



**MONDAY, APRIL 3, 2017
BUDGET COMMITTEE INTERVIEWS ~ 6:30 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 March 20, 2017 City Council meeting minutes	
	6.2 Appointment to the Budget Committee	
7.0	Proclamations ~ Mayor Burge	
	7.1 National Child Abuse Prevention Month Proclamation	
8.0	New Business	
	8.1 Res No. 17-11 Dedication of Reserve Strips	Approval
	Staff: City Engineer Chris Negelspach	
	8.2 Res No. 17-12 Adopting Public Contracting Rules and Procedures and Repealing Resolution No. 14-07	Approval
	Staff: City Manager Michael Sykes	
	8.3 Res No. 17-13 Adopting the City of Scappoose Financial Policies and Internal Controls Document and Repealing Res No. 09-15	Approval
	Staff: City Manager Michael Sykes	
	8.4 Water System Master Plan Request for Proposal	Approval
	Staff: Treatment Plant Supervisor Darryl Sykes	
	8.5 Res No. 17-14 Technical Assistance Grant from IFA	Approval
	Staff: Program Analyst Alexandra Rains	
	8.6 2017 Council Team Agreement	Approval
	Staff: City Manager Michael Sykes	
9.0	Announcements ~ information only	
	9.1 Calendar	
	9.2 City Manager, Police Chief, Councilors, and Mayor	
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

MONDAY, MARCH 20, 2017
CITY COUNCIL INTERVIEWS ~ 6:00 PM

Present: Mayor Burge, Council President Reed, Councilor Riffle, Councilor Kessi, Councilor Greisen, Councilor Sanders, City Manager Sykes, Legal Counsel Rihala, Police Chief Miller, City Recorder Reeves, and Courtney Vaughn with the Spotlight.

Applicants: Sandra Wiggs, Ty Bailey, and Joel Haugen.

Council interviewed Sandra, Ty and Joel for the vacant Council position.

Mayor Burge adjourned the interviews at 6:37 p.m.

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
Rich Riffle	Councilor
Patrick Kessi	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Ben Tolles AmeriCorp	RARE Participant

Legal Counsel Shelby Rihala

Press: Courtney Vaughn, Spotlight

Also present: Sandra Wiggs, Ty Bailey, and Joel Haugen

Approval of the Agenda

Mayor Burge removed 11.0 Executive Session ~ ORS 192.660(2)(e) Real Property Transactions.

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

Public Comments

Megan Kunkel-Hallstone, Scappoose, explained she is running for the Port of St. Helens Commissioner, position number 5. She explained she graduated from Scappoose High School and she received her Bachelor's Degree from the University of Idaho. She explained her and her husband currently live in Scappoose and they love it. She works with her parents on their family farm on Sauvie Island where they grow grass seed, wheat, clover, berries, pumpkins, and corn. She explained she is running for Port Commissioner because she believes the Port of St. Helens can improve its transparency and foster economic growth for our community members by utilizing the land they currently own. She would like to see the Port create an environment of loyalty, hard work, and being a good neighbor. She believes she is the right candidate for this job for a lot of reasons, but it really comes down to these three ~ she is a really hard worker, she is willing to ask the difficult questions, and she is really committed to this community. She thanked Council for their time.

Council wished her good luck.

Grant Watts Students handed out chocolate bars and an invite for the Grant Watts Auction.

Lacey Otis, Scappoose, and Tina Olson, Warren, explained they are parents from the Grant Watts Parents Organization and they are here tonight to personally invite everyone to the 21st Annual Grant Watts Auction. The theme this year is "Pure Imagination".

Lacey Otis explained the proceeds raised at this event help them to continue to offer support to Grant Watts for enrichment of their children's education with programs, events, and experiences. She explained last year they raised \$33,000 and that has all gone directly back to the students and staff. She stated this year we want to meet or beat that number, and many volunteers have been working very hard to achieve this goal. She gave an overview of some of the items that will be available to bid on at the event. The Grant Watts Auction this year will be held on April 29, and the doors open at 4:00 p.m. She stated we would love to see you there to help make this year a success. She stated it is a great community event where you could mingle with parents and community members. Please mark your calendars for April 29, and plan to join us.

Council thanked Lacey, Tina, and the students.

Melinda Bernert, Warren, explained she is running for Port Commissioner, position 4. She explained she has lived and volunteered in this community for twenty-five years. Her husband Mark and her own and operate a small tug boat business here in Scappoose. As you know Columbia County, especially Scappoose, is rapidly growing. It is crucial that we work together to ensure economic vitality, while preserving our quality of life. She explained she has financial experience, a deep understanding of how local governments work, and lessons learned observing other communities struggle with growth and economic challenges. She explained she is running

for the Port because she has the experience and the vision to lead the Port during this critical time. She stated specifically she would like the Port to focus its energies and monies on creating jobs for Columbia County residents. She proposes we suspend the Port tax and that we see more transparency in how the Port conducts its business. She thanked Council.

Council thanked her and wished her good luck.

Consent Agenda ~ March 6, 2017 City Council Goal Setting Session minutes and March 6, 2017 City Council meeting minutes

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

Appointment of New Councilor

Mayor Burge explained Council did interviews for the three candidates for the vacant Council position, Sandra Wiggs, Ty Bailey, and Joel Haugen. He stated it is now time for the Council members to vote. He explained each Councilor has a ballot, once they are completed he will read each Councilors name and how they voted.

