



City of Sandy

Agenda

City Council Meeting

Meeting Date: Monday, December 21, 2020

Meeting Time: 6:00 PM

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1. MEETING FORMAT NOTICE

The City Council will conduct this meeting electronically using the Zoom video conference platform. Members of the public may listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge. See the instructions below:

- To login to the electronic meeting online using your computer, click this link: <https://us02web.zoom.us/j/87286392762>
- If you would rather access the meeting via telephone, dial (253) 215-8782. When prompted, enter the following meeting number: 872 8639 2762
- If you do not have access to a computer or telephone and would like to take part in the meeting, please contact City Hall by Friday December 18 and arrangements will be made to facilitate your participation.

2. SANDY URBAN RENEWAL BOARD MEETING - 6:00 PM

- 2.1. **Facade Program Amendment: Permanent Outdoor Covered Structures Grant Program** 4 - 12
[Staff Report and Program Amendment Details](#)

3. CITY COUNCIL WORK SESSION - 6:30 PM

- 3.1. **Resiliency Action Plan** 13 - 24
[Staff Report and Draft Plan](#)

4. CITY COUNCIL REGULAR MEETING - 7:00 PM

5. PLEDGE OF ALLEGIANCE

6. ROLL CALL

7. CHANGES TO THE AGENDA

8. PUBLIC COMMENT

Please note: there will be opportunities to provide public comment on the Master Fee Schedule Update, and on the CM/GC findings, later in the meeting.

The Council welcomes your comments on any other matters at this time. Please see the instructions below:

- If you are participating online, click the "raise hand" button and wait to be recognized.
- If you are participating via telephone, dial *9 to "raise your hand" and wait to be recognized.

9. CONSENT AGENDA

- 9.1. **City Council Minutes** 25 - 34
[City Council - 07 Dec 2020 - Minutes](#)
- 9.2. **Transit Advisory Board Term Establishment; New Member Appointment** 35 - 36
[Staff Report](#)

10. RESOLUTIONS

- 10.1. **PUBLIC HEARING: Resolution 2020-26** 37 - 64
Master Fee Schedule Update
[Staff Report and Proposed Resolution](#)
[Testimony Received After Agenda Publication](#)
- 10.2. **PUBLIC HEARING: Resolution 2020-27** 65 - 79
Findings for Modified Construction Manager / General Contractor Project Delivery Method
[Staff Report and Proposed Resolution](#)

11. REPORT FROM THE CITY MANAGER

12. COMMITTEE /COUNCIL REPORTS

13. COUNCILOR RECOGNITION

- 13.1. **Recognition of Outgoing Council Members**
Councilor Hamblin; Councilor Lee; Councilor Shultz

14. STAFF UPDATES

- 14.1. [Monthly Reports](#)

15. ADJOURN

16. CITY COUNCIL EXECUTIVE SESSION

The Sandy City Council will meet in executive session pursuant to ORS 192.660(2)(e).



Staff Report

Meeting Date: December 21, 2020

From David Snider, Economic Development Manager
Facade Grant Amendment: Permanent Outdoor Covered Structures

SUBJECT: Grant Program

BACKGROUND:

In response to concerns raised by Mayor Pulliam and local business owners, staff has been working to design a City grant program to assist with the construction of outdoor covered structures for drinking and dining establishments and other businesses, such as fitness facilities in Sandy. Proliferating the concept of outdoor dining throughout Sandy has long been desired in this community, but the recent pandemic has given this idea new urgency in recent months as the state of Oregon has enacted strict regulations restricting certain business types.

The following information is a proposed framework for a City of Sandy grant program to assist local business owners with the design and construction of new, permanent outdoor structures designed to accommodate outdoor business operations.

The Permanent Outdoor Covered Structures Grant program as proposed would be similar to the existing Façade Improvement Program in many ways. This grant would cover the upfront cost of construction for businesses or commercial property owners for the design and construction of permanent outdoor covered structures, and auxiliary components, consistent with Sandy's municipal code and State Building Codes. The differences between this proposed program and the existing Façade Improvement Program are as follows:

1. This program will be specifically for permanent outdoor covered structures and their auxiliary components.
2. Design work provided by the City of Sandy may be used at no cost to the applicant. If the applicant desires to use their own design for the structure, the cost of that professional design work will be considered part of the project cost.
3. The City of Sandy will pay for all project costs up front. Applicants will enter a contract to pay the City of Sandy for 20 percent of total project costs in full within 30 days of invoice from the City -or- enter into an installment plan as agreed by the City Finance Director. This is consistent with the first tier of the Façade program, which reimburses 80 percent for the first \$5,000 spent – we would simply extend that rate out to the first \$100,000 of project costs and have the applicant reimburse the City for their portion of

the costs instead of the applicant paying the upfront expenses. Any costs incurred in excess of \$100,000 in project costs would be paid for in full by the applicant.

The City paying for all construction costs up front eliminates the need for applicants to access lines of credit to pursue projects through this program. The applicant would only be responsible for covering their 20 percent portion of the project expenses instead of financing the entirety of project costs themselves and waiting for reimbursement by the City as is standard with the existing Façade Improvement Program – a difficult prospect in this economic climate. Applicant cost repayment would be secured through the project contract via a lien on the applicant's property. If the applicant does not own their property, the property owner could secure this payment by agreeing to a lien on their property for the balance on behalf of the applicant, as the structure would become an improvement to their property upon project completion.

The following items are covered by this program:

1. Design work from a licensed architect or design professional.
2. Construction of a Sandy Style compliant structure with a minimum of four support posts, a permanent roof and stone wrapped support bases. Elements include:
 - a. Framing and trusses;
 - b. Roofing materials;
 - c. Gutters and downspouts;
 - d. Permanent electrical infrastructure and lighting;
 - e. Surface paints or stains [Paints must be in conformance with the approved Sandy Style color palette];
 - f. Application of stone wrapped bases;
 - g. Concrete work necessary to:
 - i. Reinforce support posts;
 - ii. Install slab surface; or
 - iii. Improve ADA accessibility to the covered area.
 - h. Stormwater detention and treatment, if necessary;

- i. Weatherproof seating and tables for the covered area;
- j. Heating devices as approved by the Sandy Fire Marshall and Building Official;
- k. Removable vinyl paneling for additional wind and weather resistance [Note: Current State of Oregon COVID regulations require 75 percent of any outdoor structure to remain open for outdoor seating structures – this eligible improvement is included to make these accessory structures more usable post-COVID-19 as regulations change.];
- l. Bollards as needed for safety.
- m. Other improvements as approved by the Development Services Director.

Regarding project management, there are two ways to approach projects through this proposed program – having City staff manage projects, or having the applicant manage projects. There are advantages and disadvantages to both methods. However, if the speed of project completion is an important metric for this program, staff recommends keeping management of the process in-house. City staff is familiar with all of the regulations and requirements involved, has established relationships with local contractors and has experience with managing small construction projects through the Façade and Tenant Improvement Programs.

As an example of a potential outcome of this program, the attached picture is of one of the covered structures recently completed by the City of Sandy intended to provide shelter at Bornstedt Park. Although designs may differ from applicant to applicant, a structure similar to the one pictured would easily meet the requirements for this program. This design was shown to multiple restaurant owners in Sandy recently as a potential outcome of this program and was well received.

BUDGETARY IMPACT:

As this program is a subsection of the existing Façade Improvement program, funding for this proposed program may be provided by the City of Sandy Urban Renewal Agency. Mr. Doughman has reviewed the general concepts behind this program and has advised that City grant assistance with constructing permanent structures as proposed would be a legal and proper urban renewal expense.

The vast majority of businesses eligible for this program (i.e. restaurants, breweries, wineries, bars, coffee shops, and fitness facilities) operate inside the Urban Renewal District. Available funding for this program for the handful of businesses outside of the Urban Renewal District will need to be determined, but a solution similar to the solution reached to fund the Tenant Improvement Program expansion to childcare businesses could be used.

Staff will also research future federal COVID-19 relief funding programs to determine whether it would be possible to use such funding to provide applicant loan forgiveness for part or all of their share of project costs.

RECOMMENDATION:

The Urban Renewal Board should make a motion to adopt the Permanent Outdoor Covered Structures Program per the attached guidelines.

SUGGESTED MOTION:

"I move that the Urban Renewal Board approve this amendment to the Facade Program creating the Permanent Outdoor Covered Structures Grant Program."

LIST OF ATTACHMENTS/EXHIBITS:

- Permanent Outdoor Seating Structures - Guidelines
- Bornstedt Park structure - picture

City of Sandy
Façade Improvement Grant Program
Permanent Outdoor Covered Structures Guidelines

I. Background

The Permanent Outdoor Covered Structures grant program is a subsection of the Façade Improvement Grant Program, a grant program offered by the City of Sandy Urban Renewal Agency. Additional outdoor seating in Sandy has been a desired amenity for many years – the current COVID-19 crisis adds urgency to this concept. This program has allocated matching grants for qualified projects to generally be awarded on a first come, first served basis.

II. Program Objectives

The purposes of the Permanent Outdoor Covered Structures Program are:

1. To help local business owners stay in operation during the COVID-19 crisis by helping to create spaces for outdoor dining.
2. To help local business owners create new permanent spaces for outdoor seating at restaurants, breweries, wineries, bars and coffee shops in Sandy.
3. To help other businesses, such as fitness facilities provide outdoor fitness options.
4. To remain consistent with the Façade Grant Program in improving the aesthetic appearance of the exterior façades of existing buildings and businesses in the Urban Renewal District.

III. Eligibility

The following persons are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Central Business District (C-1) and General Commercial (C-2) in the Urban Renewal District.
- Business owners or tenants of commercial buildings within the Central Business District (C-1) and General Commercial (C-2) in the Urban Renewal District, with property owner consent.

IV. Eligible Improvements

Funds may be used for creating new permanent outdoor covered structures in compliance with the Sandy Style Design Standards contained in the Sandy Development Code Chapter 17.90. For the purposes of this program, “permanent outdoor covered structure” is defined as a permanent, Sandy Style compliant accessory structure designed to provide cover for businesses. The following items are considered eligible expenses through this program:

1. Design work from a licensed architect or design professional. City-generated designs may be used at no cost to the applicant.
2. Construction of a Sandy Style compliant structure with a minimum of four support posts, a permanent roof with a 6:12 pitch and stone wrapped support bases. Eligible elements include:
 - a. Framing and trusses;
 - b. Roofing materials;
 - c. Gutters and downspouts;
 - d. Permanent electrical infrastructure and lighting;

- e. Surface paints or stains [*Paints must be in conformance with the approved Sandy Style color palette*];
- f. Application of stone wrapped bases;
- g. Concrete work necessary to:
 - i. Reinforce support posts;
 - ii. Install slab surface; or
 - iii. Improve ADA accessibility to the covered area.
- h. Stormwater detention and treatment, if necessary;
- i. Weatherproof seating and tables for the covered area;
- j. Heating devices as approved by the Sandy Fire Marshall and Building Official;
- k. Removable vinyl paneling for additional wind and weather resistance. [*Note: Current State of Oregon COVID regulations require 75 percent of any outdoor structure to remain open for outdoor seating structures – this improvement is included to make these accessory structures more usable post-COVID-19 as regulations change.*]
- l. Bollards as needed for safety.
- m. Other improvements as approved by the Development Services Director.

V. Financing

This grant program will pay for all project costs up front. City design work may be used at no cost to the applicant if desired. Upon completion of a project, applicant will be responsible for reimbursing the City for 20% of project costs – this may be paid in one of two ways:

- 1. In a lump sum within 30 days following invoice from the City.
- 2. An installment plan may be arranged with the City under terms determined by the City Finance Director.

Grants will be awarded as identified below. Projects will be awarded on a first come, first served basis. The maximum project cost for a single project is \$100,000.

Project Cost	Applicant Financial Responsibility
\$0 to \$100,000	Applicant will reimburse City 20% of the cost of construction upon project completion.

VI. Application Process

The application process includes the following steps:

- 1. Applicant to review Design Standards in Chapter 17.90 of the Sandy Development Code.
- 2. Applicant schedules a Grant Application Meeting with the Economic Development Manager to discuss proposed improvements.
- 3. Applicant submits a Grant Application with supporting documentation as outlined at the Grant Application Meeting.
- 4. Projects requiring Design Review as specified in Chapter 17.90 of the Sandy Development Code are required to complete the design review process prior to submittal of a Grant Application as determined necessary by the Development Services Director.

5. Applicants will be required to sign a contract stipulating that the applicant portion of project costs will be repaid in full and agree to a lien on their property to secure payment. If the applicant does not own the property, the property owner may agree to a lien on their property on the applicant's behalf.

VII. General Conditions

1. Approval of grant applications is contingent upon available funds.
2. All projects shall conform to the design standards of Chapter 17.90 of the Development Code, other applicable regulations in the Sandy Municipal Code, and the requirements of the Oregon State Building Codes.
3. Some projects will require Design Review approval prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the City.
5. All project contractors shall, where applicable, have a valid CCB license in the State of Oregon in good standing. The cost of any work requiring a CCB license that is not completed by a licensed contractor will be required to be paid by the applicant in full.
6. Project contractors not in possession of a current City of Sandy Business License shall obtain one prior to beginning project work and pay all applicable transit taxes.
7. Projects costing more than \$5,000 require submittal of a minimum of three bids.
8. Projects are required to be completed within one (1) year from the date of the grant approval or as otherwise specified in the grant agreement.
9. Contractors shall contact 811 (utility locates) prior to any excavation.
10. Additional conditions may be included with the grant approval.

VIII. Review Process

- A. Grant applications for projects with a total cost of \$50,000 or less are administratively reviewed and approved by the Development Services Director.
- B. Grant applications for projects with a total cost greater than \$50,000 or a request for an exception shall be reviewed and approved by the Grant Review Board.

IX. Review Criteria

All projects will be reviewed based on the following criteria:

- A. The structure meets Sandy Style and Building Code requirements.
- B. The proposal has a harmonious aesthetic appearance with the primary building.
- C. The proposal has a positive impact on the overall streetscape (if applicable).

X. Payment Procedure

Project payment will occur based on the following procedures:

- A. The project will be considered complete only after construction is complete and a city inspection has been conducted.
- B. Upon project completion, city staff should be contacted to conduct a site inspection.
- C. Only contractors with an active CCB license in good standing shall perform project work where licensure is required.

- D. Applicant portion of project costs (20% of project costs not including City generated design work) shall be paid to the City of Sandy within thirty (30) days following invoice from the City, unless an installment plan is entered into with the City Finance Director, in which case payment shall be made according to that installment plan.

XI. Grant Review Board

A Grant Review Board shall be established to review grant requests for projects greater than \$50,000 or for exceptions that are requested. The Grant Review Board shall include the following members: Three citizens (City Councilor, Planning Commissioner, and community member), Development Services Director, and Economic Development Manager.

