



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

City Council Meeting Agenda
Tuesday, November 27, 2018
5:45 p.m. – Work Session
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."

5:45 PM – WORK SESSION – COUNCIL CHAMBERS

1. Call to Order
2. Planning and Building Fee Study
3. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

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 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. PRESENTATION
 - a. Emergency Response: Hurricane Michael
5. CONSENT AGENDA
 - a. Consider the Minutes of the September 11, 2018 City Council Work Session and Regular Meeting.
6. RESOLUTION
 - a. Consider Resolution No. **2018-61** : A Resolution approving an out-of-calendar rate adjustment for Recology Inc., of 5% for solid waste services, and requiring completion of a rate review study.
7. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
 - c. Building Division Reports
 - d. Cash & Investment Report
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 or melissa.grace@mcminnvilleoregon.gov.



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 27, 2018
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: **Work Session – User Fee Study, Development Services**

Council Goal:

Promote Sustainable Growth and Development.

Report in Brief:

This work session will review the results of a comprehensive Development Services (Current Planning and Building Permitting) User Fee Study, which reviewed and calculated the full costs to the City of McMinnville of providing these two programs. As a specialty user program that is partially funded through permit and application fees this study was conducted so that the City Council can have a dialogue about the level of cost recovery that they would like to see for providing these programs. The Building program operates at the most part on a full-cost recovery basis. The Current Planning program operates at a cost recovery level of approximately 10%, meaning that the General Fund underwrites approximately 90% of the costs of providing the Current Planning program.

Background:

In 2017, the City of McMinnville conducted a special assessment of the Planning program to understand efficiencies and deficiencies. At that time it was discovered that due to lack of resources, the City of McMinnville had deferred its long range planning program for many years and was behind on many state mandated planning efforts. At the same time it was realized that the General Fund was underwriting the current planning program at an estimated level of 85 – 90% of program delivery costs. This is important because current planning is typically considered a specialty user program funded through the application fees of the users. Most cities have a policy about the level of cost recovery that they would like to achieve with their different specialty user programs in order to reserve the General Fund resources for programs that serve the entire community. City leadership asked the Planning Department to conduct a full cost recovery evaluation for the Current Planning program. In April, 2018, the City of McMinnville contracted with Capital Accounting Partners (CAP), LLC to conduct a Planning User Fee Study.

For several months, city staff met with Dan Edds, the consultant from CAP to discuss each application process and how much time it took each staff member to review and issue a decision for each different

Attachments:

Capital Accounting Partners, LLC User Fee Study Report – Development Services
Proposed Draft Planning Fee Schedule
Proposed Draft Building Fee Schedule

type of land-use application. Discussions focused done to ten (10) minute intervals, and assumptions were tested in the full group of staff for concurrence.

In May, 2018, as the City of McMinnville was meeting with the Oregon Building Codes Division to transition to the state epermitting Accela program, state staff reviewed the City of McMinnville's Building fee schedule and discovered that it was out-of-date. After some research it was discovered that the last comprehensive fee study conductive by the Building program was in 2002. In May, 2018, the city amended its contract with CAP to include the Building program in the User Fee study in order to update it to state standards. Building staff then met with Dan Edds over several months to discuss the process for each building program that the City administers.

Meanwhile, at the same time, Dan Edds worked with the City Finance Department on an indirect cost allocation plan. Indirect cost allocation plans calculate the costs of central services to each enterprise fund and specialty user program.

In August, 2018, the City of McMinnville Planning Department staff hosted a meeting with the McMinnville development community to discuss the results of the user fee study. The study concluded that the Building program had for the most part operated at a full cost recovery level and that the Planning program operated at a 10% cost recovery level.

In 2002, when the city last conducted a development services user fee study, the city elected to collect 100% full cost recovery for the Building Program and strive for 55% cost recovery for the Planning program.

Discussion:

Attached is a report prepared by Dan Edds from CAP detailing the Development Services User Fee Study and the results of the financial analysis.

Additionally, staff has prepared updated fee schedules for both the Planning program and the Building program that reflect current processes and a 55% and 100% cost recovery level with the following notes:

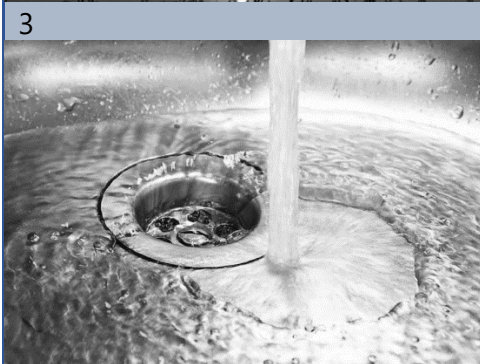
Planning Fee Schedule:

- Assumes a 55% cost recovery, with the recommendation that the fee schedule be increased by 10% + CPI over the next five years towards a full cost recovery model.
- Some applications have been recommended at a drastically reduced rate due to practicalities and local value systems, such as the Downtown Design Review and NE Gateway Design Review, Home Occupation Permits, Sign Permits and Street Tree Removal.
- Some fees are recommended at a full cost recovery rate immediately since they represent a value considerably less than comparable markets and the amount of applications are very limited in these categories, such as an Annexation and Urban Growth Boundary Amendment.
- Adds 16 land-use applications that are currently being provided as a free service.
- Plans for four additional land-use applications as part of a long-term program.

- Builds a 6 month reserve over five years.

Building Fee Schedule:

- Assumes a 100% cost recovery.
- Retains a plan review fee of 65% of the building permit fee (some communities charge 85% (Newberg) or 100% (Redmond)).
- Adds many unit fees per the requirements of the state. Since many of the unit fees will be new to the City of McMinnville, staff recommends a reduced level of collection initially with the intent to move to full cost recovery over the next five years.
- Builds a 6 month reserve over five years.



City of McMinnville, Oregon

User Fee Study Report – Development Services

November 2018



Capital Accounting Partners, LLC
3570 Buena Vista Drive
Sacramento, CA 95864
(916) 670-0001

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Project Scope

The City engaged Capital Accounting Partners to prepare an indirect cost allocation plan (report provided under separate cover) and a user study for Current Planning and Building Services.

Current Planning is the application review and decision issuance for currently planned development and does not include long range planning. Building Services reflect the permit intake and plan review for projects planned to be built immediately. Both are considered development specific specialty services.

The purpose of the indirect cost allocation plan is to capture the full cost of providing city services within its user fees. Specific project deliverables included:

- Prepare a full cost, indirect cost allocation plan according to the principles and methodology prescribed by the Federal Office of Management & Budget;
- Calculate the full cost of user fees for Current Planning and Building services;
- Conduct a comparison survey of benchmark cities; and
- Prepare a report and deliver a presentation to the City Council covering the results of the project.

We understand that when cities engage in a comprehensive analysis of its user fees when it has not been done before, or it has been many years since the last study, that the results can be startling. Because of this, we put significant resources into a method of cost analysis that is robust and fully reflects the input and collaboration of staff. We would like to thank the leadership and staff of the Community Development Department for an excellent process and their commitment to full transparency.

Summary of Costing Methodologies

Indirect Cost Allocation Plan

The methodology used to develop the Indirect Cost Allocation Plan has been established by the Federal Government's Office of Management and Budget (OFM). The purpose of which, is to establish a formal and consistent methodology to charge overhead in a way that was accurate. Therefore, by using this methodology Capital Accounting Partners is applying the same discipline in calculating overhead for the City of McMinnville as the Federal Government uses. The results of this project have been provided under separate cover to the Finance Department. Overhead costs for Planning and Building Services has been factored into the user fees.

The following table is one segment of the results from the Indirect Cost Allocation Plan and is provided for illustrative purposes.

Sources of Indirect Cost

Overhead Costs Allocated to Receiving Departments

Department	Total	85-85 Insurance Services	01-CC Administration - Community Services	80-80 Information Systems & Services	15-15 Emergency Communication	70-70 Building Fund	05 Engineering	07 Planning	11 Police
01-CM Administration - City Manager	\$358,846	\$3,447	\$606	\$3,429	\$2,878	\$2,263	\$25,493	\$38,112	\$53,256
03 Finance - Accounting	\$696,463	\$9,447	\$3,694	\$16,065	\$7,862	\$9,367	\$14,783	\$17,187	\$117,349
01-HR Administration - Human Resource Mgt	\$229,941	-	-	\$4,244	-	\$5,304	\$8,296	\$8,593	\$55,557
01-CP Administration - City Hall/Property	\$239,453	\$6,305	\$1,109	\$6,273	\$5,266	\$4,140	\$6,542	\$8,972	\$51,255
01-MCC Administration - Mayor & City Council	\$171,166	-	-	-	-	-	\$41,533	\$62,929	\$47,826
01-CA Administration - City Attorney	\$271,860	\$12,319	\$2,166	\$12,258	-	-	\$12,782	\$17,531	\$100,148
03-AB Finance - Ambulance Billing	\$145,700	-	-	-	-	-	-	-	-
80 Information Systems & Services - Personal Services	\$422,497	-	-	-	-	\$9,276	\$16,243	\$14,194	\$95,839
Total Claimable Costs	\$2,535,926	\$31,518	\$7,575	\$42,269	\$16,006	\$30,351	\$125,671	\$167,520	\$521,228

Costs derived from the Cost Allocation Plan have been included in the full cost of services for Current Planning and Building fees.

User Fee Study

Driver Based Costing Models

Developing a driver-based costing model is a detailed and robust method of calculating the cost of a specific service. It is based on the principles of activity-based costing so it seeks to understand cost at an operational level. This means it relies on understanding the time staff invests in core business processes to provide fee and non-fee services. This provides the ability to understand staff time and cost as each staff position participates in providing fee services.

Project Steps and Process

Step 1: Collect Data – This first step involves discussions with staff to identify those positions within the department that provide and support direct services. It also involves collecting departmental budget and expenditure data, identifying the salary and benefits for each position, and identifying non-personnel expenditures, as well as any departmental and City-wide overhead. Specifically, the steps involve the following:

- **Identifying staff positions** – This includes aligning staff names and positions.
- **Calculating the number of productive hours** – For each position, vacation time, sick leave, paid holidays, professional development (training), routine staff meetings, and daily work breaks are deducted from the standard 2,080 annual hours. The result is a range of hours available for each position on an annual

basis. This range is typically 1,500 to 1,650 hours. Factors that influence this range are length of service with the jurisdiction and local policies for holiday and personal leave time.

- **Identifying and allocating non-personnel costs** – Costs for materials and supplies are allocated to the salary and benefits for each position.
- **Assigning any other expenses that are budgeted in other areas** – There are often expenses that should be included with the total cost of services. Examples of such costs might include amortized capital expenses for vehicles and technology.
- **Identifying core business processes or activities** – This step also involves discussions with staff to understand, at an operational level, the work of the operating unit. Core business processes used to provide services are identified and then defined by the tasks that are involved. Processes are also organized by direct and indirect categories:
- **Direct processes and activities** – Those processes that directly contribute to the processing of an application or permit are first identified. Examples of a direct activity are building inspection, plan check, and application intake.
- **Indirect processes and activities** – Those processes that support, but do not directly apply to the processing of a specific application or permit. An example of an indirect activity is customer service or staff training to maintain certifications. Most jurisdictions highly value customer service, but it is difficult to assign a specific cost or unit of time to an individual service.

Step 2: Building cost structures – This second step involves significant interaction with staff and the development of time estimates for both direct and indirect processes in each department. Specifically, this step is at the core of the analysis. There are four processes that comprise this step:

1. **Gathering time estimates for direct processes** – By interviewing staff in individual and group meetings, an estimate of time was assigned to each service by the process that is indicated. For the most part, the processes included three primary steps:
 - a. Application Intake / Permit Intake;
 - b. Application Review / Plan Review; and
 - c. Decision Process / Construction inspections.
2. **In this analysis, staff time is estimated and assigned to each step.** The sum of all the process steps is the total time that is required to provide that specific service.
3. **Assigning indirect and annual process time** – An annual time estimate is gathered from staff for those indirect or support processes in which they are involved. These may include activities such as program administration, customer service, and department administration. These costs are allocated to all services proportionately to all services provided by the department.
4. **Calculating fully loaded hourly rates and the cost of service** – Once the total time for each direct and indirect service is estimated, the cost of service is calculated by using the fully loaded hourly rates for

each staff member or position that is involved with the service. The fully loaded hourly rate for each employee is based on the employee's salary and benefit costs plus a share of non-personnel and City overhead costs divided by the employee's available work hours (i.e. 2,080 hours minus all leave hours). Thus, the direct and indirect cost by activity also includes departmental and citywide overhead as well as non-labor costs. The source of City indirect costs and non-personnel costs is from the annual budget or cost allocation that has been established by the City.

5. **Gathering activity or volume data** – A critical element in the analysis is the number of times a given service is provided on an annual basis. This is critical data for four reasons:
 - It allows a calculated projection of current revenue based on current prices. This is compared with actual revenue to see if there is a close match as the data should match.
 - It allows for a calculated projection of revenue at full cost. This is compared to actual expenditures to see if there is a close match as the data should match.
 - It allows for a calculation of total hours consumed. Hours consumed must closely match actual hours available.
 - If any of the three calculations do not approximate actual numbers, then time estimates and/or volume data need to be re-evaluated. These are critical quality checks for costing accuracy.

Step 3: Calculating the full cost of services – This third step calculates the full cost of service for each direct service in the department. In the previous step, the cost of service was calculated for each direct and indirect service. In this step, the cost layers are brought together to establish the full cost of service for a specific direct service, program, or activity. As previously mentioned, the cost of each direct service is calculated. To determine the full cost of service, the cost of indirect services is allocated to each direct service based on the proportion of labor spent processing each permit and application. By summing the direct and allocated indirect costs and multiplying that by the activity data, a total cost of service is calculated for both an individual service and the operating unit as a whole.

Step 4: Set fees

Based on any new, existing, or revised cost recovery policies, the recommended fees can be established. The recommended fees will be established based on City staff recommendations and Council discussion in the future. The fee analyses in this report are based on full cost recovery.

Assuring Quality Results

In our analysis we utilize both quantitative and qualitative tests for quality.

Quantitative

Our process incorporates substantial input from both individuals and groups. Our bias is that we get the best data from group interviews. For example, in determining how much time is required for any specific type of building inspection, we want to hear the perspective of an inspector, of the inspector supervisor, and the counter tech or project manager. Each will have a perspective. Each will contribute value to the estimate. When all perspectives agree, we have confidence in our results.

Qualitative

We also utilize four qualitative measure of quality data. When each of these measures match and there are no major disagreements with the qualitative assessment, we have significant confidence in our results. These qualitative measures are:

Quantitative Analysis	Targeted Margin of Error
1) Budgeted expenses entering the cost models must equal total expenses accounted for in the costing model.	0%
2) Projected revenue from fees must closely match actual revenue from fees.	+ or – 5%-10%
3) Available staff time must be fully accounted for in the costing models.	0%
4) Total revenues from fees and contributions from the general fund or other sources must match total expenses.	0%

Summary of Results

Summary of Results

We realize that when it has been several years, if ever, since a user fee study has been conducted that results can be startling. This is especially true for Current Planning services, which traditionally lag Building services in cost recovery. This trend is clearly illustrated in the results below.

Annual Revenue Impacts				Reserve
Department or Division	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up
Planning	\$ 280,186	\$ 41,560	(\$238,626)	\$28,011
Building	\$ 823,431	\$ 719,575	(\$103,856)	\$82,343
Totals	\$ 1,103,617	\$ 761,135	(\$342,482)	\$110,354

These results indicate that if the City were to fully recover its costs for Current Planning and Building services it would realize an additional \$342,482. Recovering full cost may or may not be in the best interest of the City of McMinnville. However, most municipal agencies adopt some kind of policy or practice that maximizes cost recovery for development services.

Reserves

Since the recession of 2007 many of our clients have seen the value of establishing reserve accounts to compensate for fluctuations in development. Having a reserve allows the City to maintain a high level of service even during economic down turns and retain the intellectual capital of City processes, procedures, and values. Because of this, we included reserves in our analysis. The objective was to establish a 6 month operating reserve and build this up over 5 years.

Summary of Planning Results

The Planning Department is responsible for coordinating both long-range and current planning needs of the City. As such, the Planning Department plays a vital role in the long-term development of a vibrant and livable City.

The results of this study should result in several upgrades to the fee structure of the Department:

1. Planning fee schedule has been brought up to date, relative to current processes & procedures;
2. Planning fees have been added that fully reflect the operations of the Department; and
3. The calculated cost reflects the full cost to the City for providing Planning services.

These are all common factors in recovering appropriate costs where cities utilize deposits and charging application processing based on actual staff time. Hourly rates are frequently not adjusted to keep with the labor costs, expenses and revenues are not aligned, and systems to track & manage staff time relative to project work are consistently too simplistic or too complex. In short, without a consistent approach to updating the planning fee schedule, fees do not keep up with inflationary pressures on cost structures.

New Planning Fees

As a result of the study, 21 new Planning fees have either been added to the fee structure or reconfigured from the old fee schedule. If fully implemented, these new fees will increase revenues by \$104,205.

The annual activity from these flat fees is projected at 280 applications. The average of these fees increases from \$202 to \$378 as the fee table in the appendix will outline.

Appendix 1 will detail the results of Planning fee calculations. This table has multiple data inputs which include:

1. Fee description;
2. The number of times each fee has been processed within the last 12 months;
3. Direct cost of services which include labor and an allocated amount for non-personnel services;
4. Indirect and support services which include:
 - a. Citywide indirect costs;
 - b. Costs for department management & administration; and
 - c. Pre-application review and customer service.
5. Annual comparisons of current revenues vs. full cost.

Summary of Building Results

The Building Division is part of the Community Development Department, even though it is a separate fund for budget purposes. The Building Division responds to the development community and citizens of the City by ensuring that structures are built or remodeled to comply with the intent of state codes. As such, the Division plays an important role to ensure a safe, vibrant, and livable City.

Calculating building fees for new construction projects has an inherent advantage over planning fees. Most municipal agencies calculate new construction building permits as a function of construction value. They will frequently use given valuation, valuation as defined by the International Code Council (ICC), or a combination of both. This means that as construction costs become more expensive due to simple inflationary pressures, permit fees go up accordingly. In addition, plan check fees are often derived as a percentage of the building permit, so plan check revenues increase accordingly.

For these reasons, building fees, as a result of a fee study, frequently show smaller increases in revenues than planning fees. Our projections of additional revenue for Building & Safety will result in an additional \$103,856.

Valuation Based Fees

The City of McMinnville, like many municipal agencies, calculate building fees based on the value of the project. In our assessment of Building fees, we determined that the City needs to increase these fees by a modest 9%.

Building Permit Fee Table					
Total Valuation			New Fee Basis		
	\$1.00	to	\$ 500.00	\$ 16.66	
Baseline	\$501.00	to	\$ 2,000.00	\$ 16.66	First \$500
Additional		to		\$ 2.16	Each additional \$100.
Baseline	\$2,001.00	to	\$ 25,000.00	\$ 49.03	First \$2,000
Additional		to		\$ 9.92	Each additional \$1000.
Baseline	\$25,001.00	to	\$ 50,000.00	\$ 277.17	
Additional		to		\$ 4.96	Each additional \$1000.
Baseline	\$50,001.00	to	\$ 100,000.00	\$ 401.15	
Additional		to		\$ 4.96	Each additional \$1000.
Baseline	\$100,001.00	to	\$ 500,000.00	\$ 649.13	
Additional		to		\$ 3.97	Each additional \$1000.
Baseline	\$500,001.00	to	\$ 1,000,000.00	\$ 2,632.93	
Additional				\$ 3.37	Each additional \$1000.
Baseline	\$1,000,000.00	to	Up	\$ 4,316.98	
Additional		to		\$ 2.58	Each additional \$1000.

Appendix 2 will detail adjustments in individual fees. This table is structured in the same way the Planning fee table is structured.

1. Fee description;
2. The number of times each fee has been processed within the last 12 months;
3. Direct cost of services which include labor and an allocated amount for non-personnel services;
4. Indirect and support services which include:
 - a. Citywide indirect costs;
 - b. Costs for department management & administration; and
 - c. Pre-application review and customer service.
5. Annual comparisons of current revenues vs. full cost.

Comparison Review

As part of this analysis, a survey was conducted to compare selected development fees with selected development fees for 8 benchmark cities in Oregon. Our approach to comparison studies is to identify a small number of relevant projects or services rather than comparing the universe of fees. The benchmark cities we used are Newberg, Woodburn, Tigard, Sherwood, Wilsonville, Albany, Redmond, Grants Pass, and Tualatin.

In comparing fees and services, we do urge caution for the following reasons:

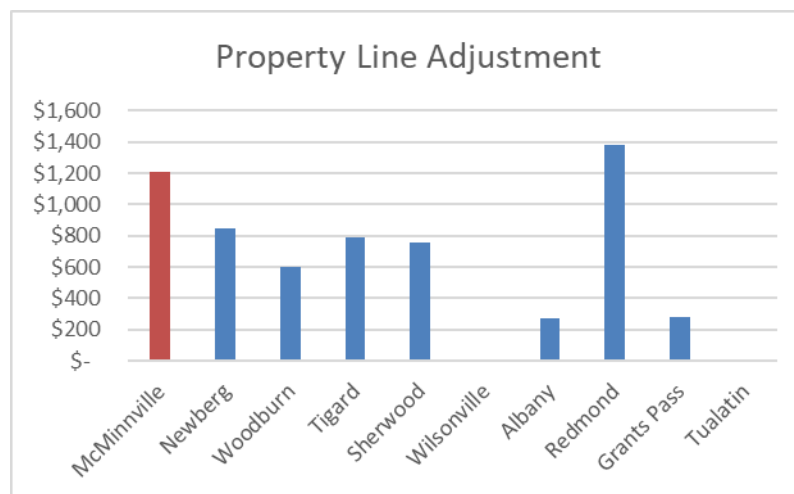
- **Communities have different policies regarding user fees.** Some desire to subsidize their fees while others want to charge full cost. This means that costs are being compared against price.
- **Service levels can vary dramatically from one community to the next.** For example, one city may work hard to guarantee next day inspections while another determines that inspections within 48 hours of a request is acceptable.
- **Service descriptions can vary.** Cities will often bundle services while others keep them separate.
- **Multiple methods of calculating new construction building fees.** For example:
 - One city may use given construction value to calculate building fees while another may use the ICC table;
 - ICC tables are updated at least annually but many cities will only make the change if required to do so; and
 - Other cities may calculate new construction fees based on a cost per square foot, organized by building occupancy type, and not use valuation at all.
 - The practice of updating fees can vary. Some cities adjust fees annually to compensate for known changes in labor costs. Other cities adjust fees less frequently, if at all. It is not unusual for us to find cities that have not adjusted user fees for 10-15 years.

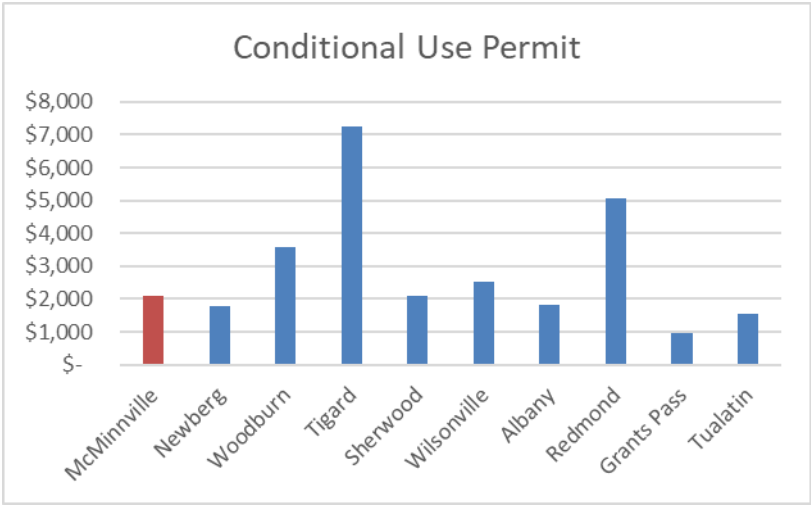
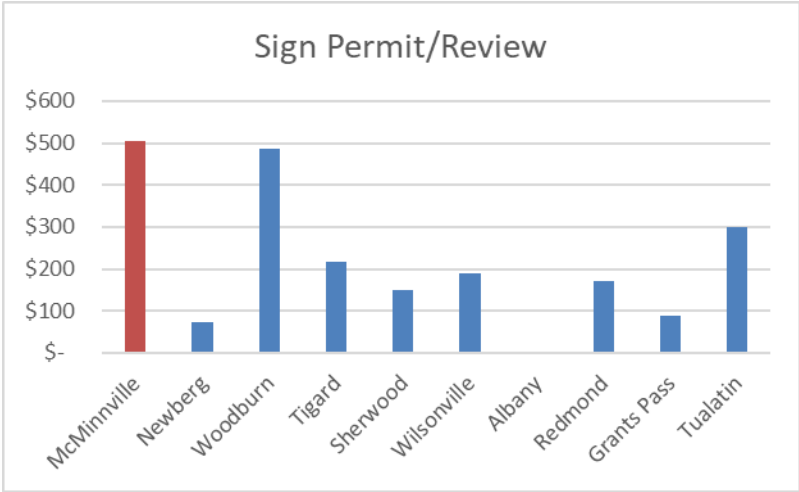
Therefore, comparing fees across several jurisdictions is really comparing price vs cost. Because of this, we advise looking at trends. Do the trends show high fees, low fees, or fees that are within a reasonable range? In our view, the trends we see in this comparison analysis illustrate what we would expect - fees that are reasonably aligned with its benchmark cities.

The following table details the results of the comparison.

