

**CITY COUNCIL MEETING
McMinnville, Oregon**

AGENDA

**McMINNVILLE CIVIC HALL
200 NE SECOND STREET**

**January 24, 2017
6:00 p.m. – Informal Dinner Meeting
7:00 p.m. – Regular Council Meeting**

Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

NOTE: The Dinner Meeting will be held at the McMinnville Civic Hall and will begin at 6:00 p.m. The Agenda for the evening will be reviewed and Staff will be present to answer questions.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than:*

- 1) a topic already on the agenda;*
- 2) a matter in litigation,*
- 3) a quasi judicial land use matter; or*
- 4) a matter scheduled for public hearing at some future date.*

The Mayor may limit the duration of these comments.

1. PROCLAMATION
 - a. Proclamation recognizing former Councilor Dick Windle.
2. PUBLIC HEARING: Bag-it-better
3. CONSENT AGENDA
 - a. **Resolution No. 2017-04:** A Resolution of the City of McMinnville accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30th, 2016, per Oregon Revised Statute 457.460.

4. RESOLUTIONS
 - a. **Resolution No. 2017-05**: A Resolution delegating public contracting authority to the City Manager.
 - b. **Resolution No. 2017-06**: A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24.
 - c. **Resolution No. 2017-07**: A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2016-3.
5. NEW BUSINESS
 - a. Request for a waiver of the City's noise ordinance from Walt Gowell.
6. ADVICE / INFORMATION ITEMS
 - a. Cash and Investment Report - November 2016
 - b. Reports from Councilors on Committee and Board Assignments
 - c. Department Head Reports
 - d. Monthly Building Division Report
7. ADJOURNMENT



City Council- Regular

Meeting Date: 01/24/2017

Subject: Proclamation: Dick Windle

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

Proclamation recognizing former Councilor Dick Windle.

BACKGROUND:

Attachments

Proclamation

Remarks



PROCLAMATION

Whereas, Dick Windle was born on April 6, 1941 in Philadelphia, Pennsylvania to the late George Stuart and Edna Mae Windle; and

Whereas, Dick married Mary Ann Nonemaker on June 15, 1963 and shared 53 wonderful years of marriage together; and

Whereas, Dick proudly served his country as a member of the Naval Air Reserves; and

Whereas, Dick went on to become a sales manager for the largest dental equipment manufacturer in the world; and

Whereas, Dick had a passion for serving his community; and

Whereas, Dick began his service to the City of McMinnville in 1983, serving as a Planning Commissioner until 1990; and

Whereas, Dick served as a City Councilor from 1990 through June, 2004 and held the position of Council President for a number of terms; and

Whereas, Dick further served the community by volunteering in many ways including through his very active participation as a member of the Lion's Club; and

Whereas, Dick was an active member of the local Chamber of Commerce, and never more active than during Turkeyrama, where he was integral to the entire festival, but most particularly where he was in charge of the turkey barbeque—acquiring the turkeys, preparing the pits, cooking the turkeys, selling them, serving them, cleaning up, and filling in the barbeque pits at the end of the day;

Whereas, Dick also served faithfully in his church and was a former Board Member for the Church of the Nazarene; and

Whereas, Dick served on the Yamhill County Parkway Committee for years, helping to guide that process; and

Whereas, Dick was one of the original people who brought Hospice to McMinnville; and

Whereas, Dick had an amazing ability to fix anything and a treasure trove of stories about his adventures; and

Whereas, Dick had an encyclopedic knowledge of everything under the sun.

NOW, THEREFORE, I, Scott Hill, Mayor of the City of McMinnville do hereby proclaim ***January 24th, 2017 as Dick Windle Day.***

in the City of McMinnville and urge citizens to reflect on the passion and leadership of this caring and community-minded former Councilor.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the OFFICIAL Seal of the City of McMinnville to be affixed this 24th day of January, 2017.



Scott A. Hill, Mayor

REMARKS REGARDING DICK WINDLE

I want to thank the Council for their care and courtesy in recognizing Dick Windle tonight. I know that Mary Ann and Beth deeply appreciate your thoughtfulness.

Dick and I first met when he was appointed to the Planning Commission in 1983. He was very dedicated, conscientious and extremely considerate of the public and his public service role. He was one of those volunteers that clearly knew he could make a difference and that he was a Steward of the public trust. He served from 1983-90 and I believe was also the Chairman at one time. Some of you will know when Dick served on the City Council and interviewed people for the Planning Commission. He always took time to explain the "judge and jury" aspect as it applied to the term "quasi judicial".

Our friendship grew and I got to know him well. With an opening on the Council I asked him to run for the office. Once Dick was elected we spent the next 14 years working closely together. He was my confidant on lots of issues. He, Kent, Clif Ross and I spent many hours working on lots of great issues and projects for the City.

Dick was deeply religious and we would often have fun talking about him growing up in Philadelphia in a Catholic neighborhood. I would kid him about the Catholic influence in his life, telling him that made him a great Christian.

Those of you that knew Dick knew that he was very conservative. If I wanted to get a rise out of him all I would have to do would be to bring up Bill Clinton's name and his face would start to turn red. He usually had some smart comment to shut me up.

In many ways he was my "right hand". He volunteered to serve on the Parkway Committee when the meeting schedule got to be heavy sparing me from attending one more meeting. Our deal was that he would represent the City and that anything he thought I should be involved in, I would attend. It worked great.

He ran unsuccessfully for the County Commission and struggled with the loss. If my recollection is correct he decided then that we would retire to Florida and be clear of Oregon Politics. I visited him about a year after he moved to Florida. I spent a couple of days with him. He took me to see the Manatees as their breeding grounds were close to his home. He also took me to the best "Phily Steak Sandwich Café" south of Philadelphia.

For years I saw him almost daily as he usually came by the office. We continued our friendship and talked on a regular basis wanting to know what all was going on. He came back to McMinnville a few times and one of those was for my retirement party from the Mayor's Office.

I spoke to him about a week prior to his stroke. He had health issues but seemed to be doing ok. He was active in his Church doing an outreach for the homeless and extremely active with his local Republican Party. I was in a grocery store when I got Mary Ann's call that he had suffered a stroke. It was the Monday before Thanksgiving. I was in shock as I had planned on trying to see him in January while I had a meeting in Orlando. I was taken aback when she called me the afternoon of Dec 9th to tell me Dick had passed away. The stroke had really taken a toll on his ability to swallow. I was driving to Portland with Candy and just couldn't believe it. He wasn't much older than me. I'm saddened to lose this friend. He always kept me in stitches over his read on the Democrats, especially the last year with President Obama (worse than Clinton he thought), and Florida politics.

I will miss those long calls, often when I was driving. I know he is in a better place now; he lived his life as a God fearing person. I know that I am a better person for having known and worked with him and that he is one of the many people who have helped make McMinnville be a wonderful place to live.



City Council- Regular

Meeting Date: 01/24/2017

Subject: Public Hearing: Bag-it-better

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

PUBLIC HEARING: Bag-it-better

BACKGROUND:

The City Council held a work session on January 10th, 2017. Representatives from Zero Waste discussed a proposal for the City of McMinnville to adopt a ban against the use of most single-use plastic bags at retail stores located within the City. There was considerable discussion regarding the various policy issues related to the proposed ban and Council provided the City Attorney with direction on details for the draft ordinance.

The following policy areas were addressed during the work session:

- How to define the the term "reusable bag"?
- Whether exceptions will be allowed to the rule. If so, then what exceptions?
- Whether to prohibit plastic bags at City facilities, city-sponsored events, etc.
- Whether to require mandatory charges for paper bags. If so, then what amount?
- Whether to allow for hardship exceptions, and under what conditions.
- Whether to provide for enforcement of the ban. If fines, then what amount?
- Whether to phase-in the requirements or include a minimum threshold based on the number of employees or size of the business.

Using the feedback from the work session, the City Attorney prepared the attached draft ordinance.

The City Council will hold a public hearing on January 24th to hear comments on the proposed draft ordinance.

Attachments

Draft Ordinance

Northwest Grocery Association

ORDINANCE NO. _____

An Ordinance restricting the distribution of single use plastic bags.

RECITALS

Pursuant to the Powers conferred on the City of McMinnville by its Charter, the City desires to encourage the reduction of many single use items that negatively impact the local environment and likewise encourage the use of reusable products when safe and practical to reduce the volume of the community's waste stream.

The City further desires to reduce the negative impacts caused by single use plastic bags, which increase litter, degrade local wildlife habitat and are seldom recycled.

NOW, THEREFORE, THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

1. The attached language in Exhibit 1 is incorporated into this Ordinance by reference.
2. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.
3. This ordinance shall take effect on the _____ day of _____, 2017 (____ days/months from ordinance approval date)

Passed by the Council this ____ day of _____, 2017, by the following votes:

AYES: _____

NAYS: _____

Approved this ____ day of _____, 2017.

MAYOR

Attest:

Approved as to Form:

CITY RECORDER

CITY ATTORNEY

Exhibit 1

TITLE 5 – BUSINESS TAXES LICENSES AND REGULATIONS

CHAPTER 5.36
SINGLE-USE PLASTIC CARRYOUT BAGS

5.36.010 Purpose. The purpose of Chapter Sections 5.36.010 – 5.36.070 is to prohibit use of single-use plastic carryout bags at retail establishments, city facilities, city managed concessions, city sponsored events and/or city permitted events, and require retailers to charge at least five cents for a paper bag.

5.36.020 Plastic Bag Use; Definitions. For purposes of Sections 5.36.010 – 5.36.070, the following terms are defined as follows:

1. ASTM standard. The American Society for Testing and Materials (ASTM)'s International D-6400.
2. Carryout bag. Any bag that is provided by a retail establishment at the point of sale to a customer for use to transport or carry away purchases, such as merchandise, goods or food, from the retail establishment. "Carryout bag" does not include:
 - a. Bags used by consumers inside retail establishments to:
 - i. Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
 - ii. Contain or wrap frozen foods, meat, fish, whether packaged or not;
 - iii. Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
 - iv. Contain unwrapped prepared foods or bakery goods; or
 - v. Pharmacy prescription bags;
 - b. Laundry-dry cleaning bags or bags sold in packages containing multiple bags intended to be used for home food storage, garbage waste, pet waste, or yard waste;
 - c. Product bags.
3. City sponsored event. Any event organized or sponsored by the city or any department of the city.
4. Customer. Any person obtaining goods from a retail establishment or from a vendor.
5. Food provider. Any person in the city that provides prepared food for public consumption on or off its premises and includes, without limitation, any retail establishment, shop, sales outlet, restaurant, grocery store, delicatessen, or catering truck or vehicle.
6. Grocery store. Any retail establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations.
7. Pharmacy. A retail use where the profession of pharmacy by a pharmacist licensed by the State of Oregon's Board of Pharmacy is practiced and where prescription medications are offered for sale.
8. Product or produce bag. Any bag without handles provided to a customer for use within a retail establishment to assist in the collection or transport of products to the point of sale within the retail establishment. A product or produce bag is not a carryout bag.
9. Recyclable paper bag. A paper bag that meets all of the following requirements:
 - a. Is 100% recyclable and contains a minimum of 40% post- consumer recycled content;
 - b. Is capable of composting consistent with the timeline and specifications of the ASTM Standard D6400 as defined in this section.

10. Retail establishment. Any store or vendor located within or doing business within the geographical limits of the city that sells or offers for sale goods at retail.
11. Reusable bag. A bag made of machine washable cloth or other material with handles that is specifically designed and manufactured for long-term multiple reuses.
12. Vendor. Any retail establishment, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the city that provides perishable or nonperishable goods for sale to the public.
13. Single-use plastic carryout bag. Any plastic carryout bag made predominately of plastic, either petroleum or biologically based, and made available by a retail establishment to a customer at the point of sale. It includes compostable and biodegradable bags but does not include reusable bags, recyclable paper bags, or product or produce bags.
14. Undue hardship. Circumstances or situations unique to the particular retail establishment such that there are no reasonable alternatives to single-use plastic carryout bags or a recyclable paper bag pass-through cannot be collected.

5.36.030 Plastic Bag Use - Regulations. Except as exempted in Section 5.36.050 of this Chapter:

1. No retail establishment shall provide or make available to a customer a single-use plastic carryout bag;
2. No person shall distribute or provide a single-use plastic carryout bag at any city facility, city managed concession, city sponsored event, or city permitted event.

5.36.040 Plastic Bag Use - Cost Pass-Through. When a retail establishment with more than 10 full-time-equivalent employees makes a recyclable paper bag available to a customer at the point of sale pursuant to section 5.36.050 of this chapter, the retail establishment shall:

1. Charge the customer a reasonable pass-through cost of not less than 5 cents per recyclable paper bag provided to the customer; and
2. Not rebate or otherwise reimburse any customer any portion of the pass-through cost; and
3. Except for the exemption in 5.36.050(4), indicate on the customer's transaction receipts the total amount of the recyclable paper bag pass-through charge.

5.36.050 Plastic Bag Use - Exemptions. Notwithstanding Sections 5.36.030 and 5.36.040 of this Chapter:

1. Retail establishments with 10 or fewer full-time-equivalent employees may charge for provided paper bags but are not required to do so. If such establishments do charge for paper bags, they are exempt from the requirement to note the cost on receipts.
2. Single-use plastic carryout bags may be distributed to customers by food providers for the purpose of safeguarding public health and safety during the transportation of hot prepared take-out foods and prepared liquids intended for consumption away from the food provider's premises.
3. Retail establishments may distribute product bags and make reusable bags available to customers whether through sale or otherwise.
4. A retail establishment shall provide a reusable bag or a recyclable paper bag at no cost at the point of sale upon the request of a customer who uses:
 - a. a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 413.500; or,
 - b. an Electronic Benefits Transfer (EBT) card, such as an Oregon Trail Card, to access Supplemental Nutrition Assistance Program (SNAP) benefits.
5. Vendors at retail fairs such as a farmers' market or holiday fair are not subject to indicating on the customer's transaction receipt the total amount of the recyclable paper bag pass-through charge required in section 5.36.040 of this Chapter.

6. The City Manager or their designee may exempt a retail establishment from the requirement set forth in sections 5.36.030 – 5.36.040 of this Chapter for a period of not more than one year upon the retail establishment showing, in writing, that this Chapter would create an undue hardship or practical difficulty not generally applicable to other persons in similar circumstances. The decision to grant or deny an exemption shall be in writing, and the City Manager's or designee's decision shall be final.

5.36.060 Promotion of Reusable Bags. Retail establishments and vendors are strongly encouraged to educate their staff to promote reusable bags and to post signs encouraging customers to use reusable bags.

5.36.070 Violations and Penalties.

Any retail establishment or vendor violating Sections 5.36.010 – 5.36.050 is subject to:

1. Upon the first violation, the Enforcement Officer shall issue a warning notice to the retail establishing or vendor that a violation has occurred.
2. Upon subsequent violations, the Enforcement Officer shall issue a citation into Municipal Court and the punishment, upon conviction, shall be:
 - a. \$100 for the first violation after the written warning in a calendar year;
 - b. \$200 for the second violation in the same calendar year; and
 - c. \$500 for any subsequent violation within the same calendar year.
3. No more than one citation shall be issued to any single location of a retail establishment or vendor within a 7-day period.

