



SCAPPOOSE

Oregon

MONDAY, MAY 17, 2021

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

CITY COUNCIL MEETING AGENDA

Regular meeting 7:00 pm

REVISED

ITEM AGENDA TOPIC	Action
-------------------	--------

Pledge of Allegiance

Roll Call

Approval of the Agenda

Public Comment Due to COVID-19 the City of Scappoose will be accepting public comments by email or you may call in. Please contact Program Analyst Huell White at hwhite@cityofscappoose.org or City Hall by phone at 503-543-7146, for more information. All written public comments must be received no later than 5:00 pm on the day of the meeting.

New Business

1. City Manager Recruitment

Approval

Jensen Strategies LLC, Erik Jensen

2. Resolution No. 21-05 Water SDC Rates

Public Hearing / Approval

Donovan Enterprises Inc., Steve Donovan

3. Work Session – Water Rates

Donovan Enterprises Inc., Steve Donovan

4. SMC, Chapter 3.20, Advance Finance Reimbursement – Council Interpretation Required

City Attorney Peter Watts

Approval

5. Heritage Park Fountain Discussion

Mayor Scott Burge

6. Renaming of Heritage Park to Mayor Betty Heuser Park

Mayor Scott Burge

Announcements – information only

7. Calendar

8. 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 HALL at 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON MONDAY, MAY 17, 2021.

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

TTY 1-503-378-5938

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, staff and community surveys, which were 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 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 safe place, 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. A desire and willingness to live in, or in close proximity, to the city.

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.

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.

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.

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).

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
- Civil litigation

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.

- 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.

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

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: May 11, 2021

Agenda Date Requested: May 17, 2021

To: Scappoose City Council

From: Alex Rains, Interim City Manager
Dave Sukau, Public Works Director
Huell White, Program Analyst

Subject: Water SDC Update - Resolution 21-05

TYPE OF ACTION REQUESTED:☒ **Resolution**☐ **Ordinance**☐ **Formal Action**☐ **Report Only****ISSUE**

Consideration of updated Water System Development Charge rates.

ANALYSIS

City staff contracted with Donovan Enterprises, Inc. to update the City's Water System Development Charge (SDC) to reflect the latest capital improvement plan in the recently adopted Water System Master Plan Update (WSMPU). For context, the City's current Water SDC schedule was last updated in May 2002.

The City's consultant, Steve Donovan (Donovan Enterprises, Inc.), presented the recommended SDC rate increases to City Council during the April 19th work session. Donovan and staff have prepared Resolution 21-05 for Council's consideration.

PROPOSED FEES

Currently, the water SDC rate for a ¾" 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. The table at the beginning of **Exhibit A** shows the proposed schedule of System Development Charges.

ATTACHMENTS

- **Resolution 21-05** – A resolution amending the City of Scappoose’s Water System Development Charge.
- **Exhibit A** – Water System Development Charge Update Final Report and Schedule of Water SDCs. The Final Report describes the consultant’s methodology and analysis in detail.
- **Exhibit B** – Resolution 20-16, which established the schedule of all fees and charges for Fiscal Year 2020-2021. System Development Charges may be found under the header “**Fee Schedule ~ Building Dept.**”

RECOMMENDATION

Staff recommends that Council adopt Resolution 21-05, as presented.

SUGGESTED MOTION

I move that Council adopt Resolution 21-05: A Resolution Amending the City of Scappoose’s Water System Development Charge, as presented.

RESOLUTION NO. 21-05

A RESOLUTION AMENDING THE CITY OF SCAPPOOSE'S WATER SYSTEM DEVELOPMENT CHARGES

WHEREAS, the City of Scappoose System Development Charge (SDC) Code (Scappoose Municipal Code (SMC) Chapter 13.24), provides for the establishing of SDCs upon completion of an analysis of capital improvements already constructed and projected capital improvements to be constructed and adoption of a methodology explaining how the SDCs are calculated; and,

WHEREAS, SMC Chapter 13.24.030 (B) specifies that such charges shall be set by separate Resolution of the Scappoose City Council following a public hearing; and,

WHEREAS, the Oregon Revised Statutes (ORS) provide the framework for establishing an SDC, and for notification and public hearing of the City of Scappoose's intent to impose SDCs; and,

WHEREAS, the Scappoose City Council has adopted a Water System Master Plan Update (Carollo Engineers, January, 2020) which includes a list of completed and proposed capital improvements which affect SDCs; and,

WHEREAS, the City's current schedule of water SDCs consists of a reimbursement fee and an improvement fee; and,

WHEREAS, the City concludes it is appropriate to charge a water SDC based on $\frac{3}{4}$ " meter equivalents (Equivalent Residential Units), consistent with the methodology used in the 2020 Water System Master Plan Update; and,

WHEREAS, the City has adopted a water SDC methodology via Resolution No. 02-19 dated August 5, 2002 that is based on $\frac{3}{4}$ " meter equivalents; and,

WHEREAS, the City has prepared a schedule of water SDCs by $\frac{3}{4}$ " meter equivalents (Water System Development Charge Update, March, 2021, Donovan Enterprises, Inc.) that incorporates the City's existing water SDC methodology, and made part of this Resolution as **Exhibit A**; and,

WHEREAS, the Scappoose City Council has determined the methodology and rates hereinafter specified and established are just, reasonable, and necessary.

NOW, THEREFORE BE IT RESOLVED,

Section 1: Amendment and updating of water SDCs. In accordance with SMC Chapter 13.24, this Resolution reaffirms the methodology and provides the basis for a water SDC that consists of a reimbursement, improvement, and administration fee.

Section 2: Scope of amendment and update of water SDCs. The SDCs established by this Resolution are separate from, and in addition to, any other applicable taxes, fees, assessments, or charges, including but not limited to SDCs, which are required by the City of Scappoose or represent a condition of a land use or development approval.

Section 3: Methodology. The reaffirmed methodology for the water SDCs is described in the attached **Exhibit A** and, by this reference, hereby made a part of this Resolution. The City amends and updates its water SDCs as described in the attached **Exhibit A**, hereby made a part of this Resolution.

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: Rescind portion of Resolution No. 20-16, Attached Exhibit B, FY 20-21 rates for water SDCs is hereby rescinded and replaced with new rates effective immediately.

PASSED AND ADOPTED by the City Council this 17th day of May, 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

EXHIBIT A

Water System Development Charge Update Final Report and Schedule of Water SDCs

April, 2021 Donovan Enterprises, Inc.

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.625"x 0.75" - Displacement Multi-jet	30	1.00	\$ 896	\$ 7,618	\$ 426	\$ 8,940
0.75"x 0.75" - Displacement Multi-jet	30	1.00	896	7,618	426	8,940
1.00 inch - Displacement Multi-jet	50	1.67	1,493	12,697	710	14,900
1.50 inch - Displacement Class I Turbine	100	3.33	2,987	25,393	1,420	29,800
2.00 inch - Displacement or Class I & II Turbine	160	5.33	4,779	40,629	2,272	47,680
3.00 inch - Displacement	300	10.00	8,960	76,180	4,260	89,400
4.00 inch - Displacement or Compound	500	16.67	14,933	126,967	7,100	149,000
6.00 inch - Displacement or Compound	1000	33.33	29,867	253,933	14,200	298,000
8.00 inch - Compound	1600	53.33	47,787	406,293	22,720	476,800

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Meter Size	Proposed	Current	Difference
0.625" x 0.75" - Displacement Multi-jet	\$ 8,940	\$ 5,478	\$ 3,462
0.75" x 0.75" - Displacement Multi-jet	8,940	5,478	3,462
1.00 inch - Displacement Multi-jet	14,900	9,130	5,770
1.50 inch - Displacement Class I Turbine	29,800	18,260	11,540
2.00 inch - Displacement or Class I & II Turbine	47,680	29,216	18,464
3.00 inch - Displacement	89,400	54,780	34,620
4.00 inch - Displacement or Compound	149,000	91,300	57,700
6.00 inch - Displacement or Compound	298,000	182,600	115,400
8.00 inch - Compound	476,800	292,160	184,640

Presented by:



April

2021

Water System Development Charge Update

Final Report

Prepared for:



SCAPPOOSE *Oregon*

Donovan Enterprises, Inc.
9600 SW Oak Street, Suite 335
Tigard, Oregon 97223-6596
☎ 503.517.0671



City of Scappoose
2021 Water SDC Methodology Update
Table of Contents

Introduction	1
SDC Legal Authorization	2
SDC Methodology	3
Reimbursement Fee Methodology	4
Improvement Fee Methodology	4
Methodology for the Granting of Credits, Exemptions, and Discounts	7
SDC Credits Policy	7
Partial and Full SDC Exemptions Policy	7
SDC Discount Policy	8
Conclusions and Recommendations	8
Water SDC Calculations	10
Existing and Future Water Demands in ¾" Meter Equivalents	10
Water Reimbursement Fee Calculations	11
2020 WSMPU 20 Year Capital Improvement Plan	13
Water Improvement Fee Calculations	14
Water SDC Model Summary	16

Introduction

The City of Scappoose conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of local roads, water, sewer, stormwater, and parks. A key component to funding these public facilities is the system development charge (SDC) program. SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. This section describes the policy context and project scope upon which the body of this report is based. It concludes with a non-numeric overview of the calculations presented in subsequent sections of this report.