The votes were:

Council President Reed voted for Ty Bailey

Councilor Sanders voted for Joel Haugen

Councilor Kessi voted for Joel Haugen

Councilor Riffle voted for Joel Haugen

Councilor Greisen voted for Joel Haugen

Mayor Burge voted for Joel Haugen

Mayor Burge stated congratulations Joel. He thanked Sandra and Ty. He gave Ty an application for the Budget Committee. He stated he would really like Ty on the Budget Committee so he hopes he will apply.

Council thanked Sandra and Ty.

Oath of Office for New Councilor administered by County Clerk Betty Huser

County Clerk Betty Huser administrated the Oath of Office to Joel Haugen.

Congratulations Councilor Joel Haugen.

Councilor Haugen joined the rest of the City Council.

New Business

City Motto

AmeriCorp RARE Participant Ben Tolles explained one of the Council Goals last year was to select a City Motto. He explained staff took submissions from the community starting at the end of 2016 and ran until March 10, 2017. He explained there were 41 submissions, then the community members voted. He has given Council a list of the top 9 which were the result of the community votes.

1. Small Town, Big community: 58
2. Where the Forest Meets the River: 40
3. Gateway to Columbia County: 36
4. Big Dreams - Small Town Values: 27
5. Quality in Community: 19
6. Gateway to the Pacific: 18
7. Scappoose - A Special Place to Call Home: 17
8. Scappoose - We Love Where We Live: 14
9. City of Sunrises: 14

Ben Tolles explained staff is asking Council to choose the new City Motto.

Councilor Greisen asked City Manager Sykes how would we be promoting the City Motto?

City Manager Sykes replied we would probably put it on our letter head. He explained he doesn't think we have thought about all the different opportunities, but it would be kind of our brand in a sense.

Mayor Burge likes the idea that most people chose Small Town, Big Community.

The general consensus of Council is Small Town, Big Community.

Councilor Riffle moved, and Councilor Kessi seconded the motion that Council adopt Resolution No. 17-10 Adopting an Official Motto for the City of Scappoose ~ Small Town, Big Community as the City's Goal and approve Resolution Res No. 17-10. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Review 2016 Council Goals

City Manager Sykes explained in your packet is a list of all the goals that Council had this past year. He explained at the last meeting Mayor Burge asked for an overview of our accomplishments. He stated if Council has any questions regarding this, please call him anytime. He stated if you look at this report we really did accomplish a fairly significant number of items and it was a good year for the City.

Councilor Greisen talked about the goal of synchronizing the traffic lights. She asked so the lights were synchronized?

City Manager Sykes replied ODOT did synchronize the lights when they came in and made some improvements to them.

Chief Miller explained ODOT made some changes to the side street lights so basically it allows traffic on Highway 30 to move a lot more. He explained by doing this the lights allow every vehicle on the side streets to go. He explained we are looking at the continuous left turn flasher on off times.

Councilor Kessi explained at the City Day at the Capitol he met with Representative Witt and Senator Johnson about this, and also talked to ODOT, and they said there is a draft in engineering right now at ODOT for implementation in 2020 to update the lights here.

City Manager Sykes explained the feedback he has received from the community is that some of the improvements that they have made already have improved the traffic to some degree.

Councilor Greisen stated she thinks this is a high priority.

Mayor Burge stated at the League of Cities conference usually department heads from all of the agencies are there. He always goes to ODOT to bring up these issues. He recommends that we go as a group to the conference and sit down and really push. He stated someone pushing ODOT will move the dates up especially if we really tell them how important it is to us.

Councilor Kessi replied ODOT said it was a six city update, from Scappoose to Astoria, so it is part of that program and it is federally funded.

Council Goals & Objectives ~ 2017-2018

City Manager Sykes explained after Councils Goal Setting Session we met as staff and looked at the goals and we put them in the format that you see before you. He stated he took the lead from Councilor Kessi who said all the goals are here you just need to put them in place and that is kind of what we did here. He explained we ended up with six primary Council Goals, and underneath each of those you will see a number of objectives that staff is going to try and accomplish. He likes this format.

Councilor Kessi thinks it looks great. He stated thank you for listening. He explained it was Councilor Greisen's idea to boil them down from forty to five or six, and he thinks City Manager Sykes did a nice job of doing that.

City Manager Sykes explained staff was really excited about Councilor Greisen's suggestion also. He explained the other thing staff tried to do was look at what Council listed as critical. He thinks this makes for a good road map for next year.

Councilor Riffle stated under the ongoing projects we talked about the welcome signs on the south side and there is also a comment regarding the one on the north side, are those going to be transferred over to the new list?

Chief Miller replied it may not be on the list, but it is a project that is still moving forward.

City Manager Sykes stated we can add that if you like.

Councilor Riffle stated as long as it doesn't go away.

Councilor Riffle moved, and Councilor Sanders seconded the motion that Council accept the 2017-2018 Council Goals, as presented. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye, and Councilor Haugen, aye.

Introduction of New Police Officer Kolten Edwards

Chief Miller explained Chris Cowen was with the City for a couple of years and has recently left and joined the Oregon State Police. He explained after that we opened the hiring process and ended up with twenty-four applicants. Then eleven moved on and six that went to the oral board. He explained one candidate stood out, and he is very dedicated to who he works for. They offered Kolten Edwards the job and he accepted it. He introduced Kolten.

Council stated congratulations and welcome to Kolten.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager

City Manager Sykes explained Council has his written report in front of them. He stated to Councilor Haugen welcome back. He stated he thinks we had some great choices as Council candidates.

Police Chief

Police Chief Miller explained they did Tip a Cop on March 11, 2017, and all the money raised goes to Columbia County Special Olympics. He explained they raised \$2,600 last year, the year before they raised \$1,800, and this year they raised \$3,800. He stated it was a lot of fun and they had a good time. He stated welcome back Councilor Haugen. He stated he thinks it is awesome that three people applied for the vacant Council position, it shows that our community is coming together and moving forward.

