

AGENDA

CANBY CITY COUNCIL REGULAR MEETING

March 3, 2010

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Richard Ares

Councilor Robert Bitter

Councilor John Henri

Councilor Brian Hodson

Councilor Jason Padden

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)

A. Approval of Minutes of the February 17, 2010 City Council Regular Meeting

B. Approval of Minutes of the February 20, 2010 City Council Special Meeting

7. RESOLUTIONS & ORDINANCES

A. Res. 1054, Adopting an Interagency Agreement Between the City of Canby and the Canby Swim Club, Inc. Pg. 1

8. NEW BUSINESS

A. Updating Building Department Fees Pg. 10

B. Discussion Regarding Compensation for Mayor and Council Pg. 18

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h)
Pending Litigation

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

DATE: February 23, 2010

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, Special Projects Manager

Through: Amanda Klock, Interim City Administrator

RE: Updated agreement with Canby Swim Club

Issue:

The Interagency Agreement with the Canby Swim Club Gators needs to be updated periodically to reflect changes in fees, policies, etc. This update includes an updated fee schedule to reflect overall changes that are proposed for 2010-2011 and also some changes in access and security related policies. The fee is increasing by about \$500, and access to the facility will now require that City staff also be present. Swim Club storage that had been in the staff office will be relocated to another area of the Swim Center so that staff can work with more privacy and less interruptions.

Background:

The Interagency Agreement is one of several between the City and various non-profits that operate services using City facilities. The Gators have used the Canby Swim Center almost since its beginning to offer competitive swimming opportunities to Canby area youth. The purpose of Interagency Agreements is to spell out the responsibilities and understandings of each party. These understandings change little from year to year, and those elements that are most changeable, such as the fee for facility usage or copier usage, are included in Attachment A, so that most of the time only Attachment A needs updating. This year, since there is both a fee change and also facility access policy changes to better address security and staff productivity, both the main body of the agreement and Attachment A have been updated and are in need of official approval through Resolution 1054.

The Park and Recreation Advisory Board has already reviewed the agreement and has no concerns with the proposed updates. Staff has also discussed the agreement with the Swim Club board. The proposed changes would be effective in September for the competition season that begins then.

Recommendation:

Staff recommends approval of Resolution 1054 to update the Interagency Agreement and Attachment A with the Canby Swim Club.

RESOLUTION NO. 1054

A RESOLUTION ADOPTING AN INTERAGENCY AGREEMENT BETWEEN THE CITY OF CANBY AND THE CANBY SWIM CLUB, INC.

WHEREAS, the City of Canby and the Canby Swim Club, Inc., wish to enter into an Interagency Agreement for the purpose of establishing terms and conditions between the two entities to provide to Canby area competitive swimmers a service utilizing the Canby Swim Center, a City owned facility, and

WHEREAS, the Canby City Council believes it is in the best interests of the citizens of Canby to enter into such an Agreement, now therefore

IT IS HEREBY RESOLVED by the City of Canby Council as follows:

1. That the attached Interagency Agreement, marked as Exhibit "A" and by this reference incorporated herein, by and between the City of Canby and the Canby Swim Club, Inc. is hereby adopted. The Mayor is authorized to sign the Interagency Agreement on behalf of the City.
2. This resolution shall take effect on March 3, 2010.

ADOPTED this 3rd day of March 2010, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

CITY OF CANBY

INTERAGENCY AGREEMENT

This agreement is entered into between the CITY OF CANBY, hereinafter referred to as "CITY", a municipal corporation, and Canby Swim Club, Inc., hereinafter called "SERVICE AGENCY". This agreement is made and entered into between these parties on the date of the latest of the signatures hereto.

