



**MONDAY, MARCH 6, 2017
COUNCIL GOAL SETTING SESSION AT 5:30 P.M.**

CITY COUNCIL MEETING AGENDA

**Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

ITEM	AGENDA TOPIC	Action
1.0	Call to Order	
2.0	Pledge of Allegiance	
3.0	Roll Call	
4.0	Approval of the Agenda	
5.0	Public Comments	
6.0	Consent Agenda	
	6.1 February 21, 2017 City Council Work Session minutes	
	6.2 February 21, 2017 City Council meeting minutes	
	6.3 Appoint Alternate Planning Commission Tim Connell to Full Member	
7.0	New Business	
	7.1 Res No. 17-07: Declaring a Vacant Position on the City Council	Approval
	Staff: City Manager Michael Sykes	
	7.2 Res No. 17-08: ORPD Local Government Grant Application for Development of Seely Lane (Park)	Approval
	Staff: Program Analyst Alexandra Rains	
	7.3 Res No. 17-09: Preserving Oregon Matching Grant for Watts House Front Porch Repairs	Approval
	Staff: RARE Participant Ben Tolles	
	7.4 Select Auditor	Approval
	Staff: City Manager Michael Sykes	
	7.5 City Attorney Rates	Approval
	Staff: City Manager Michael Sykes	
8.0	Announcements ~ information only	
	8.1 Calendar	
	8.2 City Manager, Police Chief, Councilors, and Mayor	
9.0	Executive Session ~ ORS 192.660(2)(e) Real Property Transactions	
10.0	Adjournment	

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

6.1

CITY COUNCIL
TUESDAY, FEBRUARY 21, 2017
WORK SESSION ~ FACILITY PLAN UPDATE & PRELIMINARY DESIGN

Mayor Burge called the work session to order at 6:30 p.m.

Present: Mayor Scott Burge, Council President Mark Reed, Councilor Barb Hayden, Councilor Rich Riffle, Councilor Megan Greisen, Councilor Natalie Sanders, City Manager Michael Sykes, Legal Counsel Shelby Rihala, Police Chief Norm Miller, City Recorder Susan Reeves, Treatment Plant Supervisor Kevin Turner, City Engineer Chris Negelspach, and Ben Tolles AmeriCorps RARE Member.

Excused: Councilor Patrick Kessi

City Manager Sykes explained as you may know staff has been working on our Wastewater Master Plan Update and that has led us to identify some immediate improvements that we are going to need to really consider laying the ground work for. He explained tonight is a presentation about some of those improvements and some of the work that we would like to ask the Council for support to move forward on in the Council meeting.

Treatment Plant Supervisor Kevin Turner went over his handout. He explained last year in February staff kicked off the facility plan with the flow testing. He explained staff put some monitoring devices inside some manholes around the City to collect the data and follow that up in the summer with smoke testing to look for illegal connections, which they found some, which lead into Keller's first draft. He explained originally Keller had not included the Urban Growth Boundary, and staff had them go back and look at that. He explained they had all the information reviewed by Carollo Engineering and they had some different ideas. He explained Carollo's flow population numbers were drastically different. Carollo thinks the population of flow will be closer to what Portland State has predicted with their moderate growth. It is on the hand out referenced PSU vs draft. He explained if we go with Carollo to update these figures it is going to push a lot of those improvements beyond the 20 year outlook and save the budget millions of dollars. He explained in the handout he has included their draft 20 year CIP and you can see all the different things. He went over the priority items. He explained with Carollo's proposal they want to model the plant also, which Keller did not do. He explained by doing that it would give us a better look at how the process works. He explained basically this all comes down to Kellers projection of 7.2 million gallons versus the estimate numbers from Carollo which would be closer to 3.9 million gallons per day over those 20 years. He explained their proposal to finish it would be about \$99,000 but it would also include predesign to move us forward towards those priority one improvements.

**Wastewater Facility Plan Update
and Treatment Plant Predesign**

Work Session Handout



Introduction

- The current ***draft*** facility plan identifies an estimated \$43 million in capital improvement projects over the next 20 years.
 - Moving forward with Carollo Engineering, Inc. proposed review, update, and predesign will save millions in capital improvements over the next 20 years
 - Predesign will layout critical improvements needed to serve the current and short term population and flows.
- 

Current Design

- 1.5 Million Gallons per Day (MGD)
 - With everything working correctly and normal concentration the plant should handle this flow
- Peak Design Flow 3.2 MGD
 - Maximum capacity of current pumps and piping

Draft Facility Plan Projected Population and Flow

	2015 Design Flow (MGD)	Projected Unit Flow (gpcd)	Projected Flows [Domestic and Industrial] (MGD)			
Year	2015	2015	2020	2025	2030	2035
Population	6,745	6,745	9,943	10,924	12,003	13,188
AADF	0.768	114	1.176	1.777	2.166	2.390
ADWF	0.660	98	1.015	1.563	1.916	2.114
AWWF	0.860	127	1.315	1.960	2.382	2.628
MMDWF ₁₀	0.855	127	1.308	1.952	2.372	2.616
MMWWF ₅	1.212	180	1.845	2.663	3.207	3.537
PWkF	1.397	207	2.124	3.032	3.640	4.013
PDAF ₅	1.850	274	2.805	3.935	4.700	5.181
PIF ₅	2.640	391	3.995	5.510	6.549	7.218

PSU vs. Draft

	Design Flow (MGD)	Projected Unit Flow (gpcd)	Projected Domestic Flows (MGD)				City Projected Flows (MGD)	
			(PSU Moderate Growth Rate Pop. Projections)				(City Estimated Pop. Projections)	
Year	2015	2015	2020	2025	2030	2035	2035 Domestic	2035 Domestic and Industrial
Population	6,745	6,745	7,520	8,262	9,078	9,974	13,188	13,188
AADF	0.768	114	0.856	0.940	1.033	1.135	1.501	2.390
ADWF	0.660	98	0.736	0.809	0.889	0.977	1.291	2.114
AWWF	0.860	128	0.959	1.053	1.157	1.271	1.681	2.628
MMDWF ₁₀	0.855	127	0.954	1.048	1.151	1.265	1.672	2.616
MMWWF ₅	1.212	180	1.352	1.485	1.631	1.792	2.370	3.537
PWkF	1.397	207	1.558	1.711	1.880	2.066	2.732	4.013
PDAF ₅	1.850	274	2.063	2.266	2.490	2.736	3.617	5.181
PIF ₅	2.640	391	2.943	3.234	3.553	3.904	5.162	7.218

Draft Plant Capacity Summary

Component	Capacity (MGD)	2015 Cap'y Needed (MGD)	2035 Cap'y Needed (MGD)	Comments
Influent Screen	4.1 (PIF ₁)	2.6	7.2	No redundancy
Influent Pumps	3.5 (PIF ₁)	2.6	7.2	3 pumps in service (4 th is redundant)
Influent Pipe	4.0 (PIF ₁)	2.6	7.2	--
Influent Measurement	5.7 (PIF ₁)	2.6	7.2	--
Aeration Basin	1.9 (MMWWF ₁)	1.2	3.5	Basin integrity (no redundancy)
Aeration Basin Aerators	1.1 (MMWWF ₁)	1.2	3.5	One aerator is redundant
Secondary Clarifiers	1.0 (MMWWF ₁)	1.2	3.5	No Redundancy with Solids Loading
RAS Pumps	2.0	1.3	2.6	2 pumps in service (3 rd is redundant)
RAS Pipe	1.0	1.3	2.6	--
WAS Pumps	0.2	0.04	0.08	Open/close valves for redundancy
WAS Pipe	0.2	0.04	0.08	--
Tertiary Pump Station	2.0 (PIF ₂)	2.6	7.2	Second pump is redundant
Tertiary Pipe	9.2 (PIF ₂)	2.6	7.2	--
Tertiary Filters	1.2 (MMWWF ₁)	1.2	3.5	Second filter is redundant
UV Disinfection	3.1 (PIF ₂)	2.6	7.2	One module redundant
Effluent Measurement	3.3 (PIF ₂)	2.6	7.2	--
Effluent Pumps	3.3 (PIF ₂)	2.6	7.2	3 pumps in service (4 th is redundant)
Effluent Pipe	4.0 (PIF ₂)	2.6	7.2	--

