



SCAPPOOSE *Oregon*

MONDAY, APRIL 19, 2021
Annual update from SRFPD, 6:30 p.m.

CITY COUNCIL MEETING AGENDA Regular meeting 7:00 p.m.

<u>ITEM AGENDA TOPIC</u>	<u>Action</u>
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comments	Due to COVID19, 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 by phone at 503-543-7146, for more information. <u>All written public comments will need to be received no later than 5:00 pm on the day of the meeting. We appreciate your understanding with this matter. Thank you!</u>
1. Consent Agenda ~ April 5, 2021 Work Session minutes and April 5, 2021 City Council meeting minutes	
2. Proclamations ~	VFW Buddy Poppies National Small Business Month National Law Enforcement Week National Public Works Week
<u>Work Session</u>	
3. Water SDC Update	Staff: Public Works Director Dave Sukau and Program Analyst Huell White
Announcements ~ information only	
4. Calendar	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 THE CITY OF SCAPPOOSE AT 503-543-7146, NO LATER THAN 3:00 P.M. ON THE DAY OF THE MEETING.

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

TTY 1-503-378-5938

2020

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



ANNUAL REPORT

TABLE OF CONTENTS

Mission, Vision Statement and Values	4
Office of the Fire Chief	5
SRFD Goals	6
Future Capitol Replacement Items	7
Organizational Chart	9
About the Scappoose Fire District	11
Service Area	12
Rolling Stock & Brick and Mortar	13
Administration	15
Operations and EMS Division	16
Training Division	18
Safety Division	20
Fire Marshal	22
Finance Division	24
2020 Operational Statistics	26
Emergency Medical Services (EMS) Statistics	31
Other Vital Statistics	34



MISSION, VISION STATEMENT & VALUES

Our Mission.....

We are dedicated to the preservation and protection of life and property of our community through education, fire prevention, emergency services and disaster preparedness

Our Vision.....

- ~Leader in Firefighting/EMS innovation, committed to professional development of our members*
- ~Organization held in high esteem by our community and peers*
- ~Prepared to meet the needs of our community in a proactive manner*
- ~Foster a safe working environment*

Our Values.....

Service, Dedication, Pride



OFFICE OF THE FIRE CHIEF

I am thrilled to be able to provide our annual report to the taxpayers of the Scappoose Fire District. This report was compiled by your dedicated and service-oriented professionals to allow you a glimpse of the incredible and outstanding work our volunteers and career staff exemplify every day of the year. This document provides you with an opportunity to see how we are making data driven decisions to provide the best service possible. The administrative team that assembled this content, works tirelessly throughout the year to support our emergency responders on the front line and provide you with important information on the services we provide the community.

As demand for service increases annually, the cost of doing business increases. These elements make it paramount for our community to understand how and why we make the financial decisions we do. Also, with changes to tax laws, and threats to our budget from Tax Increment Financing (Urban Renewal District), Enterprise Zones and other state and local tax deferment programs, your Fire District is facing some very significant financial challenges in the near future. Subsequently, we will be looking for support to potentially establish a new permanent rate, eliminating the need for us to ask for a levy renewal every five years, to maintain operations.



The year 2020 was one that will be remembered for many years into the future. It will be remembered for good and vexatious reasons. Another way of describing 2020, is that it has been a year of transition. As the newly appointed Fire Chief in the fall of 2020, I am honored and humbled to help our agency grow and develop to provide the best service possible to our citizens and visitors.

Our team was able to accomplish many projects, requests for service (Inspections, Community Risk Reduction, Training, Complaints, and other needs from the residents of the district and other government agencies), manage Covid-19 conditions, reverse the consolidation process and still be able to respond to 1,916 emergency calls. Contained in this document are several of our most significant accomplishments.

Your Fire District provides an incredible number of services that might not be widely known. I hope that we are able to showcase what we do in this report, and provide our community with a peace of mind, knowing, we are always here to provide our services with dedication and pride.

Respectfully Submitted,

Jeff Pricher

Fire Chief

2021 GOALS

1. **Increase 24 hour staffing to provide two (2) ambulances 24 hours a day instead of 12 hours a day now.**
2. **Fill vacant Administrative and Division Chief vacancy**
3. **Stabilize the Budget**
4. **Submit ballot initiative for May 2021 Election (Bond or Levy, based upon board decision)**
5. **Update the Strategic Plan for a one (1), five (5), 10- and 20-year approach**

FUTURE CAPITOL REPLACEMENT PROJECTS

1. Replace roof at the Holbrook fire station

- A. The current roof has been leaking for several years due to thin gauge metal and the rubber gaskets under the screws have disintegrated.
- B. **\$24,000**

2. Replace three (3) HVAC units at the Scappoose Station

- A. Three of the four current units are the original units, purchased in 1987. They are beyond their service life, not energy efficient.
- B. **\$60,000**

3. Replace non serviceable communication equipment

- A. Our current portable and mobile communication equipment is early 1990 technology, using DOS software for programming.
- B. Our current equipment is not able to interface with other radio systems and parts are almost impossible to find.
- C. **\$250,000**

4. Scappoose Station upgrade and renovation

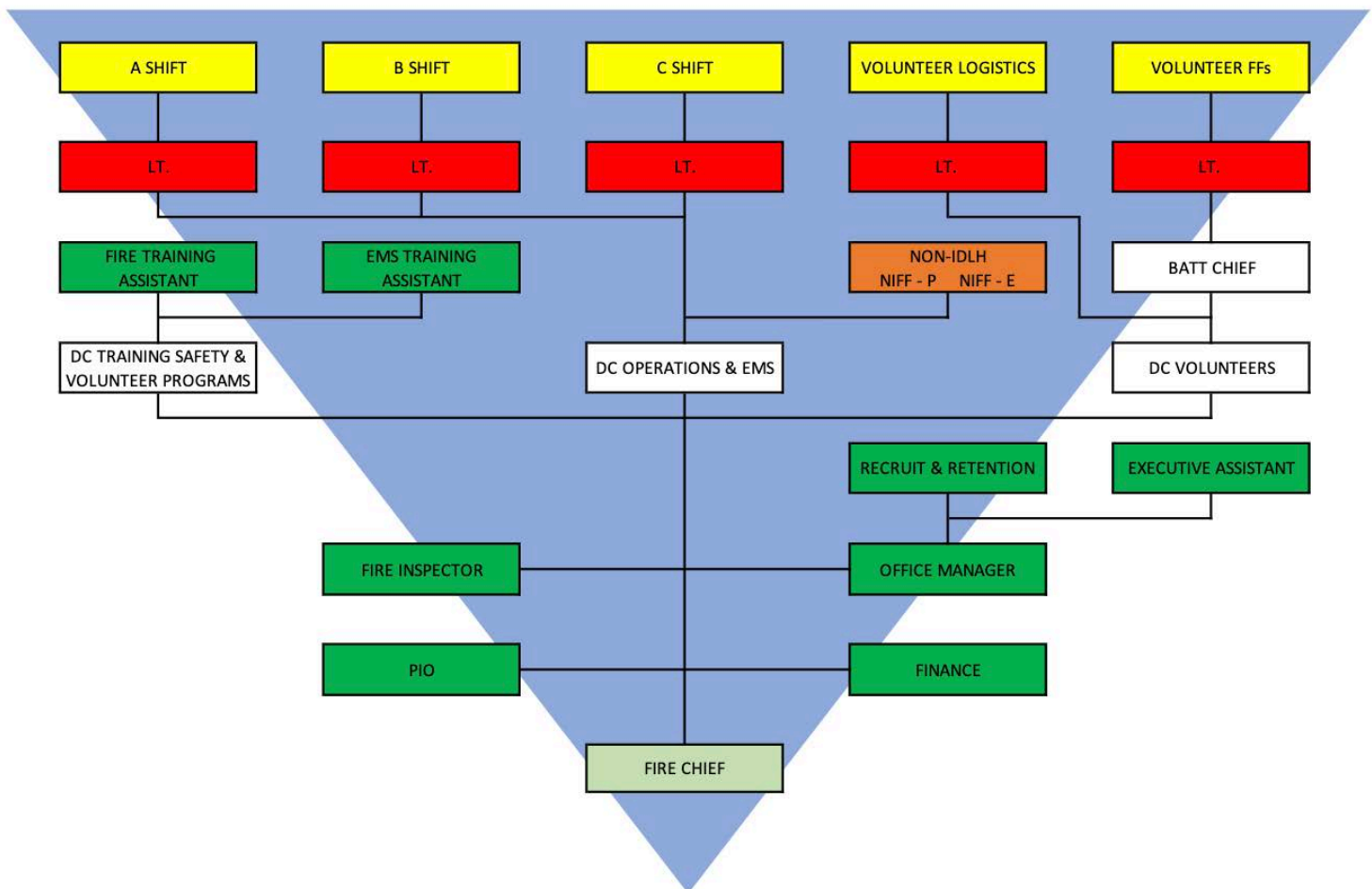
- A. Scappoose station is out of usable space. Scappoose Firefighters have no facilities to train.
- B. The bathrooms and living facilities are cramped and do not allow for gender neutral and gender inclusivity.
- C. Add vehicle exhaust system to prevent cancer and reduce carbon build on firefighter protective equipment.
- D. **\$3,500,000**

5. Systematically replace our aging emergency vehicles

- A. Current first response fire engines are **25** years old (**1996**) Chapman/Scappoose
- B. Current first response ambulance is **13** years old and has **200,000** miles on it.
- C. Current ladder truck is **30** years old (**1991**)
- D. Current Rescue is **27** years old (**1992**)
- E. Current water tender (converted dump truck) is **40** years old (**1981**)
- F. **\$2,700,000**



SRFPD ORGANIZATIONAL CHART



This organizational chart is based upon the servant leadership philosophy

Scappoose Fire District has 20 community dedicated volunteers
 Scappoose Fire District has 22 Full Time Employees
 4 Non IDLH Firefighter / EMT's
 12 Firefighters (9 Paramedics and 3 EMT's)
 3 Administrative Staff
 2 Division Chiefs
 1 Fire Chief



ABOUT THE SCAPPOOSE FIRE PROTECTION DISTRICT

The Scappoose Rural Fire Protection District operates as a public corporation in the State of Oregon. The fire district consists of a 52 square mile fire protection area, and 100 square mile ambulance service area. The City of Scappoose and the unincorporated areas of Warren, Chapman and Holbrook as well as 12 miles along the Multnomah Channel, which has a large residential river front community, make up the service area served by the district. The Fire District services approximately 15,000 residents. There are 4 stations one of which is a boathouse for the fire boat. Only the main station is staffed 24/7. We have about 20 volunteers, 12 line crew, 4 EMS and 6 admin. The administration are 3 office staff, 2 division chiefs and a fire chief. The Fire District is a full service emergency provider (fire suppression, rescue, transport ambulance).

An elected five-member board of directors governs the fire district. The governing body is given certain powers and authority by the laws of the state. Each member of the governing body is a public official charged to act in the best interests of the public they represent. The members are accountable to the public through federal, state, and local laws.

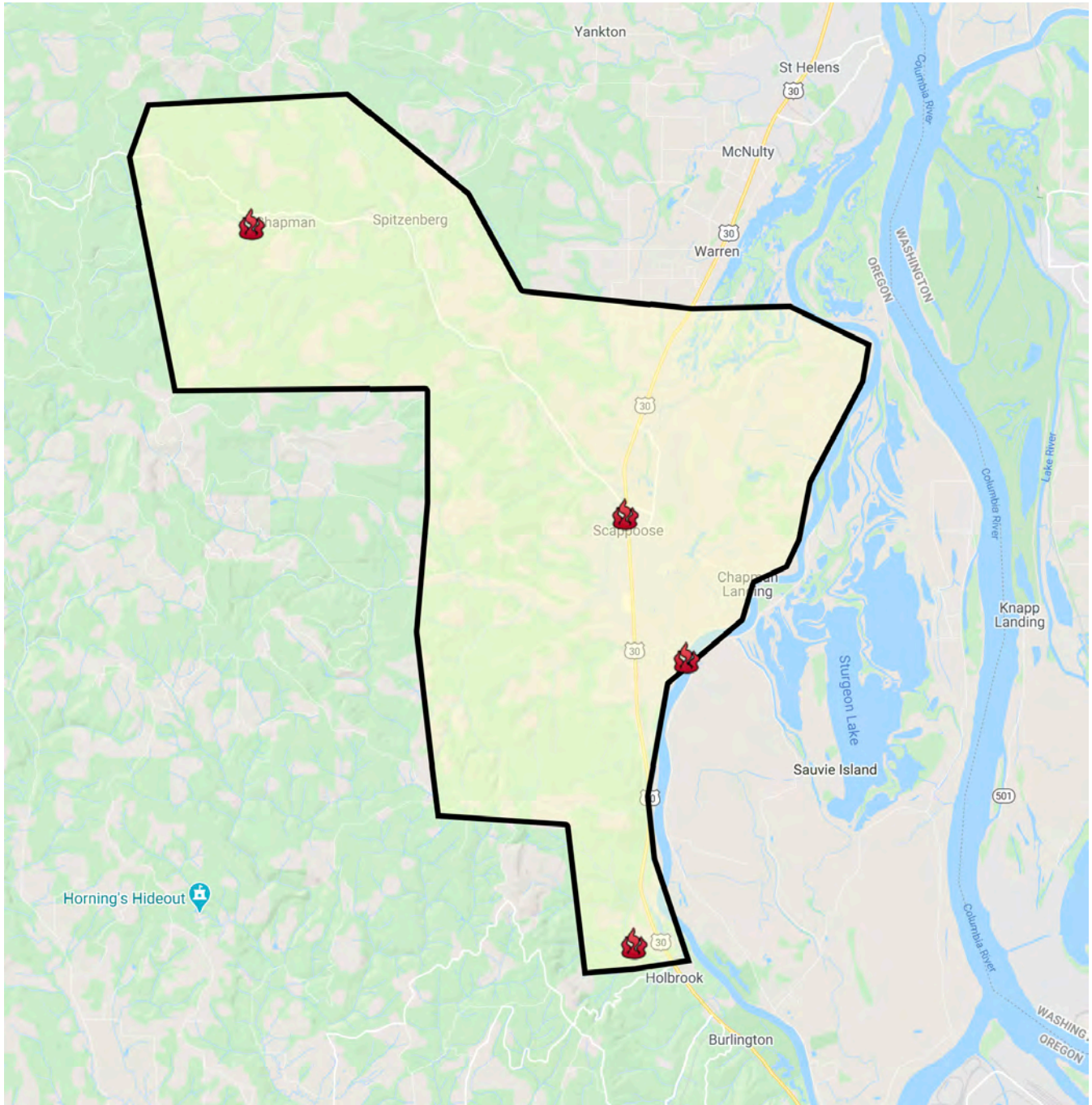
Scappoose Fire District Board of Directors

Name	Title	Term Expires
Dave Sorenson	President	5/2023
Mark Gift	Vice President	5/2021
Andy Krieck	Secretary/Treasurer	5/2021
Davis Graham	Director	5/2021
Susan Reeves	Director	5/2021

Scappoose Fire District Meetings in 2020

12 Monthly Meetings (2nd Thursday of the month 7PM)
4 Budget Meetings
5 Special Meetings

SERVICE AREA



The Scappoose Fire District operates out of the following stations:

Scappoose	_____	Main Station (Staffed 24/7)
Chapman	_____	Satellite Station
Holbrook	_____	Satellite Station
Boathouse Station	_____	Satellite Station

ROLLING STOCK AND BRICK AND MORTAR

FIRE DISTRICT VEHICLES

Unit	Type	Year	Age	Milage
WT435	Water Tender	1981	40	17,139
E436	Structure Engine	1987	34	23,494
E432	Structure Engine	1989	32	51,821
Tower 431	Ladder Truck	1991	30	98,197
R431	Rescue	1993	28	38,375
BR436	Brush Engine	1996	25	29,989
U431	Pickup	1996	25	133,400
E435	Structure Engine	1997	24	46,575
E431	Structure Engine	1997	24	14,070
WT431	Water Tender	1997	24	22,002
BR435	Brush Engine	1999	22	17,637
FB43	Fire Boat	2004	17	240 Hours
SQ431	Squad	2005	16	89,633
SQ432	Squad	2005	16	134,618
BR431	Brush Engine	2005	16	26,093
SU431	Support / Rehab	2006	15	5,673
M430	Ambulance	2008	13	179,069
4301	Chief Response	2008	13	98,224
M431	Ambulance	2014	7	114,695
C43	Chief Response	2015	6	65,407
M432	Ambulance	2017	4	39,206
4302	Chief Response	2019	2	12,848

As of 3/2/21, maintenance expenses are \$78,355 of \$110,000 that were budgeted for fiscal year ending June 30, 2021.

The National Fire Protection Association (NFPA) states apparatus "that are over 25 years, should be replaced." (NFPA 1901- D.1)

FIRE DISTRICT STATIONS

Location	Year Built	Age	Size of Building	24 Hour Staffing
Scappoose Station	1987	34	14,280 sf.	YES
Chapman Station	1978	43	2,400 sf.	NO
Holbrook Station	1987	34	1,296 sf.	NO
Boat House Station	2005	16	950	NO



ADMINISTRATION

2020 Highlights

The administration contract with Lifelight Network's FireMed program began in July 2020. Since that time, we have received \$26,425.75 in membership fees and paid out \$9030.70 for covered transports. In addition, the estimated administrative savings to SRFD is \$12,023.57 (brochures, mailings, postage, employee salary & benefits)

The 2020 wildfire season was historic. The administration office billed the State of Oregon and federal government for eight separate wildfire responses bringing an expected \$97,630 back to the fire district.

The admin. office billed for 12 private fire contracts in 2020 with projected income of \$8,078.48.

SRFD website now features meeting minutes and board packets from 2017 to the present. You can easily find and review meeting minutes, district income and expenses, personnel reports, and other district business.

Scappoose Volunteer Firefighter's Association hosts the annual Share & Care program for families in need. In 2020, 144 households were given food vouchers. Gifts were purchased for 331 children under the age of 18. Donations totaled approximately \$34,000 and expenses were approximately \$32,000. Any extra is rolled over to the following year's Share & Care program expenses.

The volunteer association's annual 4th of July pancake feed was canceled in 2020. The proceeds from this event go directly into scholarship funds for graduating high school seniors. Although the event did not take place, the distribution of scholarship funds did – to four graduating seniors for a total of \$7,000.

In an effort to continuously build upon our community partnerships, SRFD began featuring monthly Honorary Fire Dogs from Columbia Humane Society on our Facebook page. These posts have helped the Humane Society successfully find forever homes for all but one of the seven featured dogs. Additionally, this partnership allows SRFD an opportunity to share fire and life safety tips with the public.

During 2020, SRFD gained approximately 1100 followers to our Facebook page and are well on our way to exceeding that number in 2021. Site traffic to our webpage increased 31% in 2020 over the previous year.