The purpose of this Agreement is to enable the SERVICE AGENCY to provide services for CITY citizens as described below:

I. SCOPE OF SERVICES:

A. SERVICE AGENCY SHALL:

1. Provide training and coaching of competitive swimming to Canby area youth, utilizing the Canby Swim Center, a CITY owned facility, in accordance with the SERVICE AGENCY by-laws, written policies and this AGREEMENT.
2. Compensate the CITY for use of the Canby Swim Center to offset facility maintenance costs and loss of pool time for other revenue-producing activities according to the addendum "Attachment A". Attachment A is provided annually at the conclusion of the City budget process and may be amended by the City upon sixty (60) days notice only in the event of a serious budget crisis; otherwise it is in effect unless and until the budget process amends it.
3. Honor all Canby Swim Center written rules and policies regarding the use of the Canby Swim Center office and facility during practices and meets.
4. Compensate the CITY for half of the maintenance contract for the copier in the Swim Center office. See "Attachment A" for the current cost.
5. Compensate the CITY for any extra times beyond what is described in this agreement when the SERVICE AGENCY will use the Canby Swim Center. Such extra time will only be available when the Swim Center is not already scheduled for public use. See "Attachment A" for current rates.
6. Provide two lifeguards at every swim meet, either by hiring the guards privately or compensating the CITY for said guards. All lifeguards are subject to approval by Swim Center staff. Wage information for the guards is determined through the annual budget process. See "Attachment A" for the current wage information.

a) At no time shall SERVICE AGENCY representatives be in the facility without a member of the Swim Center Staff.

7. Provide Canby Swim Center staff with a schedule of SERVICE AGENCY events sixty (60) days in advance.

B. CITY SHALL:

1. Maintain and schedule the Canby Swim Center facility in such a fashion that the broadest spectrum of the community can use and enjoy its programs.

2. Guarantee SERVICE AGENCY use of the facility for practices and competitions as detailed in "Attachment A". The cost for running meets will be the cost of two lifeguards and any resulting clean-up costs. All events must be scheduled with Swim Center management staff sixty (60) days in advance. Any and all pool time beyond the above schedule will be purchased by the SERVICE AGENCY at rates described in "Attachment A", which is updated with each budget year to cover CITY costs.

3. Allow authorized SERVICE AGENCY personnel use of the pool office during Swim Meets only.

4. Provide storage and display space as outlined in "Attachment A".

5. Maintain the facility in a safe, professional, and healthful fashion.

6. Meet monthly with SERVICE AGENCY members to ensure that any problems are resolved quickly, to effect the best possible communication, and to address common concerns and work together to improve the ability of both parties to serve their constituents.

7. Make every effort to schedule Canby Swim Center programs in such a way that the SERVICE AGENCY program can be successful without jeopardizing the financial health of the Canby Swim Center operation or causing undue disruption of the facility's availability to the general public.

II. INDEMNITY: The SERVICE AGENCY shall indemnify, save, and hold harmless the CITY and all of its agents and employees from any and all claims for losses, injuries, damages and liabilities to persons involved in sanctioned SERVICE AGENCY activities occasioned wholly or in part by the acts or omissions of the SERVICE AGENCY, its agents, officers, and employees while using CITY facilities or otherwise while performing its activities in agreement with the CITY.

III. INSURANCE: If required by the CITY, the SERVICE AGENCY shall provide a public liability insurance policy naming the CITY as an additional insured in an amount of one million dollars (\$1,000,000), combined single limit including bodily injury and property damage. Such insurance provided by the SERVICE AGENCY, and naming the CITY

as an additional insured, is for coverage during SERVICE AGENCY activities, occasioned wholly or in part by the acts or omission of the SERVICE AGENCY, its agents, officers, participants, and employees while using CITY facilities or otherwise performing its activities in agreement with the CITY.

IV. BREACH OF CONTRACT: In the event of any breach of any of the terms or provisions of this AGREEMENT, the CITY will notify the SERVICE AGENCY of the breach. The SERVICE AGENCY will be given thirty (30) days to remedy the breach. If the breach is not remedied within thirty (30) days the CITY shall have the right, in addition to any other recourse, to immediately terminate this AGREEMENT, to enter and obtain possession of any CITY owned facilities being utilized by the SERVICE AGENCY under this AGREEMENT, to remove and exclude any and all persons from said facilities and to remove and exclude all property of the SERVICE AGENCY therefrom, all without service of notice or resort to legal process and without any legal liability on its part.

V. In the event the breach of the AGREEMENT creates a risk of serious harm to either persons or property, the CITY may immediately terminate this AGREEMENT and enter and take possession of any CITY owned facilities being utilized by the SERVICE AGENCY under this AGREEMENT, remove and exclude any and all persons from said facilities and remove and exclude all property of the SERVICE AGENCY therefrom.

VI. INSPECTION BY CITY: The CITY shall have the right to make inspections of its facilities and equipment at any reasonable time with prior reasonable notice to ensure compliance with this AGREEMENT.