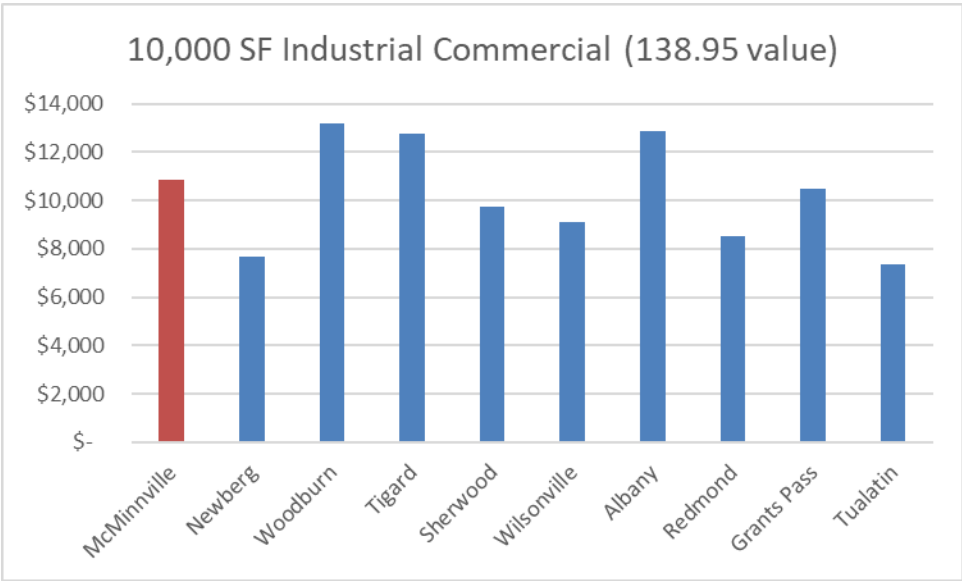
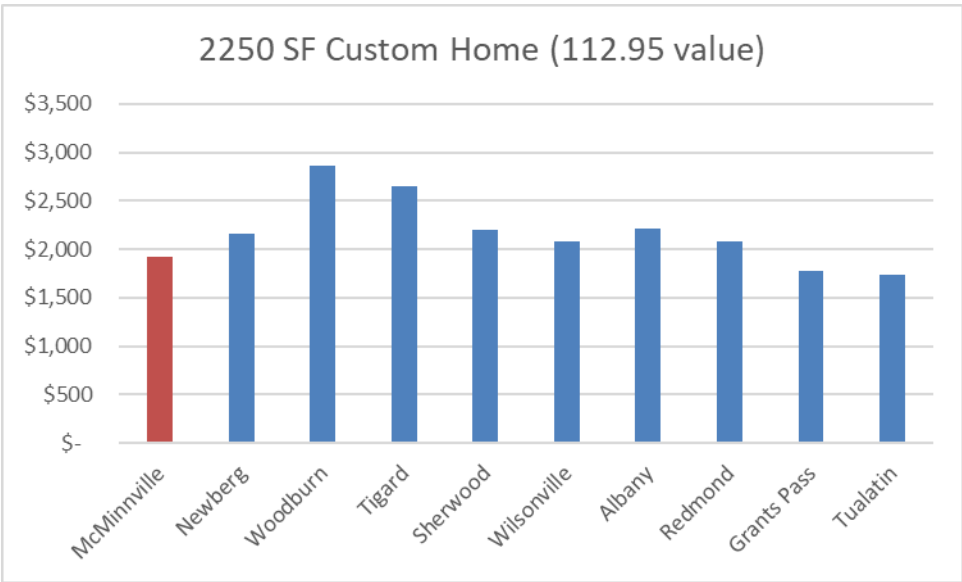
Fee/Application	McMinnville	Newberg	Woodburn	Tigard	Sherwood	Wilsonville	Albany	Redmond	Grants Pass	Tualatin
Planning Fee Comparison										
Administrative Variance	\$ 1,301	\$ 848	\$ 2,432	\$ 850	\$ 1,120	\$ 665	\$ 846	\$ 3,073	642.4	1530
Comprehensive Plan Text Amendment/Zoning Ordinance Text Amendment	\$ 6,205	\$ 2,395	\$ 5,499	\$ 12,174	\$ 5,330	\$ 9,495	\$ 3,771	11973	1556.5	2245
Conditional Use Permit	\$ 2,115	\$ 1,798	\$ 3,591	\$ 7,248	\$ 2,105	\$ 2,530	\$ 1,833	5085	962.5	1530
Home Occupation Permit	\$ 459	\$ -	\$ -	\$ 134	\$ 50	\$ -	\$ -		822.8	350
Planned Development	\$ 4,525	\$3590 +\$75/lot	\$2985 +\$40/lot	\$ 10,083	\$ 2,240	\$ 2,120	\$ 3,952	22765	822.8 + \$47.30 / lot	
Property Line Adjustment	\$ 1,212	\$ 848	\$ 599	\$ 794	\$ 755	\$ -	\$ 269	1380	277.2	
Sign Permit/Review	\$ 506	\$ 72	\$ 485	\$ 218	\$ 150	\$ 190	\$ -	172	89.1	300
Zone Change	\$ 4,558	\$ 2,106	\$ 3,074	\$ 4,580	\$ 5,330	\$ 1,520	\$ 3,528	\$ 7,159	1615.9	2245
Building Fee Comparison										
2250 SF Custom Home (112.95 value)	\$ 1,923	\$ 2,163	\$ 2,860	\$ 2,646	\$ 2,194	\$ 2,078	\$ 2,210	\$ 2,079	\$ 1,775	\$ 1,732
300 SF Room Addition (112.95 value)	\$ 226	\$ 645	\$ 718	\$ 697	\$ 599	\$ 575	\$ 724	\$ 490	\$ 455	\$ 444
10,000 SF Industrial Commercial (138.95 value)	\$ 10,860	\$ 7,682	\$ 13,163	\$ 12,787	\$ 9,744	\$ 9,103	\$ 12,851	\$ 8,536	\$ 10,461	\$ 7,352
Commercial TI \$250,000 value	\$ 1,889	\$ 2,064	\$ 2,822	\$ 3,320	\$ 2,167	\$ 2,053	\$ 2,104	\$ 2,054	\$ 1,664	\$ 1,711
Base Processing Fee	\$ 30						\$ 72		30	
Air handling unit of up to 10,000 cfm	\$ 86	\$ 85	\$ 90	\$ 90	\$ 70	\$ 45	\$ 72	\$ 90	\$ 9	\$ 60
Heat pump	86	\$ 85	\$ 90	\$ 90	\$ 70	\$ 45	\$ 72	\$ 90	23	\$ 60
Water service - Total linear feet		\$ 85	\$ 67	72.5	\$ 70	\$ 41	\$ 72	\$ 90	\$ 17	\$ 60
Backflow preventer	\$ 66	\$ 85	\$ 67	72.5	\$ 70	\$ 41	\$ 72	\$ 90	\$ 17	\$ 15

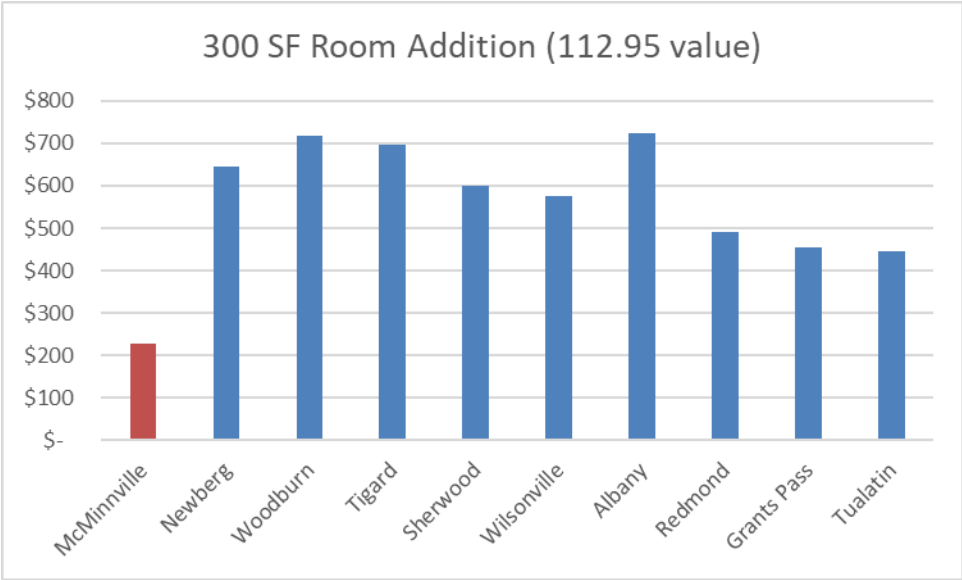
The following graphics illustrate three common planning fees that will illustrate the trend of each.





The following graphics illustrate three common building fees that will illustrate the trend of each.





Observations and Recommendations

Adjusting the Fee Schedule

One of the most common challenges we see in municipal government about user fees is the failure to adjust fees on a regular basis. From our observation, those cities that have a practice of regular adjustments to fees tend to have better cost recovery and a higher level of service for its customers. Conversely, those that do not update their fees on a regular basis tend to recover less and less costs and the level of customer service follows. For this reason, our bias is towards full cost recovery.

For flat fees we recommend using a simple CPI type increase that is attached to the City's labor cost. For example, if the labor cost for the City goes up by 2% then adjust each fee by 2%. This is the simplest and most common method of adjusting fees. It is our observation that the regulatory requirements change enough within three to five years that a comprehensive review of costs is then warranted. We also recommend similar adjustments to productive hourly rates when these are the basis of a fee as well as percentages of engineer's cost estimates.

Building Reserves

Since the "great depression of 2007" many of our clients are recognizing the value of reserves for building functions. Due to the volatile nature of building activity, reserves are a way of providing a cushion to the general fund. In addition, when larger construction projects require 6-24 months to complete, reserves provide a funding mechanism for these projects over a longer time period. Therefore, in our analysis for building fees we have also set up an additional amount for reserves as an option for the City.

Our recommendation also includes the provision that these resources are assigned to a special fund so that they can be tracked and monitored over time. Please see page 7 for a fuller description of how reserves were calculated.

Appendices

Appendix 1: Planning Fee Table

Appendix 2: Building Fee Table

Planning Fee Table

City of McMinnville
Planning Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume
	Administrative Variance		1.20
	Annexation		
	Appeal from Planning Commission Decision		1.20
	Appeal from Planning Director Decision		0.40
	Classification of an Unlisted Use		
	Comprehensive Plan Map Amendment		0.80
	Conditional Use Permit		5.20
	Downtown Design Standards and Guidelines - Administrative Approval		3.60
	Downtown Design Standards and Guidelines - HLC Approval	New	
	Expedited Land Division Application:		
	Partition		
	Subdivision ≤ 10 lots	+ \$15/lot	
	Subdivision (more than 10 lots)	+ \$15/lot	
	Appeal Deposit		
	Plus Per Lot Fees	Per lot	
	Historic Landmarks (Alteration)	Delete	
	Historic Landmarks (Demo, Move, New)	Delete	
	Historic Landmark Notice of Delay	Delete	
	Home Occupation		14.40
	Annual renewal fee	May be replaced by a business license fee	
	Landscape Review Plan		16.00
	Street Tree Removal		20.00

Unit Cost Summary					
Direct Unit Cost	Support and Service Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
\$ 667	\$633		\$1,301	\$ 150	(\$1,151)
\$ 4,998	\$4,745		\$9,743	\$ 795	(\$8,948)
\$ 2,192	\$2,081		\$4,273	\$ 610	(\$3,663)
\$ 1,133	\$1,075		\$2,208	\$ 205	(\$2,003)
\$ 885	\$840		\$1,725	\$ 420	(\$1,305)
\$ 2,554	\$2,425		\$4,979	\$ 1,415	(\$3,564)
\$ 1,084	\$1,029		\$2,114	\$ 1,075	(\$1,039)
\$ 806	\$765		\$1,571	\$ -	(\$1,571)
\$ 1,073	\$1,019		\$2,091		(\$2,091)
\$ -					
\$ 644	\$612		\$1,256	\$ 440	(\$816)
\$ 1,446	\$1,373		\$2,819	\$ 580	(\$2,239)
\$ 2,524	\$2,396		\$4,920	\$ 1,625	(\$3,295)
\$ -	\$300		\$300	\$ 3,580	\$3,280
\$ 12	\$12		\$24		(\$24)
\$ -				\$ -	
\$ -				\$ -	
\$ -				\$ -	
\$ 235	\$224		\$459	\$ 150	(\$309)
				\$ 25	
\$ -					\$25
\$ 679	\$645		\$1,324	\$ 145	(\$1,179)
\$ 679	\$645		\$1,324	\$ -	(\$1,324)

City of McMinnville
Planning Fees



				Unit Cost Summary					
Service #	Fee Description	Unit/Notes	Actual Work Volume	Direct Unit Cost	Support and Service Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Large Format Commercial Development (variance to standards)			\$ 1,322	\$1,255		\$2,576	\$ 410	(\$2,166)
	Manufactured Home Park *			\$ 1,302	\$1,236		\$2,538	\$ 1,625	(\$913)
	Model Home Permit			\$ 632	\$600		\$1,231	\$ 125	(\$1,106)
	Parking Variance for Historic Structure - Administrative approval			\$ 806	\$765		\$1,571	\$ 150	(\$1,421)
	Partition of Land (tentative) *		7.60	\$ 644	\$612		\$1,256	\$ 440	(\$816)
	Planned Development		0.40	\$ 3,719	\$3,530		\$7,249	\$ 1,625	(\$5,624)
	Planned Development Amendment		2.00	\$ 2,321	\$2,203		\$4,524	\$ 885	(\$3,639)
	Planned Development: In addition to any applicable zone change fee:			\$ -					
	Residential Rate	per Dwelling Unit**		\$ 18	\$17		\$35	\$ 15	(\$20)
	Commercial Rate	/1,000 sq ft of bldg		\$ 18	\$17		\$35	\$ 25	(\$10)
	Industrial Rate	/1,000 sq ft of bldg		\$ 18	\$17		\$35	\$ 10	(\$25)
	Manufactured Home Park Per Lot Fee			\$ 12	\$12		\$24		(\$24)
	Property Line Adjustment		9.60	\$ 622	\$590		\$1,212	\$ 175	(\$1,037)
	Recreational Vehicle Park Permit			\$ 1,302	\$1,236		\$2,538	\$ 740	(\$1,798)
	Resident Occupied Short Term Rental		5.60	\$ 574	\$544		\$1,118	\$ 150	(\$968)
	Annual Renewal Fee:	May be replaced by a business license fee		\$ -				\$ 25	\$25
	Short Term Rental		10.80	\$ 574	\$544		\$1,118	\$ 150	(\$968)

City of McMinnville
Planning Fees



				Unit Cost Summary					
Service #	Fee Description	Unit/Notes	Actual Work Volume	Direct Unit Cost	Support and Service Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
		May be replaced by a business license fee						\$ 25	
	Annual Renewal Fee:			\$ -					\$25
	Sign Standards Exception (variance)		2.80	\$ 807	\$766		\$1,574	\$ 990	(\$584)
	Solar Collection System Variance			\$ 807	\$766		\$1,574	\$ 990	(\$584)
				\$ -				\$ 675	\$675
	Subdivision (tentative) more than 10 lots		2.40	\$ 2,885	\$2,739		\$5,624	\$ 1,625	(\$3,999)
	Plus per lot fee			\$ 12	\$12		\$24	\$ 15	(\$9)
	Subdivision ≤ 10 lots *		0.40	\$ 1,591	\$1,510		\$3,101	\$ 580	(\$2,521)
	Plus per lot fee			\$ 12	\$12		\$24	\$ 15	(\$9)
	Temporary Living Unit Permit		0.80	\$ 478	\$453		\$931	\$ 150	(\$781)
	Semi-Annual Renewal Fee			\$ 358	\$340		\$699	\$ 25	(\$674)
	Three Mile Lane Development Review		1.60	\$ 1,211	\$1,149		\$2,360	\$ -	(\$2,360)
	Transitional Parking Permit			\$ 698	\$663		\$1,361	\$ 575	(\$786)
		Plus costs incurred in excess of base fee						\$ 1,990	
	Urban Growth Boundary Amendment			\$ 6,338	\$6,016		\$12,354		(\$10,364)
	Variance (Land Division)			\$ 1,084	\$1,029		\$2,114	\$ 990	(\$1,124)
	Variance (Zoning)		2.40	\$ 1,183	\$1,123		\$2,305	\$ 990	(\$1,315)
	Zone Change		2.80	\$ 2,337	\$2,219		\$4,556	\$ 1,625	(\$2,931)
				\$ -					
				\$ -					
	NEW FEES			\$ -					
	Residential Site and Design Review			\$ 1,208	\$1,146		\$2,354		(\$2,354)
	Commercial Site and Design Review			\$ 1,208	\$1,146		\$2,354		(\$2,354)
	Zoning / Compliance Letters			\$ 48	\$46		\$94		(\$94)
	North East Gateway Design Review			\$ 734	\$697		\$1,430		(\$1,430)

City of
McMinnville

Unit Cost Summary					
Direct Unit Cost	Support and Service Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
\$ 1,282	\$1,217		\$2,498		(\$2,498)
\$ 235	\$224		\$459		(\$459)
\$ 259	\$246		\$505		(\$505)
\$ 832	\$790		\$1,623		(\$1,623)
\$ 3,182	\$3,021		\$6,203		(\$6,203)
\$ 328	\$311		\$639		(\$639)
\$ 425	\$404		\$829		(\$829)
\$ 212	\$201		\$412		(\$412)
\$ 722	\$686		\$1,408		(\$1,408)
\$ 1,073	\$1,019		\$2,092		(\$2,092)
\$ -					
\$ 48	\$45		\$93	\$ -	(\$93)
\$ 123	\$116		\$238.90	\$ 20.00	(\$219)
\$ 433	\$411		\$845	\$ 75	(\$770)
\$ -					
\$ 123	\$116		\$239	\$ -	(\$239)
\$ 221	\$209		\$430	\$ 45	(\$385)
\$ 463	\$440		\$903	\$ 115	(\$788)
\$ 783	\$743		\$1,526		(\$1,526)
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					
\$ 90	\$85		\$175		(\$175)
\$ 49	\$47		\$96		(\$96)
\$ 48	\$45		\$93		(\$93)
\$ 40	\$38		\$77		(\$77)

City of McMinnville
Planning Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume
	Sr. Planners		

Unit Cost Summary					
Direct Unit Cost	Support and Service Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
\$ 72	\$69		\$141		(\$141)
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					

City of McMinnville
Planning Fees



Service #	Fee Description	Annual Cost Calculations			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
					\$ 28,011	
	Administrative Variance	\$ 1,561	\$180	(\$1,381)	\$130	\$1,431
	Annexation	\$ -			\$974	\$10,718
	Appeal from Planning Commission Decision	\$ 5,128	\$732	(\$4,396)	\$427	\$4,700
	Appeal from Planning Director Decision	\$ 883	\$82	(\$801)	\$221	\$2,429
	Classification of an Unlisted Use	\$ -			\$173	\$1,898
	Comprehensive Plan Map Amendment	\$ 3,983	\$1,132	(\$2,851)	\$498	\$5,477
	Conditional Use Permit	\$ 10,993	\$5,590	(\$5,403)	\$211	\$2,325
	Downtown Design Standards and Guidelines - Administrative Approval	\$ 5,656		(\$5,656)	\$157	\$1,728
	Downtown Design Standards and Guidelines - HLC Approval	\$ -			\$209	\$2,301
	Expedited Land Division Application:	\$ -				
	Partition	\$ -			\$126	\$1,381
	Subdivision ≤ 10 lots	\$ -			\$282	\$3,101
	Subdivision (more than 10 lots)	\$ -			\$492	\$5,412
	Appeal Deposit	\$ -			\$30	\$330
	Plus Per Lot Fees	\$ -			\$2	\$26
	Historic Landmarks (Alteration)	\$ -				
	Historic Landmarks (Demo, Move, New)	\$ -				
	Historic Landmark Notice of Delay	\$ -				
	Home Occupation	\$ 6,609	\$2,160	(\$4,449)	\$46	\$505
	Annual renewal fee	\$ -				
	Landscape Review Plan	\$ 21,189	\$2,320	(\$18,869)	\$132	\$1,457
	Street Tree Removal	\$ 26,486		(\$26,486)	\$132	\$1,457

City of McMinnville
Planning Fees



Service #	Fee Description	Annual Cost Calculations			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Large Format Commercial Development (variance to standards)	\$ -			\$258	\$2,834
	Manufactured Home Park *	\$ -			\$254	\$2,792
	Model Home Permit	\$ -			\$123	\$1,355
	Parking Variance for Historic Structure - Administrative approval	\$ -			\$157	\$1,728
	Partition of Land (tentative) *	\$ 9,543	\$3,344	(\$6,199)	\$126	\$1,381
	Planned Development	\$ 2,900	\$650	(\$2,250)	\$725	\$7,974
	Planned Development Amendment	\$ 9,048	\$1,770	(\$7,278)	\$452	\$4,976
	Planned Development: In addition to any applicable zone change fee:	\$ -				
	Residential Rate	\$ -			\$4	\$39
	Commercial Rate	\$ -			\$4	\$39
	Industrial Rate	\$ -			\$4	\$39
	Manufactured Home Park Per Lot Fee	\$ -			\$2	\$26
	Property Line Adjustment	\$ 11,634	\$1,680	(\$9,954)	\$121	\$1,333
	Recreational Vehicle Park Permit	\$ -				
	Resident Occupied Short Term Rental	\$ 6,261	\$840	(\$5,421)	\$112	\$1,230
	Annual Renewal Fee:	\$ -				
	Short Term Rental	\$ 12,074	\$1,620	(\$10,454)	\$112	\$1,230

City of McMinnville
Planning Fees



Service #	Fee Description	Annual Cost Calculations			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Annual Renewal Fee:	\$ -				
	Sign Standards Exception (variance)	\$ 4,406	\$2,772	(\$1,634)	\$157	\$1,731
	Solar Collection System Variance	\$ -			\$157	\$1,731
		\$ -				
	Subdivision (tentative) more than 10 lots	\$ 13,497	\$3,900	(\$9,597)	\$562	\$6,186
	Plus per lot fee	\$ -			\$2	\$26
	Subdivision ≤ 10 lots *	\$ 1,240	\$232	(\$1,008)	\$310	\$3,411
	Plus per lot fee	\$ -			\$2	\$26
	Temporary Living Unit Permit	\$ 745	\$120	(\$625)		
	Semi-Annual Renewal Fee	\$ -			\$70	\$768
	Three Mile Lane Development Review	\$ 3,776		(\$3,776)	\$236	\$2,596
	Transitional Parking Permit	\$ -			\$136	\$1,497
						\$13,590
	Urban Growth Boundary Amendment	\$ -			\$1,235	
	Variance (Land Division)	\$ -			\$211	\$2,325
	Variance (Zoning)	\$ 5,532	\$2,376	(\$3,156)	\$231	\$2,536
	Zone Change	\$ 12,758	\$4,550	(\$8,208)	\$456	\$5,012
		\$ -				
		\$ -				
	NEW FEES	\$ -				
	Residential Site and Design Review	\$ -			\$235	\$2,590
	Commercial Site and Design Review	\$ -			\$235	\$2,590
	Zoning / Compliance Letters	\$ -			\$9	\$103
	North East Gateway Design Review	\$ -			\$143	\$1,573

City of McMinnville
Planning Fees



Service #	Fee Description	Annual Cost Calculations			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Historic Landmarks, Certificate of Approval	\$ 9,994		(\$9,994)	\$250	\$2,748
	Sign Permit - Temporary	\$ 2,754		(\$2,754)	\$46	\$505
	Sign Permit - Perminate	\$ 12,130		(\$12,130)	\$51	\$556
	Historic Resources Inventory Amendment	\$ -			\$162	\$1,785
	Comprehensive Plan Text Amendment/Zoning Ordinance Text Amendment	\$ -			\$620	\$6,823
	Land Use Extension	\$ 1,278		(\$1,278)	\$64	\$703
	Interpretation of Code By Director	\$ 3,315		(\$3,315)	\$83	\$912
	Land Use Compatability Statement	\$ 4,125		(\$4,125)	\$41	\$454
	Minor Modification	\$ 4,225		(\$4,225)	\$141	\$1,549
	Wireless Communication Facility Review	\$ 4,184		(\$4,184)	\$209	\$2,301
	Residential Building Permit Review	\$ -				
	Value < \$100,000	\$ 3,995		(\$3,995)	\$9	\$102
	Value > \$100,000	\$ 19,829	\$1,660	(\$18,169)	\$24	\$263
	Multi-family >\$100,000	\$ 19,427	\$1,725	(\$17,702)	\$84	\$929
	Commercial/Industrial Building Permit Review	\$ -				
	Value <\$100,000	\$ 1,195		(\$1,195)	\$24	\$263
	Value \$100,000 - \$500,000	\$ 6,020	\$630	(\$5,390)	\$43	\$473
	Value > \$500,000	\$ 11,735	\$1,495	(\$10,240)	\$90	\$993
	Parking Variance for Historic Structure - Planning Commission Approval	\$ -			\$153	\$1,678
		\$ -				
		\$ -				
		\$ -				
		\$ -				
		\$ -				
		\$ -				
	Planning Productive Hourly Rates by Position	\$ -	\$ -	\$ -		
	Planning Director	\$ -			\$17	\$192
	Assoc Planner	\$ -			\$10	\$105
	Planning Analyst	\$ -			\$9	\$102
	Permit Tech	\$ -			\$8	\$85

City of McMinnville
Planning Fees



Service #	Fee Description	Annual Cost Calculations			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Sr. Planners	\$ -			\$14	\$155
		\$ -				
		\$ -				
		\$ -				
		\$ -				
		\$ -				
		\$ -				
		\$ -				

Annual Revenue Impacts			Annual Revenue Impact	
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)		Full Cost / Unit
\$ 280,105	\$ 41,560	(\$238,545)		\$307,297

Building Fee Table

City of McMinnville
Building Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume
Building Fee Schedule			
	Valuation Based Building Permit (Inspection) Fees		1
	Valuation Based Plan Review Fees	65% of Permit	1
	Fire and Life Safety	40% of Permit	1
	Reinstatement fee		
	Extension fee		
	Master Plan Review		
	Seismic Surcharge	State sets fee	
	Plan review assumes 1 review plus a followup	At cost	
	MANUFACTURED HOME FEE SCHEDULE		
	Manufactured Home Setup		4
	Manufactured Home Awning		
	Manufactured Home Alteration		
	State Cabana Fee		
	Investigation Fee		
	PHASED CONSTRUCTION		
	Minimum plan review		
	Additional permit		
	SOLAR STRUCTURAL FEE SCHEDULE		