2021 Administrative Goals

- The goal to increase community awareness of SRFD's mission and build upon the already established relationships with our constituents carries over to 2021.
- The administration office expects to assist in the District's communication plan to reach financial stability.
- Develop and implement a clearly defined recruitment & retention policy
- Increase Public Education opportunities in the community

OPERATIONS AND EMS DIVISION

Your Fire District is comprised of 42 personnel. We have 20 very dedicated and highly trained volunteers that respond as needed when specific emergencies arise. Your core staff is sustained by 12 firefighters (including paramedics and EMT's) that work three rotating shifts. These crews staff the main Scappoose Fire station 24 hours a day, seven days a week. Current minimum staffing provides three (3) crew per day and four (4) when there is no sick call or vacations. We also have two additional crew (Paramedic and EMT), that staff one of the ambulances from 8AM till 8PM, seven days a week. Additionally, the three staff Chief's provide 24-hour response on call and cover a rotating schedule of one week on and two weeks off.

Our services include Emergency Medical Response and Transport, Structural Firefighting, Marine Firefighting (Fire Boat), Wildland Firefighting, Auto Extrication, Swiftwater Rescue, High Angle Rope Rescue and Aviation (Unmanned Aerial Vehicles / Drones).

Providing Emergency Medical Services (EMS) comprises 70% of the community's requests for service. We have three ambulances to cover the close to 15,000 people in the Scappoose Fire District response area. In 2020, we dedicated a lot of time to continually streamlining our Prehospital Care Report (PHCR) reporting system and had staff attend a weeklong symposium to learn the best practices and how to customize the system for our needs. This system was initially deployed in 2019. Below is a list of some of our major accomplishments in the EMS and Fire programs.

Ambulance Staffing - First full year of peak daytime coverage

Video Laryngoscopes - (Emergency airway control device)

Electrostatic Foggers - Used for decontamination of the ambulances

Narcotics Tracking - Implemented a real time tracking system for DEA compliance

Pedi Mate Plus - Received a \$700 grant from OHA for child safety seat for our stretchers

In 2020, we spent a considerable amount of time getting back to basics and rebuilding our internal programs and procedures as a result of our separation from the Intergovernmental Agreement with Columbia River Fire & Rescue. All of this had to be accomplished while embracing the new norm of COVID-19 response and life. We had to put systems into place that were previously shared with other chief officers and staff between the two districts. Below is a list of some of the major accomplishments.

Placed 80 SCBA Inservice - Received an award from FEMA to purchase new SCBA (\$333,333) and DyNobel (\$210,000)

Upgraded the Lobby - Using Covid dollars, updated the security and safety of the lobby
Replaced our main computer server and upgraded some computers

We deployed to several wildfires around the west coast. One unit was out for 40 days.

Initiated two Strength Weakness Opportunity and Threat (SWOT) analysis

Changed the EMS only staff to a more versatile trained NIFF (Non Immediately Dangerous to Life and Health) Firefighters

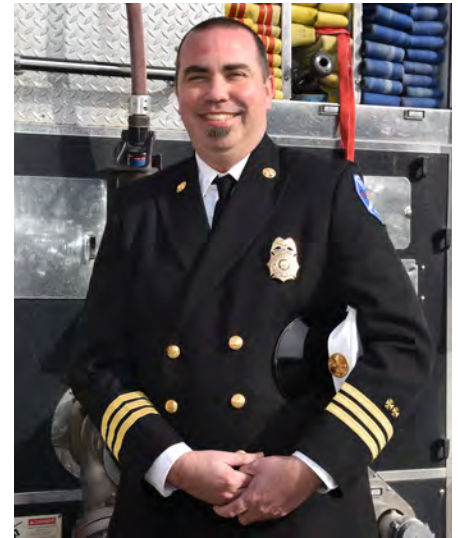
Implementation process to deploy updated Policies and Procedures (LEXIPOL)



TRAINING DIVISION

Calendar year 2020 brought significant changes to Scappoose Rural Fire District. With the termination of the Inter Governmental Agreement on June 30, 2020, Safety and Wellness was added to the Training Division Chief as one of the functional areas to the Division. While some of these changes were very disruptive to the Training and Safety Division, there were some key highlights.

Training Hours: Even with training being placed on hold for a large portion of 2020 due to the Covid-19 pandemic, we had an overall increase in total training hours. In calendar year 2019 the fire district had a total of 2208.45 documented training hours, while 2020 had a total of 2405.6. This goes to show that our crews remained engaged even without being able to hold in-person drills. Overall, 141 different topics including EMS, firefighting and special operations were covered in training in calendar year 2020. These training hours continue to improve our members to ensure we offer the best service to the community.



Division Chief Josh Marks

DPSST Recertification: 2020 was also a recertification year for Oregon Department of Public Safety Standards and Training (DPSST) certifications. At the end of every two year cycle the training division must certify that all certified members of the organization have meet the required minimum standards for certification. This can be accomplished through training, job performance, or task performances.

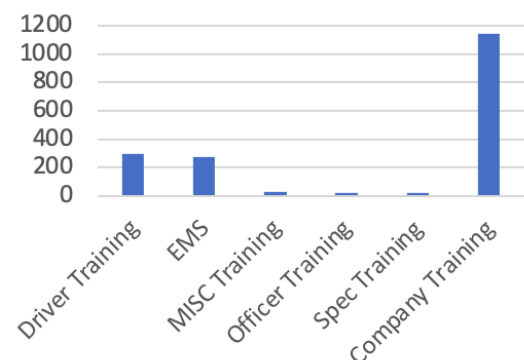
OHA Recertification: EMS providers will be re-certified by the state in the first half of calendar year 2021. Continued education in EMS topics occurs annually to ensure our responders are up to date on current treatment standards to provide the best quality care to those who call for assistance.

Training Goals for 2021: 2021 will be another packed year. Along with continuing to deal with the Covid-19 pandemic, this is also an EMS Recertification year. The main goal for the first portion of the year is to ensure all EMS members have the Continuing Education Units (CEU) needed to re-certify at their level. During the second portion of the year, the training division wants to continue to motivate members with high quality training.

Training Categories



Total Hours by Category





SAFETY DIVISION

Overall, 2020 was a safe year for Scappoose Fire District. The only lost time incidents occurred at the end of the year. This was due to Covid-19 and is detailed below.

Covid-19: Covid-19 took a large portion of time during 2020. New and temporary rules were drafted by OSHA and seemed to change almost daily. Remaining on top of the ever-changing rules was a difficult task, but it was accomplished. New policy was drafted to ensure our crews remained safe. Staff did an amazing job at drafting and implementing a Covid Guideline. This document has been referred to throughout the year to guide our staff on how to handle incidents and when they need to go into isolation.

We did have one documented Covid-19 exposure at one of our locations. Five of our career staff were quarantined and not able to work for eight calendar days. This was a loss of approximately one-third of our duty personnel. Other personnel were able to work to cover needed shifts to ensure the district was response ready and able to cover calls. Again, the document completed by staff was paramount with direction on how to handle the situation.

Another highlight due to Covid-19, all career staff members, along with a large majority of our volunteer pool have received the Covid-19 vaccine. This ensures that the Scappoose Fire will be able to respond to and assist with calls for service.

Safety Goals for 2021: For the safety aspect, NFPA physicals are on the top of the list. All members need to complete these physicals to ensure they are healthy and protect the organization. A second goal is to continue to improve our knowledge by attending courses to improve our ability to maintain safety for our organization.





FIRE MARSHAL

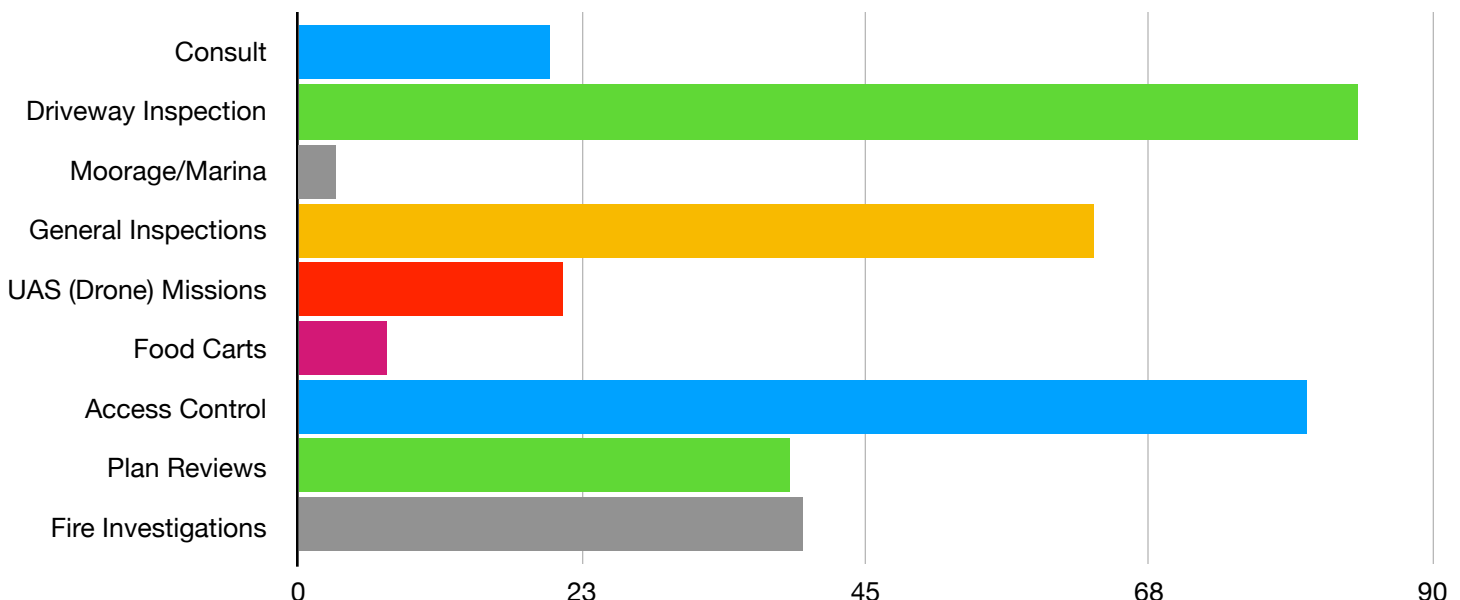
Scappoose Fire district established the Fire Marshal's position and office July 1st 2016. Originally, this position was shared between Columbia River Fire & Rescue and our district. The Fire Marshal is responsible for Fire Code Compliance (Inspections, Complaints, Plan Review and Fire & Life Safety System in servicing), Public Education, Fire Investigation and the Unmanned Aerial Systems (UAS/ Drone) program. All together, these programs are the foundation of the Community Risk Reduction (CRR) program. This program is a work in progress and is paramount to the safety and success of our community.

2020 was a complicated year with the new construction, recertifications for code compliance and fire investigation as well as having to redistribute and reallocate the large commercial and residential projects between the two districts. There is an incredible amount of coordination between the county Building Official, county Electrical Inspector and the two other municipal Building Officials. This relationship has made our program successful. Because of this, we nominated all of the building officials for the Oregon State Fire Marshals Sparky Award. All three of them received this award, which was a first in the state.

Major Accomplishments:

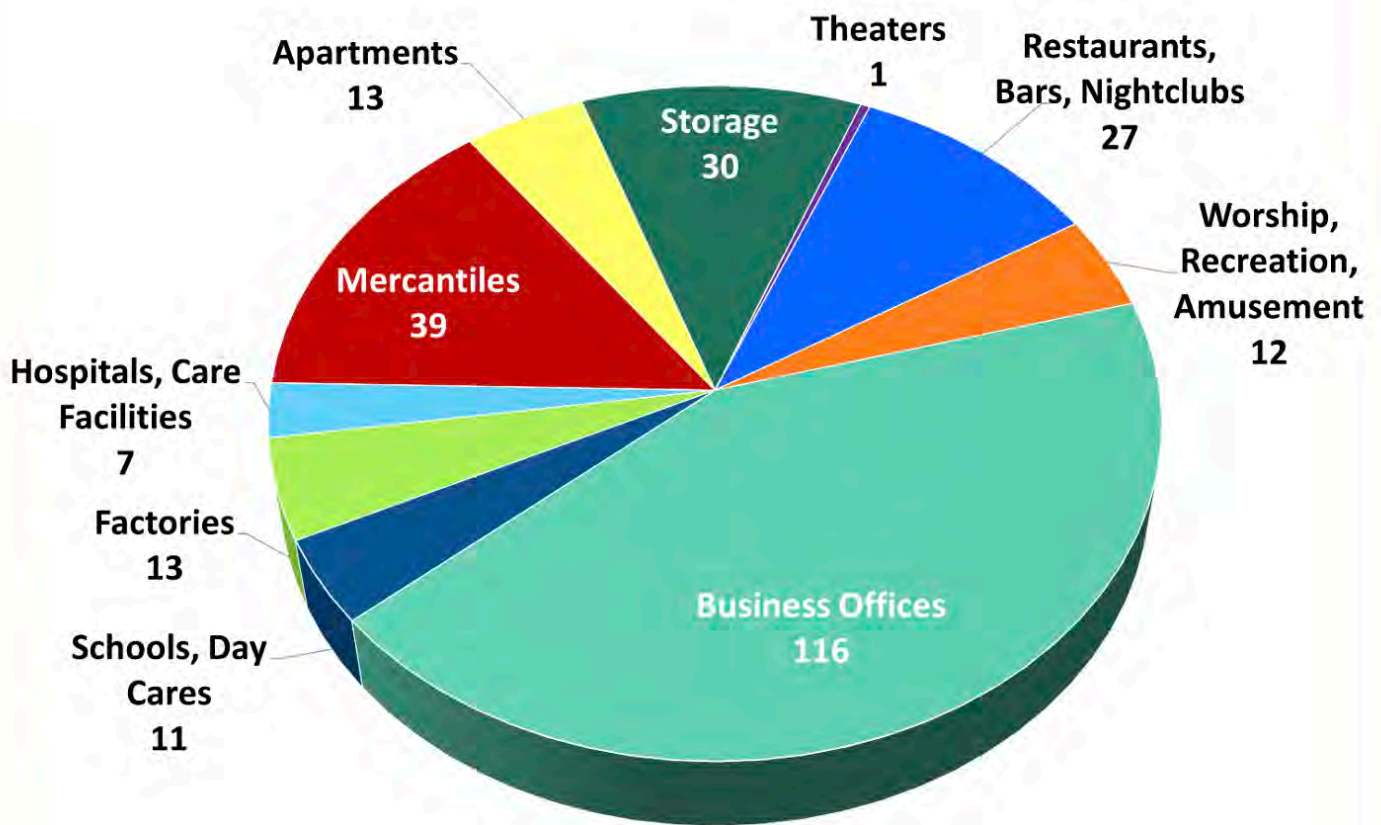
- Hired Near Space Corp to develop our aviation program. *Funded by Department of Homeland Security Grant*
- Finished building out our electronic inspection platform
- Finished building out our fire investigation platform
- Installed an internal dashboard to promote better communication
- Initiated more use of our Pre Fire Plan Platform and training for all of the crews
- Selected by the NFPA to be one of 250 agencies in the country to participate in a **Community Risk Reduction (CRR) Program**
- Achieved national credentialing for the Fire Marshal, one of nine in the state

2020 Activity in the Fire Marshals Office



FIRE MARSHAL - OCCUPANCY PROFILE

269 REGULATED OCCUPANCY TYPES - 2020



FINANCE DIRECTOR

The finance director is tasked with accounting for and ensuring taxpayer funds are utilized appropriately. The finance director creates the budget for board adoption, manages the day to day financial activity, and is responsible for ensuring the Districts compliance with Oregon budget law. It is the goal of this director to create a long-range financial vision that meets the districts needs to ensure adequate service, while being fiscally responsible and accountable to the community.



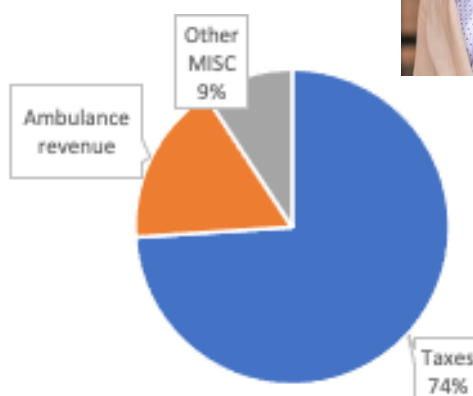
Finance Director
Alex Tardif

Budget and Financial Data:

The Scappoose Fire District receives its funding from two major sources: taxes and ambulance revenue.

Taxes	\$ 3,132,669
Ambulance revenue	\$ 709,353
Other (Grant etc.)	\$ 393,313

Total Revenue: \$ 4,235,335

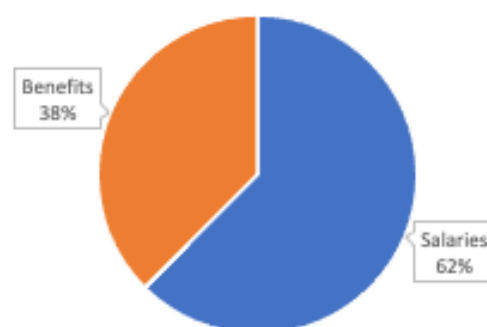


Personnel Expenses:

Personnel makes up 82 percent of the District's total expenses and is comprised of 2 major accounts: salaries and benefits

Salaries	\$ 2,171,710
Benefits	\$ 1,303,995

Total Personnel: \$ 3,475,705

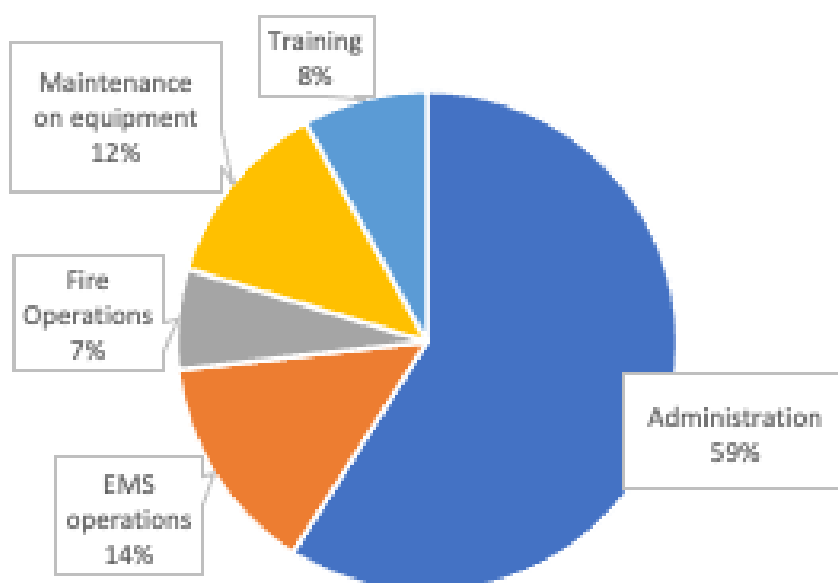


Maintenance and Operations Expenses

Scappoose Fire allocates its maintenance and operation expenses over 15 accounts that can be grouped into 5 main accounts. They are administration - which includes contract services, insurance, information technology, and building maintenance and utilities, EMS operations, fire operations, maintenance on equipment and training.

