



**CITY OF MOLALLA  
CITY COUNCIL REGULAR MEETING  
AGENDA**

Council Chambers | Molalla Civic Center - 315 Kennel Avenue - Molalla  
Wednesday | June 26, 2024 | 7:00 PM

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*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](mailto:recorder@cityofmolalla.com). Submissions must be received by 12:00 p.m. the day of the meeting.*

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*This institution is an equal opportunity employer.*

**1. CALL TO ORDER AND FLAG SALUTE**

**2. ROLL CALL**

**3. CONSENT AGENDA**

- A. Work Session Meeting Minutes – June 12, 2024 Pg. 2
- B. City Council Meeting Minutes – June 12, 2024 Pg. 28

**4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

**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**

**7. ORDINANCES AND RESOLUTIONS**

- A. Resolution No. 2024-14: Authorizing Contingency Transfers Within Funds (Chauran) Pg. 49
- B. Resolution No. 2024-15: Authorizing the Transfer of Appropriations Between Funds (Administration to Parks) (Chauran) Pg. 52
- C. Resolution No. 2024-16: Authorizing the Transfer of Appropriations Between Funds (WWTP Upgrade) (Chauran) Pg. 56

**8. GENERAL BUSINESS**

**9. STAFF COMMUNICATION**

**10. COUNCIL COMMUNICATION**

**11. ADJOURN**

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*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 – Work Session  
Minutes – June 12, 2024  
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The Molalla City Council Work Session of June 12, 2024 was called to order by Mayor Scott Keyser at 6:00pm.

**COUNCIL ATTENDANCE**

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; Dan Zinder, Senior Planner; Kyle Murphy, Code Compliance Specialist.

**DISCUSSION ITEMS**

- A. Molalla Municipal Code Chapter 10.42 – Overnight parking in city owned lots

Dan Zinder, Senior Planner, provided Council with a presentation about Parking Management. He demonstrated the public and private parking availability in the city through a PowerPoint presentation. Included in the presentation was the possibility of metered parking in the downtown area. (Presentation attached to these Meeting Minutes.)

Kyle Murphy, Code Compliance Specialist, revisited Molalla Municipal Code Chapter 10, Overnight Parking with Council members. Staff feels there would be a benefit in placing a time restriction on public parking. The recommendation is no parking in city parks between 12:00am and 6:00am.

Discussion continued between parking availability, paid parking, and parking restrictions. Due to lack of time, the conversation will be revisited at a later Work Session date.

[For the complete video account of the Work Session, please go to YouTube  
“Molalla City Council Work Session – June 12, 2024 ”](#)

**ADJOURN**

Mayor Keyser adjourned the Work Session at 6:51pm.

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Scott Keyser, Mayor

ATTEST:

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Christie Teets, CMC - City Recorder

# Parking Management Overview

**Council Work Session**

**June 12, 2024**



# Reframing Parking Problems

**FROM:** A mandate to increase parking supply OR A way to collect revenue

**TO:** An opportunity provide service to the community by evaluating existing supply and efficiency opportunities prior to expansion.

**Parking “Problems” often arise from a downtown “Solution.”**



# There's Nowhere To Park!

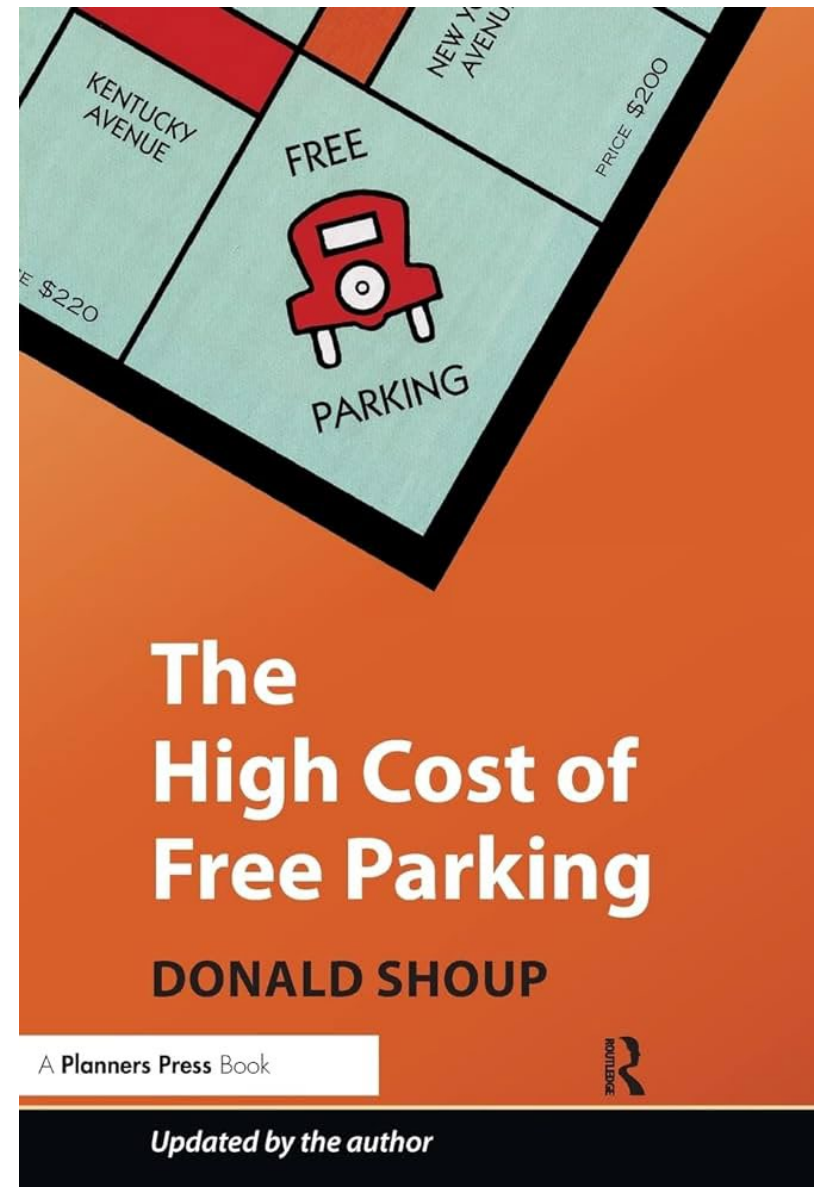


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# Recent Loss of Prime Street Parking



