

City of Sandy

Agenda

City Council Meeting

Meeting Location: City Hall- Council Chambers, 39250
Pioneer Blvd., Sandy, Oregon 97055

Meeting Date: Monday, June 17, 2019

Meeting Time: 6:00 PM



Page

1. WORK SESSION 6PM

2. ROLL CALL

3. AGENDA

3.1. Agenda Review

3.2. Outdoor Seating SDCs

4 - 6

Staff recommends the drafting of an ordinance to exclude the assessment of systems development charges (SDCs) for the addition of outdoor seating to an existing restaurant or food service business and refunding all SDC assessments for outdoor seating levied in the 2017-2019 biennium.

[Outdoor Seating SDCs - Pdf](#)

4. ADJOURN WORK SESSION

5. REGULAR MEETING 7PM

6. PLEDGE OF ALLEGIANCE

7. ROLL CALL

8. CHANGES TO THE AGENDA

9. PUBLIC COMMENT

10. PRESENTATION

- 10.1. Oregon Impact Presentation

11. CONSENT AGENDA

- 11.1. City Council Minutes 7 - 11
[Work Session and Regular City Council - 03 Jun 2019 - Minutes - Pdf](#)

12. RESOLUTIONS

- 12.1. Master Fee Schedule Update 12 - 24

Approve Resolution 2019-10, a Resolution Adopting Changes to the Master Fee Schedule.

[Master Fee Schedule Update - Pdf](#)

- 12.2. Supplemental Budget 25 - 29

Adopt Resolution 2019-12, a Resolution Adopting a Supplemental Budget for BN 2017-19.

[Supplemental Budget BN 2017-19 - Pdf](#)

13. ORDINANCES

- 13.1. Public Safety Fee 30 - 36

Adopt Ordinance 2019-11, an Ordinance Establishing a Public Safety Fee.

[Public Safety Fee - Pdf](#)

14. NEW BUSINESS

- 14.1. Authorize Change Order No. 1 for Energy Savings Performance Contract for water meter audit and testing 37 - 38

Authorize staff to sign the Change Order for the more detailed technical analysis and investment grade financial analysis for the water meter replacement project.

[Change Order No. 1 for Energy Savings Performance Contract for water meter audit and testing - Pdf](#)

15. REPORT FROM THE CITY MANAGER

- 15.1. Ten Eyck Vista Loop Sidewalk Project Update

16. COMMITTEE /COUNCIL REPORTS

17. STAFF UPDATES

17.1. [Monthly Reports](#)

18. ADJOURN

19. EXECUTIVE SESSION

19.1. ORS 192.660 (2) (d) To conduct deliberations with person designated by the governing body to carry on labor negotiations.



Staff Report

Meeting Date: June 17, 2019
From David Snider, Economic Development Manager
SUBJECT: Outdoor Seating SDCs

Background:

Recently, the City of Sandy received an application from Bill Schwartz, the owner of Boring Brewing, to add outdoor seating to his establishment at 38250 Pioneer Boulevard. At the pre-application meeting for this project, staff discussed with Mr. Schwartz the types of system development charges (SDCs) that would be assessed for this type of development. The total calculation for SDCs to add the outdoor seating Mr. Schwartz proposes came to a total of \$3,650 (\$1,834 for sewer and \$1,816 for transportation), in addition to pre-app and design review fees. Mr. Schwartz stated that he did not understand why it would cost so much money for him to simply put a few tables and chairs in a currently underutilized paved area to the south of the subject building. He also asked why previous businesses could do this without SDC assessment. Due to the costs involved, he ultimately decided not to add outdoor seating.

Although our existing methodology requires us to assess these fees for outdoor seating (Note: due to seasonal restrictions for outdoor eating in Sandy staff currently bases the SDC charge at only one-quarter of the typical assessment for outdoor seating), staff also finds SDC assessment for outdoor seating as excessive and counter-productive to several stated Council goals. In response to Mr. Schwartz and other similar past complaints, staff decided to investigate the policies of other nearby cities to determine if our policy is the status quo or the outlier.

Initial research into the assessment of sewer and transportation SDCs for the development of outdoor seating areas at eating and drinking establishments shows that, when compared to an assortment of our neighboring communities, we appear to be the outlier by assessing these fees.

Of the four communities we contacted directly (Gresham, Estacada, Canby, Oregon City), none of them have recently assessed SDCs for this type of development, and only one of them would even consider it depending on the situation.

- The Planning Director in **Canby** stated that they had only had two requests of this type in recent years that he could remember, and that considering the size of the businesses that were asking (both coffee shops), charging SDCs would have effectively killed the development because neither business could afford to pay them. He also said that the risk of negative community reaction to this decision

weighed much more heavily in his mind than the potential impact on the city's utilities. It is his current policy not to assess SDCs for this type of development.

- **Gresham's** Planning Department only charges sewer SDCs if the meter size increases as a result (for outdoor seating, this is unlikely) and bases transportation SDCs on "fully-enclosed" building area, which excludes outdoor seating by definition. They also acknowledged that there would be no effective way for them to enforce charging SDCs for this type of development as they simply don't have the staff to enforce it.
- **Estacada's** Economic Development Manager told us that this hasn't really come up in Estacada, but if it did, he would not seek to collect SDCs as the benefits of that kind of development would far outweigh the unfunded impact placed on the sewer and roads systems to accommodate the development.
- The assistant Public Works Engineer in **Oregon City** told us that he only assesses SDCs for this sort of outdoor seating if it increases the number of seats in the restaurant. If a restaurant keeps the same number of overall seating but adds an outdoor dining area, no assessment is made. He also tells us that there has not been an assessment of SDCs for outdoor seating in Oregon City "anytime recently that I am aware of".

Considering this data, and after analyzing the potential impact to city utilities and finances, staff would like to propose the idea of drafting an ordinance that would effectively change our current policy to exclude assessing systems development charges (SDCs) for outdoor seating areas. We believe this change in policy would eliminate a point of contention between restaurant owners and City Hall, encourage further development in our local restaurant industry and help to achieve the following stated Council goals:

- "Build(ing) the City's tax base by supporting and expanding the business community."
- "Encourage development of other dining opportunities to complement the offerings of existing businesses."

Up to this point in time, every Sandy restaurant owner that has been made aware that there are substantial systems development fees associated with the addition of outdoor seating by staff has had a negative reaction. Since charging SDCs for outdoor seating is not the norm in the region, restaurant owners do not budget for these charges and tend to get sticker shock when learning about them. Of the current Sandy restaurant owners that did ultimately agree to pay the fees, the two that Economic Development spoke with still do not understand why these charges are assessed and still harbor negative feelings towards the City of Sandy because of the assessments. However, many smaller establishments cannot afford an unbudgeted \$2,000 to \$5,000 fee and will opt not to go through with their planned outdoor seating when they learn what it will cost them.

Changing our policy to waive these fees would eliminate this barrier to restaurant expansion, which would have an immediate impact on our restaurant industry. We believe that several businesses who have decided not to add outdoor seating because of the fees would move to add it immediately. Such a move would also signal to our

restaurateurs that Sandy is encouraging restaurants to add outdoor seating and is taking concrete action to become a more “business-friendly” municipality.

Business	Sewer SDC	Transportation SDC	Total SDC
Scooters (2017)	\$917	\$1,076	\$1,993
Red Shed (2017)	\$2,292	\$2,825	\$5,117
Smoky Hearth (2018)	\$1,834	\$2,153	\$3,987
Grand total SDC:	\$5,043	\$6,054	\$11,097

From a revenue standpoint, we do not receive very much in revenue from the assessment of SDCs for outdoor seating. The table above shows all outdoor seating SDC assessments made during the current biennium, and we do not expect any others before July 1. Using these numbers, we could assume a loss of \$5,550 per year in SDC revenue. However, these three developments took place during a period of long-term economic expansion so it is likely that the typical revenue lost per year would be less than that. Staff feels that this amount of revenue is not worth the amount of goodwill the City sacrifices to collect it – both the Development Services Director and the Public Works Director support this proposed change in policy, and the Economic Development Office supports it in the strongest terms possible.