Councilors & Mayor

Councilor Kessi stated to Councilor Haugen welcome aboard, and thank you for applying again.

Councilor Riffle would like Council to consider increasing the authorization limit for the City Manager to \$50,000 or something like that. He asked if we already approved it in the budget why do they have to approve it again?

Mayor Burge stated he agrees with Councilor Riffle.

Councilor Riffle stated he would like us to consider employee appreciation, he would like us to consider 5, 10, 15, and 20 year lapel pins, and also a Council sponsored BBQ for staff and their families. He wanted to include their families because families have experienced some level of sacrifice.

Councilor Greisen stated she was excited to attend the facilities long term planning meeting for the School District. They are looking at which school buildings are in good shape, which ones need improvements, which maybe need demolition and rebuilding, and some positive discussions on the growth and where we are going. The first priority is to make sure they are in safe facilities. She explained those sessions are going to go through the spring, summer, and then hopefully in the fall there will be a priority of what the School District needs. She feels positive that we are looking to the future.

Councilor Sanders thanked everyone for being here.

Councilor Reed stated welcome back to Councilor Haugen. He thanked Sandra and Ty for their interest and applying. He welcomed Kolten. He explained they attended the Tip a Cop and it was fun, and it was crowded.

Councilor Haugen stated he is very happy to be back, and thank you for your vote of confidence, particularly in light of the quality of the other two candidates. He is very fortunate to be back and he is looking forward to seeing both Sandra and Ty in the community.

Mayor Burge read into the record a letter from The Samuel Johnson Foundation donating \$1,000 in memory Bruce Hugo's public service dedication. The Samuel Johnson Foundation would be pleased if consideration could be given in some form of tangible recognition within the new park and fountain area (Heritage Park).

Mayor Burge stated we could purchase a bench and a plaque.

Mayor Burge stated on Thursday, March 23, 2017 is the South County Chambers celebration, it starts at 5:30 pm. He stated you are all invited.

Adjournment

Mayor Burge adjourned the meeting at 7:41 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

7.1

CITY OF SCAPPOOSE
National Child Abuse Prevention Month
PROCLAMATION

Our Nation's children are our hope for the future, and caring for them is one of our greatest responsibilities. During National Child Abuse Prevention Month, we renew our commitment to preventing child abuse and neglect by promoting healthy families, protecting children, and supporting communities throughout our Nation.

Although a strong family unit is the best deterrent to child abuse, effectively intervening in the lives of children threatened by abuse is a shared responsibility. Strengthening the bonds within families requires community members and leaders to partner with parents. From schools to local social service agencies, we can work together to protect the well-being of our children by recognizing the signs of violence and creating safe, stable, and nurturing environments that safeguard the promise of their futures.

As a community, we must continue our work to ensure all children have the ability to live free from abuse and neglect by advocating for the safety of all young people. For more information about what families can do to overcome this devastating problem, concerned community members can visit: www.amanicenter.org and <http://www.oregon.gov/DHS/children/abuse/>.

NOW, THEREFORE, I, Scott Burge, Mayor of Scappoose, Oregon, by virtue of the authority vested in me by the Charter do hereby proclaim April 2017 as National Child Abuse Prevention Month. I call upon all Americans to observe this month with programs and activities that help prevent child abuse and provide for children's physical, emotional, and developmental needs.

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 3rd day of April, 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 22, 2017
Agenda Date Requested: April 3, 2017
To: Scappoose City Council
From: Chris Negelspach, City Engineer
Subject: Dedication of Reserve Strips

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

As part of a subdivision approval, the City of Scappoose was granted a reserve strip between SE Rolling Hills Drive and SE Uhlman Loop on 9th Street, legally described as Tract F on the Columbia County Plat Book, for the purpose of controlling access. City Staff has determined that the reserve strip is no longer needed for that purpose and has determined it is in the public interest to dedicate it for use as right-of-way so that the public can legally access 9th Street from the Pioneer Crossing II Subdivision.

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDATION:

City Staff is requesting Council approve the dedication of the reserve strip between SE Rolling Hills Drive and SE Uhlman Loop on 9th Street for use as right-of-way.

SUGGESTED MOTION:

Staff moves that the Council approve Resolution No. 17-11, dedicating the reserve strip between SE Rolling Hills Drive and SE Uhlman Loop on 9th Street for use as right-of-way and authorizing the City Manager to execute and record the dedication deed and take all other actions necessary to complete the dedication on behalf of the City.

Request for Council Action

Resolution No. 17-11

DRAFT

A RESOLUTION APPROVING THE DEDICATION OF THE SEVEN OAKS PHASE 2 RESERVE STRIP (TRACT F OF COLUMBIA COUNTY PLAT BOOK 4, PAGES 62 & 63, 209-A) TO THE PUBLIC FOR RIGHT-OF-WAY PURPOSES, AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS TO COMPLETE THE DEDICATION ON BEHALF OF THE CITY

WHEREAS, as part of a subdivision approval, the City of Scappoose was granted a reserve strip between SE Rolling Hills Drive and SE Uhlman Loop on 9th Street, legally described as Tract F on the Columbia County Plat Book Book 4, pages 62 & 63, 209-A ("Tract");

WHEREAS, the Scappoose City Council has determined that the reserve strip is not necessary for the purpose of controlling access;

WHEREAS, the Scappoose City Council has determined it is in the public interest to dedicate the reserve strip to the public for use as right-of-way.