VII. SAVINGS: Should any provision of this AGREEMENT be found to be in conflict with any Federal law, State statute, or final decision of any court of competent jurisdiction, said provision shall be modified to comply with said law or decision, but all other provisions of this AGREEMENT shall remain in full force and effect.

VIII. AMENDMENT BY MUTUAL AGREEMENT: The parties hereto may, upon mutual agreement, amend the terms and conditions herein.

IX. TERMINATION: Either party may terminate this AGREEMENT upon ninety (90) days prior written notice, with or without cause. The SERVICE AGENCY agrees that it will deliver any CITY facilities or property including any permanently attached accessories or improvements to the CITY at the termination of this AGREEMENT in as good a condition and state of repair as when received, except for ordinary wear and tear or loss or damage caused by an act of God. CITY acknowledges that the timing system display is the property of the SERVICE AGENCY.

IN TESTIMONY of which, this AGREEMENT has been executed on behalf of the CITY by its Mayor and attested by its City Administrator and has been executed by or on behalf of the above named SERVICE AGENCY on this ____ day of _____, 2010.

SERVICE AGENCY:

CITY OF CANBY

Name

Mayor

Title

Date

Date

City Administrator

Date

ATTACHMENT "A"
CITY OF CANBY INTERAGENCY AGREEMENT
CANBY SWIM CLUB, INC.

I. For the year commencing September 1, 2010 and ending August 31, 2011 the SERVICE AGENCY will be charged \$15,885 for use of the Canby Swim Center as scheduled:

A. The SERVICE AGENCY is entitled to six (6) lanes for two and one-half hours (2 ½) hours each P.M., Monday-Friday.

B. The SERVICE AGENCY has use of one (1) lane for two (2) hours during the facility's normal Monday-Friday A.M. lap swim.

C. The SERVICE AGENCY may conduct eight (8) full-day events each year that will affect the Swim Center public schedule. The cost for running meets will be the cost of two lifeguards and any resulting clean-up costs. All events must be scheduled with Swim Center management staff sixty (60) days in advance.

II. The base fee of \$15,885 will be due in three equal payments December 15, 2010; February 15, 2011; and May 15, 2011.

A. Pool maintenance: Each year the pool closes for extensive maintenance. The Club may elect to provide up to four adults, each subject to the facility manager's approval, to assist with this maintenance. Each man-hour worked will deduct \$10 from the above total (max. \$1,600).

III. Any and all pool time beyond the above schedule will be purchased by the SERVICE AGENCY at the rate of \$64.00 per hour, which is the base operating hourly cost for the Swim Center.

IV. The Canby Swim Club will pay \$200.00 annually to offset the annual copier maintenance contract and paper use.

V. The current charge for lifeguards is \$11.00 per hour.

VI. Storage and Display:

A. The CITY will provide the following storage space for the SERVICE AGENCY:

1. The CITY will offer a storage shed of approximately 200 square feet located outside the Swim Center building.

2. The CITY will allow the locked cabinet at the North West Corner of the facility.

3. The CITY will allow the use of the base cabinet in the staff changing room at South West corner of the building.
4. The CITY will allow the touch pad caddy and Announcer and Timing Podiums at North East corner of Facility.
5. All storage areas will be kept neat and orderly by the SERVICE AGENCY. Nothing flammable or of an unsafe nature will be stored.
6. No structural changes can be made to the storage facility, cabinets or podiums without permission of the CITY.

B. The CITY will provide display space for the SERVICE AGENCY as follows:

1. The CITY will allow those portions of the North and West walls currently covered w/ bulletin board and record boards.
2. The SERVICE AGENCY will maintain these spaces to a presentable standard.
3. No structural modifications to these boards can be made without the consent of the CITY.
4. The CITY will allow the hanging of sponsor banners along the East air system. Banner design and dimensions must be approved by Swim Center staff.

C. Should the CITY require the storage or display area for CITY purposes, the SERVICE AGENCY will be notified at least 90 days in advance of the change. The CITY will endeavor to work with the SERVICE AGENCY to find alternative storage and display space.