Finally, from an equity perspective, there are several other restaurants that are currently operating with outdoor seating that have never been assessed SDCs for that space. If we are to treat every Sandy business fairly, we must either assess SDCs for outdoor seating areas that have not yet been assessed (Bunsenbrewer, Thai Home, Two Brothers Mexican Restaurant, La Bamba Mexican Restaurant, Sparky’s Pizza) or refund SDC assessments for outdoor seating that have been paid. As the suggested policy going forward would be to not assess these charges, staff feels that the latter would not only be more appropriate, it would also be the “business-friendly” response. With this proposal, staff recommends that we reimburse Scooter’s, Red Shed and Smoky Hearth the SDCs as listed in the table above.

Recommendation:

Staff recommends the drafting of an ordinance to exclude the assessment of systems development charges (SDCs) for the addition of outdoor seating to an existing restaurant or food service business and refunding all SDC assessments for outdoor seating levied in the 2017-2019 biennium.

Budgetary Impact:

Recommendations will result in the refund of \$11,097 in SDC assessments made in the 2017-2019 biennium, and forgoing an average of \$5,000 annually in future SDC revenue.



MINUTES
City Council Meeting
Monday, June 3, 2019 City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055 6:00 PM

COUNCIL PRESENT: Stan Pulliam, Mayor, Jeremy Pietzold, Council President, John Hamblin, Councilor, Laurie Smallwood, Councilor, Jan Lee, Councilor, Carl Exner, Councilor, and Bethany Shultz, Councilor

COUNCIL ABSENT:

URBAN RENEWAL BOARD: Fire Chief, Phill Schneider, Sandy Area Chamber of Commerce Director, Khrys Jones

STAFF PRESENT: Karey Milne, Recorder Clerk, Jordan Wheeler, City Manager, Tyler Deems, Finance Director, Angie Welty, HR Manager, Ernie Roberts, Police Chief, Mike Walker, Public Works Director, Becky Hawley, Commissioner, and Pamela Smithsted, Commissioner

MEDIA PRESENT: Brittany Allen

1. Work Session 6PM

2. Roll Call

3. Work Session Agenda

3.1. Agenda Review

3.2. Arts Commission Direction

Staff Report - 0144

Finance Director, Tyler Deems gave council a recap of why the arts commission was established.

Commissioner Becky Hawley and Commissioner Pamela Smithstead spoke to council about some projects they are currently working on and asked for direction on restoring some of the murals.

Council had some discussion with the Commissioners. Council gave them direction to restore the mural on the ace hardware building and thanked them for all the hard work putting together the chalk art contest coming up in July.

3.3. US 26 Vista Loop to Ten Eyck Pedestrian Improvement Project

Staff Report - 0145

Public Works Director, Mike Walker, gave a recap of the Ten Eyck Vista Loop pedestrian improvement project. Staff recommends Transfer \$410K from the construction phase to the design phase in order to prepare project plans and specifications. We would have 10 years to complete the project. This would allow both the City and ODOT time to seek additional funds to complete the construction phase or not.

Council had several questions for staff, council was undecided on whether to pull out completely or to go ahead with the engineering.

4. Adjourn Work Session

5. Regular Meeting 7PM

6. Pledge of Allegiance

7. Roll Call

8. Changes to the Agenda

None

9. Public Comment

None

10. Consent Agenda

10.1. City Council Minutes

11. Resolutions

11.1. BN 19-21 Budget Adoption - SURA

Staff Report - 0141

Convened the SURA board at 7:20pm

In attendance: Councilor Pietzold, Councilor Smallwood, Fire Chief, Phil Schneider, Councilor Hamblin, Mayor Pulliam, Councilor Lee, Councilor Exner, Councilor Shultz

Absent: SACC Director, Khrys Jones

Finance Director, Tyler Deems reviewed the budget set to be approved.

Mayor Opened up for Public Comment

Staff and the Board had a brief discussion

Councilor Lee moved to approve Resolution 2019-09 BN 19-21 Budget
Adoption of the SURA

Fire Chief, Phil Schneider, Second to approve Resolution 2019-09 BN 19-21
Budget Adoption of the SURA
All in favor.

Close SURB Meeting

11.2. BN 19-21 Budget Adoption

Staff Report - 0139

Finance Director, Tyler Deems reviewed the budget for adoption.

Opened for Public Hearing

Moved to discussion, council had discussion.

Motion to adopt the budget for BN 19-21 with an amendment adding to the
police budget by 150,000 for additional services.

11.3. BN 19-21 Budget Adoption Resolution 2019-06

Approve Resolution No. 2019-06, a resolution authorizing four or more
municipal services are provided

Opened for Public Comment - None

Opened for discussion - None

Moved by Carl Exner, seconded by Bethany Shultz

*Motion to approve Resolution No. 2019-06, a resolution authorizing four or
more municipal services are provided*

CARRIED.

11.4. BN 19-21 Budget Adoption Resolution 2019-07

Approve Resolution No. 2019-07, a resolution electing to receive state-shared
revenues

Opened for Public Comment - None

Opened for Discussion - None

Moved by John Hamblin, seconded by Jeremy Pietzold

Motion to approve Resolution No. 2019-07, a resolution electing to receive state-shared revenues

CARRIED.

11.5. BN 19-21 Budget Adoption Resolution No. 2019-08

Approve Resolution No. 2019-08, a resolution adopting the biennium 2019 - 21 budget, making appropriations, and levying taxes.

Opened for Public Comment - None

Opened for Discussion - None

12. Report from the City Manager

City Manager Jordan Wheeler, the pool is officially closed, we have been approached by other community groups asking to use the pool, he informed them he would talk to council regarding the use. Staff figured it would cost an additional 5,000 a month to keep the pool operational for these groups. Council and staff had a discussion on the use of the pool. They feel that the organizations would need to cover the full operational costs for the pool, insurance etc and enter into an agreement for the use if they wanted to use the pool while we are working towards a plan for the Sandy Community Campus.

We would like to get a count on who would like to attend the LOC conference so that we have everything ready to go when it is time to register. We also would like to know who would like to participate in the Sandy Mountain Festival Parade. Reminder that the Longest Day Parkway is coming up June 20th.

13. Committee /Council Reports

Councilors gave their committee and council reports.

Reviewed a slide show and shared information on the Wastewater Plant tours they went on the prior week.

14. Staff updates

14.1. [Monthly Reports](#)

15. Adjourn

- 16. **Executive Session**
- 17. **Adjourn Executive Session**



Mayor, Stan Pulliam



City Recorder, Karey Milne

Draft



Staff Report

Meeting Date: June 17, 2019
From: Tyler Deems, Finance Director
SUBJECT: Master Fee Schedule Update

Background:

All fees that the city charges are adopted via resolution and included on the Master Fee Schedule. Staff is proposing to present fee adjustments to the Council on a more consistent and regular schedule (for example, the beginning of each fiscal year). At the June 11th workshop, Council was provided detail on the fees that are changing. Attached you will find an updated copy of the entire fee schedule. These changes will go into effect on July 1, 2019. A summary of the proposed changes is below:

- **Miscellaneous Charges**
 - *Records Request* - Increasing the amount charged per hour for processing records request. These charges are calculated using the average cost of the employees who would be tasked with completing the records request, at either the administrative level (administrative staff) or executive level (department director).
- **Planning Charges**
 - As previously adopted by Council, all Planning charges are to be increased annually by CPI. The CPI for the prior twelve month period, as identified by the West - Size Class B/C, was 2.7%. As such, all charges have been increased at that rate.
- **Public Works Charges**
 - *Public Improvement Plan Review & Inspection Fees* - Under our current fee structure, we tend to lose money on small projects and charge too much for larger projects. The proposed change would reduce the range between tiers to eliminate any incentive to increase the valuation to the next tier to reduce the fee.
- **System Development Charges**
 - *Water* - The proposed rate increase is based on the Engineering News Record Construction Cost Index (ENRCCI) for Seattle, which shows an increase of 4.6% as of May 2019. This is the same unit of measurement that has been used in the past.
 - *Transportation* - As noted above, this proposed increase is based on the ENRCCI.
- **Water Rates**
 - *Metered Use from Fire Hydrant* - Currently, the only charge is for water consumption. The proposed fee allows for the city to recover the operating

costs of setting up and taking down the meter, as well as encourages contractors to only use the meter for the minimum time necessary.

