



Molalla City Council –Meeting Agenda
Meeting located at: Molalla Adult Center
315 Kennel Ave, Molalla, OR 97038

January 27, 2016

Work Session at 6:30pm

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 – 1,071st Regular Meeting

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

2. COMMUNICATIONS AND PUBLIC COMMENT

- A. Council Minutes – January 13, 2016

3. AWARDS, RECOGNITIONS & PRESENTATIONS

- A. DLCD Presentation – Nicolas Lennartz, Community Planner
- B. Presentation by Councilor Griswold

4. PROCLAMATIONS

5. PUBLIC HEARINGS

- A. Supplemental Budget
(Legal Notice posted on website January 20, 2016 and in Oregonian Edition 01/22/16)

6. NEW BUSINESS

- A. Quarterly Financials - Penni
- B. Warrant Register - Penni
- C. 2015 System Development Report –Penni

7. CONTINUING BUSINESS

8. ORDINANCES

- A. 2016-01: An Ordinance Amending Articles 1, 5, 9 of Municipal Code 13.08 – Jen Cline
(First reading needed)

9. RESOLUTION

- A. 2016-03: A Resolution Setting the Violation Amount in Section 13.08.0650 from \$500 to \$1000.
(In conjunction with ORD 2016-01 presented tonight)
- B. 2016-04: A Resolution Amending Resolution 2015-08, Adopting a Supplemental Budget and making Supplemental Appropriations
- C. 2016-05: A Resolution Making Transfers Within the General Ledger for the City of Molalla



RESOLUTIONS - Continued

D. 2016-06: A Resolution to Close the Aquatic Center Fund

10. REPORTS AND ANNOUNCEMENTS

A. City Manager/Staff Reports – Dan Huff

- Budget Season is Approching

11. EXECUTIVE SESSIONS

12. ADJOURNMENT

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ATTENDANCE: Mayor Rogge, Present; Councilor Pottle, Present; Councilor Thompson, Present; Councilor Griswold, Present; Councilor Riggs, Present. Councilor Clark, Present.

STAFF IN ATTENDANCE: City Manager Dan Huff, Present; City Recorder Sadie Cramer, Present; Public Works Director Jennifer Cline, Present; Library Director Diana Hadley, Present.

COMMUNICATIONS AND PUBLIC COMMENT

- A. Council Minutes – Councilor Pottle motions to accept minutes as presented; Councilor Griswold seconded. Motion passed; 6-0.

NEW BUSINESS

A. Council President Nominations – Mayor

Councilor Clark motions to nominate Councilor Thompson as Council President for 2016; Councilor Pottle seconded. No other motions presented. Motion passed 5-1 with Councilor Griswold as Nay.

B. SDC Fee Amendment Discussion – Huff/Cline

PWD Cline states that upon review last year, they knew their SDC figures had some troubles. Upon review with City Engineer Gerald Fisher of Project Delivery Group, they determined their methodologies and calculations were off. They want to look into adding a SDC for transportation, but are only focusing on fixing the existing figures at this time. Cline said that Fisher provided an in-depth report of his findings that was given to Council prior. Upon questioning by the Council, Fisher says that the difference in calculations is \$2,000 in favor of the land-owner.

CM Huff adds that they are looking at periodically reviewing the figures to make sure they are performing as desired on a regular basis.

C. Library Board Appointments for Sandy Nelson and Kelly Andrews

No discussion. Councilor Pottle motions to approve both appointments; Councilor Griswold seconded. Motion passed 6-0.

D. Library Strategic Plan – Discussion

Sandy Nelsen states that they last reviewed their Library Strategic Plan in 2010 and it requires review every 5 years. Says that the plan this time around is basically an overview of long-term goals. LBD Hadley states that they use the Oregon Library Association's standards and guidelines which were revised in 2014/15, and those revisions were utilized in the Library Board's Strategic Plan this year.

Councilor Clark motions to approve the Library Strategic Plan; Councilor Pottle seconded. Motion passed 6-0.

E. Authorization of Purchase Over \$10,000 – Cline/Huff

PWD Cline states that the city shops is currently the only public works facility that does not have an automated security gate. The existing security gate located at the Public Work Shops is a manual swing gate with dead bolt lock and chain. This gate poses both access and security issues for the Public Works Crew and Police Department when accessing the grounds after hours. Public Works would like to propose

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replacing the existing swing gate with a new cantilever slide gate and security key pad for after-hours access. This would provide better security for the grounds and improve safety for anyone accessing after-hours. The gate can easily be closed once entered and prevent others from following.

The following 3 comparable quotes were received to install a new security gate:

- ☐ RB Steel Co. – Estimated \$10,960
- ☐ Metro Access Control – Estimated \$12,590
- ☐ Superior Fence (Verbal Quote Only) – Estimated approx. \$25,000

Public Works recommends the RB Steel Co. proposal & contract for approval by council. Councilor Clark motions to approve the purchase for up to \$15,000; Councilor Thompson seconded. Motion passed 6-0.

ORDINANCES

A. 2015-07: An Ordinance Amending The Molalla Land Use And Development Code To Impose Reasonable Regulations On Marijuana Facilities In The City And Declaring An Emergency – Huff

Councilor Thompson motions to have a second reading, by title only, on ORD 2015-07; Councilor Clark seconded. Motion passed 5-1; with Councilor Griswold as Nay.

Councilor Thompson motions to adopt ORD 2015-07; Councilor Clark seconded. All in favor 5, with 1 opposition from Councilor Griswold.

B. 2016-01: An Ordinance Amending Articles 1, 5, 9 Of Municipal Code 13.08

PWD Cline states as part of the process of moving forward with their NPEDS permit, they need to do an Industrial User Survey. To do this, they need to go out to all industrial/commercial properties and have them fill out a survey within a given amount of time, so that we can turn in results to DEQ. Areas in the Ordinance need to be amended allowing them to establish a required regulation for this process and be able to impose a penalty if they fail to comply.

Discussion ensues about the clarity of the amendments and it is determined that it needs to be more specific for the purpose PWD Cline needs. Bring back 01/27/2016.

RESOLUTIONS

A. 2015-12: Increasing Fees For The City Of Molalla Utility Billings - Huff

CM Huff says the resolution has been brought back with no change to the late fee, it will remain at \$5.00. Termination notice fee will increase to \$25.00, the late fee will increase to \$50.00.

Councilor Thompson motions to adopt Resolution 2015-12; Councilor Riggs seconded. All in favor 5; with 1 opposition from Councilor Griswold.

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B. 2016-01: A Resolution Appointing Dan Huff As Budget Officer

Councilor Thompson motions to adopt Resolution 2016-01; Councilor Pottle seconded. All in favor 6-0.

C. 2016-02: A Resolution Making Transfers Within The General Ledger For The City Of Molalla – Penni

Councilor Pottle motions to adopt Resolution 2016-02; Councilor Griswold seconded. All in favor 6-0.

D. 2016-03: A Resolution Setting The Violation Amount In Section 13.08.0650 From \$500 To \$1000. (In conjunction with ORD 2016-01 presented tonight)

Will bring back for consideration on 01/27/2016.

REPORTS AND ANNOUNCEMENTS

CM Huff –

- Supplemental Budget will be needed and brought to Council in January/February 2016 – will email to Council the next day to allow for review and/or questions.
- Industrial Survey for NPEDS (National Pollution Discharge Elimination System) Permit – will discuss 01/27/2016
- A Resolution Updating Fee Schedule for the City of Molalla is in works.
- Molalla Avenue Improvements Urban Renewal Project No. 16-01
- Geo Caching Challenge for Tourism Completed – 300 coins created, 285 given out with 196 of those visitors coming from over 50 miles away. Visitors had to visit 13 different locations within our downtown area to receive a coin. Clackamas County Tourism considers this a great success as the goal is to create tourism opportunities to attract visitors from over 50 miles away. 66% of visitors were from over 50 miles away, with China and the Netherlands being amongst the farthest. Each Councilor was given a coin to commemorate a noteworthy achievement.

LBD Hadley says that there are several events/activities happening this month for people of all ages at the library. Check out the website and like their Facebook page to get all details.

Councilor Thompson attended the C4 meeting last week, presented a few projects that were submitted for STIP funding. The projects consisted of ditch fill and sidewalks for Hwy 211 from Ona Way to Kennel Ave, and ditch fill, sidewalks and covered drainage for Hwy 213 from Toliver to Safeway. Received favorable remarks from superiors in support of the projects.

Mayor Rogge states that as part of Molalla Disaster Preparedness they were working on a grant to obtain a utility trailer for storage needs. After discussion with PWD Cline and Clackamas County, Rogge determined that a utility trailer would deteriorate faster than it would be used and therefore pulled the grant application. An alternate solution discussed was to put a POD out at the city shops for storage of necessary emergency supplies. It was also determined that the faith-based community needed to be more proactive with the 6 locations each providing a space where supplies may be stored.

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Friday a representative from the Red Cross will come out to help evaluate another church and teach Molalla how to do evaluations themselves instead of having to rely on the Red Cross as their sources are increasingly limited with recent weather events.

PWD Cline says that she attended a meeting at Clackamas County consisting of several members of the county creating a Debris Management Plan. This would be a way to manage excessive debris created by weather events or natural disasters that might block roadways or other access within the city. At this time they are looking at designating areas in city parks as a temporary place to store debris, Bohlander Field being one of them. Looking at the process of what needs to be done to obtain FEMA funds. The plan is not yet finalized and is still in discussions.

ADJOURNMENT

Councilor Pottle motions to adjourn the meeting; Councilor Griswold seconded. Motion carried 6-0.

City Of Molalla

City Council Meeting

Agenda Category: Public Hearing

Subject: SUPPLEMENTAL BUDGET FY 2015/2016

Staff Recommendation: Hold a public hearing to take public testimony regarding the proposed supplemental budget. Engage in discussions and make recommendations to staff

Date of Meeting to be Presented: January 27, 2016

Fiscal Impact: Appropriations defined within specific categories.

Background: On June 10, 2015 the Molalla City Council adopted the budget for fiscal year 2015/2016 with resolution #2015-08.

Since that time, an occurrence or condition that was not ascertained when preparing the original budget for the current year and will require a change in financial planning presents now.

After the public hearing, staff will make adjustments to the proposed supplemental budget as directed and prepare a resolution to amend resolution #2015-08 to adopt new appropriations.

In addition, two other resolutions will be presented:

1. A resolution to make the transfers as approved by the supplemental budget;
2. a resolution to close the aquatic center fund.