If you have additional questions, please contact:

Economic Development Manager

David Snider

503-489-2157

dsnider@ci.sandy.or.us





Staff Report

Meeting Date: December 21, 2020
From: Jordan Wheeler, City Manager
SUBJECT: Resiliency Action Plan

BACKGROUND:

The City Council identified community resiliency as a policy goal during its goal setting meeting in January 2020. The specific objective was to "establish an ad hoc committee to begin discussing relevant policy ideas for an action plan for a resilient and green Sandy."

The Resiliency Action Plan Committee was led by Councilor Lee, and included substantial contributions from Councilor Smallwood, Emily Meharg (Development Services), Ryan Wood (Public Works), Chris Wilhelmi (Library), Shelley Denison (Development Services), Muna Rustam (Transit), and Renae Gregg (community member).

The draft plan produced by the committee is included in the agenda packet. The committee is proposing several possible next steps for the Council's consideration.

RECOMMENDATION:

Review the Resiliency Action Plan and consider the next steps proposed by the committee.

LIST OF ATTACHMENTS/EXHIBITS:

- Resiliency Action Plan Committee Memo to Council
- Resiliency Action Plan

December 15, 2020

City Manager Jordan Wheeler and Council Members,

Our committee has worked for several months on the draft Resiliency Plan for the City of Sandy provided under cover of this memorandum.

To address potential next steps in the process, we offer the following components:

1) *Acceptance of the draft of the Resiliency Plan*

Council determines acceptance of the draft or sends it back to the committee for revision.

2) *Council requests timelines and implementation*

Request staff to develop a process to implement the plan for internal city use.

3) *Continuing work with the Geo Institute city cohort*

Councilor Lee and staff member Emily Meharg have been participating in the Geo Institute as one of six cohort cities moving toward community involvement to develop broader external city plans. Emily is willing to continue as a member of the cohort, but support will be needed for next steps as the cohort process is designed to culminate in a broader community plan.

4) *Determine if a citywide task force should be established*

The draft submitted represents internal city guidance only and does not represent broad community input or identification of external needs or goals outside the city's own operations. Council could determine if a broader, more inclusive effort should be undertaken to incorporate the community as a whole. Given current staffing, it is likely a consultant will be required to develop next steps.

5) *Consideration of incorporating a city effort into the Clackamas County's "Climate Action Plan"*

Clackamas County's "Climate Action Plan" is underway with completion due in January 2022. A number of cities within the county will incorporate their local plan into the county's plan as a supplement when the county's plan is complete. Part of the driving factor for this effort is earlier discussion by the Oregon Legislature that state transportation funding may be prioritized to local governments with a climate action plan in place. Since the county plan will be more holistic, being a part of that plan may provide the city cover for that potential prioritization opportunity.

What other potential actions are underway affecting this proposal? The Oregon Department of Environmental Quality has established a Rules Advisory Committee (RAC) for a program entitled "Cap and Reduce." This program requires no additional legislative authorities but attempts to address reduction of emissions using current state authorities. The rulemaking begins in January and is to be completed at the end of

2021. It is not known at this time how that will affect cities or whether it will encompass a state funding prioritization or whether the legislature will take additional action after the rules are adopted.

Thank you for the opportunity for our committee to develop this draft plan for the council's consideration.

On behalf of our committee members:

Council:

Councilor Jan Lee

Councilor Laurie Smallwood

Staff Members:

Emily Meharg, Development Services

Ryan Wood, Public Works Department

Chris Wilhelmi, Library

Shelley Denison, Development Services

Muna Rustam, Transit

Community Member:

Renaë Gregg

SANDY RESILIENCY DRAFT ACTION PLAN

December 15, 2020

I. INTRODUCTION

Sandy's Resiliency Action Plan is a roadmap for the City's internal adaptation to reduce the impacts of external factors through catalyzing a range of strategic actions. Evolving climate and environmental impacts can create additional costs and need for mitigation. A recent baseline study of greenhouse gases for all of Clackamas County equates emissions per person to 9.1 units (metric tons of carbon dioxide equivalent – MT CO₂e) annually. Sandy's identified baseline greenhouse gas (GHG) emissions are the result of vehicle transportation, electricity, heating, consumption, and various land use practices. The study identifies 100,245 MT CO₂e of emissions annually equated to Sandy's population. That impact causes changes in agricultural productivity, increased infrastructure expenses, public health, and other losses that must be mitigated.

II. BACKGROUND CONTEXT

Clackamas County has approved services to develop the County's Climate Action Plan with a goal of being carbon neutral by 2050. The County's updated Performance Clackamas Strategic Plan encompasses their climate change action goal. In developing the plan, the County requisitioned a baseline community-wide greenhouse gas inventory, among other tools. That study has been used in this resiliency plan to establish potential baseline numbers at the local level. The County's action plan is scheduled to be completed in January 2022. Sandy's process parallels the county planning process and Sandy's plan could become a component of the County's plan, along with other cities within the County. In the 2019 legislative session a priority was placed on Department of Transportation funding, prioritizing the agency's funding programs with a priority for counties or communities with climate action plans in place. It is anticipated that this prioritization strategy could be a threshold in the future, so it is important to be prepared to meet that potential future requirement.

The Oregon Department of Environmental Quality (DEQ) will be developing rules in 2021 for their "Cap and Reduce" program, under existing state authorities. This program will result in adopted rules at the end of 2021 that will set standards for emissions reductions statewide and timelines for mitigation and adaptation strategies.

THREATS

Climate change poses a serious threat to the environment, including increased intensity of droughts, floods, heat waves, and wildfires. Below are some examples of environmental impacts we can expect to see at the local level.

Season Temperature Increases

A national climate control report indicated that by 2100 we can expect 22 days that exceed triple digits compared to an average of 1 day annually over the past 10 years in the Portland area.

Escalating Fire Danger

Oregon State University's Climate Change Research Institute's (OCCRI) analysis indicates that by 2040 the Pacific Northwest increase in acres burned will escalate to 400% - 500% of current acreage. In 2017 Oregon wildfires burned approximately 40,000 acres. A 500% increase would include loss of 230,000 acres. In 2020, almost one million acres were burned, vastly surpassing the 2040 estimate. The impact of air quality provides significant concern as experienced last year with the Eagle Creek fire along the Columbia River detouring a significant number of large trucks through Sandy that were unable to move along Interstate Highway I-84. In 2020 two forest fires near Sandy resulted in significant carbon emissions and the need for evacuations.

Water Resource Risks

The anticipated shift in precipitation that is already being experienced from a drop in snow melt runoff and rainfall in winter months could jeopardize water availability. With some of Sandy's water supply coming from the Bull Run area, fire risk is also of concern. Warmer weather also enhances the ability for the growth of algae blooms that were a health hazard during the summer of 2018, with potential to escalate in the future.

Flood Risk

Three-quarters of Clackamas County residents were impacted by flooding in 1996. One-third of all FEMA (Federal Emergency Management Agency) National Flood Emergency Program claims filed in Oregon that year were filed in Clackamas County.

GREENHOUSE GAS EMISSIONS

Carbon emissions, known as greenhouse gas emissions, are the primary drivers of climate change.

Quantification of GHGs

How are emissions measured? A common methodology reports emission as "metric tons of carbon dioxide equivalent" (MT CO₂e). GHG emissions include six gases: carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride). To simplify reporting, all other gases are measured equivalent to carbon dioxide. This conversion is done by measuring the global warming potential for each gas, and then expressing this as the amount of carbon dioxide that would generate the same level of warming. MT CO₂e and carbon footprint are used as shorthand for all GHGs in the inventory completed by Clackamas County's consultant and submitted to the Commission in May 2020, resulting from baseline measurements derived in 2018. This report becomes the baseline of GHG measurement for the county.

The report extrapolates numbers for each city within the county by using 9.1 emissions per capita annually. The study determined that the approximate baseline number for Sandy would be 100,242 units (10,990 persons @ 9.1 per capita), compared to 3,795,112 units for the entire county. (Note: By using the study as a basis, we can determine the units of GHG for each of a number of categories of emissions).

Breakdown of GHGs by Sector

There is a chart in the County's recent study that breaks down all emissions by sector and sub-sector. They are divided by local sector and market-based sector. Market based sector is imported GHGs that occur from purchased external produced products, air travel and other units. They are not incorporated into the base numbers below.

Local baseline per capita from county study:

Building/Energy: 52%
Transportation: 38%
Industrial/Refrigerants: 5%
Ag/Forest/Land Use: 3%
Waste Disposal: 2%

Carbon Footprint A "carbon footprint" is the amount of greenhouse gas emissions within a geographic area.

What makes up greenhouse gas (GHG) emissions locally?

- Combustion of natural gas and electricity use in city buildings
- Gasoline and diesel combustion in city vehicles
- Solid waste treatment
- Treatment of water and wastewater resources
- Refrigerant loss from buildings and vehicles
- Transportation emissions from city owned vehicles
- Refrigerant loss from building cooling systems and city owned vehicles
- Lack of effective weatherization of buildings

III. ACTIONS FOR GOAL SETTING

The City of Sandy's Resiliency Action Plan will promote internal citywide collaboration, providing the basis for council decision-making to advance goals and policies that promote successful adaption to external impacts through:

- Promotion of sustainable development
- Reduction of energy consumption
- Prioritization of renewable energy
- Infrastructure planning for city buildings and facilities
- Reduction of the city's greenhouse gas footprint
- Protection of natural lands and resources
- Incorporation of resiliency planning in emergency plans and procedures
- Education of staff and council in awareness of climate change
- Consideration of resiliency planning in budgetary actions and staffing
- Collaboration among city departments for actions, planning, monitoring and progress reporting

- Production of an annual sustainability report reflecting goals and progress, tracking of financial impact

IV. EXISTING POLICIES AND ACTIONS

The City of Sandy already has some resiliency strategies in place. Some of these strategies are only being implemented by one department or one building but could be expanded citywide.

POLICIES AND ACTIONS IN PLACE WITHIN SOME CITY DEPARTMENTS

What programs are already in place that meet goals one would include in a resilience plan?

- Solar on the library building
- Ongoing study of alternatives for reclaiming water related to wastewater treatment
- Adoption of the transit program plan to maximize routing to reduce GHG
- Updated flood management plan
- Existing tree policy in the process of being updated
- Stormwater management plan incorporated into wastewater planning
- Pleasant street “walkable” commercial center plan
- Hosting “repair fairs” annually as supported by the library
- Development of Sandy Net, which provides business access with lower travel needs
- Provision offered by the Transit Department to employees for a 24-trip bus pass monthly or as needed to encourage public transit
- Operations Center use of recycled water for bus washing for transit and other needs for Public Works

ACTIONS IMPLEMENTED BY SOME CITY DEPARTMENTS THAT COULD BE EXPANDED CITYWIDE

Perhaps citywide guidelines should be created and implemented as the budget allows.

- Plan for donations and recycling (currently addressed by Library)
- Storage and recycling of fluorescent tubes and CFL bulbs
- Use of native drought resistance landscaping, permeable paving and swales (at Ops and Transit now)
- Filtered tap water provided instead of bottled water (Library and other departments)
- Interior lighting dimmed or turned off when rooms are not in use and non-emergency lights turned off at night
- Window film, blinds, and fans in place in the summer to reduce AC load
- Electronics donated or recycled properly
- Use of centralized printers where feasible in several departments
- Reusable dishware where dishware or utensils are used in Transit and some other areas
- Recycle all packaging and shipping materials
- Install high-efficiency hand dryers in restrooms other than paper towels (after COVID)
- Using modular tiles or carpet squares for flooring so damaged areas can be replaced as needed (Ops, Transit, Library)

- Offering paperless options for receipts
- Setting computers and peripheral equipment to “sleep” after 15 minutes; turned off at night
- Regular maintenance of HVAC filters
- Occupancy sensors or timers used for lighting in several departments
- Enhanced use of teleconference systems and technologies to avoid travel
- Make bike parking racks and lockers available to staff to encourage biking
- Safe storage and recycling of potentially hazardous products
- Setting up printers to make duplex printing (back-to-back) on used paper the default
- Recondition all faucets to not leak; install aerators
- Replacement of power strips with “smart” power strips at workstations where there are 3 or more peripherals (monitor, printer, speaker, etc.)
- Reduction of paper submittals when possible
- Elimination of hard copy pre-apps where possible, replacing with electronic copies
- Progressive replacement of existing windows with energy efficient windows
- Removal of space heaters
- Building plumbing updates
- Conversion of hand-read meters
- Update of fleet maintenance program with ever-changing emission standards
- Further expansion of operation and maintenance schedule to reduce equipment wear
- Eventual replacement of gas trimmers and blowers with electric-powered models
- Water heater setting adjusted to 120 degrees

V. RECOMMENDATIONS

In addition to expanding resiliency actions citywide, there are many additional actions and policies that the City could undertake to increase climate resiliency. The recommendations below fall into eight target areas: transportation, materials/waste, energy, natural resource protection, emergency preparedness/hazards, community development, education, city buildings/infrastructure.

