



CITY OF MOLALLA CITY COUNCIL REGULAR MEETING AGENDA

Council Chambers | Molalla Civic Center - 315 Kennel Avenue - Molalla
Wednesday | June 12, 2024 | 7:00 PM

NOTICE: City Council will hold this meeting in-person and through video Live-Streaming on the City's Facebook Page and YouTube Channel. Written comments may be delivered to City Hall or emailed to recorder@cityofmolalla.com. Submissions must be received by 12:00 p.m. the day of the meeting.

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- 1. CALL TO ORDER AND FLAG SALUTE**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
 - A. Meeting Minutes – May 22, 2024 Pg. 2
- 4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**
 - A. Council Appointment: Swearing-In of Darci Lightner
 - B. Clackamas County Social Services Presentation Pg. 5
- 5. PUBLIC COMMENT**

(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generally engage in dialogue with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)
- 6. PUBLIC HEARINGS**
 - A. Notice of Budget Hearing Publishing Error Pg. 6
 - B. Resolution No. 2024-10: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2024-2025 (Chauran) Pg. 9
- 7. ORDINANCES AND RESOLUTIONS**
 - A. Resolution No. 2024-10: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2024-2025 (Chauran) Pg. 9
 - B. Resolution No. 2024-07: Declaring City Property as Surplus (Cortell) Pg. 15
- 8. GENERAL BUSINESS**
 - A. Council Fund for Tree Lights (Shankle)
 - B. City Manager Contract - COLA Approval for Fiscal Year 2024-2025 (Chauran) Pg. 17
 - C. Planning Commission Seat – Declare Vacancy (Keyser)
 - D. Library Liaison – New Appointment (Keyser)
 - E. Police Facility Update (Huff) Pg. 18
- 9. STAFF COMMUNICATION**
 - A. Library Director Report (Hadley) Pg. 25
- 10. COUNCIL COMMUNICATION**
- 11. ADJOURN**

Agenda posted at City Hall, Library, and the City Website at <http://www.cityofmolalla.com/meetings>. This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855.



City of Molalla
City Council - Regular Meeting
Minutes – May 22, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of May 22, 2024 was called to order by Mayor Scott Keyser at 7:00pm

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, and Councilor RaeLynn Botsford.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Bobby Call, Lieutenant; Grace Peterson, Student Council Liaison.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. City Council Meeting Minutes – May 8, 2024

ACTION:

Councilor Botsford moved to approve the Consent Agenda; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

EXECUTIVE SESSION ANNOUNCEMENT

Mayor Keyser announced that prior to the Regular meeting, Council met in Executive Session, held pursuant to Oregon Public Record Law, ORS 192.660(2): Held pursuant to Oregon Public Record Law, ORS 192.660(2): (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

This session was for the purpose of reviewing the 2024-2027 contract with Clackamas County Peace Officers Association (CCPOA).

ACTION:

Council President Newland moved to approve the CCPOA Contract for 2024-2027; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. City Councilor Appointment

Mayor Keyser stated that during the Work Session this evening, Councilors interviewed applicants for the City Council vacancy created by Crystal Robles. Applicants are former Mayor Keith Swigart and Planning Commissioner, Darci Lightner. Mayor Keyser announced that he invited Mr. Swigart to apply and that he knows Ms. Lightner personally, therefore, he would abstain from voting.

ACTION:

Councilor Childress made a motion to appoint Keith Swigart to the City Council. There was not a second, therefore, motion fails.

ACTION:

Councilor Shankle moved to appoint Darci Lightner to City Council, seconded by Councilor Botsford. Motion passed 5-0-1.

AYES: Vermillion, Shankle, Childress, Newland, Botsford.

NAYS: None.

ABSENTIONS: Keyser.

Council President Newland felt that both candidates would do a great job. She stated that something that was important to Council is that the appointed person run for election in November. Ms. Lightner is willing to do so.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

None.

