claims. The fund has a contingency of \$55,945.

<i>Unemployment Fund 87</i>						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22				
Working capital carryover	\$ 72,086	\$ 61,966	\$ 114,741	\$ 116,205	\$ 104,945	\$ 104,945
Current year resources						
Interest	\$ 1,736	\$ 1,713	\$ 2,000	\$ 900	\$ 1,000	\$ 1,000
Transfers		65,000				
Total current year resources	\$ 1,736	\$ 66,713	\$ 2,000	\$ 900	\$ 1,000	\$ 1,000
Total resources	\$ 73,822	\$ 128,679	\$ 116,741	\$ 117,105	\$ 105,945	\$ 105,945
	Actual	Actual	Budget	Estimated	Proposed	Approved
Expenditures	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22				
Personnel services	\$ 11,856	\$ 12,474	\$ 50,000	\$ 12,160	\$ 50,000	\$ 50,000
Contingency			66,741		55,945	55,945
Total expenditures	\$ 11,856	\$ 12,474	\$ 116,741	\$ 12,160	\$ 105,945	\$ 105,945
Ending working capital	\$ 61,966	\$ 116,205	\$ -	\$ 104,945	\$ -	\$ -

Unemployment Insurance Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
87-000-003	Interest Earned	1,736	1,713	2,000	900	1,000
87-000-902	Transfer in General Fund	-	65,000	-	-	-
	Total Revenue	1,736	66,713	2,000	900	1,000
87-870-154	Unemployment Insurance Benefit	11,856	12,474	50,000	12,160	50,000
	Total Personnel Services	11,856	12,474	50,000	12,160	50,000
87-870-600	Contingency	-	-	66,741	-	55,945
	Total Expenditures	11,856	12,474	116,741	12,160	105,945

UTILITY WATER FUND 40



PURPOSE:

The Water Fund is a dedicated "Enterprise" fund. The Water Department produces and distributes high quality drinking water that meets all State and Federal standards. The Water Fund is used to report operations of the City's water treatment facilities that provide drinking water to all City residents.

VISION FOR THE YEAR:

The focus for this fiscal year will be water meter replacement, and maintenance and operation of the existing system.

COMPLIANCE WITH COUNCIL GOALS:

Explore Future Water Sources
Address aging infrastructure

Update Public Works Design Standards
Increase water production capabilities

Water Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Address Aging Infrastructure												
Chemical Tank Replacement												
Distribution Engineering												
Distribution Improvements												
Explore Future Water Sources												
Filter Media Replacement												
Future Water Source Study												
Meter Replacement												
Perform IT Upgrades												
SCADA Upgrades												
Security Upgrades												
Update Public Works Design Standards												

BUDGET NOTES:

For the 2021-22 budget year, the Water Fund will begin with a cash carryover of \$3,037,085. The Fund expects to collect \$2,428,291 in water user fees, and \$29,000 in interest. The total fund resources are \$5,494,376. Proposed expenditures in the water fund include \$1,060,902 for personnel services and \$914,383 for materials and services. For capital outlay the budgeted amount is \$865,000 for water meter replacement, chemical tank replacement, distribution project engineering, filter media replacement, Public Works utility vehicle purchase, water main replacement, booster pump for Bella Vista reservoirs and SCADA upgrades. The fund budgets \$172,783 for debt service, \$158,014 for transfers and a projected contingency of \$523,294. This Fund also has a balance of \$1,800,000 in unappropriated funds.

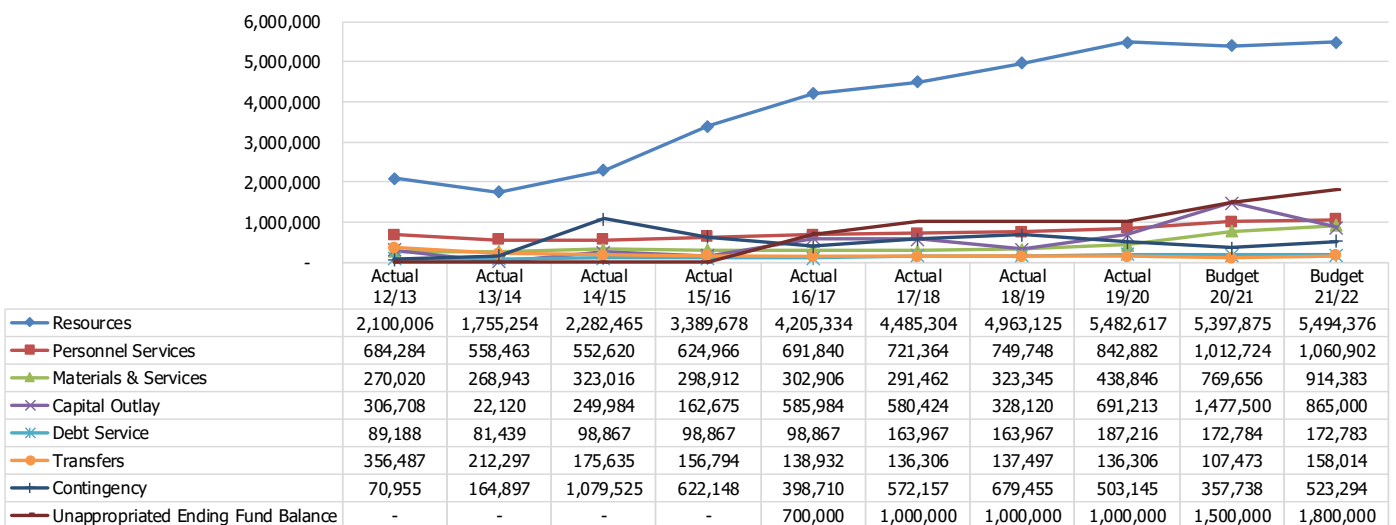
PERCENTAGE OF TIME ALLOCATION:

Water Fund	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Public Works Director	35%	35%	35%	35%	38.73	60.08
Utility Supervisor	35%	35%	35%	35%	30.03	46.59
Treatment Plant Supervisor	100%	100%	100%	100%	30.03	46.59
Operator I	50%	50%	50%	50%	23.97	30.59
Operator II	100%	100%	100%	100%	26.41	33.71
Operator III	0%	0%	0%	0%	29.14	37.19
Utility/Parks Worker I	35%	70%	70%	70%	20.13	25.69
Utility/Parks Worker II	60%	35%	35%	35%	23.97	30.59
Utility/Parks Worker III	35%	70%	70%	70%	26.41	33.71
Office Administrator CDC	0%	0%	0%	0%	21.67	27.66
Planning Supervisor	0%	0%	0%	0%	30.03	46.59
Program Analyst	0%	0%	30%	0%	20.95	32.47
Assistant to Public Works Director	0%	0%	0%	30%	24.60	36.35
City Engineer	30%	30%	30%	30%	33.50	51.97
Engineer Assistant PW	0%	0%	0%	0%	25.27	38.58
City Manager	22%	23%	23%	23%	45.75	70.97
City Recorder	22%	22%	22%	22%	26.97	41.82
Finance Administrator/Office Manager	22%	22%	22%	22%	38.73	60.08
Assistant City Manager	22%	23%	23%	23%	30.03	46.59
Office Administrator Finance	44%	44%	44%	44%	21.67	27.66
TOTAL FTE'S	6.12	6.59	6.89	6.89		

Utility Water Fund 40						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22			FY 21-22	FY 21-22
Working capital carryover	\$ 2,589,155	\$ 3,261,639	\$ 2,986,035	\$ 3,184,963	\$ 3,037,085	\$ 3,037,085
Current year resources						
Interest	\$ 76,521	\$ 68,101	\$ 78,000	\$ 28,000	\$ 29,000	\$ 29,000
Charges for services	2,241,252	2,125,590	2,333,840	2,366,200	2,428,291	2,428,291
Miscellaneous	5,960	7,287	-	5,808		
Intergovernmental	50,237	20,000				
Transfers	-					
Total water	\$ 2,373,970	\$ 2,220,978	\$ 2,411,840	\$ 2,400,008	\$ 2,457,291	\$ 2,457,291
Total current year resources	\$ 2,373,970	\$ 2,220,978	\$ 2,411,840	\$ 2,400,008	\$ 2,457,291	\$ 2,457,291
Total resources	\$ 4,963,125	\$ 5,482,617	\$ 5,397,875	\$ 5,584,971	\$ 5,494,376	\$ 5,494,376
	Actual	Actual	Budget	Estimated	Proposed	Approved
Expenditures	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
	FY 21-22	FY 21-22			FY 21-22	FY 21-22
Personnel services	\$ 749,748	\$ 842,882	\$ 1,012,724	\$ 916,439	\$ 1,060,902	\$ 1,060,902
Materials & services	323,345	438,846	769,656	701,190	914,383	914,383
Capital outlay	328,120	691,213	1,477,500	650,000	865,000	865,000
Debt service						
2009 Principal S03003B 12/01	52,964	54,913	56,934	56,912	59,006	59,006
2009 Interest S03003B 12/01	28,475	26,526	24,505	24,527	22,433	22,433
2020 Principal Ford Motor Lease	12,845	13,615	40,677	40,677	40,677	40,677
2020 Interest Ford Motor Lease	1,587	817	-			
2014 Principal Ford Motor Equipment Lease 12/01	58,183	84,197	45,783	45,783	48,163	48,163
2014 Interest Ford Motor Equipment Lease 12/01	9,913	7,148	4,885	4,885	2,504	2,504
Transfers	136,306	137,497	107,473	107,473	158,014	158,014
Contingency			357,738		523,294	523,294
Total expenditures	\$ 1,701,486	\$ 2,297,654	\$ 3,897,875	\$ 2,547,886	\$ 3,694,376	\$ 3,694,376
Other requirements						
Unappropriated ending fund balance	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,800,000	\$ 1,800,000
Ending working capital	\$ 3,261,639	\$ 3,184,963	\$ -	\$ 1,537,085	\$ -	\$ -

Utility Water Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
40-000-003	Interest Earned	76,521	68,101	78,000	28,000	29,000
40-000-100	Miscellaneous	5,960	7,287	-	5,808	-
40-000-220	User Fees	1,213,385	1,178,654	1,313,800	2,345,000	2,401,541
40-000-222	User Fees Water Infrastructure	902,218	914,894	993,290	-	-
40-000-240	Hookup Fees	5,617	9,711	5,250	10,000	5,250
40-000-245	Timber Sale	50,237	-	-	-	-
40-000-246	Intergovernmental Revenue	-	20,000	-	-	-
40-000-260	Infra. Insp. Fees	118,931	20,531	20,000	10,000	20,000
40-000-263	Construction Water	1,100	1,800	1,500	1,200	1,500
	Total Revenue	2,373,970	2,220,978	2,411,840	2,400,008	2,457,291
	Water Department Salaries	463,876	512,336	580,225	565,639	611,439
40-400-142	Overtime	1,166	1,290	15,631	5,000	16,229
40-400-146	Health Insurance	118,240	131,674	168,757	140,000	166,161
40-400-148	Retirement Benefits	116,924	147,663	176,327	155,000	191,928
40-400-150	Social Security	34,674	38,304	47,668	40,000	50,213
40-400-152	Worker's Compensation	14,868	11,602	24,116	10,800	24,932
40-400-155	Taxable Fringe Benefits	-	12	-	-	-
	Total Personnel Services	749,748	842,882	1,012,724	916,439	1,060,902
40-400-200	Building/Facilities Maintenance	3,783	2,168	8,500	6,500	34,000
40-400-202	Equipment Maintenance	13,582	21,636	50,450	40,000	57,000
40-400-203	Maintenance Agreements	3,520	3,413	3,520	3,500	2,460
40-400-204	Vehicle Maintenance	1,175	2,362	8,500	5,000	10,000
40-400-205	Small Equipment	4,500	18,044	17,350	25,000	36,300
40-400-206	Fuel/Oil/Lube	5,498	7,700	8,840	7,000	12,000
40-400-216	Office Supplies	12,101	11,174	12,000	12,000	12,000
40-400-218	Operational Supplies	32,840	40,100	84,250	48,000	77,950
40-400-222	Lab Supplies	1,792	1,107	4,210	2,000	2,000
40-400-224	Chemicals	35,177	48,013	57,410	57,410	71,660
40-400-227	Electrical Operation - Treat	50,970	48,114	54,000	50,000	54,000
40-400-228	Utilities	11,758	18,160	30,240	25,000	31,440
40-400-229	Electrical Operation - Pump	14,295	22,727	26,400	31,000	33,000
40-400-230	Contractual/Professional	105,208	139,223	356,731	350,000	426,418
40-400-234	Miscellaneous	-	-	-	-	-
40-400-235	Property Tax	623	572	1,000	600	1,000
40-400-238	Insurance	-	25,371	-	-	-
40-400-240	Travel/Training	7,375	3,147	10,600	7,000	10,600
40-400-242	Dues/Fees/Subscriptions	16,983	21,994	22,180	22,180	29,855
40-400-244	Publications/Notices/Advertise	41	238	2,000	2,000	2,000
40-400-252	Uniforms/Safety	1,726	3,442	6,475	5,000	5,700
40-400-254	Equipment Rental	400	143	5,000	2,000	5,000
	Total Materials & Services	323,345	438,846	769,656	701,190	914,383
40-400-300	Equipment	46,613	21,520	120,000	50,000	30,000
40-400-310	Infrastructure Upgrades	281,507	669,693	1,357,500	600,000	760,000
40-400-311	Equipment Replacement	-	-	-	-	75,000
	Total Capital Outlay	328,120	691,213	1,477,500	650,000	865,000
40-400-500	Vehicle Lease Principal	12,844	13,615	45,783	45,782	48,163
40-400-501	Vehicle Lease Interest	1,588	817	4,885	4,885	2,504
40-400-505	Equipment Lease Principal	58,183	84,197	40,677	40,677	40,677
40-400-506	Equipment Lease Interest	9,913	7,148	-	-	-
40-400-511	Principal SO3003B	52,964	54,913	56,934	56,912	59,006
40-400-513	Interest SO3003B	28,475	26,526	24,505	24,527	22,433
	Total Debt Services	163,967	187,216	172,784	172,783	172,783
40-400-412	Transfer to General Fund ISF	40,862	43,047	12,340	12,340	62,300
40-400-414	Transfer to Water SDC	95,444	94,450	95,133	95,133	95,714
	Total Transfers	136,306	137,497	107,473	107,473	158,014
40-400-600	Contingency	-	-	357,738	-	523,294
40-400-900	Unappropriated Ending Fund	-	-	1,500,000	-	1,800,000
	Total Expenditures	1,701,486	2,297,654	5,397,875	2,547,886	5,494,376

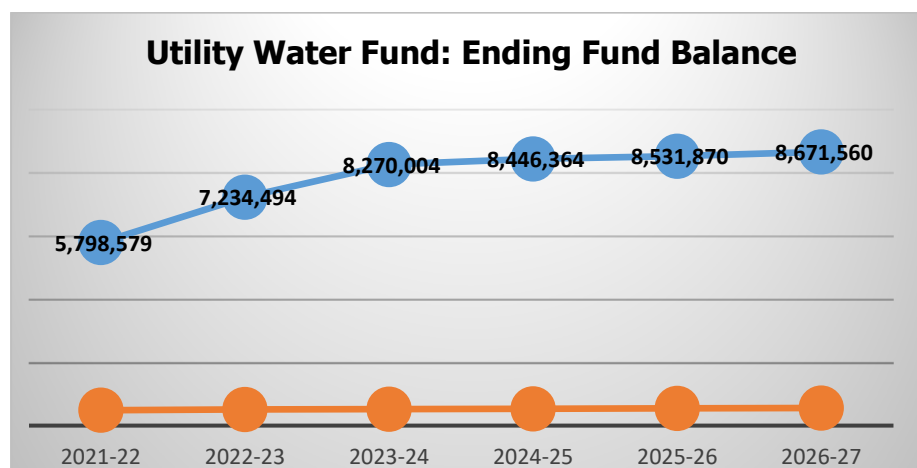
Utility Water Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
Beginning Fund Balances		3,192,731	3,261,639	2.16%
Interest		72,000	68,101	-5.42%
Charges for services		2,209,575	2,125,590	-3.80%
Miscellaneous		-	7,287	100.00%
Intergovernmental		-	20,000	100.00%
Current Revenue		2,281,575	2,220,978	-2.66%
Transfers		-	-	0.00%
TOTAL RESOURCES		5,474,306	5,482,617	0.15%
REQUIREMENTS				
Personnel services		926,501	842,882	-9.03%
Materials & services		673,624	438,846	-34.85%
Capital outlay		1,237,000	691,213	-44.12%
Operating Budget		2,837,125	1,972,941	-30.46%
Debt service		196,539	187,216	-4.74%
Total Expenditures		3,033,664	2,160,157	-28.79%
Transfers		137,497	137,497	0.00%
Contingency		503,145	-	-100.00%
TOTAL APPROPRIATIONS		3,674,306	2,297,654	-37.47%
Unappropriated ending fund balance		1,800,000	-	-100.00%
TOTAL BUDGET		5,474,306	2,297,654	-58.03%

WATER FUND 10 YEAR HISTORY

WATER CIP						
Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Public Works Vehicle	75,000	75,000				
Meter Replacement	700,000	150,000	150,000	150,000	150,000	100,000
Security Upgrades	30,000	30,000				
Dutch Canyon Well #3	2,100,000					2,100,000
Miller Road Well #5	2,100,000			420,000	1,680,000	
Miller Road Well #6	2,100,000					2,100,000
Reservoir Seismic Retrofit	500,000		100,000	400,000		
Replace NW Eastview Drive (High Zone)	790,000				200,000	590,000
Annual Distribution Replacement (Capital)	1,250,000		250,000	250,000	250,000	500,000
Distribution Engineering	400,000	100,000	75,000	75,000	75,000	75,000
Future Water Source Study	75,000	25,000	25,000	25,000		
Chemical Tank Removal/Replacement	55,000	55,000				
Filter Media Replacement	100,000	100,000				
Misc Projects	250,000	50,000	50,000	50,000	50,000	50,000
NW Booster Pump & Pressure Zone	350,000	30,000	220,000	100,000		
Reservoirs Seismic Study	50,000		50,000			
SCADA Upgrades	200,000	150,000	50,000			
Treatment Plant Optimization	100,000	50,000	50,000			
Distribution Replacement (In house)	250,000	50,000	50,000	50,000	50,000	50,000
Long Term Distribution Replacement	25,000,000					25,000,000
Long Term Supply	12,400,000					12,400,000
Total	48,875,000	865,000	1,070,000	1,520,000	2,455,000	42,965,000

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Utility Water Fund							
Beginning balance		4,537,085	5,798,579	7,234,494	8,270,004	8,446,364	8,531,870
Revenues		2,457,291	2,505,915	2,555,510	2,631,360	2,735,506	2,789,690
Personal services		1,033,471	1,094,358	1,121,717	1,149,760	1,178,504	1,207,966
Materials and services		914,383	932,671	951,324	970,351	989,758	1,009,553
Capital outlay		865,000	1,070,000	1,520,000	2,455,000	2,650,000	2,650,000
Debt service		172,783	134,611	81,439	81,439	81,439	81,439
Transfers out		158,014	-	-	-	-	-
Net		5,798,579	7,234,494	8,270,004	8,446,364	8,531,870	8,671,560
Goal		486,964	506,757	518,260	530,028	542,065	554,380
Over/(short)		5,311,615	6,727,737	7,751,744	7,916,336	7,989,805	8,117,180



WATER SDC FUND 50

PURPOSE:

The Water System Development Charge fund is a dedicated fund and is the mechanism by which the City of Scappoose collects funds from developers to pay both for previous and new capacity improvements. It makes funds available for future improvement needs generated by development. Water SDC'S are calculated based on the size of the water meter needed for the development. This account includes both the revenue and the capital outlay for those projects.