- *Fire Hydrant Flow Test* - There is no current fee for this service. The proposed fee would allow the city to recover the operating costs of providing this service.
- **SandyNet Charges**
 - *300mbps Fiber Service* - As planned for in the long-range financial plan for SandyNet, as well as in the BN 19-21 budget, the proposed increase is \$2.00 per month for both residential and business.

Please note that no increase in water or sewer rates are included in this update. These rate increases will be brought before Council at a future date, once the new rate model is finalized. Additionally, there is no Public Safety Fee included in this schedule. It will be added in the future depending on the Council's action on the proposed fee.

Recommendation:

Approve Resolution 2019-10, a Resolution Adopting Changes to the Master Fee Schedule.

Budgetary Impact:

None. These changes are already reflected in the BN 19-21 budget.



NO. 2019-10

A Resolution Adopting Changes to the Master Fee Schedule

Whereas, the City Council imposes municipal fees and charges via Resolution; and

Whereas, the City Council has reviewed the proposed changes; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy that the Master Fee Schedule is amended to reflect the changes in the attached document. This Resolution shall become effective on July 1, 2019.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 17 day of June 2019

Stan Pulliam, Mayor

ATTEST:

Karey Milne, City Recorder

#2019-10

EXHIBIT A

Fee Name	Amount	Description
1. MISCELLANEOUS CHARGES		
A. Business License		
a. Business License, 0-2 employees	\$41.00	0-2 employees
b. Business License, 3-5 employees		\$41 + \$10 per employee over 2
c. Business License, 6-10 employees		\$71 + \$7 per employee over 5
d. Business License, 11-25 employees		\$106 + \$2.10 per employee over 10
e. Business License, 26+ employees		\$137.50 + \$1.40 per employee over 25
f. Rental License	\$10.00	per unit, per year (no exemption)
g. Mobile Home Space	\$5.00	per unit, per year (no exemption)
h. Auctioneer		Business license fee, as listed above
i. Hawker/Peddler		Business license fee, as listed above
j. Circus/Carnival		Business license fee, as listed above
k. Amusement Rides		Business license fee, as listed above
l. Sidewalk Use Vendor Fee		Business license fee, as listed above
m. Business License Renewal Late Fee	\$25.00	If renewal is submitted after March 1 st
B. Copies, Maps, and Documents		
a. Copy: 8.5 x 11	\$0.25	
b. Copy: 8.5 x 14	\$0.25	
c. Copy: 11 x 17	\$0.35	
d. Blueline Mapes	\$5.00	
e. Comprehensive Plan Map (colored)	\$2.50	
f. Zoning Map (colored)	\$2.50	
g. Comprehensive Map (colored)	\$10.00	
h. Development Code	\$22.00	
i. Transportation System Plan (grey scale)	\$18.00	
j. Transportation System Plan (colored)	\$38.00	
C. Events		
a. Highway Banner	\$50.00	per week
b. Major Community		Actual cost + 20%
D. Liquor License		
a. Initial/Business Change	\$75.00	
b. Renewal	\$25.00	
E. Miscellaneous		
a. Finding Fee	\$20.00	
b. Interest Past Due		Annual interest rate set by Finance Director at the time the past due balance is accrued. Rate shall be fixed and based on current yeilds for long-term investments.
c. Lien Search	\$30.00	
d. Returned Item Fee	\$25.00	
F. Park Use		
a. Residents	\$0.00	
b. Non-Residents	\$25.00	
c. Meinig Park Gazebo	\$200.00	\$300 deposit, with \$100 refund, per user agreement
G. Records Request		
a. Administrative Fee	\$39.00	per hour
b. Executive Fee	\$68.00	per hour
c. Legal Fee		actual cost
2. PLANNING CHARGES		
A. Addresssing		
a. Addresssing	\$41.00	plus \$5 per lot
b. Readdressing - Residential	\$206.00	per lot (not exceeding two units)
c. Readdressing - Mutli-family, commercial/industrial	\$206.00	plus \$5 per unit
B. Administrative		
a. Administrative Fee		10% of total planning and public works fees assessed, excluding building, plumbing, and mechanical structural specialty code permit fees.
b. Land Use Compatibility Statement	\$123.00	
c. Review of Non-Conforming Use	\$493.00	
d. Public Hearing - Type I	\$411.00	review not specifically listed elsewhere
e. Public Hearing - Type II	\$514.00	review not specifically listed elsewhere
f. Public Hearing - Type III	\$1,027.00	review not specifically listed elsewhere

g. Third-Party Review

Deposit in the amount of \$1,500 for each anticipated third-party review shall be collected in conjunction with the initial application fee. Additional charges, if any, shall be assessed and shall be a lien against the property until paid in full.

h. Zoning Verification

\$103.00 Bank/Loan Letter

C. Accessory Dwelling Unit

a. Accessory Dwelling Units

\$221.00

D. Adjustments and Variances

a. Type I Adjustment

\$329.00 less than 10%

b. Type II Adjustment

\$442.00 less than 20%

c. Type II Variance

\$657.00

d. Type III Special Variance

\$1,099.00

e. Type III Variance - Land Division

\$1,099.00

f. Type III Design Deviation

\$442.00

g. Sign Variance

\$442.00

E. Amendments

a. Comprehensive Plan Map Amendment

\$3,184.00

b. Comprehensive Plan Text Amendment

\$2,963.00

c. Zoning Map Amendment

\$2,413.00

F. Annexation Type IV

a. Type A

\$2,194.00 assign conceptual zoning

b. Type B

\$3,071.00 Type A, plus Zoning Map Change

c. Type C

\$6,033.00 Type A and B, plus Plan Map

G. Appeal

a. Type I to Type II

\$123.00 Notice

b. Type II to Type III

\$329.00 Planning Commission

c. Type III to Type IV

\$770.00 City Council

H. Conditional Uses

a. Modification, Major

\$878.00

b. Modification, Minor

\$442.00

c. Outdoor Display & Storage

\$329.00

d. Type II

\$878.00

e. Type III

\$1,648.00

I. Design Review

a. Type I: \$0.00 - \$10,000.00

\$205.00 staff review only; no notice

b. Type I: \$10,000.01 - \$25,000.00

\$359.00 staff review only; no notice

c. Type I: \$25,000.01 - \$100,000.00

\$549.00 staff review only; no notice

d. Type I: \$100,000.00 and above

\$770.00 staff review only; no notice

e. Type II: \$0.00 - \$10,000.00

\$329.00

f. Type II: \$10,000.01 - \$25,000.00

\$549.00

g. Type II: \$25,000.01 - \$100,000.00

\$1,540.00

h. Type II: \$100,000.00 - \$1,000,000.00

\$3,292.00

i. Type II: \$1,000,000.00 and above

\$7,682.00

j. Type II: \$0.00 - \$10,000.00

\$549.00

k. Type II: \$10,000.01 - \$25,000.00

\$770.00

l. Type II: \$25,000.01 - \$100,000.00

\$1,756.00

m. Type II: \$100,000.00 - \$1,000,000.00

\$3,949.00

n. Type II: \$1,000,000.00 and above

\$7,682.00

o. Design Review Minor Modification

\$442.00

p. Design Review: \$0.00 - \$25,000.00

\$549.00

q. Design Review: \$25,000.01 - \$100,000.00

\$770.00

r. Design Review: \$100,000.01 and above

\$1,099.00

J. Erosion Control

a. Single Family/Duplex Addition - Permit Fee

\$103.00

b. Single Family Dwelling/Duplex - Permit Fee

\$123.00

c. Multi-Family - Permit Fee

\$144.00 per structure

d. Commercial/Industrial, Subdivisions - Permit Fee

\$277.00 per acre

a. Single Family/Duplex Addition - Plan Review

\$41.00

b. Single Family Dwelling/Duplex - Plan Review

\$72.00

c. Multi-Family - Plan Review

\$103.00 per structure

d. Commercial/Industrial, Subdivisions - Plan Review

\$113.00 per acre

K. Final Plat Review

a. Property Line Adjustment Final Review

\$308.00

b. Partition Final Plat Review

\$493.00

c. Subdivision Final Plat Review

\$719.00

L. Food Cart Permit

a. Initial Permit Review

\$329.00

b. Renewal

\$164.00

M. FSH Overlay

a. Type I	\$221.00	in addition to fees listed, required deposit toward cost of any third-party reviews
b. Type II	\$442.00	in addition to fees listed, required deposit toward cost of any third-party reviews
c. Type III to Type IV	\$770.00	in addition to fees listed, required deposit toward cost of any third-party reviews

