



Molalla City Council

Meeting located at: Molalla Adult Community Center
315 Kennel Avenue Molalla, OR 97038

January 23, 2013

Regular Meeting Agenda

Work session: 6:00 p.m. The Council will review and discuss agenda items for the business meeting.

Business meeting: The meeting will begin at 7 p.m. The Council has adopted Public Participation Rules. Copies of these rules and public comment cards are available at the entry desk. Public comment cards must be turned into to the City Recorder prior to the start of the Council meeting.

The City will endeavor to provide a qualified bilingual interpreter, at no cost, if requested at least 48 hours prior to the meeting. To obtain services call the City Recorder at (503) 829-6855.

1,008th Regular Meeting

1. CALL TO ORDER

- A. Flag Salute
- B. Roll Call

2. COMMUNICATIONS

- A. Minutes

3. AWARDS & RECOGNITIONS

- A. Staff Recognition for 5+ Years of Service – City Manager

4. PUBLIC HEARINGS

5. CONTINUING BUSINESS

- A. City Manager Criteria for Recruitment

6. NEW BUSINESS

7. ORDINANCES

- A. Ordinance 2013-01: Repealing Ordinance 2010-11: Renewal of the Economic Improvement District

8. RESOLUTIONS

- A. Resolution 2013-02: Repealing Ordinance 2005-11 as of June 30, 2013
- B. Resolution 2013-03: A Resolution Certifying the 11/6/12 Election Results: Annexation

9. PROCLAMATIONS

10. REPORTS AND ANNOUNCEMENTS

- A. City Manager Report - Memo Included in Packet
- B. Upcoming Council Agenda Items:
 - 1. Council Training and Workshop Urban Renewal: February 13, 2013 in lieu of meeting (Council to discuss and direct staff)
 - 2. Ecomnomic Improvement District
 - 3. PGE Franchise Agreement
 - 4. Administrative Credit Card Policy
 - 5. Telecommunication Franchise Ordinance
 - 6. Council Goals – Revisit
 - 7. Urban Renewal – Minor Amendment between City of Molalla and Fire Dist. 73
 - 8. Planning Commission Meeting on 02/26/13: Review of proposed annexation ordinance and a land use appeal.

11. EXECUTIVE SESSION

12. ADJOURNMENT

Minutes of the Molalla City Council Special Meeting
Molalla City Hall
117 N. Molalla Ave. Molalla Oregon 97038
Wednesday, November 14, 2012 7:00 PM

CALL TO ORDER

FLAG SALUTE; ROLL CALL.

ATTENDANCE: Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Present; Councilor Jim Needham, Present; Council President Debbie Rogge, Present. **STAFF IN-ATTENDANCE:** City Manager, Ellen Barnes; City Recorder, Sadie Cramer; Finance Director, Heather Penni

COMMUNICATIONS

Presented to council as information were the: Parks and Recreation Minutes: March 21, 2012; April 18, 2012; May 16, 2012; June 19, 2012; July 10, 2012; September 19, 2012; October 17, 2012 and MAC Minutes: October 8, 2012

RECOGNITION

Mayor Clarke and the Council presented an Award of Appreciation to Bethany Monroe, reporter and editor for the Molalla Pioneer for her 5 years of excellent news reporting of the Molalla community. He wished her the best in her new endeavors.

CONTINUING BUSINESS

REPORT AND DISCUSSION OF NOISE COMPLAINTS

Discussion between staff and Council took place regarding a complaint received for a recent event at the Buckeroo Grounds. After discussion about the noise complaint council asked that staff work with the coordinators of the event/fair grounds to avoid a recurrence with the offending group.

NEW BUSINESS

Council reviewed and unanimously accepted the following reports submitted by staff. Review and Accept Financial Statements for October 2012; Review and Accept Warrant Register for October 2012. Approval of proposed Molalla Arts Commission Guidelines and Procedures. (7-0)

ORDINANCES

ORDINANCE 2012-12: AN ORDINANCE ESTABLISHING THE MOLALLA CITY COUNCIL FINANCE COMMITTEE

Minutes of the Molalla City Council Special Meeting
Molalla City Hall
117 N. Molalla Ave. Molalla Oregon 97038
Wednesday, November 14, 2012 7:00 PM

After discussion about the structure of the proposed committee and its function took place between staff and Council, the Council instructed staff to work on preparing an ordinance with Councilor Thompson for consideration at the 1st meeting in January 2013.