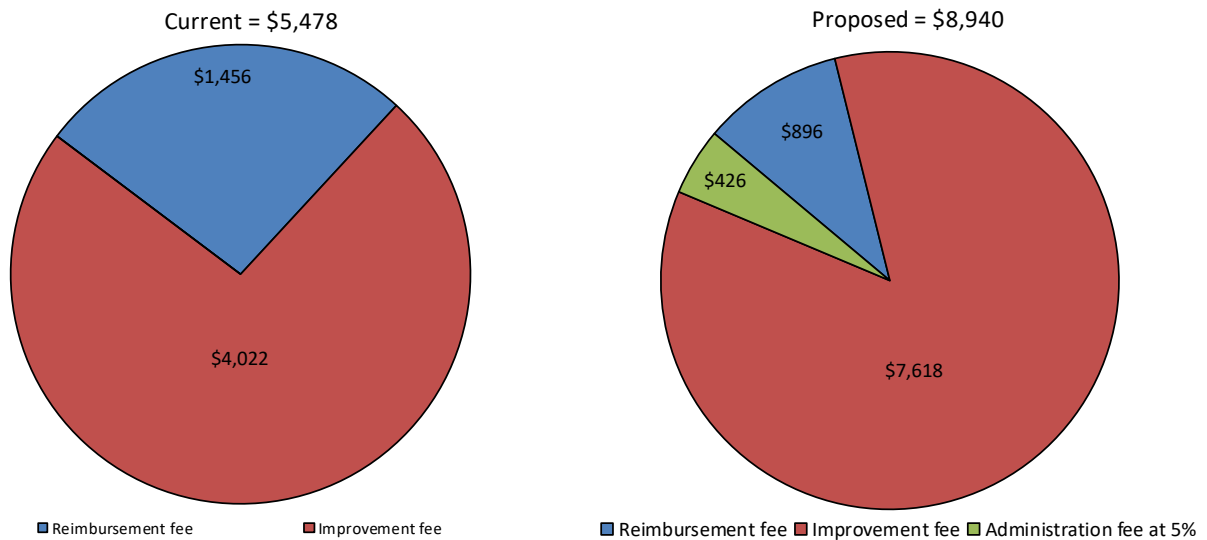
The city's current schedule of SDCs for Water were last reviewed in May of 2002. Upon completion of that review, the City Council adopted its current water SDC methodology via Resolution No. 02-19 dated August 5, 2002. In January, 2020, the City completed the task of updating the capital improvement plan (CIP) for the Water system. With the preparation/adoption of the new Water CIP and Water System Master Plan Update (WSMPU), the City commissioned this update of its Water SDCs to get the methodology and rates current. With this review and update, the City has stated a number of objectives:

- Review the basis for Water charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing Water SDCs;
- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff could, by reference, respond to questions or concerns from the public.

This report provides the documentation of that effort and was done in close coordination with City staff and available facilities planning documents. The Water SDC update complies with Scappoose Municipal Code (SMC) section 13.24.

Table 1 gives a component breakdown for the current and proposed residential equivalent SDCs for Water. Appendix A to this report shows the detailed calculations that were used to arrive at the proposed SDCs for Water supply, treatment, storage, and distribution services.

Table 1 - Component Breakdown of the Proposed Residential Equivalent Water SDC



The framework for SDC calculation is established by Oregon Revised Statute (ORS) 223.297-314 which is the basis for this review. Under ORS 223.299, SDC's are defined as one-time fees imposed on new development and have two components: reimbursement and improvement.

The reimbursement fee considers the cost of existing facilities, prior contributions by existing users of those facilities, the value of the unused/available capacity, and generally accepted ratemaking principles. The objective is future system users contribute no more than an equitable share to the cost of existing facilities. The reimbursement fee can be spent on capital costs or debt service related to the systems for which the SDC is applied.

The improvement fee portion of the SDC is based on the cost of planned future facilities that expand the system's capacity to accommodate growth or increase its level of performance. An example is a facility which improves system capacity to better serve current customers. Only capacity increasing/level of performance costs provide the basis for the SDC calculation. The improvement SDC is calculated as a function of the estimated number of $\frac{3}{4}$ " water meter equivalents to be served by the City's facilities over the planning period. Such a fee represents the greatest potential for future SDC changes.

The administration fee recovers costs incurred by the City for complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies, and providing an annual accounting of system development charge expenditures. The City's current water SDC does not have an administration fee component.

SDC Legal Authorization

SDCs are authorized by Oregon Revised Statute (ORS) 223.297-314. The statute is specific in its definition of system development charges, their application, and their accounting. In general, an SDC is a one-time fee imposed on new development or expansion of existing development and assessed at the time of development approval or increased usage of the system. Overall, the statute is intended to promote

equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property. Statute further provides the framework for the development and imposition of SDCs and establishes that SDC receipts may only be used for capital improvements and/or related debt service.

The methodology used to determine the improvement fee portion of the SDC must consider the cost of projected capital improvements needed to increase system capacity or level of performance. The improvement fee must also provide a credit for construction of a qualified public improvement.

Finally, two cost basis adjustments are potentially applicable to both reimbursement and improvement fees: fund balance and compliance costs.

Fund Balance - To the extent that SDC revenue is currently available in fund balance, that revenue should be deducted from its corresponding cost basis. For example, if the city has Water improvement fees that it has collected but not spent, then those unspent improvement fees should be deducted from the Water system's improvement fee cost basis to prevent charging twice for the same capacity.

Compliance Costs - ORS 223.307(5) authorizes the expenditure of SDCs on "the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures." To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in its SDCs. All estimates of compliance costs in this report are based on historical transfers from the appropriate SDC fund to the General Fund.

SDC Methodology

The essential ingredient in the development of an SDC methodology for Water services is valid sources of data. For this project, the consultant team has relied on a number of data sources. The primary sources have been the adopted 2020 WSMPU and plan updates for these municipal facilities. We have supplemented these data sources with City utility billing records, certified census data, and other documents that we deemed helpful, accurate, and relevant to this study. Table 2 contains a bibliography of the key documents/sources that we relied upon to facilitate our analysis and hence the resulting SDCs.

Table 2 - Data Sources for the Calculation of Water SDC

Service	Master Plan Document and/or Corroborating Source Documentation
Water	<ul style="list-style-type: none"> Water System Master Plan Update for the City of Scappoose; January, 2020; Carollo Engineers, Inc. Water System Development Charge Update; May 15, 2002; Economic & Financial Analysis, Inc. Scappoose Water system fixed asset schedule; June 30, 2020; City records. City of Scappoose Utility Billing System – active utility accounts and Equivalent Dwelling Units in service report; December 31, 2020. Portland State University, College of Urban Affairs, Population Research Center; Certified census for Scappoose, Oregon; June, 2020

Reimbursement Fee Methodology

The reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. Generally, if a system were adequately sized for future growth, the reimbursement fee might be the only charge imposed, since the new customer would be buying existing capacity. However, staged system expansion is needed, and an improvement fee is imposed to allocate those growth-related costs. Even in those cases, the new customer also relies on capacity within the existing system, and a reimbursement component is warranted.

In order to determine an equitable reimbursement fee to be used in conjunction with an improvement fee, two points should be highlighted. First, the cost of the system to the City's customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources. Therefore, the net investment by the customer/owners is less. Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.

The method used for determining the reimbursement fee accounts for both of these points. First, the charge is based on the net investment in the system, rather than the gross cost. Therefore, donated facilities, typically including water infrastructure built by developers and dedicated to the City as a condition of land use approval and grant-funded facilities, would be excluded from the cost basis. Also, the charge should be based on investments clearly made by the current users of the system, and not already supported by new customers. Tax supported activities fail this test since funding sources have historically been from general revenues, or from revenues which emanate, at least in part, from the properties now developing. Second, the cost basis is allocated between used and unused capacity, and, capacity available to serve growth. This approach reflects the philosophy, consistent with the City's 2020 WSMPU, that facilities have been sized to meet the demands of the customer base within the established planning period.

Improvement Fee Methodology

There are three basic approaches used to develop improvement fee SDCs: "standards driven", "improvements-driven", and "combination/hybrid" approaches. The "standards-driven" approach is based on the application of Level of Service (LOS) standards for facilities. Facility needs are determined by applying the LOS standards to projected future demand, as applicable. SDC-eligible amounts are calculated based on the costs of facilities needed to serve growth. This approach works best where level of service standards has been adopted but no specific list of projects is available. The "improvements-driven" approach is based on a specific list of planned capacity increasing capital improvements. The portion of each project that is attributable to growth is determined, and the SDC-eligible costs are calculated by dividing the total costs of growth-required projects by the projected increase in projected future demand, as applicable. This approach works best where a detailed master plan or project list is available, and the benefits of projects can be readily apportioned between growth and current users. Finally, the combination/hybrid-approach includes elements of both the "improvements driven" and "standards-driven" approaches. Level of Service standards may be used to create a list of planned capacity-increasing projects, and the growth required portions of projects are then used as the basis for determining SDC eligible costs. This approach works best where levels of service have been identified and the benefits of individual projects are not easily apportioned between growth and current users.

In the 2002 update, the City utilized the “improvements” approach for the calculation of Water SDCs. This study is using the “improvements-driven” method and has relied on the capital improvement plans that are incorporated in the 2020 WSMPU for Water services.

For this SDC methodology update, the improvement fee represents a proportionate share of the cost to expand the systems to accommodate growth. This charge is based on the capital improvement plans established by the City in the master plans for Water services. The costs that can be applied to the improvement fees are those that can reasonably be allocable to growth. Statute requires that the capital improvements used as a basis for the charge be part of an adopted capital improvement schedule, whether as part of a system plan or independently developed, and that the improvements included for SDC eligibility be capacity or level of service expanding. The improvement fee is intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth.

The key step in determining the improvement fee is identifying capital improvement projects that expand the system and the share of those projects attributable to growth. Some projects may be entirely attributable to growth, such as a new water line to serve a developing area. Other projects, however, are of mixed purpose, in that they may expand capacity, but they also improve service or correct a deficiency for existing customers. An example might be distribution reservoir that both expands Water storage capacity and corrects a chronic capacity issue for existing users. In this case, a rational allocation basis must be defined.

The improvement portion of the SDC is based on the proportional approach toward capacity and cost allocation in that only those facilities (or portions of facilities) that either expand the Water system capacity to accommodate growth or increase its respective level of performance have been included in the cost basis of the fee. As part of this SDC update, City Staff and their engineering consultants were asked to review the planned capital improvement lists in order to assess SDC eligibility. The criteria in Figure 1 were developed to guide the City’s evaluation:

Figure 1 - SDC Eligibility Criteria

City of Scappoose	
Steps Toward Evaluating	
<u>Capital Improvement Lists for SDC Eligibility</u>	
<u>ORS 223</u>	
1.	Capital improvements mean the facilities or assets used for : <ul style="list-style-type: none">a. Source of water supplyb. Water treatmentc. Water transmissiond. Water storagee. Water pumping and distribution <p>This definition DOES NOT ALLOW costs for operation or routine maintenance of the improvements;</p>
2.	The SDC improvement base shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related;
3.	An increase in system capacity is established if a capital improvement increases the “level of performance or service” provided by existing facilities or provides new facilities.
<u>Under the City’ approach, the following rules will be followed</u>	
1.	Repair costs are not to be included;
2.	Replacement costs will not be included unless the replacement includes an upsizing of system capacity and/or the level of performance of the facility is increased;
3.	New regulatory compliance facility requirements fall under the level of performance definition and should be proportionately included;
4.	Costs will not be included which bring deficient systems up to established design levels.