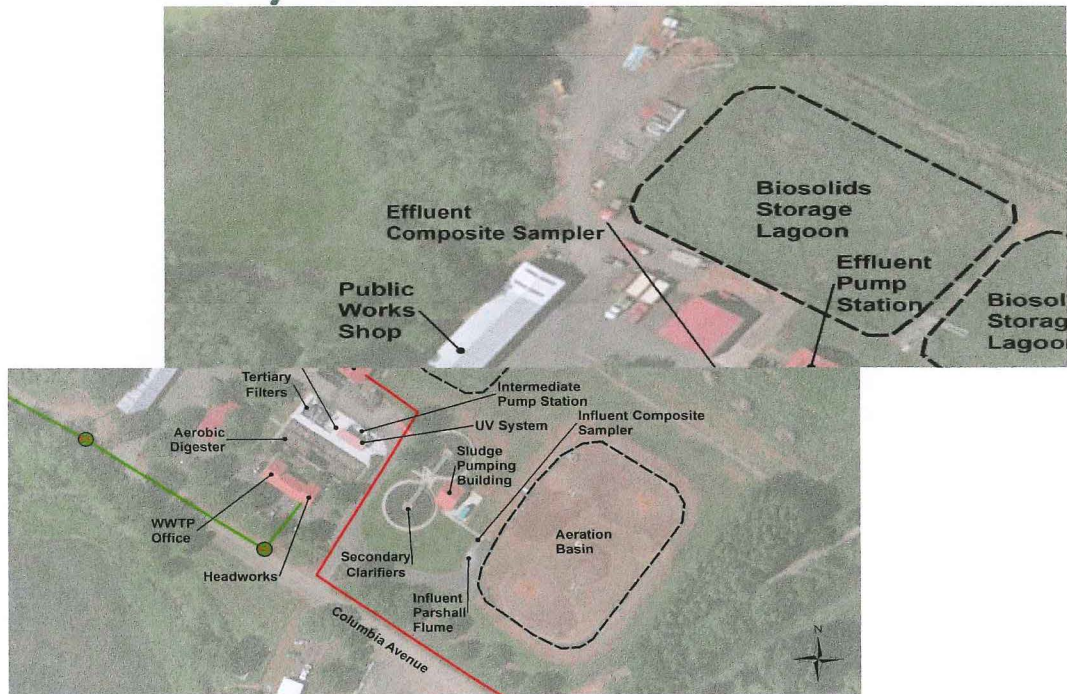
20 Year Draft CIP

ID#	Item	WWTP Flow Trigger	Additional EDUs to Meet Flow Trigger	Total Estimated Cost (2016)	SDC Growth Portion %	Cost	City's Estimated Portion
Priority 1 Improvements							
Wastewater Collection System							
1A.1	New, Relief Trunk Line	--	--	\$ 1,720,000	30%	\$ 516,000	\$ 1,204,000
1A.2	E Columbia Ave Trunk Line	--	--	\$ 1,290,000	59%	\$ 761,000	\$ 529,000
1A.3	SE Tyler St and SE Tussing Wy Trunk Line	--	--	\$ 630,000	49%	\$ 309,000	\$ 321,000
1A.4	SW Em Watts Rd Trunk Line	--	--	\$ 270,000	35%	\$ 95,000	\$ 175,000
1B	NW Smith Road Trunk Line	--	--	\$ 160,000	6%	\$ 10,000	\$ 150,000
1C	Lift Station Improvements	--	--	\$ 410,000	0%	\$ -	\$ 410,000
Wastewater Treatment							
1a	Interim Biosolids Plan	Beyond Capacity	--	\$ 2,530,000	33%	\$ 843,000	\$ 1,687,000
1b	Rehabilitate UV System	--	--	\$ 373,000	15%	\$ 55,000	\$ 318,000
1c.1	Add 3rd pump to Inter. Pump Station	Beyond Capacity	--	\$ 35,000	70%	\$ 25,000	\$ 10,000
1c.2	Add disks to existing Tertiary Filters	At Capacity	--	\$ 97,000	100%	\$ 97,000	\$ -
1d	SCADA System	--	--	\$ 297,000	63%	\$ 188,000	\$ 109,000
1e.1	Aeration for Aeration Basin	Beyond Capacity	--	\$ 341,000	33%	\$ 114,000	\$ 227,000
1e.2	Sec. Clarifier and Sludge Bldg. Exp.	Beyond Capacity	--	\$ 2,190,000	100%	\$ 2,190,000	\$ -
Total Priority 1 Improvements (rounded)				\$ 10,340,000		\$ 5,200,000	\$ 5,140,000
Rate Impact (20 yr, 1.6%)				\$ 18.77			\$ 9.33
Priority 2 Improvements							
Wastewater Collection System							
2A	SE 6th St Trunk Line	--	--	\$ 610,000	100%	\$ 610,000	\$ -
2B	NE Laurel St and NE 3rd St Trunk Line	--	--	\$ 370,000	100%	\$ 370,000	\$ -
2C	Lift Station Improvements	--	--	\$ 240,000	26%	\$ 62,000	\$ 178,000
Wastewater Treatment							
2a.1	New Aeration Basins	1.9 MGD MMWWF ₁	1,530	\$ 7,750,000	54%	\$ 4,173,000	\$ 3,577,000
2a.2	New Aerobic Digester	1.8 MGD MMWWF ₁	1,310	\$ 2,020,000	48%	\$ 966,000	\$ 1,054,000
2b.1	Expand Headworks	4.1 MGD PIF ₁	1,500	\$ 3,410,000	63%	\$ 2,163,000	\$ 1,247,000
2b.2	Upgrade Influent Pumps	3.5 MGD PIF ₁	880	\$ 928,000	63%	\$ 589,000	\$ 339,000
2c.1	Upgrade Effluent Pumps	3.3 MGD PIF ₂	675	\$ 833,000	63%	\$ 528,000	\$ 305,000
2c.2	Increase Effluent Pipe	4.0 MGD PIF ₂	1,400	\$ 2,100,000	63%	\$ 1,332,000	\$ 768,000
2d.1	Upgrade Intermediate Pump Station	4.0 MGD PIF ₂	1,400	\$ 455,000	100%	\$ 455,000	\$ -
2d.2	Additional Tertiary Filter Unit	1.8 MGD MMWWF ₁	1,310	\$ 877,000	100%	\$ 877,000	\$ -
2e	Upgrade UV System	3.1 MGD PIF ₂	480	\$ 1,117,000	63%	\$ 709,000	\$ 408,000
Total Priority 2 Improvements (rounded)				\$ 20,710,000		\$ 12,830,000	\$ 7,880,000