VISION FOR THE YEAR:

The focus for this fiscal year will be updating the Water Master Plan and developing a Capital Improvement Plan.

COMPLIANCE WITH COUNCIL GOALS:

Address aging infrastructure
Update Water Master Plan

Update Public Works Design Standards
Develop Capital Improvement Plan

Water SDC Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Address aging infrastructure												
Update Public Works Design Standards												
Develop Capital Improvement Plan												

BUDGET NOTES:

The Water SDC fund begins the year with a projected beginning cash amount of \$404,414. Anticipated revenue is \$405,954 coming from three sources: \$3,300 from interest, \$306,940 from Water SDC's, and a transfer of \$95,714 from the Utility Water Fund, to make principal and interest payments. Total fund resources are \$810,368. Expenses within the fund include debt service in the amount of \$281,514. This is to make principal and interest payments on loans G03003, maturing in 2027, and S03003, maturing in 2035. The fund anticipates a transfer of \$14,616 to the General Fund for SDC administration and \$100,000 in capital outlay for extra capacity projects. The Water SDC Fund anticipates a contingency of \$414,238 for total expenditures of \$810,368.

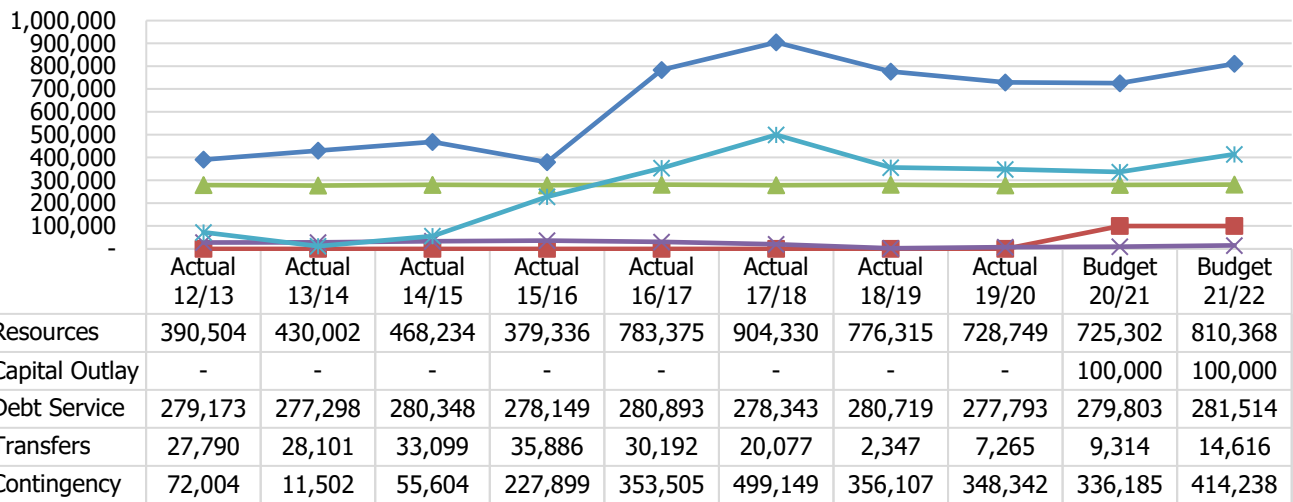
Water SDC 50						
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Resources						
Working capital carryover	\$ 605,910	\$ 493,249	\$ 433,891	\$ 443,691	\$ 404,414	\$ 404,414
Current year resources						
Interest	\$ 12,382	\$ 8,802	\$ 10,000	\$ 3,000	\$ 3,300	\$ 3,300
System development charges	62,579	132,249	186,278	151,707	306,940	306,940
Transfers	95,444	94,449	95,133	95,133	95,714	95,714
Total current year resources	\$ 170,405	\$ 235,500	\$ 291,411	\$ 249,840	\$ 405,954	\$ 405,954
Total resources	\$ 776,315	\$ 728,749	\$ 725,302	\$ 693,531	\$ 810,368	\$ 810,368
Expenditures						
Capital outlay	\$ -	\$ -	\$ 100,000		\$ 100,000	\$ 100,000
Debt service						
2004 Principal G03003 12/01	78,063	78,650	84,278	84,278	89,949	89,949
2004 Interest G03003 12/01	44,854	41,342	37,724	37,724	33,763	33,763
2003 Principal S03003 12/01	133,157	134,488	135,833	135,833	137,192	137,192
2003 Interest S03003 12/01	24,645	23,313	21,968	21,968	20,610	20,610
Transfers	2,347	7,265	9,314	9,314	14,616	14,616
Contingency			336,185		414,238	414,238
Total expenditures	\$ 283,066	\$ 285,058	\$ 725,302	\$ 289,117	\$ 810,368	\$ 810,368
Ending working capital	\$ 493,249	\$ 443,691	\$ -	\$ 404,414	\$ -	\$ -

Water SDC Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
50-000-003	Interest Earned	12,382	8,802	10,000	3,000	3,300
50-000-991	Water SDC Administration	-	-	-	-	14,626
50-000-992	Water SDC - Reimbursement	62,579	132,249	186,278	151,707	30,763
50-000-993	Water SDC Improvement	-	-	-	-	261,551
50-000-995	Transfer In Utility Fund	95,444	94,450	95,133	95,133	95,714
	Total Revenue	170,405	235,500	291,411	249,840	405,954
50-500-314	Water Extra Capacity Improvements	-	-	-	-	-
50-500-326	Council Approved Projects	-	-	100,000	-	100,000
	Total Capital Outlay	-	-	100,000	-	100,000
50-500-510	Principal G03003	78,063	78,650	84,278	84,278	89,949
50-500-511	Interest G03003	44,854	41,342	37,724	37,724	33,763
50-500-512	Principal S03003	133,157	134,488	135,833	135,833	137,192
50-500-513	Interest S03003	24,645	23,313	21,968	21,968	20,610
	Total Debt Services	280,719	277,793	279,803	279,803	281,514
50-500-926	Transfer to GF SDC Admin	2,347	7,265	9,314	9,314	14,616
	Total Transfers	2,347	7,265	9,314	9,314	14,616
50-500-600	Contingency	-	-	336,185	-	414,238
	Total Expenditures	283,066	285,058	725,302	289,117	810,368

WATER SDC CIP						
Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Miscellaneous Capital Projects	100,000	100,000				
Water Storage Reservoir & Well West Lane Road	2,500,000					2,500,000
Future Wells	2,000,000					2,000,000
Total	4,600,000	100,000	-	-	-	4,500,000

Water SDC Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
	Beginning Fund Balances	493,243	493,249	0.00%
	Interest	12,400	8,802	-29.02%
	System development charges	145,307	132,249	-8.99%
	Current Revenue	157,707	141,051	-10.56%
	Transfers	94,450	94,449	0.00%
	TOTAL RESOURCES	745,400	728,749	-2.23%
REQUIREMENTS				
	Capital outlay	112,000	-	-100.00%
	Operating Budget	112,000	-	-100.00%
	Debt service	277,793	277,793	0.00%
	Total Expenditures	389,793	277,793	-28.73%
	Transfers	7,265	7,265	0.00%
	Contingency	348,342	-	-100.00%
	TOTAL APPROPRIATIONS	745,400	285,058	-61.76%
	TOTAL BUDGET	745,400	285,058	-61.76%

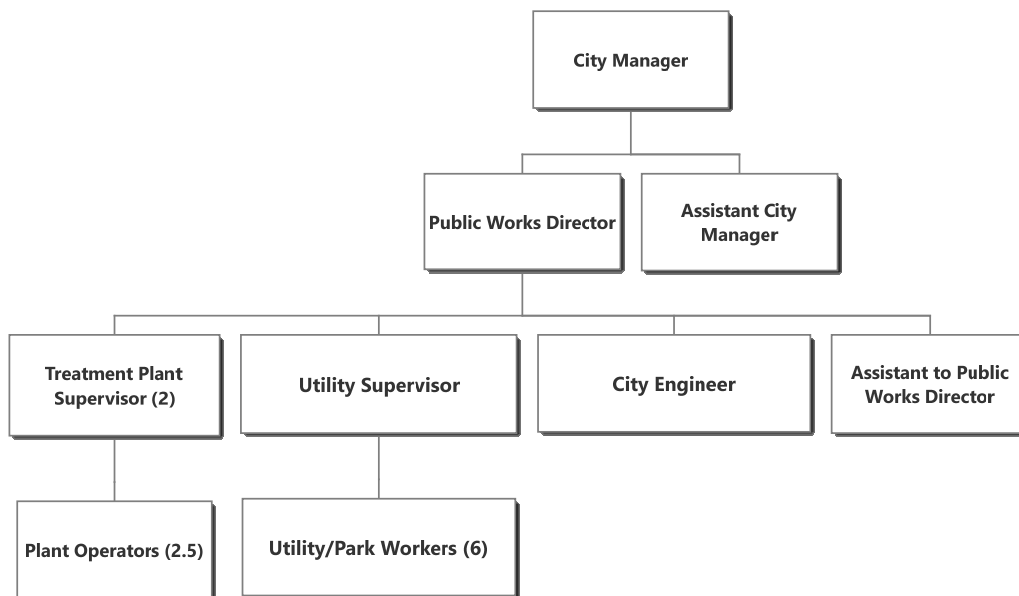
WATER SDC FUND 10 YEAR HISTORY



5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Water SDC Fund							
	Beginning balance	404,414	428,854	840,439	1,256,528	1,674,011	2,094,495
	Revenues	405,954	411,585	416,088	417,484	420,484	423,516
	Capital outlay	100,000	-	-	-	-	-
	Debt service	281,514	281,514	277,950	279,388	280,589	281,550
	Net	428,854	840,439	1,256,528	1,674,011	2,094,495	2,518,011

UTILITY WASTEWATER FUND 41



PURPOSE:

The Utility Wastewater Fund is a dedicated "Enterprise" fund. The City of Scappoose operates and maintains a 1.58 M.G.D. activated sludge wastewater treatment plant with tertiary treatment, 36 miles of sewer lines and five pumping stations. The purpose of these facilities is to protect public health and public use of the Columbia River and Multnomah Channel by providing secondary effluent treatment. Treatment plant and staff is responsible for the operation of the wastewater facility to ensure proper treatment of all raw wastewater at all times. The operator is ultimately responsible to ensure all state and federal regulations are met. The City was issued a new permit in March 2009 and will be required to monitor influent, effluent, and process control. This monitoring will require the treatment plant operator to sample and test many functions within the treatment plant process as well as sampling of the receiving stream.

VISION FOR THE YEAR:

The Wastewater Fund will focus on long term upgrades as identified in the 2018 Facilities Master Plan. Engineering of Wastewater Master Plan Amendment Phase I upgrades along with a Facility Plan Amendment are priority projects for the year.

COMPLIANCE WITH COUNCIL GOALS:

Phase I Facility Improvement Design
Smith Road Pump Station Replacement
Root Treatment

Construct Interim Aeration Basin
Biosolids Land Application
Annual Collections Jetting and TV

Wastewater Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Annual Collections Jetting and TV Sewer Lines												
Biosolids Land Application												
Construct Interim Aeration Basin												
Phase I Facility Improvement Design												
Root Treatment												
Smith Road Pump Station Replacement												

BUDGET NOTES:

The Wastewater fund will begin the year with a \$1,263,287 beginning cash position and anticipates revenue of \$2,431,225. Total operating revenue in this fund is projected to be \$3,694,512. Expenditures within the department include \$1,074,622 for personnel services and \$740,353 for materials and services. For capital outlay the projected budget is \$1,042,000 for Pump replacements at the Treatment Plant, Construction of the Interim Aeration Basin, completion of the Smith Road Pumpstation and complete engineering of the Phase I Treatment Plant Facility

Improvements. The fund budgets \$118,480 for two principal and interest payments for loan R06809 which matures in 2031 and an interest only payment for loan R809831. The fund budgets \$138,568 for transfers and has budgeted a contingency of \$580,489.

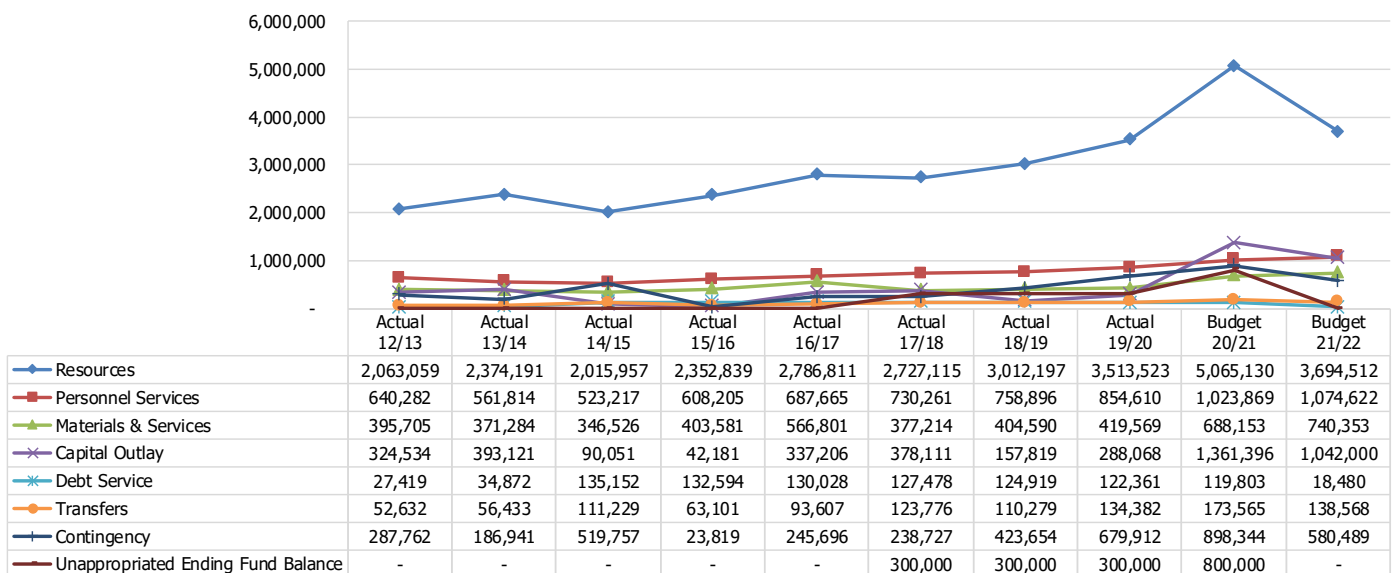
PERCENTAGE OF TIME ALLOCATION:

Wastewater Fund	18-19	19-20	20-21	21-22	Minimum Salary	Maximum Salary
Public Works Director	35%	35%	35%	35%	38.73	60.08
Utility Supervisor	35%	35%	35%	35%	30.03	46.59
Treatment Plant Supervisor	100%	100%	100%	100%	30.03	46.59
Operator I	50%	50%	50%	50%	23.97	30.59
Operator II	0%	0%	0%	0%	26.41	33.71
Operator III	100%	100%	100%	100%	29.14	37.19
Utility/Parks Worker I	35%	70%	70%	70%	20.13	25.69
Utility/Parks Worker II	60%	35%	35%	35%	23.97	30.59
Utility/Parks Worker III	35%	70%	70%	70%	26.41	33.71
Office Administrator CDC	0%	0%	0%	0%	21.67	27.66
Planning Supervisor	0%	0%	0%	0%	30.03	46.59
Program Analyst	0%	0%	30%	0%	20.95	32.47
Assistant to Public Works Director	0%	0%	0%	30%	24.60	36.35
City Engineer	30%	30%	30%	30%	33.50	51.97
Engineer Assistant PW	0%	0%	0%	0%	25.27	38.58
City Manager	22%	23%	23%	23%	45.75	70.97
City Recorder	22%	22%	22%	22%	26.97	41.82
Finance Administrator/Office Manager	22%	22%	22%	22%	38.73	60.08
Assistant City Manager	22%	23%	23%	23%	30.03	46.59
Office Administrator Finance	44%	44%	44%	44%	21.67	27.66
TOTAL FTE'S	6.12	6.59	6.89	6.89		

Wastewater Fund 41						
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Resources						
Working capital carryover	\$ 990,275	\$ 1,455,694	\$ 1,650,005	\$ 1,694,533	\$ 1,263,287	\$ 1,263,287
Current year resources						
Interest	\$ 31,793	\$ 33,470	\$ 44,000	\$ 13,200	\$ 13,500	\$ 13,500
Charges for services	1,990,030	2,021,811	2,171,125	2,186,000	2,417,725	2,417,725
Intergovernmental	99	-				
Long term debt proceeds			1,200,000			
Miscellaneous		2,548				
Total current year resources	\$ 2,021,922	\$ 2,057,829	\$ 3,415,125	\$ 2,199,200	\$ 2,431,225	\$ 2,431,225
Total resources	\$ 3,012,197	\$ 3,513,523	\$ 5,065,130	\$ 3,893,733	\$ 3,694,512	\$ 3,694,512
	Actual FY 18-19	Actual FY 19-20	Budget FY 20-21	Estimated FY 20-21	Proposed Budget FY 21-22	Approved Budget FY 21-22
Expenditures						
Personnel services	\$ 758,896	\$ 854,610	\$ 1,023,869	\$ 930,615	\$ 1,074,622	\$ 1,074,622
Materials & services	404,590	419,569	688,153	555,820	740,353	740,353
Capital outlay	157,819	288,068	1,361,396	850,643	1,042,000	1,042,000
Debt service						
2009 Principal CWSRF R06809 3/01 & 9/01	17,642	17,642	17,642	17,642	17,642	17,642
2009 Interest CWSRF R06809 9/01	1,103	1,014	926	926	838	838
2013 Principal USNB 12/01	100,000	100,000	100,000	100,000		
2013 Interest USNB 6/01 & 12/01	6,174	3,705	1,235	1,235		
2020 Principal R809831 4/01 & 10/01			-			
2020 Interest R809831 4/01 & 10/01					100,000	100,000
Transfers	110,279	134,382	173,565	173,565	138,568	138,568
Contingency			898,344		580,489	580,489
Total expenditures	\$ 1,556,503	\$ 1,818,990	\$ 4,265,130	\$ 2,630,446	\$ 3,694,512	\$ 3,694,512
Other requirements						
Unappropriated ending fund balance	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -
Ending working capital	\$ 1,455,694	\$ 1,694,533	\$ -	\$ 463,287	\$ -	\$ -

Utility Wastewater Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
41-000-003	Interest Earned	31,793	33,470	44,000	13,200	13,500
41-000-100	Miscellaneous	98	2,548	-	-	-
41-000-150	Intergovernmental Revenue	-	-	1,200,000	-	-
41-000-151	Long Term Debt Proceeds	-	-	-	-	-
41-000-220	User Fees	1,870,199	1,999,580	2,150,000	2,175,000	2,396,000
41-000-240	Hookup Fees	1,100	1,700	1,125	1,000	1,725
41-000-260	Infrastructure Insp Fees	118,731	20,531	20,000	10,000	20,000
	Total Revenue	2,021,922	2,057,829	3,415,125	2,199,200	2,431,225
	Wastewater Department Salaries	472,355	518,579	587,601	572,615	619,016
41-410-142	Overtime	2,509	3,603	16,242	6,000	16,855
41-410-146	Health Insurance	122,031	138,384	177,013	150,000	174,998
41-410-148	Retirement Benefits	112,405	143,574	171,603	150,000	188,988
41-410-150	Social Security	35,386	38,852	48,307	41,000	50,870
41-410-152	Workers Compensation	14,209	11,606	23,103	11,000	23,895
41-410-155	Taxable Fringe Benefits	-	12	-	-	-
	Total Personnel Services	758,896	854,610	1,023,869	930,615	1,074,622
41-410-200	Building/Facilities Maintenance	1,232	4,588	15,500	12,000	36,000
41-410-202	Equipment Maintenance	25,548	18,049	32,500	30,000	40,500
41-410-203	Maintenance Agreements	1,335	1,478	1,720	1,000	1,960
41-410-204	Vehicle Maintenance	1,512	5,775	8,500	4,000	10,000
41-410-205	Small Equipment	9,096	10,158	19,550	19,550	39,950
41-410-206	Fuel/Oil/Lube	8,887	8,884	8,153	8,153	13,350
41-410-216	Office Supplies	10,574	9,832	12,000	10,500	12,000
41-410-218	Operational Supplies	11,346	6,229	30,375	20,000	26,000
41-410-222	Lab Supplies	5,571	6,726	8,063	7,500	7,563
41-410-224	Chemicals	23,051	34,156	34,875	34,875	39,950
41-410-227	Electrical Operations	99,318	94,605	99,000	99,000	110,400
41-410-228	Utilities	5,832	5,678	6,360	7,500	7,740
41-410-229	Electrical Operations Pumps	5,603	5,447	7,740	6,000	6,000
41-410-230	Contractual/Professional	153,660	153,812	336,500	240,000	318,760
41-410-234	Miscellaneous	-	-	-	-	-
41-410-235	Property Tax	1,370	1,384	2,000	1,400	1,500
41-410-238	Insurance	-	-	-	-	-
41-410-240	Travel/Training	3,687	3,640	8,500	6,000	8,500
41-410-242	Dues/Fees/Subscriptions	18,833	20,184	23,342	23,342	24,980
41-410-244	Publications/Notices/Advertise	41	238	3,000	2,000	3,000
41-410-252	Uniforms/Safety	2,540	3,672	6,475	3,500	5,700
41-410-253	Sludge Disposal	15,237	14,187	15,000	10,500	17,500
41-410-254	Equipment Rental	315	10,846	9,000	9,000	9,000
	Total Materials & Services	404,590	419,569	688,153	555,820	740,353
41-410-300	Equipment	157,819	128,317	90,000	17,000	90,000
41-410-310	Infrastructure Upgrades	-	114,766	1,236,396	803,000	952,000
41-410-311	Equipment Replacement	-	44,985	35,000	30,643	-
	Total Capital Outlay	157,819	288,069	1,361,396	850,643	1,042,000
41-410-510	Principal USNB	100,000	100,000	100,000	100,000	-
41-410-511	Interest USNB	6,174	3,705	1,235	1,235	-
41-410-560	Principal CWSRF R80930	17,642	17,642	17,642	17,642	17,642
41-410-561	Interest CWSRF R80930	1,103	1,014	926	926	838
41-410-562	Principal DEQ Loan	-	-	-	-	-
41-410-564	Interest DEQ Loan	-	-	-	-	100,000
	Total Debt Services	124,919	122,361	119,803	119,803	118,480
41-410-418	Transfer to Unemployment	-	-	-	-	-
41-410-419	Transfer to General Fund ISF	110,279	134,382	173,565	173,565	138,568
	Total Transfers	110,279	134,382	173,565	173,565	138,568
41-410-600	Contingency	-	-	898,344	-	580,489
41-410-900	Unappropriated Ending Fund B	-	-	800,000	-	-
	Total Expenditures	1,556,503	1,818,990	5,065,130	2,630,446	3,694,512

Utility Wastewater Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
Beginning Fund Balances		1,405,124	1,455,694	3.60%
Interest		30,000	33,470	11.57%
Charges for services		2,054,274	2,021,811	-1.58%
Long term debt proceeds		790,000	-	-100.00%
Miscellaneous		-	2,548	100.00%
Current Revenue		2,874,274	2,057,829	-28.41%
Transfers		-	-	0.00%
TOTAL RESOURCES		4,279,398	3,513,523	-17.90%
REQUIREMENTS				
Personnel services		937,875	854,610	-8.88%
Materials & services		584,868	419,569	-28.26%
Capital outlay		1,220,000	288,068	-76.39%
Operating Budget		2,742,743	1,562,247	-43.04%
Debt service		222,361	122,361	-44.97%
Total Expenditures		2,965,104	1,684,608	-43.19%
Transfers		134,382	134,382	0.00%
Contingency		679,912	-	-100.00%
TOTAL APPROPRIATIONS		3,779,398	1,818,990	-51.87%
Unappropriated ending fund balance		500,000	-	-100.00%
TOTAL BUDGET		4,279,398	1,818,990	-57.49%

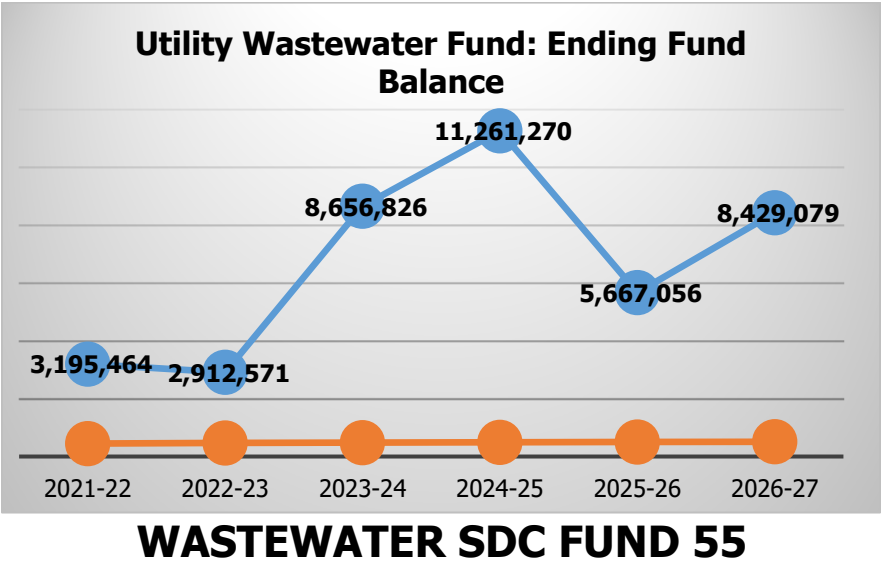
WASTEWATER FUND 10 YEAR HISTORY

WASTEWATER CIP

Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Pump Replacement	25,000	25,000				
Emergency Replacement	50,000	50,000				
UV Upgrades	15,000	15,000				
Smith Road Pump Station 76% eligibility	304,000	304,000				
Phase 1 Improvements 72% of Project Total						
Phase I Engineering, Design, Legal & Admin Fees	1,325,160	648,000	677,160			
IPS Initial Improvements	36,000		36,000			
Headworks & Grit Chamber	1,568,160		1,568,160			
Aeration Basin & ML Flow Split	1,420,560		1,420,560			
Blower Building with Electrical Room	740,880		740,880			
UV Disinfection - Redundant Channel	411,120		411,120			
Effluent Pump Station Initial Improvements	395,280		395,280			
Civil Site Improvements	152,640		152,640			
SCADA Upgrades & New Electrical Service	576,000		576,000			
Phase 2 Improvements 72% of Project Total						
Phase 2 Engineering, Design, Legal & Admin Fees	1,660,320					1,660,320
New Influent Pump Station	936,000					936,000
Secondary Clarifier & RAS/WAS Improvements	1,323,360					1,323,360
Replace Influent Gravity Sewer	136,800					136,800
UV Disinfection - Replace Existing Equipment	321,120					321,120
New Lab, Renovation of Existing Admin Facility	617,760					617,760
Effluent Pump Station, Outfall & Diffuser	1,310,400					1,310,400
Aerobic Digester Rehabilitation	806,400					806,400
Biosolids Dryer	1,153,440					1,153,440
Civil Site Improvements	36,720					36,720
Total	\$ 15,322,120	\$ 1,042,000	\$ 5,977,800	\$ -	\$ -	\$ 8,302,320

5 Year Projection

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Utility Wastewater Fund							
	Beginning balance	2,063,287	3,195,464	2,912,571	8,656,826	11,261,270	5,667,056
	Revenues	2,431,225	5,694,907	5,744,255	2,604,444	2,708,106	2,762,023
	Personal services	1,046,137	1,108,142	1,135,845	1,164,242	1,193,348	1,223,181
	Materials and services	740,353	755,160	770,263	785,669	801,382	817,410
	Capital outlay	1,042,000	5,977,800	-	-	8,302,320	-
	Debt service	118,480	17,642	17,642	17,642	17,642	17,642
	Transfers out	138,568	140,000	141,000	142,000	143,000	144,000
	Net	3,195,464	2,912,571	8,656,826	11,261,270	5,667,056	8,429,079
	Goal	446,623	465,826	476,527	487,478	498,682	510,148
	Over/(short)	2,748,841	2,446,745	8,180,298	10,773,792	5,168,374	7,918,931



PURPOSE:

The Wastewater System Development Charge fund is a dedicated fund and is the mechanism by which the City of Scappoose collects funds from developers to pay both for previous and new capacity improvements. It makes funds available to pay for future improvement needs generated by development. Wastewater SDC’S are calculated based on the size of the water meter needed for the development. This account includes both the revenue and the capital outlay for those projects.

VISION FOR THE YEAR:

Engineering for Phase I improvements will be the top priority for this fiscal year.

COMPLIANCE WITH COUNCIL GOALS:

- Address aging infrastructure
- Update Public Works Design Standards
- Capacity Upgrades- Treatment & Collections

Wastewater SDC Fund Objectives	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Capacity Upgrades for Treatment & Collections												
Phase I Facility Improvement Design												
Review SDC Fees												
Smith Road Pump Station Replacement												

BUDGET NOTES:

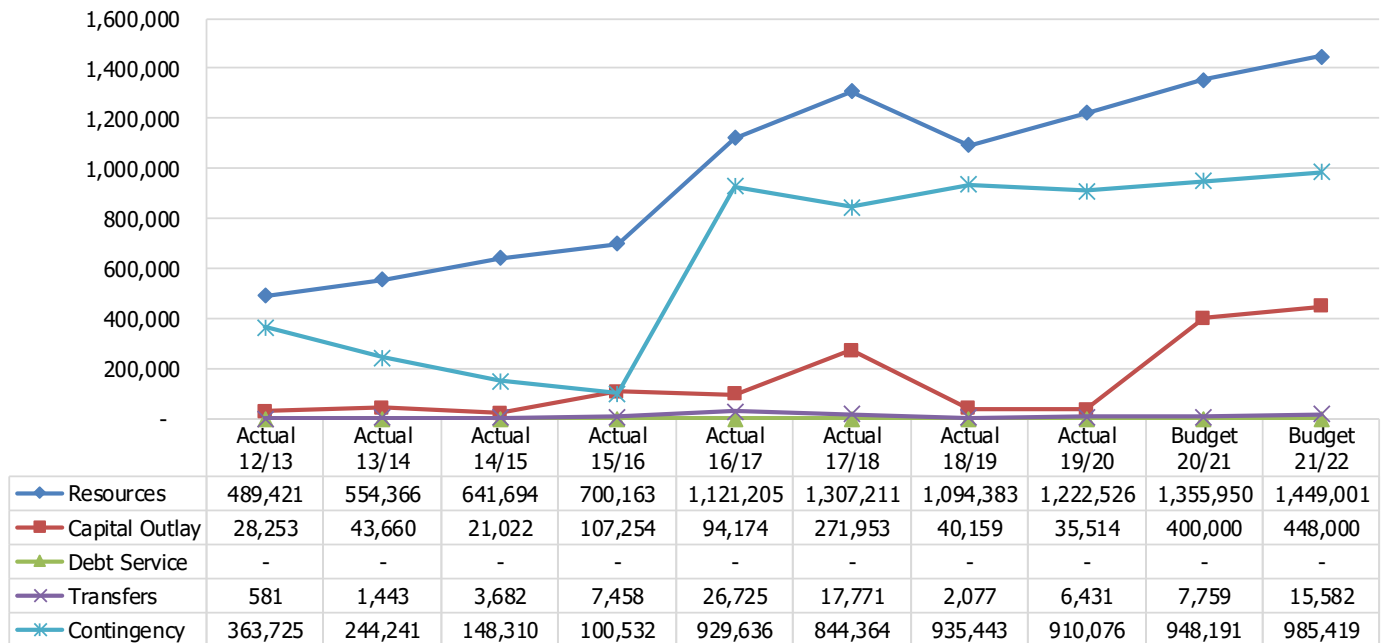
The Wastewater SDC fund has a beginning cash position of \$1,265,868. The City anticipates receiving \$10,000 in interest income and \$138,506 in SDC fees. Total resources for the fund are \$1,449,001. Projects proposed for FY 21-22 include Completion of the Phase I Design and Engineering of the Treatment Plant and additional Sewer Capacity Upgrades. The fund contains a transfer to the General Fund of \$15,582 for administrative costs and a contingency of \$985,419.