# The Planning Parking Bible



**DIDN'T  
READ**

**!!!**





**But I did  
stay at a  
Holiday  
Inn  
Express**

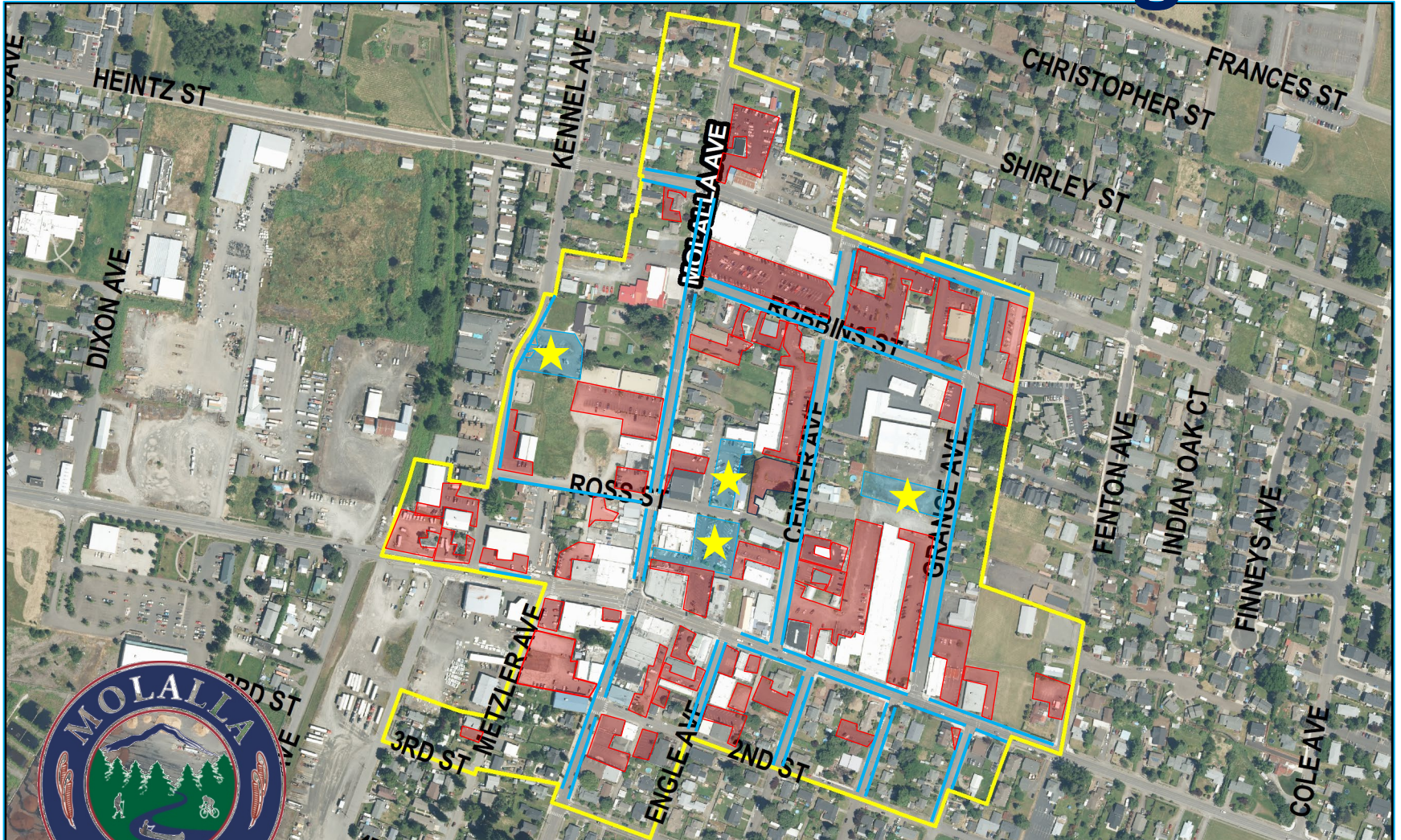


# Core Parking Management Concepts

- Space used for parking is space that is not used for people and commerce
- Most cities have a LOT of surplus parking between private and public entities
- Which deprives communities of core revenue streams
- Parking ordinances and regulations to be designed for holistic parking management rather than individual uses



# Look At All This Parking!



# There's Nowhere To Park?

**City Hall Lots – 12:45 PM**

**~20 Available Stalls**



**North Side of E Ross ST  
12:45 PM**

**~20 Available Stalls**



**More Opening Up With New Police Station Move**

# Pricing For Public Parking

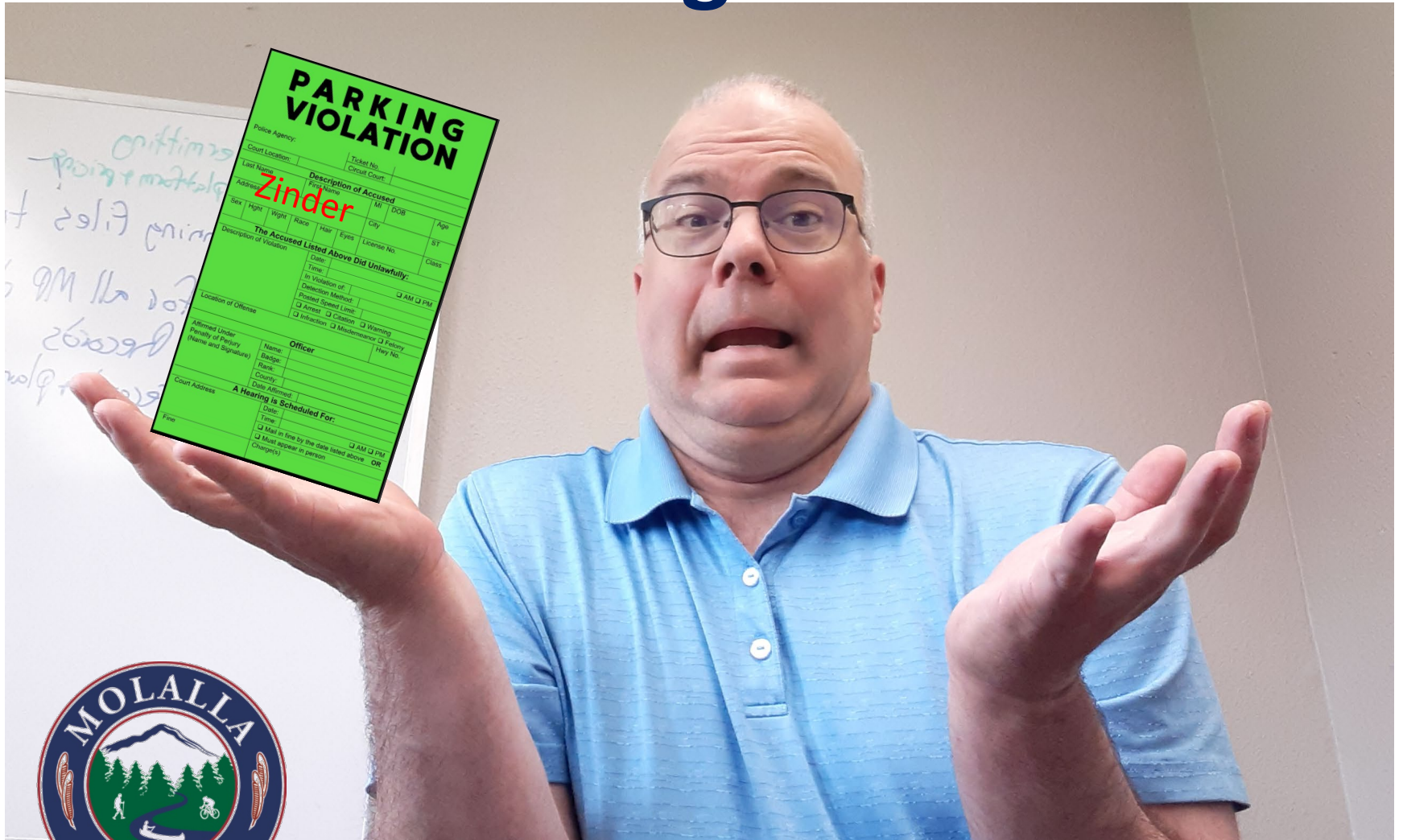
- Encourages available street parking in high demand areas
- Can provide revenue for enforcement
- Not necessarily to deter long parking spans
- Can deter use if price is too high, if used in low demand areas, or if intervals are short