Unit Cost Summary					
Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
\$ 264,710	\$111,268		\$375,978	\$ 347,022	(\$28,956)
\$ 264,710	\$111,268		\$375,978	\$ 225,564	(\$150,414)
\$ -					
\$ -					
\$ 47	\$20		\$66		(\$66)
\$ 186	\$78		\$265		(\$265)
\$ -					
\$ -					
\$ -					
\$ 93	\$39		\$132	\$ 215	\$83
\$ 78	\$33		\$111	\$ 45	(\$66)
\$ 47	\$20		\$66	\$ 35	(\$31)
\$ -					
\$ 47	\$20		\$66		(\$66)
\$ -					
\$ -				\$ 250	\$250
\$ -				10%	\$0
\$ -					

City of McMinnville
Building Fees



				Unit Cost Summary					
Service #	Fee Description	Unit/Notes	Actual Work Volume	Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Residential installation fees (includes one inspection)	New	2	\$ 47	\$20		\$66		(\$66)
	Commercial installation fee (includes two inspections)			\$ 93	\$39		\$132		(\$132)
	Additional inspections of prescriptive path (one hour min)			\$ 93	\$39		\$132	\$ 100	(\$32)
				\$ -					
	DEFERREED SUBMITTAL PLAN REVIEW			\$ -					
	Plan review 65% of deferred portion			\$ -					
	Min			\$ -				\$ 100	\$100
	OTHER INSPECTIONS			\$ -					
	Inspections outside normal business hours (2 hour min)	Per hour	3	\$ 140	\$59		\$199		(\$199)
	Reinspection fee			\$ 47	\$20		\$66		(\$66)
	Inspection for which no fee is specifically indicated (1/2 hour min)			\$ 47	\$20		\$66		(\$66)
	Additional plan review		15	\$ 47	\$20		\$66		(\$66)
	Use of outside consultants for plan checking and inspections (plus 25% for admin)	Plans	125	\$ -					
		Inspections	25	\$ -					
				\$ -					
	MANUFACTURED / RV PARK FEES			\$ -					
		Given valuation,		\$ -					

City of McMinnville
Building Fees



				Unit Cost Summary					
Service #	Fee Description	Unit/Notes	Actual Work Volume	Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
		same valuation table		\$ -					
				\$ -					
				\$ -					
	E. Medical Gas System (enter value of installation equipment)		1	\$ -					
		Given valuation, same valuation table		\$ -					
				\$ -					
				\$ -					
				\$ -					
	F. Residential Fire Sprinklers (Inspection and plan review)			\$ -					
	0-2000 sq ft			\$ 112	\$47		\$159		(\$159)
	2001-3600 sq ft			\$ 140	\$59		\$199		(\$199)
	3601-7200 sq ft			\$ 168	\$71		\$238		(\$238)
	7201 sq ft or greater			\$ 196	\$82		\$278		(\$278)
				\$ -					
	Minimum Building Permit Fee	(permit issuance and 1 inspection		\$ 89	\$37		\$127		(\$127)
	Sign Permit	Valuation		\$ -					
	MECHANICAL FEES			\$ -					
	Minimum (base) permit fee		303	\$ 19	\$8		\$27	\$ 20	(\$7)
	Air conditioner		30	\$ 61	\$25		\$86		(\$86)
	Air handling unit of up to 10,000 cfm		72	\$ 61	\$25		\$86		(\$86)
	Air handling unit 10,001 cfm and over			\$ 61	\$25		\$86		(\$86)

City of McMinnville
Building Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					
				Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Appliance or piece of equipment regulated by code but not classified in other appliance categories			\$ 47	\$20		\$66		(\$66)
	Appliance vent installation, relocation or replacement not included in an appliance permit			\$ 47	\$20		\$66		(\$66)
	Attic/crawl space fans			\$ 47	\$20		\$66		(\$66)
	Boiler/compressor/absorption system up to 30 HP or 1,000,000 BTU			\$ 47	\$20		\$66		(\$66)
	Boiler/compressor/absorption system up to 50 HP or 1,750,000 BTU			\$ 47	\$20		\$66		(\$66)
	Boiler/compressor/absorption system up to 15 HP or 500,000 BTU			\$ 47	\$20		\$66		(\$66)
	Boiler/compressor/absorption system up to 3 HP or 100,000 BTU			\$ 47	\$20		\$66		(\$66)
	Boiler/compressor/absorption system over 50 HP or 1,750,000 BTU			\$ 47	\$20		\$66		(\$66)
	Barbecue			\$ 47	\$20		\$66		(\$66)
	Chimney/liner/flue/vent			\$ 47	\$20		\$66		(\$66)
	Clothes dryer exhaust			\$ 47	\$20		\$66		(\$66)
	Decorative gas fireplace			\$ 47	\$20		\$66		(\$66)
	Ductwork – no appliance/fixture			\$ 47	\$20		\$66		(\$66)
	Evaporative cooler other than portable			\$ 47	\$20		\$66		(\$66)
	Floor furnace, including vent			\$ 47	\$20		\$66		(\$66)

City of McMinnville
Building Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					
				Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Flue vent for water heater or gas fireplace			\$ 47	\$20		\$66		(\$66)
	Furnace - greater than 100,000 BTU		42	\$ 47	\$20		\$66		(\$66)
	Furnace - up to 100,000 BTU			\$ -					
	Furnace/burner including duct work/vent/liner			\$ 47	\$20		\$66		(\$66)
	Gas or wood fireplace/insert		6	\$ 68	\$28		\$96		(\$96)
	Gas fuel piping outlets		34	\$ 68	\$28		\$96		(\$96)
	Heat pump		183	\$ 61	\$25		\$86		(\$86)
	Hood served by mechanical exhaust, including ducts for hood			\$ 47	\$20		\$66		(\$66)
	Hydronic hot water system			\$ 47	\$20		\$66		(\$66)
	Installation or relocation domestic-type incinerator			\$ 47	\$20		\$66		(\$66)
	Mini split system			\$ 61	\$25		\$86		(\$86)
	Oil tank/gas/diesel generators		1	\$ 47	\$20		\$66		(\$66)
	Pool or spa heater, kiln			\$ 47	\$20		\$66		(\$66)
	Radon mitigation		1	\$ 47	\$20		\$66		(\$66)
	Range hood/other kitchen equipment			\$ 47	\$20		\$66		(\$66)
	Repair, alteration, or addition to mechanical appliance including installation of controls			\$ 47	\$20		\$66		(\$66)
	Suspended heater, recessed wall heater, or floor mounted unit heater			\$ 47	\$20		\$66		(\$66)

City of McMinnville
Building Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					
				Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Ventilation fan connected to single duct		3	\$ 47	\$20		\$66		(\$66)
	Ventilation system not a portion of heating or air-conditioning system authorized by permit			\$ 47	\$20		\$66		(\$66)
	Water heater			\$ 47	\$20		\$66		(\$66)
	Wood/pellet stove		12	\$ 47	\$20		\$66		(\$66)
	Other heating/cooling		6	\$ 47	\$20		\$66		(\$66)
	Other fuel appliance			\$ 47	\$20		\$66		(\$66)
	Other environment exhaust/ventilation		3	\$ 47	\$20		\$66		(\$66)
	If a plan check is required			\$ 186	\$78		\$265		(\$265)
				\$ -					
				\$ -					
	PLUMBING FEES			\$ -					
	Minimum (base) permit fee		232	\$ 19	\$8		\$27		(\$27)
	Sanitary sewer - Total linear feet		58	\$ 47	\$20		\$66		(\$66)
	Storm sewer - Total linear feet		42	\$ 47	\$20		\$66		(\$66)
	Water service - Total linear feet		78	\$ 47	\$20		\$66		(\$66)
	Roof drain (commercial)			\$ 47	\$20		\$66		(\$66)
	Rain drain - Total linear feet			\$ 65	\$27		\$93		(\$93)
	Rain drain connector			\$ 47	\$20		\$66		(\$66)
	Absorption valve			\$ 47	\$20		\$66		(\$66)
	Backflow preventer		65	\$ 65	\$27		\$93		(\$93)
	Backwater valve			\$ 47	\$20		\$66		(\$66)
	Catch basin or area drain			\$ 47	\$20		\$66		(\$66)

City of McMinnville
Building Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					
				Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Clothes washer			\$ 47	\$20		\$66		(\$66)
	Dishwasher			\$ 56	\$24		\$79		(\$79)
	Drinking fountain			\$ 47	\$20		\$66		(\$66)
	Drywell, leach line or trench drain			\$ 47	\$20		\$66		(\$66)
	Ejectors/sump pump			\$ 47	\$20		\$66		(\$66)
	Expansion tank			\$ 47	\$20		\$66		(\$66)
	Fire service - commercial			\$ 47	\$20		\$66		(\$66)
	Fixture fee - commercial			\$ 47	\$20		\$66		(\$66)
	Fixture cap			\$ 47	\$20		\$66		(\$66)
	Floor drain/floor sink/hub drain			\$ 47	\$20		\$66		(\$66)
	Footing drain			\$ 47	\$20		\$66		(\$66)
	Garbage disposal			\$ 47	\$20		\$66		(\$66)
	Hose bib			\$ 51	\$22		\$73		(\$73)
	Ice maker			\$ 47	\$20		\$66		(\$66)
	Interceptor/grease trap			\$ 58	\$24		\$83		(\$83)
	Manholes			\$ 47	\$20		\$66		(\$66)
	Primer			\$ 47	\$20		\$66		(\$66)
	Septic abandonment			\$ 47	\$20		\$66		(\$66)
	Sewer Cap			\$ 47	\$20		\$66		(\$66)
	Sink/basin/lavatory	Fixtures	33	\$ 47	\$20		\$66		(\$66)
	Medical gas (valuation)		2	\$ 47	\$20		\$66		(\$66)
	Medical gas piping			\$ 47	\$20		\$66		(\$66)
	Stormwater retention/detention tank/facility			\$ 47	\$20		\$66		(\$66)
	Swimming pool piping			\$ 47	\$20		\$66		(\$66)
	Tub/shower/shower pan		6	\$ 47	\$20		\$66		(\$66)
	Urinal			\$ 47	\$20		\$66		(\$66)
	Water closet			\$ 47	\$20		\$66		(\$66)
	Water heater		3	\$ 47	\$20		\$66		(\$66)
	Other - plumbing		11	\$ 47	\$20		\$66		(\$66)
	Alternate potable water heating system			\$ 47	\$20		\$66		(\$66)

City of McMinnville
Building Fees



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					
				Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
	Replacing in-building water supply lines -			\$ 47	\$20		\$66		(\$66)
	Rainwater harvesting system			\$ 47	\$20		\$66		(\$66)
	Interior mainline - drainage piping - Total			\$ 47	\$20		\$66		(\$66)
	Interior mainline - water piping - Total linear			\$ 47	\$20		\$66		(\$66)
	Reinspection fee - plumbing			\$ 47	\$20		\$66		(\$66)
	Each additional inspection - plumbing			\$ 47	\$20		\$66		(\$66)
	Inspections for which no fee is specifically			\$ 47	\$20		\$66		(\$66)
	Inspections outside normal business hours -			\$ 140	\$59		\$199		(\$199)
	Plumbing investigation fee			\$ 47	\$20		\$66		(\$66)
	Plumbing permit reinstatement fee			\$ 47	\$20		\$66		(\$66)
	Plumbing plan review			\$ 47	\$20		\$66		(\$66)
	Plumbing - additional plan review per hour			\$ 93	\$39		\$132		(\$132)
	Deposit fee - plumbing			\$ -					
	Balance of minimum permit fees - plumbing			\$ -					
	20% Permit fee retention - plumbing			\$ -					
	50% Permit fee retention - plumbing			\$ -					
	75% Permit fee retention - plumbing			\$ -					
	Single Family Residence - Baths			\$ 47	\$20		\$66		(\$66)
	Kitchens			\$ 47	\$20		\$66		(\$66)
	Sanitary sewer - Total linear feet			\$ 47	\$20		\$66		(\$66)
	Sanitary sewer - (New Res) Total linear feet			\$ 47	\$20		\$66		(\$66)
	Storm sewer - Total linear feet			\$ 47	\$20		\$66		(\$66)
	Storm sewer - (New Res) Total linear feet			\$ 47	\$20		\$66		(\$66)
	Water service - Total linear feet			\$ 47	\$20		\$66		(\$66)
	Water service - (New Res) Total linear feet			\$ 47	\$20		\$66		(\$66)
	Manufactured home utilities			\$ 47	\$20		\$66		(\$66)
	Absorption valve			\$ 47	\$20		\$66		(\$66)
	Backflow preventer		4	\$ 47	\$20		\$66		(\$66)
	Backwater valve			\$ 47	\$20		\$66		(\$66)
	Catch basin or area drain			\$ 47	\$20		\$66		(\$66)
	Primer			\$ 47	\$20		\$66		(\$66)
	Residential fire sprinklers			\$ 47	\$20		\$66		(\$66)

City of McMinnville
Building Fees




Service #	Fee Description	Unit/Notes	Actual Work Volume
	Septic abandonment		
	Sewer Cap		
	Sink/basin/lavatory		
	Rain drain - Total linear feet		
	Rain drain connector		
	Up to 3 fixtures		
	Demolation		
	Reroof	Remove and keep	
	Signs	Remove and keep	
	Services for which a fee is not referenced	1 hour min	
Building Hourly Rates			
	Permit Tech		
	Chief Building Official		
	Building inspector		
	Permit Coordinator		

Unit Cost Summary					
Direct Unit Cost	Indirect Unit Allocated Costs	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)
\$ 47	\$20		\$66		(\$66)
\$ 47	\$20		\$66		(\$66)
\$ 47	\$20		\$66		(\$66)
\$ 47	\$20		\$66		(\$66)
\$ 47	\$20		\$66		(\$66)
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					
\$ 67	\$28		\$95		(\$95)
\$ 90	\$38		\$128		(\$128)
\$ 114	\$48		\$161		(\$161)
\$ -					
\$ -					
\$ -					
\$ -					
\$ -					
\$ 57	\$24		\$81		(\$81)
\$ 114	\$48		\$161		(\$161)
\$ 93	\$39		\$132		(\$132)
\$ 87	\$37		\$124		(\$124)

City of McMinnville
Building Fees



		Annual Cost Calculations w/o Reserves			Reserve Requirements	
Service #	Fee Description	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
Building Fee Schedule					\$ 82,343	
	Valuation Based Building Permit (Inspection) Fees	\$ 375,978	\$347,022	(\$28,956)	\$37,598	\$413,576
	Valuation Based Plan Review Fees	\$ 375,978	\$225,564	(\$150,414)	\$37,598	\$ 413,575.90
	Fire and Life Safety	\$ -				\$ -
	Reinstatement fee	\$ -				\$ -
	Extension fee	\$ -			\$7	\$ 72.82
	Master Plan Review	\$ -			\$26	\$ 291.30
	Seismic Surcharge	\$ -				\$ -
	Plan review assumes 1 review plus a followup	\$ -				\$ -
	MANUFACTURED HOME FEE SCHEDULE	\$ -				\$ -
	Manufactured Home Setup	\$ 530	\$860	\$330	\$13	\$ 145.65
	Manufactured Home Awning	\$ -			\$11	\$ 121.76
	Manufactured Home Alteration	\$ -			\$7	\$ 72.82
	State Cabana Fee	\$ -				\$ -
	Investigation Fee	\$ -			\$7	\$ 72.82
	PHASED CONSTRUCTION	\$ -				\$ -
	Minimum plan review	\$ -				\$ -
	Additional permit	\$ -				\$ -
	SOLAR STRUCTURAL FEE SCHEDULE	\$ -				\$ -

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Residential installation fees (includes one inspection)	\$ 132		(\$132)	\$7	\$ 72.82
	Commercial installation fee (includes two inspections)	\$ -			\$13	\$ 145.65
	Additional inspections of prescriptive path (one hour min)	\$ -			\$13	\$ 145.65
		\$ -				\$ -
	DEFERREED SUBMITTAL PLAN REVIEW	\$ -				\$ -
	Plan review 65% of deferred portion	\$ -				\$ -
	Min	\$ -				\$ -
	OTHER INSPECTIONS	\$ -				\$ -
	Inspections outside normal business hours (2 hour min)	\$ 596		(\$596)	\$20	\$ 218.47
	Reinspection fee	\$ -			\$7	\$ 72.82
	Inspection for which no fee is specifically indicated (1/2 hour min)	\$ -			\$7	\$ 72.82
	Additional plan review	\$ 993		(\$993)	\$7	\$ 72.82
	Use of outside consultants for plan checking and inspections (plus 25% for admin)	\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
	MANUFACTURED / RV PARK FEES	\$ -				\$ -
		\$ -				\$ -

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
		\$ -				\$ -
		\$ -				\$ -
		\$ -				
	E. Medical Gas System (enter value of installation equipment)	\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
	F. Residential Fire Sprinklers (Inspection and plan review)	\$ -				\$ -
	0-2000 sq ft	\$ -			\$16	\$ 174.78
	2001-3600 sq ft	\$ -				
	3601-7200 sq ft	\$ -			\$24	\$ 262.17
	7201 sq ft or greater	\$ -			\$28	\$ 305.86
		\$ -				\$ -
	Minimum Building Permit Fee					\$ 139.33
		\$ -			\$13	
	Sign Permit	\$ -				\$ -
	MECHANICAL FEES	\$ -				\$ -
	Minimum (base) permit fee	\$ 8,290	\$6,060	(\$2,230)	\$3	\$ 30.10
	Air conditioner	\$ 2,582		(\$2,582)	\$9	\$ 94.67
	Air handling unit of up to 10,000 cfm	\$ 6,197		(\$6,197)	\$9	\$ 94.67
	Air handling unit 10,001 cfm and over	\$ -			\$9	\$ 94.67

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Appliance or piece of equipment regulated by code but not classified in other appliance categories	\$ -			\$7	\$ 72.82
	Appliance vent installation, relocation or replacement not included in an appliance permit	\$ -			\$7	\$ 72.82
	Attic/crawl space fans	\$ -			\$7	\$ 72.82
	Boiler/compressor/absorption system up to 30 HP or 1,000,000 BTU	\$ -			\$7	\$ 72.82
	Boiler/compressor/absorption system up to 50 HP or 1,750,000 BTU	\$ -			\$7	\$ 72.82
	Boiler/compressor/absorption system up to 15 HP or 500,000 BTU	\$ -			\$7	\$ 72.82
	Boiler/compressor/absorption system up to 3 HP or 100,000 BTU	\$ -			\$7	\$ 72.82
	Boiler/compressor/absorption system over 50 HP or 1,750,000 BTU	\$ -			\$7	\$ 72.82
	Barbecue	\$ -			\$7	\$ 72.82
	Chimney/liner/flue/vent	\$ -			\$7	\$ 72.82
	Clothes dryer exhaust	\$ -			\$7	\$ 72.82
	Decorative gas fireplace	\$ -			\$7	\$ 72.82
	Ductwork – no appliance/fixture	\$ -			\$7	\$ 72.82
	Evaporative cooler other than portable	\$ -			\$7	\$ 72.82
	Floor furnace, including vent	\$ -			\$7	\$ 72.82

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Flue vent for water heater or gas fireplace	\$ -			\$7	\$ 72.82
	Furnace - greater than 100,000 BTU	\$ 2,781		(\$2,781)	\$7	\$ 72.82
	Furnace - up to 100,000 BTU	\$ -				\$ -
	Furnace/burner including duct work/vent/liner	\$ -			\$7	\$ 72.82
	Gas or wood fireplace/insert	\$ 576		(\$576)	\$10	\$ 105.60
	Gas fuel piping outlets	\$ 3,264		(\$3,264)	\$10	\$ 105.60
	Heat pump	\$ 15,750		(\$15,750)	\$9	\$ 94.67
	Hood served by mechanical exhaust, including ducts for hood	\$ -			\$7	\$ 72.82
	Hydronic hot water system	\$ -			\$7	\$ 72.82
	Installation or relocation domestic-type incinerator	\$ -			\$7	\$ 72.82
	Mini split system	\$ -			\$9	\$ 94.67
	Oil tank/gas/diesel generators	\$ 66		(\$66)	\$7	\$ 72.82
	Pool or spa heater, kiln	\$ -			\$7	\$ 72.82
	Radon mitigation	\$ 66		(\$66)		
	Range hood/other kitchen equipment	\$ -			\$7	\$ 72.82
	Repair, alteration, or addition to mechanical appliance including installation of controls	\$ -			\$7	\$ 72.82
	Suspended heater, recessed wall heater, or floor mounted unit heater	\$ -			\$7	\$ 72.82

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Ventilation fan connected to single duct	\$ 199		(\$199)	\$7	\$ 72.82
	Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$ -			\$7	\$ 72.82
	Water heater	\$ -			\$7	\$ 72.82
	Wood/pellet stove	\$ 794		(\$794)	\$7	\$ 72.82
	Other heating/cooling	\$ 397		(\$397)	\$7	\$ 72.82
	Other fuel appliance	\$ -			\$7	\$ 72.82
	Other environment exhaust/ventilation	\$ 199		(\$199)	\$7	\$ 72.82
	If a plan check is required	\$ -			\$26	\$ 291.30
		\$ -				\$ -
		\$ -				\$ -
	PLUMBING FEES	\$ -				\$ -
	Minimum (base) permit fee	\$ 6,348		(\$6,348)	\$3	\$ 30.10
	Sanitary sewer - Total linear feet	\$ 3,840		(\$3,840)	\$7	\$ 72.82
	Storm sewer - Total linear feet	\$ 2,781		(\$2,781)	\$7	\$ 72.82
	Water service - Total linear feet	\$ 5,164		(\$5,164)	\$7	\$ 72.82
	Roof drain (commercial)	\$ -			\$7	\$ 72.82
	Rain drain - Total linear feet	\$ -			\$9	\$ 101.95
	Rain drain connector	\$ -			\$7	\$ 72.82
	Absorption valve	\$ -			\$7	\$ 72.82
	Backflow preventer	\$ 6,025		(\$6,025)	\$9	\$ 101.95
	Backwater valve	\$ -			\$7	\$ 72.82
	Catch basin or area drain	\$ -			\$7	\$ 72.82

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Clothes washer	\$ -			\$7	\$ 72.82
	Dishwasher	\$ -			\$8	\$ 87.39
	Drinking fountain	\$ -			\$7	\$ 72.82
	Drywell, leach line or trench drain	\$ -			\$7	\$ 72.82
	Ejectors/sump pump	\$ -			\$7	\$ 72.82
	Expansion tank	\$ -			\$7	\$ 72.82
	Fire service - commercial	\$ -			\$7	\$ 72.82
	Fixture fee - commercial	\$ -			\$7	\$ 72.82
	Fixture cap	\$ -			\$7	\$ 72.82
	Floor drain/floor sink/hub drain	\$ -			\$7	\$ 72.82
	Footing drain	\$ -			\$7	\$ 72.82
	Garbage disposal	\$ -			\$7	\$ 72.82
	Hose bib	\$ -			\$7	\$ 80.11
	Ice maker	\$ -			\$7	\$ 72.82
	Interceptor/grease trap	\$ -				
	Manholes	\$ -			\$7	\$ 72.82
	Primer	\$ -			\$7	\$ 72.82
	Septic abandonment	\$ -			\$7	\$ 72.82
	Sewer Cap	\$ -			\$7	\$ 72.82
	Sink/basin/lavatory	\$ 2,185		(\$2,185)	\$7	\$ 72.82
	Medical gas (valuation)	\$ 132		(\$132)	\$7	\$ 72.82
	Medical gas piping	\$ -			\$7	\$ 72.82
	Stormwater retention/detention tank/facility	\$ -			\$7	\$ 72.82
	Swimming pool piping	\$ -			\$7	\$ 72.82
	Tub/shower/shower pan	\$ 397		(\$397)	\$7	\$ 72.82
	Urinal	\$ -			\$7	\$ 72.82
	Water closet	\$ -			\$7	\$ 72.82
	Water heater	\$ 199		(\$199)	\$7	\$73
	Other - plumbing	\$ 728		(\$728)	\$7	\$73
	Alternate potable water heating system	\$ -			\$7	\$73

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Replacing in-building water supply lines -	\$ -			\$7	\$73
	Rainwater harvesting system	\$ -			\$7	\$73
	Interior mainline - drainage piping - Total	\$ -			\$7	\$73
	Interior mainline - water piping - Total linear	\$ -			\$7	\$73
	Reinspection fee - plumbing	\$ -			\$7	\$73
	Each additional inspection - plumbing	\$ -			\$7	\$73
	Inspections for which no fee is specifically	\$ -			\$7	\$73
	Inspections outside normal business hours -	\$ -			\$20	\$218
	Plumbing investigation fee	\$ -			\$7	\$73
	Plumbing permit reinstatement fee	\$ -			\$7	\$73
	Plumbing plan review	\$ -			\$7	\$73
	Plumbing - additional plan review per hour	\$ -			\$13	\$146
	Deposit fee - plumbing	\$ -				
	Balance of minimum permit fees - plumbing	\$ -				
	20% Permit fee retention - plumbing	\$ -				
	50% Permit fee retention - plumbing	\$ -				
	75% Permit fee retention - plumbing	\$ -				
	Single Family Residence - Baths	\$ -			\$7	\$73
	Kitchens	\$ -			\$7	\$73
	Sanitary sewer - Total linear feet	\$ -			\$7	\$73
	Sanitary sewer - (New Res) Total linear feet	\$ -			\$7	\$73
	Storm sewer - Total linear feet	\$ -			\$7	\$73
	Storm sewer - (New Res) Total linear feet	\$ -			\$7	\$73
	Water service - Total linear feet	\$ -			\$7	\$73
	Water service - (New Res) Total linear feet	\$ -			\$7	\$73
	Manufactured home utilities	\$ -			\$7	\$73
	Absorption valve	\$ -			\$7	\$73
	Backflow preventer	\$ 265		(\$265)	\$7	\$73
	Backwater valve	\$ -			\$7	\$73
	Catch basin or area drain	\$ -			\$7	\$73
	Primer	\$ -			\$7	\$73
	Residential fire sprinklers	\$ -			\$7	\$73