Office of Financial Management
117 N Molalla Avenue
PO Box 248
Molalla, Oregon 97038
Phone: (503) 829-6855
finance@cityofmolalla.com

January 20, 2015

To: Molalla City Council
From: Heather Penni, Finance Director

RE: Supplemental budget for FY 2015/2016

Please find through this document a discussion by fund and excel spreadsheets of the proposed changes. The valuations entered on the left side of the spreadsheets are the FY 2013/2014 and FY 2014/2015 actual calculations. These are followed by the resource or requirement general ledger line item title. The right side of the spreadsheets shows three important categories; first, the budget for 2015/2016 is the approved and adopted budget; second, the column with values in blue is the proposed changes to the adopted budget entries; third and last column on the right will be the new budget allocation if the supplemental budget is approved.

If the fund is not presented there is no change from the original adopted budget. The full supplemental budget document may be viewed at the Molalla City Hall. Finance is proposing the following changes:

GENERAL FUND

The general fund has three areas impacted by the supplemental budget:

1. The GIS Mapping Technician was originally budgeted and funded through the public works funds. A restructure of this positions job duties now involves assistance to the Urban Planner position and code enforcement complaint enforcement requiring the supervision to be under the Urban Planner in the OGM. A new personnel service line item for the GIS position as well as additions to the FICA and Insurance are needed. The PERS and SAIF calculations are still within margins.
2. The Molalla City Council and the Molalla River School District reached a mutual agreement for the release of the City of Molalla from a 50 year operations lease for the aquatic center. This contract buyout was unknown at budget time. At budget time the committee deliberated a \$20,000.00 transfer for mechanical integrity operations. That transfer needs to be increased by \$325,000 to \$345,000.00. Upon completion of the supplemental budget and transfer by resolution the aquatic center fund will be closed.
3. The sewer fund is recovering from the Bear Creek litigation as well as performing needed projects and maintenance. The sewer rates were adjusted for the first time in many years but it will not be enough to keep the fund in the black. The general fund will need to transfer \$200,000.00 into to sewer fund to assist in the debt service funding and the continued projects at the plant.

These three issues will require the Contingency fund of \$150,000.00 and the City Hall/PD Construction reserve of \$400,000.00 to be fully exhausted. In addition, the capital improvement/outlay line item will be reduced from \$250,000.00 to \$220,000.00. The \$580,000.00 in reductions will be absorbed by \$55,000.00 increase into OGM personnel service and \$525,000.00 increase into transfers.

Actual 2013-2014	Actual 2014-2015	GENERAL FUND SUMMARY Description of Resources and Requirements	Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
\$ 166,184.83	\$ 788,595.04	BEGINNING FUND BALANCE	\$ 885,000.00	\$ -	\$ 885,000.00
\$2,401,713.98	\$2,537,724.70	CURRENT YEAR PROPERTY TAX	\$ 2,700,000.00	\$ -	\$ 2,700,000.00
\$ 145,822.99	\$ 159,621.62	FEDERAL, STATE, GRANT, DONATION	\$ 160,000.00	\$ -	\$ 160,000.00
\$1,020,482.93	\$ 913,092.14	FEES, LICENSES, PERMITS, FINES	\$ 900,160.00	\$ -	\$ 900,160.00
\$ 50,904.58	\$ 50,045.48	OTHER RESOURCES	\$ 52,500.00	\$ -	\$ 52,500.00
\$3,785,109.31	\$4,449,078.98	TOTAL RESOURCES	\$ 4,697,660.00	\$ -	\$ 4,697,660.00
REQUIREMENTS					
\$ 383,544.48	\$ 442,744.37	PERSONNEL SERVICE - OGM	\$ 517,500.00	\$ 55,000.00	\$ 572,500.00
\$1,552,344.29	\$1,604,913.83	PERSONNEL SERVICE - POLICE	\$ 1,789,750.00	\$ -	\$ 1,789,750.00
\$ 111,762.90	\$ 136,663.59	PERSONNEL SERVICE - COURT	\$ 141,650.00	\$ -	\$ 141,650.00
\$ -	\$ -	PERSONNEL SERVICE - PLANNING	\$ -	\$ -	\$ -
\$ 281,856.76	\$ 295,148.76	MATERIALS & SERVICES - OGM	\$ 323,800.00	\$ -	\$ 323,800.00
\$ 388,606.89	\$ 365,068.98	MATERIALS & SERVICES - POLICE	\$ 488,250.00	\$ -	\$ 488,250.00
\$ 78,066.11	\$ 69,111.84	MATERIALS & SERVICE - COURT	\$ 93,200.00	\$ -	\$ 93,200.00
\$ 49,335.30	\$ 30,790.61	MATERIALS & SERVICE - PLANNING	\$ -	\$ -	\$ -
\$ 8,997.54	\$ 12,130.82	CAPITAL OUTLAY - OGM	\$ 250,000.00	\$ (30,000.00)	\$ 220,000.00
\$ 2,000.00	\$ 53,446.50	CAPITAL OUTLAY - POLICE	\$ 55,000.00	\$ -	\$ 55,000.00
\$ 140,000.00	\$ 487,500.00	TRANSFERS - OGM	\$ 20,000.00	\$ 525,000.00	\$ 545,000.00
\$ -	\$ -	TRANSFERS - PLANNING	\$ -	\$ -	\$ -
\$ -	\$ -	CONTINGENCY	\$ 150,000.00	\$ (150,000.00)	\$ -
\$ -	\$ -	RESERVE - POLICE/CITY HALL CONST.	\$ 400,000.00	\$ (400,000.00)	\$ -
\$ -	\$ -	UNAPPROPRIATED ENDING BALANCE/AJE	\$ 468,510.00	\$ -	\$ 468,510.00
\$2,996,514.27	\$3,497,519.30	TOTAL RESOURCES	\$ 4,697,660.00	\$ -	\$ 4,697,660.00
\$ 788,595.04	\$ 951,559.68	NET RESOURCES OVER EXPENDITURES	\$ -	\$ -	\$ -

Actual 2013-2014	Actual 2014-2015	OFFICE OF GOVERNANCE & MGMT Description of Resources and Requirements	Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
PERSONNEL SERVICES					
\$ 533.45	\$ 2,183.46	101-102-5-10-0200 PERS	\$ 44,000.00	\$ -	\$ 44,000.00
\$ 13.66	\$ (729.54)	101-102-5-10-0300 SAIF	\$ 500.00	\$ -	\$ 500.00
\$ 23,335.90	\$ 26,411.22	101-102-5-10-0400 FICA	\$ 27,000.00	\$ 9,000.00	\$ 36,000.00
\$ 64,508.88	\$ 69,639.33	101-102-5-10-0600 INSURANCE	\$ 68,500.00	\$ 6,000.00	\$ 74,500.00
\$ 448.90	\$ -	101-102-5-10-0700 UNEMPLOYMENT LIABILITY	\$ 10,000.00	\$ -	\$ 10,000.00
\$ 93,245.78	\$ 98,693.52	101-102-5-10-2100 CITY MANAGER	\$ 105,000.00	\$ -	\$ 105,000.00
\$ -	\$ 43,153.74	101-102-5-10-3100 URBAN PLANNER/ECONOMIC DEVELOPMENT	\$ 65,000.00	\$ -	\$ 65,000.00
\$ -	\$ -	101-102-5-10-3200 GIS MAPPING/CODE DEVELOPMENT	\$ -	\$ 40,000.00	\$ 40,000.00
\$ 24,989.64	\$ 23,313.44	101-102-5-10-5100 ASSISTANT TO CITY RECORDER	\$ 13,750.00	\$ -	\$ 13,750.00
\$ 77,120.01	\$ 80,275.84	101-102-5-10-7100 FINANCE DIRECTOR	\$ 85,000.00	\$ -	\$ 85,000.00
\$ 75,958.62	\$ 76,490.08	101-102-5-10-7300 ASST CM / CITY RECORDER	\$ 85,000.00	\$ -	\$ 85,000.00
\$ 23,389.64	\$ 23,313.28	101-102-5-10-7450 ASST. FINANCE DIRECTOR	\$ 13,750.00	\$ -	\$ 13,750.00
\$ 383,544.48	\$ 442,744.37	TOTAL PERSONNEL SERVICE	\$ 517,500.00	\$ 55,000.00	\$ 572,500.00
CAPITAL IMPROVEMENTS					
\$ 8,997.54	\$ 12,130.82	101-102-5-40-1000 CAPITAL IMPROVEMENTS	\$ 250,000.00	\$ (30,000.00)	\$ 220,000.00
\$ 8,997.54	\$ 12,130.82	TOTAL CAPITAL IMPROVEMENTS	\$ 250,000.00	\$ (30,000.00)	\$ 220,000.00
TRANSFERS					
\$ -	\$ 400,000.00	101-102-5-60-5600 TRANSFER TO SEWER FUND	\$ -	\$ 200,000.00	\$ 200,000.00
\$ 15,000.00	\$ -	101-102-5-60-5400 TRANSFER TO GRANT FUND	\$ -	\$ -	\$ -
\$ 125,000.00	\$ 87,500.00	101-102-5-60-9500 TRANSFER TO PARKS & REC	\$ 20,000.00	\$ 325,000.00	\$ 345,000.00
\$ 140,000.00	\$ 487,500.00	TOTAL TRANSFERS	\$ 20,000.00	\$ 525,000.00	\$ 545,000.00

PUBLIC WORKS – PROPRIETARY FUNDS

SEWER FUND

The sewer fund continues below state budgetary recommended reserve minimums. Professional services, chemicals, and capital projects exceed the budget but are mandatory to retain compliance with the consent decree and DEQ.