Administration	\$ 377,777
EMS operations	\$ 90,797
Fire operations	\$ 41,572
Maintenance on equipment	\$ 78,345
Training	\$ 51,630

Total M&O Expense \$ 640,121





2020 OPERATIONS STATISTICS

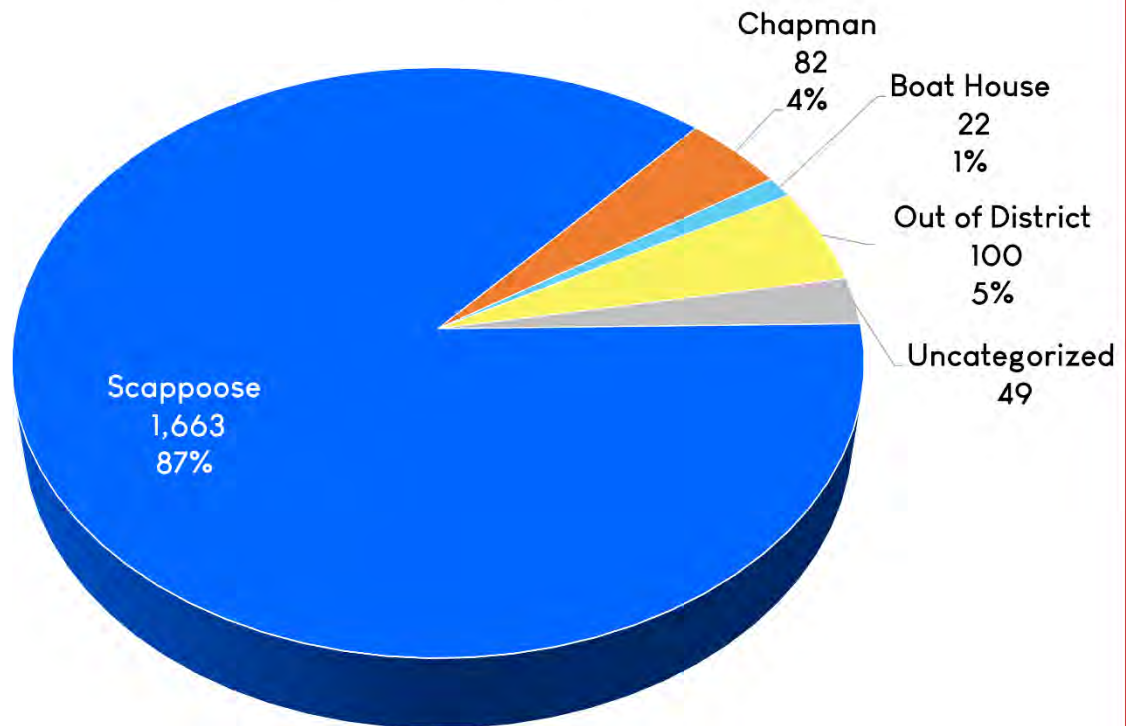
Total Fire & EMS calls for service during the year 2020 was **1,916**, with a total of **3,991** apparatus responses spending **2,552** hours and **48** minutes of time. The 75th percentile response time for first arriving units, on **1,096** emergency incidents, during the year was **7 minutes 23 seconds**.

During 2020, the ratio of EMS incidents to Fire incidents was **70%** to **30%** respectively. There were **1,346** EMS related calls for the year, where **1,514** patients were treated. COVID-19 was suspected or confirmed in **76** patients. Fire related calls totaled **570** during 2020.

There were **762** overlapping incidents, (at least one other call in progress) which represents approximately **40%** of the total call volume of **1,916** incidents. This could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

For the year, SRFD averaged **1.56** fire calls per day and **3.68** EMS calls per day for an overall daily average of **5.24** calls per day.

2020 - INCIDENTS BY STATION
1,916 Incidents with 3,991 Apparatus Responses

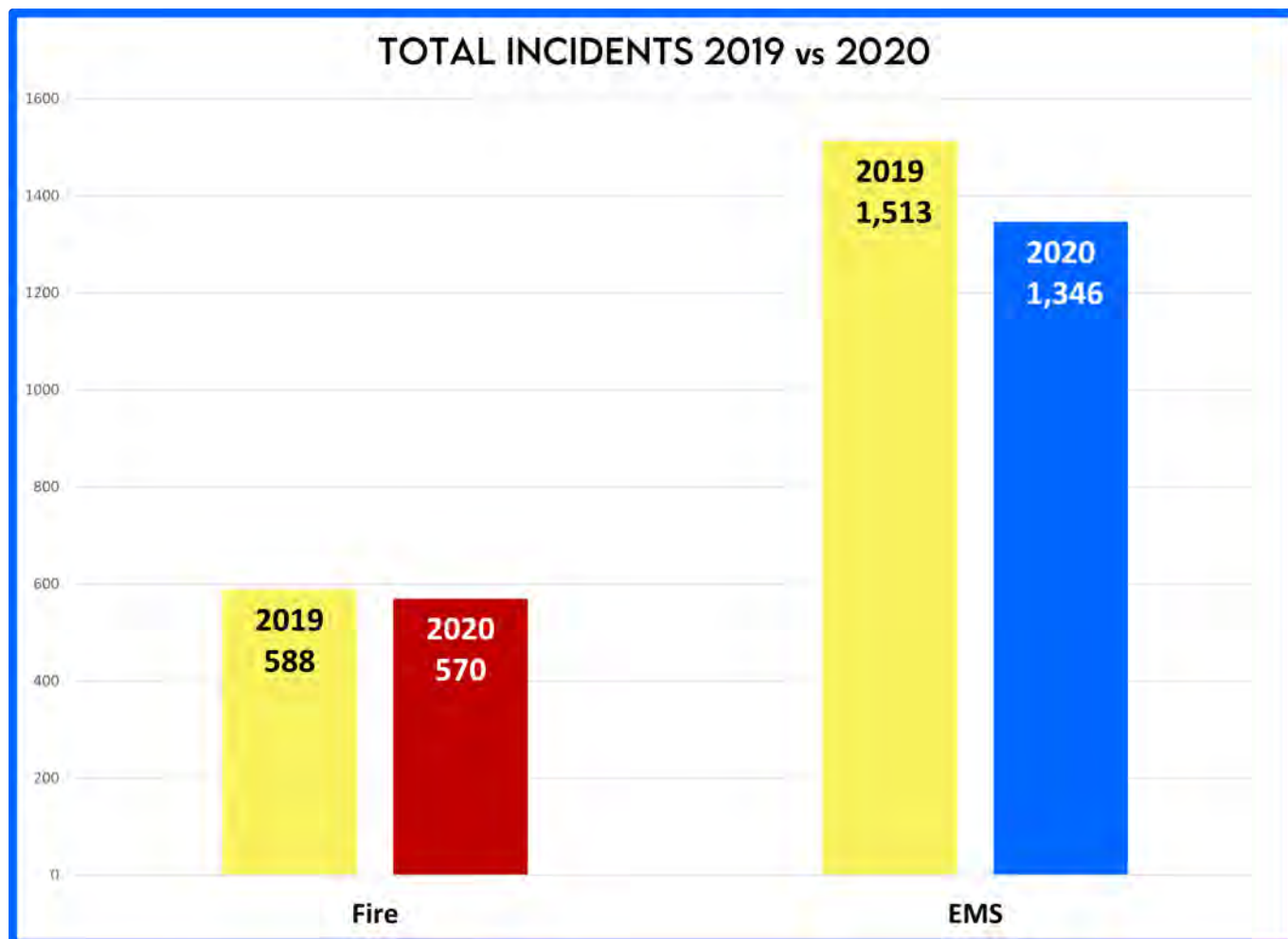


2020 OPERATIONS STATISTICS

Fire and EMS Call breakdown by Primary Action 2020

Extinguishment	33
Investigate	175
Provide Manpower	15
Assist Disabled	137
Enforce Codes	13
Cancelled	120
Other Assistance	77
Fire Calls TOTAL	570

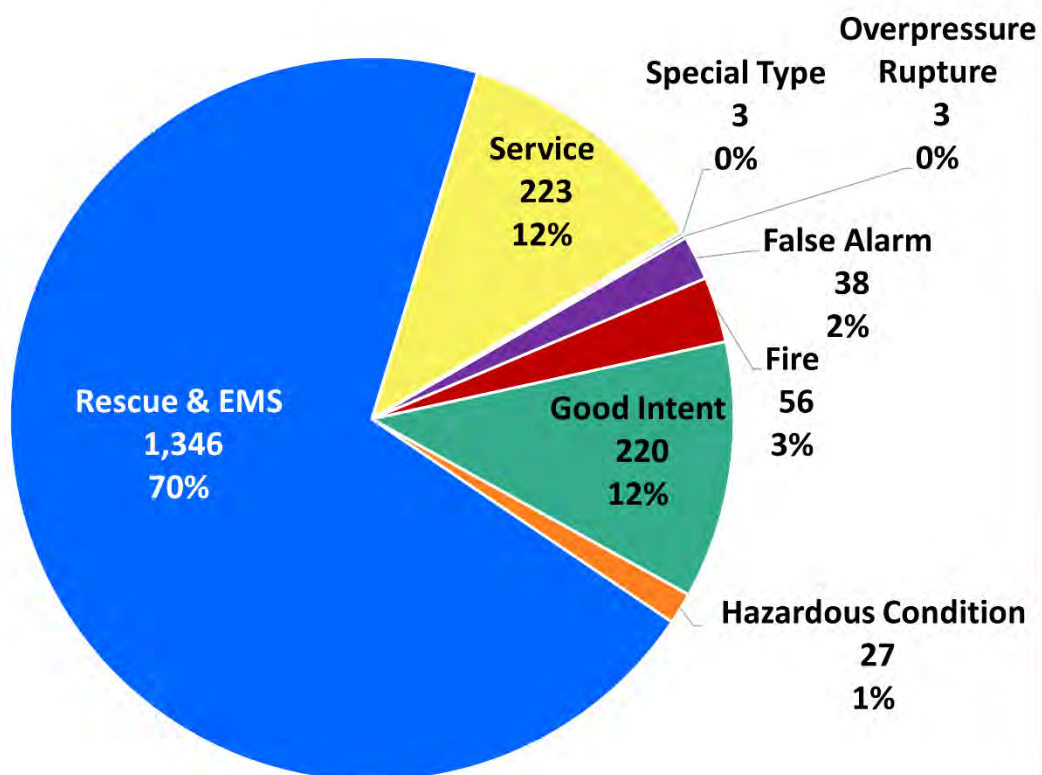
ALS Provided	885
BLS Provided	425
Investigate	20
Other Assistance	16
EMS Calls TOTAL	1,346



