



AGENDA

MOLALLA CITY COUNCIL MEETING
June 14, 2023
7:00 PM
Molalla Civic Center
315 Kennel Ave, Molalla, OR 97038

Mayor Scott Keyser

Council President Jody Newland
Councilor Terry Shankle
Councilor Eric Vermillion

Councilor Leota Childress
Councilor Crystal Robles
Councilor RaeLynn Botsford

*In accordance with House Bill 2560, the City of Molalla adheres to the following practices:
Live-streaming of the Molalla City Council Meetings are available on Facebook at “Molalla City Council Meetings – LIVE” and
“Molalla City Council Meetings” on YouTube.
Citizens can submit Public Comment in the following ways: attend the meeting, email the City Recorder @
recorder@cityofmolalla.com by 12:00pm on the day of the meeting,
or drop it off at City Hall, 117 N. Molalla Avenue.*

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. CONSENT AGENDA

- A. Work Session Meeting Minutes – May 24, 2023.....Pg. 3
- B. City Council Meeting Minutes – May 24, 2023.....Pg. 4

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

5. PUBLIC COMMENT & WRITTEN COMMUNICATIONS

(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 dialog 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. 2023-10: Fee Schedule Update (Chauran).....Pg. 26
- B. Resolution No. 2023-15: Amending the Financial Policy for Expenditures and Adding a Capitalization Policy (Chauran).....Pg. 44
- C. Ordinance No. 2023-04: Regulating and Prohibiting Public Camping on Public Property(Huff)Pg. 51
- D. Resolution No. 2023-11: Regulating and Permitting Public Camping on Public Property (Huff)Pg. 57

8. GENERAL BUSINESS

- A. Molalla HOPE, Inc. Lease Termination Update (Huff).....Pg. 59
- B. Molalla Municipal Code, Chapter 1.02 Council Rules, Section 1.02.080 Order and Decorum (Council).....Pg. 60

9. STAFF COMMUNICATION

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.



Minutes of the Molalla City Council Work Session

**Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
May 24, 2023**

CALL TO ORDER

The Molalla City Council Work Session of May 24, 2023 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 Crystal Robles, Councilor Eric Vermillion, and Councilor RaeLynn Botsford.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder, Mac Corthell, Community Development Director; Dan Zinder, Senior Planner. Guest Speaker: Jennifer Arnold, Emerio Designs.

DISCUSSION ITEMS

- A. Housing Production Strategies Presentation

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Work Session -DATE”](#)

Senior Planner, Dan Zinder and Emerio Designs Rep, Jennifer Arnold presented the Housing Production Strategy in full detail.

ADJOURN

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, CMC
City Recorder



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
May 24, 2023

CALL TO ORDER

The Molalla City Council Meeting of May 24, 2023 was called to order by Mayor Scott Keyser at 7:02pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Community Development Director; Dan Zinder, Senior Planner, Chris Long, Police Chief; Bobby Call, Lieutenant. Guest speaker: Jennifer Arnold, Emerio Designs.

APPROVAL OF AGENDA

Mayor Keyser announced that Molalla HOPE, LLC. would like to reschedule the presentation for this evening to another meeting, therefore the item has been removed. He also requested that Public Comment be held after General Business.

Council President Newland made a motion to approve the agenda with the adjustments described, seconded by Councilor Vermillion. Vote passed 7-0, with all Councilors voting Aye.

CONSENT AGENDA

- A. Work Session Meeting Minutes – May 10, 2023
- B. City Council Meeting Minutes – May 10, 2023

Councilor Robles made a motion to approve the Consent Agenda, seconded by Councilor Vermillion. Vote passed 7-0, with all Councilors voting Aye.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Clackamas Community College – Bond Presentation (Vice Chair Jane Reid)

Jane Reid with Clackamas Community College introduced herself and President Tim Cook. They are sharing items from the completion of the college that was provided by bond funds of Clackamas County voters. The college is currently in the top five of community colleges in the nation.

- B. Molalla HOPE, Inc. – Presentation to Council (Molalla HOPE Board)

The presentation was cancelled/rescheduled for another meeting.

PUBLIC HEARINGS

- A. Housing Production Strategy

Dan Zinder, Senior Planner, provided the staff report for the Housing Production Strategy. He explained the process and what the responsibilities of Council are at this time. Council needs to adopt the strategies that they feel are most appropriate to the citizens of Molalla.

Mayor Keyser opened the Public Hearing for the Housing Production Strategy at 7:31pm. He invited citizens in favor to speak at the hearing.

Mike Simmons, non-Molalla resident, suggested that the City consider a landbank, which would provide the city with control over what would be developed.

There were no comments in opposition.

Mayor Keyser closed the Public Hearing at 7:33pm.

- B. Ordinance No. 2023-05: Changing the Comprehensive Plan Zoning Map and Zoning Map for Thirty-Two(32) Publicly Owned Properties Located Within the City Limits to a Public/Semi-Public Base Zone to Cure Zoning Inconsistencies

Mr. Zinder provided the staff report to Council, explaining the importance of the current zone inconsistencies.

Mayor Keyser opened the Public Hearing for Ordinance No. 2023-05 at 7:39pm. No citizens spoke in favor or opposition, therefore Mayor Keyser closed the hearing at 7:40pm.

ORDINANCES AND RESOLUTIONS

- A. Ordinance No. 2023-05: Changing the Comprehensive Plan Zoning Map and Zoning Map for Thirty-Two(32) Publicly Owned Properties Located Within the City Limits to a Public/Semi-Public Base Zone to Cure Zoning Inconsistencies

Having held the Public Hearing for the Zone Change, Mayor Keyser invited Council to make a motion.