ACTION AREA	RECOMMENDATIONS
Transportation	<ul style="list-style-type: none"> • Develop a fleet procurement policy to add hybrid and electric vehicles as budget allows for city use and transit operations • Reduce fuel consumption • Install EV (electric vehicle) charging stations in city locations, parking lots and commercial sectors • Convert diesel-powered heavy fleet vehicles to low carbon fuels • Continue to expand the Transportation Management Agency concept with other area transit partners
Materials/ Waste	<ul style="list-style-type: none"> • Use mulch and composting in landscaping • Develop a citywide recycling program that includes compost bins, storage for Styrofoam prior to recycling, hazardous waste, used batteries and plastics • Promote reuse and repair over new purchases when feasible • Expand the library’s “library of things” to reduce consumption

	<ul style="list-style-type: none"> • Adopt environmentally preferable purchasing (EPP) guidelines for the city, including purchase of recycled or energy efficient products • Follow research conducted by EPA's West Coast Forum on Climate Change and Materials Management • Provide compost and recycle bins at all locations, clearly labeled as to paper and other types of recyclables • Include sustainability in procurement bids • Specify third-party certified green cleaners in janitorial contracts or staff use
Energy	<ul style="list-style-type: none"> • Reduce overall energy consumption • Implement renewable energy, such as through the use of solar panels on city buildings or through utility purchasing of offsets • Determine feasibility of hydropower capability in water and wastewater pipes • Complete citywide lighting efficiency and LED smart lights • Provide backup storage for weather events with solar, battery storage and other micro-grid resilience opportunities • Replace appliances with Energy Star label appliances • Switch from natural gas or propane heat to electric heat pumps • Support updating of energy efficiency standards in Oregon's building codes • Work with Energy Trust to assess solar potential on city buildings • Perform energy audit on city buildings (PGE or Energy Trust) • Consider purchasing electricity from local solar farms or through Oregon Community Solar Program
Natural Resource Protection	<ul style="list-style-type: none"> • Promote carbon sequestration on natural and working lands • Sustain and enhance tree canopies, update city's tree program • Analyze and reduce risk to water resource supplies from changes in runoff and precipitation • Enhance savings of water losses and discharges through pipe and system repairs • Review intergovernmental water agreements • Develop a water reuse program citywide • Require landscaping to be native and drought tolerant • Incorporate swales and permeable paving • Provide toilets and urinals that are "Water Sense" rated • Develop a drought management plan for water supply • Develop a sustainable maintenance program for City-owned open space/natural areas
Emergency Preparedness/ Hazards	<ul style="list-style-type: none"> • Reduce wildfire risk from transitory lands adjoining the City • Incorporate resiliency strategies into the City's emergency plan for flood, earthquake, landslide, and other potential hazards • Update emergency management plan to incorporate GHG reduction strategies

	<ul style="list-style-type: none"> • Remove some of the combustible materials littering the Tickle Creek Trail, but not the nurse logs and snags necessary to stream health • Include fire risk concerns in the Parks Master Plan • Consider fire retardant roofing for residences & commercial bldgs. • Develop a guidance program for the preferable use of alternative invasive species removal options to avoid hazardous waste and enhance community health • Coordinate with Clackamas County Disaster Recovery Management Structure Plan establishing a resiliency trajectory
Community Development	<ul style="list-style-type: none"> • Promote energy efficient building codes • Integrate GHG strategies into the comprehensive plan update • Promote permeable areas in future developments to encourage stormwater infiltration • Implement “electric vehicle ready” zoning regulations for commercial buildings/multifamily housing units; incentivize upgrades for existing units • Seek opportunities to incorporate resilient and sustainable strategies into relevant city codes • Encourage tree plantings in development of new buildings to provide shade and reduce cooling costs, reduce energy consumption, provide noise mitigation, and enhance air quality • Require energy performance benchmarking (Energy Usage Index – EUI) for new commercial buildings • Support energy efficiency upgrades to existing buildings • Require planting native trees that offer high rates of carbon sequestration as part of the tree ordinance • Create walkable neighborhoods and commercial sectors in planning to reduce vehicle emissions • Define economic development opportunities that can occur from reducing climate impacts • Incorporate more green building practices into the Sandy Style • Consider expansion of riparian buffers in flood and slope hazard zones • Require green infrastructure (swales, rain gardens, permeable paving, green roofs) in new developments where practicable
Education	<ul style="list-style-type: none"> • Educate council and staff through participation in <i>Strategic Energy Management</i> best practices for governments provided by Energy Trust of Oregon • Provide a training packet to new employees • Do a check in with all employees once a year on best practices to meet the resiliency plan • Gather employee feedback on resiliency practices and policies
City Buildings/ Infrastructure	<ul style="list-style-type: none"> • Strive toward net zero building energy by reducing or offsetting greenhouse gas emissions

	<ul style="list-style-type: none"> • Reduce the use of natural gas in heating and operations • Implement upgrades to HVAC, lighting, and operational facilities with more efficient systems when replacement is scheduled • Audit weatherization of buildings and determine upgrades needed • Choose “cool” or lighter color or reflective roofs when re-roofing • Use mulch and composting in city landscaping • Continue to expand Sandy Net to reduce travel impacts • Provide programmable thermostats in all buildings
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In addition to the above recommendations, the City may want to review other policies and programs being implemented at the federal, state, and county levels to include in the range of tools available to reduce emissions.

POLICIES AND PROGRAMS TO CONSIDER

- Energy Trust of Oregon: Strategic Energy Management (SEM), energy management best practices for governments
- Montreal Protocol on Refrigerants to reduce the climate warming intensity of leaking gases
- Federal Vehicle Corporate Average Fleet Economy (CAFÉ) standards to reduce car, truck, and bus emissions
- Governor’s Executive Order 20-04 on reduction of greenhouse gases and the reports generated by each of 16 agencies to comply
- Northwest Natural’s “Smart Energy Program” which purchases carbon offsets for the use of gas
- Portland General Electric’s “Green Source” program and “Electric Avenue” charging station program
- City of Portland commercial and residential building energy score program
- Clackamas County’s “Sustainability and Solid Waste Program”
- Annual Carbon Sequestration Rates for Common Urban Trees
- EPA’s guidelines - West Coast Forum on Climate Change and Materials Management

VI. IMPLEMENTATION STRATEGY/ACTION PLAN

Once the City determines which recommendations it wants to implement, an implementation strategy will need to be developed. In determining priorities and timeline, Council should consider the following.

Action Plan Outcomes

- Translate recommendations and strategies into meaningful action
- Leverage existing efforts to build upon the city’s current baseline
- Develop policies and guidelines to implement selected programs
- Set action targets for implementation
- Analyze the cost and benefits of actions or lack of action
- Establish a process to monitor action results
- Recognize and adapt to new technologies
- Monitor, report, and update plan on a regular basis

VII. NEXT STEPS

The next step for Council will be to determine which policies/actions Council would like to see implemented citywide, identify specific recommendations Council would like to prioritize and begin implementing in the next biennium, and developing an implementation plan to achieve those goals.

For the Council's consideration

- Define tasks and timelines specific to city actions and develop an implementation plan
- Develop a citywide working group to expand the plan
- Integrate within the county's Climate Action Plan in early 2022
- Consider DEQ's "Cap and Reduce" rules applicable in 2022

VIII. GLOSSARY OF TERMS

Carbon Footprint

Carbon footprint is the total greenhouse gas emissions within a specified geographic area.

Carbon Neutrality

"Carbon neutral" means offsetting or sequestering as much carbon as emitted. The United Nations Intergovernmental Panel on Climate Change (IPCC) indicates to avoid devastating impacts, we must aim to be "carbon neutral" by 2050. Clackamas County has established 2050 as the goal for the County becoming carbon neutral. To become "carbon neutral" reductions or offsets in carbon emissions from municipal buildings, vehicles, and community production, among other sources, would need to be targeted.

No Net Emissions or Net Zero Emissions

No net emissions means the community emits no more greenhouse gases than the community consumes. This can be accomplished by reduction of GHG or by purchasing offsets.

Sequestration

Sequestration is the removal and long-term storage of greenhouse gases from the atmosphere. Carbon sequestration includes natural methods allowing carbon storage. The Oregon Global Warming Commission and the Oregon Department of Agriculture are addressing sequestration opportunities from agricultural and forest lands and the potential of incentives for GHG reduction. Technological advancements also provide opportunities.

IX. RESOURCE DOCUMENTS

There are about 20 documents relative to the above draft from county, state, and other climate report sources, that can be listed as a bibliography in a final report.



MINUTES
City Council Meeting
Monday, December 7, 2020 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:

STAFF PRESENT: Jordan Wheeler, City Manager, Jeff Aprati, City Recorder, David Doughman, City Attorney, Tanya Richardson, Community Services Director, Greg Brewster, IT/SandyNet Director, Ernie Roberts, Police Chief, Tyler Deems, Deputy City Manager / Finance Director, and Kelly O'Neill, Development Services Director

MEDIA PRESENT: Sandy Post

1. MEETING FORMAT NOTE

The City Council conducted this meeting electronically using the Zoom video conference platform. A recording of the meeting is available on the City's YouTube channel:
https://www.youtube.com/channel/UCbYEclgC6VW_mV2UJGvYfg

2. CITY COUNCIL WORK SESSION - 6:00 PM

2.1. Community Campus Check-In

Staff Report - 0347

The **City Manager** introduced the topic of possible demolition of the front area buildings of the old middle school, which was discussed by the Council in spring 2020. Staff have solicited proposals from contractors to assist; utility interconnectedness and hazardous materials present challenges with this work. Moving forward with these initial steps could show progress toward developing the site. He also mentioned the Parks Master Plan, which has provided community input on initial park improvements that could be included on the campus. Staff are seeking Council feedback on whether to continue with demolition efforts, and whether initial park improvements should be pursued, potentially with urban renewal funds.

Councilor Lee stated that it is difficult to make decisions about park

improvements without cost estimates.

Councilor Smallwood agreed. She added that demolition decisions will impact the area potentially available for parking and other facilities, thus increasing the importance of determining a path forward on the aquatic center.

Councilor Exner stated the pool continues to have community support, and that the gym building could have significant value. He supported incorporating the Councilors-elect into the decision-making process.

Councilor-elect Kathleen Walker stated that cost estimates for many potential park facilities should be available in the near future.

Mayor Pulliam stressed the importance of considering the input and views of the Councilors-elect, who may not have had time to consider all the site studies and reports that have been developed. He indicated that demolition of the old middle school buildings (which he indicated have significant safety concerns) could be considered as a separate decision from any determinations made about the aquatic center.

Council President Jeremy Pietzold indicated support for proceeding with demolition of the Cedar Ridge building, which he indicated would need to be done regardless of what decision is made about the pool. He stressed the importance of providing more indoor gym space.

Councilor Exner stated that a flexible and financially realistic strategy needs to be developed. He raised recent efforts by the City of Madras as a possible example.

Councilor Smallwood stressed the importance of being able to maintain whatever facilities are developed.

The **City Manager** agreed, and sought the Council's direction on whether the middle school building demolition should move forward.

Councilor Lee asked whether an outdoor basketball court could be provided temporarily.

Councilor Shultz indicated support for moving forward with a plan for the campus, potentially starting with minor park improvements to begin showing progress.

Councilor-elect Don Hokanson stated that the City's most recent public survey did not focus on support for the pool; deciding on the future of the pool is critical to the overall direction of the campus. He stated that community support for the pool is substantial. He questioned the quality of the previous Opsis study, and suggested further consideration and analysis before moving forward with any demolition. He indicated support for waiting until the new councilors are seated before moving forward.

Councilor Smallwood asked whether savings could potentially be realized by performing all demolition at the same time.

Council President Pietzold agreed with the questions raised about the Opsis report, and stated support for touring the buildings with the Councilors-elect. **Mayor Pulliam** agreed.

Councilor-elect Kathleen Walker stated support for waiting to move forward until more information, including the Parks Master Plan cost estimates, is available.

Councilor-elect Richard Sheldon agreed that touring the buildings in person and waiting for the Councilors-elect to be seated before moving forward would be preferable.

Mayor Pulliam agreed, and asked staff to compile past Community Campus information, reports, and materials for the benefit of the Councilors-elect.

Councilor-elect Don Hokanson suggested creating a pool advisory committee to developing options for the future of the aquatic center, including ways to make it cost-effective. **Mayor Pulliam** agreed, and suggested the committee should have a Council liaison.

Council President Pietzold concurred on creating a pool advisory committee. **Councilor Exner** concurred as well, adding that committee members should have a variety of professional skills and experience to contribute.

Councilor Smallwood advocated for timelines being established to ensure that funds are not wasted maintaining buildings that are not going to be used.

Councilor Lee mentioned an individual involved in the Madras pool effort who could be an asset to the advisory committee.

3. CITY COUNCIL REGULAR MEETING - 7:00 PM

4. Pledge of Allegiance

5. Roll Call

6. Changes to the Agenda

7. Public Comment

None

8. Consent Agenda

8.1. City Council Minutes

Council Meeting - 16 Nov 2020

Council Meeting - 30 Nov 2020

Moved by Carl Exner, seconded by John Hamblin

Adopt the Consent Agenda

CARRIED. 6-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie Smallwood, Jan Lee, and Carl Exner

Abstained: Bethany Shultz

9. Ordinances

9.1. Ordinance 2020-25

Land Use File No. 19-050 - Bull Run Terrace

Staff Report - 0348

The **Development Services Director** and **City Attorney** summarized the staff report, the additional email correspondence received by the Council near the end of the public hearing on December 7, and the final written argument from the applicant. He also indicated that the additional unit calculation, requested by Council and performed by staff during the hearing on December 7, produced an erroneous estimate; the actual number of additional units that would be allowed under the proposed zoning change is between 35 and 40, plus an unknown number of units within the commercial area.

Councilor Shultz indicated she would abstain from the matter because she was not present for the November 30 public hearing.

Ex Parte Contacts:

Mayor Pulliam indicated he had a brief interchange on social media with **Councilor-elect Walker**, but their comments were not related to Bull Run Terrace.

Challenges to the Hearing Body: none

Council Discussion:

Councilor Exner asked staff about the accuracy of the revised unit estimate. The **Development Services Director** stated that it is impossible to perfectly calculate density without an actual plat map to consider (given right-of-way impacts, etc.), but he expressed confidence in the 35-40 additional unit estimate, excluding an unknown number of units in the commercial area. He stated that the trip cap would provide some limitation on the number of units developed in the commercial area.

Mayor Pulliam expressed concerns about the proposal related to traffic and wastewater system impacts, though he did acknowledge that the project would accomplish several long-standing policy goals. He noted that the Council has discretion in deciding this matter.

Councilor Exner stated concern about the revised additional unit calculation and anticipated impacts on traffic and city facilities.

*****Mayor Pulliam** asked whether anyone would like to call for a second reading of Ordinance 2020-25; **Councilor Smallwood** called for the second reading, which was performed by the **City Recorder**. The second reading was not approved (motion and vote details below).***

The **City Attorney** explained that given the failure of the approval motion, the Council could either discuss the matter further, or the city could move forward with denial of the application.

Council President Pietzold expressed reluctance regarding the revised additional unit calculation. He pointed to the importance of deciding in the long-term interest of the community. He cited the potential importance of accomplishing long-standing goals such as park development and connecting Dubarko, but expressed openness to changing his vote.

Councilor Smallwood indicated the increased number of units caused her to vote no, given traffic impacts and street parking impacts on the relatively narrow streets.

Councilor Exner stated his opposition to changing the zoning, but indicated he could support a development proposal within the existing zoning.

Councilor Lee expressed support for adding more affordable housing units.
Councilor Hamblin concurred.

Another vote on the second reading of Ordinance 2020-25 was held at this point; the second reading was not approved (motion and vote details below).

Moved by Laurie Smallwood, seconded by Jan Lee

Staff Report - 0348

Approval of the second reading of Ordinance 2020-25.

DEFEATED. 3-3

Ayes: Jeremy Pietzold, John Hamblin, and Jan Lee

Nays: Stan Pulliam, Laurie Smallwood, and Carl Exner

Abstained: Bethany Shultz

Moved by Carl Exner, seconded by John Hamblin

Approval of the second reading of Ordinance 2020-25.

DEFEATED. 2-4

Ayes: John Hamblin and Jan Lee

Nays: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood, and
Carl Exner

Abstained: Bethany Shultz

10. Resolutions

10.1. **Resolution 2020-26**

Master Fee Schedule Update

Staff Report - 0346

The **Finance Director** summarized the staff report, and indicated that the Council had considered the proposed changes to fees and charges at their work session on November 16th.

Councilor Exner asked whether the proposed implementation timeline of the wastewater changes would make sense logistically, and indicated that rate payers would benefit from as late an implementation date as possible.

Council President Pietzold praised the incremental, phased approach to the proposed rate changes.

Mayor Pulliam encouraged staff to proactively notify customers, particularly large commercial entities.

The **Finance Director** indicated that proposed changes to building fees would have to be formally approved at a future meeting due to regulatory requirements.

