

# Jacksonville City Council Memo



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## Courthouse Second Floor

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Date: August 27, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Study Session

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This is a reminder that we have a Study Session for the Courthouse Second Floor scheduled for September 1, 2015 at 5:00 pm.



**CITY OF JACKSONVILLE  
CITY COUNCIL AGENDA  
OLD CITY HALL, 205 W Main St**

**CITY COUNCIL  
Study Session – Courthouse Second Floor  
City Council Meeting**

**September 1, 2015  
5:00 pm  
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2)
  - a. **MINUTES (August 18, 2015)**
  - b. **BILLS LIST**
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Kerneen
  - b. **Planning Department** - Ian Foster
  - c. **Police Department** - Chief Towe
  - d. **Fire Department** - Chief Hull
- 5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

  - a. **Public Hearing: Comprehensive Plan and Zoning Change Map Amendment – Postponed**
  - b. **City Wide Yard Sale Requests**
  - c. **Public Hearing: Surplus Property Tax Lot 2100 - Cochran**
  - d. **Visitor Information Center Management Agreement Reporting Structure**
  - e. **ORDINANCE NO. O2015-006 Water SDC's Methodology**
  - f. **Approve Proposal for Engineering Services for Main St. Parking Lot**
- 6) **MAYOR AND COUNCIL COMMITTEE REPORTS**
- 7) **ADJOURN**

Please let the City offices know if you will need any special accommodations to attend or participate in the meeting by calling (541) 899-1231. Informational documents for items on this agenda are available for review on the City website [www.jacksonvilleor.us](http://www.jacksonvilleor.us). A recording of the meeting will be available on the website within one week of the meeting.

Action minutes along with electronic recordings of the meeting, which may be reviewed online on the City of Jacksonville website <http://www.jacksonvilleor.us>.

## August 18, 2015 at Old City Hall, 205 W Main St, Jacksonville

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**  
Present: Councilors Jesser, Gregg, Wall, Lewis, Bennington and Mayor Becker. Absent: Councilor Garcia  
Staff Present: Jeff Alvis, Devin Hull, Ian Foster, Kimberlyn Kerneen and City Attorney, Sydnee Dreyer.
- 2) a. **MINUTES (minutes from August 4, 2015 meeting)**  
Move to: Approve the Minutes  
Motion by: Councilor Wall  
Seconded by: Councilor Lewis  
Vote:  
Ayes: Unanimous  
Motion Carries  
  
b. **BILLS LIST**  
Move to: Approve the Bills  
Motion by: Councilor Jesser  
Seconded by: Councilor Lewis  
Roll Call Vote:  
Ayes: 6  
Nays: 0  
Motion Carries  
Council asked questions. Jeff and Devin answered.
- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker.**  
Garry Penning – 1 West Main, Medford: On August 15 one of the Rogue Disposal & Recycling trucks caught fire. Garry wanted to thank the Fire, Police and Public Works Departments for keeping everyone safe and protecting the environment. He thanked the people at Pony Espresso for providing cold water during the hot situation. He wanted to give Jeff Edwards a special thank you for doing everything he could to make sure structures and people were not hurt. He states that Jacksonville can be proud of their town and the people that work and live here.
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Kerneen  
**Jeff Alvis:** The old pews have found a new home at the Jacksonville Community Center. ODOT will be grinding and paving from Oregon St. to the top of the hill next Tuesday and Wednesday night starting at 7 pm to about 6 or 7 am in the morning. Council asked questions. Jeff answered.
  - b. **Planning Department**  
**Ian Foster: Keegan House Update** – Since the last update our Building Official, Dale Bohannon, and Ian were able to inspect the building and found the house structure in pretty good shape. It has been determined that the shed and barn structure does need to be demolished. There is evidence the barn is actually not the original or a historical structure. They will be fencing the site off to keep people out. Council asked questions. Jeff and Ian answered.  
**Planning Dept. Update:** Everything in the Planning Dept. seems to be going well. Celeste will be leaving soon and Ian wanted to acknowledge what a huge part of the department she has been and they will really miss her. She has been indispensable. He also states they are an adaptive department and they look forward to

filling that position. Council wanted to know where we were at with the code changes since we are in this transition. Ian updated the Council.

- c. **Police Department** – Chief Towe
- d. **Fire Department**

**Chief Hull: State Fire Marshall State Management Team Update:** Chief Hull reports on the fire in the Warm Springs area. He spent five days with the Incident Management Team containing the fire and setting the base camp for fire firefighters. Council asked questions. Devin answered.

5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

a. **Public Hearing: Water SDC Methodology**

Public Hearing was opened at 6:30 pm  
Mayor reads order of procedure for Public Hearing

Council Discussion: Jeff Alvis and James Parmenter gave a brief recap of the original presentation from May 19, 2015. Council asked questions. Jeff and James answered.

Public Comment: None

Move to: Close the Public Hearing  
Motion by: Councilor Jesser  
Seconded by: Councilor Bennington  
Vote:  
Ayes: Unanimous  
Motion Carries

Public Hearing Closes at 6:40 pm

b. **City Attorney, Sydnee Dreyer, Update on New Marijuana Laws**

Public Comment: None

Council Discussion: Sydnee gave an update on the status of House Bill 3400 and Senate Bill 460. She explained that it was a good idea to have the information at the front end of this matter. She believes getting briefed and up to speed in order to make an educated decision on adopting an Ordinance is a good idea. Council asked questions. Sydnee answered.

c. **Surplus Property Acquisition Request “Set Public Hearing if Needed”**

Public Comment: Larry Smith – 315 Laurelwood Dr., Larry states that in 1989 when the JWA started the whole process of putting the conservation easement together they didn’t realize there was a mistake in the recording of the conservation easement. Tax Lot 601 is under the conservation easement and this lowers the value of the property immensely. When you do the assessment on the property it has no accessibility and that continues to lower the value of the property. The original agreement was between the JWA, the City of Jacksonville, and the Land Conservancy to have the lands under a conservation easement. It can be sold but everyone has to agree to it.

Council Discussion: Jeff stated he took some of the Council on a tour of the property prior to this Council meeting. He explained the different approaches the Council can take to surplus this property. He also expressed a concern over the tax lot ability to sell due to the conservation easement. Council asked questions. Jeff and Larry answered.

Move to: Retain ownership of lot 601

Motion by: Councilor Jesser  
Seconded by: Councilor Lewis  
Vote:  
Ayes: 6  
Motion Carries

6) **MAYOR AND COUNCIL COMMITTEE REPORTS**

- a. **Councilor Gregg:** He will be scheduling a Public Safety Committee meeting for the near future. Councilor Gregg felt it was important to prepare some type of list of recommendations for the citizens of Jacksonville to help avoid the extreme fire dangers. Chief Hull, Councilor Gregg and Jeff Alvis met to determine the 7 most dangerous activities that people should be made aware of during this fire season. Notices will be hung around town and placed on our City website.
- b. **Councilor Bennington:** Planning is doing a good job and staff is cranking through things. It came to his attention last month that it would be helpful to have an abbreviated study session about lead based paint and remediation practices. Steve Asher has offered to come and give a 15 minute readers digest version of the Federal EPA rule in regards to structures older than 1978 and removal of lead based paint. Jeff states that if Council would like this study session Councilor Bennington can call Kim to set up the study session.
- c. **Councilor Wall:** No committee report
- d. **Councilor Lewis:** No committee report. Given that we are in the heart of Britt season he would like to see more police patrol during these concerts. Jeff will speak with Chief Towe.
- e. **Councilor Jesser:** He wanted to discuss the memo that the Mayor sent out a few days prior in regards to Council members eating up staff time. He expressed his concern about Council wasting staff time and money repetitively and he feels it has to stop. He wanted to remind Council that we sit here talking about saving dollars and pennies looking at a billing structure and asking questions about a \$42.00 bill. He continues to say that we don't forget about the resources that can be wasted going down rabbit holes. We have a very well-oiled machine that doesn't get paid a lot of money. The Mayor commented that he addressed the memo to everybody because it needed to be even though it was addressed to one incident that triggered it.
- f. **Mayor Becker:** No report.

7) **ADJOURN 7:18 pm**

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Paul Becker, Mayor

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Kimberlyn Kerneen, City Recorder

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

**CITY OF JACKSONVILLE  
Bills Against the City - City Council  
SEPTEMBER 1, 2015**

<b>GENERAL FUND - ADMINISTRATION DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Alan Harper	attorney services for planning dept - July 2015	1,225.00
Alan Harper	attorney services - June 2015	455.00
Alan Harper	attorney services for planning dept - June 2015	140.00
Staples Advantage	office supplies for admin	54.61
		<b>1,874.61</b>
<b>GENERAL FUND - POLICE DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
City of Medford	fuel for PD - July 2015	779.47
Rogue Shred LLC	confidential shred for PD	65.60
		<b>845.07</b>
<b>FIRE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
City of Medford	vehicle maintenance for FD - July 2015	275.83
City of Medford	fuel for FD - July 2015	342.27
Driver and Motor Vehicle Services	DMV records - FD	3.00
TekPrinting Services Inc.	t-shirts & shorts for FD	263.36
		<b>884.46</b>
<b>CEMETERY FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Alan Harper	attorney services for cemetery dept - July 2015	420.00
		<b>420.00</b>
<b>STREETS FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Advantage Tire	tires for street equipment	398.00
Beaver Tree Service	tree removal and pruning - several locations throughout the city	4,075.00
Blue Mountain Rock	crushed rock for street dept	60.00
City of Medford	equipment maintenance for street equip. - July 2015	1,138.57
Grabowski Paving	patching on 5th st. and Huener St.	820.00
Hubbard's Home Center	blower for street dept	299.95
Jackson County Community Justice	clean up parking lot beds blackberry bushes and brush	1,200.00
PPG Architectural Finishes	paint sprayer repairs	85.00
		<b>8,076.52</b>
<b>WATER FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Absolute Golf Cars	repair and service water meter reading cart	100.00
Accela Inc. # 774375	2nd contract payment - Springbrook water migration	1,564.00
Finance and Accounting Branch	Water Storage O & M	7,359.79
GC Systems	PRV stems for water dept	504.97
Paramount Supply Company	supplies for water dept	14.43
Rogue Community College	wastewater school - Hector Carrillo	210.00
Rogue Community College	wastewater school - Eric Villarreal	210.00
Siskiyou Pump Service Inc.	madrona pump motor rebuild	2,791.00
		<b>12,754.19</b>
<b>PARKS FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Salvador Salazar	lawn maintenance - city buildings and parks	800.00
		<b>800.00</b>

Vendor Name	Description	Amount
<b>SDC FUND</b>		
Vendor Name	Description	Amount
Adam Garrett Bunch	illustration for Brunner Plaza interpretive panel	250.00
Alan Harper	attorney services for water SDC's - June 2015	70.00
Alan Harper	attorney services for water SDC's - July 2015	140.00
GSI Water Solutions Inc.	water rights permit application and storage contract	232.50
Southern Oregon Media Group	notice of public hearing for water SDC's	342.07
		<b>1,034.57</b>
<b>HISTORIC PRESERVATION FUND</b>		
Vendor Name	Description	Amount
Alan Harper	attorney services for code re-write - June 2015	210.00
		<b>210.00</b>
	<b>TOTAL:</b>	<b>26,899.42</b>
APPROVED BY:	DATE:	

# Jacksonville City Council Agenda Item Report



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## Public Hearing: Comprehensive Plan and Zoning Change Map Amendment

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Date: August 27, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Agenda Item: 5a.

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The Public Hearing for the Comprehensive Plan and Zoning Change Map Amendment that was scheduled for the September 1, 2015 City Council meeting has been postponed to October 6, 2015 City Council meeting.

# Jacksonville City Council Agenda Item Report



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## City Wide Yard Sale Requests

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Date: August 27, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Agenda Item: 5b.

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### Synopsis:

We have two non-profit organizations requesting adjustments to the City Wide Yard Sale that will take place September 11-13, 2015.

1. First Presbyterian Church would like extended hours for set up time on the 10<sup>th</sup> of September. *JMC 5.04.10 C (1) (a) states: Set-up may begin the Thursday before the sale itself after 6:00 p.m. and set-up must cease by 10:00 p.m.* Their request is to begin set up at 8:00 am. City Council has granted their request in the past.
2. In past years the Booster Club has used the courthouse grounds for the City Wide Yard Sale. The Jacksonville Rotary Club has now taken over the Jacksonville Booster Club participation in the City Wide Yard Sale. The Rotary Club would like to request to use the courthouse grounds this year. In addition, they are requesting a one hour early start time for set up on the 10<sup>th</sup> of September.

### Fiscal Impact:

N/A

### Recommendations:

1. Approve First Presbyterian Church to have an early start time for set up on the 10<sup>th</sup> of September starting at 8 am.
2. Approve the Rotary Club to use the courthouse grounds with an early start up time of 5 pm.

### Exhibits:

Letter from First Presbyterian Church – Dustin Thompson  
Letter from Rotary Club of Jacksonville – Donna Briggs



# FIRST PRESBYTERIAN CHURCH

OF JACKSONVILLE, OREGON

"A Family Church for the Family of God"

[www.jvillepres.org](http://www.jvillepres.org)

August 18, 2015

In regards to the annual Jacksonville Yard Sale – September 11-13, 2015

To: Kimberlyn Keneen and Jeff Alvis for City Council Meeting

In reference to a call between Kim and Dustin Thompson this morning as to set-up times for the yard sale we would like to ask for more time than 6:00pm-10:00pm that evening. Due to the sheer volume of items that we need to organize (which covers the entire lawn at our Historic Church) it seems four (4) hours is not enough time to have our volunteers accomplish that task. In addition, having that many trucks and people delivering items at 6:00pm would increase traffic immensely during the 'rush hour' traffic in the evening through Jacksonville.

We want to abide by the given rules as established by the Council and totally understand the reason for the Council having to make them. However, we also would like you to consider that this is not a money making effort for anyone at our church. We are doing this as a non-profit to help our high school students so they can go on our annual Mexico Mission Trip in June.

We thank you for your time and consideration of our request to allow set-up on Thursday for an extended time. We normally begin at 8:00am, but will defer to your wisdom on the time you might allow for us to set-up.

Dustin Thompson

P.O. BOX 297 • 425 MIDDLE STREET • JACKSONVILLE, OR 97530 • 541-899-1287

PASTOR: Lawrence E. Jung • PASTOR OF DISCIPLESHIP & MISSIONS: Richard Evans • DIRECTOR of OPERATIONS: Doug Spani  
CHILDREN'S MINISTRIES: Janet Christian • YOUTH MINISTRIES: Dustin Thompson • MUSIC TEAM LEADER: Doug Hanson

## Rotary Club of JV

From: Donna Briggs <donna.briggs@brittfest.org>

To: recorder@jacksonvilleor.us

Date: 8/18/2015 3:59 PM

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Hi Kim, As you might have heard The Applegate/Jacksonville Rotary Club has taken over the JV Booster Clubs participation in the Citywide Garage Sale. On behalf of the Rotary Club, I'd like to make a formal request to use the Courthouse grounds just the same as the Booster Club has in past years. We plan on loading in on Thursday, Sept 10th at 5:00pm and loading out on Sunday, Sept 13<sup>th</sup>, early afternoon. Please let me know if you need any further information.

Best Regards,

Donna Briggs  
President and CEO

Britt Music and Arts Festival  
216 West Main Street  
POB 1124  
Medford, OR 97501

Office 541-690-3854  
[ed@brittfest.org](mailto:ed@brittfest.org)



# Jacksonville City Council

## Agenda Item Report



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### Public Hearing: Surplus Property Tax Lot 2100 - Cochran

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Date: August 25, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Agenda Item: 5c.

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#### Synopsis:

The Cochran's are interested in purchasing a surplus piece of property owned by the City that is adjoining their property. Tax Lot 2100 was acquired by the City in 1994 from Jackson County. The odd shape and location of the property would make it difficult to sell on its own. The Cochran's own the adjoining Tax Lot and are in the process of working with the State Highway Department to abandon the old Right of Way where the past Highway used to exist.

#### Fiscal Impact:

As part of standard disposition of real property we are required to fully disclose the nature of the sale and any appraisal or market value evaluations that were done.

- Real Market Value according to Jackson County is \$ 9,320.00.
- Market Value based on an assessment we had is between \$ 66,000-\$76,000.
- This assessment is based on the property being buildable. (See attached planning memo)
- Cochran's offer for the property is \$ 4,500.00 (Attached letter from Cochran's)

#### Options:

1. Council may choose to accept this offer
2. Have the City Administrator negotiate a counter offer
3. Decide not to sell at this time

#### Recommendations:

Staff recommends using the real market value from the county.

#### Exhibits:

Exhibit "A" - Chris Cochran Letter and exhibits  
Exhibit "B" - Staff Report from Planning  
Exhibit "C" - RMA from County/Market Analysis (CMA)  
Exhibit "D" - Aerial Map  
Exhibit "E" - ODOT Approval to Abandon Right-of-Way

Chris Cochran  
53880 Beach Loop Road  
Bandon, Oregon 97411  
541-772-1193

August 3, 2015

City of Jacksonville Oregon  
P.O. Box 7  
Jacksonville, Oregon 97530

RE: Purchase of 372W32BB-2100

Dear Jacksonville City Council Members,

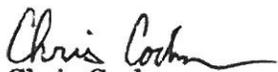
This intent of this letter is to show that we am interested in purchasing city land. We are prepared to make an offer, and have reasons for the value of said offer. We desire for this to benefit all parties involved.

Our offer for 372W32BB-2100 is in the amount of \$4500.00. The reason this is below the RMV value are as follows:

- 1) My family tried to buy this section in 1982 from the county. This small piece is surrounded by our property. The county called off the public sale of the site# 2100, due to the land not existing; because of differing Jackson County and ODOT maps. (see exhibit A)
- 2) In 1994 my family mentioned to the former Jacksonville City Administrator Mr. Paul Wyntergreen that this 'phantom' lot was not titled to us. Mr. Wyntergreen then immediately went to the county and obtained this small parcel of land for free. After many years of us trying to obtain said lot, this seemed to be dealt with in an unethical and unprofessional manner. (see exhibit B)

Thank you for your time and consideration in reviewing this proposal . We hope that you will acknowledge, due to what has transpired, that this land should have been sold to us; many years ago. Our offer shows good intent on the original value of the piece (\$250.00 in 1982) plus generous estimated taxes that would have been paid to date.

Sincerely,

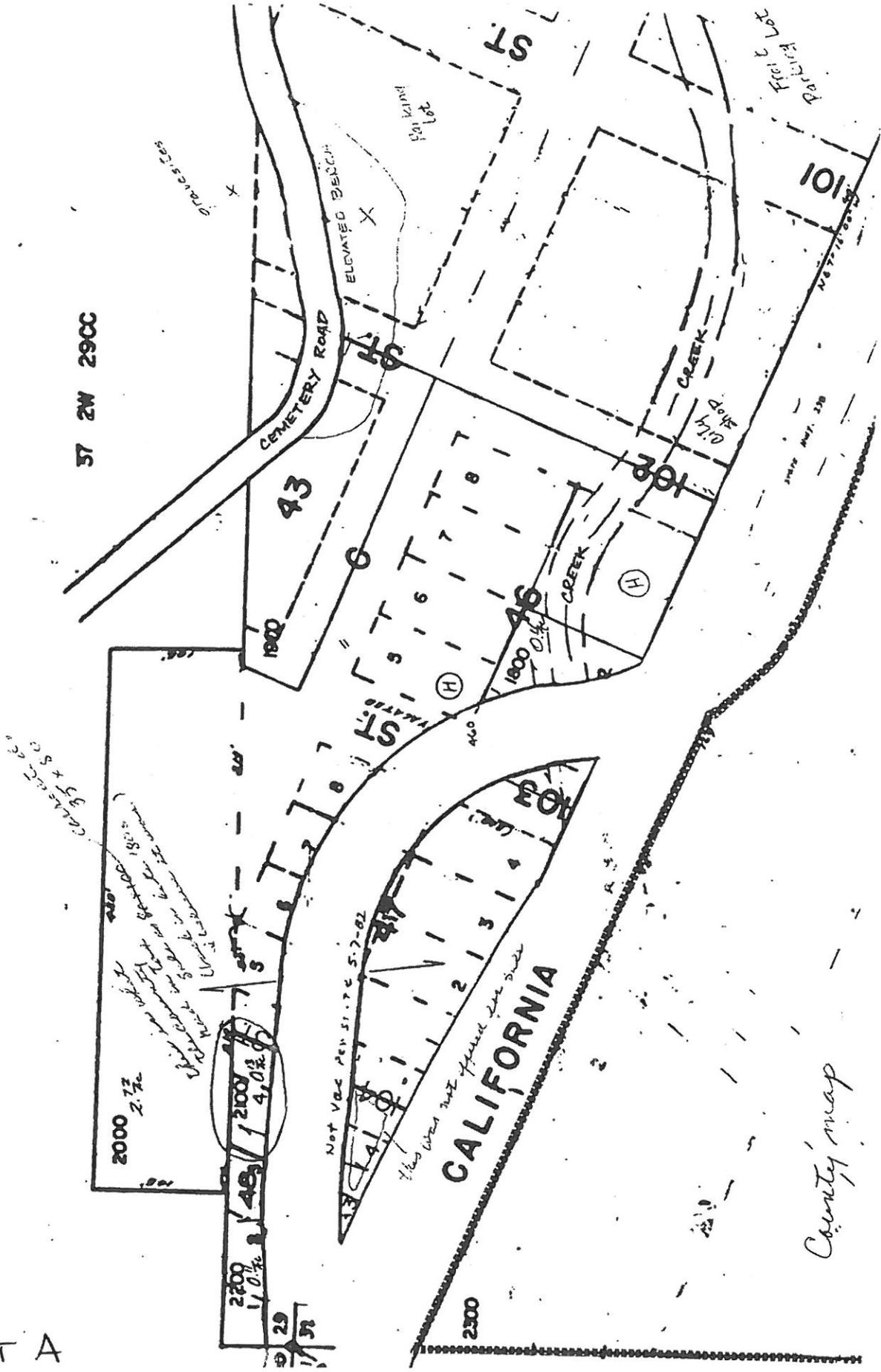
  
Chris Cochran

City Council  
September 1, 2015  
Exhibit "A"

NW 1/4 NW 1/4 Sec. 32 T. 37 S. R. 2 W. W. M.

