

# City of Sandy

## Agenda

### City Council Meeting

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

**Meeting Date:** Monday, February 4, 2019

**Meeting Time:** 6:00 PM



Page

#### 1. WORK SESSION 6PM

#### 2. ROLL CALL

#### 3. WORK SESSION ITEMS

3.1. Agenda Review

3.2. Tourism Grant Project Input

[Tourism Grant Project Input - Pdf](#)

4

3.3. Economic Development Committee

5 - 15

Provide direction to staff on the formation of the Economic Development Committee. Staff will return with a draft mission and scope, recruitment plan, and an enacting resolution or ordinance.

[Direction on the Formation of an Economic Development Committee - Pdf](#)

#### 4. REGULAR MEETING 7PM

#### 5. PLEDGE OF ALLEGIANCE

#### 6. OATH OF OFFICE

6.1. Oath of Office - Bethany Shultz

#### 7. ROLL CALL

#### 8. CHANGES TO THE AGENDA

## 9. PUBLIC COMMENT

## 10. RESOLUTIONS

- 10.1. Wastewater System Facilities Plan Additional Services, Resolution 2019-2 and CWSRF Loan Amendment 16 - 35

Approve Resolution 2019-2 authorizing the City Manager to sign the loan amendment and approve the scope of work and fee schedule from Murraysmith for the additional services.

[Wastewater System Facilities Plan Additional Services, Resolution 2019-2 and CWSRF Loan Amendment - Pdf](#)

## 11. NEW BUSINESS

- 11.1. 2019 City Council Goals 36 - 37

Make a Motion to adopt city council goals for 2019.

[2019 City Council Goals - Pdf](#)

- 11.2. Engineer's Report for Proposed Bluff/Jonsrud Local Improvement District 38 - 52

Move to accept the report and direct staff to prepare preliminary assessments, provide notice to affected property owners and schedule a public hearing to consider objections to the formation of a Local Improvement District.

[Engineer's Report for Proposed Bluff/Jonsrud Local Improvement District - Pdf Possible LID Benefiting Area Map \(2018\)](#)

## 12. CONSENT AGENDA

- 12.1. City Council Minutes 53 - 59

[Works Shop and Regular City Council - 22 Jan 2019 - Minutes - Pdf](#)

## 13. REPORT FROM THE CITY MANAGER

## 14. COMMITTEE/COUNCIL REPORTS

## 15. STAFF UPDATES

- 15.1. [Monthly Reports](#)

## 16. ADJOURN





## Staff Report

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**Meeting Date:**

**From** David Snider, Economic Development Manager

**SUBJECT:** Tourism Grant Project Input

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**Background:**

The council requested information about project ideas for submitting for a [Clackamas County Community Partnership Program](#) tourism grant. Specifically, the project idea that was mentioned was revisiting the sail shades that could be installed seasonally at Centennial Plaza. The previous report and design concept was reviewed with the Urban Renewal Board at the [December 3, 2018 meeting](#). At that meeting, the Board tabled the discussion on if the sail shades were the right approach and met the expectations for what the board and council had in mind for enhancing the plaza. The community partnership grant was mentioned at that time as a possible vehicle for funding improvements to the plaza beyond just using urban renewal.

Staff is seeking further direction from the council on whether this concept merits applying for the grant and what other ideas might be worth considering and following up on. But given the approaching grant deadline of February 28, pursuing other conceptual designs and scoping another project idea might be a challenge for this year's program.



## Staff Report

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**Meeting Date:** February 4, 2019

**From** David Snider, Economic Development Manager

**SUBJECT:** Direction on the Formation of an Economic Development Committee

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### **Background:**

The purpose of this workshop is to get council input on creating an Economic Development Committee or Advisory Board. This report suggests some options for structuring the proposed committee, outlining a mission and scope, and determining membership requirements. We are seeking the council's direction on forming this new committee.

### Formation

The council rules adopted by Resolution 2018-14 established policies and procedures for advisory boards and provides for future advisory boards to be established by council resolution.

The council has a few options for creating the Economic Development Committee or Advisory Board.

1. Advisory Board. Advisory Boards are established by the city council via resolution. Membership is between 5 and 7 members. Councilors are assigned as liaisons to the boards and committees.
2. Committees and Commissions. The Planning Commission, Budget Committee, and Arts Commission are created by city ordinance or required by state statute.

The council can also choose to amend the Council Rules to modify the definitions and council liaison roles for this specific Board or Committee.

### Mission and Scope

- Mission: What is the ultimate purpose of this board/committee as defined in 1-2 sentences?
- Scope: What shall the primary deliverables of this board/committee be? How do we measure the success of this board/committee?

### Membership Requirements & Appointments

What should qualify a person for membership to this advisory board?

- Do you want to limit membership to any of the following:
  - Citizens (people living within city limits)
  - Business owners (people that own a licensed business within city limits)

- Commercial property owners (people that own commercially or industrially-zoned land within city limits)
- Business staff (management or general staff of local businesses)
- Do nonprofits qualify? (churches, AntFarm, Museum, SCAC, etc?)
- Do other governments entities qualify? (Sandy Fire, OTSD, Clackamas County Business & Economic Development, Clackamas County Tourism, Business Oregon, etc.)
- Chamber of Commerce - Shall the SACC Executive Director be an automatic invite?

How do we solicit new members for this advisory board? Available options include:

- Open recruitment: Board members recruit qualified members personally.
- Targeted recruitment: Board members recruit qualified members personally from specific industries decided upon in advance by the board. (i.e. Board shall have 1 member from financial services, 1 member from healthcare services, 1 member from a retail business, etc.)
- Application process: Board members and City of Sandy advertise open positions; folks that meet the qualification requirements apply online for board membership; membership application reviewed and approved/denied by board vote on FCFS basis.

#### Membership Term

Current Council policy states that “All members are appointed to a 4 year term, with half of the members terms expiring on the even years and the other half on the odd years to avoid replacement of the entire board at any one time. Members may serve only two consecutive terms unless no other candidates apply. Terms of service shall commence on the first day of January in the year of their appointment.”

- City Council can amend the rules by resolution/ordinance to change term lengths -- this requires action by the full City Council to establish.

#### Chair and Vice Chair

Under the Sandy City Council Rules, city councilors cannot serve as chairs or vice chairs for standing advisory boards and committees.

- Chairs and vice chairs are typically selected by a vote of the board's membership.
- City Council can amend the rules to allow councilors to serve in those leadership roles -- this requires action by the full City Council to establish.

#### Meeting Logistics

- Location: Where will meetings be held?
- Schedule:
  - Frequency: How often shall the board/committee meet? What day of the month/quarter? During regular business hours or outside of them? (Reminder: If outside reg business hours, meetings will be OT/flex time for staff)
  - How long shall we schedule for these meetings, or shall they be open-ended?
- Budget: Will this board/committee have expenses?

**Recommendation:**

Provide direction to staff on the formation of the Economic Development Committee. Staff will return with a draft mission and scope, recruitment plan, and an enacting resolution or ordinance.

**Advisory Boards, Commissions and Committee Policy**

**Number: ADMIN 100**

**Effective Date: May 22, 2018**

**Approval: City Manager**

**Contents**

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**Purpose**

To be used as a guide for the operations and management of Advisory Boards, Commissions and Committees as developed and appointed by the Sandy City Council.



## Scope

This policy applies city wide to all Advisory Boards, Commissions and Committees, in addition to any other regulatory authority such as Oregon Revised Statutes, Sandy Municipal Code and the City Charter.

## Policy

The City Council and staff welcome citizen involvement and support Advisory Boards, Commissions and Committees as they provide a much needed perspective on specific topics. All meetings are open to the public and the City of Sandy encourages you, whether a member or not to attend any meeting of interest.

It is the policy that all Advisory Boards, Commissions and Committees shall be established by a majority vote of the City Council, and by Resolution unless they are established by other governance such as State Law. No other entities will be established without following this process.

## Definitions:

Advisory Boards - Citizens appointed by Council in an advisory role. Will advise council on a variety of issues and recommend policy.

Commissions - Planning Commission, Art's Commission and other assigned by ordinance or ORS that have decision making and/or quasi-judicial responsibility.

Committee - Budget Committee as required and defined by ORS.

Council Liaison - See "Liaison Councilors Assigned" below.

Entity - Advisory Boards, Commissions and Committees

Member - Anyone appointed to serve on an Advisory Board, Commission or Committee.

Staff Member In Charge- The Department Head or his/her staff member designee is responsible for setting up agendas, meeting minutes, meeting space and other items needed for the holding of and assistance to the Advisory Boards, Commissions and Committees.

## Filling Vacancies on Advisory Boards, Committees and Commissions

When a vacancy occurs on any Advisory Boards, Commissions and Committees, the City Manager shall cause applications to be filed by all interested candidates. All applications will be collected by the City Recorder.

A. Applications for Budget Committee, Planning Commission and the Arts Commission will be forwarded to the City Council, and a date set for interviews and appointment of the positions by a majority vote of the council. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute.

B. Applications for Advisory Boards, including the Youth Advisory Council, will go to the Staff Member in Charge. Time will be set aside on a meeting agenda for discussion and recommendation of applicants by the other members of the applicable Advisory Board. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute. The Staff Member In Charge will bring the recommendations to the City Council for approval.

C. All Advisory Boards, Committees or Commissions, shall have between five and seven members, unless otherwise directed by ORS, SMC or other governance.

## Advisory Boards

Advisory Boards, are established by the City Council via resolution. These Advisory Boards may also be governed by certain Oregon Revised Statutes (ORS), the City Charter, City Ordinance (SMC) or Resolution.

## Qualifications for Appointment to Advisory Boards

In order to apply for an Advisory Boards you must either live inside the City Limits, or service district (Library District or Transit Service Area as examples). This include residents residing in the Urban Growth Boundary or Urban Reserve areas. Applications are also accepted from those that own a business in Sandy, yet live elsewhere. Employees of local businesses may also serve on Advisory Boards.

In the event of more applicants than open positions, priority will be given to residents of the City of Sandy unless the opening is in a District or Service area as stated above.

You must be 18 years old or older (except for the Youth Advisory Council).

## Advisory Board Terms of Service

All members are appointed to a four year term, with half of the members terms expiring on the even years and the other half on the odd years to avoid replacement of the entire board at any one time. Members may serve only two consecutive terms unless no other candidates apply. Terms of service shall commence on the first day of January in the year of their appointment.

Appointments to fill an unexpected vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.

## Advisory Board Powers and Duties

Unless otherwise directed by ORS, SMC or other governance, all Advisory Boards shall practice the following:

- Advise the Staff Member in Charge regarding policies for the development of services and facilities to best meet the current and long-standing needs of the community.
- Recruit and encourage other qualified citizens to be involved and apply for openings.
- Represent the needs, interests and desires of the entire service area for that entity.
- Assist the entity in achieving Council Goals.
- Each member shall have one vote for each topic requiring a vote.
- Help prepare and provide a presentation to City Council annually. The annual meetings regarding the advisory boards will be scheduled prior to Council goal setting. This will assist council with their vision and goal setting for the following year and beyond.

## Liaison Councilors Assigned

To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees (except to Planning Commission to avoid ex parte issues).

In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall adhere to the following guidelines:

- A. Not attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory boards to make objective recommendations to the Council on items before them.

B. Attending meetings of assigned liaison bodies, but should avoid becoming involved in the body's discussions without first explaining his or her role as a Council liaison.