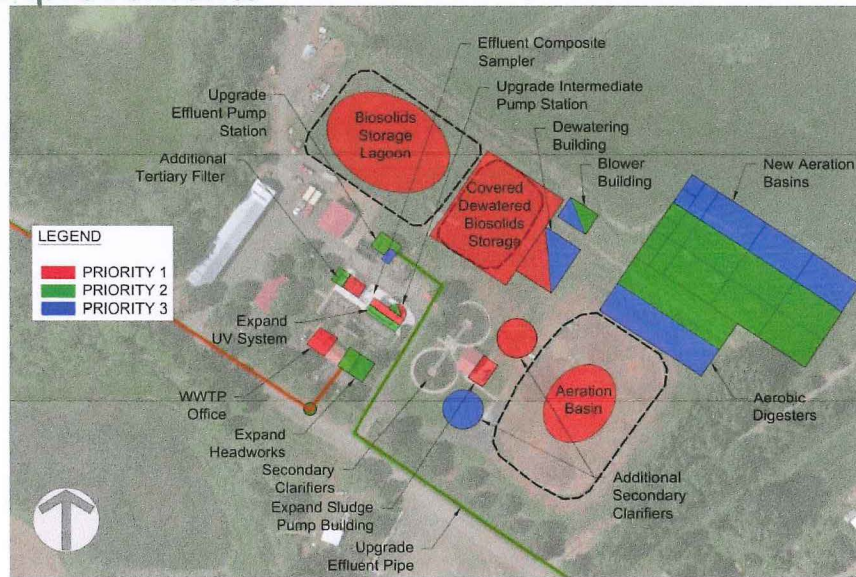
20 Year Draft CIP cont.

ID#	Item	WWTP Flow Trigger	Additional SDUs to Meet Flow Trigger	Total Estimated Cost (\$2016)	SDC Growth Portion %	SDC Growth Portion Cost	City's Estimated Portion
Priority 3 Improvements							
Wastewater Collection System							
3A	SW Old Portland Rd Trunk Line	--	--	\$ 280,000	100%	\$ 280,000	\$ -
3B	SE Tussing Wy Trunk Line	--	--	\$ 50,000	40%	\$ 20,000	\$ 30,000
Wastewater Treatment							
3a.1	Additional Aeration Basin	2.6 MGD MMWWF ₅	3,090	\$ 3,220,000	100%	\$ 3,220,000	\$ -
3a.2	Additional Secondary Clarifier	3.4 MGD MMWWF ₅	4,870	\$ 1,320,000	100%	\$ 1,320,000	\$ -
3b.1	Additional Aerobic Digester	2.3 MGD MMWWF ₅	2,420	\$ 1,830,000	100%	\$ 1,830,000	\$ -
3b.2	Additional Screw Presses	2.3 MGD MMWWF ₅	2,420	\$ 1,684,000	100%	\$ 1,684,000	\$ -
3c	Plant Water System	--	--	\$ 208,000	63%	\$ 132,000	\$ 76,000
Total Priority 3 Improvements (rounded)				\$ 8,590,000		\$ 8,490,000	\$ 110,000
Priority 4 Improvements							
Wastewater Collection System							
4A	P.LS 1, Force Main and Gravity Line	--		\$ 660,000	100%	\$ 660,000	\$ -
4B	P.LS 2, Force Main and Gravity Line	--		\$ 1,160,000	100%	\$ 1,160,000	\$ -
4C	P.LS 3 and Force Main	--		\$ 750,000	100%	\$ 750,000	\$ -
4D	P.LS 4, Force Main and Gravity Line	--		\$ 1,210,000	100%	\$ 1,210,000	\$ -
Total Priority 4 Improvements (rounded)				\$ 3,780,000		\$ 3,780,000	\$ -
TOTAL WASTEWATER IMPROVEMENTS COSTS (rounded)				\$ 43,420,000		\$ 30,300,000	\$ 13,130,000

Current Layout



Draft Improvements



Update Scope

City of Scappoose Wastewater Facilities Plan Update and Treatment Plant Predesign

Carollo Engineers, Inc. will provide the following services related to the city's wastewater treatment plant with the goals of

- 1) providing the city with an amended planning document that identifies and details necessary WWTP capital improvements over the 20-year planning period,
- 2) providing the City with a state-approvable facilities plan that satisfies all requirements for the City applying for State Revolving Fund financing for near term improvements, and
- 3) providing a predesign of the capital improvements that the City needs to complete in the near-term (first five years).

Project Schedule: The scope of work The Final Facility Plan Update and Treatment Plant Predesign is scheduled to be completed within 4 months following the Notice to Proceed.

Project Fee: The total fee for the scope of work presented is a lump sum cost not to exceed \$99,466.

Recent Flows

- November 2016
 - Max daily flow 2.632 MGD, 25th
 - Peak instantaneous flow 3.2 MGD (2222 gallons per minute)
- January 2017
 - Average daily flow – 1.168 MG
 - Max daily flow 2.191 MG
 - Peak instantaneous flow – 2.8 MG (1944 gallons per minute)
- February 2017 – past two weeks
 - Average daily flow – 1.478 MG
 - Max daily flow – 1.950 MG
 - Peak instantaneous flow – 2.7 MG (1875 gallons per minute)

Treatment Plant Supervisor Kevin Turner explained staff wanted to bring this to Council in a work session in case there were some questions.

City Manager Sykes stated he thinks it is important to note that the Wastewater Master Plan is dated 1998, and basically we have to update that to get any grants or loans from DEQ. He explained the amount proposed by Keller just didn't seem like a reasonable number so staff decided that it was really important to get somebody in here who has a good reputation in the industry and so they ended up picking Carollo.

Councilor Hayden stated there is such a difference in the population estimates going forward, it is incredible.

Mayor Burge stated he thinks part of this is they are supposed to use the PSU numbers.

City Manager Sykes explained it is important to make sure we have our System Development Charges inline so when new development comes in we can charge proportionally and can capitalize on that opportunity.

Council thanked Kevin.

Adjournment ~ Mayor Burge adjourned the Work Session at 6:55 p.m.

Scott Burge, Mayor

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

TUESDAY, FEBRUARY 21, 2017
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue

Call to Order

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

Pledge of Allegiance

Roll Call

City Council Members Present:

Scott Burge	Mayor
Mark Reed	Council President
Barb Hayden	Councilor
Rich Riffle	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Kevin Turner	Treatment Plant Supervisor
Chris Negelspace	City Engineer
Ben Tolles	AmeriCorp RARE Student

Legal Counsel Shelby Rihala

Press: none present

Excused: Councilor Patrick Kessi

Approval of the Agenda

Councilor Hayden moved, and Council President Reed seconded the motion to approve the agenda. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Public Comments

Cindy Kriech, explained she is here with students Jintana and Lyla from the Scappoose Middle School, and they would like to show their appreciation for the donation the City gave them to help fund their Middle School Bazaar. Jintana and Lyla handed posters to the Council.

Cindy explained how the program works. She also handed out packets to Council and staff. She explained a lot of the students are so happy because through this program they are able to get their family members presents.