N. Hardship Trailer

a. Type III Initial Review	\$246.00
b. Type II Renewal	\$164.00

O. Historic or Cultural Resource

a. Type IV Designation of Resource	\$514.00
b. Type I Minor Alteration	\$103.00
c. Type II Major Alteration	\$308.00

P. Interpretation of Code

a. Type II, Director	\$329.00
b. Type III, Quasi-Judicial	\$657.00
c. Type IV, Legislative	\$657.00
d. Interpretation of Previous Approval	half of original fee
e. Modify Previous Approval II or III	half of original fee
f. Revocation of Previous Approval	half of original fee

Q. Land Division

a. Type I Property Line Adjustment	\$390.00
b. Type I Land Division (Minor Partition)	\$657.00
c. Type II Land Division (Major Partition)	\$988.00 plus \$32 per lot
d. Type II Land Division (Minor Revised Plat)	\$988.00 plus \$32 per lot
e. Type III Land Division (Major Partition)	\$1,099.00 plus \$32 per lot
f. Type III Major Replat (revised plat)	\$1,099.00 plus \$32 per lot
g. Type II Subdivision 4 to 10 lots	\$2,634.00 plus \$75 per lot
h. Type II Subdivision 11 or more lots	\$2,855.00 plus \$75 per lot
i. Type III Subdivision 4 to 10 lots	\$3,081.00 plus \$75 per lot
j. Type III Subdivision 11 or more lots	\$3,297.00 plus \$86 per lot
k. Re-naming of Tentative Subdivision	\$308.00

R. Payment in Lieu of Park Land Dedication

a. Payment in Lieu of Park Land Dedication, Not Deferred	per acre
b. Payment in Lieu of Park Land Dedication, Deferred	per acre

S. Planned Unit Development

a. Conceptual Development Plan	\$4,390.00
b. Detailed Development Plan	\$657.00 plus subdivision fees less 25% of individual fees
c. Combined Review	
d. Minor Modification	\$411.00
e. Major Modification	calculated as a new application

T. Pre-Application Conference

a. Type I	\$103.00
b. Type II	\$308.00
c. Type III	\$514.00

U. Request for Time Extension

a. Type I	\$103.00
b. Type II	\$221.00
c. Type III/IV	\$442.00

V. Specific Area Plan

a. Development Process: Type I	\$3,081.00 plus \$51 per acre, plus subdivision fees
b. Administrative Amendment: Type I	\$221.00
c. Minor Amendment: Type II	\$442.00
d. Major Amendment: Type III	\$719.00

W. Street Vacation

a. Street Vacation	Cost plus 20% (\$1,800 deposit required)
--------------------	--

X. Temporary Permits

a. Structure: Type I - Initial	\$123.00
b. Structure: Type II - Renewal	\$164.00
c. Use Permit	\$103.00

Y. Tree Removal

a. Type I	\$103.00
b. Type II	\$164.00
c. Type II	\$442.00

Z. Zoning Administration Fee

a. Single Family Dwelling Addition	\$103.00
b. Single Family Dwelling	\$154.00
c. Duplex	\$257.00

d. Multi-Family	\$257.00 plus \$43 per unit
e. Commercial/Industrial	\$103.00 minimum; 20% of design review fee
3. BUILDING CHARGES	
A. Building Permit (valuation)	
a. \$0.01 - \$500.00	\$65.00
b. \$500.01 - \$2,000.00	\$65.00 First \$500.00, plus \$3.00 for each additional \$100 or fraction thereof to and including \$2,000
c. \$2,000.01 - \$25,000.00	\$110.00 First \$2,000.00, plus \$9.00 for each additional \$1,000 or fraction thereof to and including \$25,000
d. \$25,000.01 - \$50,000.00	\$317.00 First \$25,000.00, plus \$7.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$492.00 First \$50,000.00, plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$742.00 First \$100,000.00, plus \$4.00 for each additional \$1,000 or fraction thereof
g. Permit Fee Valuation	The determination of the valuation for permit fees shall be based on the most current ICC Building Valuation Data Table as specified in OAR 918-050-0100 and 918-050-0110.
B. Demolition Permits	
a. Demolition Permits, general - State of Oregon	Commerical demolition fees are calculated on the total value of the demolition based on Table 1-A of the OSSSC. Residential demolition fees are based on a flat charge to include building and mechanical elements.
b. Commercial: Building	\$70.00 minimum
c. Commercial: Public Works	\$70.00 minimum
d. Residential: Building	\$70.00
e. Residential: Public Works	\$70.00
C. Derelict Buildings and Structures	
a. Appeal Fee	\$300.00
b. Application Fee for Rehabilitation Plan	\$150.00 per application
D. Fire Sprinkler Plan Review and Inspection Fee	
a. Home Size: 0 - 2,000 square feet	\$103.00
b. Home Size: 2,001 - 3,600 square feet	\$137.00
c. Home Size: 3,601 - 7,200 square feet	\$173.00
d. Home Size: 7,201 square feet and greater	\$213.00
E. Foundation Permit	
a. Single Family Dwelling or Addition	\$50.00
b. Duplex/Multi-Family	\$50.00 per dwelling unit
c. Commercial/Industrial	\$100.00 Minimum. Fees will be calculated by the Building Official based on the size and scope of the project and overall project value.
F. Grading Permit	
a. 50 cubic yard or less	\$40.00
b. 51 - 100 cubic yards	\$65.00
c. 101 - 1,000 cubic yards	\$69.00 First 100 cubic yards, plus \$25 each additional cubic yard
d. 1,001 - 10,000 cubic yards	\$270.00 First 1,000 cubic yards, plus \$26 each additional 1,000 cubic yards
e. 10,001 - 100,000 cubic yards	\$500.00 First 10,000 cubic yards, plus \$99 each additional 10,000 cubic yards
f. 100,001 cubic yards and above	\$1,400.00 First 100,000 cubic yards, plus \$50 each additional 10,000 cubic yards
G. Grading Plan Review	
a. 50 cubic yard or less	\$25.00
b. 51 - 100 cubic yards	\$50.00
c. 101 - 1,000 cubic yards	\$80.00
d. 1,001 - 10,000 cubic yards	\$100.00
e. 10,001 - 100,000 cubic yards	\$100.00 First 10,000 cubic yards, plus \$30 each additional 10,000 cubic yards
f. 100,001 - 200,000	\$300.00 First 100,000 cubic yards, plus \$16 each additional 10,000 cubic yards
g. 200,001 cubic yards and above	\$450.00 First 200,000 cubic yards, plus \$8.50 each additional 10,000 cubic yards
H. Manufactured Dwellings	
a. Manufactured Dwelling Installation Fee	\$253.00

b. Manufactured Dwelling Park Fees	Per OAR 918-600-0030.
c. Manufactured Dwelling State Fees	\$30.00
d. Recreational Park and Camps	Per OAR 918-650-0030.
e. Related Fees: Electrical Feeder	\$100.00

I. Mechanical Permit

a. Mechanical Permit Review Fee	25% of permit issuance fees.
---------------------------------	------------------------------

J. Mechanical Permit - Commercial (value)

a. \$1 - \$1,000	\$65.00
b. \$1,000.1 - \$10,000.00	\$65.00 First \$1,000 plus \$1.20 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$190.00 First \$10,000 plus \$13.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$400.00 First \$25,000.00, plus \$12.50 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$712.00 First \$50,000.00, plus \$12.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$1,312.00 First \$100,000.00, plus \$6.00 for each additional \$1,000 or fraction thereof