RESOLUTIONS

RESOLUTION 2012-39: A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE CITY OF MOLALLA TO EXECUTE AN AGREEMENT WITH ASSETWORKS FOR ASSET MANAGEMENT AND VALUATION SERVICES FOR THE CITY OF MOLALLA

Rogge made the motion to approve resolution 2012-39 as presented. Clark seconded. Motion carried 7-0. At 7:57pm Councilor Wolfe excused himself from the meeting.

RESOLUTION 2012-40: A RESOLUTION AUTHORIZING TRANSFER OF FUNDS IN THE FY 2012/13 BUDGET FOR THE CITY OF MOLALLA

Thompson made the motion to approve resolution 2012-40 as presented. Clark seconded. Motion carried 6-0. (Wolfe, was absent during vote) Wolfe returned to the meeting after the vote at approx. 8:03pm.

REPORTS AND ANNOUNCEMENTS

City Manager Reported an update on the following items:

- A. Upcoming Council Agenda Items
 - a. PGE Franchise Agreement
 - b. Stone Place Reimbursement Agreement
 - c. Natural Hazard Mitigation Plan Updates
 - d. Credit Card Use Policy
 - e. Telecommunicaiton Franchise Ordinance
 - f. GIS Mapping Tech/Planner Position
 - g. City Grants Policy
 - h. Council Goals – Revisit
 - i. Accessibility of Vulnerable Populations to Safeway

Mayor Clarke read the public disclosure for the purpose of entering into executive session at 8:18PM.

EXECUTIVE SESSION

ATTENDANCE: Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Present; Councilor Jim Needham, Present; Council President Debbie Rogge, Present. **STAFF/MEDIA IN-ATTENDANCE:** City Recorder, Sadie Cramer; Bethany Monroe, Molalla Pioneer

Minutes of the Molalla City Council Special Meeting
Molalla City Hall
117 N. Molalla Ave. Molalla Oregon 97038
Wednesday, November 14, 2012 7:00 PM

192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent. The Council entered into executive session. After the executive session the Council moved to the public commons area to adjourn.

ADJOURNMENT

Rogge made the motion to adjourn the regular session at 8:58pm. Clark seconded. Motion carried 7-0.

City Recorder, Sadie Cramer

Mayor Mike Clarke

Molalla City Council Minutes

Meeting located at Molalla City Hall
117 N. Molalla Ave. Molalla, OR 97038

November 20, 2012

Special/Executive Meetings

EXECUTIVE SESSION – 6:30PM to 8:00PM FLAG SALUTE AND ROLL CALL

ATTENDANCE: Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Present; Councilor Jim Needham, Present; Council President Debbie Rogge, Present. **STAFF IN-ATTENDANCE:** City Recorder, Sadie Cramer; Finance Director, Heather Penni; Bethany Monroe, Molalla Pioneer; Councilor Elect, Jason Griswold.

Mayor Clarke read the public disclosure before entering into executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent. Meeting began at 8:09pm. By council consensus the executive session ended at 8:25pm.

SPECIAL SESSION: CALL TO ORDER – 8:25PM

ATTENDANCE: Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Present; Councilor Jim Needham, Absent (excused for health reasons); Council President Debbie Rogge, Present. **STAFF IN-ATTENDANCE:** City Recorder, Sadie Cramer; Finance Director, Heather Penni; Bethany Monroe, Molalla Pioneer; Councilor Elect, Jason Griswold.

CONTINUING BUSINESS

PUBLIC COMMENT REGARDING APPOINTMENT OF A INTERIM CITY MANAGER - Mayor Clake called for public comment and heard none.

DISCUSSION AND POSSIBLE APPOINTMENT OF A INTERIM CITY MANAGER - Rogge made the motion to allow Mayor Clarke to enter into contract negotiations for the Interim City Manager position. Pottle seconded. Motion carried 6-0

AJOURNMENT

Thompson motioned to adjourn at 8:40pm. Rogge seconded. Motion carried 6-0.