Consent Agenda ~ February 6, 2017 City Council Work Session minutes and February 6, 2017 City Council meeting minutes

Councilor Hayden moved, and Council President Reed seconded the motion to approve the Consent Agenda ~ February 6, 2017 City Council Work Session minutes and February 6, 2017 City Council meeting minutes. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

New Business

Development Agreement with Airpark Development LLC

City Engineer Chris Negelspace went over the staff report. He explained the City of Scappoose has been working with Cascades Tissue since 2015 to assist the Company with a significant expansion project. The Company purchased 50 acres of privately owned industrial land adjacent to the Scappoose Industrial Park and within the City limits. They broke ground earlier this year on Phase I of their expansion project and expect to be operational by Spring 2017. As part of Cascades' approved development plans, the company is required to improve portions of West Lane Road to accommodate trucks entering the site. The improvements include widening of approximately 1,031 linear feet of West Lane Road between the S.E. corner of Crown Zellerbach Road and Wagner Court to accommodate a three lane collector (two travel lanes and a center turn lane) without parking, a 14-foot center turn lane, 12-foot northbound travel lane, 6-foot bike lane, curb and gutter, 6-foot sidewalk, storm drainage, street trees, lighting, paving and two commercial driveways. In order to assist Cascades Tissue with said improvements, and promote economic development through expansion of the project beyond Cascades' frontage to adjoining property owners including Airpark Development LLC, the City applied for two grants, the Immediate Opportunity Fund Grant from ODOT (IOF) and the Firm Business Commitment Grant from the Infrastructure Finance Authority (IFA). The City's application for both grants were authorized by City Council in Resolutions 16-22 and 16- 21. The City will use the monies from these two grants to complete additional frontage improvements on West Lane Road from the Jet Center's parcel north of Cascades to Airpark Development's parcel south of Cascades. In total, the expanded project will cover approximately 1,716 linear feet of West Lane Road. To satisfy the requirements of the IOF and IFA grant programs, the City must enter into a Development Agreement with Airpark Development LLC which outlines the details of the project and the respective responsibilities of each party, including financial obligations. To that end, the City has drafted said Development Agreement and will provide a copy to the Council for review (a Development Agreement with Cascades Tissue was also completed and brought before the Council for approval in December 2016). The Development Agreement with Airpark Development LLC will allow the City to secure the IOF and IFA funds needed to complete the expanded frontage improvements on West Lane Road. It will also finalize Airpark Development LLC's level of financial commitment to the frontage improvements project. The Agreement will not require any City funding. The City suggests Council authorize the City Manager to execute the Development Agreement with Airpark Development LLC.

City Manager Sykes stated as Council remembers the City already has an agreement with Cascade Tissue, basically this is the last component for us to move forward with this project.

Mayor Burge read into the record from the Development Agreement between the City and Airpark Development, LLC, the source of the funding, Sources of Funds and Budget, it's a \$1,895,000 project. The ODOT/Immediate Opportunity Fund Grant ("IOF Grant") is \$843,534. The Business Oregon Infrastructure Finance Authority Grant ("IFA Grant") is \$345,000. Cascades Contribution is \$325,000. Contribution from Airpark Development LLC is \$250,000.

City Recorder Reeves explained she will email the agreement to Council.

Mayor Burge stated that is zero City tax dollars.

Council President Reed asked if there is any thought to how these improvements might integrate into the potential improvement Crown Zellerbach Trail.

City Engineer Chris Negelspach explained this is principally West Lane improvements. He explained the alignment of Crown Zellerbach hasn't been secured yet, it is still a work in progress.

Councilor Hayden moved and Councilor Riffle seconded the motion that Council authorize the City Manager to execute the Development Agreement with Airpark Development LLC. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

West Lane Frontage Improvements Design RFP

City Engineer Chris Negelspach went over the staff report. City has prepared and advertised a qualification based Request for Proposal (RFP) to solicit proposals from engineers to design the road. The RFP was issued on January 13, 2017 and responses were received on February 3, 2017. A final recommendation from the Selection Committee was made on February 10, 2017, to enter into contract negotiations with Kittelson & Associates. Final award of the contract is tentatively taking place on March 6, 2017. The cost of engineering the frontage improvements on West Lane Road will be approximately \$190,000, or 10% of the total project cost of \$1.9 million. It will be funded in part with a financial award from the Special Public Works Fund, funded by Oregon State Lottery and administered through the Oregon Infrastructure Finance Authority and with funds from private owners along West Lane Road. It will not require any additional dedication of funds from the City. Request for Council Action - City Staff is requesting Council approve spending up to \$190,000 to complete engineering of the proposed frontage improvements on West Lane Road, subject to award of the IFA and IOF Grants and private contributions from Cascades Tissue and Airpark Development LLC.

Mayor Burge asked if Cascade Tissue and Airpark Development LLC agree to pay for this project.

City Manager Sykes replied that is what the Development Agreement does.

Councilor Greisen asked when will we find out if we received either of the two grants?

City Engineer Negelspach replied we have tentative approval on them now, it's just that they won't authorize the money until we have the agreements.

City Manager Sykes explained we were told by Melanie Olsen who is the IFA Rep for the State, that once we got the developers agreement signed they would authorize the funding.

Councilor Hayden moved, and Council President Reed seconded the motion that Council authorize City Manager Sykes to initiate the engineering phase of the West Lane Frontage Improvements Project and approve an engineering contract in an amount not to exceed \$190,000, subject to award of the IFA and IOF grants and private contributions from Cascades Tissue and Airpark Development LLC. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

School Resource Officer Logo

Chief Miller explained at the beginning of the school year he proposed to Councilor Riffle and Councilor Meshell about having students come up with a logo for the School Resource Car. He explained there are eight designs in front of Council for review. He explained staff would like Council to pick the design to go on the School Resource car.

Councilor Riffle voted for # 2
Councilor Greisen voted for # 2
Councilor Sanders voted for # 2
Mayor Burge voted for # 2
Councilor Hayden voted for # 6
Council President Reed voted for # 2

Chief Miller said # 2 received the majority of the votes. He explained they will look at the lighting, but it will have to be red and blue.

Councilor Greisen suggested maybe having just a little more push on promoting things in the future in order to receive more feedback.

Recap of 2017 Annual Town Meeting

AmeriCorps RARE Member Ben Tolles went over the results of the Annual Town Meeting. He explained all the results are on the City's website. He explained they received a lot of great feedback in regards to the clickers that were used at the Annual Town Meeting. He explained by using the clickers they received immediate results.

Councilor Hayden stated one of the things she brought up in the past, but she thinks we need to change our development code and when there is a multi-family subdivision that they have to build a pocket park.

Councilor Greisen agrees.

AmeriCorps RARE Member Ben Tolles explained this has come up, and he thinks City Planner Oliver is insisting on the same thing.

Council thanked AmeriCorps RARE Member Ben Tolles for the information.

Facility Plan Update & Preliminary Design

Treatment Plant Supervisor Kevin Turner went over the staff report. He explained the current draft facility plan documents identify an estimated \$43 million in capital improvement projects over the next 20 years. Staff contracted a review of the draft facility plan with Carollo Engineers. Their review identified several areas that could drastically change the draft plan and save the City millions of dollars in capital improvements over the 20 year period. The initial review focused on population projections and treatment processes. The draft facility plan outlines improvements throughout the collections and treatment systems through the year 2035 at a population of 13,188 with a peak instantaneous flow of 7.218 million gallons per day. The current PSU projections estimate a population of 9,974 for that same year with a peak instantaneous flow of 3.904 million gallons per day. The higher population and flow projection would require a near complete upgrade at the treatment facility as reflected in the draft capital improvement plan. Using the population estimate from PSU will allow the facility to utilize existing structures and treatment processes through the 2035 planning year. Carollo Engineers, Inc. will provide the following services related to the city's wastewater treatment plant with the goals of:

- 1) Providing the city with an amended planning document that identifies and details necessary WWTP capital improvements over the 20-year planning period.
- 2) Providing the City with a state-approvable facilities plan that satisfies all requirements for the City applying for State Revolving Fund financing for near term improvements.
- 3) Providing a predesign of the capital improvements that the City needs to complete in the near-term (first five years).