VII. SHARED EQUIPMENT:

A. The CITY and SERVICE AGENCY share equipment whenever it makes sense to do so. Shared equipment is purchased and maintained on a 50-50 basis. The parties will meet annually during September to discuss the shared equipment and plan for maintenance and replacement so that both parties can budget the needed funds. A list of shared equipment will be maintained by both the CITY and the SERVICE AGENCY and updated annually.

SERVICE AGENCY:

CITY OF CANBY

Name

Mayor

Title

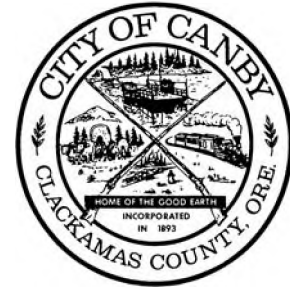
Date

Date

City Administrator

Date

M E M O R A N D U M



TO: *Honorable Mayor Thompson and City Council*
FROM: *Robert L. Godon CBO, Building Official*
DATE: *February 19, 2010*
THROUGH: *Amanda Klock, Acting City Administrator*

Issue: Adopting updated fees for the building department.

Synopsis: Due to inflation increasing the cost of services and materials since 2008, and the shortfall in revenues due to the recent decrease in construction activity, the building department is using its reserve fund to make up for lost revenue. The forecast for the coming year is no change until 2011. The building permit fees are calculated on the valuation of the building based on the International Code Council costs per square foot table. This table is decreasing the cost per square foot this year for the first time. Canby has not increased the structural building permit fee since 2008.

Recommendation: Staff recommends that the City Council support the proposed rate schedule for the Canby Building Department and direct staff to notify the State of Oregon Building Codes Division of the proposed fee change as indicated by the attached revisions to Resolution No. 1004.

Rationale: The fee increase is necessary and reasonable to provide for the administration and enforcement of the specialty codes for which the City of Canby has assumed responsibility and approximates the amount of the fees charged by other municipalities of a similar size and geographic location for the same level of service. In addition to already reducing staff from 3 total in the building department to two employees, the building department is proposing a fee increase. The fee increase is to bring Canby's fees approximately in line with the average fees of the surrounding jurisdictions. It is not expected to bring the department into the "black" but to allow the reserve funds to last, hopefully, through this downturn in building activity.

Background: [ORS 455.210](#) requires local programs to adopt permit and inspection fees by ordinance or resolution. Once the local jurisdiction drafts a proposed fee change or increase resolution, it notifies the Building Codes Division (BCD) at least 45 calendar days before the adoptive date of the increase, which may be different than the effective date.

[ORS 294.160](#) requires the City Council to provide an opportunity for any interested persons to comment on the proposed fee increase. Therefore public testimony should be solicited and an opportunity given for anyone to comment on the proposed increase at the public hearing.

Staff is requesting approval of the proposed fee change schedule as indicated on the revised Resolution No. 1004 so that the Building Codes Division can be notified and a public hearing can be scheduled at the appropriate council meeting at least 45 days after the notification. (About April 21, 2010)

A resolution reflecting the changes could go into effect May 1, 2010. Staff will be coming back for adoption of the new fee resolution at a public hearing to be scheduled for April 21, 2010.

Alternative Adopt, reject or edit the proposed fee change schedule.

Attached: Resolution No 1004 (2010 Revisions in bold)
Single Family Fee Comparison
Canby Building Department Fee Comparison with Nearby Jurisdictions.

RESOLUTION NO. 1004 (2010 revisions in bold)

A RESOLUTION ADOPTING FEES FOR THE CITY OF CANBY BUILDING DEPARTMENT

WHEREAS, The City is obligated to recover all costs for the operation of its Building department, and

WHEREAS, as a result of the cost of living increases and a decline in revenues a fee increase is necessary,

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, as follows:

To adopt the following fee schedule for the Canby Building Department Program:

CITY OF CANBY BUILDING DEPARTMENT FEE SCHEDULES

BUILDING PERMIT FEE TABLE (See below for determining valuation)

\$0.00 to \$3,000.00 valuation	\$80.00 (88.00)
\$3,001.00 to \$25,000.00 valuation	\$80.00 (88.00) for the first \$3,000.00 and \$12.00 (13.00) for each additional \$1,000.00 or fraction thereof.
\$25,001.00 to \$50,000.00 valuation	\$344.00 (374.00) for the first \$25,000.00 and \$9.00 (10.00) for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00 valuation	\$569.00 (624.00) for the first \$50,000.00 and \$6.00 (7.00) for each additional \$1,000.00 or fraction thereof.
\$100,001.00 and up	\$869.00 (974.00) for the first \$100,000.00 and \$5.00 (6.00) for each additional \$1,000.00 or fraction thereof.

