



**CITY COUNCIL OCTOBER 17, 2016 AGENDA**  
**REGULAR MEETING 7:00 PM**  
City Hall, 1001 Bridge St. Vernonia OR 97064

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**Mission Statement**

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

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**1. Call to Order and Pledge of Allegiance – Mayor Parrow**

**2. Additions or Removal of Agenda Items**

**3. Presentations**

- A. Informational Sign Presentation – Tim Anderson
- B. Sewer Issue – Terry LaChapelle

**4. Councilor Committee Meeting Reports**

**5. Topics from the Floor/Audience Participation**

**6. Consent Agenda for Approval**

- A. Cemetery Committee Meeting Minutes for September 8, 2016 ..... Pg. 1
- B. Library Board Meeting Minutes for September 2016 ..... Pg. 2-3
- C. City Council Meeting Minutes for September 19, 2016 ..... Pg. 4-6
- D. City Council Meeting Minutes for October 03, 2016 ..... Pg. 7-10

**7. Unfinished Business**

- A. Spencer Hill Sewer Project -Revisited ..... Pg. 11-21

**8. New Business**

- A. Request for Water Leak Forgiveness – Rodney Clark ..... Pg. 22-23
- B. CDBG Grievance Procedure Policy ..... Pg. 24
- C. Presentation and Recommendations Concerning Water Meter Replacement – Ben Fousek .. Pg. 25-29

**9. Business from Departments**

- A. Police Department – Chief Conner
- B. City Administrator Report – J. Mitchell

**10. Ordinances/Resolutions**

- A. Resolution 05-16: Amending Resolution 14-08 Master Fee Schedule; Fees for Cemetery, Travel Trailer Permits, and Miscellaneous Administrative Fees ..... Pg. 30-37

**11. Correspondence**

**12. Items from Mayor and Councilors**

**13. Action Items Summary – City Administrator**

**Adjournment**

\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\*

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Cemetery Committee Minutes September 8, 2016

Jeff opened the meeting at 6:35. Jeff, Mike, Carol, Lila, Darlene and Ilene were present.

The minutes were read and approved.

Treasurer's report - \$6,737.08 Memorial Cemetery  
\$1,805.46 Pioneer Cemetery  
Darlene and Bill Wilcoxon donated \$100 toward the bench

Caretakers Report - Mike reported that he filled in holes around headstones. He reported that the city will spray the cemetery when they do other spraying. We will revisit about the grass when Ben is available

Ben's report None

Old business: We questioned when the surveying and plotting will occur. Will the Columbarium will be on hold until the house is sold?

New business: Discussed that we would like a timeline and projected finish date for projects that the city is working on.

Next meeting will be October 13th at City Hall.

Meeting adjourned at 7:10

Ilene Grady, Secretary

*Approved  
10/13/16*

# Vernonia Library Board

## *Meeting Minutes for*

Wednesday, September 7, 2016  
701 Weed Ave  
Vernonia, OR 97064  
6:00 P.M.

- I. Regular meeting was called to order at 6:00 pm by Janelle Cedergreen.
- II. Board members, Audeen Wagner, Myrrinha Kibben, Betty Ann Smith, Janelle Cedergreen, and Haley Ayres, were present. Library Director Shannon Romtvedt was present. Lynn Fulgham was excused.
- III. Betty Ann Smith made a motion to accept the agenda, seconded by Haley Ayres. Motion passed.
- IV. Minutes from June 2016, regular meeting were reviewed. Audeen Wagner made a motion to accept the minutes seconded by Betty Ann Smith. Motion passed.
- V. No public comments.
- VI. Board member reports on items not on the agenda. Janelle Cedergreen asked if the Library Board was still pursuing an improvement to the current book drop (now a mail slot). Library Director said the book drop was not a current project but will review the details of the bookdrop with Nancy Burch to report for the next meeting.
- VII. Old Business
  - a. Library Director updated Library Board on Summer Projects. Dog tie posts have been used by patrons but the one placed on the WOEC side of the building was stolen. Security cameras are in place and running as of the end of July. Five individuals / families are using the library through the Adult Nonresident Sponsorship program funded by Library Board.
  - b. Board members decided to have refreshments at each meeting and members signed up for upcoming months.
  - c. Audeen Wagner nominated Haley Ayres for Vice Chair. Haley Ayres accepted and all were in favor.
  - d. Library Director reminded board members that there is an open Library Board position. A couple of individuals have expressed interest and have been given applications but there are no applications to review at this time.
- VIII. New Business
  - a. Board members reviewed the Computer and Internet Use Policy, adopted by City Council in March 2015. Library Director noted the policy is fairly new but wants to

consider changes to time allotment due to patron issues. Board members decided to try one Express Computer with a half hour maximum time enforced by staff. And to pursue time management software before considering changes to the policy.

- b. Board members reviewed a newly drafted Circulation and Membership Policy. Members had questions and suggested a few wording changes. Library Director will redraft for approval at next meeting.
- c. Library Director passed around the *Vernonia Public Library Needs Assessment Questionnaire* that was presented to the community at the beginning of 2013. Library received 32 responses to the questionnaire and feedback was provided to board members. Board members were in favor of updating the questionnaire for the Fall or Spring and highly publicizing it to get more return. Janelle Cedergreen suggested sending it with the Utility Bill and offering it online. Haley Ayres suggested a display in the library to promote the survey.

IX. Director's report

- a. Library Director announced that the Oregon State Library statistics for 2015-2016 have been submitted. Statistics will be reviewed at the next meeting.
- b. Upcoming events: Author night with Oregon mystery author Warren C. Easley on Thursday, September 22, 6:30 pm. And a craft for K-5 children on Thursday, September 15, 4 pm.
- c. Library Director would like to consider items listed under "Essential Levels of Achievement" in Standards for Oregon Public Libraries (2015 Revision) for future Library Board projects / review. A link to the document will be sent to members to review and print copies provided at a later meeting.

X. Reports/recommendations to city administrator or city council.

- a. Haley Ayres, new Vice Chair

XI. Agenda items suggested for the next meeting on Wednesday, September 7, 6 pm.

- a. Demo of time management software
- b. Finalize Circulation and Membership Policy
- c. Needs Assessment Questionnaire

XII. Betty Ann Smith made a motion to adjourn the meeting. Haley Ayres seconded. Motion passed. Meeting adjourned at 7:10 pm.

These minutes were approved at the October 17<sup>th</sup>, 2016 City Council Meeting.

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Stephanie Borst, City Recorder

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Randall J. Parrow, Mayor



CITY COUNCIL SEPTEMBER 19, 2016 **MINUTES**  
REGULAR MEETING 7:00 PM  
City Hall, 1001 Bridge St. Vernonia OR 97064

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**Mission Statement**

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

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**In Attendance:** Mayor Parrow, Councilor Tierney, Councilor McNair, Councilor Hult, and Councilor Seager.

**Staff in Attendance:** City Administrator Mitchell, Finance Director Handegard, Police Officer Carnahan

**Call to Order and Pledge of Allegiance – Councilor Tierney**

Mayor Parrow called the meeting to order at 7:00 pm.

**Additions or Removal of Agenda Items**

Councilor McNair made a motion to approve the agenda as written. The motion was seconded by Councilor Hult, motion passes.

**Councilor Committee Meeting Reports**

Councilor Tierney attended the Senior Center meeting where City Administrator Mitchell presented the project timeline. She would like for the timeline to be forwarded to the City Council. Councilor Tierney and City Administrator Mitchell are scheduled to meet before every Senior Center meeting in order to keep them updated.

**Topics from the Floor/Audience Participation**

Brett Costley, Louisiana Avenue, gave Council a brief overview of the proposed school bond. He reported that if the bond fails, there will be several cuts over the next few years. The bond will not only refinance debt but enable the school to build additional class rooms, the track and field stadium, and perform lead abatement as well as other repairs at the Mist School. The School Bond Committee is hoping for City Council support. Tax payers would be responsible for an additional \$0.20 per \$1000 of assessed value. This would extend the payoff time another 6 years as well.

David Sterner, Bridge Street, would like Councils approval to place his food cart next to the Shell station starting next spring. City Administrator Mitchell explained that when the food cart was first proposed it was to be located at the old Health Clinic location but issues with that location have arisen. The site he is now proposing would impact the gravel lot fence as well as reduce the overflow park parking. Councilor McNair expressed concern that allowing one food truck at the site may open the door for others to follow suit. City Administrator Mitchell will meet with David on September 20, 2016 at 2:00PM to discuss potential sites for the food cart.

**Consent Agenda for Approval**

- A. Cemetery Committee Meeting Minutes for August 11, 2016
- B. City Council Meeting Minutes for September 6, 2016
- C. Library Board Meeting Minutes for June 7, 2016

Councilor Tierney requested that the City Council minutes from September 6<sup>th</sup> be corrected in *Items from Mayor and Councilors* as she received the request from the Anderson Park Host not the Airport Park Host.

Councilor McNair made a motion to accept the meeting minutes as listed above with the correction. The motion was seconded by Councilor Seager, motion passes.

**Unfinished Business**

#### D. Staff Appreciation Discussion

Councilor McNair explained his proposal to Council. He has been involved with city business for 10 years and has seen remarkable improvement over the last few years. He proposes that as a gesture of gratitude, staff be given a paid day off in lieu pay increases. Staff can decide if they would like to take the day off together or on individually chosen days. Council consensus is to give city staff a paid day off of their choosing. Staff can decide if they would like to take the day off at the same time. City Administrator Mitchell asked if any Councilors would like to come present to staff at the September 28<sup>th</sup> staff meeting. Councilor McNair and Mayor Parrow will make an effort to attend.

Councilor Tierney would like to revisit potential staff merit increases at a future work session. She hopes that it will be feasible during future budget cycles.

#### E. Application for Inhabiting a Travel Trailer Permit – Dawn Scott

City Administrator Mitchell explained that Dawn Scott is the owner of the property and her brother Desmond is whom would actually be inhabiting the trailer. Councilor McNair made a motion to approve the travel trailer permit application. The motion was seconded by Councilor Hult, motion carried.

#### F. Application for Inhabiting a Travel Trailer Permit – James Wanless

City Administrator Mitchell explained the application to Council. The applicant has sold his home and is preparing to build a new home. In the meantime, he would like to live in his new trailer on the property. Councilor McNair made a motion to approve the permit application. The motion was seconded by Councilor Hult, motion carried.

#### G. Engineering Amendment WWTP

City Administrator Mitchell explained the amendment to Council. Her preference is to sign the amendment but stipulate that the money stays in the fund until the work is complete. Council consensus is for City Administrator Mitchell to sign the contract and negotiate that the work be done using current contract funds first.

### **Business from Departments**

#### H. Police Department – Officer Carnihan

Officer Carnihan reported that Officer Shafer will be with Chief Conner on Friday for evaluation.

#### I. City Administrator Report – J. Mitchell

*Staff Evaluations:* Staff evaluations are being performed with roughly half completed.

*Downtown Trees:* The chosen trees have been removed. Staff has received mixed reviews.

*Spencer Park Picnic Shelter:* The picnic shelter plans have been submitted and are in Eugene for review. City Administrator Mitchell explained the project to Council and added that salvaged wood from the old grade school will be used in its construction. The concrete work, electrical, and roofing will be contracted out with the remainder of the construction being completed by the City and volunteers.

*Nickerson Culvert:* City staff is working with ODFW to remove the culvert. Once staff hears how ODFW would like the culvert removed, staff will remove it. The letter outlining requirements for the street dedication has been sent to the property owners by OTAK. Staff has not heard back from HBH or the owners.

*Hawkins Park:* A vandal went to the park and did cookies in the grass. They also hit the wetland, borrow site, and public works. The police department is working on identifying the vehicle by the license plate.

*Cemetery:* Someone hit the cemetery sign. Public works is working to fix the sign.

*WWTP:* The rip arap is almost complete at the lagoons. Staff walked the perimeter with the fencing contractor and they will be fencing the entire area with vinyl coated chain link. City Administrator Mitchell and Public Works Foreman Burch provided a wish list of paving for the contractors GIS coordinator to review. They are waiting to hear back on what the budget will allow. The eye wash station is almost completed. A few electrical items are being completed in the treatment building.

The organic material is back in the borrow site and the stumps are piled up. Councilor McNair would like to see about having the contractor spread them around to prevent people from driving on the site. City Administrator Mitchell will ask the contractor if they can strategically place them on the site.

*Rose Avenue Cross Walk:* ODOT is currently evaluating how the bump outs will work as the right of way is shifted towards the houses.