The **City Attorney** suggested that an opportunity should be provided at this time for public testimony on the proposed fee changes. **Mayor Pulliam** stated that staff should be procedurally prepared in advance of meetings. He asked the **City Recorder** to invite any public testimony; none was heard.

Mayor Pulliam expressed frustration that the City may not have followed proper public outreach procedures concerning the proposed fee changes.

The **City Manager** agreed on the importance of public comment, and suggested that this issue could be revisited on December 21 following further public outreach.

The **City Attorney** stated that the City had fulfilled any legal requirements and that the changes could be adopted during this meeting; his previous advice was offered out of an abundance of caution.

The consensus of the Council was to further advertise these proposed fee and charge adjustments, and to postpone this agenda item to the Council meeting on December 21, 2020, during which public testimony on the matter will be heard.

11. New Business

11.1. **Planning Commission Appointments**

Staff Report - 0344

The Development Services Director indicated that terms are expiring for Commissioners Logan and Mobley. Applications were solicited from interested individuals, and interviews were conducted by a panel consisting of **Mayor Pulliam, Council President Pietzold, Councilor Lee, and Chair Crosby**. Commissioner Mayton and Mr. Steven Hook were recommended by the panel for appointment.

Moved by Carl Exner, seconded by John Hamblin

Staff Report - 0344

Appoint Steven Hook and Christopher Mayton to Planning Commission Seats 5 and 6, respectively.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

12. **Report from the City Manager**

The **City Manager** noted the free flu shot clinic and COVID-19 testing being provided at Sandy High School December 9 and 12. 29 business relief grants have been awarded and will be distributed in the near future. The holiday tree lighting was a success. Large utility consumers were notified about the proposed rate increases. Letters were sent to the relevant property owners on the 362nd / Bell project with the alignment alternatives.

13. **Committee /Council Reports**

Councilor Shultz: thanked the Mayor and staff for the tree lighting event.

Councilor Exner: also praised the tree lighting event. Mentioned the second round of business relief grants; stated that businesses are appreciative of the assistance. Expressed anticipation for restarting the Arts Commission.

Councilor Lee: also praised the business grant program. Mentioned the County's business service centers, one of which is in Sandy and will be managed by Khrys Jones. Stated the the Resilience Committee has completed their report, which they hope to share at the next Council meeting. Stated she was appointed by Oregon DEQ to serve on a rules advisory committee regarding greenhouse gas emissions.

Councilor Hamblin: none

Councilor Smallwood: asked staff about options for addressing challenges related to homelessness in the community. Pointed to an increase in the number of encampments in the city, increased garbage, and possible safety hazards. The **City Manager** indicated staff are aware of the situation and are addressing it, though there are certain legal restrictions to be considered. The **Police Chief** stated he is aware of the increase, and that it is impacting the department's workload and adding to strain on resources. **Mayor Pulliam** asked about opportunities for citizen assistance in cleaning up camps; staff responded that there are opportunities to assist, though safety measures need to be taken. **Councilor Smallwood** asked staff to explore possible code changes or other actions that could be taken to address the situation; perhaps measures that other cities have used successfully. **Mayor Pulliam** concurred. The **City Attorney** stated that it is possible that case law regarding the City's enforcement options may be changing, depending on the outcome of a pending U.S. Supreme Court appeal.

Council President Pietzold: praised the business relief grant program, and noted the success of the recent Planning Commission interviews.

Mayor Pulliam: thanked everyone who organized the tree lighting, stating that it demonstrates the innovation and resiliency of the community. Mentioned upcoming goal priorities, including a Comprehensive Plan update, a plan for the Community Campus, and focus on Sandy's main street. Asked the Council whether there is support for exploring options to assist with temporary outdoor seating. The Council indicated its support for discussing such options, and for convening an Urban Renewal Board meeting on December 21. He recognized the anniversary of the Pearl Harbor attack, as well as the 8th birthday of his daughter, Olivia Pulliam.

14. Staff updates

14.1. [Monthly Reports](#)

15. Adjourn

16. CITY COUNCIL EXECUTIVE SESSION

The City Council met in executive session pursuant to ORS 192.660(2)(f) and (2)(h).

Mayor, Stan Pulliam

City Council
December 7, 2020

City Recorder, Jeff Aprati

Draft



Staff Report

Meeting Date: December 21, 2020

From Andi Howell, Transit Director

SUBJECT: Transit Advisory Board Term Establishment; New Appointment

BACKGROUND:

Continuing the City's ongoing effort to institute clear procedures and parameters for advisory boards and commissions, staff is now recommending that the Council establish formal terms for the seven seats on the Transit Advisory Board. Currently this body operates without specific terms for its members.

As with Sandy's other boards and commissions, staff proposes four year terms with two staggered cohorts. The terms outlined below would coincide with those of the Library Advisory Board. (In contrast, the seat cohorts for the Planning Commission and Parks & Trails Advisory Board turn over at the end of 2020 and 2021).

Proposed Transit Advisory Board Terms

Seat Number	Current Member	Term Beginning	Term Ending
1	Joseph Lowe	01/01/2019	12/31/2022
2	Lea Topliff	01/01/2019	12/31/2022
3	Roxy Lowe	01/01/2019	12/31/2022
4	Heather Michet	01/01/2020	12/31/2023
5	Berenice Tynan	01/01/2020	12/31/2023
6	(vacant)	01/01/2020	12/31/2023
7	(vacant)	01/01/2020	12/31/2023

Appointment to Fill Transit Advisory Board Vacancy

Proposed Board Member: Khris Alexander

Khris is a Sandy resident with a desire to be involved in his community. He has held positions on the Sandy Youth Football Board for 6 years and is currently their website and concessions designee. Khris has driven for TriMet for 19 years and has recently been promoted as a road supervisor. He brings a wealth of knowledge and experience from an operator perspective, which has been missing from the Transit Board for several years. The Transit Department is happy to recommend Khris for seat 6 of the Transit Advisory Board.

RECOMMENDATION:

Establish seat terms for the Transit Advisory Board as proposed in the staff report, and appoint Khris Alexander to Seat 6.

SUGGESTED MOTION:

"I move to establish seat terms for the Transit Advisory Board as proposed in the staff report, and appoint Khris Alexander to Seat 6."



Staff Report

Meeting Date: December 21, 2020

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: Master Fee Schedule Update

BACKGROUND:

All fees that the City of Sandy charges are adopted via resolution and included on the Master Fee Schedule. In 2019 staff began proposing fee adjustments to the Council on a more consistent and regular schedule. This enables us to implement smaller increases under this model, in lieu of large increases after years of making no updates. Attached you will find a summary of all proposed changes. At the [November 16, 2020 Work Session](#), Staff presented Council with the proposed increases. Additionally, a work session was held regarding the updated rate models for the water and wastewater rates and the funding plan for the ongoing wastewater system improvements project.

The fee increases were presented for adoption at the [December 7, 2020 Council Meeting](#). At that time, the Council expressed its desire for additional advertisement of the proposed changes to provide for more opportunity for public input. To facilitate that, the Council moved the agenda item out two weeks to the December 21, 2020 meeting. Since then, staff notified the community of the proposed rate increases via social media and advertised the opportunity to testify at this meeting. The proposed rate increases and the opportunity to comment had already been included in the November Sandy Source Newsletter, November Water Bill Newsletter, and the recent letters to the top 100 utility users.

The **proposed effective date** of the changes is listed below, with additional information on each item:

- **Miscellaneous Charges** (effective January 1, 2021)
 - *Business License Renewal Late Fee* - Increasing the amount to encourage timely payment.
 - *Maps & Comprehensive Plan* - Increasing the amount to more closely reflect the actual cost of these items.
 - *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** (effective January 1, 2021)

- As previously adopted by Council, all Planning charges are to be increased annually by CPI or 2%, whichever is greater. The CPI for the prior twelve month period, as identified by the CPI-W Western Region B/C (the same CPI we use to determine cost of living adjustments and other increases), was 1.6%. These charges will be increased by 2% to keep up with the overall cost of providing these services.
- **Building Charges** (Spring 2021, finalized at a later date)
 - Updating various fees to either reflect the actual cost of the service (inspections, for example) or to be more in line with other agencies in our general area charge for similar services. It has been a number of years since any of these charges have been reviewed or updated.
- **System Development Charges** (effective February 1, 2021)
 - *Water & Transportation* - The proposed rate increase is based on the Engineering News Record Construction Cost Index (ENR-CCI) for Seattle, which shows an increase of 6.1% since our last update in May 2019. This is the same unit of measurement that has been used in the past.
 - *Sewer* - Similar to the above referenced changes, the proposed rate increase is based on the ENR-CCI, which has increased 5.5% since the last rate increase in October 2019.
- **Public Works Charges** (effective January 1, 2021)
 - Remove the "Initial Read" and "Meter Re-Read" fees. The new software that is used with the AMR meters makes obtaining a current meter read extremely easy and no longer requires a Utility Worker to physically go to the address to read the meter.
- **Water Rates** (effective with January 2021 billing)
 - Increase all rates (base fee, meter fee, and volume charge) by 13% as indicated in our rate model. This is required to keep up with new debt service and maintain fund balances at the required level. Detailed information on this was provided at the [November 16th Work Session](#).
- **Sewer Rates** (effective with January 2021 billing)
 - Increase rates by 13% as indicated in our rate model to keep up with debt service and coverage requirements, as well as maintaining adequate cash reserves to pay for the cash-funded portion of mandated capital improvements at our wastewater treatment facility. Detailed information on this was provided at the [November 16th Work Session](#).
- **Library Fees** (effective January 1, 2021)
 - Add Library of Things items to the fee schedule, as they were previously not listed.

At the previous meeting, Council had asked a few questions regarding delaying the implementation of some of these increases. While a definitive answer cannot be provided for the loss of SDC revenue with delaying implementation, staff can assume that the amount is nominal. However, a delay in increasing the water and sewer rates equates a negative impact to revenue by approximately \$17,000 for water and \$34,000 for sewer charges per month. Due to the underlying reasons as to why water and sewer rate increases are necessary, staff does not recommend delaying these rate increase.

Attached to Resolution 2020-26 you will find the updated Master Fee Schedule, which includes a line-by-line listing of all fees. Please note that the effective date on these proposed increases differs due to the implementation timeline required. For example, utility rate increases coincide with the start of a new billing period. Additionally, it takes time for the State to update our fees within the Accela software that we currently use in the Development Services department.

All items listed above are reflected in the attached Master Fee Schedule, with the exception of the building charges. These will need to be adopted at a future meeting, likely in January, to meet the Oregon Building Code Division noticing requirements 45 days before any changes are adopted).

RECOMMENDATION:

Staff recommends Council take public comment regarding the proposed fee increase, and if desired, make a motion to approve Resolution 2020-26: a Resolution Adopting Changes to the Master Fee Schedule.

SUGGESTED MOTION:

"I move to approve Resolution 2020-26."

LIST OF ATTACHMENTS/EXHIBITS:

- Resolution 2020-26 (with proposed fee changes attached)



NO. 2020-26

A RESOLUTION ADOPTING CHANGES TO THE MASTER FEE SCHEDULE

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

Whereas, adjustments to fees and charges are necessary to reflect the current costs of service delivery; and

Whereas, the City Council has reviewed the proposed changes;

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

1. The Master Fee Schedule is amended as shown in Exhibit A.
2. These changes shall become effective as identified in Exhibit B.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 21 day of December 2020

Stan Pulliam, Mayor

ATTEST:

Jeff Aprati, City Recorder

#2020-26

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	\$39.00	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 Maps	\$5.00	
e. Comprehensive Plan Map	\$3.00	
f. Zoning Map	\$3.00	
g. Comprehensive Plan	\$10.00	
h. Development Code	\$25.00	
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 yields 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	\$42.00	per hour
b. Executive Fee	\$73.00	per hour
c. Legal Fee		actual cost
2. PLANNING CHARGES		
A. Addressing		
a. Addressing	\$42.00	plus \$5 per lot
b. Readdressing - Residential	\$210.00	per lot (not exceeding two units)
c. Readdressing - Multi-family, commercial/industrial	\$210.00	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	\$125.00	
c. Review of Non-Conforming Use	\$503.00	
d. Public Hearing - Type I	\$419.00	review not specifically listed elsewhere
e. Public Hearing - Type II	\$524.00	review not specifically listed elsewhere
f. Public Hearing - Type III	\$1,047.00	review not specifically listed elsewhere

Exhibit A

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	\$105.00 Bank/Loan Letter
C. Accessory Dwelling Unit	
a. Accessory Dwelling Units	\$225.00
D. Adjustments and Variances	
a. Type I Adjustment	\$336.00 less than 10% a quantifiable provision
b. Type II Adjustment	\$451.00 less than 20% a quantifiable provision
c. Type II Variance	\$670.00
d. Type III Special Variance	\$1,121.00
e. Type III Variance - Land Division	\$1,121.00
f. Type III Design Deviation	\$451.00
g. Sign Variance	\$451.00
E. Amendments	
a. Comprehensive Plan Map Amendment	\$3,248.00
b. Comprehensive Plan Text Amendment	\$3,022.00
c. Zoning Map Amendment	\$2,461.00
F. Annexation Type IV	
a. Type A	\$2,238.00 assign conceptual zoning
b. Type B	\$3,132.00 Type A, plus Zoning Map Change
c. Type C	\$6,154.00 Type A and B, plus Plan Map
G. Appeal	
a. Type I to Type II	\$125.00 Notice
b. Type II to Type III	\$336.00 Planning Commission appeal
c. Type III to Type IV	\$785.00 City Council appeal
H. Conditional Uses	
a. Modification, Major	\$896.00
b. Modification, Minor	\$451.00
c. Outdoor Display & Storage	\$336.00
d. Type II	\$896.00
e. Type III	\$1,681.00
I. Design Review	
a. Type I: \$0.00 - \$10,000.00	\$209.00 staff review only; no notice
b. Type I: \$10,000.01 - \$25,000.00	\$366.00 staff review only; no notice
c. Type I: \$25,000.01 - \$100,000.00	\$560.00 staff review only; no notice
d. Type I: \$100,000.00 and above	\$785.00 staff review only; no notice
e. Type II: \$0.00 - \$10,000.00	\$336.00
f. Type II: \$10,000.01 - \$25,000.00	\$560.00
g. Type II: \$25,000.01 - \$100,000.00	\$1,571.00
h. Type II: \$100,000.00 - \$1,000,000.00	\$3,358.00
i. Type II: \$1,000,000.00 and above	\$7,836.00
j. Type III: \$0.00 - \$10,000.00	\$560.00
k. Type III: \$10,000.01 - \$25,000.00	\$785.00
l. Type III: \$25,000.01 - \$100,000.00	\$1,791.00
m. Type III: \$100,000.00 - \$1,000,000.00	\$4,028.00
n. Type III: \$1,000,000.00 and above	\$7,836.00
o. Design Review Minor Modification	\$451.00
p. Design Review Major Modification: \$0.00 - \$25,000.00	\$560.00
q. Design Review Major Modification: \$25,000.01 - \$100,000.00	\$785.00
r. Design Review Major Modification: \$100,000.01 and above	\$1,121.00
J. Erosion Control	
a. Single Family/Duplex Addition - Permit Fee	\$105.00
b. Single Family Dwelling/Duplex - Permit Fee	\$125.00
c. Multi-Family - Permit Fee	\$147.00 per structure
d. Commercial/Industrial, Subdivisions - Permit Fee	\$283.00 per acre
a. Single Family/Duplex Addition - Plan Review	\$42.00
b. Single Family Dwelling/Duplex - Plan Review	\$73.00
c. Multi-Family - Plan Review	\$105.00 per structure
d. Commercial/Industrial, Subdivisions - Plan Review	\$115.00 per acre
K. Final Plat Review	