K. Mechanical Permit - Residential

a. Minimum Permit Fee	\$65.00
b. HVAC	\$14.00
c. Air conditioning	\$14.00
d. Alteration of existing HVAC	\$13.00
e. Boiler, compressor	\$37.50
f. Fire/smoke damper/duct smoke detectors	\$8.00
g. Heat pump	\$16.00
h. Install/replace furnace burner	\$15.00
i. Install/replace/relocate heater/suspend wall/floor	\$14.00
j. Vent for appliance other than furnace	\$9.00
k. Refrigeration (absorption unit)	\$31.50
l. Refrigeration (chillers)	\$17.00
m. Refrigeration (compressors)	\$17.00
n. Environmental exhaust and ventilation (appliance vent)	\$8.00
o. Dryer exhaust	\$8.00
p. Hoods Type I/II residential kitchen/hazmat hood fire suppressor	\$9.00
q. Exhaust fan with single duct (bath fan)	\$8.00
r. Exhaust system apart from heating/AC	\$8.00
s. Fuel piping and distribution (up to four outlets)	\$11.00
t. Fuel piping each additional outlet over four	\$2.00
u. Process piping (up to four outlets)	\$11.00
v. Process piping each additional outlet over four	\$2.00
w. Decorative fireplace	\$25.00
x. Fireplace insert	\$25.00
y. Wood/pellet stove	\$25.00

L. Movement of Buildings

a. Movement of Buildings Fee	\$83.00
------------------------------	---------

M. Other Inspections and Fees

a. Inspections outside of normal business hours	\$55.00 per hour
b. Reinspection fees	\$55.00
c. Inspection for which no fee is specifically indicated	\$55.00
d. Additional plan review required by changes/additions	\$55.00 per hour

N. Plan Review

a. Building	65% of permit issuance fees (residential and commercial)
b. Fire & Life Safety Plan Review Fee	40% of permit issuance fees
c. Seismic Plan Review	1% of permit issuance fees
d. Complex plumbing permits	25% of plumbing permit issuance fees
e. Mechanical	25% of mechanical permit issuance fees
f. Phased permit plan review fee	\$250.00
g. Deferred submittals	\$250.00
h. Simple one and two family dwelling plans	\$130.00
i. Solar Photovoltaic Installation Prescriptive Path Fee	\$130.00

O. Plumbing Permit

a. Maximum Permit Fee	\$65.00
b. Each fixture	\$25.00
c. Catch basin	\$35.00 each
d. Drywall	\$35.00 each

e. Fire hydrant	\$35.00 each
f. Footing drain	\$0.25 per foot
g. Manhole/OWS	\$35.00 each
h. Manufactured home set-up plumbing fee	\$80.00
i. Rain drains connector	\$25.00 per 100 feet
j. Residential fire sprinkler	\$10.00 per head
k. Sanitary sewer	\$25.00 per 100 feet
l. Single family one bath	\$400.00 New 1 and 2 family dwellings includes 100 feet for each utility
m. Single family two bath	\$500.00 New 1 and 2 family dwellings includes 100 feet for each utility
n. Single family three bath	\$580.00 New 1 and 2 family dwellings includes 100 feet for each utility
o. Single family additional bath or kitchen	\$100.00
p. Storm sewer	\$25.00 per 100 feet
q. Water service	\$25.00 per 100 feet

P. State Surcharge

- a. State Surcharge Fee

All building, plumbing, and mechanical permits are subject to a State of Oregon surcharge of 12% payable with the payment of the permit. This surcharge is subject to change at the State's discretion

3. SIGN CHARGES

A. Penalty

- a. Signs installed without permit

All sign permit fees doubled if the sign is installed or displayed prior to obtaining a permit.

B. Permanent Sign

- a. Sign Permits - Permanent

State of Oregon Structural Specialty Code Table 1-A Signs

C. Temporary Signs

- a. Temporary Banners
- b. Copy change or change in panel
- c. A-Frame Signs
- d. Garage Sale Sign Deposit (three signs)

\$50.00 Fee is waived if the permit is obtained before the sign is installed
 \$15.00
 \$50.00 Fee is waived if the permit is obtained before the sign is installed
 \$20.00

D. Zoning Review Fee

- a. Zoning Review Fee - Permanent Sign

\$20.00 Does not include banners, A-Frames, or change in panel

4. PUBLIC WORKS CHARGES

A. Right-of-Way Fees

- a. Electric Utilities
- b. Natural Gas Utilities
- c. Garbage Utilities
- d. Telephone Utilities
- e. Cable Utilities
- f. Utilities that do not provide retail service within City

5% of gross revenues
 5% of gross revenues
 3% of gross revenues
 7% of gross revenues
 5% of gross revenues
 \$2.00 per lineal foot of facility

B. Plan Review

- a. Place Check Fee

\$72.00 per hour

C. Street Approach/Sidewalks

- a. Single Family
- b. Duplex
- c. Multi-Family/Commercial/Industrial

\$50.00
 \$50.00
 \$300.00 deposit. The deposit shall be collected in conjunction with the permit fee. Additional charges, if any, shall be assessed and paid prior to issuance of any certificates of occupancy.

D. Street Sweeping

- a. Street Sweeping Fee

Actual cost + 20%

E. Water/Sewer

- a. Customer requested meter re-read
- b. Dye Test & Letter
- c. Water Meter Test Fee
- d. Initial Meter Read Fee
- e. Penalty Fee
- f. Shut-Off Fee
- g. Meter Tampering Fee
- h. Damage Padlock Fee

No charge if misread. One free re-read per year, otherwise \$10 per re-read
 \$25.00
 \$25.00
 \$10.00
 \$5.00 per month
 \$50.00 each occurrence
 \$50.00 each occurrence
 \$65.00 each occurrence

F. Public Improvement Plan Review and Inspection Fees (valuation)

a. Initial Fee	\$150.00
b. \$0.01 - \$10,000.00	12% plus \$150
c. \$10,000.01 - \$50,000.00	8% plus \$150
d. \$50,000.01 - \$100,000.00	6% plus \$150
e. \$100,000.01 - \$500,000.00	5% plus \$150
f. \$500,000.01 - \$1,000,000.00	2.5% plus \$150
g. \$1,000,000.01 and above	2% plus \$150

5. SYSTEM DEVELOPMENT CHARGES

A. Water

a. Equivalent Dwelling Unit (EDU)	\$3,407.55
b. 5/8" x 3/4" Meter	\$3,407.55
c. 3/4" Meter	\$5,111.21
d. 1" Meter	\$8,518.87
e. 1 1/2" Meter	\$17,037.75
f. 2" Meter	\$27,259.80
g. 3" Meter	\$50,610.36
h. 4" Meter	\$85,186.52
i. 6" Meter	\$170,373.04
j. Meters greater than 6"	calculated based on EDU
k. Meter Cost: 3/4 inch or 1 inch meter and meter box	\$340.00 Larger meters are assessed based on time and material costs.
	Costs + 20%
l. Water Taping Fees	

B. Sewer

a. City wide	\$1,834.00 per equivalent residential unit
b. North Bluff Sewer Basin	\$2,338.96 per equivalent residential unit
c. South UGB Sewer Basin	\$1,979.00 per equivalent residential unit
d. Southeast UGB Sewer Basin	\$2,648.00 per equivalent residential unit
e. Sewer Taping Fees	Costs + 20%

C. Park

a. Single Family	
i.	\$3,717.00 per dwelling unit
ii.	\$4,647.00 per dwelling unit
iii.	\$4,581.00 per dwelling unit
iv.	\$5,511.00 per dwelling unit
b. Multi-Family	
i.	\$2,495.00 per dwelling unit
ii.	\$3,114.00 per dwelling unit
iii.	\$3,071.00 per dwelling unit
iv.	\$3,691.00 per dwelling unit
b. Congregate Multi-Family	
i.	\$1,967.00 per dwelling unit
ii.	\$2,431.00 per dwelling unit
iii.	\$2,369.00 per dwelling unit
iv.	\$2,863.00 per dwelling unit

D. Street

a. Residential	\$3,396.00 per single family dwelling unit
b. Transportation	\$241.31 per adjusted average daily person trip

6. WATER RATES

A. Base by Customer Class

a. Single Family	\$6.62 per month
b. Mutli-Family	\$6.62 per month
c. Commercial/Industrial	\$6.62 per month
d. Wholesale	\$7.92 per month
e. Single Family - outside City limits	\$9.95 per month

B. Charge by Meter Size - inside city limits

a. 5/8" Meter	\$0.24 per month
b. 3/4" Meter	\$0.36 per month
c. 1" Meter	\$0.61 per month
d. 1 1/2" Meter	\$1.17 per month
e. 2" Meter	\$1.88 per month
f. 3" Meter	\$3.56 per month
g. 4" Meter	\$5.91 per month
h. 6" Meter	\$11.84 per month
i. 8" Meter	\$18.94 per month
j. 10" Meter	\$27.24 per month

