



Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128

City Council Meeting Agenda
Tuesday, January 9, 2018
Council Chambers
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."

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. 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: a topic already on the agenda; a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. CONSENT AGENDA
 - a. Consider the Minutes of December 12th, 2017 Dinner and Regular City Council Meetings.
 - b. Resolution No. **2018-01**: A Resolution authorizing an extension to the City Facilities Janitorial Service Contract.
5. PRESENTATION
 - a. Strategic Planning Update
6. ORDINANCE
 - a. Second reading of Ordinance No. **5046**: An Ordinance amending 3.10.060, Systems Development Charges, Exemptions, of the McMinnville Municipal Code.
7. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
 - c. Cash and Investment Report – October & November 2017
 - d. Building Reports
8. ADJOURNMENT

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702. For TTY services, please dial 711.

CITY OF McMinnville
MINUTES OF DINNER MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, December 12, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

| | | |
|-------------|---|--|
| Councilors: | <u>Present</u> Adam Garvin Kevin Jeffries Alan Ruden Wendy Stassens | <u>Excused Absence</u> Remy Drabkin Kellie Menke |
|-------------|---|--|

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Community Development Director Bisset, and members of the News Media –Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

DINNER

CALL TO ORDER: Mayor Hill called the Dinner Meeting to order at 6:27 p.m. and welcomed all in attendance.

DISCUSSION:

Mayor Hill shared that he would be inviting a local high school student in attendance to lead the pledge.

The agenda for the Regular Meeting was reviewed.

Community Development Director Bisset stated that Deb Galardi would be providing the presentation and there would be a recommendation for sewer rates.

Planning Director Richards shared that there was a lot of work being done by the Planning Commission including foundational code amendments and training.

Planning Director Richards shared that a professor from the University of Oregon would be presenting the work of University Students related to the Green Cities Initiative.

Councilor Stassens asked about long-range plans. Ms. Richards explained that the Planning Commission will be going through a review of the long-range plans to provide the Commissioners with a background in order to help assist with their decision making.

Community Development Director Bisset shared that the acquisition being proposed during the Regular Meeting is the last piece of property needed for the Hill Road Project.

Discussion ensued regarding current street construction projects.

Planning Director Richards noted that the majority of cities are having neighborhood meetings and they are working out well. She explained that this new process should provide efficiencies.

Planning Director Richards stated that the Parks System Development Charge (SDC) fund is vulnerable to certain types of exemptions. The recommendation from the Affordable Housing Task Force is that the Parks SDC be removed from the exemptions for qualifying affordable housing projects. The other recommended change is that the annual allocation of \$75,000 be removed as both the Transportation and Wastewater SDC Funds are healthy. Mr. Bisset explained that there would be a minimal impact and that it is important to encourage affordable housing.

ADJOURNMENT: The Dinner Meeting adjourned at 6:52 p.m.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, December 12, 2017 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

| | | |
|-------------|--|--|
| Councilors: | <u>Present</u> Adam Garvin Kellie Menke, Council President (via Phone) Kevin Jeffries Alan Ruden Wendy Stassens | <u>Excused Absence</u> Remy Drabkin |
|-------------|--|--|

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Community Development Director Mike Bisset, Parks and Recreation Director Susan Muir, Information Systems Director Scott Burke, Police Chief Matt Scales, Associate Planner Chuck Darnell, and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: A Gaston High School Student led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Lisa McCracken, 521 SW Filbert, stated that she was concerned about a sign on Three Mile Lane and asked that the sign be removed. She stated that the sign is causing confusion for Veterans. Community Development Director Bisset noted that he will look into her concern.

4. CONSENT AGENDA
 - a. Consider the Minutes of November 28th Dinner and Regular City Council Meetings.

- b. Consider full on-premises, commercial OLCC license application from El Rancho Market, LLC located at 523 SE Baker Street.

Councilor Jeffries MOVED to adopt the consent agenda; SECONDED by Councilor Stassens. Motion PASSED unanimously.

5. PRESENTATIONS

5.a. Sanitary Sewer Rates

Community Development Director Bisset shared that when the City adopted the updated Wastewater Master Plan in 2010 the Wastewater Financial Plan was also updated. The Plan recommended a series of rate increases to cover the City's capital and maintenance costs related to wastewater. As part of the Plan the City agreed to review the Financial Plan on an every other year basis to make sure that the assumptions of the Financial Plan remain valid and that the increases are still appropriate.

Deb Galardi, Consultant with Galardi Rothstein Group, stated the Financial Plan was updated in 2013. The annual rate increase was determined to be 2.8 percent. It was part of the strategy to fund plan capital improvements on a pay as you go cash basis. Ms. Galardi stated that the strategy was to spend cash reserves in near term for capital and rebuild future reserves to about \$7 million.

In 2015 there was a Rate Equity Review Study. She explained that it was determined that there would be a continued annual 2.8 percent overall revenue increases and there were major customer class restructuring. She displayed a chart of the 2015 transition rates over a four-year period. The rate objectives of revenue adequacy, rate equity and defensibility have been the framework.

The annual cash flow projections are over a ten to twenty year period.

Ms. Galardi identified the sources of funds, operating expenses, capital financing and other requirements. The key assumptions were related to customer growth and usage, cost/ revenue escalation and policies. The minimum capital reserve is \$7.5 million.

She stated that no new debt is planned and displayed a graph of the projected capital costs and reserves.

She displayed sample bills.

The recommendations were to:

- Implement the final year of equity transition.
- Create subclasses for commercial customers in the next update.

- Increase annual revenue by 2.8 percent to balance the needs of the system.
- Review costs and revenues every one to two years.
- Revise rate strategy as needed to meet financial performance goals.

Discussion ensued regarding commercial rates versus residential rates and rate equity.

Mr. Bisset explained that currently McMinnville Water and Light provide utility billing and they do not categorize their customer classes out via wastewater strength. He noted that there are methods municipalities use to gather this type of information. He stated that one option is to have a business license. Mr. Bisset added that McMinnville Water and Light charges a very low cost to the city to provide billing services and that true cost of the billing system will be discussed in the future.

Discussion ensued regarding the importance of public outreach related to changes in billing.

Mr. Bisset reviewed the projects being worked on in the Wastewater Capital Plan and explained that there are still a number of projects that are in the Plan that will need to be addressed in the future. A new Master Planning effort will be conducted in the next year or two that will look out another twenty years. It was noted that the policy makers in the 1990s set the City on a path forward to not have to incur additional debt for wastewater capital.

Discussion ensued regarding the City's extended discharge permit from DEQ and that the City is not yet aware of what the new regulations will be, but expects that there will be new regulations.

The System Development Charges were explained related to wastewater and transportation.

5.b. Planning Commission Annual Report

Planning Director Richards explained that the Planning Commission is advisory to City Council and they are a quasi judicial decision making body. She reviewed the purpose statement of the Planning Commission and noted that they are also the Citizen Involvement Committee.

Ms. Richards stated that there are nine members with two representatives from each Ward and three at-large representatives. There is also an ex-officio youth. She stated there is a wide representation of backgrounds and knowledge on the Planning Commission.

Ms. Richards explained that the Planning Commission:

- Administers the development code.
- Applies the Comprehensive Plan, Development Code, Zoning Map, Area Plans, etc. to specific properties both public and private.
- Makes Land Use decisions.
- Focus on long range planning.
- Amend the Development Code to reflect the changing community preferences and market conditions within the framework of the Comprehensive Plan.

Ms. Richards stated that she has conducted a long range planning needs assessment. She stated that the City is behind on many of the plans and explained her assessment of prioritization. She stated that there is a \$1.7 million deficit in long range planning projects. Ms. Richards noted that they are looking at a variety of creative funding mechanisms.

Ms. Richards reviewed the 2017-2018 work plan. She noted that the five-year work plan is an aggressive plan.

The accomplishments of the Planning Commission for 2017 were reviewed.

Ms. Richards noted that there is a lot of opportunity for Three Mile lane. She stated that this has not been looked at since 1995.

Ms. Richards shared that the Planning Commission would like to find out what the community feels makes a great neighborhood so that they will be informed on writing a plan that serves the community's principles.