# Clear Regulations



# Clear Regulations



# Wayfinding

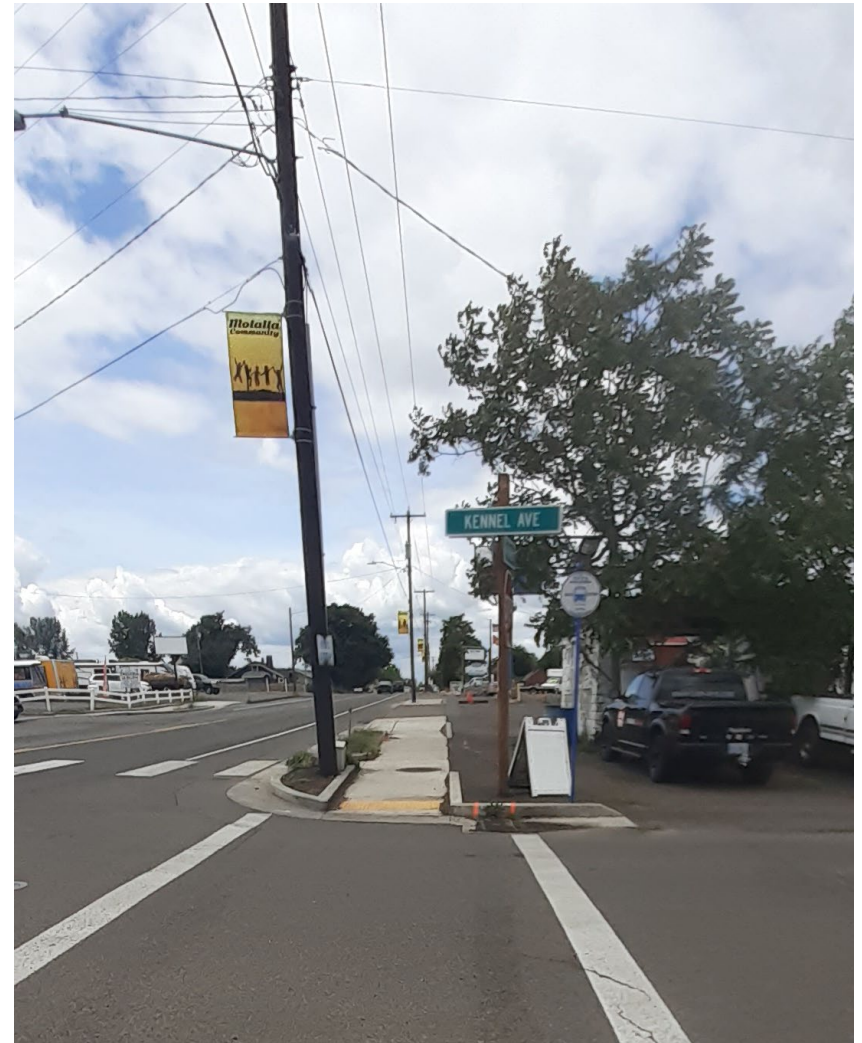




# Wayfinding



# Wayfinding From Main Arteries



# Public Outreach

- Provide forums for public feedback – particularly when we do a larger parking effort
- Communicate through our channels about policies and goals prior to implementation
- Engage business community



# Public Outreach: Private Business



# Public Outreach: Private Business

- Shared Parking – Reduce Parking Supply Requirements While Increasing Access
- Consider Employee Parking
- Rising Tide Lifts All Boats – Opening up private parking public use could make the downtown more user friendly



# Regulatory Initiatives

- Allow shared parking
- Allow flexibility with minimum parking standards
- Parking standards may be adjusted if transit options are available



# Enforcement

Parking ordinance must be consistent with enforcement capabilities



# What are **OUR** Goals?



# Und Now Ve Dance



## Title 10. Vehicles and Traffic

### Division III. Parking

#### Chapter 10.42. OVERNIGHT PARKING IN CITY-OWNED PARKING LOTS

##### § 10.42.010. Overnight parking in city parking lots prohibited without permit.

No person shall stop, stand or park a vehicle or trailer on city parking lots overnight, except as permitted herein.

(Ord. 2008-09)

##### § 10.42.015. Exception.

The provisions of the above section shall not apply to emergency vehicles or to vehicles for which an overnight parking permit has been issued and is in effect. City employees who are working for the city during these hours are also exempt. It is within the discretion of the City Manager to waive overnight parking permits fees for residential tenants of buildings abutting city-owned lots and other guests or visitors upon a determination that it is in the best interests of the city.

(Ord. 2008-09)

##### § 10.42.020. Parking permit.

Any person intending to stop, stand or park a vehicle or trailer on city-owned parking lots overnight on any day may apply to the City Recorder for a permit in accordance with administrative procedures established by the City Manager or designee. Denial by the city of a parking permit application may be appealed to the City Manager or City Council.

(Ord. 2008-09)

##### § 10.42.025. Fees.

Fees for overnight parking permits will be established by resolution by the City Council and maintained in the city administrative list of fees.

(Ord. 2008-09)

##### § 10.42.030. Overnight parking permits.

- A. An overnight parking permit will be issued once the overnight parking application has been received and the fee is paid.

- B. An overnight parking permit may be purchased on a per night, per week, per month or annual basis, as determined by the City Manager or designee.
  - C. Overnight parking permits must be displayed by parked vehicles so as to be easily visible from outside the vehicle.
- (Ord. 2008-09)

### § 10.42.035. Penalties.

- A. Vehicles or trailers parked in a city-owned lot overnight without a permit are subject to a citation as provided in Section **10.41.120**.
  - B. Vehicles or trailers parked in a city-owned lot for 72 hours or more without a permit are subject to being towed and impounded at the owner's expense, as provided in Sections **10.41.100** and **10.41.110**.
- (Ord. 2008-09)

### § 10.42.040. Notification.

The City Manager shall ensure that signage is posted in city-owned parking lots sufficient to inform motorists of overnight parking restrictions.

(Ord. 2008-09)



City of Molalla  
City Council - Regular Meeting  
Minutes – June 12, 2024  
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The Molalla City Council Meeting of June 12, 2024 was called to order by Mayor Scott Keyser at 7:03pm.

**COUNCIL ATTENDANCE**

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

**STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Chris Long, Police Chief, Cindy Chauran; Finance Director.

**APPROVAL OF AGENDA**

Approved as presented.

**CONSENT AGENDA**

- A. Meeting Minutes – May 22, 2024

**ACTION:**

Councilor Childress moved to approve the Consent Agenda; Councilor Shankle seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

**PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

- A. Council Appointment: Swearing-In of Darci Lightner

At the May 22, 2024, Council Meeting, Darci Lightner was appointed to fill the vacancy of former Councilor Robles. Mayor Keyser invited Ms. Lightner to the dais and conducted the swearing-in ceremony. Newly appointed Councilor Lightner joined the remainder of Council at the dais.

- B. Clackamas County Social Services Presentation

Brenda Durbin, Jennifer Much Grund, Paul Edgar, all from the Community Action Board with Clackamas County gave a presentation to Council on poverty. Discussion surrounded basic needs with housing, food, fuel, jobs, poverty level and other items creating hardships. (Presentation attached to these Meeting Minutes.)

**PUBLIC COMMENT**

**Kristy Hodgkinson, Molalla resident**, shared information on an upcoming Parks CPC fundraiser. A sign making class is available with a limited amount of space. Ms. Hodgkinson provided a flyer and encouraged the public to attend.

**PUBLIC HEARINGS**

- A. Notice of Budget Hearing Publishing Error

Prior to the Public Hearing, City Manager Huff made the following announcement: “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 website. 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.”

- B. Resolution No. 2024-10: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2024-2025 (Chauran)

Mayor Keyser opened the Public Hearing for Resolution No. 2024-10, Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2024-2025 at 7:53pm. Seeing there were no audience members wishing to speak on behalf of the resolution, he closed the Public Hearing at 7:54pm.

### **ORDINANCES AND RESOLUTIONS**

- A. Resolution No. 2024-10: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2024-2025

Finance Director Chauran shared with Council that the Budget presented to them is balanced and recommended adoption by the Budget Committee on May 15, 2024.

#### **ACTION:**

Councilor Vermillion moved to approve Resolution No. 2024-10 by title only; Councilor Childress seconded. Motion passed 7-0.

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

NAYS: None.

ABSENTIONS: None.

- B. Resolution No. 2024-07: Declaring City Property as Surplus

City Manager Huff explained that the City is in possession of several pieces of property that are not fit for service and thus no longer usable by staff. Staff is requesting Council approval to surplus these items.

#### **ACTION:**

Councilor Childress moved to approve Resolution No. 2024-07 by title only; Councilor Botsford seconded. Motion passed 7-0.

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

NAYS: None.

ABSENTIONS: None.

### **GENERAL BUSINESS**

- A. Council Fund for Tree Lights

Councilor Shankle is working with the Chamber of Commerce and the Beautification & Culture CPC to add tree lights to Molalla Avenue. The total cost is over \$7,000. Councilor Shankle is requesting \$3500 from the Council fund to be donated toward the downtown tree light project.

#### **ACTION:**

Councilor Botsford moved to approve \$3500 from the Council Fund to the Tree Lighting project; Councilor Vermillion seconded. Motion passed 7-0.

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

NAYS: None.

ABSENTIONS: None.

- B. City Manager Contract - COLA Approval for Fiscal Year 2024-2025

Finance Director Chauran explained to Council that the City Manager’s employment contract states that City Council needs to consider the City Manager's annual Cost of Living Adjustment. The contract states between 1 % and 3 %.

#### **ACTION:**

Mayor Keyser made a motion to approve a 4% COLA increase for the City Manager for Fiscal Year 2024-2025, seconded by Councilor Vermillion. Motion failed 3-4.