C. Charge by Meter Size - outside city limits

a. 5/8" Meter	\$0.35 per month
b. 3/4" Meter	\$0.55 per month
c. 1" Meter	\$0.90 per month
d. 1 1/2" Meter	\$1.78 per month

e. 2" Meter	\$2.80 per month
f. 3" Meter	\$5.28 per month
g. 4" Meter	\$8.80 per month
h. 6" Meter	\$17.58 per month
i. 8" Meter	\$19.33 per month
j. 10" Meter	\$40.47 per month

D. Volume Charge by Customer Class

a. Single Family	\$2.66 per 100 cubic feet
b. Mutli-Family	\$2.50 per 100 cubic feet
c. Commercial/Industrial	\$2.29 per 100 cubic feet
d. Wholesale	\$2.80 per 100 cubic feet
e. Single Family - outside City limits	\$3.98 per 100 cubic feet
f. Commercial/Industrial - outside City limits	\$3.56 per 100 cubic feet
g. Skyview Acres	\$0.69 per 100 cubic feet, plus COP pass through

E. Metered Use From Fire Hydrant

a. Deposit	\$300.00
b. Set-up/take-down/billing fee	\$60.00
c. Meter Rental (day 1 to day 30)	\$2.00 per day
d. Meter Rental (day 31 and beyond)	\$5.00 per day
e. Water Rate	calculated based on consumption

F. Fire Hydrant Flow Test

a. Set-up and observe (without neutralization)	\$75.00 per test
b. Setp-up and observe (with neutralization)	\$200.00 per test

7. SEWER RATES

A. Base by Customer Class

a. Single Family	\$9.82 per month
b. Mutli-Family	\$9.82 per month
c. Commercial/Industrial	\$9.82 per month

B. Volume Charges by Customer Class

a. Single Family	\$2.52 per 100 cubic feet
b. Mutli-Family	\$2.52 per 100 cubic feet
c. Commercial/Industrial	\$3.42 per 100 cubic feet
d. Residential - No water service	\$35.42 per month

8. STORMWATER RATES

A. Utility Fee

a. Equivalent Residential Unit (ERU)	\$3.25 per month, per ERU (ERU = 2,750 sq. ft. of impervious surface)
--------------------------------------	---

9. SANDYNET CHARGES

A. Miscellaneous

a. Installation Fee	\$100.00
b. Shut-Off Fee	\$50.00

B. Wireless

a. Residential - 5 mbps	\$24.95 per month
b. Residential - 10 mbps	\$34.95 per month
c. Rural - 5 mbps	\$29.95 per month
d. Rural BIP - 5 mbps	\$39.95 per month
e. Rural Enhanced - 10 mbps	\$49.95 per month

C. Fiber

a. Residential - 300 mbps	\$41.95 per month
b. Residential - 1 gbps	\$59.95 per month
c. Business - 300 mbps	\$41.95 per month
d. Business - 1 gbps	\$59.95 per month
e. Business - other	per contractual agreement, authorized by department director and/or City Manager

D. Digital Voice

a. Residential	\$20.00 per month
b. Business	\$28.95 per month

E. Other

a. Static IP address	\$10.00 per month
b. Fax line	\$11.95 per month
c. Mesh unit	\$5.00 per month

10. MUNICIPAL COURT

A. Administrative

a. File Review Fee	\$25.00
b. Payment Arrangement Fee	\$50.00
c. Suspension Fee	\$15.00

11. PARKING

A. Citations

- a. Parking in area not allowed \$50.00
- b. Parking in excess of posted time \$30.00

12. POLICE**A. Impound**

- a. Vehicle Impound Fee \$100.00

B. Reports

- a. Copy of accident report \$10.00
- b. Copy of other police report \$15.00

C. Alarm Registration

- a. Residential \$20.00 no charge for 65 or older with primary resident
- b. Business \$50.00
- c. Government no charge
- d. Penalty Fee \$75.00 failure to obtain registration within 30 days of alarm installation
- e. False Alarm - first \$50.00
- f. False Alarm - second \$100.00
- g. False Alarm - third \$150.00
- h. False Alarm - fourth \$150.00 after the four false alarm the registration is suspended for one year

D. Miscellaneous

- a. Fingerprinting Fee \$20.00 for first card, \$10 for each additional card
- b. Local background check letter \$5.00 additional \$5 for notarized letter
- c. DVD \$20.00 each
- d. Photo CD \$15.00 each

13. TRANSIT**A. Fares**

- a. SAM Gresham, Estacada, and Shopper Shuttle (in town) no charge in city limits
- b. SAM Commuter Route to Gresham or Estacada \$1.00 per trip (one-way origin-to-destination including transfers)
- c. STAR Dial-A-Ride \$1.00 per trip (one-way origin-to-destination including transfers)
- d. STAR - Seniors or disabled \$1.00 round trip (in town)
- e. STAR Dial-A-Ride Complementary Paratransit \$1.00 per trip (one-way origin-to-destination including transfers)
- f. ED Dial-A-Ride (out of town) \$2.00 per trip (one-way origin-to-destination)

B. Fare Media

- a. Multi-Trip Pass (24 trips) \$20.00 per pass
- b. Monthly Pass \$30.00 per month
- c. All Day Pass \$5.00 Redemable on SAM and Mt. Hood Express

14. LIBRARY**A. Damaged Items**

- a. Damaged book or audio/visual material Full replacement cost

B. Library Fines

- a. Overdue Fines \$0.25 per day
- b. Maximum Overdue Fine \$5.00
- c. Lost Item Full replacement cost
- d. Cultural Pass - overdue \$5.00 per day
- e. Cultural Pass - lost Full replacement cost

C. Meeting Space

- a. Community Room \$25.00 Individual
- b. Community Room \$25.00 per hour - for-profit organizations or groups, no charge for non-profits

D. Non-Resident Fees

- a. Out of District Fee \$95.00 per year
- b. Three month temporary card \$25.00 per quarter

E. Prints and Copies

- a. Copies (grey scale) \$0.10 per side
- b. Copies (color) \$0.25 per side

15. COMMUNITY SERVICES**A. Rental Fees - Community Center**

- a. Auditorium \$35.00
- b. Dining Room \$35.00
- c. Kitchen \$15.00
- d. Art Room \$10.00
- e. Conference Room \$10.00
- f. Lounge \$10.00

g. Total Floor

\$55.00 per floor, plus \$100 deposit

h. Non-profit

no charge

B. Rental Fees - Community Campus

a. Upper Field

\$20.00 per hour, \$200 daily

b. Lower Field/Track

\$20.00 per hour, \$200 daily

c. Gym

\$40.00 per hour, \$400 daily

d. 25 Yard Pool

\$60.00 per hour, \$600 daily

e. Shallow Pool

\$15.00 per hour, \$150 daily

f. Deep Pool

\$15.00 per hour, \$150 daily

g. Kiddie Pool

\$15.00 per hour, \$150 daily

h. Pool (all aspects)

\$75.00 per hour, \$750 daily

i. Long Term or Specialty Rentals

per contractual agreement, authorized by department director and/or City Manager



Staff Report

Meeting Date: June 17, 2019
From: Tyler Deems, Finance Director
SUBJECT: Supplemental Budget BN 2017-19

Background:

Occasionally, it becomes evident that changes need to be made to the adopted budget. Additionally, Local Budget Law allows for changes to be made to the budget after adopt in certain circumstances. Changes that are less than 10% of the total fund can be adopted at a regularly scheduled Council meeting. Changes that over 10% of the total fund require a public hearing. The following changes are all less than 10% of the total fund, therefore no public hearing is required.

General Fund

Legal - The Legal Department accounts for all the legal services and charges associated with the administration of the city. With newer staff and police negotiations occurring in recent months, legal expenses have increased. The supplemental budget increases total resources in this department by \$18,275 via an intrafund transfer from Non-Departmental contingency. Total appropriations for the Legal Department have been increased by the same amount to cover legal expenditures.

Police - As anticipated, the Police Department's budget needs a year end adjustment to increase appropriations due to overtime expenses. With the loss of the Estacada contract earlier this fiscal year, a supplemental budget was done to account for the decrease in revenue. At that time, overtime expenses were budgeted too low. The supplemental budget increases the total appropriations for the Police Department by \$100,000 to cover these expenditures via a transfer from Non-Departmental contingency. This adjustment does not impact the adopted BN 19-21 police department budget.