City of McMinnville
Building Fees



Service #	Fee Description	Annual Cost Calculations w/o Reserves			Reserve Requirements	
		Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)	6 Months Reserve, 5 yr build up	Full Cost / Unit
	Septic abandonment	\$ -			\$7	\$73
	Sewer Cap	\$ -			\$7	\$73
	Sink/basin/lavatory	\$ -			\$7	\$73
	Rain drain - Total linear feet	\$ -			\$7	\$73
	Rain drain connector	\$ -			\$7	\$73
		\$ -				
	Up to 3 fixtures	\$ -				
		\$ -				
		\$ -				
		\$ -				
	Demolation	\$ -			\$10	\$105
	Reroof	\$ -			\$13	\$141
	Signs	\$ -			\$16	\$178
	Services for which a fee is not referenced	\$ -				
		\$ -				
		\$ -				
		\$ -				
Building Hourly Rates		\$ -	\$ -	\$ -	\$ -	\$ -
	Permit Tech	\$ -			\$8	\$90
	Chief Building Official	\$ -			\$16	\$177
	Building inspector	\$ -			\$13	\$146
	Permit Coordinator	\$ -			\$12	\$137

Annual Revenue Impacts			Annual Revenue Impact	
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)		Full Cost / Unit
\$ 823,431	\$ 719,575	\$ (103,856)		\$901,404

DRAFT PLANNING FEE SCHEDULE: (11/19/18)

CURRENT APPLICATIONS WITH FEES

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Administrative Variance	150	1,431	\$787.05
Annexation	795	10,718	\$10,718.00
Appeal from Planning Commission Decision	610	4,700	\$2,585.00
Appeal from Planning Director Decision	205	2,429	\$1,335.95
Classification of an Unlisted Use	420	1,898	\$1,043.90
Comprehensive Plan Map Amendment	1,415	5,447	\$5,447.00
Conditional Use Permit	1,075	2,325	\$2,325.00
Expedited Land Use Division Application			
Partition	440	1,381	\$1,381.00
Subdivision ≤ 10 Lots	580	3,101	\$3,101.00
Subdivision (more than 10 lots)	1,625	5,412	\$5,412.00
Appeal Deposit	3,580	330	\$330.00
Plus Per Lot Fees		26	\$26.00
Home Occupation	150	505	\$250.00
Annual Renewal Fee	25		
Landscape Plan Review	145	1,457	\$801.35
Street Tree Removal		1,457	\$150.00
Large Format Commercial Development (Variance to Standards)	410	2,834	\$2,834.00
Manufactured Home Park	1,625	2,792	\$2,792.00
Manufactured Home Park Per Lot Fee		25	\$25.00
Model Home Permit	125	1,355	\$745.25
Parking Variance for Historic District – Administrative Approval	150	1,728	\$950.40
Partition of Land (Tentative)	440	1,381	\$1,381.00
Planned Development	1,625	7,974	\$4,525.25
Planned Development: in addition to Planned Development Fee			
Residential Rate	15	39	\$39.00
Commercial Rate	25	39	\$39.00
Industrial Rate	10	39	\$39.00
Planned Development Amendment	885	4,976	\$2,736.75
Property Line Adjustment	175	1,333	\$733.15
Recreational Vehicle Park Permit	740	2,539	\$1,396.45
Resident Occupied Short Term Rental	150	1,230	\$676.50
Annual Renewal Fee	25		
Short Term Rental	150	1,230	\$676.50
Annual Renewal Fee	25		
Sign Standards Exception (Variance)	990	1,731	\$1,731.00
Solar Collection System Variance	990	1,731	\$1,731.00
Subdivision (less than 10 lots)	580	3,411	\$2,558.25
Plus per lot fee	15	26	\$26.00
Subdivision (more than 10 lots)	1,625	6,186	\$4,639.50
Plus per lot fee	15	26	\$26.00

Temporary Living Unit Permit	150	987	\$542.85
Semi-Annual Renewal Fee	25	768	\$350.00
Transitional Parking Permit	575	1,497	\$823.35
Urban Growth Boundary Amendment	1,990	13,590	\$13,590.00
Variance (Land Division)	990	2,325	\$1,743.75
Variance (Zoning)	990	2,536	\$1,902.00
Zone Change	1,625	5,012	\$3,759.00

BUILDING PERMIT REVIEW

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Commercial/Industrial Building Permit Review			
Value < \$100,000		263	\$165.75
Value \$100,000 - \$500,000	45	473	\$299.00
Value > \$500,000	115	993	\$625.95
Residential Building Permit Review			
Value < \$100,000		102	\$65.00
Value > \$100,000	20	263	\$165.75
Multifamily > \$100,000	75	929	\$585.65

CURRENT LAND-USE APPLICATIONS W/OUT FEES

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Comprehensive Plan Text Amendment / Zoning Text Amendment		6,823	\$6,823.00
Downtown Design Standards and Guidelines – Administrative Approval		1,728	\$450.00
Downtown Design Standards and Guidelines – Historic Landmarks Commission Approval		2,301	\$1,200.00
Historic Landmarks – Certificate of Approval, Alteration		2,748	\$1,200.00
Historic Landmarks – Certificate of Approval, Demolition, Move		2,748	\$1,900.00
Historic Resources Inventory Amendment		1,785	\$865.00
Interpretation of Code by Director		912	\$400.00
Land Use Compatibility Statement – Regular		454	\$454.00
Land Use Compatibility Statement – Marijuana		1,875	\$1,875.00
Land Use Extension		703	\$500.00
Minor Modification		1,549	\$851.95
NE Gateway Design Standards and Guidelines – Administrative Approval		1,573	\$450.00
Parking Variance for Historic Structure – Planning Commission Approval		1,678	\$895.00
Three Mile Lane Design Overlay – Administrative Approval		2,518	\$1,385.00
Wireless Communication Facility Review		3,232	\$3,232.00
Zoning/Compliance Letters		103	\$103.00

FUTURE APPLICATIONS

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Sign Permit – Temporary		505	\$150.00
Sign Permit – Permanent		556	\$275.00
Site and Design Review – Commercial		2,590	\$1,632.80
Site and Design Review – Multi-Family		2,590	\$1,632.80

DRAFT BUILDING FEE SCHEDULE (11/19/18):

STRUCTURAL PERMIT FEES

STRUCTURAL PERMIT FEE TABLE		
Valuation	CURRENT FEE	PROPOSED FEE
\$1 - \$500	\$15.28	\$16.66
\$501 - \$2,000	\$15.28 for the first \$500 plus \$1.98 for each additional \$100 or fraction thereof to and including \$2,000.	\$16.66 for the first \$500 plus \$2.16 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$50,000	\$2,001 - \$25,000 – \$44.98 for the first \$2,000 plus \$9.10 for each additional \$1,000 or fraction thereof to and including \$25,000.	\$2,001 - \$25,000 – \$49.03 for the first \$2,000 plus \$9.92 for each additional \$1,000 or fraction thereof to and including \$25,000.
	\$25,001 - \$50,000 – \$254.28 for the first \$25,000 plus \$4.55 for each additional \$1,000 or fraction thereof to and including \$50,000.	\$25,001 - \$50,000 – \$277.17 for the first \$25,000 plus \$4.96 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 - \$100,000	\$100,001-\$500,000 \$595.53 for the first \$100,000 plus \$3.64 for each additional \$1,000 or fraction thereof to and including \$500,000	\$100,001-\$500,000 \$649.13 for the first \$100,000 plus \$3.97 for each additional \$1,000 or fraction thereof to and including \$500,000
	\$500,001-\$1,000,000 \$2,051.53 for the first \$500,000 plus \$3.09 for each additional \$1,000 or fraction thereof to and including \$1,000,000	\$500,001-\$1,000,000 \$2,632.93 for the first \$500,000 plus \$3.37 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$100,001 and above	\$3,596.53 for the first \$1,000,000 plus \$2.37 for each additional \$1,000 or fraction thereof.	\$4,316.98 for the first \$100,000 plus \$2.58 for each additional \$1,000 or fraction thereof
OTHER STRUCTURAL FEES	CURRENT FEE	PROPOSED FEE
Structural Plan Review (when applicable)	65%	65% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$47.00	\$73.00/hour (half hour minimum)
Fire Life Safety Plan Review (when applicable)	40%	40% of structural permit fee
Reinspection – per each	\$47.00	\$73.00
Each additional inspection, above allowable – per each	\$47.00	\$73.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$47.00	\$73.00
Inspection outside of normal business hours - hourly	\$47.00	65% of structural permit fee

Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$100 minimum	65% of the building permit fee calculated using the value of the deferred portion with a \$150 minimum
Phased Project Plan Review Fee – in addition to project plan review fees	\$275.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase	\$250.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition – complete demolition, not subject to State Surcharge		\$105.00
Structural alteration (<u>not</u> demo) – partial, soft, interior		Fee as per Structural Permit Fee table by valuation, incurs State Surcharge
Reroof Permit, Commercial		\$120.00
Seismic Hazard Plan Check Fee (authorized by ORS 455.447(3))		1% of total structure and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures.
Temporary Certificate of Occupancy		\$150.00
Structural Minimum Permit Fee		\$127.00
Residential Fire Suppression – Standalone System 13R, fee includes plan review [See Plumbing Fee section for Continuous Loop/Multipurpose System 13D]		
Square Footage of Area to be Covered		
0 – 2000 sq ft	\$50.00	\$174.78
2001 – 3600 sq ft	\$75.00	\$245.00
3601 - 7200 sq ft	\$125.00	\$262.17
7201 sq ft and greater	\$150.00	\$305.86
Commercial Fire Suppression		Fee as per Structural Permit Fee table by valuation
Solar Structural Installation Permits – <i>separate Electrical Permit application is required</i>		
Solar Permit – Prescriptive Path System, fee includes plan review	\$100.00	\$145.65
Solar Permit – Non-Prescriptive Path System		Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
INVESTIGATION FEES	CURRENT FEE	PROPOSED FEE
Investigation Fee	Double the permit fee (does not include 12% surcharge)	Double the permit fee (does not include 12% surcharge)
Investigation Fee – hourly	0.00	\$73.00n/hour
All structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, when applicable as per <i>OAR 918-050-0000 & OAR 918-309-0020 thru -0070</i>		

MANUFACTURED DWELLING PERMIT FEES

MANUFACTURED DWELLING PLACEMENT FEES	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Manufactured Dwelling Placement Fee *	\$215.00	\$132.00	\$215.00
State (Cabana) Fee	\$30.00		\$30.00
Manufactured Home Awning	\$45.00	\$111.00	\$121.76
Manufactured Home Alteration	\$35.00	\$66.00	\$121.76
Investigation Fee	Double Permit Fee	\$66.00	\$73.00/hour
<i>* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i>			
-- See Structural schedule by valuation for non-dwelling modular placements			
MANUFACTURED DWELLING/RV PARKS – AREA DEVELOPMENT PERMIT (ADP)			
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to the Structural Permit Fee table included in this schedule.			

MECHANICAL PERMIT FEES

RESIDENTIAL	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Minimum Base Permit Fee	\$20.00	\$30.10	\$30.10
Air conditioner	\$13.15	\$94.67	\$66.00
Air handling unit of up to 10000 cfm	\$9.50	\$94.67	\$66.00
Air handling unit 10001 cfm and over	\$9.50	\$94.67	\$66.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories		\$72.82	\$50.00
Attic or crawl space fans	\$6.50	\$72.82	\$50.00
Chimney/liner/flue/vent	\$6.50	\$72.82	\$50.00
Clothes dryer exhaust	\$6.50	\$72.82	\$50.00
Decorative gas fireplace	\$9.50	\$72.82	\$50.00
Evaporative cooler other than portable	\$9.50	\$72.82	\$50.00
Floor furnace, including vent		\$72.82	\$50.00
Flue vent for water heater or gas fireplace		\$72.82	\$50.00
Furnace – greater than 100000 BTU	\$16.25	\$72.82	\$50.00
Furnace – up to 100000 BTU	\$13.25	\$72.82	\$50.00
Furnace/burner including duct work/vent/liner	\$13.25	\$105.60	\$70.00
Gas or wood fireplace/insert	\$9.50	\$105.60	\$70.00
Gas fuel piping outlets	\$5.50 (1-4 outlets) \$1 each additional	\$94.67	\$66.00
Heat pump	\$13.15	\$72.82	\$50.00
Hood served by mechanical exhaust, including ducts for hood		\$72.82	\$50.00
Hydronic hot water system		\$72.82	\$50.00
Installation or relocation domestic/type incinerator		\$94.67	\$66.00

Mini split system	\$13.15	\$72.82	\$50.00
Oil tank/gas diesel generators		\$72.82	\$50.00
Pool or spa heater, kiln		\$72.82	\$50.00
Range hood/other kitchen equipment	\$9.50	\$72.82	\$50.00
Repair, alteration, or addition to mechanical appliance including installation of controls		\$72.82	\$50.00
Suspended heater, recessed wall heater, or floor mounted heater		\$72.82	\$50.00
Ventilation fan connected to single duct		\$72.82	\$50.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit		\$72.82	\$50.00
Water heater		\$72.82	\$50.00
Wood/pellet stove	\$9.50	\$72.82	\$50.00
Other heating/cooling		\$72.82	\$50.00
Other fuel appliance		\$72.82	\$50.00
Other environment exhaust/ventilation		\$72.82	\$50.00
If a plan check is required		\$291.30	\$291.30

COMMERCIAL MECHANICAL FEES TABLE		
Valuation	CURRENT FEE	PROPOSED FEE
\$0 - \$5,000	\$1-\$1,000 \$40 \$1,001-\$5,000 \$40 for the first \$1,000 plus \$1.60 for each additional \$100 or fraction thereof, to and including \$5,000.	\$55.00 \$1,001-\$5,000 \$55 for the first \$1,000 plus \$1.60 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	\$104 for the first \$5,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$10,000	\$109 for the first \$5,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$100,000	\$10,001-\$50,000 \$154 for the first \$10,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000 \$50,001-\$100,000 \$514 for the first \$50,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$100,000.	\$10,001-\$50,000 \$162 for the first \$10,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000 \$50,001-\$100,000 \$563 for the first \$50,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and above	\$914 for the first \$100,000 plus \$5 for each additional \$1,000 or fraction thereof	\$960.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof
OTHER MECHANICAL FEES	CURRENT FEE	PROPOSED FEE
Mechanical Plan Review (when applicable)	25% of mechanical permit fee	50% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$47.00	\$73.00/hour
Reinspection – per each	\$47.00	\$73.00/hour, minimum one hour
Each additional inspection, above allowable – per each	\$47.00	\$73.00/hour, minimum one hour
Inspections for which no fee is specifically – per each indicated (as required)	\$47.00	\$73.00/hour, minimum one hour

Investigation fee - Mechanical	Double the permit fee (does not include 12% surcharge)	Double the permit fee (does not include 12% surcharge)
Investigation Fee – hourly	0.00	\$73.00/hour
Mechanical Minimum Permit Fee	\$20.00	\$50.00

PLUMBING PERMIT FEES

COMMERCIAL AND NON NEW RESIDENTIAL			
SITE UTILITIES	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Sanitary Sewer - First 100 feet or less	\$40.00	\$73.00	\$73.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$33.00	\$73.00	\$73.00
Storm – first 100 feet or less	\$40.00	\$73.00	\$73.00
Storm – Each additional 100 feet or fraction thereof	\$33.00	\$73.00	\$73.00
Water – first 100 feet or less	\$40.00	\$73.00	\$73.00
Water – Each additional 100 feet or fraction thereof	\$33.00	\$73.00	\$73.00
FIXTURES – FEE PER EACH	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Minimum Base Permit Fee	\$20.00	\$30.10	\$30.10
Absorption valve		\$72.82	\$50.00
Backflow preventer	\$40.00	\$101.95	\$70.00
Backwater valve		\$72.82	\$50.00
Catch basin or area drain		\$72.82	\$50.00
Clothes washer		\$72.82	\$50.00
Dishwasher		\$87.39	\$63.00
Drinking fountain		\$72.82	\$50.00
Ejectors/sump pump	\$40.00	\$72.82	\$50.00
Expansion tank		\$72.82	\$50.00
Fixture cap		\$72.82	\$50.00
Floor drain/floor sink/hub drain		\$72.82	\$50.00
Garbage disposal		\$72.82	\$50.00
Hose bib		\$80.11	\$60.00
Ice maker		\$72.82	\$50.00
Primer		\$72.82	\$50.00
Residential fire sprinklers		\$73.00	\$50.00
Sink/basin/lavatory		\$72.82	\$50.00
Stormwater retention/detention tank/facility		\$72.82	\$50.00
Swimming pool piping		\$72.82	\$50.00
Tub/shower/shower pan		\$72.82	\$50.00
Urinal		\$72.82	\$50.00
Water closet		\$72.82	\$50.00
Water heater	\$40.00	\$72.82	\$50.00
Other – plumbing		\$73.00	\$50.00
Alternate potable water heating system		\$73.00	\$50.00
Interceptor/grease trap			\$50.00
Manholes		\$72.82	\$50.00
Roof drain (commercial)		\$73.00	\$50.00

If a plan check is required		\$291.30	\$291.30
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MEDICAL GAS – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances			
Valuation	CURRENT FEE	PROPOSED FEE	
\$0 - \$5,000	\$1-\$1,000 \$40 \$1,001-\$5,000 \$40 for the first \$1,000 plus \$1.60 for each additional \$100 or fraction thereof, to and including \$5,000.	\$55.00 \$1,001-\$5,000 \$55 for the first \$1,000 plus \$1.60 for each additional \$100 or fraction thereof, to and including \$5,000.	
\$5,001 - \$10,000	\$104 for the first \$5,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$10,00	\$109 for the first \$5,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$10,00	
\$10,001 - \$100,000	\$10,001-\$50,000 \$154 for the first \$10,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000 \$50,001-\$100,000 \$514 for the first \$50,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$100,000.	\$10,001-\$50,000 \$162 for the first \$10,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000 \$50,001-\$100,000 \$563 for the first \$50,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
\$100,001 and above	\$914 for the first \$100,000 plus \$5 for each additional \$1,000 or fraction thereof	\$960.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof	
Residential Fire Suppression – Standalone System 13R, fee includes plan review <i>[See Structural Fee section for Continuous Loop/Multipurpose System 13R]</i>			
Square Footage of Area to be Covered			
0 – 2000 sq ft	\$50.00	\$174.78	
2001 – 3600 sq ft	\$75.00	\$245.00	
3601 - 7200 sq ft	\$125.00	\$262.17	
7201 sq ft and greater	\$150.00	\$305.86	
OTHER PLUMBING FEES	CURRENT FEE	PROPOSED FEE	
Plumbing Plan Review (when applicable) – commercial	25% of residential plumbing permit fee	40% of commercial plumbing permit fee	
Plumbing Plan Review (when applicable) – residential	\$0.00 –no charge for one and two single family dwellings.	40% of commercial plumbing permit fee	
Additional Plan Review (when applicable) – per hour	\$47.00	\$73.00	
Reinspection – per each	\$47.00	\$73.00	
Each additional inspection, above allowable – per each	\$47.00	\$73.00	
Inspections for which no fee is specifically indicated (as required) – per hour	\$47.00	\$73.00	
Inspection outside of normal business hours – per hour	\$47.00	\$99.00/hour (minimum of 2 hours)	
Investigation fee - Plumbing	Double the permit fee (does not include 12% surcharge)	Double the permit fee (does not include 12% surcharge)	
Investigation Fee – hourly	0.00	\$66.00n/hour	

MISC FEES

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State Surcharge	\$25.00 + 12% (Reinstate within 60 days)		\$25.00 + 12% (Reinstate within 60 days)
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge			\$73.00
Copy fees	\$0.25		\$0.10 each
Returned Check fee (NSF)	\$25.00		\$25.00
Master Plans – Structural – setup fee			\$291.30
Master Plans – Structural – second and subsequent reviews			\$149.65
Seismic Surcharge – Structural/Mechanical – review required on all essential structures			1% of building permit fee
Refund processing fee – not subject to State Surcharge	25%		25%
Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources			\$100.00

Hurricane Michael



Bay County Department of Emergency Services
Bay County, Florida

Executive Summary

Oregon Office of State Fire Marshal
Oregon Department of Forestry

October 13 – October 27, 2018



Bay County
Emergency
Operations Center

700 Highway 2300
Southport, FL 32409



Vital Statistics

Bay County, Florida

WORLD FAMOUS FOR WHITE SAND BEACHES
AND EMERALD GREEN WATER.

Total Population	183,500 (2017)
County Seat	Panama City
Largest City	Panama City
Area	1033 sq miles
Median Income	\$36,100

County Cities	Population
Callaway	14,000
Lynn Haven	18,500
Mexico Beach	1100
Panama City	36,500
Panama City Beach	12,000
Parker	4300
Springfield	8900

And many unincorporated communities
throughout the county including
Tyndall Air Force Base 3000 population



Overview

Hurricane Michael developed in the Caribbean Sea and moved northward towards the Florida Panhandle. Landfall occurred in the early afternoon on October 10th as a Category IV with maximum sustained winds of 155mph. The eye of the storm came ashore just east of St. Andrew Bay, over the area of Tyndall Air Force Base. According to the National Hurricane Center, Hurricane Michael was the strongest hurricane to make landfall in the United States since Hurricane Andrew in August 1992.

On October 7, Florida State Governor Rick Scott issued a State of Emergency in Florida, Bay County issued a local State of Emergency on October 8, and on October 11, President Trump included Bay County in the Presidential Disaster Declaration. A Hurricane Warning, Storm Surge Warning, Flash Flood Warning, Tornado Watch, Extreme Wind Warning, and High Surf Warning were issued by the National Weather Service prior to and during the storm. Because of these warnings, Bay County issued mandatory evacuation and opened 3 shelters housing a mix of populations.

Along with extreme winds, a 15' storm surge extended roughly 4 city blocks inland in some areas, with waves to 20'. The hardest hit city appears to be Mexico Beach with 90-95% of commercial and residential buildings damaged or destroyed. But damage is extensive county wide with very few areas unaffected. Infrastructure and communications were also hit hard.

Through an EMAC request, the Oregon Office of State Fire Marshal was asked for an IMT team for assistance. A combined team of OSFM Red Team and Oregon Department of Forestry personnel were dispatched to Bay County EOC.

The team arrived at the Bay County EOC on the morning of October 14, four days post Hurricane Michael landfall. There was already an incident command structure in place that the OSFM/ODF Team integrated into. OSFM/ODF filled roles in command, plans, volunteer/donations, logistics, finance, and operations. The team's expertise made an immediate positive difference in providing direction and assistance in completing the assigned objectives and missions to help get Bay County back on their own feet.





Incident Objectives

WEEK 1

- Continue to perform USAR missions and track progress of USAR TF in clearing identified areas.
- Emergency services respond to calls for service.
- Prepare and operate the County Staging Area at identified location.
- Continue damage assessments paying particular attention to infrastructure.
- Identify key personnel for infrastructure branch by 2000 10-15.
- Continue to shelter evacuees at designated locations and provide logistical support.
- Continue to register volunteers with FloridaVolunteer.org.
- Prepare new shelter sites by 1300 10-15.
- Identify locations that are able to receive donations by 1830 10-15.
- Continue to operate and logistically support Point of Distribution (POD) sites.
- Continue to clear roadway debris that may cause danger to citizens and first responders and activate a debris management plan.
- Provide county approved resources ordering plan by 2000 10-15.
- Identify and demobilize resources as needed.

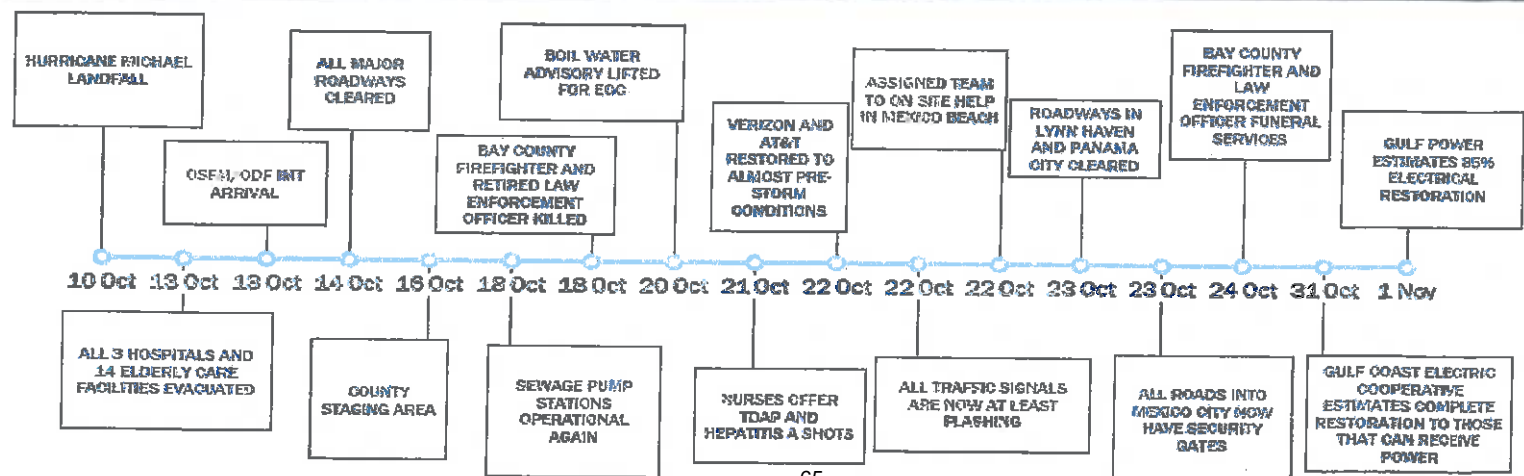
WEEK 2

- Continue to deliver mass care services in support of identified community needs until County infrastructure systems are restored.
- Continue to support responders with essential services in reinforcement of mission assurances during the disaster event.
- Provide for the safety and security of citizens and responders by conducting protection operations in the County until termination of incident operations.
- Manage event resources using approved finance policy guidance to maintain fiscal responsibility during the disaster event.
- Continue public messaging focusing on public safety, public health, and other critical needs.
- Identify and order the resources required to begin the recovery process by 2000 10-22.
- Develop a plan to address long term housing needs of affected Bay County residents, including immediate disaster case management.
- Extend traffic control points both North and South away from Mexico Beach and provide for traffic turn-around by 0800 10-23.
- Obtain case assessment data from Red Cross by 2000 10-24.