City Recorder, Sadie Cramer

Mayor Mike Clarke

Molalla City Council

Molalla Adult Community Center 315 Kennel Avenue Molalla, OR 97038

November 28, 2012

Special Session Agenda/Town Hall Meeting

Special Session: 7:00 p.m. **Town Hall Meeting:** Approximately 7:15 PM

SPECIAL SESSION – 7:00pm

CALL TO ORDER- Roll Call and Flag Salute

ATTENDANCE: Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Present; Councilor Jim Needham, Present; Council President Debbie Rogge, Present. **STAFF IN-ATTENDANCE:** Finance Director, Heather Penni

NEW BUSINESS

RATIFICATION OF CONTRACT WITH MARK GERVASI, INTERIM CITY MANAGER

Rogge made the motion to ratify the negotiated contract between the City of Molalla and Mark Gervasi who will take the role of the Interim City Manager. Wolfe seconded. Motion carried 7-0.

ORDINANCES

ORDINANCE 2012-12: AN ORDINANCE EXTENDING THE FRANCHISE GRANTED TO PORTLAND GENERAL ELECTRIC COMPANY

The City is negotiating with PGE to renew the franchise agreement. The franchise agreement with PGE was scheduled to expire on June 1, 2012. To prevent any disruption in service in Molalla and enable the parties to continue negotiations, PGE and the City agreed to extend the existing franchise agreement through September 30, 2012. With the change in administration and a change in the city attorney helping to negotiate the franchise, a year extension is warranted to enable time for new personnel to familiarize themselves with negotiations to date and allow the parties to come to agreement.

Annette Mattson of Portland General Electric addressed the Council and questions regarding the delay in execution of the agreement and proposed revisions to the 20 year old agreement which will be provided to the Interim City Manager.

Thompson made the motion to amend Ordinance 2012-12 to reduce the 1 year extension to 6 months. Needham seconded. Motion carried 7-0.

Thompson made the motion to approve Ordinance 2012-12 by first reading title only with the 6 month amendment. Wolfe seconded. Motion carried 7-0.

Thompson made the motion to approve Ordinance 2012-12 by second reading title only with the 6 month amendment. Rogge seconded. Motion carried 7-0.

Thompson made the motion to adopt Ordinance 2012-12 by second reading title only with the 6 month amendment. Clark seconded. Motion carried 7-0.

AJOURNMENT

Rogge made the motion to adjourn the business meeting at 7:29pm. Pottle seconded. Motion carried 7-0. Council entered into an informal Town Hall. Hand written notes available in meeting file.

City Recorder, Sadie Cramer

Mayor Mike Clarke



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
THROUGH: Mark J. Gervasi, City Manager
From: Sadie Cramer, City Recorder

DATE: January 23, 2013

SUBJECT: Recognition of Staff Longevity 5+ Years

EXECUTIVE SUMMARY:

The City of Molalla values all of its employees but would like to recognize those who have invested 5+ years to the Molalla Community. A list of those dedicated staff members is now before you.

Years of Service Report

(as of 01/14/2013)

NAME	TITLE	DEPT	Years of Svc
Barnhart, James	Sergeant	Police	19
Burns, Roy	Foreman	Public Works	36
Camacho, Irene	FT Staff	Library	9
Campbell, Marcia	PT Staff	Library	5
Christopherson, Aaron	Officer	Police	10
Corwin, Rebecca	Officer	Police	10
Cramer, Sadie	City Recorder	Admin	11
Cummings, Jolene	PT Staff	Pool	8
Dorson, Lucia	PT Staff	Library	8
Edmunds, Garrett	PW Crew	Public Works	9
Georgesesen, Melissa	Director	Pool/Adult Cntr	5
Grafe, Rod	Muni Judge	Muni Court	5
Gregory, Val	Van Driver	Adult Center	7
Hepler, Ryan	PW Crew	Public Works	10
Holmes, Michael	Officer	Police	12
Kerrigan, Cathy	Police Clerk	Police	8
Lamarsh, Colleen	PT Staff	Library	12
Lewis, Gwen	PT Staff	Pool	7
Long, Chris	Sergeant	Police	12
Long, Steve	Officer	Police	13
Moorhouse, Drea	PT Staff	Pool	7
Penni, Darren	Code Enforcement	Public Works	7
Penni, Heather	Director	Finance	6
Petersen, Eric	Officer	Police	7
Satyna, Michelle	Asst Director	Library	12
Schiewe, Bill	PW Crew	Public Works	19
Scofienza, Maria	PT Staff	Library	5
Scott, Jennifer	Officer/Detective	Police	14
Seale, Devon	PT Staff	Library	5
Stahly, Joyce	Utility Billing	Finance	16
Stiglbauer, Keith	Water Plant Operator	Public Works	33
Stone, Ronda	Evidence Officer	Police	16
Triebwasser, Glenda	Director	Library	17
Welle, Dennis	PW Crew	Public Works	12
White, Gordon	Sergeant	Police	27
Widlits, Jill	PT Staff	Library	10