GENERAL BUSINESS

- A. Behavioral Health Specialist – Intergovernmental Agreement with City of Canby

City Manager Huff introduced Behavior Health Specialist, Brandon Leonard, to Council. Mr. Leonard is currently employed by the City of Canby. He assists the City of Molalla from time to time. The City is seeking an agreement with City of Canby to share the services of Mr. Leonard. Mr. Leonard provided a detailed explanation of the work he provides.

ACTION:

Council President Newland moved to authorize City Manager Huff to enter into an IGA for Behavior Health Services with the City of Canby; Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

- B. Student Resource Officer (SRO) Intergovernmental Agreement with Molalla River School District

City Manager Huff presented an updated agreement to Council for Student Resource Officer services to Molalla River School District. This officer builds relationships with students throughout the district, with a focus on Molalla High School.

ACTION:

Councilor Vermillion moved to authorize the City Manager to sign an agreement with Molalla River School District for Student Resource Officer services; Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

STAFF COMMUNICATION

- City Manager Huff explained that staff is very busy wrapping up the end of the fiscal year. Mr. Huff announced that he will be attending a conference at the end of June and will not be present for the June 26th meeting.
- City Recorder Teets congratulated newly appointed Councilor, Darci Lightner. Ms. Teets also announced that June 5, 2024 begins election season.
- Lieutenant Bobby Call is pleased to report that the Police Department is fully staffed and looking forward to upcoming summer events.

COUNCIL COMMUNICATION

- Councilor Botsford shared that Chamber of Commerce held the first Giant Street Parade meeting recently.
- Councilor Vermillion announced that the Reptile Man will be at Clark Park on June 20th. Details are available on the Library website.

- Councilor Shankle shared that the Beautification & Culture Committee is continuing to work on the light project for lighting up Molalla Avenue. Councilor Shankle requested that Council donate more to the tree light fund. Mayor Keyser agreed to make the topic an agenda item for the next meeting.
- Councilor Childress had nothing to report.
- Council President Newland announced the upcoming Parks CPC meeting dates and locations. She also announced fundraising opportunities throughout summer months. She also announced that the next Town Hall Meeting will be held Thursday, June 20th at 6:30pm.
- Mayor Keyser explained that he and several other civic leaders meet with ODOT that day, regarding the OR211 Safety Corridor. He felt that it was a good discussion with some great ideas. He reported that new lights and signage will be implemented soon.
- Student Council Liaison Grace Peterson shared that she is seeking a replacement for when her term expires. Grace also announced that she is graduating on June 8th.

For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Meetings - May 22, 2024”

ADJOURN

Mayor Keyser adjourned the meeting at 7:56pm.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC - City Recorder



CITY OF MOLALLA

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Staff Report

Agenda Category: Presentations

Agenda Date: June 12, 2024

From: Councilor Leota Childress

SUBJECT: Clackamas County Social Services Division Presentation

FISCAL IMPACT: N/A

RECOMMENDATION/RECOMMEND MOTION:

BACKGROUND:

The Community Advisory Board informs the work of Clackamas County Social Services Division. The Board recently completed a comprehensive needs assessment that explored, in-depth, who in the county is struggling to meet their basic needs.

The assessment identified different ways to measure poverty in the county and found a significant number of residents have incomes that are too high to qualify for assistance programs, but too low to pay for their basic needs.

As part of its work plan, the Community Action Board wants to share the information it gathered in the assessment with cities in the county to raise awareness about the current state of poverty - specifically what it costs to live in Clackamas County and what groups are most likely to struggle financially. We also want to work with cities to hear from their residents about their experiences and needs.

We have a presentation that highlights the key finds of the needs assessment on a county level and includes data specific to Molalla.



CITY OF MOLALLA

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Staff Report

Agenda Category: Public Hearing

Agenda Date: June 12, 2024

From: Dan Huff, Budget Officer

SUBJECT: Error in publishing the Notice of Budget Hearing

FISCAL IMPACT: None

RECOMMENDATION/RECOMMEND MOTION: None required

BACKGROUND: Oregon Budget Law requires publication of the Notice of Budget Hearing in the newspaper on Form OR-LB-1. This form includes Financial Summaries, a Statement of Changes in Activities, Property Tax Levies and a Statement of Indebtedness.