*Park Closure:* Staff will be presenting to the Parks Committee for their recommendation.

*Lions Thank You Letter:* The letter has been sent to the Lions Club.

*Anderson Park:* City staff has discussed horse shoe pit options with the park hosts.

*Cemetery Shed:* Staff has not locked down a date for demolition.

*Timber Harvest:* City Administrator Mitchell is waiting to receive the NOAP in order to proceed.

## **Ordinances/Resolutions**

### **Correspondence**

### **Items from Mayor and Councilors**

Councilor Seager reported that a student of his from last fall will be headed to Vernonia in the next few days. He built an experimental airplane and is flying around the world.

Councilor Tierney reported that she walked Webb way and noted the locations of where the signs and garbage cans will be placed.

Mayor Parrow inquired about the picnic tables stacked on Adams Avenue. City Administrator Mitchell stated that the tables are not marked but they may belong to the city. City staff will look into who owns the tables. He would also like to discuss the trees in Ora Bomeier as he wants to make sure they are safe. City Administrator Mitchell stated that the trees have been looked at by an arborist and they are healthy trees.

### **Action Items Summary – City Administrator**

City Administrator Mitchell will meet with David Sterner regarding his food truck.  
Staff will discuss the possibility of moving the stumps at the borrow site with R & G.  
Staff will send the Senior Center timeline to Council.  
Staff will look into the picnic tables on Adams Avenue.

### **Adjournment**

Mayor Parrow adjourned the meeting at 8:11 PM.

These minutes were approved at the October 17<sup>th</sup>, 2016 City Council Meeting.

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Stephanie Borst, City Recorder

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Randall J. Parrow, Mayor



CITY COUNCIL OCTOBER 03, 2016 **MINUTES**  
REGULAR MEETING 7:00 PM  
City Hall, 1001 Bridge St. Vernonia OR 97064

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**Mission Statement**

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

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**In Attendance:** Councilor Tierney, Councilor Hult, and Councilor McNair

**Staff in Attendance:** City Administrator Mitchell, Finance Director Handegard, GIS Annalist Fousek, Police Chief Conner, and City Recorder Borst

**Absent:** Mayor Parrow and Councilor Seager

**Call to Order and Pledge of Allegiance – Councilor Tierney**

Councilor Tierney called the meeting to order at 7:03 PM.

**Additions or Removal of Agenda Items**

Councilor McNair made a motion to approve the agenda as written. The motion was seconded by Councilor Hult, motion carried.

**Councilor Committee Meeting Reports**

**Topics from the Floor/Audience Participation**

Susan Wagner, Alder St, would like to address the lack of a directional sign on Hwy 47 heading south by the green bridge. She would like to request that the City reach out to ODOT requesting that a sign be added. Chief Conner stated that he worked with ODOT to have the current signs added. He will follow up with them and see if another can be added.

Bill Langmaid, School bond Committee, would like to invite everyone to vote yes on the Vernonia School Bond.

Bill Langmaid, McDonald Road, presented a flier for The Graveyard Dash. He explained that the race is a fundraiser for Hands On Art. The 6k race will start at the Vernonia Memorial Cemetery, go to the Pioneer Cemetery, and end back at the Memorial Cemetery. The 3k race will go from the Memorial Cemetery, to the old health center lot, and back. Contestants are encouraged to wear costumes as prizes will be awarded for best costumes.

**Consent Agenda for Approval**

**Unfinished Business**

**New Business**

**A. Parks Committee Recommendation**

Scott Laird, Parks Committee Chair, explained the recommendation to council. Councilor Tierney expressed concern that limiting hours at the lake will make it difficult for people to walk before work. She suggests the lake being opened at 5:30am. Councilor McNair explained that limiting the hours creates an enforcement tool for the police force and reducing vandalism. Council consensus is to table the discussion until Ordinance 911 is discussed later in the meeting.

**B. Planning Commission Application – Walton**

Planning Commission Chair Wagner explained that the Planning Commission would like to recommend the application for approval by Council. Council consensus is to approve Mr. Walton's application.

C. Travel Trailer Application – Grady

Council consensus is to approve the travel trailer application as requested.

D. Amendment to Letter of Conditions from USDA

Finance Director Handegard explained the amendment to Council. She explained that the only change to the letter of conditions is the amount of the payment. Council is in favor of the amendment.

**Business from Departments**

A. Police Department – Chief Conner

Chief Conner explained that he is working on policy updates and would like to have an intense policy update. Updates will be coming to Council periodically for approval. Vernonia Police Department will be hosting a firearms instructor school for law enforcement instructors. The school will be hosted out of town.

Officer Shafer is working with Chief Conner to complete his on the job training. The reserve program is accepting applications. So far they have received 3 applications. Councilor McNair would like to hold a work session to discuss the reserve program before the interview process is under way. Chief Conner is willing to participate in the workshop.

B. City Administrator Report – J. Mitchell

*Wastewater Treatment Plant:* The next WWTP construction meeting will take place this Wednesday, Oct. 5<sup>th</sup>. The fencing has gone up around the WWTP, paving is scheduled for this week, but will be weather permitting. We are still waiting for the evaluation of ammonia treatment, however at the Regional Solutions meeting I did discuss the preferred equipment with DEQ. They are also interested in using Biodomes at Pacifis Seafood in Astoria. R & G supervisor has not been onsite to be able to discuss the placement of stumps.

*Rose Avenue Project:* A meeting was held here at City Hall with the Regional Solutions team last Tuesday, at City Hall. The team discussed with Staff the City projects and ways the agencies could assist us to move projects forward. In attendance: Senator Betsy Johnson, Melanie Olsen; IFA/CDBG, Jennifer Purcell; DEQ, Mark Ellsworth; Governor Brown’s Office, Jay Dudewell; ODOT, Patrick Wingard; DLCD, Mary McArthur; ColPac, Josette Mitchell; COV, Scott Laird; Vernonia’s Voice, Sharon Bernal; Vernonia School Bond Committee.

*Nickerson Ridge Estates:* The owners of Nickerson Ridge have received the letter outlining issues needing fixed before the City can formally accept the subdivision streets of Nickerson Avenue and Nickerson Loop. I finally got in touch with Michael Henry from HBH last week and was disappointed to find out that the owners had not authorized him to start work on the storm water improvement plans. He was going to contact them and let them know he had talked to me, and that I was asking for the status of the plans. The next day I received an email from the owners stating that they were “in good faith” beginning the plans. I sent them a letter outlining my disappointment over the plans not being started. I also sent a letter outlining the detail of road issues and pictures. The acceptance of the street is a separate issue from the storm water, the City is not requiring the owners to repair the issues with the road, in order to begin to sell property again and issue building permits the City is requiring improvements to the storm water system. Councilor McNair asked if the homeowners in the development understand that the street is not a city street. City Administrator Mitchell explained that the homeowners have been kept informed and are not responsible for the road as their HOA rules do not state that they are. As of now, the vacant lot owners are responsible.

The City will have to wait until Nickerson Creek is in its dry season to remove the culvert. With the recent heavy rains the risk of sediment run off and potential fish movement is too great.

*WOEC:* WOEC is looking to get 116,627 + 1,250 for appraisal + 6% interest on the payments. Staff would like direction from Council on how they would like to proceed. The reimbursement district that was to be formed cannot be formed with one participant (Seniors/Food Bank). WOEC was required by the planning commission to purchase the Soderback property to gain access to the new building, they were required to build a half street improvement. The agreement to purchase if funding was available was signed, it stated the City may pay 2/3 of the purchase price and 1,250.00 which was half of the cost of the appraisal. For your information 2/3 of the property to

be purchased is Cougar Street, the remaining property that is bare land is 25 feet by 115 feet, approximately 2875 sq. ft.

Councilor McNair stated that there is a great deal of runoff from the WOEC owned vacant lot. As this is a safety risk, he would like staff to request them to mitigate the runoff issue. Council is in agreement. After great discussion, Council consensus is for staff to respond to WOEC and state that the city is sticking with the \$80,000 offer.

*California Avenue:* Photo Solutions has decided to seek relocation outside of Vernonia. IFA will not allow us to use the engineering grant to design California Avenue without a proposed development. In the future if a development does come to fruition the City may reapply at that time for engineering funding. The City Council must now decide if the Spencer Hill /Vernonia Lake manhole project is something they would like to still continue at this time.

Councilor McNair suggested that this be sent back to the Public Works Committee for them to review. City Administrator Mitchell stated that at this point it is up to City Council to decide as the Public Works Committee has already made their recommendation. She disagrees with the Public Works Committee, and is in favor of this portion of the project, as she believes development is important. The Public Works Foreman is also in favor of the project as the current system cannot handle added development. Council consensus is to table this discussion until the next regularly scheduled meeting so that the Public Works Foreman can attend.

*Cougar Street Crosswalk:* KLS Surveying is working to finish the plot map that shows the four corners of the intersection at Hwy 47 and Cougar Street, once the plot map that contains all the physical markers (sidewalks, painted highway lines, etc.) is complete, Jerry Rosenblad will help the City move forward on bump out design and connected requirements.

*River gage replacement:* The damage to the river gage from the accident last month is estimated at \$13,000.00. It is still being determined who will be the damaged party.

*Mellinger Water Main Easement:* Staff is waiting for the slight wording correction from Mr. Rankin.

*Picnic Tables:* Picnic tables were removed from Adams Avenue.

*Staff Training:* Staff reviewed the handbook on September 28<sup>th</sup>. Staff discovered that there is not currently a media policy so will be creating one. Councilor McNair attended the meeting and presented the staff appreciation day. He explained that it was well received by staff. City Hall will be closed on October 21<sup>st</sup> for Staff Appreciation Day.

## **Ordinances/Resolutions**

### **A. Ordinance 911 – Amending Ordinance 881**

Councilor Tierney reiterated that she would prefer there to be a set opening time at the lake, preferably 5:00 AM. After great discussion, Councilor McNair made a motion to amend the ordinance as follows:

- b. City Parks closed from 11pm to 5am
  - Vernonia Lake
- c. City Parks closed from 11pm to dawn
  - Spencer Park

The motion was seconded by Councilor Hult, the motion passed unanimously.

Councilor McNair made a motion to approve the ordinance with the above mentioned amendment. The motion was seconded by Councilor Hult, motion passed unanimously. City Recorder Borst read the first reading of Ordinance 911 by title only. Votes: Ayes: 3 Absent: 2

## **Correspondence**

### **Items from Mayor and Councilors**

Councilor McNair would like a discussion regarding the water meter change and how it would affect billing. He asks that GIS Analyst Fousek present to Council, as presented to the Public Works Committee, at the next regular

City Council meeting. He added that logging at Airport Park will not happen until next spring.

Councilor Tierney appreciates Finance Director Handegard's help in trouble shooting her tablet.

**Action Items Summary – City Administrator**

GIS Annalist Fousek will present on water meter replacement on October 17<sup>th</sup>, 2016.

Chief Conner will follow up with ODOT regarding a directional sign heading south on Hwy 47 at the green bridge.

Staff will forward Councils response to WOEC

Spencer Hill Sewer project discussion will be on the October 17<sup>th</sup> agenda

City Hall will be closed on October 21<sup>st</sup> for Staff Appreciation Day

GIS Annalist Fousek will present on water meter replacement at the October 17<sup>th</sup> meeting

The Vernonia Voice will hold a candidate forum on October 12<sup>th</sup> at 6:00 PM

Council would like City Administrator Mitchell to attend the October 10<sup>th</sup> work session

**Adjournment**

Councilor Tierney adjourned the meeting at 8:42 PM.

These minutes were approved at the October 17<sup>th</sup>, 2016 City Council Meeting.

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Stephanie Borst, City Recorder

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Randall J. Parrow, Mayor

**CITY OF VERNONIA**  
**CITY COUNCIL AGENDA ITEM**

**REVISITING ISSUE**

**October 17, 2016**

**From:** Angie Handegard, Finance Director  
**To:** Mayor and City Council  
**Re:** California Ave / Spencer Hill Spur

**Agenda Item Summary:**

California Ave Manhole project is a legitimate use of Sewer SDC funds – the remaining balance would be \$65,209

Here are two options for Spencer Hill Spur:

#1 – Reduce transfer out of Sewer Fund by the full \$48,700, this will only effect the restricted cash on hand amount in the Sewer Debt Fund reducing it to \$533,731

Increase contract services to \$54,700

#2 – Reduce Sewer contingency to 15% of operating fund and reduce transfer out by remaining amount needed. Sewer Debt restricted cash would become \$543,231

Current contingency = 60,083

Proposed = 42,186

Current Transfer out = 90,000

Proposed = 59,200

Current Contract Services = 6,000

Proposed = 54,700

Both of these options will have no effect on any of the proposed expenses in the Sewer Debt Fund. We will still be able to pay off the remaining USDA Sewer bond as proposed. Only restricted cash on hand will be affected and that money is there to act as a contingency for the Rehab project.