Carollo Engineers, Inc. have submitted a proposal that would include:

- Review and update the basis of planning
- Update the collections GIP
- Evaluate the treatment plant capacity
- Develop recommended improvements
- Implementation plan and GIP
- Predesign report

The proposed review and update of the facility plan is anticipated to greatly reduce the long term capital improvement plan and associated expenses. However, there are currently areas within the treatment facility and collections system that require immediate attention and are critical for the

treatment facility to properly serve the community. These items will be identified in the near term improvements (5 year plan). The proposed \$99,466 would be paid from fund 55 (SOC). He explained Staff budgeted \$200,000 for the completion of the facility plan and predesign of capital improvements. He explained staff recommends that Council authorize Carollo Engineers, Inc. to complete the facility plan and treatment plant predesign as proposed.

Councilor Hayden asked out of this \$200,000 that we budgeted for this how much did we pay the first company.

Kevin Turner replied part of that was paid out of last year's budget, but their total contract was approximately \$148,000.

Councilor Hayden asked Kevin Turner if he foresees anything else coming that will need to come out of that line item?

Kevin Turner replied no.

Councilor Hayden moved, and Councilor Greisen seconded the motion that Council approve the proposal from Carollo Engineers, Inc. to review and update the facility plan and treatment plant predesign for the amount of \$99,466. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Presentation to Councilor Barb Hayden

Mayor Burge presented a plaque to Councilor Barb Hayden and thanked her for many years dedicated to the City of Scappoose.

Best wishes Councilor Barb Hayden ~ you will be missed!

Councilor Hayden stated thank you for the reception, she appreciated it.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager

City Manager Sykes stated thanks for all of your efforts on the Annual Town Meeting, he thinks it went very well. He stated it was really rewarding to know that people are getting their information from the City newsletter. He stated as a reminder the Council Goal Setting Session will be at the next meeting. He explained there will be a City/County Quarterly Dinner hosted by

the City of Vernonia on March 7, 2017. He wanted to let Council know Public Works Director Robyn Bassett is retiring, and we are sorry to see her leave. He explained we were able to find someone to take her spot and we've hired Dave Sukau. Dave has a lot of bidding, managing, project experience, paving, waterline, sewer line experience, and he thinks he will be a big asset to the City, and he is pleased to see him come aboard. He explained he has been checking into a Federal Summer Youth Program to assist with parks. He stated to Councilor Hayden it has been a pleasure to work with you.

Police Chief

Police Chief Miller explained March 11, 2017, is Tip a Cop at Ixtapa, and all the money raised goes to Columbia County Special Olympics. He explained on April 26, 2017 the Citizens Academy starts, and it will be every Wednesday for ten weeks. He stated August 1 will be National Night Out. He thanked Councilor Hayden for all her dedication to the City.

Councilors & Mayor

Councilor Riffle thanked Ben for his work on the Annual Town Meeting. He thanked Councilor Hayden for everything she taught him.

Councilor Greisen explained she runs a moms group and last week while walking the Crown Zellerbach Trail they decided to make it a kindness walk and they picked up garbage. She stated to Councilor Hayden she has heard great things about her, and she wishes her good luck.

Councilor Sanders thanked everyone for being here tonight. She thanked Ben for his work on the Annual Town Meeting. She stated the clickers were fantastic. She thanked Councilor Hayden for everything she has done for the City.

Councilor Hayden stated she has thoroughly enjoyed her time. She stated just remember when you are building to remember the livability that everybody wants in this town, keep it real. She thanked everybody.

Council President Reed thanked Ben for the Annual Town Meeting. He stated the clickers were fun. He thanked Councilor Hayden for all she has done.

Mayor Burge thanked Councilor Hayden for her service and said we will miss you.

Mayor Burge explained he was told today the City of St. Helens was discussing a dine out tax, and a soda tax, and was told they wanted to see if the City of Scappoose wants to do it with them. His stated his answer is no, he has no interest in this.

Mayor Burge read the statement for Executive Session, and went into Executive Session at 8:12 p.m.

Executive Session ~ ORS 192.660(2)(e) Real Property Transactions

Present: Mayor Burge, Council President Reed, Councilor Hayden, Councilor Riffle, Councilor Greisen, Councilor Sanders, City Manager Sykes, Legal Counsel Shelby Rihala, and City Recorder Reeves.

Mayor Burge came out of Executive Session into open session at 8:20 p.m.

Adjournment

Mayor Burge adjourned the meeting at 8:20 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

RESOLUTION NO. 17-07

**A RESOLUTION DECLARING A VACANT POSITION ON THE
CITY COUNCIL FOR THE CITY OF SCAPPOOSE**

WHEREAS, Councilor Barb Hayden, resigned her position effective March 1, 2017 as an elected City Councilor; and

WHEREAS, the Scappoose City Charter, Section 25 - What Creates A Vacancy, states "the City Council shall declare an elective office vacant upon: ...(d) resignation"; and

WHEREAS, the Scappoose City Charter, Section 26 - Filling of Vacancies, states "Vacant elective City offices shall be filled by appointment by a majority vote of the remaining members of Council. The appointee shall serve immediately on appointment and shall continue until the beginning of the year following the next general biennial election occurring more than 100 days after the appointment. At that election, a successor shall be elected to fill the unexpired term, if any, of the predecessor in office of the appointee";

NOW THEREFORE BE IT RESOLVED:

Section 1: Council accepts Councilor Hayden's resignation.

Section 2: Council declares Ms. Hayden's position vacant and that it shall be filled by appointment as provided by law.

Section 3: This Resolution shall take effect upon its passage and approval.

PASSED AND APPROVED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage this 6th day of March, 2017.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M. Reeves, MMC
City Recorder

CITY OF SCAPPOOSE**Council Action & Status Report**

Date Submitted: March 1st, 2017

Agenda Date Requested: March 6th, 2017

To: Scappoose City Council

From: City Manager Michael Sykes
Program Analyst Alexandra Rains

Subject: ORPD Local Government Grant Application for
Development of Seely Lane

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

The City of Scappoose draft Parks Master Plan has identified that Scappoose's current 3.13 acres of parkland for every 1,000 residents falls short of national and state standards by nearly half. With that in mind, the plan also identified certain vacant lots within the City limits that could be developed as parks in the future. One such property identified is located just off of Seely Lane and noted as "open space" (Parks Master Plan, 34). The City purchased this property in September 2016 with the intent of developing it as a neighborhood park. The Scappoose Parks Committee has endorsed the development of this site and provided significant assistance in preparing the conceptual design.

In order to finance the development, the City is pursuing an Oregon Parks and Recreation Department (OPRD) Local Government Grant. The proposed development includes a natural play area, half basketball court, pavilion, restrooms, bicycle racks, parking for 24 vehicles (including 2 ADA spaces), a picnic area, paved and permeable walkways, landscaping, lighting, a footbridge over South Scappoose Creek and completion of a half street on Seely Lane. An existing oak tree on the property has been designated a Heritage Tree by the City Council and will remain an important part of the

Request for Council Action

development. Once complete, this project will add much needed park acres to the Scappoose parks system as well as recreational opportunities for basketball.

FISCAL IMPACT:

The ORPD Local Government Grant determines matching fund requirements by population size; in the case of Scappoose, a 40% match is required. To meet this requirement, the City will apply the purchase price of the property off of Seely Lane, tax lot 1300, which was appraised at \$300,000.