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
THROUGH: Mark J. Gervasi, City Manager
FROM: Sadie Cramer, City Recorder

DATE: January 23, 2013

SUBJECT: City Manager Criteria for Recruitment

ISSUES BEFORE THE COUNCIL:

The Council must approve hiring criteria/profile for the position of City Manager and determine an advertisement base before recruitment can take place.

Once the criteria/profile and advertising base are adopted the recruitment process can begin with the LOC.

RECOMMENDATION:

- Discuss and provide direction to staff for criteria/profile & advertising base
- Mayor will ask for public comment.
- Approve the discussed criteria/profile and advertisement base by motion.

EXECUTIVE SUMMARY:

On January 9, 2013 the Molalla City Council instructed staff to move forward on City Manger recruitment. In order to do so the above steps need to first be met before staff can move forward with the LOC. By approving these items in a public meeting it will allow both staff and the governing body too legally enter into special/executive sessions as necessary to execute this item.

FINANCIAL IMPLICATIONS:

Amount: Approx. \$8,000

Appropriated: Yes

Fund Source(s): General Fund -Contingency

City Manager Criteria

City of Molalla
Molalla, Oregon
2012

Education and Experience

Required Bachelor's degree in public administration, business administration, or related field, prefer Master's degree and at least five years experience as city manager or department head in a similar sized or larger community. Experience must demonstrate knowledge and experience in municipal engineering and public works; grants procurement and administration; economic development strategies and understanding of state laws, including municipal budget processes and contractual matters. Prior experience in the Pacific Northwest is also preferred. Knowledge and demonstrated experience in planning and land use laws desirable.

Skills and Past Performance

Administrative and Management Ability:

Must have demonstrated performance in personnel relations or matters for an entity having no less than 10 employees. Strong communication skills are a must, including ability to listen, communicate with various segments of the community and to develop good relations with the business community. Person must be willing to devote whatever time is necessary to achieve the goals and guidelines established by the Mayor and Council. Knowledge of organization of municipal departments and demonstrated leadership qualities are essential.

Budget and Finance:

Should demonstrate prior experience and knowledge of governmental principles, practices and laws in municipal budgets. With the City of Molalla annual budget is over 20 million dollars, it is essential candidate must have knowledge of cost savings measures, be frugal with expenditure of funds. Knowledge of developing funding resources (grant writing) is essential.

Labor Relations and Personnel:

Must have some knowledge of labor relations laws, with preferred demonstrated ability in collective bargaining processes. Demonstrated experience in the development of employment and union contracts. Strength and experience in personnel management relations is a requirement. Must demonstrate a personality in effective communication of city goals and needs to employees. Demonstrated leadership while encouraging a team-oriented atmosphere that would increase productivity among city employees.

Community Relations:

Candidate must have demonstrated background of involvement in community activities, with the emphasis to continue to build and strengthen partnerships. Prior demonstration in working with and understanding the needs of the business community is highly desirable. Candidate should be able to present a confident image of the city to the community, and in addition, provide a positive, productive attitude to the citizens of the community. Expectation is to maintain active and positive relationships within civil, business, county, state, and federal entities.

Council Relations Experience:

Ability and interest in taking time to work with the Council and Mayor of the city to keep them

City Manager Criteria

City of Molalla
Molalla, Oregon
2012

informed and explain technical processes. The candidate should be able to adequately inform the Council and Mayor on a regular basis so there are no surprises. Both written and oral communications is essential. Candidate must be open and honest with the Council and Mayor and be able to present all sides of an issue which affects the city. The individual must be able to carry out the intentions of the Council in a professional and enthusiastic manner.