In developing the improvement fee, the project team in consultation with City staff evaluated each of its CIP projects to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. Only capacity increasing/level of performance costs were used as the basis for the SDC calculation, as reflected in the capital improvement schedules developed by the City. The improvement fee is calculated as a function of the estimated number of projected additional $\frac{3}{4}$ " meter equivalents to be served by the City's facilities over the planning horizon.

Once the future costs to serve growth have been segregated (i.e., the numerator), they can be divided into the total number of new $\frac{3}{4}$ " meter equivalents that will use the capacity derived from those investments (i.e., the denominator).

Methodology for the Granting of Credits, Exemptions, and Discounts

SDC Credits Policy

ORS 223.304 requires that credit be allowed for the construction of a "qualified public improvement" which is required as a condition of development approval, is identified in the Capital Improvement Plan, and either is not located on or contiguous to property that is the subject of development approval or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project. The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement and may be granted only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In addition to these required credits, the City may, if it so chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the Capital Improvement Plan, or provide a share of the cost of an improvement by other means.

The City has adopted a policy for granting SDC credits and has codified this policy in the SMC §13.24.110. The adopted SDC credit policy consists of four (4) items as follows:

- A. The city may grant a credit against the SDC, which is otherwise assessed for a new development, for any qualified public improvements(s) constructed or dedicated as part of that new development. The applicant bears the burden of evidence and persuasion in establishing entitlement to an SDC credit and to a particular value of SDC credit. The credit provided shall be only for the improvement fee charged for the type of improvement being constructed and shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee.
- B. A change in use results whenever a building permit is issued to expand an existing structure or construct a new structure on a parcel of land which had an established use of all facilities upon the effective date of the ordinance codified in this chapter. When such a change of use occurs, a system development charge is imposed, but credit shall be given for all systems charge portions of the computed system development charge in an amount equal to what would otherwise be the charge for the existing structure and use. The credit so computed shall not exceed the calculated systems development charge. No refund shall be made on account of such credit.
- C. Credit shall not be transferable from one development to another but may be transferred from one phase of a development to another phase of the same development. Credits shall be used within a period of ten years from the date the credit is given.
- D. Credit shall not be transferable from one type of capital improvement to another.

Partial and Full SDC Exemptions Policy

The City may exempt certain types of development, from the requirement to pay SDCs. Exemptions reduce SDC revenues and, therefore, increase the amounts that must come from other sources, such as user fees and property taxes. As in the case of SDC credits, the City has articulated a policy relative to partial and full SDC exemption. This SDC exemption policy is codified in SMC §13.24.100, and is as follows:

- A. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State Uniform Building Code, are exempt from all portions of the system development charge.
- B. An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility are exempt from all portions of the system development charge.
- C. A project financed by city revenues is exempt from all portions of the system development charge.

SDC Discount Policy

The City, at its sole discretion may discount the SDC rates by choosing not to charge a reimbursement fee for excess capacity, or by reducing the portion of growth-required improvements to be funded with SDCs. A discount in the SDC rates may also be applied on a pro-rata basis to any identified deficiencies, which must be funded from sources other than improvement fee SDCs. The portion of growth-required costs to be funded with SDCs must be identified in the CIP. Because discounts reduce SDC revenues, they increase the amounts that must come from other sources, such as user fees or general fund contributions, in order to acquire the facilities identified in the Updated Master Plan

Conclusions and Recommendations

The 2021 Water SDC methodology update was done in accordance with SMC Chapter 13.24, and with the benefit of adopted WSMPU for Water services. We recommend the City update the SDC charge to reflect the current capital improvement program. This will provide additional revenues to help fund the utility's future capital needs. Our analysis indicates the City can charge a maximum of \$8,940 per ¾" meter equivalent for Water. The components of this fee are as follows:

Reimbursement fee	\$ 896
Improvement fee	7,618
Administration fee	426
Total SDC per ¾" ME	<u>\$8,940</u>

Appendix A

SDC Calculations

Water SDC Calculations

Existing and Future Water Demands in ¾" Meter Equivalents

Chapter 3 of the 2020 WSMPU (Water Requirements) developed existing and future water demand. Current water demands are based on historical customer billing records, and actual water meters in service. Future water use was projected using parameters developed from historical data and assumptions for future growth by land use designation. Several parameters were used to project future average daily demand (ADD) and maximum daily demand (MDD). The parameters, which are listed in Table 3.8 of the WSMPU, include ¾" meter equivalents values, future customer water use, MDD and ADD peaking factors, and water loss percentages. For each demand projection parameter, low, medium, and high values were established corresponding to the respective demand scenario. For the calculation of SDCs, we are using the medium demand forecast. For planning purposes, the future service area considers supplying additional annexation surrounding the airport. Future land use portrays projected land use in the year 2036. We have extrapolated this out to 2040 to complete the 20-year forecast for calculating SDCs. These land uses are used to distribute existing and future water demands throughout each of the City's pressure zones in the water system hydraulic model for the purpose of evaluating the water distribution system.

The City principally serves single-family residential customers and to a lesser extent, small commercial and industrial customers. Single-family residential water services generally have a consistent daily pattern of water use whereas water demands for multifamily residences, commercial and industrial users may vary significantly from service to service depending on the number of multifamily units per service or the type of commercial enterprise. When projecting future water demands based on population change, the water needs of nonresidential and multi-family residential customers are represented by comparing the water use volume at these services to the average single-family residential water service. A method to estimate this relationship is to calculate "equivalent residential units (ERUs)". In the case of Scappoose, the standard residential unit of demand is the rated capacity (in gallons per minute) of the ¾" water meter. Per Table 3.12 of the 2020 WSMPU, as of 2020, it is estimated the City is serving 3,966 ¾" meter equivalents. For the WSMPU medium growth case, by 2040, the City will be serving 7,561 ¾" meter equivalents. Table 3 contains the WSMPU growth data by demand scenario.

Table 3 – Existing and Future Water Demand Expressed in ¾" Meter Equivalents

Master Plan Demand Scenario ¹	Forecast Calendar Year						
	2018	2020	2023	2028	2033	2038	2040
Low Demand (ERUs)	3,654		4,484	5,421	6,330	7,187	
CAGR ²			4.18%	3.87%	3.15%	2.57%	
Medium Demand (ERUs)	3,654	3,966	4,484	5,421	6,330	7,187	7,561
CAGR			4.18%	3.87%	3.15%	2.57%	3.28%
High Demand (ERUs)	3,807		4,650	5,604	6,527	7,403	
CAGR			4.08%	3.80%	3.10%	2.55%	

¹ Source - City of Scappoose Water Master Plan 2020; Carollo Engineers, Inc.; Table 3.12

² Compound Annual Growth Rate (CAGR)

Water Reimbursement Fee Calculations

Derivation of the Water reimbursement fee methodology is a six (6) step process. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of Water fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of Water fixed assets**.
- Step 2: Subtract from the adjusted original cost of Water fixed assets in service the accumulated depreciation of those fixed assets. This arrives at the **modified book value of Water fixed assets in service**.
- Step 3: Subtract from the modified book value of Water assets in service any grant funding or contributed capital. This arrives at the **modified book value of Water fixed assets in service net of grants and contributed capital**.
- Step 4: Subtract from the modified book value of Water fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives at a **gross Water reimbursement fee basis**.
- Step 5: Subtract from the gross Water reimbursement fee basis the fund balance held in the Water Reimbursement SDC fund (if available). This arrives at the **net Water reimbursement fee basis**.
- Step 6: Divide the net Water reimbursement fee basis by the sum of existing and future $\frac{3}{4}$ " meter equivalents to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total Water reimbursement fee is shown below in Table 4.

Table 4 - Water Reimbursement Fee Calculations

Line Item Descriptions	Amount
Utility Plant-in-Service (original cost): ¹	
Land	\$ 286,466
Buildings and improvements	1,438,308
Equipment	1,560,346
Water distribution system - Water Fund (40)	7,214,495
Water distribution system - Water SDC Fund (50)	7,209,059
Water distribution system - Airpark Fund (89)	2,033,529
Vehicles & Equipment	Eliminated
Total Utility Plant-in-Service	\$ 19,742,204
Accumulated depreciation ¹	
Land	\$ -
Buildings and improvements	1,094,050
Equipment	1,225,738
Water distribution system - Water Fund (40)	3,374,839
Water distribution system - Water SDC Fund (50)	2,568,851
Water distribution system - Airpark Fund (89)	1,042,182
Vehicles & Equipment	Eliminated
Total accumulated depreciation	\$ 9,305,659
Book value of water utility plant-in-service @ June 30, 2020	\$ 10,436,545
Eliminating entries:	
Principal outstanding on bonds, notes, and loans payable:	
Safe Drinking Water Loans:	
Miller Road water plant loan G03003 50-500	795,071
Water storage loan S03003 50-500	2,196,828
Dutch Canyon water line loan S03003B 40-400	666,495
Developer Contributions	-
Grants, net of amortization	-
Total eliminating entries	3,658,394
Net basis in utility plant-in-service available to serve future customers	\$ 6,778,150
Estimated existing and future 3/4" Meter Equivalents (MEs)	7,561
Calculated reimbursement fee - \$ per 3/4" ME	\$ 896

¹ Source: Scappoose Multi-Sort Depreciation Report - Capitalized Assets as of June 30, 2020