TO: Mayor Rick Olson
Councilor Alan Ruden
Councilor Scott Hill
Councilor Kellie Menke
Councilor Kevin Jeffries
Councilor Remy Drabkin
Councilor Larry Yoder

FR: Amanda Dalton
Northwest Grocery Association
Amanda@daltonadvocacy.com

RE: Proposed Plastic Bag Ban

April 6, 2016

Mayor Olson and Members of Council,

On behalf of the Northwest Grocery Association (NWGA) and our member grocery stores in your community, I offer the below brief comments on the proposed plastic bag ban under consideration. As you are likely aware, other cities in Oregon have adopted similar bans on plastic bags and the NWGA has been a partner in the drafting of these measures. As a result of the collaboration, the ordinances reflect necessary exemptions to make plastic bag ban ordinances workable for the customer, including exemptions for package bulk, frozen foods and meat, flower wraps and pharmacy prescription bags. The ordinances also allow for a WIC bag voucher.

Another key component in the recently adopted proposals is the inclusion of a reasonable pass-through cost of not less than 5 cents per Recycled Paper Bag, which provides an incentive for the consumer to bring a reusable bag or return with the paper bag and allows the retailer to recoup the costs as the consumer transitions away from the inexpensive plastic to the more expensive paper bag.

Is the five-cent pass-through cost for recycled paper bags necessary?

Yes. The overall objective of a ban on single-use plastic bags is to eliminate single-use bag consumption and overall litter in your community. The five-cent pass-through charge for a recyclable bag helps achieve this goal in the following ways:

- The 5 cent pass-through charge is avoidable and not a tax or fee for government.
- The 5 cent pass-through charge allows a retailer to provide an inexpensive, environmentally friendly bag when a customer does not have a reusable bag with them.
- The 5 cent pass-through charge is a gentle reminder to the consumer to remember

- their reusable bags without being punitive.
- The 5 cent pass-through charge protects the retailer and the consumer that uses reusable bags from the cost shift of going from plastic to paper bags.
 - There is no 5 cent pass-through charge when the consumer re-uses a recycled paper bag or brings their own bag to the grocery store.

Making the recyclable paper bag available provides consumers a choice or back-up at checkout. However, the pass-through charge on paper bags encourages the consumer to use a reusable bag or recycle a bag they already have, including a previously used paper bag. Examples of where a financial disincentive has been implemented to encourage reusable bag usage show positive results in the change of consumer behavior. In Washington DC, city officials were surprised at the high number of consumers who changed their habits, bringing reusable bags versus purchasing bags, after a five-cent fee was placed on paper and plastic bags. City officials estimated that before the fee residents used about 270 million bags a year at grocery and convenience stores. For 2010, that number dropped dramatically to around 55 million bags.

Merely banning plastic and allowing paper bags, however, increases grocery costs by a minimum of \$60,000 per store. Paper bags are simply more expensive and if there is no pass-through charge for consumer use, customers who bring reusable bags will pay more for their groceries to subsidize those who want “free” paper bags. The bottom line is that not providing an incentive to move to reusable bags will raise retailer’s bag costs by at least 40%, costing real jobs and simply shifting the problem from one disposable bag to another. Corvallis and Eugene modeled their ordinances on this premise and adopted a \$.05 fee on paper bags and just last year the City of Ashland adopted a \$.10 fee on paper bags, all allowing vouchers/no-cost paper for WIC customers.

I have attached a model ordinance for your consideration. If you should decide to advance the plastic bag ban concept, we look forward to working with you to address the above concerns and move forward drafting ordinance that continues to sets an example for the rest of the State.

Respectfully,



Amanda Dalton
Legislative Director
Northwest Grocery Association

Model Plastic Bag Ordinance

Section 2. Short Title.

This Ordinance shall be entitled “Encourage Reusable Bags and Ban Single-Use Plastic Carryout Bags.”

Section 3. Definitions.

For purposes of this chapter, the following terms shall have the following meanings:

- (a) "ASTM Standard" means the current American Society for Testing and Materials (ASTM)'s International current D-6400.
- (b) "Carryout Bag" means any bag that is provided by a Retail Establishment at the point of sale to a Customer for use to transport or carry away purchases, such as merchandise, goods or food, from the Retail Establishment. “Carryout Bag” does not include:
 - (1) Bags used by consumers inside retail establishments to:
 - (A) package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
 - (B) contain or wrap frozen foods, meat, fish, whether packaged or not;
 - (C) contain or wrap flowers, potted plants, or other items where dampness may be a problem;
 - (D) contain unwrapped prepared foods or bakery goods; or
 - (E) Pharmacy prescription bags;
 - (2) Newspaper bags, door-hanger bags, laundry-dry cleaning bags, or bags sold in packages containing multiple bags intended for use as garbage, pet waste, or yard waste bags.
 - (3) Product Bags.
- (c) "City Sponsored Event" means any event organized or sponsored by the City or any Department of the City.
- (d) "Customer" means any person obtaining goods from a Retail Establishment or a Vendor.
- (e) "Food Provider" means any person in the City that provides prepared food for public consumption on or off its premises and includes, without limitation, any retail establishment, shop, sales outlet, restaurant, Grocery Store, delicatessen, or catering truck or vehicle.
- (f) "Grocery Store" means any Retail Establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations.
- (g) "Pharmacy" means a retail use where the profession of pharmacy by a pharmacist licensed by the State of Oregon in accordance with the Business and Professions Code is practiced and where prescription medications are offered for sale.
- (h) "Product Bag" means any bag provided to a Customer for use within a Retail Establishment to assist in the collection or transport of products to the point of sale within the Retail Establishment. A Product Bag is not a Carryout Bag.
- (i) "Recyclable Paper Bag" means a paper bag that meets all of the following requirements:
 - (1) is 100% recyclable and contains a minimum of 40% postconsumer recycled content;

(2) is capable of composting consistent with the timeline and specifications of the ASTM Standard as defined in this section.

(j) "Retail Establishment" means any store or Vendor located within or doing business within the geographical limits of the City that sells or offers for sale goods at retail.

(k) "Reusable Bag" means a bag made of cloth or other material with handles that is specifically designed and manufactured for long term multiple reuse and meets all of the following requirements:

(1) if cloth, is machine washable; or

(2) if plastic, has a minimum plastic thickness of 2.25 mils.

(l) "Vendor" means any retail establishment, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the City, which provides perishable or nonperishable goods for sale to the public. A Vendor is a Retail Establishment.

(m) "Single-Use Plastic Carryout Bag" means any plastic Carryout Bag made available by a Retail Establishment to a Customer at the point of sale. It does not include Reusable Bags, Recycled Paper Bags, or Product Bags.

Section 4. Regulations.

Except as exempted in Section 6,

(a) No Retail Establishment shall provide or make available to a Customer a Single-Use Plastic Carryout Bag;

(b) No person shall distribute a Single-Use Plastic Carryout Bag at any City Facility, City managed concession, City sponsored event, or City permitted event.

Section 5. Cost Pass-Through.

When a Retail Establishment makes a Recycled Paper Bag available to a Customer at the point of sale pursuant to Section 4(b), the Retail Establishment shall:

(a) Charge the Customer a reasonable pass-through cost of not less than 5 cents per Recycled Paper Bag provided to the Customer; and

(b) Indicate on the Customer's transaction receipts the total amount of the Paper Bag Pass-Through charge.

Section 6. Exemptions.

Notwithstanding the regulations contained in Sections 4 & 5:

(a) Single-Use Plastic Carryout Bags may be distributed to Customers by Food Providers for the purpose of safeguarding public health and safety during the transportation of hot prepared take-out foods and prepared liquids intended for consumption away from the Food Provider's premises.

(b) Retail Establishments may distribute Product Bags and may make Reusable Bags available to Customers whether through sale or otherwise.

(c) Notwithstanding the requirements contained in Section 4: A retail establishment shall provide a Customer participating in any one of the following programs with a Reusable Bag or a Recycled Paper bag at no cost upon request of the Customer at the point of sale:

(1) Customers who use a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 409.600;

(d) Vendors at farmers' markets are not subject to indicating on the Customer's transaction receipt the total amount of the Paper Bag Pass-Through charge required in section 5(b) of this ordinance.

Section 7 Remedies.

(a) The City Manager is authorized to establish regulations and to take any and all actions reasonable and necessary to obtain compliance with this Chapter.

(b) Any person violating this Chapter shall be punishable by a fine equal to the cost of enforcement. For the purposes of this section, "cost of enforcement" shall mean the number of hours expended by City personnel in investigating and prosecuting the violation, rounded up to the nearest tenth of an hour, multiplied by \$75 per hour.

(c) The City Attorney may also seek legal, injunctive, or other equitable relief to enforce this Chapter.

(d) Administrative enforcement of this ordinance shall proceed pursuant to City Municipal Code with the fines to be graduated for repeat violations in amounts set forth by City Council resolution.

(e) Each violation of this Chapter shall be considered a separate offense.

(f) The remedies and penalties provided in this section are cumulative and not exclusive, and nothing in this Chapter shall preclude any person from pursuing any other remedies provided by law.

(g) Notwithstanding any other provision of this Ordinance, commencing on the date the Ordinance becomes effective, this Ordinance may be enforced through any remedy as provided for in this Section. This Ordinance shall be enforced one year from the date of its enactment. (h) All fines collected pursuant to this Section shall be deposited into the City's general fund; provided, however that the City may designate up to one-half of the fines collected to be spent by the City on community outreach and educational programs which focus on sustainable practices and/or policies.

Section 8. The City shall establish a website containing information on this Ordinance. The website must include the following information:

(a) Who is affected by the Ordinance;

(b) What the Ordinance requires;

(c) How the Ordinance is implemented and enforced;

(d) When the Ordinance becomes effective and enforceable;

(e) Why the Ordinance is being implemented by the City.

Section 9. Any provision of the City Municipal Code or appendices that is inconsistent with the provisions of this Ordinance is hereby repealed or modified, but only to the extent necessary to effect the provisions of this Ordinance.

Section 10. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or

unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 11. Any provision of this Ordinance that is inconsistent with any applicable requirements of the Oregon Revised Statutes or the Oregon Administrative Rules is hereby repealed or modified, but only to the extent necessary to make this Ordinance consistent with that other state law or regulation. If any provision of this Ordinance is more strict than any applicable requirement of the Oregon Revised Statutes or the Oregon Administrative Rules, then the provisions of this Ordinance shall apply.

Section 12. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within 15 days of adoption.

Section 13. EFFECTIVE DATE. This ordinance shall become effective immediately after enactment.



City Council- Regular

Meeting Date: 01/24/2017

Subject: Resolution No. 2017-04: "Accepting the Annual Financial Report for the McMinnville Urban Renewal Agency"

From: Heather Richards, Planning Director

AGENDA ITEM:

Resolution No. 2017-04: A Resolution of the City of McMinnville accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30th, 2016, per Oregon Revised Statute 457.460.

BACKGROUND:

Oregon Revised Statute 457.060 requires that the McMinnville Urban Renewal Agency prepare an Annual Financial Report reporting resources, expenditures, activities and impact to taxing districts for the previous fiscal year and file it with the governing municipality prior to January 31 of each year, and notice provided in the newspaper of the annual financial report being available for review.

Please note that the final audit review for the fiscal year represented in the annual financial report has not been completed by the McMinnville Urban Renewal Agency's audit firm, Merina & Company, LLP.

FISCAL IMPACT:

There is no anticipated fiscal impact associated with this action.

RECOMMENDATION:

Staff recommends approval of Resolution No. 2017-04.

Attachments

Resolution No. 2017-04
MURA Annual Financial Report FYE 2016

RESOLUTION NO. 2017-04

A Resolution of the City of McMinnville accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30th, 2016, per Oregon Revised Statute 457.460.

RECITALS:

The City of McMinnville created an Urban Renewal Area in its downtown core and NE Gateway Area in 2013; and

The Purpose of this plan was to assist in implementing the goals of the McMinnville Comprehensive Plan, the Third Street Streetscape Plan, and other planning documents, to help stimulate the economy, create a unique identify and sense of place, and to support local downtown businesses and development of the downtown and the NE Gateway area; and

Per Oregon Revised Statute 457.460, the McMinnville Urban Renewal Agency must prepare and file an annual financial report with the governing body of the municipality no later than January 31 of each year.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That the attached (Exhibit A) Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30th, 2016 is hereby accepted and filed with the City of McMinnville.
2. This Resolution will take effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 24th day of January, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 24th day of January, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

ANNUAL REPORT FOR FISCAL YEAR ENDED JUNE 30TH, 2016



McMinnville Urban Renewal Agency

2015 - 2016

This report fulfills the requirements, prescribed in ORS.457.460, for the filing of an annual report detailing the financial activity of an urban renewal area established in Oregon.

Annual Report for Fiscal Year Ended June 30th, 2016

MCMINNVILLE URBAN RENEWAL AGENCY

MCMINNVILLE URBAN RENEWAL AREA HISTORY

The City of McMinnville created an Urban Renewal Area (URA) in its downtown core and NE Gateway area in 2013. The purpose of this plan was to assist in implementing the goals of the McMinnville Comprehensive Plan, the Third Street Streetscape Plan, and other planning documents, to help stimulate the economy, create a unique identity and sense of place, and to support local downtown businesses and the development of the NE Gateway area. Urban renewal provides a method to fund projects and tools to help achieve these recommendations and goals.

Goals

To effectively support the McMinnville Comprehensive Plan and other planning documents, the City of McMinnville formulated a series of Goals and Objectives to guide activities funded by, or related to the URA. The Goals and Objectives are listed in the Plan, and the goals are reiterated here:

Goal 1. Maintain a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the urban renewal implementation process.

Goal 2. Encourage the economic growth of the Area as the commercial, cultural, civic, and craft industry center for McMinnville.

Goal 3. Enhance the physical appearance of the district, create a pedestrian environment that encourages the development and redevelopment of active uses such as shopping and entertainment, and support commercial, civic, and craft industrial business activity.

DOWNTOWN COMMERCIAL CORE

The downtown commercial core should be a regional destination as well as the commercial center for the citizens of McMinnville. Its identity should enhance and preserve the qualities of the downtown, including its historic heritage, that make it an economically healthy, attractive, and unique environment for people to live, work, shop, and socialize.

NORTHEAST GATEWAY

The Northeast Gateway area should be a unique destination that reflects the authenticity of historic and current uses within the area – a place where things are crafted, experienced, and enjoyed, and a place for people to live, work, and play.

Goal 4. Encourage development of a transportation network that provides for safe and efficient multi-modal transportation for vehicles, pedestrians, and bicyclists, and encourages the redevelopment and development of parcels within the Area.