2020 OPERATIONS STATISTICS

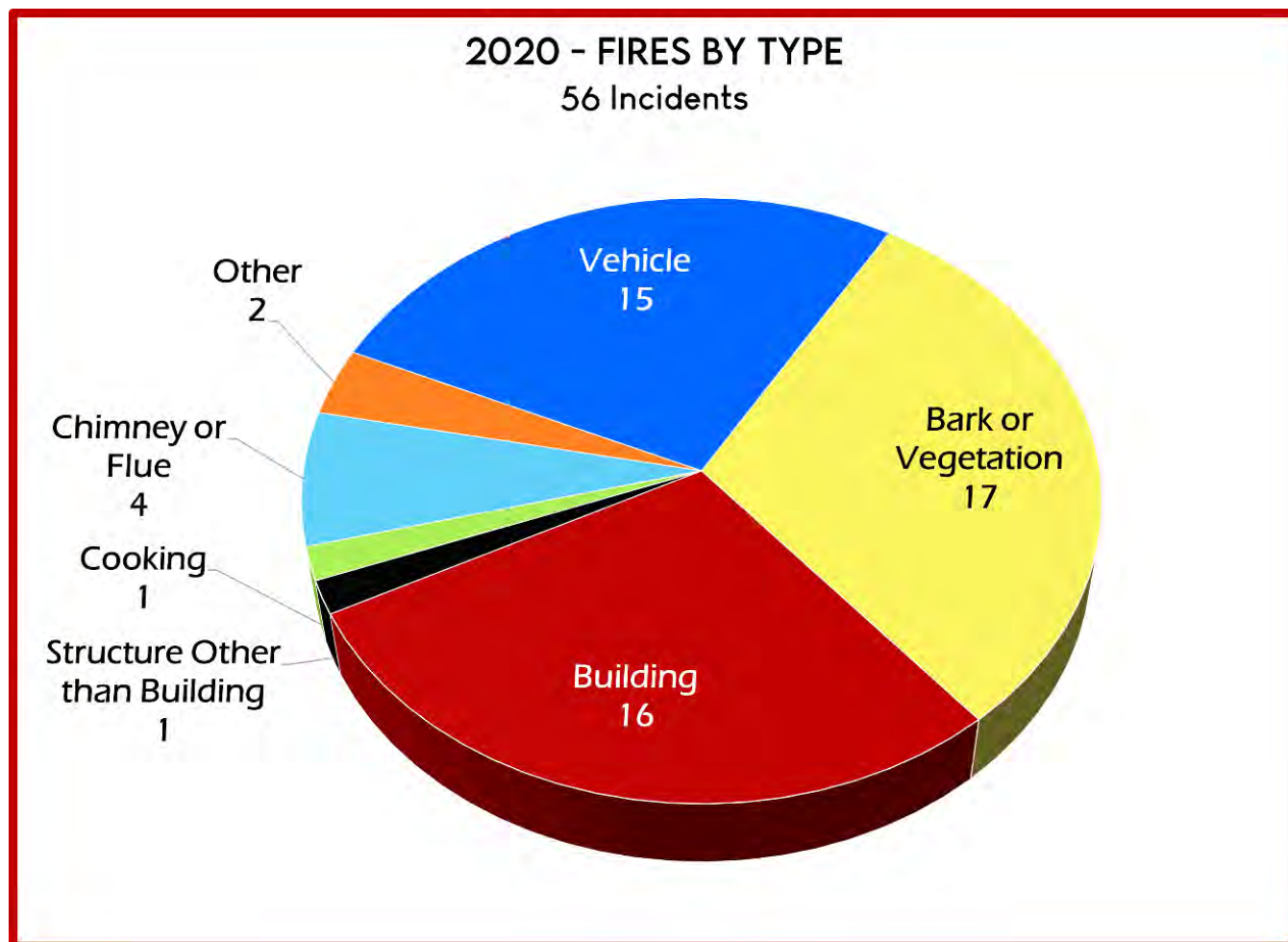
2020 - INCIDENTS BY TYPE

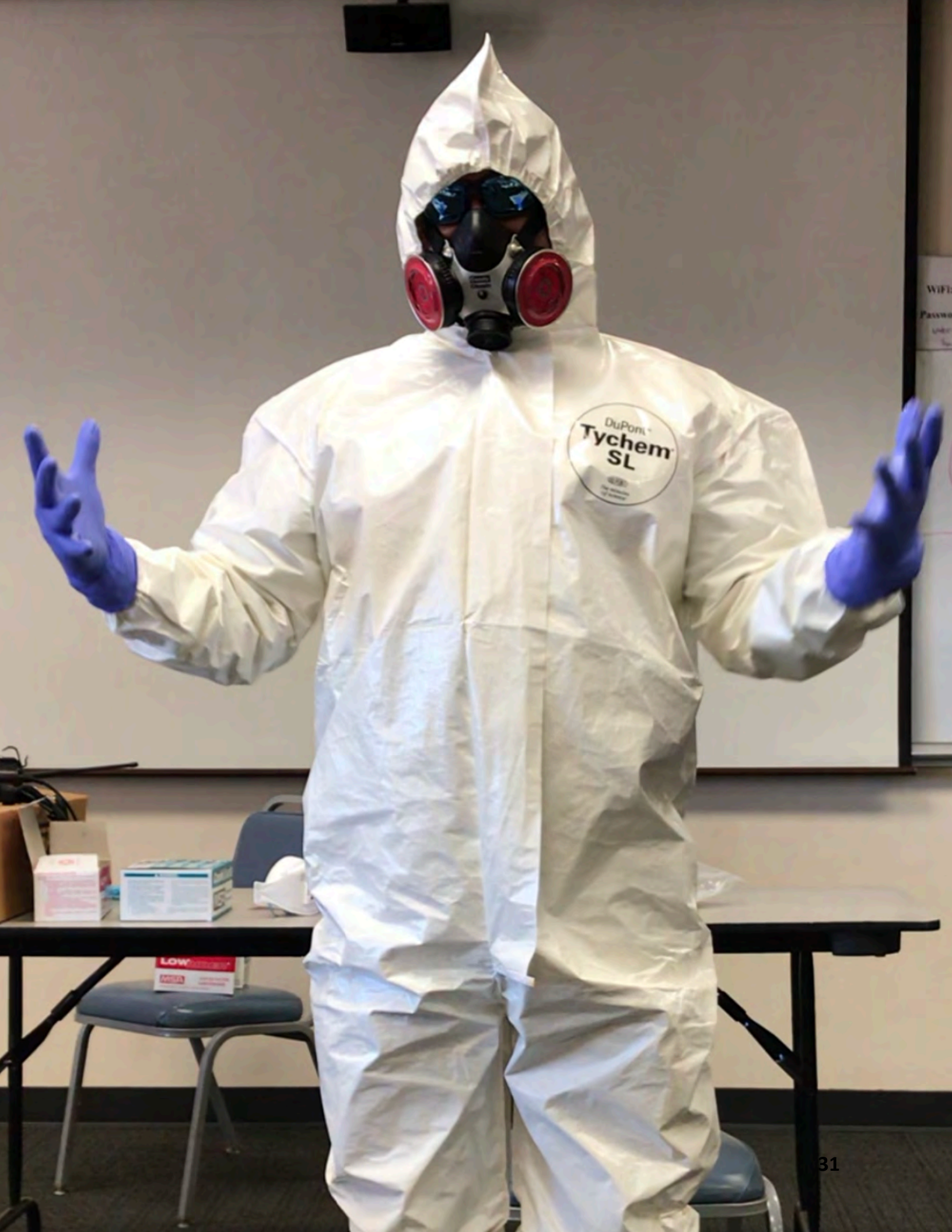
1,916 Calls for Service



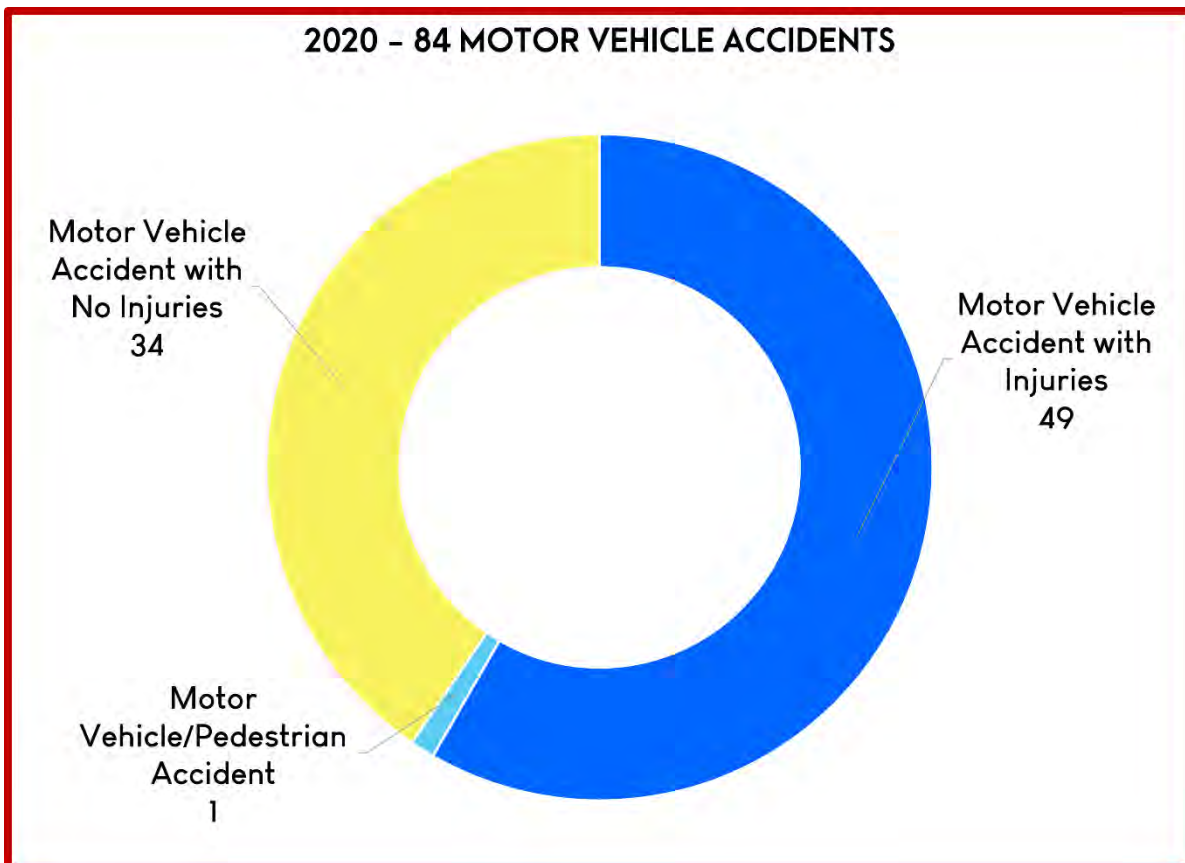
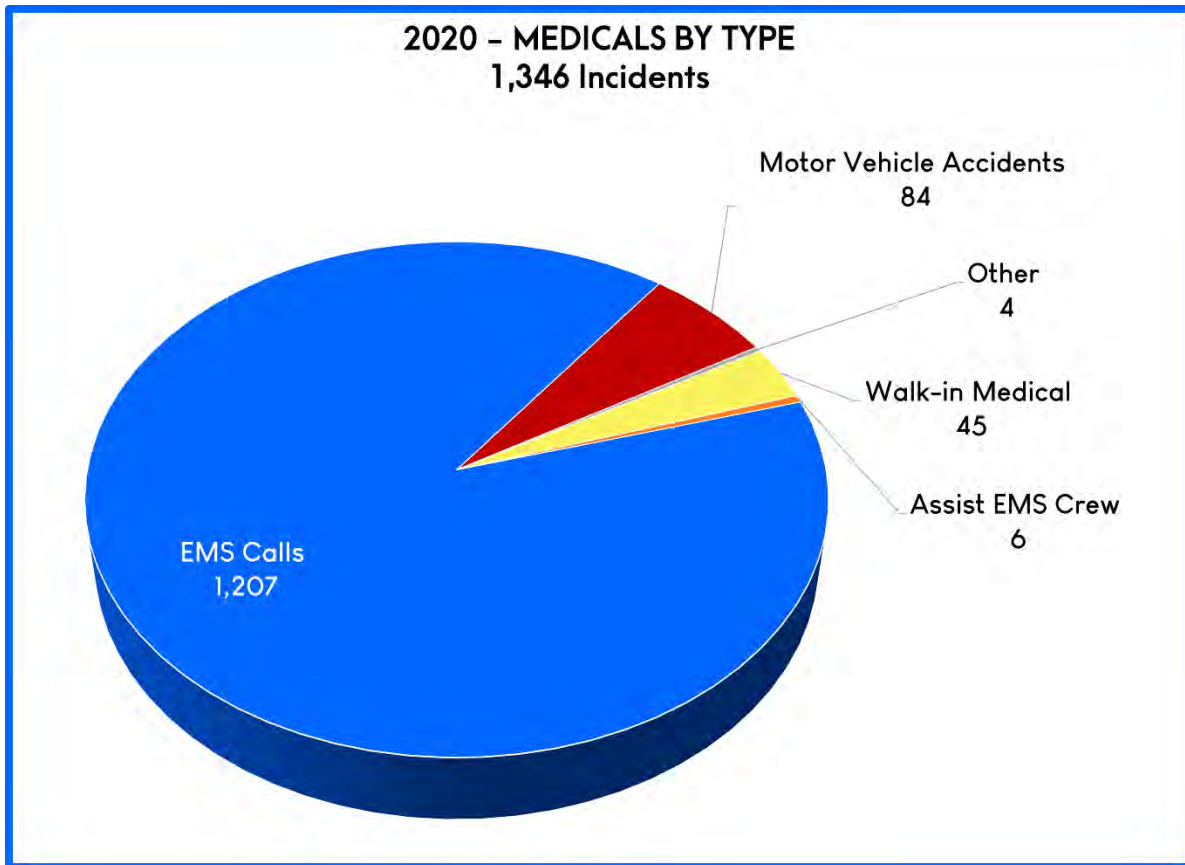
	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.56	570	30%
EMS	3.68	1,346	70%
TOTAL	5.24	1,916	100%

2020 OPERATIONS STATISTICS

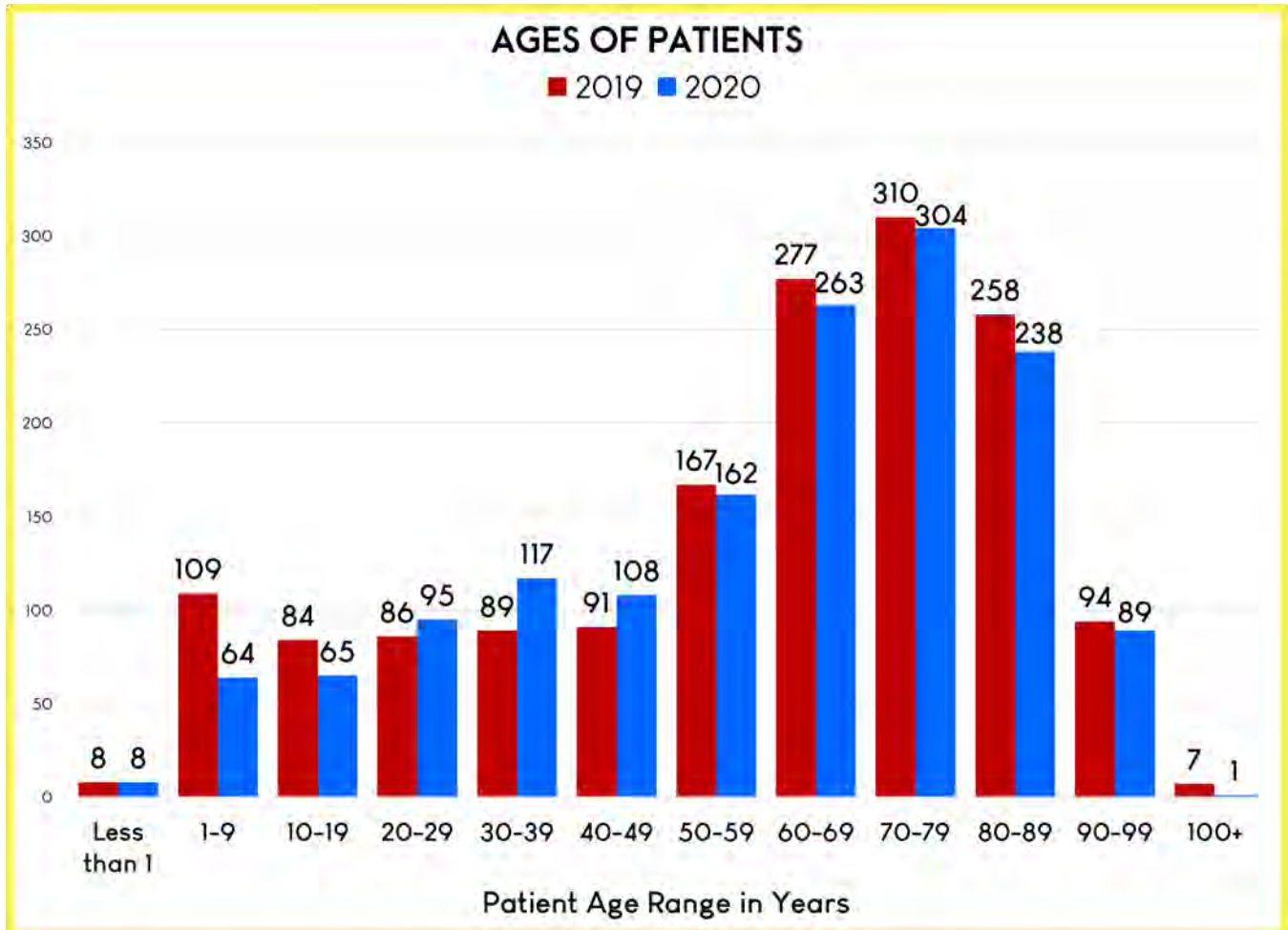




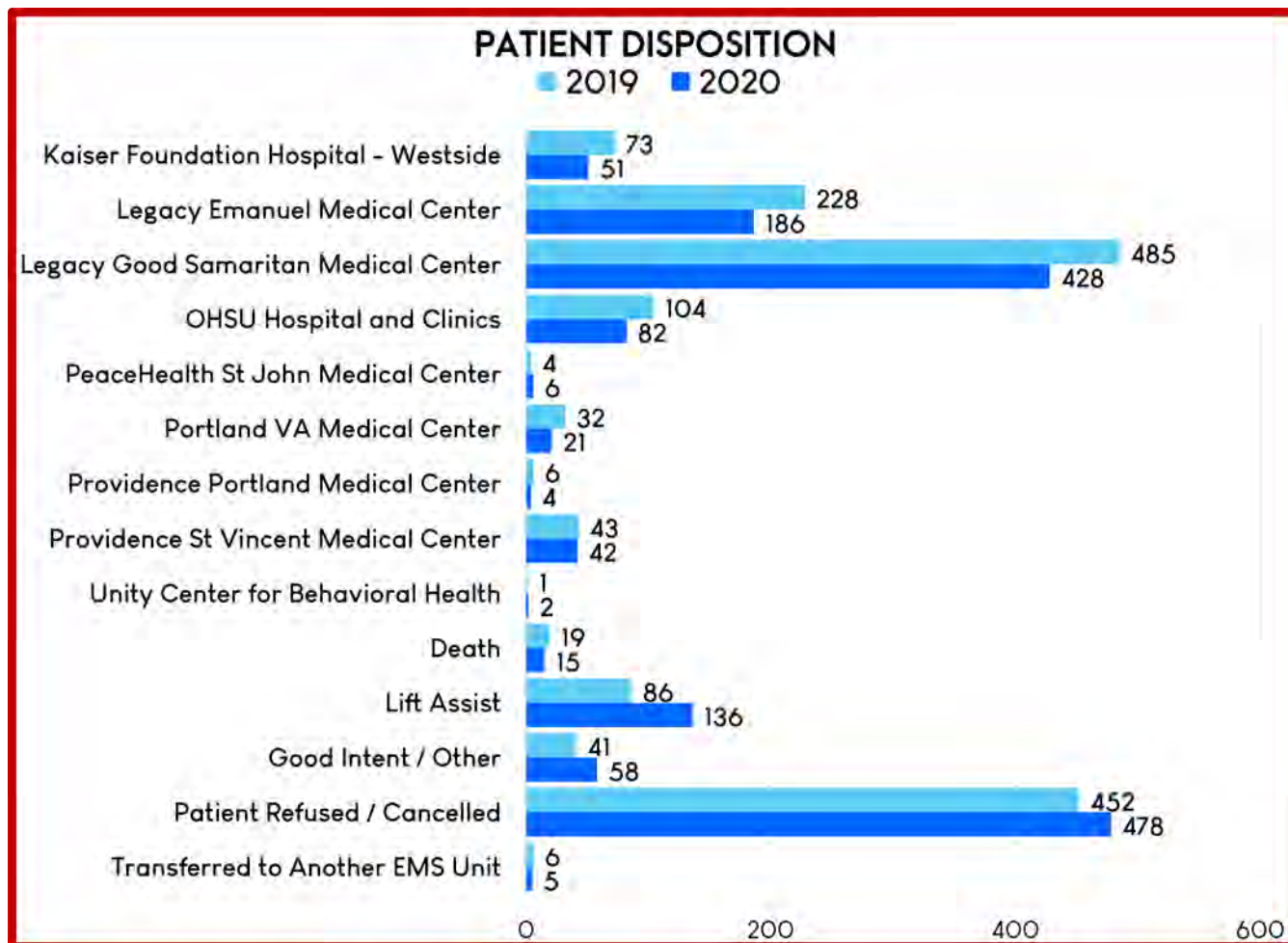
EMERGENCY MEDICAL SERVICES (EMS)



EMERGENCY MEDICAL SERVICES (EMS)



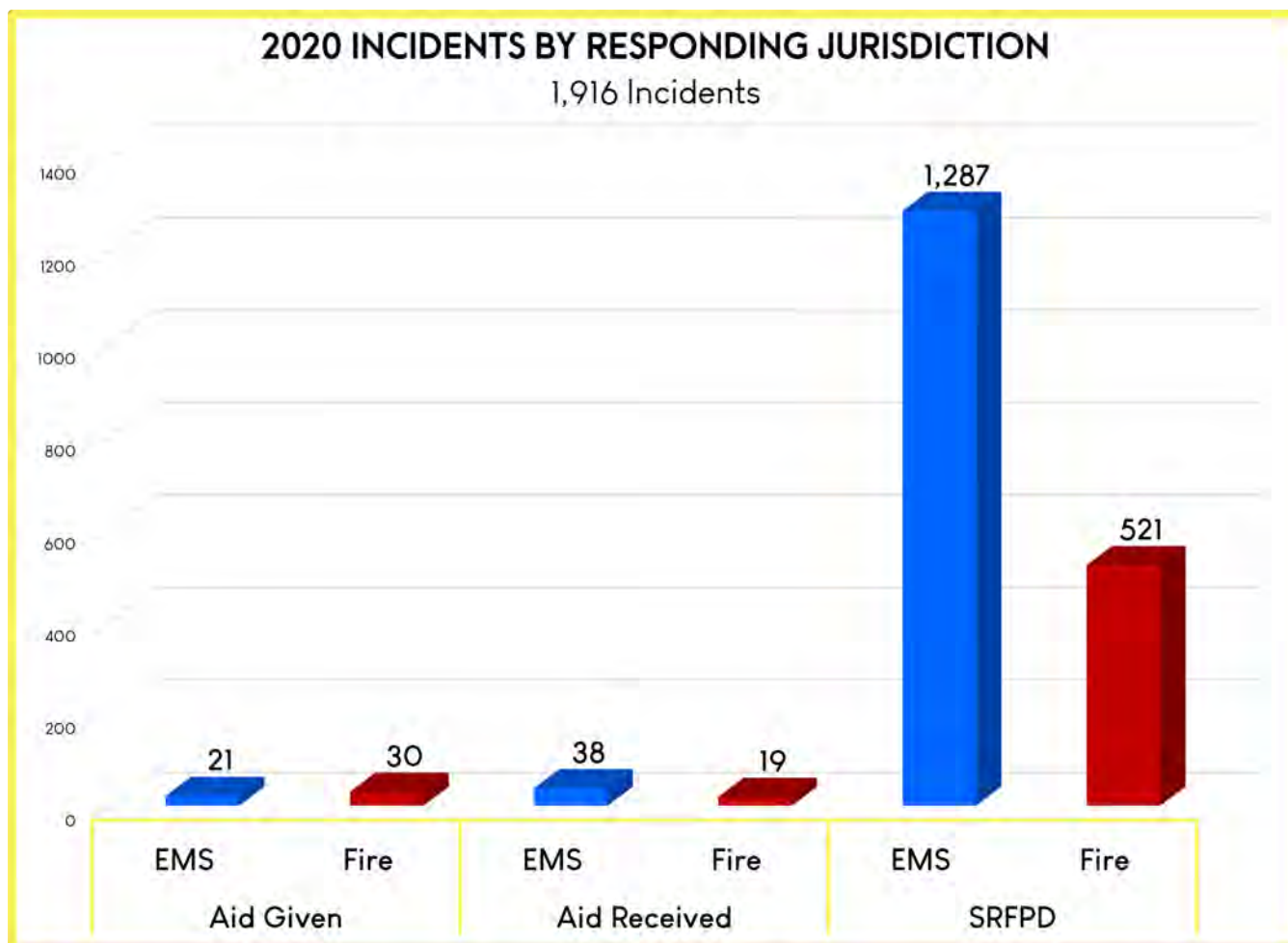
EMERGENCY MEDICAL SERVICES (EMS)



This graph depicts all of the hospitals we transported to.

Additionally, it shows how many responses we had to a growing call type, Lift Assists. With our aging population, we (in addition to national statistics) are seeing fire agencies called out to assist individuals who have fallen and need assistance getting into bed or into a chair.

2020 OPERATIONS STATISTICS



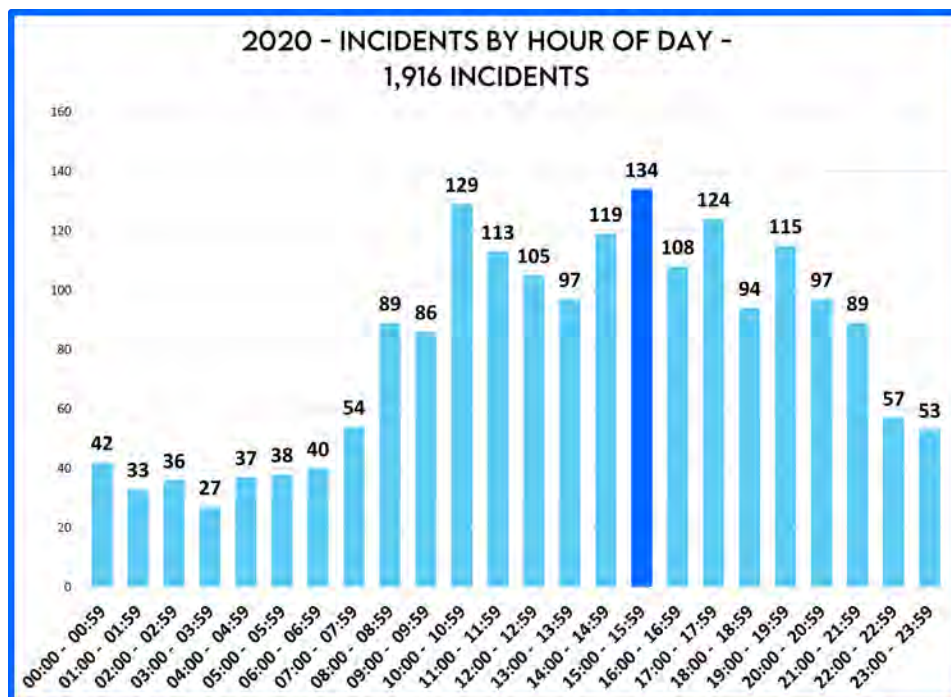
This graph depicts 3 different assistance types.