Since the budget hasn't been adopted yet, Council could propose these changes prior to adoption. That would allow us to start the year with an accurate budget and eliminate the need to do a supplemental budget later in the year.

**Previous Council Action:**

N/A

**Attachments:**

Sewer Fund, Sewer SDC, Sewer Debt revised budgets  
Breakdown of City MH /Spencer Hill Spur

**Recommendation:** Staff recommends that the City Council determine the portions of the project to be completed, and identify the source of funding they would like said portions paid out of.

Option #1

<b>Sewer Fund</b>	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted Budget	FY 15-16 Actual to Date	FY 16-17 Proposed Budget	FY 16-17 Approved Budget	FY 16-17 Adopted Budget
<b>Income</b>							
1401-00 - Available Cash on Hand	31,896	58,715	175,103	163,051	38,721	38,721	38,721
1401-01 - Restricted Cash on Hand		15,245	2,000	2,000	2,000	2,000	2,000
1413-03 - Anderson Park Swr Dump					400	400	400
1435-01 - Sewer Usage Fees	498,137	383,351	370,000	292,037	370,000	370,000	370,000
1435-03 - Sewer Late Fees	10,171	15,114	10,000	7,064	10,000	10,000	10,000
1435-04 - Sewer Application Fees	1,452	1,363	1,050	1,438	1,050	1,050	1,050
1435-05 - Sewer Connection Fees	6,250	13,750	3,750	2,718	3,750	3,750	3,750
1435-06 - Turn on/off fee	683	855	700	2,044	1,500	1,500	1,500
1435-07 - Deposit for New Acct	4,098	3,835	3,250	4,561	3,900	3,900	3,900
8488-00 - Misc Revenues		75					
<b>Total Income</b>	<b><u>\$520,791</u></b>	<b><u>\$418,343</u></b>	<b><u>\$388,750</u></b>	<b><u>\$309,862</u></b>	<b><u>\$390,600</u></b>	<b><u>\$390,600</u></b>	<b><u>\$390,600</u></b>
<b>Payroll Expense</b>							
1500-00 - Salaries	110,896	99,209	82,958	56,025	104,827	90,990	90,990
1503-00 - Certification Pay	2,400	2,150	1,200	950	1,200	1,200	1,200
1504-00 - Overtime		835	0	1,174	0		
1508-00 - Insurance Benefits	38,015	36,229	32,879	27,150	30,416	30,416	30,416
1509-00 - Medicare	1,585	1,481	1,221	805	1,537	1,336	1,336
1509-01 - FICA	6,776	6,334	5,218	3,442	6,574	5,715	5,715
1510-00 - Retirement Benefits	13,223	13,877	11,096	5,934	11,204	11,143	11,143
1512-00 - Workers Comp	2,159	2,040	4,659	3,145	3,356	3,356	3,356
1512-01- Oregon WBF	78	76	60	42	70	70	70
1513-00- SUI Unemp benefits	2,008	2,511		8,749			
<b>Total Payroll Expense</b>	<b><u>\$177,140</u></b>	<b><u>\$164,742</u></b>	<b><u>\$139,291</u></b>	<b><u>\$107,416</u></b>	<b><u>\$159,183</u></b>	<b><u>\$144,226</u></b>	<b><u>\$144,226</u></b>

<b>Sewer Fund</b>	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted Budget	FY 15-16 Actual to Date	FY 16-17 Proposed Budget	FY 16-17 Approved Budget	FY 16-17 Adopted Budget
<b>Other Expense</b>							
1600-00 · Operational Materials	4,303	4,675	6,500	5,168	6,500	6,500	6,500
1601-00 · Utility Deposit Refund		65	130	0	130	2,000	2,000
1602-00 · Bank Service Charges	73	38	100	43	100	100	100
1602-05 · Bank Merchant Fees	4,412	5,093	5,000	4,136	5,600	5,600	5,600
1610-00 · Equipment O&M	3,307	2,521	3,000	2,534	3,000	3,000	3,000
1610-01 · Vehicle/Equip Fuel	5,019	4,410	4,000	1,981	3,000	3,000	3,000
1610-41 · Sewer Collection Sys Maint	3,950	3,659	4,500	10,185	8,000	8,000	8,000
1610-42 · Sewer Treatment	7,335	4,105	4,500	5,450	5,000	5,000	5,000
1615-00 · Build O&M	0	105	1,000	132	1,000	1,000	1,000
1620-00 · Telephone	368	389	400	302	404	404	404
1620-04 · Heating Fuel	3,142	1,367	4,000	1,419	3,500	3,500	3,500
1620-10 · Electricity	19,072	18,098	18,000	16,510	25,000	25,000	25,000
1625-00 · Education/Training	583	170	1,000	1,856	2,000	2,000	2,000
1625-01 · Membership Fees / Dues	5,431	6,634	5,330		5,330	5,330	5,330
1630-00 · Insurance	15,578	18,255	16,653	16,952	15,333	15,333	15,333
1635-05 · SCADA	1,690	1,690	2,000	1,690	3,200	3,200	3,200
1635-10 · Lab Fees	2,560	840	1,000	1,742	1,000	1,000	1,000
1640-00 · Uniforms & PPE	115	341	500	708	800	800	800
1645-00 · Contract Services	20,223	5,340	6,000	29,947	6,000	6,000	54,700
1645-39 · Meter Reading Service	5,581	5,618	5,650	4,753	5,700	5,700	5,700
1650-00 · Equipment Rental	3,744		2,000		2,000	2,000	2,000
1660-10 · Utility Bill Postage	2,321	2,374	2,400	2,236	2,500	2,500	2,500
1680-00 · Miscellaneous	207	439	0	404	0	0	0
1700-00 · Equipment Purchase			4,000	1,653	0	0	0
2230-00 · GIS Service	2,796	10,127			0	0	0
5650-70 · Vehicle Lease	1,291	1,278	1,280	959	1,278	1,278	1,278
5670 -02 · Equipment Loan			3,500	2,034	3,200	3,200	3,200
9997-00 · Administration Fee			30,056		26,738	25,567	25,567
9998-00 · Contingency	0		50,317		45,824	60,083	60,083
<b>Total Other Expense</b>	<b>\$113,101</b>	<b>\$97,629</b>	<b>\$182,816</b>	<b>\$112,794</b>	<b>\$182,137</b>	<b>\$197,095</b>	<b>\$245,795</b>
9850-99 · Transfers Out	188,529	64,880	243,746	215,000	90,000	90,000	41,300
<b>Total Expense</b>	<b>\$478,770</b>	<b>\$327,251</b>	<b>\$565,853</b>	<b>\$435,210</b>	<b>\$431,320</b>	<b>\$431,321</b>	<b>\$431,321</b>
<b>Net Income</b>	<b>\$73,917</b>	<b>\$165,052</b>	<b>\$0</b>	<b>\$39,703</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Sewer Debt Service</b>	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted Budget	FY 15-16 Actual	Year End Forecast	FY 16-17 Proposed Budget	FY 16-17 Approved Budget	FY 16-17 Adopted Budget
<b>1401-00 - Available Cash on Hand</b>		24,318	279			448,043	448,043	448,043
<b>1401-01 - Restricted Cash on Hand</b>	296,296	383,448	596,236	575,202	575,202	264,412	264,412	264,412
<b>Income</b>								
<b>1419-92 - Sewer Loan Rep't Fee</b>	370,318	558,791	558,828	389,007	558,828	597,624	597,624	597,624
<b>Transfer In from Sewer Fund</b>	182,875	32,284	228,746	180,000	180,000	70,000	70,000	21,300
<b>Total Income</b>	<b><u>\$553,193</u></b>	<b><u>\$591,075</u></b>	<b><u>\$787,574</u></b>	<b><u>\$569,007</u></b>	<b><u>\$738,828</u></b>	<b><u>\$667,624</u></b>	<b><u>\$667,624</u></b>	<b><u>\$618,924</u></b>
<b>Sewer Bond Payment</b>								
<b>1841-01 - USDA '92 Sewer Bond Prin</b>	48,030	50,792	53,712		53,712	393,992	393,992	393,992
<b>1841-02 - USDA '92 Sewer Bond Int</b>	31,389	28,627	25,707		25,707			
<b>1842-01 - USDA '95 Sewer Bond Prin</b>	10,034	10,560	141,373		141,373	0		
<b>1842-02 - USDA '95 Sewer Bond Int</b>	8,503	7,977						
<b>0000-00 - USDA '16 Sewer Bond Prin</b>								
<b>0000-00 - USDA '16 Sewer Bond Int</b>								
<b>DEQ CWSRLF Loans</b>								
<b>1843-01 - DEQ '95 SRF R93640 Prin</b>	16,895							
<b>1843-02 - DEQ '95 SRF R93640 Int</b>	420							
<b>1845-01 - DEQ CWSRLF R93642 Prin</b>	193,781	196,620	202,423	202,423	202,423	208,397	208,397	208,397
<b>1845-02 - DEQ CWSRLF R93642 Int</b>	132,671	129,063	132,536	132,536	132,536	125,550	125,550	125,550
<b>1846-01 - DEQ CWSRLF R93643 Prin</b>			24,565	14,314	14,314	29,162	29,162	29,162
<b>1846-02 - DEQ CWSRLF R93643 Int</b>			17,308	31,510	31,510	20,547	20,547	20,547
<b>Total Debt</b>	<b><u>\$441,723</u></b>	<b><u>\$423,639</u></b>	<b><u>\$597,624</u></b>	<b><u>\$380,783</u></b>	<b><u>\$601,575</u></b>	<b><u>777,648</u></b>	<b><u>\$777,648</u></b>	<b><u>\$777,648</u></b>
<b>9850-99- Transfers Out</b>						0	20,000	20,000
<b>Loan Reserve</b>								
<b>9998-01 - Rstrd End Balance - USDA Bonds</b>	97,956		79,419			0		
<b>9998-01 - Rstrd End Balance - DEQ 93642</b>	194,396		165,828			165,828	\$165,828	\$165,828
<b>9998-01 - Rstrd End Balance - DEQ 93643</b>			19,165			19,165	\$19,165	\$19,165
<b>9998-01 - Rstrd End Balance - USDA New</b>						25,113	\$25,113	\$25,113
<b>9998-01 - Unappropriated Ending Fund Balance</b>	91,096		522,053			392,325	\$372,325	\$372,325
<b>9998-01 - Restricted Ending Fund Balance</b>	383,448	\$0	786,465	\$0	\$0	602,431	\$582,431	\$533,731
<b>Net Income</b>	<b><u>\$24,318</u></b>	<b><u>\$575,202</u></b>	<b><u>\$0</u></b>	<b><u>\$763,426</u></b>	<b><u>\$712,455</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

<b>Sewer SDC</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Adopted Budget</b>	<b>FY 15-16 Actual to Date</b>	<b>Year End Forecast</b>	<b>FY 16-17 Proposed Budget</b>	<b>FY 16-17 Approved Budget</b>	<b>FY 16-17 Adopted Budget</b>
<b>Income</b>								
<b>1401-00 - Available Cash on Hand</b>	94,763	119,887	146,500	152,415	152,415	158,329	158,329	158,329
<b>1420-03 - Sewer SDC</b>	28,182	32,527	8,871	5,914	5,914	8,871	8,871	8,871
<b>1420-02- Water SDC</b>								
<b>1482-40- FEMA Reimbursements</b>								
<b>8485-01 - Phase 2 OECDDB CDBG</b>								
<b>Transfers In</b>								
<b>Total Income</b>	<b>\$28,182</b>	<b>\$32,527</b>	<b>\$8,871</b>	<b>\$5,914</b>	<b>\$5,914</b>	<b>\$8,871</b>	<b>\$8,871</b>	<b>\$8,871</b>
<b>Expense</b>								
<b>1635-00- Professional Services</b>	3,058							
<b>1645-00- Contract Services</b>								99,033
<b>1680-00 - Miscellaneous</b>								
<b>9998-00 - Contingency</b>	0		155,371		0	167,200	167,200	68,167
<b>Total Expense</b>	<b>\$3,058</b>	<b>\$0</b>	<b>\$155,371</b>	<b>\$0</b>	<b>\$0</b>	<b>\$167,200</b>	<b>\$167,200</b>	<b>\$167,200</b>
<b>Net Income</b>	<b>\$119,887</b>	<b>\$152,414</b>	<b>\$0</b>	<b>\$158,329</b>	<b>\$158,329</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Option #2