C. Not voting at the body's meeting on any item.

The agenda for the board, commission or committee will have an item for the Councilor to share information from the City Council and vice versa with the advisory body.

Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council.

## Advisory Board Officers

Unless otherwise governed by ORS, SMC or other statutory requirements all Advisory Boards, shall have a Chair and Vice Chair.

## Planning Commission

The Planning Commission was established by the City Council in 1973 with the passing of Ordinance 1473. More information on the Planning Commission can be found in Chapter 2.16 of the Sandy Municipal Code.

The Sandy Planning Commission is a seven-member volunteer body of Sandy residents and/or business owners, there are also other opportunities for those living outside the city limits if they meet certain criteria referenced in Chapter 2.16 of the Sandy Municipal Code. that advises the City Council on long-range, comprehensive planning and land use issues within city limits and urban growth boundary. The Planning Commission also approves all amendments and updates to the Comprehensive Plan, recommends policy direction with regard to land use rules and regulations, and helps city staff ensure that Sandy is working within the framework of the State of Oregon's stated land use goals.

## Budget Committee

ORS 294.414 requires that the governing body of each municipal corporation establish a budget committee in accordance with the provisions of that section.

The City of Sandy adopts a budget to guide its decision making and execution of the operating and capital plans. The budget is prepared at the direction of the City Manager to address the

goals and objectives of the City Council and fulfill the service level expectations of its citizens and customers.

The budget is presented to the Budget Committee for consideration, deliberation and approval. The committee consists of seven (7) citizens members appointed by the City Council. The full committee also consists of the Mayor and City Council for a total of 14 members.

The City of Sandy operates on a biennial budget, so this committee meets every two years. The process usually takes about three days and includes opportunities for training.

At the first meeting of the Budget Committee, the body shall elect a presiding officer from amongst its members.

## Arts Commission

Arts Commission was established to help enhance the quality of life in Sandy through art. By promoting the educational, cultural, economic and general welfare of Sandy by actively pursuing the placement of public art in public spaces within the Sandy City Limits, supporting literary arts, promoting musical and visual art performances and serving generally to develop, facilitate, and preserve access to the arts.

The Sandy Arts Commission was established by Ordinance 2017-07. Additional information on the Arts Commission can be found in Sandy Municipal Code, Chapter 18.01.

## Meetings

All Advisory Boards, Committees, and Commission shall establish a regular time and place for meetings. Meetings need not occur if there are insufficient agenda items. Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting in accordance with ORS 192. A meeting date may be changed or canceled by the Staff Member Facilitator, with prior notice to the membership.

If a need for an Ad Hoc or sub-committee should arise, the Staff Member Facilitator or Council Liaison will bring a request to City Council for consideration.

All meetings will have an agenda established and posted in accordance with ORS Chapter 192. The agenda shall contain an item label "Council Liaison Report".

Meeting Minutes will be taken at all Advisory Boards, Commissions and Committees meetings and a copy forwarded to the City Recorder within 30 days of the meeting.

Meeting Minute format will be prescribed by the City Recorder.

### **Government Standards and Practices Commission Requirements and Reporting**

All Members of Advisory Boards, Commissions and Committees shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.

A. Members shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Planning Commission or Council. This general obligation includes the duty to refrain from:

1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
2. Making decisions involving business associates, customers, clients, and competitors.
3. Repeated violations of Council Rules.
4. Promoting relatives, clients or employees for boards and commissions.
5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
6. Seeking employment of relatives with the City.
7. Actions benefiting special interest groups at the expense of the City as a whole.
8. Expressing an opinion which is contrary to the official position of the Council without so stating.

B. In general, Members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before them and abiding by all decisions of the Council.

C. **PLANNING COMMISSION ONLY** - In accordance with ORS 244.050, it is the Commissioner's responsibility to file annual statements of economic interest with the



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39250 Pioneer Blvd  
Sandy, OR 97055  
503-668-5533

Government Standards and Practices Commission. Each year, on or around the 1st of April, Commissioner's will be sent a Statement of Economic Interest form from the Government Standards and Practices Commission. Commissioners should complete the form and return it directly to the Commission. It is important to complete the form in a timely manner; failure to do so may result in the imposition of a civil penalty and/or removal from office. Commissioners are also responsible for filing a Supplemental Statement of Economic Interest with the Government Standards and Practices Commission within 30 days of leaving office.





## Staff Report

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**Meeting Date:** February 4, 2019

**From** Mike Walker, Public Works Director  
Wastewater System Facilities Plan Additional Services, Resolution

**SUBJECT:** 2019-2 and CWSRF Loan Amendment

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**Background:**

With the Completion of the Draft Wastewater System Facilities Plan (WSFP) it has become apparent that the recommended alternative will require additional services to: assist in preparing funding applications; develop a plan for flow monitoring and I&I investigation in the collection system; provide more detailed site planning for the satellite treatment facility and diversion pump station; renegotiate the MAO timeline with DEQ and further develop the Sandy River discharge alternative and evaluate the temperature impacts of a Sandy River discharge. Also included in the scope are services from a communications consultant to prepare talking points and messaging recommendations to support the plan and the financing options. Staff requested that Murraysmith prepare a scope of work and fee estimate (attached) for these additional services.

We also asked DEQ to amend our existing \$250,000 Clean Water State Revolving Fund (SRF) loan to fund this work. DEQ has agreed to amend the loan agreement for the additional \$200,000 required.

Resolution 2019-2 (attached) authorizes the loan amendment with DEQ.

**Recommendation:**

Approve Resolution 2019-2 authorizing the City Manager to sign the loan amendment and approve the scope of work and fee schedule from Murraysmith for the additional services.

**Budgetary Impact:**

The new loan balance will require principal and interest payments of approximately \$100K annually for the next five years. The first payment will not be due until December 1, 2019 which will allow us to include the debt service in the upcoming biennial budget. The interest rate on the loan is the same as in the original agreement (0.93%).



**CLEAN WATER STATE REVOLVING FUND  
LOAN AGREEMENT NO. R80491  
AMENDMENT NO. 1  
CITY OF SANDY**

This Amendment No. 1 to Loan Agreement No. R80491 (as amended "Loan Agreement") is executed between the STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT OF ENVIRONMENTAL QUALITY ("DEQ") and City of Sandy (the "Borrower"), effective as of the Effective Date of Amendment indicated below. Capitalized terms used in this Amendment which are not defined herein shall have the meanings assigned to them in the Loan Agreement.

The purpose of this amendment is to increase the loan by \$200,000 for a new total loan amount of \$450,000.

Date of Original Agreement: August 1, 2017.  
Effective Date of Amendment No. 1: January 28, 2019

The parties agree as follows:

1. ARTICLE 1(C) is amended and restated as follows:

"(C) **LOAN AMOUNT:** \$450,000."

2. The second sentence of ARTICLE 5(C)(1) is amended and restated as follows:

"Until the Final Loan Amount is calculated, the Loan Reserve Requirement is \$46,128."

3. The attached "Appendix A: Repayment Schedule" replaces the current "Appendix A: Repayment Schedule".

Except as expressly amended above, the terms and conditions of the Loan Agreement shall remain in full force and effect.

**BORROWER: CITY OF SANDY**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OREGON ACTING BY AND THROUGH ITS  
DEPARTMENT OF ENVIRONMENTAL QUALITY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Justin Green, Administrator  
Water Quality Division

**APPENDIX A: REPAYMENT SCHEDULE**

Due Date	Pmt#	----- PAYMENT -----				Principal Balance
		Principal	Interest	Fees	Total	
12/1/2019	1	0	756	0	756	450,000
6/1/2020	2	49,077	2,093	0	51,170	400,923
12/1/2020	3	49,306	1,864	0	51,170	351,617
6/1/2021	4	49,535	1,635	0	51,170	302,082
12/1/2021	5	49,765	1,405	0	51,170	252,317
6/1/2022	6	49,997	1,173	0	51,170	202,320
12/1/2022	7	50,229	941	0	51,170	152,091
6/1/2023	8	50,463	707	0	51,170	101,628
12/1/2023	9	50,697	473	0	51,170	50,931
6/1/2024	10	50,931	237	0	51,168	0
TOTALS		450,000	11,284	0	461,284	



January 29, 2019

Mr. Mike Walker  
Public Works Director  
City of Sandy  
39250 Pioneer Boulevard  
Sandy, OR 97055-8001

Re: Proposal for WSFP Continuing Planning Services

Dear Mike:

Please find attached Murraysmith's proposal for Continuing Planning Services related to the Sandy Wastewater System Facilities Plan (WSFP). Following is an overview of our proposed Scope of Work, Budget and Schedule.

#### **Scope of Work Overview**

The Scope of Work, included as Exhibit A, includes support services related to further refinement and definition of the WSFP Recommended Plan as the Draft WSFP is finalized. The following tasks are included in the Scope of Work:

- Task 1** Project Management
- Task 2** Continuing WSFP and Funding Support Services
- Task 3** Collection System and Public Involvement Activities
- Task 4** Wastewater Treatment Activities
- Task 5** Discharge and Permitting Activities

#### **Budget**

Murraysmith's proposed project budget of **\$199,941** is detailed in Exhibit B.

#### **Schedule**

The proposed project duration is anticipated to be three (3) months. Our Sandy WSFP team is available to begin work immediately following Notice-to-Proceed from the City.

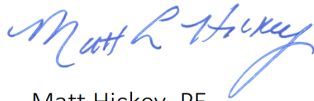
Mr. Mike Walker  
January 29, 2019

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Thank you again for the opportunity to continue working with the City on this important project for your community.

Sincerely,

MURRAYSMITH



Matt Hickey, PE  
Principal-in-Charge

MURRAYSMITH



Preston Van Meter, PE  
Project Manager

PLVM:mrs

Enclosures:

Exhibit A Scope of Work  
Exhibit B Budget

## EXHIBIT A

### SCOPE OF WORK SANDY WASTEWATER SYSTEM FACILITIES PLAN (WSFP) CONTINUING PLANNING SERVICES CITY OF SANDY, OREGON

#### Introduction

The City of Sandy (City) Wastewater System Facility Plan (WSFP) Project provided a Recommended Plan that involves sanitary sewer collection system rehabilitation to reduce peak system flows, upgrades to the City's existing WWTP, and construction of a new Diversion Pump Station, Eastside Satellite Treatment Facility and new Sandy River outfall.

This Scope of Work for Continuing Planning Services will further define planning requirements for the project and help to refine project cost estimates as the City finalizes the WSFP and moves forward with implementation of the Recommended Plan.

#### Task 1 – Project Management

*The objective of the Project Management task is to lead the project team to deliver the project relative to schedule and budget constraints. As part of this task, Murraysmith will coordinate team activities and prepare Monthly Project Status Reports with invoices for review and approval.*

##### Task 1.1 – Team Management and Coordination

Task includes coordination of activities of Murraysmith's internal team and sub-consultants throughout the project. Activities will include initial contracting, coordination of field activities, check-in calls as needed and other activities to assure the project is delivered on budget and schedule.

##### Task 1.2 – Monthly Project Status Reports

Included in this subtask are monthly invoicing, budget and schedule review, updates, and general administrative tasks. The project will be managed to maintain the scope, schedule, and budget. A monthly project status report will be prepared providing updates on current completion status, outstanding issues, out-of-scope work items, and other issues to be addressed.

### *Task 1 Deliverables*

1. Electronic (PDF) copies of Monthly Project Status Reports with invoices for services provided.

### *Task 1 Assumptions*

- A. Project duration is assumed to be approximately 3 months; therefore, 3 Monthly Progress Reports are included in the Scope of Work.