Jurisdictions affected within Bay County

- Callaway
- Lynn Haven
- Mexico Beach
- Panama City
- Panama City Beach
- Parker
- Springfield

Incident Timeline/Notable Events



OSFM/ODF IMT Team and Assigned Positions

Deputy IC	Ted Kunze OSFM
Operations Chief	Damon Schulze OSFM
Volunteer/Donation Deputy Branch Director	Ron Graham ODF
Logistics Section Chief	Joe Raade OSFM
Finance Dep Chief	Brent Griffiths OSFM
Resource Unit Leader	Chris Mayfield OSFM
Situation Unit Leader	Kyle Kaupp ODF
GIS Specialist	Jordan Fanning OSFM



**GULF COAST STATE COLLEGE PUBLIC SAFETY
BAY COUNTY EMERGENCY OPERATIONS CENTER**

"As the Incident Commander of this team I would be remiss if I did not formally acknowledge each member of this team for their 'can do' attitude as well as the professionalism that they each presented on a daily basis. Because of them we were able to make a significant difference in Bay County Florida.

The Oregon Department of Forestry and the Oregon Office of State Marshal should both be very proud of the quality of people they assembled for this deployment. It was truly a huge success." Ted Kunze IC

Incident Progression

At the start of the Oregon team's 14 day rotation, emergency operations were still in process. Search and rescue teams were still going door to door and street to street. As power was being restored, structure fires were occurring requiring suppression resources. Hydrant water was still unavailable so strike teams of tenders were strategically located throughout the county along with engine strike teams. Ambulance strike teams were still busy with evacuations from care facilities and area hospitals. Road clearing crews were busy clearing roads so that first responders could access those that were trapped. Evacuation centers, feeding sites and points of distribution were quickly being set up to help provide evacuees with needed supplies and shelter. And a county staging site for incoming emergency services was established. First assigned to the Deputy Operations role, Schulze began assisting with the emergency response, toward the end of our deployment he was promoted to Operations Chief and directed the process of recovery operations.

Oregon's team was instrumental in assimilating into the established ICS system and immediately providing needed help in each team member's specific role. As Kunze took over the sole responsibilities of Deputy IC, he became responsible for the daily operational briefings, was influential in removing the need for a night shift, giving the IC some needed rest, getting additional assistance to the hardest hit area of Mexico Beach, and helping provide a command presence.

One of the biggest improvements made in quick fashion was Logistics Chief Raade turning around the existing Logistics Section by first organizing staff properly, then getting a good handle on the ordering process and logistical support needs for a large Type 1 incident.

Griffiths was assigned to the Deputy Finance Chief role and began the daunting project of tracking the cost of everything ordered and trying to determine some type of event cost estimate. A difficult task as most of the initial supplies and resources were ordered at the state level.

The existing Plans Section was bolstered with the arrival of GIS specialist Fanning, Situation Unit Leader Kaupp, and Resources Mayfield. Improved mapping products for both responders, PIO's, and the public were quickly produced and a more comprehensive daily situational update provided. Compiling damage assessment data was a main focus throughout the deployment and will continue for several weeks. Initial fire and EMS strike teams were dispatched by the state with no tracking. Hunting down these resources, tracking them, and producing accurate 204 work assignments took several days.

A crucial learning experience for the entire Oregon team was to learn the Emergency Support Function (ESF) system used in the EOC. ESF's are basically branch directors that handle individual sections in the ICS system, for example an ESF 4 is responsible for fire resources and an ESF 15 is responsible for volunteers and donations.

In the middle of our deployment, more tragedy struck. An off duty Bay County firefighter was killed at home while clearing trees from his roof, within the next few hours, in a separate tree accident, a retired State Trooper was killed. The firefighter was actively serving in the Bay County EOC logistics section in the days prior to his accident. The Trooper was an instructor at the Bay County EOC which doubles as a local college campus. Funeral arrangements including fire and EMS coverage for Bay County were now included as part of the Operation Section's duties.

In a disaster of this size, politicians are eager to visit victims, view the damage, and show their support for the efforts of responders. President Trump and Vice President Pence visited the area, the Governor, several Senators, the National FEMA Director, and other dignitaries also paid visits.

As the deployment nears an end for the Oregon team, the focus for Command and the EOC is to transition into a recovery mode. For the Oregon team assigned to Bay County this is new territory to manage as this is the first time faced with this task. Fire and EMS response is slowing to pre-storm levels and unnecessary forces are being demobbed. ODF's Graham has been instrumental in organizing the multitudes of volunteers and donations, and donation sites to help lead Bay County in the direction of a successful recovery.

The Hurricane Michael deployment was an eye opening experience for the entire team. At the same time we were helping Bay County toward the path of recovery, each team member experienced and learned more than any of us expected. Many of those whom we worked side by side were personally affected, losing homes and loved ones. We were privileged to work along side such dedicated locals and people from across the U.S. Our experience will only advance our abilities and skills for future Oregon deployments.

Incident Successes

- GIS was able to integrate with existing resources and augment response capabilities. Despite having zero experience with hurricanes, GIS staff utilized their skills to generate goals, help achieve section objectives, and provide quality products to the entire operation.
- Oregon staff came prepared to be self-sufficient and work independent of scattered local resources. For GIS this proved to be a critical point in effectiveness throughout the deployment as a lack of power and connectivity proved to be a major hurdle in providing useful mapping and analysis products.
- Learning/experiencing the "All Hazards" side of incident management, having only been exposed to wildland fire incidents. Although the ICS is supposed to be the same regardless of the incident, it is very apparent that there is a difference in how it is implemented based on the type of incident.
- There is much more of a human element to an all hazards incident in comparison to a wildland fire. Wildland fires do not require PODs, shelters, feeding sites, water systems are not obliterated, and power is not out for long durations, etc.
- We had the privilege of working with some great people that openly shared their experiences and expertise. This was a once in a lifetime experience.
- Every OSFM/ODF team member made a huge difference in their own roles and sections to help Bay County get on the road toward a return to normalcy.
- Integration with the other IMT teams was extremely easy. Especially on first arrival, the active teams were very welcoming and happy to have help arrive.
- Food, care, and accommodations were excellent.
- Once finally available, WebEOC made IAP development and editing very simple.
- For the first time OSFM and ODF combined to form a very effective IMT Team. We were truly an Oregon IMT.
- Once our team was assigned, the mission became more clear, and each team member remained in their position for the duration of the assignment.
- Integration within the ESF -15 volunteers and donations group comprised of resources from various counties in Florida, states of Ohio, Oregon, Idaho and Mississippi was seamless and went very well.
- Utilization of hot spots, google docs, and gmail as technology mitigation tools until the infrastructure was back in place.
- Because most of our missions involve working cooperatively with other teams, both national and state, OSFM IMTs are very well versed in facilitating and participating in Unified Command Structures. This experience played an important role in the eventual assignment of this Oregon Team into the Bay County EOC ICS structure.
- As our deployment progressed, several team members were transitioned into senior leadership positions as the Lead Deputy Incident Commander, Logistics Section Chief, Volunteer and Donations Deputy Branch Director, Operations Section Chief, and Lead Situation Unit Leader.
- The team worked well with their counterparts quickly forming strong working relationship that contributed to the success of the deployment.
- The personnel assigned to this team came from a wide breath of skill sets and experiences as well as professional abilities. These differences were a contributing factor to the success of this deployment.
- Very pleased with the quality of work, the dedication to our mission, and the caring approach each member gave to ensure the success of our deployment.
- With little information of what to expect on our arrival, we found a functioning EOC and quickly and easily assimilated into our roles.

Bay County Disaster Statistics/Facts

(BY NUMBER OF INCIDENTS)

Over 500 gas leaks reported.

8500 response personnel tracked by Bay County EOC. Includes emergency responders, electrical linemen, recovery teams, etc.

138 Bayline railcars derailed, with 1 hazmat incident reported.

All schools remain closed.

3 shelters continue to serve approx. 800 daily.

4 Base Camps are serving emergency responders and National Guard.

Preliminary damage report from USAR 47,672 structures have some level of damage or are completely destroyed.

155,000 meals served at feeding sites.

24,373 customers without power, down from approx 150,000 at start of event.

20 deaths in Bay County.



Donation site and recovery efforts



Operational Overview

The OSFM/ODF team integrated into a multijurisdictional group of IMT teams already in place and working at the time Hurricane Michael made landfall. The operations section was already setup to handle Emergency Services, Human Services, and Infrastructure Branches. The first assignment was to assist the Operations Chief with a span of control problem, specifically to handle Emergency Services including all Law, Fire, and EMS services throughout Bay County.

Fire task forces were assigned to each of Bay County's seven municipal fire departments and the Bay County Fire District surrounding them. All 1033 square miles of Bay County was being protected by fire resources assigned by Bay County EOC. In addition to fire protection there were 9 USAR teams assigned to search and rescue missions, and initial damage assessment throughout the County.

EMS task forces including ALS and BLS ambulances were assigned to shadow all Bay County EMS units to ensure surge coverage for all of Bay County. Additionally, the three Bay County hospitals received enough damage to require evacuation of most patients. Federally assigned ambulances assisted with the evacuations and continue to staff 10 ambulances at each hospital to transport patients requiring a higher level of care to Tallahassee hospitals 95 miles away.

The Operation Section became the clearing house for resources to support the Human Services and Infrastructure Branches. This allowed roads to be cleared, water to be turned on, sewers to be fixed, and power to slowly be returned to the area. As rescue missions slowed, Human Services quickly became the main focus of operations. Those missions include sheltering, POD's, and preparing for long term FEMA supported shelters.

Partnering IMT Teams

Pinellas County, FL IMT

NW Florida IMT

Lee County, FL IMT

Mississippi IMT

Florida Blue Team IMT

Nassau Co, FL IMT

FDNY IMT

NW Massachusetts IMT

Idaho Region 3 IMAST IMT

NE Florida Region 3 IMT

Ohio IMT

Washington State IMT

Oregon OSFM/ODF IMT

Incident Challenges

- Bay County EOC lost both intranet and internet during the initial hours of Hurricane Michael and were not re-established for approximately 5 days. AT&T FirstNet hotspots were not sufficient for common connectivity needs and GIS staff connection speeds regularly dropped below 1mb/sec. This disruption severely affected all standard workflows. There was a lack of a centralized database common to wildland incidents. Bay County relied heavily on off-site data updates (arcgis online) which could not be seen by non-County GIS staff. As a result, non-County GIS became reliant on regular data transfers of updated data via memory stick in order to produce most mapping products. There was also a lack of standardized naming conventions and standardized information flow from PLANS and the ESF's.
- USAR data suffered from a lack of standardization making it largely unreliable for detailed analysis. At the end of every shift, data from responders was uploaded to a Florida state intake team. Concurrently, because mapping resources were needed locally, responders also uploaded data to night shift GIS assets in the Bay County EOC. Data was uploaded in a number schema and format resulting in a complex and unnecessarily cumbersome intake workflow. Data formats included KMZ, Survey123, and GPX. Because of a lack of data collection continuity between USAR teams, the data was discontinuous and unreliable for a damage assessment count. Even after overcoming data interoperability issues, data downloaded from state intake resources differed slightly from those collected locally.
- Sections in the ICS system continually operated outside their functional area creating duplication of efforts.
- Local Bay County EOC personnel worked in some section lead positions. They were often called on to handle local issues and questions.
- Fire and EMS resources were allocated to Bay County by the State with no documentation/tracking sent to the EOC for further tracking.
- Night shift was being managed by a different IMT team than day shift, with duplication in positions. This resulted in rough transitions between shifts. This progressed into duplication of efforts, different objectives, breaks in the chain of command.
- Too many positions filled in certain sections (ex: SIFL).
- Poor information flow existed from time to time in the Situation Unit.
- The Situation Unit was not the hub of all current information. ESF's tended to report to random people, for example ESF 8 reported to a PIO friend about a boil water notice. That information was made public before informing SIFL.
- Backdoor channels were used with local GIS personnel to input, analyze, and report or produce maps without SIFL involvement creating duplication and some confusion.
- Lack of clarity of mission prior to arrival. The EMAC request and approval was unclear as to the specific mission.
- Technology issues throughout most of deployment with landlines, internet and wireless communications.
- The Mass Care branch was staffed primarily with resources from outside the county and/or the state.
- The volunteer/donations group was cutoff from the rest of the branch because workspace was confined and did not allow expansion for additional resources.

We Are Oregon

Local Contact List

Name	Agency	Cell Number	Email Address
Mark Bowen	Bay County Fire Chief	850-819-8124	mbowen@baycountyfl.gov
Frankie Lumm	Bay County Emergency Mgr	850-248-6043	flumm@baycountyfl.gov
Scott Warner	Bay County, GIS	850-248-6040	swarner@baycountyfl.gov
Jennifer Morgan	Bay County, GIS	850-248-8073	jmorgan@baycountyfl.gov
Ashley Stuke	Bay County Budget Officer	850-866-6541	astuke@baycountyfl.gov
Joby Smith	Bay Co Emergency Mgmt Division Chief	850-348-0539	jsmith@baycountyfl.gov
Seth Imhof	Bay County Fire Lt.	850-276-2344	sirnhof@baycountyfl.gov
Doug Moore	Bay County Liaison	469-439-2500	

OSFM/ODF IMT Contact List

Name	Position	Cell Number	Email Address
Ted Kunze	Deputy Incident Commander	503-569-5034	tkunze@canby.com
Damon Schulze	Operations Chief	971-241-3884	damon.schulze@mcminnvilleoregon.gov
Ron Graham	Mass Care DIV Supervisor	971-718-6862	ron.graham@oregon.gov
Brent Griffiths	Deputy Finance Chief	503-428-4766	brent.a.griffiths@state.or.us
Joe Raade	Logistics Chief	541-556-2642	jraade@southlanefire.org
Chris Mayfield	Resource Unit Leader	503-476-6359	christopher.mayfield@tvfr.com
Kyle Kaupp	Situation Unit Leader	503-931-2352	kyle.f.kaupp@oregon.gov
Jordan Fanning	GIS Specialist	503-705-6542	jfanning@brookings.or.us

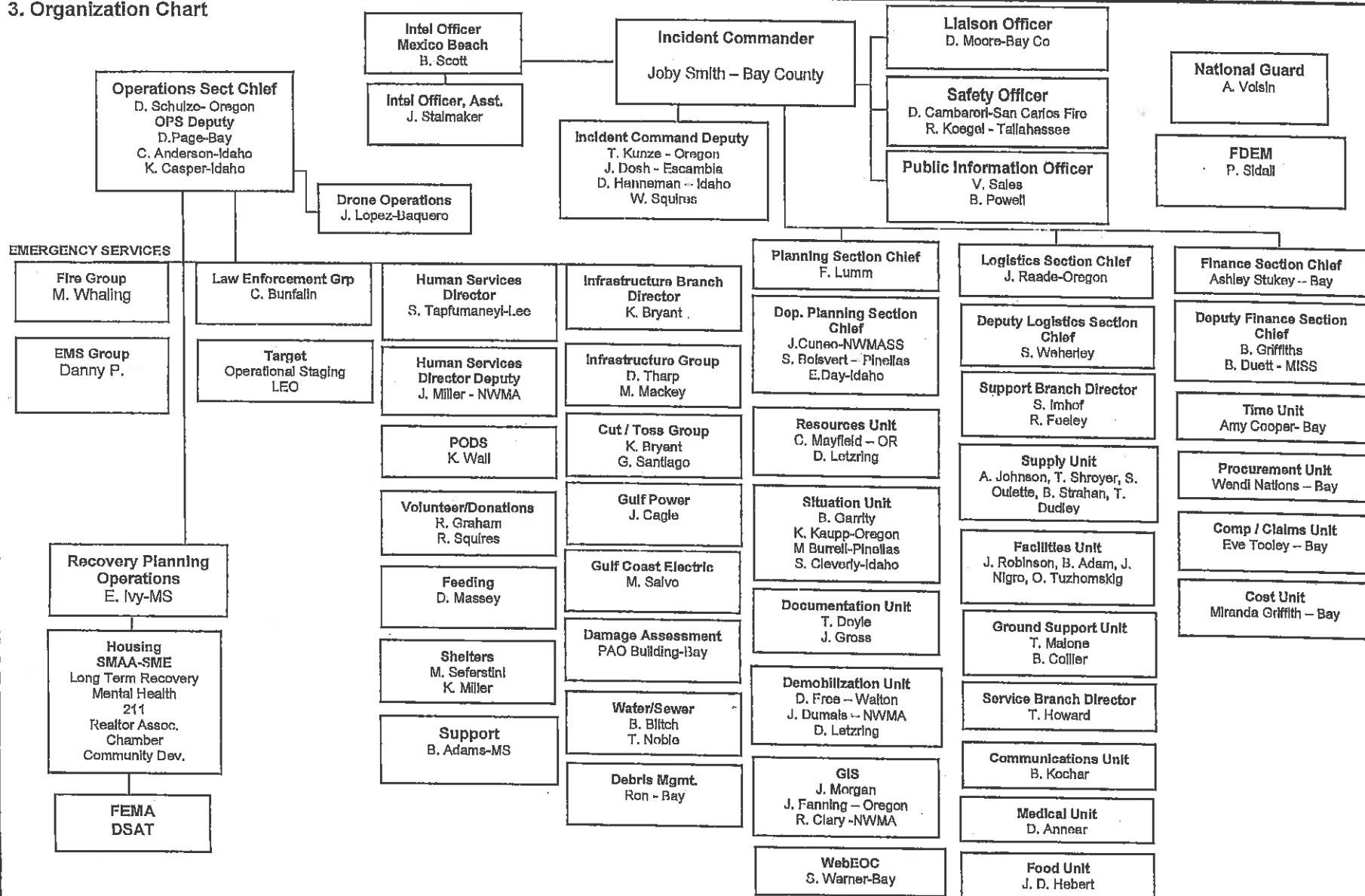


INCIDENT ORGANIZATION CHART

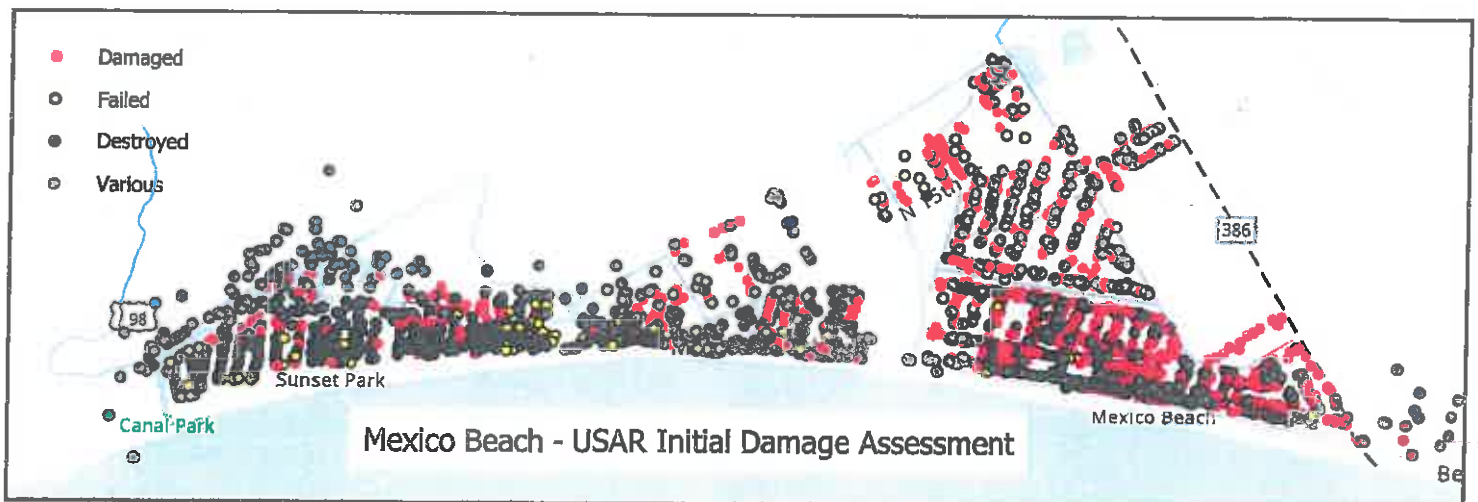
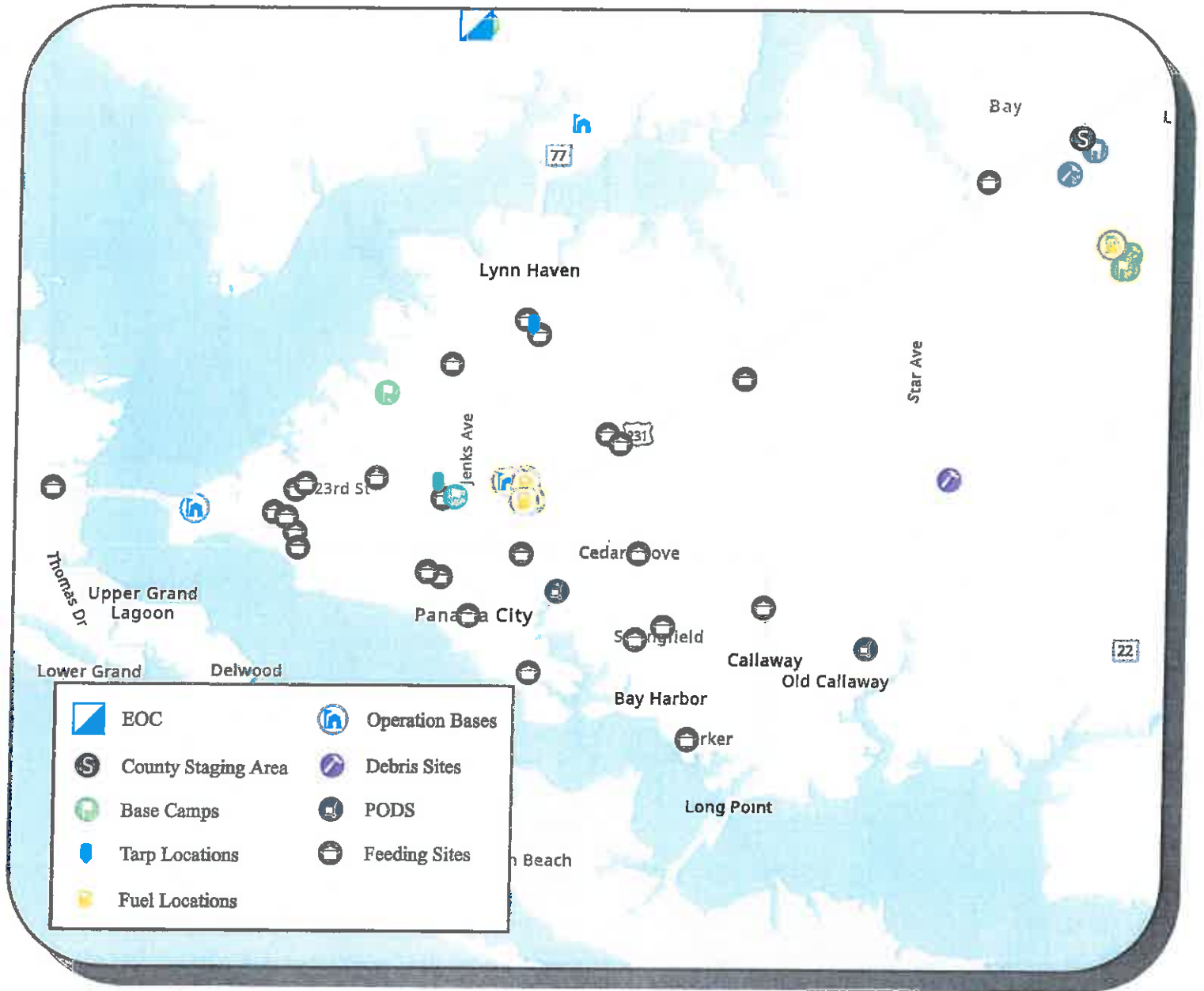
1. Incident Name: Hurricane Michael Bay Co.