SCALE 1" = 100'

57 2W 2900



\* EXHIBIT A

City Council  
September 1, 2015  
Exhibit "A"

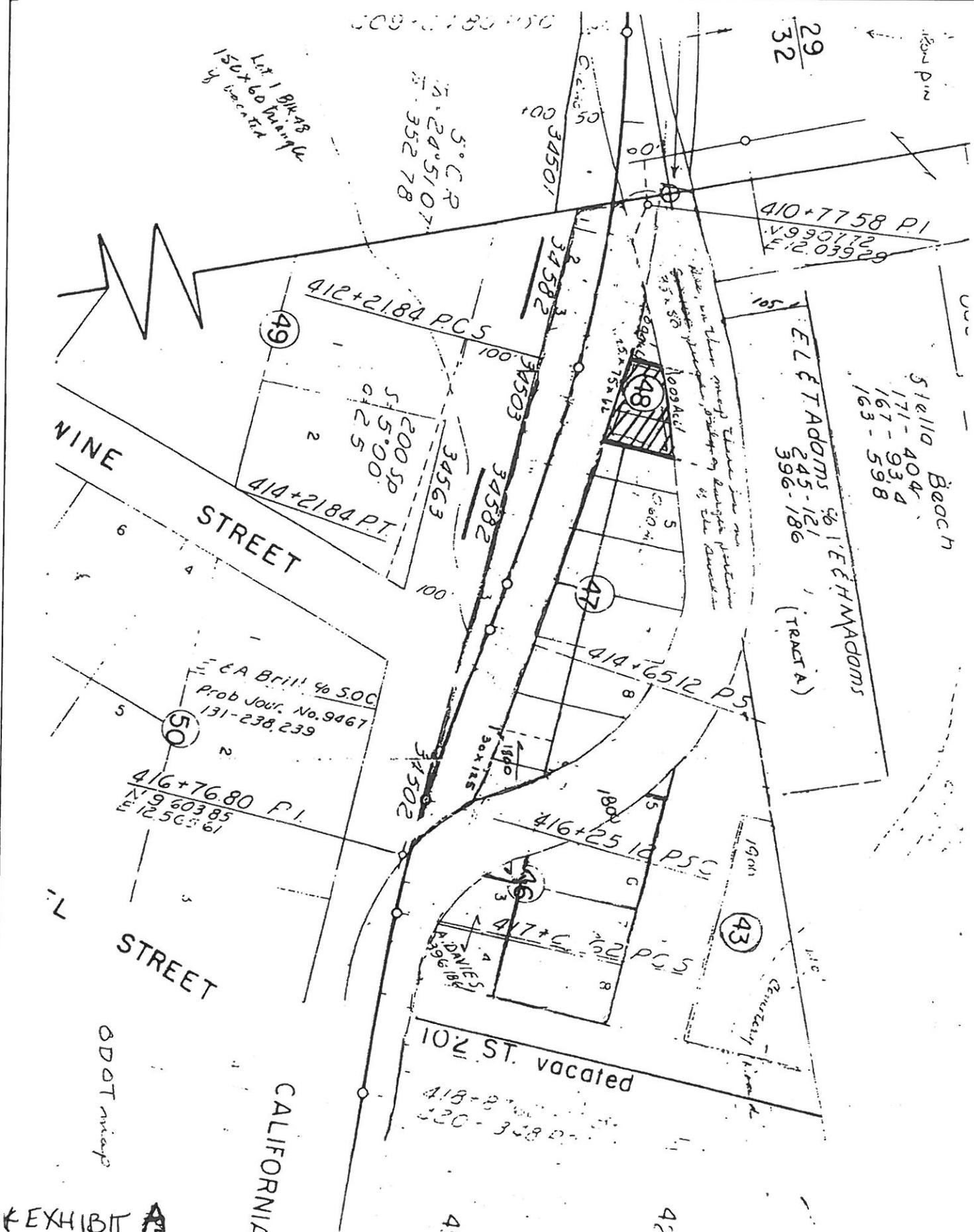


EXHIBIT A

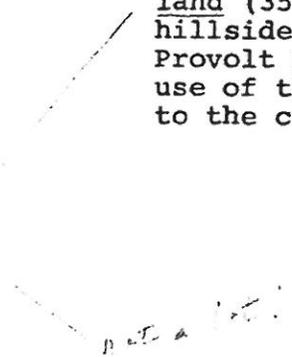
City Council  
 September 1, 2015  
 Exhibit "A"

SUMMARY OF SALIENT FACTS

Account # 1-589-2  
 Size: 35' x 80' (approximately)  
 Improvement: None  
 Zoning: RF-40 (Residential Farm, 40,000 sq. ft.)  
 Estimate of Market Value: \$250.00  
 Date of Value Estimate: July 19, 1982

PROPERTY ANALYSIS

Owner of Record: Jackson County  
 Legal Description: 372W32BB-2100, Account No. 1-589-2  
 Site Characteristics: Subject property is a shallow strip of land (35') that runs 80' along a steep hillside adjacent to the Medford - Provolt Highway. The highest and best use of the property is additional acreage to the contiguous property.



\* EXHIBIT A

*Look to  
Archard meeting*

Grant Cochran  
21182 Highway 62  
Shady Cove, Oregon 97539

July 5, 1982

Ronald Morse  
Director of General Services  
Room 207  
Jackson County Courthouse  
Medford, Oregon 97501

Dear Mr. Morse:

It has recently been brought to our attention that, contrary to what we thought, we do not own Tax Lot 2100 (372W32BB) in the city of Jacksonville.

This land is surrounded by our adjoining tax lots 1800, 1900, 2000 and 2200 which we purchased in 1975.

Naturally, we are interested in acquiring this piece of land. How do we proceed?

Sincerely,

  
Grant Cochran

\* EXHIBIT A

City Council  
September 1, 2015  
Exhibit "A"



Jackson County Oregon

DEPARTMENT OF ASSESSMENT & TAXATION

July 20, 1982

Ronald E. Morse, Director  
Department of General Services  
Jackson County Courthouse  
Medford, Oregon  
97501

Dear Sir:

In accordance with your request, we have made an appraisal of Assessor's Account No. 1-589-2, 372W32BB-2100 for the purpose of estimating it's market value.

As a result of the appraisal and analysis, it is our opinion that the current market value is estimated to be \$250.00.

If we can be of further service, please feel free to call on us at any time.

Very truly yours,

Ray E. Stewart, Director  
Dept. of Assessment and Taxation

*Chuck Allen*  
Chuck Allen, Supervisor  
Land Appraisal Section

CA:amcc

encl:

RAY E. STEWART, DIRECTOR • (503) 776-7061 • COUNTY COURTHOUSE • MEDFORD, OREGON • 97501

~~X~~ EXHIBIT A

City Council  
September 1, 2015  
Exhibit "A"

BARGAIN AND SALE DEED

Jackson County, Oregon, a political subdivision of the state of Oregon, Grantor, conveys to City of Jacksonville, Grantee, the following described real property:

372W32BB - 2100

Lot 4, Block 48 and the Westerly Half of vacated 104th Street, in the City of Jacksonville, Oregon. EXCEPTING THEREFROM a parcel of land lying in Lot 4, Block 48 and the Westerly Half of vacated 104th Street in the City of Jacksonville, also lying in Section 32, Township 37 South, Range 2 West, Willamette Meridian, Jackson County, Oregon, the said parcel being that portion of said Lot 4 and the Westerly Half of vacated 104th Street appurtenant to said Lot 4 lying Southerly of a line which is parallel to and 40 feet Northerly of the centerline of the relocated Medford-Provolt Highway, which centerline is described as follows: Beginning at Engineer's centerline Station 398+19.04, said Station being 41.04 feet North and 1420.27 feet East of the South Quarter corner of said Section 30; thence South 69°05' East, 67.58 feet; thence on a spiral curve left (the long chord of which bears South 70°43' East) 140 feet; thence on a 818.51 foot radius curve left (the long chord of which bears South 83°53'30" East) 285.48 feet; thence on a spiral curve left (the long chord of which bears North 82°46' East) 140 feet; thence North 81°08' East 21.40 feet; thence on a 716.20 foot radius curve right (the long chord of which bears North 88°01'26" East) 175.18 feet; thence South 84°51'07" East, 76.12 feet; thence on a spiral curve right (the long chord of which bears South 83°11'07" East) 200 feet; thence on a 1145.92 foot radius curve right (the long chord of which bears South 72°25'34" East) 297.04 feet; thence on a spiral curve right (the long chord of which bears South 61°40' East) 200 feet; thence South 60°00' East 43.28 feet; thence on a spiral curve left (the long chord of which bears South 61°04' East) 160 feet; thence on a 1432.39 foot radius curve left (the long chord of which bears South 65°15' East) 102.50 feet; thence on a spiral curve left (the long chord of which bears South 69°26' East) 160 feet to Equation Station 418+87.62 Back equals 420+13.48 Ahead on the existing Highway centerline. Said centerline crosses the West line of said Lot 4, and the centerline of vacated 104th Street approximately at Stations 412+00 and 412+80 respectively.

The consideration is non-monetary. THIS CONVEYANCE IS MADE SUBJECT TO THE CONDITION THAT THE PROPERTY DESCRIBED ABOVE IS CONVEYED FOR SO LONG AS IT SHALL BE USED FOR PUBLIC PURPOSES OR MAINTAINED FOR THE BENEFIT OF THE PUBLIC AS AN OPEN SPACE AREA. When, or if, this property is no longer used for public or open space purposes, all right, title, and interest in this land shall immediately revert to and revest in Jackson County, Grantor, its successor or assign, without necessity of suit for re-entry. All rights conveyed by or received from the grantor shall at that time cease and terminate.

Until a change is requested, all tax statements shall be sent to the following address:

City of Jacksonville  
P.O. Box 7  
Jacksonville, OR 97530

This instrument will not allow use of the property described in this instrument in violation of applicable land use laws and regulations. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved uses and to determine any limits on lawsuits against farming or forest practices as defined in Oregon Revised Statutes 30.930.

*When I presented to the City Council that I did not allow zoning for the property, he immediately had County make the tax lot to the city. At this point, no one knows or what form this lot will take.*

\* EXHIBIT B

City Council  
September 1, 2015  
Exhibit "A"

*Rec'd from P.W. City of Jacksonville 7/28/94*

Page 2  
Rec'd  
9/28/94

94-20417

The order of the Board of Commissioners of Jackson County authorizing this sale was dated May 24, 1994, and entered on Volume 175, page 973, of the Journal of proceedings of said Board of Commissioners.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1994, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS

Hank Henry  
Hank Henry, Chair

APPROVED AS TO FORM:

Georgia L. Daniels  
County Counsel

absent  
Suc Kupillas, Commissioner

Ric Holt  
Ric Holt, Commissioner

STATE OF OREGON )  
                                  ) ss.  
COUNTY OF JACKSON )

The foregoing instrument was acknowledged before me this 24<sup>th</sup> day of May, 1994, by Hank Henry, ~~Suc Kupillas~~, and Ric Holt who are known to me, and acknowledged they are the Board of Commissioners of Jackson County, Oregon, and that they signed the foregoing instrument on behalf of Jackson County with proper authority as the act of the County for the purpose therein stated.

Nancy Mitchell  
Notary Public for state of Oregon  
My Commission Expires: 8/10/97



RECORD WITHOUT FEE

Hank Henry

Jackson County, Oregon  
Recorded  
OFFICIAL RECORDS

9:20 MAY 31 1994 A.M.

KATHLEEN S. BECKETT  
CLERK and RECORDER

Geraldine Cutting Deputy

2-  
\*EXHIBIT B

City Council  
September 1, 2015  
Exhibit "A"

# Planning Department

---

## Memo to the City Council

DATE: August 11, 2015  
SUBJECT: City Property: Map 372W 32BB, Tax Lot 2100  
LOCATION: West California Street  
STAFF CONTACT: Ian Foster, Planner

---

### Background

This memorandum is intended to provide the Jacksonville City Council with an overview and analysis regarding the City-owned property located on West California Street (Map 372W 32BB, Tax Lot 2100). On August 7, 2015 City Administrator Jeff Alvis requested the Planning Department provide an opinion as to whether Tax Lot 2100 is buildable.

### Subject Property

The property is located on West California Street, and abuts several vacant lots.

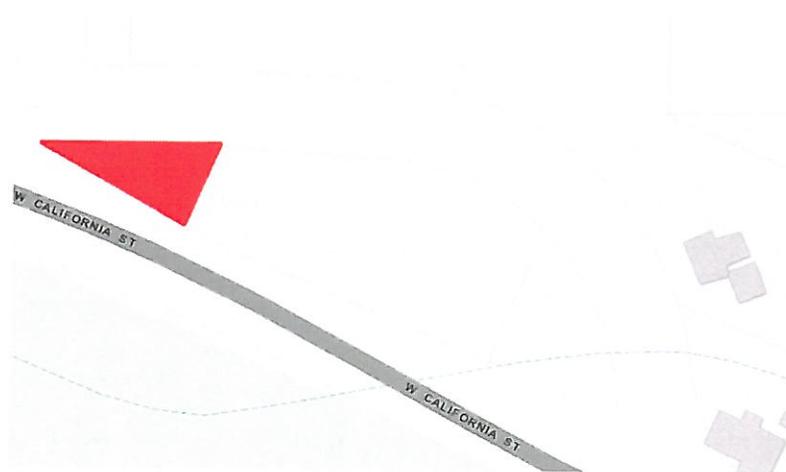


Figure 1: Site Location

As the map shows, the property is triangular in shape. The base measurement of the lot is approximately 100 feet, while the height is approximately 50 feet.

**Zoning:** Artisan District  
**Maximum Building Height:** 35 Feet  
**Historic Character Unit:** Historic Core

**City Council**  
**September 1, 2015**  
**Exhibit "B"**

## **Zoning and Core Enhancement Design Standards**

The property is within the Artisan Zoning District, and also within the Historic Core Overlay.

The Artisan District requires any development to be used as a residence, but also include onsite, small-scale manufacturing of art and craft products to be sold from the property. The zoning requires future development have a residential floor area of at least 30 percent, while non-residential use cannot exceed 65 percent of the total gross floor area.

The property is within the Residential District sub-area of the Core enhancement Overlay District. Because the property is within this overlay, future development is subject to design and setback standards from the *Design Guidelines for the City of Jacksonville, Oregon*. Structures within this overlay are required to have the following minimum setbacks:

- Side Yard: 4 Feet
- Front Yard: 15 Feet
- Rear Yard: 12 Feet

The property is also subject to the incremental setback requirements for each foot of height the proposed building is over 15 feet.

### **Staff Analysis**

The shape of the lot coupled with the setback requirements pose a unique challenge in establishing a workable building envelope for this site. Given the setback requirements, the potential building envelope (assuming the theoretical building is only 15 feet tall) can be approximately 27 feet in width at the widest point, and would have to narrow with the shape of the triangular lot.

Also, the topography of the site poses a challenge. Staff conducted a site visit and noted that the property is concaved, and slopes inward. A future developer would likely have to do significant site improvements to create a buildable area.

In addition to the physical site constraints, the allowable uses are a challenge for development. As described above, the Artisan District has specific requirements that any future development be a combination of residential space and small-scale manufacturing of art and craft.

### **Staff Conclusion**

With the current property lines, there are several challenges to make this site a buildable and usable lot. The building envelope and potential development would have to narrow with the shape of the lot.

Though it is not impossible to develop, the reality is that any future development is primarily market-driven. The physical constraints of the lot, along with the required use likely preclude any potential development for this lot in the near future.

Account Sequence	Map TL Sequence	Assessment Year <b>2014</b> ▼	<b>Print Window</b>	<b>Close Window</b>
------------------	-----------------	-------------------------------	---------------------	---------------------

**Assessment Info for Account 1-000589-2 Map 372W32BB Taxlot 2100**  
Report For Assessment Purposes Only Created July 29, 2015

<b>Account Info</b>		<b>Tax Year 2014 Info</b>		<b>Land Info</b>	
Account	1-000589-2	<b>Pay Taxes Online</b>		Tax Code	1-02
Map Taxlot	372W32BB 2100	Tax Report	<b>Details</b>	Acreage	0.10
Owner	JACKSONVILLE CITY OF	Tax History	<b>Details</b>	<b>Zoning</b>	
Situs Address	CALIFORNIA ST E JACKSONVILLE R	Tax Code 1-02		Cl	
Mailing Address	JACKSONVILLE CITY OF PO BOX 7 JACKSONVILLE OR, 97530	Tax Rate	12.7211	<b>Land Class</b>	
Appraiser	32	District Rates	<b>Details</b>	UNK 0.10 Ac	
		District Amounts	<b>Details</b>	Property Class	940
		Tax Rate Sheet	<b>Details</b>	Stat Class	000
				Unit ID	177393-1
				Maintenance Area	5
				Neighborhood	000
				Study Area	10
				Account Status	ACTIVE
				Tax Status	Non-Assessable
				Sub Type	NORMAL

**Sales Data (AS 400)**

**Value Summary Detail ( For Assessment Year 2014 )**

**Market Value Summary ( For Assessment Year 2014 )**

Code Area	Type	Acreage	RMV	M5	MAV	AV
1-02	LAND	0.10	\$ 9,320	\$ 9,320	\$ 0	\$ 0
Value History			<b>Details</b>			
Total:			\$ 9,320	\$ 9,320	\$ 0	\$ 0

**Improvements**

**Images / Plans**

Image type	Item Number	Image Files
RESIDENTIAL	1	1 <b>PDF</b>

**Account Comments**

06/29/99: LOT LINE ADJUSTMENT MINUS ACRES .01  
11/20/00: Zone change reviewed 11-2000. No change in value per #63.

**Exemptions / Special Assessments / Notations / Potential Liability**

Notations			
Description	Tax Amount	Year Added	Value Amount
CARTOGRAPHIC ACTIVITY		2008	
CARTOGRAPHIC ACTIVITY		2007	

**Location Map**

**City Council  
September 1, 2015  
Exhibit "C"**

**From:** Jan Garcia [mailto:jangarcia@johnlscott.com]  
**Sent:** Thursday, August 06, 2015 10:07 AM  
**To:** 'administrator@jacksonvilleor.us'  
**Subject:** CMA on property

Hi Jeff,

Randy did the attached CMA on the property for you.

It has the artisan overlay on it for zoning so since there are no sales with that zoning history the CMA was based on the average of status of the other residential properties.

These prices are based on lots with a more traditionally shaped and sized lot. A cost per square foot price was used as there was no way to determine value based on income approach.

The average for active listings is \$19.86 per sq ft. for a .10 acre property.

The average of the pending is \$15.21 per sq ft for a .10 acre property.

There are no solds to verify the actual price someone is willing to pay within the past six months.

The price range would be \$66,754 to \$76,500.

The shape of the lot will definitely play into a lower price.

Let me know if you need anything else.

Jan

*Jan Garcia*

Assistant to Randy McBee, Broker

**(my hours: M-F 7:45 am to 12:45 pm)**

John L Scott Real Estate

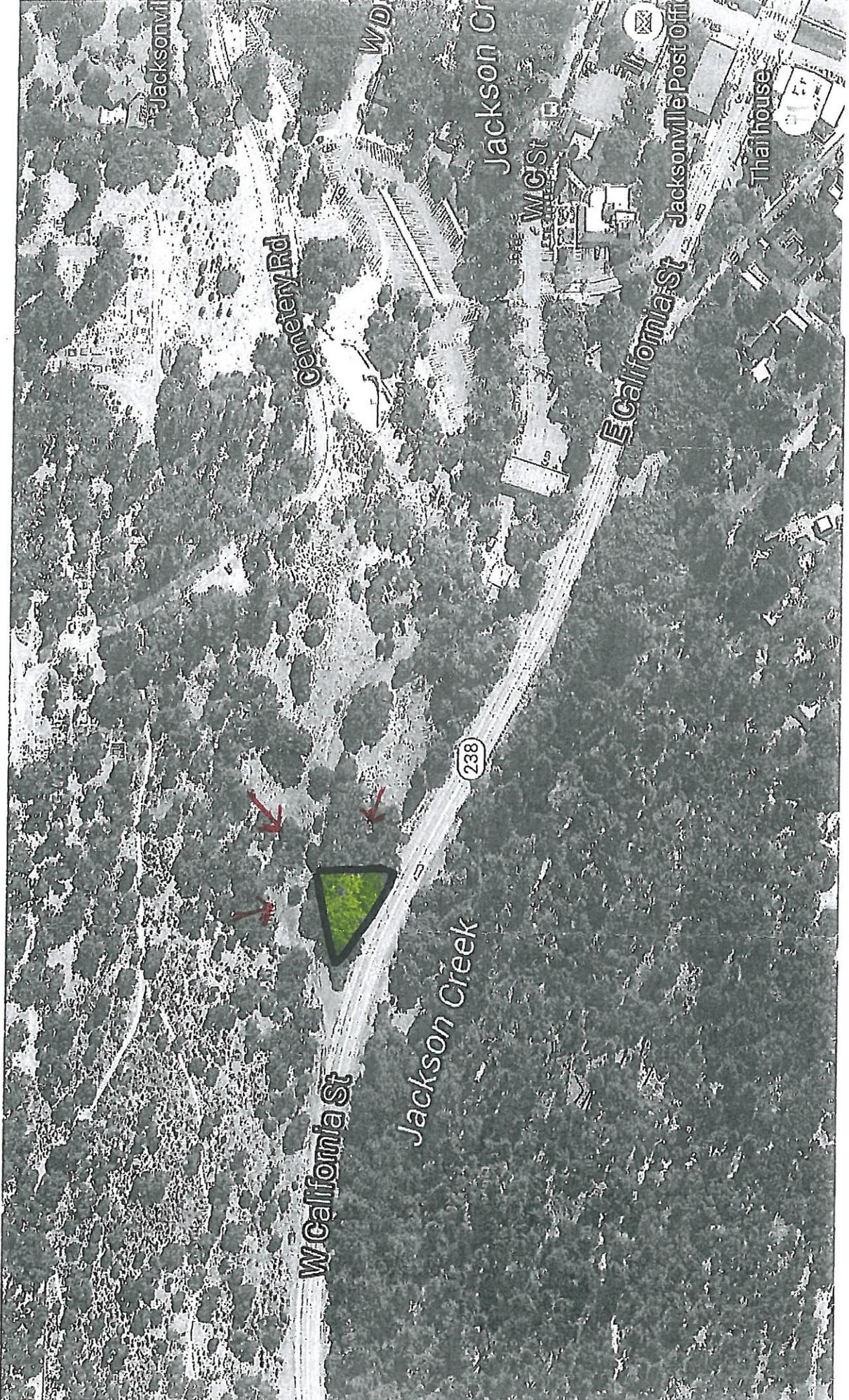
541.774.5686

**John L. Scott**  

---

**REAL ESTATE**

**City Council**  
**September 1, 2015**  
**Exhibit "C"**





# Oregon

Kate Brown, Governor

Department of Transportation  
Region 3 Right-of-Way, Survey, & Utilities  
3500 NW Stewart Parkway  
Roseburg, Oregon 97470-1600  
Phone: (541) 957-3559  
Fax: (541) 672-5363

June 26, 2015

City of Jacksonville  
Attn: Mayor Paul Becker  
P.O. Box 7  
Jacksonville, OR 97530

RECEIVED  
JUN 29 2015  
CITY OF JACKSONVILLE

RE: Tentative Abandonment

Pursuant to ORS 366.300(3), the State may abandon to the abutting property owners portions of the right-of-way of the former route of a state highway that are no longer needed for public road use and are not owned by the Department of Transportation in fee.

This Office proposes to abandon a portion of old alignment of the Jacksonville Hill-Jacksonville Section of the Jacksonville Highway, No. 238 in Jackson County, to the abutting property owner, Chris Cochran, approximately as shown on the attached map.

Pursuant to ORS 373.015, we are requesting that your office indicate below whether or not the City has any objection to such abandonment.