Wastewater SDC 55					Proposed	Approved
	Actual	Actual	Budget	Estimated	Budget	Budget
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22
Working capital carryover	\$ 1,017,487	\$ 1,052,147	\$ 1,174,761	\$ 1,180,581	\$ 1,265,868	\$ 1,265,868
Current year resources						
Interest	\$ 26,119	\$ 23,225	\$ 26,000	\$ 9,700	\$ 10,000	\$ 10,000
System development charges - reimbursement	10,156	29,431	31,038	23,533	34,627	34,627
System development charges - extra capacity	40,621	117,723	124,151	94,133	138,506	138,506
Total current year resources	\$ 76,896	\$ 170,379	\$ 181,189	\$ 127,366	\$ 183,133	\$ 183,133
Total resources	\$ 1,094,383	\$ 1,222,526	\$ 1,355,950	\$ 1,307,947	\$ 1,449,001	\$ 1,449,001
Expenditures	Actual	Actual	Budget	Estimated	Proposed	Approved
	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Capital outlay	\$ 40,159	\$ 35,514	\$ 400,000	\$ 34,320	\$ 448,000	\$ 448,000
Transfers	2,077	6,431	7,759	7,759	15,582	15,582
Contingency			948,191		985,419	985,419
Total expenditures	\$ 42,236	\$ 41,945	\$ 1,355,950	\$ 42,079	\$ 1,449,001	\$ 1,449,001
Ending working capital	\$ 1,052,147	\$ 1,180,581	\$ -	\$ 1,265,868	\$ -	\$ -

Wastewater SDC Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
55-000-003	Interest Earned	26,119	23,225	26,000	9,700	10,000
55-000-992	Sewer SDC Reimbursements	10,155	29,431	31,038	23,533	34,627
55-000-993	Sewer SDC Ext. Cap. Improv	40,621	117,723	124,151	94,133	138,506
55-000-994	Long Term Debt Proceeds	-	-	-	-	-
	Total Revenue	76,896	170,379	181,189	127,366	183,133
55-550-314	Sewer Extra Capacity Improvements	40,159	35,514	100,000	34,320	100,000
55-550-316	Wastewater Reimbursement	-	-	-	-	-
55-550-326	Council Approved Projects	-	-	300,000	-	348,000
	Total Capital Outlay	40,159	35,514	400,000	34,320	448,000
55-550-409	Transfer to GF SDC Admin.	2,077	6,431	7,759	7,759	15,582
	Total Transfers	2,077	6,431	7,759	7,759	15,582
55-550-600	Contingency	-	-	948,191	-	985,419
	Total Expenditures	42,236	41,945	1,355,950	42,079	1,449,001

Wastewater SDC Fund		Adopted	Actual	Adopted
Comparison Adopted to Actual		2019-20	2019-20	vs. Actual
RESOURCES				
Beginning Fund Balances		1,003,885	1,052,147	4.81%
Interest		27,000	23,225	-13.98%
System development charges		128,622	147,154	14.41%
Current Revenue		155,622	170,379	9.48%
Transfers		-	-	0.00%
TOTAL RESOURCES		1,159,507	1,222,526	5.43%
REQUIREMENTS				
Capital outlay		243,000	35,514	-85.39%
Operating Budget		243,000	35,514	-85.39%
Debt services		-	-	0.00%
Total Expenditures		243,000	35,514	-85.39%
Transfers		6,431	6,431	0.00%
Contingency		910,076	-	-100.00%
TOTAL APPROPRIATIONS		1,159,507	41,945	-96.38%
TOTAL BUDGET		1,159,507	41,945	-96.38%

WASTEWATER SDC FUND 10 YEAR HISTORY



WASTEWATER SDC CIP						
Project	Amount	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25 and Beyond
Wastewater Capacity Upgrades	100,000	100,000				
Smith Road Pump Station 24% eligibility	96,000	96,000				
Phase 1 Improvements 28% of Project Total						
Phase I Engineering, Design, Legal & Admin Fees	515,340	252,000	263,340			
IPS Initial Improvements	14,000		14,000			
Headworks & Grit Chamber	609,840		609,840			
Aeration Basin & ML Flow Split	552,440		552,440			
Blower Building with Electrical Room	288,120		288,120			
UV Disinfection - Redundant Channel	159,880		159,880			
Effluent Pump Station Initial Improvements	153,720		153,720			
Civil Site Improvements	59,360		59,360			
SCADA Upgrades & New Electrical Service	224,000		224,000			
Phase 2 Improvements 28% of Project Total						
Phase 2 Engineering, Design, Legal & Admin Fees	645,680					645,680
New Influent Pump Station	364,000					364,000
Secondary Clarifier & RAS/WAS Improvements	514,640					514,640
Replace Influent Gravity Sewer	53,200					53,200
UV Disinfection - Replace Existing Equipment	124,880					124,880
New Lab, Renovation of Existing Admin Facility	240,240					240,240
Effluent Pump Station, Outfall & Diffuser	509,600					509,600
Aerobic Digester Rehabilitation	313,600					313,600
Biosolids Dryer	448,560					448,560
Civil Site Improvements	14,280					14,280
Total	6,001,380	448,000	2,324,700	-	-	3,228,680

5 Year Projection

Note: Additional resources will be required in year 2023-2024

		Budget	Projected				
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Wastewater SDC Fund							
	Beginning balance	1,265,868	985,419	592,959	(1,675,499)	(1,619,006)	(1,562,028)
	Revenues	183,133	55,540	56,242	56,493	56,978	57,467
	Capital outlay	448,000	448,000	2,324,700	-	-	3,228,680
	Transfers out	15,582	2,276	2,310	2,322	2,345	2,368
	Net	985,419	592,959	(1,675,499)	(1,619,006)	(1,562,028)	(4,733,241)

GENERAL OBLIGATION DEBT SERVICE FUND 45

PURPOSE:

The General Obligation Debt Service fund is a dedicated fund used to account for property taxes levied to pay bonded debt approved by voters. The property tax levy is based on the amount of funds needed to make the debt service payment. The last loan payment was made in Fiscal Year 18-19; therefore, this fund is now inactive.

General Obligation Debt Service Fund 45						
	Actual	Actual	Budget	Estimated	Proposed	Approved
Resources	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Working capital carryover	\$ 21,149	\$ 23,955	\$ -	\$ -	\$ -	\$ -
Current year resources						
Property taxes	\$ 46,196	\$ -				
Interest	600	193				
Total current year resources	\$ 46,796	\$ 193	\$ -	\$ -	\$ -	\$ -
Total resources	\$ 67,945	\$ 24,148	\$ -	\$ -	\$ -	\$ -
	Actual	Actual	Budget	Estimated	Proposed	Approved
Expenditures	FY 18-19	FY 19-20	FY 20-21	FY 20-21	Budget	Budget
					FY 21-22	FY 21-22
Materials & services	\$ -	\$ 24,148	\$ -			
Debt service						
1978 Principal Water GO 01-0507801 2/01	41,081	-				
1978 Interest Water GO 01-0507801 2/01	2,909					
1991 Principal Sewer GO B92001A 12/01						
1991 Interest Sewer GO B92001A 12/01						
Transfers						-
Contingency			-		-	-
Total expenditures	\$ 43,990	\$ 24,148	\$ -	\$ -	\$ -	\$ -
Other requirements						
Unappropriated ending fund balance	\$ -	\$ -	\$ -	\$ -		
Total other requirements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending available working capital	\$ 23,955	\$ -	\$ -	\$ -	\$ -	\$ -

Bonded Debt Service Fund Line Item Detail		Actual	Actual	Budget	Estimated	Budget
Account	Description	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22
45-000-001	Taxes Necessary To Balance	44,284	-	-	-	-
45-000-002	Delinquent Taxes	1,913	-	-	-	-
45-000-003	Interest Earned	600	193	-	-	-
	Total Revenue	46,796	193	-		
45-450-234	Miscellaneous	-	24,148	-	-	-
	Total Materials & Services	-	24,148	-		
45-450-500	Water - Principal	41,081	-	-	-	-
45-450-501	Water - Interest	2,909	-	-	-	-
	Total Debt Services	43,990	-	-		
45-450-600	Contingency	-	-	-	-	-
45-450-900	Unappropriated Ending Fund	-	-	-	-	-
	Total Expenditures	43,990	24,148	-	-	-

City of Scappoose
Schedule of Projected Long-term Debt

	Interest Rates	Date of Issue	Fiscal Year of Maturity	Outstanding July 1, 2021	Issued	Paid	Outstanding June 30, 2022	Due Within One Year
PRINCIPAL TRANSACTIONS								
General Obligations								
Capital Leases	5.20%	2018	2022	\$ 17,663	-	\$ 17,663	-	\$ -
Enterprise Obligations								
Dutch Canyon Waterline Loan	3.68%	2010	2031	609,583	-	59,006	550,577	61,178
Water Plant Phase 1 & 2	4.43%	2002	2028	710,793	-	89,949	620,844	90,659
Water Storage Reservoirs	1.00%	2004	2036	2,060,996	-	137,192	1,923,804	138,563
Wastewater DEQ Loan R06809	0.00%	2011	2031	176,410		17,642	158,768	17,642
Wastewater DEQ Loan R80931	1.88%	2020	2050			-	-	-
Capital Leases	3.65%	2015	2022	215,978		86,460	129,518	88,841
Subtotal				\$ 3,791,423	\$ -	\$ 407,912	\$ 3,383,511	\$ 396,883
INTEREST TRANSACTIONS								
General Obligations								
Capital Leases	5.20%	2018	2022	1,097	-	1,097	-	-
Enterprise Obligations								
Dutch Canyon Waterline Loan	3.68%	2010	2031	116,627	-	22,433	94,194	20,261
Water Plant Phase 1 & 2	4.43%	2002	2028	140,864	-	33,763	107,101	29,490
Water Storage Reservoirs	1.00%	2004	2036	158,664	-	20,610	138,054	19,238
Wastewater DEQ Loan R06809	0.00%	2011	2031				-	-
Wastewater DEQ Loan R80931	1.88%	2020	2050				-	1
Capital Leases	3.65%	2017	2021	2,505		2,505	-	-
Subtotal				\$ 419,757	\$ -	\$ 80,408	\$ 339,349	\$ 68,990
Grand Total				\$ 4,211,180	\$ -	\$ 488,320	\$ 3,722,861	\$ 465,873

City of Scappoose			
Fiscal Year 2021-2022			
Fund Transfers			
	Transfers in		Transfers out
General Fund	\$	494,049	\$ 146,716
Law Enforcement Fund		-	-
Watts House Fund		-	-
PEG Fund		-	-
Building Fund		-	36,337
Street Fund		-	90,073
Foot Paths and Bike Trail Fund		25,000	-
Storm Drainage Fund		-	-
Storm Drainage SDC Fund		-	3,270
Street SDC Fund		-	5,885
Parks SDC Fund		-	5,702
Pool Fund		-	-
Unemployment Fund		-	
Water Fund		-	158,014
Water SDC Fund		95,714	14,616
Wastewater Fund		-	138,568
Wastewater SDC Fund		-	15,582
General Fund		16,536	
Urban Renewal			16,536
	\$	631,299	\$ 631,299

Glossary

Accrual Basis - A method of timing in the recognition of transactions and events. Please see modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

Adopted Budget- Proposed budget amended and approved by the Budget Committee becomes the adopted budget after City Council takes action on it. The adopted budget becomes effective July 1 and includes all Council adopted changes through the year.

Amortization- (1) The portion of the cost of a limited-life or intangible asset charged as an expense during a particular period. (2) The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

Appropriations- Legal authorization granted by the City Council to spend public funds.

Approved Budget- The approved budget is that budget recommended by the Budget Committee and is reviewed by the City Council prior to adoption.

Annexation- The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Assessed Value- The value set by the County Assessor on real and personal taxable property as a basis for levying taxes.

Assets- Resources having a monetary value and that are owned or held by an entity.

Audit- Conducted by an independent Certified Public Accounting (CPA) Firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget- A budget in which planned expenditures do not exceed projected funds available.

Balanced Sheet- A financial statement reporting the organization's assets, liabilities, and equity activities.

Basis of Accounting- A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Beginning Working Capital- The beginning working capital is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond- A written promise to pay a sum of money, called principle or face value at a future date, called the maturity date, along with periodic interest paid at a specified percentage of principle (interest rate). Bonds are typically used to finance long-term capital improvements.

Budget- Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the upcoming year.

Budget Calendar- The schedule of key dates, which government follows in the presentation and adoption of the budget.

Budget Committee- A committee required by Oregon Local Budget Law (ORS 294.305). The committee consists of a panel of citizens consisting of the City Council and equal number of lay members responsible for reviewing the proposed budget, taking public comment, and approving the budget.

Budget Document- The compilation of the spending plans for the various funds, along with supporting schedules, tables, and charts which, in total, comprises the annual revenue and expenditure plan.

Budget Message- A written explanation of the budget and the City's financial priorities presented to the Budget Committee by the City Manager, which is required by Oregon Local Budget Law, ORS 294.

Budget Officer- Person responsible for the budget document. For the City of Scappoose, the City Manager serves this role. This designation is required by Oregon Local Budget Law (ORS 294.305).

Budget Phases- The following are the four major phases of the budget process. Each phase corresponds with a different step of the budget process.

Requested: The amount requested by the Department Heads and submitted to the Budget Officer at the start of the budget process.

Proposed: The Budget Officer prepares or supervises the preparation of a proposed budget to present to the budget committee.

Approved: The approved budget is the budget recommended by the Budget Committee and is reviewed by the City Council prior to adoption.

Adopted Budget: The budget as finally adopted by the City Council and represents the financial plan of the City.

Budget Resolution- The budget is adopted each year by the City Council through passage of a resolution. This budget resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year.

Budgetary Basis- Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP); with the following exception that neither depreciation nor amortization is budgeted for in the proprietary funds and bond principal in the enterprise funds is subject to appropriation.

Capital Improvement- Project Expenditures, which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewer, storm drains, and other public facilities.

Capital Lease - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

Capital Outlay- Items which generally have useful life of one or more years, such as machinery, land, furniture, equipment, or building.

Capital Projects- An object classification which includes major capital improvement projects generally related to Streets, Water, Wastewater, Storm Water systems, and facilities.

Charges for Service- The fees charged for services to the party or parties who directly benefit. Also called User Fees.

COLA- Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Contingency- An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

Contracted Services- Services rendered to City activities by private firms, individuals, or other government agencies. An example of these services includes engineering, special trades, and city attorney services.

Debt- An obligation resulting from the borrowing of money or from the purchase of goods and services.

Debt Service- The payment of general long-term debt, consisting of principal and interest payments.

Delinquent Taxes- Taxes remaining unpaid on or after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived, and a portion of the taxes may be abated or cancelled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid, or converted into tax liens.

Department- A major unit of the City which has been assigned overall management responsibility for an operation or a group of related operations which a functional area.

Depreciation- Expiration in the service life of capital assets attributed to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

Employee Benefits- Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pensions, workers compensation, medical and life insurance plans.

Ending Balance- The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

Expenditures- The outflow of funds paid for an asset obtained (Requirements) or goods and services obtained regardless of when the expense is actually paid. The term applies to all funds.

Fees- Charges for specific services levied by local government in connection with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

Fiscal Management- A government's directive with respect to revenues, spending, reserves, and debt management as they relate to governmental services, programs, and capital investments. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year- A twelve-month period designated as the operating year for accounting and budgeting process in an organization. The City of Scappoose's fiscal year is July 1 through June 30.

Fixed Assets- Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

Franchise Fee- A franchise fee is charged for the privilege of using public right -of-way and property within the City for public or private purpose. The City currently assesses franchise fees on cable television, utilities, natural gas, telephone, waste hauling and recycling.

FTE- An abbreviation for Full-Time equivalent employees. Staffing levels are measured in FTE to give consistent comparisons from year to year. A regular full-time employee is 1.0 FTE.

Fuel Tax- a local \$0.03 per gallon fuel tax past by the voters in November of 2019.

Fund- A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance- The excess of a fund's total assets over its total liabilities. A negative fund balance is often referred to as deficit.

Funding- Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

GASB- (Governmental Accounting Standards Board) It is the highest source of accounting and financial reporting guidance for state and local governments.

General Fund- Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government.

Generally Accepted Accounting Principles (GAAP)- Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass

the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures.

GIS- Geographic Information Services.

GFOA- Government Finance Officer Association.

GOAL- A statement of direction, purpose, or intent, based on the needs of the community, generally to be completed in a specified amount of time.

Governmental Fund Types- Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.

Grants- Contributions of cash or other assets from another governmental agency to be used or expended for a specific purpose.

Infrastructure- Public domain capital assets such as roads, bridges, streets, sidewalks, and similar assets that are immovable.