This year, the Financial Summaries (page 1) were published, but the rest of the information (page 2) was omitted from newspaper publication in error. Staff recognized the error and contacted Pamplin Media directly. Pamplin Media's digital version of the newspaper was corrected on June 5, 2024. In addition, the complete document was posted on the City of Molalla web site.

Budget law provides a remedy for publication errors which is for the budget officer to notify the governing body in writing of the error in and to correct the error in testimony before the governing body.

The published document is provided with this Staff Report.

A public meeting of the Molalla City Council will be held on June 12, 2024 at 7:00 pm at 315 Kennel Avenue, Molalla, Oregon 97038. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Molalla Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 117 N Molalla Avenue, Molalla, OR 97038, between the hours of 8:00 a.m. and 4:30 p.m. or online at www.cityofmolalla.com/finance. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is different than the preceding year.

The major change is that revenues are recorded when measurable and available and expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows. This is the modified accrual basis of accounting which is required by the Governmental Accounting Standards Board (GASB) for financial reporting. The effect on the budget is that additional revenues that are received within 60 days after June 30 and expenditures for goods and services that are unpaid as of June 30 will be recorded directly into our software against the current year budget. This will apply to those revenues that are earned before June 30 and those expenditures that are incurred before June 30. This budget includes those anticipated additional revenues and expenditures.

Contact: Cindy Chauran

Telephone: 503-829-6855

Email: cchauran@cityofmolalla.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-23	Adopted Budget 2023-24	Approved Budget 2024-25
Beginning Fund Balance/Net Working Capital	19,243,143	17,920,716	38,747,041
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	9,521,224	9,181,171	8,599,227
Federal, State & all Other Grants, Gifts, Allocations & Donations	3,283,796	3,143,828	1,805,066
Revenue from Bonds and Other Debt	886,623	21,226,521	21,226,521
Interfund Transfers / Internal Service Reimbursements	6,770,076	2,640,386	2,900,709
All Other Resources Except Current Year Property Taxes	1,989,703	516,895	2,145,888
Current Year Property Taxes Estimated to be Received	3,766,141	3,910,828	4,672,132
Total Resources	45,460,706	58,540,345	80,096,584

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	7,127,776	7,506,021	8,513,648
Materials and Services	5,021,152	5,557,641	6,308,731
Capital Outlay	5,908,148	28,373,679	45,868,268
Debt Service	380,618	442,482	1,301,344
Interfund Transfers	6,370,882	1,982,689	2,649,340
Contingencies	0	3,825,000	5,841,783
Special Payments	0		0
Unappropriated Ending Balance and Reserved for Future Expenditure	20,652,130	10,852,833	9,613,470
Total Requirements	45,460,706	58,540,345	80,096,584

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	2,818,052	1,358,478	1,552,798
FTE	7.00	7.50	8.50
Police	4,253,059	3,819,170	4,668,026
FTE	20.00	22.40	22.40
Court	228,777	232,985	294,535
FTE	1.00	1.50	1.50
City Council	39,729	69,810	68,540
FTE	0.00	0.00	2.24
Parks	156,368	608,366	1,371,764
FTE	1.00	1.15	1.05
Planning	282,094	324,719	398,903
FTE	1.50	1.52	1.62
Library	1,030,317	4,330,428	4,623,532
FTE	8.70	8.70	8.70
Street	1,113,400	4,532,781	5,186,088
FTE	2.86	3.23	3.23
Sewer	5,484,845	27,512,239	6,450,145
FTE	6.69	8.14	7.14
Water	2,347,067	5,341,209	5,807,039
FTE	6.00	6.00	7.00
Storm	298,308	898,034	812,190
FTE	1.37	1.54	1.54
Not Allocated to Organizational Unit or Program	6,756,560	9,512,126	48,863,024
FTE	0.00	0.00	0.00
Total Requirements	45,460,706	58,540,345	80,096,584
Total FTE	56.12	61.68	64.92