SUGGESTED MOTION:

Staff moves City Council approve Resolution # 17-08 hereby demonstrating its support for the submittal of an ORPD Local Government Grant and authorizing the City Manager to apply for the ORPD Grant and the Mayor to sign the grant application.

RESOLUTION # 17-08

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE
AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR A LOCAL
GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION
DEPARTMENT FOR FUNDS TO DEVELOP THE CITY'S PROPERTY LOCATED OFF OF
SEELY LANE AND DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE
APPLICATION.

Whereas, The Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

Whereas, the City of Scappoose desires to participate in this grant program to the greatest extent possible as a means of provided needed park and recreation enhancements; and

Whereas, the Scappoose City Council has identified development of a park at the City's property located off of Seely Lane as a high priority need in the City of Scappoose; and

Whereas, adding a pavilion, restroom and other enhancements to the site will create a new neighborhood park; and

Whereas, the City only provides 3.13 acres of parkland per 1000 residents which is short of national and state guidelines by nearly half; and

Whereas, the matching share for this application is the purchase price of the property itself; and

Whereas, the City intends to provide adequate funding for on-going operations and maintenance of this park and recreation facility using general fund property tax dollars should the grant funds be awarded

Now, therefore, be it resolved:

Section 1: The Scappoose City Council hereby demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for development of a park at the City's property located off of Seely Lane

Section 2: The Scappoose City Council authorizes the City Manager to apply for a Local Government Grant from the Oregon Parks and Recreation Department on behalf of the City for the development of the City's property located off of Seely Lane and authorizes the Mayor to sign the grant application.

Section 3: This Resolution shall be effective upon passage.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this 6th day of March 2017.

RESOLUTION # 17-08

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____

Susan M. Reeves, MMC
City Recorder

DRAFT

RESOLUTION # 17-08

CITY OF SCAPPOOSE**Council Action & Status Report**

Date Submitted: February 27, 2017
Agenda Date Requested: March 6, 2017
To: Scappoose City Council
From: Benjamin Tolles, RARE Participant
Subject: Preserving Oregon Matching Grant for Watts House Front Porch Repairs

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

The City of Scappoose's 114-year old Historical Watts House Pioneer Museum's front porch was last repaired well over 40 years ago. Presently, the whole front porch is in need of repair due to significant settlement at the southwest corner of the foundation, rotting at multiple portions of the foundation and the creosote floor boards smell and ooze hazardous chemicals. The porch could also use a new coat of paint and repairs to the decorative border.

On February 11, 2017 the City sent a letter of intent to the State of Oregon, Parks & Recreation Department for a maximum \$20,000 Preserving Oregon matching grant for the Watt's House front porch repairs. On February 27th, 2017, the State notified us to continue on to step two to apply for the full grant.

Last year Akaan Architecture was contracted to draft a schematic of the front porch and listed the needed repairs. With that schematic we secured an informational bid from Barker Construction. The bid returned was for \$33,971 with a 15% contingency included to offset additional repairs, extra time and materials that may be discovered during the rehab phase.

The grant requires a 50/50 match between the grant issuer and the City.

FISCAL IMPACT: The city could be responsible for up \$20,000 if we are selected to receive the 2017 Preserving Oregon Grant. This amount is included in this year's budget.

Request for Council Action

RECOMMENDATION: We are asking the Council to approve a maximum funding of \$16,985.50 for structural repairs to Watt's House front porch.

SUGGESTED MOTION: I move the Council to approve Resolution 17-09, hereby approving the City Manager to authorize \$20,000 maximum funding amount for the needed structural rehab/repairs to the Watt's House front porch.

RESOLUTION 17-09

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE
AUTHORIZING FUNDS TO REPAIR THE FRONT PORCH OF THE WATTS HOUSE AND
DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE APPLICATION.

Whereas, the front porch of the historic Watt's House is in need of structural repair due to significant settlement at the southwest corner of the foundation; and

Whereas, the City of Scappoose is in the process of applying for the State of Oregon Preserving Oregon Grant for a \$20,000 matching grant for these repairs; and

Whereas, the Scappoose City Council has an interest in preserving the Watts House because of its historical importance to the City of Scappoose; and

Whereas, without this improvement additional damage may be incurred to the home's front porch that will make repairs more costly later;

Now, therefore, be it resolved:

The Scappoose City Council hereby authorizes the City Manager to approve a maximum funding of \$20,000 for structural repairs to the Watt's House front porch on behalf of the City.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this 6th day of March, 2017.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M. Reeves, MMC
City Recorder

RESOLUTION 17-09

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: 03/01/2017
Agenda Date Requested: 03/06/2017
To: Scappoose City Council
From: Jill Herr through Michael Sykes
Subject: Renew Auditor Contract

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ANALYSIS: Our current audit contract ended 12/31/2016. At the request of Council we prepared a RFP for auditing services. A copy of the RFP is included with this staff report. The City received 6 proposals for consideration.

Isler CPA	\$9,950
Dennis R Conner CPA	\$12,451
Steve Tuchscherer CPA	\$14,500
Jarrard, Seibert, Pollard & Co LLC	\$16,600
Pauly Rogers & Co PC	\$19,500
Kern & Thompson LLC	\$22,000

Council formed an audit committee, which scored all six proposals using the scoring guidelines outline in the RFP. All six firms are qualified to perform the City's audit and each of the firms have their strengths and weaknesses. The committee conducted in person interviews with the top two scoring firms. In making a recommendation to Council, the committee relied on in person interviews and references that were given by the firm's current and previous clients. The audit review committee is recommending the City's auditing contract be awarded to Steve Tuscherer CPA. The annual auditing cost for the first year will be \$14,500 with slight increase over the next four years.

We contacted other Cities to compare the new contract fees and found \$14,500 to be an attractive price to provide audit services.

Request for Council Action

Below are the costs for other comparable Cities.

City of Cascade Locks-\$26,250

City of St Helens-\$25,000

City of Rainier-\$20,400

FISCAL IMPACT: Currently we are in the process of preparing the Fiscal Year 2017/2018 budget and will be able to incorporate the audit contract cost in next year's budget without an issue.

RECOMMENDATION: Award the auditing contract to Steve Tuchscherer CPA as recommended by the audit review committee.

SUGGESTED MOTION: I move that council award the auditing contract to Steve Tuchscherer CPA.



REQUEST FOR MUNICIPAL AUDITING SERVICE PROPOSALS

INTRODUCTION

The City of Scappoose, (hereinafter called "the City") Columbia County, Oregon invites proposals from qualified independent licensed municipal auditors (hereinafter called "auditor") having sufficient governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP).

It is the intent of the City to negotiate a three year contract, with the second and third year contingent on the successful, timely completion of the first year of the contract. A full RFP packet is available on the City of Scappoose website at <http://www.ci.scappoose.or.us>. Submissions must be received by 4:00 p.m. January 27, 2017.

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I. CITY BACKGROUND AND ACCOUNTING SYSTEM

The City of Scappoose is operated under the Council – Manager form of government. Policy-making and legislative authority are vested in the City Council, consisting of an elected mayor and six council members. The City Manager is responsible for carrying out the policies and ordinances of the City Council and for overseeing the day-to-day operations of the City. Financial records are maintained by the Finance Department. The population of the City of Scappoose is 6,745.

The City provides a full range of municipal services including but not limited to street, water, wastewater, storm water, parks, police services, municipal court, planning, building and general administration. The City has 32 full-time employees under the direction of the City Manager.