1. Revenue

- a. The beginning fund balance was budgeted for \$416,675.00. The actual beginning fund balance was \$403,415.04. Revenue decrease of \$13,259.96
- b. Transfer In from the General Fund was budgeted with a zero revenue projection, professional services fees and operations require a transfer to remain within appropriation.
- Total revenue recognized in the Sewer Fund is \$186,740.04 to be allocated to:
 1. Power - \$10,000.00 increase to \$160,000.00
 2. O&M - \$20,000.00 increase to \$100,000.00
 3. Professional Service - \$111,740.04 increase to \$186,740.04
 4. Vehicle Repair - \$5,000.00 increase to \$7,500.00
 5. Cost Allocation Plan - \$40,000.00 increase to \$150,000.00

2. Contingency Allocation

- a. Reduction of the \$100,000.00 contingency to \$0.00
- The \$100,000.00 contingency will be allocated to:
 1. Professional Services - \$100,000.00 increase to \$286,740.04

Actual 2013-2014	Actual 2014-2015	SEWER FUND SUMMARY Description of Resources and Requirements	Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
\$ 610,102.77	\$ 624,851.82	BEGINNING BALANCE	\$ 416,675.00	\$ (13,259.96)	\$ 403,415.04
\$1,563,923.60	\$1,624,714.28	FEES, LICENSES, PERMITS, FINES	\$ 1,602,000.00	\$ -	\$ 1,602,000.00
\$ -	\$ -	TRANSFERS IN	\$ -	\$ 200,000.00	\$ 200,000.00
\$ 2,075.00	\$ 4,881.72	OTHER RESOURCES	\$ 2,500.00	\$ -	\$ 2,500.00
\$2,176,101.37	\$2,254,447.82	TOTAL RESOURCES	\$ 2,021,175.00	\$ 186,740.04	\$ 2,207,915.04
REQUIREMENTS					
\$ -	\$ -	PERSONNEL SERVICE	\$ 482,330.00	\$ -	\$ 482,330.00
\$1,037,389.49	\$1,813,261.04	MATERIALS & SERVICES	\$ 888,850.00	\$ 286,740.04	\$ 1,175,590.04
\$ 4,033.00	\$ 74,798.92	CAPITAL IMPROVEMENTS	\$ 160,500.00	\$ -	\$ 160,500.00
\$ 425,500.00	\$ 204,738.00	TRANSFERS	\$ 315,928.56	\$ -	\$ 315,928.56
		CONTINGENCY	\$ 100,000.00	\$ (100,000.00)	\$ -
\$ -	\$ -	UNAPPROPRIATED ENDING BALANCE	\$ 73,566.44	\$ -	\$ 73,566.44
\$1,466,922.49	\$2,092,797.96	TOTAL REQUIREMENTS	\$ 2,021,175.00	\$ 186,740.04	\$ 2,207,915.04
\$ 709,178.88	\$ 161,649.86	NET RESOURCES OVER REQUIREMENTS	\$ -	\$ -	\$ -

Actual 2013-2014	Actual 2014-2015		SEWER FUND Description of Resources and Requirements	Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
<u>SEWER RESOURCES</u>						
\$ 610,102.77	\$ 624,851.82	105-501-3-01-0101	BEGINNING FUND BALANCE	\$ 416,675.00	\$ (13,259.96)	\$ 403,415.04
\$ 2,075.00	\$ 4,881.72	105-501-3-60-0300	MISCELLANEOUS	\$ 2,500.00	\$ -	\$ 2,500.00
\$1,548,923.60	\$1,600,714.28	105-501-3-60-1100	MONTHLY USER FEE	\$ 1,575,000.00	\$ -	\$ 1,575,000.00
\$ 15,000.00	\$ 24,000.00	105-501-3-60-1120	SERVICE CONNECTIONS	\$ 27,000.00	\$ -	\$ 27,000.00
\$ -	\$ -		TRANSFER FROM GENERAL FUND	\$ -	\$ 200,000.00	\$ 200,000.00
\$2,176,101.37	\$2,254,447.82		TOTAL RESOURCES	\$ 2,021,175.00	\$ 186,740.04	\$ 2,207,915.04
<u>MATERIALS & SERVICES</u>						
\$ 148,575.28	\$ 140,307.38	105-501-5-20-0100	POWER	\$ 150,000.00	\$ 10,000.00	\$ 160,000.00
\$ 3,963.97	\$ 7,491.00	105-501-5-20-0200	PHONE	\$ 7,500.00	\$ -	\$ 7,500.00
\$ 1,688.56	\$ 1,668.05	105-501-5-20-0300	NATURAL GAS	\$ 2,000.00	\$ -	\$ 2,000.00
\$ 63,746.04	\$ 94,692.62	105-501-5-20-0400	OPERATIONS & MAINTENANCE	\$ 80,000.00	\$ 20,000.00	\$ 100,000.00
\$ 9,191.47	\$ 16,542.66	105-501-5-20-0500	BUILDING MAINTENANCE	\$ 10,000.00	\$ -	\$ 10,000.00
\$ -	\$ -	105-501-5-20-0600	TRANING & CONF. TRAVEL	\$ 4,000.00	\$ -	\$ 4,000.00
\$ 3,500.00	\$ 2,775.50	105-501-5-20-0700	DUES & MEMBERSHIP	\$ 2,750.00	\$ -	\$ 2,750.00
\$ 5,630.42	\$ 6,419.08	105-501-5-20-0800	POSTAGE	\$ 6,000.00	\$ -	\$ 6,000.00
\$ -	\$ -	105-501-5-20-0850	COMPUTER HARDWARE & SOFTWARE	\$ 5,000.00	\$ -	\$ 5,000.00
\$ 1,500.00	\$ 6,656.42	105-501-5-20-0900	COMPUTER NETWORK	\$ 9,000.00	\$ -	\$ 9,000.00
\$ 7,436.88	\$ 699,742.90	105-501-5-20-1000	PROFESSIONAL SERVICES	\$ 75,000.00	\$ 211,740.04	\$ 286,740.04
\$ 15,417.30	\$ 18,717.81	105-501-5-20-1100	INSURANCE/LIABILITY/GEN	\$ 22,000.00	\$ -	\$ 22,000.00
\$ 10,121.19	\$ 9,135.88	105-501-5-20-1300	VEHICLE FUEL	\$ 14,000.00	\$ -	\$ 14,000.00
\$ 1,837.49	\$ 8,551.41	105-501-5-20-1400	VEHICLE REPAIR	\$ 2,500.00	\$ 5,000.00	\$ 7,500.00
\$ -	\$ 9,788.98	105-501-5-20-1450	IRRIGATION FUEL	\$ 19,600.00	\$ -	\$ 19,600.00
\$ 12,093.46	\$ 7,198.64	105-501-5-20-1500	UNIFORMS & SAFETY GEAR	\$ 4,500.00	\$ -	\$ 4,500.00
\$ 84,065.48	\$ 109,005.49	105-501-5-20-2500	COST ALLOCATION PLAN	\$ 110,000.00	\$ 40,000.00	\$ 150,000.00
\$ 420,000.00	\$ 499,049.13	105-501-5-20-2600	PW PERSONNEL SERVICES	\$ -	\$ -	\$ -
\$ 171,175.76	\$ 175,518.09	105-501-5-20-3100	CHLORINE & CHEMICALS	\$ 180,000.00	\$ -	\$ 180,000.00
\$ -	\$ -	105-501-5-20-2700	BIOSOLIDS REMOVAL	\$ 50,000.00	\$ -	\$ 50,000.00
\$ -	\$ -	105-501-5-20-2800	EFFLUENT MONITORING	\$ 5,000.00	\$ -	\$ 5,000.00
\$ -	\$ -	105-501-5-20-2900	INFLOW & INFILTRATION	\$ 130,000.00	\$ -	\$ 130,000.00
\$ 77,446.19	\$ -	105-501-5-20-3900	LICENSE FEE	\$ -	\$ -	\$ -
\$1,037,389.49	\$1,813,261.04		TOTAL MATERIALS & SERVICES	\$ 888,850.00	\$ 286,740.04	\$ 1,175,590.04

AQUATIC CENTER

1. Recognize Revenue

- a. Transfer In from the General Fund was budgeted with a \$20,000.00 revenue projection, expenditures require a transfer to remain within appropriation. An additional \$325,000.00 General Fund revenue will increase the transfer appropriation to \$345,000.00
 - Total revenue recognized in the Aquatic Center Fund is \$325,000.00 to be allocated to:
 1. MRSD Lease/Contract Buyout - \$325,000.00 increase to \$325,000.00

Actual 2013-2014	Actual 2014-2015		AQUATIC CENTER SUMMARY Description of Resources and Requirements	Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
<u>RESOURCES</u>						
\$ 48,162.88	\$ 37,809.24		BEGINNING BALANCE	\$ 12,600.00	\$ -	\$ 12,600.00
\$ 252,817.30	\$ 65,528.78		FEES, LICENSES, PERMITS, FINES	\$ -	\$ -	\$ -
\$ 125,000.00	\$ 87,500.00		TRANSFERS IN	\$ 20,000.00	\$ 325,000.00	\$ 345,000.00
\$ 425,980.18	\$ 190,838.02		TOTAL RESOURCES	\$ 32,600.00	\$ 325,000.00	\$ 357,600.00
<u>REQUIREMENTS</u>						
\$ 190,268.25	\$ 69,333.40		PERSONNEL SERVICE	\$ 14,100.00	\$ -	\$ 14,100.00
\$ 195,657.99	\$ 109,338.79		MATERIALS & SERVICES	\$ 18,500.00	\$ 325,000.00	\$ 343,500.00
\$ 4,994.50	\$ -		CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -
\$ 390,920.74	\$ 178,672.19		TOTAL REQUIREMENTS	\$ 32,600.00	\$ 325,000.00	\$ 357,600.00
\$ 35,059.44	\$ 12,165.83		NET RESOURCES OVER REQUIREMENTS	\$ -	\$ -	\$ -