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Building a new Wastewater Treatment Plant will continue this year with approximately \$21.2 million in debt funding expected from State and Federal resources. A \$16.8 million general obligation bond was issued for construction of a new Police Station over the next two years.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2022-23	Rate or Amount Imposed 2023-24	Rate or Amount Approved 2024-25
Permanent Rate Levy (rate limit 5.3058 per \$1,000)	5.3058	5.3058	5.3058
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	\$739,445

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$15,997,248	
Other Bonds	\$3,752,600	
Other Borrowings	\$2,251,566	\$52,000,000
Total	\$22,001,414	

150-504-064 (Rev. 11-19-21)



CITY OF MOLALLA

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Staff Report

Agenda Category: Ordinances and Resolutions

Agenda Date: June 12, 2024

From: Cindy Chauran, Finance Director
Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2024-10: Adopting the City of Molalla Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2024-25 Fiscal Year.

FISCAL IMPACT: \$80,096,584

RECOMMENDATION/RECOMMEND MOTION: Adopt Resolution No. 2024-10

BACKGROUND:

1. The Molalla Budget Committee reviewed and acted on the proposed City Budget on May 15, 2024, and has approved and recommended a balanced budget to the City Council for adoption.
2. The recommended budget is \$80,096,584 of which \$10,169,944 is reserved.



RESOLUTION NO. 2024-10

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND IMPOSING AND CATEGORIZING TAXES
FOR THE 2024-2025 FISCAL YEAR**

WHEREAS, the Molalla Budget Committee approved and recommended a balanced Budget for Fiscal Year 2024-2025 to the City Council on May 15, 2024; and

WHEREAS, a Public Hearing for the 2024-2025 City Budget as approved by the Budget Committee was duly advertised and held on June 12, 2024; and

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES and hereby adopts the Budget for Fiscal Year 2024-2025 in the total amount of \$80,096,584. This Budget is now on file at 117 N. Molalla Avenue, Molalla, Oregon.

THE CITY OF MOLALLA FURTHER RESOLVES as follows:

Section 1. THAT the amounts for the purpose of operating the City of Molalla for the Fiscal Year 2024-2025 Budget be appropriated as follows, beginning July 1, 2024.

GENERAL FUND

Administration	\$ 1,552,798
Police	4,668,026
Municipal Court	294,535
City Council	68,540
Parks	1,371,764
Planning	398,903
Not Allocated:	
Contingency	1,500,000
TOTAL APPROPRIATIONS	\$ 9,854,566
Reserve	764,579
TOTAL	\$ 10,619,145

LIBRARY FUND

Library	\$ 3,695,688
Contingency	706,546
TOTAL APPROPRIATIONS	\$ 4,402,234
Reserve	221,298
TOTAL	\$ 4,623,532

STREET FUND

Streets	\$ 1,903,551
Transfers	38,300
Debt Service	184,000
Contingency	2,055,237
TOTAL APPROPRIATIONS	\$ 4,181,088
Reserve	1,005,000
TOTAL	\$ 5,186,088

PD RESTRICTED REVENUE FUND

PD Restricted	\$ 29,406
Transfers	50,000
TOTAL APPROPRIATIONS	\$ 79,406

SEWER FUND

Sewer	\$ 3,822,023
Transfers	224,941
Contingency	800,000
TOTAL APPROPRIATIONS	\$ 4,846,964
Reserve	1,603,181
TOTAL	\$ 6,450,145

WATER FUND

Water	\$ 3,757,025
Transfers	21,725
Contingency	500,000
TOTAL APPROPRIATIONS	\$ 4,278,750
Reserve	1,528,289
TOTAL	\$ 5,807,039

STORM WATER FUND

Storm Water	\$	557,971
Transfers		15,000
Contingency		150,000
TOTAL APPROPRIATIONS	\$	722,971
Reserve		89,219
TOTAL	\$	812,190

GO BOND DEBT FUND

Debt Service	\$	739,445
TOTAL APPROPRIATIONS	\$	739,445

SEWER DEBT RETIREMENT FUND

Debt Service	\$	377,899
TOTAL APPROPRIATIONS	\$	377,899
Reserve		367,109
TOTAL	\$	745,008