NOW THEREFORE BE IT RESOLVED,

Section 1: The Scappoose City Council approves the dedication of the Tract to the public for right-of-way purposes, approves the terms of the dedication deed, attached and incorporated as Exhibit A.

Section 2: The Scappoose City Council authorizes the City Manager to execute and record the attached dedication deed, and take all other actions necessary to complete the dedication on behalf of the City.

Section 2: This Resolution shall become effective upon passage.

PASSED AND ADOPTED by the City Council this ____ day of _____, 2017 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC, City Recorder

AFTER RECORDING RETURN TO:

City of Scappoose
33568 E Columbia Ave
Scappoose OR 97056

NO CHANGE IN TAX STATEMENT

This space is reserved for recorder's use.

DEDICATION DEED

City of Scappoose, an Oregon municipal corporation, as Grantor, owns certain real property located in Columbia County, Oregon, which property is described as Tract F, on the Seven Oaks Phase 2 recorded as Plat Book 4, Pages 62 & 62, 209-A (the "Property"). Grantor hereby dedicates Grantor's Property to the public, subject to all matters of record, for the use of the public as a public way for right-of-way purposes.

The true consideration for this dedication is \$0.00; however, the actual consideration consists of other property or value given and received, which is the whole thereof.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND

195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

TO HAVE AND TO HOLD, the Property for the purposes hereinbefore set forth unto the public forever.

GRANTOR:

City of Scappoose

By: _____

Name: _____

Title: _____

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 20__, by
_____ as _____ of _____.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

The foregoing dedication is hereby ACCEPTED:

The City of Scappoose

By: _____

Name: _____

Title: _____

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 20__, by
_____ as _____ of the City of Scappoose.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

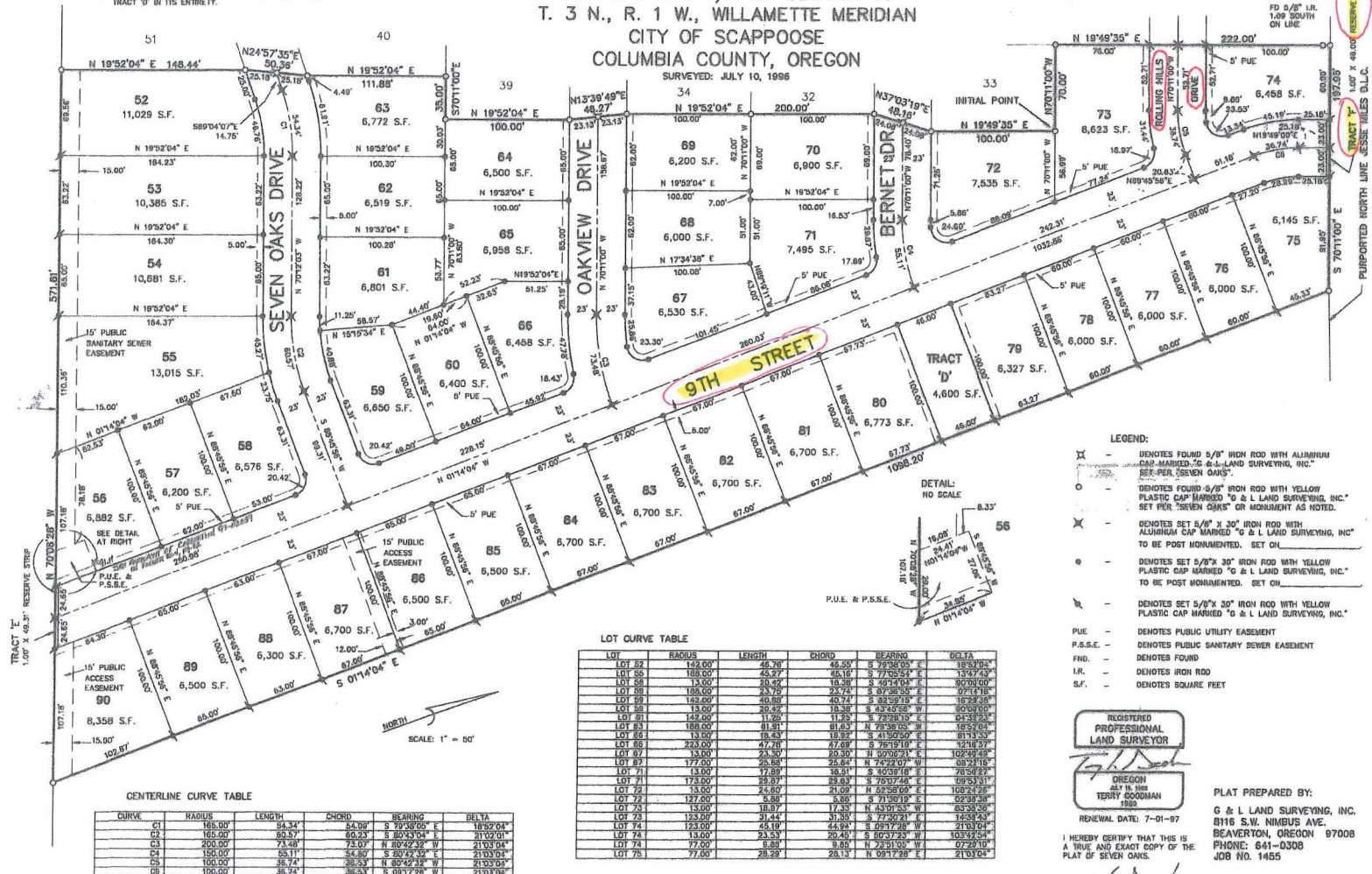
Plat Book 4 page 62+63
209-A

NOTES & RESTRICTIONS:

- 1) THERE IS NO GEODETIC CONTROL WITHIN ONE-HALF MILE OF THIS PLAT.
- 2) FOR BASIS OF BEARING AND BOUNDARY DETERMINATION, SEE SURVEY NO. C.S. 4107 AND THE PLAT OF "SEVEN OAKS".
- 3) TRACTS "E" AND "F" ARE 1 FT NON-ACCESS RESERVE STRIPS WHICH HAVE BEEN GRANTED TO THE CITY OF SCAPPOOSE.
- 4) AN EASEMENT FOR INGRESS AND EGRESS EXISTS OVER TRACT "D" IN ITS ENTIRETY.