<b>Sewer Fund</b>	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted Budget	FY 15-16 Actual to Date	FY 16-17 Proposed Budget	FY 16-17 Approved Budget	FY 16-17 Adopted Budget
<b>Income</b>							
1401-00 - Available Cash on Hand	31,896	58,715	175,103	163,051	38,721	38,721	38,721
1401-01 - Restricted Cash on Hand		15,245	2,000	2,000	2,000	2,000	2,000
1413-03 - Anderson Park Swr Dump					400	400	400
1435-01 - Sewer Usage Fees	498,137	383,351	370,000	292,037	370,000	370,000	370,000
1435-03 - Sewer Late Fees	10,171	15,114	10,000	7,064	10,000	10,000	10,000
1435-04 - Sewer Application Fees	1,452	1,363	1,050	1,438	1,050	1,050	1,050
1435-05 - Sewer Connection Fees	6,250	13,750	3,750	2,718	3,750	3,750	3,750
1435-06 - Turn on/off fee	683	855	700	2,044	1,500	1,500	1,500
1435-07 - Deposit for New Acct	4,098	3,835	3,250	4,561	3,900	3,900	3,900
8488-00 - Misc Revenues		75					
<b>Total Income</b>	<b><u>\$520,791</u></b>	<b><u>\$418,343</u></b>	<b><u>\$388,750</u></b>	<b><u>\$309,862</u></b>	<b><u>\$390,600</u></b>	<b><u>\$390,600</u></b>	<b><u>\$390,600</u></b>
<b>Payroll Expense</b>							
1500-00 - Salaries	110,896	99,209	82,958	56,025	104,827	90,990	90,990
1503-00 - Certification Pay	2,400	2,150	1,200	950	1,200	1,200	1,200
1504-00 - Overtime		835	0	1,174	0		
1508-00 - Insurance Benefits	38,015	36,229	32,879	27,150	30,416	30,416	30,416
1509-00 - Medicare	1,585	1,481	1,221	805	1,537	1,336	1,336
1509-01 - FICA	6,776	6,334	5,218	3,442	6,574	5,715	5,715
1510-00 - Retirement Benefits	13,223	13,877	11,096	5,934	11,204	11,143	11,143
1512-00 - Workers Comp	2,159	2,040	4,659	3,145	3,356	3,356	3,356
1512-01- Oregon WBF	78	76	60	42	70	70	70
1513-00- SUI Unemp benefits	2,008	2,511		8,749			
<b>Total Payroll Expense</b>	<b><u>\$177,140</u></b>	<b><u>\$164,742</u></b>	<b><u>\$139,291</u></b>	<b><u>\$107,416</u></b>	<b><u>\$159,183</u></b>	<b><u>\$144,226</u></b>	<b><u>\$144,226</u></b>

<b>Sewer Fund</b>	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted Budget	FY 15-16 Actual to Date	FY 16-17 Proposed Budget	FY 16-17 Approved Budget	FY 16-17 Adopted Budget
<b>Other Expense</b>							
1600-00 · Operational Materials	4,303	4,675	6,500	5,168	6,500	6,500	6,500
1601-00 · Utility Deposit Refund		65	130	0	130	2,000	2,000
1602-00 · Bank Service Charges	73	38	100	43	100	100	100
1602-05 · Bank Merchant Fees	4,412	5,093	5,000	4,136	5,600	5,600	5,600
1610-00 · Equipment O&M	3,307	2,521	3,000	2,534	3,000	3,000	3,000
1610-01 · Vehicle/Equip Fuel	5,019	4,410	4,000	1,981	3,000	3,000	3,000
1610-41 · Sewer Collection Sys Maint	3,950	3,659	4,500	10,185	8,000	8,000	8,000
1610-42 · Sewer Treatment	7,335	4,105	4,500	5,450	5,000	5,000	5,000
1615-00 · Build O&M	0	105	1,000	132	1,000	1,000	1,000
1620-00 · Telephone	368	389	400	302	404	404	404
1620-04 · Heating Fuel	3,142	1,367	4,000	1,419	3,500	3,500	3,500
1620-10 · Electricity	19,072	18,098	18,000	16,510	25,000	25,000	25,000
1625-00 · Education/Training	583	170	1,000	1,856	2,000	2,000	2,000
1625-01 · Membership Fees / Dues	5,431	6,634	5,330		5,330	5,330	5,330
1630-00 · Insurance	15,578	18,255	16,653	16,952	15,333	15,333	15,333
1635-05 · SCADA	1,690	1,690	2,000	1,690	3,200	3,200	3,200
1635-10 · Lab Fees	2,560	840	1,000	1,742	1,000	1,000	1,000
1640-00 · Uniforms & PPE	115	341	500	708	800	800	800
1645-00 · Contract Services	20,223	5,340	6,000	29,947	6,000	6,000	54,700
1645-39 · Meter Reading Service	5,581	5,618	5,650	4,753	5,700	5,700	5,700
1650-00 · Equipment Rental	3,744		2,000		2,000	2,000	2,000
1660-10 · Utility Bill Postage	2,321	2,374	2,400	2,236	2,500	2,500	2,500
1680-00 · Miscellaneous	207	439	0	404	0	0	0
1700-00 · Equipment Purchase			4,000	1,653	0	0	0
2230-00 · GIS Service	2,796	10,127			0	0	0
5650-70 · Vehicle Lease	1,291	1,278	1,280	959	1,278	1,278	1,278
5670 -02 · Equipment Loan			3,500	2,034	3,200	3,200	3,200
9997-00 · Administration Fee			30,056		26,738	25,567	25,567
9998-00 · Contingency	0		50,317		45,824	60,083	42,186
<b>Total Other Expense</b>	<b>\$113,101</b>	<b>\$97,629</b>	<b>\$182,816</b>	<b>\$112,794</b>	<b>\$182,137</b>	<b>\$197,095</b>	<b>\$227,898</b>
9850-99 · Transfers Out	188,529	64,880	243,746	215,000	90,000	90,000	59,200
<b>Total Expense</b>	<b>\$478,770</b>	<b>\$327,251</b>	<b>\$565,853</b>	<b>\$435,210</b>	<b>\$431,320</b>	<b>\$431,321</b>	<b>\$431,321</b>
<b>Net Income</b>	<b>\$73,917</b>	<b>\$165,052</b>	<b>\$0</b>	<b>\$39,703</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Sewer Debt Service</b>	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted Budget	FY 15-16 Actual	Year End Forecast	FY 16-17 Proposed Budget	FY 16-17 Approved Budget	FY 16-17 Adopted Budget
<b>1401-00 - Available Cash on Hand</b>		24,318	279			448,043	448,043	448,043
<b>1401-01 - Restricted Cash on Hand</b>	296,296	383,448	596,236	575,202	575,202	264,412	264,412	264,412
<b>Income</b>								
<b>1419-92 - Sewer Loan Rep't Fee</b>	370,318	558,791	558,828	389,007	558,828	597,624	597,624	597,624
<b>Transfer In from Sewer Fund</b>	182,875	32,284	228,746	180,000	180,000	70,000	70,000	39,200
<b>Total Income</b>	<b><u>\$553,193</u></b>	<b><u>\$591,075</u></b>	<b><u>\$787,574</u></b>	<b><u>\$569,007</u></b>	<b><u>\$738,828</u></b>	<b><u>\$667,624</u></b>	<b><u>\$667,624</u></b>	<b><u>\$636,824</u></b>
<b>Sewer Bond Payment</b>								
<b>1841-01 - USDA '92 Sewer Bond Prin</b>	48,030	50,792	53,712		53,712	393,992	393,992	393,992
<b>1841-02 - USDA '92 Sewer Bond Int</b>	31,389	28,627	25,707		25,707			
<b>1842-01 - USDA '95 Sewer Bond Prin</b>	10,034	10,560	141,373		141,373	0		
<b>1842-02 - USDA '95 Sewer Bond Int</b>	8,503	7,977						
<b>0000-00 - USDA '16 Sewer Bond Prin</b>								
<b>0000-00 - USDA '16 Sewer Bond Int</b>								
<b>DEQ CWSRLF Loans</b>								
<b>1843-01 - DEQ '95 SRF R93640 Prin</b>	16,895							
<b>1843-02 - DEQ '95 SRF R93640 Int</b>	420							
<b>1845-01 - DEQ CWSRLF R93642 Prin</b>	193,781	196,620	202,423	202,423	202,423	208,397	208,397	208,397
<b>1845-02 - DEQ CWSRLF R93642 Int</b>	132,671	129,063	132,536	132,536	132,536	125,550	125,550	125,550
<b>1846-01 - DEQ CWSRLF R93643 Prin</b>			24,565	14,314	14,314	29,162	29,162	29,162
<b>1846-02 - DEQ CWSRLF R93643 Int</b>			17,308	31,510	31,510	20,547	20,547	20,547
<b>Total Debt</b>	<b><u>\$441,723</u></b>	<b><u>\$423,639</u></b>	<b><u>\$597,624</u></b>	<b><u>\$380,783</u></b>	<b><u>\$601,575</u></b>	<b><u>777,648</u></b>	<b><u>\$777,648</u></b>	<b><u>\$777,648</u></b>
<b>9850-99- Transfers Out</b>						0	20,000	20,000
<b>Loan Reserve</b>								
<b>9998-01 - Rstrd End Balance - USDA Bonds</b>	97,956		79,419			0		
<b>9998-01 - Rstrd End Balance - DEQ 93642</b>	194,396		165,828			165,828	\$165,828	\$165,828
<b>9998-01 - Rstrd End Balance - DEQ 93643</b>			19,165			19,165	\$19,165	\$19,165
<b>9998-01 - Rstrd End Balance - USDA New</b>						25,113	\$25,113	\$25,113
<b>9998-01 - Unappropriated Ending Fund Balance</b>	91,096		522,053			392,325	\$372,325	\$372,325
<b>9998-01 - Restricted Ending Fund Balance</b>	383,448	\$0	786,465	\$0	\$0	602,431	\$582,431	\$551,631
<b>Net Income</b>	<b><u>\$24,318</u></b>	<b><u>\$575,202</u></b>	<b><u>\$0</u></b>	<b><u>\$763,426</u></b>	<b><u>\$712,455</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

<b>Sewer SDC</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Adopted Budget</b>	<b>FY 15-16 Actual to Date</b>	<b>Year End Forecast</b>	<b>FY 16-17 Proposed Budget</b>	<b>FY 16-17 Approved Budget</b>	<b>FY 16-17 Adopted Budget</b>
<b>Income</b>								
<b>1401-00 - Available Cash on Hand</b>	94,763	119,887	146,500	152,415	152,415	158,329	158,329	158,329
<b>1420-03 - Sewer SDC</b>	28,182	32,527	8,871	5,914	5,914	8,871	8,871	8,871
<b>1420-02- Water SDC</b>								
<b>1482-40- FEMA Reimbursements</b>								
<b>8485-01 - Phase 2 OECDDB CDBG</b>								
<b>Transfers In</b>								
<b>Total Income</b>	<b>\$28,182</b>	<b>\$32,527</b>	<b>\$8,871</b>	<b>\$5,914</b>	<b>\$5,914</b>	<b>\$8,871</b>	<b>\$8,871</b>	<b>\$8,871</b>
<b>Expense</b>								
<b>1635-00- Professional Services</b>	3,058							
<b>1645-00- Contract Services</b>								99,033
<b>1680-00 - Miscellaneous</b>								
<b>9998-00 - Contingency</b>	0		155,371		0	167,200	167,200	68,167
<b>Total Expense</b>	<b>\$3,058</b>	<b>\$0</b>	<b>\$155,371</b>	<b>\$0</b>	<b>\$0</b>	<b>\$167,200</b>	<b>\$167,200</b>	<b>\$167,200</b>
<b>Net Income</b>	<b>\$119,887</b>	<b>\$152,414</b>	<b>\$0</b>	<b>\$158,329</b>	<b>\$158,329</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**VERNONIA: 2-CITY MH AND LARGE MH REACH**

ENGINEER'S ESTIMATE OF PROBABLE COSTS (FOR CITY USE)