Intergovernmental Relations:

Must be able to relate and to develop good working relationships with councils of city governments, county governments, schools and state and federal agencies. Candidate should have prior experience and demonstrate working with intergovernmental agencies and dealing with financial projects and grants. Must be able to use resources of other agencies to the community's benefit.

Innovations and major achievements:

Candidate must be able to manage a lean budget. Ability to seek out innovative ways to improve the community, and to be able to execute a change without hesitation for the enhancement of the city. Candidate must be able to set personal and employee goals, be creative and aggressive in seeking solutions to city problems. Individual must be able to seek and receive support and involvement from the Council, employees and community on various topics. Knowledge and ability to develop alternatives in the area of grants, economic development, including tourism development, is desirable.

(Other) City Resources:

Knowledge and experience in land use laws and principles. Familiarity with operation of public utilities and improvements, including water and sewer systems. Ability to deal with maintenance and project funding is desirable. Experience in contracting for services, contract laws and regulations desirable. Experience with urban renewal and economic development programs.

Profile of City of Molalla

Molalla is a rural community of 8,100 residents situated in the Willamette Valley of western Oregon, 30 miles southeast of Portland. The area was first inhabited by the Molalla Indians.

White settlers began to arrive in the mid-1800s, before Oregon became a state. Legend has it that the settlement of Molalla grew up around the crossing of two Indian trails--one running east-west, the other north-south, which is today the intersection of Molalla Avenue and Main Street.

Molalla was incorporated as a city on Aug. 23, 1913. That same year marked the arrival of the first steam train, connecting the city to Portland. The first Molalla Buckeroo Rodeo was staged in celebration of the event. The town's first bank opened for business and its first newspaper, *The Pioneer*, began publication. It has remained in continuous publication since that day.

Over the years, lumber production became the community's biggest commodity. Timber remained the mainstay of the community's economy until the 1980s. Two large mills still operate today, as do several small family owned mills. Dozens of nurseries in the area produce a

City Manager Criteria

City of Molalla
Molalla, Oregon
2012

wide variety of seedlings, shrubs and plants for worldwide distribution; vineyards and wineries contribute to the local economy. Christmas trees are a major export product.

In recent years, the city has succeeded in diversifying its economic base with new manufacturing and commercial investments. Tourism is playing an increasing role in the city's economy as well. Molalla's Buckaroo professional rodeo and Ross Coleman Invitational Professional Bull Riding event draws top-ranked cowboys and thousands of visitors annually.

Molalla is the gateway to the Molalla River Recreation Corridor, attracting thousands of visitors year-round for sightseeing, fishing, hunting, kayaking, rafting, swimming, picnicking, camping, hiking, mountain biking and horseback riding.

Form of Government

Molalla is a full-service city operating under the council-manager form of government. The Mayor and six Councilors serve as the City's policy-making and legislative body. The City Council also hears and decides land-use appeals and adopts the City's annual budget. The Mayor serves a two-year term; Councilors serve four-year terms. All are elected at-large.

The Council appoints and evaluates a professional city manager who serves as the executive head of city government, with responsibility for hiring, promoting, disciplining and firing city staff (except for the City Attorney and Municipal Judge); preparing and administering the annual budget; supervising the City's departments; advising the Council on policy issues and current developments; implementing Council decisions; and providing leadership to managers and staff in achieving Council goals and priorities.

The City Council meets on the second and fourth Wednesday of each month at the Molalla Adult Center. Council meetings are videotaped and replayed at various times during the week on Cable Channel 5.

The City has an annual budget of \$16 million and a workforce of 45 full-time employees. The city operates its own police department, a municipal court, water, wastewater and storm water utilities, street operations, planning department, a park system, an aquatic center, senior center and public library.

Population

The city's population has grown steadily. The 1960 census set the population at 1501 residents and by 1970 Molalla had grown to more than 2000 residents. The city's population has continued to grow each year. Currently the city's population is 8,110.