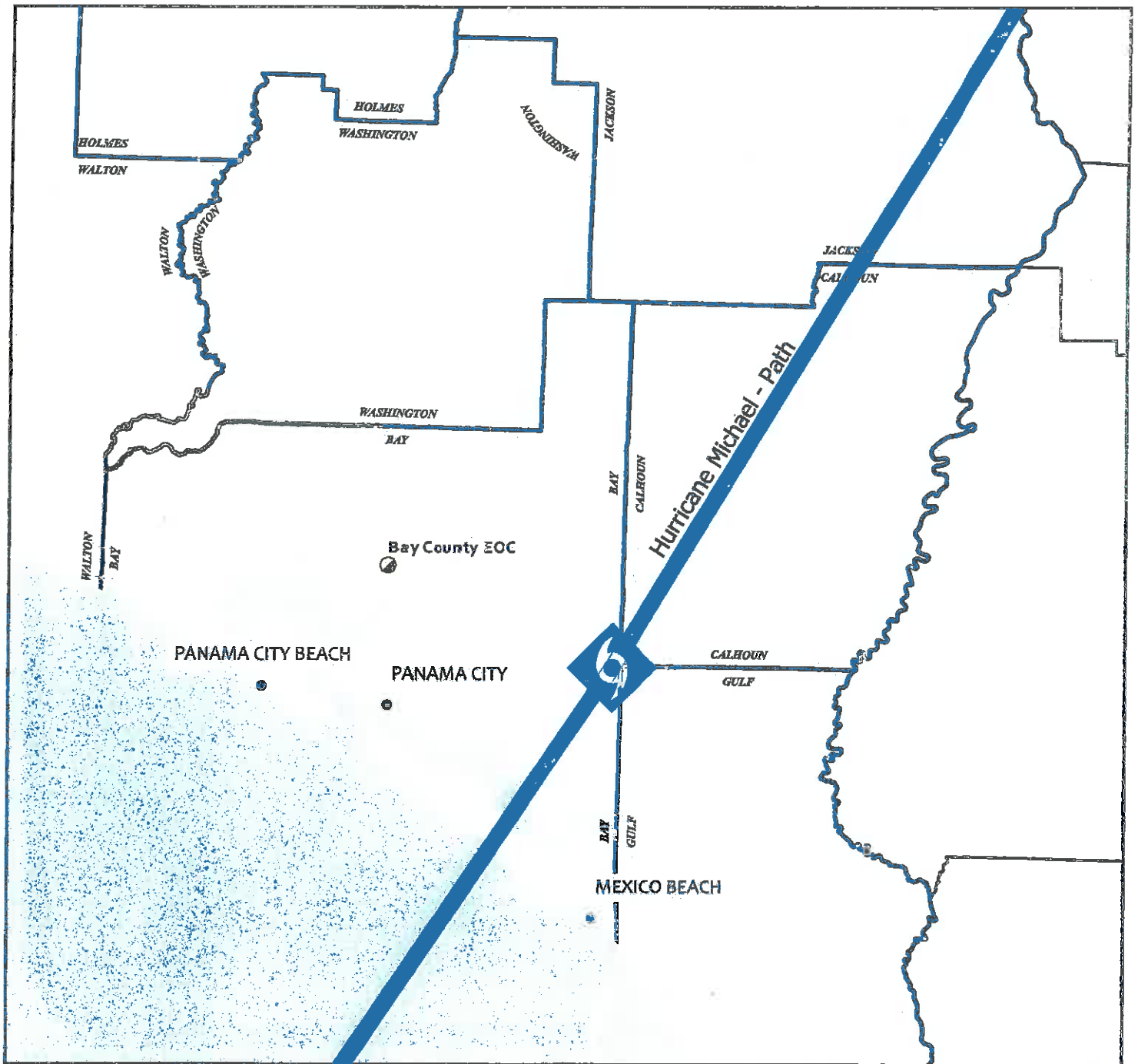
2. Operational Period: Date From: 10/24/18 Date To: 10/25/18
Time From: 0800 Time To: 2000

3. Organization Chart



Hurricane Michael - Bay County/Panama City Response





Hurricane Michael Overview

Oregon State Fire Marshal
Oregon Department of Forestry

Oct 13 - Oct. 27 2018

0 10 20 Miles





HURRICANE MICHAEL BAY COUNTY FLORIDA

EMERGENCY OPERATIONS CENTER // PLANS SECTION // OCTOBER 10-31, 2018



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CITY OF McMINNVILLE
MINUTES OF CITY COUNCIL WORK SESSION
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, September 11, 2018 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Sal Peralta Wendy Stassens	<u>Absent</u> Alan Ruden
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Also present were City Attorney David Koch, Police Chief Matt Scales, Police Captain Tim Symons, Administrative Specialist Erica Thomas, Human Resources Manager Kylie Bayer-Fertterer and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:19 p.m. and welcomed all in attendance.

2. PARKING ENFORCEMENT

Police Chief Scales shared that there is one full time employee, Parking Enforcement Officer, who works in parking enforcement for the City. He explained that occasionally there are interns from Western Oregon University who assist with Parking Enforcement Program. The Parking Enforcement Officer also manages the Park Ranger Program during the Spring and Summer. Police Chief Scales noted that the Parking Enforcement Officer also manages abandoned vehicles and explained that managing the abandoned vehicles, RVs and related parking issues takes a considerable amount of the Parking Enforcement Officer's time. He noted that the majority of vehicles that are towed are abandoned vehicles. Police Chief Scales shared the Police Department is looking for compliance with the last option being towing.

Police Captain Symons shared the process for parking tickets. City Attorney Koch stated that there is one person in Municipal Court who has .15 of time dedicated to parking violations. City Attorney Koch shared the process of collecting funds and a process in the case a parking ticket is contested.

Police Chief Scales noted that the goal is voluntary compliance.

City Attorney Koch displayed a chart of Parking Enforcement contacts from 2010-2017 showing the number of citations and warnings. He stated that overall the majority of contacts have been citations. Discussion ensued regarding citations versus warnings. Police Chief Scales explained that when new code is adopted there is more education through warnings initially.

City Attorney Koch stated that the fine amounts for parking tickets were last adjusted in 2014. The base fine is \$20 -\$30. Additional fees include:

- \$10 when delinquent
- \$15 for Summons Letter
- \$15 for Pre-Collections Letter
- 25% when sent to Collections

Police Captain Symons shared that the City is fairly close in local comparables for parking ticket fines. He stated that the City is approximately behind \$10 per citation on the base fines.

Administrative Specialist Erica Thomas shared that in the last year \$30,000 of collections were written off and that many of the tickets were five years or older. Ms. Thomas shared that the amnesty program did not include parking tickets. She shared that there are currently \$63,000 in collections. Ms. Thomas then reviewed the collections and the period for paying tickets and the process through collections if they are not paid.

Discussion ensued regarding the parking study conducted by Rick Williams Consulting. City Manager Towery stated that Mr. Williams conducted an assessment on the amount of funds generated by the parking program and that a higher proportion of the funds through enforcement than other jurisdictions partly because the city does not have permit parking. Mr. Williams suggestion is that the majority of funds be generated through paid parking whether it's meters or permits.

Discussion ensued regarding timeframes and the process for collections.

City Attorney Koch displayed a graph of parking ticket revenue from 2010 through present. He noted that since 2010 the City has issued:

- 7,00 Parking Warnings
- 10,000 Parking Citations
 - 10-15% written off for various reasons
 - 225 Active
 - 125 Delinquent- Pre Collections
 - 725 Collections
 - Includes 42 vehicles with 4-plus unpaid parking tickets

City Attorney Koch reviewed the City's authority to impound vehicles. He shared that there are areas of the Code related to discarded vehicles and

abandoned vehicles. There are also provisions in the Code giving authority to the City to impound vehicles related to vehicles parked in posted zones, stolen vehicles, vehicles obstructing to traffic or are a hazard to public safety, and vehicles with unpaid tickets.

Discussion ensued regarding the definition of an abandoned vehicle. Police Chief Scales explained that an abandoned vehicle would include inoperable, uninsured, no registration, etc.

It was noted that there is a provision in the Code that authorizes an Officer who observes an illegally parked vehicle that has four or more unpaid parking tickets, then in addition to issuing a citation, the Officer may have the vehicle impounded. He stated that it was a provision of the Code that is currently not being utilized. Police Chief Scales stated that the impoundment provision related to the unpaid parking tickets has not been used in decades. Discussion ensued regarding applying this provision of the Code and what other jurisdictions are doing.

Discussion ensued regarding towing for unpaid tickets.

City Attorney Koch stated that the schedule of fines have not been updated in four years. He stated that Staff would like to keep the fines in line with peer jurisdictions so that the fines do not fall so far behind that they lose the deterrence value. He asked for direction from the Council on whether or not they wanted to take a look at methods for a more aggressive enforcement approach.

Councilor Drabkin commented on the slide titled Parking Ticket Revenue. She stated that the title gave her pause. Because she remembered hearing at a past meeting that the Police Department does not cite for revenue. She stated that the City should not be relying on parking ticket revenue because it is not the reason the enforcement should be happening.

Councilor Drabkin stated that since it is known that there are a lot of parking issues right now with people who are experiencing homelessness on Dustin Court and Marsh Lane. She added that while there is a policy in place, there isn't a place to let those people move to where they would not be in violation. She stated that she drove by earlier in the day and many of the vehicles parked there have big stacks of tickets on their windshields. It was noted that 42 vehicles currently have four plus parking tickets and that half of those vehicles are from that area of Marsh Lane and Dustin Court. Councilor Drabkin stated that it gives her much concern as while they may be violating the Parking Code, they are receiving shelter in their vehicle and by having the shelter go away based on the parking violation seems like a bad move on the part of the City. She stated that she would like to hear about alternative programs that Cities are using so that they are fewer people being brought into the court system.

Councilor Stassens asked about the connection between what the City policies are and the change in behavior. She would like to see the process moved upstream; look at how to reduce the behavior and see if there is any way to roll into proactive approach before citations happen. She stated that she is in support of looking at the program but she is uncomfortable that there are Ordinances that are not being enforced. She added that the Ordinance should be reviewed and what is reasonable now should be considered.

Councilor Garvin stated that he would like to see what similar size cities that have boot or tow programs and what their compliance rate of fines being paid. He stated that he is not against a boot program but with the current tools in place and staff, he is concerned about the bandwidth related to increasing the program. Councilor Garvin shared that he would like to further discuss the topic and see more data.

Councilor Peralta stated that before he would agree to expanding enforcement, he would like more information about the legal ramifications on the overnight campers. He questioned how enforceable the statute is and if it is an effective policy.

City Attorney Koch stated that like all types of enforcement mechanisms, with regards to writing tickets, it is only as effective as how much the person receiving the ticket cares about a collections process, or credit, or the financial hit. It was noted that much of the enforcement is complaint driven.

Council President Menke stated that with relation to parked cars, there should be some thought given to the enforcement side of it. She stated that parking issues are becoming more complex and Council should have further discussion on the topic.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session Meeting of the City Council at 7:17 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, September 11, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Sal Peralta Wendy Stassens	<u>Excused Absence</u> Alan Ruden
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Also present were City Attorney David Koch, Community Development Director Mike Bisset, Planning Director Heather Richards, Police Chief Scales, Senior Planner Chuck Darnell, Senior Planner Tom Schauer, Finance Director Marcia Baragary, Human Resources Manager Kylie Bayer-Fertterer 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 7:18 p.m. and welcomed all in attendance.
2. PLEDGE

Mayor Hill led the Pledge of Allegiance.
3. PROCLAMATION: Home Inventory Week

Mayor Hill read the proclamation declaring the week of September 16-22, 2018 as Home Inventory Week and presented it to Gary Eastland of Hagan Hamilton Insurance.
4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

There were no public comments.
5. PRESENTATION: Strategic Plan

City Manager Towery reviewed the components of the strategic plan noting that the work began in January. He provided a summary of the work that had

been done so far. The Executive Team had brainstormed a list of action items related to the various objectives. Mr. Towery displayed the objectives and actions related to the various strategic priorities (Civic Leadership, City Government Capacity, Community Safety and Resiliency, Growth and Development Character, Engagement and Inclusion, and Housing Opportunities). The actions had not been prioritized yet and some would take several years to complete. He noted there were actions that were currently underway or were identified in the budget as a potential project. There were also some projects that would require community partners in leadership roles.

Mr. Towery then reviewed the Economic Prosperity Strategy priorities, objectives, and actions as outlined in the draft plan related to: accelerating growth in living wage jobs across a balanced array of industry sectors, improving systems for economic mobility and inclusion, and maintaining and enhancing quality of life. He explained the target sector goals and strategies for accelerated growth in living wage jobs, economic mobility and inclusion, high quality of life, traditional industry and advanced manufacturing, technology and entrepreneurship, hospitality and place-based tourism, craft beverages and food systems, and education, medicine, and other sciences.

The next steps included refining the Plan. The Focus Group participants would meet on September 18th from 3-5 p.m. to review draft action plans. The Executive Team led work groups and would refine and prioritize actions and set targets for the timeline and the Consultant Team would review results and prepare a report for Council. The Strategic Plan would be reviewed at the City Council Meeting on October 9th. At that time Council would adopt the Plan and provide next steps.

Mayor Hill commented on the quality work on the Strategic Plan. He noted that there were many phenomenal groups working in the community. He looked forward to doing annual planning with the Council in the future. He was proud of where the City was with the Plan.

Councilor Drabkin asked about the crossover; for example, developing the McMinnville brand. There were currently various entities that had been branding McMinnville. She asked what the approach was so that they were not repeating work that had already been done. City Manager Towery responded that instead of individually branding and marketing each organization, groups could come together to discuss if there was a common theme and visual representations that were important to repeat across the whole platform. There needed to be a coordinated branding effort. He gave the example of a coordinated branding activity, the current wayfinding project, and how common resources were being utilized.

Councilor Drabkin asked if there was redundancy that might be stagnating. City Manager Towery noted that part of the process was looking at where efforts were being duplicated. It was also important to find any gaps where

no one was focusing energy. A strong Strategic Plan would have objectives and initiatives that crossed over a variety of strategic areas.

Councilor Stassens stated that it was inspirational to hear how a support system was being provided for businesses. It was an area that was ripe for duplicating efforts and that could benefit from collaboration. She asked about the alternative revenue report from the League of Oregon Cities. Mr. Towery said the City had worked with the LOC to do an alternative revenue study. The LOC had submitted a draft that staff was refining and would present the findings to Council along with recommendations for areas to pursue.

Councilor Stassens asked about the organization health placeholder. Mr. Towery said a number of ideas that they were talking about were related to organization health. However, the Executive Team had yet to flesh out what that could mean.

Discussion ensued regarding crime prevention through environmental design.

Councilor Peralta thanked the City Manager and consultant for the work. He asked what the next steps were for pushing this out and communicating it as a plan for all of the stakeholders going forward. City Manager Towery stated that a recommendation was to create a committee that would be tasked with continuing to make recommendations to the various organizations that would be doing the work. That was one of the ways to establish priorities and continue the momentum. The focus had been on things that the City could take a leadership role on or to identify what the potential roles and responsibilities for other partners could be.

Councilor Garvin stated that reading through the slides he saw all of the hard work. One of the things that he noticed and thought would be good was the bite sized opportunities for Civic Leadership.

Council President Menke stated that it was a big project and this looked like a really big start.

Mr. Towery noted that well over 100 members of the community had been actively participating in this process.

6.

CONSENT AGENDA

- a. Consider approval of the minutes from the June 26, 2018 City Council Work Session and Regular Meeting.
- b. Consider OLCC limited on-premises license request from Cramoisi Vineyard LLC located at 2803 NE Orchard Avenue.

Councilor Drabkin MOVED to adopt the consent agenda as presented; SECONDED by Council President Menke. Motion PASSED unanimously.

7. RESOLUTIONS

- 7.a. Resolution No. **2018-45**: A Resolution Approving Three Exemptions to Public Contracting Rules for the Water Reclamation Facility Tertiary Treatment Expansion Project, pursuant to ORS 279C.345.

Community Development Director Bisset stated this Resolution had come to Council at the last meeting, however the proper exhibits had not been included. This Resolution approved exemptions related to the public contracting rules for the tertiary treatment expansion project. It included an exemption to allow Trojan Technologies to be specified for a UV system upgrade. He noted that there was a review process where proposals were solicited from competitors for this technology and Trojan Technologies was the highest rated proposal and had the lowest cost. Also included was an exemption related to the tertiary filters. The existing filters were built by Parkson and installed in 1995. They now had an Eco Wash modification to upgrade the filtration process to improve efficiency and reliability. The last exemption was for an actuator for the gates. As part of the last expansion project, they specified Rotorque Actuators and by standardizing to that particular piece of equipment, they could improve reliability, efficiency, and standardization of spare parts.

Councilor Peralta MOVED to adopt Resolution No. 2018-45; approving Three Exemptions to Public Contracting Rules for the Water Reclamation Facility Tertiary Treatment Expansion Project, pursuant to ORS 279C.345; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 7.a. Resolution No. **2018-51**: A Resolution amending the composition and scope of charge of the Affordable Housing Task Force.

Senior Planner Schauer stated that there were currently nine members represented on the Affordable Housing Task Force. One was a non-voting Planning Department representative. Staff recommended replacing that position with a voting citizen-at-large position. Staff also recommended broadening the scope of the charge of the Task Force to address a wider range of affordable housing, for citizens earning up to 120% of median income. At the August 22nd Affordable Housing Task Force meeting, the Task Force voted to recommend these changes. The change in composition would provide a broader representation and Planning Department staff would continue to support the Task Force. The scope of the charge currently was to make recommendations to encourage and increase access and construction of housing for citizens earning 80% or less of median income. The proposed change would expand the scope to citizens earning 120% or less of median income. Most state and federal programs typically addressed less than 80% of median income for their programs. There was a need to also address workforce housing that was 80% to 120% of median income and to evaluate new tools that included this income level. The 80% and above was an approximate income level earned by workers such as teachers, firefighters,

and nurses. The private sector was not building housing units for this demographic and home ownership was out of reach for many.

Council President Menke MOVED to adopt Resolution No. 2018-51; amending the composition and scope of charge of the Affordable Housing Task Force; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 7.b. Resolution No. **2018-52**: A Resolution appointing members to the Affordable Housing Task Force.

Senior Planner Schauer stated that there were several vacancies on the Affordable Housing Task Force (Elisa Hui and Jeff Sargent). The recommendation from the Task Force was to appoint Massey Casper, Housing Authority of Yamhill County, and Mary Stern, McMinnville Area Habitat for Humanity, to the two vacant “Non-profit/Housing” positions.

Councilor Peralta stated that these were two great appointments. He asked about getting more involvement from the policy makers at the County. Councilor Drabkin stated that the County was involved on the Housing for Homeless subcommittee. There was a County Commissioner who was engaged and had done a lot of work on the Task Force as well.

Council Stassens MOVED to adopt Resolution No. 2018-52; appointing members to the Affordable Housing Task Force; SECONDED by Councilor Garvin. Motion PASSED unanimously.

8. **ORDINANCE**

Ordinance No. **5058**: An Ordinance amending the Comprehensive Plan Map designation from Industrial to Residential on an existing property and lot of record, and rezoning said property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential).

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

City Attorney David Koch read by title only Ordinance No. 5058.

Senior Planner Darnell presented the staff report. He discussed the site location for the request to amend the Comprehensive Plan Map designation from Industrial to Residential and rezoning the property from M-1 to R-4. He reviewed the applicable review criteria:

Section 17.74.020

A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.

Chapter V – Housing and Residential Development

- Goal V 1: To promote development of affordable, quality housing for all city residents.

- Policy 58.00: City land development ordinances shall provide opportunities for development of a variety of housing types and densities.
- Policy 68.00: The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center and to those areas where urban services are already available before committing alternate areas to residential use.
- Deficit of Residential land and surplus of Industrial land
- 2013 Economic Opportunities Analysis:

Figure 26. Comparison of Land Demand to Supply (2013-33)

Acres by Plan Designation			
	Commercial	Industrial	Total Comments
Vacant Land Demand			Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6 Commercial retail & service need
Industrial	-	145.1	145.1 Manufacturing & related sectors
Institutional	2.2	8.0	10.2 62% of need w/per job method
Totals	166.8	153.2	319.9 Employment land demand
Available Land Supply			Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0 Revised per BLI update 7/13
Surplus/(Deficit)	(35.8)	235.9	200.1 As of 2033 forecast year

Notes: All acreage figures are rounded to nearest 1/10th of an acre.

Source: E. D. Hovee & Company, LLC.

- Deficit of Residential land and surplus of Industrial land
- 2001 Buildable Lands Inventory:

Table B-11: Year 2020 McMinnville Housing and Buildable Land Needs By Type and Zone Based on Actual Development 1988-1997							
Type	Mix ¹	Population Increase ²	Density ³	Household Size ⁴	Occupancy rate ⁵	DUP	Needed Acres ⁷
Single Family	59%	15,237	5.0	24	95%	3,915	785
Multifamily	19%	15,237	22.2	24	95%	1,294	58
Manufactured Housing	22%	15,237	6.2	24	95%	1,474	238
Totals	100%		6.2			6,683	1,082
Zone	Mix ¹	Population Increase ²	Density ³	Household Size ⁴	Occupancy rate ⁵	DUP	Needed Acres ⁷
R1	15%	15,237	3.9	24	95%	995	257
R2	41%	15,237	6.4	24	95%	2,762	432
R3	20%	15,237	5.8	24	95%	1,337	231
R4	24%	15,237	9.8	24	95%	1,589	162
Totals⁶	100%		6.2			6,683	1,082

Section 17.74.020

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.

Policy 71.13 includes factors to serve as criteria in determining areas appropriate for high-density residential development:

1. Areas which are not committed to low or medium density development.
2. Areas which can be buffered by topography, landscaping, collector or arterial streets, or intervening land uses from low density residential areas in order to maximize the privacy of established low density residential areas.
3. Areas which have direct access from a major collector or arterial street.
4. Areas which are not subject to development limitations.
5. Areas where the existing facilities have the capacity for additional development.
6. Areas within a one-half mile wide corridor centered on existing or planned public transit routes.
7. Areas within one-quarter mile from neighborhood and general commercial shopping centers.
8. Areas adjacent to either private or public permanent open space.

Mr. Darnell reviewed the factors being achieved:

- Not committed to low density development.
- Not subject to development limitations.
- Existing facilities have capacity for development.
- Within one-quarter mile of transit service.
- Within one-quarter mile of commercially zoned property.

He then reviewed the factors not being achieved:

- Buffering from low density residential.
- Access to major collector or major arterial (McDaniel is a minor collector).
- Adjacency to public or private open space.

Policy 91.00: Multiple-family housing developments, including condominiums, boarding houses, lodging houses, rooming houses but excluding campus living quarters, shall be required to access off of arterials or collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development.

Policy 92.01: High-density housing shall not be located in undesirable places such as near railroad lines, heavy industrial uses, or other potential nuisance areas unless design factors are included to buffer the development from the incompatible use.

There were suggested conditions to meet Comprehensive Plan locational factors and multiple-family development policies.

In response to the factor requiring buffering from adjacent low density residential (Policy 71.13):

- Landscaped buffer (10') along west property line with no improvements encroaching.
- Increased setbacks based on proposed building height.

In response to buffering from undesirable features in the railroad corridor (Policy 92.01):

- Landscape buffer (20') along the south property line with no improvements encroaching, except the trash enclosure.

Councilor Drabkin was contacted by an adjacent property owner who was concerned about the setbacks and building height. City Attorney Koch said that issue should not have been brought up to Councilor Drabkin and he suggested she not consider anything that was brought to her related to this application. There was some testimony in that regard at the Planning Commission meeting.

Senior Planner Darnell said the Planning Commission recommended a condition that there would be an increased separation if the building height exceeded the height that was allowed in the single family residential zone. The applicant did provide a concept plan of the intended development of the site, however it was not binding.

There were suggested conditions to meet Comprehensive Plan locational factors and multiple-family development policies.

- In response to the factor requiring open space (Policy 71.13):
- Dedicated, contiguous open space within site equivalent to 7% of site area (3,048 square feet).
- Minimum dimension of the open space area will be 15 feet to ensure the space is truly contiguous.

Section 17.74.020

C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

- Engineering Department and utility providers have no concerns with providing adequate services to the site to support higher density development
- Traffic Impact Analysis and Transportation Planning Rule (TPR) Analysis
 - TPR Analysis compared proposed development against development currently allowed under current zoning

Traffic analysis findings were reviewed. There would be none or very minimal increased delays at the surrounding intersections and there would be no changes to the level of service.

The Traffic Impact Analysis assumed development of 24 apartment units. The maximum allowable density under the R-4 zoning would allow up to 29 apartment units. There was a suggested condition of approval to include a trip cap based on the maximum number of average daily trips analyzed in the Traffic Impact Analysis (176 ADT).

Regarding the testimony received, there was one written comment and three residents who testified at the Planning Commission hearings. The main concern was the building height of three story apartment buildings from adjacent property owners. There were also concerns about loss of privacy and increased traffic and noise. Staff thought the traffic analysis showed there were minimal impacts to the surrounding street network. There were conditions of approval included to provide dense evergreen screening and buffering between adjacent residential uses and increased setback requirements if the buildings were proposed to be taller than 35 feet (maximum height in low density zones). Staff and the Planning Commission recommended approval of the ordinance.

There was discussion regarding how the rezone would allow the buildings to be 60 feet high and how the setbacks would be increased if the applicant proposed to build to that height.

Council President Menke MOVED to pass Ordinance No. 5058 to a second reading; SECONDED by Councilor Peralta. Motion passed unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5058.

Council President Menke MOVED to approve Ordinance No 5058 amending the Comprehensive Plan Map designation from Industrial to Residential on an existing property and lot of record, and rezoning said property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential); SECONDED by Councilor Stassens. Ordinance No. 5058 PASSED by a unanimous roll call vote.

9. **ADVICE/ INFORMATION ITEMS**

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

Council President Menke attended the SEDCOR awards ceremony. She had an opportunity to hand out awards at the Library.

Councilor Stassens announced that the next meeting for MURAC would be the first Wednesday in October.

Councilor Drabkin shared that the Housing for Homeless subcommittee was looking at bringing in outside support.

b. **Department Head Reports**

Police Chief Scales shared that the Police Department would be providing active shooter training at Patton Middle School.

Finance Director Baragary gave an update on the 2017-18 fiscal year results. It appeared the City would end up with a 28-29% reserve at the end of the fiscal year. Expenditures would be 3% less than anticipated. Audited financial statements for 2017-18 and assessed property values for 2018-19 would be provided to Council in January.

Planning Director Richards shared that the code compliance officer positions had been filled. They were working with the Police Department on the transition.

City Manager Towery stated that there would be a screening of Red, Black, and White, a documentary about the wine industry, on Thursday at Linfield College. He would be traveling to Baltimore for the ICMA Conference on September 22 and should be back on September 27.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:44 p.m.

Melissa Grace, City Recorder



City of McMinnville
City Attorney's Office
230 NE Second Street
McMinnville, OR 97128
(503) 434-7303

www.mcminnvilleoregon.gov

MEMORANDUM

DATE: November 27, 2018
TO: Jeff Towery, City Manager
FROM: David Koch, City Attorney
SUBJECT: Recology – Rate Adjustment; Rate Review Study

Council Goals:

Manage and Plan to Meet Demand for City Services; Promote Sustainable Growth and Development.

Report in Brief:

On November 28, 2017, the City Council adopted Resolution No. 2017-69, which authorized Recology Inc., the City's exclusive franchisee for the collection of solid waste, to make an out-of-calendar rate adjustment of 10%, related to the diversion of solid waste away from the Riverbend landfill in Yamhill County. The Resolution included a provision that "no further rate adjustments shall be submitted with an effective date prior to July 1, 2019."

Since the passage of Resolution 2017-69, there have been significant and unforeseen disruptions in the global recycling markets that have substantially increased the costs for Recology to handle and process recycled materials. For example, the value for mixed recycling has transitioned from a positive value of \$10/ton to a negative value of \$70/ton. Although rates have now stabilized, the "new normal" has resulted in rate surcharges in more than 34 surrounding communities in the past year.