Ms. Richards stated that it is important to understand what the buildable lands inventory is and shared that the City received a grant to conduct a buildable lands inventory.

Ms. Richards noted that they would be looking at adding a site and design review process for multi-family use that includes the Planning Commission and City Council.

She shared that they are also working on the economic development strategy. She stated that the City will be working with Community Attributes, a consulting company, to develop a strategy with other community partners.

Ms. Richards shared opportunities that will be considered in 2018 including:

- The Historic Preservation Plan.
- Industrial Land Use Classifications.
- A Park Zone.
- A University District.

- A Bike/ Pedestrian Plan.
- Entryways.

Planning Commission Chair Roger Hall thanked the Council for great appointments to the Planning Commission. He feels that there is a good balance. Mr. Hall stated that there are opportunities that may be missed by the Planning Commission and City Council not meeting together more frequently.

Vice Chair Zack Geary thanked and recognized Planning Director Richards for her efforts. He asked the Council to invest in Planning for the City. He noted that a lot of the work is considered catch-up. He agreed that it would be beneficial to work together more frequently. Mr. Geary asked for codes to be enforced.

The Council congratulated the Planning Commission for a job well done over the past year and their ingenuity and agreed that it is a good suggestion to meet and work together.

A Community Member asked about a zone change related to a multi-family project. Planning Director Richards stated that there is a multi-family project being discussed and they are looking at their options.

Discussion ensued regarding the importance of diversity on the Planning Commission and the efforts being made on outreach. City Manager Towery stated that the Strategic Plan will include a plan for outreach to underrepresented groups.

McMinnville Resident Mark Davis stated that he has been impressed with the work that the Planning Commission has been doing. He highlighted the importance of getting the public involved.

Mayor Hill stated that the 2018 Strategic Planning efforts will include a plan for community outreach.

Discussion ensued regarding projects in the Parks Master Plan.

5.c.

Green Cities Initiative

Ric Stephens, Instructor, Planning, Public Policy and Management – University of Oregon, stated that project based learning is very important to the students. He stated that the students, both local and international, studied the Three Mile Lane. He shared that there was a community charrette with over sixty attendees. The students prepared research papers and videos responsive to Three Mile Lane and planning and design concepts. Mr. Stephens noted that there were over two hundred recommendations by the students and twenty of those recommendations are being fine-tuned. The students felt that this was a transformative

experience. Mr. Stephens hopes that it will have a long term value to the students and the City.

Council thanked Mr. Stephens and the students for their work and their creative ideas and opinions.

6. RESOLUTIONS

- 6.a. **Resolution No. 2017-71:** A Resolution appointing and re-appointing members to the various Boards, Committees, Commissions, and Task Force.

Planning Director Richards shared that the available positions for the Affordable Housing Task Force, Landscape Review Committee and Historic Landmarks Committee were advertised. A committee met to interview and make recommendations on the appointments for each committee. It was noted that the only new appointment was Mark Cooley to the Historic Landmarks Committee. Mr. Cooley's experience and passion for preservation was discussed. The interview committee recommended re-appointing Elise Hui and Jon Johnson to the Affordable Housing Task Force, Sharon Gunter and Tim McDaniel to the Landscape Review Committee and Joan Drabkin to the Historic Landmarks Committee.

Councilor Garvin MOVED to adopt Resolution No. 2017-71; appointing and re-appointing members to the various Boards, Committees, Commissions, and Task Force; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 6.b. **Resolution No. 2017-72:** A Resolution approving the acquisition of property and permanent sight line from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project.

Community Development Director Bisset stated that the property is the last piece of property needed for the NW Hill Road Improvements Project. The purchase price for the property and easement is \$15,450.00 plus closing and escrow costs.

Councilor Ruden MOVED to adopt Resolution No. 2017-72; approving the acquisition of property and permanent sight line from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project; SECONDED by Councilor Stassens. Motion PASSED unanimously.

7. ORDINANCES

- 7.a. First reading with possible second reading of Ordinance No. 5045: An Ordinance amending Title 17 (Zoning) of the McMinnville City Code,

specific to Chapter 17.72 (Applications and Review process) to include neighborhood meeting requirements for certain types of land use applications.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read the title of Ordinance No. 5045.

Associate Planner Darnell explained that the proposed amendment would incorporate neighborhood meeting requirements into the land use application process.

The proposed amendments would require neighborhood meetings for most applications that also require a public hearing to be held by the Planning Commission. This will include the following types of applications:

- Annexation
- Comprehensive Plan Map Amendment
- Conditional Use Permit
- Demolition of National Register of Historic Places Structure
- Planned Development
- Planned Development Amendment
- Tentative Subdivision (more than 10 lots)
- Urban Growth Boundary Amendment
- Variance
- Zone Change

The neighborhood meetings would be held prior to land use application submittal. It was noted that this allows for early engagement in land use and development process, avoids confusion with the City public hearing process, and does not delay or conflict with the state statute required 120-day timeframe for City action on a land use application.

Associate Planner Darnell stated that the intention of requiring neighborhood meetings is to provide an opportunity to increase citizen involvement and allow for early engagement in the McMinnville planning process. He stated that neighborhood meetings are common in Oregon. He noted that a potential outcome of the neighborhood meeting process could be that developers voluntarily revise plans to address issues discussed at neighborhood meetings, which could reduce delays and continuances during the formal land use application review process. Mr. Darnell continued by discussing the meeting location and time, notification, agenda and evidence of compliance aspects of the neighborhood meetings. The notes from the meetings would become part of the public record.

Mr. Darnell proposed one additional amendment to the Ordinance that was not included in the Council packet related to the meeting time.

Discussion ensued regarding current dialogue and notification of property owners near vacation home rentals.

Planning Director Richards stated that notice is within 100 feet of a vacation rental applicant. She stated that she communicates concerns received with the applicant. She reiterated that neighborhood meetings provide dialogue early on in the process.

Councilor Jeffries MOVED to pass Ordinance No. 5045 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5045.

Councilor Stassens MOVED to adopt Ordinance No. 5045 amending Title 17 (Zoning) of the McMinnville City Code, specific to Chapter 17.72 (Applications and Review process) to include neighborhood meeting requirements for certain types of land use applications; SECONDED by Councilor Ruden. Ordinance No. 5045 PASSED by a unanimous roll-call vote.

7.b.

First reading with possible second reading of **Ordinance No. 5046:** An Ordinance amending 3.10.060, Systems Development Charges, Exemptions, of the McMinnville Municipal Code.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read the title of Ordinance No. 5046.

Planning Director Richards stated that the Ordinance is a recommendation of the Affordable Housing Task Force. She explained that the System Development Charge funds were seeing different levels of funding. She stated that there was some compression on the Parks Fund. The recommendation is to remove the Parks System Development Charge from the exemptions for qualifying affordable housing projects and to remove the annual allocation requirement of \$75,000 prior to City Council approval.

Council President Menke stated that as a member of the Affordable Housing Task Force the Task Force is in full agreement.

Councilor Garvin expressed concern with the annual limit being removed. He asked that there be a sunset clause so that the concept would be revisited.

Discussion ensued regarding impact. Planning Director Richards stated that there are three ways the concern could be addressed through: 1.

Building Reports, 2. Annually through the Affordable Housing , or 3. A Sunset Clause.

Community Development Director Bisset stated that the collection and expense of SDC Funds for wastewater and transportation would be discussed during the annual budget project.

Discussion ensued regarding financial reporting and adding a sunset clause.

City Attorney Koch recommended that Council review the amended Ordinance for a second reading at the next City Council Meeting.

Councilor Stassens MOVED to pass Ordinance No. 5046, as amended to provide for a three-year sunset clause, to a second reading at the January 9, 2018 meeting; SECONDED by Councilor Garvin. Motion PASSED unanimously.

8. ADVICE/ INFORMATION ITEMS

8.a. Reports from Councilors on Committee and Board Assignments

Councilor Stassens stated that there were great interviews with the top two consultants for Strategic Planning.