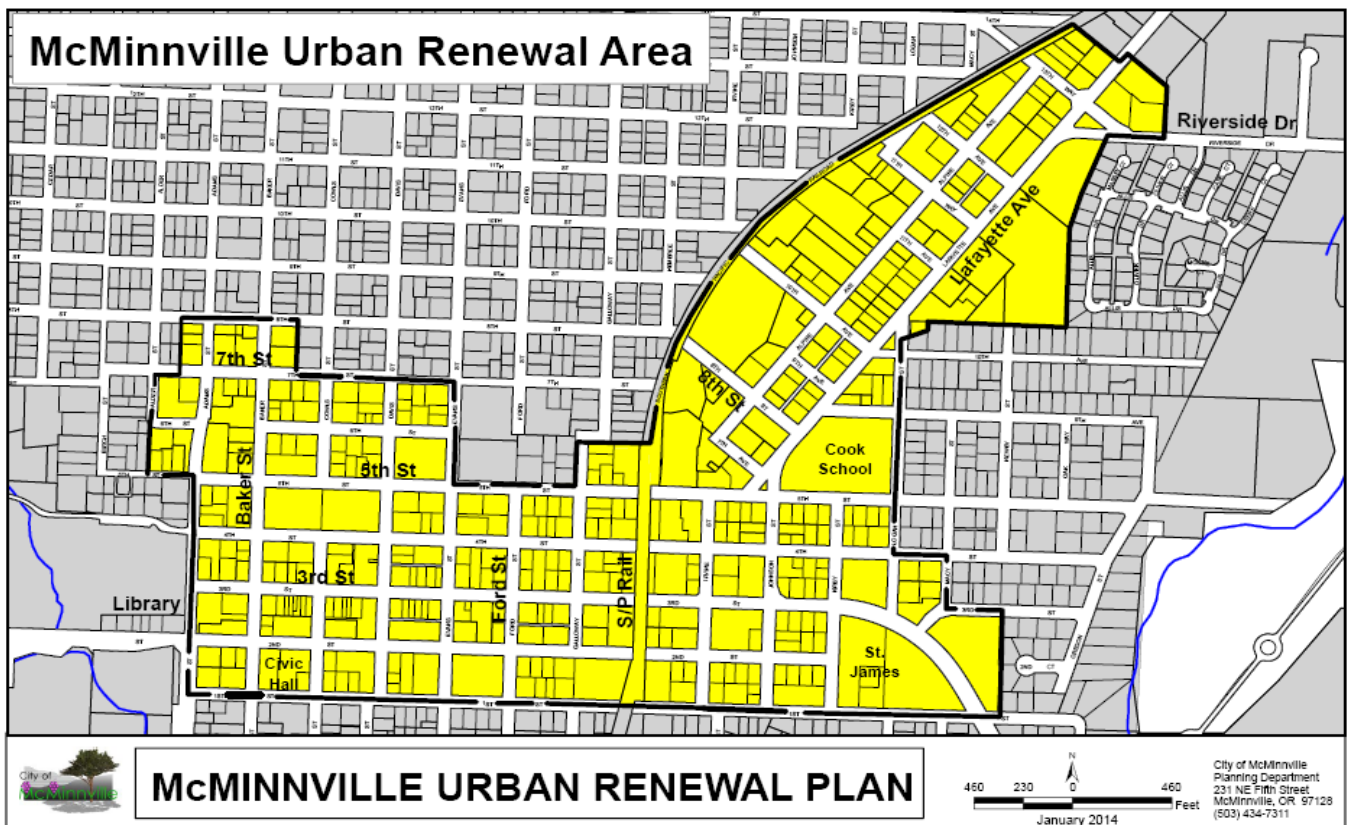
Goal 5. Provide necessary public and private facilities and utilities at levels commensurate with urban development. Public utilities should be extended in a phased manner, and planned and provided in advance of, or concurrent with, development.

Goal 6. Promote development of affordable, quality housing in the Area. Promote a residential development pattern that is compact and energy efficient, provides for an urban level of public and private services, and allows unique and innovative development techniques to be employed in residential designs.

Goal 7. Enhance sites and structures of historical, cultural, and/or architectural significance.

Goal 8. Pursue development and redevelopment opportunities that will add economic, civic, educational, craft industry, and cultural opportunities for the citizens of McMinnville, economically strengthen the Area, and attract visitors to the Area.

A full copy of the McMinnville Urban Renewal Plan and Report can be found on the City of McMinnville website at www.ci.mcminnville.or.us



FINANCIAL REPORTING

Money Received

ORS 457.460 (a)

	Urban Renewal Fund	Debt Service Fund	Total
Resources			
Property taxes	--	\$118,366	\$118,366
Bond/loan proceeds	\$205,131	--	\$205,131
Interest income	\$1	603	604
Total resources	\$205,132	\$118,969	\$324,101

Money Expended

ORS 457.460 (b)

	Urban Renewal Fund	Debt Service Fund	Total
Expenditures			
Façade Rehab Program	\$6,983	--	\$6,983
Insurance	\$100	--	\$100
Public Notices and Printings	\$942	--	\$942
Professional Services – Consultants	\$15,230	--	\$15,230
Professional Services – Project Design	\$181,877	--	\$181,877
Inter-Agency Loan Repayment	--	\$21,347	\$21,347
Total Expenditures	\$205,132	\$21,347	\$226,479

Long-term obligations

*The Agency and the City entered into an intergovernmental agreement that requires the Agency to repay the City for all contract expenses related to the completion of the Urban Renewal Feasibility Study and the Urban Renewal Plan and Report. The agreement provides for a five-year repayment schedule. Interest accrues at the rate earned by the Local Government Investment Pool plus one percent. The Agency paid principal of \$21,347 during the year ended June 30, 2016. The remaining balance is being repaid over four years as follows:

Fiscal year ending June 30	Principal	Interest	Total
2017	\$59,333	--	\$59,333
2018	64,333	--	64,333
2019	64,334	--	64,334
Total	188,000	--	188,000

Estimated Revenues

ORS 457.460 (c)

The estimated revenues for fiscal year 2016-2017 are \$ 178,900.

Proposed Budget for Current Fiscal Year 2016-2017

ORS 457.460 (d)

	Urban Renewal Fund	Debt Service Fund	Total
Resources			
Beginning Fund Balance	--	\$165,485	\$165,485
Property Taxes - Current	--	\$178,500	\$178,500
Property Taxes – Prior	--	\$1,000	\$1,000
Bond/loan proceeds	\$2,064,330	--	\$2,064,330
Interest income	--	\$400	\$400
Total resources	\$2,064,330	\$345,385	\$2,409,715
Expenditures			
Façade Rehab Program	\$10,000	--	\$10,000
Insurance	\$1,100	--	\$1,100
Materials and Services	\$500		\$500
Public Notices and Printings	\$500	--	\$500
Professional Services – Consultants	\$30,230	--	\$30,230
Professional Services – Financing Issuance Cost	\$22,000	--	\$22,000
Professional Services – Projects – Alpine Avenue	\$100,000	--	\$100,000
Capital Outlay – Alpine Avenue – Street Improvements	\$1,900,000	--	\$1,900,000
Inter-Agency Loan Repayment	--	\$201,730	\$201,730
Inter-Agency Loan – Interest		\$50,125	\$50,125
Designated Ending Fund Balance		\$93,530	\$93,350
Total Expenditures	\$2,064,330	\$345,835	\$2,409,715

Impact on Taxing Districts

ORS 457.460 (e)

Taxing District	Revenue Foregone Permanent Rate
Yamhill County	\$22,414
Yamhill County Extension Service	\$391
Yamhill County Soil & Water	\$309
McMinnville School District 40	\$42,868
Willamette Regional ESD	\$2,579
City of McMinnville	\$43,653
Chemeteka Library	\$712
Chemeteka Community College Before Bonds	\$5,440
TOTAL	\$118,366

Impacts on school districts

When considering the impact on taxes imposed by overlapping taxing districts, it should be noted that school districts are affected differently than other types of taxing districts. Property taxes were once the primary funding source for K-12 schools, and tax rates varied by district. Today, the State “equalizes” school funding, using a formula that takes into account property tax revenue generated at the school district level and revenue from the State’s coffers generated by the statewide income tax, Oregon Lottery, and intergovernmental revenues. Allocation of State revenues to local school districts comes in the form of “general purpose grants.” The primary driver of the State allocation is the number of students in each district. This means that local property taxes generated by a school district have no direct impact on school funding in that district. Thus, any impacts that an URA might have on local school district property tax revenues would have no direct impact on school funding in that district.

(Source: *Best Practices for Urban Renewal Agencies in Oregon*)



City Council- Regular

Meeting Date: 01/24/2017

Subject: Resolution No. 2017-05: Delegation of
Public Contracting Authority

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

Resolution No. 2017-05: A Resolution delegating public contracting authority to the City Manager.

BACKGROUND:

August 9th, 2016, City Council approved Ordinance No. 5009 adopting public contracting rules. The Ordinance brought public contracting rules into alignment with current practices and provided a process for awarding contracts. The Ordinance, however, did not address the delegation of public contracting authority. In order to provide efficiency of operations, it is recommended that the powers and responsibilities for public contracting be delegated to the City Manager or their designee as outlined in the attached Resolution.

RECOMMENDATION:

Staff recommends City Council approve Resolution No. 2017-05; delegating public contracting authority to the City Manager.

Attachments

Resolution No. 2017-05
Ord. 5009

RESOLUTION NO. 2017-05

A Resolution delegating public contracting authority to the City Manager.

RECITALS:

The City of McMinnville adopted its current Public Contracting Rules in 2016 through the enactment of Ordinance 5009 (8-9-2016). The City's rules are codified in McMinnville Municipal Code (MMC) Chapter 2.21.

MMC 2.21.030 authorizes the City Council, acting as the Local Contract Review Board to delegate its powers and responsibilities consistent with the statutory Public Contracting Code, the Attorney General's Model Rules, and the McMinnville Municipal Code.

For efficiency of operations, the City desires to delegate some of its powers and responsibilities for public contracting to the City Manager or their designee.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL FOR THE CITY OF McMINNVILLE, OREGON as follows:

1. The City Manager or their designee shall have authority to solicit quotes, bids, proposals, or other responsive statements for public contracts and shall have authority to award or amend public contracts, subject to the following:
 - a. For goods and services contracts, the amount shall not exceed \$75,000.
 - b. For public improvement contracts, the amount shall not exceed \$50,000.
 - c. For personal services contracts, the amount shall not exceed \$100,000.
 - d. For amendments to existing public contracts, the new contract amount shall not exceed the greater of:
 - i. the limits set forth in subsections (1)(a), (b), or (c), or
 - ii. 25% of the original contract amount.
 - e. For emergency contracts, there shall be no limit provided that, if the amount of the contract exceeds the limits described in subsections (2)(a), (b), or (c), then the contract shall be subject to the review and ratification of the City Council at its next meeting.
2. The delegation of authority described in subsection (1) shall be exercised:
 - a. only when the amount of the public contract is included within the City's adopted budget for the fiscal year in which the funds will be spent; and
 - b. in compliance with the requirements and procedures set forth in this Chapter.
3. This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 24th day of January, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 24th day of January, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

ORDINANCE NO. 5009

An Ordinance of the City of McMinnville adopting public contracting rules; repealing Ordinance 3780; repealing Ordinance 4736; and, declaring an emergency.

RECITALS

The City of McMinnville last amended its Public Contracting Rules in 2000 through the adoption of Ordinance 4736 (9-12-2000), which amended Ordinance 3780 (12-23-1975).

In 2003, the Oregon Legislature adopted a new Public Contracting Code (HB 2341; 2003 Or. Laws, Chapter 794), which became effective March 1, 2005. The new law repealed most provisions of the former public contracting laws that were set forth at Oregon Revised Statutes Chapter 279, and replaced them with three new chapters: ORS Ch. 279A, 279B, and 279C. By operation of the new Public Contracting Code, all rules and exemptions that had previously been adopted by the City pursuant to ORS Ch. 279, expired on March 1, 2005. This includes Ordinances 3780 and 4736 (codified as McMinnville Municipal Code Chapter 2.20).

Under the Public Contracting Code, the McMinnville City Council is the designated Local Contract Review Board of the City, unless otherwise provided by action of the Council (ORS 279A.060). Absent any action by the Local Contract Review Board to adopt its own rules for public contracting, the City is subject to the Model Rules adopted by the Oregon Attorney General (ORS 279A.065). The Model Rules are set forth at OAR Chapter 137, Divisions 46, 47, 48, and 49.

The City has authority to designate certain service contracts or classes of service contracts as personal services contracts, and to enter into such personal services contracts in accordance with procedures adopted by the City to screen and select persons to perform personal services (ORS 279A.055 and 279A.070).

The Attorney General's Model Rules provide procedures for the selection of consultants to provide architectural, engineering, photogrammetric mapping, transportation planning, land surveying, and related services for the award of certain personal services contracts (OAR Ch. 137, Div. 48). However, the Model Rules do not provide express procedures for the selection of other professionals such as accountants, attorneys, appraisers, facilitators, or related services providers for the award of personal services contracts.

The City desires to designate certain service contracts and classes of service contracts as personal services contracts, and to adopt procedures to screen and select persons to perform personal services contracts that are consistent with the Attorney General's Model Rules for the selection of architects, engineers, and related consultants set forth at OAR Ch. 137, Div. 48.

Now therefore, THE COMMON COUNCIL FOR THE CITY OF McMinnville
ORDAINS AS FOLLOWS:

1. Ordinance 3780 is repealed in its entirety.
2. Ordinance 4736 is repealed in its entirety.
3. The provisions set forth in the Attached Exhibit 1, which are incorporated by this reference, are hereby adopted as the Public Contracting Rules for the City of McMinnville.
4. An emergency is hereby declared, making this Ordinance effective immediately upon its passage.

Passed by the Council this 9th day of August 2016, by the following votes:

Ayes: Jeffries, Hill, Menke, Ruden, Yoder

Nays: _____

Approved this 9th day of August 2016.



MAYOR

Attest:

Approved as to form:



CITY RECORDER



CITY ATTORNEY

EXHIBIT 1

Chapter 2.21

PUBLIC CONTRACTING

Sections:

- 2.21.010. Definitions
- 2.21.020. Public Contracting Rules
- 2.21.030. Local Contract Review Board
- 2.21.100. Personal Services Contracts

PUBLIC CONTRACTING

2.21.010 - Definitions

As used in this Chapter:

- A. "Board" or "Local Contract Review Board" means the Local Contract Review Board for the City of McMinnville, as described in ORS 279A.060.
- B. "City" means the City of McMinnville, Oregon, and its elected and appointed officers, employees, or agents who are authorized to solicit, negotiate and/or award public contracts for the City.
- C. "City Council" means the Mayor and City Councilors of the City.
- D. "Personal Services Contract" include contracts for services that require specialized technical, artistic, creative, professional or communication skills or talent, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the service depends on attributes that are unique to the service provider, other than contracts for professional services described in ORS 279C.100.
- E. "Model Rules" means the Model Rules set forth at OAR Chapter 137, Divisions 46, 47, 48 and 49, adopted by the Oregon Attorney General pursuant to the provisions of the Oregon Public Contracting Code, as they now exist, and as they may be amended in the future.
- F. "Public Contracting Code" means ORS 279A, 279B, and 279C.

2.21.020 - Public Contracting Rules

Except as expressly provided by the provisions of this Chapter, as they now exist, and as they may be amended in the future:

- A. The Model Rules shall apply to public contracts awarded by the City.
- B. Words and phrases used by these rules that are defined the Public Contracting Code and in the Model Rules, have the same meaning as defined in the Public Contracting Code and in the Model Rules.