  *RB*   Clear for Abandonment                      \_\_\_\_\_ Not Clear for Abandonment

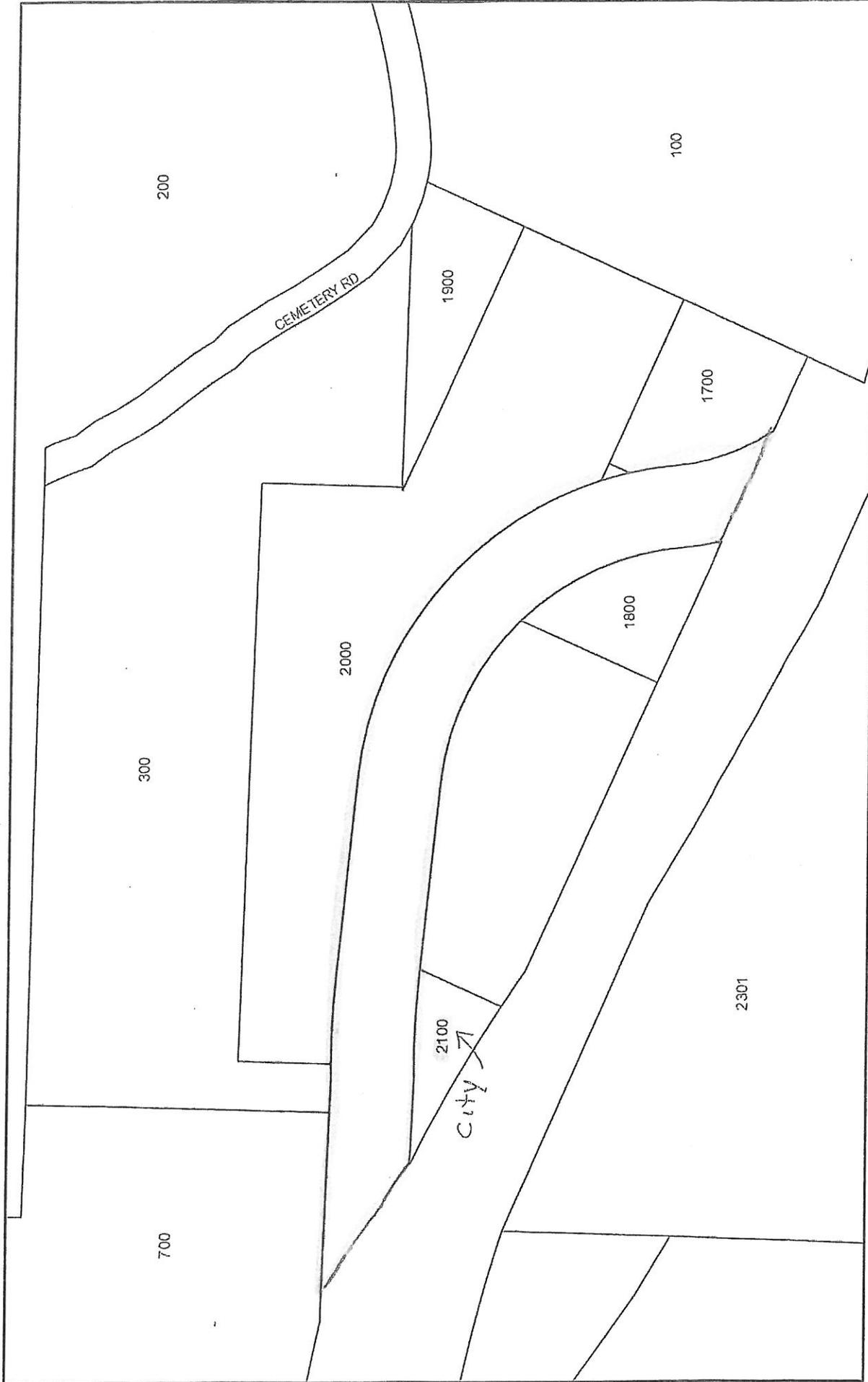
REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By   *Paul Becker, Mayor*    
Date   7-8-15  

Note: Please return completed form to Region 3 Right of Way Office

City Council  
September 1, 2015  
Exhibit "E"

# Jackson County GIS



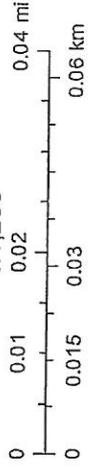
May 19, 2015

 County Line

 Streets - Label Only

 Taxlots

1:1,200



**City Council**  
**September 1, 2015**  
**Exhibit "E"**

# Jacksonville City Council Agenda Item Report



---

## Visitor Information Center Management Agreement Reporting Structure

---

Date: August 25, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Agenda Item: 5d.

---

### **Synopsis:**

On June 16, 2015, the Council approved the Visitor Information Center Management Agreement. At that time, Council requested a report for measurable goals to show how they plan to be successful.

### **Fiscal Impact:**

N/A

### **Recommendations:**

N/A

### **Exhibits:**

Visitor Information Center Management Agreement Reporting Structure

# Jacksonville Chamber of Commerce

**To: Jacksonville Oregon City Council**  
**From: Jack Berger, President, Jacksonville Chamber of Commerce**  
**RE: Visitor Information Center Management Agreement Reporting Structure**  
**Date: August 23, 2015**

**Quarterly reporting is provided to city administration and the Mayor. In addition regular in-person meetings allow for full discussion of issues and ideas. The structure of the reporting moving forward is outlined below.**

**Section 1: Visitor Contact Counts & Observations.** Quantitative reporting on numbers of contacts through the Visitor Information Center with comparison to previous years. Qualitative comments on nature of inquiries.

**Section 2: Management Agreement Objectives** Anecdotal reporting on activities performed in relation to the Goal & Objectives outlines in the Management Agreement.

**Goal: to promote Jacksonville as a desirable, year-round destination**

**Objective 1** – Create positive, efficient visitor interactions and deliver appropriate and correct destination information

**Objective 2** – Encourage Increased Overnight Stays

**Objective 3** – Support and promote a variety of activities for visitors

**Objective 4** – Maintain the Visitor Information Center in accordance with the historic character of Jacksonville

**Objective 5** – Develop and implement promotional campaigns which attract visitors to Jacksonville

**Objective 6** – Effectively fulfill the role of Destination Marketing Office in relation to Travel Oregon, Travel Southern Oregon and other travel industry associates.

### Section 3: Marketing Effectiveness

**Website Metrics** Reporting on 1. Audience Size, 2. Page Views, 3. Referrals and 4. Popular Content as compared to benchmarks established from previous year. Audience Size & Page Views are overall indicators of the number of people using the website and the extent of their usage – looking for increases in both numbers. Referrals and Popular Content will be used to measure the impact of individual ads or campaigns and social media content.

Will also report on tracking custom landing pages & custom URLs associated with ad campaigns strategic partners.

**Facebook & Instagram** Reporting on the number of users engaged with social media outlets. Goals is to increase the number of users and the level of engagement. Individual Post traffic will also be monitored.

**Occupancy Rates** Determined by the number of Room Nights Available divided by the number Room Nights Rented during the quarter from the Transient Lodging Tax Reporting. Will compare to previous year. Some work still needs to be done with the existing data to establish benchmarks. There may need to be some additional work to collect missing information from previous years and to ensure complete reporting moving forward.



**Chamber of Commerce**

185 North Oregon, PO Box 33, Jacksonville, OR 97530

541-899-8118 chamber@jacksonvilleoregon.org

# Jacksonville City Council Agenda Item Report



---

## ORDINANCE NO. 02015-006 Water SDC's Methodology

---

Date: August 27, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Agenda Item: 5e.

---

### **Synopsis:**

On August 18, 2015 a Public Hearing was held for the Water SDC's Methodology to hear any public comment. There were no comments objecting to the new methodology.

### **Fiscal Impact:**

Reflects new Water SDC rates

### **Recommendations:**

Adopt Ordinance No. 02015-006 Water SDC's Methodology

### **Exhibits:**

Ordinance No. 02015-006 Water SDC's Methodology – Exhibit A

## ORDINANCE NO O2015-006

### AN ORDINANCE ADOPTING A POLICY AND METHODOLOGY FOR THE IMPOSITION AND COLLECTION OF WATER SYSTEM DEVELOPMENT CHARGES FOR THE CITY OF JACKSONVILLE, OREGON.

**WHEREAS**, the City continually strives to expand and improve its water system;

**WHEREAS**, a consulting firm, Civil West Engineering, recently prepared an analysis for the Water System Development Charge (SDC) which makes outline recommendations for revising and methodology for calculating the City's Water SDC's described in Exhibit "A";

**WHEREAS**, the City wishes to implement an amended Water System Development Charge (SDC) to ensure that development occurring within the City of Jacksonville contributes to funding water development at a level commensurate with their impact on the water system;

**WHEREAS**, the City may adopt new Water SDC's and modify fees pursuant to JMC Chapter 3.12.

**NOW, THEREFORE**, the City of Jacksonville ordains as follows:

#### SECTION 1. Collection and Use of Charge

The City of Jacksonville shall collect the SDC as per section 3.12.090 of the Jacksonville Municipal Code.

#### SECTION 2. SDC Methodology

The Water System Development Charge Study, Exhibit "A", is adopted for the purpose of establishing the methodology and assessment of SDCs for water facilities.

#### SECTION 3. System Development Charge Calculations.

(a) Based on the methodology specified in Exhibit "A", the SDC charge consists of:

(i) Improvements: \$2,600.66 per Equivalent Dwelling Unit (EDU)

(ii) Reimbursement: \$102.52 (EDU)

(b) Based upon the recommendation contained on Section 4 of the methodology of Exhibit A, the charges are to be re-evaluated on an annual basis.

SECTION 4. This Ordinance shall be effective October 1, 2015. Any applicant who has submitted a planning or building application for a structure on or before the date of signature below shall be subject to the previous SDC methodology for that structure regardless of date of

final approval.

PASSED this 1st day of September, 2015 by the City Council of the City of Jacksonville, Oregon.

\_\_\_\_\_  
Paul Becker, Mayor

ATTEST:

\_\_\_\_\_  
Kimberlyn Kerneen, City Recorder

# Water System Development Charge Methodology

## City of Jacksonville

Jackson County, Oregon  
May 2015



**Civil West**

Engineering Services, Inc.



Civil West Engineering Services, Inc.  
486 'E' Street • Coos Bay, Oregon 97420  
609 SW Hubert Street • Newport, Oregon 97365  
10558 Hwy 62 Suite B-1 • Eagle Point, Oregon 97524

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- Appendix B – Oregon Revised Statutes (ORS) 223 – System Development Charges

# 1.0 Executive Summary

## Section 1

### 1.1. Background

The City of Jacksonville is located in Jackson County, Oregon approximately 5 miles west of Medford. It was named for Jackson Creek which runs through the community and was the site of one of the first placer gold claims in the area. The town is accessed off Highway 238 which runs from Central Point to Jacksonville. The City water system serves residential and commercial customers through approximately 1,400 water service connections.

Recently, Jacksonville took on the task of planning and updating the infrastructure throughout the city. The services of Civil West Engineering were secured to help with this process in November 2012. The first steps were to complete a new Water Master Plan (WMP). This WMP was completed August 2013 and was the basis for this System Development Charge (SDC) Methodology.

This methodology was prepared to present and summarize the methods and systems that can be used to establish water SDC's for the City of Jacksonville. This methodology will be able to give possible options for funding the new Capital Improvement Plan (CIP) list presented in the WMP.

The SDC methodologies and calculations presented herein are consistent with the framework set forth by the Oregon SDC legislation encapsulated within ORS 223.297 to ORS 223.314.

### 1.2. Report Organization

The following sections comprise this SDC Methodology for the City of Jacksonville as presently constituted:

- **Section 1 – Executive Summary.** This section provides a brief overview and summary of the SDC Methodology and is intended to provide the reader with the important facts and findings contained in the overall plan.
- **Section 2 – Introduction.** This section provides information on the background of SDC's in Jacksonville and the legal and statutory background for the establishment of SDC's within the State of Oregon.
- **Section 3 – Water System SDC Methodology.** This section provides a detailed accounting of the water system SDC methodology.
- **Section 4 – Compliance Costs.** This section provides a detailed accounting and methodology for the establishment of a compliance cost for the maintenance of SDC programs for the Methodology.
- **Appendices.** The Appendices includes information that is referenced in this study but is not included in the referenced planning documents.

### 1.3. Overview of SDC Methodology

Water was the only infrastructure analyzed in this methodology and recommendations were prepared for an appropriate and defensible SDC. A summary of that effort is provided below.

### 1.3.1. Water System SDC

The projects in the water system CIP, established in the 2013 WMP, have been carefully analyzed to determine what percentage of each project is dedicated to providing capacity for future growth. Based on the analysis, the total SDC eligible project costs have been established.

Population estimates and the City’s projected growth rates were used to establish the projected or future equivalent dwelling units (EDU’s) that will require additional capacity in the system. The water system SDC was established by dividing the SDC eligible project costs by the total projected EDU growth in the system.

Credits should be developed, as appropriate, to eliminate the potential for “double-dip” charges that could result from a new user paying both increased user fees in support of a loan to construct new facilities in addition to paying SDC fees for the same facility.

A summary of the SDC Methodology for the water system is provided below in Table 1.2.1-1. For detailed coverage of the water system SDC Methodology, see Section 3.0 of this Methodology.

**Table 1.3.1-1 – Water SDC Summary (excluding MWC and compliance costs)**

SDC Component	SDC Amount
<b>Reimbursement Fee</b> Per Section 3.6	\$102.52
<b>Improvement Fee</b> Per Section 3.7	\$2,600.66
<b>Subtotal of Water SDC Fees</b>	\$2,703.18

### 1.3.2. Compliance Costs

Oregon law allows a utility service provider to use SDC revenues to pay for costs associated with complying with and administering SDC programs. While this is not a separate category, it is acceptable to assess a “compliance charge” when collecting SDC fees.

Acceptable compliance cost activities include accounting and auditing costs, SDC methodology updates and plans, master planning costs, CIP administration costs, and other costs that are determined to be necessary to support and properly manage an SDC program.

It was estimated that the City will face an annual compliance cost of around \$8,900 related to administration of the SDC programs and maintaining proper infrastructure planning. A summary of the estimated SDC compliance expenses is provided below in Table 1.2.2-1.

**Table 1.3.2-1 – Calculation of SDC Compliance Expenses**

Compliance Activity	Estimated Cost	SDC Eligibility (%)	Frequency (years)	Annual \$
<b>General Accounting/Administration Costs</b>				
Auditing/Accounting	\$2,400	100	1	\$2,400
SDC Methodology Administration & Annual Adjustments	\$3,000	100	1	\$3,000
SDC Methodology Update	\$10,000	100	10	\$1,000
<b>Water System Compliance Costs</b>				
Water Master Planning	\$50,000	50	10	\$2,500
<b>Subtotal of Annual Costs</b>	<b>\$65,400</b>			<b>\$8,900</b>

Collection of funds to pay for these annual SDC compliance costs should be in the form of a percentage surcharge on all SDC's collected. Therefore, an estimate must be made of the revenue that the City is projecting to collect over the planning period. Based on the analysis in Section 4.0, a surcharge of 12.54% on all SDC's will be required to collect adequate funds to properly administer an SDC program for the City of Jacksonville.

### 1.3.3. Sample SDC Assessment

A simple example (Table 1.2.3-1) of an SDC assessment would be for a new single family dwelling unit, or one EDU. The assessment for this new customer would be as follows:

**Table 1.3.3-1 – Sample Residential SDC Assessment**

SDC Sector	SDC Charge per EDU
Jacksonville Water System	\$2,703.18
MWC Water System	\$1,587.07
Compliance Cost Surcharge (12.54%)	\$338.99
<b>Total Residential SDC</b>	<b>\$4,629.24</b>

Therefore, the total SDC in the City of Jacksonville would be approximately \$4,629 for a new residential dwelling. This does not include any potential reductions for SDC credits that may be appropriate in Jacksonville depending on how the City undertakes the various CIP projects in the future (see Section 3.8).

### 1.3.4. SDC Ordinance and Methodologies

The SDC program in the City of Jacksonville is to be established through the ordinance process. A single ordinance will set the ground work for the City and will provide the legal clout necessary to govern the administration and operation of the ordinance. The new ordinance must pass through the regular and required ordinance process before being adopted as law within the City. Upon completion of the process, the new ordinance will replace the old ordinance.

In addition to a new ordinance, a new resolution will be established to set the particular charge and other details for the water system SDC. This approach will allow the City to easily update SDC charges on a regular basis by simply passing a new resolution for the SDC program. There will be no need to adjust the SDC ordinance in the future.

**Section 2**

# 2.0 Introduction to SDC Methodology

## 2.1. Background

The City of Jacksonville owns and maintains a water distribution system that includes four (4) storage reservoirs, three (3) pump stations and over 29 miles of pipe that deliver water to the customers of the city. The City currently has two main sources of water supply:

1. A municipal use water right for 400 acre-feet (AF) per year (130.36 million gallons (MG)) of stored water from Lost Creek Reservoir; and
2. Water purchased from the Medford Water Commission (MWC).

The purpose of this study is to develop and discuss the methodology used to update the existing SDC program for the water distribution system.

### 2.1.1. Summary of Previous SDC Charge Structure

In 1991 HGE Engineers & Planners created a Water Master Plan that included a brief SDC Methodology. At the time HGE proposed an SDC of \$1,663/Equivalent Dwelling Unit (EDU). Since then the City of Jacksonville has had one revision to the city SDC Methodology and numerous revisions from the MWC. The table below, Table 2.1.1-1, shows some of the revisions that have been applied since the previous master plan in 1991.

**Table 2.1.1-1 – Previous SDC Methodology Summary**

SDC Effective Date	Jacksonville SDC	Medford Water Commission SDC	Current
1991	\$1,663.00	--	No
July 1, 1994	\$1,456.00	\$456.08	No
January 1, 2002	\$1,456.00	\$782.69	No
April 1, 2014	\$1,456.00	\$1,587.07	Yes

The most current revision, effective April 1, 2014, states that the current Jacksonville SDC is \$1,456.00 and the MWC SDC is \$1,587.07. Therefore, the combined SDC of \$3,043.07 is being applied at the time of this methodology.

## 2.2. Oregon SDC Law

The State of Oregon has established statutory law for the development, assessment, and administration of SDC’s for local governments, utility districts, and similar agencies. Oregon Revised Statutes (ORS) 223.297 - 223.314 authorizes local governments and service districts to assess SDC’s for various infrastructure sectors including sewer, water, storm drainage, streets, and others.

In addition to specifying the infrastructure systems for which SDC’s may be assessed, the SDC legislation provides guidelines on the calculation and modification of SDC’s, accounting requirements to track SDC revenues and the adoption of administrative review procedures. The full statute can be found in Appendix B of this methodology but a summary of the statutory SDC provisions is provided here.

### 2.2.1. SDC Structure

SDC's are typically developed around two separate modes or philosophies of SDC logic. They are:

1. Reimbursement SDC
2. Improvement SDC

SDC's can also be assessed based on a combination of reimbursement and improvement charges. In addition to these charges, the statute allows agencies to recover administrative costs that are necessary to set up, comply with and administer SDC programs. We will refer to these costs as compliance costs.

**Reimbursement SDC.** A reimbursement SDC is designed to recover capital costs for projects that have already been undertaken. Current legislation requires that the reimbursement SDC be established by an ordinance or resolution that sets forth the methodology used to calculate and assess the charge. The methodology must integrate a number of factors when determining an appropriate SDC cost including:

1. The cost of existing facilities when they were constructed or implemented
2. Remaining capacity available for growth or development use
3. Prior contributions from existing users
4. The value of unused capacity
5. Ratemaking principles employed to finance the capital improvements
6. Grants or other funding sources that must be subtracted from the eligible costs
7. Other relevant factors

The objective of a reimbursement SDC is that future system users contribute an equitable portion of the capital costs of developing new facilities with excess capacity.

A typical example of how a reimbursement SDC could be utilized is with a recently upgraded or constructed booster pump station (BPS). BPS are required to be designed and constructed to handle a future (20 or 25 year) projected capacity. The additional cost required for the construction of a new booster pump station that can not only handle existing flows but future projected flows becomes the SDC eligible portion of the project cost.

For example, if a booster pump station was built five years ago, but has additional capacity available for future growth, the value of the remaining unused capacity of the station can be calculated and assessed as a reimbursement SDC eligible project cost to all new customers that wish to utilize some of the remaining capacity during the remainder of the design period (15 or 20 years, or whatever the case may be).

**Improvement SDC.** The improvement SDC is designed to recover costs of planned capital improvements as they appear on an adopted capital improvement list or capital improvement plan (CIP). The improvement SDC must also be specified in an ordinance or resolution and is subject to the following conditions:

1. The costs of projected capital improvements will increase the capacity of the system.
2. Projects must appear on an approved and adopted CIP list or be added to the list through development review and approval.
3. Projects must serve more than the development for which the SDC is being charged.  
Specifically, to be considered a qualified project:
  - a. the project is not located on or contiguous to property that is being developed, or

- b. the project is located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

Revenues generated from improvement SDC's must be dedicated to capacity increasing capital improvements or the repayment of debt on such improvements. An increase in capacity is established if an improvement increases the level of service provided by existing facilities or provides new facilities. The portion of such improvements funded by improvement SDC's must be related to current or projected development.

**Combined SDC.** In most cases, growth needs due to development will be met through a combination of existing available capacity (reimbursement SDC) and future capacity enhancing improvements (improvement SDC). The sum of reimbursement and improvement SDC's is commonly referred to as a combined SDC. However, when utilizing a combined SDC, the methodology must demonstrate that the charge is not based on providing the same capacity-increasing result due to both SDC's. In short, an agency cannot "double-dip" when using a combined SDC. This is usually accomplished by structuring the fee to reflect the weighted average cost of existing and new facilities.

**Compliance Costs.** Oregon law allows SDC revenue to be utilized by the assessing agency for costs incurred in an effort to comply, administer, study, and update an SDC program. Compliance costs include, but are not necessarily limited to:

1. Auditing and accounting costs
2. Master/Facilities Planning Costs and Planning Updates
3. SDC Methodology Development Costs and Updating of SDC Plans
4. Maintenance of a Capital Improvement Plan (CIP) list

Compliance costs are typically assessed based on a percentage of the overall or projected annual SDC revenue. These revenues must be used to maintain or administer an active SDC program. Compliance costs are discussed in Section 4.0.

### 2.2.2. SDC Credits

Oregon law requires that an SDC credit be provided against any assessed improvement fee for the construction of "qualified public improvements." Qualified improvements, as discussed above, are improvements that are required as a condition of development approval, are included on the CIP list and are either:

1. not located on or contiguous to the property being developed, or
2. located in whole or in part, on or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

In simple terms, if a new water pump station appears on a CIP list and is required for a specific development to be undertaken, the owner of the development can construct the new pump station and receive an SDC credit for the SDC eligible portion of the project costs, assuming that the new station is needed to serve more customers than are represented by the development alone.

An additional credit must be included in the methodology for the present worth of financing payments that may occur in the future for an undertaken improvement. In short, new users cannot be required to pay SDC's for specific improvements as well as pay increased user rates to pay back loans that were

required to construct the improvements. This form of “double-dipping” is overcome by establishing a credit based on the present worth of a potential increase in monthly user rates over a specified period of time.

### **2.2.3. Update and Review Requirements**

SDC methodology is public information and must be made available for public review.

The SDC ordinance must include procedures and practices for not only the establishment but the modifying and updating of SDC fees. Public agencies must maintain a list of persons and organizations who have made a written request for notification prior to the adoption or amendment of any new or updated SDC fees.

However, changes to the SDC rates resulting from:

1. changes to costs in materials, labor, or real property as applied to projects in the required project list, or
2. application of a cost index that considers average change in costs of materials, labor, or real property and is published for purposes other than SDC rate setting (i.e. ENR Construction Cost Index)

are not considered “modifications” to the SDC. As such, the local agency is not required to adhere to the notification provisions associated with these modifications.

If changes to the SDC methodology or assessment amounts do represent a modification, the notification provisions in the Oregon law require a 90-day written notice period prior to the first public hearing, with the new SDC methodology available for review at least 60 days prior to the public meeting.

### **2.2.4. Other SDC Statutory Provisions**

Other provisions of the Oregon legislation require:

1. Development of a capital improvement program/plan (CIP) or comparable planning effort that lists the improvements that may be funded with improvement fee revenues and the estimated timing and cost of each improvement. (This is usually accomplished through a master planning effort.)
2. Based on the specific utility, deposit of SDC revenues into dedicated and individual accounts and the annual accounting of revenues and expenditures. The annual accounting effort must include a list detailing the amount spent on each project funded, in whole or in part, by SDC revenues, including costs attributed to complying with the SDC legislation.
3. Creation of an administrative appeals procedure, in accordance with the legislation, whereby a citizen or other interested party may challenge any expenditure of SDC revenues.
4. Preclusion against challenging the SDC methodology after 60 days from the enactment of or revision to the SDC ordinance or resolution.