Councilor Jeffries briefed the Council on the Council of Governments (COG) Board Meeting. He stated that there were representatives from the League of Oregon Cities, School Board and County at the COG meeting. He stated that there will be a meeting coming up to discuss PERS options. He also noted that United States Department of Agriculture is talking with school boards about housing needs and how to work together on affordable housing. Councilor Jeffries shared that the COG dues have increased to \$15,366. The Economic Development dues have also increased. He discussed the small business loan program that the COG operates. Councilor Jeffries shared that this would be his last Council meeting and he has enjoyed serving.

Councilor Garvin shared that there was a Downtown Safety Task Force meeting last week and another one is coming up. The Task Force is looking forward to reviewing survey results.

Mayor Hill stated that there was a McMinnville Urban Renewal Agency Committee (MURAC) meeting where they discussed Streetscape Standards for the Alpine Area. He stated that Steve Rupp asked for support of public art. Mayor Hill stated that it might be beneficial to increase the number of voting members of MURAC to nine. Mayor Hill shared that the bypass ribbon cutting will be at 2:00 p.m. at December 18th, although it will not be officially opened until the end of the year or the first week of January.

ADD ITEM

Resolution No. 2017-73: A Resolution acknowledging the resignation of Councilor Kevin Jeffries, expressing the City's appreciation for his service, declaring a vacancy, and announcing the advertisement for qualified persons for appointment to fill the vacancy (Ward 1 with a term ending December 31, 2018).

City Manager Towery shared that Councilor Jeffries submitted his resignation. Mr. Towery reviewed the process and procedures outlined in the Charter for filling the vacancy.

Councilor Ruden MOVED to adopt Resolution No. 2017-73; acknowledging the resignation of Councilor Kevin Jeffries, expressing the City's appreciation for his service, declaring a vacancy, and announcing the advertisement for qualified persons for appointment to fill the vacancy (Ward 1 with a term ending December 31, 2018); SECONDED by Councilor Stassens. Motion PASSED unanimously.

The Council thanked Councilor Jeffries for his service.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:23 p.m.

Melissa Grace, City Recorder



City Council- Regular

Meeting Date: 1/9/2018

Subject: Janitorial services contract extension

From: David Koch, City Attorney

AGENDA ITEM:

Resolution No. 2018-01 - A Resolution authorizing an extension to the City Facilities Janitorial Service Contract.

BACKGROUND:

ORS 279.835 through 279.855 establishes a program within Oregon to support the award of public contracts for certain products and services to qualified nonprofit agencies that provide employment opportunities to persons with disabilities. The Qualified Rehabilitation Facilities (QRF) Program is administered by the Oregon Department of Administrative Services (DAS).

On June 28, 2016, the City contracted with QRF vendor Garten Services to provide Janitorial Services at the City's facilities, for an initial term of July 1, 2016 through June 30, 2017. The contract allowed for up to two additional one-year extensions by agreement of the parties.

Prior to the expiration of the Original Term, the City notified Contractor regarding several areas of service deficiency by the Contractor that were sufficient to constitute a potential default under the Contract. The Contractor notified the City of its desire to correct the service deficiencies and to extend the contract for an additional one-year term, with a proposed 6.85% rate increase for its services.

Garten has made efforts to improve the performance deficiencies under the contract; however, the contractor's performance continues to be inconsistent and falls below the standard expected by the City. In recognition of Garten's continuing efforts to improve its performance as well as the increasing costs to Garten related to the performance of its services, the parties agree to a 3.5% rate increase for its services for the period October 1, 2017 through June 30, 2018.

| | Monthly | | Annual |
|-------------------------------------|--------------------|---------------------|---------------------|
| Location | 7/1/17- 9/30/17 | 10/1/17- 6/30/18 | 2017-18 |
| City Hall | \$531.96 | \$550.58 | \$6,551.09 |
| Community Development Center | \$594.12 | \$614.91 | \$7,316.59 |
| Fire Station | \$525.82 | \$544.22 | \$6,475.47 |
| Library | \$1,816.29 | \$1,879.86 | \$22,367.61 |
| Community Center | \$3,206.87 | \$3,319.11 | \$39,492.60 |
| Senior Center | \$790.61 | \$818.28 | \$9,736.36 |
| Public Works | \$211.61 | \$219.02 | \$2,605.98 |
| Water Reclamation Facility | \$659.29 | \$682.37 | \$8,119.16 |
| Aquatic Center | \$1,982.23 | \$2,051.61 | \$24,411.16 |
| Public Safety Building | \$2,023.95 | \$2,094.79 | \$24,924.94 |
| Civic Hall | \$515.26 | \$533.29 | \$6,345.43 |
| TOTAL | \$12,858.01 | \$13,308.04 | \$158,346.39 |

RECOMMENDATION:

Staff recommends that the City Council approve the resolution awarding the contract extension for the City Facility Janitorial Services in the amount of \$158,346.39.

Attachments

RESOLUTION
CONTRACT EXTENSION

RESOLUTION NO. 2018-01

A Resolution authorizing an extension to the City Facilities Janitorial Service Contract.

RECITALS:

On June 28, 2016, the City of McMinnville (City) and Garten Services, Inc. (Contractor) entered into contract for City Facility Janitorial Services for a term of one year from July 1, 2016 through June 30, 2017 (Original Term), with the possibility two additional one-year extensions.

Prior to the expiration of the Original Term, the City and Contractor engaged in good faith negotiations regarding the City's desire for improved service levels and the Contractor's desire for a price increase. On August 9, 2017, the parties agree to extend the Original Term of the Contract through September 30, 2017.

In recognition of Garten's continuing efforts to improve its performance as well as the increasing costs to Garten related to the performance of its services, the parties now agree to extend the contract through June 30, 2018, with a 3.5% rate increase for Garten's services retroactive to October 1, 2017.

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

1. That the contract extension with Garten in the total amount of \$158,346.39 for fiscal year 2017-18 is approved.
2. The City Manager is hereby authorized and directed to execute the contract extension, attached hereto as Exhibit A.
3. That this resolution shall 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 9th day of January, 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 9th day of January 2018.

MAYOR

Approved as to form:



CITY ATTORNEY

EXTENSION TO CITY FACILITIES JANITORIAL SERVICE CONTRACT

RECITALS

On June 28, 2016, the City of McMinnville (City) and Garten Services, Inc. (Contractor) entered into contract for City Facility Janitorial Services for a term of one year from July 1, 2016 through June 30, 2017 (Original Term), with the possibility two additional one-year extensions.

Prior to the expiration of the Original Term, the City notified Contractor regarding several areas of service deficiency by the Contractor that were sufficient to constitute a potential default under the Contract. The Contractor notified the City of its desire to correct the service deficiencies and to extend the contract for an additional one-year term, with a proposed 6.85% rate increase for its services.

The City and Contractor are engaged in good faith negotiations regarding the correction of the Contractor's deficiencies and the proposed rate for services for an additional term. On August 9, 2017, the parties agree to extend the Original Term of the Contract through September 30, 2017.

The City acknowledges that Garten has made efforts to improve the performance deficiencies under the contract; however, the contractor's performance continues to be inconsistent and falls below the standard expected by the City. In recognition of Garten's continuing efforts to improve its performance as well as the increasing costs to Garten related to the performance of its services, the parties agree to a 3.5% rate increase for its services.

NOW THEREFORE, the parties extend the term of the Contract as follows:

1. The First Extension Term of the Contract shall be from October 1, 2017 to June 30, 2018.
2. The contract may be extended at the end of the First Extension Term for a period of 12 months (Second Extension Term), upon written agreement of the Parties.
3. The Rate for Services during the First Extension Term shall be as set forth in the attached Exhibit A.
4. All remaining terms and conditions in the Contract shall remain unchanged.

Agreed to on this ____ of December, 2017.

Jeff Towery, City Manager

Name:
Title:

Date

Date

APPROVED AS TO FORM:

City Attorney



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: January 9, 2018
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: **Ordinance No. 5046** - Text Amendment to amend Chapter 3.10.060 of the McMinnville City Code (SDC Exemptions)

Council Goal

Promote Sustainable Growth and Development

Report in Brief:

This action is the second reading of Ordinance No. 5046, an ordinance amending Chapter 3.10.060 (SDC Exemptions) of the McMinnville City Code to remove the Parks System Development Charge from the exemptions for qualifying affordable housing projects and to remove the annual allocation requirement of \$75,000 prior to City Council approval.