STREET SDC FUND

Transfers	\$	450,000
TOTAL APPROPRIATIONS	\$	450,000
Reserve		1,364,380
TOTAL	\$	1,814,380

PARK SDC FUND

Transfers	\$	700,000
TOTAL APPROPRIATIONS	\$	700,000
Reserve		1,345,857
TOTAL	\$	2,045,857

SEWER SDC FUND

Sewer	\$	210,000
TOTAL APPROPRIATIONS	\$	210,000
Reserve		1,469,926
TOTAL	\$	1,679,926

WATER SDC FUND

Transfers	\$	275,000
TOTAL APPROPRIATIONS	\$	275,000
Reserve		190,596
TOTAL	\$	465,596

STORM WATER SDC FUND

TOTAL APPROPRIATIONS	\$	0
Reserve		220,510
TOTAL	\$	220,510

WWTP UPGRADE PROJECT FUND

Capital Projects	\$	21,226,521
TOTAL APPROPRIATIONS	\$	21,226,521

POLICE STATION CAPITAL PROJECT FUND

Capital Projects	\$	16,960,230
TOTAL APPROPRIATIONS	\$	16,960,230

FLEET REPLACEMENT FUND

Fleet Replacement	\$	621,566
TOTAL APPROPRIATIONS	\$	621,566

TOTAL APPROPRIATIONS, ALL FUNDS	\$	69,926,640
TOTAL RESERVE, ALL FUNDS		10,169,944
TOTAL FY 2024-2025 ADOPTED BUDGET	\$	80,096,584

Section 2. THAT the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for the tax year 2024-2025:

- (1) At the rate of \$5.3058 per \$1,000 of assessed value for the permanent tax rate
- (2) In the amount of \$739,445 for debt service on general obligation bonds

Section 3. THAT the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to General Government Limitation

Permanent Rate \$5.3058 / \$1,000.00

Excluded from Limitation

General Obligation Bond Debt Service....\$739,445

Section 4. This resolution is adopted immediately upon passage by the Council and signature by the Mayor and becomes effective July 1, 2024.

Signed this 12th day of June 2024.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

DRAFT



CITY OF MOLALLA

Staff Report

Agenda Category: Ordinances & Resolutions

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Agenda Date: June 12, 2024

From: Mac Corthell, Asst. City Manager

Approved by: Dan Huff, City Manager

SUBJECT: Sale of surplus items

FISCAL IMPACT: Approximately \$7,000 - \$12,000 depending on market.

RECOMMENDATION/RECOMMEND MOTION: Approve. I move the Molalla City Council approve resolution 2024-07, a resolution of the City of Molalla, Oregon declaring certain city property surplus and authorizing the sale of the surplus property.

BACKGROUND: The City is currently in possession of several pieces of property that are not fit for service and thus no longer useable by City Staff:

- 1999 Pacific Tek Vac Trailer
- 2005 Dodge Grand Caravan
- 1999 Ford Ranger
- 2000 Ford Ranger
- Cedar Logs (cut down for safety reasons)

As such, City Staff is requesting permission to surplus the above listed property and requires Council consent due to an aggregate value exceeding \$5,000.



RESOLUTION NO. 2024-07

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
DECLARING CERTAIN CITY PROPERTY SURPLUS AND AUTHORIZING THE
SALE OF SURPLUS PROPERTY.**

WHEREAS, the City of Molalla Public Works Department has determined surplus items as provided below; and

WHEREAS, Molalla Municipal Code (MMC), Chapter 3.09 Disposal of Surplus Property, requires Council approval to surplus property with a projected aggregate value over \$5,000; and

WHEREAS, the property to be sold as surplus in accordance with this resolution has an aggregate value greater than \$5,000; and

WHEREAS, the funds received from the sale of these items will benefit the City of Molalla.

Now, Therefore, the City of Molalla Resolves:

Section 1. The City Manager has deemed the property listed in Section 2 of this resolution to have an aggregate market value greater than \$5,000.

Section 2. The City Council authorizes the sale of the property listed herein to be sold in accordance with MMC Chapter 3.09.