**COST RANGE @ 10% UNDER \$90,000**  
**COST RANGE @ 10% OVER \$110,000**

DATE: 5/5/2016

BY: JGF CHK'D BY: KKA

**Schedule of Unit Prices - Worksheet**

Item	Description	Quantity	Units	Unit Cost	subtotals	TOTALS
<b>GENERAL SITEWORK</b>						
1	MOBILIZATION, BOND (@ +/- 5% PROJECT COST)	1	LS	\$4,500	\$4,500	
2	TEMP PROTECT & DIR OF TRAFFIC	1	LS	\$500	\$500	
3	CLEAR/GRUB /GRADE/(W/IN PROJECT LIMITS, PLANS) WORK PAD, SILT FENCE/BERMS	1	LS	\$1,000	\$1,000	
4	DEMO AND REMOVAL OF AC/CONC/F.GLASS SPOILS (W/IN PROJECT LIMITS)	1	LS	\$1,000	\$1,000	
5	POTHOLE, SUB-SURFACE INVESTIGATION	2	EA	\$150	\$300	
6	SITE GRADING, ROCK, 3/4 MINUS (PS SITE FILL+LAKEVIEW DR)	12	CY	\$45	\$540	
7	LANDSCAPE - GRASS RE-SEEDING DISTURBED AREAS	0	LS	\$500	\$0	
<i>subtotal</i>					\$7,840	\$7,840
<b>MANHOLES AND PIPING IMPROVEMENTS</b>						
8	FURNISH & INSTALL 2-24" DIA PVC CULVERTS - WATERWAY XING	120	LF	\$60	\$7,200	
9	FURNISH & INSTALL 48" MANHOLES, SUB. FR & COVER, COMPLETE, W/CONN.S PER PLANS	3	EA	\$5,000	\$15,000	
10	FURNISH & INSTALL 60" COLLECTION. MH, SUB. FR & COVER, COMPLETE, W/CONN.S PER PLANS	1	EA	\$6,000	\$6,000	
11	FURNISH & INSTALL 8" ASTM, D-3034 PVC SEWER PIPE, W/SELECT BEDDING/BACKFILL	490	LF	\$70	\$34,300	
12	FURNISH AND INSTALL CONNECTION TO EXISTING WET WELL IN PS #3, CORING REQUIRED	1	LS	\$2,500	\$2,500	
13	FURNISH AND INSTALL & REMOVE SHORING, AS REQUIRED - WEEKLY RENTAL	2	WK(S)	\$2,500	\$5,000	
14	AS-BUILTS FROM RECORD DRAWINGS, CONTRACTOR PROVIDED, PER SPECS.	1	EA	\$1,000	\$1,000	
<i>subtotal</i>					\$71,000	\$71,000
<b>TEMPORARY PUMPING RENTAL</b>						
15	FURNISH & INSTALL & REMOVE TEMPORARY PUMP AROUND SYSTEM (FOR CORING)*	1	LS	\$5,000	\$5,000	
16	TEMPORARY DEWATERING PUMPS - RENTAL PER MONTH (2 WEEKS)	3	WKS	\$2,000	\$6,000	
<i>subtotal</i>					\$11,000	\$11,000
<b>APPROXIMATE CONSTRUCTION COSTS =&gt;</b>				<b>\$89,840</b>		
<b>REGULATORY - ADMINISTRATIVE REQUIREMENTS</b>						
17	JOINT DSL - ACOE PERMIT (1200-C - STORMWATER) NOT REQUIRED	0	LS	\$0	\$0	
18	PLAN REVIEW FEE-DEQ (MINOR SEWER COLLECTION SYSTEM EXPANSION \$190)	1	LS	\$190	\$190	
19	FUNDING COORDINATION (CITY + ENGINEER)	0	LS	\$1,000	\$0	
<i>subtotal</i>					\$190	\$190
<b>SURVEY - ENGINEERING</b>						
20	SURVEY - VERIFY TOPO - CONSTRUCTION STAKEOUT - 3 MH, 500 FT PIPE/PER PLANS	1	LS	\$800	\$800	
21	GEOTECHNICAL REVIEW OF SITE, MH EXCAVATIONS	1	LS	\$5,000	\$5,000	
22	ENG DESIGN - 4 SHEETS DWGS/CD/ACTIVE INSP/COORD W/DEQ/PLAN REVIEW	1	LS	\$17,500	\$17,500	
<i>subtotal</i>					\$23,300	\$23,300
* PUMPING REQUIRED TO CLEAN WET WELL/KEEP CONCRETE CORING MATERIALS OUT OF PUMP INTAKES.					<i>subtotal</i>	\$90,030
Estimate excludes Engineering					Contingency @ 10%	\$9,003
					SUB-TOTAL	\$99,033
					PERMITS, EST AT 0%	\$0
					INFLATION @ 3%/YR	\$0
					TOTAL =>	\$99,033

**NOTES FOR: CITY OF VERNONIA - EST. CONSTRUCTION COSTS FOR FEASIBILITY STUDY**

- This is only an estimate of probable cost. No assurance is given that costs are fixed to any specific points or index.
- Actual costs may be higher or lower overall than this estimate, ie geotech stabilization. Further administrative requirements could add cost.
- Assumes ACOE/DSL, permits NOT be necessary - Assumes NO Impact allowed to wetlands
- Assume CITY work w/in ROW, PERMITS MAY BE REQUIRED (by Contractor)
- Estimate does not include any work to water mains, ie, support, moving of gravity/pressure swr mains OTHER than as described.
- Estimate assumes that protection of existing utilities (on plans or not) is the responsibility of the installing contractor.
- Estimate assumes that dewatering is NOT REQUIRED.
- Select bedding and backfill is assumed to be compacted 3/4" -0" aggregate or CDF
- Assumes foundation/stabilization material for manholes or vaults is required or per geotechnical.
- Assumes foundation/stabilization material is an incidental cost, included in pipe and manhole costs
- All excavation shall be considered unclassified. No additional cost will be allowed for excavation, old concrete/steel items, structures, etc.
- Estimate does not include any costs for easements.
- Estimate assumes any costs other than those identified are incidental to one of the other bid items.
- Estimate assumes a municipal project.
- Dewatering costs ARE shown on this estimate, however, other dewatering may be incidental to project, to be incl. in one or more of bid items.
- Disposal site chosen by contractor, all costs/permits responsibility of contractor and the site shall be approved by engineer
- Assumes NO Asphalt costs related to this project. Use 8" crushed, compacted 3/4" rock as base
- Assumes no costs for storm improvements within public access ROW or easement
- Assume construction option available may be excavation/formwork style. Greater cut-backs required in excavation, shoring or cutback required.
- Shoring required at collection manhole and connection to existing
- Assume time of construction at the most beneficial for City, late spring or summer, when groundwater at lowest.
- Stormwater, no headwalls, ditching should be considered at this time for watercrossings.
- This estimate does not include Specifications (City has Engineering Stds)
- This estimate does not include bidding assistance

**VERNONIA; 3-SPENCER HILL REACH**

ENGINEER'S ESTIMATE OF PROBABLE COSTS (FOR CITY USE)

**COST RANGE @ 10% UNDER \$50,000**  
**COST RANGE @ 10% OVER \$60,000**

DATE: March 21, 2016, rev 4/6/16, rev 4/15/16

BY: JGF CHK'D BY: KKA

**Schedule of Unit Prices - Worksheet**

Item	Description	Quantity	Units	Unit Cost	subtotals	TOTALS
<b>GENERAL SITEWORK</b>						
1	MOBILIZATION, BOND (@ +/- 5% PROJECT COST) (TIE TO CITY MH WORK, REACH 2)	1	LS	\$2,500	\$2,500	
2	TEMP PROTECT & DIR OF TRAFFIC	1	LS	\$500	\$500	
3	CLEAR/GRUB /GRADE/(W/IN PROJECT LIMITS, PLANS) WORK PAD, SILT FENCE/BERMS	1	LS	\$2,500	\$2,500	
4	DEMO AND REMOVAL OF AC/CONC/F.GLASS SPOILS (W/IN PROJECT LIMITS)	1	LS	\$1,000	\$1,000	
5	POTHOLE, SUB-SURFACE INVESTIGATION	2	EA	\$150	\$300	
6	SITE GRADING, ROCK, 3/4 MINUS (AT MH)	6	CY	\$45	\$270	
7	LANDSCAPE - GRASS RE-SEEDING DISTURBED AREAS	1	LS	\$500	\$500	
<i>subtotal</i>					\$7,570	\$7,570
<b>MANHOLES AND PIPING IMPROVEMENTS</b>						
8	FURNISH & INSTALL 2-24" DIA PVC CULVERTS - WATERWAY XING	0	LF	\$60	\$0	
9	FURNISH & INSTALL 48" MANHOLES, SUB. FR & COVER, COMPLETE, W/CONN.S PER PLANS	1	EA	\$5,000	\$5,000	
10	FURNISH & INSTALL 60" COLLECTION. MH, SUB. FR & COVER, COMPLETE, W/CONN.S PER PLANS	0	EA	\$6,000	\$0	
11	FURNISH & INSTALL 8" ASTM, D-3034 PVC SEWER PIPE, W/SELECT BEDDING/BACKFILL	410	LF	\$70	\$28,700	
12	FURNISH AND INSTALL CONNECTION TO EXISTING WET WELL IN PS #3, CORING REQUIRED	0	LS	\$2,500	\$0	
13	FURNISH AND INSTALL & REMOVE SHORING, AS REQUIRED - WEEKLY RENTAL (AT LARGE MH)	1	WK(S)	\$2,500	\$2,500	
14	AS-BUILTS FROM RECORD DRAWINGS, CONTRACTOR PROVIDED, PER SPECS.	1	EA	\$500	\$500	
<i>subtotal</i>					\$36,700	\$36,700
<b>TEMPORARY PUMPING RENTAL</b>						
15	FURNISH & INSTALL & REMOVE TEMPORARY PUMP AROUND SYSTEM (FOR CORING)*	0	LS	\$5,000	\$0	
16	TEMPORARY DEWATERING PUMPS - RENTAL PER MONTH (2 WEEKS)	0	WKS	\$2,000	\$0	
<i>subtotal</i>					\$0	\$0
<b>APPROXIMATE CONSTRUCTION COSTS =&gt;</b>				<b>\$44,270</b>		
<b>REGULATORY - ADMINISTRATIVE REQUIREMENTS</b>						
17	JOINT DSL - ACOE PERMIT (1200-C - STORMWATER) NOT REQUIRED	0	LS	\$0	\$0	
18	PLAN REVIEW FEE-DEQ (MINOR SEWER COLLECTION SYSTEM EXPANSION \$190-TIE TO CITY MH)	0	LS	\$190	\$0	
19	FUNDING COORDINATION (CITY + ENGINEER)	0	LS	\$1,000	\$0	
<i>subtotal</i>					\$0	\$0
<b>SURVEY - ENGINEERING</b>						
20	SURVEY - VERIFY TOPO - CONSTRUCTION STAKEOUT - 1 MH, 420 FT PIPE/PER PLANS	1	LS	\$500	\$500	
21	GEOTECHNICAL REVIEW OF SITE, MH EXCAVATIONS	0	LS	\$5,000	\$0	
22	ENG DESIGN - 2 SHEETS DWGS/CD/ACTIVE INSP/COORD W/DEQ/PLAN REVIEW	1	LS	\$8,500	\$8,500	
<i>subtotal</i>					\$9,000	\$9,000
<b>* PUMPING REQUIRED TO CLEAN WET WELL/KEEP CONCRETE CORING MATERIALS OUT OF PUMP INTAKES.</b>					<i>subtotal</i>	\$44,270
Estimate excludes Engineering					Contingency @ 10%	\$4,427
					SUB-TOTAL	\$48,697
					PERMITS, EST AT 0%	\$0
					INFLATION @ 3%/YR	\$0
					<b>TOTAL =&gt;</b>	<b>\$48,697</b>

**NOTES FOR: CITY OF VERNONIA - EST. CONSTRUCTION COSTS FOR FEASIBILITY STUDY**

- This is only an estimate of probable cost. No assurance is given that costs are fixed to any specific points or index.
- Actual costs may be higher or lower overall than this estimate, ie geotech stabilization. Further administrative requirements could add cost.
- Assumes ACOE/DSL, permits NOT be necessary - Assumes NO Impact allowed to wetlands
- Assume CITY work w/in ROW, PERMITS MAY BE REQUIRED (by Contractor)
- Estimate does not include any work to water mains, ie, support, moving of gravity/pressure swr mains OTHER than as described.
- Estimate assumes that protection of existing utilities (on plans or not) is the responsibility of the installing contractor.
- Estimate assumes that dewatering is NOT REQUIRED.
- Select bedding and backfill is assumed to be compacted 3/4" -0" aggregate or CDF
- Assumes foundation/stabilization material for manholes or vaults is required or per geotechnical.
- Assumes foundation/stabilization material is an incidental cost, included in pipe and manhole costs
- All excavation shall be considered unclassified. No additional cost will be allowed for excavation, old concrete/steel items, structures, etc.
- Estimate does not include any costs for easements.
- Estimate assumes any costs other than those identified are incidental to one of the other bid items.
- Estimate assumes a municipal project.
- Dewatering costs ARE shown on this estimate, however, other dewatering may be incidental to project, to be incl. in one or more of bid items.
- Disposal site chosen by contractor, all costs/permits responsibility of contractor and the site shall be approved by engineer
- Assumes NO Asphalt costs related to this project. Use 8" crushed, compacted 3/4" rock as base
- Assumes no costs for storm improvements within public access ROW or easement
- Assume construction option available may be excavation/formwork style. Greater cut-backs required in excavation, shoring or cutback required.
- Shoring required at collection manhole and connection to existing
- Assume time of construction at the most beneficial for City, late spring or summer, when groundwater at lowest.
- Stormwater, no headwalls, ditching considered at this time for water crossings.
- This estimate does not include Specifications (City has Engineering Stds)
- This estimate does not include bidding assistance

To the City of Vernonia - Utility Comm.