This Ordinance was considered at the December 12, 2017 McMinnville City Council meeting where it was read for the first time. However, during the course of deliberation, the City Council elected to amend the proposed language to add a performance evaluation to the program with a potential sunset clause if needed. This language has been added to the proposed code amendments to be considered for the second reading of the Ordinance.

Background:

On November 8, 2016, the McMinnville City Council approved Ordinance No. 5012 and Resolution No. 2016-81 amending the McMinnville City Code to exempt qualifying affordable housing projects from system development charges and reducing building and permitting fees by 50% for qualifying affordable housing projects. The City Council took these actions based upon the recommendation of the McMinnville Affordable Housing Task Force in an effort to incentivize and stimulate the development of more affordable housing in the community.

Part of the amendments adopted by Ordinance No. 5012 included an administrative annual allocation for this program of \$75,000 with anything (singular project or aggregate) going over \$75,000 needing to go to the City Council for approval. On September 12, 2017, the City Council considered a request for a qualifying affordable housing apartment project at 1944 NE Baker Street, whose qualifying exemptions equated to \$98,983.20. Since the total exemptions exceeded \$75,000, the request needed to be reviewed and approved by the McMinnville City Council.

Attachments:

Ordinance No. 5046 including
Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

In the course of the review and consideration it became clear that the Parks Fund was significantly more impacted by the request than the Transportation and Wastewater funds due to the fact that the city does not collect system development charges for parks on non-residential projects. The City of McMinnville saw an increase in commercial and industrial development and a decline in residential development in recent years further aggravating the Parks Funds.

With the school construction projects, the Atticus Hotel and the Jackson Family Wine processing center, non-residential permitting in the past year had been significantly higher than forecasted and the number of residential permits trended significantly lower than forecasted. The Parks SDC reliance solely on residential permitting put the Parks SDC fund into a vulnerable position in this permitting climate. Please see table below.

System Development Charges

- Prior years budgeted vs. actual revenues

| Fund | FY16 | | | FY17 | | |
|------------------|------------|------------|------------|------------|------------|--------------|
| | Budgeted | Actual | Difference | Budgeted | Actual | Difference |
| Transportation | \$ 150,000 | \$ 252,000 | \$ 102,000 | \$ 150,000 | \$ 480,000 | \$ 330,000 |
| Wastewater | \$ 325,000 | \$ 490,000 | \$ 165,000 | \$ 325,000 | \$ 418,000 | \$ 93,000 |
| Park Development | \$ 301,000 | \$ 301,000 | \$ - | \$ 275,000 | \$ 129,000 | \$ (146,000) |

NOTE: All revenues rounded to the nearest \$1,000

Discussion:

When this program was first proposed it was meant to memorialize a city practice of reducing SDCs for affordable housing projects by 60%. This was reviewed by the McMinnville Affordable Housing Task Force and a recommendation for a full 100% exemption was proposed.

With the Parks Fund in a vulnerable state, the McMinnville Affordable Housing Task Force revisited their recommendation and are now recommending that the Parks SDC be removed from the exemptions for qualifying affordable housing projects. At the same time, the McMinnville Affordable Housing Task Force also recommends that the annual allocation of \$75,000 be removed as both the Transportation and Wastewater SDC funds are healthy.

This Ordinance was considered at the December 12, 2017 McMinnville City Council meeting where it was read for the first time. However, during the course of deliberation, the City Council elected to amend the proposed language to add a performance evaluation to the program with a potential sunset clause if needed. This language has been added to the proposed code amendments to be considered for the second reading of the Ordinance as Section 3.10.060(B)(4).

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

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

Attachments:

Ordinance No. 5046 including

Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

A. An alteration, addition, remodel, replacement or change in use that does not increase the use of capital improvements **are exempt from the systems development charge imposed in Section 3.10.020.**

B. Affordable Housing.

1. The following affordable housing projects are exempt **from the transportation and wastewater systems development charge imposed in Section 3.10.020:**
 - a. Housing for low-income residents which is exempt from real property taxes under state law. Applicants will need to provide proof of exemption at the time of application.
 - b. Owner-occupied or lease-to-purchase housing for households with an income at or below 80% of the Area Median Income as determined by the State Housing Council based on information from the United States Department of Housing and Urban Development. Income levels will need to be certified and provided by the applicant at the time of application.
 - c. Homeless Shelter Developments.
 - d. If the project has units that do not qualify for the exemption or a commercial component, the exemption will be applied to only that portion of the project that qualifies.
- ~~2. The annual allocation to affordable housing exemptions will not exceed 75,000 unless it is approved by action of the McMinnville City Council.~~
- ~~23.~~ Upon issuance of the certificate of occupancy, the city shall record the certificate of exemption documenting the date and amount of the exemption with the Yamhill County Recorder's office
- ~~34.~~ In the event the property for which an exemption is granted ceases to be utilized for housing for low-income persons within ten years from the date the certificate of exemption is recorded, the person to whom the exemption was granted shall be required to pay to the city the amount of the exempted systems development charges.
- 4. The City of McMinnville City Council will evaluate this program for its effectiveness, need and financial impact to the Transportation and Wastewater funds in January, 2021, three years after the implementation of this program. At that time the McMinnville City Council will decide whether or not to continue to move forward with the exemptions or to sunset the program.**

Fiscal Impact:

The fiscal impact is anticipated foregone revenue to the Transportation and Wastewater SDC funds.

Attachments:

Ordinance No. 5046 including

Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

Alternative Courses of Action:

1. **ADOPT** Ordinance No. 5046, approving the proposed amendment.
2. **REQUEST** more information.
3. **DO NOT ADOPT** Ordinance No. 5046.

Recommendation/Suggested Motion:

Staff recommends that the Council adopt Ordinance No. 5046 which would approve the proposed city code amendments..

“THAT BASED ON THE RECOMMENDATION OF THE MCMINNVILLE AFFORDABLE HOUSING TASK FORCE AND THE MATERIALS SUBMITTED, I MOVE TO ADOPT ORDINANCE NO. 5046”

Attachments:

Ordinance No. 5046 including

Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

ORDINANCE NO. 5046

AN ORDINANCE AMENDING 3.10.060, SYSTEMS DEVELOPMENT CHARGES - EXEMPTIONS, OF THE MCMINNVILLE MUNICIPAL CODE

RECITALS:

The City of McMinnville understands the value and need for affordable housing in the City of McMinnville; and

The McMinnville City Council would like to increase the availability of affordable housing for low and no-income residents of the City of McMinnville; and

The City of McMinnville created a McMinnville Affordable Housing Task Force on April 26, 2016 with Resolution No. 2016-20; and

The City of McMinnville is able to reduce the costs of building affordable housing by reducing the amount of development fees required; and

The McMinnville Affordable Housing Task Force after careful consideration and evaluation recommends the exemption of affordable housing from system development charges to help enable the development of affordable housing in the City of McMinnville; and

The McMinnville Affordable Housing Task Force recognizes the need to not include the Parks System Development Charges from the exemptions; and

The City Council having received the McMinnville Affordable Housing Task Force recommendation and staff report, and having deliberated;

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That Chapter 3.10.060 of the McMinnville City Code is amended as provided in Exhibit A. Text that is added is shown in bold underlined font while text that is removed is shown in strikeout font.