Insurance- Payment to insurance services for estimated general liability, property, auto, and employee bond insurance coverage.

Interfund Transfers- Amounts distributed from one fund to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund.

Intergovernmental Revenues- Revenues from other governments in the form of loans, grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Service Fund Transfer- An internal service fund is a fund used in governmental accounting to track goods or services shifted between departments on a cost reimbursement basis. This type of fund is used to identify the cost of providing certain goods and services. The City of Scappoose uses this to transfer money from each fund to cover expenses that would be spread out amongst all departments.

Levy- Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes received.

L.I.D. (Local Improvement District)- Consists of a group of property owners desiring improvements to their property. Bonds can be issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against affected properties to spread out the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Local Budget Law- Oregon Revised Statutes (ORS) dictates local budget practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Government- Any city, county, port, school district, special district, public or quasi-public corporation.

Materials and Services- An object classification which includes contractual and other services, materials and supplies, and other charges.

Miscellaneous Revenue- Includes all revenues not specified such as title fees, copies, tow fees, park reservations, police records, etc.

Mission– Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon

enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Municipal Corporation- A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants.

Net Assets- The equity associated with General Governmental less liabilities.

Non-Operating Budget- Part of the budget composed of the following items: Interfund transfers, reserves, contingencies, capital projects, and debt service payments.

Objective- A target to be accomplished in specific, well-defined, and measurable terms, and that is achievable within a specific time frame.

ODOT- Refers to the Oregon Department of Transportation.

Operating Budget- Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Revenue- Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance- A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it represents the full force and effect of the law within the boundaries of the municipality to which it applies.

ORS- Oregon Revised Statutes, laws of the State of Oregon.

Outstanding Debt- The balances due at any given time resulting from the borrowing of money or from the purchase of goods and services.

PEG- Public, Educational and Governmental Access Channel designations for cable television. Certain franchise fee revenue from cable providers is restricted to the costs of providing such access.

PERS- Refers to the Public Employment Retirement System.

Personnel Services- The object classification for costs associated with employees, including salaries, overtime, and fringe benefit costs.

Program- A group of related activities to accomplish a major service or function for which the City is responsible.

Projection- A forecast of the revenue or expenditure as appropriated, to be recognized during the current fiscal period.

Property Tax- Based according to assessed value of property and is used as the source of monies to support various funds.

Proposed Budget- Combines the operating, non-operating, and reserve estimates prepared by the City Manager, then presented to the community and the Citizens Budget Committee for their review, approval, and recommendation to City Council.

PSU- Portland State University. The University prepares populations estimates each July 1 for all Oregon Municipalities.

Purchase Order- A document authorizing the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Real Market Value- The estimated value of property if sold.

Requested Budget- The amount requested by the Department Heads and submitted to the City Manager at the start of the budget process.

Requirements- Total expenditures and unappropriated fund balance.

Resolution- A formal order of a governing body; lower legal status than an ordinance.

Resources- Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year.

Restricted Revenue- Financial resources that are subject to some level of restriction based on statutory, legislative, or council action.

Revenue- Monies received during the year to finance City services, such as property taxes, franchise fees, license and fees, charges for services, revenue from other governmental agencies, fines and forfeitures, and transfers.

Special Assessments- A way to finance a local improvement which allows property owners to pay the City back over time. Special Assessments may be bonded through a special bond or financed internally by the City.

Stormwater- Run-off from rain water which is directed to a separate pipe and drainage system.

Supplemental Budget- Appropriations established to meet the needs not anticipated at the time the budget was proposed.

System Development Charges (SDC'S)- Fees charged to new development to pay for capacity adding infrastructure improvements necessary to accommodate new growth within the transportation, parks, water, and watershed infrastructure systems. The framework for collection of SDC'S is established per ORS 223.297-223.314.

Taxes- Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Tax Base- Oregon law allows cities within the State, with voter approval, to establish a dollar amount of property tax that may be levied on property within the city. Once established, a tax base may be increased by 6% each year without further voter approval. Any increase beyond the statutory 6% limit must be approved by voters.

Tax Levy- The total amount of property taxes needed by the City to meet requirements.

Tax Rate- A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Tax Revenue- Includes property taxes, hotel and motel tax, and state shared revenues.

Telecommunication- Communication operation costs including desk telephones, cell phones, and pagers.

Transient Room Tax- a 9% lodging tax levied upon hotels, motels and campgrounds within the Scappoose city limits.

Transfers- An amount distributed from one fund to financial activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund.

Unappropriated Fund Balance- An amount set aside to be used as cash carryover for the next fiscal year's budget. This amount cannot be used under any circumstances in the current fiscal year except under very specific conditions which are set out in State law.

Unrestricted Revenue- Revenue that may be used for any legitimate City purpose. Please refer to “restricted revenue”.

UGB- Urban Growth Boundary, an officially adopted and mapped line that separates an urban area from surrounding open lands. All cities in Oregon are required to have a 20-year supply of land for housing and employment in their Urban Growth Boundary.

User Fees- The fees charged for services to the party or parties who directly benefit. Also called Charges for Service.

Working Capital- The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated expenditures.

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted:	June 9, 2021
Agenda Date Requested:	June 21, 2021
To:	Scappoose City Council
Through:	Alexandra Rains, Interim City Manager
From:	Jill Herr, Finance Administrator
Subject:	Supplemental Budget Adjustment Transfer of Appropriations Fiscal Year 2020-2021

TYPE OF ACTION REQUESTED:

☒ **Resolution**

☐ **Ordinance**

☐ **Formal Action**

☐ **Report Only**

ANALYSIS: Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations.

Resolution xxxxx is merely a transfer of appropriation from one category to another which does not increase nor decrease the original budget.

On June 20, 2020, the City Council passed Resolution 20-14, which adopted the 2020-2021 budget and established the appropriation authority of the Pool Fund.

On November 30, 2020, the Interim City Manager entered into a contract with Tyler Technologies to upgrade our Municipal Court Software program. A budget adjustment is necessary in the General Fund Municipal Court to accommodate an expenditure related to purchasing new software and moving to a hosted environment. Staff is requesting to increase capital outlay and reduce the material & services by \$12,948 to accommodate the software upgrade.

Request for Council Action

An additional budget adjustment is necessary in the Utility Water Fund to accommodate an expenditure for a debt service payment related to the purchase of the excavator in the previous fiscal year. Staff is requesting to increase debt services and reduce the material & services by \$40,677 to accommodate the annual payment.

FISCAL IMPACT: Within the General Fund Municipal Court, capital outlay will increase by \$12,948 and material & services will decrease by \$12,948. Additionally, within the Utility Water Fund, debt services will increase by \$40,677 and material & services will decrease by \$40,677.

RECOMMENDATION: Given the need to comply with Oregon budget law, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION: I move to adopt Resolution 21-12 authorizing a supplemental budget revision for fiscal year 2020-2021.

RESOLUTION NO. 21-12
A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, ESTABLISHING
APPROPRIATIONS WITHIN THE 2020-2021 BUDGET.

WHEREAS, the Scappoose City Council adopted the fiscal year 2020-2021 Budget on June 22, 2020; and

WHEREAS, because of the circumstances stated below, the Mayor and City Council of the City of Scappoose determined that it is necessary to adopt a supplemental budget, establishing the following additional appropriations; and

WHEREAS, the additional requirements were not anticipated at the time of the budget preparation for fiscal year 2020-2021; and

WHEREAS, there is no tax and thus no categorization of a tax involved with this Supplemental Budget; and

WHEREAS, the Scappoose City Council held a public hearing on June 21, 2021 where all interested persons were afforded an opportunity to appear and be heard with respect to the supplemental budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Scappoose hereby adopts the Supplemental Budget for fiscal year 2020-2021 as shown below; and

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

	Current Appropriation	Change	Revised Appropriation
General Fund- Court Department			
Capital Outlay	\$ -	\$ 12,948	\$ 12,948
Material & Services	\$ 194,325	\$ (12,948)	\$ 181,377
Utility Water Fund			
Debt Services	\$ 132,107	\$ 40,677	\$ 172,784
Material & Services	\$ 810,333	\$ (40,677)	\$ 769,656

PASSED AND ADOPTED by the City Council this day of June __, 2021 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC, City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: June 15, 2021

Agenda Date Requested: June 21, 2021

To: Scappoose City Council

From: Alexandra Rains, Interim City Manager
Dave Sukau, Public Works Director

Subject: Resolution No. 21-13

TYPE OF ACTION REQUESTED:

☒ **Resolution**

☐ **Ordinance**

☐ **Formal Action**

☐ **Report Only**

ISSUE: A resolution amending the City of Scappoose's water rates, fees, and service charges and rescinding Resolution No. 13-13

ANALYSIS:

City staff hired consulting firm *Donovan Enterprises, Inc.* to update the City's water utility rates to align with the most current capital improvement plan from Water System Master Plan Update (WSMPU), as well as current and near-term operation and maintenance costs for the system.

The project team analyzed current and projected costs associated with the water system and initially presented three scenarios to City Council on May 17, 2021. Each option included an annual percentage increase in the water base charge (i.e. "service charge"); one option included an increase to the commodity charge (i.e. "volume charge") for the various customer blocks. Council requested the project team to come back to Council with more options, specifically addressing the balance between the base and commodity charges.

On June 7, 2021, during a work session, the project team presented an option that included annual increases to the base charge of at least 2.5% or CCI, and increased commodity rates. During the work session, Council decided to expand the number of

customer blocks (from four to five) and increase the commodity rate in all but the lowest customer block to encourage water conservation but provide the necessary funding requirements to the water utility.

Below is a summary of the updated water rate structure:

- Annual increases to the base charge: 2.5% or Construction Cost Index (CCI), whichever is greater
- Addition of a new customer block
- Increased commodity rate by customer block (see attached Resolution No. 21-13, Section 8, Subsections A & B)

RECOMMENDATION: Staff recommends Council adopt Resolution No. 21-13 as presented.

SUGGESTED MOTION: I motion Council adopt Resolution No. 21-13, a resolution amending the City of Scappoose's water rates, fees, and services charges and rescinding Resolution No. 13-13.

Resolution No. 21-13

**A RESOLUTION AMENDING THE CITY OF SCAPPOOSE'S WATER RATES, FEES, AND SERVICE CHARGES
AND RESCINDING RESOLUTION NO. 13-13**

WHEREAS, Chapter nine, section 32 of the Scappoose City Charter states the City shall have the authority to assess fees and charges for water, sewer and other public facilities and services as are allowed by ordinance and state law, and such fees and charges may be enforced as liens on property as provided by ordinance.

WHEREAS, Ordinance No. 585 (May, 1992) allows for water rates, fees, and service charges; and,

WHEREAS, the Scappoose City Council has adopted a Water System Master Plan Update (Carollo Engineers, January, 2020) which includes a list of proposed operational and capital improvements which affect water rates, fees, and service charges; and,

WHEREAS, the City Council has held work sessions on water rates, fees, and service charges on May 17, 2021 and on June 7, 2021; and,

WHEREAS, the City concludes it is appropriate to charge water rates, fees, and service charges to fund the operations, maintenance, and capital improvement of the City's municipal water system; and,

WHEREAS, the City Council has determined the schedule of water rates, fees, and service charges hereinafter specified and established are just, reasonable, and necessary.

WHEREAS, Resolution No. 17-16 established the use of the Engineering News Record's (ENR) 20-city average Construction Cost Index (CCI); where the CCI is defined by ENR as:

200 hours of common labor at the 20-city average of common labor rates, plus 25 cwt of standard structural steel shapes at the mill price prior to 1996 and the fabricated 20-city prices from 1996, plus 1.128 tons of Portland cement at the 20-city price, plus 1,088 board ft. of 2 x 4 lumber at the 20-city price; and,

NOW, THEREFORE BE IT RESOLVED,

Section 1: Amendment and updating of water rates, fees, and service charges. In accordance with City Charter Chapter nine, section 32, and Ordinance No. 585, this Resolution reaffirms the methodology and provides the basis for a water rates, fees, and service charges.

Section 2: Scope of amendment and update of water rates, fees, and service charges. The water rates, fees, and service charges established by this Resolution are separate from, and in addition to, any other applicable taxes, fees, assessments, or charges, including but not limited to system development charges, which are required by the City of Scappoose or represent a condition of a land use or development approval.

Section 4: Effective Date. This Resolution shall become effective upon its adoption by the Scappoose City Council.

Section 5: Review. This Resolution may be reviewed at the pleasure of the City Council, and the rates may be amended as appropriate.

Section 6: Index. The City Council has determined that the base charge shall increase annually by 2.5% or the CCI, whichever is greater.

Section 7: Repeal Resolution No. 13-13 (October 2013) is hereby rescinded and replaced with new rates effective immediately.

Section 8: Schedule of Water rates, fees, and service charges effective immediately.

Subsection A: Inside City water rates, fees, and service charges

Base Charge (monthly)	
Meter Size:	
3/4" – 1"	\$ 35.52
1.5" – 2" (no fire flow)	155.24
1.5" – 2" (with fire flow)	261.74
3"	727.51
4" and greater	1,020.24
Dutch Canyon	40.14
Use Charge (\$/cgal) monthly billing	
Residential and Multifamily:	
Zero to 2,000 gallons	0.38
2,001 to 5,000 gallons	0.40
5,001 to 7,500 gallons	0.42
7,501 to 10,000 gallons	0.46
10,001 or greater	0.50
Commercial / Industrial:	
Zero to 2,000 gallons	0.38
2,001 to 5,000 gallons	0.40
5,001 to 7,500 gallons	0.42
7,501 to 10,000 gallons	0.46
10,001 or greater	0.50
Bulk / Wholesale / Hydrant:	
Administration Fee	51.25
Zero to ∞ gallons	0.50
*Plus meter deposit	

Subsection B: Outside City water rates, fees, and service charges

Base Charge (monthly)	
Meter Size:	
3/4" – 1"	\$ 79.88
1.5" – 2" (no fire flow)	349.24
1.5" – 2" (with fire flow)	588.84
3"	1,636.69
4" and greater	2,295.28
Use Charge (\$/cgal) monthly billing	
Residential and Multifamily:	
Zero to 2,000 gallons	0.38
2,001 to 5,000 gallons	0.40
5,001 to 7,500 gallons	0.42
7,501 to 10,000 gallons	0.46
10,001 or greater	0.50
Commercial / Industrial:	
Zero to 2,000 gallons	0.38
2,001 to 5,000 gallons	0.40
5,001 to 7,500 gallons	0.42
7,501 to 10,000 gallons	0.46
10,001 or greater	0.50

PASSED AND ADOPTED by the City Council this ____ day of June, 2021 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC, City Recorder

RESOLUTION NO. 21-14

A RESOLUTION ESTABLISHING ALL FEES AND CHARGES FOR THE CITY OF SCAPPOOSE AND RESCINDING RESOLUTION NO. 20-16

WHEREAS, the City of Scappoose wishes to ascertain and recover costs from providing City services, and

WHEREAS, the City Manager has caused a review of all City fees and charges and determined the cost for such services; and

WHEREAS, Scappoose Municipal Ordinances 563, 565, 566, 579, 634, 724, 725, and 731 gives the Council authority to adopt fees by resolution, now therefore

THE CITY COUNCIL RESOLVES AS FOLLOWS;

- Section 1. The Administrative Fees attached as Exhibit “A” incorporate all administration fees, and rates for fiscal year 2021 – 2022 and are hereby adopted.
- Section 2. The Police Fees attached as Exhibit “B” incorporate all police fees, and rates for fiscal year 2021 – 2022 and are hereby adopted.
- Section 3. The Court Fees attached as Exhibit “C” incorporate all court fees, and rates for fiscal year 2021 – 2022 and are hereby adopted.
- Section 4. The Community Development Fees and Public Work Fees attached as Exhibit “D” incorporate all community development fees, public work fees, and rates for fiscal year 2021 – 2022 and are hereby adopted.
- Section 5. The fees and charges adopted herein shall become effective July 1, 2021 and shall continue in effect until revised. All fees and charges inconsistent with this resolution are rescinded.

PASSED AND ADOPTED by the City Council of Scappoose and signed by me, and the City Recorder in authentication of its passage this ___ day of June, 2021.