Plan Review Fee equals 100 percent of Building Permit fee.

Temporary Certificate of Occupancy: \$250.00

Phased or Partial Building Permit plan review fee: \$300.00 plus 10% of the project building permit fee not to exceed \$2,000.00 for each phase in addition to above fees.

Deferred Submittal processing and reviewing fee: shall be equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300.00.

Other Inspections and Fees:

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)
5. Residential Fire Suppression Systems combined Permit and Plan Check Fees:

0 sq. ft. to 2,000 sq. ft.	\$160.00 (\$176.00)
2001 sq. ft. to 3600 sq. ft.	\$210.00 (\$231.00)
3601 sq. ft. to 7200 sq. ft.	\$269.00 (\$296.00)
7201 sq. ft and greater	\$377.00 (\$415.00)

Valuation: the structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the structure to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. Permit fees for an addition, alteration, or repair shall be calculated based on the fair market value as determined by the building official, and then applying the valuation to the jurisdiction's fee table. See OAR 918-050-0100 for additional details.

MECHANICAL FEE SCHEDULE FOR NEW AND ADDITIONS OR ALTERATIONS TO ONE AND TWO FAMILY DWELLINGS

Install/Replace Furnace: Up to 100,000 btu	\$24.75 per appliance (\$27.25)
Over 100,000 btu	\$31.50 per appliance (\$35.00)
Install/Replace/Relocate Heaters Suspended, Wall or Floor Mounted.	\$24.75 per appliance (\$27.25)
Appliance Vent	\$12.50 per appliance (\$13.75)
Alteration Of Existing HVAC System	\$24.75 (\$27.25)
Air Handling Units	\$18.75 per appliance (\$21.00)
Air Conditioning under 100,000 btu	\$24.75 per appliance (\$27.25)
Air Conditioning over 100,000 btu	\$46.50 per appliance (\$51.00)
Dryer Exhaust	\$18.75 per appliance (\$21.00)
Hood	\$18.75 per appliance (\$21.00)
Exhaust Fan Connected To A Single Duct	\$12.50 per appliance (\$13.75)
Gas Piping: 1 To 4 Outlets	\$8.25 (\$9.00)
Gas Piping: Each Additional Outlet	\$2.25 per outlet (\$2.50)
Fireplace	\$18.75 per appliance (\$21.00)
Wood Stove	\$18.75 per appliance (\$21.00)
Other	\$18.75 per appliance (\$21.00)
Minimum Permit Fee	\$80.00 (\$88.00)

Plan review fee equals 37 percent of the total mechanical permit fee.

Other Inspections and Fees:

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)

MECHANICAL FEE SCHEDULE FOR NEW AND ADDITIONS OR ALTERATIONS TO COMMERCIAL, MULTI-FAMILY AND INDUSTRIAL PROJECTS

\$0.00 to \$5000.00 valuation	\$80.00 (\$88.00)
\$5001.00 to \$10,000.00 valuation	\$80.00 (\$88.00) for the first \$5000.00 and \$3.00 (\$4.00) for each additional \$100.00 or fraction thereof.
\$10,001.00 to \$100,000 valuation	\$230.00 (\$288.00) for the first \$10,000.00 and \$12.00 (\$13.00) for each additional \$1,000.00 or fraction thereof.
\$100,001.00 and up	\$1,310 (\$1,458.00) for the first \$100,000.00 and \$10.00 (no change) for each additional \$1000.00 or fraction thereof.

Plan review fee equals 37 percent of the mechanical permit fee.

Other Inspections and Fees:

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)

GRADING PERMIT FEE SCHEDULE

50 cubic yards or less	\$80.00 (\$88.00)
51 to 100 cubic yards	\$117.00
101 to 1,000 cubic yards	\$117.00 for the first 100 cubic yards, plus \$55.00 for each additional 100 cubic yards or fraction thereof.
1,001 to 10,000 cubic yards	\$612.00 for the first 1,000 cubic yards, plus \$46.00 for each additional 1,000 cubic yards or fraction thereof.