2. That this Ordinance shall take effect 30 days after its passage by the City Council:

Passed by the Council this 9th day of January 2018, by the following votes:

Ayes: _____

Nays: _____

SIGNATURE PAGE:

MAYOR

Approved as to form:

Attest:



CITY ATTORNEY

CITY RECORDER

EXHIBIT A

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

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 **are exempt from the systems development charge imposed in Section 3.10.020.**

B. Affordable Housing.

1. The following affordable housing projects are exempt **from the transportation and wastewater systems development charge imposed in Section 3.10.020:**
 - a. Housing for low-income residents which is exempt from real property taxes under state law. Applicants will need to provide proof of exemption at the time of application.
 - b. Owner-occupied or lease-to-purchase housing for households with an income at or below 80% of the Area Median Income as determined by the State Housing Council based on information from the United States Department of Housing and Urban Development. Income levels will need to be certified and provided by the applicant at the time of application.
 - c. Homeless Shelter Developments.
 - d. If the project has units that do not qualify for the exemption or a commercial component, the exemption will be applied to only that portion of the project that qualifies.
- ~~2.~~ ~~The annual allocation to affordable housing exemptions will not exceed 75,000 unless it is approved by action of the McMinnville City Council.~~
- ~~23.~~ Upon issuance of the certificate of occupancy, the city shall record the certificate of exemption documenting the date and amount of the exemption with the Yamhill County Recorder's office
- ~~34.~~ In the event the property for which an exemption is granted ceases to be utilized for housing for low-income persons within ten years from the date the certificate of exemption is recorded, the person to whom the exemption was granted shall be required to pay to the city the amount of the

exempted systems development charges.

- 4. The City of McMinnville City Council will evaluate this program for its effectiveness, need and financial impact to the Transportation and Wastewater funds in January, 2021, three years after the implementation of this program. At that time the McMinnville City Council will decide whether or not to continue to move forward with the exemptions or to sunset the program.**

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
October 2017

| FUND # | FUND NAME | GENERAL OPERATING | | |
|-------------|-------------------------------------|-------------------|----------------|----------------|
| | | CASH IN BANK | INVESTMENT | TOTAL |
| 01 | General | \$540,689.60 | \$2,814,191.93 | \$3,354,881.53 |
| 05 | Special Assessment | 461.76 | 151,618.82 | 152,080.58 |
| 07 | Transient Lodging Tax | 860.12 | 93,000.00 | 93,860.12 |
| 10 | Telecommunications | 801.75 | 1,030.00 | 1,831.75 |
| 15 | Emergency Communications | 863.64 | 135,094.81 | 135,958.45 |
| 20 | Street (State Tax) | 44.23 | 1,804,462.01 | 1,804,506.24 |
| 25 | Airport Maintenance | 822.64 | (782,250.97) | (781,428.33) |
| 40 | Public Safety Facility Construction | 85.36 | 2,805.24 | 2,890.60 |
| 45 | Transportation | 515.13 | 9,160,469.17 | 9,160,984.30 |
| 50 | Park Development | 447.13 | 1,280,099.13 | 1,280,546.26 |
| 58 | Urban Renewal | 324.63 | 923,142.83 | 923,467.46 |
| 59 | Urban Renewal Debt Service | 370.93 | 242,913.35 | 243,284.28 |
| 60 | Debt Service | 595.56 | 219,147.43 | 219,742.99 |
| 70 | Building | 244.51 | 1,038,000.00 | 1,038,244.51 |
| 75 | Sewer | 682.71 | 953,254.52 | 953,937.23 |
| 77 | Sewer Capital | 488.46 | 21,253,103.65 | 21,253,592.11 |
| 79 | Ambulance | 684.89 | (203,164.72) | (202,479.83) |
| 80 | Information Systems & Services | 720.23 | 198,713.61 | 199,433.84 |
| 85 | Insurance Reserve | 540.35 | 1,681,290.54 | 1,681,830.89 |
| CITY TOTALS | | 550,243.63 | 40,966,921.35 | 41,517,164.98 |

| MATURITY DATE | INSTITUTION | TYPE OF INVESTMENT | INTEREST | CASH VALUE |
|------------------|----------------------------|---|----------|-------------------------|
| | | | RATE | |
| N/A | Key Bank of Oregon | Checking & Repurchase Sweep Account | 0.20% | \$ 550,243.63 |
| N/A | Key Bank of Oregon | Money Market Savings Account | 0.02% | 1,004,721.41 |
| N/A | State of Oregon | Local Government Investment Pool (LGIP) | 1.45% | 29,688,498.20 |
| N/A | State of Oregon | Park Improvement Bonds (LGIP) | 1.45% | 708,255.52 |
| N/A | State of Oregon | Transportation Bond (LGIP) | 1.45% | 7,653,347.82 |
| N/A | State of Oregon | Urban Renewal Loan Proceeds (LGIP) | 1.45% | 1,238,242.69 |
| N/A | MassMutual Financial Group | Group Annuity | 3.00% | 673,855.71 |
| | | | | <u>\$ 41,517,164.98</u> |

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
November 2017

| FUND # | FUND NAME | GENERAL OPERATING | | TOTAL |
|-------------|-------------------------------------|-------------------|-----------------|-----------------|
| | | CASH IN BANK | INVESTMENT | |
| 01 | General | \$375,207.21 | \$11,459,538.00 | \$11,834,745.21 |
| 05 | Special Assessment | 388.72 | 150,618.82 | 151,007.54 |
| 07 | Transient Lodging Tax | 277.59 | 0.00 | 277.59 |
| 10 | Telecommunications | 803.70 | 1,030.00 | 1,833.70 |
| 15 | Emergency Communications | 394.52 | 88,094.81 | 88,489.33 |
| 20 | Street (State Tax) | 968.59 | 1,815,234.83 | 1,816,203.42 |
| 25 | Airport Maintenance | 472.30 | (2,288,250.97) | (2,287,778.67) |
| 40 | Public Safety Facility Construction | 88.43 | 2,805.24 | 2,893.67 |
| 45 | Transportation | 22.87 | 7,847,177.34 | 7,847,200.21 |
| 50 | Park Development | 729.23 | 1,279,001.22 | 1,279,730.45 |
| 58 | Urban Renewal | 464.44 | 810,706.88 | 811,171.32 |
| 59 | Urban Renewal Debt Service | 10.73 | 391,779.42 | 391,790.15 |
| 60 | Debt Service | 162.61 | 2,802,501.38 | 2,802,663.99 |
| 70 | Building | 417.60 | 1,016,000.00 | 1,016,417.60 |
| 75 | Sewer | 856.86 | 1,060,620.21 | 1,061,477.07 |
| 77 | Sewer Capital | 604.53 | 21,703,103.65 | 21,703,708.18 |
| 79 | Ambulance | 813.94 | (134,164.72) | (133,350.78) |
| 80 | Information Systems & Services | 328.03 | 205,713.61 | 206,041.64 |
| 85 | Insurance Reserve | 334.72 | 1,647,290.54 | 1,647,625.26 |
| CITY TOTALS | | 383,346.62 | 49,858,800.26 | 50,242,146.88 |

| MATURITY DATE | INSTITUTION | TYPE OF INVESTMENT | INTEREST | CASH VALUE |
|------------------|----------------------------|---|----------|-------------------------|
| | | | RATE | |
| N/A | Key Bank of Oregon | Checking & Repurchase Sweep Account | 0.20% | \$ 383,346.62 |
| N/A | Key Bank of Oregon | Money Market Savings Account | 0.02% | 7,004,833.27 |
| N/A | State of Oregon | Local Government Investment Pool (LGIP) | 1.55% | 33,877,804.74 |
| N/A | State of Oregon | Park Improvement Bonds (LGIP) | 1.55% | 704,294.36 |
| N/A | State of Oregon | Transportation Bond (LGIP) | 1.55% | 6,674,453.86 |
| N/A | State of Oregon | Urban Renewal Loan Proceeds (LGIP) | 1.55% | 923,499.76 |
| N/A | MassMutual Financial Group | Group Annuity | 3.00% | 673,914.27 |
| | | | | <u>\$ 50,242,146.88</u> |