Non-Departmental - The Non-Departmental Department is tasked with accounting for all expenditures that cannot be allocated to a specific department (utilities, office supplies, etc.). Additionally, this department houses the contingency for the General Fund. To cover the increased costs associated with the city's legal and police expenditures, an intrafund transfer from contingency to the Legal Department in the amount \$18,275 is required, as well as \$100,000 to the Police Department.

While we propose using general fund contingency to make these adjustments, we are expecting general revenues will exceed our projections for the biennium to make up the difference.

Sewer Fund

With the onset of the Wastewater System Facilities Plan, a loan agreement has been executed in the amount of \$450,000. The original budget only included \$250,000 in loan proceeds for the work on the Plan. With the change in loan amounts, a supplemental budget is needed. Additionally, the operations and capital programs have been updated to account for project costs related to the treatment plant.

Transit Fund

With the understanding that the department was to receive STIF funds this fiscal year, new transit services were added. The release of STIF funds has been delayed, but it is expected that we will receive the funds in the upcoming fiscal year. Additionally, the department entered into an agreement to complete the transit master plan. Fortunately, revenue from the Employer Transit Tax has been greater than budgeted. As such, Fines, Fees, & Assessments been increased by \$81,580 and appropriations for operations and capital have been revised to \$3,527,706 and \$1,288,279, respectively.

Recommendation:

Adopt Resolution 2019-12, a Resolution Adopting a Supplemental Budget for BN 2017-19.

Budgetary Impact:

General Fund total appropriations increased by \$118,275; Sewer Fund total appropriations increased by \$200,000; Transit Fund total appropriations increased by \$81,580.



NO. 2019-12

A Resolution Adopting a Supplemental Budget for BN 2017-19

Whereas, the City of Sandy has adopted a biennial budget for the period July 1, 2017 to June 30, 2019. Local Budget Law (ORS Chapter 294) allows for changes to the adopted budget via supplemental budget in certain cases; and

Whereas, ORS 294.473 allows the governing body to adopt a supplemental budget at a regularly scheduled Council meeting if the changes are less than 10% of the current adopted fund total; and

Whereas, an intrafund transfer is needed from Non-Departmental Contingency to Legal and Police to cover higher than expected legal expenditures and personnel expenditures in the respective departments; and

Whereas, additional loan proceeds have been received in the Sewer Fund, and the operations and capital programs within the fund have been adjusted to reflect current expenditure trends; and

Whereas, the Transit Fund has received more revenue than budgeted, as well as increased service levels and entered into an agreement to complete a transit master plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy that the following department/fund budgets be amended as follows:

#2019-12

FUND: General Fund			
Resource	Amount	Requirement (by program)	Amount
1 Intrafund Transfers	293,509	1 Legal	220,000
		2 Police	6,573.6
		3 Non-Departmental	1,498.1
Revised Total Fund Resources	27,429,533	Revised Total Fund Requirements	27,429,533
Comments:			
The Legal department has been increased to account for greater than expected expenses for our legal counsel. The Police Department has been increased to account for greater than expected expenses related to personnel services. Non-Departmental appropriations have been updated to reflect the transfer of \$118,275 from contingency to the legal and police departments to balance the programs.			
FUND: Sewer Fund			
Resource	Amount	Requirement (by program)	Amount
1 Loan Proceeds	462,489	1 Operations	2,705.3
		2 Capital	1,055.3
		3 Contingency	11.5
Revised Total Fund Resources	3,772,234	Revised Total Fund Requirements	3,772,234
Comments:			
Loans proceeds have increased by \$200,000 to account for the additional funding from a DEQ loan. Additionally, Operations and Capital have been updated to reflect the costs associated with the first phase on the new sewer treatment plant.			
FUND: Transit Fund			
Resource	Amount	Requirement (by program)	Amount
1 Fines, Fees, & Assessments	1,406,900	1 Operations	3,527.7
		2 Capital	1,288.2
		3 Contingency	992.8
Revised Total Fund Resources	5,808,845	Revised Total Fund Requirements	5,808,845
Comments:			
Fines, Fees, & Assessments have increased by \$81,580 to account for additional revenue from the employer tax. Additionally, additional service was added during the biennium, and the department entered into an agreement to complete a transit master plan.			

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 17 day of June 2019

#2019-12

Stan Pulliam, Mayor

ATTEST:

Karey Milne, City Recorder

#2019-12



Staff Report

Meeting Date: June 17, 2019
From Tyler Deems, Finance Director
SUBJECT: Public Safety Fee

Background:

At the June 11th workshop, Council received information and discussed establishing a Public Safety Fee. The staff report from this meeting can be found [here](#). Both the Budget Committee and the Council agreed to find a new revenue source to increase policing services through the hiring of additional officers. After exploring various options, it was determined that implementing a public safety fee that would be added to utility bills would be the most reasonable way to generate the revenue for these two positions. The fee will be based on customer class and the number of dwelling units. For example, a single family home would pay \$4.60 per month. A three unit multi-family complex would pay \$4.60 for each unit, for a total of \$13.80 per month.

Class	Units	Fee	Proj. Annual Revenue
Single Family	3,382	\$ 4.60	373,373
Multi-Family*	700	\$ 4.60	77,280
Comm/Indust	256	\$11.30	69,427
			\$ 520,080

Staff is verifying the current number of existing multi-family units in the City. Depending on the results of the verification, the proposed fee amount could change very slightly in the accompanying resolution next month.

Implementation Process

The first reading of this ordinance, including a public hearing, will occur at the June 17th meeting. Staff will provide as much information to the public regarding this ordinance as possible. The second reading of this ordinance will take place at the July 15th meeting. A public hearing will again take place to receive comments from the public. Once adopted, the ordinance will not take effect for 30 days. Following the adoption of the ordinance, Council will need to adopt a resolution setting the amount(s) of the Public Safety Fee. This will likely be done in tandem with the adoption of the ordinance on July 15th.

We will continue to communicate the public safety fee need and purpose and input opportunities for the public hearings through sharing information on social media and

the city's website. We will also include information about the fee in the upcoming Utility Bill Newsletters.

Recommendation:

Adopt Ordinance 2019-11, an Ordinance Establishing a Public Safety Fee.

Budgetary Impact:

None. The expected revenue from the fee has already been included in the adopted BN 19-21 budget.



NO. 2019-11

An Ordinance Establishing a Public Safety Fee

WHEREAS, the City of Sandy has determined that current General Fund Revenues are not keeping pace with Law Enforcement needs; and

WHEREAS, police services benefit all utility users in the City; and

WHEREAS, in order to safeguard, facilitate, and encourage safety and welfare of the citizens and businesses of the city, the Council finds that a Police Department that is sufficiently well-funded to attract and retain qualified individuals to serve as police officers provides a multitude of economic and social benefits to the public, including, but not limited to:

- Increased police protection.
- Prevention of crime.
- Enhanced protection of property.
- Promotion of business and industry.
- Promotion of community spirit and growth.

Now Therefore, The City of Sandy ordains as follows:

Section 1: Chapter 3.34 is hereby added to the Sandy Municipal Code to read as follows:

3.34.010 PURPOSE AND INTENT:

A. It is the intent of this ordinance to provide a funding mechanism to help pay for the benefits conferred on city residents and businesses by the provision of an adequate program of public safety; and further to help bring the Police Department up to acceptable service levels.

B. The Public Safety Fee enacted in this ordinance is intended to supplement existing funding, and is not intended to provide full funding for the Police Department.

3.34.020 DEFINITIONS:

For purposes of this ordinance, the following shall mean:

CITY UTILITY SERVICE: water, sewer, stormwater or broadband services provided by the City.

#2019-11

DEVELOPED PROPERTY: A parcel or portion of real property on which a dwelling, structure, or building exists and is receiving City utility services.

NON-RESIDENTIAL UNIT: Developed property that is not primarily for personal domestic accommodation, such as a business or commercial enterprise. A non-residential structure which provides facilities for one or more businesses, including, but not limited to, permanent provisions for access to the public, shall have each distinct business facility considered as a separate non-residential unit. Motels and hotels shall be considered non-residential units for these purposes.