10,001 to 100,000 cubic yards	\$1026.00 for the first 10,000 cubic yards, plus \$210.00 for each additional 10,000 cubic yards or fraction thereof.
100,001 cubic yards and up	\$2916.00 for the first 100,000 cubic yards, plus \$115.00 for each additional 10,000 cubic yards or fraction thereof.

Plan review fee equals 65 percent of the grading permit fee.

Other Inspections and Fees:

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)

MANUFACTURED DWELLING INSTALLATION

Installation and set up	\$350.00
Earthquake bracing when not part of original installation	\$280.00

MANUFACTURED DWELLING PARK

Use the Building Permit Fee Table using the valuation of the project as the basis for the fees.

RECREATIONAL PARK

Use the Building Permit Fee Table using the valuation of the project as the basis for the fees.

This resolution shall take effect on _____

ADOPTED this 1st day of _____ by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro-tem

SINGLE FAMILY FEE COMPARISON

Building permit fees are required by OAR 918-050-0100 to be calculated using the cost per square foot valuation of the building from the April International Code Council (ICC) building valuation data cost per square foot. Although only the April table is used by the OAR, these costs are published by ICC twice a year in April and August. For the first time since ICC started publishing the valuation per square foot data, the cost of building has decreased from April to August of 2009. The April 2010 table is not available yet, but the information I obtained from ICC indicates the April 2010 table will not significantly change from the August 2009 table. The net result is that without a fee increase the building permit fees will be reduced due to the cost per square foot valuation reduction.

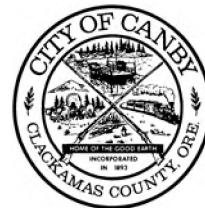
Single family increased fee comparison, 1800 square feet dwelling with 400 square foot garage:

	ICC DATE	COST/SF/Living areas	Cost/SF/Garage	Permit + Plan Review + 12% State Surcharge	Percent total fee Increase
Current table/ current fee schedule	April 2009 (used for Canby's current fee schedule)	\$101.95	\$39.61	\$2,902.28 (current fee schedule)	Current fees
August 2009 table/ current fee schedule	August 2009 (similar to the new April 2010 ICC table)	\$98.95	\$37.87	\$2,838.68	2.2% decrease (if no fee increases are initiated)
August 2009 table/ proposed fee schedule	August 2009 (similar to the new April 2010 ICC table)	\$98.95	\$37.87	\$3,260.56	12.4% increase

CANBY BUILDING DEPARTMENT FEE COMPARISON WITH NEARBY JURISDICTIONS (FEB 2010)