Actual 2013-2014	Actual 2014-2015		AQUATIC CENTER FUND Description of Resources and Requirements	Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
RESOURCES						
\$ 48,162.88	\$ 37,809.24	109-901-3-01-0101	BEGINNING FUND BALANCE	\$ 12,600.00	\$ -	\$ 12,600.00
\$ 167,686.16	\$ 43,795.91	109-901-3-60-0300	PARK & RECREATION FEES	\$ -	\$ -	\$ -
\$ 125,000.00	\$ 87,500.00	109-901-3-60-1000	TRANSFER FROM GENERAL FUND	\$ 20,000.00	\$ 325,000.00	\$ 345,000.00
\$ 85,131.14	\$ 21,732.87	109-901-3-60-1100	RECREATION FEE	\$ -	\$ -	\$ -
\$ 425,980.18	\$ 190,838.02		TOTAL RESOURCES	\$ 32,600.00	\$ 325,000.00	\$ 357,600.00
MATERIALS & SERVICES						
\$ 32,350.18	\$ 22,846.87	109-901-5-20-0100	POWER	\$ 12,000.00	\$ -	\$ 12,000.00
\$ 5,943.23	\$ 858.14	109-901-5-20-0200	PHONE	\$ -	\$ -	\$ -
\$ 41,879.28	\$ 6,558.22	109-901-5-20-0300	NATURAL GAS	\$ -	\$ -	\$ -
\$ 15,543.81	\$ 14,949.21	109-901-5-20-0400	OPERATION & MAINTENANC	\$ -	\$ -	\$ -
\$ 24,893.71	\$ 4,989.12	109-901-5-20-0500	BUILDING MAINTENANCE	\$ -	\$ -	\$ -
\$ 4,558.84	\$ 9,090.07	109-901-5-20-0550	EQUIPMENT MAINTENANCE & REPAIR	\$ -	\$ -	\$ -
\$ 6,438.65	\$ -	109-901-5-20-0600	TRAINING	\$ -	\$ -	\$ -
\$ 357.00	\$ 149.60	109-901-5-20-0700	DUES & MEMBERSHIP	\$ -	\$ -	\$ -
\$ -	\$ -	109-901-5-20-0450	MRSD LEASE CONTRACT BUYOUT	\$ -	\$ 325,000.00	\$ 325,000.00
\$ 4,753.90	\$ 556.50	109-901-5-20-0900	PRINTING & PUBLICATION	\$ -	\$ -	\$ -
\$ -	\$ -	109-901-5-20-1000	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -
\$ 20,361.53	\$ 21,233.65	109-901-5-20-1100	INSURANCE/LIABILITY/GEN	\$ -	\$ -	\$ -
\$ 27,869.84	\$ 25,973.21	109-901-5-20-2500	COST ALLOCATION PLAN	\$ 5,000.00	\$ -	\$ 5,000.00
\$ 699.95	\$ 204.28	109-901-5-20-2000	OFFICE SUPPLIES	\$ -	\$ -	\$ -
\$ 1,374.91	\$ 436.30	109-901-5-20-2100	CONCESSION SUPPLIES	\$ -	\$ -	\$ -
\$ 8,633.16	\$ 1,493.62	109-901-5-20-3100	CHLORINE & CHEMICAL	\$ 1,500.00	\$ -	\$ 1,500.00
\$ 195,657.99	\$ 109,338.79		TOTAL MATERIALS & SERVICES	\$ 18,500.00	\$ 325,000.00	\$ 343,500.00

This will begin the process of closing the aquatic center fund.

This is the overall notice as ran in the Oregonian:

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Molalla, Clackamas County, State of Oregon for fiscal year July 1, 2015 to June 30, 2016, will be held at the Molalla Adult Community Center, 315 Kennel Avenue, Molalla, OR 97038. The hearing will take place at 7:00 pm on January 27, 2016.

The purpose of the hearing is to discuss the supplemental budget with interested persons as an occurrence or condition that was not ascertained when preparing the original budget for the current year and requires a change in financial planning. A copy of the supplemental budget document may be inspected or obtained on or after January 19, 2015 at the Molalla City Hall, 117 N Molalla Avenue, Molalla, OR 97038, between the hours of 8:30 am to 1:00 pm and 2:00 pm to 4:00 pm.

City contact is Heather Penni, Finance Director 503-829-6855 or hpenni@cityofmolalla.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Adopted Budget 2015-2016	Supplemental Adjustment	Revised Budget 2015-2016
Beginning Fund Balance/Net Working Capital	\$ 7,113,729.61	\$ (13,259.96)	\$ 7,100,469.65
Fees, Licenses, Permits, Fines, Assessments	\$ 5,098,375.00	\$ -	\$ 5,098,375.00
Federal, State and All Other Grants, Gifts, Donations	\$ 2,798,500.00	\$ -	\$ 2,798,500.00
Interfund Transfers / Internal Service Reimbursements	\$ 773,271.56	\$ 525,000.00	\$ 1,298,271.56
All Other Resources Except Current Year Property Taxes	\$ 136,080.00	\$ -	\$ 136,080.00
Current Year Property Taxes Estimated	\$ 2,765,725.50	\$ -	\$ 2,765,725.50
Total Resources	\$ 18,685,681.67	\$ 511,740.04	\$ 19,197,421.71

FINANCIAL SUMMARY - REQUIREMENTS			
Personnel Services	\$ 4,399,680.00	\$ 55,000.00	\$ 4,454,680.00
Materials and Services	\$ 3,365,983.07	\$ 611,740.04	\$ 3,977,723.11
Capital Outlay	\$ 3,600,500.00	\$ (30,000.00)	\$ 3,570,500.00
Debt Service	\$ 911,841.00	\$ -	\$ 911,841.00
Interfund Transfers	\$ 773,271.56	\$ 525,000.00	\$ 1,298,271.56
Contingencies	\$ 565,000.00	\$ (250,000.00)	\$ 315,000.00
Reserve	\$ 4,043,314.23	\$ (400,000.00)	\$ 3,643,314.23
Unappropriated Ending	\$ 1,026,091.81	\$ -	\$ 1,026,091.81
Total Requirements	\$ 18,685,681.67	\$ 511,740.04	\$ 19,197,421.71

City Of Molalla

City Council Meeting

Agenda Category: New Business

Subject: Quarterly Financial Report for October thru December 2015, 2015 SDC Report, and Warrant Report.

Staff Recommendation: Discussion and approval

Date of Meeting to be Presented: January 27, 2016

Fiscal Impact: None

Background:

Finance department presents the quarterly financial report with commentary for discussion and approval.

In addition, please find a Quarterly Report with percentage of Budget Appropriation, 2015 SDC Report, and a warrant register for all checks written of \$10k during this same period.

SUBMITTED BY: Heather Penni, Finance Director

APPROVED BY: Dan Huff, City Manager



Administration – Finance

117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 829-6855 Fax: (503) 829-3676

January 13, 2016

To: Dan Huff, City Manager
From: Heather Penni, Finance Director
RE: **2nd Quarter 2015/2016 Report**

Albert Einstein said “we cannot solve our problems with the same thinking we used when we created them”. This issue plagues the City of Molalla from employees to business owners to contractors. The old ways of doing things provided benefit for some and they are hopeful and at times demanding to retain those benefits into the future, even if not in the best interest of the community. We continue to pursue the process of “growing up” as a City and having uniformity in our processes and rules causes financial angst at times. The City of Molalla is facing some difficulties that are hindering our pace to arrive at a healthy fiscal position.

Our audit team at Merina and Company have completed the City and Urban Renewal Agency combined annual financial reports and are noting that both are unqualified and clean. In addition, the audit was successfully filed with the Secretary of State before the December 31st deadline. The finance team will be working on the EMMA filings during Jan-Mar 2016.

General Fund

As of month end in December (50% of the fiscal year), the City is close to the budgeted projection for property taxes. During the budget season the committee elected to budget flat (0%) increase although under Measures 5 and 50 we could have projected a 3% gain. The economic recovery being experienced in more urban areas is slowly trickling out to rural communities, we were unsure what it would look like for Molalla and did not want to over-estimate. We will see a small inflow of property tax revenue in March and May as some home owners elect the three payment plan with the County.

City Council will have before them a public hearing and subsequent resolutions for a supplemental budget to distribute contingency dollars to other appropriations to create inter-fund transfers that were not budgeted and unknown during budget deliberations. Transfers were discussed at budget deliberations but they were for debt service.

The general fund absorbed personnel services for the GIS Mapping Tech position. This position was previously funded through public works. A re-structure of duties to address code enforcement complaints necessitated the management jurisdiction of this position to be

under the urban planning/economic development department currently in the general fund. This also creates the GIS position as a cost-allocatable position.

Library

The library is at the 50% mark with no notable concerns. The Clackamas County Library District provides stable resources for the operations of our facility. Those funds are received in January and June. All expenditures are trending under budget.

Public Works

The street fund is still in a rebuilding phase as the Stowers/Grange project was a larger issue than planned as noted in Spring 2015. It's always an adventure when you open a road. Modest repair/patching projects are taking place with a focus on work toward being able to complete another larger scale project in the next 1-3 fiscal cycles.

The sewer fund is in critical condition and continues below recommended margins for reserves to prepare for a mainline issue. Revenue improvement will be experienced with the sewer rate increased that was voted on in second quarter but will not play out in the until February 2016 receipts. The rate increase was long overdue and the recovery period for this fund is in years, even with another general fund transfer.

Last fiscal year (FY 2014/2015) the general fund transferred \$400K to the sewer fund to sustain operations. Finance believes another transfer of this magnitude will be needed to meet the regulatory demands. Concerns about the effect on the fiscal health of the general fund are becoming more prevalent. An additional sewer rate increase (much smaller in scale) may need to be discussed with the potential water rate increase in July 2016.

Professional services, chemicals, and capital projects are all exceeding the budget in the sewer fund but all mandatory to retain compliance with the consent decree and DEQ.

The water fund, although appearing in a healthier position, is presenting a false positive. The overwhelming need to focus and repair the waste water fund has caused projects needed for the water fund (NW well quadrant, connections from the plant to the system) to be back burnered. The rate increase slated for July 1, 2016 is needed to ensure the capital projects for the water plant can happen and not interrupt service to our residents.

The storm fund continues to be quiet with a limited revenue stream. Focus has been on identifying needed repairs to the system and the detention ponds around town. We are looking into some needed fencing around some of the ponds.

Aquatic Center

During this last quarter the Molalla River School District and the City Council came to an agreement allowing the City of Molalla to be released from all obligations and responsibilities with the aquatic center. Finance will be working to have the fund closed by fiscal year end

(June 30). A transfer to cover the contract buy out costs will be discussed during the supplemental budget process. In addition, we are waiting for a refund from insurance carriers.

SDC Funds

All revenues are trending higher than anticipated thus creating optimistic projections that the economic recovery is reaching the rural communities. A separate SDC report will be presented as required by state law.

Urban Renewal

Urban Renewal has successfully completed the Heintz Street connection. The Agency is preparing to move forward with the Molalla Avenue project, expected to go out for bid in Jan-Mar 2016. Engineering costs for the Heintz Street and Molalla Avenue projects have come in considerably higher than anticipated. Although – the lack of appropriate engineering caused enormous issues and hidden costs in the Stowers/Grange project and the Heintz project with its appropriate engineering (pre-work) came in under budget. The Molalla Avenue project will have to be completed with a partnership of City of Molalla SDC's and Urban Renewal dollars but it is slated to be necessary, functional, and beautiful project.