2020 WSMPU 20 Year Capital Improvement Plan

Table 5 - 2020 WSMPU 20-year Capital Improvement Plan

Project Number	Project Description	Project Cost	Projected Funding Sources %				Total
			SDCs	Rates	Developer	Beyond 20 yrs.	
Source of Supply							
S-01	Dutch Canyon Well #2	\$ 480,000	0%	0%	0%	0%	0%
S-02	Dutch Canyon Well #3	2,100,000	100%	0%	0%	0%	100%
S-03	Miller Road Well #4	200,000	100%	0%	0%	0%	100%
S-04	Miller Road Well #5	1,970,000	100%	0%	0%	0%	100%
S-05	Miller Road Well #6	2,100,000	100%	0%	0%	0%	100%
S-06	Long term supply	12,650,000	100%	0%	0%	0%	100%
Treatment							
T-01	Miller Road plant repair and replacement	650,000	0%	100%	0%	0%	100%
T-02	Keys Road plant repair and replacement	340,000	0%	100%	0%	0%	100%
T-03	Supply and treatment plant LOS goals	20,000	0%	100%	0%	0%	100%
T-04	Seismic and life safety audit	160,000	0%	100%	0%	0%	100%
T-05	Treatment capacity and operations optimization study	290,000	0%	100%	0%	0%	100%
Distribution							
D-01	NW Eastview Drive replacement	790,000	40%	60%	0%	0%	100%
D-02	SW 5th street connection	210,000	100%	0%	0%	0%	100%
D-03	Sky Way Drive connection to Airport annex	50,000	0%	0%	100%	0%	100%
D-04	Dutch Canyon road to Em Watts road	540,000	100%	0%	0%	0%	100%
D-05	Moore road to Airport annex	1,630,000	0%	0%	100%	0%	100%
D-06	Airport annex north of Bird road	610,000	100%	0%	0%	0%	100%
D-07	Water main repair and replacement	15,500,000	0%	100%	0%	0%	100%
D-08	Dead end and small diameter mains	3,530,000	0%	100%	0%	0%	100%
Pump Stations							
PS-01	High zone BPS	480,000	0%	100%	0%	0%	100%
Storage							
ST-01	2.0 mg Keys road reservoir	4,356,000	100%	0%	0%	0%	100%
ST-02	Reservoir seismic retrofit	900,000	0%	100%	0%	0%	100%
Miscellaneous							
Misc-01	City's capital outlay projects	5,570,000	50%	50%	0%	0%	100%
	Subtotal water	\$ 55,126,000					

Water Improvement Fee Calculations

The calculation of the Water improvement fee also follows the logic discussed in the body of this report. As earlier stated, this study uses the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the Water infrastructure. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Water Improvement SDC Fund. This arrives at **the net Water improvement fee basis**.
- Step 3: Divide the net Water improvement fee basis by the forecasted number of growth $\frac{3}{4}$ " meter equivalents over the planning period. This arrives at **the total Water improvement fee**.

The actual data that was used to calculate the total Water improvement fee is shown below in Table 6.

Table 6 - Water Improvement Fee Calculations

Project Name/Line Item Description	Total Cost	SDC Ineligible	SDC Eligible
<i>Source of Supply</i>			
Dutch Canyon Well #2	\$ 480,000	\$ -	\$ -
Dutch Canyon Well #3	2,100,000	-	2,100,000
Miller Road Well #4	200,000	-	200,000
Miller Road Well #5	1,970,000	-	1,970,000
Miller Road Well #6	2,100,000	-	2,100,000
Long term supply	12,650,000	-	12,650,000
<i>Treatment</i>	-	-	-
Miller Road plant repair and replacement	650,000	650,000	-
Keys Road plant repair and replacement	340,000	340,000	-
Supply and treatment plant LOS goals	20,000	20,000	-
Seismic and life safety audit	160,000	160,000	-
Treatment capacity and operations optimization study	290,000	290,000	-
<i>Distribution</i>	-	-	-
NW Eastview Drive replacement	790,000	474,000	316,000
SW 5th street connection	210,000	-	210,000
Sky Way Drive connection to Airport annex	50,000	50,000	-
Dutch Canyon road to Em Watts road	540,000	-	540,000
Moore road to Airport annex	1,630,000	1,630,000	-
Airport annex north of Bird road	610,000	-	610,000
Water main repair and replacement	15,500,000	15,500,000	-
Dead end and small diameter mains	3,530,000	3,530,000	-
<i>Pump Stations</i>	-	-	-
High zone BPS	480,000	480,000	-
<i>Storage</i>	-	-	-
2.0 mg Keys road reservoir	4,356,000	-	4,356,000
Reservoir seismic retrofit	900,000	900,000	-
<i>Miscellaneous</i>	-	-	-
City's capital outlay projects	5,570,000	2,785,000	2,785,000
Total	55,126,000	26,809,000	27,837,000

Total Improvement Fee Eligible Costs for Future System Improvements	\$ 27,837,000
less: Water improvement SDC Fund balance as of June 30, 2020	<u>443,692</u>
Adjusted Improvement Fee Eligible Costs for Future System Improvements	\$27,393,308

Total Growth in 3/4" Meter Equivalents (20 year forecast) 3,596

Calculated Water Improvement Fee SDC per Meter Equivalent \$7,618

Water SDC Model Summary

The 2021 water SDC update was done in accordance with SMC Chapter 13.24, and with the benefit of adopted plan updates for water services. We recommend the City update the SDC charge to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$8,940 for the standard ¾" residential water meter. A comparison of the proposed and current water SDCs for the average single-family residential customer is shown below in Table 7.

Table 7 - Proposed and Current Water SDCs for a ¾" Meter

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

For water meters larger than ¾", the project team has developed a schedule of SDCs based on the general design criteria for meters that are installed in the Scappoose water service area. This criterion is from the standard approach of using American Water Works Association design criteria for displacement and compound water meters.

The resulting schedule of water SDCs for the array of potential meter sizes is shown below in Table 7.

Table 8 - Water SDCs by Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.625"x 0.75" - Displacement Multi-jet	30	1.00	\$ 896	\$ 7,618	\$ 426	\$ 8,940
0.75"x 0.75" - Displacement Multi-jet	30	1.00	896	7,618	426	8,940
1.00 inch - Displacement Multi-jet	50	1.67	1,493	12,697	710	14,900
1.50 inch - Displacement Class I Turbine	100	3.33	2,987	25,393	1,420	29,800
2.00 inch - Displacement or Class I & II Turbine	160	5.33	4,779	40,629	2,272	47,680
3.00 inch - Displacement	300	10.00	8,960	76,180	4,260	89,400
4.00 inch - Displacement or Compound	500	16.67	14,933	126,967	7,100	149,000
6.00 inch - Displacement or Compound	1000	33.33	29,867	253,933	14,200	298,000
8.00 inch - Compound	1600	53.33	47,787	406,293	22,720	476,800

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Meter Size	Proposed	Current	Difference
0.625"x 0.75" - Displacement Multi-jet	\$ 8,940	\$ 5,478	\$ 3,462
0.75"x 0.75" - Displacement Multi-jet	8,940	5,478	3,462
1.00 inch - Displacement Multi-jet	14,900	9,130	5,770
1.50 inch - Displacement Class I Turbine	29,800	18,260	11,540
2.00 inch - Displacement or Class I & II Turbine	47,680	29,216	18,464
3.00 inch - Displacement	89,400	54,780	34,620
4.00 inch - Displacement or Compound	149,000	91,300	57,700
6.00 inch - Displacement or Compound	298,000	182,600	115,400
8.00 inch - Compound	476,800	292,160	184,640

RESOLUTION NO. 20-16

A RESOLUTION ESTABLISHING ALL FEES AND CHARGES FOR THE CITY OF SCAPPOOSE AND RESCINDING RESOLUTION NO. 19-12

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 2020 – 2021 and are hereby adopted.
- Section 2. The Police Fees attached as Exhibit "B" incorporate all police fees, and rates for fiscal year 2020 – 2021 and are hereby adopted.
- Section 3. The Court Fees attached as Exhibit "C" incorporate all court fees, and rates for fiscal year 2020 – 2021 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 2020 – 2021 and are hereby adopted.
- Section 5. The fees and charges adopted herein shall become effective July 1, 2020 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 22nd day of June, 2020.

CITY OF SCAPPOOSE, OREGON

Attest:


Susan M Reeves, MMC, City Recorder


Scott Burge, Mayor

Fee Schedule ~ Building Dept.

Page 9

	Current Fee ~ 2020-2021	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 2.0% per ENR 20 City Annual Ave CCI as of Dec 2019
3/4"	\$5,477.66	
1" (single family only)	\$5,477.66	
1"	\$9,147.33	
1.5"	\$18,240.73	
2"	\$29,196.02	
3"	\$63,923.89	
Wastewater		
(based on water meter size)		Increased 2.0% per ENR 20 City Annual Ave CCI as of Dec 2019
3/4"	\$4,848.69	
1" (single family only)	\$4,848.69	
1"	\$8,080.75	
1.5"	\$16,160.37	
2"	\$25,856.60	
3"	\$51,713.20	
Parks		
(based on type of residential development)		Increased 2.0% per ENR 20 City Annual Ave CCI as of Dec 2019
Single Family	\$2,191.64	
Multi-Family (per unit)	\$1,611.49	
Manufactured Home in a Park	\$1,716.96	
Stormwater		
(based on Equivalent Service Unit; ESU=2,750 sq. ft. of impervious surface)		Increased 2.0% per ENR 20 City Annual Ave CCI as of Dec 2019
Single Family	\$660.83	1-ESU
Multi-Family & Commercial	Based on ESU	per ESU
Transportation		
(based on ITE Land Use Code/Category)		Increased 2.0% per ENR 20 City Annual Ave CCI as of Dec 2019
Port and Terminal (Land Uses 000-099)		
	TOTAL SDC PER UNIT	Unit*
010 Waterport/Marine Terminal**	\$36,645.69	/Berth
021 Commercial Airport	\$12,285.02	/Ave. flights per day
022 General Aviation Airport	\$3,119.33	/Employee
030 Intermodal Truck Terminal	\$13,994.25	/Acre
090 Park-n-Ride Lot with Bus Service	\$1,324.65	/Parking space
093 Light Rail Transit Station with Parking	\$2,649.29	/Parking space
Industrial (Land Uses 100-199)		
	TOTAL SDC PER UNIT	Unit*
110 General light industrial	\$2,072.43	/T.S.F.G.F.A.
120 General heavy industrial	\$1,452.84	/T.S.F.G.F.A.
130 Industrial park	\$1,816.05	/T.S.F.G.F.A.
140 Manufacturing	\$1,559.66	/T.S.F.G.F.A.
150 Warehousing	\$683.69	/T.S.F.G.F.A.
151 Mini-warehouse	\$555.50	/T.S.F.G.F.A.
152 High-Cube Warehouse/Distribution Center	\$256.38	/T.S.F.G.F.A.
160 Data center	\$192.29	/T.S.F.G.F.A.
170 Utilities	\$1,623.76	/T.S.F.G.F.A.
Residential (Land Uses 200-299)		
	TOTAL SDC PER UNIT	Unit*
210 Single family detached housing	\$2,136.53	/Dwelling unit
220 Apartment	\$1,324.65	/Dwelling unit
221 Low-Rise Apartment	\$1,239.19	/Occupied dwelling unit
222 High-Rise Apartment	\$747.78	/Dwelling unit
223 Mid-Rise Apartment	\$833.25	/Dwelling unit
224 Rental Townhouse	\$1,538.30	/Dwelling unit
230 Residential condominium/townhouse	\$1,110.99	/Dwelling unit
231 Low-Rise Residential Condominium/Townhouse	\$1,666.49	/Dwelling unit
232 High-Rise Residential Condominium/Townhouse	\$811.88	/Dwelling unit
233 Luxury Condominium/Townhouse	\$1,175.09	/Occupied dwelling unit
240 Mobile home park	\$1,260.55	/Occupied dwelling unit
251 Senior Adult Housing - Detached	\$576.86	/Dwelling unit
252 Senior Adult Housing - Attached	\$534.13	/Dwelling unit
253 Congregate Care Facility	\$363.21	/Dwelling unit
254 Assisted living	\$470.04	/Bed
255 Continuing Care Retirement Community	\$341.84	/Unit
260 Recreational Homes	\$555.50	/Dwelling unit
265 Timeshare	\$1,602.39	/Dwelling unit
270 Residential Planned Unit Development	\$1,324.65	/Dwelling unit
Lodging (Land Uses 300-399)		
	TOTAL SDC PER UNIT	Unit*
310 Hotel	\$1,281.92	/Room
311 All Suites Hotel	\$854.61	/Room
312 Business Hotel	\$1,324.65	/Occupied Room
320 Motel	\$1,004.17	/Room
330 Resort Hotel	\$897.34	/Room