2.21.030 - Local Contract Review Board

The City Council is designated as the Local Contract Review Board under the Public Contracting Code. The Board may delegate its powers and responsibilities consistent with the Public Contracting Code, the Model Rules, and the McMinnville Municipal Code.

2.21.100 - Personal Services Contracts

A. Personal services contracts will be used to retain the services of independent contractors, other than contracts for architectural, engineering, photogrammetric mapping, transportation planning, land surveying and related services described in ORS 279C.100. Nothing in this section shall apply to the employment of regular city employees.

B. Pursuant to ORS 279A.055(2), the following service contracts or classes of service contracts are designated as contracts for personal services, which shall be subject to the provisions of this Section:

1. Accountant or auditing services;
2. Appraisal services;
3. Information technology programming, data processing or related consulting services;
4. Legal services;
5. Investing or financial consulting services;
6. Human Resources and training services;
7. Advertising, Marketing and/or Graphics consulting services;
8. Public Relations or Communications consulting services;
9. Management Systems consulting services;
10. Any other personal services contracts or classes or contracts that the Local Contract Review Board identifies as personal services contracts.

C. Personal services contracts shall be solicited, negotiated and/or awarded in accordance with the procedures described for the selection of Consultants set forth in Division 48 of the Model Rules.



City Council- Regular

Meeting Date: 01/24/2017

Subject: Resolution No. 2017-06: SDC Rates
Resolution

From: Mike Bisset, Community Development
Director

AGENDA ITEM:

Resolution No. 2017-06: A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24.

BACKGROUND:

Chapter 3.10 of the Municipal Code, as adopted by Ordinance No. 4980 on June 10th, 2014, includes provisions for imposing sanitary sewer, transportation, and parks and recreation system development charges (SDCs).

The purpose of the SDCs is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

Per Section 3.10.020 (B) of the Municipal Code, the SDCs should be adjusted annually, as allowed by Oregon Revised Statutes, to reflect the increase in construction costs.

Adjustments shall be calculated each January by the City Engineer based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington. The index for January 2017 has been issued, and the index grew by 2.2% for calendar year 2016 (the index went from 10,396.13 in January 2016 to 10,622.66 in January 2017).

Per the attached summary, the sanitary sewer SDC will increase \$63 for a single family home; the parks and recreation SDC will increase \$46 per dwelling unit; and the transportation SDC rate will increase \$47 per PM peak hour trip. Note that the sanitary sewer SDC and parks and recreation SDC were last adjusted in 2007. The transportation SDC fee was set in 2015, and there was no adjustment for 2016.

The effective date of this Resolution shall be July 1, 2017, at which time Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24 shall be repealed. The revised SDC rates shall apply to applicable building permits filed on or after July 1, 2017.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2017-06 as presented; establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation.

Attachments

Resolution No. 2017-06
SDC CHANGE SUMMARY
ORDINANCE 4980
RESOLUTION 2015-24
RESOLUTION 2007-4

RESOLUTION NO. 2017-06

A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24.

RECITALS:

Chapter 3.10 of the Municipal Code, as adopted by Ordinance No. 4980 on June 10th, 2014, includes provisions for imposing sanitary sewer, transportation, and parks and recreation system development charges (SDCs).

The purpose of the SDCs is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

Per Section 3.10.020 (B) of the Municipal Code, the SDCs should be adjusted annually, as allowed by Oregon Revised Statutes, to reflect the increase in construction costs.

Adjustments shall be calculated each January by the City Engineer based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington.

The index for January 2017 has been issued, and the index grew by 2.2% for calendar year 2016 (the index went from 10,396.13 in January 2016 to 10,622.66 in January 2017).

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, Oregon as follows:

1. Sanitary Sewer System Development Charge.

The Sanitary Sewer System Development Charge (SDC), as set by Resolution 2007-4, is revised to be \$2,932 per dwelling unit or dwelling unit equivalent (DUE).

2. Transportation System Development Charge.

The formula in Section 2 of Resolution 2015 -24 is replaced by:

$$\frac{\$16,094,620 \text{ of capital improvement costs}}{7,230 \text{ net new PM peak hour trips}} = \$2,226 \text{ per net new PM peak hour trip (which is the SDC unit cost)}$$

3. Parks and Recreation System Development Charge.

The Parks and Recreation System Development Charge (SDC), as set by Resolution 2007-4, is revised to be \$2,164 per dwelling unit or dwelling unit equivalent (DUE).

4. Effective Date.

The effective date of this Resolution shall be July 1, 2017, at which time Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24 shall be repealed. The revised SDC rates shall apply to applicable building permits filed on or after July 1, 2017.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 24th day of January, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 24th day of January, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

Revised 2017/18 SDC's

Engineering News Record Construction Cost Index - Seattle

Jan-16	10,396.13
Jan-17	10,622.66

2.2% = Annual increase

SDC RATES	Current	FY17/18	Difference
SANITARY SDC	\$ 2,870	\$ 2,932	\$ 63
PARKS SDC	\$ 2,118	\$ 2,164	\$ 46
TRANSPORTATION SDC			
Capital costs	\$ 15,751,400	\$ 16,094,620	
Total New PM peak trips	7,230	7,230	
Rate (per PM pk hr trip)	\$ 2,179	\$ 2,226	\$ 47

ORDINANCE NO. 4980

An Ordinance modifying the McMinnville Municipal Code provisions regarding system development charges.

RECITALS:

Chapter 3.10 of the Municipal Code includes provisions for imposing sanitary sewer, storm sewer, and parks and recreation system development charges (SDCs), and establishing administrative review procedures.

Resolution 1995-14 includes provisions for imposing transportation system development charges (SDCs), and establishing administrative review procedures.

The City is currently updating the transportation system development charge methodology and rate, and has determined that modifying Chapter 3.10 to include provisions for imposing transportation system development charges (SDCs) would lead to increased efficiencies and transparency.

Having considered the language of the proposed ordinance (attached hereto) at their June 10, 2014 meeting, the Council finds it is in the best interests of the City of McMinnville to approve the updates to the Municipal Code regarding the system development charges.

Now, therefore, THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

1. That the current Chapter 3.10 of the McMinnville Municipal Code is repealed in its entirety and the attached language will be incorporated into the McMinnville Municipal Code at Chapter 3.10.

Passed by the Council this 10th day of June 2014 by the following votes:

Ayes: Hill, Jeffries, Menke, Ruden, Yoder

Nays _____

Approved this 10th day of June 2014.



 COUNCIL PRESIDENT

Attest:

Approved as to form:



 CITY RECORDER



 CITY ATTORNEY

Chapter 3.10

SYSTEMS DEVELOPMENT

Sections:

3.10.010	Definitions.
3.10.015	Purpose.
3.10.017	Scope.
3.10.020	Systems development charge established.
3.10.030	Methodology.
3.10.040	Compliance with state law.
3.10.050	Collection of charge.
3.10.060	Exemptions.
3.10.070	Credits.
3.10.080	Appeal procedures.
3.10.090	Prohibited connection.

3.10.010 Definitions. The following words and phrases, as used in Chapter 3.10 of this code, have the following definitions and meanings:

A. "Capital improvement(s)" means public facilities or assets used for any of the following:

1. Sanitary sewers, including collection, transmission, treatment and disposal;
2. Storm sewers, including drainage and flood control;
3. Parks and recreation, including but not limited to mini-neighborhood parks, neighborhood parks, community parks, public open space and trail systems, buildings, courts, fields and other like facilities.
4. Street and transit improvements, including but not limited to signalization, channelization, widening, drainage work, sidewalks and pedestrian facilities, bicycle facilities, lighting, right-of-way acquisition, street extensions, railroad crossing protective devices, and other like facilities.

B. "Development", as used in Sections 3.10.020 through 3.10.090, means conducting a building or mining operation, or making a physical change in the use or appearance of a structure or land, which increases the usage of any capital improvements or which will contribute to the need for additional or enlarged improvements.

C. "Public improvement charge" means a fee for costs associated with capital improvements to be constructed after the effective date of the ordinance codified in this chapter. This term shall have the same meaning as the term "improvement fee" as used in ORS 223.297 through 223.314.

D. "Qualified public improvement" means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

1. Not located on or contiguous to property that is the subject of development approval; or

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

E. "Reimbursement fee" means a fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to Section 3.10.020.

F. "Systems development charge" means a reimbursement fee, a public improvement charge or a combination thereof assessed or collected at any of the times specified in Section 3.10.050. It shall not include connection or hookup fees for sanitary sewers or storm drains. Such fees are designed by the City only to reimburse the City for actual or average costs for such connections. Nor shall the SDC include costs for capital improvements which by City policy and state statute are paid for by assessments (or fees in lieu of assessments) for projects of special benefit to a property.

3.10.015 Purpose. The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

3.10.017 Scope. The systems development charge imposed by Chapter 3.10 is separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, or fee otherwise provided by law or imposed as a condition of development. A systems development charge is to be considered in the nature of a charge for service rendered or facilities made available, or a charge for future services to be rendered on facilities to be made available in the future.

3.10.020 Systems development charge established. A. Unless otherwise exempted by the provisions of this chapter or other local or state law, a systems development charge is imposed upon all new development within the City for transportation, parks and all new development inside and outside the boundary of the City that connects to or otherwise uses the sanitary sewer system or storm drainage system of the City. The City Manager is authorized to make interpretations of this section, subject to appeal to the City Council.

B. Systems development charges for each type of capital improvement may be created through application of the methodologies described in Section 3.10.030 of this code. The amounts of each systems development charge shall be adopted initially by Council resolution. Changes in the amounts shall also be adopted by resolution, except changes resulting solely from inflationary cost impacts. Inflationary cost impacts shall be measured and calculated each January by the City Engineer and charged accordingly. Such calculations will be based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington.

3.10.030 Methodology. A. The methodology used to establish a reimbursement fee shall consider the cost of then-existing facilities, prior contributions by then-existing users, the value of unused capacity, rate-making principles employed to finance publicly owned capital improvements, and other relevant factors. The methodology shall

promote the objective that future systems' users shall contribute an equitable share of the cost of then existing facilities.

B. The methodology used to establish the public improvement charge shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related and shall provide for credit against the public improvement charge for the construction of any qualified public improvement.

C. The methodology may also provide for a credit as authorized in Section 3.10.070.

D. Except when authorized in the methodology adopted under Section 3.10.030(A), the fees which are assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision are separate from and in addition to the systems development charge and shall not be used as a credit against such charge.

E. The methodologies used to establish the systems development charge shall be adopted by resolution of Council. The specific systems development charge may be adopted and amended concurrent with the establishment or revision of the systems development charge methodology. The City Manager shall review the methodologies established under this section periodically and shall recommend amendments, if and as needed, to the Council for its action.

F. The formulas and calculations used to compute specific SDCs are based upon averages and typical conditions. Whenever the impact of the individual developments present special or unique situations such that the calculated fee is substantially disproportionate to the actual impact of the development, alternative fee calculations may be approved or required by the City Manager under prescribed administrative procedures. All data submitted to support alternate calculations under this provision shall be specific to the site and development under consideration. Major or unique developments may require special analyses to determine alternatives to the standard methodology.

3.10.040 Compliance with state law. A. The revenue received from the systems development charges shall be budgeted and expended as provided by state law. Such revenue and expenditures shall be accounted for as required by state law. Their reporting shall be included in the City's Comprehensive Annual Financial Report required by ORS Chapter 294.

B. The capital plan for capital improvements require by state law as the basis for expending the public improvement charge component of systems development charge revenues shall be the McMinnville Transportation System Plan; McMinnville Wastewater and Stormwater Master Plans and Capital Improvements Plan (CIP); adopted facilities plans; park master plans; the capital improvement plan of any other governmental entity with which the City has a cooperative agreement for the financing of commonly-used public improvements by the collection of system charges; provided such plans conform with state law and are consistent with the City's CIP and the City's comprehensive plan.

3.10.050 Collection of charge. A. The systems development charge is payable upon, and as a condition of, issuance of:

1. A building permit;
2. A development permit for development not requiring the issuance of a building permit;
3. A permit to connect to the water, sanitary sewer or storm drainage systems; or
4. A permit to construct a driveway or private street connection to a public street.

For those uses for which no permit is provided, including a change in occupancy that results in an increased system usage level, the final approval granted by the City approving the use or occupancy shall be deemed a building permit for the purpose of this chapter.

B. If development is commenced or connection is made to the street system, water system, sanitary sewer system or storm sewer system without an appropriate permit, the systems development charge is immediately payable upon the earliest date that a permit was required, and it will be unlawful for anyone to continue with the construction or use constituting a development until the charge has been paid or payment secured to the satisfaction of the City Manager.

C. Any and all persons causing, constructing, conducting, occupying or using the development or making application for the needed permit, or otherwise responsible for the development, are jointly and severally obligated to pay the charge, and the City Manager may collect the charge from any of them. The City Manager or his/her designee shall not issue any permit or allow connections described in subsection 3.10.050A until the charge has been paid in full or until an adequate secured arrangement for its payment has been made.

D. A systems development charge shall be paid in cash when due, or in lieu thereof, the City Manager may accept the delivery of a written agreement to pay if the written agreement is secured by collateral satisfactory to the City Manager or his/her designee. The collateral may consist of mortgage or trust deeds of real property, or an agreement secured by surety bond issued by a corporation licensed by state law to grant such undertakings, or by cash deposit, letter of credit, or other like security acceptable to the City Manager.

E. The person paying the systems development charge in installments may apply for deferral of the payments.

F. Industrial and commercial shell buildings which are erected for future tenants whose identities and use are not known at the time of construction are not required to pay the transportation systems development charge at the time a building permit is issued. In lieu of this payment, an industrial property owner or owners shall execute a note to the City in the amount of the systems development charge for general light industrial use. A commercial property owner or owners shall execute a note based upon the anticipated use as approved by the City Manager, or designee. Any such note shall become due and payable in one year, bear no interest and be recorded on the docket of City liens.

During the one year period, if the occupant of the structure is identified, the transportation systems development charge shall be calculated in accordance with the adopted methodology, and the then in effect rates, and shall immediately become due and payable. Upon payment in full, the interim note, as referenced above, shall be cancelled and returned to the property owner.

In the event that no occupant is identified during this one-year interim period and the structure continues vacant:

- 1) The note shall become due and payable in full; or
- 2) The property owner may request the City to accept a new note in the same amount for an additional one-year period subject to the same conditions set forth above. Only one extension will be granted.

3.10.060 Exemptions. The following are exempt from the systems development charge imposed in Section 3.10.020.

A. An alteration, addition, remodel, replacement or change in use that does not increase the use of capital improvements.

B. Housing for low-income or elderly persons which is exempt from real property taxes under state law.

3.10.070 Credits. A. As used in this section and in the definition of "qualified public improvements" in Section 3.10.010 the word "contiguous" means that part of a public improvement which abuts the development parcel.