Significant Issues Facing the City of Molalla

- Long range planning
- Economic development
- Downtown revitalization
- Financial budgeting challenges

City Manager Criteria

City of Molalla
Molalla, Oregon
2012

- Street repair and improvements

Expectations of City Administrator Position, City of Molalla:

- Length of Commitment: 4+ years
- Residency – Not required, but highly desired become acclimated to the community. City Manager residency within 30 minutes of city within six months of hiring is required.
- Civic involvement – Active involvement is required.
- The City Manager position is viewed as critical to the the city's operations, having overall fiscal responsibility for an annual budget of \$16 million and effective management of staff (45 FTEs) through the department heads (Planning, Police, Public Works, Finance, Library, Aquatic Center, Adult Center, City Recorder). Must demonstrate skill and experience in a variety of subject areas, including grant writing, finance and budgeting, contract management, human resources and labor relations, records management and purchasing.

Community Composition:

Recreational opportunities abound in Molalla year-round. The community actively supports youth and eldership programs (i.e. Police Activity League (PAL), Communities that Care; Molalla Adult Center Programs; Parks/Recreation; Molalla River Corridor; Molalla Youth Sports; Library Programs; and Historical Society Events). Excellent school district and civic organizations within the community. More information on line at www.cityofmolalla.com.

General Information for Recruitment:

- Salary Range: \$80,000-\$94,000, DOQ, plus benefits
- Oregon Public Employee Retirement System
- Relocation expenses negotiable
- Travel expenses negotiable.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
THROUGH: Mark J. Gervasi, City Manager
FROM: Sadie Cramer, City Recorder

DATE: January 23, 2013

SUBJECT: Ordinance 2013-01: Repealing Ordinance 2010-11: Economic Improvement District

ISSUES BEFORE THE COUNCIL:

Repeal the EID.

RECOMMENDATION:

Legal's recommendation after their review is to repeal the EID and begin the process of forming a new EID to limit city liability.

EXECUTIVE SUMMARY:

- Legal Review took place between December 26th to December 31st, 2012
 - Reviewed by Chad Jacobs(*City Attorney*)
 - Repeal ordinance drafted by staff

City of Molalla

ORDINANCE NO. 2013-01

AN ORDINANCE REPEALING ORDINANCE 2010-11; RENEWING AN ECONOMIC IMPROVEMENT DISTRICT, MAKING ASSESSMENTS, AUTHORIZING THE COLLECTION OF SAID ASSESSMENTS, ASSESSING THE COSTS THEREOF AGAINST THE IDENTIFIED AND BENEFITED REAL PROPERTY, AND DIRECTING AN ENTRY OF SUCH ASSESSMENT IN THE DOCKET OF CITY LIENS.

WHEREAS, on January 9, 2013 after Council discussion the staffs and legal recommendation to repeal Ordinance 2010-11; and

WHEREAS, the governing body decided unanimously to repeal Ordinance 2010-11 based on the staff and legal recommendation; and

NOW THEREFORE, the City of Molalla Ordains as Follows:

Approved:

Debbie Rogge, Mayor

ATTEST this ____ day of _____ 2013.

Sadie Cramer, City Recorder



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
THROUGH: Mark J. Gervasi, City Manager
FROM: Sadie Cramer, City Recorder

DATE: January 23, 2013

SUBJECT: Resolution 2013-02 Repealing 2005-11: Setting the \$20.00 Fee from Business License as of June 30, 2013

ISSUES BEFORE THE COUNCIL:

This is a housekeeping item. On January 9, 2013 the Molalla City Council approved the repeal of Resolution 2005-11 as of June 30, 2013. The vote has been recorded however a resolution for auditing purposes is required. The resolution is before the governing body to approve.

BACKGROUND

Current standard for business license fiscal management: Annual Fee \$70.00, City retains \$50.00 and \$20.00 goes to the chamber. Prior to the resolution, the general fund contributed \$10,000 per year to the Chamber Administration. In 2005-2006 the Chamber partnered with the City on grant writing and events. At that time, due to services done by the Chamber on the City's behalf it was appropriate for a fiscal contribution.