The City prepares a Comprehensive Annual Financial Report. The City operates on a cash basis of accounting. All prescribed procedures of the State of Oregon in the preparation and adoption of the City's annual budget are followed.

Financial accounting records are computerized using Springbrook Software. Software modules include: Accounts Payable, Accounts Receivable, Bank Reconciliation, Cash Receipts, Clearing House, General Ledger, Licenses and Permits, Payroll, Purchase Orders, and Utility Billing. The City also uses Incode Software for Municipal Courts.

The City currently maintains one (1) General Fund, eight (8) Special Revenue Funds, six (6) Enterprise Funds, and two (2) Debt Service Funds. Within the General Fund, the expenditures are organized by Department. The adopted budget for all City operations for Fiscal Year Ending, June 30, 2016 is \$18,726,381, including transfers of \$685,701. The City has received both state and federal grants, however it is not subject to individual audit requirements each year. Our financial statements are prepared in accordance with a cash based system.

A copy of the budget and prior year audited financial report is available on the City of Scappoose website: www.ci.scappoose.or.us

II. GENERAL INFORMATION AND SUBMISSION OF PROPOSALS

All information and data furnished to the audit firm by the City and all other documents to which the audit firm's employees have access during the preparation and submittal of the proposal shall be treated as confidential by the successful audit firm. Any oral or written disclosure to unauthorized individuals is prohibited.

The City of Scappoose requires all audit firms to comply with equal opportunity policies. The City of Scappoose's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without unlawful regard to race, religion, color, gender, sexual orientation, national origin, age, disability, genetic information,

veterans' status, marital status, or any other status protected by applicable federal, Oregon or local law.

A. All proposals must be submitted to:

Mailing Address:

Susan Reeves/City Recorder
City of Scappoose
33568 E Columbia Avenue
Scappoose, OR 97056

For questions or additional information contact Jill Herr, 503-543-7146 or email:
jherr@cityofscappoose.org

All submissions must be physically received by the City prior to 4:00 pm on
January 27, 2017.

Faxes and email submissions will not be accepted.

- B. Four (4) copies of the proposal are required, not to be opened until after the final submission date and hour noted above. These submissions shall become the property of the City of Scappoose without obligation.
- C. The City of Scappoose reserves the right to reject any and all proposals, with or without cause, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interests. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, financial, or other abilities prior to selection. The City of Scappoose may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.
- D. The selection of the external auditor will be based upon responses received to the criteria included in Part VI of this proposal.
- E. Work under this municipal auditing services agreement shall begin with the fiscal year 2016-17 audit and shall commence with the adoption of the contract by City Council (anticipated to be on or before February 21, 2017). Any agreement initiated as a result of this RFP will be effective through June 30, 2020 with an option to renew annually up to a maximum of (4) years unless otherwise terminated as provided for by the term and conditions of the agreement.

Proposal and Award Schedule:

January 3, 2017
January 27, 2017
February 07, 2017
February 08-10 2017
February 13-16 2017
February 21, 2017

Publish notice and distribute RFP
Proposal Due Date
Selection of Finalists
Interview finalists if necessary
Complete Contract Process
Contract Award by Council

III. AUDIT OBJECTIVES AND SCOPE OF SERVICES

The City of Scappoose is requesting proposals for the services of a qualified Certified Public Accounting firm to audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Scappoose. Services will include, but not be limited to: planning and performing the audit; performing tests of documentary evidence, evaluating internal controls; preparing the draft and final Audit Report (includes approximately (10) copies and an electronic copy); preparing and filing State Documents; and providing technical assistance throughout the fiscal year.

A. The auditing services performed by the auditor shall allow the firm to:

- Express an opinion on whether the financial statements of the City present fairly the financial operations in conformity with Generally Accepted Accounting Principles (GAAP);
- Express an opinion on whether the City has complied with laws and regulations that may have a material effect on the audited financial statements in accordance with Government Auditing Standards;
- Report on internal controls related to the financial statements and major programs and issue an opinion on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; and
- Issue a management letter.

B. A minimum standard for audits of Oregon Municipal Corporations, adopted by the Secretary of State and approved by the State Board of Accountancy, shall govern the audit.

C. The financial and compliance audit shall apply industry standards for auditing, and shall be made in accordance with all of the following:

- Generally accepted governmental procedures as prescribed in the American Institute of CPAs (AICPA) Industry Audit Guide – Audits of State and Local Government Units and in Governmental Accounting, Auditing, and Financial Reporting (GAAFR);

- Generally accepted auditing standards, Government auditing standards, and Oregon minimum standards;
 - The Single Audit Act and OMB A-133; and
 - Applicable laws and regulations.
- D.** Recommendations based upon the auditing firm's review of the adequacy of internal accounting controls and other audit investigations shall be made a part of a formal management report separate from the financial audit. Such associated costs shall be included in the audit fee. The discussion of these recommendations shall be with the City Manager and Finance Administrator. Recommendations to management, opinion, comments or recommendations relating to internal controls, accounting systems, compliance with laws, rules and regulations, or any other matters that come to the attention of the auditor during the course of the audit must be discussed with appropriate City officials prior to publication.
- E.** The auditor shall meet with the Finance Administrator prior to the commencement of each audit to discuss the planned approach to the audit work and to provide a list of schedules to be prepared by City personnel prior to the beginning of field work. An exit conference is required of the auditing firm on completion of all field work so as to inform the City Manager and Finance Administrator of pertinent findings. A summary presentation of the audit findings shall be made to the City Council.
- F.** The City will make available the information and work papers necessary in conjunction with the financial and compliance audit engagement.
- G.** Expectation of services to be provided by auditors not already outlined above:
- The Auditor should be familiar with and prepared to advise City staff on how best to implement both current and proposed GASB Statements. In addition, the Auditor is also expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting.
 - Provide the City with adjusting entries and a final trial balance upon completion of the field work.
 - Draft and prepare final audit report – Auditor will be expected to prepare the final audit report and provide (10) hard copies and an electronic copy to the City.
 - Prepare and file all required State Documents.
 - Prepare the "Oregon Audits Division Summary of Revenues and Expenditures" form for the City and each of the City's component units.
 - Prepare a report on compliance with specific requirements applicable to major federal financial assistance programs, if required.
 - All working papers and reports must be retained, at the auditor's expense, for a minimum of ten (10) years, unless the firm is notified in writing by the City of Scappoose of the need to extend the retention period.

- H. Any unusual conditions encountered during the course of the audit, where services of the auditing firm must be extended beyond the normal work anticipated, will require written notification to the Finance Administrator who will respond in writing concerning the additional services.
- I. The firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

IV. PROPOSAL REQUIREMENTS

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals include the items noted below and be organized in the manner specified in this part.

1. **Title Page** – The name of the proposal's firm, firm address, telephone number, name of contact person, email address, and the date.
2. **Table of Contents** – include a clear identification of the material by section and by page number.
3. **Organization and Assigned Personnel** – State whether your audit organization is national, regional, or local. Include the names of local partners/principals and the number of local personnel on the Oregon Municipal roster. Provide a list of partners, managers, and other key staff people who will be assigned to the City's account.
4. **Local Office Technical Qualifications** – Provide resumes of persons who will be performing professional work and indicate their experience in auditing governmental jurisdictions. Provide a list of the local office's current and prior government audit clients indicating the type(s) of services performed and the number of years served for each.
5. **Quality Control** - Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs. Include a copy of your most recent peer inspection report.
6. **Compliance** - Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist. If the proposer is a national firm, it must disclose the above information for its region and all material judgments and pending or expected litigation on a nation-wide basis. If the proposer has had a contract terminated for default during the past five (5) years, all such incidents must be described. The audit firm must not have a record of substandard work. The City will verify this requirement by communication with the Oregon State Board of Accountancy.
7. **Use of Subcontractors** – State whether subcontractors will be used and provide the above information for each subcontractor.
8. **Audit Approach** - Describe staffing level that will be assigned to the City of Scappoose's field work. Outline a work plan and related time schedule for each significant segment of the work. Describe the organization of the audit team.