Aid Given - How many times we provided help to another fire agency.

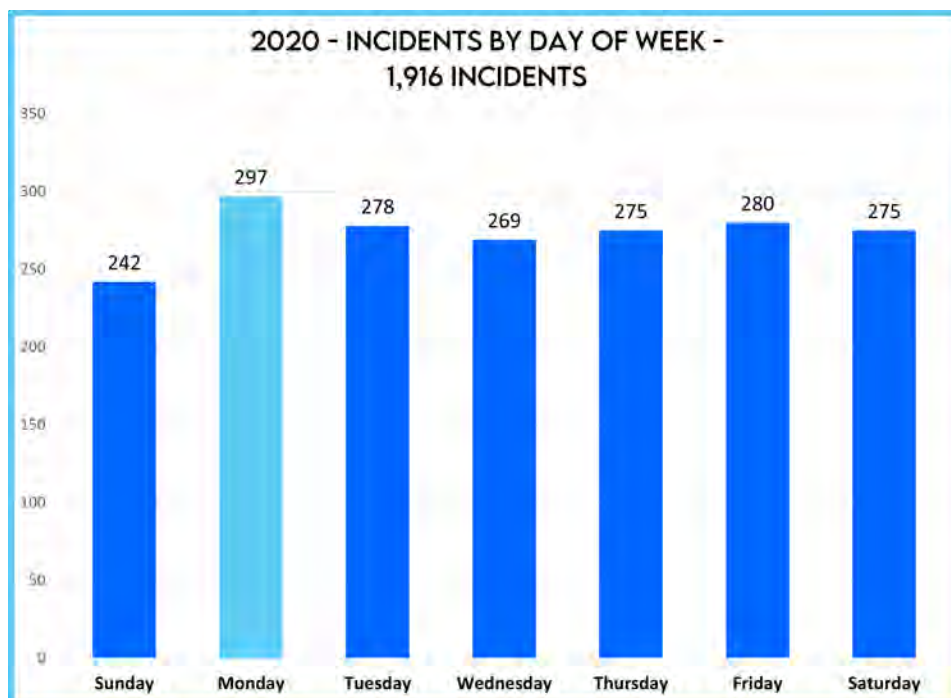
Aid Received - How many times we received assistance from another fire agency.

How many calls we were able to respond without the need for additional assistance.

2020 OPERATIONS STATISTICS

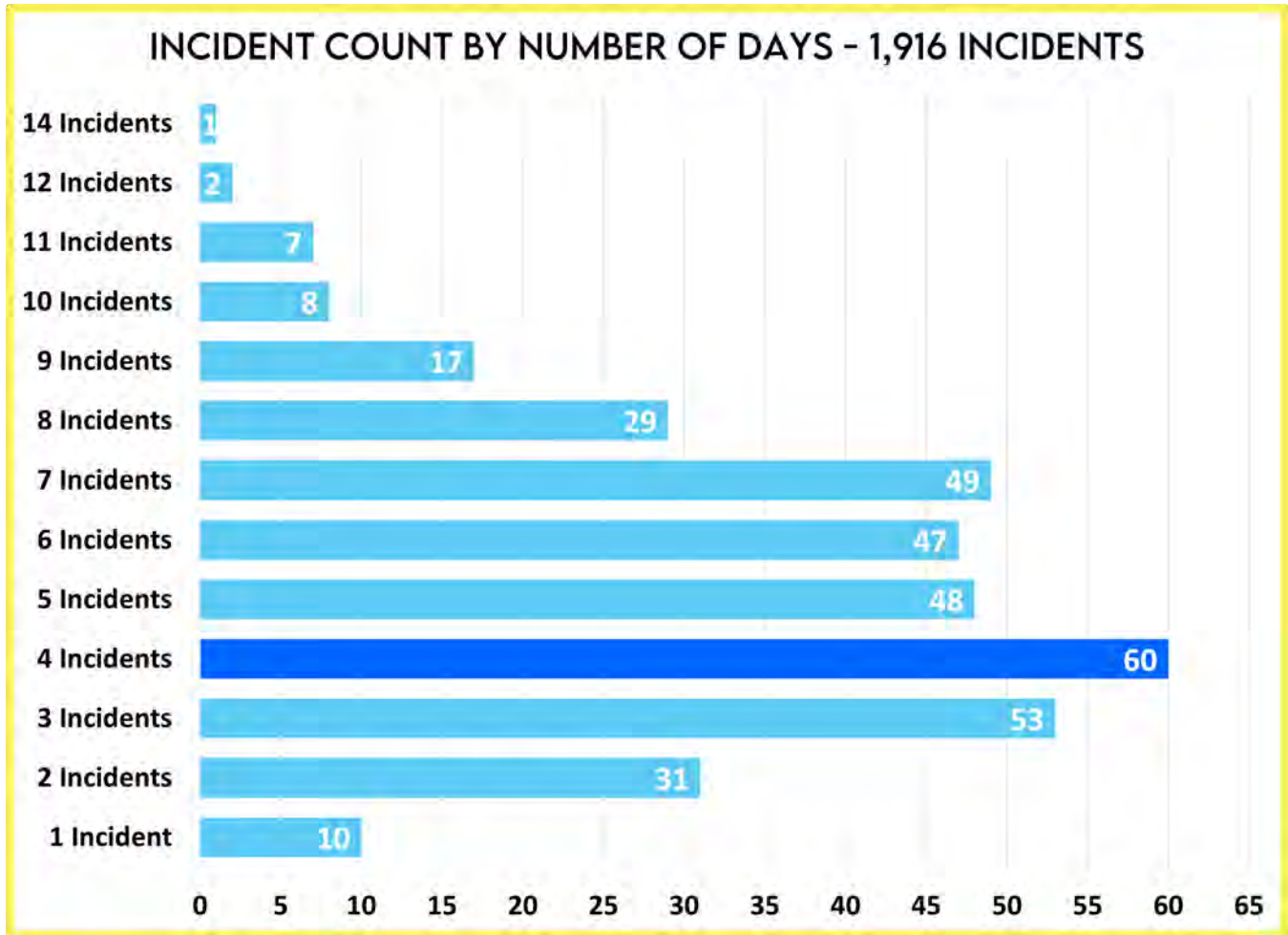


This graph shows the number of calls by hour. Between three and four PM was the peak hour of calls for 2020.



This graph shows the number of calls by day of the week. Monday was the busiest day of the week for 2020.

2020 OPERATIONS STATISTICS

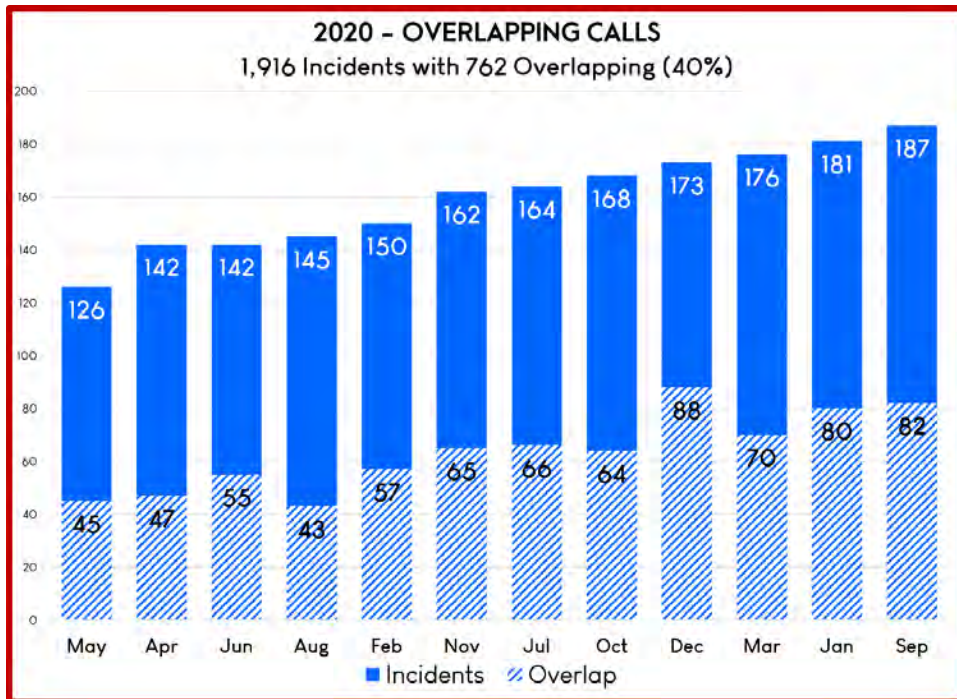


This graph identifies how many times we had multiple incidents on a specific day. While we had four (4) incidents 60 times in 2020, our overall average was slightly more than five (5) calls per day.

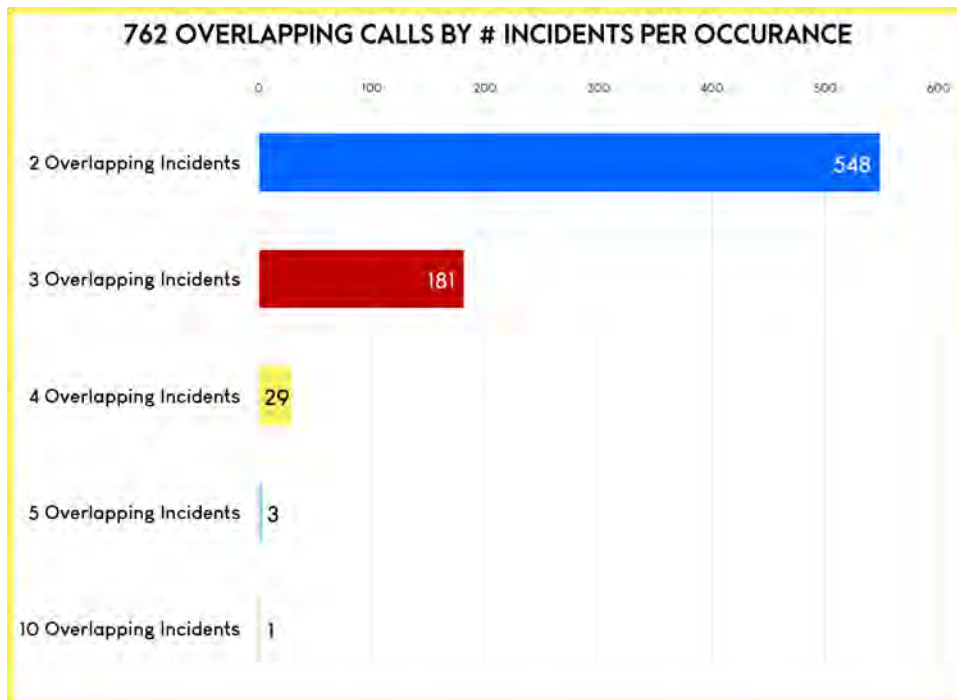
Our minimum staffing is three (3) firefighters on duty (on average), per day.

40 percent of our call volume accounts for more than one call occurring at the same time.

2020 OPERATIONS STATISTICS



Overlapping calls means more than one call occurring at the same time. While call volume has not increased significantly, overlapping calls has increased by over 15% in the last three years.



This graph breaks down the overlapping calls into groups. The most important statistic in this chart is that 39% of all overlapping calls include more than three (3) calls occurring at the same time. Minimum staffing is three (3) firefighters on duty (on average) per day.



2020 OPERATIONS STATISTICS

DISTRICT GOALS				# INCIDENTS	DISTRICT	TARGET
Response Time; First In; Emergent; 75% Fractile	A Shift	B Shift	C Shift	All Calls		
Urban	6:13	6:03	5:49	738	6:03	≤ 10:00 Minutes
Suburban	8:43	8:37	8:41	267	8:41	≤ 12:00 Minutes
Rural	11:39	11:48	11:37	133	11:39	≤ 30:00 Minutes

DISTRICT GOALS				# INCIDENTS	DISTRICT	TARGET
URBAN Response Time; First In; Emergent; 75% Fractile	A Shift	B Shift	C Shift	All Calls		
4301	3:21	-	-	1	3:21	≤ 10:00 Minutes
4302	-	1:09	3:03	2	2:35	≤ 10:00 Minutes
BR431	-	-	5:41	4	5:41	≤ 10:00 Minutes
C43	12:50	0:46	3:21	3	8:05	≤ 10:00 Minutes
E431	6:31	6:59	6:24	31	6:38	≤ 10:00 Minutes
M430	5:10	5:01	5:06	334	5:06	≤ 10:00 Minutes
M431	6:58	6:43	6:07	301	6:32	≤ 10:00 Minutes
M432	8:22	8:13	5:36	17	8:10	≤ 10:00 Minutes
M433	4:39	-	1:06	2	3:46	≤ 10:00 Minutes
S431	5:09	7:32	5:06	20	5:52	≤ 10:00 Minutes

Key:

Meets Goal	Exceeds Goal by 1 minute or less	Exceeds Goal by more than 1 minute
------------	----------------------------------	------------------------------------

In accordance with the agreement for the Ambulance Service Area (ASA) with Columbia County, we are required to meet three (3) target times for the three (3) different areas. The target times are calculated from time of dispatch to time of arrival. Those times and areas are:

Urban - 10 Minutes [*Scappoose City Limits*]

Suburban - 12 Minutes [*Just outside the city limits, including Dutch Canyon & Warren*]

Rural - 30 minutes [*Chapman and Holbrook areas*]

4301, 4302 and C-43 are Chief Officers. E-431 is our first response fire engine. M-430 is the first out ambulance staffed by the NIFF. M-431 and 432 are 2nd response ambulances and staffed by the cross trained firefighters.

S-431 is the squad, and it chases the ambulance instead of the more expensive fire engine (Some fire agencies chase with fire engines). BR-431 is the brush engine.

2020 OPERATIONS STATISTICS

DISTRICT GOALS				# INCIDENTS	DISTRICT	TARGET
SUBURBAN Response Time; First In; Emergent; 75% Fractile	A Shift	B Shift	C Shift	All Calls		
4301	-	-	15:19	1	15:19	≤ 12:00 Minutes
4302		3:13	-	1	3:13	≤ 12:00 Minutes
E431	9:04	12:06	9:30	21	10:02	≤ 12:00 Minutes
E435	-	3:31	-	1	3:31	≤ 12:00 Minutes
M430	7:26	6:16	7:58	106	7:16	≤ 12:00 Minutes
M431	9:36	10:02	9:37	105	9:41	≤ 12:00 Minutes
M432	8:26	7:29	7:31	15	7:52	≤ 12:00 Minutes
S431	6:51	7:21	2:19	4	7:04	≤ 12:00 Minutes

DISTRICT GOALS				# INCIDENTS	DISTRICT	TARGET
RURAL Response Time; First In; Emergent; 75% Fractile	A Shift	B Shift	C Shift	All Calls		
4301	-	7:46	0:02	2	5:50	≤ 30:00 Minutes
4302	-	8:22	-	2	8:22	≤ 30:00 Minutes
BR431	5:23	-	-	1	5:23	≤ 30:00 Minutes
C43	-	-	14:27	1	14:27	≤ 30:00 Minutes
E431	9:23	15:15	8:40	11	11:30	≤ 30:00 Minutes
M430	11:39	11:15	11:48	52	11:28	≤ 30:00 Minutes
M431	13:28	10:26	11:53	44	11:57	≤ 30:00 Minutes
M432	8:54	15:57	15:25	6	15:10	≤ 30:00 Minutes
S431	12:36	-	0:02	3	11:36	≤ 30:00 Minutes

These two charts show the breakdown between the Suburban and Rural Areas.

Suburban - In almost all cases, we are meeting the *Urban* requirements (10 minute response) in the Suburban area. This is about two (2) minutes **faster** than the target time.

Rural - For the most part, we are meeting the *Suburban* time requirements (12 minute response) for the Rural area. This is 18 minutes **faster** than the target time.

MONDAY, APRIL 5, 2021
WORK SESSION ~ Alternative NW Local Connection Study, 6pm

Present: Mayor Scott Burge, Council President Megan Greisen, Councilor Joel Haugen, Councilor Josh Poling, Councilor Brandon Lesowske, Councilor Pete McHugh, Councilor Tyler Miller, Interim City Manager Alex Rains, Police Chief Norm Miller, City Planner Laurie Oliver Joseph, City Engineer Chris Negelsbach, City Recorder Susan M. Reeves, Program Analyst Huell White, and Legal Counsel Peter Watts.

Remote: Public Works Director Dave Sukau, Consultant Reah Flisakowski, with DKS Associates, and Marisa Jacobs.

Program Analyst Huell White explained before Council this evening is the final report and presentation from DKS Associates pertaining to the Alternative NW Local Connection Study. On January 19, 2021, City Council directed staff to proceed with the study and report back to Council when the study was complete. DKS Associates produced a technical memorandum (attached as Exhibit A) that: discusses the benefits of local street connectivity, analyzes potential options for local street connections to EJ Smith Road, and recommends an alignment for the new local street connection. Northwest Scappoose was reviewed to determine the feasibility of local street connections. The consultant team identified three options with varying degrees of feasibility using a framework (Exhibit A, Table 2) to evaluate each option. Exhibit A: Technical Memorandum by DKS Associates.

Consultant Reah Flisakowski, with DKS Associates, gave an overview of their report.

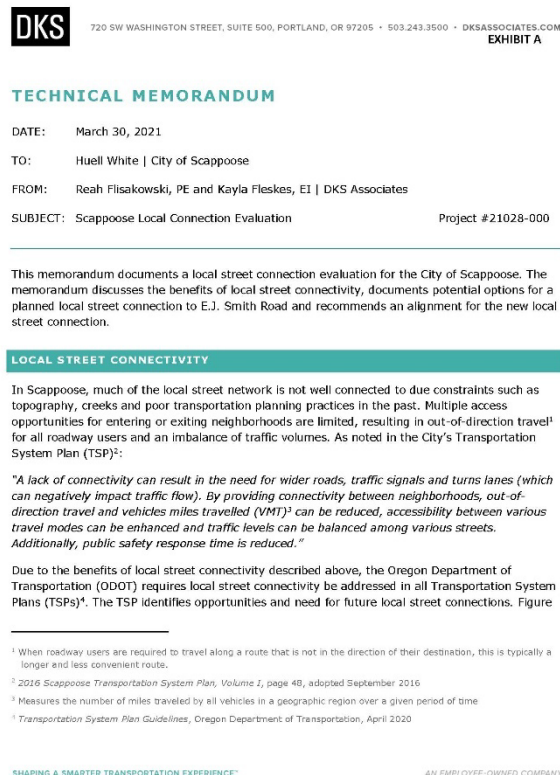


EXHIBIT A

1 shows the TSP's functional classification map with proposed street connections. The TSP's proposed local connections are conceptual in nature and identify the beginning and end points for a local street. The proposed connections are intended to be used by City staff during development review to guide local connectivity requirements. The TSP does not set the specific street alignments to allow flexibility during the detailed design phase of the street project.