I am writing this letter to see if I CAN  
Get Any Help with my water Bill at 158  
North street in Vernonia

the previous months Bill was NORMAL  
at 134<sup>57</sup> then when they Rood the meter  
the next time they called me and said  
I Had a Leek. I went up the next day  
and the plumber said it was under ground  
So I called for Locates to be done so we  
could Dig on Friday and it takes 48 Hours.  
So Tuesday at 245 Pm is when it was Complete

I Had a plumber work on it for 3 Days.  
we found the Leek as soon as we  
could Dig. I am so sorry for the  
Exstrem amount of water Loss.

IS there ANY thing you can do to Help  
on this. the Leek was Hard to detect as  
it was under ground and under the  
House

I thank you for any Help i CAN get.

Rodney Clark

PO Box 187

Gastoni, OR 97119

Phone# 503 522 2683

**City of Vernonia**  
 1001 Bridge Street  
 Vernonia, OR 97064



**Utility Bill**

RODNEY CLARK  
 PO BOX 187  
 GASTON, OR 97119

PREVIOUS BALANCE	\$0.00
PAYMENTS	\$0.00
CURRENT CHARGES	\$840.07
<b>TOTAL DUE BY 10/17/2016</b>	<b>\$840.07</b>
<b>DUE AFTER 10/17/2016</b>	<b>\$890.48</b>

<b>ACCOUNT NUMBER</b>	020600	<b>City of Vernonia</b> 1001 Bridge Street Vernonia OR 97064 (503) 429-5291		
<b>CUSTOMER</b>	RODNEY CLARK			
<b>SERVICE ADDRESS</b>	158 NORTH ST VERNONIA OR 97064			
<b>BILL DATE</b>	09/26/2016			
<b>SERVICE</b>	<b>START READ</b>	<b>END READ</b>	<b>USAGE / 100 GAL</b>	<b>AMOUNT</b>
Water Rate 3/4"	08/24/2016 - 9831	09/26/2016 - 11529	1698	\$737.65
Parks Fee \$2/Residential Unit	08/24/2016	09/26/2016		\$2.00
3/4" Sewer Usage	08/24/2016	09/26/2016		\$23.95
3/4" Sewer Loan Payment	08/24/2016	09/26/2016		\$55.27
3/4" Water Loan Payment	08/24/2016	09/26/2016		\$11.50
Sewer Consumption \$2.31/1000g	08/24/2016	09/26/2016		\$9.70
<b>TOTAL CURRENT CHARGES</b>				<b>\$840.07</b>

Please detach below perforation and return with payment

<b>ACCOUNT NUMBER</b>	020600
<b>SERVICE ADDRESS</b>	158 NORTH ST
<b>AMOUNT DUE</b>	\$840.07
<b>DUE DATE</b>	10/17/2016
<b>NAME</b>	RODNEY CLARK

**City of Vernonia**  
 1001 Bridge Street  
 Vernonia, OR 97064

**CITY OF VERNONIA**  
**Grievance Procedure**  
**For Complaints of Alleged Discrimination Based on Disability**

Policy Statement: The City of Vernonia does not discriminate on the basis of disability status in employment, or access to its programs, services, facilities and public contracts.

If you are an employee of the City of Vernonia or an Oregon Community Development Block Grant project beneficiary and you believe you have been discriminated against on the basis of a disability, the City of Vernonia has adopted the following procedure for handling the grievance:

1. Submit complaint in writing for resolution to:  
Michael Conner, Chief of Police  
City of Vernonia  
1001 Bridge Street  
Vernonia, OR 97064  
503-429-5291  
Office Hours: 9:00 am to 5:00 pm  
Monday through Friday
2. A record of the complaint and action taken will be maintained. A decision by Michael Conner, Chief of Police will be rendered within 15 working days of receipt of the complaint.
3. If the complaint cannot be resolved to your satisfaction by Michael Conner, Chief of Police, the complainant may request a hearing, within 15 working days of the response, before the Vernonia City Council for resolution. The request should be submitted to Michael Conner, Chief of Police, at the address above.
4. Within 30 calendar days of the hearing, the complainant will receive a final resolution in writing (or a method understood by the complainant) as proposed by the City Council. The decision of the City Council is final.
5. All complaints received by Michael Conner, Chief of Police and responses from Michael Conner, Chief of Police or City Council will be kept by the City of Vernonia for a period of three years.

Adopted this 17th day of October 2016

Printed Name: Randall J. Parrow Title: Mayor

Attest: \_\_\_\_\_

Other arrangements for submission of a grievance such as a personal interview or tape recording will be made available for the individuals with visual or motor impairments.

# CITY OF VERNONIA

## CITY COUNCIL AGENDA ITEM

October 12, 2016

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**From:** Ben Fousek, GIS and Land Use

**To:** Vernonia City Council

**Re: Presentation and Recommendations Concerning Water Meter Replacement**

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### **Background:**

- Why water meters need to be replaced.
- Water meter testing to determine the Economic Optimal Life (EOL) of water meters in Vernonia.
- Meter replacement options:
  - Direct read vs. radio read meters;
  - Public Works scheduled replacement vs. mass replacement via a contractor.
- Funds available to begin replacement regime.

### **Presentation:**

Presentation given to Public Works with findings and conclusions after 12 months of collecting accurate water service and consumption data.

### **Staff Recommendations:**

- Direct Public Works Committee to investigate replacement options discussed above and present a recommendation to Council by the end of the year, or in as timely of a manner as Council sees fit.
- Direct City Staff to assist Public Works Committee as needed in the above effort.

### **Attachments:**

September 13, 2016 Public Works Committee Staff Report

# CITY OF VERNONIA

## PUBLIC WORKS COMMITTEE AGENDA ITEM

**September 13, 2016**

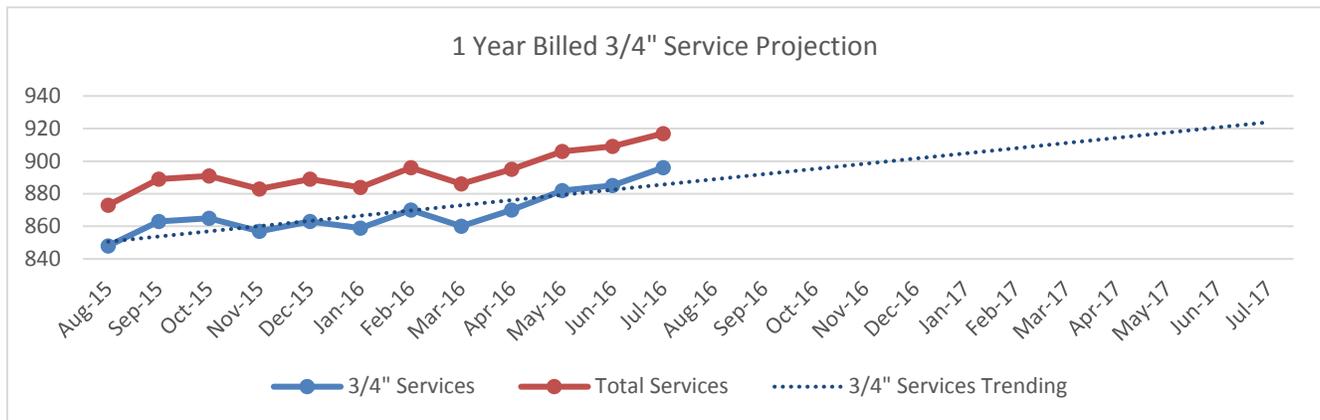
**From:** Ben Fousek, GIS and Land Use  
**To:** Public Works Committee  
**Re: Report Billed Water Services and Consumption Aug 2015 – July 2016**

**Billed Water Services:**

The City has seen a steady increase in the number of billed water services over the last year. This increase results from:

1. Empty homes being bought and coming back online;
2. New construction of residential homes.

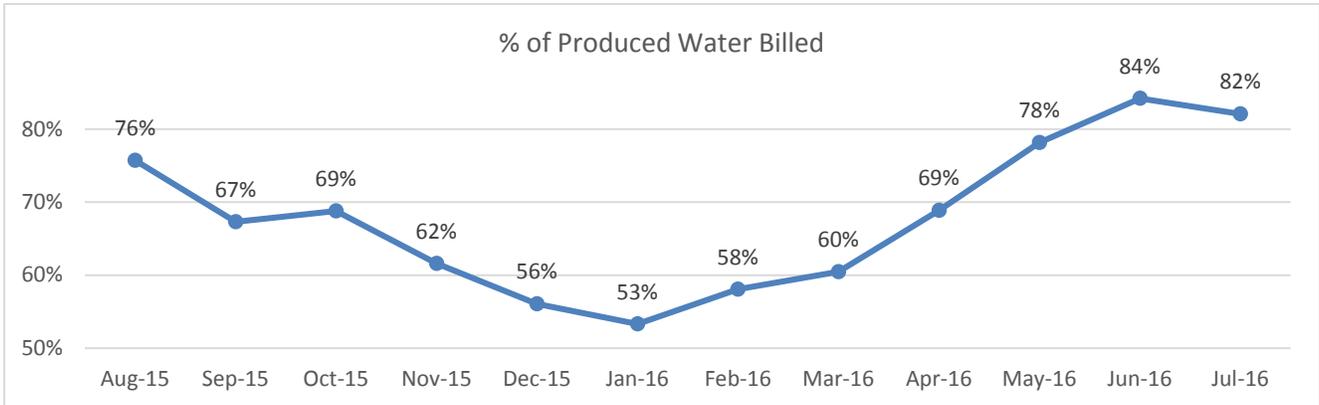
There are 4 homes currently under construction which should be online and being billed by the end of the year, and 3-5 new home permits expected to be submitted in the next few months; as well as many inquiries about the cost of water/sewer hookup fees for undeveloped properties. Staff believes a conservative estimate of 10-15 new construction 3/4" water services will be online by this time next year if our little building boom continues. The extension of water out Noakes Road will also add more billable customers. The following chart shows a projected line-of-best-fit for billed 3/4" water services over the next year. While there are many factors affecting month-to-month billed meters, all indicators point to surpassing 920 billed 3/4" services by this time next year.