On October 8, 2018, Recology submitted a formal request to the City for consideration of an out-of-calendar rate adjustment of 10.47%, to be effective January 1, 2019, which included a 5.70% adjustment related to unanticipated increased costs of handling recycling materials, and a 4.77% rate increase related to cost-of-living increases. Recology's request was presented to the Council during its work session on November 13, 2018.

Under the terms of the Franchise Agreement, the City may conduct a review of Recology's Revenue and Allowable Expenses for the purpose of reviewing the reasonableness of rates charged by Recology for services provided under the Agreement. Representatives from the City and Recology agree that a rate review study would be beneficial at this time, and recommend that such a review be conducted after Recology's 2018 financial statements are available in March 2019.

Due to the significant disruptions that have occurred in the past year to the global recycling markets, City staff recommends that the Council consider and approve partial out-of-calendar

rate adjustment of 5%, to be effective January 1, 2019, and that the remainder of the request should be considered following the completion of an appropriate rate review study.

Attachments:

Recology Rate Review Packet and Proposal, dated October 8, 2018.

Recommendation:

Approve Resolution 2018-61.



Mr. Jeff Towery
City Manager
City of McMinnville
230 E. 2nd St.
McMinnville, OR 97128

October 8th, 2018

Dear Jeff:

Thank you for the opportunity to present this modified rate request for Recology Western Oregon. The information we are providing is to ensure that we continue to have a robust and sustainable recycling program for McMinnville now and into the foreseeable future.

The calculated projections indicate our operating ratio will be outside the Operating Ratio Range of 85% to 91% detailed in our Franchise Agreement. To bring us back to the Target Operating Ratio of 88%, we are requesting an adjustment of 10.47%. There are two aspects driving this adjustment:

- 1) 2018 has proven to be a challenging year with the continued stressors presented by the China National Sword program and the resulting prolonged impacts on exports. Markets have stabilized, with a "new normal" at a level far below previous rate declines. Value for mixed recycling has moved from a positive \$10/ton to a negative \$70/ton. Many communities in Oregon have added rate surcharges or made significant changes to their programs. We are committed to doing everything possible to keep our programs operational and effective. However, the cost to recycle has increased and is responsible for 5.7% of this request.
- 2) As you may recall, in late 2017 the Council requested that we move waste disposal away from our community. We constructed a \$1.6 million transfer station to fulfill this directive. The 10% increase to complete this was a heavy lift for the Council and we understood this. We assured staff and the Council we would hold off on any rate request in calendar 2018 to facilitate this commitment to McMinnville, its residents and the quality of life desired by all who live here. Changes in the cost of doing business are typically accounted for with annual CPI-based adjustments. Due to the phased-in adjustments for the yard debris & glass collection program in 2016 and 2017, as well as the transfer station in 2018, the most recent request for a CPI increase was in July of 2015. These costs represent 4.77% of this request.

Under this proposal we will carry these costs and the recycling impacts for nearly 18 months, as we are committed to forego any further adjustments until July of 2020.

This change would mean that for a customer with a 32 gallon roll-cart for trash and weekly service, the increase of \$2.57 would bring their rate to \$27.12/month. For a customer with a 96 gallon roll-cart for trash and every other week service, the increase of \$2.79 would bring their rate to \$29.41/month.

We remain excited about the opportunity to partner with McMinnville to be the sustainability leader in beautiful wine country. Please let me know if you have any questions or need more information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Carl Peters', written over a light blue horizontal line.

Carl Peters
General Manager

Recology Western Oregon - Valley Inc.
(A Wholly - Owned Subsidiary of Recology Inc.)

Financial Statements

December 31, 2017
(With Independent Accountant's Review Report)



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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Recology Western Oregon - Valley Inc.
McMinnville, Oregon

We have reviewed the accompanying financial statements of Recology Western Oregon - Valley Inc., which comprise the balance sheet as of December 31, 2017 and the related statements of earnings and stockholder's investment and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The supplementary information included in the Schedule of Expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Armanino LLP
Armanino^{LLP}
San Ramon, California

March 23, 2018

An independent firm associated with
Moore Stephens International Limited
MOORE STEPHENS

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Balance Sheet

December 31, 2017

Assets

Current assets:

Accounts receivable, net of allowance for doubtful accounts of \$51,684	\$ 1,686,368
Prepaid expenses	<u>66,085</u>
Total current assets	<u>1,752,453</u>

Property and equipment:

Machinery and equipment	2,341,392
Less accumulated depreciation	<u>(2,253,458)</u>
Property and equipment, net	<u>87,934</u>
Total assets	<u>\$ 1,840,387</u>

Liabilities and Stockholder's Investment

Current liabilities:

Accounts payable	\$ 69,333
Accrued liabilities	354,812
Deferred revenues	<u>976,685</u>
Total current liabilities	<u>1,400,830</u>

Other liabilities

Due to parent	<u>22,125</u>
Total other liabilities	<u>22,125</u>

Stockholder's investment, net	<u>417,432</u>
Total liabilities and stockholder's investment	<u>\$ 1,840,387</u>

See accompanying notes to financial statements and independent accountant's review report.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Statement of Earnings and Stockholder's Investment

For the Year Ended December 31, 2017

		<u>Percent</u>
Revenues	\$ 11,947,046	100.0
Cost of operations		
Disposal costs	1,533,008	12.8
Labor costs	2,212,237	18.5
Operational expenses	5,539,951	46.4
Total cost of operations	9,285,196	77.7
 Gross profit	 2,661,850	 22.3
 General and administrative expenses	 1,884,243	 15.8
Earnings from operations	777,607	6.5
Other income		
Interest income	12,079	0.1
Gain on asset disposal	2,012	0.0
	14,091	0.1
 Net earnings	 791,698	 6.6
 Stockholder's investment, net, beginning of year	 261,723	
Net distributions to parent and affiliates	(635,989)	
Stockholder's investment, net, end of year	\$ 417,432	

See accompanying notes to financial statements and independent accountant's review report.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Statement of Cash Flows

For the Year Ended December 31, 2017

Cash flows from operating activities:

Net earnings	\$ 791,698
Adjustments to reconcile net earnings to net cash provided by operating activities:	
Depreciation	26,864
Gain on sale of equipment	(2,012)
Provision for bad debts	84,511
Changes in assets and liabilities:	
Accounts receivable	(487,038)
Prepaid expenses	(1,860)
Due to parent	143,405
Accounts payable	50,124
Accrued liabilities	(5,900)
Deferred revenues	100,476
Net cash provided by operating activities	<u>700,268</u>

Cash flow used in investing activities:

Property and equipment funded by parent	<u>(66,291)</u>
-----------------------------------------	-----------------

Cash flows used in financing activities:

Net contributions from parent and affiliates	<u>(633,977)</u>
Net change in cash	-
Cash, beginning of year	-
Cash, end of year	<u>\$ -</u>

See accompanying notes to financial statements and independent accountant's review report.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(1) Accounting Policies

(a) Organization

Recology Oregon Waste - Valley Inc. (the "Company"), is a wholly - owned subsidiary of Recology Oregon Inc., which is a wholly - owned subsidiary of Recology Inc. (the "Parent" or "Recology"), which in turn is wholly - owned by the Recology Employee Stock Ownership Plan (the "Recology ESOP" or the "ESOP").

(b) Revenue Recognition and Accounts Receivable

The Company recognizes revenue on an accrual basis when services are performed. Deferred revenues primarily consist of revenues billed in advance that are recorded as revenue in the period in which the related services are rendered. The majority of the Company's revenue is subject to rate regulation by the municipalities in which it operates.

The Company's receivables are recorded when billed and represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions and other factors.

(c) Property and Equipment

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straight-line basis over the estimated useful lives of assets as follows:

	<u>Estimated useful lives</u>
Buildings	20-40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6-8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense on the above amounted to \$26,864 for the year ended December 31, 2017. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(1) Accounting Policies (continued)

(d) Environmental Remediation Liabilities

The Company accrues for environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than any other, the low end of such ranges is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. All estimates require assumptions about future events due to a number of uncertainties, including the nature and extent of any contamination, the appropriate remedy or remedies, the final apportionment of responsibility among the potentially responsible parties, if any are identified, the financial viability of other potentially responsible parties, and regulatory agency requirements. Thus, actual costs incurred may differ from the Company's initial estimate. These estimates do not take into account discounts for the present value of total estimated future costs, as the timing of cash payments is not reliably determinable. The Company regularly evaluates the recorded liabilities when additional information becomes available or regulatory changes occur to ascertain whether the accrued amounts are accurate. The Company does not recognize recoverable amounts from other responsible parties or insurance carriers until receipt is deemed probable. No environmental liabilities were accrued at December 31, 2017.

(e) Impairment of Long-Lived Assets

The Company's policy is to review estimated undiscounted future cash flows and other measures of asset value for its operations when events or changes in circumstances indicate the carrying value of an asset may not be fully recoverable. If an asset is deemed impaired, a loss is recognized.

During the year ended December 31, 2017, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

(f) Income Taxes

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified Subchapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole stockholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated any income tax expense to the Company.

The Company recognizes income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(1) Accounting Policies (continued)

(f) Income Taxes (continued)

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2017, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

(g) Cash Concentration Account

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account, so that at the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

(h) Allocations

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

(i) Use of Estimates

Management of the Company has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. The more significant estimates requiring the judgment of management include the valuation of the allowance for doubtful accounts and accrued franchise fees. Actual results could differ from those estimates.

(j) Stockholder's Investment

The Company has 1,000 shares of common stock authorized and 500 shares issued and outstanding with no par value as of December 31, 2017. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

(k) Fair Value of Financial Instruments

The carrying amounts reported in the balance sheet of the assets and liabilities, which are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities), approximate their fair value based upon current market indicators.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(2) Operations

The Company collects refuse and recyclables in the City of McMinnville and surrounding municipalities in Yamhill and Polk Counties. The Company's refuse collection rates are set by these municipalities. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenues and expenses are recognized.

During the year ended December 31, 2017, the Company disposed of the yard debris and other recyclable commodities collected by its operations at a material recovery and composting facility owned and operated by an affiliate.

(3) Commitments and Contingencies

Substantially all of the assets of the Company are pledged to secure obligations of the Parent. The Company, along with the Parent and the Parent's wholly - owned subsidiaries, has guaranteed the repayment, on a joint and several basis, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires on April 21, 2022. At September 30, 2017, there was no outstanding balance on the Parent's Revolving Credit Agreement and there were standby letters of credit issued for \$182.4 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit Agreement.

The Company, along with the Parent and the Parent's wholly - owned subsidiaries, has guaranteed the payment of amounts owed to unrelated third parties, which provided the equipment financing to affiliates of the Company. The affiliates are obligated to the unrelated third parties with various expiration dates through June 2024. At September 30, 2017, the outstanding principal on the financed equipment recorded by the affiliates was \$62.7 million.

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(4) Property and Equipment Obligations

The Company has cancelable agreements with an affiliate whereby it pays for the use of certain operating equipment. Future annual payments for continued use of the property and equipment, and in aggregate, as of December 31, 2017 are as follows:

Year ending December 31:

2018	\$ 733,823
2019	665,459
2020	467,262
2021	467,208
2022	447,217
Thereafter	<u>696,151</u>
Total Payments	<u>\$3,477,120</u>

Rental expense for the year ended December 31, 2017 was \$749,301 including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the equipment lease agreement with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(5) Transactions with Related Parties

During the year ended December 31, 2017, operating and other expenses of the Company included allocated charges from the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and allocated based on specific activities. The allocated charges are as follows:

Parent:

Health insurance	\$ 6,779
Worker's compensation	41,829
401(k) employer portion	25,088
General and vehicle insurance	<u>140,000</u>
	<u>213,696</u>

Affiliates:

Collection revenue	(733,338)
Freight	-
Rental of equipment	600,530
Property rental	12,540
Disposal costs	1,020,589
Processing fees	800,585
General and administration allocation	1,075,233
Truck and garage	906,716
Regional management and accounting fees	<u>369,939</u>
	<u>4,052,794</u>

Total	<u>\$ 4,266,490</u>
-------	---------------------

During the year ended December 31, 2017, amounts due from or payable to Parent and affiliates were accumulated by the Company and, as of the Parent's fiscal year-end, September 30, 2017, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to Parent or affiliates are presented as a financing activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2017 to December 31, 2017, the net amount was not settled by way of capital contributions or distributions.

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

(6) Employee Stock Ownership Plan

In 1986, the Parent established an employee stock ownership plan and trust, which purchased all of the Parent's outstanding stock. The ESOP is a noncontributory plan that covers substantially all of the employees of the Company and other Recology subsidiaries. Employees, except under certain conditions, become fully vested after a requirement of three years of service. No vesting occurs until the full service requirement is satisfied.

The Parent's common stock is not traded on an established market. Presently, all shares are held by the ESOP. All distributions will be made from the ESOP in cash, which is received from Recology, or shares, subject to immediate repurchase by Recology. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump-sum, equal annual installments over a period generally not to exceed five years, or a combination of the foregoing, generally as determined by the ESOP Administrative Committee (the Committee). The Committee also generally determines the timing and manner of distributions, subject to the following limitations: (i) in the event of a participant's retirement, disability, or death, distribution must begin prior to September 30 of the plan year following the plan year in which employment terminates; and (ii) if a participant's employment terminates for any other reason, distribution must begin prior to September 30 of the sixth plan year following the plan year in which employment terminates, although the Committee may further defer distributions that are not attributable to post-1986 shares until the participant reaches the age that he or she would be required to reach in order to qualify for retirement under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year. The cash distributions are based upon the appraised value of Recology stock and other assets, if any, as of the most recent valuation of the participant's account.

The Parent makes contributions to the ESOP to make benefit payments to eligible participants under the Plan.

(7) Subsequent Events

The Company has evaluated its subsequent events through March 23, 2018, which is the date the financial statements were available for issuance. As a result of the evaluation, the Company is not aware of any modifications that should be made to these financial statements for them to be in conformity with generally accepted accounting principles.

SUPPLEMENTARY INFORMATION

RECOLOGY WESTERN OREGON - VALLEY INC.

(A Wholly - Owned Subsidiary of Recology Inc.)

Schedule of Expenses

For the Year Ended December 31, 2017

Operational expenses	
Contract labor	\$ 4,435
Depreciation	26,864
Franchise fees	295,825
Fuel	495,623
Insurance	140,000
Supplies	74,371
Operational lease expense	749,301
Recycling processing costs	800,585
Repair and maintenance	1,702,231
Taxes and licenses	201,618
Yard debris funding	1,020,589
Other operational expenses	<u>28,509</u>
Total operational expenses	<u>\$ 5,539,951</u>

General and administrative expenses	
General administration allocation	\$ 1,075,233
Regional management and accounting fees	369,939
Advertising and promotion	4,151
Bad debt	84,511
Contributions	24,555
Billing services	70,243
Dues and subscriptions	16,629
Education and training	7,898
Bank service charges	43,954
Meals and entertainment	6,801
Office supplies	18,710
Postage	16,495
Professional services	32,745
Telephone	94,151
Travel	13,551
Other administration	<u>4,677</u>
Total general and administrative expenses	<u>\$ 1,884,243</u>

See independent accountant's review report.

Recology Western Oregon - Valley 2017 Results of Operations and 2018-19 Projections



	RWO - Valley Total			City of McMinnville		
	2017 Calendar Year Actual	2018-19 Projected Rate Year	Allocation Method	2017 Calendar Year Actual	Adjustments and Projected Changes	2018-19 Projected Rate Year
REVENUE				Rate Adj. % >>>	10.47%	
Collection Services - Residential	\$ 5,684,474	\$ 6,307,743	Actual	\$ 2,947,888	\$ 560,099	\$ 3,507,987
Collection Services - Commercial	\$ 3,146,328	\$ 3,572,346	Actual	\$ 2,115,565	\$ 401,957	\$ 2,517,523
Collection Services - Debris Box	\$ 1,165,333	\$ 1,263,584	Actual	\$ 641,000	\$ 100,399	\$ 741,400
COLLECTION SERVICES:	\$ 9,996,135	\$ 11,143,674	Actual	\$ 5,704,454		\$ 6,766,909
Proposed Rate Adjustment			Actual		\$ 708,495	\$ 708,495
Revenue - DB Disposal	\$ 615,903	\$ 639,222	Actual	\$ 377,491	\$ 119,088	\$ 496,579
Revenue - Medical Waste	\$ 140,443	\$ 144,683	Actual	\$ 121,260	\$ 4,695	\$ 125,956
Revenue - Other (fees & related)	\$ 28,887	\$ 32,915	Actual	\$ 13,604	\$ 2,450	\$ 16,054
Non-Franchised Revenue	\$ 1,165,678	\$ 1,375,189	Actual	\$ -	\$ -	\$ -
Total Revenue	\$ 11,947,046	\$ 13,335,683		\$ 6,216,809	\$ 1,897,184	\$ 8,113,993
LABOR EXPENSES						
Operational Personnel	\$ 1,551,932	\$ 1,583,000	Labor Hours	\$ 600,140	\$ 12,014	\$ 612,155
Payroll Taxes	\$ 132,335	\$ 134,984	Labor Hours	\$ 51,175	\$ 1,024	\$ 52,199
Medical Insurance	\$ 332,663	\$ 341,777	Labor Hours	\$ 128,643	\$ 3,524	\$ 132,167
Other Benefits	\$ 195,307	\$ 201,480	Labor Hours	\$ 75,526	\$ 2,387	\$ 77,913
Total Labor Expense	\$ 2,212,237	\$ 2,261,241		\$ 855,484	\$ 18,950	\$ 874,434
DISPOSAL						
Disposal Charges - Outside Source	\$ 1,468,832	\$ 638,377	Vessel Weights	\$ 750,645	\$ (750,645)	\$ -
Disposal Charges - Inter-Company		\$ 1,446,654	Vessel Weights	\$ -	\$ 1,446,654	\$ 1,446,654
Yard Debris/wood & Other Funding	\$ 1,020,589	\$ 1,084,304	Program	\$ 946,710	\$ 59,103	\$ 1,005,813
Medical Waste & Supplies	\$ 64,176	\$ 64,500	Med. Waste	\$ 55,671	\$ 281	\$ 55,952
Total Disposal Expense	\$ 2,553,597	\$ 3,233,835		\$ 1,753,026	\$ 755,394	\$ 2,508,419
OPERATIONAL EXPENSES						
Fuel	\$ 275,615	\$ 313,926	Franchised Labor	\$ 141,501	\$ 19,669	\$ 161,170
Repairs and Maintenance	\$ 1,336,888	\$ 1,377,481	Franchised Labor	\$ 686,358	\$ 20,840	\$ 707,199
Business Taxes and PUC	\$ 143,847	\$ 147,019	Franchised Labor	\$ 73,851	\$ 1,629	\$ 75,480
Franchise Fees	\$ 295,825	\$ 413,373	Actual	\$ 176,364	\$ 229,336	\$ 405,700
Supplies & Uniforms	\$ 27,599	\$ 28,188	Labor Hours	\$ 10,673	\$ 228	\$ 10,900
Operational Supplies/Safety	\$ 46,772	\$ 46,797	Labor Hours	\$ 18,087	\$ 10	\$ 18,097
Contract Labor	\$ 4,435	\$ -	Labor Hours	\$ 1,715	\$ (1,715)	\$ -
Depreciation and Amortization	\$ -	\$ -	Franchised Labor	\$ -	\$ -	\$ -
Operational Lease and Rent	\$ 686,008	\$ 825,852	Franchised Labor	\$ 352,197	\$ 71,796	\$ 423,992
Insurance Expense	\$ 140,000	\$ 150,690	Labor Hours	\$ 54,139	\$ 4,134	\$ 58,273
Recycling Expense	\$ 800,585	\$ 1,258,777	Recycling	\$ 482,412	\$ 276,095	\$ 758,507
Purchase Recyclables	\$ -	\$ -	Recycling	\$ -	\$ -	\$ -
Operational Lease and Rent - N/F	\$ 63,293	\$ 63,972	Actual	\$ -	\$ -	\$ -
Fuel - Non-Franchised (N/F)	\$ 220,008	\$ 250,590	Actual	\$ -	\$ -	\$ -
Repairs and Maintenance - N/F	\$ 365,343	\$ 347,076	Actual	\$ -	\$ -	\$ -
Business Taxes and PUC - N/F	\$ 57,771	\$ 60,000	Actual	\$ -	\$ -	\$ -
Depreciation and Amortization N/F	\$ 26,864	\$ 13,426	Actual	\$ -	\$ -	\$ -
Other Operational	\$ 28,509	\$ 17,212	Labor Hours	\$ 11,025	\$ (4,369)	\$ 6,656
Total Operations Expense	\$ 4,519,362	\$ 5,314,379		\$ 2,008,321	\$ 617,652	\$ 2,625,973
SUBTOTAL	\$ 2,661,850	\$ 2,526,227		\$ 1,599,979	\$ 505,189	\$ 2,105,167
ADMINISTRATIVE EXPENSES						
Management Services	\$ 369,939	\$ 400,070	Computed	\$ 186,504	\$ 56,916	\$ 243,420
Administrative Services	\$ 1,063,704	\$ 1,200,211	Computed	\$ 559,513	\$ 170,747	\$ 730,259
Non-Admin. Labor	\$ 11,529	\$ 10,601	Franchised Labor	\$ 5,919	\$ (477)	\$ 5,442
Office Supplies	\$ 18,710	\$ 18,803	Customers	\$ 8,866	\$ 44	\$ 8,910
Postage	\$ 16,495	\$ 16,966	Customers	\$ 7,816	\$ 223	\$ 8,039
Billing services	\$ 70,243	\$ 72,713	Customers	\$ 33,284	\$ 1,171	\$ 34,455
Dues and Subscriptions	\$ 16,629	\$ 17,112	Customers	\$ 7,880	\$ 229	\$ 8,108
Telephone	\$ 94,151	\$ 96,300	Customers	\$ 44,613	\$ 1,018	\$ 45,632
Bank Service Charges	\$ 43,954	\$ 45,064	Customers	\$ 20,827	\$ 526	\$ 21,353
Professional fees	\$ 32,745	\$ 23,394	Customers	\$ 15,516	\$ (4,431)	\$ 11,085
Travel	\$ 13,551	\$ 13,858	Customers	\$ 6,421	\$ 145	\$ 6,566
Advertising and Promotions	\$ 4,151	\$ 4,645	Customers	\$ 1,967	\$ 234	\$ 2,201
Business Meals & Entertainment	\$ 6,801	\$ 7,018	Customers	\$ 3,223	\$ 103	\$ 3,326
Education & Training	\$ 7,898	\$ 10,300	Customers	\$ 3,742	\$ 1,138	\$ 4,881
Contributions	\$ 24,555	\$ 25,225	Customers	\$ 11,635	\$ 318	\$ 11,953
Bad Debt	\$ 84,511	\$ 93,807	Customers	\$ 40,045	\$ 4,405	\$ 44,450
Other Administrative	\$ 4,677	\$ 4,923	Customers	\$ 2,216	\$ 117	\$ 2,333
Total Admin Expense	\$ 1,884,243	\$ 2,061,011		\$ 959,989	\$ 232,425	\$ 1,192,414
EARNINGS FROM OPERATIONS	\$ 777,607	\$ 465,217		\$ 639,990	\$ 272,764	\$ 912,754
Interest Income	\$ 12,079	\$ (12,883)	Not Allocated	\$ -	\$ -	\$ -
Loss on Asset Disposal	\$ 2,012	\$ -	Not Allocated	\$ -	\$ -	\$ -
NET INCOME BEFORE TAX	\$ 791,698	\$ 478,100		\$ 639,990	\$ 272,764	\$ 912,754
Operating Margin	6.63%	3.59%		10.29%	10.47%	11.25%
Calculated Operating Ratio	93.12%	96.20%		89.21%	\$ -	88.00%

2017 Results of Operations and 2018-19 Projections



	RWO - Valley Total			City of McMinnville		
	2017 Calendar Year Actual	2018-19 Projected Rate Year	Allocation Method	2017 Calendar Year Actual	Adjustments and Projected Changes	2018-19 Projected Rate Year
Allocation Data:						
Revenue (All RWO-VAL)	\$ 11,947,046	\$ 13,335,683		\$ 6,216,809		\$ 8,113,993
Revenue Percent	100.00%	100.00%		52.04%		60.84%
Labor Hours	100.00%	100.00%		38.67%		38.67%
Disposal - Outside Source	100.00%	100.00%		51.10%		0.00%
Disposal - Inter-Company	100.00%	100.00%		100.00%		100.00%
Recycling	100.00%	100.00%		60.26%		60.26%
Customer Count	100.00%	100.00%		47.38%		47.38%
Yard Debris	100.00%	100.00%		92.76%		92.76%
Medical Waste	100.00%	100.00%		86.75%		86.75%
Franchised Labor	100.00%	100.00%		51.34%		51.34%
Operating Ratio Calculation						
Total Expenses:						
Total Labor	\$ 2,212,237	\$ 2,261,241		\$ 855,484		\$ 874,434
Total Disposal	\$ 2,553,597	\$ 3,233,835		\$ 1,753,026		\$ 2,508,419
Total Operational	\$ 4,519,362	\$ 5,314,379		\$ 2,008,321		\$ 2,625,973
Total Administrative	\$ 1,884,243	\$ 2,061,011		\$ 959,989		\$ 1,192,414
Total	\$ 11,169,439	\$ 12,870,467		\$ 5,576,819		\$ 7,201,240
Less Non Allowable Expenses:						
Interest on Purchase of routes	\$ -	\$ -		\$ -		\$ -
Contributions	\$ (24,555)	\$ (25,225)		\$ (11,635)		\$ (11,953)
Amortization	\$ -	\$ -				
Less "Pass Through Expenses:						
Franchise Fees	\$ (295,825)	\$ (413,373)		\$ (176,364)		\$ (405,700)
Allowable Expenses	\$ 10,849,059	\$ 12,431,869		\$ 5,388,820		\$ 6,783,587
Revenue						
Revenue	\$ 11,947,046	\$ 13,335,683		\$ 6,216,809		\$ 8,113,993
Less "Pass Through Expenses:						
Franchise Fees	\$ (295,825)	\$ (413,373)		\$ (176,364)		\$ (405,700)
Revenue (net of Pass Through)	\$ 11,651,221	\$ 12,922,310		\$ 6,040,445		\$ 7,708,294
Operating Ratio:						
Allowable Expenses divided by	\$ 10,849,059	\$ 12,431,869		\$ 5,388,820		\$ 6,783,587
Revenue (net of Pass Through)	\$ 11,651,221	\$ 12,922,310		\$ 6,040,445		\$ 7,708,294
Calculated Operating Ratio	93.12%	96.20%		89.21%	proposed adjustment 10.47% \$ -	88.00%

RESOLUTION NO. 2018-61

A Resolution approving an out-of-calendar rate adjustment for Recology Inc., of 5% for solid waste services, and requiring completion of a rate review study.