Approx 10% to 12%+ increase											
	CANBY proposed	CANBY current	CITY AVERAGE	Beaverton (comm)	Gresham	Lake Oswego	Oregon City	Milwaukie	Tigard	Troutdale	West Linn
Building Permit Fees											
Valuations											
0-500	88 (to 3000)	80 (to 3000)	62.60	56.1	62	78	40	75	66.25	23.5	100
501-2,000	*	*	62.6	56.1+2.15/100	62+5/100	78	40+2.81/100	18.75+2.89/C 75min	66.25	23.50+3.05/100	100
2,001-25,000	88+13/K (3 to 25K)	80+12/K (3 to 25K)	81.39	88.35+8.90/1000	137+12/1000	78+9.40/1000	72.19+11.25/1000	62.10+11.54/K 75min	66.25+11.48	69.25+14.00/1000	78+14/K 75
25,001-50,000	374+10/1000	344+9/1000	347.78	293.05+6.70/1000	413+10/1000	293+6.75/1000	328.13+8.44/1000	327.52+858/1000	330.29+8.75/1000	391.25+10.10/1000	406+11/1000
50,001-100,000	624+7/1000	569+6/1000	566	460.55+4.80/1000	663+7/1000	462+4.70/1000	536.25+5.63/1000	542.02+5.77/1000	549.04+6.25/1000	643.75+7.00/1000	672+7/1000
100,001+	974+6/1000	869+5/1000	867.03	700.55+3.55/1000 plus	1013+7/1000	696+3.00/1000 plus	811.88+5.63/1000	830.52+4.881000	861.54+4.46/1000 plus	993.75+5.60/1000 plus	1029+5/1000
Temp C of O	no change	250	210	300	200	N/A	250Comm/50Res	N/A	90	N/A	N/A
Deferred Submittals	no change	permit fee(min 300)	244.05	PlanCk 127.40min	250	275 plus PlanCk	250+10% 300min	250+10% 300min	200+10%	300	250 or 10% if more
Phased Permits (1,500 max)	no change	300+10% permit	281.47	170.35+10%	500 plus 10%	250+10%	250+10% 300min	250+10% 300min	200+10%		250+10%
Residential Fire Spkl											
0-2,000 SF	176	160	163.05	151.6	206	231	164	90	198.75	N/A	100
2,001-3,600 SF	231	210	216.85	193	271	313.5	234	135	246.45		125
3,601-7,200 SF	296	269	265.74	261.9	327	372.25	270	169	310.05		150
7,201 plus SF	415	377	345.58	330.85	386	437.25		315	404.39		200
Mechanical (Res)											
Minimum Fee	88	80	66.54	92.1	38	75	52.25	60	90	50	75
typical SFR	154	138.75	166.23	239.95	239	162	127.6	138	200	100	123.25
Mechanical (Comm)											
valuations				92.1 min	38; to 1K						
0-5,000	88	80	*	*65.15+2.90/C/500		*to 10K; 40.25+1.35/C	52.25	60	69.06+3.07/100	see BP table above	see BP table above
5,001-10,000	88+4.00/100	80+\$3/100	*	195.65+2.65/100	38+5/100; *1K to 10K;		52.25+1.56/100	60+1.71/100	207.21+2.81/100	*	*
10,001-100,000	288+13/1000	230+12/1000	278.06	*328.15+2.40/100	396+13/1000	253+8.30/1000	198.00+10.70/1000	145.5+10.5/1000	*347.71+2.54/C to 50K	*	*
100,001 up	1458+10/1000	1310+10/1000	1542.83	2463.15+2.75/100	1,566+10/1000	1,560+5.7/1000	1166.00+5.10/1000	1090.50+7.25/1000	2608.71+2.92/100	993.45+5.6/1000	895.20+4.15/1000
Grading Permit											
50 cubic yards	88	80	Methodology is too varied to average		0	50/ res lot	224 + 2.5% of grading cost	0	4405 to 110K\$	23.5	0
51-100 cy	no change	117		750 to 1 acre	19			70	5781+6/10K over Mil	37	23.5
101-1,000 cy	no change	^117+55/100cy		plus 150/acre	29			90		37+17.50/1000	37
1,001-10,000 cy	no change	^612+46/1000			38			130		194.50+14.50/1000	49.25
10,001-100,000 cy	no change	^1026+210/10K			38+19/10,000			hourly fee (75/hr)		325+66/10K	49.25+24.50/10K
100,001 up	no change	2,916+115/10K			209+13/10,000 plus					919+36.50/10K	269.75+13.25/10K plus
Manufactured Dwelling	no change	350	313	199	297	N/A	312	445	305.5	320	N?A

Highlight indicates fees higher than New Fees proposed for Canby
* Fee schedule divisions do not correspond to Canby's



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *Kim Scheafer, CMC, City Recorder*
DATE: *February 23, 2010*
THROUGH: *Amanda Klock, Human Resources Director/Interim City Administrator*

SUMMARY

At the February 3 City Council Meeting, staff was asked to survey other cities to see what they offered their Mayor and City Council as compensation. Twenty four cities responded to a question posted on the Oregon Association of Municipal Recorders list serve.

CURRENT FISCAL IMPACT

For the Fiscal Year 2009-2010, the following amounts were budgeted:

- \$9,600.00 for Mayor and Council stipends.
- \$8,000.00 for meeting refreshments, newspaper meeting notices, committee notices, CCA dinner, Chamber luncheons, etc.
- \$3,025.00 for travel, training, goal setting facilitator, etc.
- \$655.00 for membership dues.

UPCOMING FISCAL YEAR IMPACT

In preparing the Administration preliminary budget for next year another \$3,000 has been added to the training line item and an additional \$1,800 to the general Mayor & Council line item. Since this is an election year there are a lot of possible extra expenses that can occur. The addition to the travel and training line item is for the LOC Conference and Lodging.