SCAPPOOSE
Oregon

Water Rate Study City Council Briefing

May 17, 2021

Prepared by:



Agenda



- Why we are here today
- Council direction is needed
- Scappoose from a rate making perspective
- Draft financing plan for the Water 5-year financial forecast
- Neighboring communities' rates
- Next steps
- Questions & comments

Why We are Here Today



- The 2020 Water Master Plan identifies ~\$55 million in needed capital improvements over the next 20 years. Rates and SDCs will be the funding source for these improvements.
- The water rates and SDCs are the only ongoing funding sources for the water system.
- We have formulated a financing and rate strategy to fund the near-term capital improvements, critical operations, and maintenance costs over the next 5 years.

What We Want From You



- No legislative action on water rates is needed now, but Council's direction is needed.
- A key element of our funding strategy is “levelized” annual water rate increases. In order to make the financing plan work, we are recommending small annual rate increases, each year of the five-year forecast. Start date for this strategy: July 1, 2021.
- We want feedback from Council on draft financing and water rates strategy.

Who is Scappoose from a Ratemaking Perspective?



- Meters in service:
 - ✓ 95% of all meters serve residential customers (single and multifamily).
 - ✓ The 5% of remaining meters serve low-impact commercial customers.
- Water sales in FY 2019-20:
 - ✓ Residential 80%
 - ✓ Commercial 20%

Draft Water Financing and Rates Scenarios



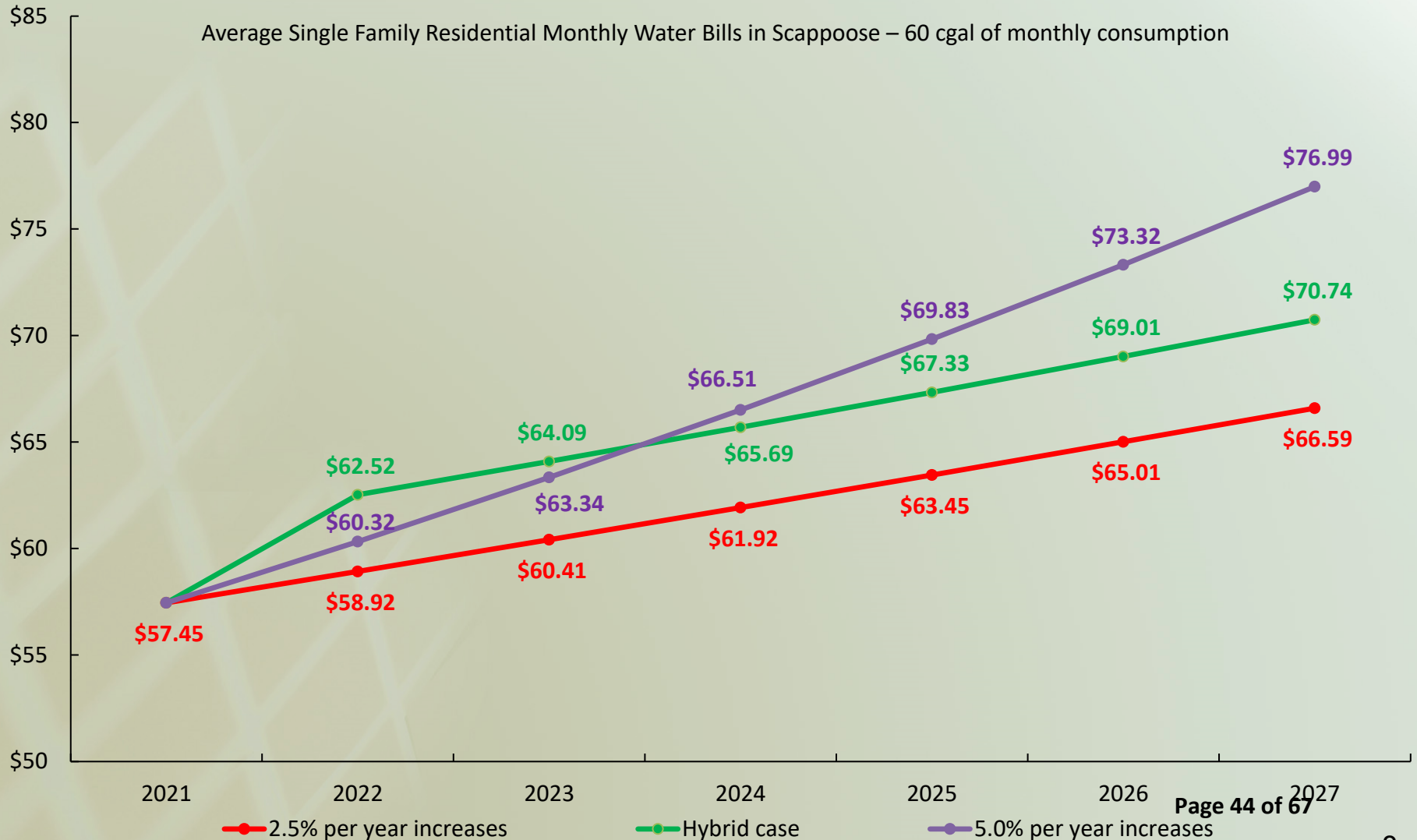
- **Scenario #1** – 2.5% per year water rate increases.
- **Scenario #2** – “Hybrid”; 2.5% per year increases to the monthly water base charge; On July 1, 2021, increase the water commodity charge to \$0.45 per cgal (from the current rate of \$0.38 per cgal; then grow the commodity charge by 2.5% per year over the remaining life of the 5-year plan.
- **Scenario #3** – 5.0% per year; the pay-as-you-go funding case contained in the 2020 Water Master Plan Update

Estimated Cash Available for Water Capital Projects



Scenario Number	Annual Average Amount Available	Five Year Total
Scenario #1	\$300,000	\$1,500,000
Scenario #2	\$406,000	\$2,030,000
Scenario #3	\$481,000	\$2,405,000

Draft Water Financing and Rates Scenarios



Neighboring Communities' Water Rates



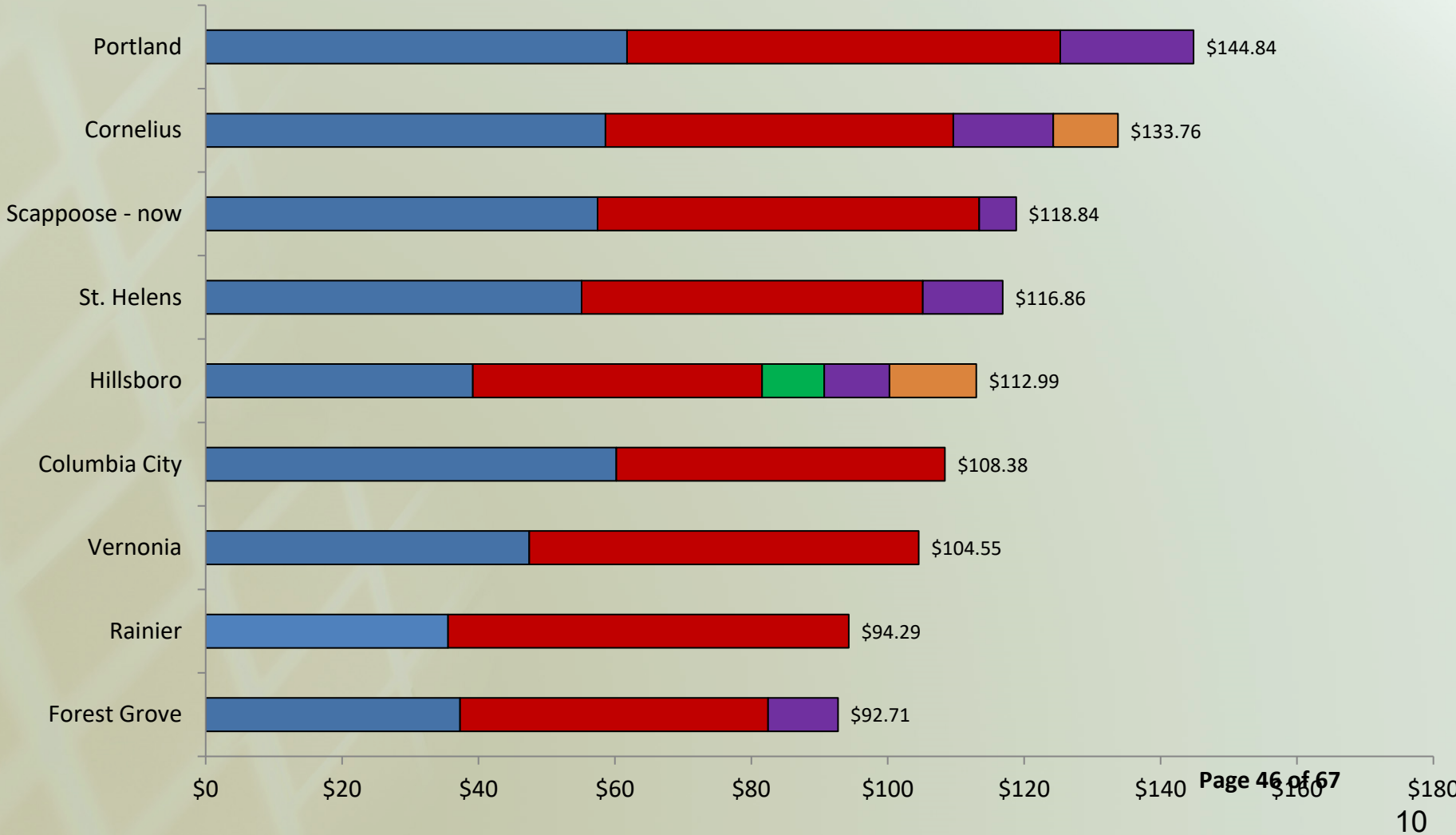
Neighboring Communities' Water Bills for 8.02 Ccf (60 cgal) of Water per Month - April, 2021