AYES: Vermillion, Lightner, Keyser.

NAYS: Shankle, Childress, Newland, Botsford.

ABSENTIONS: None.

Council President Newland felt it was best to keep the percentage between the listed contract amount at three percent. Mayor Keyser struggles with the City Manager's COLA begin less than the remaining staff.

**ACTION:**

Councilor Botsford made a motion to approve a 3.5% COLA increase for the City Manager for Fiscal Year 2024-2025, seconded by Councilor Shankle. Motion passed 7-0.

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

NAYS: None.

ABSENTIONS: None.

**C. Planning Commission Seat – Declare Vacancy**

Mayor Keyser made the following announcement: "Councilor Lightner's appointment has created a vacancy on Planning Commission. Interested parties are welcome to apply beginning tomorrow morning. This opening is available to resident's within City limits only. The deadline for submissions is Friday, July 26, 2024. Applications will be reviewed by Planning Commission at the August 7th meeting, with a nomination for appointment being brought to Council at the August 14th meeting. Please visit the city's website for the application for citizen appointment."

**D. Library Liasion – New Appointment**

**ACTION:**

Mayor Keyser made a motion to appoint Councilor Lightner as a co-chair as the Library Liaison, seconded by Council President Newland. Motion passed 7-0.

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

NAYS: None.

ABSENTIONS: None.

**E. Police Facility Update**

City Manager Huff announced that a groundbreaking ceremony is being planned for Friday, August 2nd. All Councilors are invited to attend. Chief Long shared that former Chief's Rod Lucich and Frank Shoenfeld have been invited to attend. A brief construction update was also provided.

**STAFF COMMUNICATION**

- City Manager Huff is looking forward to the Police Facility Groundbreaking Ceremony.
- Finance Director Chauran shared that the Finance Department has been busy with auditors. Auditors completed their work in one day, opposed to the scheduled three, and Director Chauran is feeling confident that they are on track.
- City Recorder Teets announced that the Town Hall Meeting scheduled for June 20, 2024 has been cancelled. Elections season has begun. The first registered candidate is newly appointed Councilor, Darci Lightner. Applications for Citizen Appointment for Planning Commission are due to the Recorder's office on July 26, 2024.
- Police Chief Long explained that his crew is preparing for the 4th of July, as well as National Night Out.
- Library Director Hadley provided a staff report that is included in the packet.

**COUNCIL COMMUNICATION**

- Councilor Botsford announced the upcoming Chamber meeting time, as well as a brief update on the Giant Street Parade planning.
- Councilor Vermillion welcomed Councilor Lightner as the newest member of the Council.
- Councilor Shankle thanked Council for tree light funds, and feels that will be a great addition to town. She announced upcoming activities at the Molalla Aquatic Center and encouraged people to take advantage of the offerings.
- Councilor Childress explained that planning for Celebrate Molalla is in full-swing. She encouraged people to volunteer, and directed them where to sign up. (email [celebratemolalla@cityofmolalla.com](mailto:celebratemolalla@cityofmolalla.com))

- Council President Newland described the Parks CPC Fundraising opportunities that will be available this summer. The Parks CPC will be providing snacks for purchase at the Music in the Parks series. She is also gearing up for the Community Garage Sale, with funds going directly to the Parks CPC.
- Councilor Lightner had nothing to report.
- Student Council Liaison Peterson announced her graduation from high school on June 8, 2024. She also shared that Bobablastic is available as a vendor for events.
- Mayor Keyser thanked everyone that has contacted him and helped he and his wife as she experienced an aneurysm recently. He is overwhelmed by the community support and very grateful.

For the complete video account of the City Council Meeting, please go to YouTube  
“Molalla City Council Meetings – June 12, 2024”

**ADJOURN**

Mayor Keyser adjourned the meeting at 8:34pm.

\_\_\_\_\_  
Scott Keyser, Mayor

ATTEST:

\_\_\_\_\_  
Christie Teets, CMC - City Recorder

DRAFT

# Molalla Parks Fundraiser



**Come make your own  
14" Welcome Sign**

**SUNDAY JUNE 23RD  
Molalla Moose Lodge  
2PM - 4PM**

**The Molalla Parks CPC is hosting a sign making class!  
This will be a fundraiser to help improve the existing  
city parks. All supplies and instruction included  
Cost is \$50 per sign. We are offering a take home kit for \$40,  
colors of take home kits may be limited.**

**YOU MUST RESERVE AND PREPAY FOR THIS CLASS.**

**LIMITED SPOTS AVAILABLE**

**To reserve your spot, contact Kristy at  
molallavolunteer@gmail.com or  
text / call 503-351-9304**





# Poverty In Clackamas County

JUNE 12, 2024

# Community Action

## **The Promise of Community Action**

Community Action changes people's lives,  
embodies the spirit of hope, improves communities,  
and makes America a better place to live.

We care about the entire community, and we are dedicated to  
helping people help themselves and each other.

# Community Action in Clackamas County

- ▶ Clackamas County Social Services Division is the Community Action Agency for the county
- ▶ The Community Action Board – 9 member Advisory Board
- ▶ Community Needs Assessment every three years to identify the conditions of poverty
- ▶ CAB Action Plan

# 2024 CAB Action Plan

## 2024 Action Plan Goals

- ▶ Increasing awareness about the current state of poverty in Clackamas County, and programs that can help mitigate the impacts of poverty.
- ▶ Delivering accessible, equitable, and culturally responsive services; and
- ▶ Cultivating a sense of belonging so that all community members and program participants experience support, inclusion and safety when accessing CAA programs.

Poverty – lack of economic means to meet basic human needs.

Federal Poverty Level

Median Family Income

Asset-Limited, Income-Constrained, Employed

# Federal Poverty Level

- Established in 1964
- Based on 1962 Dept. of Agriculture's Economy Food Plan
- Assumes a household spends 1/3 of its income on food.
- Adjusted annually based on Consumer Price Index
- Standard across states

2023 Poverty Guidelines: 48 Contiguous States (all states except AK and HI)								
Household/ Family Size	25%	50%	70%	100%	125%	150%	175%	200%
1	\$3,645	\$7,290	\$10,935	\$14,580	\$18,225	\$21,870	\$25,515	\$29,160
2	\$4,930	\$9,860	\$14,790	\$18,720	\$24,650	\$29,580	\$34,510	\$39,440
3	\$6,215	\$12,430	\$18,645	\$24,860	\$31,075	\$37,290	\$43,505	\$49,720
4	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500	\$45,000	\$52,500	\$60,000
5	\$8,785	\$17,570	\$26,355	\$35,140	\$43,925	\$52,710	\$61,495	\$70,280
6	\$10,070	\$20,140	\$30,210	\$40,280	\$50,350	\$60,420	\$70,490	\$80,560
7	\$11,355	\$22,710	\$34,065	\$45,420	\$56,775	\$68,130	\$79,485	\$90,840
8	\$12,640	\$25,280	\$37,920	\$50,560	\$63,200	\$75,840	\$88,480	\$101,120

# Outdated FPL Assumptions

## 2022 Consumer Expenditure Survey

Spending Category	All Consumers	Less than \$15,000	\$15,000 to \$29,999	\$30,000 to \$39,999	\$40,000 to \$49,999	\$50,000 to \$69,999	\$70,000 to \$99,999	\$100,000 to \$149,999	\$150,000 to \$199,999	\$200,000 and more
Housing	33.8%	41.2%	41.2%	37.8%	36.6%	36.1%	34.6%	31.5%	31.1%	29.2%
Transportation	16.4%	13.7%	15.5%	18.1%	18.4%	18.4%	17.7%	17.5%	15.4%	13.9%
Food	12.4%	16.7%	14.1%	13.8%	12.5%	13.3%	12.4%	12.5%	11.9%	10.1%
Personal insurance and pensions	11.8%	1.2%	2.8%	4.8%	6.4%	8.7%	11.3%	13.9%	16.4%	18.3%
Healthcare	8.1%	8.6%	10.9%	10.0%	9.2%	8.6%	8.4%	8.2%	7.7%	6.0%
Apparel, personal care products and services	3.8%	5.1%	3.6%	4.0%	4.0%	3.8%	3.8%	3.4%	3.5%	3.7%
Entertainment	5.3%	4.8%	4.6%	4.3%	5.0%	4.5%	5.1%	5.2%	5.6%	6.7%
Cash contributions	3.6%	3.1%	3.0%	3.2%	3.7%	2.7%	2.4%	3.2%	3.5%	5.8%
Education	1.8%	2.1%	1.1%	0.7%	1.2%	1.0%	1.2%	1.5%	1.9%	3.6%