## **Task 2 – Continuing WSFP and Funding Support Activities**

*This task provides for ongoing support related to finalizing the Draft Sandy Wastewater System Facilities Plan and providing initial funding support services to support the City in evaluating potential funding options for the Recommended Plan.*

### **Task 2.1 – WSFP Recommended Plan Presentation**

Lead a WSFP Recommended Plan presentation as a follow-up to the City Council presentation to be attended by community stakeholders and interest groups. The presentation will be attended by Hickey, Van Meter and Lee.

### **Task 2.2 – Responses to WSFP Questions and Inquiries**

Respond to general requests for information or clarification related to the Draft WSFP from City staff or public comments.

### **Task 2.3 –Funding, Rates and SDC Support Services**

Provide general support to the City related to overall funding for implementation of the Recommended Plan and in support of updates to the City's wastewater rate and System Development Charges.

### **Task 2.4 –WIFIA Letter of Interest Documentation Support**

Work with City staff to compile Letter of Interest (LOI) documentation for the Water Infrastructure Finance and Innovation Act (WIFIA) to be submitted funding loans to cover up to 49 percent of the City's wastewater program. Three (3) coordination meetings with City staff during compilation of the LOI are included in the scope.

WIFIA LOI documentation to be compiled will include the following sections:

- **Section A - Prospective Borrower Information:** General information provided by the City.

- **Section B – Project Plan:** Summarize WSFP including existing WWTP overview, NPDES Permit Information, alternatives evaluation and Recommended Plan as well as environmental permitting steps currently underway.
- **Section C – Project O&M Plan:** Provide lifecycle cost and financing information, O&M Manual TOC for existing WWTP and Eastside Treatment Facility, and contractual information related to system operations.
- **Section D – Financing Plan:** Provide overall financing plan, rate study, financial condition and credit worthiness, audited financial statements for past 3 years, copy of rate and SDC study and other funding consultations.
- **Section E – Selection Criteria Responses:** Provide detailed responses to selection criteria including project significance, new/innovative approaches, protection against extreme weather events, energy exploration, service to regions with water resource challenges, addressing program priorities, rehabilitation and repair for WWTP and collection systems, economically stressed communities, readiness to proceed and financing plan.
- **Section F – Contact Information:** Provide primary and secondary points of contact.
- **Section G – Certifications:** Provide certifications related to compliance with the National Environmental Policy Act (NEPA), use of American iron and steel, compliance with federal Davis-Bacon wage rates, no use of funds for lobbying and other certifications required for LOI submittal.

### *Task 2 Deliverables*

1. One electronic (PowerPoint) copy of the WSFP Recommended Plan Presentation on thumb drive.
2. One electronic (email and/or PDF) copy of written responses to requests for information or clarification on the WSFP Recommended Plan.
3. Electronic (Word and PDF) copies of all WIFIA LOI documentation provided by Murraysmith.

### *Task 2 Assumptions*

- A. One additional WSFP Recommended Plan presentation is included in the budget for Task 2.1, but additional meetings can be provided if requested for the same proposed budget.
- B. The primary point of contact WSFP questions and inquiries to be completed under Task 2.2 during the public process will be City staff with support provided by Murraysmith staff providing support as required. Time allocated to Task 2.2 for responding to WSFP questions and inquiries is 26 total hours.



- C. Funding support to be provided in Task 2.3 is limited to consultation related to project funding. No financial evaluations, or rate and SDC studies are included in the Scope of Work. Time allocated to Task 2.2 for responding to WSFP questions and inquiries is 50 total hours.
- D. WIFIA LOI documentation will be accordance with the guidance document prepared by the US Environmental Protection Agency (EPA). LOI documentation will be led by Murraysmith with support from City staff for elements related to governance, financing and certifications. Completion of the WIFIA loan application or supporting documentation (e.g. NEPA documentation) is not included in the Scope of Work.

### **Task 3 – Collection System and Public Involvement Activities**

*Collection system tasks will provide the foundation for future collection system I/I reduction activities, including the development of an enforceable policy for replacement of private sewer service laterals and initial planning support for the rehabilitation of Basins 2 and 8 as included in the WSFP Recommended Plan.*

#### **Task 3.1 – Strategic Communication Support**

Develop an initial communications strategy plan, prepare talking points for responses to public inquiries by City staff and elected officials, and provide additional support services for public inquiries during the 30-day public comment period. This task also includes a project kickoff meeting to be attended by Murraysmith and Barney & Worth associates.

#### **Task 3.2 – Collection System Rehabilitation Planning Support**

Assist the City with planning for smoke testing city-wide. Activities include assisting the City with determining feasibility and cost-effectiveness of self-performing testing versus outsourcing, developing record keeping and public notification procedures, and evaluating and developing best contracting methods for disconnecting identified inflow sources.

Planning for the CCTV inspection of sewers and manholes in Basins 2 and 8 (recommended for full rehabilitation). Assist the City with feasibility and cost-effectiveness of self-performing inspection versus outsourcing, developing bid documents for the CCTV inspections (if needed), and prioritizing inspections based on O&M records, materials, and capacity considerations.

Assist the City with developing a flow monitoring program, including the decision to purchase and self-perform the monitoring, developing standard operating protocols (SOPs) for installation and maintenance of meters and flow metering data collection and analysis.

This task includes one 4-hour workshop with City staff to discuss scoping of collection system investigations and rehab program implementation to be attended by two (2) Murraysmith staff.

### Task 3 Deliverables

1. One electronic (PDF) copy of the Communications Strategy Plan.
2. SOPs for any self-performed work, including smoke-testing, CCTV inspection, and flow monitoring.

### Task 3 Assumptions

- A. Strategic Communication Support Kickoff Meeting will be attended by Murraysmith and Barney & Worth associates.
- B. One workshop with City staff is anticipated to determine outsourcing versus self-performing collection system rehabilitation planning activities.

## Task 4 – Treatment Activities

*Treatment plant related activities will include site visits to several reference facilities so the City can get a feel for the type of satellite facility that is proposed as well as development of more detailed site plans and conceptual layouts for the Diversion Pump Station and Eastside Satellite Treatment Facility.*

### Task 4.1 – WWTP Reference Site Visits

Schedule and attend site visits to four reference wastewater treatment facilities with City staff and elected officials. Four WWTP site visits will be conducted over two days as follows:

**Day 1:** Dundee, OR WWTP and La Center, WA WWTP

**Day 2:** Cascadia WWTP at Tehaleh in Pierce County, WA and Oak Harbor, WA WWTP

### Task 4.2 – Diversion Pump Station Conceptual Layout

Identify the preferred location for the Diversion Pump Station and develop a planning-level conceptual site layout for location and connections of the Diversion Pump Station and Eastside Satellite Facility waste solids recycle. More detailed flow evaluations will be completed to identify the optimum location for the flow diversion, diversion structure and pump station. Land acquisition requirements will be investigated and a 3D layout will be provided for use in public meetings and workshops.

### Task 4.3 – Eastside Satellite Facility Conceptual Site Plan

Develop a more planning-level conceptual layout of the proposed Eastside Satellite Treatment Facility considering the potential for co-location of the facility with a community center and park. The conceptual plan will include an initial geotechnical site review. A conceptual site plan graphic

with 3D layout of the new treatment facility will be prepared for use in public meetings and workshops. This task includes one site visit attended by three Murraysmith staff and two geotechnical staff.

#### **Task 4 Deliverables**

1. Electronic copies of photos on a thumb drive from the reference WWTP site visits for City use during public outreach activities.
2. One electronic (PDF) copy of the Diversion Pump Station Conceptual Layout.
3. One electronic (PDF) copy of the Eastside Satellite Facility Conceptual Site Plan.

#### **Task 4 Assumptions**

- A. It is assumed the WWTP reference site visits will be completed over two days and will be attended by two Murraysmith staff.
- B. No soil borings will be completed as part of the Eastside Satellite Facility initial geotechnical investigation.
- C. City staff will provide planning, land use and zoning review of proposed sites for the Diversion PS and Eastside Satellite Facility.

### **Task 5 – Discharge and Permitting Activities**

*Discharge and permitting activities will include support for renegotiating the City’s existing Mutual Agreement and Order (MAO) with Oregon DEQ to provide more appropriate project timelines for implementation of the WSFP Recommended Plan, initiate agency discussions related to the proposed new Sandy River outfall and confirm the geotechnical feasibility for HDD installation of the new Sandy River outfall pipeline.*

#### **Task 5.1 – MAO Renegotiation Support**

Assist the City in the re-negotiation of the City’s Mutual Agreement and Order (MAO) with the Oregon Department of Environmental Quality (DEQ). Develop a detailed implementation schedule for Phase 1 activities (2018-2025) of the Recommended Plan showing the City’s pathway to coming into compliance with it’s existing NPDES Permit.

#### **Task 5.2 – New Sandy River Outfall Temperature Evaluation**

Complete an evaluation of potential temperature requirements for the City’s proposed outfall to the Sandy River considering temperature requirements contained in Oregon water quality standards for the Sandy River.

### Task 5.3 – Sandy River Outfall Kaizen Pre-Application Meeting

Conduct a Kaizen pre-application meeting with State and Federal agencies to review the proposal for a new Sandy River outfall, obtain feedback on permitting requirements and timelines. A more detailed Permitting Plan will be developed following the Kaizen meeting along with agency follow-ups, analyses required and timelines.

### Task 5.4 – Sandy River Outfall Alignment and Site Assessment Evaluation

Conduct a preliminary alignment and feasibility study for the new Sandy River outfall for the gravity open cut and trenchless sections of the outfall on City-owned property. The site assessment will include a preliminary review of geotechnical conditions based on existing geotechnical data from existing well logs, nearby projects, anecdotal information and a site visit. A desktop cultural resources investigation will also be completed to identify the potential of the project to be impacted by historical artifact monitoring and protection requirements.

#### Task 5 Deliverables

1. One electronic (PDF) copy of the meeting notes and correspondence related to renegotiations.
2. One electronic (PDF) copy of the Preliminary Temperature Evaluation Technical Memorandum for the proposed new Sandy River outfall.
3. One electronic (PDF) copy of the agenda and meeting minutes from the Sandy River Outfall Kaizen Pre-Application Meeting.
4. One electronic (PDF) copy of the Sandy River Outfall HDD Geotechnical Feasibility Review.

#### Task 5 Assumptions

- A. City staff will lead MAO negotiations with support as required from Murraysmith.
- B. The Sandy River temperature evaluation will utilize existing river data and no new river water quality or temperature data will be collected as part of the evaluation.
- C. The outfall HDD evaluation will not include any drilling operations or in-water activities but will investigate existing geotechnical information to confirm feasibility at a high level.