CITY OF SCAPPOOSE, OREGON

Attest:

Scott Burge, Mayor

Susan M Reeves, MMC, City Recorder

City of Scappoose Fee Schedule – Administration		Exhibit "A"	Page 1
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
Business License			
Rental, Home & Apartments	\$55.00 (Exempt)		\$55.00 first rental; then \$ 5.00 for each after
Business Inside City Limits	\$55.00 (Exempt)		\$55.00 first 2 employees \$ 6.00 for each after
Business Outside City Limits	\$100.00		
Auctioneer	\$35.00 (Exempt)		Per quarter
Merchant Police	\$35.00 (Exempt)		Per quarter
Temporary (7 days) Business License	\$50.00		
Name Transfer/Relocation Fee	\$50.00		
Renewal Penalty	10%		Monthly Fee
Copy of list	\$50.00		
Amusement Device Fee			
Per Machine	\$5.00 (Exempt)		Flat yearly fee
Business License Fee	\$55.00 (Exempt)		Flat yearly fee
Liquor License			
			These fees apply for applications of a liquor license per Section 5.16 of the Scappoose Municipal Code.
Initial Fee	\$100.00		
Change in location or owner	\$75.00		
Temporary/Renewal	\$35.00		
Alcohol Permit Fee			
			Per Resolution No. 16-18
Private Party (up to 50 people)	\$50.00 & \$100.00 refundable deposit		
Private Party (51-250 people)	\$100.00 & \$200.00 refundable deposit		
Private Party (more than 250 guests)	\$250.00 per day & \$400.00 refundable deposit		
Public Event	\$250.00 per day & \$400.00 refundable deposit		
Insufficient or Return Payment Fee			
First	\$35.00		
Second ~ no more checks will be accepted	\$35.00		
Social Gaming			
Initial Application Fee	\$50.00		
Annual License Fee	\$15.00 per table		
Election Fee			
Filing Fee	\$20.00		Instead of nomination petition
Miscellaneous			
Transient Room Tax	9% of rent		
Lien Search	\$50.00		
Late Fee	1.50%		
Construction Excise Tax Admin Fee	4.00%		Per Resolution No. 16-17
Marijuana Sales	3.00%		Per Resolution No. 16-14
Administration Processing Fee	\$50.00		
Refund Policy; must be greater than \$25			City wide, unless otherwise noted
Fuel Tax	.03 per gallon		Ordinance No. 883
Check Reissue Fee		\$25.00	City wide, unless otherwise noted
Fax			
Local	\$2.00		
Long Distance	\$5.00		
Photocopying			
Single Sided	\$0.40		Color copies a .10 per side more
Double Sided	\$0.60		Color copies a .10 per side more
11X17 Single	\$1.00		Color copies a .10 per side more
11X17 Double	\$2.00		Color copies a .10 per side more
Municipal Code Copy			
Annual Budget/Audit/Master Plan	\$25.00		For pre-bound and already produced
Draft Budget	\$25.00		For pre-bound and already produced
All other city-created documents			Staff hourly rate plus costs (Time & Materials)
Public Records Request			Staff hourly rate plus costs (Time & Materials)
Photographs and Video			
Audio & Video Tapes	\$40.00		
Pictures	\$10.00		
Digital Photograph (Each)	\$10.00		
Other items at actual cost plus hourly wage	T & M		Staff hourly rate plus costs (Time & Materials)

Fee Schedule ~ Police Department		Exhibit "B"	Page 2
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
Police Reports			
Current Police Reports	\$30.00		
Customized Police Reports	Time and Materials		
Reports 3 Years or Older	\$60.00		
Videos	\$40.00		Per copy
Residential			
Alarm Application & Permit	\$30.00		
Age 62 & older Alarm Permit	Free		Per Ordinance 8.04.040 (C.)
Business Audible Alarm			
Alarm Permit & Application	\$60.00		
Business Silent Alarm			
Alarm Permit & Application	\$60.00		
False Alarm			
	4-5 = \$50.00		
	6-8 = \$75.00		
	9+ = \$100.00		
Renewal Late Fee	\$25.00		
Vehicle Release			
Tow release	\$50.00		Cash Only
Finger Printing			
Scappoose Residents	\$10.00 per card		Cash Only
Non Scappoose Residents	\$10.00 per card		Cash Only
Fee Schedule ~ Municipal Court		Exhibit "C"	
	Current Fee ~ 2020-2021		Notes
Payment Arrangement Fee			
Payment Administration Fee	\$25.00		1-6 month payment arrangement
	\$50.00		7-12 month payment arrangement
Violations Fee	\$30.00		
Crimes Fee	\$50.00		
Community Service Fee	\$50.00		
Other Fees			
Discovery Fee-Copies of Reports	\$30.00		Waived for Court Appointed Attorney
Discovery Fee- CD or Electronic File	\$40.00		Waived for Court Appointed Attorney
Discovery Fee-Pictures	\$10.00 each		Waived for Court Appointed Attorney
Collection Agency Fee	25%		Per ORS 137.118
Illegally Parked Vehicles	\$50 per day or portion of day. Fines doubles to \$100 per day or portion of day if not paid within 30 days		
Bail Fee	15% of total bail		ORS 135.270
Warrant Fee	15% of total bail		
Fail to appear fee	\$100.00		

Fee Schedule ~ Public Works	Exhibit "D"		Page 3
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
Connection Fees			
Construction Water	\$125.00	\$150.00	New construction only
Water - 3/4" Meter	\$375.00		
Water - 1" Meter	\$450.00		
Water - Meter > 1"	Cost		Time and Materials
Water - Install new service line	Cost		Time and Materials
Water - outside City Limits	\$1,000.00		In addition to regular connection fee
Sewer - Existing Tee	\$100.00		
Sewer - No Existing Tee	Cost		Time and Materials
Hydrant Meter Deposit	\$750.00		
Hydrant Water Usage Fee	\$50 Administrative Fee plus current usage rate plus meter deposit	\$51.25 Administration Fee, plus .50 per 100 gallons	
Water Truck & Water Tank Per Load Fee	\$125.00 per load	\$150.00 per load	
Water Meter Accuracy Check	\$100.00		
Utility Security Deposit	\$100.00		
Re-billing fee ~ Residential	\$5.00		
Re-billing fee ~ Commercial	3.00%		
Utility Billing Late Fee	\$25.00		
Economic Index Rate Adjustment	3.0%	1.6%	Per Resolution 17-16
Time & Material Deposit	T & M		Staff hourly rate plus costs (Time & Materials)
Time & Material Late Fee	1.50%		
Water Rates			See Resolution 13-13 for more information
Inside City Rates			
3/4 - 1" Meter (Basic Service)	\$34.65 plus Commodity Rate	\$35.52	See Resolution 21-13
1.5 - 2" Meter (No Fire Flow)	\$151.43 plus Commodity Rate	\$155.24	
1.5 - 2" Meter (W/ Fire Flow)	\$255.32 plus Commodity Rate	\$261.74	
3" Meter	\$709.66 plus Commodity Rate	\$727.51	
4" Meter & Greater	\$995.22 plus Commodity Rate	\$1,020.24	
Commodity Rate	.38 - .43 per 100 gallons	.38-.50 per 100 gallons	
Outside City Rates			
Dutch Canyon	\$39.15 plus Commodity Rate	\$40.14	
3/4 - 1" Meter (Basic Service)	\$77.93 plus Commodity Rate	\$79.89	
1.5 - 2" Meter (No Fire Flow)		\$349.24	
1.5 - 2" Meter (W/ Fire Flow)		\$588.84	
3" Meter		\$1,636.69	
4" Meter & Greater		\$2,295.28	
Commodity Rate	.38 - .43 per 100 gallons	.38-.50 per 100 gallons	
Wastewater Rates			See Resolution 15-07 for more information
Basic Residential	\$55.96 plus Commodity Rate	\$59.93	
Wastewater Only	\$59.45 plus Commodity Rate	\$63.66	
Residential Commodity Rate	.05-\$6.00 per month depending on water usage		
Commercial	\$55.96 plus Commodity Rate	\$59.63	
Commercial Commodity Rate	.05-.226 per 100 gallons water used		
Stormwater Rates			See Resolution 15-21 for more information. Fee based on Equivalent Service Unit (1 ESU=2,750 Sq. ft. of impervious surface.
Single Family Residential	\$5.42	\$5.53	1 ESU
Multifamily Residential	\$5.42	\$5.53	per ESU
Commercial	\$5.42	\$5.53	per ESU
Street Re-naming			
Application fee	\$285.00		Approved via Resolution 21-03, to be collected at time of application submittal. See Planning application fee also.
Re-signage fee	Cost		Approved via Resolution 21-03. Time and materials. To be collected if street re-naming ordinance is passed.

Fee Schedule ~ Engineering		Exhibit "D"		Page 4
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes	
Applications/Review/Permit Fees				
Annexation				
Engineering Application Review	<5 acres \$1,500; > 5 acres \$300 per acre (\$3,000 max):		Pre-Application research and preparation, Application completeness review, Preliminary plan review, Utility master plan research and capacity evaluation, Referral comments, Conditions of Approval	
Site Development / Conditional Use				
Site Development / Conditional Land Use Application	\$1,000.00		Pre-Application research and preparation, Application completeness review, Preliminary plan review, Referral comments, Conditions of Approval	
Site Development/Conditional Use - Construction Document Review (ECV=Engineers Construction Value)	\$1,500 deposit upon initial submittal + 3% of ECV (\$9,000 max)		Pre-Design Conference, Two design reviews with comments, Plan approval (See also Public Improvement fees, if applicable)	
3rd Review	\$950.00		Third and subsequent reviews (Each)	
Food Cart Pod Permit				
Type II ~ Engineering Fee	\$950.00		Application completeness review, Preliminary plan review, Referral comments, Conditions of Approval	
Subdivision - Preliminary Plat				
Subdivision Land Use Application	<5 acres \$1,500; > 5 acres \$300 per acre (\$3,000 max):		Application completeness review, Preliminary plan review, Referral comments, Preliminary plat review, Conditions of Approval	
Subdivision Construction Document 1st & 2nd Review	\$1,500 deposit upon initial submittal + 3% of ECV (\$9,000 max)		Pre-Design Conference, Two design reviews with comments, Plan approval	
3rd Review	\$950.00		Third and subsequent reviews (Each)	
Subdivision - Final Plat				
Subdivision Final Plat Approval	\$1,000 + \$25 Per lot		Review for conformance with Conditions of Approval and PWDS, Verify HOA and CC&R's with approved engineering documents	
Partition				
Partition - Preliminary Plat	\$1,000 (Minor) / \$2,500 (Major)		Application completeness review, Preliminary plat review, Referral comments, Conditions of Approval	
Partition - Final Plat		\$500 (Minor)/ \$1,000 (Major)	Review for conformance with Conditions of Approval and PWDS	
Partition Construction Document 1st & 2nd Review	See Fees for Public Improvements below		Pre-design conference, Two design reviews with comments, Plan approval	
3rd Review	\$950.00		Third and subsequent reviews (Each)	
Public Improvements				
Public Improvements Document 1st & 2nd Review (ECV=Engineers Construction Value)	\$1,500 deposit upon initial submittal + 3% of ECV (\$9,000 max)		Pre-design conference, Two design reviews with comments, Plan approval	
3rd Review	\$950.00		Third and subsequent reviews (Each)	
Public Improvements Inspection Fee (ECV=Engineers Construction Value, K=1,000, M=1,000,000)	\$1,500 + 6% of ECV <\$100K, \$2,500 + 5% of ECV \$100K-\$500K, \$7,500 + 4% of ECV >\$500K-\$2.5M, \$32,500 + 3% of ECV >\$2.5M		Pre-construction meeting, City construction inspection, Response to plan revisions and RFI's, Final inspection, Asbuilt review and project closeout, ECV = Cost of eng., const. admin, inspection and incidental expenses (per SMC Ch. 17.150.180, B. and including items per PWDS)	
Miscellaneous				
Additional Land Use Action Review	25% of Planning Application Fee		Example: Comp Plan amendments, PLA, Modifications/Amendments, Sensitive Lands, Variances, Zone Changes, etc.	
Erosion Control	\$200.00		Erosion control plan review	
Elevation Certificates	\$150.00		Elevation certificate review	
Building Permit Review	\$85.00		Building permit review --residential	
Third Party Engineering Review	Actual cost, \$1,500 Deposit		Third Party Review	
Right-Of-Way/Utility/Public Improvement Permit	\$200.00	\$200 minimum fee	All Public Improvements-Street ROW or Access-way-vacation-	
Engineering Document Review	\$125 per hour			
Grading Permit (total cut & fill volume)				
0 - 50 CY	\$100.00			
51 - 1,000 CY	\$150.00		Plus \$50.00 for each additional 1,000 CY	
10,001 CY and higher	\$650.00		Plus \$40.00 for each additional 1,000 CY	
GIS data CD	\$100.00			
Public Works Design Standards	\$35.00		paper	
	\$40.00		CD	
	\$50.00		both paper & CD	

Fee Schedule ~ Planning Department	Exhibit "D"			Page 5
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes	
Land Use Permits -				
Applicant responsible for all costs				
Applications/Review/Permit Fees				
Annexation	Initial Application Deposit (Planning Commission approval level) = <5 acres \$1,250; >5 acres \$250 per acre (\$3000 max): Final Annexation Approval (City Council approval level) = \$2,000 (\$500.00 administrative fee, \$1,500 election costs deposit) for primary or general election, or \$5,500 (\$500 administrative fee, \$5,000 election costs deposit) in order to have a special election.		Annexation also requires a zone change.	
Comprehensive Plan Map Amend	\$2,000			
Plan/Code Text Amendment	\$1,750	\$2,000		
Zone Change	<5 acres=\$1,250 per zone change; >5 acres \$250 per acre (\$3000 max) per change			
SUBDIVISION - PRELIMINARY PLAT	\$800+\$150 per lot			
SUBDIVISION - FINAL PLAT	\$400 + \$25/LOT		Review for conformance with preliminary plat, conditions of approval, review HOA and CC&R's	
Partition - Preliminary Plat	Minor = \$400; Major = \$800	Minor: \$500; Major: \$1,000		
Partition Final Plat Review		Minor: \$250; Major: \$500	Review for conformance with preliminary plat, conditions of approval	
Property Line Adjustment	\$400	\$500		
Easement Vacations and Street Vacations	Easements = \$250; Streets = \$500			
Site Development Review (CV=Construction Value): (K=\$1,000): (M=\$1,000,000)	\$0-50K CV = \$1,250; \$50K-500K CV=\$1,500; \$500K-1M CV=\$2,200; \$1M-5M CV=\$3,850; >\$5M CV=\$6,600			
Conditional Use	\$0-50K CV = \$1,250; \$50K-500K CV=\$1,500; \$500K-1M CV=\$2,200; \$1M-5M CV=\$3,850; >\$5M CV=\$6,600			
Sensitive Lands Dev. Permit	\$750	\$850	Flooding, Wetlands, Steep Slope & Riparian	
Variances	Minor = \$250; Major = \$750	Minor: \$350; Major \$850		
Appeals: (PC=Planning Commission, Admin=Administrative Decision)	Appeal of Admin. Decision = \$250; Appeal of PC decision = \$500		Note separate fee for Public Land Tree Removal appeals	
Significant Amendment to an Existing Land Use Application Causing Re-Notice and a revised Staff Report	50% of original application fee			
Similar Use Determination/Code Interpretation/Non-Conforming Use Expansion	\$250			
Modifications to Approvals	50% of original application fee			
Commercial Sign Permit	\$125 + building permit fee			
Home Occupation	Type I = \$55 annual business license; Type II = \$250 + \$55 annual business license			
Fence/Berm greater than 8-foot tall	\$250			
Food Cart Pod Permit	Type I = \$400 plus \$125 for 2-year renewal fee, Type II = \$1,250			
Type I ~ Planning Department Fee	\$400-			
Type I, 2-Year Renewal ~ Planning Dept Fee	\$125-			
Type II ~ Planning Department Fee	\$1,250-			
Historic Landmark Alteration	\$500			
Historic Landmark Addition/Removal	\$1,000			
Public Land Tree Removal or Appeal of Public Land Tree Removal	\$50			
Temporary Use Permit	\$125			
Pre-Application Meeting	\$450		Includes Engineering, Building, Public Works	
Inquiry Meeting	\$250 (nonrefundable deposit)		1 hour with Planner and Engineer	
Planning Services Mgr. Research Fee	\$95 per hour			
Conceptual Master Plan - AE Overlay	\$350		Planning Commission Approval	
Third Party Review	ACTUAL COST, \$1,500 DEPOSIT		Third Party Review	
Expedited Planning Review	60% of original application fee		Based on staff/consultant availability	
LUCS Review and Signature/Planner document signature	\$85			
Building Permit Review/Occupancy Permit Inspection Fee	\$85			
Street re-naming	\$2,395		Approved via Resolution 21-03. To be collected at time of street re-naming application submittal.	
Re-Inspection Fee	\$85			