## **2.3. Capacity Replacement Protocol**

It is common to have a system in place that allows a new land use or development to replace an existing land use and provide an adjustment to SDC’s.

For example, if someone buys an old house, tears it down, and constructs a new residential home in its place, no new flows or demands are added to the system, and no new capacity is required to service the new residence. Therefore, it would be appropriate to waive SDC fees in this instance.

If someone tears down a number of old homes to build a new apartment complex, the project must be carefully considered, and an adjustment made, depending on how many new units there will be compared to the previous land use.

Capacity replacement issues must be handled on a case by case basis and a process developed to allow a fair adjustment when existing capacity use is replaced with a different use.

## **2.4. Public Education and Input to Methodology**

A successful SDC Methodology update must incorporate a public education and public input component that effectively conveys information to interested and affected groups in the community and allows them a forum to ask questions, voice concerns and seek resolutions.

## 3.0 Water System SDC Methodology

### Section 3

### 3.1. Introduction

This section describes the methodology and SDC calculation for the potable water system for the City of Jacksonville. Included are descriptions of the existing and future demand requirements on the water system, existing and future equivalent dwelling units (EDU) for the calculation of SDC's, the projects and project costs developed to address deficiencies and satisfy future demand needs, and a calculation of the recommended justifiable SDC for the city (per EDU).

The City's Water System Master Plan (August 2013, Civil West Engineering Services, Inc.) has been used to establish present and future water demand, system capacity, capital improvement project development, project costs and other information that will be used in this methodology.

### 3.2. Water System Overview and Background

#### 3.2.1. Overall Water System Description

The water distribution system in Jacksonville includes a number of separate elements to obtain and treat water for domestic consumption, and transmit water to individual customers. A brief overview of the different system elements is provided below.

**Sources.** The City of Jacksonville buys water from the Medford Water Commission (MWC) and holds water rights on the Lost Creek Reservoir, a tributary of the Rogue River. The Lost Creek Reservoir rights are treated by the MWC and utilized during the months of May-September. The City then purchases water from the MWC during the months of October-April. MWC primarily uses Big Butte Springs as a water source. Big Butte Springs is located about thirty miles northeast of Medford and five miles east of the town of Butte Falls. MWC has an intergovernmental agreement with the City of Jacksonville to provide a maximum water use of 600 gallons per minute (gpm) in the winter and 1,500 gpm (2.0 million gallons per day (gpd)) in the summer.

As part of the water supply contract between Jacksonville and MWC, the City is required to obtain water rights to meet their summertime demands and develop its own water management and conservation plan. Quantities to meet their 2020 summertime demands must be secured by 2015. This work has already been started by the City.

**Treatment.** In Jacksonville, water treatment is provided by the Medford Water Commission. The City of Jacksonville does not provide any water treatment.

**Distribution.** The City's water distribution system consists of piping ranging in size from 1.5-16 inches in diameter and three pump stations. Pipe materials within the water system include asbestos cement (transite), ductile iron, polyvinyl chloride (PVC), galvanized steel and cast iron.

Three pump stations are located throughout the City at the following locations:

- Madrona Pump Station (2-60 hp and 1-50 hp pumps) – Pumps water from MWC facilities to the City of Jacksonville and the Britt Tanks;
- Laurelwood Pump Station (2-25 hp and 1-40 hp pumps) – Pumps water to the Coachman Hills Tank;

- MaryAnn Pump Station (2-15 hp pumps) – Pumps water to the Westmont Tank.

Currently, there are four separate pressure zones. The Britt Tanks control the water flow in the lower and base level pressure zone. The Westmont Tank controls the water flow to the first high level zone and the Coachman Hills Tank controls the water to the second high level pressure zone.

**Storage.** The City operates four treated water storage tanks within the distribution system, totaling 3.45 MG. A summary of each tank is provided below:

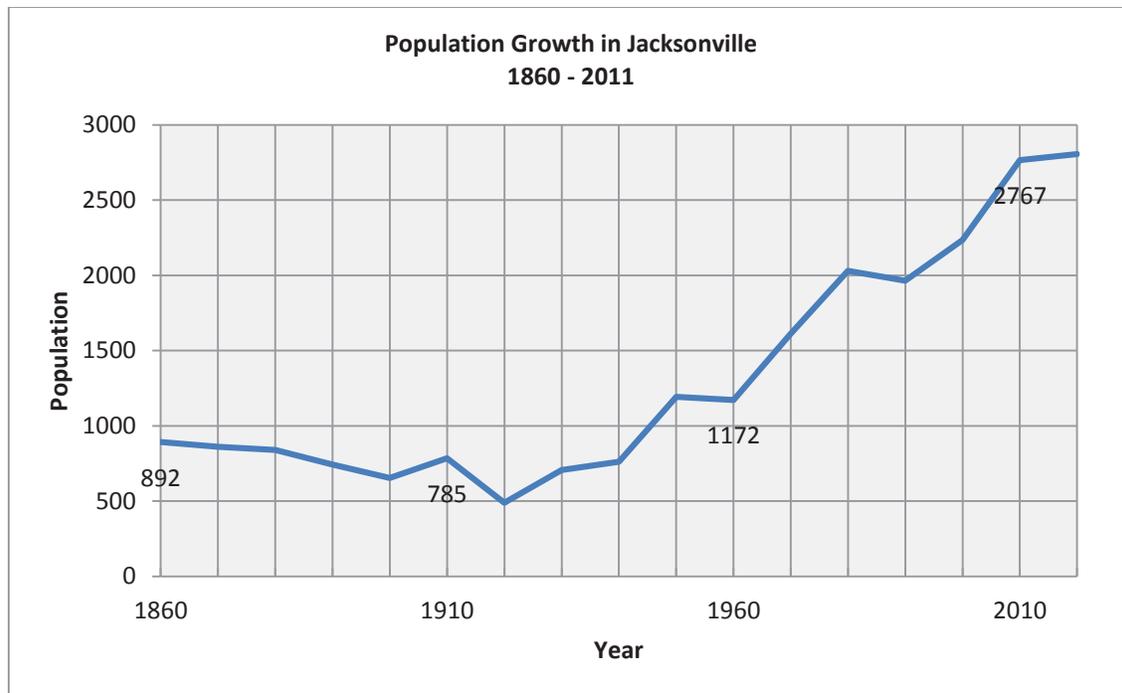
- Britt Tank Site (Britt #1) – Concrete tank constructed in 1911. The roof was badly damaged and replaced sometime after 1991. The City plans to decommission this tank as it is nearing the end of its useful life. Total volume is 250,000 gallons.
- Britt Tank Site (Britt #2) – Britt Tank #2 is located adjacent to Britt Tank #1 and was constructed in 1997. The tank is a circular, pre-stressed concrete tank that is painted green. Britt Tank #2 appears to be in good condition with some damage to the stucco coating at the roof line. The two Britt tanks receive water directly from the Madrona Pump Station and are located at an elevation of 1,800 feet above sea level. These two tanks serve the main pressure zone in town which is known as the base level pressure zone. These two tanks, as well as the Madrona Pump Station, also serve the lowest elevation pressure zone with the aid of a pressure reducing valve (PRV) in the City. Total volume is 2.0 MG.
- Westmont Reservoir – The Westmont Reservoir is located at the west end of town near Westmont Drive. The tank is a glass-fused to steel tank that was built in 1997. This tank is in great condition. Water is conveyed from the Britt reservoirs through the MaryAnn pumps station to the Westmont tank. The Westmont tank is located at a base elevation of 2,050 feet above sea level and controls its own pressure zone which is known as the first high level. Total volume is 200,000 gallons.
- Coachman Hills Tank – The Coachman Hills Tank is located in the southern part of the City just off of Powderhorn Drive. This is a partially buried, concrete tank with a steel roof. This tank was built in 1997 and is in good condition with minor cracking at the corners. The Coachman Hills tank is located at an elevation of 2,175 feet above sea level and serves the highest pressure zone in the City which is known as the second high level. Total volume is 1.0 MG.

### 3.2.2. Population and Population Projections

According to US Census data of 2010, the City of Jacksonville population increased from 2,235 people in 2000 to 2,785 in the year 2010. This indicates a population growth of 20.4% over the ten year time period. Other 2010 US Census Data for Jacksonville includes:

- 1.25 persons per housing unit (total population / total housing units)
- 89% of housing units occupied
- 11% of housing units vacant

The Jackson County Adopted Population Forecast of 2007 predicted that the City of Jacksonville would grow by 1.4% annually. This estimates that the population of Jacksonville will grow from 2,807 as reported in 2011 to 3,919 by the year 2035. This represents nearly a 40% increase over that time period. Figure 3.2.2-1 provides a graphical representation of the historic population growth of the City of Jacksonville.



**Figure 3.2.2-1 – Jacksonville Historical Population Growth**

The following table, Table 3.2.2-1, details the projected growth of Jacksonville.

**Table 3.2.2-1 – Jacksonville Projected Population Growth**

Year	Population
2011	2,807
2015	2,968
2020	3,181
2025	3,410
2030	3,656
2035	3,919

### 3.3. EDU Methodology and Projected Growth

Local water system capacity is commonly defined using a system that seeks to reduce all customers, including residential and non-residential users, to a common denominator called an equivalent dwelling unit (EDU). An equivalent dwelling unit represents the demand or quantity of water required on a daily basis by an average residential customer within the system. The cumulative demand or impact on the system generated by all the users can therefore be expressed in terms of a multiple of EDU's.

An example of using the EDU method to describe non-residential water use follows:

A restaurant is a non-residential water customer that uses more water than a typical household. A review of the water records for a particular restaurant may show that, over a period of time (a typical yearly operation) that the restaurant used as much water as 14 average residential customers in the community. Therefore, it can be said that the restaurant's water use or water demands are equivalent to 14 residential dwellings. More simply, the restaurant is equal to 14 EDU's. This value can be used

to calculate and compare the regular water use at the restaurant, or any non-residential customer, to the water use in the residential sector of the system.

In order to project future EDU's it is assumed that the EDU growth rate will equal the customer growth rate. This logic assumes that all sectors in the community will grow at a rate similar to that of the overall customer population. Under this assumption it is anticipated that, for example, commercial enterprises will expand in response to population growth and job creation.

In determining the appropriate EDU for the city the consumption data for 2011 was analyzed. The first step was to determine the amount of single family residential (SFR) meters in Jacksonville. It was determined that there was 1,160 SFR meters. These were the meters that were analyzed in order to determine the current EDU. This is done due to the fact that the EDU analysis is based on residential water consumption, therefore, we must base this on SFR meters. For each month in 2011 the monthly water use per SFR was determined. Then the average monthly use was calculated for the entire year based off those monthly calculations.

Based on this analysis of the modified water sales records for 2011 (Water Master Plan, 2013), the average quantity of water sold to a typical single-family dwelling unit is 9,890 gallons per month. This volume sold per month becomes the basis for EDU calculations with 1 EDU = 9,890 gallons per month in metered sales. Other users can then be described as an equivalent number of EDUs based on their relative water consumption. For example, a commercial business that had an average metered consumption of 19,780 gallons per month uses twice the amount of water as the typical single-family dwelling and can be considered 2 EDUs.

The current and projected EDU analysis is as follows:

<b><u>Jacksonville</u></b>	
2013 EDU Total	1,638
2035 EDU Total	2,163
Growth in EDU's	525

### **3.4. CIP Project Summary and Project Costs**

An integral component in this water SDC Methodology is the establishment of a Water System Capital Improvement Plan or CIP. The CIP list will show past and future projects along with their actual or estimated project costs. Projects on the CIP that have been completed will form the basis for reimbursement SDC's as defined in Section 2. Projects that remain to be completed will form the basis for improvement SDC's, also defined in Section 2.

#### **3.4.1. Master CIP List**

The 2013 Water Master Plan developed for Jacksonville established the CIP list shown in Table 3.4.1-1 below (Civil West, 2013). For the purpose of this methodology the possible reimbursement projects have also been added along with a water supply project.

**Table 3.4.1-1 – Jacksonville CIP list including recent planning documents**

Project No.	Project Description	Adjusted Cost Estimate
1	Laurelwood Pump Station Upgrades	\$160,273.43
2	Laurelwood Pump Station Emergency Power	\$89,983.38
3	Mary Ann Pump Station Emergency Power	\$70,441.54
4	Upgrade Water Meters to Remote Read	\$449,916.92
5	New 750,000 gallon tank	\$1,174,548.00
6	Beekman Square Water Line Replacement	\$63,624.61
7	Spur off 'M' Street Water Line Replacement	\$39,765.38
8	Applegate Road Water Line Replacement	\$251,014.25
9	South End of 8th Street Water Line Replacement	\$91,649.74
10	South 4th Street Water Line Replacement	\$453,249.64
11	1.0 Million Gallon Tank to City Limits Water Line Replacement	\$332,514.35
12	South City Limits to E. California Water Line Replacement	\$708,581.27
13	Coachman Drive Water Line Replacement	\$348,420.51
14	Cleveland Drive Water Line Replacement	\$450,674.35
15	Conestoga Drive Water Line Replacement	\$156,183.28
16	North Fifth Avenue Water Line Replacement	\$83,507.31
17	Graham Street Water Line Replacement	\$112,100.51
18	Grove Street Water Line Replacement	\$71,577.69
19	Hill Street Water Line Replacement	\$257,528.20
20	Laurelwood Drive Water Line Replacement	\$259,346.05
21	M' Street Water Line Replacement	\$71,577.69
22	Richard Way Water Line Replacement	\$133,005.74
23	Stagecoach Drive Water Line Replacement	\$212,990.97
24	Surrey Drive Water Line Replacement	\$94,065.70
25	Widean Water Line Replacement	\$123,613.54
26	Acquisition of Additional Water Rights	\$300,000.00
	<b>CIP List Total</b>	<b>\$6,560,154.07</b>
27	SDC Methodology	\$9,212.00
28	Financial Analysis	\$12,112.00
29	Water Supply Evaluation	\$7,222.00
30	Water System Master Plan	\$25,284.00
	<b>Planning Documents Total</b>	<b>\$53,830.00</b>
	<b>TOTAL</b>	<b>\$6,613,984.07</b>

The adjusted cost estimate column above takes into account the current Engineering News Record Index (ENR Index). For this Methodology the ENR Index used as current was March 2015 (9972.38). The recent Master Plan was completed in August 2013 and the ENR Index at that time was 9545.33. The ENR Index value is updated monthly to adjust for inflation, material and labor costs, changes in the industry, and other factors that affect the cost of engineering and construction efforts.

### **3.5. Determination of Project SDC Eligibility**

The SDC methodology must include a discussion of the percentage of each project’s cost that can be attributed, as necessary, to growth and, therefore, be considered SDC eligible. As discussed previously,

SDC's must be based on a project's costs or the portion of a project's cost that is necessary to add system capacity in response to or in anticipation of growth.

When determining what percentage of a project should be considered SDC eligible, one must consider existing capacity needs versus future capacity needs. If a project is developed to provide a 50% increase in capacity to an element of the water treatment or distribution system, 50% of the project costs would be considered to be SDC eligible. If a project is developed to provide service to a new area not currently served by municipal water and where development is expected to occur, the project could be considered to be 100% SDC eligible.

Using this approach, all of the projects presented in Section 3.4 were reviewed to determine SDC eligibility. For projects already completed, the actual project costs were used to determine eligible SDC reimbursement costs. For projects completed or in progress, budget costs were used to determine SDC eligibility.

A brief description is provided below to illustrate the logic and approach taken to determining the eligibility of each project on the CIP list.

### **Project 1: Laurelwood Pump Station Upgrades**

The Laurelwood Pump Station is located at the end of Laurelwood Road. There is a steep entry road to the pump station that is too steep for a maintenance truck to travel down and there is also no room for a turnaround making maintenance on this pump station very laborious. It was recommended that earthwork and grading be done at this site to allow for vehicles to enter, turn around and exit. Laurelwood PS has also had some mechanical issues that cause severe water hammer and surging. This project is maintenance and upgrades only with no capacity being added to the system, which makes this project not SDC eligible.

### **Projects 2 and 3: Laurelwood and Mary Ann Pump Station Emergency Power**

The Laurelwood Pump Station needs backup power in the case of an emergency. Since water from this station fills the one million gallon reservoir, in the case of a power outage, several homes would be without water should the power outage last longer than the water in the one million gallon tank.

The Mary Ann Pump Station also needs backup power in the case of an emergency. Since water from this station fills the 200,000 gallon reservoir, in the case of a power outage, several homes would be without water should the power outage last longer than the water in the 200,000 gallon tank.

Neither of these projects are SDC eligible.

### **Projects 4: Upgrade Water Meters to Remote Read**

The City of Jacksonville currently has meters that can be read quickly and easily using a touch wand system. However, it still takes City staff approximately one week a month to visit all of the meters and collect the data. One way to decrease the amount of time spent reading meters is to install remote read meters that can be read from a vehicle as the vehicle drives by. The system will automatically read the amount of water usage and limit the amount of time the public works staff has to visit each meter. This will not add additional capacity and not SDC eligible.

### **Project 5: New 750,000 gallon tank**

Over the planning period the city's water storage need will increase as the city grows. Beginning in the year 2025 there will be a water storage shortfall. Then by the end of the planning period, 2033, the deficit will reach just over 300,000 gallons according to the water master plan. So prior to that time a new 750,000 gallon storage tank has been proposed in the CIP. This will solve the water storage deficit that the city will have and also provide for continued growth past the 20-year planning period.

This tank will also serve as the replacement for the deteriorating 250,000 gallon Britt Tank #1. Since this is 33% of this storage volume will be replacement of existing storage only 67% is directly related to new growth. Therefore, this project is 67% SDC eligible.

### **Project 6 and 7: Beekman Square and Spur off 'M' Street Water Line Replacement**

These waterline replacements are both an upgrade in the size of pipe. The purpose of these upgrades is to make sure adequate fire flow is obtained in each of these areas. This will create greater fire flow, which is much needed at these locations. This project is tied more to life safety and serves a very small area that is already developed, therefore, these projects are not SDC eligible.

### **Project 8: Applegate Road Water Line Replacement**

There is currently approximately 1,400 feet of 4-inch water line that runs along Applegate Road between Elm Street and Graham Street. The piping around the area is mainly 8-inch piping. The existing piping should be upgraded to 8-inch to prevent fire flow restrictions to the residents along this section of roadway. This project will address life safety issues along with added capacity to the system. This section of Applegate Road and the area around it has the potential for additional residents that would benefit from this added capacity to the system. This project will be 50% SDC eligible due to the benefit it will have to future residents.

### **Project 9: South End of 8<sup>th</sup> Street Water Line Replacement**

South of the intersection of California Street and 8<sup>th</sup> Street, a 2-inch water line runs to the south under Scenic Drive toward Laurelwood Drive. This line should be replaced with an 8-inch line to allow for additional flow to provide future development in the area. Since the majority of this is related to future growth this project is 75% SDC eligible.

### **Project 10: South 4<sup>th</sup> Street Water Line Replacement**

South 4<sup>th</sup> Street currently has a 4-inch cast iron water line running under the street. The surrounding area is mainly comprised of 8-inch piping. The flow through this section is constricted at times limits the flow to residents. This line should be replaced with 8-inch PVC. This will upgrade the system and avoid future problems. This is within the core of the city center and it is anticipated that this line will serve very little new development directly.

This will however, allow for a better functioning system and additional capacity to future residents in surrounding areas. Therefore, this project will be 15% SDC eligible due to the benefit and capacity that will be received by surrounding residents.

### **Projects 11-25: Asbestos-Concrete Water Line Replacement**

The remaining 15 projects on the CIP list are water line replacement of existing asbestos-cement piping. Many of these water lines are reaching their maximum life expectancy since they were installed in the late 1940's and 1950's.

The only project that can be considered SDC eligible is Project 19, Hill Street water line replacement. Currently, this pipe is a 6-inch water line and will be upgraded to an 8-inch water line. This will add some additional capacity and provide for the small amount of future growth in the area. Therefore, this project will be considered 25% SDC eligible. The remaining asbestos concrete water line replacements are not SDC eligible.

### **Project 26: Acquisition of Additional Water Rights**

Based on the Water Management and Conservation Plan (WMCP) completed by GSI Water Solutions, Inc., the City of Jacksonville is in need of additional water rights to supply the residents with sufficient water now and in the upcoming years. The City routinely exceeds the current 400 acre feet (AF) of supply that is used May 1-September 30. In 2011 the total demand during that timeframe was 464 AF. This translates to the fact that approximately 16% of this water acquisition will be used for existing residents. In the next 10 years and 20 years, the City is expected to require an additional 245 AF and 277 AF of water respectively.

Approximately 84% of this project is directly related to the growth of the City and the increase of future residents' water supply. Therefore, this project is found to be 84% SDC eligible.

### **Projects 27 and 28: SDC Methodology / Financial Analysis**

Oregon law allows a utility service provider to use SDC revenues to pay for costs associated with complying with and administering SDC programs. Development of the SDC methodology and the Financial Analysis are intended to plan for future growth. Therefore these two planning documents are 100% SDC eligible.

### **Projects 29 and 30: Water Supply Evaluation and Water System Master Plan**

In order to present various options of additional water supply for the City, a small evaluation was prepared by GSI Water Solutions, Inc. This evaluation presented some options of acquiring additional water rights to overcome the deficiency that the City has. This evaluation is considered a planning effort for future water system expansion and is considered 100% SDC eligible.

Master planning efforts include assessment of existing facilities, their capacities and conditions, and the capabilities of the existing systems to provide service to existing and future customers. Master planning also includes efforts to predict the infrastructure needs associated with growth and development. Master planning efforts cover both existing facilities and expansion; therefore it is assumed that this project is 100% SDC eligible.

## **3.6. Reimbursement SDC**

As stated previously, Oregon Law includes provisions for a reimbursement SDC to be developed for projects that have been completed and that have remaining capacity available to service growth. The two primary projects considered for Jacksonville are the most recent planning documents, this SDC Methodology and the Water Master Plan.

Each of these projects fall into the reimbursement category and can be applied to the SDC. Therefore, the potential reimbursement SDC is \$102.52 per EDU. The following table, Table 3.6-1, shows the summary of the reimbursement SDC.

**Table 3.6-1 – Water Reimbursement SDC Summary**

Project No.	Project Description	Total Cost	% Eligible	SDC Eligible Cost
27	SDC Methodology	\$9,212.00	100	\$9,212.00
28	Financial Analysis	\$12,112.00	100	\$12,112.00
29	Water Supply Evaluation	\$7,222.00	100	\$7,222.00
30	Water System Master Plan	\$25,284.00	100	\$25,284.00
<b>Total Reimbursement Eligible Costs (A)</b>				<b>\$53,830.00</b>
<b>Total Growth EDU's (B)</b>				<b>525</b>
<b>Recommended Reimbursement Water SDC (A/B)</b>				<b>\$102.52</b>

As projects are completed over time, they will need to be transitioned from improvement SDC projects to reimbursement SDC projects.

### 3.7. Improvement SDC

Calculation of the improvement SDC is based upon the methodology and the establishment of the SDC eligible project costs as outlined in the preceding Sections 3.4 and 3.5.

Table 3.7-1 below illustrates the calculation used to establish the improvement SDC for the City of Jacksonville. The potential improvement SDC is \$2,600.66 per EDU.