Exhibits:

- (a) Quarterly report with % of budget by appropriation.
- (b) 2015 SDC Report
- (c) Oct – Dec 2015 Warrant Register for checks exceeding \$10,000.00

GENERAL FUND	Budget	Actual				
Beginning Balance	\$ 885,000.00	\$ 951,559.68				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Property Taxes	\$ 2,700,000.00	\$ 16,163.79	\$ 2,473,381.91	\$ 2,455,406.79	90.94%	
Fees/Licenses/Permits/Fines	\$ 852,160.00	\$ 195,210.92	\$ 225,600.75	\$ 432,043.92	50.70%	
Fed/State/Grant Allocation	\$ 160,000.00	\$ 36,553.36	\$ 35,264.18	\$ 81,944.53	51.22%	
All Other Resources	\$ 100,500.00	\$ 22,651.05	\$ 24,719.14	\$ 50,701.45	50.45%	
TOTAL RESOURCES	\$ 3,812,660.00	\$ 270,579.12	\$ 2,758,965.98	\$ 3,020,096.69	79.21%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
<u>Personnel Services</u>						
Office of Governance & Mgmt.	\$ 517,500.00	\$ 107,558.82	\$ 133,752.51	\$ 259,291.80	50.10%	
Police Service	\$ 1,789,750.00	\$ 377,318.88	\$ 388,982.96	\$ 820,252.66	45.83%	
Municipal Court	\$ 141,650.00	\$ 33,970.51	\$ 37,961.83	\$ 76,071.01	53.70%	
<u>Materials & Services</u>						
Office of Governance & Mgmt.	\$ 323,800.00	\$ 98,134.84	\$ 76,255.40	\$ 178,023.97	54.98%	
Police Service	\$ 488,250.00	\$ 101,352.89	\$ 102,566.50	\$ 215,504.00	44.14%	
Municipal Court	\$ 93,200.00	\$ 21,059.95	\$ 20,151.52	\$ 41,615.58	44.65%	
<u>Capital Expenditures</u>						
Office of Governance & Mgmt.	\$ 250,000.00	\$ -	\$ 4,138.00	\$ 4,138.00	1.66%	
Police Service	\$ 55,000.00	\$ -	\$ 53,096.50	\$ 53,096.50	96.54%	
<u>Transfers</u>						
Office of Governance & Mgmt.	\$ 20,000.00	\$ -	\$ -	\$ -	0.00%	
General Fund Contingency	\$ 150,000.00	\$ -	\$ -			
General Fund Reserve	\$ 400,000.00	\$ -	\$ -			
TOTAL REQUIREMENTS	\$ 4,229,150.00	\$ 739,395.89	\$ 816,905.22	\$ 1,647,993.52	38.97%	
Net Resources over Requirements	\$ 468,510.00					
Net ROR Accumulative		\$ 482,742.91	\$ 2,424,803.67			
Unappropriated Ending Balance	\$ 468,510.00					
Balance	\$ -					

LIBRARY FUND	Budget	Actual			
Beginning Balance	\$ 1,161,068.41	\$ 1,274,843.19			
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$ 24,000.00	\$ 6,069.57	\$ 3,973.16	\$ 10,774.11	44.89%
Fed/State/Grant Allocation	\$ 1,603,500.00	\$ -	\$ 3,816.00	\$ 3,816.00	0.24%
All Other Resources	\$ 1,000.00	\$ 839.14	\$ -	\$ 839.14	83.91%
TOTAL RESOURCES	\$ 1,628,500.00	\$ 6,908.71	\$ 7,789.16	\$ 15,429.25	0.95%
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$ 550,500.00	\$ 117,107.38	\$ 121,567.11	\$ 255,229.74	46.36%
Materials & Services	\$ 246,650.00	\$ 55,390.22	\$ 37,090.82	\$ 93,853.53	38.05%
Capital Expenditures	\$ 426,000.00	\$ 13,818.57	\$ 25,788.76	\$ 42,132.06	9.89%
Library Contingency	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%
Library Reserve	\$ 1,400,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$ 2,723,150.00	\$ 186,316.17	\$ 184,446.69	\$ 391,215.33	14.37%
Net Resources over Requirements	\$ 66,418.41				
Net ROR Accumulative		\$ 1,095,435.73	\$ 918,778.20		
Unappropriated Ending Balance	\$ 66,418.41				
Balance	\$ 0.00				

STREET FUND	Budget	Actual			
Beginning Balance	\$ 197,500.00	\$ 218,183.24			
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$ 220,000.00	\$ -	\$ -	\$ -	0.00%
Fed/State/Grant Allocation	\$ 1,015,000.00	\$ 162,550.70	\$ 152,742.56	\$ 315,293.26	31.06%
All Other Resources	\$ 42,500.00	\$ 8,102.75	\$ 3,410.84	\$ 11,663.59	27.44%
TOTAL RESOURCES	\$ 1,277,500.00	\$ 170,653.45	\$ 156,153.40	\$ 326,956.85	25.59%
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$ 327,400.00	\$ 63,962.78	\$ 60,604.89	\$ 124,567.67	38.05%
Materials & Services	\$ 479,600.00	\$ 95,857.99	\$ 67,157.65	\$ 169,997.39	35.45%
Capital Expenditures	\$ 557,000.00	\$ 22,000.00	\$ 24,075.54	\$ 50,829.54	9.13%
Contingency	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$ 1,464,000.00	\$ 181,820.77	\$ 151,838.08	\$ 345,394.60	23.59%
Net Resources over Requirements	\$ 11,000.00				
Net ROR Accumulative		\$ 207,015.92	\$ 211,331.24		
Unappropriated Ending Balance	\$ 11,000.00				
Balance	\$ -				

SEWER FUND	Budget	Actual				
Beginning Balance	\$ 416,675.00	\$ 403,415.04				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Fees/Licenses/Permits/Fines	\$ 1,602,000.00	\$ 408,542.48	\$ 413,076.64	\$ 821,619.12	51.29%	
All Other Resources	\$ 2,500.00	\$ 24,642.75	\$ -	\$ 24,642.75	985.71%	
TOTAL RESOURCES	\$ 1,604,500.00	\$ 433,185.23	\$ 413,076.64	\$ 846,261.87	52.74%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Personnel Services	\$ 482,330.00	\$ 137,618.94	\$ 106,819.39	\$ 244,438.33	50.68%	
Materials & Services	\$ 888,850.00	\$ 432,339.11	\$ 254,075.69	\$ 716,045.49	80.56%	
Transfers Out	\$ 315,928.56	\$ -	\$ -	\$ 315,928.56	100.00%	
Capital Expenditures	\$ 160,500.00	\$ 94,192.80	\$ 46,981.77	\$ 141,174.57	87.96%	
Contingency	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	
TOTAL REQUIREMENTS	\$ 1,947,608.56	\$ 664,150.85	\$ 407,876.85	\$ 1,417,586.95	72.79%	
Net Resources over Requirements	\$ 73,566.44					
Net ROR Accumulative		\$ 172,449.42	\$ 177,649.21			
Unappropriated Ending Balance	\$ 73,566.44					
Balance	\$ -					

WATER FUND	Budget	Actual				
Beginning Balance	\$ 615,875.00	\$ 670,171.77				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Fees/Licenses/Permits/Fines	\$ 1,477,000.00	\$ 457,131.47	\$ 351,277.61	\$ 808,409.08	54.73%	
All Other Resources	\$ 3,000.00	\$ 10.50	\$ 71.61	\$ 82.11	2.74%	
TOTAL RESOURCES	\$ 1,480,000.00	\$ 457,141.97	\$ 351,349.22	\$ 808,491.19	54.63%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Personnel Services	\$ 521,650.00	\$ 133,749.14	\$ 134,907.87	\$ 287,323.38	55.08%	
Materials & Services	\$ 585,750.00	\$ 108,437.69	\$ 100,567.26	\$ 216,064.94	36.89%	
Transfers Out	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	100.00%	
Capital Expenditures	\$ 232,000.00	\$ 22,000.00	\$ 24,728.72	\$ 46,728.72	20.14%	
Water Contingency	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	
TOTAL REQUIREMENTS	\$ 1,689,400.00	\$ 264,186.83	\$ 260,203.85	\$ 781,450.67	46.26%	
Net Resources over Requirements	\$ 406,475.00					
Net ROR Accumulative		\$ 863,126.91	\$ 954,272.28			
Unappropriated Ending Balance	\$ 406,475.00					
Balance	\$ -					

STORM WATER FUND		Budget	Actual			
Beginning Balance	\$	39,721.96	\$	53,150.24		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$	95,000.00	\$ 23,795.33	\$ 23,936.30	\$ 47,731.63	50.24%
TOTAL RESOURCES	\$	95,000.00	\$ 23,795.33	\$ 23,936.30	\$ 47,731.63	50.24%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$	54,800.00	\$ 13,916.71	\$ 13,909.49	\$ 29,642.08	54.09%
Materials & Services	\$	44,800.00	\$ 10,200.43	\$ 4,561.40	\$ 15,187.07	33.90%
Capital Expenditures	\$	20,000.00	\$ 13,756.95	\$ 5,000.00	\$ 18,756.95	93.78%
Storm Contingency	\$	15,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	134,600.00	\$ 37,874.09	\$ 23,470.89	\$ 61,770.22	45.89%
Net Resources over Requirements	\$	121.96				
Net ROR Accumulative			\$ 39,071.48	\$ 39,536.89		
Unappropriated Ending Balance	\$	121.96				
Balance	\$	-				

AQUATIC CENTER FUND		Budget	Actual			
Beginning Balance	\$	12,600.00	\$	12,165.83		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$	-	\$ 60.20	\$ 42.46	\$ 102.66	#DIV/0!
Transfers In	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL RESOURCES	\$	20,000.00	\$ 60.20	\$ 42.46	\$ 102.66	0.51%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$	14,100.00	\$ 3,562.94	\$ -	\$ 3,562.94	25.27%
Materials & Services	\$	18,500.00	\$ 13,266.63	\$ 332,217.80	\$ 345,484.43	1867.48%
TOTAL REQUIREMENTS	\$	32,600.00	\$ 16,829.57	\$ 332,217.80	\$ 349,047.37	1070.70%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ (4,603.54)	\$ (336,778.88)		
Balance	\$	-				

GRANT FUND		Budget	Actual			
Beginning Balance	\$	-	\$	-		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Federal/State/Intergovernment	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL RESOURCES	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ -	\$ -		
Balance	\$	-				

PD RESTRICTED REVENUE		Budget	Actual			
Beginning Balance	\$	36,873.47	\$	33,865.01		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Other Resources Except Taxes	\$	20,580.00	\$ 9,507.70	\$ 4,499.18	\$ 14,594.69	70.92%
TOTAL RESOURCES	\$	20,580.00	\$ 9,507.70	\$ 4,499.18	\$ 14,594.69	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	57,453.47	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	57,453.47	\$ -	\$ -	\$ -	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 43,372.71	\$ 47,871.89		
Balance	\$	-				