Fee Schedule ~ Building Dept.		Exhibit "D"		Page 6
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes	
I. Structural Permit Fees				
A. Permit Fee Based on Total Valuation of Improvement: The valuation of building construction shall be the total construction cost for all classes of work. Includes architectural, structural, roofing, electrical, plumbing, heating and ventilation devices & equipment to also <u>include</u> contractors profit.	2% increase over 5 years approved by State BCD 2016	2% increase over 5 years approved by State BCD 2016	OAR 918-050-0100 ORS 455 Building Codes	
\$1.00 to \$6,000.00	\$102.30	\$104.35		
\$6,001.00 to \$25,000.00	\$102.30 for the first \$6,000.00, plus \$10.76 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.	\$104.35 for the first \$6,000.00, plus \$10.98 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.		
\$25,001.00 to \$50,000.00	\$306.74 for the first \$25,000.00, plus \$8.07 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.	\$312.97 for the first \$25,000.00, plus \$8.23 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.		
\$50,001.00 to \$100,000.00	\$508.49 for the first \$50,000.00, plus \$5.38 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.	\$518.72 for the first \$50,000.00, plus \$5.49 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.		
\$100,001 and up	\$777.49 for the first \$100,000.00, plus \$4.46 for each additional \$1,000.00 or fraction thereof.	\$793.22 for the first \$100,000.00, plus \$4.55 for each additional \$1,000.00 or fraction thereof.		
B. Manufactured Dwelling Placement- Residential				
1. Installation fee; includes setup, concrete slab, runners/foundation & first 30' utility/plumbing connections WHEN they comply with the prescriptive requirements of the Oregon Manufactured Dwelling & Park Specialty Code (OMD&PSC); no add'l plan review fee. Any alterations/additions to structural, mechanical & plumbing will require separate permits with applicable plan review.	\$227.31	\$231.86	ORS 918-050-0130	
2. State of Oregon Code Development Fee This amount is set by State; it's in addition to all other fees and charges, to be added to all manufactured dwelling and cabana installations permits only.	Amount is set by the State; (currently \$30 but could change anytime)		OAR 918-500-0105	
3. Additional structural permits required for decks, accessory structures, foundations & garages if they do <u>not</u> comply with the prescriptive requirements of the OMD&PSC; plus plan review.	Use above Structural Fee calculation (I.A.)		OAR 918-050-130	
C. Modular/Pre-Fab Structure- Commercial (not a				
1. Installation fee per setting; plus plan/site review fee.	\$212.55	\$216.80	OAR 918-050-130	
2. Runners & Concrete Slabs, or structural alterations/additions require additional permit based on construction/install value, in addition to the installation fee; plus plan review fees. (Not for Manufactured Dwellings)	Use above Structural Fee calculation (I.A.)		OAR 918-600-0030 918-650-0030	
3. Additional permits required for plumbing/utility connections or mechanical additions/alterations; plus plan review if required. (Not for Manufactured Dwellings)	See Plumbing & Mechanical Fees		OAR 918-050-130	
D. Area Development Permits (ADP) for Manufactured				
1. Fees to follow Oregon Administrative Rules 918-600-0030 fee tables based on park class A, B or C listed in the OAR.	See 918-600-030 fee table based on Class.		OAR 918-600-0030 918-650-0030	
E. Fire Suppression Systems-				
1. Residential 13-R stand-alone systems are structural, based on square footage; includes plan review. (Residential Fire Suppression fees for 13-D multi-purpose/continuous loop are plumbing permits based on same sq. ft. fee.)			OAR 918-050-0140 & 918-050-0141	
0-2000 square feet	\$386.43	\$394.16		
2001-3600 square feet	\$417.12	\$425.46		
3601-7200 square feet	\$462.58	\$471.83		
7201 and greater	\$525.09	\$535.59		
2. All Commercial systems are based on value; plus plan review fees. (Residential 13-R stand-alone systems & 13-D multi-purpose/continuous loop are plumbing permits based on square footage of building.)	Use above Structural Fee calculation (I.A.)		OAR 918-050-0140	
F. Phased Construction-				
1. All types; Residential or Commercial. Phased Project Fee is in addition to project plan review fee based on the total project value. Fee not to exceed \$1,500 for each phase.)	\$200 phasing fee plus 10% of total project permit fee for plan review.		OAR 918-050-0160	
G. Deferred Submittals-				
1. All types; Residential & Commercial fee charged for processing and reviewing shall be 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project. (Minimum fee is \$250; This fee is in addition to the project plan review fee based on the total project value.)	65% of the of the deferred portion(s). Minimum fee \$250.		OAR 918-050-0170, 918-460-0070 & 918-480-0030	

Fee Schedule ~ Building Dept. continued				Page 7
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes	
H. Solar Structural Installations-				
1. Flat fee for installations that comply with the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty Code (pg. 30). This includes 1-plan review & 1-inspection. (Requires electrical permits @ Columbia County)	\$170.43	\$173.84		OAR 918-050-0180
2. All other installations, Per 305.4 OSISC, shall be based on valuation of structural elements for the solar panels, including racking, mounting, rails & cost of labor (Excluding value of solar electrical equipment, collector panels, & inverters). This does not include plan review fees and required electrical permits.	Use above Structural Fee calculation (I.A.)			OAR 918-050-0180
I. Demolition Permits- Complete Demolitions Only. NOT				
1. Residential: Flat fee (exempt from State Surcharge). If water/sewer lines need to be capped then add plumbing permit WITH state surcharge.	\$102.30	\$104.35		
2. Commercial: Based on job value (exempt from State Surcharge). If water/sewer lines need to be capped then add plumbing permit WITH state surcharge.	Use above Structural Fee calculation (I.A.)			
J. Electrical Permits- All electrical permits are issued by				
II. Plumbing Fee				
A. 1 & 2 Family Dwellings: New construction bathroom fees includes one kitchen, first 100' of site utilities, hose bibbs, icemakers, underfloor low-point drains and rain drain package which includes piping, gutters, downspouts & perimeter system.				OAR 918-050-0100
1 bathroom	\$397.80	\$405.76		
2 bathroom	\$517.14	\$527.48		
3 bathroom	\$685.34	\$699.05		
Add'l Bathroom or Kitchen (not counted above)	\$95.47	\$97.38		
Water service; first 100 feet (new construction excluded)	\$45.46	\$46.37		
Sanitary sewer & Storm water service; first 100 feet (new construction excluded)	\$45.46	\$46.37		
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$35.23	\$35.93		
Minor installation (per fixture including additions/remodels, alterations, repairs including demolition caps.)	\$23.87	\$24.35		
Irrigation/Backflow Device (if not counted as a minor install; minimum permit fee applies)	\$23.87	\$24.35		
Special equipment or DWV alteration	\$63.65	\$64.92		
B. Manufactured Dwellings & Prefabricated Structures:				
Any New Manufactured/PreFab connection to existing drain, sewer, storm & water (Exclude 1st 30' of initial manufactured dwelling installation which is included in dwelling placement plus any connections for dwellings that complies with the prescriptive requirements of the Oregon Manufactured Dwelling & Park Specialty Code.)	\$102.30	\$104.35		918-050-0130
Add'l 30' or part thereof (water, sanitary & storm sewer)	\$35.23	\$35.93		
C. RV and Manufactured Dwelling Parks:				
Base fee (includes 5 or less spaces)	\$303.46	\$309.53		918-600-0030
6-19 spaces (base fee plus cost per spaces)	\$52.29	\$53.34		
20 or more spaces (base fee plus cost per spaces)	\$28.74	\$29.31		
Structures & storm sewer systems (per fixture)	\$23.87	\$24.35		
D. Commercial, Industrial & Dwellings Other Than 1 & 2 Family:				
Minor installation (per fixture fee not range of fixture counts for additions/remodels, alterations & repairs.)	\$23.87	\$24.35		918-050-0100
Water service (first 100 feet)	\$63.65	\$64.92		
Sanitary sewer (first 100 feet)	\$63.65	\$64.92		
Storm sewer (first 100 feet)	\$63.65	\$64.92		
Add'l 100' or part thereof (water or sewer)	\$35.23	\$35.93		
E. Fire Suppression - Residential:				
Only Stand-alone and Multipurpose Fire Suppression System (Fire 13-D) fees shall each be calculated as separate flat fees based on the square footage of the structure for dwellings, this includes plan review fees. Backflow permit is not included.	Based on Sq. Ft.			918-050-0140
0-2000 square feet	\$386.43	\$394.16		
2001-3600 square feet	\$417.12	\$425.46		
3601-7200 square feet	\$462.58	\$471.83		
7201 and greater	\$525.09	\$535.59		
F. Medical Gas:				
Fee for installation of a medical gas system shall be determined based on the value of the installation costs, system equipment including inlets, outlets, fixtures and appliances. This does NOT include plan review fees.	Use above Structural Fee calculation (I.A.)			918-050-0150

Fee Schedule ~ Building Dept. continued			Page 8
	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
III. Mechanical Permit Fees			
A. Residential: Unless otherwise noted, fees apply to both gas & electric appliances for insulation, repairs, alterations and related equipment including piping. (\$10.86 each item that requires inspection)	\$10.86	\$11.08	OAR 918-050-0100
Air Conditioning	\$10.86	\$11.08	
Air Handler	\$10.86	\$11.08	
Appliance piece of equipment but not classified in other categories	\$10.86	\$11.08	
Cadet Heaters;			only requires an electrical permit, counted for heat
Chimney/liner/flue/vent	\$10.86	\$11.08	
Dryer; gas (if electric then no mechanical permit required)	\$10.86	\$11.08	
Dryer Vent	\$10.86	\$11.08	
Evaporative cooler other than portable	\$10.86	\$11.08	
Fans; bath/laundry/attic	\$10.86	\$11.08	
Fireplace (all types)	\$10.86	\$11.08	
Furnace/burner including duct work vent/liner	\$10.86	\$11.08	
Gas line for any including BBQ	\$10.86	\$11.08	
Gas Test, each	\$10.86	\$11.08	
Generators, oil tank/gas diesel	\$10.86	\$11.08	
Heat Pump (electric)	\$10.86	\$11.08	
Heater, suspended, in recessed wall / floor mount	\$10.86	\$11.08	
Hood & ducts served by mechanical exhaust	\$10.86	\$11.08	
Incinerator, domestic	\$10.86	\$11.08	
Mini-split	\$10.86	\$11.08	
Pool/spa heater, kiln	\$10.86	\$11.08	
Propane Insert	\$10.86	\$11.08	
Radon Mitigation	\$10.86	\$11.08	
Range/Cook Top; gas (if electric then no mechanical permit required)	\$10.86	\$11.08	
Range Hood/Vent	\$10.86	\$11.08	
Ventilation systems	\$10.86	\$11.08	
Water Heater; gas/hydronic (Plumbing permit also required for all types.)	\$10.86	\$11.08	
Wood/Pellet Stove	\$10.86	\$11.08	
Misc. heating/cooling, fuel appliances, exhaust/ventilation not listed above but regulated by code.	\$10.86	\$11.08	
B. Commercial, Industrial & Dwellings Other Than 1 & 2			
Mechanical fee shall be calculated based on the value of the equipment and installation costs, including contractor's profit. Plus plan review.	Use Structural Fee calculation (I.A.)		OAR 918-050-0100
IV. Miscellaneous Building Fees			
A. Plan Review Fee:			
Plan Review Fee	65% of structural fee, 25% for mechanical and plumbing		
Plan Review additionally required by changes, alternatives or revision to approved plans (minimum 1 hr. charge)	\$102.30	\$104.35	
Fire-Life-Safety Plan Review; (Commercial only, if required)	40% of structural fee		
Phased Project Plan Review. All types; Residential or Commercial. Phased Project Plan Review fee is in addition to project plan review fee based on the total project value.	\$200 phased project application fee plus 10% of total project permit fee for plan review. (Fee not to exceed \$1,500 for each phase)		
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)		
B. Inspection Fees & Miscellaneous Fees:			
Permit Fee minimum, all types	\$102.30	\$104.35	
Permit Extension Fee; Extension request must be sent to the Building Official prior to permit expiring and subject to Building Official approval. (exempt from State Surcharge)	1st extension request no fee, 2nd extension 50% of original permit fee. Each extension granted will be for 180 days.		
Permit Re-instatement Processing Fee for expired permits, if not expired for greater than 1-year.	50% of original permit fee subject to State Surcharge		
Inspections required outside normal business hours (min. 2 hr. charge)	\$102.30	\$104.35	
Inspections, specially requested or any inspection not otherwise indicated. (1 hr. min.)	\$102.30	\$104.35	
Investigation Fee; work commencing prior to permit issuance	fee equal to actual current permit fee	\$250 minimum fee	\$125/hr. for staff investigation time, \$250 minimum.
Records Request Fee	see current Fee Resolution for Public Recorded Request; usually staff time & materials		
Reinspection Fee (after 2 same-type failed inspections)	\$102.30	\$104.35	
State Surcharge, set by state and subject to State increases.	(currently 12% of permit fee)		Set by State of Oregon, subject to their increases.
Temporary Certificate of Occupancy; per each 30-day period or fraction of	\$147.74	\$150.69	

Fee Schedule ~ SYSTEM DEVELOPMENT CHARGES

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	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
Construction Excise Tax (CET)			
School Construction Excise Tax (CET)- Imposed on improvements to real property that result in a new structure or additional square footage in an existing structure. See exemptions in ORS 320.173	Residential; \$1.23 per sq. ft. Commercial; \$0.61 per sq. ft. (not to exceed 30,700 per permit or structure) Fee set by Resolution between School District & City.		ORS 320.170 & Resolution 16-17. Per this Resolution 16-17, Oregon Dept. of Revenue will determine adjusted rates and report to the School.
System Development Charges (SDC)			
Water			
(based on water meter size)			Increased 1.6% per
5/8"	\$5,477.66	\$8,940.00	ENR 20 City Annual Ave CCI as of Dec 2020
3/4"	\$5,477.66	\$8,940.00	See Resolution 21-05
1"	\$9,147.33	\$14,900.00	See Resolution 17-16
1.5"	\$18,240.73	\$29,800.00	
2"	\$29,196.02	\$47,680.00	
3"	\$63,923.89	\$89,400.00	
4"		\$149,000.00	
6"		\$298,000.00	
8"		\$476,800.00	
Wastewater			
(based on water meter size)			Increased 1.6% per
3/4"	\$4,848.69	\$4,927.25	ENR 20 City Annual Ave CCI as of Dec 2020
1" (single family only)	\$4,848.69	\$4,927.25	See Resolution 15-24
1"	\$8,080.75	\$8,211.68	See Resolution 17-16
1.5"	\$16,160.37	\$16,422.20	
2"	\$25,856.60	\$26,275.52	
3"	\$51,713.20	\$52,551.04	
4"	\$78,095.46	\$79,344.99	
6"	\$156,192.02	\$158,691.09	
8"	\$249,906.56	\$253,905.07	
Parks			
(based on type of residential development)			Increased 1.6% per
Single Family	\$2,191.64	\$2,227.15	ENR 20 City Annual Ave CCI as of Dec 2020
Multi-Family (per unit)	\$1,611.49	\$1,637.61	See Resolution 639
Manufactured Home in a Park	\$1,716.96	\$1,744.78	See Resolution 17-16
Stormwater			
(based on Equivalent Service Unit;			Increased 1.6% per
ESU=2,750 sq. ft. of impervious surface)			ENR 20 City Annual Ave CCI as of Dec 2020
Single Family	\$660.83	\$671.53	Resolution 708; Resolution 17-16
Multi-Family & Commercial	Based on ESU		1-ESU
			per ESU
Transportation			
			Increased 1.6% per
			ENR 20 City Annual Ave CCI as of Dec 2020
			See Resolution 15-11
			See Resolution 18-07
			See Resolution 17-16
ITE Land Use Code/Category			
Port and Terminal (Land Uses 000-099)	TOTAL SDC PER UNIT		Unit*
010 Waterport/Marine Terminal**	\$36,645.69	\$37,239.42	/Berth
021 Commercial Airport	\$12,285.02	\$12,484.06	/Ave. flights per day
022 General Aviation Airport	\$3,119.33	\$3,169.86	/Employee
030 Intermodal Truck Terminal	\$13,994.25	\$14,220.99	/Acre
090 Park-n-Ride Lot with Bus Service	\$1,324.65	\$1,346.11	/Parking space
093 Light Rail Transit Station with Parking	\$2,649.29	\$2,692.22	/Parking space
Industrial (Land Uses 100-199)			
	TOTAL SDC PER UNIT		Unit*
110 General light industrial	\$2,072.43	\$2,106.01	/T.S.F.G.F.A.
120 General heavy industrial	\$1,452.84	\$1,476.38	/T.S.F.G.F.A.
130 Industrial park	\$1,816.05	\$1,845.47	/T.S.F.G.F.A.
140 Manufacturing	\$1,559.66	\$1,584.93	/T.S.F.G.F.A.
150 Warehousing	\$683.69	\$694.77	/T.S.F.G.F.A.
151 Mini-warehouse	\$555.50	\$564.50	/T.S.F.G.F.A.
152 High-Cube Warehouse/Distribution Center	\$256.38	\$260.53	/T.S.F.G.F.A.
160 Data center	\$192.29	\$195.40	/T.S.F.G.F.A.
170 Utilities	\$1,623.76	\$1,650.07	/T.S.F.G.F.A.
Residential (Land Uses 200-299)			
	TOTAL SDC PER UNIT		Unit*
210 Single family detached housing	\$2,136.53	\$2,171.14	/Dwelling unit
220 Apartment	\$1,324.65	\$1,346.11	/Dwelling unit
221 Low-Rise Apartment	\$1,239.19	\$1,259.27	/Occupied dwelling unit
222 High-Rise Apartment	\$747.78	\$759.90	/Dwelling unit
223 Mid-Rise Apartment	\$833.25	\$846.74	/Dwelling unit
224 Rental Townhouse	\$1,538.30	\$1,563.22	/Dwelling unit
230 Residential condominium/townhouse	\$1,110.99	\$1,128.99	/Dwelling unit
231 Low-Rise Residential Condominium/Townhouse	\$1,666.49	\$1,693.49	/Dwelling unit
232 High-Rise Residential Condominium/Townhouse	\$811.88	\$825.03	/Dwelling unit
233 Luxury Condominium/Townhouse	\$1,175.09	\$1,194.13	/Occupied dwelling unit
240 Mobile home park	\$1,260.55	\$1,280.98	/Occupied dwelling unit
251 Senior Adult Housing - Detached	\$576.86	\$586.21	/Dwelling unit
252 Senior Adult Housing - Attached	\$534.13	\$542.79	/Dwelling unit
253 Congregate Care Facility	\$363.21	\$369.09	/Dwelling unit
254 Assisted living	\$470.04	\$477.66	/Bed
255 Continuing Care Retirement Community	\$341.84	\$347.38	/Unit
260 Recreational Homes	\$555.50	\$564.50	/Dwelling unit
265 Timeshare	\$1,602.39	\$1,628.35	/Dwelling unit
270 Residential Planned Unit Development	\$1,324.65	\$1,346.11	/Dwelling unit