B. When development occurs that must pay a systems development charge under Section 3.10.020 of this chapter, the systems development charge for the existing use shall be calculated and if it is less than the systems development charge for the proposed use, the difference between the systems development charge for the existing use and the systems development charge for the proposed use shall be the systems development charge required under Section 3.10.020. If the change in use results in the systems development charge for the proposed use being less than the systems development charge for the existing use, no systems development charge shall be required; however, no refund or credit shall be given.

C. The limitations on the use of credits contained in this subsection shall not apply when credits are otherwise given under Section 3.10.070. A credit shall be given for the cost of a qualified public improvement associated with a development. The credit provided for by this subsection shall be only for the public improvement charge charged for the type of improvement being constructed and shall not exceed the public improvement charge even if the cost of the capital improvement exceeds the applicable public improvement charge.

D. Applying the methodology adopted by resolution, the City Manager may grant a credit against the public improvement charge, the reimbursement fee, or both, for a capital improvement constructed as part of the development that reduces the development's demand upon existing capital improvements or the need for future capital improvements or that would otherwise have to be constructed at City expense under then-existing Council policies.

E. In situations where the amount of credit exceeds the amount of the systems development charge, the excess credit is not transferable to another development. It may be transferred to another phase of the original development.

F. Credit shall not be transferable from one type of capital improvements to another.

3.10.080 Appeal procedure. A. As used in this section, "working day" means a day when the general offices of the City are open to transact business with the public.

B. A person aggrieved by a decision required or permitted to be made by the City Manager or his/her designee under Sections 3.10.010 through 3.10.070 or a person challenging the propriety of an expenditure of systems development charge revenues may appeal the decision or the expenditure by filing a written request with the City Recorder for consideration by the City Council. Such appeal shall describe with particularity the decision or the expenditure from which the person appeals and shall comply with subsection D of this section.

C. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure. Appeals of any other decision must be filed within ten working days of the date of the decision.

D. The appeal shall state:

1. The name and address of the appellant;
2. The nature of the determination or expenditure being appealed;
3. The reason the determination or expenditure is incorrect; and
4. What the correct determination or expenditure should be.

An appellant who fails to file such a statement within the time permitted waives his/her objections, and his/her appeal shall be dismissed.

E. Unless the appellant and the City agree to a longer period, an appeal shall be heard within thirty days of the receipt of the written appeal. At least ten working days prior to the hearing, the City shall mail notice of the time and location thereof to the appellant.

F. The City Council shall hear and determine the appeal on the basis of the appellant's written statement and any additional evidence he/she deems appropriate. At the hearing the appellant may present written or oral testimony and arguments personally, by counsel, or by other representative. The City may present written or oral testimony and arguments at this same hearing. The rules of evidence as used by courts of law do not apply.

G. The appellant shall carry the burden of proving that the determination or expenditure being appealed is incorrect and what the correct determination or expenditure should be.

H. The City Council shall render its decision within fifteen days after the hearing date and the decision of the Council shall be final. The decision shall be in writing but

written findings shall not be made or required unless the Council in its discretion, elects to make findings for precedential purposes. Any legal action contesting the Council's decision on the appeal shall be filed within sixty days of the Council's decision.

I. An appeal of the methodology used for calculating an SDC must be filed within sixty days following the adoption or modification of the resolution referred to in Section 3.10.030(E).

3.10.090 Prohibited connection. After the effective date of this chapter, no person may connect any premises for service, or cause the premises to be connected, to any sanitary sewer or storm sewer system of the city unless the appropriate systems development charge has been paid or payment has been secured as provided in this chapter.

RESOLUTION NO. 2015 - 24

A Resolution establishing revised transportation system development charges; and repealing Resolution 2014-20.

RECITALS:

On June 10, 2014, the City Council adopted Resolution 2014-20 establishing a revised methodology for determining transportation system development charges (TSDC), and setting the rate of \$1,358 per net new PM peak hour trip. Per the McMinnville Transportation System Development Charge Methodology Report (attached), that level of TSDC is expected to recover approximately \$9.8-million (rounded) of the \$24.6-million (rounded) of SDC eligible capital costs identified in the methodology report.

At the time that the Council adopted the resolution, they indicated that they would like to revisit the TSDC charges in early 2015 -- with the possible intention of raising the TSDC rate. The Council held a public meeting on February 10, 2015 to discuss the TSDC level.

At the February 10, 2015 meeting, it was noted that the recently approved \$24-million transportation bond measure included two projects (Hill Road and Old Sheridan Road), totaling ~\$8.8-million, that are included on the SDC eligible project list. If those project costs are removed from the \$24.6-million of SDC eligible capital costs in the plan, the remaining SDC eligible capital costs total approximately \$15.8-million (rounded).

At the conclusion of the February 10, 2015 discussion, the Council directed staff to update the TSDC methodology report to set the TSDC rate to recover the remaining \$15.8-million (rounded) of SDC eligible capital costs. Additionally, the Council set May 26, 2015 at 7:00pm as the date and time for a public hearing to take testimony regarding the proposed changes.

At their May 26, 2015 meeting, upon consideration of the public testimony received during the public hearing, the City Council directed staff to prepare a resolution adopting the updated McMinnville System Development Charge Methodology Report setting the TSDC rate at an amount necessary to recover \$15.8-million (rounded) over the planning period; and directing an October 1, 2015 effective date.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

Section 1. Adoption of Methodology Report. The City Council hereby adopts the "McMinnville Transportation System Development Charge Methodology Report", dated May 2015, and incorporates herein the assumptions, conclusions, and findings in the report which refer to the determination of anticipated costs of capital improvements required to accommodate growth, including an estimated 7,230 new PM peak hour vehicle trips.

Section 2. Establishment of Revised Transportation System Development Charge Rate. The McMinnville Transportation System Development Charge Methodology Report identifies \$24,572,400 needed for transportation system capacity improvement projects in order to maintain an acceptable transportation service level throughout the forecast period. The City has determined that only \$15,751,400 of the total shall be recovered through system development charges, and that the remainder will be funded through other financial programs, including the 2014 transportation general obligation bond measure. Therefore, the transportation system development charge unit cost is calculated as follows:

$$\frac{\$15,751,400 \text{ of capital improvement costs}}{7,230 \text{ net new PM peak hour trips}} = \$2,179 \text{ per net new PM peak hour trip (which is the SDC unit cost)}$$

Section 3. Effective date. This resolution shall be effective on October 1, 2015, and the revised transportation system development charge (SDC) fee established by this resolution shall be effective for all building permits filed on or after that date.

Section 4. Repealing prior methodology and rate. Resolution 2014-20 shall be repealed upon the effective date of this resolution.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 9th day of June 2015 by the following votes:

Ayes: Drabkin, Hill, Jeffries, Menke, Yoder

Nays: _____

Approved this 9th day of June 2015.



MAYOR

Approved as to form:



CITY ATTORNEY

RESOLUTION NO. 2007 - 4

A Resolution establishing revised user fees and System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2006-9.

RECITALS:

The enactment of the fee schedule as herein set forth is required by the contractual obligations entered into when incurring bonded indebtedness to finance the construction of the Water Reclamation Facility, associated facilities and structures, and to comply with the standards issued by the Oregon State Department of Environmental Quality and corrective orders entered into by the City under Consent Decree.

The City of McMinnville completed a sanitary sewer rate analysis in 2004. The findings of that analysis indicate revenues from user fees need to increase 2.75 percent per year from FY 2004/05 through FY2011/12 to cover the costs of planned capital improvements, operating costs, and to build a reserve of approximately \$7.5 million for the future expansion of the Water Reclamation Facility. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to more equitably reflect the cost of services, the rate equity portion of the adopted study outlined the gradual shift of a larger portion of the costs to non-residential customers and higher water use residential customers. Since FY2004/05 the sewer rates have been in transition, with the FY2007/08 rates representing the equity based rates.

An annual review of the actual revenue generated will be done to verify that needs are being met. Future rates will be adjusted by City Council action.

The SDCs should continue to be adjusted annually, as allowed by Oregon Revised Statutes and McMinnville Municipal Code, to reflect the increase in construction costs. Adjustments to the Parks and Recreation, Sanitary Sewer, and Transportation SDCs will be made based on the Engineering News Record Northwest (Seattle, Washington) Construction Cost Index (2006 = 2.2%).

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

SANITARY SEWER FEE SCHEDULE

Section 1 System Development Charge.

A. The Sanitary Sewer System Development Charge (SDC) shall be \$2,870 per dwelling unit or dwelling unit equivalent (DUE).

B. The fee for time extension of the SDC as provided for in McMinnville Municipal Code shall be \$50.

C. The fee for reinstatement of the SDC as provided for in McMinnville Municipal Code shall be \$250.

Section 2 User Fees.

A. Customer Service Charge. Each single-family living unit and each individual commercial or industrial customer with an electrical account shall be charged one

Customer Service Charge per account. The Customer Service Charge for multi-family, duplex, and manufactured home parks comprised of individual single-family units or mixed use structures (such as residential and commercial) shall be charged on the basis of the total number of living units and/or commercial accounts that receive water service from one meter.

The Customer Service Charge shall be:

1. Residential - \$16.59 per living unit
2. Commercial/Industrial - \$16.59 per account

B. Volume Charge. Residential customers are charged a volume charge based on actual water consumption in the winter months of December, January, February and March billing periods. The remaining eight months, the volume charge is based on the lesser of actual consumption or the average of the winter month water use. Commercial and Industrial customers are generally billed a volume charge on actual water use throughout the year. Some commercial customers (such as law office, bank, etc) that do not use water in their commercial enterprise can be classified as residential for volume charge.

1. Residential - \$4.35 per hundred cubic feet of water
2. Commercial/Industrial - \$5.31 per hundred cubic feet of water

C. Flat-rate Customers. Residential and Commercial Customers that are connected to the sanitary sewer system, but are not on a metered water system, shall pay for sanitary sewer service on a fixed monthly rate per living unit or account at the following rate:

1. Residential - \$47.07 per living unit
2. Commercial - \$16.59 per account

D. Extra Strength Charge. Commercial and industrial customers with a high strength wastewater will be billed a surcharge for concentration in excess of normal wastewater strengths.

1. BOD - \$0.72 per pound for concentrations in excess of 200 mg/l.
2. TSS - \$0.44 per pound for concentrations in excess of 250 mg/l.

E. Residential Septic Waste. Residential waste from septic tanks is hauled by commercial service providers and is discharged at the Water Reclamation Facility.
Residential Septic Waste - \$0.10 per gallon.

Section 3 Sewer Capping Deposit. The refundable deposit for capping of an abandoned sewer lateral shall be \$1000. Deposit will be refunded if lateral is properly capped and inspected by the City.

Section 4 Sewer Ordinance Appeal. The fee for processing an appeal of the sewer ordinance conditions shall be \$200.

Section 5 Industrial Permit Fees.

A. Non-Significant Industrial User. The permit processing fee for a non-Significant Industrial User (SIU) shall be \$75 upon issuance, and upon each renewal of the permit as determined by City pretreatment rules.

B. Significant Industrial User. The permit processing fee for a Significant Industrial User shall be \$250 upon issuance, and annually upon the anniversary of the permit issuance date.

C. Septage Hauler. The permit processing fee for a hauler of residential septic and/or chemical toilet waste shall be \$75 upon issuance and upon each renewal of the permit as determined by the City pretreatment rules.

Section 6 Facility Development Fee. The Facility Development Fee (FDF) shall be \$15 per frontage foot calculated according to the McMinnville Municipal Code.

=====

TRANSPORTATION FEE SCHEDULE

The formula in Article III Section 2 of Resolution 1995 -14 is replaced by:

Section 2.

$$\frac{\text{Capital Improvement Cost Basis } \$19,605,457}{\text{ELNDT (131,212)}} = \$149 \text{ per ELNDT (which is the SDC unit cost)}$$

=====

PARKS AND RECREATION SDC FEE SCHEDULE

The fee established by Section 2 of Resolution 1998-53 is revised to be \$2,118 per dwelling unit or equivalent dwelling unit.

EFFECTIVE DATE


The effective date of this Resolution shall be July 1, 2007. The revised SDC rates shall apply to applicable building permits filed on or after July 1, 2007.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23rd day of January 2007 by the following votes:

Ayes: Hansen, Hill, May, Menke, Olson, Yoder

Nays: _____

Approved this 23rd day of January 2007.



MAYOR

Approved as to form:



CITY ATTORNEY



City Council- Regular

Meeting Date: 01/24/2017

Subject: Resolution No. 2017-07: Sanitary Sewer
User Fees

From: Mike Bisset, Community Development
Director

AGENDA ITEM:

Resolution No. 2017-07: A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2016-3.

BACKGROUND:

In 2015, the City of McMinnville completed a sanitary sewer rate analysis and equity review. The findings of that work indicated that revenues from user fees need to increase 2.8 percent per fiscal year through the planning period (through FY26) to cover the costs of planned capital improvements and operating costs. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study will occur over a four-year period (FY16 – FY19) and gradually shift a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment.

The current sanitary sewer user fees were set by Council Resolution 2016-3 (sewer user fee rates were increased 2.8 percent on July 1, 2016), which is repealed by this resolution. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met.

The effective date of this Resolution shall be July 1, 2017, at which time Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24 shall be repealed. The revised SDC rates shall apply to applicable building permits filed on or after July 1, 2017.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2017-07 as presented; establishing revised sanitary sewer user fees, and repealing Resolution No. 2016-3.

Attachments

Resolution No. 2017-07
2015 EQUITY REVIEW REPORT

RESOLUTION NO. 2017-07

A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2016-3.

RECITALS:

The enactment of the fee schedule as herein set forth is required to comply with the standards issued by the Oregon State Department of Environmental Quality.

In 2015, the City of McMinnville completed a sanitary sewer rate analysis and equity review. The findings of that work indicated that revenues from user fees need to increase 2.8 percent per fiscal year through the planning period (through FY26) to cover the costs of planned capital improvements and operating costs. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study will occur over a four-year period (FY16 – FY19) and gradually shift a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment.

The current sanitary sewer user fees were set by Council Resolution 2016-3 (sewer user fee rates were increased 2.8 percent on July 1, 2016), which is repealed by this resolution. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

SANITARY SEWER FEE SCHEDULE

Sewer User Fees.

A. Customer Service Charge. Water meters serving individual single-family living units, multiple single-family living units, and individual commercial or industrial customers shall be charged the Customer Service Charge for each unit that has access to water. Multi-family, duplex, and manufactured home parks comprised of individual single-family units or mixed use structures (such as residential and commercial) shall be charged on the basis of the total number of single-family living units and/or individual commercial units that receive water service from one meter as permitted by the City. The Customer Service Charge shall be:

1. Residential - \$20.00 per living unit
2. Commercial/Industrial - \$20.00 per account

B. Volume Charge. Residential customers are charged a volume charge based on actual water consumption in the winter months of December, January, February and March billing periods. The remaining eight months, the volume charge is based on the lesser of actual consumption or the average of the winter months' water use.

Commercial and Industrial customers are generally billed a volume charge on actual water use throughout the year. Some commercial customers that do not use water in their commercial enterprise, and that do not have an isolated water service for irrigation uses, can be billed the volume charge based on the lesser of actual consumption or the average of the winter month's water use.