Describe use of statistical sampling and use of computer and programs to assist in the audit process. Describe your policy on rotation of personnel to be assigned to the City the first year and each year thereafter.

9. **Use of City Personnel** - Describe how you would propose to use City personnel, if at all, to assist you during the audit and indicate the approximate time requirement.
10. **Reporting Deadlines** – Provide detailed information on how the audit firm proposes to meet the anticipated time lines and reporting deadline of the engagement.
11. **References** – Proposers must demonstrate successful past performance of the firm's ability to provide services as set for in this specification. Proposers must detail five (5) references to document experience with at least three (3) of the references being governmental entities.

V. PRICE

Provide the firm's proposed all-inclusive audit fee and a statement regarding determination of increases in succeeding years should the contract be extended. Include the hourly rates for each staff employee classification, and any other fees associated with the completion of the audit. The auditing firm shall include in their auditing fee the following:

- The cost of providing (10) copies of the audit document and (1) PDF copy.
- Cost of conducting a single audit covering the City's Federal grants as required by the Single Audit Act and the Office of Management and Budget Circular A-133, if required (an additional fee may be charged for this service).

Any unusual conditions encountered during the course of the audit where services of the auditing firm must be extended beyond the normal work anticipated will require written notification to the Finance Administrator who will respond in writing concerning the additional services. Additional fees must be approved by the City Council.

VI. EVALUATION CRITERIA AND SELECTION PROCEDURE

The City has created an Audit Committee to screen all written proposals. Interviews may be conducted with the finalists, and the contract process is expected to be complete by February 21, 2017.

Proposals will be evaluated based on technical responses and price with the following points:

Experience, Qualifications and References	40%
--	-----

Audit approach and understanding of RFP	30%
Cost Proposal	<u>30%</u>
TOTAL	100%

Any proposal that scores a zero (unacceptable) in any category will be rejected, regardless of total score.

VII. OTHER

Meetings and Progress Reports:

1. Pre-audit conferences with City Manager and Finance Administrator will be held to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program. A written list of information to be provided by the City staff to the auditors should be provided at this time.
2. Progress report meetings will be held with key audit firm personnel and City financial management staff at regular intervals mutually agreed upon.
3. An exit conference is required with key audit firm personnel on completion of the preliminary draft report to inform the City Manager and Finance Administrator of pertinent findings.
4. Formal report presentation by the Audit firm management will be required before the City Council upon completion of the final report.

Use of Audit

Ownership of the audit report belongs to the City of Scappoose and it is expressly understood that publication of the audit, in whole or in part, or reference to the audit, will be at the sole discretion of the City.

Contract Termination

Either party may cancel the contract for an audit year by giving notice in writing to the other party at least ninety (90) days prior to July 1 of any year.

Attachment A

Authorized Signature and Attestation

I, the undersigned, an authorized representative of _____, whose address is _____ have read and thoroughly understand the specifications, instructions and all other conditions of the RFP - Audit Services issued by the City of Scappoose for Audit Services for the fiscal years ended June 30, 2017, June 30, 2018, June 30, 2019 and June 30, 2020. Acting on behalf of my accounting firm, which is listed above, I do attest that the services offered by us meet City of Scappoose's specifications in every respect (*check one*)

_____ without exception

_____ with exception

We, therefore, offer and make this bid to furnish City of Scappoose the Audit services detailed in this proposal, at the price indicated.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: March 1, 2017
Agenda Date Requested: March 6, 2017
To: Scappoose City Council
From: City Manager Michael Sykes
Subject: City Attorney Rates

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

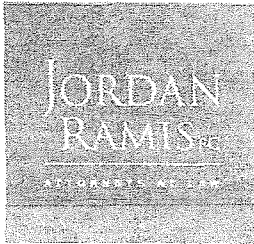
ANALYSIS: Legal Services have been provided to the City of Scappoose by Jordan Ramis PC. The firm has charged the City a retainer rate of \$3,600/month for the past two years. Prior to that, the firm did not increase their rate since 2004. Jordan Ramis PC is requesting that their retainer rate be increased to \$4,200 per month, effective July 1, 2017. City staff has been very pleased with the quality of services we have received from Jordan Ramis PC. Our primary attorney has been Shelby Rihala and she has provided outstanding service to the Council and staff.

FISCAL IMPACT: The fiscal impact would be \$600 per month which would be a \$7,200 increase per year.

RECOMMENDATION: Even with an annual increase of \$7,200, staff believes we are receiving excellent service at a very competitive price. Staff recommends Council approve the City Attorney Rates.

SUGGESTED MOTION: I move that Council approve the City Attorney Rate increase from \$3,600 a month to \$4,200 a month.

Request for Council Action



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

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

Bend
360 SW Bond St., Suite 510
Bend, OR 97702
541-647-2979

VIA E-MAIL

February 14, 2017

Michael Sykes
City of Scappoose
33568 E Columbia Ave
Scappoose OR 97056

Re: **City Attorney Rates**
City of Scappoose / Retainer Services
Our File No. 42629-21476

Dear Michael:

This letter confirms our recent conversation. Pursuant to our Legal Services Agreement with the City, we have provided services at the retainer rate of \$3,600/mo. for the past two years. Prior to that, the firm did not increase its rate since 2004. The monthly retainer model provides predictability to the City and the firm and fosters good communication in that cost does not hinder the City reaching out to the city attorney. However, as Scappoose continues to grow, and the frequency and complexity of legal issues increase, it is necessary to adjust the monthly retainer rate.

If the City were to pay the firm's \$200/hr. rate in the current contract, the average legal bill over the past 14 months would have been \$4,491.89/month. Even with the proposed increase, the City will still be getting a significant cost break.

We propose that our retainer rate be increased effective July 1, 2017, to \$4,200 per month. Rates for work outside the retainer will remain at \$200 for attorneys and \$165 for paralegals.

If you wish to discuss this matter further, please feel free to give me a call.

Sincerely,

JORDAN RAMIS PC

A handwritten signature in black ink, appearing to read "Shelby Rihala".

Shelby Rihala
Admitted in Oregon
shelby.rihala@jordanramis.com
OR Direct Dial (503) 598-5549

CITY OF SCAPPOOSE

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council Goal Setting Session 5:30 p.m. City Council 7pm	7	8	9 Planning Commission Training 7pm	10 Chapman Landing Ad hoc meeting 11am EDC ~ noon	11
12	13	14	15	16 Park & Rec 6pm	17	18
19	20 Council applicant interviews ~ prior to meeting City Council 7pm	21	22	23 Planning Commission 7pm	24	25
26	27	28	29	30	31	

CITY OF SCAPPOOSE

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 City Council 7pm	4	5	6	7	8
9	10	11	12	13	14 Chapman Landing Ad hoc meeting 11am	15
16	17 City Council 7pm	18	19	20	21 EDC ~ noon	22
23/30	24	25	26	27	28	29