Sandy WSFP Continuing Planning Services  
City of Sandy  
PROPOSED FEE ESTIMATE

														ESTIMATED FEES									
	PIC	PM	Rehab Lead	Staff	Staff	Staff	Staff	Staff	Staff	Staff	QA/QC	Administrative II	Hours	Labor	Subconsultants				Subconsultant Total	Expenses	Total		
	Principal Engineer V \$248	Principal Engineer V \$248	Principal Engineer VI \$257	Professional Engineer VII \$182	Professional Engineer V \$163	Professional Engineer V \$163	Engineering Designer III \$149	Technician I \$97	Technician IV \$148	Technician III \$132	Principal Engineer II \$219	Administrative II \$97			McMillian Jacobs (geotech)	Pacific Habitat (permitting)	HRA (cultural resources)	Barney & Worth (PI)					
Hickey	Van Meter	Lee	Flowers	Murphy	Leman	Cawley	Garstecki	CAD	Graphics	Gruber	Steinberg												
<b>Task 1 - Project Management</b>																							
Task 1.1 - Team Management and Coordination	2	16		16			8					12	54	\$ 9,732							\$ -	\$ -	\$ 9,732
Task 1.2 - Monthly Project Status Reports (3 reports)	2	6										12	20	\$ 3,148							\$ -	\$ -	\$ 3,148
<b>Task 1 Subtotal</b>	<b>4</b>	<b>22</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>74</b>	<b>\$ 12,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,880</b>	
<b>Task 2 - Continuing WSFP Support Activities</b>																							
Task 2.1 - WSFP Recommended Plan Public Presentations	4	4	4				2						14	\$ 3,310							\$ -	\$ -	\$ -
Task 2.2 - Responses to WSFP Questions and Inquiries	4	8		4	4		4				2	26	\$ 5,146							\$ -	\$ -	\$ 5,146	
Task 2.3 - Funding, Rates and SDC Support Services	2	8		4			16	8			8	4	\$ 8,508							\$ -	\$ 160	\$ 8,668	
Task 2.4 - WIFA Letter of Interest Documentation Support	8	20	4	32	8		60	80	8		8	24	\$ 37,064		\$ 1,100	\$ 1,100			\$ 2,200	\$ 600	\$ 39,864		
<b>Task 2 Subtotal</b>	<b>18</b>	<b>40</b>	<b>8</b>	<b>40</b>	<b>12</b>	<b>0</b>	<b>82</b>	<b>88</b>	<b>8</b>	<b>0</b>	<b>30</b>	<b>342</b>	<b>\$ 54,028</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 960</b>	<b>\$ 57,188</b>		
<b>Task 3 - Collection System Activities</b>																							
Task 3.1 - Strategic Communication Support	4	8										2	14	\$ 3,170					\$ 9,801	\$ 9,801	\$ -	\$ -	\$ 12,971
Task 3.2 - Collection System Rehabilitation Planning Support	1		16				16	40			2	4	\$ 14,314							\$ -	\$ -	\$ 14,314	
<b>Task 3 Subtotal</b>	<b>5</b>	<b>8</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>\$ 17,484</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,801</b>	<b>\$ 9,801</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,285</b>	
<b>Task 4 - Treatment Activities</b>																							
Task 4.1 - WWTP Reference Site Visits		18		8			12						38	\$ 7,708							\$ -	\$ 500	\$ 8,208
Task 4.2 - Diversion Pump Station Conceptual Layout	2	8		4	4		8	4	20		2	52	\$ 8,838							\$ -	\$ 360	\$ 9,198	
Task 4.3 - Eastside Satellite Facility Conceptual Site Plan	2	8		16	2		20	20	48	16	4	136	\$ 20,730	\$ 2,750					\$ 2,750	\$ 1,224	\$ 24,704		
<b>Task 4 Subtotal</b>	<b>4</b>	<b>34</b>	<b>0</b>	<b>28</b>	<b>6</b>	<b>0</b>	<b>40</b>	<b>24</b>	<b>68</b>	<b>16</b>	<b>6</b>	<b>226</b>	<b>\$ 37,276</b>	<b>\$ 2,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,750</b>	<b>\$ 2,084</b>	<b>\$ 42,110</b>		
<b>Task 5 - Discharge and Permitting Activities</b>																							
Task 5.1 - MAO Renegotiation Support	4	16		8			8				2	38	\$ 8,046							\$ -	\$ 100	\$ 8,146	
Task 5.2 - New Sandy River Outfall Temperature Evaluation	1	4		8			16	24			2	57	\$ 8,040							\$ -	\$ -	\$ 8,040	
Task 5.3 - Sandy River Outfall Initial Permitting Services	4	4		20			16	24			4	76	\$ 11,600		\$ 5,500				\$ 5,500	\$ 150	\$ 17,250		
Task 5.4 - Sandy River Outfall Alignment and Site Investigation Study	4	8		8	16		16	40	16		2	112	\$ 16,304	\$ 6,600	\$ 3,850			\$ 10,450	\$ 288	\$ 27,042			
<b>Task 5 Subtotal</b>	<b>13</b>	<b>32</b>	<b>0</b>	<b>44</b>	<b>16</b>	<b>0</b>	<b>56</b>	<b>88</b>	<b>16</b>	<b>0</b>	<b>10</b>	<b>283</b>	<b>\$ 43,990</b>	<b>\$ 6,600</b>	<b>\$ 5,500</b>	<b>\$ 3,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,950</b>	<b>\$ 538</b>	<b>\$ 60,478</b>		
<b>TOTAL - ALL TASKS</b>	<b>44</b>	<b>136</b>	<b>24</b>	<b>128</b>	<b>50</b>	<b>40</b>	<b>186</b>	<b>200</b>	<b>92</b>	<b>16</b>	<b>34</b>	<b>68</b>	<b>\$ 165,658</b>	<b>\$ 9,350</b>	<b>\$ 6,600</b>	<b>\$ 4,950</b>	<b>\$ 9,801</b>	<b>\$ 30,701</b>	<b>\$ 3,582</b>	<b>\$ 199,941</b>			



NO. Resolution 2019-2

**A Resolution Authorizing an Amendment to the Loan From the Clean Water State Revolving Loan Fund by Entering into a Financing Contract with the Oregon Department of Environmental Quality**

**WHEREAS** The City of Sandy (Recipient) desires to amend the existing loan agreement with the Oregon Department of Environmental Quality (DEQ) to finance a Wastewater System Facilities Plan (Project); and

**WHEREAS** The Recipient owns and operates a wastewater collection and treatment system as defined in Oregon Administrative Rule 354-040-0010; and

**WHEREAS** The Recipient has requested an amendment to the existing loan agreement (R80491) with the DEQ to obtain additional financial assistance for the Project, and the DEQ has approved the Recipient's application for additional financial assistance from the Clean Water State Revolving Fund; and

**WHEREAS** The Recipient is required, as a prerequisite to the receipt of additional financial assistance from the DEQ, to amend the existing Contract with the DEQ, substantially in the form attached hereto as Exhibit A; and

**WHEREAS** The City Attorney has reviewed the Loan Agreement and furnished the attached Opinion of Counsel regarding the City's fitness to enter into the Agreement.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Sandy as follows:

The City Manager is hereby authorized to sign the amendment to the Loan Agreement and Promissory Note from the Oregon Dept. of Environmental Quality for a Planning Loan in the revised amount of \$450,000 with an annual interest rate of 0.93%.

This resolution adopted by the Common Council of the City of Sandy and approved by the Mayor this 4th day of February, 2019.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 29 day of January 2019

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#Resolution 2019-2

Stan Pulliam, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read 'K. Milne', written in a cursive style.

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Karey Milne, City Recorder

#Resolution 2019-2

**CLEAN WATER STATE REVOLVING FUND  
LOAN AGREEMENT NO. R80491  
AMENDMENT NO. 1  
CITY OF SANDY**

This Amendment No. 1 to Loan Agreement No. R80491 (as amended “Loan Agreement”) is executed between the STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT OF ENVIRONMENTAL QUALITY (“DEQ”) and City of Sandy (the “Borrower”), effective as of the Effective Date of Amendment indicated below. Capitalized terms used in this Amendment which are not defined herein shall have the meanings assigned to them in the Loan Agreement.

The purpose of this amendment is to increase the loan by \$200,000 for a new total loan amount of \$450,000.

Date of Original Agreement: August 1, 2017.  
Effective Date of Amendment No. 1: January 28, 2019

The parties agree as follows:

1. ARTICLE 1(C) is amended and restated as follows:

“(C) **LOAN AMOUNT:** \$450,000.”

2. The second sentence of ARTICLE 5(C)(1) is amended and restated as follows:

“Until the Final Loan Amount is calculated, the Loan Reserve Requirement is \$46,128.”

3. The attached “Appendix A: Repayment Schedule” replaces the current “Appendix A: Repayment Schedule”.

Except as expressly amended above, the terms and conditions of the Loan Agreement shall remain in full force and effect.



**BORROWER: CITY OF SANDY**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OREGON ACTING BY AND THROUGH ITS  
DEPARTMENT OF ENVIRONMENTAL QUALITY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Justin Green, Administrator  
Water Quality Division

**APPENDIX A: REPAYMENT SCHEDULE**

Due Date	Pmt#	----- PAYMENT -----				Principal Balance
		Principal	Interest	Fees	Total	
12/1/2019	1	0	756	0	756	450,000
6/1/2020	2	49,077	2,093	0	51,170	400,923
12/1/2020	3	49,306	1,864	0	51,170	351,617
6/1/2021	4	49,535	1,635	0	51,170	302,082
12/1/2021	5	49,765	1,405	0	51,170	252,317
6/1/2022	6	49,997	1,173	0	51,170	202,320
12/1/2022	7	50,229	941	0	51,170	152,091
6/1/2023	8	50,463	707	0	51,170	101,628
12/1/2023	9	50,697	473	0	51,170	50,931
6/1/2024	10	50,931	237	0	51,168	0
<b>TOTALS</b>		<b>450,000</b>	<b>11,284</b>	<b>0</b>	<b>461,284</b>	

January 29, 2019

**SENT VIA ELECTRONIC MAIL (mwalker@ci.sandy.or.us)**

Mike Walker, Public Works Director  
City of Sandy  
39250 Pioneer Blvd.  
Sandy, OR 97055

Re: Clean Water State Revolving Fund / Amendment No. 1 to Loan Agreement No. R80940  
Opinion of Counsel Letter

Dear Mike:

Per your request, please find our opinion below. You may include this letter with other materials you provide ODEQ in connection with the amendment to the above loan.

1. Once approved by the Sandy City Council, the city has the power and authority to execute, deliver and perform its obligations under Amendment No. 1 to Loan Agreement No. R80940.
2. Once approved by the Sandy City Council, an authorized representative from the city may execute the amendment and it will be valid, binding and enforceable against the city in accordance with the terms of the Loan Agreement.
3. To our present knowledge, the amendment does not violate any other agreement, statute, court order, or law to which the city is a party or by which it or any of its property or assets is bound.
4. The "Gross Revenues" from which the "Net Operating Revenues" are derived and that are used as security for the loan and the amendment will not constitute taxes that are limited by Section 11b, Article XI of the Oregon Constitution.

Please let me know if you have any questions.

Sincerely,



David Doughman



## Staff Report

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**Meeting Date:** February 4, 2019  
**From** Jordan Wheeler, City Manager  
**SUBJECT:** 2019 City Council Goals

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**Background:**

The city council met on January 5 to set goals and priorities for 2019. The council identified goals in six priority areas: Transportation, City Finances, Sandy Community Campus, Communications, Comprehensive Plan, and the Wastewater System Facilities Plan.

The council reviewed the draft goals on January 22 and had no changes to the goal statements and actions. However, the council expressed the desire to schedule a intermediate goal setting retreat to review progress on goals and to continue discussions on prior year goals and work in progress.

**Recommendation:**

Make a Motion to adopt city council goals for 2019.



## 2019 City Council Goals

**1. Transportation. Improve the connectivity, mobility, and safety of the city's transportation network through planning and implementation of priority projects.**

- Complete the Transportation System Plan update.
- Implement plans for the extension of 362<sup>nd</sup> and Bell Street.
- Complete a feasibility assessment of a Highway 26 bypass.
- Continue to invest in multimodal options to provide choices for efficient means of travel.