City of McMinnville

C404 - Privately Owned

Between 11/01/2017 and 11/30/2017

| | Class Code | Permits | Bldgs | Houses | Valuation |
|--|----------------------|-----------|-----------|-----------|--------------------|
| | | 72 | 39 | 39 | \$211,402 |
| | Sub-Totals: | 72 | 39 | 39 | \$211,402 |
| <u>Section I - Residential HouseKeeping Buildings</u> | | | | | |
| One-Family Houses Detached | 101 | 8 | 8 | 8 | \$1,880,127 |
| | Sub-Totals: | 8 | 8 | 8 | \$1,880,127 |
| <u>Section III - New Non-Residential Buildings</u> | | | | | |
| Industrial Buildings | 320 | 4 | 4 | 0 | \$1,612,900 |
| | Sub-Totals: | 4 | 4 | 0 | \$1,612,900 |
| <u>Section IV - Additions & Alterations</u> | | | | | |
| Add or Alter Dwellings | 434 | 4 | 0 | 0 | \$105,315 |
| Add or Alter All Other Buildings and Structures | 437 | 1 | 0 | 0 | \$1,819,418 |
| | Sub-Totals: | 5 | 0 | 0 | \$1,924,733 |
| | Grand-Totals: | 89 | 51 | 47 | \$5,629,161 |

Activity Summary Totals Report

Category: BLDG

Issued: 11/01/2017 - 11/30/2017

| Type | # of Permits | Total Fees | Total Valuation |
|-----------------|--------------|--------------|-----------------|
| BLDCOMBO | | | |
| AIND | 1 | \$23,482.18 | \$1,819,418.00 |
| ASFR | 4 | \$2,629.83 | \$105,314.60 |
| NIND | 3 | \$39,530.49 | \$1,577,900.00 |
| NSFR | 8 | \$76,142.65 | \$1,880,126.55 |
| BLDMAJOR | | | |
| NIND | 1 | \$530.61 | \$35,000.00 |
| BLDMINOR | | | |
| DECK | 2 | \$352.52 | \$15,500.00 |
| OTHR | 2 | \$172.50 | \$6,000.00 |
| ROOF | 5 | \$1,581.94 | \$170,517.00 |
| WALL | 1 | \$95.72 | \$3,000.00 |
| MECH | | | |
| COM | 1 | \$150.08 | \$0.00 |
| RES | 28 | \$1,214.11 | \$0.00 |
| MISC | | | |
| | 15 | \$60,417.85 | \$0.00 |
| PLUM | | | |
| COM | 1 | \$107.52 | \$4,500.00 |
| RES | 15 | \$1,058.40 | \$0.00 |
| SIGN | | | |
| OTHR | 1 | \$79.62 | \$2,000.00 |
| POLE | 1 | \$208.47 | \$9,885.00 |
| Total: | 89 | \$207,754.49 | \$5,629,161.15 |

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2017 - 11/30/2017

| Type | # of Permits | Total Fees | Total Valuation |
|-----------------|--------------|--------------|-----------------|
| BLDCOMBO | | | |
| ACOM | 2 | \$3,672.80 | \$199,000.00 |
| AIND | 1 | \$23,482.18 | \$1,819,418.00 |
| APUB | 1 | \$14,602.24 | \$2,300,000.00 |
| ASFR | 12 | \$10,147.33 | \$632,797.17 |
| NAPT | 1 | \$111,512.01 | \$1,251,757.43 |
| NCOM | 2 | \$29,613.58 | \$1,582,782.97 |
| NGAR | 2 | \$719.46 | \$34,989.84 |
| NIND | 4 | \$92,719.88 | \$2,904,680.00 |
| NPUB | 1 | \$9,260.19 | \$200,000.00 |
| NSFR | 37 | \$347,281.94 | \$8,967,593.74 |
| BLDMAJOR | | | |
| ACOM | 1 | \$305.12 | \$15,500.00 |
| ASFR | 2 | \$501.76 | \$21,176.10 |
| IND | 1 | \$490.34 | \$30,000.00 |
| NIND | 1 | \$530.61 | \$35,000.00 |
| OTHR | 1 | \$474.23 | \$27,635.00 |
| BLDMINOR | | | |
| DECK | 2 | \$352.52 | \$15,500.00 |
| FOUN | 2 | \$578.01 | \$29,500.00 |
| OTHR | 9 | \$850.84 | \$30,680.00 |
| PATI | 3 | \$625.41 | \$29,415.80 |
| ROOF | 13 | \$6,480.93 | \$900,603.00 |
| WALL | 1 | \$95.72 | \$3,000.00 |
| DEMO | | | |
| COM | 3 | \$3,574.10 | \$55,000.00 |
| IND | 1 | \$1,310.27 | \$30,000.00 |
| RES | 2 | \$172.10 | \$10,500.00 |
| FLS | | | |
| ALRM | 11 | \$4,348.36 | \$357,964.00 |
| SPRK | 8 | \$3,349.32 | \$288,205.00 |
| SUPP | 2 | \$178.23 | \$6,200.00 |
| MECH | | | |
| COM | 9 | \$1,505.97 | \$0.00 |
| PUB | 6 | \$2,701.30 | \$0.00 |
| RES | 105 | \$4,490.80 | \$0.00 |
| MH | | | |

| Type | # of Permits | Total Fees | Total Valuation |
|---------------|--------------|--------------|-----------------|
| RES | 2 | \$7,164.77 | \$25,971.84 |
| MISC | | | |
| | 109 | \$129,337.71 | \$0.00 |
| PLUM | | | |
| COM | 8 | \$1,138.12 | \$4,500.00 |
| IND | 2 | \$612.90 | \$0.00 |
| INS | 1 | \$44.80 | \$0.00 |
| PUB | 5 | \$940.80 | \$0.00 |
| RES | 91 | \$6,028.96 | \$0.00 |
| SIGN | | | |
| OTHR | 1 | \$79.62 | \$2,000.00 |
| POLE | 4 | \$1,059.37 | \$53,055.00 |
| Total: | 469 | \$822,334.60 | \$21,864,424.89 |

City of McMinnville - Account Summary Report

For Post Dates 11/01/2017 - 11/30/2017

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 | \$4,326.58 |
| | | <hr/> |
| | | \$4,326.58 |
| Account Code: 70-4400-05 | 1000 PERMIT FEES-BUILDING | \$24,935.70 |
| Account Code: 70-4400-05 | 1300 PLAN REVIEW-BUILDING | \$4,005.78 |
| Account Code: 70-4400-05 | 1400 PLAN REV-FIRE LIFE SAFTY | \$2,633.97 |
| | | <hr/> |
| | | \$31,575.45 |
| Account Code: 70-4400-10 | 1100 PERMIT FEES-MECHANICAL | \$4,756.55 |
| Account Code: 70-4400-10 | 1310 PLAN REVIEW-MECHANICAL | \$707.25 |
| | | <hr/> |
| | | \$5,463.80 |
| Account Code: 70-4400-15 | 1200 PERMIT FEES-PLUMBING | \$6,146.25 |
| Account Code: 70-4400-15 | 1320 PLAN REVIEW-PLUMBING | \$975.00 |
| | | <hr/> |
| | | \$7,121.25 |
| | Total Posted Amount: | \$48,487.08 |

City of McMinnville - Account Summary Report

For Post Dates **07/01/2017 - 11/30/2017**

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 | \$16,967.58 |
| | | <hr/> |
| | | \$16,967.58 |
| | | |
| Account Code: 70-4400-05 | 1000 PERMIT FEES-BUILDING | \$96,367.60 |
| Account Code: 70-4400-05 | 1300 PLAN REVIEW-BUILDING | \$114,125.63 |
| Account Code: 70-4400-05 | 1400 PLAN REV-FIRE LIFE SAFTY | \$10,593.08 |
| | | <hr/> |
| | | \$221,086.31 |
| | | |
| Account Code: 70-4400-10 | 1100 PERMIT FEES-MECHANICAL | \$18,525.10 |
| Account Code: 70-4400-10 | 1310 PLAN REVIEW-MECHANICAL | \$2,246.88 |
| | | <hr/> |
| | | \$20,771.98 |
| | | |
| Account Code: 70-4400-15 | 1200 PERMIT FEES-PLUMBING | \$26,059.25 |
| Account Code: 70-4400-15 | 1320 PLAN REVIEW-PLUMBING | \$1,726.75 |
| | | <hr/> |
| | | \$27,786.00 |
| | | |
| Account Code: 70-4400-20 | 1010 PERMIT FEES-MH SETUP | \$430.00 |
| | | <hr/> |
| | | \$430.00 |
| | | |
| | Total Posted Amount: | \$287,041.87 |