PERSON: A natural person, unincorporated associates, tenancy in common, partnership, corporation, limited liability company, cooperative, trust, any governmental agency, including the State of Oregon, but excluding the City of Sandy, and any other entity in law or in fact.

RESIDENTIAL UNIT: Developed property with a residential structure which provides complete living facilities for one or more persons including, but not limited to, permanent provisions for living, sleeping, and sanitation. A home business in a residential zone will be regarded only as a residential unit, not as a non-residential unit. Multi-family residential property consisting of two or more dwelling units, condominium units or individual mobile home units shall have each unit considered as a separate residential unit. A lot or parcel which contains a non-residential building or structure used primarily for personal purposes, not primarily for business or commercial purposes, shall be considered a residential unit.

RESPONSIBLE PARTY: The person owing the Public Safety Fee; either the individual who normally pays the City utility bills for a developed property or another individual who has agreed in writing to pay the fee.

UNDEVELOPED PROPERTY: A parcel or portion of real property not receiving City utility services.

3.34.030 CREATION OF A PUBLIC SAFETY FEE:

There is hereby created a Public Safety Fee for the purpose of providing funding for Police Department. All revenues and expenditures shall be distinctly and clearly noted in the city budget. The revenues from the Fee shall be collected in the General Fund and shall be used for Police Department expenses (both operational and capital).

3.34.040 IMPOSITION OF A PUBLIC SAFETY FEE:

A. The Public Safety Fee shall be assessed to each residential unit and to each non-residential unit. The amount of the fee shall be set made by Council resolution. In the event that funds collected exceed the City's need, the rate of the fees may be decreased or omitted by Council resolution.

#2019-11

B. Except as the fees may be reduced or eliminated under 3.34.070, the obligation to pay a Public Safety Fee arises when a person responsible uses or otherwise benefits from City utility services. It is presumed that City utility services are used, and that a benefit arises, whenever the subject real property is within the City Limits.

C. All developed properties within the City limits shall be charged a Public Safety Fee.

D. The imposition of surcharges shall be calculated on the basis of the number of residential or non-residential units supported, without regard to the number of water meters serving that property. Example – 40-unit complex, with one utility bill will receive a fee for each unit. Exemptions for ADU's and hardship trailers or other financial hardship may be granted if requested and a hardship is demonstrated. A responsible party seeking an exemption for a hardship must pursue the exemption via the appeal process described in Section 3.37.070.

3.34.050 COLLECTION:

A. Public Safety Fees shall be collected monthly. Statements for the fee shall be included as an additional item on the city's monthly utility billing wherever feasible, unless otherwise specified below.

B. Unless another person has agreed in writing to pay, and a copy of that writing is filed with the City, the person normally responsible for paying any City utility service charges for a developed property is responsible for paying the Public Safety Fee.

C. A request for any City utility service will automatically initiate appropriate billing for the Public Safety Fee.

D. There shall be no charge for an undeveloped property until such time as an application for any City utility service is submitted for that property.

3.34.060 PROGRAM ADMINISTRATION:

A. Except as provided below, the City Manager shall be responsible for the administration of this Chapter and for the collection of fees hereunder.

B. The City Manager is authorized and directed to review the operation of the Chapter and, where appropriate, recommend changes thereto in the form of administrative procedures for adoption by the City Council by resolution or amendments to this Chapter. Such procedures, if adopted by the Council, shall be given full force and effect, and unless clearly inconsistent with this chapter, shall apply uniformly throughout the city.

#2019-11

C. The amount and collection process of the Public Safety Fee shall be examined by the City Manager, City Council, and Budget Committee on a biennial basis as part of the City's bi-annual budget formulation process.

3.34.070 APPEAL PROCESS

A. Any responsible party who disputes any interpretation given by the city as to property classification may appeal such interpretation. If the appeal is successful, relief will be granted by reassignment to a more appropriate billing category. In such instances, reimbursement will be given for any over payment, retroactive to the filing date of the appeal. Factors to be taken into consideration include, but are not limited to: availability of more accurate information; equity relative to billing classifications assigned to other developments of a similar nature; changed circumstances; and situations uniquely affecting the party filing the appeal.

B. Application for appeal shall state the reason for appeal, with supporting documentation to justify the requested change or relief.

C. The City Manager shall be responsible for evaluating appeals. If the City Manager decides information provided through the appeal process justifies change, the City manager may authorize this change (up or down) retroactive to the date the appeal was filed.

D. The City Manager shall make all reasonable attempts to resolve appeals utilizing available existing information, including supporting documentation filed with the appeal, within thirty (30) days of the date the appeal was filed. If, however, more detailed site-specific information is necessary, the City Manager may request the applicant provide information.

E. In any event, the City Manager shall file a report within ninety (90) days of the date the appeal was filed explaining the disposition of the appeal, along with the rationale and supporting documentation for the decision reached.

F. Decisions of the City Manager may be further appealed to the City Council, and shall be heard at a public meeting. Upon such further appeal, the City Council shall at its first regular meeting thereafter set a hearing date. The matter shall be heard solely upon the record. In no event shall a final decision be made later than ninety (90) days after the matter was formally appealed to the City Council.

G. Appeals filed within one hundred twenty (120) days of the effective date of this chapter shall not be subject to paying a filing fee. After this period, the initial filing fee for an appeal shall be fifty (\$50.00) dollars. An additional fifty (\$50.00) dollars fee is required for further appeal to the City Council. These fees are fully refundable should the appellant adequately justify and secure the requested change or relief.

3.34.080 ENFORCEMENT:

#2019-11

A. In the event funds received from city utility billings are inadequate to satisfy in full all of the water, sewer, stormwater, broadband and Public Safety charges, credit shall be given first to the Public Safety Fee, second to the water service charges, third to the charges for sewer service, fourth to the stormwater, and fifth to broadband.

B. Notwithstanding any provision herein to the contrary, the city may institute any necessary legal proceedings to enforce the provisions of this chapter, including but not limited to injunctive relief and collection of charges owing. The city's enforcement rights shall be cumulative. If the City commences any legal proceedings to enforce the provisions of this Chapter, and the City prevails, the City is entitled to all fees and costs it incurred, as well as any sum that a court, including any appellate court, may deem reasonable as attorney's fees.

3.34.090 SEVERABILITY:

The sections and subsections of this Chapter are severable. The invalidity of one section or subsection of this Chapter shall not affect the validity of the remaining sections or subsections.

Section 2: EFFECTIVE DATE:

This ordinance shall become effective from and after 30 days following its enactment by the City Council, and the first billing for a payment of fees hereunder shall begin for the billing cycle ending on or after the 15th day of August, 2019.

This ordinance is adopted by the Common Council of the City of Sandy and approved by the Mayor this 17 day of June 2019

Stan Pulliam, Mayor

ATTEST:

Karey Milne, City Recorder

#2019-11



Staff Report

Meeting Date: June 17, 2019

From Mike Walker, Public Works Director
Change Order No. 1 for Energy Savings Performance Contract for

SUBJECT: water meter audit and testing

Background:

At their September 17, 2018 meeting the City Council approved a proposal from McKinstry to provide technical and financial analysis for an Energy Savings Performance Contract (ESPC) for a streetlighting LED conversion and a water meter testing and efficiency audit. At the time we were confident that the LED streetlighting conversion would provide energy savings and a short payback of the capital costs. There was less certainty with the water meter efficiency analysis so the Council authorized a preliminary assessment based on manufacturer's data and depending on the outcome of the preliminary analysis staff was to return in the future with a proposal for a more thorough technical review and a investment-grade financial analysis.

Based on the streetlighting analysis we would be able to convert all city-owned streetlights to LEDs and wireless control and replace 94 of the remaining laminated wood streetlight poles with a guaranteed simple payback of 6.8 years. The water meter replacement project simple payback would be 11.3 years. Once the more thorough analysis is performed McKinstry can provide a guaranteed simple payback for meter replacement project.

The Change Order amount for the more detailed analysis of the water meter conversion project is \$25,500. The preliminary analysis cost approximately \$16,000 for a total of \$41,500. A copy of the scope of work is attached.

Recommendation:

Authorize staff to sign the Change Order for the more detailed technical analysis and investment grade financial analysis for the water meter replacement project.

Budgetary Impact:

There are sufficient funds in the Water and Street Funds to perform this work. Ultimately, these costs can be folded into the total costs for each project and become part of the financing package.