FIGURE 1. FUNCTIONAL CLASSIFICATION MAP
Source: City of Scappoose 2016 Transportation System Plan, Figure 15



NORTHWEST SCAPPOOSE CONNECTIVITY

There is limited local street connectivity in Scappoose west of US 30 between JP West Rd and E.J. Smith Road. In particular, along E.J. Smith Road, there are limited local street connections to the south, with connectivity only provided at 1st Street. There is nearly 1,750 feet (0.33 miles) between 1st Street and the next street access to the south, private Willow Lane, which does not connect to the neighborhood to the south.

To improve local street connectivity, the TSP identifies a proposed extension of 4th Street (classified as a neighborhood street) which would connect E.J. Smith Road and J P West Road. This proposed connection could only be made for pedestrians due to floodplain constraints that were discovered during preliminary design.⁵ The TSP also identifies additional local street connections between E.J. Smith Road and Onna Way, including a Pedestrian/Bicycle connection over the creek. These local street connections are aimed at reducing potential neighborhood traffic impacts by better balancing traffic flows on neighborhood routes, providing better emergency vehicle access and supporting additional connections for people walking and biking.

LOCAL STREET CONNECTIVITY CONSTRAINTS

Feasible options for improving local street connectivity in northwest Scappoose are limited due to topography, existing development and the street network in the area. Topography is the most significant constraint for local street connectivity. East of 5th Street, E.J. Smith Road has a relatively low grade. West of 5th Street, E.J. Smith Road rises steeply, with an average slope of approximately 9%. Any local street connection west of 5th Street would likely be expensive due to the cross-slope grades that would require extensive cut and fill with construction.

While there are several existing local streets that extend south of E.J. Smith Road (such as Willow Lane, Five Peak Terrace and Terrace View Place), the extension of these streets is typically blocked by private property. In many cases, extending the existing local streets may result in impacts to existing nearby structures and require the purchase of private property or a dedication of land during redevelopment.

All of these constraints would likely add significant cost to the design and construction of a local street connection. Adequately funding transportation needs in the City is a significant challenge and should focus on priority needs and projects. The expected high costs due to the identified constraints would be difficult to justify based on the community benefit of making the local street connection.

⁵ Flood Insurance Rate Map panel 41009C0444D



EXHIBIT A

FUTURE CONNECTIVITY OPTIONS

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

- Option 1: View Terrace Place to Eastview Drive
- Option 2: Willow Lane to Maria Lane
- Option 3: Captain Roger Kucera Way to E.J. Smith Road



FIGURE 2. POTENTIAL FUTURE CONNECTIVITY IN NORTHWEST SCAPPOOSE

OPTION 1: VIEW TERRACE PLACE EXTENSION TO EASTVIEW DR

Figure 2 shows a potential alignment for a new local street connection between View Terrace Place and Eastview Drive. This connection would provide a local connection to E.J. Smith Road. There is undeveloped land on both ends of the connection that could reduce impacts to existing buildings. However, the potential extension would cross through existing forested land with a grade up to 40%, as shown in Figure 3. The connection would not facilitate emergency vehicle access due to the excessive grade, particularly during inclement weather. The steep grade would also be challenging for walking and biking use.

A bridge or retaining wall would be required to span the existing valley, which would add significant construction cost. The local wetlands inventory⁶ identifies a small stream and associated riparian area within the potential alignment. It is likely that additional environmental impacts would need to be mitigated as further environmental review is conducted. The connection would require the purchase of right-of-way to accommodate the new roadway. A planning level cost estimate for the conceptual local street connection is \$14.2 million.

Given these constraints, Option 1 is not feasible as a local street connection. Note that a connection to Shoemaker Road was also considered (to provide better connectivity to E.J. Smith Road to the north) but the existing roadway is fully on private land and an extension would require significant impacts to existing buildings.

OPTION 2: WILLOW LANE TO MARIA LANE

Figure 2 shows a potential alignment for a new local road connection between Willow Lane and Maria Lane. Willow Lane currently operates as a narrow, private drive. Similar to Option 1, this alignment would result in a steep grade up to 35%, as shown in Figure 3, and require a structure to span the existing valley. The connection would not facilitate emergency vehicle access due to the excessive grade, particularly during inclement weather. The steep grade would also be challenging for walking and biking use.

Similar to Option 1, the local wetlands inventory⁷ identifies a small stream and associated riparian area within the potential alignment. It is likely that additional environmental impacts would need to be mitigated as further environmental review is conducted. The alignment of this option would likely be difficult to achieve without impacts to existing buildings. The connection would require the purchase of right-of-way to accommodate the new roadway. A planning level cost estimate for the conceptual local street connection is \$12.4 million. Given these constraints, the connection is not feasible.

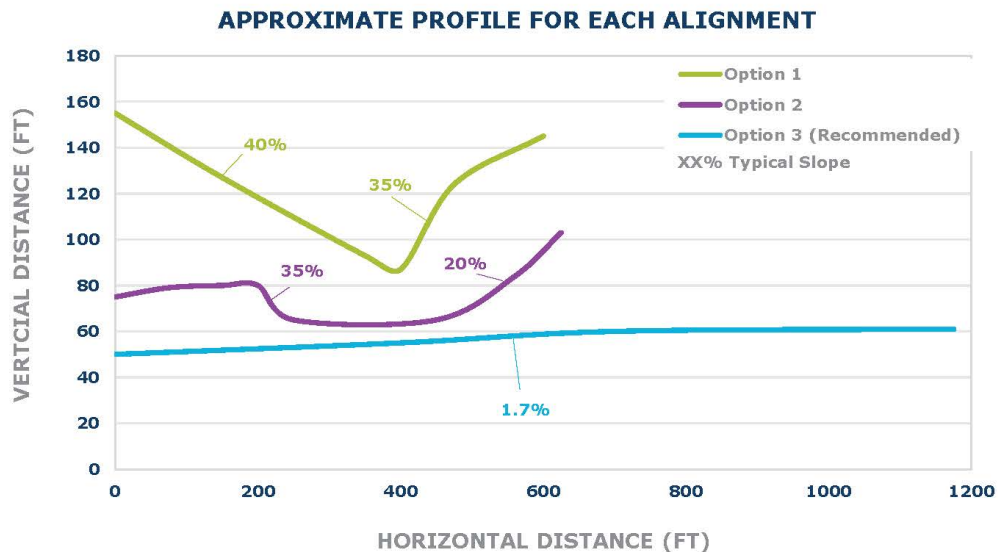
⁶ City of Scappoose Local Wetlands Inventory and Riparian Inventory, Figure 5B, Pacific Habitat Services, Inc., December 22, 1998

⁷ Ibid

OPTION 3: CAPTAIN ROGER KUCERA WAY TO E.J. SMITH ROAD

Figure 2 shows a potential alignment for a new local road connection between Captain Roger Kucera Way and E.J. Smith Road. The local street connection would cross through primarily undeveloped land with limited grade (less than 2% as shown in Figure 3). The relatively flat grade would significantly reduce construction costs when compared to Options 1 and 2. The local wetlands inventory⁸ identifies a small stream within the potential alignment but not an associated riparian area. It is likely that further environmental review would be needed to determine if impacts would require mitigation.

The extension aligns well with the intersection of E.J. Smith Road and 5th Street. Option 3 is the only option that would result in a local street connection between JP West Road and Scappoose Vernonia Highway. The recommended extension would allow people walking and biking from the north convenient access to Scappoose Veteran's Park and would help improve emergency services access. The connection would not require the purchase of right-of-way to accommodate the new roadway, the land would be dedicated as part of the Grabhorn Park development. A planning level cost estimate for the conceptual local street connection is \$1 million. Based on these findings, the connection would be feasible.



⁸ City of Scappoose Local Wetlands Inventory and Riparian Inventory, Figure 5B, Pacific Habitat Services, Inc., December 22, 1998

SUMMARY OF OPTIONS

Table 2 provides a summary of the connection options and various characteristics to allow a comparison for feasibility. Based on the findings, Option 3 is the only feasible connection option.

TABLE 2. CONNECTION OPTION SUMMARY

	OPTION 1 VIEW TERRACE PLACE EXTENSION TO EASTVIEW DR	OPTION 2 WILLOW LANE TO MARIA LANE	OPTION 3 CAPTAIN ROGER KUCERA WAY TO E.J. SMITH ROAD
CONSTRUCTION COST PER LINEAR FOOT	HIGH	HIGH	LOW
LEVEL OF CONNECTIVITY	LOW	LOW	MEDIUM
IMPACTS TO EXISTING NEIGHBORHOOD	MEDIUM	MEDIUM	LOW
ENVIRONMENTAL IMPACTS	HIGH	HIGH	LOW
NEED FOR PROPERTY ACQUISITION	HIGH	HIGH	NONE
EMERGENCY SERVICES RESPONSE	LOW	LOW	HIGH
OPEN NEARBY LAND FOR FUTURE DEVELOPMENT	LOW	LOW	HIGH

Councilor Haugen thanked Reah for the presentation. He asked if Reah can quantify the connectivity need.

Reah Flisakowski replied as you can see in the Transportation System Plan, they did a review back in 2015 of all the local streets City wide to see if there were any opportunities to improve local street connectivity, and it is a very important part of your Transportation System Plan. You want to have those local streets to serve local trips. She stated it is really important that the City can provide that grid whenever possible. She explained typically good planning is we would like to have a local street every five hundred feet. She stated in a perfect flat world that is what we would like to see in a City. She explained Scappoose is just like anywhere else, there are topography issues, there's creeks, so at times we do have to make a decision when it is not a flat and affordable road where do we make those connections. She explained in the area being discussed you can see there are quite a few locations where there could be existing houses, they are not that are apart, but you have to drive all the way around to get from point A to point B. She explained what we are trying to do is improve those local street connections whenever they are not cost prohibitive or where it is feasible to make that connection.

Councilor Haugen stated in the 2016 Transportation System Master Plan that Reah worked on, in that plan there was no street that connected Kucera to Smith as a proposed project. He explained there was a street from Watts to Eastview, but there is no such road connecting Kucera and Smith. He stated the real question is if there is no need, he wants to be perfectly candid that he was opposed to even doing this study, because he didn't see the need for it, to him he doesn't see the traffic demand, and there are alternatives for emergency access by using a multi path purpose pathway. He stated there are alternatives and he just finds is personally, just an absolutely terrible idea to put a road through a park.

Reah Flisakowski explained when we go through this effort with the Transportation System Plan, they add the arrows showing where they think the beginning and ends of roadways could be but because it is a Transportation System Plan, they don't get into the detailed engineering that would be required to show specific alignments, so they are conceptual. She stated looking at a figure in the Transportation System Plan they do show a local street connection starting at EJ Smith where 5th Street is today, and it is a red arrow pointing to the South into where the new park would be.

Councilor Haugen replied those arrows are all in the floodplain as you are aware. He stated some of the model plans that ODOT provides for guidance don't even have conceptual road connection in them. He used the Brookings 2017 Transportation Master Plan as an example, you will find no conceptual connections in there.

Reah Flisakowski replied she is not sure why it is not in the Brookings plan as it is a requirement, and it is in every Transportation System Master Plan she has done. She stated she would argue that the TSP does have a connection showing there is a need for a local street coming off of EJ Smith at 5th to the South, while it is straight North/South it doesn't exactly follow the Kucera alignment that we are talking about tonight, it does show that there needs to be local street connections further down in that area.

Councilor Haugen replied he acknowledges that, but they are all in the floodplain. He is not sure why the arrows would be in the floodplain and the proposed road through Grabhorn is also in the floodplain for the first three hundred feet.

Reah Flisakowski replied when they go through the exercise in the TSP they do look at the floodplain and the inventory but they don't complexly exclude the need for every local street

connection because of it. She explained some of the connections are worth showing so that the concept could be vetted further in the future when there is more information available, like we are right now. She explained now that we are getting into the details of an exact location, we can take a deeper dive into it to see if it is feasible or not and that is the same with topography and other things.

Councilor Haugen stated from his planning experience the local street connections are designed for local development and not as collector streets.

Reah Flisakowski replied she is not sure what Councilor Haugen meant by local development. She explained these are designed for local trips within the City, as opposed to a collector arterial which would be used at times for people who are leaving the City. She explained this area clearly doesn't have enough local connectivity.

Councilor Haugen talked about the City of Portland closing streets in ten parks last year to create a better park environment.

Mayor Burge stated he drives around Portland a lot and he passes tons of their parks and all of them have roads along the edges of their parks. He stated some of the large parks they have closed the streets, but the smaller parks like ours, they have not closed the streets through, and they are not closing those roads. He explained there is not a proposed road going through this park, it is going on the edge.

Reah Flisakowski replied she has done lots of traffic studies for parks and the real concern would be if a road went through a park, they would be encouraging walking and biking trips across the road because there would be park facilities on both sides. She explained where this proposed road would be, all the park activities would be on one side of the road.

City Planner Oliver Joseph stated she would like to point out that there is already a road through Veterans Park, it was always planned that way and it functions now. She would agree that we are looking to extend a road on the edge of the park to the North. She stated to Marisa's point in her letter that she has seen a child run out into the street, is that going to happen, are there ways to prevent that, possibly, as we have talked about a few different options and things that we can look at. She explained we do already have this situation now. She does feel it is important that we are following our TSP, that we are making those connections. She stated as Reah pointed out that is pretty important to make sure that we are following and creating more opportunity for connectivity.

City Engineer Chris Negelsbach explained we have earmarked that alignment for water and sewer. He stated if the property to the West were to develop, we would condition there to be a road, so they would end up doing a 2/3 which we would then be obligated to do the rest, because there is no other alignment that works with the other streets, because we can't do offset streets. He explained most of the issues that he has seen for the traffic in that park isn't because of the people using the park, it's people that live in the community that are sort of using the road as a short cut. He explained these aren't trips that are using the park they are pass through trips to get to the neighborhood. He explained he sees it every day, because he runs that park every day. He stated people are not going ten miles an hour.

Council President Greisen asked staff for any comments regarding the floodplain and where the proposed road would be going?

City Engineer Chris Negelspach replied the proposed road would be mostly out of the floodplain.

Councilor Haugen handed staff information regarding the floodplain.

City Engineer Chris Negelspach explained the City has had surveys done based on the elevation.

Councilor Miller stated he keeps hearing reference to the 2016 TSP, and he is wondering if there were any public comments at that time?

Mayor Burge replied if he remembers correctly all the public comments had to do with the Crown Z trail.

Councilor Haugen explained the conversations he had with ODOT and DLCD, ODOT basically stated they don't care what we do as long as it doesn't affect Highway 30 and DLCD said this is a routine matter in regard to changing the master plan. He stated that doesn't seem to be an impediment to him to make a change.

City Planner Laurie Oliver Joseph replied in the general sense, she would agree that it is routine to amend the TSP it is just a matter of looking at local connectivity in this particular region where we are trying to get the connectivity and seeing that there aren't other options. She explained she is not sure what the obligation is to fulfill that.

Councilor Haugen replied you can have local connectivity for local development, it doesn't have to go through. He stated he invites everyone to take a look at the 2017 TSP for Brookings.

Councilor McHugh asked about funding for the road.

Public Works Director Dave Sukau explained this is SDC eligible, and at the time of construction there are adequate funds in the budget to cover this.

Interim City Manager Alexandra Rains explained the grant can't fund the road. She explained any road development will be excluded. She explained when we go through site development review what staff has to come up with is reasons why we are not putting that road through. She explained we will still have to run utilities through this property, so there will be costs no matter what.

Councilor McHugh replied but it would still be less. He asked would be the cost difference from adding just the utilities or adding the utilities and the road?

Council President Greisen asked what would the type of infrastructure be required if this were just an emergency access road?

City Engineer Chris Negelspach replied it would be an all weather surface, probably pavement, and there would be a section that is essentially what you would build for a public street.

Council President Greisen stated so we are basically putting in the road, just not connecting it.

Councilor McHugh stated one thing we haven't received is how the rest of the community feels about the proposed road. He would just like to find out what the actual cost is going to be.

City Engineer Chris Negelspach explained one thing that we think about with impacts of roads is how is that network going to be used. He doesn't see that people are going to choose to drive three quarters of a mile on a 10 mph road versus being on NW 1st Street at 25 mph. He thinks people will take a direct route.

Reah Flisakowski talked about the proposed road being very narrow, in addition to the discussion of having traffic calming devices as well. She explained she knows staff is aiming the design to be a low volume, low speed road. She feels the volume will be low, but enough to justify the connection.

Councilor Poling thinks having more information would be great, but he also thinks we need to think about the future of Scappoose and how limited we are on space and the future of our developments and the Urban Growth Boundary. He knows staff is trying to do a good job to figure out some planning of the City going forward and part of that is taking that into consideration, does that look like the possibility of helping growth in that area in the future or not. He explained he can see that side of our City lacking in a lot of areas.

Council President Greisen explained how much this project is doesn't sway her feelings on the connectivity and the need for it. She thinks it is about making the right decision for our community and she definitely stands by the Park & Rec Committee and their dedication to connectivity around the City and she thinks when we have an opportunity to create connectivity then we need to do that. She stated also it is something that has been a long-term plan for us. She talked about the way Veterans Park is set up invites traffic flow into their neighborhood. She stated from a standpoint of traffic flow, connectivity for pedestrians and vehicles she stands by Reah's point and several others that have been made that this road is not for someone who wants to get to their house faster. She stated she doesn't believe it is cutting through a park, if that is the belief by some people then we should close down Roger Kucera Way and people could walk to the park. She thinks we have to be consistent with our thoughts, we have to follow the plan, we have to look at what is best for the future. She stated at the root of it we want people to recreate and we want it to be equitable for all citizens and by having a road go through that it creates that opportunity.

Councilor Haugen stated a couple of items that we did not touch on; one being the rehab project for South Scappoose Creek. He doesn't think any environmentalist would think putting a lot of pavement across there is going to enhance the percolation into the creek and the thermal characteristic for our salmon that we are trying to rehab. He explained the second aspect is people coming around on NW 1st, it is not going to be a traffic jam. He explained in the 2035 Master Plan talks about the peak hour on 1st and EJ Smith was at 15%, so we are not talking about a traffic jam, we are talking maybe 500 cars. He stated think about what we are trying to do with our Downtown revitalization on 1st Street, we are trying to create a commercial zone that has an ambience for the future, so we are going to divert basically 500 cars from that experience. He stated we are working in opposition of our own process. He would invite everyone to park a chair on Smith Road for 30 minutes some afternoon around 3:30pm or 4:00pm and listen to the traffic going past there, and then take that same experience and go to Chief Concomly Park where there was supposed to have a street going through there and sit under the gazebo and do the same. He stated compare those two experiences from a parks esthetics perspective. He stated

if you can have that experience and come back and say put a road through the park, more power to you, but he thinks if you take that experience and see if that informs your judgement or opinion on this.