Historically, the idea was to give the Chamber a percentage of the business licenses collected that maintain a City of Molalla store front location and a percentage to the planning department for the licenses issued to contractor. As the resolution is written it requires the full percentage to go to the chamber. The partnership between the two organizations no longer exists at a level to quantify a compensatory contribution given the current state of the city finances and ROI. The City of Molalla pro-rates the business license fee and the percentage allocated to the Chamber of Commerce as follows:

<u>Full Year</u>	<u>\$70.00 Fee</u>	<u>=</u>	<u>\$50.00 City - \$20.00 Chamber</u>
Issued after 04/01	\$52.50 Fee	=	\$37.50 City - \$15.00 Chamber
Issued after 07/01	\$35.00 Fee	=	\$25.00 City - \$10.00 Chamber
Issued after 10/01	\$17.50 Fee	=	\$12.50 City - \$ 5.00 Chamber

As a result of this resolution the City has contributed the following:

2009 \$7,290.00
2010 \$8,521.00
2011 \$6,440.00
2012 \$7,615.00
Total: \$29,866.00

Item tabled on December 12, 2012 to be discussed at the *January 9, 2013* meeting.

RECOMMENDATION/ACTION:

- Motion to approve resolution 2013-02 to affirm Council approval to repeal Reso# 2005-11 on *January 9, 2013*.

**A RESOLUTION REPEALING THE SET BUSINESS LICENSE FEE PORTION
ALLOTTED BY COUNCIL ON APRIL 27, 2005**

WHEREAS: On April 27, 2005 the Council approved Resolution 2005-11 to establish a fee in the amount of \$20.00 per business license on a pro-rated quarterly basis be contributed to the Molalla Area Chamber of Commerce; and

WHEREAS: On January 9, 2013 the Molalla City Council approved the repeal of Resolution 2005-11 as of June 30, 2013;

WHEREAS: As the Molalla Area Chamber of Commerce is an independent non-profit; and

WHEREAS: The Molalla Area Chamber of Commerce is not a City Department and due to the city's current financial condition; and

WHEREAS: Having the city Administer and enforce the resolution is negatively impacting the general fund in excess of \$6,000 minimally annually; and

WHEREAS: The fees and processing are posing an undue burden on City of Molalla and city staff.

NOW, THEREFORE, the City of Molalla ordains as follows: Resolution 2005-11 a resolution of the City Council of the City of Molalla setting the amount of the business license fee passed on April 27, 2005 be repealed as of June 30, 2013 as approved at the January 9, 2013 Council meeting of the governing body.

Adopted on this 23rd day of January, 2013.

Approved:

Debbie Rogge, Mayor

ATTEST this 23rd day of January, 2013.

Sadie Cramer, City Recorder



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
THROUGH: Mark J. Gervasi, City Manager
FROM: City Recorder, Sadie Cramer

DATE: January 23, 2013

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOLALLA, OREGON, CERTIFYING ELECTION RESULTS FOR THE NOVEMBER 6, 2012 GENERAL ELECTION - ANNEXATION**

ISSUES BEFORE THE COUNCIL: Section 2 of the Charter requires the certified elections results be provided to the Council at the first Council meeting and after the results are certified by the county clerk. This item was not included in the January 9, 2013 due to staff error.

STAFF RECOMMENDATION: *Approve attached Resolution.*

EXECUTIVE SUMMARY: This is an annual “house-keeping” item to comply with the City of Molalla Charter requirement as stated in 2.02.190 (E).

FINANCIAL IMPLICATIONS: N/A

RESOLUTION 2013-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOLALLA,
OREGON, CERTIFYING ELECTION RESULTS FOR THE NOVEMBER 6, 2012
GENERAL ELECTION FOR ANNEXATION**

WHEREAS, Section 2 of the Charter requires the certified elections results be provided to the Council at the first Council meeting and after the results are certified by the county clerk; and

WHEREAS, that the election results from the November 6, 2012 General Election have been certified by the Office of the Clackamas County Clerk Sherry Hall; and

WHEREAS, the certified annexation results were not included in the first meeting of the City Council; and

THEREFORE, it is hereby resolved by the City Council of the City of Molalla, Clackamas County, Oregon that:

Section 1: The certified election results, attached hereto as Exhibit A and incorporated herein, are hereby made a part of the record of the proceedings of the City Council.

Section 2: This resolution is effective immediately upon adoption.

Introduced and adopted by the City Council of the City of Molalla, Oregon on January 23, 2013.