a. Property Line Adjustment Final Review	\$314.00
b. Partition Final Plat Review	\$503.00
c. Subdivision Final Plat Review	\$733.00
L. Food Cart Permit	
a. Initial Permit Review for new site or new pod	\$336.00
b. Cart in an approved pod	\$167.00
M. FSH Overlay	
a. Type I FSH Review	\$225.00 in addition to fees listed, required deposit toward cost of any third-party reviews
b. Type II FSH Review	\$451.00 in addition to fees listed, required deposit toward cost of any third-party reviews
c. Type III or Type IV FSH Review	\$785.00 in addition to fees listed, required deposit toward cost of any third-party reviews
N. Hardship Trailer	
a. Type III Initial Review	\$251.00
b. Type II Renewal	\$167.00
O. Historic or Cultural Resource	
a. Type IV Designation of Resource	\$524.00
b. Type I Minor Alteration	\$105.00
c. Type II Major Alteration	\$314.00
P. Interpretation of Code	
a. Type II, Director	\$336.00
b. Type III, Quasi-Judicial	\$670.00
c. Type IV, Legislative	\$670.00
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	\$398.00
b. Type I Land Division (Minor Partition)	\$670.00
c. Type II Land Division (Major Partition)	\$1,008.00 plus \$33 per lot
d. Type II Land Division (Minor Revised Plat)	\$1,008.00 plus \$33 per lot
e. Type III Land Division (Major Partition)	\$1,121.00 plus \$33 per lot
f. Type III Major Replat (revised plat)	\$1,121.00 plus \$33 per lot
g. Type II Subdivision 4 to 10 lots	\$2,687.00 plus \$77 per lot
h. Type II Subdivision 11 or more lots	\$2,912.00 plus \$77 per lot
i. Type III Subdivision 4 to 10 lots	\$3,143.00 plus \$77 per lot
j. Type III Subdivision 11 or more lots	\$3,363.00 plus \$88 per lot
k. Re-naming of Tentative Subdivision	\$314.00
R. Planned Unit Development	
a. Conceptual Development Plan	\$4,478.00
b. Detailed Development Plan	\$670.00 plus subdivision fees
c. Combined Review	less 25% of individual subdivision fees
d. Minor Modification	\$419.00
e. Major Modification	calculated as a new application
S. Pre-Application Conference	
a. Type I	\$105.00
b. Type II	\$314.00
c. Type III/IV	\$524.00
T. Request for Time Extension	
a. Type I	\$105.00
b. Type II	\$225.00
c. Type III/IV	\$451.00
U. Specific Area Plan	
a. Development Process: Type IV	\$3,143.00 plus \$52 per acre, plus subdivision fees
b. Administrative Amendment: Type I	\$225.00
c. Minor Amendment: Type II	\$451.00
d. Major Amendment: Type III	\$733.00
V. Street Vacation	
a. Street Vacation	Cost plus 20% (\$1,800 deposit required)
W. Temporary Permits	
a. Structure: Type I - Initial	\$125.00
b. Structure: Type II - Renewal	\$167.00

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c. Use Permit	\$105.00
X. Tree Removal	
a. Type I	\$105.00
b. Type II	\$167.00
c. Type III	\$451.00
Y. Zoning Administration Fee	
a. Single Family Dwelling Addition	\$105.00
b. Single Family Dwelling	\$157.00
c. Duplex	\$262.00
d. Multi-Family	\$262.00 plus \$44 per unit
e. Commercial/Industrial	\$105.00 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	Commercial demolition fees are calculated on the total value of the demolition and are assessed using the building permit fees schedule. 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

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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 suppression	\$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

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- e. Permit reinstatement fee For renewal of a permit that has been expired for six months or less provided no changes have been made in the original plans and specifications for such work
- f. Temporary certificate of occupancy
- g. Penalty for work commencing before permit issuance

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. Minimum 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

4. 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 \$75.00 Plus, fees based on the valuation of the sign, using the building permit fee schedule.

C. Temporary Signs

- a. Temporary sign penalty Fee is waived if the permit is obtained before the sign is installed
- b. Copy change or change in panel \$50.00
- c. A-Frame Signs \$20.00
- d. Garage Sale Sign \$10.00
- d. Garage Sale Sign \$3.00 per sign

D. Zoning Review Fee

- a. Zoning Review Fee - Permanent Sign \$22.00 Does not include banners, A-Frames, or change in panel

5. PUBLIC WORKS CHARGES

A. Right-of-Way Fees

a. Electric Utilities	5% of gross revenues
b. Natural Gas Utilities	5% of gross revenues
c. Garbage Utilities	3% of gross revenues
d. Telephone Utilities	7% of gross revenues
e. Cable Utilities	5% of gross revenues
f. Utilities that do not provide retail service within City	\$2.00 per lineal foot of facility
g. Small Wireless Facilities	
i. Sites	\$500.00 for up to five sites, \$100 for each additional site
ii. Application Fee	\$1,000.00 per site (new, replacement, or modification) or actual cost, whichever is higher
iii. Annual Usage Fee	\$270.00 per facility
B. Plan Review	
a. Place Check Fee	\$72.00 per hour
C. Street Approach/Sidewalks	
a. Single Family	\$50.00
b. Duplex	\$50.00
c. Multi-Family/Commercial/Industrial	\$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. Dye Test & Letter	\$25.00
b. Water Meter Test Fee	\$25.00
c. Penalty Fee	\$5.00 per month
d. Shut-Off Fee	\$50.00 each occurrence
e. Meter Tampering Fee	\$50.00 each occurrence
f. Damaged Padlock Fee	\$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	3% plus \$150
g. \$1,000,000.01 and above	2% plus \$150
6. SYSTEM DEVELOPMENT CHARGES	
A. Water	
a. Equivalent Dwelling Unit (EDU)	\$3,615.41
b. 5/8" x 3/4" Meter	\$3,615.41
c. 3/4" Meter	\$5,422.99
d. 1" Meter	\$9,038.52
e. 1 1/2" Meter	\$18,077.05
f. 2" Meter	\$28,922.65
g. 3" Meter	\$53,697.59
h. 4" Meter	\$90,382.90
i. 6" Meter	\$180,765.80
j. Meters greater than 6"	calculated based on EDU
k. Meter Cost: 3/4 inch or 1 inch meter and meter box	Larger meters are assessed based on time and material costs.
I. Water Taping Fees	Costs + 20%
B. Sewer	
a. City wide	\$5,157.90 per equivalent residential unit
b. North Bluff Sewer Basin	\$2,467.60 per equivalent residential unit
c. South UGB Sewer Basin	\$2,087.85 per equivalent residential unit
d. Southeast UGB Sewer Basin	\$2,793.64 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

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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. Payment in Lieu of Park Land Dedication	
a. Payment in Lieu of Park Land Dedication, Not Deferred	\$241,000.00 per acre
b. Payment in Lieu of Park Land Dedication, Deferred	\$265,000.00 per acre
E. Street	
a. Residential	\$4,063.21 per single family dwelling unit
b. Transportation	\$256.03 per adjusted average daily person trip
7. WATER RATES	
A. Base by Customer Class	
a. Single Family	\$8.17 per month
b. Multi-Family	\$8.17 per month
c. Commercial/Industrial	\$8.17 per month
d. Wholesale	\$9.77 per month
e. Single Family - outside City limits	\$12.28 per month
B. Charge by Meter Size - inside city limits	
a. 5/8" Meter	\$0.29 per month
b. 3/4" Meter	\$0.44 per month
c. 1" Meter	\$0.76 per month
d. 1 1/2" Meter	\$1.45 per month
e. 2" Meter	\$2.32 per month
f. 3" Meter	\$4.40 per month
g. 4" Meter	\$7.29 per month
h. 6" Meter	\$14.61 per month
i. 8" Meter	\$23.37 per month
j. 10" Meter	\$33.62 per month
C. Charge by Meter Size - outside city limits	
a. 5/8" Meter	\$0.43 per month
b. 3/4" Meter	\$0.68 per month
c. 1" Meter	\$1.11 per month
d. 1 1/2" Meter	\$2.19 per month
e. 2" Meter	\$3.46 per month
f. 3" Meter	\$6.52 per month
g. 4" Meter	\$10.86 per month
h. 6" Meter	\$21.70 per month
i. 8" Meter	\$36.19 per month
j. 10" Meter	\$49.93 per month
D. Volume Charge by Customer Class	
a. Single Family	\$3.28 per 100 cubic feet
b. Multi-Family	\$3.08 per 100 cubic feet
c. Commercial/Industrial	\$2.83 per 100 cubic feet
d. Wholesale	\$3.46 per 100 cubic feet
e. Single Family - outside City limits	\$4.92 per 100 cubic feet
f. Commercial/Industrial - outside City limits	\$4.40 per 100 cubic feet
g. Skyview Acres	\$0.85 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

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b. Set-up and observe (with neutralization)	\$200.00 per test
8. SEWER RATES	
A. Base by Customer Class	
a. Single Family	\$23.29 per month
b. Single Family - Reduced	\$11.65 per month
c. Multi-Family	\$23.29 per month
d. Commercial/Industrial	\$11.10 per month
B. Volume Charges by Customer Class	
a. Single Family	\$5.98 per 100 cubic feet
b. Single Family - Reduced	\$2.99 per 100 cubic feet
c. Multi-Family	\$5.98 per 100 cubic feet
d. Commercial/Industrial	\$8.11 per 100 cubic feet
e. Residential - No water service	\$84.00 per month
9. STORMWATER RATES	
A. Utility Fee	
a. Equivalent Residential Unit (ERU)	\$3.25 per month, per ERU (ERU = 2,750 sq. ft. of impervious surface)
10. 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
11. MUNICIPAL COURT	
A. Administrative	
a. File Review Fee	\$25.00
b. Payment Arrangement Fee	\$50.00
c. Suspension Fee	\$15.00
12. PARKING	
A. Citations	
a. Parking in area not allowed	\$50.00
b. Parking in excess of posted time	\$30.00
13. 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	failure to obtain registration within 30 days of alarm installation
	\$75.00

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e. False Alarm - first	\$50.00
f. False Alarm - second	\$100.00
g. False Alarm - third	
h. False Alarm - fourth	after the four false alarm the registration is suspended \$150.00 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
14. 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	per trip (one-way origin-to-destination including \$1.00 transfers)
c. STAR Dial-A-Ride	per trip (one-way origin-to-destination including \$1.00 transfers)
d. STAR - Seniors or disabled	\$1.00 round trip (in town)
e. STAR Dial-A-Ride Complementary Paratransit	per trip (one-way origin-to-destination including \$1.00 transfers)
f. ED Dial-A-Rode (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 Redeemable on SAM and Mt. Hood Express
15. LIBRARY	
A. Damaged Items	
a. Damaged book, audio/visual material, or Library of Things item	Full replacement cost
B. Library Fines	
a. Overdue Fines	\$0.25 per day
b. Maximum Overdue Fine	\$5.00
c. Library of Things item	\$1.00 or \$5.00 per day, depending on item
d. All lost Items	Full replacement cost
e. Cultural Pass - overdue	\$5.00 per day
C. Meeting Space	
a. Community Room	\$25.00 Individual
b. Community Room	per hour - for-profit organizations or groups, no charge \$25.00 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
16. 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

Exhibit A

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

Exhibit A

EXHIBIT B

Fee Name	Amount	Proposed	Description
1. MISCELLANEOUS CHARGES (effective January 1, 2021)			
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	\$39.00	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 Maps	\$5.00		
e. Comprehensive Plan Map	\$2.50	\$3.00	
f. Zoning Map	\$2.50	\$3.00	
g. Comprehensive Plan	\$10.00		
h. Development Code	\$22.00	\$25.00	
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 yields 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	\$42.00	per hour
b. Executive Fee	\$68.00	\$73.00	per hour
c. Legal Fee			actual cost
2. PLANNING CHARGES (effective January 1, 2021)			
A. Addressing			
a. Addressing	\$41.00	\$42.00	plus \$5 per lot
b. Readdressing - Residential	\$206.00	\$210.00	per lot (not exceeding two units)
c. Readdressing - Multi-family, commercial/industrial	\$206.00	\$210.00	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	\$125.00	
c. Review of Non-Conforming Use	\$493.00	\$503.00	
d. Public Hearing - Type I	\$411.00	\$419.00	review not specifically listed elsewhere
e. Public Hearing - Type II	\$514.00	\$524.00	review not specifically listed elsewhere
f. Public Hearing - Type III	\$1,027.00	\$1,047.00	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	\$105.00	Bank/Loan Letter
C. Accessory Dwelling Unit			
a. Accessory Dwelling Units	\$221.00	\$225.00	
D. Adjustments and Variances			
a. Type I Adjustment	\$329.00	\$336.00	less than 10% a quantifiable provision
b. Type II Adjustment	\$442.00	\$451.00	less than 20% a quantifiable provision
c. Type II Variance	\$657.00	\$670.00	
d. Type III Special Variance	\$1,099.00	\$1,121.00	
e. Type III Variance - Land Division	\$1,099.00	\$1,121.00	
f. Type III Design Deviation	\$442.00	\$451.00	
g. Sign Variance	\$442.00	\$451.00	
E. Amendments			
a. Comprehensive Plan Map Amendment	\$3,184.00	\$3,248.00	
b. Comprehensive Plan Text Amendment	\$2,963.00	\$3,022.00	
c. Zoning Map Amendment	\$2,413.00	\$2,461.00	
F. Annexation Type IV			
a. Type A	\$2,194.00	\$2,238.00	assign conceptual zoning
b. Type B	\$3,071.00	\$3,132.00	Type A, plus Zoning Map Change
c. Type C	\$6,033.00	\$6,154.00	Type A and B, plus Plan Map
G. Appeal			
a. Type I to Type II	\$123.00	\$125.00	Notice
b. Type II to Type III	\$329.00	\$336.00	Planning Commission appeal
c. Type III to Type IV	\$770.00	\$785.00	City Council appeal
H. Conditional Uses			
a. Modification, Major	\$878.00	\$896.00	
b. Modification, Minor	\$442.00	\$451.00	
c. Outdoor Display & Storage	\$329.00	\$336.00	
d. Type II	\$878.00	\$896.00	
e. Type III	\$1,648.00	\$1,681.00	
I. Design Review			
a. Type I: \$0.00 - \$10,000.00	\$205.00	\$209.00	staff review only; no notice
b. Type I: \$10,000.01 - \$25,000.00	\$359.00	\$366.00	staff review only; no notice
c. Type I: \$25,000.01 - \$100,000.00	\$549.00	\$560.00	staff review only; no notice
d. Type I: \$100,000.00 and above	\$770.00	\$785.00	staff review only; no notice
e. Type II: \$0.00 - \$10,000.00	\$329.00	\$336.00	
f. Type II: \$10,000.01 - \$25,000.00	\$549.00	\$560.00	
g. Type II: \$25,000.01 - \$100,000.00	\$1,540.00	\$1,571.00	
h. Type II: \$100,000.00 - \$1,000,000.00	\$3,292.00	\$3,358.00	
i. Type II: \$1,000,000.00 and above	\$7,682.00	\$7,836.00	
j. Type III: \$0.00 - \$10,000.00	\$549.00	\$560.00	
k. Type III: \$10,000.01 - \$25,000.00	\$770.00	\$785.00	
l. Type III: \$25,000.01 - \$100,000.00	\$1,756.00	\$1,791.00	
m. Type III: \$100,000.00 - \$1,000,000.00	\$3,949.00	\$4,028.00	
n. Type III: \$1,000,000.00 and above	\$7,682.00	\$7,836.00	
o. Design Review Minor Modification	\$442.00	\$451.00	
p. Design Review Major Modification: \$0.00 - \$25,000.00	\$549.00	\$560.00	
q. Design Review Major Modification: \$25,000.01 - \$100,000.00	\$770.00	\$785.00	
r. Design Review Major Modification: \$100,000.01 and above	\$1,099.00	\$1,121.00	
J. Erosion Control			
a. Single Family/Duplex Addition - Permit Fee	\$103.00	\$105.00	
b. Single Family Dwelling/Duplex - Permit Fee	\$123.00	\$125.00	
c. Multi-Family - Permit Fee	\$144.00	\$147.00	per structure
d. Commercial/Industrial, Subdivisions - Permit Fee	\$277.00	\$283.00	per acre
a. Single Family/Duplex Addition - Plan Review	\$41.00	\$42.00	
b. Single Family Dwelling/Duplex - Plan Review	\$72.00	\$73.00	
c. Multi-Family - Plan Review	\$103.00	\$105.00	per structure
d. Commercial/Industrial, Subdivisions - Plan Review	\$113.00	\$115.00	per acre
K. Final Plat Review			
a. Property Line Adjustment Final Review	\$308.00	\$314.00	
b. Partition Final Plat Review	\$493.00	\$503.00	
c. Subdivision Final Plat Review	\$719.00	\$733.00	
L. Food Cart Permit			
a. Initial Permit Review for new site or new pod	\$329.00	\$336.00	