Councilor Haugen talked about letting the community weigh in with the ad hoc committee and if the community wants a road through the park, then so be it.

Mayor Burge stated he thinks this information is good and it shows us what we were looking for, and this will be presented to the ad hoc committee.

Council thanked Reah.

Legal Counsel Peter Watts explained there are things that will trigger this road getting built that are completely unrelated to the park. He explained when development to the West happens at that point the road will get built because they will be required to build three quarters of the road. He stated something to keep in mind is we could end up where the road exists and the park doesn't.

Adjournment

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

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

MONDAY, APRIL 5, 2021
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.

Call to Order

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

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	Interim City Manager
Megan Greisen	Council President	Norm Miller	Police Chief
Joel Haugen	Councilor	Susan M. Reeves	City Recorder
Josh Poling	Councilor	Laurie Oliver Joseph	City Planner (left at 7:24pm)
Brandon Lesowske	Councilor	Chris Negelspace	City Engineer
Pete McHugh	Councilor	Huell White	Program Analyst (left at 8:11pm)
Tyler Miller	Councilor		

Legal Counsel Peter Watts

Legal Counsel Ashley Driscoll

Press: none

Remote: Public Works Director Dave Sukau, Marisa Jacobs (left at 7:45pm), Veronica Reeves (left at 7:25pm), Mathew/Mike/Laura (left at 7:25pm), Erik Jensen (left at 8:09pm), and D Meeuwsan (joined at 7:51pm).

Approval of the Agenda

Mayor Burge added an agenda item ~ Presentation by Jensen Strategies and discussion on LCOG proposal.

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

Public Comments

Scappoose City Council Meeting 4/5/2021

Public Comment re: Alternative NW Local Connection Study

Good evening Mayor Burge and Council Members,

My name is Marisa Jacobs. While I'm an alternate City Planning Commissioner, I'm speaking as a resident citizen. My comments are regarding the published report from DKS Associates pertaining to the Alternative NW Local Connection Study. I've read the entire report and there is another option missing. Do Nothing. Do not extend Cpt Roger Kucera through to EJ Smith.

Extending this road goes against best-in-class verifiable research that running a street through the entirety of a park is dangerous.

As cited in my previous public comment dated December 7, 2020, research has shown cities across the US are closing through roads in parks to create safer park engagement for its users. And, if the #1 reason for a road is for emergency services, create an egress, not a through road. Once the Grabhorn property design is approved, it will bring more recreation to the area. More people of all ages and animals. A through road with increased users equals increased accidents. This is not the place to spend a \$1M. Use the \$1M to improve the sidewalks to encourage more walking and biking to connect into the neighborhoods, not more cars. Use the money to fix the bridge on EJ Smith, not a road through a park.

Last week, I watched a car hit their brakes on Cpt Roger Kucera just stopping short of hitting a child who ran out into the street to fetch their soccer ball. The time was around 5:30p. Using the same eye witness example I provided you, now add a through road into this picture during rush hour traffic. The probability of that child getting hit by a car goes up exponentially, and the park utilization will decrease just as fast. Therefore, wasting millions of dollars to develop Veterans and Grabhorn park for it to become a desolate green space for a high-speed cut through street. There is another option. Do Nothing. Do Not Extend the Road.

Thank you,
Marisa Jacobs

Presentation by Mayor Burge

Steve Kreins, Executive Director of Oregon Operation Lifesaver thanked Mayor Burge and Council for organizing this. He explained he just happens to be a local Scappoose resident and he's doing these all over the state but this one just happens to be a little bit more special just because he's local. He explained he is the Executive Director of a local nonprofit called Oregon Operation Lifesaver. He explained Operation Lifesaver's mission is to end collisions, deaths and injuries at highway rail grade crossings along the rights-of-way. He explained Operation Lifesaver started in Idaho in 1972 by the Idaho State police and now it's a nationwide program. Oregon Operation Lifesaver started in around 1978 and they partner with local law enforcement around the State and as well as about 22 different railroads. He explained he is here to recognize some of our partners in law enforcement. He explained over the last few years the number of incidents has tripled in Oregon and the numerous reasons on why we believe that's happening. He explained in Oregon we're seeing about 150% increase a year and trespass incidents in Oregon now falls into #9 in the country for trespassing and Hwy grade crossing accidents in the State. He explained one of the other things their program believes in is to reduce these numbers is the 3 E's and that's engineering, education and enforcement and we couldn't do this mission without our local law enforcement. He stated Chief Miller has always been proactive when the time has come for him to call upon him to do anything that's public safety. He stated the Portland Western Railroad on behalf of Craig Ashenfelter, Vice President of Safety, who wished he could have been here tonight, and Oregon Operation Lifesaver have worked together over the years to promote rail safety, but they couldn't have done it without some of our partners like Scappoose Police Department. He explained for the past years Chief Miller has been proactive in coming

out when asked to participate or if he was asked to do anything that promotes rail safety. He explained Oregon Operation Lifesaver wants to thank the Scappoose Police Department and they would like to thank Mayor Burge for helping make this happen. He explained Chief Miller has been proactive when asked to help and last year Scappoose Police Department was able to sign up and participate in Operation Clear Track which is held every September in rail Safety Week. He explained Chief Millers dedication and willingness to help this cause doesn't go unrecognized. He explained at this time he'd like to present Chief Miller with a plaque for taking the time away from his duties to help this cause and always answering the call when needed.

Congratulations Chief Miller.

Consent Agenda ~ March 15, 2021 Grabhorn Park Ad Hoc Committee Interview minutes, March 15, 2021 City Council meeting minutes, March 22, 2021 Special City Council meeting minutes, March 30, 2021 Special City Council meeting minutes appointment of members to the Grabhorn Ad Hoc Committee, and appointment of Jeannet Santiago to the Planning Commission

Councilor Poling moved, and Councilor Haugen seconded the motion to approve the Consent Agenda ~ March 15, 2021 Grabhorn Park Ad Hoc Committee Interview minutes, March 15, 2021 City Council meeting minutes, March 22, 2021 Special City Council meeting minutes, March 30, 2021 Special City Council meeting minutes appointment of members to the Grabhorn Ad Hoc Committee, and appointment of Jeannet Santiago to the Planning Commission. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Proclamations

National Child Abuse Prevention Month

Mayor Burge read the National Child Abuse Prevention Month Proclamation.

National Volunteer Week

Mayor Burge read the National Volunteer Week Proclamation.

New Business

WWTP Interim Aeration Basin Construction Contract

Public Works Director Dave Sukau went over the staff report. He explained in March of 2020 the City discovered a failure of their aeration basin (AB) liner. Upon subsequent testing of the AB's underdrain system, it was determined that the basin was in a state of failure. Murraysmith was selected to design Phase 1 Improvements to the WWTP as a whole; however, the failure of the AB liner altered the initial project scope and now Phase 1 Improvements include a new AB. Staff has partnered with Murraysmith and DEQ to convert the existing sludge storage pond to an aeration

basin until the Phase I construction of a new aeration basin is completed. This plan will modify existing pipe to gravity feed influent to the temporary aeration basin. A new pump station will be installed to pump the treated influent (mixed liquor) to the existing clarifiers.

Public Works Director Dave Sukau explained the City is currently taking action to address the liner situation. These actions include:

- Weekly water quality monitoring in the basin's underdrain system. The City is currently monitoring BOD and water level.
- Modifying the aspirator aerators to install a base plate or baffle to deflect energy away from the bottom of the basin. These aspirator aerators may be creating too much turbulence over the full depth of the lagoon and further impacting the liner system.
- Reducing liquid solids inventory at the plant to accommodate use of the primary sludge lagoon as a temporary aeration basin.
- Prepare the secondary sludge lagoon for use and the receipt of sludge.

Public Works Director Dave Sukau explained the City advertised the project on February 5, 2021 and had five bids submitted for the March 5th bid opening. The results are in the table below. The project will be funded out of the Wastewater budget 41-410-310. Staff recommends the Interim Aeration project be awarded to Bateson Enterprises, LLC for three hundred fourteen thousand dollars (\$314,000).

Councilor Lesowske moved, and Councilor Miller seconded the motion that Council authorize Interim City Manager Rains to enter a contract with Bateson Enterprises, LLC to complete the Interim Aeration Plan as advertised for \$314,000. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Skatepark Beautification Project

Program Analyst Huell White went over the staff report. He explained at the March 18, 2021 Parks and Recreation Committee (SPRC) meeting, a student-led public art project for the Skate Park was proposed to the Committee. Matthew Virosteck, a young artist from Sauvie Island, delivered his final design proposal to paint murals on the Scappoose Skate Park. Matthew has spent the current school year designing this project for his 8th grade course studies at Sauvie Island School. Matthew presented a draft of his work earlier this year, and his final draft to SPRC on March 18. The Committee was highly supportive of Matthew's proposal and his endeavor to seek Council's approval. The Committee voted unanimously to recommend the project to City Council for their consideration. He explained the options are, **1.** Approve the Skate Park Beautification Project as presented, **2.** Approve the Skate Park Beautification Project with modifications or **3.** Not approve the Skate Park Beautification Project.

Matthew Virosteck explained he wanted to do something with art outdoors because of Covid conditions. He used simple graphics, shapes, and lines to represent speed and movement of the skaters. He thinks the artwork will beautify Scappoose Heritage Park and connect the community with the kids who use the space. He introduced his mentor Veronica Reeves, a local artist. He

explained he was inspired by her contribution of a mural at Otto Peterson. He explained what his plan would be if this would be approved.

Councilor Haugen thanked Matthew for his creativity, energy and enthusiasm to beautify our wonderful City.

Council President Greisen stated I second that, this is really impressive visual work, and it is warmly welcomed that you would do a project like this that would benefit so many people in our community and brighten up a space that many pass by and recreate at, this is just truly a gift. She thanked Matthew and told him he should be very proud of this presentation and the work that he has put together so far.

Councilor Lesowske stated he appreciates someone who doesn't necessarily have a direct connection to this location saw a need and wanted to beautify this space to make it more appealing and attractive, not just to the users but to the community. He stated he is very excited to see this and to know that our youth is being active in our community as well.

Mayor Burge stated he looked at this and it is great. He stated it will brighten up the skate park. He thanked Matthew for his vision and his work.

Councilor McHugh stated he wants to echo what the other Council members have said. He is really impressed with how well Matthew has pulled all this together, he is a very talented young man. He stated this will be a big improvement to the skate park. He thanked Matthew for his vision and willingness to pull all this together, it is a lot of work and it is appreciated.

Councilor Poling moved, and Councilor Haugen seconded the motion that Council approve the Skate Park Beautification Project as presented. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Resolution No. 21-04: A Resolution Authorizing a Contract to be Awarded by Direct Appointment

Interim City Manager Alex Rains left the room at 7:24pm.

Legal Counsel Ashley Driscoll explained the resolution before Council is to exempt a class of personal services contract from your public contractor code which will allow the Council to direct appoint a third-party contractor for your City recruitment process and then allow her to negotiate a fee not to exceed \$25,000.

Councilor Haugen moved, and Councilor Poling seconded the motion that Council approve Resolution No. 21-04: A Resolution Authorizing a Contract to be Awarded by Direct Appointment. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Presentation by Jensen Strategies and discussion on LCOG

Legal Counsel Ashley Driscoll stated thank you for passing that resolution. She stated so now we're going to consider two different proposals from city manager recruitment firms and then after the presentation by Jensen Strategies, she will briefly touch on the proposal from the Lane Council of Governments. She explained if one of these two proposals is the direction the Council wants to go then she is going to ask for a motion to authorize her to enter negotiations with one of those two firms. She explained if neither one of them meets Council's criteria or objectives Council can also send her back to gather more.

Erik Jensen with Jensen Strategies thanked Council for the opportunity to give a proposal for the city manager recruitment process, which he gave an overview of.

Councilor Miller asked Erik Jensen to give specifics of how his firm advertises the position.

Erik Jensen explained they typically advertise on the ICMA website, in addition to all of the networks within Oregon, including the League of Oregon Cities, and OCCM. He explained there are a number of listservs that they will advertise through. He explained if Council wants them to, they will also advertise in adjacent States. He explained they target places city managers plan to go to.

Councilor Lesowske stated he appreciates Erik putting this proposal together. He explained he likes the guarantee.

Erik Jensen explained they are fairly new with the city manager recruitment, since 2016 and they have had pretty good success in terms of people staying around.

Councilor Haugen stated to Erik he thought his proposal was very thorough and thoughtful in its organization.

Councilor Miller talked about the city manager salary.

Erik Jensen replied that is a competitive range in his experience.

Council thanked Erik Jensen for putting this proposal together.

Councilor Poling stated in the resolution to authorize contracts we have the fee set for \$25,000 and Jensen Strategies contract is \$24,000 with other expenses associated with that which would make it go over the \$25,000. He asked does that effect anything with our contract with them?

Legal Counsel Ashley Driscoll replied yes it could. She asked Erik if there are any other fees not associated with the \$24,000?

Erik Jensen replied the \$24,000 covers all of their professional fees. He explained the additional fees you see in the proposal are direct expenses or outsourced, like mileage, hotel stays, as well as the cost for them to run the background checks, the fees for advertising, printing costs, graphic art designs, etc. He explained in their experience that amount would not exceed \$5,000 and possibly much less because they try to be conservative.

Legal Counsel Ashley Driscoll replied she is fine amending that number or considering that number part of the professional services with the understanding that some of the direct costs would be passed along.

Legal Counsel Ashley Driscoll explained she is not in a position that she is recommending either firm. She explained she gave LCOG the same opportunity to speak with Council tonight and they declined and said their proposal will speak for itself. She talked about the LCOG proposal requires more staff assistance with the administrative work, and Jensen Strategies is more of a handoff process.

Councilor McHugh feels Council should make a decision this evening so they can move forward with the process.

Mayor Burge explained he is conformable with moving forward also.

Councilor Poling moved, and Councilor Lesowske seconded the motion that Council approve Legal Counsel Ashley Driscoll to contract with Jensen Strategies, LLC. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

There was a discussion in the Jensen Strategies amount being more than the amount in the resolution.

Mayor Burge asked if the resolution could be amended to authorize the City Attorney Ashley Driscoll to negotiate the professional fees to an amount less than \$25,000 plus expense.

Legal Counsel Ashley Driscoll replied that would work. She explained typically the city manager would sign but since Interim City Manager Rains is one of the candidates, she would prefer we didn't do that, so authoring the Mayor to sign on behalf of the City. She explained in addition to that motion, because we would like to get the ball rolling, she would suggest a motion to authorize staff to take all other necessary actions to begin the process.

Councilor McHugh asked who is going to be the point person from the City?

Legal Counsel Ashley Driscoll replied either Peter or her could do that. She stated again, hopefully we are not relying on staff too heavily in this busy season.

Councilor Haugen moved, and Councilor Poling seconded the motion to amend Resolution No. 21-04 Council to authorize Legal Counsel Ashley Driscoll to negotiate a contract to an amount of less than \$25,000 plus expenses with Jensen Strategies and authorize the Mayor to sign the contract. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Councilor Poling moved, and Councilor Lesowske second the motion that Council directs staff to take all other necessary actions in order to start the process. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Council thanked Legal Counsel Ashley Driscoll and Peter Watts.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

Interim City Manager Rains came back into the room.

City Manager, Police Chief, Councilors, and Mayor

Interim City Manager Alexandra Rains explained per Council's goal list she went ahead and scheduled two meetings for Council with some boards of other overlapping taxing districts and nearby leaders. She explained on May 17, Council will have a work session with the Port of Columbia County and on August 2, Council will have a work session with the County Commissioners. She asked Council to think about what topics they might want to cover with them so she can put together some kind of agenda. She has reached out to some other folks and is working on scheduling some additional meetings as well. She explained she has been contacted by both Senator Johnson and Representative Witt about some federal funds that are coming through to the State that will be coming through and available for cities for infrastructure. She explained in a very short amount of time she has pulled together a bunch of information for them on the City's wastewater treatment plant costs, the basalt well, and then 3rd Place and Vine, the two roads that weren't funded for the safe routes to school grant. She explained staff put together costs and all kinds of information they had from previous loans and grant documents and they sent it off to them and we're hoping we get some funds.

Councilor McHugh explained the 100-year celebration committee is meeting every week on Wednesday at 6:30pm, so he is not sure they need the Thursday meeting.

Council President Greisen stated she just wants to bring up a potential topic for discussion with Council. She explained in recent interactions we've referenced our Council team agreements. She knows that she has looked back and read over them. She stated at this point she's not quite sure, she's done a little bit of research and the League of Oregon Cities has a model rules of procedure for council meetings and she's just curious if something a little more detailed or definitive could provide Council a little more structure on their interactions with each other and interactions with staff. She explained something that's a little more clear, clearly outlined might be helpful for them as a Council as they work through issues and make decisions as a body.

Legal Counsel Ashley Driscoll replied she does like the League of Oregon Cities model council rules, and it does have to align with your Charter. She explained she does think there are aspects that would be really helpful in her limited experience. She explained the other thing is that the current council rules are in ordinance and in her experience most City Council's council rules are adopted as a resolution and when you have a more detailed process like the model rules, which envisions a lot of different situations, it provides guidance in a lot of different situations. It is also nice to have the ability to be able to make a motion to suspend the rules. She explained when your council rules are in ordinance you don't have that same level of flexibility. She explained that's one of the reasons why she definitely recommends the Council has their rules of procedure as a resolution and that is what she is most familiar with. She explained the process that one of her other clients went through.

Council President Greisen replied what I hear you saying is this is something that would set us up for success in the future when making decisions as a body.

Legal Counsel Ashley Driscoll replied her experience with Scappoose is limited, as she hasn't been to a lot of the meetings and is not familiar with all your challenges. She explained she knows Council has a team agreement and they reference the team agreement. She explained it is often better to have the team agreement, rules, etc., all in one place.

Legal Counsel Peter Watts explained the most important thing though is that whether it's a team agreement or council rules is that everybody be willing to follow it. He explained if Council doesn't trust each other then it becomes transparent to the public. He would encourage Council to read aspirational documents and think about is this fair, can you live with this, and have those conversations with each other.

Mayor Burge talked about a section he would like to remove out of the Council rules. He talked about this being an agenda item and Council can make a decision on whether or not to direct staff to make these changes.

Councilor Miller talked about making sure the process includes due process.

Councilor Haugen would like to caution Council, let's not get carried away with rules and procedures and let's work as collegial. He thanked Councilor McHugh for all the work he is doing with the 100-year celebration.

Councilor Poling stated we are getting into spring with nice weather which means we will be out in the parks enjoying them again and he is looking forward to that.

Councilor Lesowske explained he had a follow up discussion with Waste Management regarding potentially looking at cost structures with adding a food waste option with the compost and organics. He explained he will be following up with Interim City Manager Rains on next steps on something we could potentially adopt. He thanked staff for all they do.