2023 FPL with Food at 16.7% of calculation - \$25,500

# Median Family Income

- Also known as Area Median Income or AMI
- Calculated based on specific geographic areas
- Uses U.S. Census data
- Used by HUD to determine eligibility for housing programs

Median Income Percentages 2021 (effective 4/1/2021)

Household Size	30%	40%	45%	50%	55%	60%	65%	80%	100%	120%
1	<b>\$20,300</b>	\$27,080	\$30,465	<b>\$33,850</b>	\$37,235	\$40,620	\$44,005	<b>\$54,150</b>	\$67,830	\$81,396
2	<b>\$23,200</b>	\$30,960	\$34,830	<b>\$38,700</b>	\$42,570	\$46,440	\$50,310	<b>\$61,900</b>	\$77,520	\$93,024
3	<b>\$26,100</b>	\$34,840	\$39,195	<b>\$43,550</b>	\$47,905	\$52,260	\$56,615	<b>\$69,650</b>	\$87,210	\$104,652
4	<b>\$29,000</b>	\$38,680	\$43,515	<b>\$48,350</b>	\$53,185	\$58,020	\$62,855	<b>\$77,350</b>	<b>\$96,900</b>	\$116,280
5	<b>\$31,350</b>	\$41,800	\$47,025	<b>\$52,250</b>	\$57,475	\$62,700	\$67,925	<b>\$83,550</b>	\$104,652	\$125,582
6	<b>\$35,580</b>	\$44,880	\$50,490	<b>\$56,100</b>	\$61,710	\$67,320	\$72,930	<b>\$89,750</b>	\$112,404	\$134,885
7	<b>\$40,120</b>	\$48,000	\$54,000	<b>\$60,000</b>	\$66,000	\$72,000	\$78,000	<b>\$95,950</b>	\$120,156	\$144,187
8	<b>\$44,660</b>	\$51,080	\$57,465	<b>\$63,850</b>	\$70,235	\$76,620	\$83,005	<b>\$102,150</b>	\$127,908	\$153,490



# Asset-Limited, Income Constrained, Employed (ALICE)

- Launched by the United Way of Northern New Jersey and spread to include 31 U.S. states
- Grassroots movement to bring attention to the mismatch between low-paying jobs and the cost of survival
- Focused on households that earn more than the poverty level, but less than its basic survival budget
- Considers household composition and geographic location