New residential customers without a winter average billing history will be assigned a 500 cubic feet winter average volume. New commercial and industrial customers who are eligible and do not have a winter average billing history will be assigned a winter average volume consistent with the service location's historical winter average volume.

Residential service locations that are vacant during the winter months or have zero water consumption shall be assigned a 500 cubic feet winter average volume.

When a service location experiences a water leak that does not flow into the sanitary sewer system, customers may be eligible for an adjustment based upon the customer's water consumption patterns prior to, and/or after, the leak is repaired.

1. Residential - \$5.49 per hundred cubic feet of water
2. Non-monitored Commercial/Industrial - \$6.81 per hundred cubic feet of water
3. Monitored Commercial/Industrial classifications:
 - Low strength – \$5.78 per hundred cubic feet of water
 - Medium strength – \$6.78 per hundred cubic feet of water
 - High strength – \$8.74 per hundred cubic feet of water
 - Very high strength – \$10.29 per hundred cubic feet of water
 - Super high strength - \$13.01 per hundred cubic feet of water

C. Flat-rate Customers. Residential Customers that are connected to the sanitary sewer system, but are not on a metered water system, shall pay for sanitary sewer service on a fixed monthly rate per living unit or account at the following rate:

1. Residential - \$58.43 per living unit

E. Residential Septic Waste. Residential waste from septic tanks is hauled by commercial service providers and is discharged at the Water Reclamation Facility.

Residential Septic Waste - \$0.13 per gallon.

EFFECTIVE DATE

The effective date of this Resolution shall be July 1, 2017, at which time Resolution 2016-3 shall be repealed.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 24th day of January, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 24th day of January, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

Final Report

City of McMinnville 2015 Sewer Rate Equity Review



Prepared
October 29, 2015

Prepared by



Printed on
Recycled and
Recyclable
Paper

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Appendix - Cost Allocations

Draft Report

Summary

Background and Purpose

In the fall of 2014, the City of McMinnville (the City) authorized Galardi Rothstein Group to conduct a sewer rate equity review. The purpose of the study was to evaluate the existing rate structure, and develop rates that:

- Provide adequate revenue to meet the projected capital and operation and maintenance (O&M) costs of the system.
- Equitably distribute costs among different types of system users, including above-domestic strength customers.
- Are consistent with industry standard practices and the utility's updated cost structure.

The City's last equity review was completed in 2011 as part of a comprehensive wastewater system rate study which included development of a multi-year financial plan and projected rates by customer class. The financial plan was most recently updated in 2013 (and is documented in a Technical Memorandum dated January 21, 2013).

Equity Update

As part of the current rate equity review, minor modifications have been made to the financial plan to reflect more current data; however, the overall system revenue increases are consistent with the 2013 recommendations, which include annual revenue increases of 2.8 percent per year (slightly above inflation) through the planning period (FY2025-26).

The cost allocation approaches used in this study follow standard industry practice for wastewater utility rate setting. While the allocation methodologies are widely accepted for developing equitable rates, equitable allocations are to some degree a matter of judgment because many costs are associated with facilities or services that serve more than one purpose or more than one group of customers. City staff and consultants conducted a review and analysis of the wastewater system to determine equitable allocations to system functions and service characteristics. The allocation of O&M costs generally considers operations criteria, while capital costs consider facility design. Some modification to the allocation factors are recommended in this study (compared to the prior study) to reflect revised operation and capital costs associated with the City's current secondary treatment expansion project.

Rate Structure Evaluation

The current rate equity review included a detailed evaluation of alternative rate structures for commercial and industrial customers. There are two primary approaches used in the wastewater industry for establishing rates for commercial and industrial customers, as shown in Table 1.

Table 1: Wastewater Rate Setting Approaches

Approach	Typical Customer Classes
Extra-Strength Surcharge	Residential Commercial/Industrial <ul style="list-style-type: none"> • Base • Extra-Strength
Class Average Approach	Residential Commercial/Industrial <ul style="list-style-type: none"> • Low Strength • Medium Strength • High Strength • Very High Strength • Super High Strength

The City’s current rate structure is based on an extra-strength approach, as illustrated in Table 2. Under this approach, all customers are charged a fixed monthly charge of \$17.73 per unit, and then assessed a volume charge (per 100 cubic feet of water use) based on their class of service (residential or commercial/industrial). For monitored industrial customers, an additional surcharge is added for each pound of Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) that exceeds domestic strength thresholds¹.

Table 2: Current Rate Schedule

Rate Component	Current Rates
Fixed Charge	\$17.73
Volume Charge (\$/100 cf)	
Residential	\$5.08
Commercial/Industrial	\$6.30
Extra-Strength Charges (\$/lb in excess of threshold)	
BOD	\$0.73
TSS	\$0.56

While the current approach has worked well in the past as a defensible basis for charging monitored industrial customers for the actual loads they place on the system, a revised rate structure approach is recommended to allow for future expansion of extra-strength rates to other commercial customers. Specifically, the recommendation is to implement a class-average structure for commercial and industrial customers as shown in Table 3.

¹ A finding of this study is that domestic wastewater concentrations have generally increased from 200-250 milligrams per liter (mg/l) to 300-350 mg/l, consistent with other agencies, as customer water use has declined over the last decade.

Table 3: Proposed Rate Commercial/Industrial Structure

Classifications	Combined BOD/TSS(mg/l)
Low Strength	0-625
Medium Strength	625-1000
High Strength	1001-1600
Very High Strength	1601-2500
Super High Strength	Over 2500

Under the recommended structure, customers would be placed in classes based on the best available data, including:

- Commercial customers would be classified based on the type of business and industry reference data (supplemented with available local sampling data) on typical BOD and TSS concentrations combined.
- Monitored industrial customers are classified based on annual average wastewater concentrations (from sampling data). The initial classification would reflect 2-3 years average sampling results. Customer assignments would be reviewed annually to determine whether changes were appropriate.

The revised structure offers the following advantages:

- The extra-strength program may be expanded to include other high strength users who are not monitored (e.g., restaurants, bakeries, etc) once the City has data on business types. In the interim, non-monitored customers would be charged an average rate (for example, \$6.48/ccf in FY2015-16), consistent with current practice.
- Monthly charges for monitored customers will have less variability, as the monthly bill will reflect only changes in volumes (not loadings), as well as the class average wastewater concentration (as opposed to individual monthly reports).

Recommended Rates

The recommended rates (shown in Table 4) reflect the 2.8 percent revenue increase identified in the financial plan, as well as the revised equity allocations, and the recommended rate structure. The results of the equity review show that under a 'revenue neutral' scenario (with the 2.8 percent revenue increase applied to both current and revised equity rates), the fixed charges increase slightly, reflecting a slight increase in costs associated with wet weather flow treatment. On the other hand, the volume rates decrease for residential and commercial/industrial customers. The equity review also results in a reduction in the cost attributable to BOD and a slight increase in the cost attributable to TSS. Under the revised rate structure, the costs associated with BOD and TSS loadings are incorporated into the volume rates, as opposed to being recovered through separate charges. The shift in revenue recovery from volume to fixed rates, and among loading parameters reflects changes in the wastewater system cost structure and user characteristics that have occurred subsequent to the 2011 analysis.

Table 4: Current and Revised Rate Schedule

Customer Class	Current	FY2015-16 (w/2.8% Increase)	
	FY 2014-15	Current	Revised Equity
Fixed Charge (\$/month)	\$17.73	\$18.23	\$19.08
Residential Flat	\$53.29	\$54.78	\$55.35
Multifamily Additional Units	\$17.73	\$18.23	\$19.08
Volume Charge (\$/ccf)			
Residential	\$5.08	\$5.22	\$5.18
Commercial/Industrial	\$6.30	\$6.48	\$6.41
Low	\$6.30	\$6.48	\$5.32
Medium	\$6.30	\$6.48	\$6.59
High	\$6.30	\$6.48	\$8.27
Very High	\$6.30	\$6.48	\$9.74
Super High	\$6.30	\$6.48	\$12.30
Septic	\$0.11	\$0.11	\$0.12
Extra-Strength Charges (\$/lb)			
BOD	\$0.73	\$0.75	na
TSS	\$0.56	\$0.58	na

Rate Transitioning

Under the revised equity rates, bills for small and moderate volume customers increase from 3-5 percent per year (including the 2.8 percent revenue increase), compared to current rates; bills for large volume commercial customers would increase 1-2 percent, and industrial customer bills would decrease moderately (due to reduction in BOD-related costs, and implementation of class average rates). To mitigate the short-term impacts on ratepayers, a four-year transition plan is proposed, as shown in Table 5². Based on the transition rates shown in Table 5, monthly bills for residential and commercial customers would increase between 3-4 per in FY2015-16, and 2.5 percent to 3.5 percent in subsequent years (through FY2018-19). While the volume rates for industrial customers increase in FY2015-16, the bills for industrial customers decrease moderately due to elimination of the extra-strength surcharges (since BOD and TSS costs are included in the volume rates.)

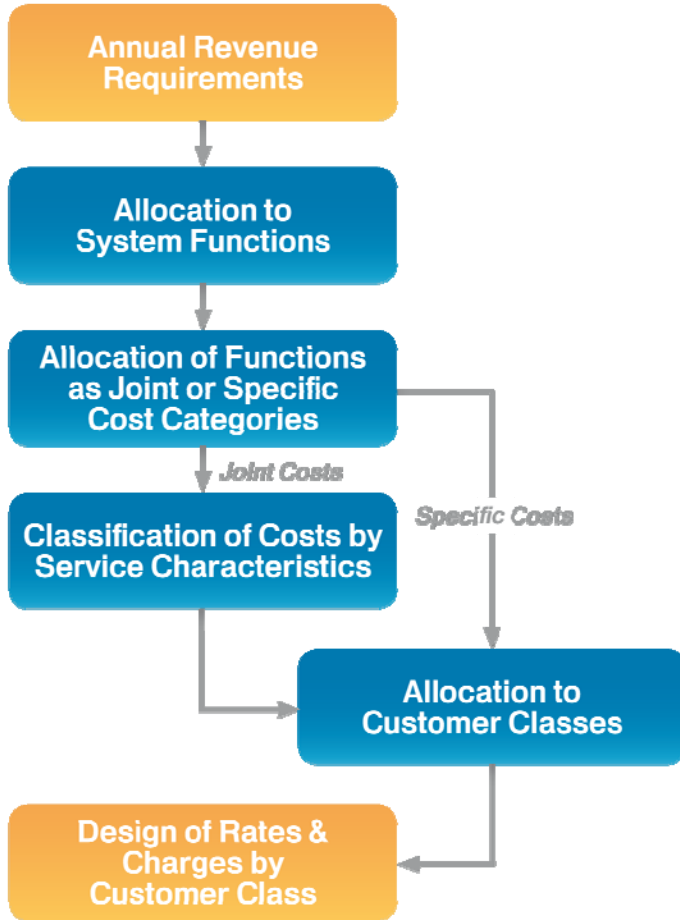
Table 5: Comparison of Current and Recommended Transition Rates

	Current	Revised Structure Transition			
		FY 2015-16	FY 2016-17	FY2017-18	FY2018-19
Fixed Rate	\$17.73	\$18.60	\$19.25	\$20.00	\$20.73
Volume Rates (\$/ccf)					
Residential	\$5.08	\$5.22	\$5.36	\$5.49	\$5.62
Commercial/Industrial	\$6.30	\$6.48	\$6.65	\$6.81	\$6.96
Low	\$6.30	\$6.00	\$5.78	\$5.78	\$5.78
Medium	\$6.30	\$6.50	\$6.65	\$6.78	\$6.97
High	\$6.30	\$8.50	\$8.60	\$8.74	\$8.99
Very High	\$6.30	\$10.20	\$10.25	\$10.29	\$10.58
Super High	\$6.30	\$12.00	\$12.50	\$13.01	\$13.37
Extra-Strength Charges					
BOD	\$0.73	na	na	na	na
TSS	\$0.56	na	na	na	na

² Refinements to rates during the transition period may occur as new customers are added and existing commercial customers are reclassified.

Overview of Equity Process

The general process for developing equity rates is illustrated in the diagram below. This process begins with the development of utility revenue requirements (i.e., the annual costs to be recovered from rates as identified in the financial plan), and is followed by a four-step



cost allocation process: 1) allocation of costs to utility functions (e.g., wastewater treatment, collection, customer billing, etc.), 2) joint and specific cost allocation (direct assignment of industrial pretreatment program costs), 3) classification of costs by service characteristics (e.g., wastewater flow, strength, billing), and 4) customer class allocation (primary customer classes include residential, commercial, and industrial). The final step in the rate development process is the design of a structure of rates and charges by customer class.

The equity review for the City followed industry-standard approaches that have been established by the Water Environment Federation.

User Characteristics

An equitable allocation of revenue requirements to wastewater system users begins with an analysis of user characteristics. Customers are classified into relatively homogeneous groups with similar usage characteristics, and costs are then allocated in proportion to these usage characteristics. Costs are allocated to wastewater customers based on their estimated wastewater flows and strengths. Recent historical data was used to estimate user characteristics for the rate-setting period. Table 6 summarizes estimated user characteristics for each customer class for FY2015/16.

Table 6
Estimated User Characteristics (FY2015/16)

Customer Class	Customers	Flow (100 cf)	BOD (lbs)	TSS (lbs)
Residential	9,563	752,878	1,409,854	1,527,342
Commercial	799	278,024	780,949	780,949
Industrial	6	54,410	396,215	164,114
Septic	na	602	24,334	48,300
Multifamily Additional Units	2,730	na	na	na
Total	13,099	1,085,914	2,611,351	2,520,705
Residential	73%	69%	54%	61%
Commercial	6%	26%	30%	31%
Industrial	<1%	5%	15%	7%
Septic	na	<1%	1%	2%
Multifamily Additional Units	21%	na	na	na
Total	100%	100%	100%	100%

Customers

The wastewater system currently serves 13,099 customers, including residential, commercial, industrial, septic, and multifamily units. Residential customers comprise 73 percent of total accounts – 94 percent when multifamily additional units are added; commercial customers comprise 6 percent, with industrial and septic customers comprising a fraction of a percent. Customer account growth is forecast at between 0.9 and 1.9 percent annually throughout the study period.

Wastewater Flows and Strengths

To determine relative flow and strength contributions by customer class, a plant balance analysis was completed. This analysis compares average class flows and loads to actual influent at the wastewater treatment plant. Flows by customer class were estimated from billed volumes provided by McMinnville Water and Light, with the exception of septic and industrial which were estimated from information provided by plant staff.

In FY2013/14, the wastewater treatment plant received 2.5-2.6 million pounds each of BOD and TSS. Most utilities have relatively little site-specific data on the strength contributions of customers who are not subject to industrial waste monitoring. As a result, estimation of strength contributions by customer class generally requires the use of industry reference information. Regionally, domestic strength wastewater concentrations are generally assumed to be in the range of 250 mg/l – 350 mg/l, depending on winter water use levels. The average winter water use per residential account has decreased locally and regionally over the past decade, yielding slightly higher strength concentrations.