Adjournment

Mayor Burge adjourned the meeting at 8:34 p.m.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

***City of Scappoose
VFW Buddy Poppies
Proclamation***

WHEREAS, the annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to “Honor the Dead by Helping the Living”; and

WHEREAS, leadership within the City of Scappoose is built upon the philosophy that daily decisions and actions must incorporate individual accountability and ethical character qualities such as honesty, dedication, personal integrity, courage, compassion, love and respect for all people.

NOW, THEREFORE BE IT RESOLVED, I, Scott Burge, Mayor of the City of Scappoose do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through your donations for Buddy Poppies on May 21st and 22nd, 2021, for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

FURTHER, I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this 19th day of April, 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____

Susan M. Reeves, MMC
City Recorder

Proclamation National Small Business

WHEREAS, the month of May 2021, has been designated as National Small Business Month, in recognition of the critical contributions of America's entrepreneurs and small business owners; and

WHEREAS, nationally more than half of Americans either own or work for a small business, and they create two out of every three new jobs in the U.S. each year. Small businesses are the backbone of our economy and we must work to ensure that our city recovers and rebuilds not only from the top down, but also from the bottom up and the middle out; and

WHEREAS, locally, in Scappoose, Oregon 95% of our businesses are small businesses with 50 or fewer employees. The City of Scappoose offers assistance by waiving the city business license fee, and also recognizes that small business assistance is a partnership with our affiliated organizations; and

WHEREAS, the City of Scappoose takes this opportunity to highlight the impact of outstanding entrepreneurs and small business owners, and recognizes that Small Business Month is a time for us to celebrate the successes of small business and to thank our small business owners for their contributions to our city, our economy, and our nation.

NOW, THEREFORE, I, Scott Burge, Mayor of Scappoose, do hereby proclaim May 2021, as:

“Small Business Month”

In the City of Scappoose, and urge all residents of Scappoose to participate in this observance.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this 19th day of April, 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

CITY OF SCAPPOOSE PROCLAMATION

National Law Enforcement Week

To recognize National Police Week 2021 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 950,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Scappoose Police Department;

WHEREAS, some 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 plus injuries;

WHEREAS, since the first recorded death in 1791, over 24,839 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 186 officers in Oregon;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, this includes 359 officers killed in 2020.

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that City of Scappoose formally designates May 9-15, 2021, as Police Week in Scappoose, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this 19th day of April, 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

PROCLAMATION

National Public Works Week

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform,

THEREFORE, BE IT RESOLVED that I, Scott Burge, Mayor of the City of Scappoose, do hereby proclaim the week of May 16- 22, 2021, as "National Public Works Week" in the City of Scappoose, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this 19th day of April, 2021.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: April 13, 2021

Agenda Date Requested: April 19, 2021 – Work Session

To: Scappoose City Council

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

Subject: Water SDC Update

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☐ Formal Action

☒ Report Only

ISSUE: Update of Water System Development Charge rates pursuant to the recently adopted 2020 Water Service Master Plan Update (WSMPU).

ANALYSIS:

City staff hired Donovan Enterprises, Inc. to update the City's Water System Development Charge (SDC) to reflect the latest capital improvement plan in the recently adopted WSMPU. For comparison, the City's current Water SDC schedule was last updated in May 2002. SDC updates are intended to review the basis for charges to ensure a consistent methodology, determine the most appropriate fees considering the corresponding capital improvement plan, and to provide clear documentation and explanation of the methodology used to develop the SDC.

Exhibit A describes the consultant's methodology and analysis in detail. 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.

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 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.

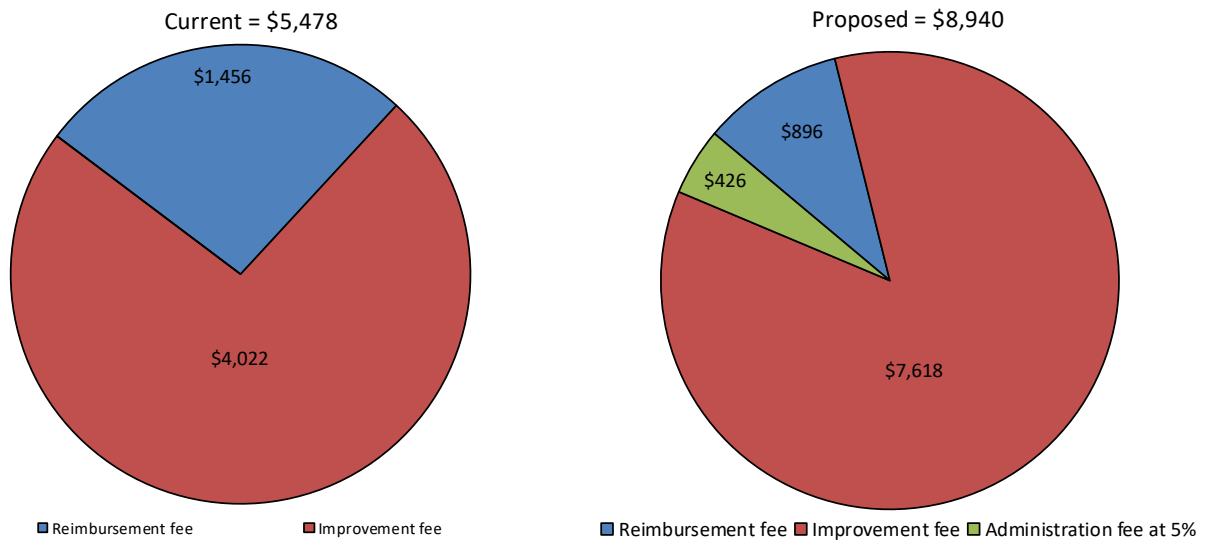
The city's current schedule of SDCs for Water was last reviewed in May of 2002. Upon completion of that review, the City Council adopted its current water SDC methodology via Resolution No. 02-19 dated August 5, 2002. In January, 2020, the City completed the task of updating the capital improvement plan (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 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 ¾” 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 ¾” 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

Water System Development Charges Update

April 19, 2021



Tonight's Agenda



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

Reason for SDC Updates

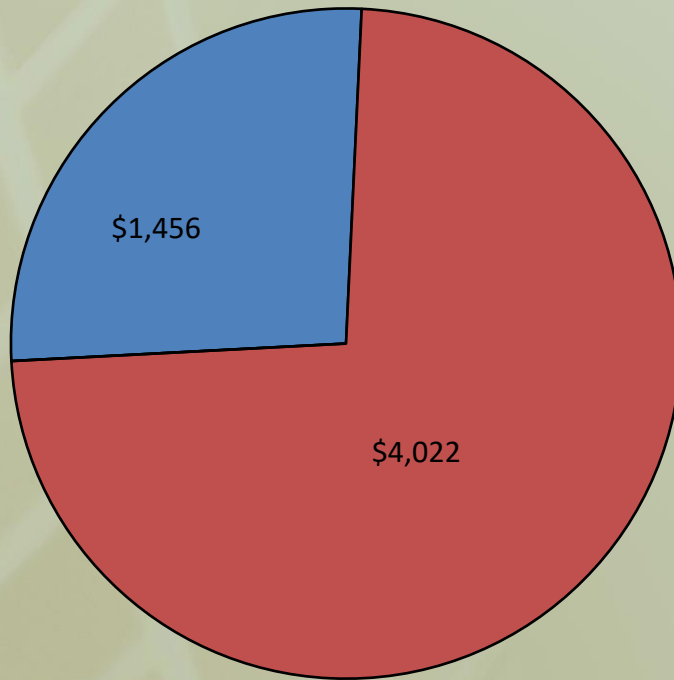


- SMC 13.24.040 – “the methodology used to establish the reimbursement fee shall take into account the cost of existing facilities, prior contributions by users, the value of unused capacity, generally accepted rate making principals, and other relevant factors identified by state law and the council.”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

Overview – Proposed vs. Current



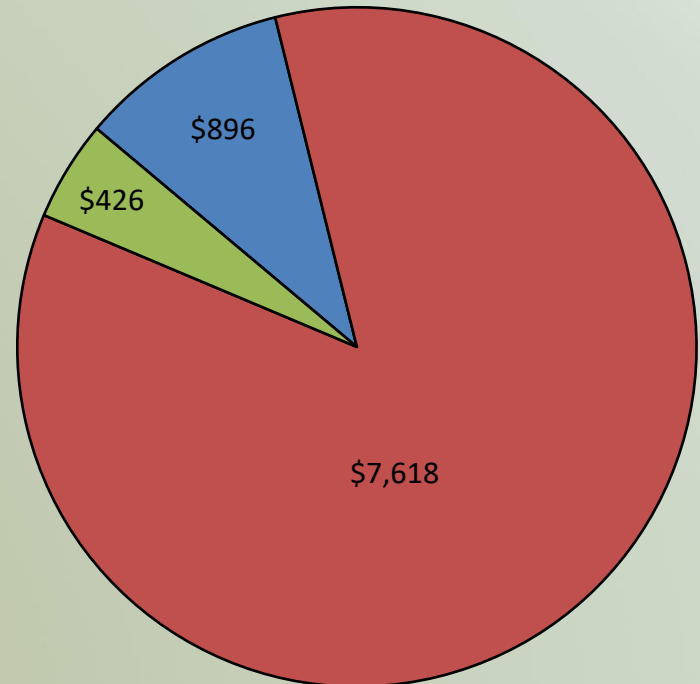
Current = \$5,478



Reimbursement fee

Improvement fee

Proposed = \$8,940



Reimbursement fee

Improvement fee

Administration fee at 5%

- One time fee for a new single family residential home with a $\frac{3}{4}$ " water meter

91

Water-Specific Details



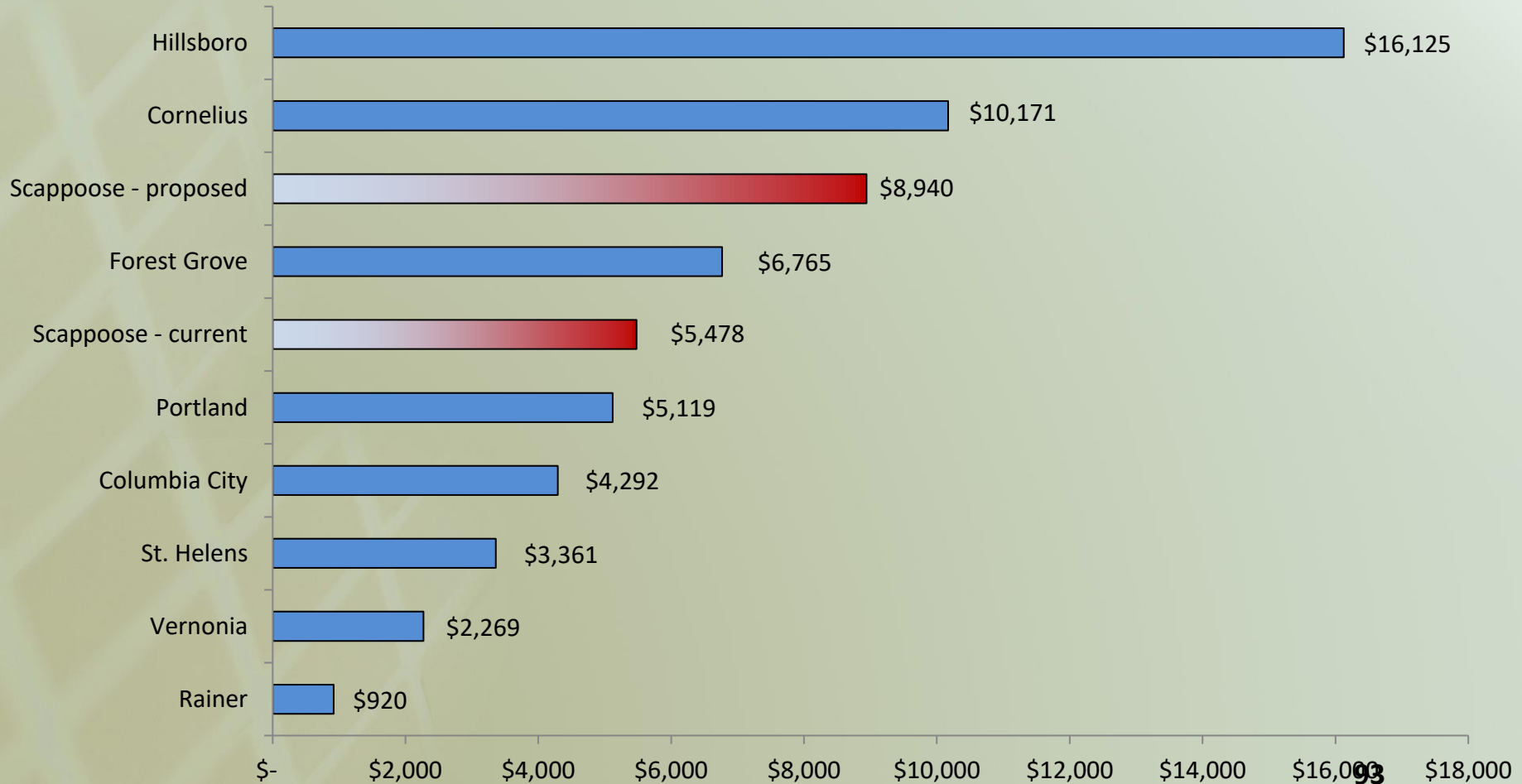
Water SDC Components	Proposed		Current		Difference
Reimbursement fee	\$	896	\$	1,456	\$ (560)
Improvement fee	\$	7,618	\$	4,022	\$ 3,596
Administration fee at 5%	\$	426	\$	-	\$ 426
Total water SDC	\$	8,940	\$	5,478	\$ 3,462

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

Water SDCs in Neighboring Communities



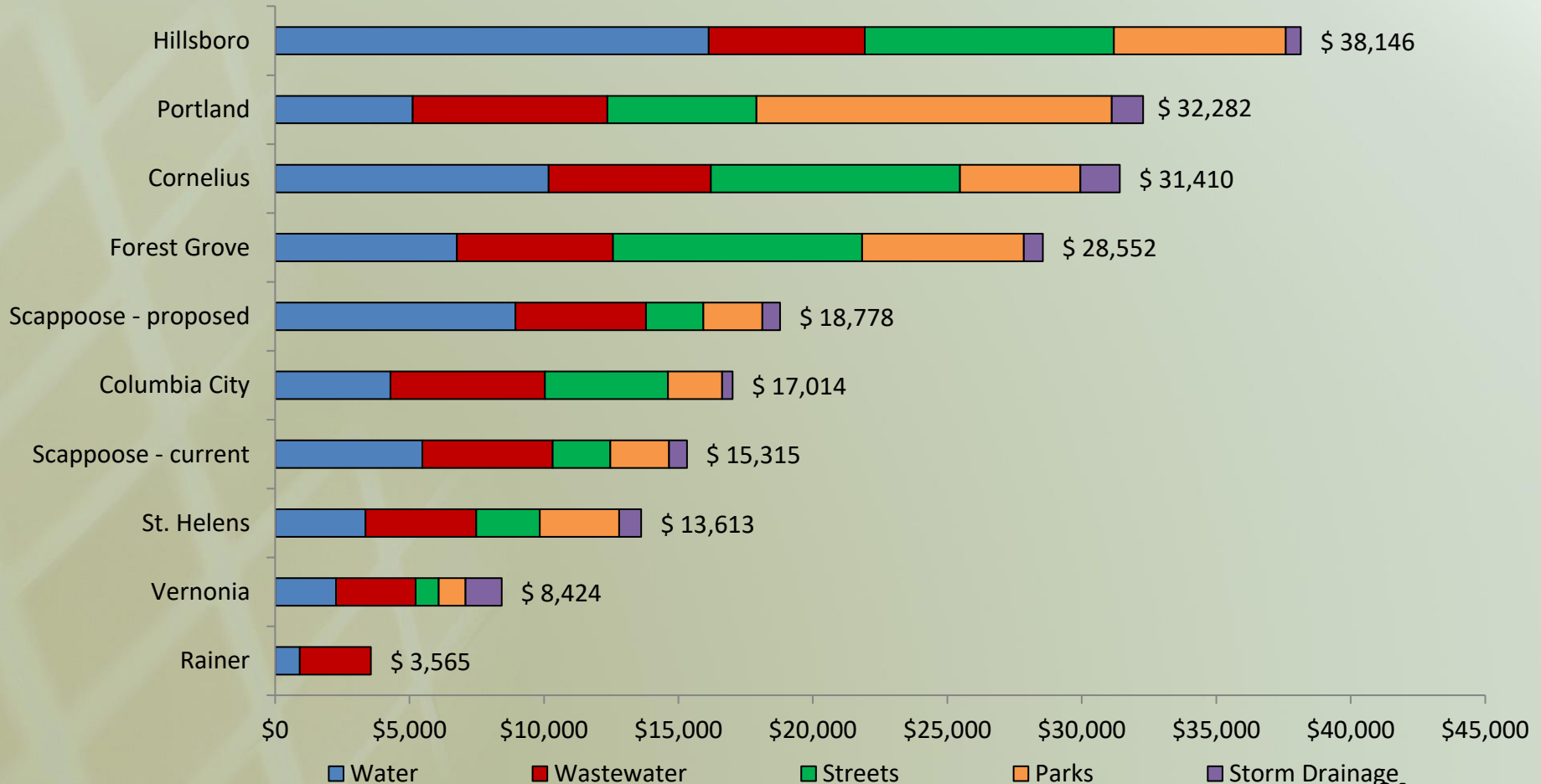
Regional Water System Development Charges - Single Family Residential April, 2021



All SDCs in Neighboring Communities



Regional System Development Charges - Single Family Residential April, 2021



Questions



CITY OF SCAPPOOSE

April 2021

4.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Work Session, 6pm City Council 7pm	6	7	8 100-year Celebration ad hoc committee 2pm	9	10
11	12	13	14 100-year Celebration ad hoc committee 6:30pm	15 EDC ~ noon Park & Rec Committee 5:30pm Grabhorn Park Ad Hoc Committee 6pm	16	17
18	19 Work Session, 6:30 pm City Council 7pm	20	21 100-year Celebration ad hoc committee 6:30pm	22 Planning Commission 7pm	23	24
25	26	27	28 100-year Celebration ad hoc committee 6:30pm	29	30	

CITY OF SCAPPOOSE

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Farmers Market 9am-2pm
2	3 Work Session 6pm City Council 7pm	4	5 100-year Celebration ad hoc committee 6:30pm	6 Grabhorn Park Ad Hoc Committee 6pm	7	8 Farmers Market 9am-2pm
9	10	11	12 100-year Celebration ad hoc committee 6:30pm	13 Planning Commission meeting 7pm	14	15 Farmers Market 9am-2pm
16	17 Work Session 6pm City Council 7pm	18	19 100-year Celebration ad hoc committee 6:30pm	20 Grabhorn Park Ad Hoc Committee 6pm	21	22 Farmers Market 9am-2pm
23/30	24 Budget Meeting 6-9pm ***** MAY 31 City Offices Closed	25	26 100-year Celebration ad hoc committee 6:30pm	27	28	29 Farmers Market 9am-2pm