Lodging (Land Uses 300-399)	TOTAL SDC PER UNIT		Unit*
310 Hotel	\$1,281.92	\$1,302.69	/Room
311 All Suites Hotel	\$854.61	\$868.46	/Room
312 Business Hotel	\$1,324.65	\$1,346.11	/Occupied Room
320 Motel	\$1,004.17	\$1,020.43	/Room
330 Resort Hotel	\$897.34	\$911.88	/Room

Fee Schedule ~ SYSTEM DEVELOPMENT CHARGES continued			Page 10
Transportation continued	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
Recreational (Land Uses 400-499)	TOTAL SDC PER UNIT		Unit*
411 City Park**	\$403.80	\$410.34	/Acre
412 County Park	\$192.29	\$195.40	/Acre
413 State Park**	\$138.87	\$141.12	/Acre
414 Water Slide Park	\$4,102.13	\$4,168.59	/T.S.F.G.F.A.
415 Beach Park	\$2,777.48	\$2,822.49	/Acre
416 Campground/Recreational Vehicle Park	\$576.86	\$586.21	/Occupied camp site
417 Regional park	\$427.31	\$434.23	/Acre
418 National Monument	\$897.34	\$911.88	/Acre
420 Marina	\$405.94	\$412.52	/Berth
430 Golf course	\$640.96	\$651.34	/Acre
431 Miniature Golf Course	\$705.05	\$716.48	/Hole
432 Golf Driving Range	\$2,670.66	\$2,713.93	/Tees/Driving Position
433 Batting Cages	\$4,743.09	\$4,819.93	/Cage
435 Multipurpose Recreational Facility	\$7,648.76	\$7,772.68	/T.S.F.G.F.A.
437 Bowling Alley	\$3,653.46	\$3,712.65	/T.S.F.G.F.A.
440 Adult Cabaret	\$82,619.46	\$83,958.04	/T.S.F.G.F.A.
441 Live Theater	\$42.73	\$43.42	/Seat
443 Movie Theater without Matinee	\$51,276.62	\$52,107.39	/Movie Screen
444 Movie Theater with Matinee - Fri pm peak hr	\$98,087.91	\$99,677.11	/Movie screen
445 Multiplex Movie Theater - Fri pm peak hr	\$48,627.33	\$49,415.18	/Movie screen
452 Horse Racetrack	\$128.19	\$130.27	/Seat
453 Automobile Racetrack - Saturday peak hr	\$598.23	\$607.92	/Attendee
454 Dog Racetrack	\$320.48	\$325.67	/Attendee
460 Arena**	\$7,121.04	\$7,236.42	/Acre
465 Ice Skating Rink	\$5,042.20	\$5,123.90	/T.S.F.G.F.A.
466 Snow Ski Area	\$55,549.68	\$56,129.17	/Lift
473 Casino/Video Lottery Establishment	\$28,693.54	\$29,158.43	/T.S.F.G.F.A.
480 Amusement Park	\$8,439.28	\$8,576.01	/Acre
481 Zoo**	\$24,544.41	\$24,942.07	/Acre
488 Soccer Complex	\$36,684.15	\$37,278.50	/Field
490 Tennis Courts	\$8,289.72	\$8,424.03	/Court
491 Racquet/Tennis Club	\$7,157.36	\$7,273.33	/Court
492 Health/Fitness Club	\$7,541.94	\$7,664.13	/T.S.F.G.F.A.
493 Athletic Club	\$12,733.70	\$12,940.00	/T.S.F.G.F.A.
495 Recreational Community Center	\$5,854.08	\$5,948.93	/T.S.F.G.F.A.
Institutional (Land Uses 500-599)	TOTAL SDC PER UNIT		Unit*
501 Military Base	\$833.25	\$846.74	/Employee
520 Elementary School	\$2,585.20	\$2,627.08	/T.S.F.G.F.A.
522 Middle School/Junior High School	\$2,542.47	\$2,583.65	/T.S.F.G.F.A.
530 High School	\$2,072.43	\$2,106.01	/T.S.F.G.F.A.
534 Private School (K-8) - pm peak hour generator	\$13,951.51	\$14,177.56	/T.S.F.G.F.A.
536 Private School (K-12) - pm peak hour generator	\$11,750.89	\$11,941.28	/T.S.F.G.F.A.
540 Junior/Community College	\$5,426.78	\$5,514.70	/T.S.F.G.F.A.
550 University/College	\$1,687.86	\$1,715.20	/Employee
560 Church	\$1,175.09	\$1,194.13	/T.S.F.G.F.A.
561 Synagogue	\$3,610.73	\$3,669.23	/T.S.F.G.F.A.
562 Mosque - pm peak hour generator	\$23,544.52	\$23,925.98	/T.S.F.G.F.A.
565 Day Care Center	\$26,364.73	\$26,791.88	/T.S.F.G.F.A.
566 Cemetery	\$1,794.68	\$1,823.75	/Acre
571 Prison	\$6,217.29	\$6,318.02	/T.S.F.G.F.A.
580 Museum	\$384.57	\$390.81	/T.S.F.G.F.A.
590 Library	\$15,596.64	\$15,849.34	/T.S.F.G.F.A.
591 Lodge/Fraternal Organization	\$64.10	\$65.13	/Member
Medical (Land Uses 600-699)	TOTAL SDC PER UNIT		Unit*
610 Hospital	\$1,986.97	\$2,019.17	/T.S.F.G.F.A.
620 Nursing Home	\$1,581.03	\$1,606.64	/T.S.F.G.F.A.
630 Clinic	\$11,067.20	\$11,246.52	/T.S.F.G.F.A.
640 Animal Hospital/Veterinary Clinic	\$10,084.40	\$10,247.78	/T.S.F.G.F.A.
Office (Land Uses 700-799)	TOTAL SDC PER UNIT		Unit*
710 General office building	\$3,183.42	\$3,235.00	/T.S.F.G.F.A.
714 Corporate Headquarters Building	\$3,012.50	\$3,061.31	/T.S.F.G.F.A.
715 Single Tenant Office Building	\$3,717.56	\$3,777.79	/T.S.F.G.F.A.
720 Medical-dental office building	\$7,627.40	\$7,750.97	/T.S.F.G.F.A.
730 Government Office Building	\$2,585.20	\$2,627.00	/T.S.F.G.F.A.
731 State Motor Vehicles Department	\$36,513.23	\$37,104.81	/T.S.F.G.F.A.
732 United States Post Office	\$23,971.82	\$24,360.21	/T.S.F.G.F.A.
733 Government Office Complex	\$6,089.10	\$6,187.75	/T.S.F.G.F.A.
750 Office park - pm peak hour	\$3,162.06	\$3,213.29	/T.S.F.G.F.A.
760 Research and development center-pm peak hour	\$2,286.08	\$2,323.12	/T.S.F.G.F.A.
770 Business park - pm peak hour	\$2,692.02	\$2,735.64	/T.S.F.G.F.A.

Fee Schedule ~ SYSTEM DEVELOPMENT CHARGES continued

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Transportation continued	Current Fee ~ 2020-2021	2021-2022 Fee Changes	Notes
Retail (Land Uses 800-899)	TOTAL SDC PER UNIT		Unit*
810 Tractor Supply Store	\$2,991.14	\$3,039.60	/T.S.F.G.F.A.
811 Construction Equipment Rental Store	\$2,115.16	\$2,149.43	/T.S.F.G.F.A.
812 Building Materials and Lumber Store	\$9,593.00	\$9,748.43	/T.S.F.G.F.A.
813 Free Standing Discount Super Store	\$6,691.60	\$6,800.02	/T.S.F.G.F.A.
814 Variety Store	\$14,571.11	\$14,807.18	/T.S.F.G.F.A.
815 Free Standing Discount Store	\$5,080.55	\$5,162.87	/T.S.F.G.F.A.
816 Hardware/Paint Store	\$4,601.65	\$4,676.20	/T.S.F.G.F.A.
817 Nursery (Garden Center)	\$14,827.49	\$15,067.72	/T.S.F.G.F.A.
818 Nursery (Wholesale)	\$11,045.84	\$11,224.80	/T.S.F.G.F.A.
820 Shopping Center	\$3,974.35	\$4,038.75	/T.S.F.O.G.L.A.
823 Factory Outlet Center	\$4,892.64	\$4,971.92	/T.S.F.G.F.A.
826 Specialty Retail Center	\$5,789.99	\$5,883.80	/T.S.F.O.G.L.A.
841 Automobile Sales	\$5,597.70	\$5,688.39	/T.S.F.G.F.A.
842 Recreational Vehicle Sales	\$5,426.78	\$5,514.70	/T.S.F.G.F.A.
843 Automobile Parts Sales	\$5,621.63	\$5,712.71	/T.S.F.G.F.A.
848 Tire Store	\$6,088.39	\$6,187.03	/T.S.F.G.F.A.
849 Tire Superstore	\$4,508.07	\$4,581.11	/T.S.F.G.F.A.
850 Supermarket	\$7,848.53	\$7,975.68	/T.S.F.G.F.A.
851 Convenience Market (Open 24 Hours)	\$36,421.45	\$37,011.54	/T.S.F.G.F.A.
852 Convenience Market (Open 15-16 Hours)	\$17,995.92	\$18,287.48	/T.S.F.G.F.A.
853 Convenience Market with Gasoline Pumps	\$17,624.29	\$17,909.83	/T.S.F.G.F.A.
854 Discount Supermarket	\$9,586.42	\$9,741.74	/T.S.F.G.F.A.
857 Discount Club	\$8,930.68	\$9,075.37	/T.S.F.G.F.A.
860 Wholesale Market	\$1,880.14	\$1,910.61	/T.S.F.G.F.A.
861 Sporting Goods Superstore	\$3,931.21	\$3,994.90	/T.S.F.G.F.A.
862 Home Improvement Superstore	\$2,190.37	\$2,225.86	/T.S.F.G.F.A.
863 Electronics Superstore	\$2,595.88	\$2,637.93	/T.S.F.G.F.A.
864 Toy/Children's Superstore	\$10,661.26	\$10,833.99	/T.S.F.G.F.A.
865 Baby Superstore	\$3,888.48	\$3,951.48	/T.S.F.G.F.A.
866 Pet Supply Superstore	\$7,221.46	\$7,338.46	/T.S.F.G.F.A.
867 Office Supply Superstore	\$7,264.19	\$7,381.88	/T.S.F.G.F.A.
868 Book Superstore	\$33,799.84	\$34,347.46	/T.S.F.G.F.A.
869 Discount Home Furnishing Superstore	\$3,354.35	\$3,408.69	/T.S.F.G.F.A.
872 Bed and Linen Superstore	\$4,743.09	\$4,819.93	/T.S.F.G.F.A.
875 Department Store	\$3,995.30	\$4,060.03	/T.S.F.G.F.A.
876 Apparel Store	\$8,182.89	\$8,315.47	/T.S.F.G.F.A.
879 Arts and Crafts Store	\$13,267.83	\$13,482.79	/T.S.F.G.F.A.
880 Pharmacy/Drugstore without Drive-Through	\$7,597.49	\$7,720.58	/T.S.F.G.F.A.
881 Pharmacy/Drugstore with Drive-Through	\$8,045.73	\$8,176.08	/T.S.F.G.F.A.
890 Furniture Store	\$352.53	\$358.23	/T.S.F.G.F.A.
896 DVD/Video Store	\$29,056.75	\$29,527.53	/T.S.F.G.F.A.
897 Medical Equipment Store	\$2,649.29	\$2,692.22	/T.S.F.G.F.A.
Services (Land Uses 900-999)	TOTAL SDC PER UNIT		Unit*
911 Walk-in Bank	\$25,916.06	\$26,335.94	/T.S.F.G.F.A.
912 Drive-in Bank	\$14,190.81	\$14,420.73	/T.S.F.G.F.A.
918 Hair Salon	\$3,097.96	\$3,148.15	/T.S.F.G.F.A.
920 Copy, Print and Express Ship Store	\$15,831.66	\$16,088.16	/T.S.F.G.F.A.
925 Drinking Place	\$24,228.21	\$24,620.74	/T.S.F.G.F.A.
931 Quality Restaurant	\$6,801.10	\$6,911.29	/T.S.F.G.F.A.
932 High-Turnover (Sit Down) Restaurant	\$8,365.30	\$8,500.83	/T.S.F.G.F.A.
933 Fast-food restaurant without drive-through	\$22,208.39	\$22,568.20	/T.S.F.G.F.A.
934 Fast-food restaurant with drive-through	\$28,561.85	\$29,024.61	/T.S.F.G.F.A.
935 Fast-food rest w/drive-thru & no indoor seating	\$10,573.45	\$10,744.76	/T.S.F.G.F.A.
936 Coffee/donut shop without drive-through	\$34,607.72	\$35,168.42	/T.S.F.G.F.A.
937 Coffee/donut shop with drive-through	\$37,440.96	\$38,047.57	/T.S.F.G.F.A.
938 Coffee/donut kiosk	\$65,609.15	\$66,672.13	/T.S.F.G.F.A.
939 Bread/Donut/Bagel Shop w/o Drive-Thru Window	\$59,822.73	\$60,791.97	/T.S.F.G.F.A.
940 Bread/Donut/Bagel Shop w/Drive-Thru Window	\$40,572.63	\$41,229.98	/T.S.F.G.F.A.
941 Quick Lubrication Vehicle Shop	\$11,088.57	\$11,268.23	/Servicing Position
942 Automobile Care Center	\$6,644.60	\$6,752.25	/T.S.F.O.G.L.A.
943 Automobile Parts and Service Center	\$9,528.91	\$9,683.29	/T.S.F.G.F.A.
944 Gasoline/service station	\$10,371.77	\$10,539.81	/Vehicle fueling position
945 Gasoline/service station with convenience market	\$3,688.24	\$3,748.00	/Vehicle fueling position
946 Gasoline/service sta w/conv market & car wash	\$7,074.04	\$7,188.65	/Vehicle fueling position
947 Self-Service Car Wash	\$11,836.35	\$12,028.13	/Wash stall
948 Automated Car Wash	\$30,167.75	\$30,656.52	/T.S.F.G.F.A.
950 Truck Stop	\$29,120.85	\$29,592.66	/T.S.F.G.F.A.
* Abbreviations used in the "Unit" column:			
T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area			
T.S.F.G.L.A. = Thousand Square Feet Gross Leaseable Area			
T.S.F.O.G.L.A. = Thousand Square Feet Occupied Gross Leaseable			
V.F.P. = Vehicle Fueling Position			
**No ITE PM peak hour trip generation for this code/category, the trip			

FY2021-2022 Planning Department Proposed Fee Increases:

New Fee:

Partition - final plat review: proposed \$250 minor & \$500 major

Explanation: This is a new fee. Applicants are required to apply for final plat review of a partition once their initial preliminary plat is approved and after any required public improvements are completed. During final plat review, staff verify that the final partition plat conforms to the preliminary partition plat and that the conditions of approval have been met. The City has never collected a fee for the final plat review of a partition. We added a fee for subdivision final plat review in FY 17-18 and find it is appropriate to collect a fee for final partition plat review as well since this final review is required prior to the City signing off on the final plat.

The following fees have not been increased in more than 10 years*:

Partition preliminary plat: currently \$400 minor & \$800 major, proposed increase to \$500 minor, \$1000 major.

Sensitive Lands Development Permit: currently \$750, proposed increase to \$850.

Variances: currently \$250 minor & \$750 major, proposed increase to \$350 minor and \$850 major

The following fees have not been increased in 5 years*:

Property Line Adjustment: previously amended from \$300 to \$400 in FY17-18. Proposed increase to \$500 FY 21-22

Plan/Code Text Amendment: currently \$1,750, proposed increase to \$2,000. Previously increased from \$1,500 to \$1,750 in FY 17-18

*The increases to the fees above still do not reflect cost recovery of staff time provided to process the applications but come closer to capturing actual cost.

CITY OF SCAPPOOSE

10.

July 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 100-year Celebration ad hoc committee 3pm Grabhorn Park ad hoc committee 6pm	2	3 Scappoose Farmers Market 9 am - 2pm
4	5 City Offices closed 	6 No City Council meeting	7	8 100-year Celebration ad hoc committee 3:00pm	9	10 Scappoose Farmers Market 9 am - 2pm
11	12	13	14	15 EDC ~ noon 100-year ad hoc mtg 3pm *Park & Rec mtg 5:30pm Grabhorn Park ad hoc mtg 6pm	16	17 Scappoose Farmers Market 9 am - 2pm
18	19 Work Session 6pm City Council 7pm	20	21	22 100-year Celebration ad hoc committee 3:00pm	23	24 Scappoose Farmers Market 9 am - 2pm
25	26	27	28	29 100-year Celebration ad hoc committee 3:00pm	30	31 Scappoose Farmers Market 9 am - 2pm