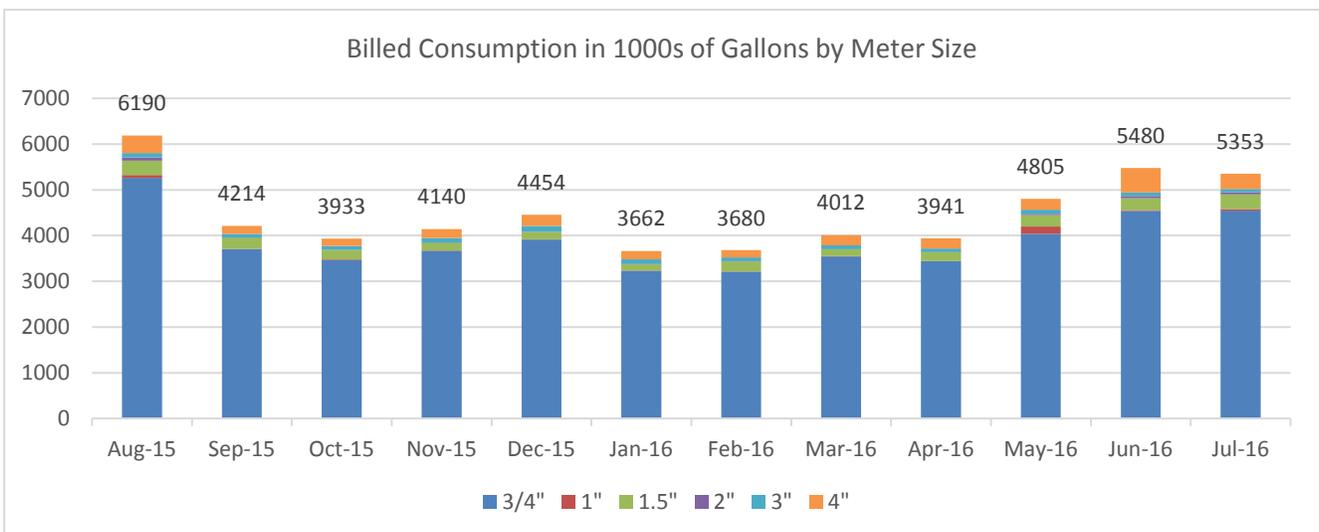
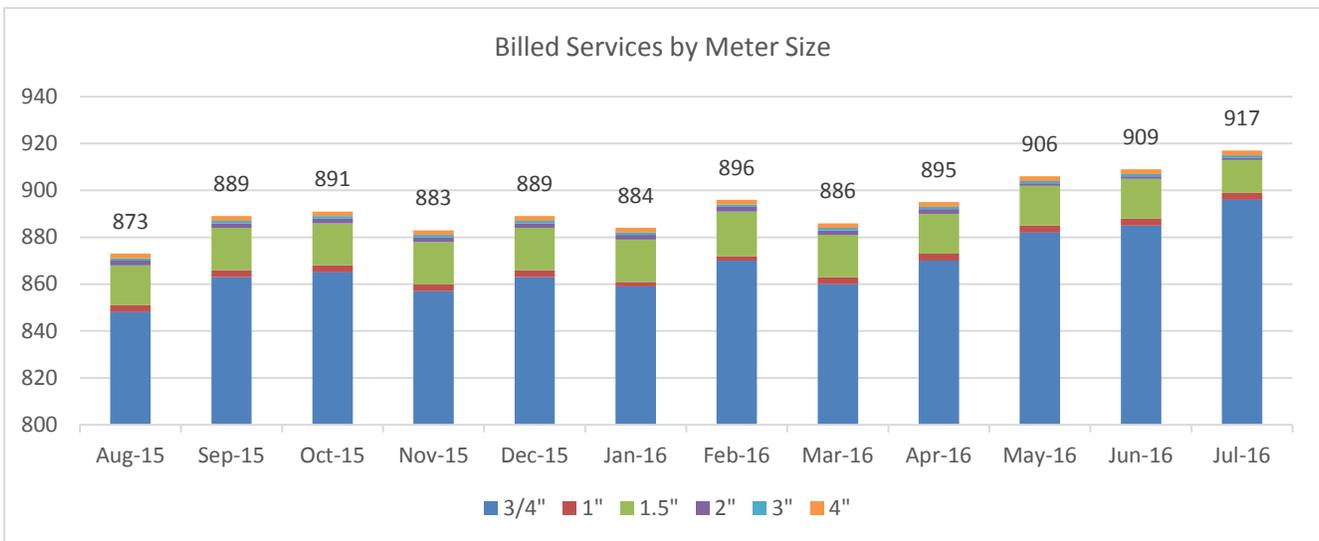
**Billed Consumption:**

Billed consumption averaged 4.41 million gallons per month between Aug 2015 and July 2016, with a low of 3.66 million gallons billed in Jan 2016, and a high of 5.48 million gallons billed in June 2016. As expected, consumption in the summer months was higher than in winter months. What was surprising was the percentage of produced water which was billed, as shown in the following chart. In the winter months a greater percentage of usage is low flow indoor use, which is not being captured by older meters. This information only strengthens Staff's assertion the City's aging water

meters are not accurately registering consumption, and in turn resulting in loss of revenue. The improved percentage in June and July of this year is partly due to 40 replaced meters in the last year, including down-sizing of oversized meters, which were not capturing as much as 50% of consumption. The following chart clearly shows the billed consumption dropping 30% between winter and summer.



**Billed Services and Consumption by Meter Size:**

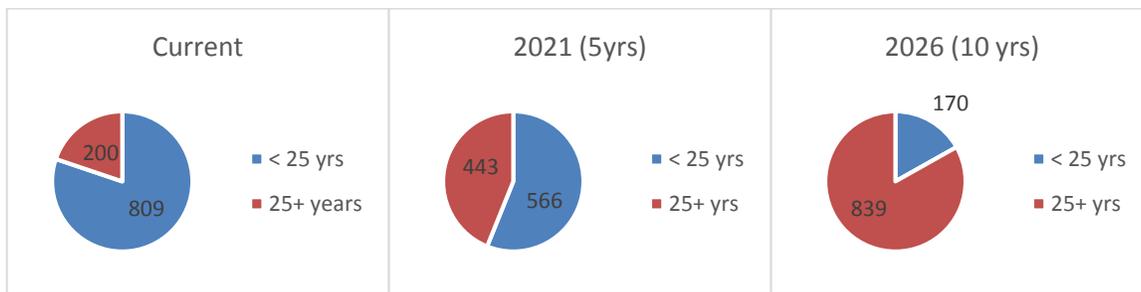


**Water Meter Testing:**

Water meter testing is still on hold due to busy summer months and Public Works being a staff member short. The project, forms, maps are complete. Meter testing will begin once staff has the time resources to begin testing meters.

**Water Meter Replacement:**

While water meter testing will determine the Economic Optimum Life (EOL) of our water meters, the City cannot afford to not begin a large-scale meter replacement regime within the next 2 years. While only 200 of the 1009 current billable meters (20%) are 25 years or older, the average meter is 18.5 years old, making 50% of meters 25+ years old in only 7 years. An additional 200 water meters are currently 17 years old, making 70% of meters 25+ years old in 8 years.



**Discussion Points:**

- One time large scale replacement based on EOL or spread replacement over 5 years.
- Switch to radio read meters.
- Research and contact companies for presentations/proposals for radio read and large scale meter replacement options.

**Attachments:**

Billed Water Meter and Consumption Table

August 2015 - July 2016 Billed Water Services and Consumption

Month	Billed water services						Total Services	Consumption in 1000s of gallons								Billed	Produced	% Billed	Start Date	End Date	Days
	3/4"	1"	1.5"	2"	3"	4"		3/4"	1"	1.5"	2"	3"	4"								
Aug-15	848	3	17	2	1	2	873	5262	63	312	73	91	389	6190	8174	76%	7/22/2015	8/24/2015	33		
Sep-15	863	3	18	2	1	2	889	3702	8	245	2	81	176	4214	6260	67%	8/24/2015	9/24/2015	31		
Oct-15	865	3	18	2	1	2	891	3470	9	205	2	84	163	3933	5718	69%	9/25/2015	10/23/2015	28		
Nov-15	857	3	18	2	1	2	883	3666	8	166	5	101	194	4140	6720	62%	10/24/2015	11/25/2015	32		
Dec-15	863	3	18	2	1	2	889	3910	7	164	2	129	242	4454	7943	56%	11/26/2015	12/28/2015	32		
Jan-16	859	2	18	2	1	2	884	3228	10	134	2	106	182	3662	6869	53%	12/29/2015	1/25/2016	27		
Feb-16	870	2	19	2	1	2	896	3210	4	221	2	84	159	3680	6337	58%	1/26/2016	2/22/2016	27		
Mar-16	860	3	18	2	1	2	886	3544	5	153	3	85	222	4012	6634	60%	2/23/2016	3/24/2016	30		
Apr-16	870	3	17	2	1	2	895	3437	6	195	2	78	223	3941	5723	69%	3/25/2016	4/22/2016	28		
May-16	882	3	17	1	1	2	906	4036	160	254	27	86	242	4805	6149	78%	4/23/2016	5/24/2016	31		
Jun-16	885	3	17	1	1	2	909	4536	25	257	44	81	537	5480	6508	84%	5/25/2016	6/23/2016	29		
Jul-16	896	3	14	1	1	2	917	4546	35	320	44	74	334	5353	6523	82%	6/24/2016	7/22/2016	28		
														<b>12 Month Totals</b>							
														<b>53864</b>	<b>79558</b>	<b>68%</b>					

**RESOLUTION NO. 05-16**

**A RESOLUTION AMENDING RESOLUTION 14-08, THE MASTER FEE SCHEDULE AND RESCINDING RESOLUTION 20-05, MISCELLANEOUS ADMINISTRATIVE FEES FOR THE CITY OF VERNONIA**

**Whereas**, the City Council has adopted Resolution 05-16, a master fee resolution; and

**Whereas**, the master fees resolution needs to be amended to reflect the correct fees for Cemetery, Travel Trailer Permit and Miscellaneous Administrative Fees.

**IT IS HEREBY RESOLVED** by the City Council of the City of Vernonia, Oregon that the master fee resolution be amended as shown on attachment Exhibit A.

**This resolution shall become effective upon adoption by the Vernonia City Council**

Introduced and adopted the 17<sup>th</sup> day of October, 2016 by the following vote:

Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_

Signed by me, Randall J. Parrow, Mayor, in authentication of its adoption this

17<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Randall J. Parrow, Mayor

Attest: \_\_\_\_\_  
Stephanie Borst, City Recorder

**RESOLUTION NO. 14-08**

**A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR THE CITY OF VERNONIA AND  
RESCINDING SEPARATE RESOLUTIONS SETTING FEES**

IT IS HEREBY RESOLVED, by the City Council of the City of Vernonia, Oregon, that the following Resolutions are rescinded: Resolution 02-03, Setting Rates for Parks Maintenance and Utility Fees; Resolution 20-05, Setting Miscellaneous Administrative Fees; Resolution 15-07, Setting Water Rates for Users Within and Without the City of Vernonia; Resolution 10-07, Setting Fees for Parks; Resolution 13-04, Setting the Sewer Rates for Users Within and Without the City of Vernonia; Resolution 01-07, Setting Administrative and Planning Fees for the City of Vernonia; Resolution 15-04, Setting Library Miscellaneous Fees and Annual User Fees for Patrons Outside Vernonia City Limits; Resolution 20-04; Setting Fees for Processing Liens; Resolution 21-04; Setting Fees for Processing Liens; Resolution 14-05; Setting Fees for Bulk Water Rate; Resolution 01-03; Establishing Fees for Various Services or Activities; Resolution 03-07; Resolution Relating to Vernonia Memorial Cemetery, Amending Resolution 01-06; Resolution 20-06 Resolution Setting the Sewer Rates for Users Within and Outside the City of Vernonia, Oregon and Repealing Resolution 13-04; Resolution 16-06 A Resolution Amending Resolution 17-05 Updating System Development Charges for Water, Wastewater, Stormwater, Parks, and Streets Pursuant to Ordinance No. 756, to become effective September 5, 2006.

IT IS HEREBY FURTHER RESOLVED, by the City Council of the City of Vernonia, Oregon, that commencing October 17, 2016, and from that time thereafter or until further changes are made, the rates to be charged for all city fees shall be at rates as set forth below:

**1. Parks Maintenance and Utilities.** The following fees established for parks maintenance and utilities shall be included as a separate fee on the regular water bill and will be billed as follows:

Each residential and non-residential water account will be billed a total of \$2.00 per month for all of their water accounts. People with more than one water account must complete an application to reduce their total bill to the \$2.00 limit.