**2. City Finances. Sustainably manage the city's finances to ensure we meet the needs of our residents through the efficient and effective delivery of public programs and services.**

- Establish a General Fund reserve policy.
- Enhance the city's budget to be more accessible and understandable to the public.
- Study options for generating additional revenue including cost recovery and alternative sources of funding.
- Conduct a workshop on the Sandy Urban Renewal Plan.

**3. Sandy Community Campus. Make a decision on the future of the Sandy Community Campus (SCC).**

- Implement a strategy, including a financing plan, for the ongoing operation and maintenance of the aquatic center.
- Depending on the Council's decision on aquatic center, begin the design and construction of the phase one improvements.
- Adopt a plan for the SCC.

**4. Communications. Enhance the city's communications to its residents and public.**

- Through the budget process, consider the creation of a city communications position.

**5. Comprehensive Plan. Initiate an update of the city's Comprehensive Plan.**

- Review options and approve an implementation strategy to update the Comprehensive Plan.
- Complete existing and in-progress city plan updates including the Parks Master Plan, Transportation System Plan (TSP), Pleasant Street Master Plan, Telecommunications Master Plan, Water Master Plan, and Wastewater Facilities Plan.

**6. Wastewater System Facilities Plan. Begin necessary and essential improvements to the city's wastewater conveyance and treatment infrastructure.**

- Select preferred alternative and adopt the Wastewater System Facilities Plan.
- Implement phase 1 of the facilities plan.



## Staff Report

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**Meeting Date:** February 4, 2019

**From** Thomas Fisher,  
Engineer's Report for Proposed Bluff/Jonsrud Local Improvement

**SUBJECT:** District

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**Background:**

At the August 6th meeting the City Council accepted a petition from property owners in the Bluff Rd./ Jonsrud Ln. area to create a Local Improvement District (LID). The petition was signed by property owners representing 67% of the property within the boundary of the proposed LID. Council by motion directed staff to prepare an Engineer's Report and return at a later date.

The Report (attached) was prepared by the City's consulting engineers, Curran-McLeod, Inc. The Report includes two alternatives for providing sanitary sewer service to the proposed District. Alternative A - is a gravity sewer extending south from the existing sewer near Jonsrud Viewpoint to the intersection of Bell and Bluff with a branch to serve Jonsrud Lane. Alternative B is a gravity sewer starting at the same point and extending south to a point near the intersection of Bluff and Jonsrud with branch to the west to serve properties west of Bluff and a branch to serve Jonsrud Lane.

Alternative A (\$431,300) can be constructed entirely within existing public right-of-way. Alternative B (\$447,820) requires temporary construction and permanent easements for the western branch. Alternative B is also deeper than Alternative A and as a result the construction cost estimate is slightly higher.

A sketch with proposed alignments of the alternatives is included in the Report. Due to the varying size and shape of the lots in the proposed District assessments based on street frontage and area were rejected. The recommended assessment method is on a per lot or dwelling unit basis. Many of the properties in the area include land over the edge of the Sandy River Bluff that is not developable and these areas are not included in the calculations.

As mentioned in the Report there are several lots in the district that are vacant or could be developed to higher density under the current zoning. The total number of existing and potential future lots is 23. This number was divided into the estimated cost of each alternative to arrive a per dwelling unit or per lot assessment (\$21,565 for Alternative A and \$22,391 for alternative B) .

In order to avoid assessing existing dwellings or vacant lots for development potential staff recommends that assessments be made on a single dwelling unit or developable lot basis. The City would carry the remaining costs (approximately \$67,000) and recover them when properties are partitioned in the future. Most of the vacant land in the proposed District remains that way due to the lack of sanitary sewers in the area and it is reasonable to expect that these properties will develop or redevelop once sewer service is available.

Per the process in Section 12.04.020 of the Municipal Code the Council has three options: accept the report as written, recommend modifications to the report and send it back for revision or reject the report and terminate the LID process.

If the process proceeds the next steps (see flowchart) include preparing a preliminary assessment roll, notifying affected property owners and scheduling a public hearing to consider remonstrances (objections) against the formation of a Local Improvement District. If the objections from more than 2/3rds of the property owners in the District are received prior to the hearing the process stops and cannot be revived for 12 months from the date of the hearing. If objections from less than 2/3rds of the property owners are received the process continues and design would be completed and bids solicited for. Final assessments would be based on the total cost of the project once a contract is let for bid.

**Recommendation:**

Move to accept the report and direct staff to prepare preliminary assessments, provide notice to affected property owners and schedule a public hearing to consider objections to the formation of a Local Improvement District.

**Budgetary Impact:**

The City has expended about \$6,200 on preparation of the Engineer's Report. If the project proceeds this cost will be recovered through the LID assessments.

CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210  
PORTLAND, OREGON 97223

January 29, 2019

City of Sandy  
39250 Pioneer Blvd  
Sandy, OR 97055

**RE: CITY OF SANDY  
BLUFF ROAD SANITARY SEWER LID  
PRELIMINARY ENGINEER'S REPORT**

In response to the City public works request, our office has prepared a preliminary review of the feasibility of extending the sanitary sewer collection system on Bluff Road. Two alternatives are being presented in this report. Alternative "A" extends from approximately 225 feet south of Green Mountain Street to Jonsrud Road to serve with gravity sewer all adjacent properties on both sides of Bluff Road, and along the existing easement on TL 1602 to serve the potential six lots to the west. Alternative "B" extends from approximately 225 feet south of Green Mountain Street to approximately 25 feet north of Bell Street.

A consensus of property owners requested the City of Sandy to initiate a Local Improvement District (LID) to determine the feasibility to complete this construction. The Sandy Municipal Code, Chapter 12.04 PUBLIC IMPROVEMENT PROCEDURES, as well as Oregon Revised Statutes Chapter 223 Local Improvements, provides the requirements for creation of a special assessment district for undertaking construction of public improvements. This letter report contains the essence of those code requirements, such as information to identify project scope, estimated costs, benefitting area and preliminary assessments for approval of the City of Sandy, in conformance with Chapter 12.04.

Attached to this letter report are spreadsheets and a sketch showing the boundary of the proposed District, and an inventory of property owners, addresses, market value of each parcel and preliminary assessments for all properties within the boundary.

**SERVICE BOUNDARY**

The attached sketch identifies the proposed benefitted area. The total gross area contained within the district is 14.79 acres but the benefitted area is reduced to 9.58 acres due to the bluff where the areas east of the bluff are not buildable. The sanitary sewer costs are proposed to be allocated over the benefitted properties based on the number of lots as identified on the attached preliminary LID map. The logic was that any property with an additional area larger than 7,500 square feet would potentially develop further to single family residential standards as per the City Municipal Code, Chapter 17.34.

The attached tables list the benefitted property owners, addresses, area within the district, true market values and the preliminary LID assessment.



## PROJECT COSTS & ALLOCATION

An 8" sanitary sewer mainline and 6" services are included in the estimates of cost. The cost estimates do not include any permit costs or System Development Charges. These charges would be required if and when each property connects to the sewer.

The total cost as quantified, including engineering, legal and contingencies, is shown on the detailed cost estimates for each alternative, attached at the end of this report.

Three methods for allocation of costs were considered. We reviewed the option of assessing costs based on frontage, number of existing buildings/lots and number of potential buildable lots. The unusual components present in the lot configuration is the presence of flag lots and three parcels with the potential of being partitioned. The frontage and number of potential buildable lots methods of allocation were not deemed feasible or equitable to use, due to the presence of flag lots with reduced frontage, and the number of potential buildable lots on three of the larger parcels, as some of these larger parcels may or may not be partitioned in the future. Under the existing buildings/lots method, all of the lots can be assessed an equitable value. As a result, the existing buildings/lots method was used.

The benefitted area contains two vacant lots (tax lots 500 and 501, tax map 2S4E11DD) with no structures and three lots with the likelihood of being developed further (tax lots 1200, 1602 and 1802, tax map 2S4E11DD). A typical building site being an area more than 7,500 square feet. **Currently, there are 20 parcels within the LID with the potential of three of the larger parcels to be redeveloped or partitioned in the future for a total of 23 parcels. This LID is now being assessed based on 23 parcels. The larger parcels to be potentially redeveloped or partitioned will not be paying any assessed value at this time, however, upon any redevelopment or partitioning, then the City will collect the equitable assessed value based on the "unit cost assessment per lot" for one of the adopted alternatives shown below.** It is reasonable to estimate that each flag lot will be required to extend the private service lines, which will add to the cost to provide an equitable balance with the existing buildings/lots.

Alternative "A", the Unit Cost for assessment on each parcel is based on the total cost allocated over 23 lots as shown:

Sanitary Sewer Total Project Cost Estimate	\$496,000
Total Benefitted Buildable Lots	23 Lots
Unit Cost Assessment per Lot	<u>\$21,565/Lot</u>

Similarly, Alternative "B", the Unit Cost for assessment on each parcel is based on the total cost allocated over 23 lots as shown:

City of Sandy  
January 29, 2019  
Page 3

Sanitary Sewer Total Project Cost Estimate	\$515,000
Total Benefitted Buildable Lots	23 Lots
Unit Cost Assessment per Lot	<u>\$22,391/Lot</u>

Both alternatives are relatively comparable in terms of allocated cost and both options are feasible to implement.

The allocation of costs shown on the attached tables are well below the true market values of each parcel. The allocation averages approximately 5.75% of the true market values of the parcels, which is well within any limitations imposed by statute for special assessments.

There were no delinquencies or special assessments noted on the tax roles for these parcels.

#### PROJECT SUMMARY AND CONCLUSION

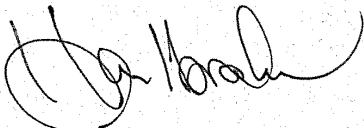
The costs to accomplish this project are reasonable by comparison to the value of the properties and the work is feasible to achieve. These improvements would provide a material contribution to the infrastructure for the City of Sandy.

At the Council's discretion and with the support of the owners within the district, this project can be designed and constructed within a few months.

If you need anything additional, please call.

Very Truly Yours,

**CURRAN-McLEOD, INC.**



Hassan A. Ibrahim, P.E.