**Table 3.7-1 – Water Improvement SDC Summary**

Project No.	Project Description	Total Cost	% Eligible	SDC Eligible Cost
5	New 750,000 gallon tank	\$1,174,548.00	67	\$786,947.16
8	Applegate Road Water Line Replacement	\$251,014.25	50	\$125,507.13
9	South End of 8 <sup>th</sup> Street Water Line Replacement	\$91,649.74	75	\$68,737.31
10	South 4 <sup>th</sup> Street Water Line Replacement	\$453,249.64	15	\$67,987.45
19	Hill Street Water Line Replacement	\$257,528.20	25	\$64,382.05
26	Acquisition of Additional Water Rights	\$300,000.00	84	\$252,000.00
<b>Total Improvement Eligible Costs (A)</b>				<b>\$1,365,561.09</b>
<b>Total Growth EDU's (B)</b>				<b>525</b>
<b>Recommended Improvement Water SDC (A/B)</b>				<b>\$2,600.66</b>

### 3.8. SDC Credits – Water System

An analysis of potential SDC credits should be included as part of an SDC methodology. Credits may be appropriate to offset financing costs that will be paid by all system customers including new customers. Credits are also appropriate for developers who construct or otherwise provide improvements to the

system that are part of the current CIP project list. A brief description of a few potential SDC credit scenarios is provided below.

### 3.8.1. Improvement Offset Credit

In the case of a developer completing some or all of a CIP project, the credit provided should be equal to the value of the improvement made, though the credit cannot exceed the amount of SDC that the developer would have been required to pay.

For example:

Assume that a developer undertakes a subdivision that would require him to pay \$100,000 in SDC fees for the water system. This same developer elects to or needs to construct a new waterline to service this development and this waterline is part of the CIP. Since the waterline is part of the water system CIP and the developer paid to construct the line, the developer is eligible to receive an SDC credit for the improvements that he completed. If we assume the project cost to install the waterline is around \$120,000, the developer is only eligible to receive SDC credits up to the \$100,000 that he would have paid as an SDC.

It should be noted that the determination of improvement offset credits requires judgment as development situations can vary. The city should maintain an open policy when working with developers to identify a fair and reasonable offset credit when it applies.

It should also be reiterated that offset credits are not available for improvements undertaken by a developer that do not appear on the CIP and are not part of the SDC methodology.

### 3.8.2. Financing Credit – Project Costs and Potential Loan Amounts

Financing credits should be applied to SDC's so that new users who have been assessed an SDC do not end up paying twice due to new debt loads incurred to undertake improvements or portions of improvements intended to increase system capacity. As growth-related debt service may be repaid with SDC revenue and rate increases, it is critical that the users who have paid SDC's receive an appropriate credit for the present value of rate increases that will likely be imposed for the purposes of paying back debt.

Establishing a precise financing credit for Jacksonville is difficult as it is not currently known to what level the city will elect to undertake projects, how those projects will be funded, or what percentage of the project funding will require a rate increase.

When this information is available, Jacksonville should establish a credit schedule to adjust SDCs for new users to avoid a double-charge for funding improvements.

### 3.8.3. Present Worth Analysis of User Rate Increase and SDC Credits

It would be appropriate to provide a credit to new customers to offset the “double-dip” effects of paying an increased rate to payback a loan supporting the SDC eligible portion of a project in addition to paying the SDC itself. The following example will illustrate:

*Assume the City undertakes a \$1,000,000 project to construct a new facility. It is determined that the project is 50% SDC eligible and the other half of the project will be paid through a loan. The terms of the loan are as follows:*

*Term: 20 years (240 months)*  
*Rate: 5%*  
*Principal: \$1,000,000 with \$500,000 being SDC eligible*  
*Number of EDU's setting rate of payback: Existing customer base or 640 EDU's*

*Assuming the City obtains the \$1,000,000 loan, a monthly rate increase of around \$10.31 per EDU would be required. Approximately \$5.15 of that increase would be to cover the SDC eligible portion of the project. New customers would be charged an SDC to pay for their share of the SDC eligible portion of the project.*

*To avoid charging a rate increase in addition to an SDC, a present worth analysis of the \$5.15 portion of the rate increase should be completed and a credit established. The amount of the credit will vary depending on the period of time in the planning period that the new customer joins the system and begins paying the higher rates. A range of potential credits for this example scenario is discussed below:*

- 1. A new customer joins the system early in the planning period and has nearly 20 years of increased rate payments in front of them. In this case, the present worth of a \$5.15 per month rate increase over 20 years (at 5% interest) is around \$780.*
- 2. A new customer joins the system in the middle of the planning period with only 10 years of increased payments in front of them. Under this scenario, the present worth of a \$5.15 rate increase over 10 years (at 5% interest) is around \$486.*
- 3. A new customer joins the system toward the end of the planning period with only 5 years remaining in the 20-year planning cycle. Under this scenario, the present worth of a \$5.15 rate increase over the remaining 5 years (at 5% interest) is around \$273.*

The amount of the credit that would be appropriate to offset the “double-dip” effect of a rate increase and an SDC charge varies with the following:

1. The amount of the loan and the resulting rate increase required to pay it back
2. The percentage of SDC eligibility for a specific project
3. The number of years remaining within the planning period or the remaining term left on the loan payback

Should the City elect to offer an SDC credit to offset a “double-dip” effect, a credit schedule should be established once a project is undertaken, a loan obtained, and a rate increase set to pay back the loan. A simple schedule can be established that varies based on years or months of time into the loan terms. When a new customer joins the system, the City can simply review the credit schedule for each affected project and total up each credit depending on the month that the new customer joins the system.

### **3.9. Water System SDC Summary**

Section 3 has been developed to provide the City of Jacksonville with the methodology needed to establish the recommended allowable SDC's for the water storage, distribution system and other various components. The following table provides a summary of the information utilized to complete this analysis:

**Table 3.9-1 – Water SDC Summary (before compliance costs)**

SDC Component	SDC Amount
<b>Reimbursement Fee</b> Per Section 3.6	\$102.52
<b>Improvement Fee</b> Per Section 3.7	\$2,600.66
<b>Subtotal of Water SDC Fees</b>	\$2,703.18

Based on the summary in Table 3.9.1, the recommended defensible SDC for the water system is approximately \$2,703 per EDU *without the application of an SDC credit or SDC compliance costs* for new growth in Jacksonville.

It should be reiterated that this calculation represents the SDC’s that can be assessed and defended with proper methodology. The City has the autonomy to charge less than this amount if desired. However, if adequate SDC fees are not collected and projects must be undertaken to satisfy growth requirements, funds will have to be obtained from other sources, such as from user rate increases.

### **3.10. SDC Assessment Schedule for Residential and Non-residential Customers**

The SDC established in Section 3.9 above is based on a cost per EDU or cost per single residential dwelling. For most non-residential developments, a plan review must be performed to determine the equivalent number of EDU’s the development will require.

#### **3.10.1. Residential and Non-residential Assessment Table**

The following tables, Table 3.10.1-1 and Table 3.10.1-2, should be used to assess water system SDC’s for both residential and non-residential customers that wish to connect to the Jacksonville system.

**Table 3.10.1-1 – Residential and Non-Residential Customers Assessment Schedule for Water System SDC’s**

Enterprise	Number of EDU’s	Units
Apartments	0.75	per dwelling unit (EDU)
Apparel Store	0.2	per 1,000 ft <sup>2</sup>
Athletic Club	0.3	per 1,000 ft <sup>2</sup>
Auto Care	0.1	per service bay
Auto Parts Sales	0.2	per 1,000 ft <sup>2</sup>
Auto Sales	0.2	per 1,000 ft <sup>2</sup>
Bank, Drive-in	0.3	per 1,000 ft <sup>2</sup>
Bank, Walk-in	0.3	per 1,000 ft <sup>2</sup>
Building Material and Lumber Store	0.2	per 1,000 ft <sup>2</sup>
Cab Company	0.2	per 1,000 ft <sup>2</sup>
Car Wash, Automated	na	See meter sizing assessment in Table 3.10.1-2
Car Wash, Self Service	0.7	per stall
Cemetery	0.2	per 1,000 ft <sup>2</sup>

<b>Enterprise</b>	<b>Number of EDU's</b>	<b>Units</b>
Church	0.2	per 1,000 ft <sup>2</sup>
Community/Junior College	1.0	Per 250 gross square ft <sup>2</sup>
Convenience Market (Open 24 Hours)	0.2	per 1,000 ft <sup>2</sup>
Convenience Market (Open 15-16 Hours)	0.2	per 1,000 ft <sup>2</sup>
Convenience Market with Gasoline Pumps	0.2	per 1,000 ft <sup>2</sup>
Day Care	0.1	per pump
Drinking Establishment	0.2	per student
Furniture Store	0.7	per 1,000 ft <sup>2</sup>
Hardware/Paint	0.2	per 1,000 ft <sup>2</sup>
Health/Fitness Club	0.2	per 1,000 ft <sup>2</sup>
Hospital	0.3	per 1,000 ft <sup>2</sup>
Industrial	1.0	See meter sizing assessment in Table 3.10.1-2
Library	1.0	See meter sizing assessment in Table 3.10.1-2
Lodge/Fraternal	0.2	per 1,000 ft <sup>2</sup>
Manufacturing	0.3	per 1,000 ft <sup>2</sup>
Medical/Dental Office	0.2	per 1,000 ft <sup>2</sup>
Mini-warehouse Storage and warehouses	0.4	per 1,000 ft <sup>2</sup>
Mobile Home Park	0.1	per 1,000 ft <sup>2</sup>
Motel (not including laundry facilities or pools)	0.75	Per dwelling unit
Nursery Garden Center	0.3	per room
Nursing Home	0.2	per 1,000 ft <sup>2</sup>
Office Building	0.3	per bed
Retail establishment, shopping center, grocery, etc.	0.2	per 1,000 ft <sup>2</sup>
Post Office	0.2	per 1,000 ft <sup>2</sup>
Quick Lubrication Vehicle Stop	0.1	per 1,000 ft <sup>2</sup>
Recreational Facility, Multipurpose	0.1	per bay
Restaurant, any type	0.3	per 1,000 ft <sup>2</sup>
Schools	4	per 1,000 ft <sup>2</sup>
Service Station	1.4	Per 250 gross square ft <sup>2</sup>
Service Station w/Convenience Market	0.1	per bay
Single Family Detached Housing	0.1	per pump
Fish Processing Facility	0.2	per 1,000 ft <sup>2</sup>
Pools and aquatic facilities	1	per house
Brewery	na	See meter sizing assessment in Table 3.10.1-2
Movie Theatre	na	See meter sizing assessment in Table 3.10.1-2
Commercial/Coin-Op Laundry	0.3	per 100 seats
	na	See meter sizing assessment in Table 3.10.1-2

**Table 3.10.1-2 – Equivalency Table to Convert Meter Size to Equivalent Dwelling Units (EDU) for Customers not Included in Table 3.10.1-1 (AWWA Manual M-6)**

Meter Size	EDU factor based on 5/8"	EDU factor based on 3/4"
5/8"	1.00	0.67
3/4"	1.50	1.00
1"	2.50	1.67
1-1/2"	5.00	3.33
2"	8.00	5.33
3"	15.00	10.00
4"	25.00	16.67
6"	50.00	33.33
8"	80.00	53.33
10"	115.00	76.67
12"	215.00	143.33

When a specific land use is not included in Table 3.10.1-1 or if the table does not fit the application well, Table 3.10.1-2 should be used to convert the meter size of a new customer into an equivalent EDU amount. Staff should review the new customer’s land use plans carefully to ensure that the proper meter size is being utilized by the new property.

### **3.11. Potential Appeal Process for Calculation of Water System EDU’s**

While Table 3.10.1-1 and Table 3.10.1-2 include a wide assortment of residential and non-residential customer types and meter size estimates, along with an estimate of the number of EDU’s that should be associated with a new customer, the City cannot address all potential customers through simple tables. Furthermore, in some cases, the assessment system may not fairly represent a new customer’s actual impact on the water system. This is often the case in the commercial or industrial developments where water use varies greatly from one business to another. In these cases, the city can allow for an appeal process so that new customers are assessed at a fair and reasonable rate.

The following provides a sample appeal process that could be utilized in Jacksonville when it is deemed appropriate:

A single EDU in Jacksonville is assumed to be a water demand of around 9,890 gallons per month on average. If a new customer disagrees with the assessment that is calculated using Table 3.10.1-1, they may be allowed to appeal the assessment and request a trial period to track water use and compare their own water consumption (and therefore their equivalent water demand) to the average city water usage per EDU. The average monthly water consumption of the new customer should be compared against the city’s typical average. If this results in a lower EDU rating, an adjustment to the assessment could be made.

The city may wish to hold an SDC deposit during the appeal period. The amount of the deposit should be established by the city. A reasonable deposit amount equal to one-half (1/2) the amount estimated using Table 3.10.1-1 may be appropriate. Depending on the results of the winter water use, the new user may either receive a refund of some of the SDC payment or be required to pay additional SDC costs.

A specific example of the above appeal process follows:

A new restaurant wishes to open in Jacksonville. Through a plan review, it is determined that the restaurant has 2,000 square feet of floor space. Based on Table 3.10.1-1 the assessment to the restaurant would be for 8 EDU's.

The restaurant owner protests and appeals this calculation. They are charged for 4 EDU's as a deposit and are allowed to track the water use during the winter months of their first year in operation. At the end of this period, they produce water bills showing that they used an average of 20,000 gallons per month. This equates to around 5 EDU's of water use.

The restaurant is charged for an additional 1 EDU's worth of water system SDC's. Through the appeal process, the restaurant reduced the SDC assessment for water by a full 3 EDU's.

The inclusion of an appeal process will necessitate additional administration of individual customer SDC issues, and may increase the costs associated with SDC compliance and administration. Appeals should only be considered for non-residential customers. Residential customers should be assessed based on the recommendations in Table 3.10.1-1.

## 4.0 Compliance Costs

## Section 4

### 4.1. Introduction

Oregon law includes provisions that allow SDC revenues to be used to offset costs incurred by local governments in complying with the provisions of SDC law, including expenses associated with developing SDC methodologies, master planning, administration and updating of CIP's, and other compliance related costs. Recent amendments to the law require annual accounting of SDC expenditures, including revenue collected and attributed to the costs of compliance. The expenses of this annual accounting process are also considered to be related to the costs of compliance and can, therefore, be paid for with SDC revenues.

### 4.2. Compliance Costs

Unlike reimbursement and improvement SDC's, compliance costs do not represent another category of system development charges. For the City of Jacksonville, it is recommended that compliance costs be established as a "percentage" of the total SDC's that are likely to be assessed each year. The additional surcharge that is to be added to all SDC's will provide the funds necessary to administer each of the SDC programs and comply with current SDC laws and requirements.

The following sections provide a brief description of the components that will make up the compliance cost methodology.

#### 4.2.1. Auditing/Accounting Costs

As mentioned previously, the city will be required to complete annual accounting and auditing of all the SDC programs that are implemented. Jacksonville must account for all revenues collected through SDC assessments, as well as all expenses and project costs that are fully or partially paid for with SDC funds, and all other debits or credits from the SDC funds.

For the purposes of this Methodology, it will be assumed that auditing and accounting expenses will not exceed \$2,400 per year.

#### 4.2.2. SDC Methodology and Administration

It will be assumed that the city will have to perform regular updates of their SDC methodology due to the following:

1. To account for increases in project costs (inflation)
2. Additions to the capital improvement plan (CIP)
3. Adjustments for project financing specifics as projects develop (i.e. interest rates, grants, etc.)
4. Population or growth rate changes
5. Other issues that may change the SDC charge.

These updates may be required, to a greater or lesser extent, on an annual basis.

While the cost of administering and updating the City's methodology may vary, it is recommended that the City plan on budgeting approximately \$3,000 per year for this purpose. This will include costs for consulting assistance as well as covering some of the administrative costs of city staff as they address SDC issues, determine assessments, track funds, and other administrative tasks each year.

It is also assumed that a full SDC methodology update will be required at least once each decade as planning efforts are updated. This major SDC methodology update may be required once every ten years and would ensure that the city's SDC methodology meets all current legal requirements as well as being coordinated with updated planning efforts and CIP's.

### 4.2.3. Infrastructure Planning Efforts

Most master planning and facilities efforts include a planning period of 20 years. However, in many cases, planning is updated before the end of the planning period. Changes in the city needs, development pressures, regulatory changes, or other issues often prompt planning to be updated or repeated on a more regular basis than the planning period suggests.

For the purposes of establishing compliance costs, it is recommended that water system planning be repeated on a schedule of at least once every 10 years. It may be that a major planning effort is required in year 1 and a less involved planning effort or update is appropriate for year 10. In any event, the city should be collecting revenues through the planning process that will allow them to update their planning documents as required.

In figuring the reimbursement SDC in Section 3, it was determined that 100% of the new Water Master Plan would be SDC eligible. Therefore, it can be argued that 100% of the future costs associated with planning should be considered SDC eligible. However, much of the future efforts that go into system planning consist of assessing existing facilities, their capacities and condition, and the capabilities of the existing systems to provide service to existing and future customers. The planning efforts also include efforts to predict the infrastructure needs associated with growth and development. Therefore, the compliance cost associated with infrastructure planning should be shared in part by the SDC programs and in part by the existing users in the system.

For the purposes of this analysis, it is recommended that 50% of the future planning costs be considered attributable to growth and are therefore, considered to be SDC eligible. The individual costs of these planning efforts are estimated in Table 4.2.5-1.

### 4.2.4. Total Estimated SDC Revenue

Since it was recommended that compliance costs should be charged as a percentage surcharge of SDC revenues, the amount of SDC revenue that is anticipated to be collected must be established.

For this calculation, we must make an assumption as to what the city will choose to charge for its SDC program. This may require adjustment once the final SDC charge is established. Once the annual compliance costs and annual revenue expected for SDC's is established, we can calculate the percentage surcharge that must be included to cover the annual compliance costs over and above the regular SDC revenues.

Based on historic growth in the City and projections in the Water System Master Plan (2013), an average of 26 new EDU's per year can be anticipated. The justifiable SDC is \$2,703.18 per EDU, before compliance costs. Therefore, the estimated annual SDC revenue is \$70,969.55.

Table 4.2.6-1 below summarizes the estimated revenue expected within the water system.

#### 4.2.5. Calculation of Compliance Expenses

The following table illustrates and summarizes the estimated compliance costs that will be associated with the proper administration of an SDC program in the City of Jacksonville. These expenses include annual costs for accounting and administration as well as longer term costs for planning efforts.

**Table 4.2.5-1 – Calculation of SDC Compliance Expenses**

Compliance Activity	Estimated Cost	SDC Eligibility (%)	Frequency (years)	Annual Cost
<b>General Accounting/Administration Costs</b>				
Auditing/Accounting	\$2,400	100	1	\$2,400
SDC Methodology Administration & Annual Adjustments	\$3,000	100	1	\$3,000
SDC Methodology Update	\$10,000	100	10	\$1,000
<b>Water System Compliance Costs</b>				
Water Master Planning	\$50,000	50	10	\$2,500
<b>Subtotal of Annual Costs</b>	<b>\$65,400</b>			<b>\$8,900</b>

Based on this analysis, it is estimated that \$8,900/year would be required to properly administer the entire SDC program in Jacksonville. This includes costs for planning as well as general administration.

#### 4.2.6. Summary of SDC Revenue and Calculation of Compliance Surcharge

Within each section of this methodology, an effort was made to establish the growth potential, over a 20-year planning period. If we assume that growth occurs evenly over the planning period, we can assume a straight line growth rate and determine the annual growth in the water system.

If we then multiply the average cost per EDU by the growth expected, we can calculate the estimated annual revenue within the City.

Table 4.2.6-1 below summarizes the estimated revenue and the compliance surcharge expected within the water system.

**Table 4.2.6-1 – Calculation of Anticipated SDC Revenue and Cost Charge Percentage**

Estimates of SDC Revenues	Added EDU's/year	SDC Charge/EDU	Annual Revenue
<b>Estimated Annual Water SDC Revenues</b>	26.25	\$2,703.18	\$70,969.55
<b>Compliance Cost Charge (Annual Cost/Annual Revenue)</b>			12.54%

By dividing the annual calculated compliance costs in Table 4.2.5-1 by the total estimated annual revenue in Table 4.2.6-1, we can calculate an appropriate SDC surcharge that is required to administer the SDC program in Jacksonville.

Based on this analysis, it is recommended that compliance costs of approximately 12.54% of the SDC revenue be collected for the SDC program. On average, this surcharge should produce enough revenue annually to assist the City with the compliance and administration of the water system SDC program.

It should be noted that compliance costs should be shared between all infrastructure sectors as other sector SDC's are implemented. When other infrastructure sectors are implemented, the percentage may change according to the possible additional time and effort required by staff. Therefore, when SDC's are collected, the City must deposit an appropriate amount into each SDC account taking care to separate the individual SDC charges as well as an appropriate portion of the compliance costs into each separate account.

# APPENDIX A

LEAGUE OF OREGON CITIES

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# SDC SURVEY REPORT

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SUMMARY DATA AND  
TABLES

SUMMER 2013



Published by the League of  
Oregon Cities

## About This Report

The following report is an update to the League of Oregon Cities' 2010 System Development Charges (SDCs) report and includes comparative data on SDC charges. In 2001, the League worked with Oregon State University to conduct the first SDC rate survey. The purpose of the survey was to provide cities considering SDCs useful parameters for determining rates. The report was updated in 2004, 2007, and 2010. Reports from 2001 and 2010 are available on the League website in the Publications Library; hard copies of the 2004 and 2007 reports are available from the League office.

Data used in this SDC report were gathered from an online survey<sup>1</sup> sent to executive staff at Oregon's 242 cities in March of 2012. The League received responses from 143 cities (59 percent response rate). Population numbers used in this report are the 2012 certified population estimates from Portland State University's Population Research Center.<sup>2</sup>

**Disclaimer:** Survey responses are reported as received from cities and have not been individually validated by the League. Due to the wide range of unique factors that may impact an individual city's SDC rates, no conclusions about cities that did not respond to the survey can be made based on the results in this survey.

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<sup>1</sup> Survey participants were also given the option to complete the survey using a fillable PDF form; 44 percent chose the PDF option.

<sup>2</sup> 2012 certified population estimates were the most current available at the time of the survey. See <http://pdx.edu/prc/population-estimates-0> for additional information on population estimates.

## Introduction

System Development Charges (SDCs) are a financing tool used by many cities to fund the cost of infrastructure needed to serve new development or increases in use of a property. These one-time charges on new development (and some redevelopment) are collected when someone increases the use of a capital improvement, obtains a development permit, obtains a building permit, or connects to a capital improvement. Cities, counties, and special districts are all authorized to charge SDCs.

In 1989, the Oregon Legislature adopted statutes to govern the use of SDCs in an effort to create a uniform statewide system (ORS 223.297 to 223.314). The statutes provide guidelines for how to calculate and amend SDC rates, outline accounting requirements, and give guidance on administrative review procedures. According to the statute, the purpose of the law is “to provide equitable funding for orderly growth and development in Oregon’s communities” (ORS 223.297). SDCs ensure that financial costs of infrastructure related to growth are equitably shared among new development.

Cities have been collecting SDCs since the 1970s. Most cities with SDCs originally collected for water and sewer improvements. The League 2013 survey results show that water and sewer remain the two most popular types of SDCs for responding cities, but SDCs can be used for any of the following public facilities:

- Water supply, treatment and distribution;
- Waste water collection, transmission, treatment and disposal;
- Drainage and flood control;
- Transportation; and/or
- Parks and recreation.

### Establishing SDCs

In order to consider an SDC, a city must be anticipating new development that will either use up existing facility capacity or require an increase in current facility capacity (among other requirements – see SDC Checklist on p.3). The city must have a plan (capital improvement plan, public facilities plan, master plan, or comparable plan) and a list of SDC eligible projects; the list must include estimated cost, timing, and percentage of cost eligible to be funded with SDC revenues. Before establishing SDCs, a city must make decisions on the SDC types and rates to implement.