RECITALS:

On November 28, 2017, the City Council adopted Resolution No. 2017-69, which authorized Recology Inc., the City's exclusive franchisee for the collection of solid waste, to make an out-of-calendar rate adjustment of 10%, related to the diversion of solid waste away from the Riverbend landfill in Yamhill County. The Resolution included a provision that "no further rate adjustments shall be submitted with an effective date prior to July 1, 2019."

Since the passage of Resolution 2017-69, there have been significant and unforeseen disruptions in the global recycling markets that have substantially increased the costs for Recology to handle and process recycled materials. For example, the value for mixed recycling has transitioned from a positive value of \$10/ton to a negative value of \$70/ton.

On October 8, 2018, Recology submitted a formal request to the City for consideration of an out-of-calendar rate adjustment of 10.47%, to be effective January 1, 2019, which included a 5.7% adjustment related to the increased costs of handling recycling materials. Recology's request was presented to the Council during its work session on November 13, 2018.

Under the terms of the Franchise Agreement, the City may conduct a review of Recology's Revenue and Allowable Expenses for the purpose of assessing the reasonableness of rates charged by Recology for services provided under the Agreement.

The Council finds that a portion of the Recology proposal is reasonable and in the public interest to be effective January 1, 2019, and that the remainder of the request should be considered following an appropriate rate review study.

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

1. Recology, Inc., is permitted to make an out-of-calendar rate adjustment of not more than 5%, to be effective January 1, 2019.
2. The City will conduct a rate review study for the purpose of reviewing the reasonableness of proposed additional rate adjustments proposed by Recology, and will bring a recommendation regarding the same back to Council by not later than July 31, 2019.
3. The City Manager is authorized to execute such documents as are necessary to implement this resolution.
4. 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 on November 27, 2018, by the following votes:

Ayes: _____

Nays: _____

Approved November 27, 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

City of McMinnville

C404 - Privately Owned

Between 10/01/2018 and 10/31/2018

	Class Code	Permits	Bldgs	Houses	Valuation
		87	33	33	\$138,053
	Sub-Totals:	87	33	33	\$138,053
<u>Section I - Residential HouseKeeping Buildings</u>					
Manufactured Homes	100	2	1	1	\$17,679
One-Family Houses Detached	101	11	11	11	\$2,670,389
5 or More Family Buildings	105	1	1	5	\$662,545
	Sub-Totals:	14	13	17	\$3,350,613
<u>Section IV - Additions & Alterations</u>					
Add or Alter Dwellings	434	4	1	2	\$75,417
Add or Alter All Other Buildings and Structures	437	5	0	0	\$3,927,000
	Sub-Totals:	9	1	2	\$4,002,417
<u>Section V - Demolitions</u>					
Demolish One-Family Buildings	645	1	1	1	\$5,000
	Sub-Totals:	1	1	1	\$5,000
	Grand-Totals:	111	48	53	\$7,496,083

C404 - Publicly Owned

Between 10/01/2018 and 10/31/2018

	Class Code	Bldgs	Houses	Valuation
<u>Section III - New Non-Residential Buildings</u>				
Other Nonresidential Building	328	1	0	\$1,164,223.20
	Sub-Totals:	1	0	\$1,164,223.20
	Grand-Totals:	1	0	\$1,164,223.20

Activity Summary Totals Report

Category: BLDG

Issued: 10/01/2018 - 10/31/2018

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	5	\$64,694.78	\$3,927,000.00
AOTH	1	\$416.07	\$7,000.00
ASFR	3	\$1,889.64	\$68,416.75
NAPT	1	\$38,359.54	\$662,544.90
NPUB	1	\$19,169.17	\$1,164,223.20
NSFR	11	\$111,314.54	\$2,670,388.93
BLDMINOR			
OTHR	4	\$301.09	\$10,400.00
PATI	1	\$127.93	\$5,000.00
ROOF	2	\$661.32	\$71,388.00
WALL	2	\$107.99	\$5,200.00
DEMO			
RES	1	\$1,000.00	\$5,000.00
FLS			
SPRK	1	\$524.82	\$45,000.00
MECH			
COM	4	\$949.76	\$0.00
RES	20	\$784.97	\$0.00
MH			
RES	2	\$878.93	\$17,679.20
MISC			
	24	\$10,322.50	\$0.00
PLUM			
COM	3	\$336.00	\$0.00
RES	24	\$1,691.20	\$0.00
SIGN			
MONU	1	\$27.04	\$500.00
OTHR	1	\$30.55	\$565.00
Total:	112	\$253,587.84	\$8,660,305.98

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2018 - 10/31/2018

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	13	\$104,715.66	\$4,956,918.00
AGAR	1	\$2,612.98	\$40,000.00
AIND	1	\$19,834.18	\$470,000.00
AOTH	1	\$416.07	\$7,000.00
ASFR	9	\$5,976.90	\$267,496.75
NAPT	4	\$162,555.13	\$2,763,463.41
NCOM	1	\$31,685.95	\$743,820.00
NPUB	2	\$28,894.92	\$1,379,223.20
NSFR	54	\$554,943.60	\$15,361,668.19
BLDMAJOR			
ACOM	4	\$1,059.36	\$53,677.00
APUB	3	\$1,704.58	\$118,271.00
ASFR	1	\$570.87	\$40,000.00
NOTH	2	\$1,455.84	\$118,697.20
BLDMINOR			
DECK	2	\$594.12	\$30,858.00
OTHR	13	\$1,638.71	\$67,448.00
PATI	3	\$867.00	\$45,000.00
ROOF	14	\$4,953.91	\$718,310.00
WALL	3	\$152.56	\$6,200.00
DEMO			
COM	1	\$60.57	\$3,000.00
PUB	1	\$70.76	\$3,500.00
RES	2	\$1,017.11	\$5,500.00
FLS			
ALRM	5	\$792.86	\$47,926.09
SPRK	4	\$3,872.53	\$557,282.00
SUPP	2	\$144.55	\$4,800.00
MECH			
COM	14	\$2,867.60	\$0.00
PUB	1	\$253.12	\$0.00
RES	100	\$4,237.72	\$0.00
MH			
RES	5	\$1,980.33	\$31,750.40
MISC			
	97	\$116,037.85	\$0.00

Type	# of Permits	Total Fees	Total Valuation
PLUM			
COM	13	\$2,031.51	\$0.00
PUB	3	\$456.01	\$0.00
RES	66	\$4,605.44	\$0.00
SIGN			
MONU	3	\$331.24	\$12,902.00
OTHR	1	\$30.55	\$565.00
POLE	2	\$481.36	\$23,500.00
Total:	451	\$1,063,903.45	\$27,878,776.24

City of McMinnville - Account Summary Report

For Post Dates 10/01/2018 - 10/31/2018

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	\$5,708.90
		<hr/>
		\$5,708.90
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$34,635.51
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$9,089.17
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$6,454.63
		<hr/>
		\$50,179.31
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$5,855.86
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$599.06
		<hr/>
		\$6,454.92
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$7,682.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$150.00
		<hr/>
		\$7,832.00
Total Posted Amount:		\$70,175.13

City of McMinnville - Account Summary Report

For Post Dates **07/01/2018 - 10/31/2018**

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	\$20,301.25
		<hr/>
		\$20,301.25
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$121,484.58
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$42,114.99
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$12,760.31
		<hr/>
		\$176,359.88
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$17,995.07
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$1,055.94
		<hr/>
		\$19,051.01
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$29,772.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$363.25
		<hr/>
		\$30,135.25
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$860.00
		<hr/>
		\$860.00

Total Posted Amount: **\$246,707.39**

City of McMinnville

Permit Activity Report (List Version)

People Relationship: APPLICANT ,

User Date (DATE_B): 10/01/2018 - 10/31/2018

Activities Included

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18M0222	MISC		10/18/2018	ALAN RUDEN			
17B0898	BLDCOMBO	NSFR	12/18/2017	ALAN RUDEN INC	3774 NE HEMBREE ST	MCMN	(503) 435-2412
17B0887	BLDCOMBO	NSFR	12/18/2017	ALAN RUDEN INC	3797 NE JOEL ST	MCMN	(503) 435-2412
18B0522	BLDCOMBO	NAPT	06/28/2018	ALAN RUDEN INC	3523 NE MCDONALD LN	MCMN	(503) 435-2412
18B0844	PLUM	RES	10/19/2018	ALPHA OMEGA PLUMBING LLC	736 NE GALLOWAY ST	MCMN	(503) 538-7848
18B0862	BLDMINOR	OTHR	10/30/2018	APPLIED TECHNICAL SYSTEMS INC			(503) 684-9611
18B0314	BLDCOMBO	ACOM	04/23/2018	BEN FACKLER CONSTRUCTION INC	300 NW HILLSIDE PARK WAY	MCMN	(503) 472-7767
18B0725	BLDCOMBO	NSFR	08/29/2018	BLACK HAWK HOMES LLC	2236 NW SHADDEN DR	MCMN	(503) 793-0914
18B0743	BLDCOMBO	NSFR	09/07/2018	BLACK HAWK HOMES LLC	2265 NW VICTORIA DR	MCMN	(503) 793-0914
18B0726	BLDCOMBO	NSFR	08/29/2018	BLACK HAWK HOMES LLC	2227 NW VICTORIA DR	MCMN	(503) 793-0914
18B0724	BLDCOMBO	NSFR	08/29/2018	BLACK HAWK HOMES LLC	2192 NW SHADDEN DR	MCMN	(503) 793-0914
18B0861	PLUM	RES	10/29/2018	BLACKHAWK PLUMBING LLC	1948 NW WALLACE RD	MCMN	(503) 538-7900
18B0849	PLUM	RES	10/23/2018	BONNETTS PLUMBING LLC	1318 NE GALLOWAY ST	MCMN	(971) 241-4442
18M0208	MISC		10/02/2018	BRIELLE DEPPE	649 NE 11TH ST	MCMN	
18M0216	MISC		10/12/2018	BRITNEY PERRY	339 NW 22ND ST	MCMN	503-884-0660
18M0219	MISC		10/17/2018	BRUINSMA REPKE W & MARGRETTA M	1520 SE DAVIS ST	MCMN	
18B0730	MH	RES	08/31/2018	BRUMBAUGH MANUFACTURED HOMES LLC	1501 SW BAKER ST	MCMN	(503) 577-1884
18B0792	PLUM	RES	10/01/2018	C AND D LANDSCAPE CO	2596 NW HILLCREST LOOP	MCMN	(503) 864-3551
18B0805	PLUM	RES	10/04/2018	C C MEISEL CO INC	835 SW COZINE LN	MCMN	(503) 472-4919
18B0855	PLUM	COM	10/25/2018	C C MEISEL CO INC	1700 NE LAFAYETTE AVE	MCMN	(503) 472-4919
18M0220	MISC		10/17/2018	CAHILL JAMES	2175 NW ST ANDREWS DR	MCMN	
18B0804	PLUM	RES	10/04/2018	CARTER, KEITH	890 NW ASH ST	MCMN	(503) 654-9768
18B0702	BLDCOMBO	ACOM	08/27/2018	CELLAR RIDGE CUSTOM HOMES LLC	1140 NE ALPINE AVE	MCMN	(503) 560-2263
18B0790	BLDCOMBO	ASFR	09/28/2018	CHEONG VILAYVANH J	1738 SW TAMARACK ST	MCMN	
18M0234	MISC		10/29/2018	CHERRY HILL	210 SW DANIELS ST	MCMN	
18B0806	MECH	COM	10/05/2018	CJ HANSEN CO INC	1502 NE HIGHWAY 99W	MCMN	(503) 362-3643
18B0824	MECH	RES	10/16/2018	COMFORT CONTROL HEATING INC	2056 SW TAMARACK ST	MCMN	(503) 852-6202
18B0827	MECH	COM	10/17/2018	COMFORT FLOW HEATING CO	2741 NE HIGHWAY 99W	MCMN	(541) 726-0100
18B0814	PLUM	COM	10/09/2018	COMMERCIAL PIPING CO	325 NE 6TH ST	MCMN	(503) 472-4101
18B0846	MECH	RES	10/19/2018	COMMUNITY ACTION AGCY OF YAMHILL CO INC	1730 NE EVANS ST	MCMN	(503) 472-0457
18B0847	MECH	RES	10/19/2018	COMMUNITY ACTION AGCY OF YAMHILL CO INC	545 NE OAK WAY	MCMN	(503) 472-0457
18M0207	MISC		10/02/2018	COUCH KELLY D &	3305 NE LUCAS DR	MCMN	

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0800	BLDMINOR	OTHR	10/03/2018	CR CONSTRUCTION LLC	900 NE 8TH ST	MCMN	(541) 915-1223
18B0870	BLDMINOR	WALL	10/31/2018	CR CONSTRUCTION LLC	645 NE 3RD ST	MCMN	541-915-1223
18B0707	SIGN	MONU	08/27/2018	CRAIG DURBIN	2020 NW BIRCH ST	MCMN	
18B0570	FLS	SPRK	07/13/2018	CROWN FIRE SYSTEMS INC	2060 NE LAFAYETTE AVE	MCMN	(503) 777-5030
18B0798	PLUM	RES	10/03/2018	DAVIS, ROSS	640 NW BROOKVIEW CT	MCMN	(503) 307-1920
18B0799	PLUM	RES	10/03/2018	DAVIS, ROSS	1877 SW SESAME ST	MCMN	(503) 307-1920
18B0815	MECH	RES	10/09/2018	DR HVAC INC	2510 NW ZINFANDEL LOOP	MCMN	(503) 474-9891
18B0795	MECH	RES	10/02/2018	DR HVAC INC	2056 NE COBURN DR	MCMN	(503) 474-9891
18B0476	BLDCOMBO	ACOM	06/13/2018	EMA ARCHITECTURE	608 NE 3RD ST	MCMN	
18B0858	MECH	RES	10/26/2018	EMERALD OUTDOOR LIVING INC	204 SW DANIELS ST	MCMN	(503) 370-9355
18B0803	MECH	RES	10/04/2018	FIRESIDE CONTRACTING SERVICES LLC	751 NW THOMAS CT	MCMN	(503) 684-8535
18B0848	PLUM	RES	10/22/2018	FIVE STAR PROFESSIONAL SERVICES	351 SW MT ST HELENS ST	MCMN	
18B0794	PLUM	RES	10/02/2018	FIVE STAR PROFESSIONAL SERVICES	389 SW MT ST HELENS ST	MCMN	
18M0217	MISC		10/16/2018	FLANDERS BRENT L & BRENDA K	221 SE COWLS ST	MCMN	
18M0224	MISC		10/18/2018	FOSTER CINDY	1659 SW CREEKSIDE LN	MCMN	
18B0830	MECH	RES	10/18/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1501 SW BAKER ST	MCMN	(503) 538-1950
18B0817	MECH	RES	10/11/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1300 NE 18TH ST	MCMN	(503) 538-1950
18B0812	MECH	RES	10/09/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	2074 SW ALEXANDRIA ST	MCMN	(503) 538-1950
18B0797	MECH	RES	10/03/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	220 NW 20TH ST	MCMN	(503) 538-1950
18B0819	MECH	RES	10/12/2018	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	315 SW JASMINE CT	MCMN	(503) 472-6597
18B0683	BLDCOMBO	ASFR	08/21/2018	GARFIAS MARTIN	1619 SW EMILY DR	MCMN	
18B0869	MECH	RES	10/31/2018	GENERAL FURNACE & AIR CONDITIONING LLC	610 NW 17TH ST	MCMN	(503) 557-2220
18B0823	PLUM	COM	10/15/2018	HAWORTH INC	832 SE 1ST ST	MCMN	(503) 472-2452
18B0323	BLDCOMBO	NPUB	04/27/2018	HAWORTH INC	4030 SE CIRRRUS AVE	MCMN	(503) 472-2452
18B0768	BLDMINOR	PATI	09/20/2018	HEAD START OF YAMHILL COUNTY	813 NE 2ND ST	MCMN	
18B0807	PLUM	RES	10/05/2018	HORTON & COMPANY LLC	1439 NW ELM ST	MCMN	(502) 434-2985
18M0225	MISC		10/18/2018	HOUSTON KENT T	1106 NE IRVINE ST	MCMN	
18B0779	BLDMINOR	OTHR	09/24/2018	INTEGRITY BUILDERS INC	420 NE 5TH ST	MCMN	(503) 472-8013
18B0781	BLDCOMBO	ASFR	09/25/2018	JACKSON DWAYNE L & LIZABETH	646 NW 18TH ST	MCMN	503-472-7988
18B0818	MECH	RES	10/11/2018	JET HEATING INC	655 NE BURNETT RD	MCMN	(503) 363-2334
18M0214	MISC		10/10/2018	JONES DAVID P	815 SE NAOMI WAY	MCMN	
18B0871	BLDMINOR	WALL	10/31/2018	JONES DAVID P	815 SE NAOMI WAY	MCMN	
18B0813	PLUM	RES	10/09/2018	LAMBERT, BRADY	525 NW 17TH ST	MCMN	(971) 237-5281
18B0793	MECH	RES	10/01/2018	LOPEZ CYNTHIA	736 NE GALLOWAY ST	MCMN	971-227-5040
18B0825	MECH	RES	10/16/2018	MCCANDLESS ENT LLC	627 NE 14TH ST	MCMN	(503) 843-5618
18B0826	MECH	RES	10/16/2018	MCCANDLESS ENT LLC	2387 NW ANTHONY CT	MCMN	(503) 843-5618
18B0533	BLDCOMBO	ACOM	06/29/2018	MCMINNVILLE LODGE NO 1283	2215 NE MCDONALD LN	MCMN	
18B0786	BLDCOMBO	ACOM	10/01/2018	MEZCAL SABORES DE MEXICO	1208 SW BAKER ST	MCMN	541-390-9832
18M0226	MISC		10/23/2018	MURRAY JERRY D	1765 NW 4TH CT	MCMN	
18B0854	SIGN	OTHR	10/24/2018	NECTAR GRAPHICS	435 NE JOHNSON ST	MCMN	503-472-1512
18M0209	MISC		10/02/2018	OREGON STATE CREDIT UNION	170 NE 12TH ST	MCMN	

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0791	PLUM	RES	10/01/2018	PARTRIDGE ANTONIA P	1300 NE 18TH ST	MCMN	
18M0221	MISC		10/17/2018	PATRICK FUCHS	455 NE IRVINE ST	MCMN	
18B0811	BLDMINOR	OTHR	10/08/2018	PEREZ, DIANA	1419 NW 2ND ST	MCMN	
18M0227	MISC		10/25/2018	PREMIER DEVELOPMENT			
18B0859	MECH	COM	10/29/2018	PROTEMP ASSOCIATES INC	540 NE HIGHWAY 99W	MCMN	(503) 233-6911
18M0218	MISC		10/16/2018	RENEA ORAVETZ	704 SE HEMBREE ST	MCMN	971.241.9714
18M0213	MISC		10/05/2018	ROBERT G HARRIS	4000 SE CIRrus AVE	MCMN	
18B0839	BLDMINOR	ROOF	10/19/2018	ROOF TOPPERS INC	851 NE BAKER ST	MCMN	(503) 574-7248
18B0829	MECH	RES	10/17/2018	SALEM HEATING & SHEET METAL INC	1450 NE 18TH ST	MCMN	(503) 581-1536
18B0808	MECH	RES	10/05/2018	SALEM HEATING & SHEET METAL INC	215 SW NORRIS CT	MCMN	(503) 581-1536
18M0228	MISC		10/26/2018	SAMUEL JUSTICE	1901 NW BAKER CREEK RD	MCMN	
18M0223	MISC		10/18/2018	SHIPLEY SARAH J	1550 SW FRIENDLY CT	MCMN	
18M0215	MISC		10/12/2018	SMITH MAJEL E	1628 NW 8TH ST	MCMN	
18B0840	PLUM	RES	10/19/2018	SOLITUDE LANDSCAPING LLC	1318 NE GALLOWAY ST	MCMN	(503) 868-7475
18B0535	BLDCOMBO	NSFR	06/29/2018	STAFFORD HOMES & LAND LLC	2279 NW SHADDEN DR	MCMN	(503) 305-7647
18B0525	BLDCOMBO	NSFR	06/29/2018	STAFFORD HOMES & LAND LLC	2147 NW SHADDEN DR	MCMN	503-305-7647
18B0773	BLDCOMBO	NSFR	09/21/2018	STAFFORD HOMES & LAND LLC	1705 NW MCGAREY DR	MCMN	(503) 305-7647
18B0532	BLDCOMBO	NSFR	06/29/2018	STAFFORD HOMES & LAND LLC	2264 NW SHADDEN DR	MCMN	(503) 305-7647
18B0772	BLDCOMBO	NSFR	09/21/2018	STAFFORD HOMES & LAND LLC	1709 NW MCGAREY DR	MCMN	(503) 305-7647
18M0210	MISC		10/02/2018	STARR, BRAXTON	631 NW 16TH ST	MCMN	
18M0235	MISC		10/29/2018	STATE OF OREGON - MINOR LABEL PROGRAM			
18B0834	PLUM	RES	10/18/2018	SUNRISE LANDSCAPE SERVICES INC	2975 SW GRAYSON ST	MCMN	
18B0836	PLUM	RES	10/18/2018	SUNRISE LANDSCAPE SERVICES INC	2963 SW GRAYSON ST	MCMN	
18B0833	PLUM	RES	10/18/2018	SUNRISE LANDSCAPE SERVICES INC	2971 SW GRAYSON ST	MCMN	
18B0835	PLUM	RES	10/18/2018	SUNRISE LANDSCAPE SERVICES INC	2973 SW GRAYSON ST	MCMN	
18B0832	PLUM	RES	10/18/2018	SUNRISE LANDSCAPE SERVICES INC	2968 SW GRAYSON ST	MCMN	
18B0821	PLUM	RES	10/12/2018	SUNRISE LANDSCAPE SERVICES INC	2952 SW GRAYSON ST	MCMN	
18B0435	DEMO	RES	06/04/2018	TEMPE ONE LLC	832 SE 1ST ST	MCMN	
18M0212	MISC		10/03/2018	THE BERRY HOUSE LLC	360 SE WILSON ST	MCMN	
18B0845	MECH	COM	10/19/2018	THE TREE FORT INC	310 NE 3RD ST	MCMN	
18B0722	MH	RES	08/29/2018	THEROUX NORTHWEST INC	4155 NE THREE MILE LN	MCMN	(503) 655-5626
18B0777	BLDCOMBO	AOTH	09/24/2018	THOMPSON-BARLOW HEIDI	1908 NE ORCHARD AVE	MCMN	
18B0820	BLDMINOR	ROOF	10/12/2018	VISION ROOFING LLC	330 NE EVANS ST	MCMN	(503) 475-1227
18M0211	MISC		10/03/2018	WALKER CHARLES E	1170 SW CYPRESS LN	MCMN	
18B0863	PLUM	RES	10/30/2018	WEST VALLEY LANDSCAPES INC	3809 NE JOEL ST	MCMN	(503) 991-7078
18B0865	PLUM	RES	10/30/2018	WEST VALLEY LANDSCAPES INC	3841 NE JOEL ST	MCMN	(503) 991-7078
18B0864	PLUM	RES	10/30/2018	WEST VALLEY LANDSCAPES INC	3804 NE HEMBREE ST	MCMN	(503) 991-7078
18B0853	MECH	RES	10/24/2018	WILLAMETTE WOODSTOVES INC	433 NW 8TH ST	MCMN	(503) 364-6339
18B0860	PLUM	RES	10/29/2018	WL JOHNSON IRRIGATION & LANDSCAPING	427 NW 22ND ST	MCMN	503-434-9850

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
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Summary

Number of Permits:	112
Total Valuation:	\$8,660,305.98
Total SQ. Ft:	53167.00
Total Fees:	\$253,587.84
Total Due:	\$0.00

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
August 2018

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$776,543.73	\$4,098,338.25	\$4,874,881.98
05	Special Assessment	222.17	175,618.82	175,840.99
07	Transient Lodging Tax	777.40	(1,000.00)	(222.60)
10	Telecommunications	825.39	1,030.00	1,855.39
15	Emergency Communications	595.73	153,094.81	153,690.54
20	Street (State Tax)	474.89	1,831,702.26	1,832,177.15
25	Airport Maintenance	533.12	148,749.03	149,282.15
45	Transportation	174.20	10,198,117.91	10,198,292.11
50	Park Development	413.58	1,357,206.07	1,357,619.65
58	Urban Renewal	265.60	279,674.16	279,939.76
59	Urban Renewal Debt Service	6.74	197,485.02	197,491.76
60	Debt Service	440.06	225,463.30	225,903.36
70	Building	95.33	1,286,500.00	1,286,595.33
75	Sewer	482.03	1,198,768.62	1,199,250.65
77	Sewer Capital	592.91	25,497,103.65	25,497,696.56
79	Ambulance	112.14	(528,164.72)	(528,052.58)
80	Information Systems & Services	366.78	209,713.61	210,080.39
85	Insurance Reserve	334.18	1,819,290.54	1,819,624.72
CITY TOTALS		783,255.98	48,148,691.33	48,931,947.31

MATURITY		TYPE OF INVESTMENT	INTEREST	
DATE	INSTITUTION		RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 783,255.98
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	7,005,723.36
N/A	State of Oregon	Local Government Investment Pool (LGIP)	2.25%	30,269,517.01
N/A	State of Oregon	Park Improvement Bonds (LGIP)	2.25%	663,360.64
N/A	State of Oregon	Transportation Bond (LGIP)	2.25%	9,266,297.49
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	2.25%	291,343.24
N/A	MassMutual Financial Group	Group Annuity	3.00%	652,449.59
				<u>\$ 48,931,947.31</u>