



REVISED

Molalla City Council – SPECIAL Meeting Agenda

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

November 18, 2015

Business meeting will begin at 7:00PM. The Council has adopted Public Participation Rules. Public comment cards are available at the entry desk. Request to speak must be turned into to the Mayor prior to the start of the regular Council meeting.

Executive Session : NONE

1. CALL TO ORDER – SPECIAL MEETING

- A. Call the meeting to order
- B. Flag Salute and Roll Call

2. COMMUNICATIONS AND PUBLIC COMMENT

- A. Minutes:

3. AWARDS, RECOGNITIONS & PRESENTATIONS

4. PROCLAMATIONS

5. PUBLIC HEARINGS

6. NEW BUSINESS

- A. Item Exceeding \$10,000 – Penni/Cramer
- B. Council President Appointment – Rogge
- C. Authorize City Manager to sign final agreement with Molalla River School Dist. Regarding the Aquatic Center. – Cramer/Penni

7. CONTINUING BUSINESS

8. RESOLUTION

- A. 2015-12: Increasing Fees For The City Of Molalla Utility Billing
- B. 2015-13: Establishing Sanitary Sewer Rates And Annual Inflation Adjustments Thereafter As Provided By Molalla Municipal Code Chapter 13.08

9. ORDINANCES

10. REPORTS AND ANNOUNCEMENTS

- A. City Manager/Staff Reports –

11. EXECUTIVE SESSIONS

12. ADJOURNMENT

City Of Molalla

City Council Meeting

Agenda Category: New Business

Subject: Authorize City Manager to Sign Agreement – City Hall Design Services

Staff Recommendation: Discussion and approval

Date of Meeting to be Presented: November 18, 2015

Fiscal Impact: Not to exceed \$20,000.00.

Background: Staff has asked Project Delivery Group to assist the City of Molalla with the development of a master plan for the City Hall / Police department office spaces for safety improvements as well as improve office functionality and flow. We have found that convenience for the public, staff safety concerns and functional space are challenges on a daily basis. The goal is to provide plans, specifications, estimates, and construction oversight (as needed).

The project will be broken into four (4) tasks with an estimated completion date of March 2016:

- Task #1 Project Management (Meeting, On-site analysis)
- Task #2 Existing Condition Plan (Create as-built drawings of existing building)
- Task #3 Office Space Planning and Layout
- Task #4 Renovation Master Plan

This item is identified in the 2015-2016 Budget as

RESOLUTION 2015-12

A RESOLUTION INCREASING FEES FOR THE CITY OF MOLALLA UTILITY BILLING

The City Council of Molalla finds that:

WHEREAS, the Molalla Municipal Code specifies that the City Council shall establish fees for city services and programs by resolution; and

WHEREAS, the Oregon Administrative Rules states that fees may be charged to reimburse the public entity of incurred expenses by furnishing administrative services; and

WHEREAS, after administrative review the City of Molalla Utility Billing program the fees for accounts in a delinquent status need to be increased to offset the costs for the additional management of these accounts; and

WHEREAS, for administrative efficiencies the fees is to be imposed by the City of Molalla Utility Billing are:

- Late Fee \$10.00 (defined as all accounts with a balance of greater than \$5.00 on the first business day after the 20th of a given month)
- Termination Notice \$25.00 (notice sent out to customers 60 days or greater past due notifying them of shut off potential 20 calendar days before actual service termination)
- Shut Off Fee \$50.00 (fee for water service that has been terminated for failure to respond to the termination notice and then restored after payment)

Now, therefore, based upon the above findings, be it resolved by the City Council of the City of Molalla, the fees listed for City Hall, City of Molalla, are hereby established as listed effective this 28th day of October, 2015.

Mayor Rogge

ATTEST this 28th day of October, 2015:

Sadie Cramer
City Recorder

RESOLUTION No. 2015 - 13

A RESOLUTION OF THE CITY OF MOLALLA, OREGON ESTABLISHING SANITARY SEWER RATES AND ANNUAL INFLATION ADJUSTMENTS THEREAFTER AS PROVIDED BY MOLALLA MUNICIPAL CODE CHAPTER 13.08

WHEREAS, The Molalla Municipal Code Section 13.08.370 provides that fees for sanitary sewer service be established by resolution of the City Council; and

WHEREAS, the City desires to regularly review the costs of operating, maintaining and improving the sanitary system; and

WHEREAS, the City has previously established via Resolution No. 2006-10, a schedule of future sewer rate increases that began on October 1, 2006; and

WHEREAS, the City has caused to be prepared a fee rate study which has identified sanitary sewer system costs, rate structure alternatives and equitable cost recovery methods; and

WHEREAS, the City intends to complete a 5 year sanitary sewer capital improvement plan and rate study and revise the fees based on the updated plan by July 1, 2016; and

WHEREAS, the City desires to establish within its sanitary sewer rate structure both incentives for water conservation and the ability for the City to recover the costs of providing sanitary services: and

WHEREAS, sanitary sewer rates were not adjusted annually based on the Bureau of Labor Statistics Portland-Salem for All Urban Consumers (CPI-U) since the initial increase in 2006; and

WHEREAS, the City desires to establish within its sanitary sewer rate structure an annual increase to address inflation, service provision and maintenance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Molalla as follows:

Section 1. Resolution No. 2006-10 is repealed upon the effective date of this Resolution.

Section 2. The fixed fee shall be based on a rate per equivalent dwelling unit (EDU) per month. The variable fee shall be based on the per hundred cubic feet (Ccf) of winter average water consumption. Sanitary Sewer Rates and Fees are established:

**Rate Schedule – Sanitary Sewer
(All Residential, Commercial, and Industrial inside the City)**

All Classes	Rate	Use Charge (per 100 cubic feet)
Equivalent Dwelling Unit	\$31.39	\$3.10

Rates for all services outside of the City limits shall be 150% of the rate schedule shown above.

Section 3. Annual inflationary adjustments for all sanitary sewer users shall be effective automatically each year on July 1 based on the published values by the Bureau of Labor Statistics Portland-Salem for All Urban Consumers (CPI-U).

Section 4. This Resolution is and shall be effective January 1, 2016 and all rates and charges established herein for sanitary sewer customers shall go into effect as of such date.

Duly adopted by Molalla City Council the _____ day of _____, 2015.

Mayor, Debbie Rogge

ATTEST the _____ day of _____, 2015

City Recorder, Sadie Cramer