UTILITY DEPOSIT FUND		Budget	Actual			
Beginning Balance	\$	4,129.60	\$	1,035.78		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Other Resources Except Taxes	\$	10,000.00	\$ 7,254.00	\$ 4,050.00	\$ 12,504.00	125.04%
TOTAL RESOURCES	\$	10,000.00	\$ 7,254.00	\$ 4,050.00	\$ 12,504.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	14,129.60	\$ 4,700.00	\$ 5,550.00	\$ 10,250.00	72.54%
TOTAL REQUIREMENTS	\$	14,129.60	\$ 4,700.00	\$ 5,550.00	\$ 10,250.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 3,589.78	\$ 2,089.78		
Balance	\$	-				

BONDED DEBT		Budget	Actual			
Beginning Balance	\$	65,700.50	\$	66,526.00		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Property Taxes	\$	65,725.50	\$ -	\$ -	\$ 65,725.50	100.00%
TOTAL RESOURCES	\$	65,725.50	\$ -	\$ -	\$ 65,725.50	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Debt Service	\$	66,463.00	\$ -	\$ 2,481.25	\$ 2,481.25	3.73%
Reserve	\$	64,963.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	131,426.00	\$ -	\$ 2,481.25	\$ 2,481.25	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 66,526.00	\$ 64,044.75		
Balance	\$	-				

SEWER DEBT RETIREMENT		Budget	Actual			
Beginning Balance	\$	318,771.44	\$	318,021.44		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Transfers In	\$	315,928.56	\$ -	\$ -	\$ 315,928.56	100.00%
TOTAL RESOURCES	\$	315,928.56	\$ -	\$ -	\$ 315,928.56	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Debt Service	\$	318,150.00	\$ 49,075.00	\$ -	\$ 318,150.00	100.00%
Reserve	\$	316,550.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	634,700.00	\$ 49,075.00	\$ -	\$ 318,150.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 268,946.44	\$ 268,946.44		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

WATER DEBT RETIREMENT		Budget	Actual			
Beginning Balance	\$	480,169.92	\$	485,294.92		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Transfers In	\$	250,000.00	\$ -	\$ -	\$ 250,000.00	100.00%
TOTAL RESOURCES	\$	250,000.00	\$ -	\$ -	\$ 250,000.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Debt Service	\$	339,250.00	\$ 324,625.00	\$ 9,975.00	\$ 334,600.00	98.63%
Rate Stabilization Reserve	\$	45,969.92	\$ -	\$ -	\$ -	0.00%
Reserve	\$	344,950.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	730,169.92	\$ 324,625.00	\$ 9,975.00	\$ 334,600.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 160,669.92	\$ 150,694.92		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

CWSRF DEBT RETIREMENT		Budget	Actual			
Beginning Balance	\$	187,978.00	\$	187,978.00		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Transfers In	\$	187,343.00	\$ -	\$ -	\$ -	0.00%
TOTAL RESOURCES	\$	187,343.00	\$ -	\$ -	\$ -	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Debt Service	\$	187,978.00	\$ 89,307.00	\$ -	\$ 187,978.00	100.00%
Reserve	\$	187,343.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	375,321.00	\$ 89,307.00	\$ -	\$ 187,978.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 98,671.00	\$ 98,671.00		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

SEWER SDC FUND		Budget	Actual			
Beginning Balance	\$	147,834.00	\$	238,034.00		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Assessments	\$	202,950.00	\$ 76,670.00	\$ 76,670.00	\$ 153,340.00	75.56%
TOTAL RESOURCES	\$	202,950.00	\$ 76,670.00	\$ 76,670.00	\$ 153,340.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	10,000.00	\$ -	\$ -	\$ 187,343.00	1873.43%
Transfers	\$	187,343.00	\$ -	\$ -	\$ 187,343.00	100.00%
Reserve	\$	153,441.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	350,784.00	\$ -	\$ -	\$ 187,343.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 314,704.00	\$ 391,374.00		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

WATER SDC FUND		Budget	Actual			
Beginning Balance	\$	1,427,646.83	\$	1,501,546.83		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Assessments	\$	159,750.00	\$ 60,350.00	\$ 60,350.00	\$ 120,700.00	75.56%
TOTAL RESOURCES	\$	159,750.00	\$ 60,350.00	\$ 60,350.00	\$ 120,700.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	25,000.00	\$ -	\$ -	\$ -	0.00%
Capital Improvements	\$	1,000,000.00	\$ -	\$ 62,588.00	\$ 62,588.00	6.26%
Reserve	\$	562,396.83	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	1,587,396.83	\$ -	\$ 62,588.00	\$ 62,588.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 1,561,896.83	\$ 1,559,658.83		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

STREET SDC FUND		Budget	Actual			
Beginning Balance	\$	365,099.35	\$	323,482.65		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Assessments	\$	142,290.00	\$ 46,248.00	\$ 53,754.00	\$ 100,002.00	70.28%
TOTAL RESOURCES	\$	142,290.00	\$ 46,248.00	\$ 53,754.00	\$ 100,002.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	10,000.00	\$ -	\$ -	\$ -	0.00%
Capital Improvements	\$	250,000.00	\$ -	\$ 204,065.00	\$ 300,966.70	120.39%
Reserve	\$	247,389.35	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	507,389.35	\$ -	\$ 204,065.00	\$ 300,966.70	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 369,730.65	\$ 219,419.65		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

PARK SDC FUND		Budget	Actual			
Beginning Balance	\$	569,816.76	\$	947,629.60		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Assessments	\$	245,700.00	\$ 92,820.00	\$ 92,820.00	\$ 185,640.00	75.56%
TOTAL RESOURCES	\$	245,700.00	\$ 92,820.00	\$ 92,820.00	\$ 185,640.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	50,000.00	\$ -	\$ -	\$ -	0.00%
Capital Improvements	\$	500,000.00	\$ -	\$ -	\$ -	0.00%
Reserve	\$	265,516.76	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	815,516.76	\$ -	\$ -	\$ -	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 1,040,449.60	\$ 1,133,269.60		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

STORM SDC FUND		Budget	Actual			
Beginning Balance	\$	181,269.37	\$	203,934.37		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Assessments	\$	33,525.00	\$ 12,665.00	\$ 12,665.00	\$ 25,330.00	75.56%
TOTAL RESOURCES	\$	33,525.00	\$ 12,665.00	\$ 12,665.00	\$ 25,330.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	10,000.00	\$ -	\$ -	\$ -	0.00%
Capital Improvements	\$	150,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	33.33%
Reserve	\$	54,794.37	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	214,794.37	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 216,599.37	\$ 179,264.37		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

URBAN RENEWAL AGENCY	Budget	Actual				
Beginning Balance	\$ 4,005,292.42	\$ 3,766,419.41				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Revenue from Division of Taxes	\$ 285,000.00	\$ 3,002.36	\$ 273,676.83	\$ 280,496.83	98.42%	
Other Resources Except Taxes	\$ 750.00	\$ 271.51	\$ 209.33	\$ 480.84	64.11%	
TOTAL RESOURCES	\$ 285,750.00	\$ 3,273.87	\$ 273,886.16	\$ 280,977.67	0.00%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Materials & Services	\$ 225,000.00	\$ -	\$ 1,905.00	\$ 1,905.00	0.85%	
Debt Service	\$ 375,000.00	\$ -	\$ 80,918.05	\$ 80,918.05	21.58%	
Capital Improvements	\$ 3,100,000.00	\$ 688,860.88	\$ 552,253.72	\$ 1,242,663.10	40.09%	
Contingency	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	
Reserve	\$ 491,042.42	\$ -	\$ -	\$ -	0.00%	
TOTAL REQUIREMENTS	\$ 4,291,042.42	\$ 688,860.88	\$ 635,076.77	\$ 1,323,937.65	30.85%	
Net Resources over Requirements	\$ -					
Net ROR Accumulative		\$ 3,080,832.40	\$ 2,719,641.79			
Unappropriated Ending Balance	\$ -					
Balance	\$ -					



Administration – Finance

117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038

Phone: (503) 829-6855 Fax: (503) 829-3676

January 20, 2016

To: Dan Huff, City Manager

From: Heather Penni, Finance Director

RE: 2015 SDC Accounting

ORS 223.311 requires local governments to provide an annual accounting of system development charges showing the total amount of SDC revenue collected for each system and the projects that were funded in that fiscal year.

	Sewer SDC	Water SDC	Street SDC	Park SDC	Storm SDC	TOTAL
Beginning Balance 01/01/2015	\$ 102,734.00	\$ 1,402,146.83	\$ 343,479.35	\$ 608,773.60	\$ 183,819.37	\$ 2,640,953.15
Revenue						
SDC	\$ -	\$ -	\$ 176,907.00	\$ 191,436.00	\$ -	\$ 368,343.00
SDC Reimbursement Fee	\$ 219,392.00	\$ 148,800.00	\$ -	\$ -	\$ 1,281.00	\$ 369,473.00
SDC Improvement Fee	\$ 69,248.00	\$ 71,300.00	\$ -	\$ 333,060.00	\$ 44,164.00	\$ 517,772.00
Total Revenue	<u>\$ 288,640.00</u>	<u>\$ 220,100.00</u>	<u>\$ 176,907.00</u>	<u>\$ 524,496.00</u>	<u>\$ 45,445.00</u>	<u>\$ 1,255,588.00</u>
Expenditure						
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Debt (CWSRF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ 62,588.00	\$ 300,966.70	\$ -	\$ 50,000.00	\$ 413,554.70
Total Expenditure	<u>\$ -</u>	<u>\$ 62,588.00</u>	<u>\$ 300,966.70</u>	<u>\$ -</u>	<u>\$ 50,000.00</u>	<u>\$ 413,554.70</u>
Ending Balance 12/31/2015	<u>\$ 391,374.00</u>	<u>\$ 1,559,658.83</u>	<u>\$ 219,419.65</u>	<u>\$ 1,133,269.60</u>	<u>\$ 179,264.37</u>	<u>\$ 3,482,986.45</u>

The overall net position of the SDC funds increased \$842,033.30 (31.88%). In 2014, the City of Molalla completed the implementation process of five new SDC methodologies for each system and subsequent Capital Improvement plan. In 2015, we began some projects using the new methodologies:

1. In June 2015, \$96,901.70 of the street project for the Heintz/Stowers/Grange project was SDC eligible. This was paid vendor direct to Eagle Elsner.

2. In December 2015, \$204,065.00 from street SDC, \$62,588.00 from water SDC, and \$50,000.00 from storm SDC was remitted to the Molalla Urban Renewal Agency for the SDC eligible portion of the Heintz street punch through.