Exhibit B

b. Cart in an approved pod	\$164.00	\$167.00	
M. FSH Overlay			
a. Type I FSH Review	\$221.00	\$225.00	in addition to fees listed, required deposit toward cost of any third-party reviews
b. Type II FSH Review	\$442.00	\$451.00	in addition to fees listed, required deposit toward cost of any third-party reviews
c. Type III or Type IV FSH Review	\$770.00	\$785.00	in addition to fees listed, required deposit toward cost of any third-party reviews
N. Hardship Trailer			
a. Type III Initial Review	\$246.00	\$251.00	
b. Type II Renewal	\$164.00	\$167.00	
O. Historic or Cultural Resource			
a. Type IV Designation of Resource	\$514.00	\$524.00	
b. Type I Minor Alteration	\$103.00	\$105.00	
c. Type II Major Alteration	\$308.00	\$314.00	
P. Interpretation of Code			
a. Type II, Director	\$329.00	\$336.00	
b. Type III, Quasi-Judicial	\$657.00	\$670.00	
c. Type IV, Legislative	\$657.00	\$670.00	
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	\$398.00	
b. Type I Land Division (Minor Partition)	\$657.00	\$670.00	
c. Type II Land Division (Major Partition)	\$988.00	\$1,008.00	plus \$32 \$33 per lot
d. Type II Land Division (Minor Revised Plat)	\$988.00	\$1,008.00	plus \$32 \$33 per lot
e. Type III Land Division (Major Partition)	\$1,099.00	\$1,121.00	plus \$32 \$33 per lot
f. Type III Major Replat (revised plat)	\$1,099.00	\$1,121.00	plus \$32 \$33 per lot
g. Type II Subdivision 4 to 10 lots	\$2,634.00	\$2,687.00	plus \$76 \$77 per lot
h. Type II Subdivision 11 or more lots	\$2,855.00	\$2,912.00	plus \$76 \$77 per lot
i. Type III Subdivision 4 to 10 lots	\$3,081.00	\$3,143.00	plus \$76 \$77 per lot
j. Type III Subdivision 11 or more lots	\$3,297.00	\$3,363.00	plus \$87 \$88 per lot
k. Re-naming of Tentative Subdivision	\$308.00	\$314.00	
R. Planned Unit Development			
a. Conceptual Development Plan	\$4,390.00	\$4,478.00	
b. Detailed Development Plan	\$657.00	\$670.00	plus subdivision fees
c. Combined Review			less 25% of individual subdivision fees
d. Minor Modification	\$411.00	\$419.00	
e. Major Modification			calculated as a new application
S. Pre-Application Conference			
a. Type I	\$103.00	\$105.00	
b. Type II	\$308.00	\$314.00	
c. Type III/IV	\$514.00	\$524.00	
T. Request for Time Extension			
a. Type I	\$103.00	\$105.00	
b. Type II	\$221.00	\$225.00	
c. Type III/IV	\$442.00	\$451.00	
U. Specific Area Plan			
a. Development Process: Type IV	\$3,081.00	\$3,143.00	plus \$54 \$52 per acre, plus subdivision fees
b. Administrative Amendment: Type I	\$221.00	\$225.00	
c. Minor Amendment: Type II	\$442.00	\$451.00	
d. Major Amendment: Type III	\$719.00	\$733.00	
V. Street Vacation			
a. Street Vacation			Cost plus 20% (\$1,800 deposit required)
W. Temporary Permits			
a. Structure: Type I - Initial	\$123.00	\$125.00	
b. Structure: Type II - Renewal	\$164.00	\$167.00	
c. Use Permit	\$103.00	\$105.00	
X. Tree Removal			
a. Type I	\$103.00	\$105.00	
b. Type II	\$164.00	\$167.00	
c. Type III	\$442.00	\$451.00	
Y. Zoning Administration Fee			
a. Single Family Dwelling Addition	\$103.00	\$105.00	
b. Single Family Dwelling	\$154.00	\$157.00	
c. Duplex	\$257.00	\$262.00	
d. Multi-Family	\$257.00	\$262.00	plus \$43 \$44 per unit
e. Commercial/Industrial	\$103.00	\$105.00	minimum; 20% of design review fee

Exhibit B

3. BUILDING CHARGES

A. Building Permit (valuation)

a. \$0.01 - \$500.00	\$65.00	\$75.00	
b. \$500.01 - \$2,000.00	\$65.00	\$75.00	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	\$120.00	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	\$327.00	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	\$502.00	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	\$752.00	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			Commercial demolition fees are calculated on the total value of the demolition and are assessed using the building permit fees schedule. Residential demolition fees are based on a flat charge to include building and mechanical elements.
b. Commercial: Building	\$70.00	\$75.00	minimum
c. Commercial: Public Works	\$70.00		minimum
d. Residential: Building	\$70.00	\$75.00	
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	\$300.00	
b. Manufactured Dwelling Park Fees			Per OAR 918-600-0030.
c. Manufactured Dweilling State Fees	\$30.00		
d. Recreational Park and Camps			Per OAR 918-650-0030.

Exhibit B

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	\$75.00	
b. \$1,000.1 - \$10,000.00	\$65.00	\$75.00	First \$1,000 plus \$1.20 \$1.30 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$190.00	\$192.00	First \$10,000 plus \$12.00 \$15.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$400.00	\$417.00	First \$25,000.00, plus \$12.50 \$13.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$712.00	\$742.00	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	\$1,342.00	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	\$75.00	
b. HVAC	\$14.00	\$16.00	
c. Air conditioning	\$14.00	\$16.00	
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/reloacte 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 suppression	\$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	\$120.00	per hour
b. Reinspection fees	\$55.00	\$75.00	
c. Inspection for which no fee is specifically indicated	\$55.00	\$75.00	
d. Additional plan review required by changes/additions	\$55.00	\$75.00	per hour
e. Permit reinstatement fee (Note: This fee is for renewal of a permit that has been expired for six months or less provided no changes have been made in the original plans and specifications for such work.)		\$75.00	
f. Temporary certificate of occupancy		\$200.00	
g. Penalty for work commencing before permit issuance		\$100.00	
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 Minimum Permit Fee	\$65.00	\$75.00	
b. Each fixture	\$25.00		
c. Catch basin	\$35.00		each

Exhibit B

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	\$600.00	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
4. SIGN CHARGES (effective January 1, 2021)			
A. Penatly			
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	\$65.00	\$75.00	Plus, fees based on the valuation of the sign, using the building permit fee schedule.
C. Temporary Signs			
a. Temporary sign penalty	\$50.00		Fee is waived if the permit is obtained before the sign is installed
b. Copy change or change in panel	\$15.00	\$20.00	
c. A-Frame Signs	\$50.00	\$10.00	Fee is waived if the permit is obtained before the sign is installed
d. Garage Sale Sign		\$3.00	per sign
d. Garage Sale Sign Deposit (three signs)	\$20.00		
D. Zoning Review Fee			
a. Zoning Review Fee - Permanent Sign	\$20.00	\$22.00	Does not include banners, A-Frames, or change in panel
5. PUBLIC WORKS CHARGES (effective January 1, 2021)			
A. Right-of-Way Fees			
a. Electric Utilities			5% of gross revenues
b. Natural Gas Utilities			5% of gross revenues
c. Garbage Utilities			3% of gross revenues
d. Telephone Utilities			7% of gross revenues
e. Cable Utilities			5% of gross revenues
f. Utilites that do not provide retail service within City	\$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	\$50.00		
b. Duplex	\$50.00		
c. Multi-Family/Commercial/Industrial	\$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			No charge if misread. One free re-read per year, otherwise \$10 per re-read
a. Dye Test & Letter	\$25.00		
b. Water Meter Test Fee	\$25.00		
d. Initial Meter Read Fee	\$10.00		
c. Penatly Fee	\$5.00		per month
d. Shut-Off Fee	\$50.00		each occurrence

Exhibit B

e. Meter Tampering Fee	\$50.00		each occurrence
f. Damange Padlock Fee	\$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
6. SYSTEM DEVELOPMENT CHARGES (effective February 1, 2021)			
A. Water			
a. Equivalent Dwelling Unit (EDU)	\$3,407.55	\$3,615.41	
b. 5/8" x 3/4" Meter	\$3,407.55	\$3,615.41	
c. 3/4" Meter	\$5,111.21	\$5,422.99	
d. 1" Meter	\$8,518.87	\$9,038.52	
e. 1 1/2" Meter	\$17,037.75	\$18,077.05	
f. 2" Meter	\$27,259.80	\$28,922.65	
g. 3" Meter	\$50,610.36	\$53,697.59	
h. 4" Meter	\$85,186.52	\$90,382.90	
i. 6" Meter	\$170,373.04	\$180,765.80	
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%
I. Water Taping Fees			
B. Sewer			
a. City wide	\$4,889.00	\$5,157.90	per equivalent residential unit
b. North Bluff Sewer Basin	\$2,338.96	\$2,467.60	per equivalent residential unit
c. South UGB Sewer Basin	\$1,979.00	\$2,087.85	per equivalent residential unit
d. Southeast UGB Sewer Basin	\$2,648.00	\$2,793.64	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. Payment in Lieu of Park Land Dedication			
a. Payment in Lieu of Park Land Dedication, Not Deferred	\$241,000.00		per acre
b. Payment in Lieu of Park Land Dedication, Deferred	\$265,000.00		per acre
E. Street			
a. Residential	\$3,829.60	\$4,063.21	per single family dwelling unit
b. Transportation	\$241.31	\$256.03	per adjusted average daily person trip
7. WATER RATES (effective with January 2021 billing)			
A. Base by Customer Class			
a. Single Family	\$7.23	\$8.17	per month
b. Mutli-Family	\$7.23	\$8.17	per month
c. Commercial/Industrial	\$7.23	\$8.17	per month
d. Wholesale	\$8.65	\$9.77	per month
e. Single Family - outside City limits	\$10.87	\$12.28	per month
B. Charge by Meter Size - inside city limits			
a. 5/8" Meter	\$0.26	\$0.29	per month
b. 3/4" Meter	\$0.39	\$0.44	per month
c. 1" Meter	\$0.67	\$0.76	per month
d. 1 1/2" Meter	\$1.28	\$1.45	per month
e. 2" Meter	\$2.05	\$2.32	per month
f. 3" Meter	\$3.89	\$4.40	per month
g. 4" Meter	\$6.45	\$7.29	per month
h. 6" Meter	\$12.93	\$14.61	per month

Exhibit B

i. 8" Meter	\$20.68	\$23.37 per month
j. 10" Meter	\$29.75	\$33.62 per month
C. Charge by Meter Size - outside city limits		
a. 5/8" Meter	\$0.38	\$0.43 per month
b. 3/4" Meter	\$0.60	\$0.68 per month
c. 1" Meter	\$0.98	\$1.11 per month
d. 1 1/2" Meter	\$1.94	\$2.19 per month
e. 2" Meter	\$3.06	\$3.46 per month
f. 3" Meter	\$5.77	\$6.52 per month
g. 4" Meter	\$9.61	\$10.86 per month
h. 6" Meter	\$19.20	\$21.70 per month
i. 8" Meter	\$32.03	\$36.19 per month
j. 10" Meter	\$44.19	\$49.93 per month
D. Volume Charge by Customer Class		
a. Single Family	\$2.90	\$3.28 per 100 cubic feet
b. Mutli-Family	\$2.73	\$3.08 per 100 cubic feet
c. Commercial/Industrial	\$2.50	\$2.83 per 100 cubic feet
d. Wholesale	\$3.06	\$3.46 per 100 cubic feet
e. Single Family - outside City limits	\$4.35	\$4.92 per 100 cubic feet
f. Commercial/Industrial - outside City limits	\$3.89	\$4.40 per 100 cubic feet
g. Skyview Acres	\$0.75	\$0.85 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. Set-up and observe (with neutralization)	\$200.00	per test
8. SEWER RATES (effective with January 2021 billing)		
A. Base by Customer Class		
a. Single Family	\$20.61	\$23.29 per month
b. Single Family - Reduced	\$10.31	\$11.65 per month
c. Mutli-Family	\$20.61	\$23.29 per month
d. Commercial/Industrial	\$9.82	\$11.10 per month
B. Volume Charges by Customer Class		
a. Single Family	\$5.29	\$5.98 per 100 cubic feet
b. Single Family - Reduced	\$2.65	\$2.99 per 100 cubic feet
c. Mutli-Family	\$5.29	\$5.98 per 100 cubic feet
d. Commercial/Industrial	\$7.18	\$8.11 per 100 cubic feet
e. Residential - No water service	\$74.34	\$84.00 per month
9. STORMWATER RATES		
A. Utility Fee		
a. Equivalent Residential Unit (ERU)	\$3.25	per month, per ERU (ERU = 2,750 sq. ft. of impervious surface)
10. 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		

Exhibit B

a. Static IP address	\$10.00	per month
b. Fax line	\$11.95	per month
c. Mesh unit	\$5.00	per month
11. MUNICIPAL COURT		
A. Administrative		
a. File Review Fee	\$25.00	
b. Payment Arrangement Fee	\$50.00	
c. Suspension Fee	\$15.00	
12. PARKING		
A. Citations		
a. Parking in area not allowed	\$50.00	
b. Parking in excess of posted time	\$30.00	
13. 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		
f. False Alarm - second	\$50.00	
g. False Alarm - third	\$100.00	
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
14. 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
15. LIBRARY (effective January 1, 2021)		
A. Damaged Items		
a. Damaged book, audio/visual material, or Library of Things item		Full replacement cost
B. Library Fines		
a. Overdue Fines	\$0.25	per day
b. Maximum Overdue Fine	\$5.00	
c. Library of Things item		\$1.00 or \$5.00 per day, depending on item
d. All lost Items		Full replacement cost
e. Cultural Pass - overdue	\$5.00	per day
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

Exhibit B

16. 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

Exhibit B

City Council -

This rate increase is not appropriate at this time.