Two types of SDC fees are allowed by statute: a reimbursement fee and an improvement fee. Both must be based on capacity related to the development (or be growth related). A city can choose to charge one or the other or a combination of both, but development cannot be charged twice for the same capacity. Each type of fee has specific parameters.

## SDC CHECKLIST

Cities interested in establishing SDCs need the following:

- Capital improvement plan or equivalent
- List of capital improvement projects with estimates, timing, and eligible costs
- Established and published methodology based on guidelines in ORS 223.304
- Proper accounting procedures and annual reporting in place
- Administrative appeals process in place
- Adherence to notification provisions as outlined in ORS 223.304
- Credit policy in place

(Review ORS 223.297 to 223.314 for complete details on SDC requirements.)

Reimbursement fees must be “based on the value of unused capacity available to future system users” (ORS 223.304) and are used to recover costs of facilities already constructed or under construction. In order to make use of a reimbursement fee, a city needs good documentation of prior financing, rate-making principles, unused capacity available for future users, gifts and grants, and other relevant factors. Reimbursement fee methodology should ensure future users pay no more than an equitable share of the capital costs for existing facilities.

Improvement fees are used to fund planned future capital improvements that are needed to increase the capacity of

the system for future users as described in an approved capital improvement plan and list. The plan for future improvements should provide standards for serving the existing population and show how these must increase or change for future growth. Improvement fees must demonstrate consideration of improvement project costs as identified in the plan and project list and the need for increased capacity for future system users.

The law does not prescribe a specific methodology for calculating reimbursement and improvement SDCs but does provide general guidelines and required components for determining rates. Under Oregon law, the city must develop and publish an SDC fee calculation methodology that is open to a judicial review and notification process. The methodology should clearly show that the charge is not based on providing the same system capacity. A city can choose not to enact the full SDC as calculated under the methodology, but cannot exceed that amount.

An SDC is the product of the net capital cost of a specific project and the total service units (service units will vary by infrastructure system) that will result from the development. Although the law does not prescribe methodologies, overtime some general standards for methodologies have evolved. For example, many transportation SDC methodologies use a standard trip-generation calculator. Rates vary considerably between cities due to differences in population growth rates, existing infrastructure, and extent of planned future infrastructure. In the League survey, cities were asked to include the basis of their methodology; additional information is available by directly contacting cities.

## **Additional SDC Requirements**

In addition to developing the reimbursement fee and improvement fee methodologies, cities with SDCs must follow certain notification and accounting requirements and establish a credit system.

Specific notification provisions related to amendments and adoption of SDCs are prescribed in ORS 223.302. Cities can increase SDCs without notice if the change is the periodic application of a specific cost index, such as an inflationary cost adjustment, or a change in the cost of materials, labor, or real property applied to projects in the capital improvement list.

Once cities establish and charge an SDC, they must adhere to certain accounting requirements. State law is specific on how SDC revenues can be spent, and so accounting records must meet certain requirements to show the flow of SDC monies. Reimbursement fees can only be spent on capital improvements to the systems for which the fees are assessed (can include costs related to repaying debt); improvement fees can only be spent on capacity increasing capital improvements. SDCs cannot be spent to repair existing infrastructure or to otherwise address existing deficiencies, and SDCs collected for one area cannot be used for another (for example, water SDCs can only be used for water infrastructure).

To ensure spending limitations are met, cities are required to publish an annual report on how SDCs were used in the previous year, and SDCs must be deposited in accounts specifically designated for such funds. Cities must also have an administrative appeals procedure that allows for the challenge of an expenditure of SDC revenues. Any misspent funds must be replaced from sources other than SDCs within one year of the discovery that the funds were misspent.

Cities that charge SDCs and impose conditions on development must establish a credit system if the condition on development is in the SDC project list. For example, if a city requires a developer to build a capital improvement (as identified in the adopted capital improvement plan) as a condition of development, the city must offer the developer a credit against their improvement fee. If the improvement must be built larger or with greater capacity than needed by the development, then the developer is entitled to additional reimbursement, which cities often satisfy with SDC revenues.

For more information on SDCs, see page 14-26 of the [League's City Handbook](#) and the [League model SDC ordinance](#).

# 2013 SDC Survey Results Summary

## Key Findings

According to the League’s 2013 survey results, SDCs remain a popular tool for cities seeking to fund infrastructure. Of the 143 cities that responded, 76 percent charge at least one SDC. Most cities charge four or five SDCs; only eight cities charge one SDC. Of those cities with SDCs, water and sewer SDCs were the most common at 85 percent (93 cities); stormwater SDCs were the least common at 55 percent (60 cities). For all SDCs, charging an improvement fee is more common than charging a reimbursement fee; however, many cities charge both.

The survey confirms the findings of previous League studies: SDC rates vary greatly among cities, and policy decisions on SDC fee implementation vary as well. Thirty-eight cities (approximately 39 percent of cities responding to the question) have given a waiver, reduction or delayed payment for their SDCs in the last three years. A reduction is the most common form of accommodation, followed by phased or delayed payments. A number of cities have chosen to adopt an SDC rate lower than their methodology, with water and transportation SDCs being the most likely to have a lower adopted rate.<sup>3</sup>

## Geographic and Population Distribution of Responding Cities

The League received 143 responses (59 percent of all cities) representing 50 percent of Oregon’s population. The majority of survey respondents were from smaller cities.

**Figure 1: Survey Respondents by Population Group**

Population	Number of Responding Cities	Percent of Responding cities	Percent of Oregon Cities
999 or less	42	29%	34%
1,000 to 4,999	58	41%	35%
5,000 to 19,999	26	18%	20%
20,000 to 49,999	9	6%	7%
50,000 to 149,999	6	4%	3%
150,000 or above	2	1%	1%

**Figure 2: Survey Respondents by Region**

Region	Number of Responding Cities	Percent of Responding cities	Percent of Oregon Cities
Central Oregon	13	9%	10%
Eastern Oregon	19	13%	23%
Oregon Coast	29	20%	12%
Portland/Mt. Hood	18	13%	17%
Southern Oregon	19	13%	12%
Willamette Valley	45	32%	26%

<sup>3</sup> Tables for the individual SDCs provide the names of cities charging lower rates than their methodologies.

The Willamette Valley and the Oregon Coast were both heavily represented, comprising 32 percent and 20 percent of responding cities respectively.

### Survey Summary

109 cities (45 percent of all cities and 76 percent of survey respondents) reported having SDCs. The vast majority of cities with no SDCs were small cities. Out of the 34 cities with no SDCs, 94 percent had a population lower than 5,000.

**Figure 3: Summary of SDCs by Type**

	Type of SDC					
	Have SDCs	Parks	Sewer	Stormwater	Transportation	Water
Number of cities with SDC	109	70	93	60	66	93
% of 143 responding cities	76%	49%	65%	42%	46%	65%
% of all 242 cities in Oregon	45%	29%	38%	24%	27%	38%

The majority of cities with SDCs had four or five SDCs (57 percent).

**Figure 4: Number of SDCs per City**

Number of SDCs	Number of Cities	Percentage of Cities with SDCs
5	35	32%
4	27	25%
3	15	14%
2	23	21%
1	8	7%

### SDC Policy Decisions and Accommodations

Several questions in the survey sought to identify trends in policy decisions related to SDC accommodations. For example, under Oregon law cities can choose to adopt an SDC fee lower than that calculated by their methodology, and a number of cities responding to the survey have chosen to do so:

seven for parks, 13 for sewer, 11 for stormwater, 18 for transportation, and 18 for water.<sup>4</sup> At least one city reported a rate based on 60 percent of the maximum allotted through the methodology.

Instead of, or in addition to, not adopting the full SDC as allotted through the methodology, some cities choose to offer accommodations to encourage development. Thirty-nine percent (38 out of 98) of those who answered have offered some form of accommodation. A reduction is the most common form of accommodation, followed by phased or delayed payments.

**Figure 5: Number of Cities with Accommodations**

	Yes	No	Total responses to question
Moratorium	3	46	49
Waiver	4	43	47
Reductions	15	35	50
Phased payments	13	38	51
Delayed payments	12	38	50
SDC repeal	1	47	48

The following tables (p.8 to 61) provide summary and detail information for each type of SDC. Individual city rates are based on the specifications in Figure 6:

**Figure 6: Example SDC specifications for Residential and Nonresidential**

<b>Example 1 – House (Residential):</b>	<b>Example 2 - Office Building (Nonresidential):</b>
<b><i>Single-family, 3-bedroom home</i></b>	<b><i>Professional building for general office use</i></b>
Lot size: 9,000 sq. ft.	Lot size: 47,000 sq. ft.
Building size: 2,000 sq. ft.	Building size: 20,000 sq. ft.
Development value: \$190,000	Development value: \$960,000
Land value: \$60,000	Land value: \$180,000
Parking spaces: 2	Parking spaces: 50
Water meter size: 3/4 inch	Water meter size: 2 inches
Water flow (gallons/mo.): 6,000	Water flow (gallons/mo.): 33,000
Fixture units: 16	Fixture units: 64
Number of employees: N/A	Number of employees: 96
Impervious Square Footage: 1,000 sq. ft.	Impervious Surface Area: 50% of Lot Size
	Storage: 35% of Sq. Footage
	ITE Code #710

<sup>4</sup> Some cities were uncertain if their adopted rates were lower than their methodology, so actual number of cities with lower rates may be even higher.

## City SDC List

The following is a complete list of the 143 cities that responded to the survey and includes which SDCs they charge. Cities with SDC charges are listed first and are organized alphabetically (list available sorted by population in Appendix A). Footnotes are as reported by the city unless otherwise indicated.

**Table 1: Cities with SDCs and SDCs Collected by Other Governmental Entities**

City	Population	Have SDC charges?	Parks	Sewer	Stormwater	Transportation	Water	Q: Which other governmental entities collect and levy an SDC on development projects within your city? <sup>1</sup>
Adair Village	845	Yes	Yes	Yes	Yes	Yes	Yes	
Albany	50,710	Yes	Yes	Yes	Yes	Yes	Yes	
Amity	1,610	Yes	Yes	Yes	Yes	Yes	Yes	
Aumsville	3,700	Yes	Yes	Yes	Yes	Yes	Yes	
Bandon	3,100	Yes	Yes	Yes	Yes	Yes	Yes	
Bay City	1,305	Yes	Yes	Yes	Yes	Yes	Yes	
Beaverton	91,205	Yes	Yes	Yes	Yes	Yes	Yes	Water - Tualatin Valley Water District
Bend	77,455	Yes	Yes	Yes	Yes	Yes	Yes	Park District
Boardman	3,235	Yes	Yes	Yes	Yes	Yes	Yes	
Brookings <sup>2</sup>	6,370	Yes	Yes	Yes	Yes	Yes	Yes	
Brownsville	1,670	Yes	Yes	Yes	Yes	Yes	Yes	
Burns	2,835	Yes	Yes	Yes	Yes	Yes	Yes	Harney District Hospital Parks and Recreation District
Cannon Beach	1,705	Yes	Yes	Yes	Yes	Yes	Yes	
Cascade Locks	1,190	Yes	Yes	Yes	Yes	Yes	Yes	
Cave Junction	1,900	Yes	Yes	Yes	Yes	Yes	Yes	
Central Point	17,275	Yes	Yes	Yes	Yes	Yes	Yes	Medford Water Commission Rogue Valley Sanitary Services
Chiloquin	735	Yes	Yes	Yes	Yes	Yes	Yes	
Clatskanie	1,740	Yes	Yes	Yes	Yes	Yes	Yes	
Columbia City	1,950	Yes	Yes	Yes	Yes	Yes	Yes	The city of St. Helens Sewer SDC is applicable to properties within Columbia City
Coquille	3,870	Yes	Yes	Yes	Yes	Yes	Yes	

<sup>1</sup> Researcher's note: Revenue may or may not be collected by the city

<sup>2</sup> City receives Sewer SDC from harbor Sanitary District.

City	Population	Have SDC charges?	Parks		Sewer	Stormwater	Transportation		Water	Q: Which other governmental entities collect and levy an SDC on development projects within your city? <sup>1</sup>
			Yes	No			Yes	No		
Corvallis	55,055	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Cottage Grove	9,770	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Creswell	4,990	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Culver	1,370	Yes			Yes					
Dayton	2,535	Yes	Yes		Yes			Yes	Yes	
Dayville	150	Yes			Yes					
Depoe Bay	1,400	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Detroit	205	Yes			Yes	Yes	Yes	Yes	Yes	
Donald	980	Yes			Yes			Yes	Yes	
Drain	1,160	Yes			Yes			Yes	Yes	
Dundee	3,175	Yes	Yes		Yes	Yes		Yes	Yes	
Eagle Point	8,550	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Sewer Services - Rogue Valley Sewer Services
Estacada	2,850	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Eugene	158,335	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Water SDC - Eugene Water & Electric Board
Florence	8,470	Yes			Yes	Yes	Yes	Yes	Yes	
Fossil	475	Yes			Yes			Yes	Yes	
Gervais	2,520	Yes	Yes		Yes	Yes		Yes	Yes	
Gladstone	11,495	Yes			Yes					
Glendale	875	Yes						Yes	Yes	
Grants Pass	34,740	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Redwood Sanitary Sewer District
Halfway	290	Yes			Yes					
Halsey	915	Yes			Yes	Yes		Yes	Yes	
Happy Valley	14,965	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Sunrise Water Authority Storm & Sanitary Sewer - Clackamas County Service District No. 1
Harrisburg	3,630	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Hood River	7,375	Yes			Yes	Yes	Yes	Yes	Yes	Yes
Independence	8,585	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Irrigon	1,830	Yes	Yes		Yes			Yes	Yes	
Jefferson	3,140	Yes	Yes		Yes			Yes	Yes	
John Day	1,745	Yes			Yes			Yes	Yes	
Joseph	1,090	Yes			Yes			Yes	Yes	
King City	3,225	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Water - City of Tigard

City	Population	Have SDC charges?	Parks		Sewer	Stormwater	Transportation	Water		Q: Which other governmental entities collect and levy an SDC on development projects within your city? <sup>1</sup>
										Sewer & Storm - Clean Water Services
Klamath Falls	21,465	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Lafayette	3,735	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Lake Oswego	36,770	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Lakeside	1,700	Yes		Yes						
Lakeview	2,300	Yes	Yes	Yes			Yes	Yes	Yes	
Lincoln City	7,965	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Lowell	1,055	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Madras	6,260	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Water - Deschutes Valley Water District
Manzanita	610	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Nehalem Bay Wastewater Agency
Maupin	425	Yes	Yes	Yes	Yes			Yes	Yes	
Medford <sup>3</sup>	75,545	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Sanitary Sewer Collection SDCs are collected by Rogue Valley Sewer Services in some areas of Medford.
Mill City	1,870	Yes		Yes				Yes	Yes	
Milwaukie	20,435	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Monmouth	9,755	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Mt. Angel	3,285	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
Mt. Vernon	525	Yes		Yes				Yes	Yes	
Myrtle Point	2,515	Yes		Yes				Yes	Yes	
Nehalem	270	Yes						Yes	Yes	
Newberg <sup>4</sup>	22,300	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
North Plains	1,990	Yes	Yes	Yes			Yes	Yes	Yes	

<sup>3</sup> Regional Sanitary Sewer Treatment SDC is collected by Valley City Sewer Services and given to city by Rogue.

<sup>4</sup> The City collects the Chehalis Parks and Recreation District and Newberg School District SDCs.

City	Population	Have SDC charges?	Parks		Sewer	Stormwater	Transportation		Water	Q: Which other governmental entities collect and levy an SDC on development projects within your city? <sup>21</sup>
Ontario	11,415	Yes			Yes		Yes		Yes	
Pendleton	16,715	Yes	Yes				Yes			
Philomath	4,620	Yes	Yes		Yes		Yes		Yes	
Phoenix	4,570	Yes	Yes		Yes		Yes		Yes	Rogue Valley Sewer Services
Port Orford	1,135	Yes		Yes					Yes	
Redmond	26,345	Yes	Yes		Yes		Yes		Yes	
Rivergrove	420	Yes	Yes							
Rogue River	2,145	Yes			Yes		Yes		Yes	
Roseburg	21,920	Yes	Yes		Yes		Yes		Yes	Sanitary Sewer - Roseburg Urban Sanitary Authority
Salem	156,455	Yes	Yes		Yes		Yes		Yes	
Scotts Mills	365	Yes							Yes	
Seaside	6,550	Yes	Yes		Yes				Yes	
Shady Cove	2,920	Yes	Yes		Yes		Yes			
Sheridan	6,180	Yes	Yes		Yes		Yes		Yes	
Siletz	1,225	Yes			Yes				Yes	
Silverton	9,290	Yes	Yes		Yes		Yes		Yes	
Sisters	2,080	Yes	Yes		Yes		Yes		Yes	
Springfield	59,840	Yes	Yes		Yes		Yes			
St. Helens	12,920	Yes	Yes		Yes		Yes		Yes	A small portion of the City is served by a (McNulty) Water District which assesses and collects SDCs
St. Paul	420	Yes	Yes		Yes		Yes		Yes	
Stayton	7,660	Yes	Yes		Yes		Yes		Yes	
Sublimity	2,680	Yes	Yes		Yes		Yes		Yes	
Sweet Home	9,025	Yes			Yes				Yes	

City	Population	Have SDC charges?	Parks	Sewer	Stormwater	Transportation	Water	Q: Which other governmental entities collect and levy an SDC on development projects within your city? <sup>1</sup>
Talent	6,115	Yes	Yes	Yes	Yes	Yes	Yes	Sewer - Rogue Valley Sewer Service Water - Medford Water Commission
Tangent	1,180	Yes	Yes	Yes	Yes	Yes	Yes	
The Dalles	14,440	Yes	Yes	Yes	Yes	Yes	Yes	A school SDC is collected by the Mid-Columbia Building Codes Agency
Toledo	3,465	Yes	Yes	Yes	Yes	Yes	Yes	
Tualatin	26,120	Yes	Yes	Yes	Yes	Yes	Yes	
Umatilla	7,015	Yes	Yes	Yes	Yes	Yes	Yes	
Union	2,145	Yes	Yes	Yes	Yes	Yes	Yes	
Veneta	4,610	Yes	Yes	Yes	Yes	Yes	Yes	
Vernonia	2,080	Yes	Yes	Yes	Yes	Yes	Yes	
Waldport	2,040	Yes	Yes	Yes	Yes	Yes	Yes	Probably yes, there are 2 other water districts, SW Lincoln and Seal Rock
Wilsonville	20,515	Yes	Yes	Yes	Yes	Yes	Yes	Washington County Impact Fees
Winston	5,385	Yes	Yes	Yes	Yes	Yes	Yes	
Wood Village	3,890	Yes	Yes	Yes	Yes	Yes	Yes	
Yachats	705	Yes	Yes	Yes	Yes	Yes	Yes	
Yamhill	1,020	Yes	Yes	Yes	Yes	Yes	Yes	
Adams	365	No						
Arlington	585	No						
Astoria	9,555	No						
Athens	1,125	No						
Butte Falls	425	No						
Damascus	10,585	No						Clackamas Water Environmental Services Sunrise Water Authority
Falls City	945	No						
Gates	485	No						
Granite	40	No						
Haines	415	No						
Hepner	1,290	No						

City	Population	Have SDC charges?	Parks	Sewer	Stormwater	Transportation	Water	Q: Which other governmental entities collect and levy an SDC on development projects within your city? <sup>21</sup>
Hines	1,565	No						
Huntington	440	No						
Idanha	135	No						
Island City	1,015	No						
Jordan Valley	180	No						
Lonerock	20	No						
Long Creek	195	No						
Lyons	1,160	No						
Malin	815	No						
Merrill	845	No						
Mitchell	130	No						
North Powder	445	No						
Nyssa	3,270	No						
Richland	160	No						
Scio	830	No						
Shaniko	35	No						
Sodaville	310	No						
Spray	160	No						
Summerville	135	No						
Sumpter	205	No						
Ukiah	235	No						
Waterloo	230	No						
Yoncalla	1,060	No						

# Water SDCs

## Data Summary

### Number of Cities

Has water SDC:	93
Provided water SDC rate information:	84
Has water residential development SDCs:	83
Has water nonresidential development SDCs:	82
Has water improvement fees:	78
Has water reimbursement fees:	59
Has water other fees:	20
City collects and retains revenue for water SDCs:	84
Collects water SDC revenue for another entity:	0
Has adopted an SDC lower than calculated using their methodology:	18
	99%
	98%
	93%
	70%
	24%
	100%
	0%
	21%

## Table 5: Individual City Rates for Water SDCs

Blue highlighted cities collect revenue for another entity (see footnotes for details).

Green highlighted cities have an adopted SDC lower than the fee calculated using their methodology.

Note: All amounts rounded to the nearest dollar. Basis of fee and footnotes are as reported by cities unless noted otherwise. Some have been edited for spelling and punctuation.

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS			BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next		
Adair Village	\$5,141	\$16		\$5,141	\$16		2008	2013		Twelve projects for water system upgrade; seven applied to SDCs. Reimbursement for completed water plan.
Albany	\$1,818	\$305		\$9,692	\$1,623		2012	2013		Based on water meter size
Amity	<i>No specific SDC rate data provided.</i>									
Aumsville	\$3,979			\$21,206			2013	2014		Residential: per unit Nonresidential: meter size
Bandon	\$27,474	\$7,220					2004	unknown		Meter size
Bay City	<i>No specific SDC rate data provided.</i>									
Beaverton <sup>1</sup>	\$2,145	\$2,808		\$12,992	\$17,008		2012	2015		5/8" -1.5" meter is a flat rate and larger meter SDCs are based on projected usage

<sup>1</sup> City Council has not fully implemented the SDC rates from a recent study.

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS		BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next	
Bend	\$2,993	\$1,527	\$0	\$15,863	\$8,093	\$0	2011	2013	3/4 inch meter for 1 equivalent dwelling unit (EDU) = \$4520 2 inch meter (5.3 EDUs) = \$23,956
Boardman <sup>2</sup>	\$1,088	\$304		\$7,616	\$2,128		2000	?	EDU
Brookings <sup>3</sup>	\$1,830	\$348	\$44	\$9,699	\$1,845	\$231	2009	unknown	Based on water meter size
Brownville	\$2,095			\$16,745			2006	2016	Based on water meter size
Cannon Beach	\$1,631	\$750		\$1,631	\$750		2010	2014	Calculated per equivalent dwelling unit. Connection fees are minimum, customer pays actual costs for connection.
Cascade Locks		\$922			\$4,918		2004	unknown	Fee is meter based until it reaches 8". SDC for multi-family equals the greater number of residential units x \$922 x 80%, or the meter size SDC, whichever is greater.
Cave Junction	\$2,150			\$17,200			1998		Based on water meter size
Central Point	\$1,167	\$368	\$57	\$5,835	\$1,840	\$285	2010	2013	Based on water meter size
Chiloquin	\$1,500			\$1,500			2008		Improvement fee is the hook-up fee. Then 20% of all the coverage charge (after the initial unit) for commercial goes into capital replacement.
Clatskanie	\$1,250			\$1,500			2004	unknown	Flat fee for inside and outside of city
Columbia City <sup>4</sup>	\$1,944	\$2,348		\$1,944	\$2,348		2004 and 2008	in process	Water meter capacity
Coquille	\$1,427	\$1,901	\$0	\$7,563	\$10,076		2012	not planned/ anytime as needed	1.0 EDU on 3/4" meter = 3328, 1" = 1.7 EDU, 1 1/2" = 3.3 EDU, 2" = 5.3 EDU, 3" = 10 EDU, 4" = 16.7 EDU
Corvallis	\$747	\$375	\$0	\$2,988	\$1,501	\$0	2000	TBD	Fixture units
Cottage Grove	\$2,877	\$848	\$67	\$11,507	\$3,392	\$266	2013	2014	Based on water fixture unit per Plumbing Code
Creswell	\$4,142	\$884	\$251						Per EDU
Dayton	\$3,393	\$240		\$9,049	\$639		1999		Based on water meter size
Depoe Bay <sup>5</sup>		\$5,110			\$40,880		2012	2013	Fee include improvement and

<sup>2</sup> Rates based on 60% of maximum.