The City of Molalla SDC funds will again be partnering with the Molalla Urban Renewal Agency to complete a project on Molalla Avenue in 2016. Engineering costs are being fully absorbed by the MURA and the charges to SDC accounts will happen after the work is completed and verify through an engineering firm that the work meets all methodology requirements.

When the SDC rates were established in 2014, it was recommended at that time to look at the rates at minimum every two years to evaluate if adjustments to project listings, costs, and rates are needed. Finance would recommend an engineering review and recommendation of the five different methodologies. This process is budgeted for and paid for from the individual SDC accounts through professional services.

Report Criteria:

Report type: Invoice detail
 Check Detail.Amount = {>} 10000.00
 Check.Type = {<>} "Adjustment"

Payee	Check Issue Date	Check Number	Invoice Number	Description	Check Amount
BEERY, ELSNER & HAMMOND, LLP	10/12/2015	77190	12536	CITY ATTORNEY	35,970.74
BEERY, ELSNER & HAMMOND, LLP	11/16/2015	77386	12635	RING BENDER INVOICE #102915	26,379.00
BEERY, ELSNER & HAMMOND, LLP	12/21/2015	77567	12691	CITY ATTORNEY	14,604.06
CASCADE COLUMBIA DISTRIBUTION	11/09/2015	77350	653842	Aluminum Chlorohydrate	15,715.60
CASCADE COLUMBIA DISTRIBUTION	11/23/2015	77410	655034	ASCORBIC ACID	11,093.10
CASCADE COLUMBIA DISTRIBUTION	12/21/2015	77569	655859	Aluminum Chlorohydrate	16,550.50
COMMERCIAL BANK	10/12/2015	101215001	PR1010150	Federal Withholding Tax Pay Period: 10/10/201	12,329.88
COMMERCIAL BANK	10/26/2015	102615001	PR1025150	Federal Withholding Tax Pay Period: 10/25/201	15,084.71
COMMERCIAL BANK	11/10/2015	111015001	PR1110150	Federal Withholding Tax Pay Period: 11/10/201	13,233.24
COMMERCIAL BANK	11/25/2015	112515001	PR1125150	Federal Withholding Tax Pay Period: 11/25/201	12,750.07
COMMERCIAL BANK	12/11/2015	121115001	PR1210150	Federal Withholding Tax Pay Period: 12/10/201	12,553.89
COMMERCIAL BANK	12/28/2015	122815001	PR1225150	Federal Withholding Tax Pay Period: 12/25/201	12,755.35
FARMERS STATE BANK	10/27/2015	77267	2015/2016	LEASE PAYMENT	37,902.25
FARMERS STATE BANK	12/21/2015	77608	LEASE PYMT 2	2015 CHEVY TAHOE	15,194.25
GENERAL PACIFIC INC.	11/30/2015	77463	1246577	METER	29,482.44
HDJ DESIGN GROUP	10/06/2015	30018	3963-00-008	3963-00	59,336.65
HDJ DESIGN GROUP	11/13/2015	30020	3963-00-009	39630- PROJECT	46,691.91
HDJ DESIGN GROUP	12/14/2015	30022	ELECTRONIC	W. HEINTZ ST.	234,144.58
HDJ DESIGN GROUP	12/17/2015	30023	3963-00-010	HEINTZ STREET	40,975.13
IRON MOUNTAIN EXCAVATION LLC	12/18/2015	77563	DUMPTRUCK	DUMPTRUCK	72,000.00
MOLALLA RIVER SCHOOL DISTRICT	11/23/2015	77402	POOL LEASE	IGA-POOL LEASE RELEASE	325,000.00
MOLALLA URBAN RENEWAL AGENCY	12/18/2015	77564	HEINTZ STREET	SDC PORTION OF HEINTZ STREET	316,653.00
O.T.E.T.	10/26/2015	102615003	PR1025150	Health Insurance Pay Period: 10/25/2015	42,676.63
O.T.E.T.	11/25/2015	112515003	PR1125150	Health Insurance Pay Period: 11/25/2015	42,676.63
O.T.E.T.	12/28/2015	122815003	PR1225150	Health Insurance Pay Period: 12/25/2015	44,105.15
PGE LINE EXTENSIONS	10/19/2015	77196	100515	LINE EXTENSION	13,739.83
PORTLAND GENERAL ELECTRIC	10/20/2015	77237	101515	ELECTRICITY	22,268.26
PORTLAND GENERAL ELECTRIC	11/16/2015	77398	101315	ELECTRICITY	12,467.23
PORTLAND GENERAL ELECTRIC	12/21/2015	77592	121715	ELECTRICITY	13,936.67
PROJECT DELIVERY GROUP, LLC	10/27/2015	77284	20150405	PROJECT #15078	10,822.50
WESTECH CONSTRUCTION, INC	10/27/2015	30019	ESTIMATE #3	HEINTZ PUNCH THROUGH	475,758.45
WESTECH CONSTRUCTION, INC	12/17/2015	30024	12172015	W. HEINTZ STREET	234,144.58
WESTECH CONSTRUCTION, INC	12/28/2015	30025	12282015	HEINTZ PUNCH THROUGH	12,000.00
Grand Totals:					2,300,996.28

Ordinance 2016-01

AN ORDINANCE OF THE CITY OF MOLALLA FOR AMEND, REPEAL AND ADD MOLALLA MUNICIPAL CODE CHAPTER 13.08 SECTIONS 1, 5 AND 9

The City of Molalla ordains as follows:

Section 1. Whereas staff has reviewed the noted sections and recommends the following changes be made to the Molalla Municipal Code as follows to change the current code (FROM):

WHEREAS, 13.08 Article 1 - 13.08.040 Building Sewer be amended TO:

From: “Building sewer” means the extension from the building drain to the public sewer or other place of disposal. (Ord. 2007-07 §1; Ord. 1976-2 Art. 1 §3)

To: “Building sewer” means the extension from the building drain, *including the connection*, to the public sewer or other place of disposal.

WHEREAS, 13.08 Article 5 - 13.08.570 Special Agreements be repealed in its entirety and a new sections as 13.08.580 be added to chapter 13 as:

Reporting of Harmful Discharges: *Businesses are required to accurately report chemical discharges to the sewerage system and other discharges that may affect the sewerage system as directed by the Public Works Director via survey ~~or other means.~~ Or other means as pre-approved by the City Manager or designee.*

WHEREAS, 13.08 Article 9 - 13.08.660 Violation – Penalty be amended FROM:

From: Any person who continues any violation beyond the time limit provided for in Section [13.08.650](#) shall be guilty of a violation and, on conviction thereof, shall be fined in the amount not exceeding \$500.00 for each violation. Each day in which any such violation continues shall be deemed a separate offense. (Ord. 2007-07 §1; Ord. 1976-2 Art. 9 §2)

To: Any person who continues any violation beyond the time limit provided for in Section [13.08.650](#) shall be guilty of a violation and, on conviction thereof, shall be fined in the amount ~~not exceeding set by Council resolution \$1000.00~~ for each violation. Each day in which any such violation continues shall be deemed a separate offense. *Failure to comply with a written directive or timeline of the Public Works Director made under the authority of this chapter is a punishable offense and may result in a temporary loss of City water and sewer services.*

Duly adopted by the City Council of the City of Molalla this 8th day of January 2016, by a vote of ___ayes and ___nays.

Mayor Debbie Rogge

ATTEST this 8th day of January 2016,

Sadie Cramer, City Recorder

RESOLUTION 2016-03

A RESOLUTION SE4TTING FEE FOR THE CITY OF MOLALLA VIOLATION FEE IN SECTION 13.08 ARTICLE 9 - 13.08.660 VIOLATION – PENALTY

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, to comply the adopted changes in Ordinance 2016-01: An Ordinance Amending Articles 1, 5, 9 of Municipal Code 13.08; and

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 13th day of January, 2016.

Mayor Rogge

ATTEST this 13th day of January, 2016:

Sadie Cramer
City Recorder

RESOLUTION 2016-04

A RESOLUTION AMENDING RESOLUTION 2015-08, ADOPTING A SUPPLEMENTAL BUDGET, AND MAKING SUPPLEMENTAL APPROPRIATIONS FOR FY 2015/2016.

The City Council of the City of Molalla, Oregon, on the 27th day of January, 2016 during regular session for the transaction of City business.

WHEREAS: On June 10, 2015, the Molalla City Council passed Resolution #2015-08 adopting a budget, making appropriations, imposing taxes and categorizing the taxes for fiscal year 2015/2016;

WHEREAS: On January 27, 2016 a public hearing to take public testimony regarding a proposed change through a supplemental budget was held;

WHEREAS: Municipal corporations are not allowed to exceed appropriations and must enact a budget resolution and/or supplemental budget before expenditures occur;

WHEREAS: An occurrence or condition that was not ascertained when preparing the original budget and requires a change in financial planning

WHEREAS: A pressing necessity that could not reasonably be foreseen when preparing the original budget that requires prompt action.

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES: as follows:

1. Authorizes the appropriation changes as outline in exhibit A;
2. Authorizes the Finance Director to amend the FY 2015/2016 budget to reflect the changes in Exhibit A.

Adopted by the City Council this 27th day of January, 2016 by a vote of _____ ayes and _____ nays.