Neighboring Communities' Total Monthly Utility Bills



Columbia County Utilities Rates per Month - April, 2021



Next Steps



- Incorporate Council comments into the rate analysis.
- Wrap up the rate study and prepare the final report.
- Recommendations:
 1. Incorporate the Council-preferred rate scenario
 2. Implement the first annual rate increase on July 1, 2021; incorporate the rates into the master fee resolution

Questions



CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: May 11, 2021

Agenda Date Requested: May 17, 2021

To: Scappoose City Council

From: Peter Watts, City Attorney

Subject: SMC, Chapter 3.20, Advance Finance
Reimbursement – Council Interpretation Required

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE

An Advance Financed Reimbursement District was established via resolution relating to a project on SE 2nd St. and is set to expire in June 2021.

ANALYSIS

The Advance Financed Reimbursement District related to the SE 2nd Street Improvement Project (Resolution No. 09-23) is set to expire in June 2021 per Resolution No. 11-08

At the time Res. 09-23 was adopted, Advance Finance Reimbursement Districts were set to expire after ten years with the option of renewing for another ten years, in five-year increments. The Scappoose Municipal Code has been amended since Res. 09-23's adoption. Currently, Scappoose Municipal Code 3.20.110 sets the reimbursement period for advance financed projects to *twenty* years.

No mechanism to extend agreements executed prior to the current iteration of the code exists. Legal Counsel suggested that SMC 3.20 – as it is currently written – could be applied in a retroactive fashion, but that policy interpretation must ultimately be determined by City Council.

OPTIONS FOR COUNCIL CONSIDERATION:

A. Interpret SMC 3.20 – currently written to expire after twenty years – to apply retroactively to advance finance agreements made within the last *ten* years.

B. Draft a new section for SMC 3.20 to add code language for extending Advance Finance Reimbursement Districts established prior to the current version of the code. This option would result in the Advance Financed Improvement Project expiring, as code amendments are made via ordinance, which would require two meetings.

C. Take no action; allow the Advance Financed Improvement Project to expire.

SUGGESTED MOTION

Option A: I move to adopt Option A, applying SMC 3.20's twenty-year expiration retroactively.

Option B: I move to adopt Option B, directing staff to draft a new section for SMC 3.20 to establish code language for extending advance finance agreements.

Option C: I move to adopt Option C, taking no action regarding SMC 3.20.

ATTACHMENTS:

Exhibit A: Scappoose Municipal Code, Chapter 3.20

Exhibit B: Resolution No. 09-23

Exhibit C: Resolution No. 11-08

Chapter 3.20

ADVANCE FINANCE REIMBURSEMENT SYSTEM

Sections:

- 3.20.010 Purpose.
- 3.20.020 Definitions.
- 3.20.030 Application.
- 3.20.040 Report.
- 3.20.050 Public hearing.
- 3.20.060 Notice.
- 3.20.070 Advance Financing Resolution and Agreements.
- 3.20.080 Notice of Adoption of Resolution.
- 3.20.090 Approval of Cost Amount.
- 3.20.100 Advance Financed Reimbursement.
- 3.20.110 Payment to Developer.
- 3.20.120 Recording.
- 3.20.130 Public Improvements.
- 3.20.140 Multiple Public Improvements.
- 3.20.150 Other Fees and Charges

3.20.010 Purpose. The purpose of this chapter is to provide a method of financial reimbursement to developers for a share of costs incurred in installation or construction of public improvements that will benefit intervening or future property owners. (Ord. 643 §1, 1996)

3.20.020 Definitions. The following terms are definitions for the purposes of sections 3.150 to 3.210 and mean as follows:

Advance Financing. Payment by a developer for installation of one or more public improvements installed pursuant to sections 3.150 to 3.210 which intervening property owners may utilize upon reimbursing a proportional share of the cost of such public improvement to the developer.

Advance Financing Agreement. The agreement between a developer and the city which is authorized by the city council and executed by the city manager, providing for the installation of and payment for advance financed public improvements.

Advance Financing Reimbursement. The payment made by an intervening property owner to the city for utilization of an advance financed public improvement.

Advance Financing Resolution. A resolution adopted by the city council which designates a public improvement as an advance financed public improvement and which contains provisions for an advanced financing agreement between the developer and the city.

Developer. The city, another municipal corporation, an individual, a partnership, a joint venture, a corporation, or any other entity, without limitation, which bears the expense of construction, purchase or installation of an advance financed public improvement.

Development. The real property owned by the developer.

Intervening property. The real property contiguous to or served by an advance financed public improvement but not including the development or public rights-of-way.

Owner. The fee holder of record of the legal title to an intervening property or the purchaser under a recorded land sales contract.

Public improvement. Any construction, reconstruction or upgrading of a water, sanitary sewer or storm sewer line, public street (including bicycle lanes), sidewalk or undergrounding of public utilities.

Utilize. To apply for a building permit which will use or increase the use of an advance financed public improvement, to connect to an advance financed public improvement, or to otherwise increase the use of an advance financed public improvement. "Increase the use" means:

(1) For sanitary sewer or storm sewer lines: to make a physical change requiring a building or development permit on the intervening property which increases the volume discharged into the line.

(2) For water lines: to make a physical change requiring a building or development permit on the intervening property which increases the amount of water used.

(3) For public streets: to make a physical change requiring a building or development permit on the intervening property which increases the trips on the street or creates a new entrance onto the street.

3.20.030 Application. (1) An application shall be required from a developer for city council approval of advance financing of public improvements. The application must be submitted no later than 180 days after the public improvement is installed. The application shall be accompanied by a fee established by resolution sufficient to cover the cost of administrative review and notice pursuant to sections 3.20.040 to 3.20.060.

(2) The application shall include the following:

(a) A description of the location, type, size and cost of the public improvement to be advance financed.

(b) A map showing intervening properties, both front footage total area computation of intervening properties, the development, and a list of intervening property owners with current mailing addresses.

(c) The estimated date of completed installation.

(d) The estimated cost of the public improvement.

(e) The estimated reimbursement amount from each intervening property.

(f) An acknowledgment by the developer that the application will be automatically withdrawn if the public improvements are tendered to and accepted by the city before the advance financing resolution is adopted and the advance financing agreement is entered into.

(g) A fee of \$250 or .001% of the total project cost, whichever is greater.

3.20.040 Report. (1) Upon receiving the application, the city manager or designee shall review the advance financing proposal and submit a report to the city council for its review and discussion at a public hearing.

(2) The public hearing shall be scheduled no more than 90 days from the date a completed application with all required information is received. The hearing shall not be held and the application shall be deemed withdrawn if the public improvements are tendered to and accepted by the city 180 days prior to the hearing.

(3) The report shall include a map showing the location and area of intervening properties and of the development. The report shall also include the city engineer's or designee's analysis of whether the estimated cost of the public improvements is reasonable, and the estimated advance financed reimbursement due from each intervening property owner.

3.20.050 Public hearing. (1) Any person has the right to comment on the proposed advance financed public improvement and proposed reimbursement at the informational public hearing.

(2) Because an advance financed public improvement does not result in an assessment or lien, the public hearing is for informational purposes only and is not subject to mandatory termination because of remonstrances. The city council has the sole discretion after the public hearing to decide whether an advance financing resolution shall be adopted.

(3) The public hearing may not be continued past 180 days after the date of acceptance by the city of the advance financed improvement.

3.20.070 Advance Financing Resolution and Agreements.

(1) After the public hearing pursuant to Section 3.20.050, if the city council desires to proceed with an advance financed public improvement, it shall pass an advance financing resolution. The resolution shall designate the advance financed improvements and provide for advance financed reimbursement by intervening property owners pursuant to sections 3.20.020 to 3.20.150.

(2) The resolution shall state the methodology for determining the amount of advance financed reimbursements. The city shall adopt a methodology that requires payment in proportion to geographic area, taking into account the geographic area of all intervening properties and the development, unless the geographic area methodology is inequitable. In determining whether the methodology is equitable, the city council may, but is not required to, look at net developable acres.

(3) If the final costs of the advance financed improvements are known at the time of the resolution, the resolution shall set forth those costs, including interest. The resolution shall acknowledge any payment by an intervening property owner or agreement between intervening property owner and development that the city has notice of at the time the resolution is adopted.

(4) When the developer is an entity other than the City, the advance financing resolution shall instruct the city manager to enter into an agreement with the developer pertaining to the advance financed public improvements.

3.20.070--3.20.090

(5) The agreement shall be signed by both parties before the City accepts the advance financed improvements. The agreement shall contain the following provisions:

(a) The advance financed public improvements shall meet all applicable city standards.