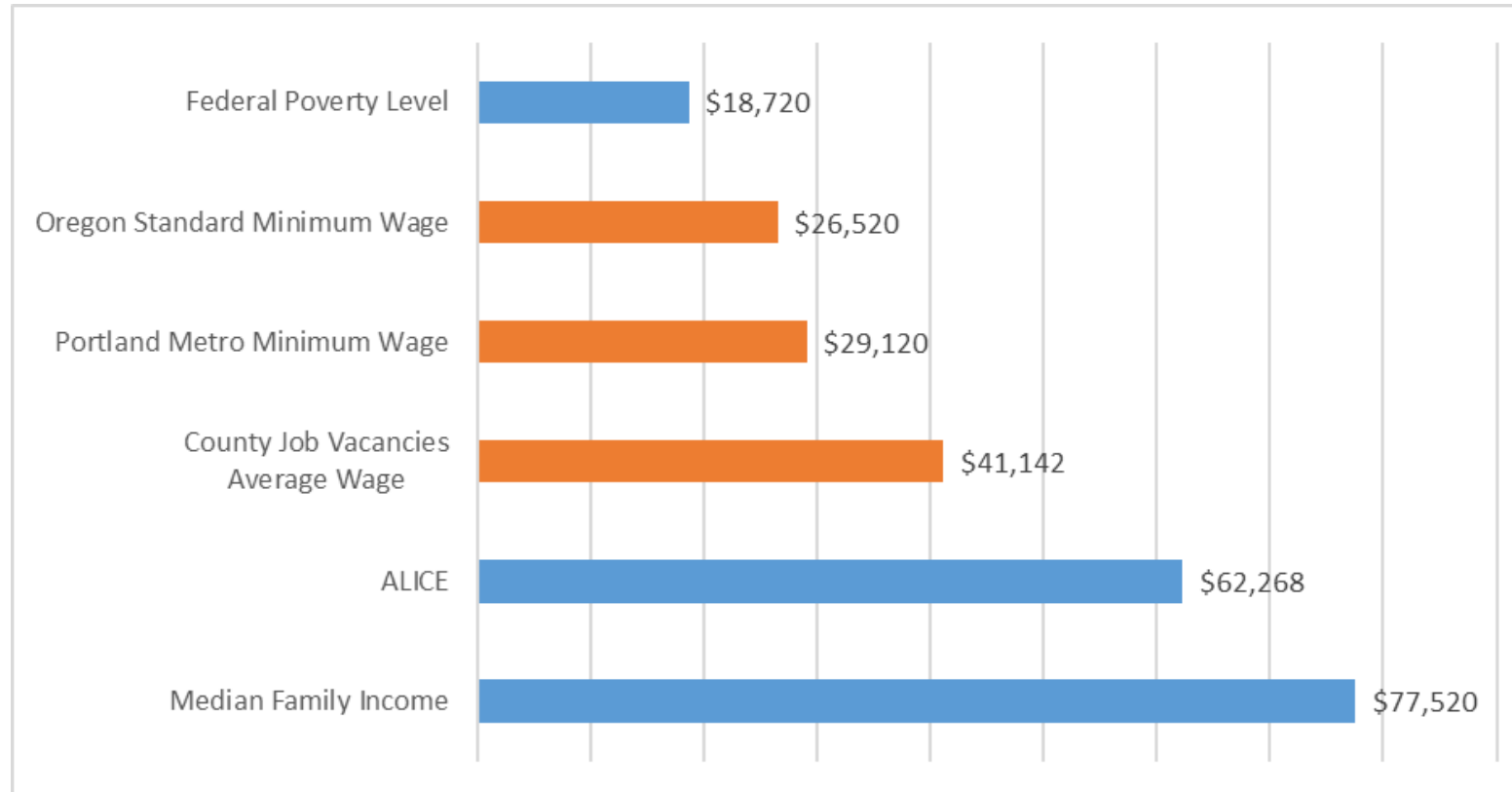
## Budget Categories

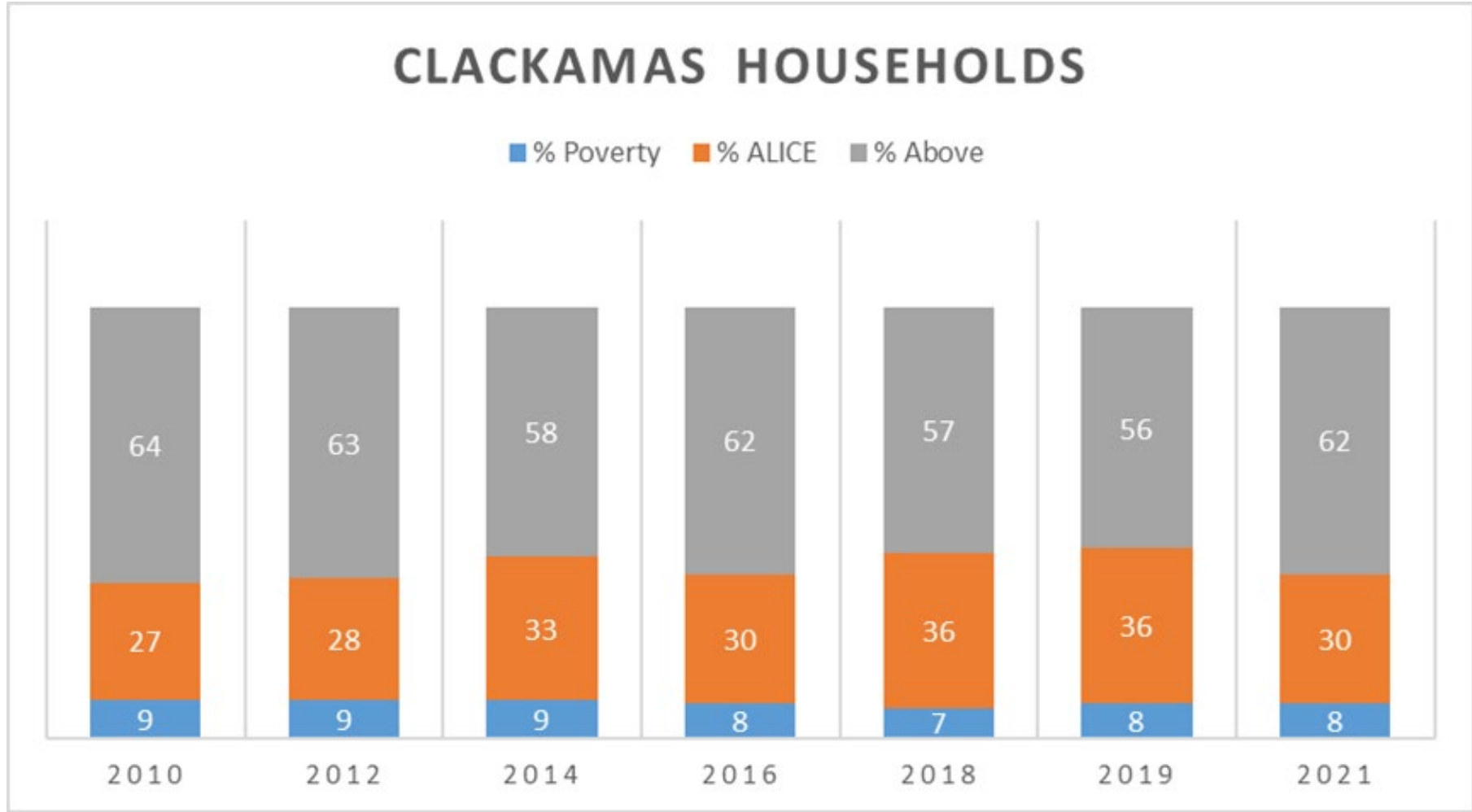
- **Housing** – HUD fair market rates
- **Child care** – state market-rate surveys
- **Food** – USDA low-cost food plan
- **Transportation** – considers public transit, one car per household
- **Health care** – assumes employer-sponsored health insurance
- **Technology** – Smartphone plan
- **Misc.** – 10% of all other costs
- **Taxes** – including eligible credits

## 2021 ALICE Household Survival Budget

Monthly Costs and Credits	Single Adult	One Adult, One Child	One Adult, One In Child Care	Two Adults	Two Adults Two Children	Two Adults, Two In Child Care	Single Senior	Two Seniors
Housing - Rent	\$1,637	\$1,676	\$1,676	\$1,676	\$1,918	\$1,918	\$1,637	\$1,676
Housing - Utilities	\$154	\$239	\$239	\$239	\$292	\$292	\$154	\$239
Child Care	\$0	\$244	\$650	\$0	\$488	\$1,400	\$0	\$0
Food	\$484	\$820	\$736	\$887	\$1,446	\$1,318	\$446	\$818
Transportation	\$350	\$448	\$448	\$526	\$826	\$826	\$303	\$432
Health Care	\$146	\$460	\$460	\$460	\$808	\$808	\$517	\$1,035
Technology	\$75	\$75	\$75	\$110	\$110	\$110	\$75	\$110
Miscellaneous	\$285	\$396	\$428	\$390	\$589	\$667	\$313	\$431
Tax Payments	\$475	\$1,000	\$1,102	\$850	\$1,498	\$1,746	\$536	\$828
Tax Credits	\$0	(\$372)	(\$625)	\$0	(\$744)	(\$1,267)	\$0	\$0
Monthly Total	\$3,606	\$4,986	\$5,189	\$5,138	\$7,231	\$7,818	\$3,981	\$5,569
ANNUAL TOTAL	\$43,272	\$59,832	\$62,268	\$61,656	\$86,772	\$93,816	\$47,772	\$66,828
Hourly Wage	\$21.64	\$29.92	\$31.13	\$30.83	\$43.39	\$46.91	\$23.89	\$33.41

## Income Level based on 2021 Wages and One Adult/One Preschooler Household





<https://www.unitedforalice.org/county-reports/oregon>

# Households below the ALICE threshold in Clackamas County

## Percentage of households below the ALICE threshold

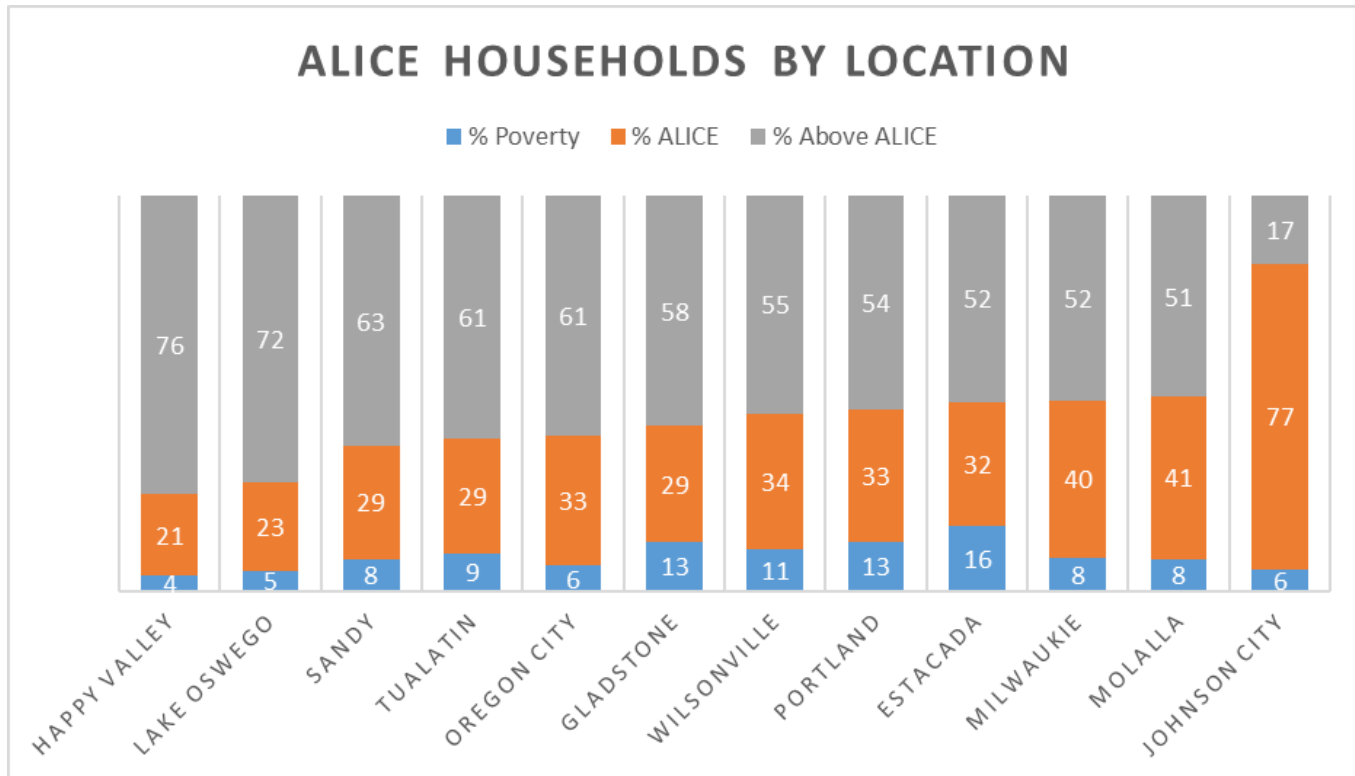
- ▶ Householders under age 25 – **83%**
- ▶ Single-Female-Headed (with children) – **75%**
- ▶ Black/African American households – **55%**
- ▶ Hispanic/Latino(a/x) households – **50%**
- ▶ Householders 65 years and older – **47%**