Based on the current plant balance analysis, the following wastewater concentrations are assumed in this study:

- Residential = 300 mg/l BOD, 325 mg/l TSS

- Commercial³ = 450 mg/l BOD, 450 mg/l TSS
- Industrial (combined BOD & TSS)
 - Low (625 mg/l)
 - Medium (626-1,000 mg/l)
 - High (1,001 - 1,600 mg/l)
 - Very High (1,601 - 2,500 mg/l)
 - Super High (over 2,500)
- Septic = 6,480 mg/l BOD, 12,862 mg/l TSS

The commercial customer class has a higher average BOD/TSS concentration than residential due to the inclusion of restaurants and other high strength users. While the estimated concentrations for all customer classes have increased since the original equity study completed in 2004, the relative contributions by class have not changed significantly.

Cost-of-Service Analysis

City staff and consultants conducted a review and analysis of the wastewater system, consistent with industry standard methodologies, to determine equitable allocations to system functions and service characteristics. The allocation of O&M costs generally considers operations criteria, while capital costs consider facility design. The user characteristic analysis serves as the basis for the allocation of costs to customer classes. The resultant cost allocations, summarized below, reflect the best available knowledge of the system.

Allocation to Functions

The sewer utility functions used for categorizing revenue requirements include:

- **Collection** – the pipelines that collect sewage from individual customers and deliver it to the treatment plant.
- **Headworks** – the costs associated with facilities located at the front or “head” of the treatment plant, including grit removal and screenings which remove larger solid materials from influent sewage to prevent plugging in downstream treatment processes.
- **Secondary treatment** – a biological process to remove the soluble and colloidal organic matter that remains after the grit and screenings removal; facilities typically include aeration basins, and the associated blowers or discs that provide air to the basins, and secondary clarification settling tanks and the associated pumping facilities that transport the settled biological sludge to subsequent biosolids processing facilities.
- **Tertiary treatment** – a physical/chemical process to remove phosphorus from secondary effluent by coagulation and flocculation.

³ Currently, the City does not have data to disaggregate commercial customers into more refined groupings, as with industrial customers. Therefore, an average loading for the group was estimated based on wastewater treatment influent records.

- **Disinfection** – process elements at the downstream end of the treatment process. Disinfection kills remaining microorganisms contained in the treated wastewater.
- **Biosolids** – management and disposal of the organic and inorganic suspended solids that have been removed from the wastewater through the treatment processes.
- **Laboratory** – includes costs associated with periodic sampling and monitoring of the waste stream.
- **Pretreatment program** – management of a program to treat selected sanitary sewer flows at their sources prior to being discharged to the public collection system.
- **Pumping** – the facilities for mechanically moving wastewater to higher elevations or pressure zones.
- **Customer services** – costs associated with billing, accounting and other customer services that do not vary with the amount or strength of sewage discharged.
- **Administration/Indirect** – those costs that cannot be directly categorized by a single function, as they provide general system support; in this case, the costs are spread indirectly over all utility functions.

Table 7 presents the results of the allocations to system functions for FY2015/16. The financial plan estimates annual revenue requirements from rates in FY2015/16 of about \$9.2 million, after cash reserves are deducted. As shown in Table 7, the largest portion of costs is related to collection (about \$3.3 million – 36 percent). Other significant functional categories include Biosolids (nearly \$1.8 million - 20 percent) and secondary treatment (almost \$1.5 million – 16 percent). The remaining functional categories each represent 3 percent to 7 percent of costs, with the exception of customer service and pretreatment program costs which are 1 percent of total costs, each.

Table 7
Allocation of Revenue Requirements to System Functions

Function	O&M	Capital	Reserves	Total	2016
Collection	\$1,158,778	\$2,474,786	(\$297,042)	\$3,336,523	36%
Headworks	\$209,734	\$320,748	(\$43,897)	\$486,585	5%
Secondary Treatment	\$425,441	\$1,195,441	(\$134,069)	\$1,486,813	16%
Tertiary Treatment	\$293,992	\$385,832	(\$56,261)	\$623,563	7%
Disinfection	\$227,297	\$137,538	(\$30,178)	\$334,656	4%
Biosolids	\$519,484	\$1,437,111	(\$162,270)	\$1,794,325	20%
Laboratory	\$283,407	\$55,015	(\$28,243)	\$310,180	3%
Pretreatment Program	\$126,746	\$0	(\$10,498)	\$116,248	1%
Pump Stations	\$425,711	\$254,519	(\$56,236)	\$623,994	7%
Customer Service	\$132,228	\$0	(\$10,986)	\$121,242	1%
Total	\$3,802,818	\$6,260,990	(\$829,680)	\$9,234,128	100%

Joint and Specific Groupings

Costs needed to support functions performed for the entire system are considered “joint” costs, whereas costs needed to perform functions unique to a particular subset of customers are specific costs. The majority of functions serve all customers. The only exception is a portion of pretreatment program costs that serve only nonresidential customers and septic

haulers. For this analysis (as in previous studies) 36 percent of pretreatment program costs are allocated specifically to nonresidential (i.e., commercial and industrial customers), and 4 percent are allocated directly to septic haulers. The remaining 60 percent of costs are allocated to all customers.

Allocation to Service Characteristics

Wastewater system costs by function are allocated to service characteristics as follows:

- **Average flow** – includes capital costs and O&M expenses associated with transporting and treating average wastewater discharges from customers.
- **Wet weather flow** – the costs associated with providing capacity and maintaining facilities that handle rainfall and groundwater that enter the wastewater conveyance system in the form of infiltration and inflow (I/I).
- **Biochemical oxygen demand (BOD)** – costs associated with building and operating facilities to provide treatment for BOD.
- **Total suspended solids (TSS)** – costs associated with building and operating facilities to provide removal of TSS.
- **Customer services** – costs associated with billing, accounting and other customer services that do not vary with the amount or strength of sewage discharged.
- **Pretreatment program** – management of a program to treat selected sanitary sewer flows at their sources prior to being discharged to the public collection system.

As in prior studies, the allocations to service characteristics are based on the operation and design criteria of the different types of facilities. Appendix A shows details on the service characteristic allocation percentages for each function. The operating and design costs of many facilities, like collection mains, pump stations, and headworks relate solely to wastewater flow, and are therefore allocated exclusively to average and wet weather flows (63 percent average flow and 37 percent wet weather flow) based on the estimated share of total annual volume. Other facilities (secondary and tertiary treatment, and biosolids) have significant BOD and TSS cost components.

Determination of the allocation factors for the current study follows consistent approaches used in prior studies. Changes to factors reflect updated flow data (impacting the split between average flow and wet weather flow), and some modification to the secondary treatment process as a result of the current expansion. Specifically, the expansion project results in construction of a new secondary train, with the majority of costs relating to wastewater flows, as opposed to BOD or TSS loads.

Table 8 presents the wastewater system costs by service characteristic for FY2015/16.

Table 8
Allocation of Revenue Requirements to Service Characteristics (FY2015/16)

Function	Average Flow	Wet Weather Flow	BOD	TSS	Customer Service	Pretreatment	Total
Joint Costs							
O&M	\$1,589,208	\$820,303	\$578,757	\$555,576	\$132,228	\$76,048	\$3,752,120
Capital	\$561,827	\$3,223,484	\$1,104,695	\$1,370,983	\$0	\$0	\$6,260,990
Specific Costs							
Commercial/Industrial						\$45,629	\$45,629
Septic						\$5,070	\$5,070
Reserves	(191,607)	(323,198)	(138,601)	(156,793)	(12,368)	(7,113)	(\$829,680)
Total	\$1,959,428	\$3,720,590	\$1,544,851	\$1,769,767	\$119,860	\$119,633	\$9,234,128

Approximately 61 percent of total costs are related to wastewater flows (21 percent average flow and 40 percent wet weather flow). Strength-related costs are estimated to represent about 36 percent of total costs. Pretreatment program and customer service costs total almost 3 percent of costs. The results shown in Table 8 represent a slight shift of about 4 percent of costs from wastewater loads and pretreatment to flows, compared to the prior (2011 study).

Allocations to Customer Classes

Allocation of costs by service characteristic to customer classes is based on the allocation of costs to joint and specific categories, the costs by service characteristic, and the proportionate use levels of each characteristic by each class.

The basis for the allocation of wastewater system costs by service characteristic to customer classes is summarized as follows:

Average flow costs – winter or annual water use (based on billing system records)

Wet weather flow costs – 80 percent based on customers and 20 percent based on average flows⁴

Biochemical oxygen demand costs – annual pounds of BOD (estimated from plant balance)

Total suspended solids costs – annual pounds of TSS (estimated from plant balance)

Customer service costs – number of customer bills

Pretreatment program costs – average annual flows for residential and nonresidential customers

The total allocated wastewater system costs by customer class are summarized in Table 9. As the table shows, in FY2015/16 the residential class is allocated \$6.7 million of the \$9.2 million of total costs, or approximately 73 percent, while commercial customers are

⁴ The 80/20 split reflects the portion of the collections system that is related to collection vs. conveyance. Approximately 80% of the system piping is related to collecting flow from customers (and is therefore a function of the number of customers), while 20% is for conveyance (which may be attributable to sewage flows).

allocated almost \$2.0 million, which is about 21 percent of the total. Industrial customers are allocated \$0.5 million (5 percent of total costs); the share of costs borne by septic customers is the remaining 1 percent of the total.

Table 9
Allocation of Revenue Requirements to Customer Classes (FY2015/16)

Customer Class	Average Flow	Wet Weather		BOD	TSS	Customer Service	Pretreatment	Total
		Flow	Flow					
Residential	\$1,470,401	\$3,182,126	\$828,263	\$1,051,562	\$128,489	\$54,587	\$6,715,428	
Commercial	\$542,991	\$357,678	\$458,793	\$537,677	\$8,347	\$58,319	\$1,963,805	
Industrial	\$106,265	\$37,160	\$232,769	\$112,991	\$63	\$11,413	\$500,661	
Septic	\$1,175	\$396	\$14,296	\$33,254	\$0	\$5,113	\$54,235	
Total	\$2,120,832	\$3,577,359	\$1,534,121	\$1,735,485	\$136,899	\$129,433	\$9,234,128	

Rate Design

Rate design involves determining systems of charges for each class of customers that generate required revenues. The wastewater rates developed in this study are designed to recover revenue requirements and generate revenues by class that approximately equal the allocated cost responsibility of each class.

Current Rates

“Current rates,” for the purposes of this report, refer to rates effective July 1, 2014, and are shown in Table 10. As the table indicates, existing rates include a fixed monthly charge of \$17.73 for all customers. (There is also a flat residential rate of \$53.29, charged to customers without metered water use.) The volume charge, per hundred cubic feet (ccf) of water use, ranges from \$5.08 for residential to \$6.30 for commercial and industrial.

Table 10
Current and Revised Rate Schedule

Customer Class	Current	FY2015/16 (w/2.8% Increase)	
	FY 2014-15	Current	Revised Equity
Fixed Charge (\$/month)	\$17.73	\$18.23	\$19.08
Residential Flat	\$53.29	\$54.78	\$55.35
Multifamily Additional Units	\$17.73	\$18.23	\$19.08
Volume Charge (\$/ccf)			
Residential	\$5.08	\$5.22	\$5.18
Commercial/Industrial	\$6.30	\$6.48	\$6.41
Low	\$6.30	\$6.48	\$5.32
Medium	\$6.30	\$6.48	\$6.59
High	\$6.30	\$6.48	\$8.27
Very High	\$6.30	\$6.48	\$9.74
Super High	\$6.30	\$6.48	\$12.30
Septic	\$0.11	\$0.11	\$0.12
Extra-Strength Charges (\$/lb)			
BOD	\$0.73	\$0.75	na
TSS	\$0.56	\$0.58	na

Septic haulers are charged \$0.11 per gallon. The existing sewer rates also include extra-strength charges for industrial users with discharges above domestic strengths.

Equity Rates

The rate equity review included a detailed evaluation of alternative rate structures for commercial and industrial customers. There are two primary approaches used in the wastewater industry for establishing rates for commercial and industrial customers, as shown in Table 11.

Table 11
Wastewater Rate Setting Approaches

Approach	Typical Customer Classes
Extra-Strength Surcharge	Residential Commercial/Industrial <ul style="list-style-type: none"> • Base • Extra-Strength
Class Average Approach	Residential Commercial/Industrial <ul style="list-style-type: none"> • Low Strength • Medium Strength • High Strength • Very High Strength • Super High Strength

The City's current rate structure is based on an extra-strength approach, as illustrated in Table 10. Under this approach monitored industrial customers pay base volume rates, plus an additional surcharge for BOD and TSS that exceeds domestic strength thresholds. While the current approach has worked well in the past as a defensible basis for charging monitored industrial customers for the actual loads they place on the system, a revised rate structure approach is recommended to allow for future expansion of extra-strength rates to other commercial customers. Specifically, the recommendation is to implement a class-average structure for commercial and industrial customers as shown in Table 12.

Table 12
Proposed Rate Commercial/Industrial Structure

Classifications	Combined BOD/TSS(mg/l)
Low Strength	0-625
Medium Strength	625-1000
High Strength	1001-1600
Very High Strength	1601-2500
Super High Strength	Over 2500

Under the recommended structure, customers would be placed in classes based on the best available data, including:

- Commercial customers would be classified based on the type of business and industry reference data (supplemented with available local sampling data) on typical wastewater concentrations.
- Monitored industrial customers are classified based on annual average wastewater concentrations (from sampling data). The initial classification would reflect 2-3 years average sampling results. Customer assignments would be reviewed annually to determine whether changes were appropriate.

The revised structure offers the following advantages:

- The extra-strength program may be expanded to include other high strength users who are not monitored (e.g., restaurants, bakeries, etc) once the City has data on business types. In the interim, non-monitored customers would be charged an average rate (for example, \$6.48/ccf in FY2015-16), consistent with current practice.
- Monthly charges for monitored customers will have less variability, as the monthly bill will reflect only changes in volumes (not loadings), as well as the class average wastewater concentration (as opposed to individual monthly reports).

Recommended Rates

The revised rates (shown in Table 10) reflect the 2.8 percent revenue increase identified in the financial plan, as well as the revised equity allocations, and the recommended rate structure. The results of the equity review show that under a 'revenue neutral' scenario (with the 2.8 percent revenue increase applied to both current and revised equity rates), the fixed charges increase slightly, reflecting a slight increase in costs associated with wet weather flow. On the other hand, the volume rates decrease for residential and commercial/industrial customers. The equity review also results in a reduction in the cost attributable to BOD and a slight increase in the cost attributable to TSS. Under the revised rate structure, the costs associated with BOD and TSS loadings are incorporated into the volume rates, as opposed to being recovered through extra-strength charges. The shift in revenue recovery from volume to fixed rates, and among loading parameters reflects changes in the wastewater system cost structure and user characteristics that have occurred subsequent to the 2011 analysis.

Rate Transitioning

Under the revised equity rates, bills for small and moderate volume customers increase from 3-5 percent per year (including the 2.8 percent revenue increase), compared to current rates; bills for large volume commercial customers would increase 1-2 percent, and industrial customer bills would decrease moderately (due to reduction in BOD-related costs, and use of class average concentrations). To mitigate the short-term impacts on ratepayers, a four-year transition plan is proposed, as shown in Table 13⁵.