<sup>3</sup> Automatic yearly increase based on Engineering News Record (ENR) construction cost index.

<sup>4</sup> 2004 was a study update; 2008 was a cost of living adjustment.

<sup>5</sup> Fee adjusted annually on July 1.

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS		BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next	
Detroit	No specific SDC rate data provided.								
Donald	\$95	\$1,523	\$0	\$161	\$2,590	\$0	2011	unknown	See SDC ordinance
Drain	\$1,250			\$1,250			never updated	unknown	Flat fee
Dundee	\$1,437	\$3,886		\$3,834	\$10,360		2009	2014	Based on water meter size
Eagle Point	\$2,409	\$572	\$30	\$19,270	\$4,577	\$241	2009	2013	Per meter size equivalent (flow factor) which has been converted to meter size in chart in methodology
Estacada	\$2,142	\$1,816		\$15,320	\$12,890		2012	2013	Based on water meter size - per EDU capacity
Florence <sup>6</sup>	\$3,557			\$14,228		\$4,179	1998	2014	Nonresidential 0.2 EDUs per 1,000 sq. ft. of gross building area. Irrigation based on assumption that 10% lot coverage of native or shrubbery (4700 sq. ft.) 1 EDU per 4,000 sq. ft. of landscape area.
Fossil	\$2,163			\$2,163			2003	no update planned	
Gervais	\$2,313			\$2,313			1996	N/A	Tap
Glendale		\$2,040			\$10,873		2003	unknown	Fee is based on EDUs per connection
Grants Pass <sup>7</sup>	\$1,014	\$1,273	\$34	\$8,111	\$10,187	\$274	2013	2014	Based on meter size and water zone. Example shows most common water zones (1, 2, 3); other zones are higher.
Halsey		\$1,000			\$600		2012	2013	SDC calculated per water supply fixture units (WSFU).
Harrisburg	No specific SDC rate data provided.								
Hood River <sup>8</sup>	\$2,272	\$313	\$1,298				2003	2014	Nonresidential based on water meter size
Independence	\$2,445			\$278,000			2012	2013	Residential: per single family unit

<sup>6</sup> Water SDC for single family residential is based on EDU, not meter size.

<sup>7</sup> In January 2013 Council extended a rollback to 2006 SDC rates.

<sup>8</sup> Fire Marshall requires sprinklers in Urban Wild Land Interface. The 1" SDC reduced to 3/4".

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS		BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next	
Irrigon	\$1,946			\$286,687			2009	2013	Commercial: per 1,000 sq. ft. and water meter size Water demand
Jefferson		\$1,206			\$1,206		2008	n/a	n/a
John Day	\$853	\$988		\$4,692	\$5,434		2009	no planned date	Based on water usage - 200 gallons per day equals 1 ERU
Joseph	<i>No specific SDC rate data provided.</i>								
Klamath Falls	\$199	\$2,363		varies	varies		2002	2014	Residential rate assumes a standard 5/8" meter. Nonresidential rates depend on the size of the meter. For meters larger than 5/8", you start with the cost of that size meter and multiply by a weighting factor that has been adopted by the AWWA. This is accurate for meters up to 4". For meters larger than 4" the SDC is calculated based on the customer's anticipated water usage.
Lafayette	\$2,386	\$179		\$10,737	\$806		2000	2013	Residential - per dwelling unit Nonresidential - calculated by EDU
Lake Oswego	\$5,324	\$1,000	\$439	\$12,781	\$3,638		2009		
Lakeview	<i>No specific SDC rate data provided.</i>								
Lincoln City <sup>9</sup>	\$1,927	\$814		\$4,818	\$2,034		2013	2015	Fee based on meter size (this is for a 5/8" meter)
Lowell	\$4,918	\$426					2010	2014-15	Same methodology as waste water SDC except that 1 EDU = 20 gpm rated capacity when analyzing water SDCs. Current fee rate resolution the fee is \$771.00 per EDU. A 3/4" meter is 1.5 EDUs = \$1,156.50 and a 2" meter is 8 EDUs = \$6,168.00. This is sent to improvement fee only.
Madras <sup>10</sup>	\$1,157			\$6,168			2010 (fee was reduced)	do not know when fee will be raised	
Manzanita	\$1,907	\$4,493		\$15,258	\$35,942		2011	2013	Based on water meter size

<sup>9</sup> Rates are updated on January 1<sup>st</sup> annually.

<sup>10</sup> For fire sprinkler meters the city does not charge an SDC fee since its intended use is very unlikely.

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS		BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next	
Maupin	No specific SDC rate data provided.								
Mill City	\$1,722	\$2,637	\$141	\$1,722	\$2,637	\$141	2010	none planned	Existing users in comparison to projected growth, cost of replacement and maintenance
Milwaukie	\$657	\$791	\$111	\$3,506	\$4,217	\$591	2006	2013	The water SDC is based on the size of the meter installed
Monmouth	\$1,498						2000	2013	Based on historic water consumption
Mt. Angel <sup>11</sup>	\$1,206	\$942	\$190	\$1,206	\$942	\$190	1999	TBD	Value of water improvements average daily demand 366 g/day
Mt. Vernon	\$300			\$300			2012	not sure	Labor and parts to install the new service
Myrtle Point	\$1,440	\$60		\$1,440	\$60		2007	?	All fees are based on EDU. Single family residence is one EDU. Multi-unit residential and nonresidential EDU calculation is based on type of structure and square footage.
Nehalem	\$3,225		\$500				2008	2014	Flat rates
Newberg			\$5,837			\$30,936	2013	2014	Based on water meter size
North Plains	\$4,298 for 3/4"			determined by meter size			?	?	Meter size 3/4" = \$4,298, 1" = \$10,744, 1.5" = \$21,487, 2" = \$34,379, 3" = \$68,758, 4" = \$107,434
Ontario	\$0	\$0	\$0	\$7,800	\$0	\$0	2008	2014	Water SDCs are based on meter size: 1" or less is \$975, 1.5" is \$4,875, 2" is \$7,800, 3" \$17,063, 4" is \$29,250, 6" is \$60,938, and 8" is \$87,750
Philomath	\$4,218	\$3,144		\$16,198	\$12,071		2013	2014	Based on water meter size
Phoenix <sup>12</sup>	\$3,402	\$62	\$137	\$52,147	\$950	\$2,103	2010		Based on water meter size
Port Orford	\$7,804			depends			2012	2013	SDC based upon water meter size. Residential increases with water meter size.
Redmond	\$2,133	\$274		\$17,064	\$2,192		2010	2014	Water SDC based on domestic water meter size. Standard residential water meter size in Redmond = 5/8" (No 3/4" meters).

<sup>11</sup> New water master plan was adopted in 2008 so this fee is ready for an update.

<sup>12</sup> Adopted per Resolution 734. There are additional charges collected by the Medford Water Commission (based on meter size).

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS		BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next	
Rogue River									Total water SDC for 5/8" water meter = \$2,407.
Roseburg		\$2,052	4%		\$16,415	4%		2014	Based on water meter size
Salem	\$2,849	\$873	\$185	\$15,098	\$4,627	\$981	2008	not sure	Based on water meter size
Scotts Mills	<i>No specific SDC rate data provided.</i>								
Seaside	\$2,691	\$125	\$57	\$4,988	\$232	\$105	2006		Flat fee for residential including hotel units. All others we use \$83.20 per fixture unit demand.
Sheridan	\$4,236			\$22,592			2009	2014	Based on water meter size
Siletz	\$800	\$962		\$800	\$962		2006	unknown	Based on water meter size
Silverton	\$3,348	\$1,695		varies	varies		2005	2013	Nonresidential varies based on meter size
Sisters	\$2,053			\$8,211			2007	Not sure	Fees are based on specific fixtures and then charged 128.30 per fixture
St. Helens	\$2,530/ \$1,265 total			\$11,967/ \$5,983 total			currently updating	2013	ERU 230 gallon per day. Fees are currently 50% to entice development.
St. Paul	\$8,600			\$8,600			1999	unknown	Flat fee
Stayton	\$1,856	\$814		\$9,892	\$4,339		2007	2014	Residential: number of dwelling units/meter size Nonresidential: Meter Size
Sublimity	\$2,370			\$2,370			1997		\$2,370 base + \$148.50 additional per fixture unit over 16 fixtures
Sweet Home	\$478	\$737		\$7,232	\$11,142		2005	unknown	We base our SDC on meter size only regardless of residential vs. nonresidential
Talent <sup>13</sup>	\$664	\$1,991	\$141	\$5,310	\$15,929	\$1,132	2008	2014	Based on water meter size
The Dalles <sup>14</sup>	16.7%	83.3%		16.7%	83.3%		2006	unknown	Based on water meter size
Toledo <sup>15</sup>	\$6,033	\$0	\$735	\$16,088	\$0	\$1,960	2012	2013	Water meter size and use of the property
Tualatin <sup>16</sup>	\$3,397			\$27,012			2013	2014	2" water meter size
Umatilla	\$500	\$529		\$2,000	\$2,116		2009	unknown	Fee is based on water meter size

<sup>13</sup> The city collects an additional regional SDC fee for the Medford Water Commission.

<sup>14</sup> The city does not charge a SDC for a separate fire line of one inch.

<sup>15</sup> Toledo's standards are based on a 5/8" water meter size, equivalent to one EDU. Example #1 requests a 3/4" water meter size, which is 1.5 EDUs. The typical single-family residential home in Toledo, as explained in Example #1, would be \$4,511.88 because a 5/8" meter is the standard for such construction (Improvement fee=\$4,022, Compliance fee=\$489.88).

<sup>16</sup> Next fee increase will include a reimbursement portion in the SDC calculation method based on updated Water Master Plan recommendation.

CITY	RESIDENTIAL			NONRESIDENTIAL			UPDATES TO SDCS		BASIS OF FEE
	Improvement	Reimbursement	Other Fee	Improvement	Reimbursement	Other Fee	Last	Next	
Union	\$1,727	\$2,160		\$1,727	\$2,160		2012	2017	See SDC ordinance
Veneta	\$1,937		\$800	\$1,634		\$900	2001	2013	Nonresidential: Based upon # of proposed units x 25.52789324 Residential: Based upon EDUs
Vernonia	\$2,269			\$9,076			2005	2013	4 EDU
Waldport	\$339	\$2,890		\$2,712	\$23,120		2012	2013	Based on water meter size (EDU)
Wilsonville	\$6,585	\$67	\$350	\$35,126	\$1,355	\$825	2000	under review	"Other Fee" is for the purchase of the water meter
Wood Village <sup>17</sup>	\$415	\$1,109		\$2,212	\$5,911		2013	2018	Based on water meter size
Yachats	\$2,175	\$1,348	\$153	\$2,175	\$1,348		2013	2014	Based on water meter size. The bigger the meter the bigger the SDC.
Yamhill	\$3,295			\$3,295					

<sup>17</sup> If utilizing a 1" meter, regardless of reason (including fire sprinkling) the fee is \$693 Improvement and \$1,852 Reimbursement.

# APPENDIX B

## SYSTEM DEVELOPMENT CHARGES

223.297 Policy. The purpose of ORS 223.297 to 223.314 is to provide a uniform framework for the imposition of system development charges by local governments, to provide equitable funding for orderly growth and development in Oregon's communities and to establish that the charges may be used only for capital improvements. [1989 c.449 §1; 1991 c.902 §25; 2003 c.765 §1; 2003 c.802 §17]

Note: 223.297 to 223.314 were added to and made a part of 223.205 to 223.295 by legislative action, but were not added to and made a part of the Bancroft Bonding Act. See section 10, chapter 449, Oregon Laws 1989.

223.299 Definitions for ORS 223.297 to 223.314. As used in ORS 223.297 to 223.314:

(1)(a) "Capital improvement" means facilities or assets used for the following:

- (A) Water supply, treatment and distribution;
- (B) Waste water collection, transmission, treatment and disposal;
- (C) Drainage and flood control;
- (D) Transportation; or
- (E) Parks and recreation.

(b) "Capital improvement" does not include costs of the operation or routine maintenance of capital improvements.

(2) "Improvement fee" means a fee for costs associated with capital improvements to be constructed.

(3) "Reimbursement fee" means a fee for costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists.

(4)(a) "System development charge" means a reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement. "System development charge" includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local government for its average cost of inspecting and installing connections with water and sewer facilities.

(b) "System development charge" does not include any fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed upon a land use decision, expedited land division or limited land use decision. [1989 c.449 §2; 1991 c.817 §29; 1991 c.902 §26; 1995 c.595 §28; 2003 c.765 §2a; 2003 c.802 §18]

Note: See note under 223.297.

223.300 [Repealed by 1975 c.642 §26]

223.301 Certain system development charges and methodologies prohibited. (1) As used in this section, "employer" means any person who contracts to pay remuneration for, and secures the right to direct and control the services of, any person.

(2) A local government may not establish or impose a system development charge that requires an employer to pay a reimbursement fee or an improvement fee based on:

- (a) The number of individuals hired by the employer after a specified date; or

(b) A methodology that assumes that costs are necessarily incurred for capital improvements when an employer hires an additional employee.

(3) A methodology set forth in an ordinance or resolution that establishes an improvement fee or a reimbursement fee shall not include or incorporate any method or system under which the payment of the fee or the amount of the fee is determined by the number of employees of an employer without regard to new construction, new development or new use of an existing structure by the employer. [1999 c.1098 §2; 2003 c.802 §19]

Note: See note under 223.297.

223.302 System development charges; use of revenues; review procedures. (1) Local governments are authorized to establish system development charges, but the revenues produced therefrom must be expended only in accordance with ORS 223.297 to 223.314. If a local government expends revenues from system development charges in violation of the limitations described in ORS 223.307, the local government shall replace the misspent amount with moneys derived from sources other than system development charges. Replacement moneys must be deposited in a fund designated for the system development charge revenues not later than one year following a determination that the funds were misspent.

(2) Local governments shall adopt administrative review procedures by which any citizen or other interested person may challenge an expenditure of system development charge revenues. Such procedures shall provide that such a challenge must be filed within two years of the expenditure of the system development charge revenues. The decision of the local government shall be judicially reviewed only as provided in ORS 34.010 to 34.100.

(3)(a) A local government must advise a person who makes a written objection to the calculation of a system development charge of the right to petition for review pursuant to ORS 34.010 to 34.100.

(b) If a local government has adopted an administrative review procedure for objections to the calculation of a system development charge, the local government shall provide adequate notice regarding the procedure for review to a person who makes a written objection to the calculation of a system development charge. [1989 c.449 §3; 1991 c.902 §27; 2001 c.662 §2; 2003 c.765 §3; 2003 c.802 §20]

Note: See note under 223.297.

223.304 Determination of amount of system development charges; methodology; credit allowed against charge; limitation of action contesting methodology for imposing charge; notification request. (1)(a) Reimbursement fees must be established or modified by ordinance or resolution setting forth a methodology that is, when applicable, based on:

(A) Ratemaking principles employed to finance publicly owned capital improvements;

(B) Prior contributions by existing users;

(C) Gifts or grants from federal or state government or private persons;

(D) The value of unused capacity available to future system users or the cost of the existing facilities; and

(E) Other relevant factors identified by the local government imposing the fee.

(b) The methodology for establishing or modifying a reimbursement fee must:

(A) Promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.

(B) Be available for public inspection.

(2) Improvement fees must:

(a) Be established or modified by ordinance or resolution setting forth a methodology that is available for public inspection and demonstrates consideration of:

(A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 that are needed to increase the capacity of the systems to which the fee is related; and

(B) The need for increased capacity in the system to which the fee is related that will be required to serve the demands placed on the system by future users.

(b) Be calculated to obtain the cost of capital improvements for the projected need for available system capacity for future users.

(3) A local government may establish and impose a system development charge that is a combination of a reimbursement fee and an improvement fee, if the methodology demonstrates that the charge is not based on providing the same system capacity.

(4) The ordinance or resolution that establishes or modifies an improvement fee shall also provide for a credit against such fee for the construction of a qualified public improvement. A "qualified public improvement" means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

(a) Not located on or contiguous to property that is the subject of development approval; or

(b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

(5)(a) The credit provided for in subsection (4) of this section is only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under subsection (4)(b) of this section may be granted only for the cost of that portion of such improvement that exceeds the local government's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under subsection (4)(b) of this section.

(b) A local government may deny the credit provided for in subsection (4) of this section if the local government demonstrates:

(A) That the application does not meet the requirements of subsection (4) of this section; or

(B) By reference to the list adopted pursuant to ORS 223.309, that the improvement for which credit is sought was not included in the plan and list adopted pursuant to ORS 223.309.

(c) When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. This subsection does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309, or from providing a share of the cost of such improvement by other means, if a local government so chooses.

(d) Credits must be used in the time specified in the ordinance but not later than 10 years from the date the credit is given.

(6) Any local government that proposes to establish or modify a system development charge shall maintain a list of persons who have made a written request for notification prior to adoption or amendment of a methodology for any system development charge.

(7)(a) Written notice must be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge, and the methodology supporting the system development charge must be available at least 60 days prior to the first hearing. The failure of a person on the list to receive a

notice that was mailed does not invalidate the action of the local government. The local government may periodically delete names from the list, but at least 30 days prior to removing a name from the list shall notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

(b) Legal action intended to contest the methodology used for calculating a system development charge may not be filed after 60 days following adoption or modification of the system development charge ordinance or resolution by the local government. A person shall request judicial review of the methodology used for calculating a system development charge only as provided in ORS 34.010 to 34.100.

(8) A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge methodology if the change in amount is based on:

(a) A change in the cost of materials, labor or real property applied to projects or project capacity as set forth on the list adopted pursuant to ORS 223.309; or

(b) The periodic application of one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:

(A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;

(B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and

(C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order. [1989 c.449 §4; 1991 c.902 §28; 1993 c.804 §20; 2001 c.662 §3; 2003 c.765 §§4a,5a; 2003 c.802 §21]

Note: See note under 223.297.

223.305 [Repealed by 1971 c.325 §1]

223.307 Authorized expenditure of system development charges. (1) Reimbursement fees may be spent only on capital improvements associated with the systems for which the fees are assessed including expenditures relating to repayment of indebtedness.

(2) Improvement fees may be spent only on capacity increasing capital improvements, including expenditures relating to repayment of debt for such improvements. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide service for future users.

(3) System development charges may not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements or for the expenses of the operation or maintenance of the facilities constructed with system development charge revenues.

(4) Any capital improvement being funded wholly or in part with system development charge revenues must be included in the plan and list adopted by a local government pursuant to ORS 223.309.

(5) Notwithstanding subsections (1) and (2) of this section, system development charge revenues may be expended on the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures. [1989 c.449 §5; 1991 c.902 §29; 2003 c.765 §6; 2003 c.802 §22]

Note: See note under 223.297.

223.309 Preparation of plan for capital improvements financed by system development charges; modification. (1) Prior to the establishment of a system development charge by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee for each improvement.

(2) A local government that has prepared a plan and the list described in subsection (1) of this section may modify the plan and list at any time. If a system development charge will be increased by a proposed modification of the list to include a capacity increasing capital improvement, as described in ORS 223.307 (2):

(a) The local government shall provide, at least 30 days prior to the adoption of the modification, notice of the proposed modification to the persons who have requested written notice under ORS 223.304 (6).

(b) The local government shall hold a public hearing if the local government receives a written request for a hearing on the proposed modification within seven days of the date the proposed modification is scheduled for adoption.

(c) Notwithstanding ORS 294.160, a public hearing is not required if the local government does not receive a written request for a hearing.

(d) The decision of a local government to increase the system development charge by modifying the list may be judicially reviewed only as provided in ORS 34.010 to 34.100. [1989 c.449 §6; 1991 c.902 §30; 2001 c.662 §4; 2003 c.765 §7a; 2003 c.802 §23]

Note: See note under 223.297.

223.310 [Amended by 1957 c.397 §3; repealed by 1971 c.325 §1]

223.311 Deposit of system development charge revenues; annual accounting. (1) System development charge revenues must be deposited in accounts designated for such moneys. The local government shall provide an annual accounting, to be completed by January 1 of each year, for system development charges showing the total amount of system development charge revenues collected for each system and the projects that were funded in the previous fiscal year.

(2) The local government shall include in the annual accounting:

(a) A list of the amount spent on each project funded, in whole or in part, with system development charge revenues; and

(b) The amount of revenue collected by the local government from system development charges and attributed to the costs of complying with the provisions of ORS 223.297 to 223.314, as described in ORS 223.307. [1989 c.449 §7; 1991 c.902 §31; 2001 c.662 §5; 2003 c.765 §8a; 2003 c.802 §24]

Note: See note under 223.297.

223.312 [1957 c.95 §4; repealed by 1971 c.325 §1]

223.313 Application of ORS 223.297 to 223.314. (1) ORS 223.297 to 223.314 shall apply only to system development charges in effect on or after July 1, 1991.

(2) The provisions of ORS 223.297 to 223.314 shall not be applicable if they are construed to impair bond obligations for which system development charges have been pledged or to impair the ability of local

governments to issue new bonds or other financing as provided by law for improvements allowed under ORS 223.297 to 223.314. [1989 c.449 §8; 1991 c.902 §32; 2003 c.802 §25]

Note: See note under 223.297.

223.314 Establishment or modification of system development charge not a land use decision. The establishment, modification or implementation of a system development charge, or a plan or list adopted pursuant to ORS 223.309, or any modification of a plan or list, is not a land use decision pursuant to ORS chapters 195 and 197. [1989 c.449 §9; 2001 c.662 §6; 2003 c.765 §9]

Note: See note under 223.297.

# Jacksonville City Council Agenda Item Report



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## Proposal for Engineering Services for Main St. Parking Lot

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Date: August 26, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Agenda Item: 5f.

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### **Synopsis:**

The purpose of this scope of work of services is to describe the proposed approach, costs and schedule proposed by Civil West Engineering to complete a parking lot expansion for Main Street.

### **Fiscal Impact:**

The fees will be paid out of parking district fees and transportation SDC's.

### **Recommendations:**

Approve proposal from Civil West not to exceed \$17,096.00.

### **Exhibits:**

Engineering Scope of Services – Exhibit A

## ENGINEERING SCOPE OF SERVICES

Date: August 11, 2015

Work Order Number:

To: Mr. Jeff Alvis, PE, Public Works Director, City of Jacksonville

From: Garrett Pallo, PE, President, Civil West Engineering Services, Inc.  
James Parmenter, PE, Project Manager, Civil West Engineering Services, Inc.

RE: City of Jacksonville – City Hall Parking Expansion

The purpose of this scope of services is to describe the proposed approach, costs, and schedule proposed by Civil West to complete a parking lot expansion for the City Hall & Community Center for the City of Jacksonville.

### Background Summary



The City of Jacksonville operates primarily from the City Hall complex located at 110 East Main Street. Directly adjacent to the City Hall Building is the Jacksonville Community Center. When both facilities are open and an event or activity is being hosted at the community center the parking along West Main Street has proven to be insufficient.

To address this issue, the City has identified a location adjacent to both facilities that they would like to convert into a parking area. The parcel is located just east of City Hall at the end of Main Street adjacent to the

Jacksonville Lumber Co. The proposed parking facilities will include a one way drive from 4<sup>th</sup> to 5<sup>th</sup> Street with parking located along both sides of the new access drive.