**2. Parks Day Use/Annual Fee (20 minutes or longer-Vernonia Lake, Anderson, & Airport Parks).**

- |   |                              |
|---|------------------------------|
| A. Day Use  | \$5.00                       |
| B. Family Annual Pass   | \$35.00                      |
| C. Senior Annual Pass   | \$25.00                      |
| D. Kids under 18  | Exempt                       |
| E. Vernonia Residents living in city limits or having a city water account are exempt from day use and annual pass requirements because a Parks fee is assessed through water bill. |                              |
| F. Campsite w/full RV Hookups   |                              |
| 1) Regular nightly rate   | \$30.00                      |
| 2) Extended Work Stay -monthly rate   |                              |
| (actual stay must be exact increments of 30 days and must be approved by Park Host;<br>additional days under or beyond full 30 days charged at regular nightly rate)                |                              |
|   | \$500.00 for Oct 1 to Mar 31 |
|   | \$750.00 for Apr 1 to Sep 30 |
|   |                              |
| G. Campsite (RV) without hookups:   | \$20.00                      |
| H. Campsite primitive at Anderson Park  | \$15.00                      |
| I. Campsite primitive at Airport Park   | \$15.00                      |

J. Campsite primitive at Vernonia Lake	\$10.00
K. Campsite Primitive at Vernonia Lake with Vehicle Parking	\$15.00
L. . Each additional vehicle per campsite per night	\$ 7.00
M. . Non-refundable campsite deposit	Equal to one night's stay
N. . Sewage dump (no fee for Vernonia sewer patrons- must show proof):	\$10.00

### 3. Exclusive Use Fees.

#### Exclusive Use Park Facility Fees

Fees are for the rental of 4-hour	Class 1	Class 2	Class 3
Anderson Park Picnic Shelter	No Fee	\$25.00	\$50.00
Hawkins Park Group Event	No Fee	No Fee	\$100 first 4 \$50.00 addtl.4
Hawkins Park Gazebo Shelter	No Fee	\$25.00	\$50.00
Spencer Park Group Event	No Fee	No Fee	\$100 first 4 \$50.00 addtl.4
Spencer Park Picnic Shelter	No Fee	\$25.00	\$50.00

\*\*Refundable Cleaning Deposit for picnic areas: \$50.00

#### Exclusive Use Horse Arena Fees

Fees are by listed time period	Class 1	Class 2	Class 3
Horse Arena (4-6 hr. use)	No Fee	TBD	\$75.00
Horse Arena (Full day)	No Fee	TBD	\$150.00
Horse Arena (Full Weekend)	No Fee	TBD	\$250.00

#### Exclusive Use Primitive Group Camp Fees

Fees are per night	Class 1	Class 2	Class 3
Primitive Group Camp Airport Park	No Fee	\$60.00	\$150.00
Primitive Group Camp Anderson Park	No Fee	\$60.00	\$150.00
Primitive Group Camp Vernonia Lake	No Fee	\$40.00	\$75.00

#### Exclusive Use Sports Field Fees

Fees are for the rental of 4-hour	Class 1	Class 2	Class 3
Spencer Park Fields	No Fee	Season Rate \$150.00 per sport	\$100
Hawkins Park Field	No Fee	Season Rate \$150.00 per sport	\$100
Tournaments	No Fee	\$150.00/up to 2 days	\$150 per day

\*\*Vernonia Youth Sports Leagues are exempt from fees designated herein, as they shall pay a flat season rate per sport for regular practices and games for maintenance and operation of sports fields through the Vernonia Booster Association or other similar groups.

### 4. Water Billing.

- A. Each residential or commercial account shall pay \$11.50 per month water loan repayment plus \$24.50-per month base rate that use either a 5/8 or 3/4 inch meter//includes 2000 gallon water allowance, plus \$4.25 for each additional 1,000 gallons of water consumed.
- B. Each residential or commercial account shall pay per larger Meter Size (inches), Base Rate which includes water loan repayment, and Water Allowance (gallons) plus \$4.25 for each additional 1,000 gallons of water consumed.

Meter Size (Inches)	Base Rate	Water Allowance (gallons)	Each Additional 1,000 gallons
5/8-3/4	\$ 36.00	2,000	\$4.25
1	\$ 50.40	2,800	\$4.25
1.5	\$ 64.80	3,600	\$4.25
2	\$ 104.40	5,800	\$4.25
3	\$ 396.00	22,000	\$4.25
4	\$ 504.00	28,000	\$4.25
6	\$ 756.00	42,000	\$4.25

**D. Application Fee or Turn On/Off per meter size and base rate:**

A. New Application Fee or Turn On/Off Fee: \$35.00

B. Security Deposit per meter size as per following table:

Meter Size (inches)	New Application Fee	Security Deposit
5/8-3/4	\$ 35.00	\$122.00
1	\$ 35.00	\$136.40
1.5	\$ 35.00	\$150.80
2	\$ 35.00	\$190.00
3	\$ 35.00	\$482.00
4	\$ 35.00	\$590.00
6	\$ 35.00	\$842.00

**E. Late payment charges**

6% of Water and Sewer Rate

**F. Hook Up Fees**

1 inch Water Connect \$1,050.00

2 inch Water Connect \$1,500.00

**G. Outside City Hook Up Fees**

1 inch Water Connect \$1,600.00

2 inch Water Connect \$2,450.00

(Larger pipes by special arrangement with the city)

**H. After hours service calls**

In city \$50.00

Outside city \$70.00

**I. Meter test charge**

Inside or outside city \$40.00

**5. Sewer Billing.**

A. Each residential or commercial unit shall pay \$23.95 sewer base rate per month times meter size multiplier.

B. Each residential or commercial unit shall pay sewer loan repayment fee of \$55.27 per month times meter size multiplier.

C. Each residential or commercial unit shall pay sewer consumption charge of \$2.31 per 1,000 gallons per month based on customer "winter time average."



Industrial Zone Development	\$500.00
E. Conditional Use Permits	
Residential Zones (LD, R, and GR)	\$500.00
Commercial Zones (GC)	\$500.00
Industrial Zone (LI)	\$500.00
Mobile Home Park	\$500.00 + \$10/lot
Minor Alteration of CU Permit	\$350.00
Home Occupations	\$300.0
<b>Inhabiting A Travel Trailer Permit</b>	<b>\$100</b>
F. Variance	
Requests for Variances	\$500.00
Exceptions	\$500.00
G. Flood Plain Permits	
Flood Plain Development Permit	No Fee
H. Appeals	
From Administrative Decision	\$500.00
From Planning Comm. Decisions	\$500.00
I. Site Development Review	
Type I Site Development Review	\$300.00
Type II Site Development Review	\$500.00
Type III Site Development review	\$500.00 Deposit
J. Home Occupation & Temporary Use;	
Type I	\$ 50.00
Type III (notice)	\$150.00
K. Amendment to Code/Plan/Map	\$1250.00
L. Public Improvement Fees	
Right-of-Way Permit Fees	\$200.00
Driveway Permit Fees	\$200.00
Grading/Erosion/Culvert Fees	\$200.00
Administrative Fee	\$200.00
M. Other planning fees when two or more reviews are required for a land use action, then the higher fee is charged or the fee will be equal to the actual cost of reviewing the request, whichever is greater.	
Annexations	\$500.00
Street or Alley Vacations	\$500.00
Pre-Application Conference	\$150.00 (deposit)
Accessory Building or Use	\$ 50.00
Administrative Approval or Action	\$100.00
Non-Conforming Use Modification	\$300.00
Revise or Amend Approval Plan	50% of original fee
Time or Expiration Extension	\$100.00
Sign Permit	\$50.00
Unlisted or Similar Use	\$100.00
N. Business License Fees	
Business License fee for business owners residing within the City limits	
July 1 through June 30 <sup>th</sup>	\$60.00
July 1 <sup>st</sup> through Dec. 31 <sup>st</sup>	\$30.00
Jan. 1 <sup>st</sup> through June 30 <sup>th</sup>	\$30.00
Business License fee for non-residents:	
July 1 <sup>st</sup> through June 30 <sup>th</sup>	\$80.00

Jan. 1 <sup>st</sup> through June 30 <sup>th</sup>	\$40.00
July 1 <sup>st</sup> through Dec. 31 <sup>st</sup>	\$40.00
<b>O. Copies</b>	
8 ½ x 11	
Single Side	\$0.25 per page
Double Sided	\$0.30 per page
11 x 17	
Single Side	\$0.30 per page
Double Sided	\$0.45 per page

**7. Library Fees.**

- A. User fees for Library Patrons outside Vernonia city limits - Annual Fee of \$25.00
- B. Late Payment Charges.
 

Books & Audio	\$0.10 per day
Video/DVDs	\$0.50 per day
Periodicals	\$0.05 per day

**8. Fees for Liens.**

- A. Administrative Fee to Process Lien \$15.00
- B. Lien Release Fee \$20.00
- C. Percentage Rate 9.0%
- D. Recording Fee Current Rate of County Clerk

**9. Cemetery Fees.**

- A. Prices for which lots in the Cemetery shall be sold are:
  - 1) Adult Lot \$1100.00
  - 2) Children's Lot (1/2 of the current grave price) \$550.00
  - 3) Second Rite Fee (placing urn(s) on existing grave) \$550.00
- B. Burials and Other Charges
  - 1) Adult Internment \$ 1250.00
  - 2) Child's Internment (4-0 to 5-0) \$ 545.00
  - 3) Child's Internment (2-0) to 3-6) \$ 500.00
  - 4) Cremation Internment \$ 500.00
  - 5) Arrive at cemetery after 3:30pm on any day add \$ 325.00
  - 6) Saturday Internment add \$ 425.00
  - 7) Sunday or Holiday internment add \$ 575.00
  - 8) Concrete Grave Box (minimal requirement) \$ 600.00

**10. System Development Charges.** Improvement fees shall be charged for each equivalent dwelling unit in accordance with the methodology presented in Ordinance No. 717:

A. Water	\$2,269	
B. Wastewater	\$2,957	
C. Stormwater	\$1,340	
D. Parks	\$1,000	
E. Streets	\$ 858	Total \$8424

**11. Airport Fees** (Amended March 16, 2009, Amended November 19, 2009)

- A. Hanger Ground Lease Fee – New: \$.10 (ten cents) per square feet per year
- B. Hanger Ground lease Fee – Old: \$.35 & .36 per sq. ft. per year
- C. Tie-Down Fees \$ 25.00
- D. TTF (Ingress/Egress) Fees:

Private Plane \$25.00 per month  
Commercial (Ingress/Egress) Fees \$15.00 per month per plane  
with a \$150.00 per month minimum

**12. Vernonia Community Learning Center Fees**

- A. Civic Group Activities \$10 per hour
- B. Non Profit Group Activities \$15 per hour
- C. Individual Instructors \$20 per hour
- D. For-Profit Group Activities \$30 per hour  
(training, workshops, seminars)
- E. Courtyard Area \$15 per hour
  - Pop-Up Canopy \$10 each
  - Rectangular Table \$ 5 each
  - Set of Chairs \$ 5 each

A cleaning fee of \$25 will be included for groups larger than 20 persons

**13. Police**

- A. Traffic Violation \$25.00
- B. Criminal Violation \$50.00

This resolution shall become effective upon adoption by the City or Vernonia City Council.

**Introduced for consideration and vote on this 17<sup>th</sup> day of October, 2016.**

**Ayes \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_**

**Signed by me, Randall J. Parrow, Mayor, in authentication of its adoption this 17<sup>th</sup> day of October, 2016.**

\_\_\_\_\_  
**Randall J. Parrow, Mayor**

**Attest:**\_\_\_\_\_  
**Stephanie Borst, City Recorder**

- Amended February 2, 2009 Resolution 2-09 Library Fees
- Amended February 17, 2009 Resolution 3-09 Cemetery Fees
- Amended March 16, 2009 Resolution 4-09 Airport Fees
- Amended May 4, 2009 Resolution 7-09 VCLC Fees
- Amended June 15, 2009 Cemetery Fees Res. 12-09
- Amended November 19, 2009 Airport Fees Res. 24-09
- Amended April 19, 2010 Administrative & Planning Fees Res. 05-10
- Amended June 7, 2010 Day Use/Annual Fee
- Amended February 1, 2011 Vernonia Memorial/Pioneer Cemetery Fees
- Amended November 7, 2011 Vernonia Memorial/Pioneer Cemetery Fees Res. 28-11
- Amended June 4, 2012 Water and Sewer Billing Resl.No. 22-12
- Amended July 2, 2012 Water Billing Section 4 Resl. No. 27-12
- Amended Sept. 3, 2013 Cemetery Fees Section 9 Resl. No. 17-13
- Amended Jan. 6, 2014 Sewer Loan Repayment Resl. 01-14
- Amended Feb. 18, 2014 Parks, Admin/Planning, Cemetery Fees Res. 05-14
- Amended June 15, 2015 Water/Sewer Billing Res. 10-15
- Amended March 21, 2016 Sewer Billing, Cemetery Fees, Library Fees, Park Fees Res. 02-16
- Amended October 17, 2016 Cemetery, Travel Trailer Permit, and Misc. Administrative Fees. Res. 05-16