You just had a rate increase one year ago. Didn't you understand the problem then, if not why?

It seems to me the City of Sandy is not being careful with our money. I live in Nicholas Glen, why is Sandy paying for roads into the new Bailey Meadows subdivision? The company building should be paying for everything if they want to build.

Why do you think Sandy needs to keep up with other cities financially?

This Pandemic time has hurt so many financially and in other ways. Please think ~~is~~ this through.

Thank You, Edith Newton



Jeff Aprati <japrati@ci.sandy.or.us>

Fwd: Utility Increase

MW <mwalker@ci.sandy.or.us>

Mon, Dec 21, 2020 at 2:18 PM

To: Tyler Deems <tdeems@ci.sandy.or.us>, Jeff Aprati <japrati@ci.sandy.or.us>

FYI - I received this message this afternoon.

----- Forwarded message -----
From: <bwsandyinn@gmail.com>
Date: Mon, Dec 21, 2020 at 2:06 PM
Subject: Utility Increase
To: <utilities@ci.sandy.or.us>

To whom it may concern,

We already had our bill double and know you are wanting to do it again. My recommendation is to do in in the future we are already struggling to stay in business much less have our bills increase more. Possibly do it a couple of years from now. I am also a resident of Sandy and am struggling to pay my bills due to covid, Don't beat us when we are down.

Thank you,

Bobbie Wilburn
General Manager

Best Western Sandy Inn
37465 Hwy. 26 | Sandy, Oregon 97055
503.668.7100 Main | 503.668.0624 Fax | 1.888.882.1214 Toll-free
38155@hotel.bestwestern.com | www.mthoodbestwestern.com

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--

12/21/2020

City of Sandy Mail - Fwd: Utility Increase

Mike Walker

Director of Public Works

City of Sandy

39250 Pioneer Blvd.

Sandy, OR 97055

503-489-2162 V

503-668-8714 F

www.ci.sandy.or.us



Staff Report

Meeting Date: December 21, 2020

From Mike Walker, Public Works Director
Resolution 2020-27 Adopting Findings in Support of a Modified
Construction Manager / General Contractor (CM/GC) Procurement
Method for the 2021 Wastewater Treatment Plant Condition

SUBJECT: Assessment Improvements Project

BACKGROUND:

At their November 16th meeting City Council authorized staff to enter into an agreement with West-Yost Associates to provide engineering services for the 2021 Wastewater Treatment Plant Condition Assessment Improvements Project. Because of the aggressive schedule, this project (and West Yost's proposal for engineering services) is predicated on using an alternative project delivery method - Construction Manager / General Contractor (CM/GC). This is the same method being used for the Collection System Rehabilitation Project that is currently underway.

Staff posted findings in support of using a CM/GC project delivery method on the City's website on December 7th and a notice of the availability of the findings was published in the Daily Journal of Commerce two weeks in advance of tonight's hearing.

Attached is an excellent overview prepared by Leeway Engineering Solutions of several procurement methods available to the City. The nature of the proposed work lends itself to a Modified CM/GC contracting method. Since design work will begin soon and early contractor input is an important part of the CM/GC method it is important to select a contractor after the first of the year. The time savings realized will allow the construction work to begin this summer when flows into the plant are lowest and basins where the work will take place can be drained.

The City anticipates competitive interest among contractors for the work. There are five or six contractors in the Pacific NW capable of providing these services and all would be invited to submit proposals. Since these contractors specialize in this size and type work they have the experience and expertise to recommend methods or procedures that save time and money for the Owner early in the process and allow the Owner and the Contractor to work jointly to develop the final product.

The Council will still have the opportunity to review the contractor proposals for CM/GC services and award contracts for the various bid packages once the CM/GC contractor is selected and the Guaranteed Maximum Price (GMP) is negotiated for each package.

BUDGETARY IMPACT:

None at this stage; adoption of the Resolution only authorizes use of the CM/GC contracting method. Guaranteed Maximum Prices for the work will be negotiated and brought before the Council in the future.

RECOMMENDATION:

Consider public comments on the findings, and adopt Resolution 2020-27.

SUGGESTED MOTION:

"I move to approve Resolution 2020-27."

LIST OF ATTACHMENTS/EXHIBITS:

- Resolution 2020-27
- Procurement Method Overview



NO. 2020-27

A RESOLUTION ADOPTING FINDINGS IN SUPPORT OF A MODIFIED CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC) PROCUREMENT METHOD FOR THE 2021 WASTEWATER TREATMENT PLANT CONDITION ASSESSMENT IMPROVEMENTS PROJECT.

WHEREAS, the Sandy City Council, acting as the Local Contract Review Board may authorize the use of a Construction Manager/General Contractor (CM/GC) procurement method in accordance with ORS 279C.335(1)(b); and,

WHEREAS, use of the CM/GC method is reasonably expected to result in substantial time and cost savings to the contracting agency and to the public. Accelerated project completion will help ensure the existing WWTP is ready to comply with discharge permit requirements prior to the start of the 2021-2022 winter discharge season, therefore reducing potential violations of the City's National Pollutant Discharge Elimination System (NPDES) permit; and,

WHEREAS, a CM/GC procurement method will not impact the funding for the public improvement; and,

WHEREAS, the City has retained consultants that have the necessary expertise and experience in alternative contracting methods to help negotiate, administer, and enforce the terms of the CM/GC contract;

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Sandy, after making these findings available for review 14 days prior to holding a duly noticed hearing pursuant to ORS 279C.335(5):

- The City Council finds that use of the GM/GC delivery method for the 2021 Wastewater Treatment Plant Condition Assessment Improvements Project satisfies the requirements of ORS 279C.335(2) and makes the following findings in support of using this procurement method:
 - The City is negotiating a Mutual Agreement and Order (MAO) with the Oregon Department of Environmental Quality (DEQ) which will impose strict timelines and performance goals on the City for the existing wastewater treatment plant projects.
 - The 2021 Wastewater Treatment Plant Existing Conditions Improvement Project will involve replacement of aging treatment process equipment and installation of new treatment processes and equipment to enhance existing plant performance and ensure compliance with the facility's NPDES discharge permit.

#2020-27

- A conventional Design, Bid, Build process involves preparing detailed design drawings and specifications prior to letting a contract which would introduce delay into the process that can be reduced by an alternative project delivery method such as CM/GC.
- The City finds that a CM/GC procurement method will provide substantial time savings and cost certainty over a conventional design, bid, build procurement method by combining early field investigations with contractor preconstruction input.
- The City finds that there are at least five contractors in the Pacific Northwest that have the necessary personnel, equipment, experience and expertise to provide CM/GC services for work of this nature.
- The City finds that award of this contract is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because the City will issue a request for proposals in accordance with state law in order to award the contract.
- Use of the CM/GC method is reasonably expected to result in substantial time and cost savings to the contracting agency and to the public. Accelerated project completion will improve performance at the existing wastewater treatment plant (WWTP), therefore reducing the treatment costs and potential violations of the City's National Pollutant Discharge Elimination System (NPDES) permit.
- A CM/GC procurement method will not impact the funding for the public improvement project and the City has retained consultants that have the necessary expertise and experience in alternative project delivery methods, including CM/GC.
- The City Council authorizes staff to solicit proposals for Construction Manager/General Contractor services for 2021 Wastewater Treatment Plant Condition Assessment Improvements Project in accordance with ORS 279C.337.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 21 day of December 2020

Stan Pulliam, Mayor

ATTEST:

Jeff Aprati, City Recorder

#2020-27

Technical Memorandum

Prepared for: Mike Walker, Public Works Director
City of Sandy, Oregon

Project: Sandy WWTP Condition Improvements Project

Author: Yarrow Murphy, PE and Brittany Park, PE
Leeway Engineering Solutions LLC

Reviewer: Rob Lee, PE, PMP

Date: November 27, 2020

Subject: Alternative Delivery Design and Construction Methods

Introduction

The City of Sandy, Oregon (City) is planning improvements to the Wastewater Treatment Plant (WWTP), including work to the headworks, secondary treatment, disinfection, solids treatment, and SCADA system. These upgrades are needed to address operational, maintenance and other deficiencies to restore functionality to the WWTP required for NPDES permit compliance. The City needs to accelerate the project to comply with the schedule mandated by its Mutual Agreement and Order (MAO) with the Oregon Department of Environmental Quality (DEQ). Typically, municipal construction projects can take over a year, and often longer, to design and plan before any improvements are made in the field. The City desires to start construction during the early spring of 2021, significantly shortening the design effort. This memorandum reviews alternative delivery methods that could provide accelerated project delivery and recommends a customized approach for the City to meet its ambitious timeline.

Summary of Recommendations

Four delivery methods were reviewed for the City to design and construct the WWTP improvements. The options included design-bid-build (DBB), design-build (DB), progressive design-build (PDB) and construction management/general contractor (CM/GC).

A CM/GC method is recommended for the City to implement for the WWTP Condition Improvements Project. This alternative proposal process will provide the project with substantial cost savings and other substantial benefits as listed below:

- The CM/GC proposal process will result in substantial time savings and allows the City of Sandy to accelerate the project schedule to meet DEQ requirements and reduce potential future violations of the City's National Pollutant Discharge

Permit.

- It allows for the contractor to be involved during the design phase to give input on constructability and added value engineering.
- The project requires upgrading an operating treatment plant where permit compliance must be maintained during construction. Due to this, the project will require complex construction sequencing. The alternative contracting process reduces the risk to the owner by allowing the selection of the best-qualified contractor with experience in a similar complex project.
- A CM/GC procurement method will not impact the funding for public improvement.
- The City has retained consultants that have the necessary expertise and experience in alternative contracting methods to help negotiate, administer, and enforce the terms of the CM/GC contract.

The benefits of this method include an accelerated schedule compared to the DBB method and greater cost certainty compared to the DB and PDB methods. Using the streamlined design approach will provide cost and time savings compared to all other methods.

Alternative Delivery Evaluation Method

The project delivery methods are evaluated based on criteria specific to the challenges and opportunities the City faces and the goals of the Sandy WWTP condition Assessment Improvements Project. Each method has associated risks, such as the City's familiarity with procedures, staff availability, and cost, which are also considered in the evaluation and recommendation.

Project Challenges

This project timeline is driven by the MAO with DEQ, which the City is obligated to meet. In the broader context of the economy and business environment, several factors are impacting the project and subsequent alternative contracting processes.

Time is the most critical factor in implementing this project, for the following reasons:

- The City at risk of violating the conditions of the MAO if the project is not delivered on time.
- Changes in business operations and staff availability increase the risk of delays in delivery

Costs are a concern for the City as it balances the costs of WWTP Improvements with other improvements to the wastewater system and faces a dire economic forecast.

- Any pathway to reduce costs helps reduce future increases in user rates and saves the community money. This is a small community facing a big financial lift to get its wastewater system in compliance with regulations.
- Changes (likely decreases) in City revenues due to economic slowing will likely reduce resources available for all City projects and operations.



Funding for the project will be from an Oregon DEQ Clean Water Services Funding (CWSRF) loan. The project delivery method must be allowed under the terms of the CWSRF loan, otherwise, the City will lose its project funding.

Risk Reduction is essential to the project's success. The project requires construction in an operating wastewater treatment facility. The effluent limits of the plant must still be met during construction, resulting in complex construction sequencing. A method that allows mitigation of construction, schedule, and risk issues is desirable.

Evaluation Criteria

The City is looking for a streamlined approach to project delivery that will eliminate unnecessary processes and allow tasks to move forward concurrently to efficiently implement the project. The advantages and disadvantages, as they relate to these goals and the City's resources, are considered for each project delivery method. The best delivery method best meets the following criteria, in order of importance:

- 1) Accelerated timeline of project delivery
- 2) Compliance with funding requirements
- 3) Cost efficiency
- 4) Construction Risk Reduction
- 5) Straightforward/simplified contracting

The methods are evaluated against each criterion on a scale from poor to best meeting each criterion. These are not ranking scores, so the same values can be used for more than one method in a given criterion. The overall method that best meets the criteria is the top-ranked method. This is not a strict scoring-only selection process, so additional advantages and disadvantages are incorporated into the reasoning for recommendation.

Alternative Delivery Method Evaluation

Overview of Delivery Methods

Design-Bid-Build (DBB)

DBB is the traditional project delivery approach. Because it is so commonly practiced, DBB is the most familiar approach for the majority of engineers. In DBB, the owner contracts with the design engineer separately from the construction contractor. These two contracts are sequential, meaning that the construction contract is bid after the completion of the design documents. This method requires the highest level of engagement of City staff and consultants, the longest time from scoping of the project to completion of construction.

Design-Build (DB)

The DB method is generally the fastest method to get a project from inception through startup. DB consists of a single contract for both design and construction. Because the method requires a single Contractor-Engineer team, less involvement is required from City but that also represents a loss of City

control over the project. Clear project scope and outcomes defined at the outset of the contracting process are important in place of ongoing owner involvement.

Progressive Design-Build (PDB)

The Progressive Design-Build is another fast method that will allow the City to begin constructing its project early. PDB contracts with a Contractor-Engineer team, with some level of engagement and control by the City while benefiting from Contractor input and resources. PDB also requires clearly defined project scope and outcomes.

Construction Manager/General Contractor (CM/GC)

CM/GC is a method that engages the construction contractor early. This approach allows some preparatory fieldwork to be conducted during the design phase of the project and the construction contractor gives more input throughout the process. This early construction involvement saves time during the construction. CM/GC offers an accelerated schedule while keeping some engagement and control by the City.