# How does Molalla Compare?

## Molalla Statistics

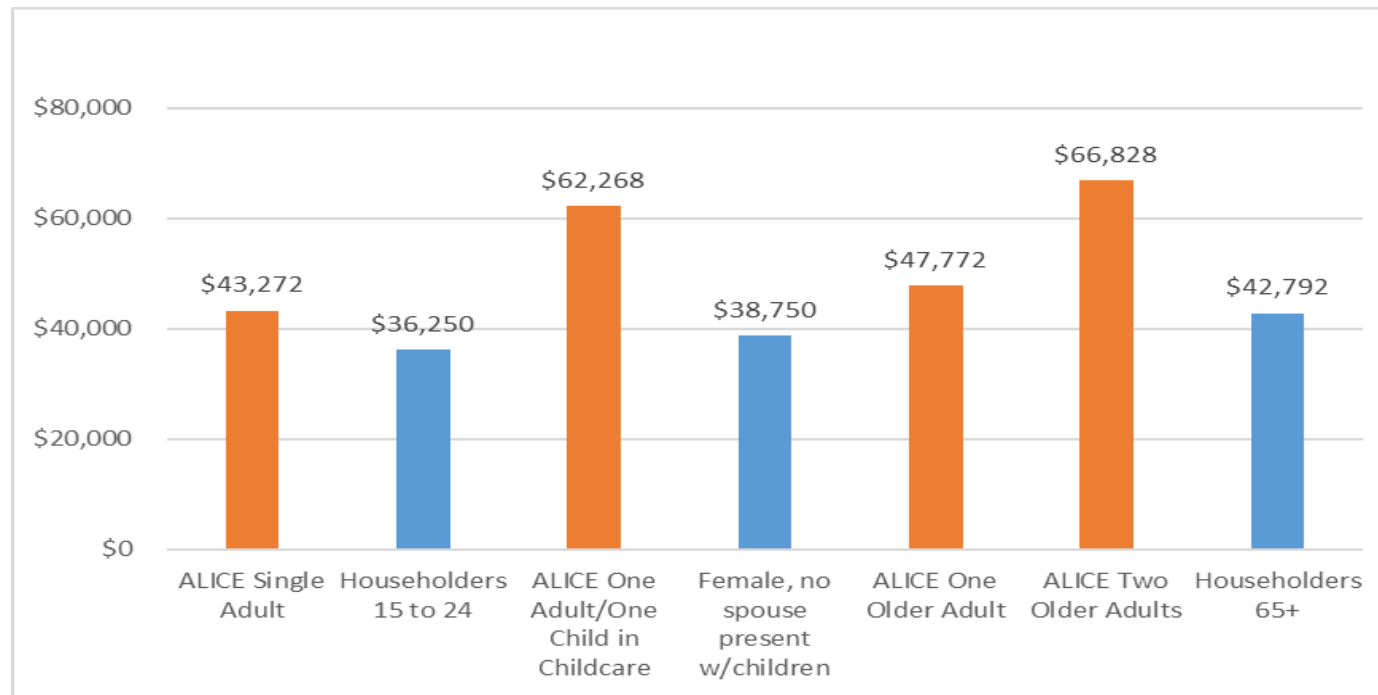
- ▶ 10,228 Residents
- ▶ 3,781 households
  - ▶ 1,853 below ALICE threshold
- ▶ \$77,442 median household income

Sources: American Community Survey 2018-2022 estimate; 2020 Decennial Census; ALICE



# Molalla households more likely to be below the ALICE threshold

## Molalla Median Annual Incomes (Blue) vs. ALICE Survival Budget (Orange)



Source: American Community Survey 5-Year Estimates (2018-2022)

# Next Steps & Questions





## CITY OF MOLALLA

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

### Staff Report

### Agenda Category: Ordinances and Resolutions

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**Agenda Date:** June 26, 2024

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

**SUBJECT:** Resolution No. 2024-14: Authorizing Contingency Transfers Within Funds

**FISCAL IMPACT:** 0

**RECOMMENDATION/RECOMMEND MOTION:** Adopt Resolution No. 2024-14

#### **BACKGROUND:**

Unanticipated expenses occurred following budget adoption within various departments after the Budget for Fiscal Year 2023-2024 was adopted. These expenses affected the following departments:

##### Administration Department

- The City did not anticipate allocating the final balance of ARPA funding. This affected fund balances budgeted for the current year.
- The main computer server required upgrading and current licensing was ending October 2023.
- New FTE (0.5) was approved by Council during the 2023–2024 Budget year.

##### Police Department

- We budgeted for PD Radios within the 2022-2023 budget year. However, the invoice from Clackamas County was issued after budget adoption.

##### Council Department

- Increased expenditures on training.

##### Court

- New FTE (0.5) was approved by Council during the 2023–2024 Budget year.

##### Water

- Appropriate Overtime was not budgeted.



**RESOLUTION NO. 2024-14**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON  
AUTHORIZING CONTINGENCY TRANSFERS WITHIN FUNDS**

**WHEREAS**, the City adopted a Budget and appropriated funds for Fiscal Year 2023-2024, with two transfers of appropriations between funds to date (Resolution Numbers 2024-01 and 2024-08); and

**WHEREAS**, Timing issues and unanticipated expenditures related to building maintenance, equipment replacement, training, and ARPA spending occurred during the 2023-2024 Fiscal Year; and

**WHEREAS**, budgeted contingency funds are sufficient to cover these costs; and

**WHEREAS**, ORS 294.463 provides that a city must transfer appropriation authority from the contingency category to the category from which it will be expended;

**Now, Therefore, the City of Molalla Resolves as follows:**

Section 1. That Fiscal Year 2023-2024 contingency appropriations in the General Fund and the Water Fund be transferred as follows:

	<b>Current Appropriations</b>	<b>Change Appropriations</b>	<b>Amended Appropriations</b>
<b><u>GENERAL FUND</u></b>			
<b>Administration</b>	1,428,478.00	189,200.00	1,617,678.00
<b>Police</b>	4,062,170.00	58,000.00	4,120,170.00
<b>Municipal Court</b>	232,985.00	5,000.00	237,985.00
<b>Council</b>	69,810.00	8,000.00	77,810.00
<b>Contingency</b>	<b>1,500,000.00</b>	(260,200.00)	1,239,800.00
<b>TOTAL APPROPRIATIONS</b>	7,500,831.00	-	7,500,831.00
<b>Reserve</b>	878,250.00		878,250.00
<b>TOTAL</b>	<b>8,379,081.00</b>	-	<b>8,379,081.00</b>
<b><u>WATER FUND</u></b>			
<b>Water</b>	2,762,608.00	35,000.00	2,797,608.00
<b>Transfers Out</b>	21,725.00		21,725.00
<b>Contingency</b>	500,000.00	(35,000.00)	465,000.00
<b>TOTAL APPROPRIATIONS</b>	3,284,333.00	-	3,284,333.00
<b>Reserve</b>	2,056,876.00		2,056,876.00
<b>TOTAL</b>	<b>5,341,209.00</b>	-	<b>5,341,209.00</b>

Section 2. This Resolution shall be effective upon adoption by City Council.

Signed this 26<sup>th</sup> day of June 2024.

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Scott Keyser, Mayor

ATTEST:

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Christie Teets, CMC  
City Recorder

DRAFT



## CITY OF MOLALLA

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

### Staff Report

### Agenda Category: Ordinances & Resolutions

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**Agenda Date:** June 26, 2024

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

**SUBJECT:** Transfer Appropriations between Funds

**FISCAL IMPACT:** 0

**RECOMMENDATION/RECOMMEND MOTION:** Approve resolution 2024-15

**BACKGROUND:**

Original transfer Resolution No. 2024-01 on February 28, 2024 requested that a transfer take place between the Capital Fund to the Administration Department. However, the amount should have been transferred to the Parks Department. This appropriation was designated for a Park's capital project, not a project for the Administration Department.