Enclosures: Map of Benefitted Area  
Benefitted Properties & Preliminary Assessments  
Preliminary Estimates of Cost  
Preliminary Plans & Profiles

**City of Sandy**  
**BLUFF ROAD SANITARY SEWER LID**  
**Preliminary Cost Estimate, Alternative "A"**  
**January 14, 2019**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
1	Mobilization, Bond & Insurance (5%)	All	Lump Sum	\$20,845.00	\$20,845.00
2	Temporary Protection & Direction of Traffic	All	LS	15,000.00	15,000.00
3	Erosion & Sediment Control	All	LS	3,500.00	3,500.00
4	Site Restoration	All	LS	5,000.00	5,000.00
5	Sawcut Asphalt Concrete (T-Cut)	7,000	LF	3.00	21,000.00
6	AC Pavement Trench Patching Including 18 Laterals 25' Long, 5' Wide (@\$200/Ton, 4" Deep)	1,625	LF	20.00	32,500.00
7	AC Pavement Grinding (575'x20'x2") (Northbound Lane)	1,300	SY	10.00	13,000.00
8	AC Pavement Inlay (575'x20'x2") (Northbound Lane)	150	Tons	120.00	18,000.00
9	AC Pavement Grinding (575'x18'x2") (Southbound Lane) 40% of the Total Cost	460	SY	10.00	4,600.00
10	AC Pavement Inlay (575'x18'x2") (Southbound Lane) 40% of the Total Cost	54	Tons	120.00	6,480.00
11	8" PVC, including Trench Excavation and Rock Backfill	1,158	LF	100.00	115,800.00
12	8" PVC, including Trench Excavation and Native Backfill	421	LF	75.00	31,575.00
13	6" Service Laterals, including Tee & Plug (complete)	23	Each	2,500.00	57,500.00
14	48" Standard Manhole	6	Each	5,000.00	30,000.00
15	Connect to Existing Manhole	1	Each	1,200.00	1,200.00
<b>Construction Cost</b>					<b>\$376,000.00</b>
<b>Temporary &amp; Permanent Easements</b>					<b>\$20,000.00</b>
<b>Total Construction Cost</b>					<b>\$396,000.00</b>
<b>ELAC 25%</b>					<b>\$100,000.00</b>
<b>Total Project Cost</b>					<b>\$496,000.00</b>

Preliminary Cost Estimate, Alternative "A"  
January 14, 2019  
Page 2

\* Items 9 and 10 are 40% paid by the LID and 60% paid from Street Fund (item 9; 690 SY @\$10/SY = \$6,900 and item 10; 81 Tons @\$120/Ton = \$9,720 for a total of \$16,620). The cost shown in this estimate is based only on 40% of the total cost.

**City of Sandy**  
**BLUFF ROAD SANITARY SEWER LID**  
**Preliminary Cost Estimate, Alternative "B"**  
**January 14, 2019**

Item No.	Description	Quantity	Unit	Unit Price	Total
1	Mobilization, Bond & Insurance (5%)	All	Lump Sum	\$21,380.00	\$21,380.00
2	Temporary Protection & Direction of Traffic	All	LS	20,000.00	20,000.00
3	Erosion & Sediment Control	All	LS	3,000.00	3,000.00
4	Site Restoration	All	LS	5,000.00	5,000.00
5	Sawcut Asphalt Concrete (T-Cut)	8,000	LF	3.00	24,000.00
6	AC Pavement Trench Patching Including 23 Laterals 25' Long, 5' Wide (@\$250/Ton, 4" Deep)	2,000	LF	20.00	40,000.00
7	AC Pavement Grinding (1,025'x20'x2") (Northbound Lane)	2,300	SY	10.00	23,000.00
8	AC Pavement Inlay (1,025'x20'x2") (Northbound Lane)	275	Tons	120.00	33,000.00
9	AC Pavement Grinding (1,025'x18'x2") (Southbound Lane) 40% of the Total Cost	820	SY	10.00	8,200.00
10	AC Pavement Inlay (1,025'x18'x2") (Southbound Lane)40% of the Total Cost	96	Tons	120.00	11,520.00
11	8" PVC, including Trench Excavation and Rock Backfill	1,402	LF	100.00	140,200.00
12	8" PVC, including Trench Excavation and Native Backfill	0	LF	75.00	0.00
13	6" Service Laterals, including Tee & Plug (complete)	23	Each	2,500.00	57,500.00
14	48" Standard Manhole	5	Each	5,000.00	25,000.00
15	Connect to Existing Manhole	1	Each	1,200.00	1,200.00
<b>Total Construction Cost</b>					<b>\$413,000.00</b>
ELAC 25%					\$102,000.00
<b>Total Project Cost</b>					<b>\$515,000.00</b>

Preliminary Cost Estimate, Alternative "B"

January 14, 2019

Page 2

\* Items 9 and 10 are 40% paid by the LID and 60% paid from Street Fund (item 9; 1,230 SY @ \$10/SY = \$12,300 and item 10; 144 Tons @\$120/Ton = \$17,280 for a total of \$29,580). The cost shown in this estimate is based only on 40% of the total cost.

**CITY OF SANDY**  
**BLUFF ROAD LID BENEFITTED PROPERTIES**  
 Alternative "A"

**Local Improvement District - Assessed Values / Market Values**

TAX LOT	OWNER	MAILING ADDRESS	No of Buildable Lots	MARKET VALUE	PROPOSED ASSESSMENT	
<b>Township 2 South, Range 4 East, Section 11DA</b>						
800	Ruegg Charles N, Ackers Jennifer Gail	14492 SE Gatling Way Prineville OR 97754	1	\$ 182,107.00	\$21,565.00	
1200	Smith, Ingrid S	P.O. Box 1288, Sandy OR 97055	1	\$ 410,582.00	\$21,565.00	
1300	Walker Michael & Kathleen	15920 SE Bluff Rd Sandy OR 97055	1	\$ 700,382.00	\$21,565.00	
1401	Lafayette Travis P & S K Caggiano	15950 SE Bluff Rd Sandy OR 97055	1	\$ 541,926.00	\$21,565.00	
<b>Township 2 South Range 4 East Section 11DD</b>						
300	McCamman Terry S & Cheryl A	38045 SE Jonsrud Ln, Sandy OR 97055	1	\$ 633,194.00	\$21,565.00	
400	Snodgrass Jon D & Lynn D	16252 SE Bluff Rd, Sandy OR 97055	1	\$ 788,096.00	\$21,565.00	
500	Snodgrass Jon D & Lynn D	16252 SE Bluff Rd, Sandy OR 97055	1	\$ 88,793.00	\$21,565.00	
501	Snodgrass Jon D & Lynn D	16252 SE Bluff Rd, Sandy OR 97055	1	\$ 124,114.00	\$21,565.00	
600	Benson Carl W Trustee, Benson Jeanne M Trustee	38035 SE Jonsrud Ln, Sandy OR 97055	0	\$ 5,947.00		
800	Benson Carl W Trustee, Benson Jeanne M Trustee	38035 SE Jonsrud Ln, Sandy OR 97055	1	\$ 694,073.00	\$21,565.00	
900	Miller Sylvia L Trustee	P.O. Box K, Madras Oregon 97741	1	\$ 569,763.00	\$21,565.00	
1000	Thomas Connie E Trustee	12345 SE Greiner Ln Happy Valley OR 97086	1	\$ 420,715.00	\$21,565.00	
1100	Boyd Thomas, Turley Elsie V Trust	37995 SE Jonsrud Ln, Sandy OR 97055	1	\$ 487,465.00	\$21,565.00	
1200	Rowell Marilyn L	37975 SE Jonsrud Ln Sandy OR 97055	1	\$ 634,429.00	\$21,565.00	
1300	Barmore John R	16038 SE Bluff Rd (no mail) Sandy OR 97055	1	\$ 217,774.00	\$21,565.00	
1400	Tjostolvson Donald R & Robyn P	37950 SE Jonsrud Ln Sandy OR 97055	1	\$ 429,078.00	\$21,565.00	
1500	Sager Steven T, Sager Jennifer C	37960 SE Jonsrud Ln Sandy OR 97055	1	\$ 467,757.00	\$21,565.00	
1600	Doyle Thomas, Varner Jessica	16095 SE Bluff Rd Sandy OR 97055	1	\$ 255,705.00	\$21,565.00	
1602	Bush Glenn C	16035 SE Bluff Rd Sandy OR 97055	1	\$ 396,648.00	\$21,565.00	
1801	Bush Ronald Alvin & Diane M	16151 SE Bluff Rd Sandy OR 97055	1	\$ 436,230.00	\$21,565.00	
1802	Blackmon Marcus & Jerali	16215 SE Bluff Rd Sandy OR 97055	1	\$ 280,566.00	\$21,565.00	
<b>Total</b>				<b>20.00</b>	<b>\$ 8,765,344.00</b>	<b>\$ 431,300.00</b>

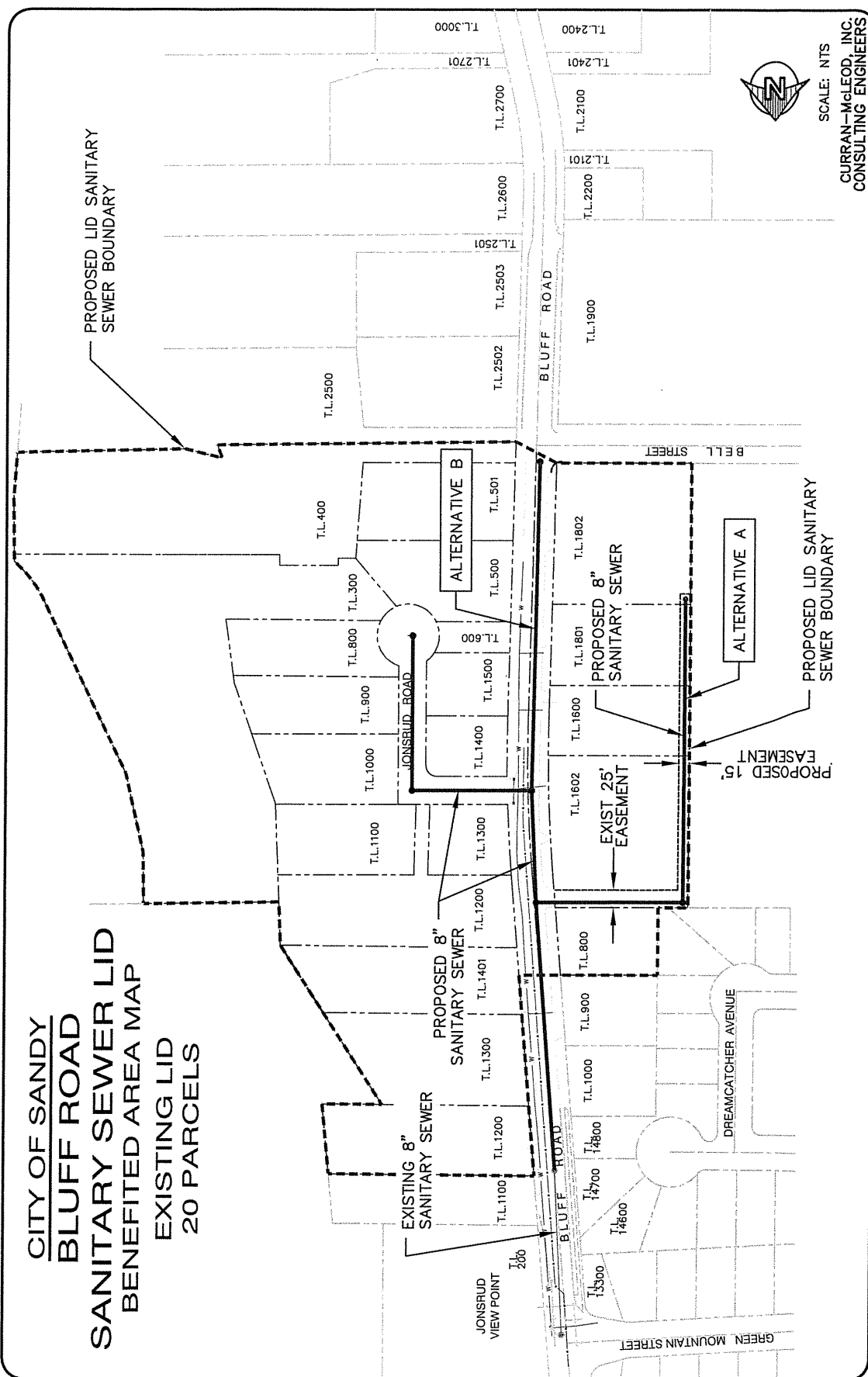
**CITY OF SANDY  
BLUFF ROAD LID BENEFITTED PROPERTIES  
Alternative "B"**