- 1999 Pacific Tek Vac Trailer
- 2005 Dodge Grand Caravan
- 1999 Ford Ranger
- 2000 Ford Ranger
- Cedar Logs from WWTP safety clearing

Section 3. Effective Date. This Resolution shall be effective upon adoption.

Signed this 12th day of June 2024.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Staff Report

Agenda Category: General Business

Agenda Date: June 12, 2024

From: Cindy Chauran, Finance Director

SUBJECT: City Manager COLA for FISCAL YEAR 2024-2025

RECOMMENDATION/RECOMMEND MOTION: Set a determined COLA amount for FY 24-25 for City Manager

BACKGROUND:

The City Managers employment contract states that the City Council needs to consider the City Manager's annual Cola by motion between 1% and 3%.

COLA's for City of Molalla employees for the 2024-2025 budget year are determined by Union Contract, with exempt staff receiving the same determined COLA amounts as stated in the Teamster Contract.

COLA = Cost Of Living Adjustment



CITY OF MOLALLA

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Staff Report

Agenda Category: General Discussion

Agenda Date: June 12, 2024

From: Dan Huff, City Manager
Approved by: Dan Huff, City Manager

SUBJECT: Molalla Police Facility Update

FISCAL IMPACT: Project Update Only

RECOMMENDATION/RECOMMEND MOTION: No Recommendation discussion only

BACKGROUND:

Attached to this memo is an update to the Police Facility Bond proceeds usage. Project Manager, Joshua Dodson prepared this update but is unable to attend the Council meeting. Staff will be available for discussion during your regular session.



City of Molalla- New Police Facility

CITY COUNCIL REPORT

DATE: June 12, 2024

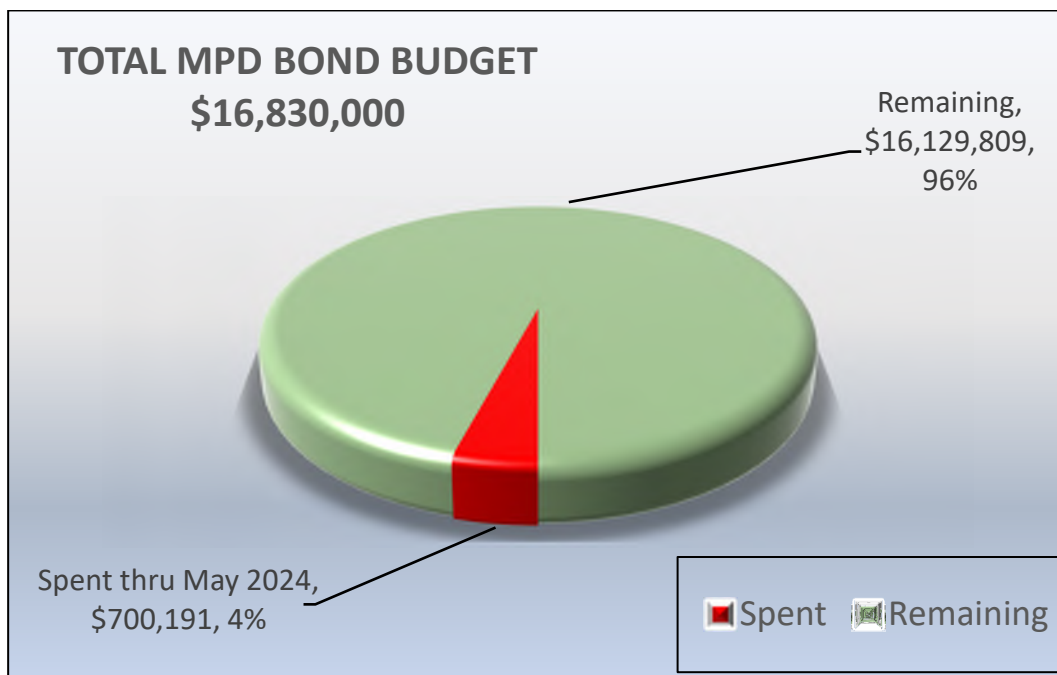
REPORT: City Council Update on New Police Facility

PREPARED BY: Joshua Dodson, Owner's Rep./Project Manager

- ❑ **1) Project Vitals:** 1.6 acre site, 17,832 SF single story new police facility located at old bowling alley property off 150 Grange Ave., project funded by \$16M bond plus other funding, Construction cost range is currently [\$16.8-17.6M], construction complete by Fall 2025, full project team has been established.