⁵ Refinements to rates during the transition period may occur as new customers are added and existing commercial customers are reclassified.

Table 13
Comparison of Current and Recommended Transition Rates

	Current	Revised Structure Transition			
		FY 2015-16	FY 2016-17	FY2017-18	FY2018-19
Fixed Rate	\$17.73	\$18.60	\$19.25	\$20.00	\$20.73
Volume Rates (\$/ccf)					
Residential	\$5.08	\$5.22	\$5.36	\$5.49	\$5.62
Commercial/Industrial	\$6.30	\$6.48	\$6.65	\$6.81	\$6.96
Low	\$6.30	\$6.00	\$5.78	\$5.78	\$5.78
Medium	\$6.30	\$6.50	\$6.65	\$6.78	\$6.97
High	\$6.30	\$8.50	\$8.60	\$8.74	\$8.99
Very High	\$6.30	\$10.20	\$10.25	\$10.29	\$10.58
Super High	\$6.30	\$12.00	\$12.50	\$13.01	\$13.37
Extra-Strength Charges					
BOD	\$0.73	na	na	na	na
TSS	\$0.56	na	na	na	na

Table 14 shows a sample of monthly bills for a range of volumes within each customer class, and for industrial customers as a whole, based on existing rates and the transition rates from Table 13. Under the transition equity rates, bills for most residential and commercial customers increase from 3-4 percent over current rates. The monthly bills for monitored industrial customers will decrease based on the revised equity allocations and class average concentrations.

Table 14
Sample Monthly Bills (Transition)

Customer Class	Units	(100 cf)	Current	Current	Equity
			FY2014-15	FY 2015-16 (w/2.8%)	
Residential		3	\$32.97	\$33.89	\$34.26
Residential (avg.)		6.6	\$51.06	\$52.49	\$52.85
Residential		18	\$109.17	\$112.23	\$112.56
Multifamily	4	28	\$213.16	\$219.13	\$220.56
Multifamily	10	40	\$380.50	\$391.15	\$394.80
Bank/Beauty Shop		7	\$61.83	\$63.56	\$63.96
Fitness/Title Company		18	\$131.13	\$134.80	\$135.24
Large Retail		20	\$143.73	\$147.75	\$148.20
Restaurant		100	\$647.73	\$665.87	\$666.60
Residential				2.8%	3.9%
Residential (avg.)				2.8%	3.5%
Residential				2.8%	3.1%
Multifamily				2.8%	3.5%
Multifamily				2.8%	3.8%
Bank/Beauty Shop				2.8%	3.4%
Fitness/Title Company				2.8%	3.1%
Large Retail				2.8%	3.1%
Restaurant				2.8%	2.9%
Industrial				2.8%	-7.1%

Conclusion

The technical approaches used in this study are based on industry standard methods and principles, and the implementation of the resulting rates and charges will help to ensure the continuation of high-quality wastewater service to the City's customers, at fair and equitable prices. We recommend that the City continue to review its wastewater financial plan regularly (at least every 2 years) and update rate levels as needed. Significant changes in the sizing or timing of capital projects will have an impact on the revenue requirements. Also, the City will need to monitor billing units to ensure adequate revenue is being generated.

The recommended rates shown in this report for the planning period provide a framework for expanding the City's extra-strength program to above domestic strength commercial customers. However, implementation of class average rates for commercial customers will require additional data development and customer monitoring, which are not currently in place. As the City moves forward with, it will be important to review the planned transition rates, to ensure revenue recovery consistent with the projected needs identified in the financial plan.

Appendix A

Appendix A

City of McMinnville, OR

Wastewater Rate Analysis

Allocation of System Functional Categories to Service Characteristics

Function	Average Flow	Wet Weather Flow	BOD	TSS	Customer Service	Pretreatment	Total
O&M Costs							
Collection (1)	63%	37%	0%	0%	0%	0%	100%
Headworks (1)	63%	37%	0%	0%	0%	0%	100%
Secondary Treatment	25%	5%	55%	15%	0%	0%	100%
Tertiary Treatment	32%	18%	0%	50%	0%	0%	100%
Disinfection (1)	63%	37%	0%	0%	0%	0%	100%
Biosolids	0%	0%	50%	50%	0%	0%	100%
Laboratory	40%	0%	30%	30%	0%	0%	100%
Pretreatment Program	0%	0%	0%	0%	0%	100%	100%
Pump Stations (1)	63%	37%	0%	0%	0%	0%	100%
Customer Service	0%	0%	0%	0%	100%	0%	100%
Capital Costs							
Collection (2)	12%	88%	0%	0%	0%	0%	100%
Headworks (2)	12%	88%	0%	0%	0%	0%	100%
Secondary Treatment	15%	35%	30%	20%	0%	0%	100%
Tertiary Treatment	0%	0%	0%	100%	0%	0%	100%
Disinfection (2)	12%	88%	0%	0%	0%	0%	100%
Biosolids	0%	0%	50%	50%	0%	0%	100%
Laboratory	0%	0%	50%	50%	0%	0%	100%
Pretreatment Program	0%	0%	0%	0%	0%	100%	100%
Pump Stations (2)	12%	88%	0%	0%	0%	0%	100%
Customer Service	0%	0%	0%	0%	100%	0%	100%

(1) Based on 2-year average analysis of annual plant flows (63% dry weather; 37% wet weather)

(2) Wet weather allocation based on ratio of peak hour wet weather flow to total flow during design storm (24 hour duration)



City Council- Regular

Meeting Date: 01/24/2017

Subject: Noise Ordinance Waiver Request

From: Melissa Grace, City Recorder / Legal Assistant

AGENDA ITEM:

Request for a waiver of the City's noise ordinance from Walt Gowell.

BACKGROUND:

Walt Gowell has requested a waiver of the city's noise ordinance for the wedding of his son on August 19, 2017. The wedding will take place at the Gowell's house on 16th Street. The house is behind the football field, on a half acre lot, and is surrounded by other half acre lots. The couple who will be getting married would like to have a live band play after the dinner (they estimate the music will start around 8:00 p.m. and finish around 11:00 p.m.).

The McMinnville Municipal Code, Section 8.16.150, specifies that:

A. No person shall make, assist in making or permit any loud, disturbing or unnecessary noise which either annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of others.

B. The following acts are declared (sic) to be loud, disturbing and unnecessary noises in violation of this section...

11. The use or operation of any . . . loudspeakers or any instrument for sound producing or any sound-amplifying device so loudly as to disturb persons in the vicinity thereof or in such a manner as renders the use thereof a nuisance; provided, however, that *upon application to the common council, permits maybe granted* to responsible persons or organizations to broadcast programs of music, news, speeches or general entertainment . . . (emphasis added).

Mr. Gowell states that the family will give the neighbors at least thirty days prior notification—and invite them to the wedding! He plans to attend the Council meeting to answer any questions you might have. If you vote in favor of allowing this waiver, you would only need to direct Interim City Manager Haines to write a letter to Mr. Gowell, letting him know that he has the Council's approval.



City Council- Regular

Meeting Date: 01/24/2017

Subject: Cash and Investment Report - November 2016

Submitted For: Marcia Baragary, Finance Director **From:** Ronda Gretzon

AGENDA ITEM:

Cash and Investment Report - November 2016

BACKGROUND:

Cash and Investment Report - November 2016

Attachments

Cash & Invstment Report-Nov 2016

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
November 2016

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$633,427.03	\$12,787,290.29	\$13,420,717.32
05	Special Assessment	574.68	153,618.82	154,193.50
07	Transient Lodging Tax	964.66	(2,000.00)	(1,035.34)
10	Telecommunications	964.70	60,030.00	60,994.70
15	Emergency Communications	881.74	121,094.81	121,976.55
20	Street (State Tax)	441.07	1,955,605.28	1,956,046.35
25	Airport Maintenance	181.80	847,749.03	847,930.83
40	Public Safety Facility Construction	609.53	2,805.24	3,414.77
45	Transportation	505.71	15,353,595.38	15,354,101.09
50	Park Development	977.32	1,310,489.89	1,311,467.21
58	Urban Renewal	682.35	2,003,694.35	2,004,376.70
59	Urban Renewal Debt Service	774.63	300,559.36	301,333.99
60	Debt Service	351.66	2,485,874.45	2,486,226.11
70	Building	32.17	737,000.00	737,032.17
75	Sewer	293.05	1,293,640.57	1,293,933.62
77	Sewer Capital	991.57	16,713,103.65	16,714,095.22
79	Ambulance	396.26	233,835.28	234,231.54
80	Information Systems & Services	426.15	190,713.61	191,139.76
85	Insurance Reserve	743.93	1,378,290.54	1,379,034.47
CITY TOTALS		644,220.01	57,926,990.55	58,571,210.56

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.15%	\$ 644,220.01
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	\$ 12,003,090.01
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.03%	29,144,150.55
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.03%	784,370.88
N/A	State of Oregon	Transportation Bond (LGIP)	1.03%	13,203,612.10
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.03%	2,164,694.35
N/A	MassMutual Financial Group	Group Annuity	3.00%	627,072.66
				<u>\$ 58,571,210.56</u>



City Council- Regular

Meeting Date: 01/24/2017

Subject: Building Division Report

From: Melissa Grace, City Recorder / Legal Assistant

AGENDA ITEM:

Monthly Building Division Report

BACKGROUND:

Attachments

Building Division Report

City of McMinnville

C404 - Privately Owned

Between 12/01/2016 and 12/31/2016

	Class Code	Permits	Bldgs	Houses	Valuation
		63	35	35	\$89,049
	Sub-Totals:	63	35	35	\$89,049
<u>Section I - Residential HouseKeeping Buildings</u>					
One-Family Houses Detached	101	4	4	4	\$1,232,977
	Sub-Totals:	4	4	4	\$1,232,977
<u>Section III - New Non-Residential Buildings</u>					
Other Nonresidential Building	328	1	1	0	\$45,000
Structures Other than Buildings	329	1	0	0	\$300,000
	Sub-Totals:	2	1	0	\$345,000
<u>Section IV - Additions & Alterations</u>					
Add or Alter Dwellings	434	3	0	0	\$52,160
Add or Alter All Other Buildings and Structures	437	2	0	0	\$45,400
	Sub-Totals:	5	0	0	\$97,560
	Grand-Totals:	74	40	39	\$1,764,586

C404 - Publicly Owned				
Between 12/01/2016 and 12/31/2016				
	Class Code	Bldgs	Houses	Valuation
<u>Section III - New Non-Residential Buildings</u>				
Schools & Other Educational Buildings	326	0	0	\$3,000,000.00
	Sub-Totals:	0	0	\$3,000,000.00
	Grand-Totals:	0	0	\$3,000,000.00

Activity Summary Totals Report

Category: BLDG

Issued: 12/01/2016 - 12/31/2016

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	2	\$2,546.12	\$45,400.00
APUB	1	\$23,824.20	\$3,000,000.00
ASFR	3	\$1,816.37	\$52,160.10
NCOM	1	\$2,387.64	\$300,000.00
NIND	1	\$611.14	\$45,000.00
NSFR	4	\$40,758.28	\$1,232,977.05
BLDMINOR			
FOUN	1	\$321.22	\$16,200.00
OTHR	2	\$260.02	\$12,600.00
WALL	1	\$37.07	\$1,400.00
FLS			
ALRM	2	\$385.72	\$21,848.90
MECH			
COM	4	\$2,809.57	\$0.00
RES	27	\$1,103.74	\$0.00
MISC			
	11	\$47,475.64	\$0.00
PLUM			
INS	1	\$44.80	\$0.00
PUB	1	\$201.60	\$0.00
RES	11	\$783.40	\$0.00
SIGN			
POLE	2	\$690.76	\$37,000.00
Total:	75	\$126,057.29	\$4,764,586.05

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2016 - 12/31/2016

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	13	\$59,324.74	\$2,963,336.00
AINS	2	\$4,555.17	\$267,000.00
APUB	1	\$23,824.20	\$3,000,000.00
ASFR	14	\$11,162.40	\$740,429.30
NCOM	3	\$31,121.14	\$3,026,800.00
NDUP	2	\$23,314.02	\$474,932.40
NGAR	1	\$305.12	\$15,598.80
NIND	3	\$21,572.39	\$738,640.80
NOTH	2	\$2,522.01	\$189,441.30
NSFA	2	\$19,208.14	\$432,996.62
NSFR	37	\$351,055.84	\$10,279,824.73
BLDMAJOR			
ACOM	2	\$562.07	\$25,000.00
AGAR	1	\$369.54	\$20,000.00
APUB	1	\$6,785.34	\$1,100,000.00
ASFR	2	\$713.15	\$30,000.00
COM	1	\$256.79	\$12,100.00
DECK	1	\$176.26	\$7,500.00
NGAR	3	\$1,047.87	\$51,736.02
NOTH	1	\$192.36	\$8,500.00
BLDMINOR			
DECK	8	\$1,748.33	\$83,110.80
FOUN	3	\$750.02	\$37,910.00
OTHR	16	\$3,734.61	\$256,000.00
PATI	3	\$366.29	\$13,895.24
PUB	1	\$144.05	\$5,580.00
ROOF	14	\$5,719.47	\$760,599.00
WALL	3	\$554.45	\$31,900.00
DEMO			
RES	1	\$80.95	\$4,600.00
FLS			
ALRM	7	\$1,640.47	\$103,908.90
SPRK	9	\$1,279.25	\$68,148.00
SUPP	1	\$87.68	\$2,424.00
MECH			
COM	26	\$7,790.53	\$0.00
PUB	2	\$247.52	\$0.00

Type	# of Permits	Total Fees	Total Valuation
RES	126	\$5,143.36	\$0.00
MISC			
	85	\$103,797.54	\$0.00
PLUM			
COM	10	\$13,895.06	\$0.00
IND	1	\$201.60	\$0.00
INS	1	\$44.80	\$0.00
PUB	4	\$201.60	\$0.00
RES	90	\$5,262.59	\$500.00
SIGN			
MONU	1	\$95.72	\$3,000.00
POLE	2	\$690.76	\$37,000.00
Total:	506	\$711,545.20	\$24,792,411.91

City of McMinnville - Account Summary Report

For Post Dates 12/01/2016 - 12/31/2016

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1210,1220,1230,1300,1310,1320,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$3,554.21
		<hr/>
		\$3,554.21
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$18,168.09
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$28,156.84
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$3,903.01
		<hr/>
		\$50,227.94
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$8,026.05
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$1,503.50
		<hr/>
		\$9,529.55
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$87.00
		<hr/>
		\$87.00

Total Posted Amount: \$63,398.70

City of McMinnville - Account Summary Report

For Post Dates 07/01/2016 - 12/31/2016

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,

		Posted Amount
Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$19,280.75
		<hr/>
		\$19,280.75
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$110,792.78
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$94,439.49
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$11,048.12
		<hr/>
		\$216,280.39
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$23,168.30
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$2,726.00
		<hr/>
		\$25,894.30
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$26,668.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$1,484.25
		<hr/>
		\$28,152.25
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	Total Posted Amount:	\$289,607.69