**Local Improvement District - Assessed Values / Market Values**

TAX LOT	OWNER	MAILING ADDRESS	No. of Buildable Lots	MARKET VALUE	PROPOSED ASSESSMENT	
<b>Township 2 South, Range 4 East, Section 11DA</b>						
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1602	Bush Glenn C	16035 SE Bluff Rd Sandy OR 97055	1	\$ 396,648.00	\$22,391.00	
1801	Bush Ronald Alvin & Diane M	16151 SE Bluff Rd Sandy OR 97055	1	\$ 436,230.00	\$22,391.00	
1802	Blackmon Marcus & Teralli	16215 SE Bluff Rd Sandy OR 97055	1	\$ 280,566.00	\$22,391.00	
<b>Total</b>				<b>20.00</b>	<b>\$ 8,765,344.00</b>	<b>\$ 447,820.00</b>

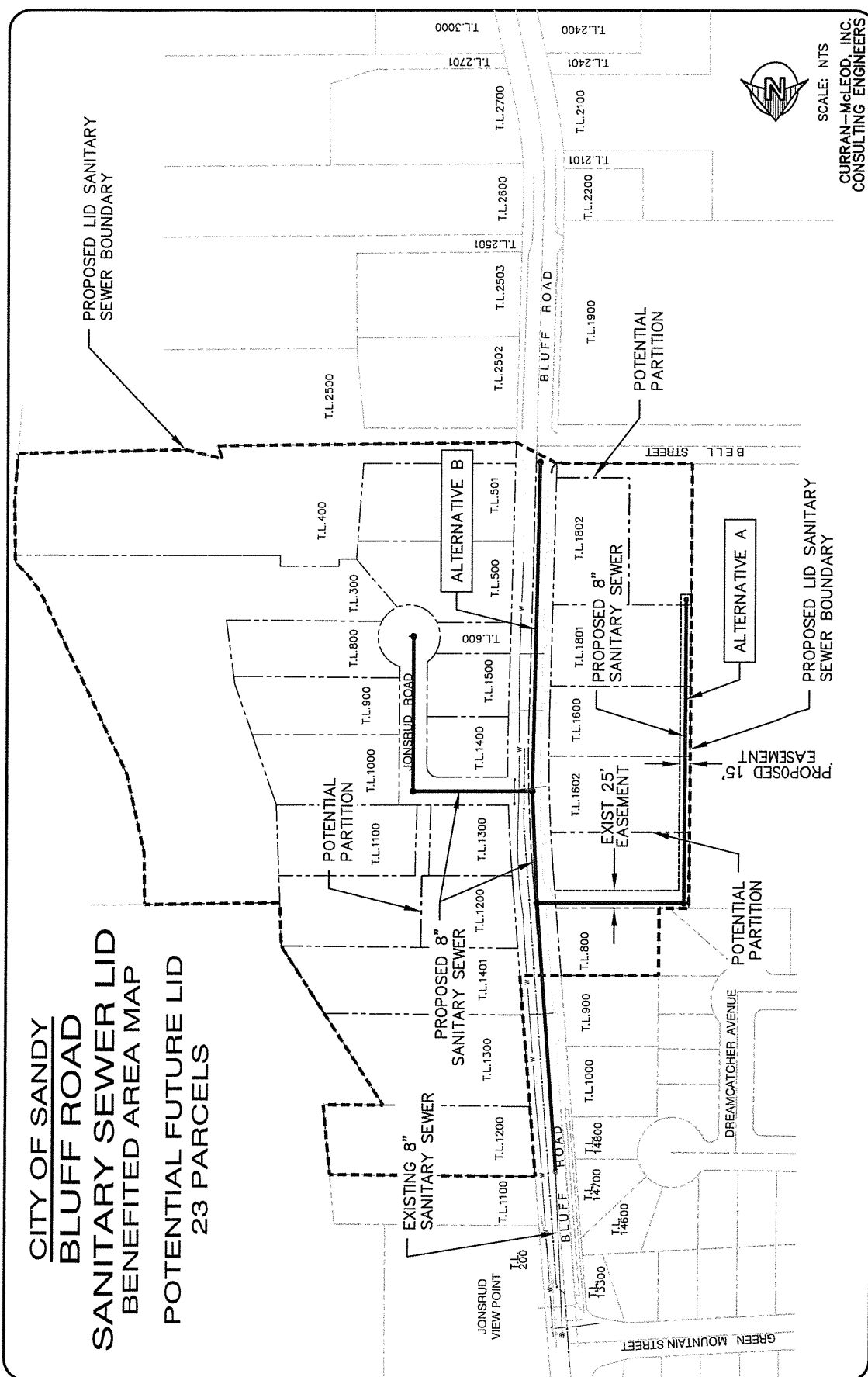


**CITY OF SANDY  
BLUFF ROAD  
SANITARY SEWER LID  
BENEFITED AREA MAP  
EXISTING LID  
20 PARCELS**



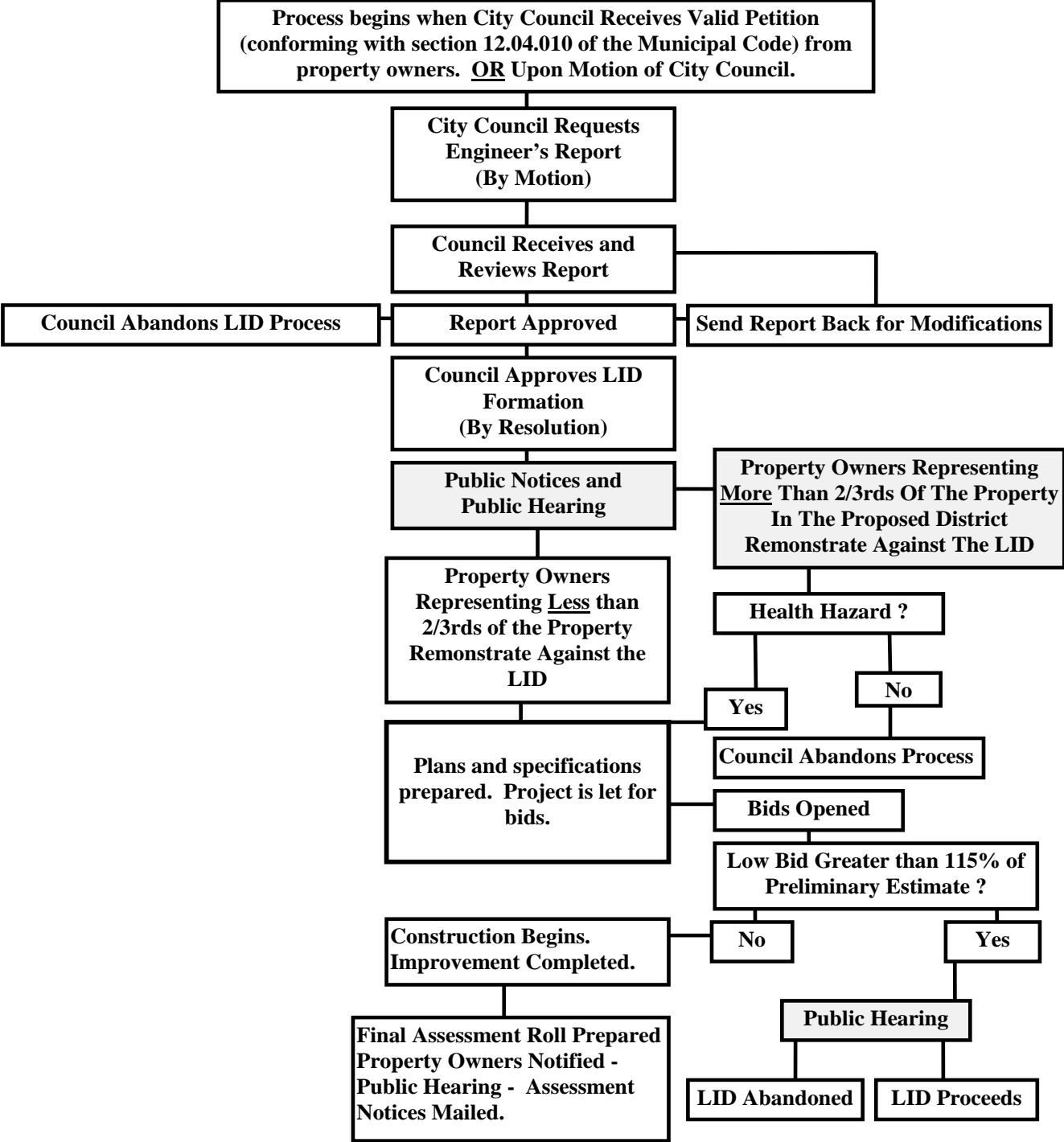
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CURRAN-MCLEOD, INC.  
CONSULTING ENGINEERS

**CITY OF SANDY**  
**BLUFF ROAD**  
**SANITARY SEWER LID**  
**BENEFITED AREA MAP**  
**POTENTIAL FUTURE LID**  
**23 PARCELS**



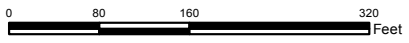
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**CURRAN-McLEOD, INC.**  
**CONSULTING ENGINEERS**