SEVEN OAKS PHASE 2 LOCATED IN THE JESSE MILES D.L.C. IN THE N.E. 1/4 OF SEC. 13, T. 3 N., R. 2 W., AND THE N.W. 1/4 OF SECTION 18 T. 3 N., R. 1 W., WILLAMETTE MERIDIAN CITY OF SCAPPOOSE COLUMBIA COUNTY, OREGON

SURVEYED: JULY 10, 1998



- LEGEND:**
- IX - DENOTES FOUND 5/8" IRON ROD WITH ALUMINUM CAP MARKED "G & L LAND SURVEYING, INC." SET PER "SEVEN OAKS".
 - O - DENOTES FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "G & L LAND SURVEYING, INC." SET PER "SEVEN OAKS" OR MONUMENT AS NOTED.
 - X - DENOTES SET 5/8" X 30" IRON ROD WITH ALUMINUM CAP MARKED "G & L LAND SURVEYING, INC." TO BE POST MONUMENTED. SET ON.
 - o - DENOTES SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "G & L LAND SURVEYING, INC." TO BE POST MONUMENTED. SET ON.
 - h - DENOTES SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "G & L LAND SURVEYING, INC." TO BE POST MONUMENTED. SET ON.
 - PUE - DENOTES PUBLIC UTILITY EASEMENT
 - P.S.E. - DENOTES PUBLIC SANITARY SEWER EASEMENT
 - FND - DENOTES FOUND
 - I.R. - DENOTES IRON ROD
 - S.F. - DENOTES SQUARE FEET

REGISTERED
PROFESSIONAL
LAND SURVEYOR
TERRY GOODMAN
JULY 18, 1998
RENEWAL DATE: 7-01-97

PLAT PREPARED BY:
G & L LAND SURVEYING, INC.
8116 S.W. HINDBUS AVE.
BEAVERTON, OREGON 97008
PHONE: 641-0308
JOB NO. 1455

I HEREBY CERTIFY THAT THIS IS
A TRUE AND EXACT COPY OF THE
PLAT OF SEVEN OAKS.

8.2
DRAFT

RESOLUTION NO. 17-12

**A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES AND
REPEALING RESOLUTION NO. 14-07**

WHEREAS, the City of Scappoose ("City") is an Oregon municipal corporation which is subject to Oregon's public contracting laws; and

WHEREAS, the City Council of the City serves as the City's Local Contract Review Board ("LCRB"); and

WHEREAS, and the City Council wishes to amend its existing rules to increase the expenditure authority delegated to the City Manager; and

WHEREAS, the City is required to adopt public contracting rules consistent with the revised Public Contracting Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the City hereby adopts the Oregon Attorney General's Model Public Contracting Rules ("Model Rules") as the contracting rules for the City, as such Model Rules now exist or are later modified.
2. That the City adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. That the City shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.
4. This resolution shall take effect immediately upon adoption.

APPROVED AND ADOPTED on April ____, 2017.

Mayor Scott Burge

ATTEST:

Susan Reeves, MMC, City Recorder

EXHIBIT A

PUBLIC CONTRACTING RULES AND PROCEDURES

A. Personal Services.

(1) **Definition.** As adopted by the City's Local Contract Review Board in Resolution No. 05-01, "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects; engineers; land surveyors; photogrammetrists; transportation planners; attorneys; accountants; auditors; computer programmers; artists; designers; performers; and consultants. The City Manager or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

(2) **Contracts for Personal Services other than Architectural, Engineering and Surveying Services and Related Services.** These personal services contracts shall be awarded according to the procedures described in ORS 279B.070. However, by separate resolution, the Local Contract Review Board may authorize certain personal services contracts, or a class of personal services contracts, to be exempted from competitive proposal requirements according to the requirements of ORS 279B.085. Contracts exempted from competitive proposal processes may be awarded by direct appointment. Personal services contracts existing on the effective date of these Rules may be extended by direct appointment.

(3) **Contracts for architectural, engineering, land surveying, photogrammetric mapping, transportation planning and related services.** A contract for architectural, engineering, land surveying, photogrammetric mapping, transportation planning or related services be entered into by direct appointment if such contract is estimated not to exceed \$100,000 in a calendar year. When the estimated cost of the contract is greater than \$100,000 but does not exceed \$250,000, a contract shall be awarded following a qualifications based selection procedure, except that the City may adjust the procedure to accommodate the city's scope, schedule or objectives for the particular project. When the estimated cost of the contract is greater \$250,000, a contract shall be awarded following a qualifications based selection procedure focusing on the consultant's qualifications for the type of professional service required, taking into account the candidate's specialized experience, capabilities and technical competence; resources; record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration; ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses; availability to the project locale; familiarity with the project locale; and proposed project management techniques. The City may not solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation until after the City has selected a qualified professional for award. If the City and the professional are unable to negotiate a reasonable and fair amount of compensation, as determined solely by the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate and may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through

successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

B. Delegation.

(1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the City Council.