**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON  
AUTHORIZING THE TRANSFER OF APPROPRIATIONS BETWEEN FUNDS**

**WHEREAS**, on June 28, 2023, the City of Molalla budget for Fiscal Year 2023-2024 was adopted and funds were appropriated by the Molalla City Council; and

**WHEREAS**, this Resolution is prepared pursuant to ORD 294.463; and

**WHEREAS**, the revenue in this fund has been transferred from other funds or is restricted to specific use; and

**WHEREAS**, the purpose is to move appropriations out of the Capital Projects Fund to capital accounts in the originating funds as shown in Exhibit A;

**Now, Therefore, the City of Molalla Resolves:**

**Section 1.** That the 2023-2024 Budget appropriations be revised as indicated in Exhibit A.

**Section 2.** Effective Date. This Resolution shall be effective upon adoption.

Signed this 28<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Scott Keyser, Mayor

ATTEST:

  
\_\_\_\_\_

Christie Teets, CMC  
City Recorder

**Exhibit "A"**

Current Appropriations      Change Appropriations      Amended Appropriations

**CAPITAL FUND**

Capital (Appropriation)	25,487,509.00	(25,487,509.00)	-
Transfer Out		25,487,509.00	25,487,509.00
<b>TOTAL APPROPRIATIONS</b>	<b>25,487,509.00</b>	<b>-</b>	<b>25,487,509.00</b>
Reserve	57,232.00		57,232.00
<b>TOTAL</b>	<b>25,544,741.00</b>	<b>-</b>	<b>25,544,741.00</b>

**STREET FUND**

Streets (Appropriation)	1,067,926.00	1,919,528.00	2,987,454.00
Transfers Out	348,300.00		348,300.00
<b>Contingency</b>	<b>500,000.00</b>		<b>500,000.00</b>
<b>TOTAL APPROPRIATIONS</b>	<b>1,916,226.00</b>	<b>1,919,528.00</b>	<b>3,835,754.00</b>
Reserve	1,007,027.00		1,007,027.00
<b>TOTAL</b>	<b>2,923,253.00</b>	<b>1,919,528.00</b>	<b>4,842,781.00</b>

**GENERAL FUND**

Parks (Appropriation)	195,669.00	150,000.00	345,669.00
Administration (Appropriation)	1,358,478.00	332,697.00	1,691,175.00
<b>Contingency</b>	<b>1,500,000.00</b>		<b>1,500,000.00</b>
<b>TOTAL APPROPRIATIONS</b>	<b>7,500,831.00</b>	<b>482,697.00</b>	<b>7,983,528.00</b>
Reserve	878,250.00		878,250.00
<b>TOTAL</b>	<b>8,379,081.00</b>	<b>482,697.00</b>	

**SEWER FUND**

Sewer	2,977,786.00		2,977,786.00
Transfers Out	22,137,022.00		22,137,022.00
Transfers In		21,376,521.00	21,376,521.00
Contingency	800,000.00		800,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>25,914,808.00</b>	<b>21,376,521.00</b>	<b>47,291,329.00</b>
Reserve	1,597,431.00		
<b>TOTAL</b>	<b>27,512,239.00</b>	<b>21,376,521.00</b>	

**WATER FUND**

Water	1,457,608.00	1,305,000.00	2,762,608.00
Transfers Out	1,176,725.00		1,176,725.00
Contingency	500,000.00		500,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>3,134,333.00</b>	<b>1,305,000.00</b>	<b>4,439,333.00</b>
Reserve	2,056,876.00		2,056,876.00
<b>TOTAL</b>	<b>5,191,209.00</b>	<b>1,305,000.00</b>	<b>6,496,209.00</b>

**STORM FUND**

Storm	323,867.00	160,763.00	484,630.00
Transfers Out	26,400.00		26,400.00
Contingency	100,000.00		100,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>450,267.00</b>	<b>160,763.00</b>	<b>611,030.00</b>
Reserve	287,004.00		287,004.00
<b>TOTAL</b>	<b>737,271.00</b>	<b>160,763.00</b>	<b>898,034.00</b>

**NEW PD FUND**

		243,000.00	
		25,487,509	
		25,487,509	
		-	Approved Budget Difference



**RESOLUTION NO. 2024-15**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON  
AUTHORIZING THE TRANSFER OF APPROPRIATIONS BETWEEN FUNDS**

**WHEREAS**, on June 28, 2023, the City of Molalla Budget for Fiscal Year 2023-2024 was adopted and funds were appropriated by the Molalla City Council; and

**WHEREAS**, on February 28, 2024, the Molalla City Council adopted Resolution No. 2024-01 authorizing transferring appropriations out of the Capital Projects Fund to the originating funds; and

**WHEREAS**, Exhibit A to Resolution No. 2024-01 included a reference to the Administration Department rather than the Parks Department; and

**WHEREAS**, this resolution is prepared pursuant to ORD 294.463; and,

**Now, Therefore, the City of Molalla Resolves:**

**Section 1.** That Fiscal Year 2023-2024 Budget appropriations of \$262,697 be transferred from the Administration Department to the Parks Department.

**Section 2. Effective Date.** This Resolution shall be effective upon adoption.

Signed this 26th 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: Ordinances & Resolutions

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**Agenda Date:** June 26, 2024

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

**SUBJECT:** Transfer Appropriations between the Sewer Fund and Wastewater Treatment Plant Project Fund

**FISCAL IMPACT:** 0

**RECOMMENDATION/RECOMMEND MOTION:** Approve Resolution No. 2024-16

**BACKGROUND:**

The original transfer, Resolution No. 2024-09 on May 8, 2024 requested that appropriations be transferred from Sewer Fund to the new Wastewater Treatment Plant Project Fund. However, due to the timing of reimbursement funding, some appropriations are needed to pay project costs in the current year, along with other costs. We are requesting \$1,000,000 of the \$21 million be transferred back to the Sewer Fund to facilitate payment of the project and other costs.





**RESOLUTION NO. 2024-09**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON  
AUTHORIZING THE TRANSFER OF APPROPRIATIONS BETWEEN FUNDS**

**WHEREAS**, on June 28, 2023, the City of Molalla budget for Fiscal Year 2023-2024 was adopted and funds were appropriated by the Molalla City Council; and

**WHEREAS**, on February 28, 2024, the Molalla City Council adopted Resolution No. 2024-01 Authorizing Transferring Appropriation out of the Capital Projects Fund to the originating funds; and

**WHEREAS**, appropriations for the Wastewater Treatment Plant were transferred to the Sewer Fund; and

**WHEREAS**, a WWTP Upgrade Project Fund was established by Resolution No. 2024-05 to account for project expenses; and

**WHEREAS**, this Resolution is prepared pursuant to ORS 294.463.

**Now, Therefore, the City of Molalla Resolves:**

**Section 1.** That 2023-2024 Budget appropriations of \$21,226,521 be transferred from the Sewer Fund to the WWTP Upgrade Project Fund.

**Section 2.** Effective Date. This Resolution shall be effective upon adoption.

Signed this 8<sup>th</sup> day of May 2024.

  
\_\_\_\_\_  
Scott Keyser, Mayor

ATTEST:

  
\_\_\_\_\_

Christie Teets, CMC  
City Recorder



**RESOLUTION NO. 2024-16**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON  
AUTHORIZING THE TRANSFER OF APPROPRIATIONS BETWEEN FUNDS**

**WHEREAS**, on June 28, 2023, the City of Molalla Budget for Fiscal Year 2023-2024 was adopted and funds were appropriated by the Molalla City Council; and

**WHEREAS**, on May 8, 2024, the Molalla City Council adopted Resolution No. 2024-09 authorizing transferring appropriation from the Sewer Fund to the WWTP Upgrade Project Fund; and

**WHEREAS**, appropriations for additional expenditures that will not be reimbursed in the current Fiscal Year require additional appropriations in the Sewer Fund; and

**WHEREAS**, this resolution is prepared pursuant to ORD 294.463; and,

**Now, Therefore, the City of Molalla Resolves:**

**Section 1.** That 2023-2024 Budget appropriations of \$1,000,000 be transferred from the WWTP Upgrade Project Fund to the Sewer Fund.

**Section 2. Effective Date.** This Resolution shall be effective upon adoption.

Signed this 28th day of June 2024.

\_\_\_\_\_  
Scott Keyser, Mayor

ATTEST:

\_\_\_\_\_  
Christie Teets, CMC  
City Recorder