Mayor Debbie Rogge

ATTEST this 9th day of January 2013:

Sadie Cramer, City Recorder

Clackamas County, Oregon — General Election — November 06, 2012

Canvass Report — Total Voters — Official

3-415 City of Molalla: Authorization to approve Annexation of 4.640 Acres into City

CELESTINE COUNTY CLERK

Shirley Hill

Precinct	Blank Ballots Cast	Over Votes	Under Votes	Total Ballots Cast	Registered Voters	Percent Turnout	YES	NO	Totals
	0	0	211	2,898	3,742	77.45%	1,818	869	2,687

111	0	0	211	2,898	3,742	77.45%	1,818	869	2,687
Totals:	0	0	211	2,898	3,742	77.45%	1,818	869	2,687

Memorandum



To: Mayor and City Council
From: Mark Gervasi, Interim CM
Date: 1/18/2013
Re: Interim CM Report projects in progress

Current items I am working on:

1. We should have the PGE franchise agreement ready for council approval by the February 13th City Council meeting.
2. Annexation Ordinance to be presented to the Planning Commission at their meeting on February 26 and then for Council approval at one of the City Council meetings in March. Either March 13 or 27th.
3. Working with staff and the City Attorney, Chad Jacobs, in reviewing the proposed contract between City and MCC for IT services. I want to have this contract to Council for their approval hopefully by the February 13th Council meeting.
4. Adult Center - Staff is working with the County on a transition plan regarding the provision of services for the Center. More later on this.
5. Clackamas County Building Codes Division have said they would like to discuss performing building plans review and inspection services for the City. PW Director Howatt and I are going to meet with them to get the particulars on the services they can provide to the City. More on this later.

Please feel free to contact me if you have questions on these items or any other city business you'd like to talk about.

Planning activities week of January 14, 2013:

9 telephone calls, various questions

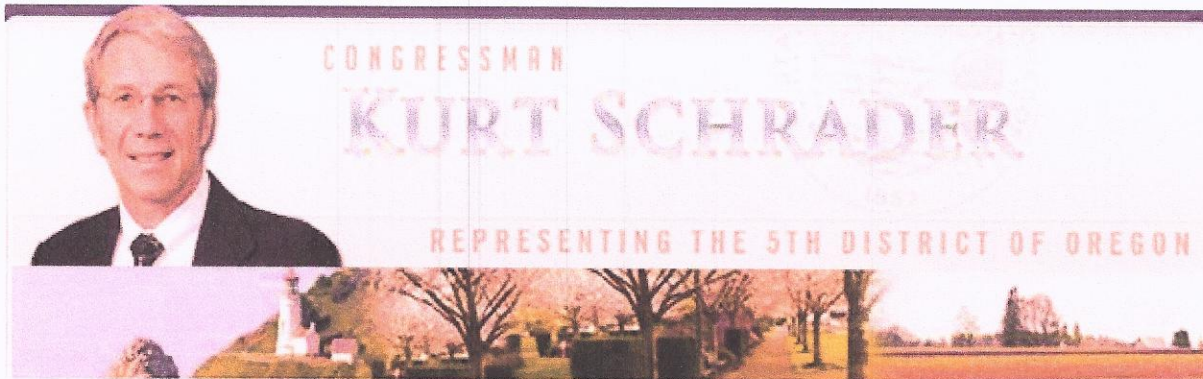
2 counter contacts

SIX (6) new single-family residences in Lexington Estates – building permits

Sadie Cramer

To: Mark Gervasi
Subject: RE: Congressman Kurt Schrader Town Halls

Subject: Congressman Kurt Schrader Town Halls



Congressman Kurt Schrader will be holding town hall meetings in Milwaukie and Salem on Tuesday, January 29th and Wednesday, January 30th. With the ongoing fiscal crisis, Congressman Schrader will discuss the need for Congress to pass a big, bold deficit reduction and jobs package that puts everything on the table -- including spending cuts and tax and entitlement reforms -- and gets America's economy humming again.

Milwaukie Town Hall Meeting

Date: Tuesday, January 29th Time: 6:00 p.m. to 7:00 p.m.

Location: Milwaukie Center 5440 SE Kellogg Avenue Milwaukie 97222

Salem Town Hall Meeting

Date: Wednesday, January 30th Time: 6:00 p.m. to 7:00 p.m.

Location: Salem Library, Loucks Auditorium 585 Liberty Street SE Salem 97301