(2) Unless expressly limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the City Manager or the City Manager's designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080.

(3) All public contracts estimated to cost more than \$50,000.00 in a calendar year must be approved by the City Council. All public contracts estimated to cost \$50,000.00 or less in a calendar year may be entered into by the City Manager or designee without Council approval. However, emergency contracts may be entered into by either the Council or the City manager or designee pursuant to paragraph G of these Rules, regardless of dollar limits, subject to ORS 294.481.

(4) The authority delegated to the City Manager under Subsection (3) of this Section shall not include intergovernmental agreements authorized by ORS Chapter 190 or agreements for loans or grants from state or federal agencies, financial institutions or otherwise; provided however, that nothing herein shall preclude the City Manager or his delegate from applying for such grants or loans.

C. Special Procurements and Exemptions.

(1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

(2) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

D. Small Procurements (Under \$ 10,000).

(1) Public contracts under \$ 10,000 are not subject to competitive bidding requirements. The City Manager or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the City.

(2) The City may amend a public contract awarded as a small procurement beyond the \$ 10,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments

do not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

E. Intermediate Procurements.

(1) A contract for procurement of goods and services estimated to cost between \$ 10,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$ 10,000 and \$100,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.

(2) The City may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

F. Methods for Awarding Contracts Using Request for Proposal Process.

In making an award using the request for proposal process in ORS 279B.060, the City may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060 8, as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the City. The evaluation process(es) to be used shall be stated in the Request for Proposals. OAR 137-047-0261 through 137-047-0263 shall apply to evaluation of proposals.

G. Emergency Contracts.

(1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."

(2) The Mayor, the City Manager, or a designee of the City Manager shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

(3) Emergency contracts may be awarded as follows:

- (a) Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section C, "Delegation," of these Rules.
- (b) Public Improvements. The City hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

H. Local Preference Allowed in Evaluation of Bids or Proposals.

When possible, the City shall use solicitation documents and evaluation criteria that give preference to goods that are fabricated or processed, or services that are performed entirely within the State of Oregon if the cost of the goods or services does not exceed 110% of the cost of the goods or services not fabricated or processed or performed entirely within the State of Oregon. If more than one bidder or proposer qualifies for this preference, the City may give an additional 5% preference to a qualifying bidder or proposer that resides in or is headquartered in the State of Oregon.

I. Disposal of Surplus Property.

(1) "Surplus Property" is defined as any personal property of the City that has been determined by the City Manager or designee as being of no use or value to the City.

(2) The City Manager or designee may dispose of surplus property as follows: The City Manager shall submit a request to the City Council for a declaration that certain property is of no further use or value to the City. The City Council shall, by resolution, declare such property "surplus" and authorize the means by which the City Manager may dispose of the property, including granting the City Manager discretion to dispose of the property in any appropriate manner. The City Council may require the City Manager to obtain an appraisal of the property prior to disposition.

(3) Surplus property may be disposed of in the manner that is most advantageous to the City or the community at large, including, but not limited to, the following:

- (a) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the City may purchase surplus property from the City only at an advertised auction, and only if the employee submits the highest bid for such property.
- (b) Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
- (c) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

J. Appeals of Prequalification Decisions and Debarment Decisions.

(1) Review of the City's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB:

- (a) Notices shall be submitted in writing to the City Manager. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
- (b) Upon opening of the hearing, City staff shall explain the City's decision being appealed and the justification thereof. The appellant shall then be

heard. Time for the appellant's testimony shall be established by the Mayor. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Mayor.

- (c) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the City's decision shall be provided time to be heard, with time limits established by the Mayor. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Mayor shall close the hearing.
- (d) When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

K. Concession Agreements.

(1) A "concession agreement" is a contract that authorizes and requires a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from a site within a building or upon land owned by the City, and under which the concessionaire makes payments to the City based, in whole or in part, on the concessionaire's sales revenues. The term "concession agreement" does not include an agreement which is merely a flat-fee or per-foot rental, lease, license, permit, or other arrangement for the use of public property.

(2) Concession agreements are not required to be competitively bid. However, when it is in the City's best interests to do so, the City may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

L. Purchases from Federal Catalogs.

(1) By Resolution No. 05-01, the LCRB has adopted the following rules for procurement of goods from federal catalogues:

Subject to applicable Council approval requirements stated in the City's Contracting Rules, the City may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

M. Electronic Advertising

Pursuant to ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to

do so. The City Manager or designee shall have the authority to determine when electronic publication is appropriate, and consistent with the City's public contracting policies.

DRAFT

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RESOLUTION NO. 17-13**A RESOLUTION ADOPTING THE CITY OF SCAPPOOSE FINANCIAL POLICIES
AND INTERNAL CONTROLS DOCUMENT AND REPEALING
RESOLUTION NO. 09-15**

WHEREAS, the City of Scappoose has a responsibility to ensure it handles public funds appropriately; and

WHEREAS, written, adopted financial policies and internal controls have many benefits in assisting Council with the financial management of the City; and

WHEREAS, the auditing firm for the City has recommended that Council adopt financial and internal control policies that promote sound financial management practices designed to meet Council's goals and objectives; and

WHEREAS, staff has prepared a City of Scappoose Financial Policies and Internal Control document that outlines procedures, safeguards, and internal controls for public fund management; and

WHEREAS, the City of Scappoose Financial Policies and Internal Control document, attached hereto as Exhibit A, has been reviewed by the City Attorney.

WHEREAS, all polices which are inconsistent with the Council action are hereby repealed.

WHEREAS, the City wishes to amend the Financial Policies and Internal Control document to reflect the increased expenditure authority delegated to the City Manager by Resolution 17-12.