(b) The total advance financed reimbursement shall not exceed the actual cost of public improvements.

(c) The developer shall guarantee the advance financed public improvement for a period of 18 months from the date of acceptance by the City.

(d) The developer shall indemnify and hold harmless the City from any and all losses, claims, damage, judgments or other costs or expense associated with the advance financed resolution and agreement.

(e) The developer shall acknowledge that the City is not obligated to collect the advance financed reimbursement from intervening property owners.

(f) Other provisions as the city council determines necessary and proper to carry out the provisions of Section 3.20.020 to 3.20.150.

3.20.080 Notice of Adoption of Resolution. (1) The city shall notify all intervening property owners and the developer of the adoption of an advance financing resolution.

(2) The notice shall be sent by first class mail and shall include a copy of the resolution, the date it was adopted, and a short explanation of sections 3.20.020 to 3.20.150. The city shall record a copy of the resolution in the Columbia County Clerk deed records for each intervening property.

3.20.090 Approval of Cost Amount. (1) If the full costs of the advance financed improvements are not known when the advance financing resolution is adopted, the developer shall provide the city and all intervening property owners notice of the full amount of the costs within 10 business days of completion of the advance financed public improvements.

(2) Any noticed recipient may object to the cost by filing a written objection within 14 days with the City Manager.

(3) If no objections to the costs are received within 14 days of the notice, the costs as stated in the notice shall not be subject to challenge.

(4) If written objections are received, the amount of actual costs shall be determined by the city council after a public hearing.

3.20.100 Advance Financed Reimbursement. (1) Imposition. An advance financed reimbursement shall be imposed on all intervening properties, at such time as an intervening property owner or agent, employee or independent contractor or the intervening property owner, utilizes the advance financed improvements.

(2) Reimbursement Rate. The intervening property owner shall be liable for advance financing reimbursement calculated as follows:

(a) The intervening property's proportionate share, as determined in the advance financing resolution, of the actual cost of the advance financed public improvement, increased by the current Prime Rate annual simple interest upon the anniversary of execution of the agreement, plus 1% for the City for Administrative costs.

(3) Collection. The advance financed reimbursement is immediately due and payable to the city by intervening property owners upon utilization of an advance financed public improvement. If connection is made or construction commenced without required city permits, then the advance financed reimbursement is immediately due and payable upon the earliest date that any such permit was required. No city permit of any kind for the intervening property shall be issued until the advance financed reimbursement is paid in full. As an alternative to payment through the City, an intervening property owner may pay the developer directly, provided that both the intervening property owner and developer report the payment to the City.

(4) Public Hearing for Unpaid Advance Financed Reimbursement. Whenever the full advance financed reimbursement has not been paid and collected for any reason after it is due, the city manager shall report to the city council the amount of the uncollected reimbursement, the legal description of the intervening property on which the reimbursement is due, the date upon which the reimbursement was due and the intervening property owner's name or names. The city council shall then, by motion, set a public hearing date and direct the city manager to give notice of that hearing to each of the identified intervening property owners, together with a copy of the city manager's report concerning the unpaid advance financed

3.20.100--3.20.150

reimbursement. Such notice may be either by certified mail or personal service. At the public hearing, the city council may accept, reject or modify the city manager's report. If the city council accepts or rejects the city manager's report and determines that the advance financed reimbursement is due but has not been paid for whatever reason, the city may take any action including all legal or equitable means necessary to collect the unpaid amount. An unpaid advance financing reimbursement shall prohibit any issuance of permits by the city for the intervening property.

3.20.110 Payment to Developer. (1) Developers shall receive all advance financed reimbursement collected by the city for their advance financed public improvements. Such reimbursement shall be delivered to the developer for a period of 20 years from and after the date the advance financing agreement has been executed. Such payments shall be made by the city within 90 days of receipt of the reimbursements.

3.20.120 Recording. (1) The advance financing resolution and agreement shall be recorded by the city in the Deed Records of Columbia County, Oregon. Failure to record the resolution and agreement shall not affect the legality of an advance financing resolution or agreement.

3.20.130 Public Improvements. (1) Public improvements installed pursuant to advance financing agreements shall become and remain the sole property of the city.

3.20.140 Multiple Public Improvements. (1) More than one public improvement may be the subject of an advance financing agreement or resolution.

3.20.150 Other Fees and Charges. (1) The advance financing reimbursement fee is in lieu of a local improvement district charge for the improvements installed pursuant to the reimbursement district agreement. The reimbursement fee is not intended to replace or limit any other fee or charge collected by the city.

RESOLUTION NO. 09-23

A RESOLUTION ESTABLISHING AN ADVANCE FINANCED IMPROVEMENT RELATING TO SE 2ND STREET IMPROVEMENT PROJECT.

WHEREAS, Rosedale Development LLC proposes to undertake SE 2nd Street and utility improvements between Frederick Street and Havlik Drive (hereinafter “SE 2nd Street Improvement Project” or “Project”), and

WHEREAS, the City is implementing Chapter 3.20, Advance Development Reimbursement System, and

WHEREAS, the Council has determined that the “Project,” described in the attached and incorporated Exhibit “A”, meets the purpose of the Advance Development Reimbursement System Ordinance, and

WHEREAS, the provisions of the Advance Development Reimbursement System Ordinance regarding staff analysis report, notification, and public hearing have been met,

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Scappoose resolves as follows:

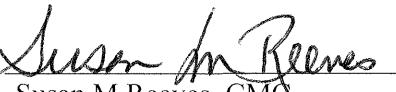
1. The SE 2nd Street Improvement Project is hereby designated to be an advance financed public improvement for purposes of Scappoose Municipal Code Chapter 3.20.
2. Pursuant to Scappoose Municipal Code Section 3.20.070, the intervening and future property subject to this Resolution is designated and described in the Exhibit “B”, attached hereto, and incorporated herein.
3. Pursuant to Scappoose Municipal Code Section 3.20.080, an advance finance reimbursement obligation shall be imposed on all intervening and future property owners subject to this Resolution according to the benefit received by each and using the square footage method described in Scappoose Municipal Code Section 3.20.090(C)(3).
4. Pursuant to Scappoose Municipal Code Section 3.20.090(D), interest at the rate of 7.5% per annum shall accrue from the date of the completion of construction until the date paid. Such interest shall be included in the actual total cost of the improvement.
5. Pursuant to Scappoose Municipal Code Section 3.20.070, the City Manager is directed to enter into an agreement between the developer and the City pertaining to the advance financed improvement.

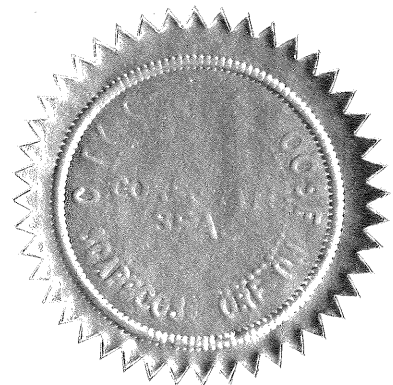
6. Following construction and acceptance of the project by the City, the Council shall by Resolution tabulate the total actual cost of the project and set the reimbursement amount for each intervening and future property.

PASSED AND ADOPTED by the City Council this 21st day of December, 2009, and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON


Scott Burge, Mayor

Attest: 
Susan M Reeves, CMC
City Recorder



~~Exhibit A~~

SE 2nd Street Improvement Project Description

This project will serve intervening and future properties on 2nd Street between Frederick Street and Havlik Drive.

Improvements will consist of approximately 1,290 linear feet of SE 2nd Street consisting of north and southbound lanes, median turn lane, bike lanes, sidewalks, landscaping, and utilities (water, sewer, and storm drainage). Off-site improvements would be minimal due to existing infrastructure but would likely include the construction of a small swale for stormwater as well as the procurement of easements for public utilities.

The cost of these improvements is estimated to be \$1,264,689.51; however, the actual cost may vary from this estimate. The actual reimbursement amount for the intervening and future property will be determined after construction is complete and actual costs are known.

Exhibit B—
Intervening and Future Property subject to this Resolution

Intervening Property

<i>Columbia County Taxlot</i>	<i>Legal Description</i>	<i>Owner</i>
3213-AC-03400	Parcel 3 of Partition Plat 2006-11	Scharf Properties Limited Partnership
3213-AC-03500	Deed Document 2009-008590	Connie Grabhorn
3213-AC-03600	Parcel 2 of Partition Plat 2004-28	Scappoose Assisted Living LLC
3213-AC-03601	Parcel 1 of Partition Plat 2004-28	Rose Valley Cottages LLC
3213-DB-00100	Parcel 1 of Partition Plat 2006-11	Rose Valley Cottages II LLC
3213-DB-00200	Parcel 2 of Partition Plat 2006-11	Scharf Properties Limited Partnership
3213-DB-00300	Deed Document 88-2366	Scharf Properties Limited Partnership

Future Property – none



RESOLUTION NO. 11-08

**A RESOLUTION SETTING THE REIMBURSEMENT AMOUNT FOR
INTERVENING AND FUTURE PROPERTIES FOR THE
SE 2ND STREET ADVANCE FINANCED IMPROVEMENT PROJECT.**

WHEREAS, at the request of Rosedale Development LLC, the Council enacted Resolution 09-23 to designate the SE 2nd Street Improvement Project between Frederick Street and Havlik Drive (the "Project") as an advance financed public improvement in accordance with Scappoose Municipal Code Chapter 3.20, and

WHEREAS, Ken Leahy Construction, Inc. (assignee to Rosedale Development LLC's interest in the Project), served as the developer to construct the Project, which consisted of approximately 1,275 linear feet of SE 2nd Street and its associated bike lanes, sidewalks, and utilities (water, sewer, and storm drainage), and

WHEREAS, the construction is now complete and the Project has been accepted by the City, and

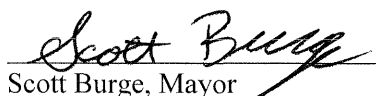
WHEREAS, Resolution 09-23 estimated the Project costs and required a subsequent Resolution to tabulate actual costs and set the reimbursement amount for each intervening and future property,

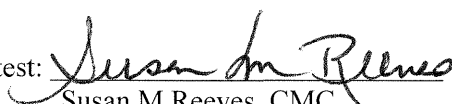
NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Scappoose resolves as follows:

1. Pursuant to Scappoose Municipal Code Section 3.20.070, the intervening and future property subject to this Resolution is designated and described in Exhibit "A", attached hereto, and incorporated herein.
2. Pursuant to Scappoose Municipal Code Section 3.20.080, an advance finance reimbursement obligation shall be imposed on all intervening and future property owners subject to this Resolution according to the benefit received by each, using the square footage method described in Scappoose Municipal Code Section 3.20.090(C)(3).
3. The actual project costs are tabulated in Exhibit "B" and the reimbursement obligations are tabulated in Exhibit "C", both of which are attached hereto, and incorporated herein.
4. Pursuant to Scappoose Municipal Code Section 3.20.090(D) and consistent with Resolution 09-23, interest at the rate of 7.5% per annum shall accrue beginning July 1, 2011 until the date paid.