- ❑ **2) Project Team:** See attached org chart

- ❑ **3) Construction GMP Budget:** \$16.8M-\$17.6M GMP range, trending \$17.3M
 - a) Pie Charts, project budget around \$22.5M total



❑ **4) Scope/Design Updates:**

a) Design Update from Mackenzie

“Mackenzie has been working on construction documents for the project anticipated to be finished with design in early July, which will be used for building permit and GMP. Additionally, the design team has been coordinating submission of our early work permits for site, below grade MEP, and foundation work. The project is in the final phase of design before transitioning to construction this summer.”

David Linton, Architect from Mackenzie

❑ **5) Time:**

- a) Milestones: Q2 '24 Early Procurement Package, Summer/Fall '24 Site grading, utilities and foundation work, Q4 '24 main building construction start, Q4 '25 project completion

❑ **6) Construction Updates:**

a) Construction Updates from P&C Construction

“P&C submitted and received approval of all Bid Package #3 (BP#3) subcontractors that were suggested via Letters of Authorization to Otak/City of Molalla. All Bid Package #3 contractors have been contacted and are starting to work on submittals for all long lead products. P&C is continuing to work on the overall budget/estimate as we approach the delivery of the CD set of drawings. P&C is slated to mobilize at the jobsite the week of July 29th, and an anticipated construction start date of August 5th. “ Jason Bragg, P&C Construction

❑ **7) Interesting Things/Challenges:**

- a) Final GMP Bid Package in July 2024, targeting within budget to date
b) Subcontractor outreach Scheduled for June 26, 2024 at civic center
c) Project groundbreaking scheduled for August 2, 2024, time TBD

❑ 8) Pictures:



Figure 1- City/Police input meeting



Figure 2- Efficient use for meetings with large teams



Figure 3- Design meeting



Figure 4- Owner input meeting



Figure 5- Project rendering



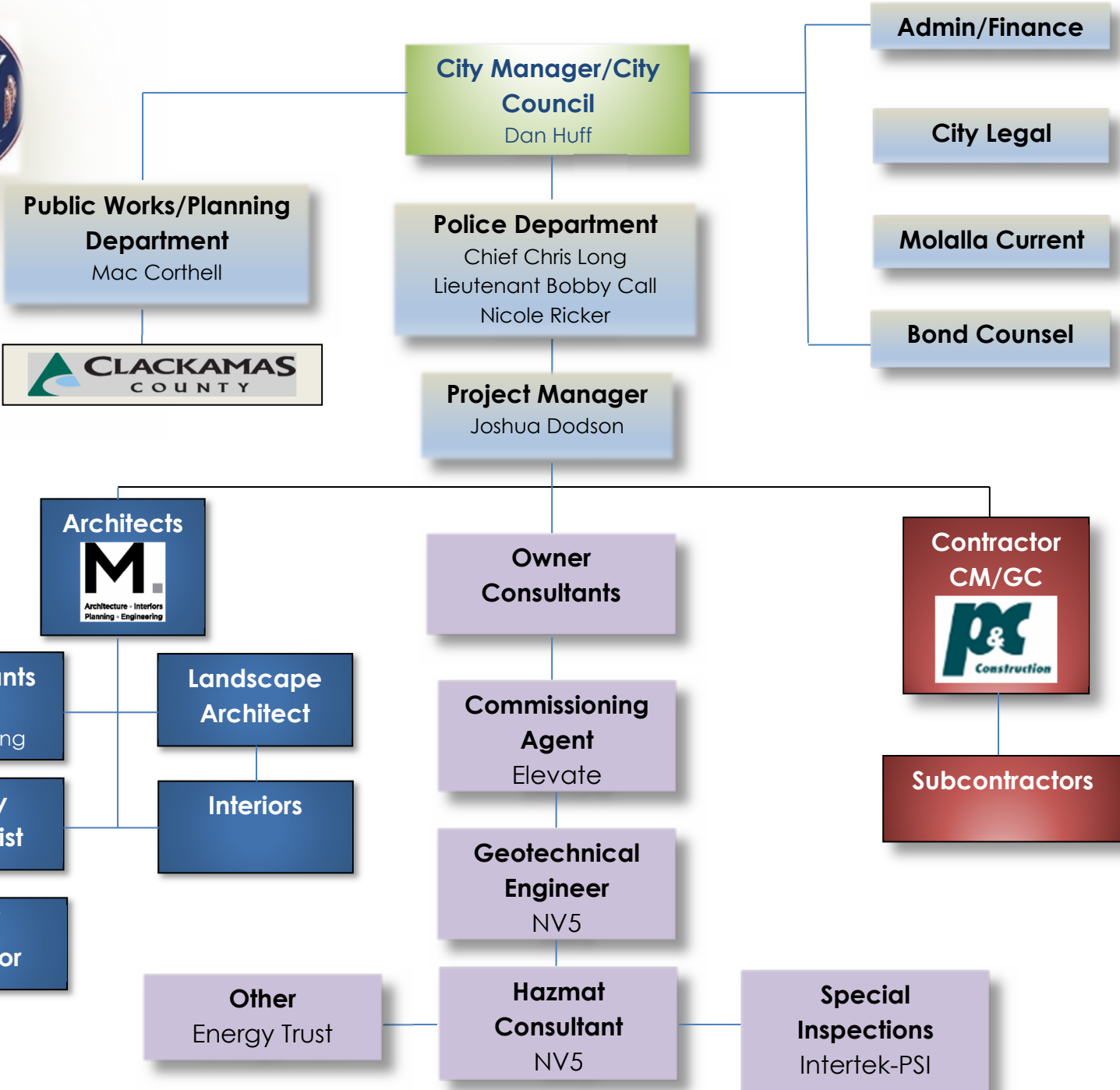
Figure 6- Project interior rendering

END OF REPORT

The Five Behaviors of a Cohesive Team
Patrick Lencioni



Molalla Police Facility Project- ORG CHART



Library Director Report – May 2024

- As of the end of April, we have help 202 programs and had almost 7,000 people attend
- We were able to show off the bookmobile at the Oregon Library Association in Salem at the end of April. The vendor who built it used it as part of their exhibit.
- I have been working on the budget for next fiscal year. On Wednesday evening, the Budget Committee moved to adopt it as presented. Thank you to Mechelle for being part of the Budget Committee this year!
- Highlights of our budget include a healthy programming budget, an increase for both books and electronic resources, and funds to repave and restripe the parking lot.
- Within the next few months we are adding a mobile printing service to our in house services. This will allow people to print from their phones, laptops, and/or tablets.
- We now have new front doors! They are quieter and do not need to be pushed and pulled to open and shut.
- If you haven't been to the library in awhile, we also have new concrete and trees around the sides of the building. The older trees had pushed up the sidewalk, making them hazardous to navigate. The new sidewalk is even and smooth. The new trees have root barriers and will not cause the same issues as they mature.
- We are in the process of interviewing for a new adult and teen Programming and Outreach Librarian. We hope to have someone on board by the beginning of July.
- Summer reading sign ups begin on June 17. Our first event will be Reptile Man on June 20 in Clark Park.
- Starting on June 18, from 6:00-7:30pm, there will be six performers for Music in the Park at Fox Park. Performers include Don Mitchell, Lavinia Ross, Timothy James, Trent Beaver, Mark Seymour & Friends, and Portland Opera a la Cart. They will be Tuesday evenings though July 30.
- The citizenship prep classes for our winter session had five attendees
- The library will be closed on Wednesday, May 22, due to a water shut off as part of the repairs on Molalla Ave. It will also be closed on Monday, May 27, for Memorial Day.
- Come see the bookmobile in the 4th of July parade, at National Night Out on August 6, and at Celebrate Molalla on August 24!