NOW, THEREFORE BE IT RESOLVED, that the City of Scappoose Financial Policies and Internal Control document, attached hereto as Attachment A, is hereby adopted.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage this 3rd day of April, 2017.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC
City Recorder

City of Scappoose

Financial Policies and Internal Controls

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

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

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

The goals of the following fiscal policies are as follows:

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

- To insure that all surplus cash is prudently invested in accordance with the investment policy adopted by the Scappoose City Council to protect City funds and realize a reasonable rate of return.

BUDGET POLICIES

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

Balanced Operating Budget

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

Budget Document

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

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

Transfer levels. Where practical, the City's annual budget will include performance goals for the upcoming year and performance measures for the past year.

Budget Control and Accountability

Budget control is maintained at the departmental level. The City Manager has the authority to approve expenditures up to **\$50,000**. Expenditures exceeding **\$50,000** must be approved by the City Council. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Budget accountability rests primarily with the operating departments of the City.

Budget Changes After Adoption

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

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

City Funds (excluding Cogeneration Fund)

- Acquisition of buildings, improvements, machinery and equipment with a cost of \$5,000 or more, and a life expectancy of three or more years.
- Vehicles or licensed rolling stock, regardless of cost or life expectancy.
- Land, regardless of cost or life expectancy.
- Infrastructure, including mass assets such as street lights, with a cost of \$5,000 or more, regardless of life expectancy.

Cogeneration Fund

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

Capital and Equipment

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

The annual budget will provide for adequate maintenance and replacement of capital assets.

Enterprise Funds

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

Interfund Advances and Transfers

City funds may borrow from one another. Interfund advances use cash temporarily idle in one fund to provide cash flow for a specific purpose in another fund. Interfund loans are repaid on a set schedule.

Transfers move resources between funds with no expectation of repayment.

Internal Service Funds

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

Contingency Reserves Policy

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

General Fund Reserves

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

Enterprise Fund Reserves

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

Special Revenue Funds

The City will annually appropriate a contingency reserve balance in other funds receiving property tax support at a minimum level of 10% (to be determined by Council) of the annual operating budget.

Special revenue funds will be evaluated individually based on the type of service, potential for unexpected expenditures and purpose of the fund to determine the appropriate contingency reserve. There may be some funds that require no contingency reserve.

REVENUE POLICY

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

Revenue Policy Goals

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

Specific Revenue Policies

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

Cogeneration Revenues

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

FEE POLICY

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

Ongoing Review

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

User Fee Cost Recovery Levels

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

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

General Concepts Regarding the Use of Service Charges

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

- Revenues should not exceed the reasonable cost of providing the service.
- The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. User fees will be reviewed each year to ensure that related costs are recovered in accordance with City Council policy.
- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance.
- The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
- A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

Factors Favoring Low Cost Recovery Levels

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

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

Factors Favoring High Cost Recovery Levels

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

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

Low Cost - Recovery Services

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

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

Development Review Programs – Example of High Cost Recovery and Methodology

Services provided under this category include:

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

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

- Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%. Exceptions to this standard include planning services, as this review process is clearly intended to serve the broader community as well as the applicant; appeals, where no fee is charged; and environmental impact reports, where the goal is full recovery.

- In charging high cost recovery levels, the City needs to clearly establish and articulate standards for its performance in reviewing developer applications to ensure that there is "value for cost".
- Comparability with other communities.

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

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

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

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

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

Enterprise Fund Rates

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

INTERNAL CONTROLS

Introduction:

Historically, internal controls relied heavily on segregation of duties, which continues to be

the heart of establishing good internal controls; but around 1985, the accounting profession broadened the definition of internal controls to include establishing a control environment, risk assessment, the flow of information and communication, and monitoring.

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

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

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

Purchasing and Accounts Payable

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

Human Resources and Payroll

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

Cash Receipts and Accounts Receivable

- Each satellite operation has been given financial procedures to follow for cash and credit card receipting.

- Satellite operations bring their deposits to City Hall for bank depositing daily. Along with an listing of the currency amounts in the cash drawer.
- The bank deposit is prepared by the Office Administrator.
- The deposit is re-counted with the Office Administrator present and the deposit is then placed in a tamper resistant bank approved bag and taken to the depository.
- The cash receipt records are reviewed by the Finance Administrator.
- The Finance Administrator compares the actual bank deposit slips received from the bank to the General Ledger Cash Receipts Posting.
- During the above verification process, the Finance Director reviews each general operating and escrow account receipt along with the revenue account coding. If any questions arise or bank deposit errors occur, the Office Administrator who prepared the deposit is contacted for problem resolution.

Bank and Investment Reconciliations

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

General Ledger

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

Budget

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

Audits

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

year at satellite offices. The auditor's verify sequential use of check numbers in each bank account.

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

Monitoring: Monitoring activities are primarily following up on situations or transactions that come to the Finance Department that are irregular. By backtracking with operating departments on small, possibly insignificant issues, operating department employees realize that the City operates with tight controls. This helps to set the tone that the Finance Department monitors department financial transactions.

CITY OF SCAPPOOSE

Council Action & Status Report

8.4

Date Submitted: March 29, 2017

Agenda Date Requested: April 3, 2017

To: Scappoose City Council

From: Darryl Sykes, Water Treatment Plant Supervisor

Subject: Water System Master Plan Request for Proposal

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ANALYSIS:

The City's current Water Master Plan was completed in 1997. Although there have been some updates/studies completed since then, including the Water Master Plan Update from 2001, the Water Management and Conservation Plan from 2012 and the Sources of Long Term Ground Water Source Assessment Study completed in 2016, the Master Plan is now due for a comprehensive update. The maintenance of 20-year horizon planning documents is mandated by the state and failure to keep those documents current would negatively impact the City's ability to leverage state funding for future projects.