Debbie Rogge, Mayor

ATTEST:

Sadie Cramer, City Recorder
Exhibit A

EXHIBIT A - Page 1 of 2

	Adopted Budget FY 2015/2016 RESO 2015-08	Supplemental Adjustment RESO # 2016-04	New Adopted Budget FY 2015/2016
<u>GENERAL FUND</u>			
Personnel Services			
Office of Governance & Management	\$ 517,500.00	\$ 55,000.00	\$ 572,500.00
Police Service	\$ 1,789,750.00	\$ -	\$ 1,789,750.00
Municipal Court	\$ 141,650.00	\$ -	\$ 141,650.00
Materials & Services			
Office of Governance & Management	\$ 323,800.00	\$ -	\$ 323,800.00
Police Service	\$ 488,250.00	\$ -	\$ 488,250.00
Municipal Court	\$ 93,200.00	\$ -	\$ 93,200.00
Capital Outlay			
Office of Governance & Management	\$ 250,000.00	\$ (30,000.00)	\$ 220,000.00
Police Service	\$ 55,000.00	\$ -	\$ 55,000.00
Transfers			
Office of Governance & Management	\$ 20,000.00	\$ 525,000.00	\$ 545,000.00
Contingency			
Office of Governance & Management	\$ 150,000.00	\$ (150,000.00)	\$ -
TOTAL APPROPRIATED	\$ 3,829,150.00	\$ -	\$ 4,229,150.00
Reserves	\$ 400,000.00	\$ (400,000.00)	\$ -
Unappropriated Ending Fund Balance	\$ 468,510.00	\$ -	\$ 468,510.00
<u>LIBRARY FUND</u>			
Personnel Services	\$ 550,500.00	\$ -	\$ 550,500.00
Materials & Services	\$ 246,650.00	\$ -	\$ 246,650.00
Capital Outlay	\$ 426,000.00	\$ -	\$ 426,000.00
Contingency	\$ 100,000.00	\$ -	\$ 100,000.00
TOTAL APPROPRIATED	\$ 1,323,150.00	\$ -	\$ 1,323,150.00
Reserves	\$ 1,400,000.00	\$ -	\$ 1,400,000.00
Unappropriated Ending Fund Balance	\$ 66,418.41	\$ -	\$ 66,418.41
<u>STREET FUND</u>			
Personnel Services	\$ 327,400.00	\$ -	\$ 327,400.00
Materials & Services	\$ 479,600.00	\$ -	\$ 479,600.00
Capital Outlay	\$ 557,000.00	\$ -	\$ 557,000.00
Contingency	\$ 100,000.00	\$ -	\$ 100,000.00
TOTAL APPROPRIATED	\$ 1,464,000.00	\$ -	\$ 1,464,000.00
Unappropriated Ending Fund Balance	\$ 11,000.00	\$ -	\$ 11,000.00
<u>WATER FUND</u>			
Personnel Services	\$ 521,650.00	\$ -	\$ 521,650.00
Materials & Services	\$ 585,750.00	\$ -	\$ 585,750.00
Capital Outlay	\$ 232,000.00	\$ -	\$ 232,000.00
Transfers	\$ 250,000.00	\$ -	\$ 250,000.00
Contingency	\$ 100,000.00	\$ -	\$ 100,000.00
TOTAL APPROPRIATED	\$ 1,689,400.00	\$ -	\$ 1,689,400.00
Unappropriated Ending Fund Balance	\$ 406,475.00	\$ -	\$ 406,475.00
<u>SEWER FUND</u>			
Personnel Services	\$ 482,330.00	\$ -	\$ 482,330.00
Materials & Services	\$ 888,850.00	\$ 286,740.04	\$ 1,175,590.04
Capital Outlay	\$ 160,500.00	\$ -	\$ 160,500.00
Transfers	\$ 315,928.56	\$ -	\$ 315,928.56
Contingency	\$ 100,000.00	\$ (100,000.00)	\$ -
TOTAL APPROPRIATED	\$ 1,947,608.56	\$ -	\$ 2,134,348.60
Unappropriated Ending Fund Balance	\$ 73,566.44	\$ -	\$ 73,566.44
<u>STORM FUND</u>			
Personnel Services	\$ 54,800.00	\$ -	\$ 54,800.00
Materials & Services	\$ 44,800.00	\$ -	\$ 44,800.00
Capital Outlay	\$ 20,000.00	\$ -	\$ 20,000.00
Contingency	\$ 15,000.00	\$ -	\$ 15,000.00
TOTAL APPROPRIATED	\$ 134,600.00	\$ -	\$ 134,600.00
Unappropriated Ending Fund Balance	\$ 121.96	\$ -	\$ 121.96
<u>AQUATIC CENTER FUND</u>			
Personnel Services	\$ 14,100.00	\$ -	\$ 14,100.00
Materials & Services	\$ 18,500.00	\$ 325,000.00	\$ 343,500.00
TOTAL APPROPRIATED	\$ 32,600.00	\$ -	\$ 357,600.00

EXHIBIT A - Page 1 of 2

	Adopted Budget FY 2015/2016 RESO 2015-08	Supplemental Adjustment RESO # 2016-04	New Adopted Budget FY 2015/2016
<u>GRANT FUND</u>			
Materials & Services	\$ 20,000.00	\$ -	\$ 20,000.00
TOTAL APPROPRIATED	\$ 20,000.00	\$ -	\$ 20,000.00
<u>PD RESTRICTED REVENUE</u>			
Materials & Services	\$ 57,453.47	\$ -	\$ 57,453.47
TOTAL APPROPRIATED	\$ 57,453.47	\$ -	\$ 57,453.47
<u>WATER/SEWER DEPOSITS</u>			
Materials & Services	\$ 14,129.60	\$ -	\$ 14,129.60
TOTAL APPROPRIATED	\$ 14,129.60	\$ -	\$ 14,129.60
<u>WATER GENERAL OBLIGATION BOND</u>			
Debt Services	\$ 66,463.00	\$ -	\$ 66,463.00
TOTAL APPROPRIATED	\$ 66,463.00	\$ -	\$ 66,463.00
Reserve	\$ 64,963.00	\$ -	\$ 64,963.00
<u>WATER DEBT RETIREMENT FUND</u>			
Debt Services	\$ 339,250.00	\$ -	\$ 339,250.00
TOTAL APPROPRIATED	\$ 339,250.00	\$ -	\$ 339,250.00
Reserve	\$ 390,919.92	\$ -	\$ 390,919.92
<u>SEWER DEBT RETIREMENT FUND</u>			
Debt Services	\$ 318,150.00	\$ -	\$ 318,150.00
TOTAL APPROPRIATED	\$ 318,150.00	\$ -	\$ 318,150.00
Reserves	\$ 316,550.00	\$ -	\$ 316,550.00
			\$ -
<u>CWSRF FUND</u>			
Debt Services	\$ 187,978.00	\$ -	\$ 187,978.00
TOTAL APPROPRIATED	\$ 187,978.00	\$ -	\$ 187,978.00
Reserve	\$ 187,343.00	\$ -	\$ 187,343.00
<u>SEWER SDC FUND</u>			
Materials & Services	\$ 10,000.00	\$ -	\$ 10,000.00
Transfer	\$ 187,343.00	\$ -	\$ 187,343.00
TOTAL APPROPRIATED	\$ 197,343.00	\$ -	\$ 197,343.00
Reserve	\$ 153,441.00	\$ -	\$ 153,441.00
<u>WATER SDC FUND</u>			
Materials & Services	\$ 25,000.00	\$ -	\$ 25,000.00
Capital Outlay	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
TOTAL APPROPRIATED	\$ 1,025,000.00	\$ -	\$ 1,025,000.00
Reserve	\$ 562,396.83	\$ -	\$ 562,396.83
<u>STORM SDC FUND</u>			
Materials & Services	\$ 10,000.00	\$ -	\$ 10,000.00
Capital Outlay	\$ 150,000.00	\$ -	\$ 150,000.00
TOTAL APPROPRIATED	\$ 160,000.00	\$ -	\$ 160,000.00
Reserve	\$ 54,794.37	\$ -	\$ 54,794.37
<u>TRANSPORTATION SDC FUND</u>			
Materials & Services	\$ 10,000.00	\$ -	\$ 10,000.00
Capital Outlay	\$ 250,000.00	\$ -	\$ 250,000.00
TOTAL APPROPRIATED	\$ 260,000.00	\$ -	\$ 260,000.00
Reserve	\$ 247,389.35	\$ -	\$ 247,389.35
<u>PARK SDC FUND</u>			
Materials & Services	\$ 50,000.00	\$ -	\$ 50,000.00
Capital Outlay	\$ 500,000.00	\$ -	\$ 500,000.00
TOTAL APPROPRIATED	\$ 550,000.00	\$ -	\$ 550,000.00
Reserve	\$ 265,516.76	\$ -	\$ 265,516.76
TOTAL APPROPRIATED FUNDS	\$ 13,616,275.63		\$ 14,528,015.67
RESERVES	\$ 4,043,314.23		\$ 3,643,314.23
UNAPPROPRIATED ENDING FUNDS	\$ 1,026,091.81		\$ 1,026,091.81
TOTAL FY 2014/2015 BUDGET FOR CITY OF MOLALLA	\$ 18,685,681.67		\$ 19,197,421.71

RESOLUTION 2016-05

A RESOLUTION MAKING TRANSFERS WITHIN THE GENERAL LEDGER FOR THE CITY OF MOLALLA

The City Council of the City of Molalla, Oregon, on the 27th day of January, 2016 during regular session for the transaction of City business.

WHEREAS: On June 10, 2015, the Molalla City Council passed Resolution #2015-08 adopting a budget, making appropriations, imposing taxes and categorizing the taxes for fiscal year 2015/2016;

WHEREAS: On January 27, 2016 the Molalla City Council passed Resolution #2016-04 adopting a supplemental budget;

WHEREAS: Transfers within the 2015/2016 budget need to be made in order to balance certain budget line items;

WHEREAS: Necessary transfers are set forth in exhibit A (below) and these transfers are standard accounting practice transfer discussed during the budget and/or supplemental budget process.

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES: as follows:

1. Authorizes the Finance Director to execute transfers set forth in exhibit A (below) totaling \$545,000.00 without delay;
2. This resolution shall take effect upon adoption.

Adopted by the City Council this 27th day of January, 2016 by a vote of _____ ayes and _____ nays.

Debbie Rogge, Mayor

ATTEST:

Sadie Cramer, City Recorder

Exhibit A

General Fund Transfer to Sewer Fund	101-102-560-5600	\$200,000.00	
Sewer Proprietary Transfer In	105-501-390-4600		\$200,000.00
General Fund Transfer to Pool	101-102-560-9500	\$345,000.00	
Aquatic Center Transfer In	109-901-360-1000		\$345,000.00

RESOLUTION 2016-06

A RESOLUTION TO CLOSE THE AQUATIC CENTER FUND.

The City Council of the City of Molalla, Oregon, on the 27th day of January, 2016 during regular session for the transaction of City business.

WHEREAS: On June 10, 2015, the Molalla City Council passed Resolution 2015-08 adopting a budget, making appropriations, imposing taxes and categorizing the taxes for fiscal year 2015/2016;

WHEREAS: On January 27, 2016 the Molalla City Council passed Resolution 2016-04 adopting a supplemental budget;

WHEREAS: A transfer from the general fund was approved in the supplemental budget to balance the fund;

WHEREAS: The Aquatic Center fund established by the City Council for purpose of aquatic center operations is no longer required;

WHEREAS: The balance of the fund is zero at January 31, 2016;

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES: as follows:

1. Authorizes the Finance Director to close the Aquatic Center Fund;
2. This resolution shall take effect January 31, 2016

Adopted by the City Council this 27th day of January, 2016 by a vote of _____ ayes and _____ nays.

Debbie Rogge, Mayor

ATTEST:

Sadie Cramer, City Recorder