ATTACHMENTS

1. Compensation Survey Results
2. Summary of Benefits for Mayor and City Councilors

City	Mayor Stipend	Council Stipend	Training, Travel, Mileage Reimb.	Other
Canby	\$200/Mo.	\$100/Mo.	Yes	Use of City Vehicle to attend trainings
Albany	\$165/Mo	\$110/Mo.		
Central Point	\$250/Mo	\$125/Mo		
Cornelius	50/Mo	\$50/Mo.	Yes	Plus an additional \$50 per (other) meeting per mo. (Limit 4)
Corvallis	\$100/Mo.	0	Yes	
Forest Grove	150/Mo	\$100/Mo	Yes	Can use City vehicle. 95% of health insurance premium is paid by City.
Halfway	\$300/Mo.	0		
Independence	0	0	Yes	
Keizer	0	0	Yes	Mayor & Council each have a laptop
Klamath Falls	\$200/Mo.	\$100/Mo.		Same health insurance and regular staff.
Lake Oswego	\$344.70/Mo	\$153.16/Mo.	Yes	
Mill City	\$80/Mo.	\$40/Mo.		
Milton-Freewater	\$229.17/Mo.	\$110/Mo.		
Newberg	\$10/Per Meeting	\$10 Per Meeting	Yes	
Ontario	\$200/Mo.	\$125/Mo.	Yes	
Oregon City	0	0	Yes	Laptop, fax, printer
Philomath	0	0		
Redmond	\$300/Mo.	\$200/Mo.		Laptops, blackberries & City email account
Reedsport	0	0		
Scappoose	0	0		
Sisters	0	0		
Springfield	0	0	Out of town travel expenses including mileage, meals & lodging, postage	Stipend for cellular/internet services, local mileage & meal expense
Stayton	0	0	Yes	
Sutherlin	0	0	Yes	
Tigard	\$3,500/Mo	\$350/Mo	Yes	Mayor attends regional mtgs. held during the day estimated @ 20 hrs./wk. Mayor has laptop. Same health insurance as regular staff.

City	Mayor Stipend	Council Stipend	Training, Travel, Mileage Reimb.	Other
Canby	\$200/Mo.	\$100/Mo.	Yes	Use of City Vehicle to attend trainings
Tualatin	\$0	\$0	Yes	Mayor gets \$90 cell phone reimb. \$20 credit towards water bill each mo. Health Ins. - Mayor gets full family \$1,328.23. Each Councilor gets individual coverage \$456.80. Costs above this are their responsibility.
Wilsonville	\$577/Mo.	\$	Yes	Mayor \$400 vehicle allow. Mayor has laptop. Same health insurance as regular staff.
Yachats	0	0	Yes	



SUMMARY OF BENEFITS FOR MAYOR AND CITY COUNCILORS

Training:

The City of Canby budgets a set amount per year that is designed for Mayor and Council training. These include the League of Oregon Cities Conference, LOC Elected Officials Training Session, Clackamas Cities Association Dinners, and Chamber Lunches.

Prior to attending trainings, each Councilor should work with the City Recorder to assure funds are available and to process paperwork.

Meals:

Refreshments are provided prior to regularly scheduled Council meetings where another meeting or work session is scheduled prior.

Email Accounts:

The City of Canby sets up City email accounts for each elected official. Officials are expected to follow proper public records and meetings laws as defined in the Council Email Policy.

Travel Expenses:

Reimbursements are available for out-of-town travel expenses to trainings including mileage, meals and lodging. Meals that are included in the training are not reimbursable.

Taxable Benefits:

Meals that are part of a trade or professional association meetings i.e. Chamber lunch, Clackamas Cities Association Dinner, are non taxable. If a request is made for reimbursement for a meal where an overnight stay does not take place then that meal is taxable. An example would be attending a day long training session where lunch is not provided.

Use of City Vehicle:

A City vehicle is available to be checked out to attend trainings. Councilors are encouraged to check out a City vehicle to save travel costs.

Monthly Stipend:

Canby Municipal Code 2.32.010 authorizes the Mayor to receive a monthly stipend of \$200.00 per month and each City Councilor to receive \$100 per month. These stipends are subject to taxes. Neither the Mayor nor any Council member shall be paid for attendance at any committee meetings or other meeting of the city's officials.

Disability Benefits:

Workers Compensation – Elected officials are covered by Worker's Compensation.