On January 20th, 2017, the City began advertising a qualification based Request for Proposal (RFP) to solicit proposals from consultants to complete the Water Master Plan. Responses to the RFP were received on February 10th, 2017. The City received proposals from the following consulting firms:

- 1) Carollo
- 2) PACE
- 3) Civil West Engineering
- 4) BergerABAM

The Selection Committee made a final recommendation to enter into contract negotiations with Carollo, based on the evaluation criteria set forth in the RFP, on February 17th, 2017. Final award of the contract is tentatively set to take place on April

Request for Council Action

11th, 2017.

FISCAL IMPACT:

Carollo has estimated the cost of the Water Master Plan, with the addition of a Water Management and Conservation Plan and Hydraulic Modeling, at \$200,000. They have proposed a phased approach that would begin mid-April 2017 and produce a draft Master Plan by February 2018. State agency review and approval would tentatively take place from March through June and a final Master Plan would be complete and ready for adoption Summer of 2018. This schedule will allow the City to budget for this project over two years.

Additionally, the City is in the process of applying for a Technical Assistance Grant with the Infrastructure Finance Authority. If awarded, it would make \$20,000 available to the City to go towards the Water Master Plan, reducing the City's out of pocket costs to \$180,000.

RECOMMENDATION:

City Staff is requesting Council approve spending up to \$200,000 to complete the Water Master Plan.

SUGGESTED MOTION:

I move Council authorize City Manager Sykes to initiate the Water Master Plan Project and approve a contract in an amount not to exceed \$200,000.

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

Date Submitted: March 28, 2017

Agenda Date Requested: April 3, 2017

To: Scappoose City Council

From: Michael Sykes
Alexandra Rains

Subject: Technical Assistance Grant from
Business Oregon's Infrastructure
Finance Authority (IFA)

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

The Infrastructure Finance Authority (IFA) manages the State's Special Public Works Fund (SPWF) which provides financing to local governments for municipally-owned infrastructure, such as streets, sidewalks, water and sewer, as well as other facilities that support economic and community development in Oregon.

While the SPWF is primarily a loan program, it does offer Technical Assistance Grants of up to \$20,000 for municipalities with populations of less than 15,000 people to complete planning work for drinking water, wastewater or storm water systems, through its Water/Wastewater Financing Program

The process begins with a Project Notification and Intake Form. If the project meets the programmatic and eligibility requirements, then a municipality is invited to apply. Funds cannot be committed prior to receiving an award letter.

Request for Council Action

APPLICATION IN SCAPPOOSE:

The SPWF's Technical Assistance Grant, as it applied to Scappoose, would be put towards the City's Water Master Plan Project. At this time, the City has completed the Project Notification and Intake Form and is awaiting the formal invitation to apply.

FISCAL IMPACT:

The City has already allocated funds for the Water Master Plan Project and the Technical Assistance Grant has no match requirement. Nothing additional is required.

SUGGESTED MOTION:

The City suggests Council authorize passage of Resolution No.17-14 to grant authority to the City Manager to apply for the Technical Assistance Grant from IFA's Special Public Works Fund and delegate authority to the Mayor to sign the application.

RESOLUTION NO. 17-14

DRAFT

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE
AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR A TECHNICAL
ASSISTANCE GRANT FROM BUSINESS OREGON'S INFRASTRUCTURE FINANCE
AUTHORITY (IFA) FOR FUNDS TO APPLY TO THE WATER MASTER PLAN PROJECT
AND DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE APPLICATION.

Whereas, Business Oregon's Infrastructure Finance Authority is accepting
applications for the Technical Assistance Grant; and

Whereas, the City of Scappoose desires to participate in this grant program to the
greatest extent possible as a means of providing funding to the Water Master Plan Project; and

Whereas, the Scappoose City Council has identified the development of a long term
comprehensive community vision as a high priority need in the City of Scappoose; and

Whereas, completing the Water Master Plan will ensure Scappoose meets state
mandated requirements requiring cities to maintain 20-year horizon planning documents; and

Whereas, the City needs an updated Water Master Plan to address current and
anticipated capacity demands; and

Whereas, City funds have already allocated to the Water Master Plan project and
there is no match requirement for the Technical Assistance Grant.

Now, therefore, be it resolved:

The Scappoose City Council hereby authorizes the City Manager to apply for a Technical
Assistance Grant from Business Oregon's Infrastructure Finance Authority on behalf of the City
for the Water Master Plan Project and authorizes the Mayor to sign the grant application.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the
City Recorder, in authentication of its passage on this 3rd day of April 2017.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____

Susan M. Reeves, MMC
City Recorder



CITY COUNCIL TEAM AGREEMENT 2017

8.6

Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Speaking in turn and on the issue;
 - Not interrupting;
 - [No engaging in side conversations]; and
 - Treating the public and each other with courtesy.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:00 p.m.
14. Speak with one voice.
15. Council shall interview prospective committee members and advise the Mayor through a public process. Appointments will be made by Council action.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

CITY OF SCAPPOOSE

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Mayor's Ball ~ Senior Center
2	3 Budget Committee interviews 6:30 pm City Council 7pm	4	5	6	7	8
9	10	11	12	13	14	15
16	17 City Council 7pm	18	19	20 Park & Rec meeting 6pm	21 EDC ~ noon	22
23/30	24 Joint City Council/Planning Commission Work Session to Discuss Housing Needs Analysis 5:30 p.m.	25	26	27	28	29