PASSED AND ADOPTED by the City Council this 20th day of June, 2011, and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON


Scott Burge, Mayor

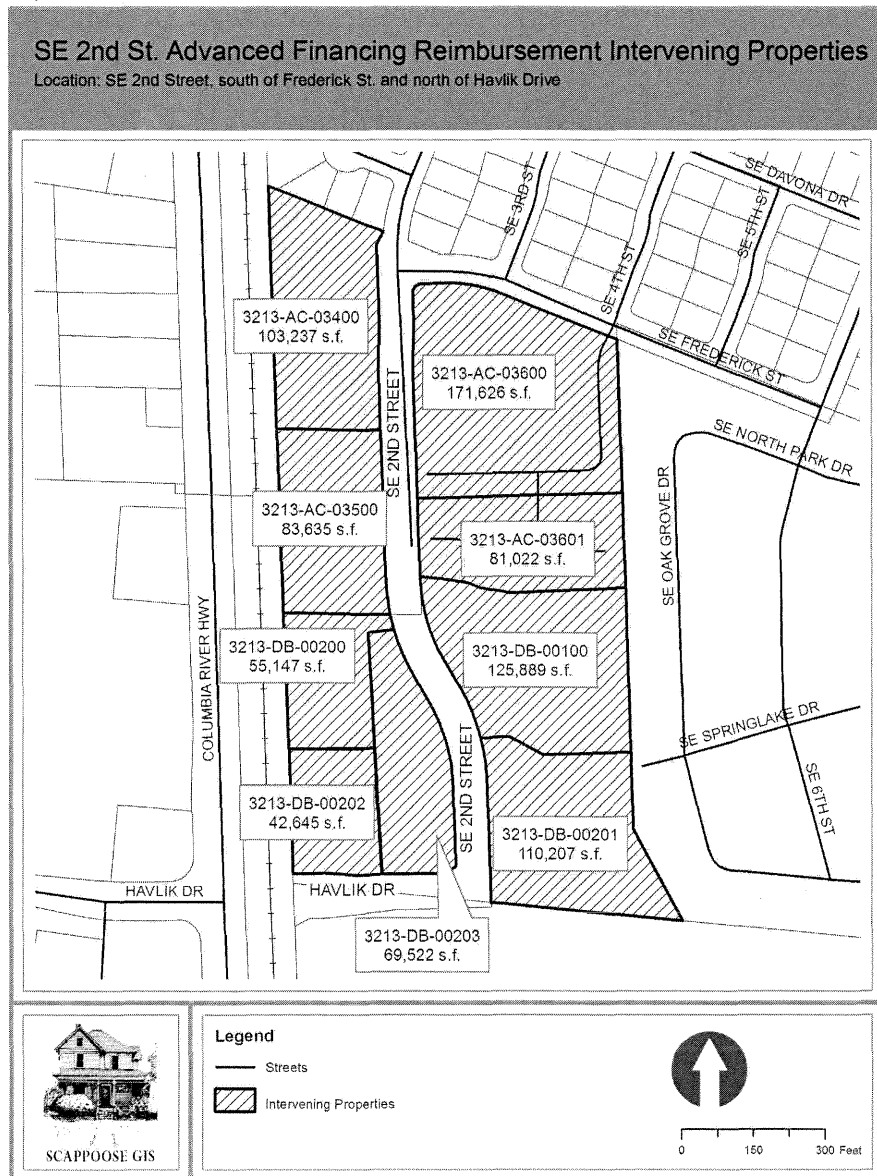
Attest: 
Susan M Reeves, CMC
City Recorder

~~Exhibit A~~
SE 2nd Street Improvement Project
Intervening and Future Property subject to this Resolution

Intervening Property

<i>Columbia County Taxlot</i>	<i>Legal Description</i>	<i>Owner as of 6/9/11</i>
3N2W13AC 3400	Parcel 3 of Partition Plat 2006-11	Malen Investments II LLC
3N2W13AC 3500	Deed Document 2009-008590	Connie Grabhorn Living Trust et al
3N2W13AC 3600	Parcel 2 of Partition Plat 2004-28	BRE/SW Rose Valley LLC
3N2W13AC 3601	Parcel 1 of Partition Plat 2004-28	BRE/SW Rose Valley Cottages LLC
3N2W13DB 100	Parcel 1 of Partition Plat 2006-11	Willamette Property Holdings LLC
3N2W13DB 200	Parcel 2 of Partition Plat 2011-3	Malen Investments II LLC
3N2W13DB 201	Deed Document 2010-007094	City of Scappoose
3N2W13DB 202	Parcel 1 of Partition Plat 2011-3	Harris Living Trust
3N2W13DB 203	Parcel 3 of Partition Plat 2011-3	Malen Investments II LLC

Future Property – none



~~Exhibit B~~
SE 2nd Street Improvement Project
Project Costs

Category	Cost
Engineering	\$ 70,503.40
Mobilization & Survey	\$ 11,385.21
Earthwork	\$ 136,062.10
Street	\$ 53,073.12
Storm Sewer	\$ 54,740.98
Sanitary Sewer	\$ 44,801.32
Water System	\$ 147,046.00
Electric/Lighting	\$ 32,377.91
Paving	\$ 114,308.94
Concrete	\$ 85,909.51
Sign & Stripe	\$ 30,401.62
Extras	\$ 12,130.18
Bonds & Permits	\$ 12,567.26
Testing & Geotechnical	\$ 11,346.37
Contractor Markup	\$ 81,665.39
Project Management	\$ 97,765.00
Inspection Fee	\$ 18,191.00
Credit Line Interest thru 06/30/11	\$ 4,930.54
TOTAL	\$ 1,019,205.85

Exhibit C
SE 2nd Street Improvement Project
Advance Finance Reimbursement Obligations

<i>Columbia County Taxlot</i>	<i>Legal Description</i>	<i>Owner as of 6/9/11</i>	<i>Allocation</i>				
			<i>Area (sq. ft.)</i>	<i>Sewer % benefit</i>	<i>All other % benefit</i>	<i>Reimbursement obligation</i>	<i>Cost per sq. ft.</i>
3N2W13AC 3400	Parcel 3 of Partition Plat 2006-11	Malen Investments II LLC	103,237	13.5%	12.2%	\$ 125,409.70	\$ 1.21
3N2W13AC 3500	Deed Document 2009-008590	Connie Grabhorn Living Trust et al	83,635	11.0%	9.9%	\$ 101,597.69	\$ 1.21
3N2W13AC 3600	Parcel 2 of Partition Plat 2004-28	BRE/SW Rose Valley LLC	171,626	22.5%	20.4%	\$ 208,486.94	\$ 1.21
3N2W13AC 3601 *	Parcel 1 of Partition Plat 2004-28	BRE/SW Rose Valley Cottages LLC	81,022	0.0%	9.6%	\$ 93,659.27	\$ 1.16
3N2W13DB 100	Parcel 1 of Partition Plat 2006-11	Willamette Property Holdings LLC	125,889	16.5%	14.9%	\$ 152,926.78	\$ 1.21
3N2W13DB 200	Parcel 2 of Partition Plat 2011-3	Malen Investments II LLC	55,147	7.2%	6.5%	\$ 66,991.14	\$ 1.21
3N2W13DB 201	Deed Document 2010-007094	City of Scappoose	110,207	14.5%	13.1%	\$ 133,876.69	\$ 1.21
3N2W13DB 202	Parcel 1 of Partition Plat 2011-3	Harris Living Trust	42,645	5.6%	5.1%	\$ 51,804.36	\$ 1.21
3N2W13DB 203	Parcel 3 of Partition Plat 2011-3	Malen Investments II LLC	69,522	9.1%	8.2%	\$ 84,453.28	\$ 1.21
TOTAL			842,930	100.0%	100.0%	\$ 1,019,205.85	

* This parcel would not benefit from the extension of the sanitary sewer so no sewer construction costs have been allocated to the parcel.

Sanitary sewer costs: \$44,801.32

All other costs: \$974,404.53

Total: \$1,019,205.85

CITY OF SCAPPOOSE

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Work Session 6pm City Council 7pm	4	5 100 Year Celebration Ad Hoc 6:30pm	6 GPAHC meeting 6pm	7	8
9	10	11	12 100 Year Celebration Ad Hoc 6:30pm	13 Planning Commission meeting 7pm	14	15
16	17 Work Session 6pm City Council 7pm	18	19 100 Year Celebration Ad Hoc 6:30pm	20 SPRC meeting 5:50pm GPAHC meeting 6pm	21	22
23/30	24 CEP Apps Due! ***** MAY 31 City Offices Closed-Memorial Day	25	26 100 Year Celebration Ad Hoc 6:30pm	27	28	29
<div> Urban Renewal Agency Budget Committee Meeting 5:30 pm on May 24 City of Scappoose Budget Committee Meeting 5:30 pm on May 24 </div>						

CITY OF SCAPPOOSE

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 100 Year Celebration Ad Hoc 6:30pm	3 GPAHC meeting 6pm	4	5
6	7 Work Session 6pm City Council 7pm	8	9 100 Year Celebration Ad Hoc 6:30pm	10	11	12
13	14	15	16 100 Year Celebration Ad Hoc 6:30pm	17 SPRC meeting 5:50pm GPAHC meeting 6pm	18	19
20	21 Work Session 6:30pm City Council 7pm	22	23 100 Year Celebration Ad Hoc 6:30pm	24	25	26
27	28	29	30 100 Year Celebration Ad Hoc 6:30pm			