City of McMinnville

Permit Activity Report (List Version)

People Relationship: APPLICANT ,

Issued: 11/01/2017 - 11/30/2017

Activities Included

| Permit # | Type | Sub-Type | Applied | APPLICANT | Address | City | Phone |
|----------|----------|----------|------------|-----------------------------------|--------------------------|------|----------------|
| 17B0680 | BLDCOMBO | NSFR | 10/04/2017 | ALAN RUDEN INC | 3696 NE JOEL ST | MCMN | (503) 435-2412 |
| 17B0672 | BLDCOMBO | NSFR | 10/03/2017 | ALAN RUDEN INC | 3756 NE JOEL ST | MCMN | (503) 435-2412 |
| 17B0700 | BLDCOMBO | NSFR | 10/10/2017 | ALAN RUDEN INC | 3812 NE JOEL ST | MCMN | (503) 435-2412 |
| 17B0704 | BLDCOMBO | NSFR | 10/11/2017 | ALAN RUDEN INC | | | (503) 435-2412 |
| 17B0709 | BLDCOMBO | NSFR | 10/13/2017 | ALAN RUDEN INC | 3840 NE HEMBREE ST | MCMN | (503) 435-2412 |
| 17B0708 | BLDCOMBO | NSFR | 10/13/2017 | ALAN RUDEN INC | 3820 NE JOEL ST | MCMN | (503) 435-2412 |
| 17B0800 | BLDMAJOR | NIND | 11/14/2017 | ANDREW SCOTT CONSTRUCTION LLC | 3440 SE THREE MILE LN | MCMN | (503) 780-3623 |
| 17B0804 | MECH | RES | 11/15/2017 | AROLLO JASON A | 810 NE 27TH ST | MCMN | |
| 17M0234 | MISC | | 11/02/2017 | BAKER CREEK | | | |
| 17B0806 | MECH | COM | 11/15/2017 | BASSITT HOMES LLC | 300 NW HILLSIDE PARK WAY | MCMN | (503) 830-1875 |
| 17B0805 | MECH | RES | 11/15/2017 | BASSITT HOMES LLC | 175 SW BRALY ST | MCMN | (503) 830-1875 |
| 17B0688 | BLDCOMBO | NSFR | 10/05/2017 | BLACK DIAMOND HOMES INC | 1630 NE MCDONALD LN | MCMN | (503) 579-1336 |
| 17B0760 | PLUM | RES | 11/02/2017 | BLACKHAWK PLUMBING LLC | 670 NW 11TH ST | MCMN | (503) 538-7900 |
| 17M0246 | MISC | | 11/30/2017 | BOWYER EDWARD L | 2453 NW ANTHONY CT | MCMN | |
| 17B0724 | BLDMINOR | DECK | 10/19/2017 | BOX PAINTING LLC | 911 SW FELLOWS CT | MCMN | (503) 445-1500 |
| 17M0233 | MISC | | 11/01/2017 | BRAD BASSITT | 2326 NE EVANS ST | MCMN | |
| 17B0802 | BLDMINOR | WALL | 11/15/2017 | CHASE, BRENDAN | 911 SW FELLOWS CT | MCMN | (503) 298-0191 |
| 17B0572 | BLDCOMBO | ASFR | 08/24/2017 | CHESTER R RHODES CONSTRUCTION LLC | 1051 SE SHADY ST | MCMN | (503) 435-8029 |
| 17B0799 | BLDCOMBO | ASFR | 11/14/2017 | COCHRAN TREVOR | 543 NE 9TH ST | MCMN | |
| 17B0789 | PLUM | RES | 11/09/2017 | COMMERCIAL PIPING CO | 1950 SE WOODMILL CT | MCMN | (503) 472-4101 |
| 17B0765 | PLUM | RES | 11/03/2017 | COMMERCIAL PIPING CO | 1304 NW MEADOWS DR | MCMN | (503) 472-4101 |
| 17B0759 | PLUM | COM | 11/02/2017 | COMMERCIAL PIPING CO | 2700 SE STRATUS AVE | MCMN | (503) 472-4101 |
| 17M0239 | MISC | | 11/13/2017 | CONSTRUCTION MONITOR | | | |
| 17M0245 | MISC | | 11/27/2017 | CONSTRUCTION MONITOR | | | |
| 17M0236 | MISC | | 11/06/2017 | CONSTRUCTION MONITOR | | | |
| 17B0816 | PLUM | RES | 11/21/2017 | CRUZ URBINA LANDSCAPES | 1886 NW WALLACE RD | MCMN | 503-375-6341 |
| 17B0766 | MECH | RES | 11/03/2017 | DEAN LINDSEY | 1272 SW EMMA DR | MCMN | 971-237-9992 |
| 17B0807 | BLDCOMBO | ASFR | 11/16/2017 | DEPRIMO, CHRISTOPHER | 1640 NE LAFAYETTE AVE | MCMN | (503) 857-7694 |
| 17B0769 | MECH | RES | 11/06/2017 | DR HVAC INC | 1537 SW FELLOWS ST | MCMN | (503) 474-9891 |
| 17B0793 | MECH | RES | 11/13/2017 | DR HVAC INC | 1333 NE 17TH ST | MCMN | (503) 474-9891 |
| 17B0770 | MECH | RES | 11/06/2017 | DR HVAC INC | 610 NE NEWBY ST | MCMN | (503) 474-9891 |
| 17B0830 | MECH | RES | 11/30/2017 | DR HVAC INC | 1433 NE KRISTIN CT | MCMN | (503) 474-9891 |