### **Part A: Scope of Work**

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

### **Newport – City Hall Parking Expansion and Access Improvements – Proposed Scope of Services**

1. **Task 1 – Project Management and Administration** – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements.
2. **Task 2 – Kickoff Meeting and Data Collection** – Under this task, we will have a survey completed of the project site. Then administer a kickoff meeting where we will review the preliminary plans with staff and walk the project site to discuss details. This task is largely intended to make sure that everyone is on the same page before we begin design.
3. **Task 3 – Parking and Lot Access Design Phase Services** - Under this task, we will complete the design of the planned improvements. This will include demolition plans, grading plans, pervious paving and layout plans, curb, storm drainage plans, striping plans, and more. The design will cover the parking expansion that is designated 'New Parking Area' in the above figure. We will prepare drawings, details, and general sheets as required for a complete set of plans.
4. **Task 5 – Project Documents** – Through this task, we will prepare written technical specifications for the planned improvements. We will also prepare contract and bidding documents to be used during the bid and construction phases for administration and management of the contractor and the project in general.
5. **Task 6 – Bid Phase Support** – Through this task, we will provide bid support services to help the City secure a responsive contractor to complete the work. This will include assistance with the bid process, bid opening, document review, recommendations, contract administration and notice to proceed. We will utilize the Civil West online bidding environment which provides the City, and potential bidders, instant access to bid information, plan holder lists, addenda, bid results, and other information.
6. **Task 7 - Construction Phase Support** – Under this task, we will provide construction phase engineering support and a weekly site inspection to oversee the construction of the project, and to enforce the project contract conditions.
7. **Task 8 – Project Closeout Services** – Under this task, we will provide closeout services for the project that will cover construction, financial, and records issues. We will participate in final punch lists and quality control to confirm the work is complete, and we will work with the contractor to finalize all payment issues, change orders, and financial issues. Finally, we will prepare a project album complete with construction photos, inspection reports, and as-built drawings.
8. **Task 9 – Project Reimbursables** – This task will include an allowance to cover costs associated with mileage, clerical, and reproductions, and other reimbursable items related to the project.

**Part B: Project Fee Proposal**

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the engineering fee proposal is provided below:

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management and Administration	\$810.00
2	Kickoff Meeting and Data Gathering	\$1,706.00
3	Design Phase Services - Parking	\$5,365.00
5	Project Documents	\$2,885.00
6	Bid Phase Support	\$1,848.00
7	Construction Phase Support	\$2,901.00
8	Project Closeout Services	\$1,281.00
9	Project Reimbursables	\$300.00
<b>Total Proposed Engineering Budget</b>		<b>\$17,096.00</b>

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. If budget funds go unused, the City will realize the savings.

**Part C: Exclusions/Potential Additional Services**

This engineering proposal is limited to the tasks and areas discussed above. It is possible that additional services may be required as part of this project as the process moves forward. For now, these have been left out of this proposal . We can provide any of the following, and other services, as needed and upon request.

Potential additional services/Exclusions from scope:

- Soils report
- Geotechnical services
- Permitting, regulatory fees, or agency fees
- Environmental reporting or surveys
- Traffic studies
- Offsite sewer, water or drainage improvements or studies
- Wetland delineation or reporting

**Part D: Project Schedule**

It is understood that the City would like to see this project completed as soon as possible, and thus it will be fast tracked to facilitate speedy project completion.

1. Notice to proceed (assumed) ..... by August 11, 2015
2. Kickoff meeting scheduled..... Mid-August 2015
3. 50% design submittal for comments ..... by early-September 2015
4. 95% design submittal for comments ..... Mid-September 2015
5. Ready for bid ..... by mid-October 2015
6. Contractor notice to proceed issued ..... by mid-November 2015

- 7. Estimated contract length for project ..... ~45 days (assumed)
- 8. Project completion estimated ..... end of December 2015

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. At the project kickoff meeting, we will work with the City to develop a final project schedule, all things considered.

We are grateful for this opportunity to provide these services to the City of Jacksonville. We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach.

Sincerely,  
**Civil West Engineering Services, Inc.**



J. Garrett Pallo, PE  
President

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Authorized Representative Signature Accepting Scope of Services

Date

# Exhibit A

City of Jacksonville  
 City Hall Parking Expansion  
 June 10, 2015

		Engineering Fee Structure									
		Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subcontractor Support	Total Hours	Total Fee
		\$145.00	\$130.00	\$123.00	\$116.00	\$98.00	\$78.00	\$44.00	Lump Sum		
<b>Tasks</b>											
<b>1</b>	<b>Project Management and Administration</b>										
a	Admin, Coordination, Project Management	2	4							6	\$810.00
	<b>Task Total</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>6</b>	<b>\$810.00</b>
<b>2</b>	<b>Kickoff Meeting and Data Gathering</b>										
a	Project kickoff meeting and review of concept plan details		4							4	\$520.00
b	Collection of additional survey data if required (allowance)					2			\$990.00	2	\$1,186.00
	<b>Task Total</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$990.00</b>	<b>6</b>	<b>\$1,706.00</b>
<b>3</b>	<b>Design Phase Services - Parking</b>										
a	Preparation of plans for parking area	1	8			32				41	\$4,321.00
b	Plan review and comment process to produce finals		2			8				10	\$1,044.00
	<b>Task Total</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>51</b>	<b>\$5,365.00</b>
<b>5</b>	<b>Project Documents</b>										
a	Development of technical specifications	1	2			12				15	\$1,581.00
b	Development of contract docs and front ends		4			8				12	\$1,304.00
	<b>Task Total</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>27</b>	<b>\$2,885.00</b>
<b>6</b>	<b>Bid Phase Support</b>										
a	Bid administration, response to questions, addenda, etc.		6			2				8	\$976.00
b	Participate in bid opening and bid reviews process		2							2	\$260.00
c	Administer contracts and issue notice to proceed		2					8		10	\$612.00
	<b>Task Total</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>\$0.00</b>	<b>20</b>	<b>\$1,848.00</b>
<b>7</b>	<b>Construction Phase Support</b>										
a	Coordination, management, and oversight	1	8				2			11	\$1,341.00
b	Process payment requests and change orders as needed		4				2			6	\$676.00
c	Site Inspection, and associated Reports		2				8			10	\$884.00
	<b>Task Total</b>	<b>1</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>\$0.00</b>	<b>27</b>	<b>\$2,901.00</b>
<b>8</b>	<b>Project Closeout Services</b>										
a	Final inspections, punch lists, and physical closeout of work	1	2				2			5	\$561.00
b	Final payments, financials, warranty and other documentations		2					2		4	\$348.00
c	Completion of project album					2		4		6	\$372.00
	<b>Task Total</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>\$0.00</b>	<b>15</b>	<b>\$1,281.00</b>
<b>9</b>	<b>Project Reimbursables</b>										
a	Travel costs, mileage, meals, etc.									0	\$150.00
b	Clerical expense, copies, postage, etc.									0	\$150.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$300.00</b>
	<b>Total</b>	<b>6</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>14</b>	<b>14</b>	<b>\$990.00</b>	<b>152</b>	<b>\$17,096.00</b>

# **COUNCIL DISCUSSION**

# Jacksonville City Council Memo



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## Complaint Letter

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Date: August 27, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Council Discussion

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### Synopsis:

On August 24, 2015 Nancy Brown turned in a complaint to Chief Towe, Mayor Becker and the City Council in regards to a citation her grandson received on August 1, 2015.

Chief Towe met with Mrs. Brown and reviewed the audio and vehicle camera from that stop. After her meeting, Mrs. Brown turned in a follow up letter pertaining to her original complaint.

With the video cameras, the City recently purchased, we are able to help resolve situations that could escalate without them.

### Exhibits:

- Letter dated August 21, 2015
- Letter dated August 26, 2015

Nancy Brown  
370 Laurelwood Dr.  
Jacksonville, OR 97530

RECEIVED

AUG 24 2015

CITY OF JACKSONVILLE

Chief of Police  
Mr. Mayor  
City Council Members

Jacksonville, OR 97530

August 21, 2015

Dear Sir/Madam,

I would like to report the inappropriate behavior of officer #4521, S(something) Mc(something). The name is indecipherable on the citation.

I have understood that the role of a policeman is to protect and serve. I believe that #4521, Mr. Mc(something) is an offense to that oath.

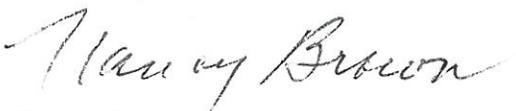
He gave my grandson a violation citation totaling \$480.00 when he should have issued a warning and sent the boy on his way. He was not speeding. His violations are attached. All of them were given as a sign of power by the officer on a boy who was only in Jacksonville because I had requested him to come to my house. He had to borrow a car from a friend in Ashland who needed his project car moved anyway and it was a favor to him to do it. My grandson has no car of his own. His single mother was at work and he could not borrow hers. He offered to prove his insurance status using his cell phone, but the officer was too thrilled with the catch to allow him to do so. Is that in fact legal? I thought phone proof was acceptable by law. The car had a license plate, just in the window, not where it should have been. Is that a \$110 offense? Of course not. He was also given a lecture for not knowing that he should have thrown his learners permit away when he got his legal license. Why? Why the power trip?

My grandson is a 3.9 student and will graduate a year early from Ashland High School. He is in all ways a kind young man and productive citizen.

I am disillusioned by this citation. I thought policemen were supposed to be good and protective, not vicious men and women.

I am a very sad citizen of a city I love.

Yours truly,



Nancy Brown

CC/ Citation #20692

370 Laurelwood Dr  
Jacksonville, OR 97530

August 26, 2015

Chief David Towe, Chief of Police  
Mr. Mayor  
City Council Members

Dear Sir/Madam,

As a follow up to my complaint of August 21, 2015, I would like to add the following comments:

1. Chief Towe immediately investigated my complaint and handled the complaint with respect and calm consideration. He is a true professional and we are lucky to have him as Chief of Police.
2. Upon viewing the tape of the violations I can now see that Officer Lee McCoy was at all times an appropriate performer of his duties. To him I owe an apology for reacting, for in my grandson's distress, I jumped to conclusions as to the officer's character. In fact he did his job well and is a credit to the police department.
3. I do not apologize for my grandson's behavior. He was polite during the incident, but when he came back to our house he had a complete melt down.
4. The reasons for my grandson being behind the wheel of a ridiculous car are irrelevant to the law, but they are completely relevant to my continuing belief that a warning would have been a sufficient punishment. For the record, my husband does not agree with me.

Yours truly,



Nancy Brown

RECEIVED

AUG 26 2015

CITY OF JACKSONVILLE

# Jacksonville City Council Memo



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## Complaint Letter

---

Date: August 27, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: September 1, 2015  
Council Discussion

---

### Synopsis:

FYI.... The City has received two complaint letters in regards to the Oregon Wine Experience.

### Exhibits:

- Letter from Linda Graham
- Letter from Penni Viets

RECEIVED

AUG 26 2015

CITY OF JACKSONVILLE

**Bill & Linda Graham**  
**P.O. Box 626**  
**1015 Beverly Way**  
**Jacksonville, OR 97530-0626**  
**Phones: (541) 261-9473 & 261-9446**  
**Fax: (541) 899-8839**  
**email: [info@scheffels.com](mailto:info@scheffels.com)**

August 26, 2015

Mayor Paul Becker  
City Council Members  
City of Jacksonville  
P.O. Box 7  
Jacksonville, OR 97530

Dear Mayor Becker and Council members,

Please let me say how proud I am that our fair city continues to be the location for the Oregon Wine Experience to benefit Asante and the Children's Miracle Network. Whether as a business or resident, we try to be accommodating for such a large event. However, some issues have arisen that need to be addressed.

On the evening of Saturday, August 22<sup>nd</sup>, what our extended neighborhood encountered was not such a positive experience. The band that was performing that night was so loud that our walls and windows shook, non-stop. I eventually put my husband's industrial ear protectors on just to manage the noise. Although it was reduced somewhat, they didn't help blot out the offending sound. My husband is hard of hearing and even he couldn't stand it! I called the police, twice, with no response. I told the dispatcher that all we wanted was for the sound level to be reduced. That never happened. I found out from another neighbor that the police failed to intervene because "they had permission for the band to play" and he wasn't comfortable doing anything to interfere with that. Seriously? I thought our noise ordinance was pretty clear that it was complaint driven and, regardless of the venue, a response is warranted. There is no earthly reason, whether it is Britt or other performances, why any kind of music should be played so loudly. One can only hope that you take the initiative to set more strict standards that everyone can live with. If I was visiting this town, and staying the night during this event, I would never come back! Such performances detract from the ambience of Jacksonville and the experiences we work so hard to offer our visitors (and residents!). If you are unable, or unwilling, to rectify this situation, can you please mandate that each and every neighbor within half a mile of the "concert" be notified, in writing, about that date and time such an affront will be experienced? That is how far-reaching the noise was, according to other sources. I feel for those that may be unable to physically escape the situation!

On another note: As I was walking to work that day, I noticed the construction of what appeared to be a large, open fire pit on the grounds within about 25 feet of the adjacent creek. There was a crew busily splitting and stacking wood within this cinder block pit. I stopped at the Fire Department to inquire if they knew what was going on. My concern came from the mere fact that we are currently experiencing extreme fire danger. The firemen knew nothing of the fire pit or its purpose but stated that, if it was used for cooking, they had no cause to inquire. Really? To not even have the crew scheduled to occasionally drive by to monitor such a large fire in such extreme conditions is beyond comprehension! Did the event co-coordinators file an event pack with the city? Didn't they inform the city of the planned "cookout"? All it would have taken to spell disaster would have been one escaped ember into the surrounding brush in the dry creek bed. I can't imagine our fire chief not addressing this issue more thoroughly (if he had indeed been informed).

Last year's event went smoothly without incident. One can only hope that the issues brought before you can be addressed and rectified so that the event, in future years, is one to embrace instead of avoid. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Graham", with a long, sweeping horizontal line extending to the right.

Linda Graham

August 26, 2015

To: Mayor Paul Becker and City Council

From: Penni Viets

The Oregon Wine Experience was held last week at Bigham Knoll, which is surrounded on all sides by a neighborhood. In the past the neighborhood was informed as to when this event (formerly known as World of Wine) would take place, the hours, and a phone number of the event coordinator in case there were questions/concerns/or noise problems. There was no notification of this event.

On August 22, 2015 a dinner with live music was held. The music, with an intense bass, was so loud and throbbing that my windows shook and a picture fell off the wall. I called the police and was informed by the officer that he found the situation intolerable but that he could do nothing about it as they had "permission from the City Council for live music until 10:00pm. He assured me that he would remain in the neighborhood and that if the music did not stop at exactly 10:00pm he would guarantee me and all the others who had called that he would put a stop to it at 10:01pm. While that was reassuring, it still meant we were subjected to having to put up with this until 10:00pm.

I was under the impression that our ordinance regarding noise was quite specific. It does not matter if an event is "for a good cause"; if the noise is off the charts the police can shut it down. I have a call into Chief Towe but have yet to receive a response. No one asked that the music be turned off, just turned down to a reasonable level. There were no sound barriers; the amplified music was in a tent.

The World of Wine has been held across the street from me for a number of years and I have always supported it. Was it loud, yes. Was it tolerable, yes. This was not.

I would ask the City Council to not just okay an event package without an awareness of the impact to a neighborhood. If there is going to be amplified music then some type of barrier must be installed, or decibel level lowered; preferably both.

Thank you,  
*Penni Viets*  
Penni Viets

440 E. D

RECEIVED  
AUG 27 2015  
CITY OF JACKSONVILLE



# Friends of Jacksonville's Historic Cemetery

FOJHC • P.O. Box 1541 • Jacksonville, OR 97530 • [www.FriendsJvilleCemetery.org](http://www.FriendsJvilleCemetery.org)

August 24, 2015

Mayor Paul Becker and  
Members of the City Council  
City of Jacksonville  
P.O. Box 7  
Jacksonville, OR 97530

RECEIVED

AUG 24 2015

CITY OF JACKSONVILLE

RE: Meet the Pioneers – Annual Cemetery Tours

Dear Mayor Becker & Council Members:

This is to advise you that the Friends of Jacksonville's Historic Cemetery will once again be hosting their annual Meet the Pioneers Cemetery tours. This year we will be celebrating our 10th Anniversary of offering these very special and popular tours.

The tours will be offered on Friday and Saturday evening October 9 and 10, from 4:00pm until 7:30pm. Tours will depart every 15 minutes from the D Street parking lot and take approximately 1 hour to complete. The last tour on both evenings will depart at 7:30 p.m.

Tickets will go on sale starting Wednesday, September 9, 2014 at the Jacksonville Visitor & Information Center or by calling 541 899-8118. The price for tickets remains the same as last year at: \$12 for adults, \$5 for children (age 12 & under) and \$29 for a Special Family Ticket (up to 2 adults & 3 children).

Proceeds from the event will help fund ongoing restoration and preservation work and educational programs in the cemetery.

Volunteers will be on site during the event to help direct traffic, both motorized and people, and to provide for safety. I will ensure that the Jacksonville Police and Fire Departments are aware of the event and our plans. I will also talk with our cemetery neighbors to be sure they receive advance notice of the planned event.

*Our Mission:*

*To Restore, Preserve, Document and Safeguard our Cemetery and Its History for Future Generations*

As you know, this has become a very popular Jacksonville event which has played to sell-out audiences, with some 650-700 visitors attending the tours.

There will be non-amplified music entertainment in the ticket and boarding area provided by the Old Time Fiddlers, District 4 on Friday evening, and the 4<sup>th</sup> Wednesday String Band on Saturday evening. This will be the fourth year that these two groups have been playing for our guests.

Additionally we would request, as in previous years, to setup a table outside and between the Post Office and Visitors Center, to sell tickets on September 25, 26, and 27, and October 2, 3, and 4. Also on the afternoons of the event we plan to put up sandwich style boards directing people to the parking, ticket and boarding areas. Those signs will be placed prior to the start of the event and removed afterwards. They will be placed on Oregon Street and the Cemetery Road. Our Letter of Intent for use of a City Facility was filed on August 24, 2015.

We thank you for your support for this very worthwhile event of sharing Jacksonville's History and our beautiful Pioneer Cemetery with our visitors.

Should you have any additional questions or concerns you may contact me at 541 826-9939 or [djsmhs@embarqmail.com](mailto:djsmhs@embarqmail.com) .

Our website at: [www.friendsjvillecemetery.org](http://www.friendsjvillecemetery.org) will also provide additional details about the tours, as well as, some pictures from last year's event.

Sincerely,



Dirk J. Siedlecki  
President – FOJHC

cc: Jeff Alvis – City Administrator  
Kimberlyn Kerneen - City Recorder

# City of Jacksonville Meeting/Minutes Sheet

This sheet must be turned in immediately following this meeting to the City Recorder.

Name of meeting body PUBLIC SAFETY COMMITTEE Date of meeting 6/24/2015 Time 5:00 PM

Location:  OCH  EOC  Naversen Rm  Community Center

Committee Members Present: Chair KEN GREGG Staff: \_\_\_\_\_

Members: LOU GUGLIOTTA, CLARA WISNOT, BRIAN STEUER,  
BERNIE CROUCHER

**Discussion items not on the agenda:** Brief description of subject of discussion and action taken.

SEE ADDENDUM # 1

**All agenda items:** Brief description of subject of discussion and action taken. If vote taken, results  
Agenda Item # \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Passed Failed (circle one)

Agenda Item # \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Passed Failed (circle one)

Agenda Item # \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Passed Failed (circle one)

Agenda Item # \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Passed Failed (circle one)

Items to report to City Council:

- 1 ADD EXTREME FIRE WARNING ACTIVITIES ON FRONT OR BACK
- 2 OF CITY WATER BILL
- 3 ADD WARNING SIGNS OF TRAFFIC FLOW AT CALIFORNIA AND 238 STREETS.
- 4
- 5 ADD EXTRA POLICE PATROL DURING THE EXITING OF BEST CONCERT GOERS FROM THE CONCERT GROUNDS AS THEY HEAD TO THEIR CARS.

Additional Notes:

RECOMMEND TO MAYOR BELKER THAT THE VACANCY ON THE COMMITTEE BE OFFERED TO CHRIS ARNOLD.

Next meeting date: 11/16/2015 Time: 4:00 pm

Location: EOC

Time this meeting was adjourned: 6:36 pm

Any special needs for the next meeting?

NO

# ADDENDUM #1

City of Jacksonville

Meeting Report for the Public Safety Committee on August 24, 2015 at 5:00pm

AGENDA:

## **1. CALL TO ORDER, WELCOME**

Introduction of members

## **2. OLD BUSINESS**

None to report after reviewing minutes of last Public Safety Committee on February 23, 2012

## **3. ACTION/DISCUSSION ITEMS**

### **a. Current Needs of the Police and Fire Departments**

Chair Kenneth Gregg reported that both departments had nothing to include on the agenda for this meeting

### **b. Review Jackson County Family Emergency Preparedness Handbook**

The committee members suggested the city consider additional ways to remind Jacksonville citizens of emergency conditions and the availability of informative materials regarding actions to take during disasters. Ideas included adding information to the water bill, front or back, small notices in the Jacksonville Review, leaving flyers around the city's public gathering places such as coffee shops, library, etc.

Also discussed were neighborhoods of the city that need FireWise protection such as 3<sup>rd</sup> Street, Wells Fargo area, Stage Coach, etc.

### **c. Report on CERT**

Gayle Lewis, a public attendee of the meeting and a CERT Member, gave the committee a report on the current status of the organization. The committee commended Mrs. Lewis and the other members of the team for their volunteer efforts.

### **d. Pedestrian and Traffic Concerns**

Clara Wendt commented on the lack of drivers exercising courtesy stop policy at Oregon and California Streets. Ken Gregg also expressed concern regarding the confusion for traffic headed west on California Street where it intersects Hwy 238 (5<sup>th</sup> Street) when faced with on-coming cars either headed east or turning to head north on Hwy 238. Member Brian Stellar suggested asking the city where the jurisdiction of ODOT ends and the city's begins. Perhaps an additional warning sign could be added at the intersection if there is an area close enough that belongs to the city.

**e. Review Code Description of the Public Safety Committee**

The committee reviewed Section 4.14.070 of the city code regarding the purpose, composition and qualifications for serving on the Public Safety Committee. The need to fill the currency vacancy was expressed. Chris Arnold was suggested as a possibility for filling the vacancy.

**f. Report on Incident at Planning Department**

Ken Gregg reported that the Planning Technician had experienced an irate applicant pounding on and yelling through the upper windows of the department on the North 6<sup>th</sup> Street side of the building when the office was closed Wednesday as it is posted. The topic of a panic button was raised in the event that an irate applicant is actually inside the office during normal operating hours. In this instance, the Planning Technician could have dialed 911 had the incident turned more dangerous because the applicant was locked outside the offices.

Member Brian Steller suggested that during Britt concert evenings the police department consider additional manpower due to the rowdy behavior of concert goers leaving the Britt grounds.

**g. Review Regulations for Extreme Fire Danger Season**

The committee briefly reviewed the guidelines per ODF. Ken Gregg presented a flyer of additional guidelines he drew up with the assistance of the City Administrator, Mayor and Fire Chief. The flyer addresses dangerous fire-causing activity within the city limits and has been posted on the bulletin boards in town and on the city's web site.

**4. OTHER BUSINESS**

Ken Gregg reported on his research into the general cost of retrofitting the historic brick buildings along California Street. The cost ranges from \$100,000-\$120,000. He also reported that the Fire Department has no authority to compel the buildings' owners to install smoke and fire alarm systems. However, every 30-60 days, firemen go through the buildings checking for possible fire hazard materials and activities.

**5. PUBLIC COMMENT**

None