# LOCAL IMPROVEMENT DISTRICT PROCEDURE

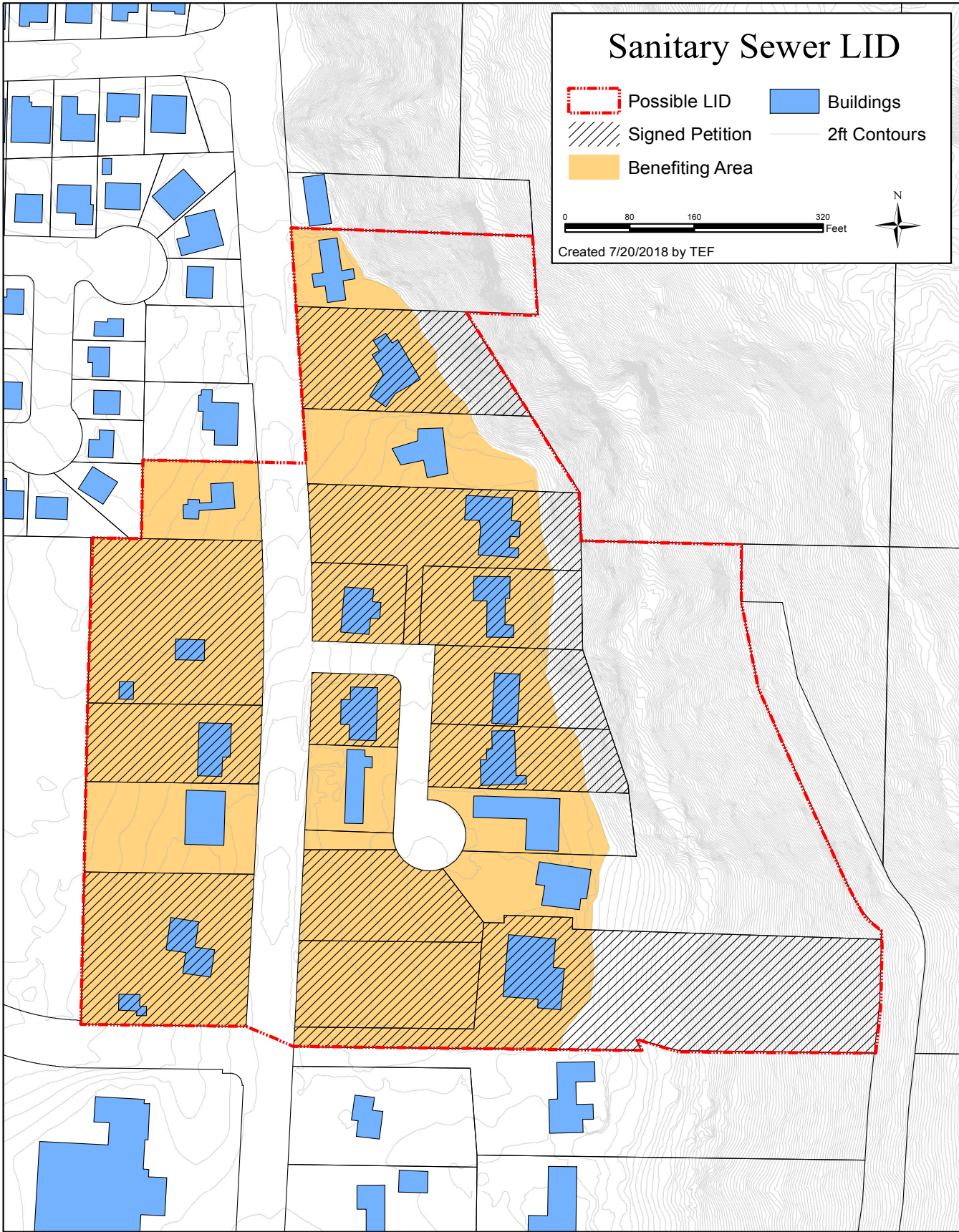


# Sanitary Sewer LID

-  Possible LID
-  Buildings
-  Signed Petition
-  2ft Contours
-  Benefiting Area



Created 7/20/2018 by TEF





**MINUTES**  
**City Council Meeting**  
**Tuesday, January 22, 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, and Carl Exner, Councilor

**COUNCIL ABSENT:**

**STAFF PRESENT:** Karey Milne, Recorder Clerk and Jordan Wheeler, City Manager

**MEDIA PRESENT:**

**1. Workshop 6:00PM**

**2. Roll Call**

**3. Workshop Items**

Mayor Pulliam, we will review the agenda for the regular meeting, we need to review the questions for the councilor interviews, Mike Horrtor and Gary Brewer are unable to make the interviews, then review the topics for the ODOT workshop. For City day at the Capitol we could have the potential for a quarum at the meetings with legislators, we will need to figure out who then will go to which meetings.

**3.1. Agenda Review**

Council reviewed the items coming up on the agenda.

**3.2. ODOT Workshop discussion items and questions**

Council reviewed the items to bring to the workshop with ODOT.

**4. Regular City Council Meeting 7:00PM**

**5. Pledge of Allegiance**

**6. Roll Call**

**7. Changes to the Agenda**

**8. Public Comment**

David Breams - 18390 Meinig Ave, he has noticed a big issue with traffic on Meinig, cars speeding and using it as a shortcut to Dubarko.

He has gone to the police department, he would like to see speed bumps put in, he has inquired on the packet required for speed bumps. Due to the required amount of signatures needed he has not proceeded.

**9. New Business**

9.1. City Council Policy on Growth

Staff Report - 0094

City Manager, Jordan Wheeler, reminded council at the council retreat on January 5th, council discussed the city's role in business development and support through existing grant programs and other potential incentives. Council requested an update to the Council's policy on growth.

The existing policy states that "New growth should pay for itself" the recommendation is to remove that line and have the policy read, The City of Sandy takes a balanced approach toward growth. In general the City is neutral toward growth. The City Council encourages new development that helps meet specific community goals, or strengthens the local economy. Staff recommends council to remove the sentence "New growth should pay for itself"

Council had a discussion and would like it to read:

The City Council encourages new development that helps meet specific community goals, or strengthens the local economy. Removing all other sentences.

Moved by Jeremy Pietzold, seconded by John Hamblin

Staff Report - 0094

*Motion to amend the Council's Policy on Growth, Removing all sentences and using; The City Council encourages new development that helps meet specific community goals, or strengthens the local economy.*

CARRIED.

9.2. Draft 2019 City Council Goals

Staff Report - 0093

City Manager, Jordan Wheeler, the council met on January 5, 2019 to set goals and priorities for 2019. Following review and discussion on existing goals and projects. The council set goals in 6 priority areas: Transportation, City Finances, Sandy Community Campus, Communications, Comprehensive plan, and the Wastewater Facilities Plan.

Staff recommends council to review the draft goals, discuss and make and changes to finalize the goals for adoption at the February 4, 2019 Council Meeting.

Council had a brief discussion regarding the goals, overall outcome was that they look good and would like to revisit mid year.

9.3. City Council Candidate Interviews

Staff Report - 0095

City Manager, Jordan Wheeler, opened up and reviewed the process for the interviews.

Mayor Pulliam, welcomed everyone and gave a brief overview.

Candidate Interviews

1. Valerie Wicklund
2. Bethany Shultz
3. Virgil Newberry
4. Linda Malone
5. Desiree Rogers

All candidates were welcomed back into the room.

Mayor Pulliam, thanked the candidates, opened it up for candidates to ask questions to the councilors.

A few councilors came up to ask questions.

Council took a short 5 minute break.

Council had discussion on to blind vote and see where it goes or if they need discussion. If individuals would like feedback we could come up with a mechanism to do that.

Outcome of the Bind Vote

**Lowest Score is top candidate**

Valerie Wicklund Total 12

**Bethany Shultz Total 11**

Virgil Newberry Total 29

Linda Malone Total 19

Desiree Rogers Total 19

Outcome is that Bethany Shultz be appointed to Seat 6 of the City Council.

Mayor Pulliam, said a few words to Bethany and and thanked all the candidates again.

Staff Report - 0095

*Staff recommends council to make an appointment to Seat #6.*

CARRIED.

**10. Consent Agenda**

10.1. City Council Minutes

Moved by Jeremy Pietzold, seconded by Jan Lee

*Motion to adopt the consent agenda*

CARRIED.

**11. Report from the City Manager**

City Manager, Jordan Wheeler, has just been getting into the swing of things, holding one on one meetings with the councilors etc. It was good to see such a great turn out at the employee recognition party. It is a busy month internally as we are kicking off the budget process for the next biennium. Working to keep the monthly staff updates and as things go on he will have weekly updates.

**12. Council and Committee Reports**

Councilor Exner, attended the last Arts Commission as the council liaison. They are trying to feel their way through getting things up and going, the elected their chair and vice chair. They have a good energy going. He would like to see maybe a co-meeting with the arts commission to help them get started.



He loves the tree lights going down the street, wondering if we could get more trees lit up, what would it take to get some electricity to more of the trees on both sides east and west. Mentioned that we will need some committee members for the Budget Committee.

Councilor Lee, No committee reports, she is on the Oregon Watershed Enhancement Board, funded by lottery dollars, they give 7.5% of the lottery dollars to conservation projects, they awarded the Clackamas Partnership 9 million dollars which will help with fishery benefits and water quality in the basin. This weekend she looked at 1100 pieces of legislation, she is the legislative chair for a few groups, she saw that there are two pieces for a plastic bag ban and if she sees anything exciting she will let you all know.

Councilor Hamblin, No committee reports, would like to thank the staff for the online staff report updates, it is super helpful.

Councilor Smallwood, attended her first parks board meeting as liaison, they have a lot of passion and are working on a lot of things, it is really important to get the master plan completed so that they have a definitive direction. She is looking forward to attending the upcoming City Day at the Capitol.

Councilor Pietzold, no committee reports, although have been looking at the Economic Development Committee with David Snider and Kelly O'Neill Jr. He attended the Sandy Chamber event it was very fun at the opening of Boring Brewery, it was a great time to connect with local business owners. Thanked Jordan for meeting with him. Would like to thank the police department. They had some police activity around their home the other evening. He is looking forward to the upcoming City Day at the Capitol as well.

Mayor Pulliam, wanted to review some items to review and chat about. We have talked about the Economic Development Committee and have had some conversations regarding that committee and the formulation of that committee, we are looking to have a work session on the committee to develop and strategize how we want that committee to accomplish. One of the committee assignments he put on himself was the Sandy Mountain Festival. He had a meeting with the President of that organization Steve Brown and has an upcoming meeting with Martin Montgomery. There is a lot of good stuff going on.

Mayors report, we have some meetings set up, City Day at the Capitol, we have several meetings with legislators we have four councilors there, so please think about which ones you would like to attend so we have only 2-3 councilors in a meeting to avoid a quorum.

He reviewed the schedule for the day. There have been changes on the 110% parks

workshop, we are looking to not hold that and hold just a joint meeting with the Parks Board, do we want to keep that date on the 9th of February? Council overall would like to keep the date and hold it from 9am-12pm. Sandy Community Campus project, we had talked at the retreat about how to proceed, we were waiting for a report from Opsis to be presented to us, we found that there is no report, they have delivered their deliverables, there is more we can ask for but there is an additional expense of 70,000 to do so. Has the report that was put together been communicated well to council, what all is in that report? Should we hold a work session on that information? City Manager gave a brief over view of his discussion with Opsis. He agrees having a work session with Opsis and help us find out what our options are and how to proceed.

Mayor would like to see a work session with Opsis on what the current report and deliverables were and then hold a second session for council to review all the information given to them.

Council had some discussion, council would like to know how much they will charge if they come out to give a presentation again. They are in agreement to have Opsis come out and then strategize.

He would like to see a proactive approach with the speeding issue on Meinig from our Police Department and Public Works.

There is a ribbon cutting coming up this Friday Brady's Brats and Burgers is opening up, He will be there has invited councilors to attend, they were apart of the cities tenant improvement program. Friday evening, Vista Resource Fair starts at 6PM would like to thank everyone involved in putting that together. We just re-engaged with Greater Portland Inc, which is an organization to help us with giving us lessons ect with heading up the economic development committee. He, the City Manager, Jordan Wheeler and Public Works Director, Mike Walker met with a representative from Senator Merkley's office last week talking about possible funding for the wastewater treatment plant. Clackamas County Tourism Grant is coming up in February, do we want to help guide staff on applying for that grant and how we would like to use that grant, it is only a 25,000 grant, he would like staff to look at heated tents at centennial plaza, make it a couple faze approach. Council had some discussion about the grant.

A meeting is set up with Adventist Health, it is a meet and greet type of meeting to hopefully get a conversation started about how and where we want to go as a City. ODOT will be here in February, we are hosting the Morning Perk February 6, 2019. There is a new Sandy Breakfast Club, the last Friday of every month, the idea behind it is for local business leaders to meet. Ongoing conversations with Mark Benson, will have a conference call coming up with him on investment projects and opening up some communication. Had a phone conversation with John Pulletti Sr. the owner of 39501 Pioneer blvd the old historical blue building, he feels there is an opportunity for that building to match up with our council goals. Would like to see some updates from the planning department in the future on that item. Planning Commission opening, just asked for an update. City Manager, Jordan Wheeler gave a quick

update. Will have a meeting with the Lundeen and Skipper families just to introduce the new city manager and mayor and talk about their priorities and so on.

**13. Staff updates**

13.1. [Monthly Reports](#)

**14. Adjourn**



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Mayor, Stan Pulliam



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City Recorder, Karey Milne

Draft