The distinguishing characteristics of the four standard delivery methods are summarized in **Table 1**.

Table 1. Summary of Project Delivery Methods

	Contracting Structure			
	DBB	DB	PDB	CM/GC
Construction Scope of Work / Design Responsibility	City	Contractor	Contractor	Joint
City Staff/Consultant Level of Involvement	Highest	Lowest	Moderate	Moderate
Permits and Easements	City	Joint	City	Joint
Potential for high construction costs	Normal	Highest	Higher	Normal (greater cost certainty)
Availability of firms/bidders	Best	Low	Low	Good
Quality of construction	High	Medium	Medium	High
Meets CWSRF loan requirements	Yes	No	No	Yes
Ability to accelerate schedule	Low	High	High	Medium

Conceptual Delivery of WWTP Improvements by Method

Design-Bid-Build (DBB)

The DBB approach requires two sequential procurement processes, one for design contract that is generally awarded based on qualifications, and another for the construction that is awarded based on the lowest bid. *Figure 1* illustrates the responsibilities of the City and the contractors during the DBB process. As *Figure 1* shows, any investigation work done before construction would be the responsibility of the City or the City’s Designer. In DBB, there is limited interaction between the design and construction contractors, thereby putting the burden of management, support, and coordination, as well as responsibility for the design on the City. Because of the multiple roles filled by the City and the

multiple procurement processes, this method requires the most involvement from the City, and the City takes on more risk. The time from scoping to construction is the longest for this method due to the separate and sequential procurement processes for the design and construction of projects. The primary benefit of this method is that it is commonly practiced and the most familiar approach for the majority of engineers. Given the available time to go through the process, this is often the go-to approach because it is well understood by owner-organizations that have systems set up to implement projects with this method.

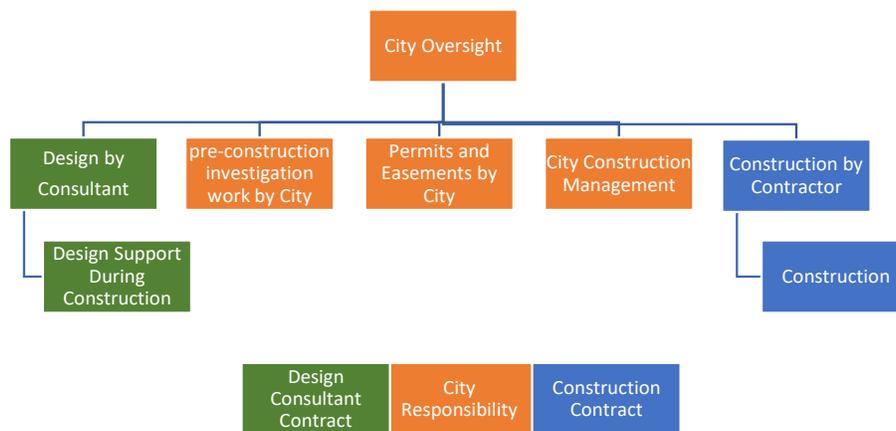


Figure 1. Design-Bid-Build Organization and Responsibility Chart

Design-Build (DB)

DB consists of a single contract team to complete both design and construction. The contract would include preconstruction investigations that could be completed during the design process, as illustrated in **Figure 2**. This contract is negotiated as a fixed price agreement. The method requires a single team with a greater scope of services, so less involvement and control are needed from City. To ensure that a satisfactory project is delivered, clear project scope and outcomes defined at the outset of the contracting process are important in place of ongoing owner involvement. The incentive for constructors with the DB method is to build the project as cheaply and quickly as possible to meet the definitions of the project scope and outcomes. While this results in a quick turnaround from solicitation to startup, the fixed price for the whole project can lead to higher construction costs without a higher quality product. Another potential disadvantage to this method is that the requirement of a team with capabilities to design and construct will limit the available firms that will compete for the work.

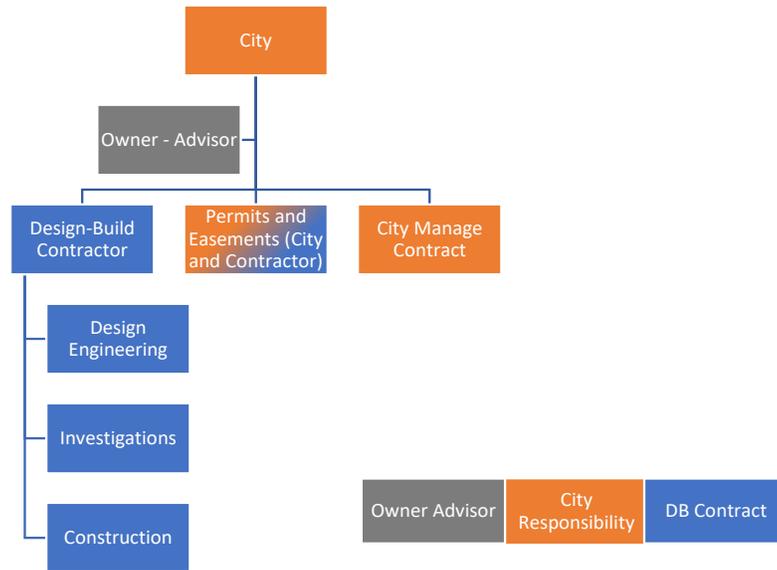


Figure 2. Design-Build Organization and Responsibility Chart

Progressive Design-Build (PDB)

The PDB method is similar to the DB method in that the City would go through a single procurement process with a design-construction firm, as illustrated in **Figure 3**. The main difference between PDB and DB is that in PDB, the cost of construction is determined during design and is contingent upon a price agreement between the PDB contractor and the owner. Construction can take place over in multiple cycles authorized by an amendment for each cycle. The City would be more involved with permits and easements, as well as review throughout the design process. This method requires a qualified Contractor-Engineer team and a moderate level of engagement and control by the City. The benefit of this method is that it would allow the City to begin constructing its project early, while in theory giving the City more opportunity to control costs compared to the DB method. However, in practical terms, the risk of high construction costs could increase because the City has little leverage in cost negotiations when failed negotiation would amount to failing to deliver the project on the regulatory schedule. Like with the DB method, a clearly defined project scope and outcomes will be critical to delivering a satisfactory project with PDB.

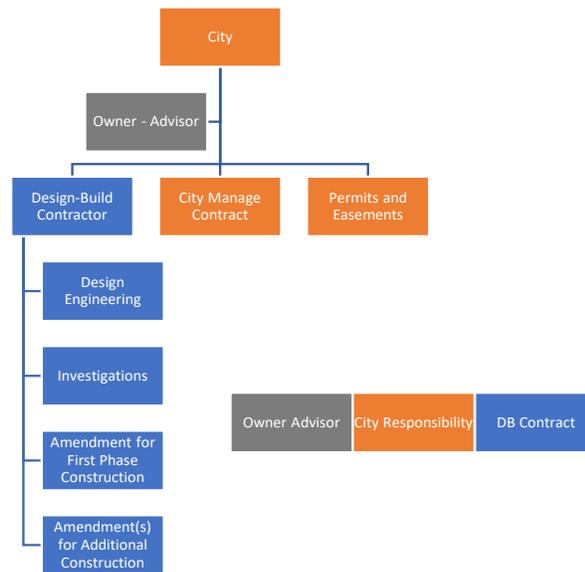


Figure 3. Progressive Design-Build Organization and Responsibility Chart

Construction Manager/General Contractor (CM/GC)

CM/GC is a method that involves retaining the construction contractor early, but through a separate contract from the design consultant. The CM/GC firm is selection is usually based on qualifications, with the construction cost being agreed on by negotiation during design, either as guaranteed maximum or fixed price. The roles and responsibilities of CM/GC are illustrated in **Figure 4**. GM/GC is similar to DBB in some ways, but differs in the potential for improved delivery speed, reduced construction risk on the City, and more cost certainty. The construction contractor functions as both the construction manager and the general contractor. With this early and expanded role, the construction contractor can provide input and support during design, reducing the level of City staff involvement required. Design-phase construction support can include conducting preparatory field investigations and input from the construction contractor on the design. This early construction involvement would save time in transitioning from design to construction, streamlines construction, and increase cost certainties by reducing surprises and changes during construction. It is also a benefit to the City to negotiate construction costs when the project scope is more clearly defined. Although the City has less leverage in the cost negotiations with the construction contractor in this method compared to DBB, there could still be an opportunity to procure another contractor for project construction in case the City and original contractor could not agree. CM/GC offers an accelerated schedule while keeping some engagement and control by the City and offering greater cost certainty (fewer change orders or claims, often resulting in final project costs that are equivalent to DBB).

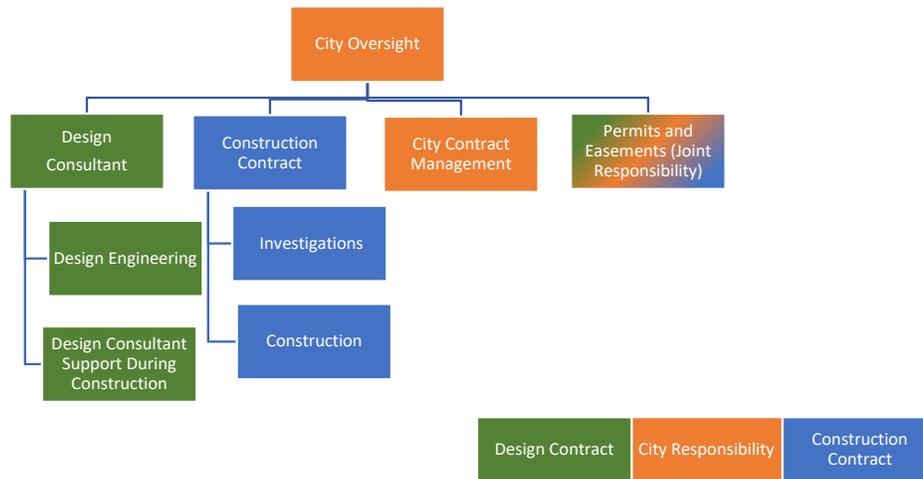


Figure 4. Construction Manager/General Contractor Organization and Responsibility Chart

Comparison of Delivery Methods

The advantages and disadvantages of each method are described in this section. The criteria evaluation for all methods is shown in **Table 2**. Comparison of advantages and disadvantages by delivery method is tabulated in a matrix in **Table 3**.

The DBB method is the slowest delivery method, but most predictable. Another disadvantage to DBB is the increased demand for staff to manage multiple procurements, contracts, and to be responsible for handing off the design work to the construction contractor. Given the time for the process, the benefit can be high-cost certainty and high availability of firms to compete for the project.

While DB would be the fastest way to deliver the project and requires the least staff involvement, the cost uncertainty and the need for clear and defined scope at the outset of the project outweighs its speed advantages. The City needs a method that can allow for construction costs negotiations and better control of project risk. The City funding mechanism, a CWSRF loan, does not allow for DB procurement methods. Proceeding with DB would cause substantial funding issues for the City of Sandy.

The PDB method strikes a balance between staff involvement, accelerating the delivery timeline, and providing some cost certainty. The disadvantage is in that the scope definition is still important early on to achieve the best cost certainty and construction price negotiations during design may not lead to better costs. PDB delivery method is not yet approved for CWSRF loan funding.

CM/GC offers another balanced method, with early procurement of the construction contractor to support pre-construction fieldwork leading to a moderately accelerated timeline. The staff involvement

and contracting responsibilities are higher compared to DB and DBB, but the tradeoff is increased cost certainty and lower risk of failing to deliver a satisfactory project. This alternative procurement method is approved for use by CWSRF funding.

Table 2. Project Delivery Methods Against Evaluation Criteria

Criteria	Project Delivery Method			
	DBB	DB	PDB	CM/GC
Accelerated Timeline	Slowest	Fastest	Faster	Medium
Compliance with Funding Requirements	Yes	No	No	Yes
Cost Efficiency	Good	Low	Moderate	Good
Construction Risk	Highest	Medium	Low	Low
Simplified Contracting	Most Complex	Simplest	Simpler	More Complex
Evaluation summary	Good	Poor	Poor	Best

Recommended Project Delivery Method

The recommended project delivery method for the City’s WWTP Condition Improvements Project is CM/GC. Not only did this delivery method score the highest in the evaluation criteria, but it is also the only delivery method that will compress the schedule and is supported under the CWSRF funding. CM/GC also provides the additional benefit of allowing the contractor to be involved during to design to help with constructability, risk, and value engineering reviews. Having the contractor involved early allows for collaboration and reduces risk to the project. By taking advantage of the CM/GC alternative procurement method, the City can streamline the project and compress the timeline.

References

Hanifin Bonner, Linda, ed. 2016. Water and Wastewater Design-Build Handbook. Fourth Edition. Water Design-Build Council.



Table 3. Advantages and Disadvantages for Each Delivery Method

DBB		DB		PDB		CM/GC	
Advantage	Disadvantage	Advantage	Disadvantage	Advantage	Disadvantage	Advantage	Disadvantage
City familiarity makes it the simplest procurement	Two separate procurements	Single procurement means less burden on City staff in contracting process and management.	May require special permissions to implement	Single procurement means less burden on City staff in the contracting process and management.	May require special permissions to implement		Two separate procurements, but still may need special permissions to implement
	Time from scoping to delivery longest	Single procurement saves time. This is the fastest method.		Fast method. Construction starts sooner and overall project timeline accelerated.		Accelerated schedule	
	More responsibility by City, including plans, specs, supporting investigations and contract management	Least involvement required from City.	City loses some control that may be desirable	Early contractor engagement	Clear project scope and outcomes need to be defined at the outside of project to ensure satisfactory delivery	Early contractor engagement	Construction scope can be clarified later in project when conditions better understood.
Familiarity of engineering professionals—reliable and predictable process			Less competitive - Greater scope and more breadth of team capability means fewer firms qualified		Less competitive - Greater scope and more breadth of team capability means fewer firms qualified	More competitive than other collaborative methods (DB and PDB)	
Lower cost risk/higher cost predictability			Fixed price has potential for high cost	Can be lower cost than DB method because construction cost is negotiated during design	Still more risk than DBB and CM/GC	Lower cost risk than DB and PDB,	Less cost certainty than DBB
Supported by CWSRF funding			Not Supported by CWSRF funding		Not Supported by CWSRF funding	Supported by CWSRF funding	
	The owner has exposure to change Orders and constructability issues because the Contractor is not involved in the design. High constructibility risk.	Collaborative delivery with often minimal change orders.	Owner losses control, which is not desirable for a complex and not well-defined scope.	Collaborative delivery with owner involvement. There is a contractual relationship between the contractor and the designer.		Collaborative delivery with the contractor involved early in the design to mitigate constructability, schedule, and risk issues.	No contractual relationship between the design engineer and contractor can lead to adverse relationships between parties.