| Permit # | Type | Sub-Type | Applied | APPLICANT | Address | City | Phone |
|----------|----------|----------|------------|---|-------------------------|------|----------------|
| 17B0798 | BLDMINOR | DECK | 11/14/2017 | DREAM BIG LLC | 330 NW VALLEY VIEW CT | MCMN | (503) 434-6109 |
| 17B0813 | MECH | RES | 11/21/2017 | ENCORE HOLDING INC | 1630 SE QUEENBOROUGH CT | MCMN | |
| 17B0819 | PLUM | RES | 11/27/2017 | EVERGREEN PLUMBING & MECHANICAL LLC | 1710 NE 18TH ST | MCMN | (503) 409-3567 |
| 17B0775 | PLUM | RES | 11/07/2017 | EVERGREEN PLUMBING & MECHANICAL LLC | 316 NW WALLACE WAY | MCMN | (503) 409-3567 |
| 17B0824 | MECH | RES | 11/29/2017 | FOUR SEASONS HEATING & AIR CONDITIONING INC | 156 NW 25TH ST | MCMN | (503) 538-1950 |
| 17B0788 | MECH | RES | 11/09/2017 | FOUR SEASONS HEATING & AIR CONDITIONING INC | 707 NW CRESTWOOD CT | MCMN | (503) 538-1950 |
| 17B0787 | MECH | RES | 11/09/2017 | FOUR SEASONS HEATING & AIR CONDITIONING INC | 1444 NW 9TH CT | MCMN | (503) 538-1950 |
| 17B0811 | MECH | RES | 11/20/2017 | FOUR SEASONS HEATING & AIR CONDITIONING INC | 1436 NW 8TH ST | MCMN | (503) 538-1950 |
| 17B0784 | MECH | RES | 11/08/2017 | FOUR SEASONS HEATING & AIR CONDITIONING INC | 2321 SW BARBARA ST | MCMN | (503) 538-1950 |
| 17B0596 | BLDCOMBO | NIND | 09/01/2017 | GALLANT CONSTRUCTION CORPORATION | 1445 NE MILLER ST | MCMN | (503) 773-5077 |
| 17B0597 | BLDCOMBO | NIND | 09/01/2017 | GALLANT CONSTRUCTION CORPORATION | 1445 NE MILLER ST | MCMN | (503) 773-5077 |
| 17B0829 | MECH | RES | 11/30/2017 | GENERAL FURNACE & AIR CONDITIONING LLC | 1804 NW SPANISH BAY DR | MCMN | (503) 557-2220 |
| 17B0810 | MECH | RES | 11/17/2017 | GENERAL FURNACE & AIR CONDITIONING LLC | 503 NE 11TH ST | MCMN | (503) 557-2220 |
| 17B0785 | MECH | RES | 11/08/2017 | GENERAL FURNACE & AIR CONDITIONING LLC | 420 SE DAVIS ST | MCMN | (503) 557-2220 |
| 17B0773 | MECH | RES | 11/06/2017 | GRANT ROBERT A & | 150 NE DUNN PL | MCMN | |
| 17B0666 | BLDCOMBO | NIND | 10/02/2017 | HAWORTH INC | 2950 NE ORCHARD AVE | MCMN | (503) 472-2452 |
| 17M0243 | MISC | | 11/17/2017 | HEISER EDITION LLC | 2946 SW REDMOND HILL RD | MCMN | |
| 17M0240 | MISC | | 11/14/2017 | HUTCHISON, CHRISTIANA | 2161 NE LAFAYETTE AVE | MCMN | |
| 17M0238 | MISC | | 11/09/2017 | INTEGRITY BUILDERS INC | 621 NE DAVIS ST | MCMN | |
| 17B0678 | BLDCOMBO | ASFR | 10/04/2017 | INTEGRITY BUILDERS INC | 1335 SW CENTURY CT | MCMN | (503) 472-8013 |
| 17B0688 | BLDCOMBO | NSFR | 10/05/2017 | JEFF | 1630 NE MCDONALD LN | MCMN | 503-201-6304 |
| 17B0308 | BLDCOMBO | AIND | 05/22/2017 | KEVIN BRINDLEY | 1439 NE LAFAYETTE AVE | MCMN | 763-234-5788 |
| 17M0244 | MISC | | 11/22/2017 | KULBACK RAYMOND J | 1730 SW 2ND ST | MCMN | |
| 17B0796 | PLUM | RES | 11/14/2017 | LARRY WEIRICH CONSTRUCTION INC | 815 NW YAMHILL ST | MCMN | (503) 835-3023 |
| 17B0801 | PLUM | RES | 11/14/2017 | LAW SCOTT A | 624 NW 18TH PL | MCMN | |
| 17B0808 | MECH | RES | 11/16/2017 | MARK PRINE | 223 SE CLAY ST | MCMN | 503-550-5112 |
| 17B0758 | MECH | RES | 11/02/2017 | MCCANDLESS ENT LLC | 1235 NW GREENBRIAR PL | MCMN | (503) 843-5618 |
| 17B0817 | MECH | RES | 11/22/2017 | MELTON HEATING & AIR CONDITIONING* | 1507 NE 4TH ST | MCMN | (503) 378-7482 |
| 17M0241 | MISC | | 11/17/2017 | MILLER WADE W | 2880 NE HIGHWAY 99W | MCMN | |
| 17B0821 | MECH | RES | 11/27/2017 | MISSILDINE, JOE | 1302 SW GILORR ST | MCMN | |
| 17B0823 | PLUM | RES | 11/28/2017 | MOORE PHYLLIS J TRUSTEE FOR | 210 NW 16TH ST | MCMN | |
| 17B0825 | PLUM | RES | 11/29/2017 | MRB ENTERPRISES INC | 321 SW MT ADAMS ST | MCMN | (503) 362-0812 |
| 17M0235 | MISC | | 11/03/2017 | MURRAY JERRY D | 1765 NW 4TH CT | MCMN | |
| 17M0242 | MISC | | 11/17/2017 | NELSON, JAY | 652 NE GOLDEN LEAF LN | MCMN | |
| 17B0783 | MECH | RES | 11/07/2017 | PLANET HVAC LLC | 2084 NE LUCY BELLE ST | MCMN | (503) 434-6677 |
| 17B0576 | BLDCOMBO | NSFR | 08/24/2017 | PREMIER HOME BUILDERS INC | 476 SW MT ST HELENS ST | MCMN | (503) 472-7514 |
| 17B0699 | SIGN | OTHR | 10/10/2017 | RAMSAY SIGNS INC | 2375 NE HIGHWAY 99W | MCMN | (503) 777-4555 |
| 17B0797 | BLDMINOR | OTHR | 11/14/2017 | ROYCE CONAN T | 220 NW 20TH ST | MCMN | |
| 17B0827 | MECH | RES | 11/29/2017 | SALEM HEATING & SHEET METAL INC | 2820 NE EVANS ST | MCMN | (503) 581-1536 |
| 17B0756 | MECH | RES | 11/01/2017 | SALEM HEATING & SHEET METAL INC | 815 NW YAMHILL ST | MCMN | (503) 581-1536 |
| 17B0826 | MECH | RES | 11/29/2017 | SALEM HEATING & SHEET METAL INC | 1548 SE DAVIS ST | MCMN | (503) 581-1536 |

| Permit # | Type | Sub-Type | Applied | APPLICANT | Address | City | Phone |
|----------|----------|----------|------------|---------------------------------------|-----------------------|------|----------------|
| 17B0668 | SIGN | POLE | 10/02/2017 | SECURITY SIGNS INC | 829 NE HIGHWAY 99W | MCMN | (503) 232-4172 |
| 17B0780 | BLDMINOR | OTHR | 11/07/2017 | SQUARE DEAL CONSTRUCTION COMPANY LLC | 330 NW VALLEY VIEW CT | MCMN | (971) 832-0191 |
| 17M0237 | MISC | | 11/06/2017 | STATE OF OREGON - MINOR LABEL PROGRAM | | | |
| 17B0772 | BLDMINOR | ROOF | 11/06/2017 | SYNERGY CONSTRUCTION GROUP OREGON INC | 2482 NW PINEHURST DR | MCMN | (503) 757-2260 |
| 17B0764 | BLDMINOR | ROOF | 11/02/2017 | WASHINGTON ROOFING COMPANY | 210 NE FORD ST | MCMN | (503) 472-7663 |
| 17B0762 | BLDMINOR | ROOF | 11/02/2017 | WASHINGTON ROOFING COMPANY | 2570 NE HIGHWAY 99W | MCMN | (503) 472-7663 |
| 17B0761 | BLDMINOR | ROOF | 11/02/2017 | WASHINGTON ROOFING COMPANY | 550 SW BOOTH BEND RD | MCMN | (503) 472-7663 |
| 17B0763 | BLDMINOR | ROOF | 11/02/2017 | WASHINGTON ROOFING COMPANY | 3170 NE HIGHWAY 99W | MCMN | (503) 472-7663 |
| 17B0776 | PLUM | RES | 11/07/2017 | WEST VALLEY LANDSCAPES INC | 3606 NE JOEL ST | MCMN | (503) 991-7078 |
| 17B0778 | PLUM | RES | 11/07/2017 | WEST VALLEY LANDSCAPES INC | 3605 NE JOEL ST | MCMN | (503) 991-7078 |
| 17B0777 | PLUM | RES | 11/07/2017 | WEST VALLEY LANDSCAPES INC | 3624 NE JOEL ST | MCMN | (503) 991-7078 |
| 17B0781 | MECH | RES | 11/07/2017 | WILLAMETTE WOODSTOVES INC | 2351 NW CRIMSON CT | MCMN | (503) 364-6339 |
| 17B0757 | PLUM | RES | 11/02/2017 | WIZARD LLC | 1619 NW MADRONA CT | MCMN | (541) 420-8888 |
| 17B0774 | PLUM | RES | 11/07/2017 | WL JOHNSON IRRIGATION & LANDSCAPING | 1440 NW SPYGLASS CT | MCMN | 503-434-9850 |
| 17B0803 | MECH | RES | 11/15/2017 | WYNNE, TIMOTHY | 1113 NE 4TH ST | MCMN | (503) 357-4614 |
| 17M0247 | MISC | | 11/30/2017 | YOUR SPACE PUBLIC STORAGE LLC | 1615 NE RIVERSIDE DR | MCMN | |

Summary

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|--------------------|----------------|
| Number of Permits: | 89 |
| Total Valuation: | \$5,900,044.50 |
| Total SQ. Ft: | 44528.00 |
| Total Fees: | \$217,778.80 |
| Total Due: | \$0.00 |