A motion was made by Councilor Childress to hold the First Reading of Ordinance No. 2023-05 by title only, seconded by Councilor Robles. Vote passed 7-0, with Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford, and Mayor Keyser voting Aye.

A motion was made by Council President Newland to hold the Second Reading and Adoption of Ordinance No. 2023-05 by title only, seconded by Councilor Robles. Vote passed 7-0, with Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford, and Mayor Keyser voting Aye.

GENERAL BUSINESS

- A. Draft Camping Ordinance Discussion

City Manager Huff presented the most recent draft of the public camping ordinance to Council. City Recorder Teets distributed two documents to Council, while Mr. Huff explained their significance. Mr. Huff explained that the portion of time and manner in the ordinance had been addressed, with the remaining topic being place. Staff feels that it would be beneficial to present place in the form of a resolution, making it simpler to make necessary alterations in the future. Council provided input to staff for how they would like the final ordinance to read.

PUBLIC COMMENT

Char Penne, Molalla resident, is in favor of closing the Warming Shelter.

David Potts, Molalla resident, is in favor of closing the Warming Shelter and would like larger cities to provide sheltering services.

STAFF COMMUNICATION

- Community Development Director Corthell shared with Council that three new employees have joined the Community Development Department. He explained in detail the projects that are taking place in Molalla during the summer months. All information is provided on the Molalla Current.
- Lieutenant Call shared that staff is receiving a large number of Special Event Permits currently. Summer months will be busy.
- Police Chief Long stated that staff is gearing up for the 4th of July holiday. Overtime for Buckeroo has been scheduled and plans are coming together. Chief also shared an update on demolition at the new police facility site, which is almost complete.
- City Recorder Teets had nothing to report.
- City Manager Huff had nothing to report.

COUNCIL COMMUNICATION

- Councilor Vermillion shared upcoming meeting dates for Molalla River School District.
- Councilor Shankle announced that the Beautification & Culture Committee earned a grant to complete the set of Winter Banners that hang on Main Street and Molalla Avenue. Currently there are twenty banners, with twenty more needed.
- Councilor Childress provided a statement regarding Mayor Keyser’s Facebook Live where he announced that she had made an ethics violation connected to her work with Molalla HOPE. (The statement is attached to these meeting minutes.) Councilor Childress then made a request for volunteers for Celebrate Molalla
- Council President Newland shared that the next Town Hall meeting will be held at the Molalla Adult Center on Friday, June 5th from 11:00am-12:00pm. She also shared that the next Parks CPC meeting will be held at the Fox Park Pavilion on Monday, June 5th at 5:00pm.
- Councilor Robles shared summer activities that are taking place at the Library. Councilor Robles thanked Mayor Keyser and Council President Newland for joining her and residents of Plaza los Robles at the Library recently. She was able to explain the upcoming camping ordinance and the effects of House Bill 3115 to the Hispanic community. There will be a follow-up meeting on June 2, 2023 at Plaza los Robles.
- Councilor Botsford announced a Chamber of Commerce held a meeting recently that Lt. Call attended. She thanked him for his input on the new parade staging location, that should make things much easier.
- Mayor Keyser announced the new location of the Thursday Farmer’s Market. It has moved from the Hoffman House to Molalla River Brewing. He also shared details about the July 4th Food Cart event that is being held at the Molalla Nazarene Church.

For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Meetings – May 24, 2023”

ADJOURN

Mayor Keyser adjourned the meeting at 8:49pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, CMC
City Recorder

Dear Mayor and City Council Members:

I would like to emphasize the urgent need to shut down the warming center in a residential neighborhood. As the weather grows warmer, we anticipate an influx of people from other cities and counties seeking shelter. Unfortunately, the center is poorly run, providing goods without any requirement of services to integrate them back in to a civilized society. This is called enabling.

The burden of monitoring and ensuring the safety of the surrounding area has been unjustly placed upon the neighborhood and its residents. It is assumed that they should take on the responsibility of calling the police whenever they witness unsavory behavior or nefarious activities near the warming center. This assumption is unfair and places an undue burden on their community.

We have made it explicitly clear to Molalla HOPE that this facility is not welcome in a residential neighborhood, especially considering the presence of children. The State of Oregon mandates that we designate a safe place for the unhoused to go during the evening. I propose that this designated area be situated on the outskirts of town, away from residential neighborhoods. By doing so, we can ensure the safety and security of our community members while still fulfilling our obligations.

Additionally, it is disheartening to hear derogatory comments made by two city council members regarding the neighborhood's character. These comments suggest a lack of empathy and understanding for the challenges faced by the residents. I propose that these council members experience firsthand the realities of living near the center by spending several evenings in the neighborhood while the center is in operation. This experience may help them gain a deeper appreciation for the concerns and hardships faced by the residents.

In conclusion, the warming center's continued operation in its current location is detrimental to the well-being and safety of our neighborhood. By relocating the facility to an appropriate area and ensuring proper management and regulations, we can create a win-win situation that provides much-needed assistance to those in need while also preserving the harmony and security of our residential neighborhoods. I urge you to consider the many concerns that have been raised and take the necessary steps to shut the warming center down at its current location.

DAVID POTTS– 5/24/23 – CITY TESTIMONY

I have observed what happens when The Homeless Industrial Complex gets entrenched in a City. More and more money flows in, but the homeless population gets ever larger, and we are told we just need to be patient and allocate more funds.

Molalla HOPE offers a band-aid as a solution to a problem far too large for Molalla to address on their own. We have seen the rationalizations for the inability of Molalla HOPE to manage their clientele. In the end it is their neighbors who suffers and the taxpaying public who pay and end up not trusting City Council for allowing this to continue.

Molalla HOPE’s warming/cooling center is a foothold for the Homeless Industrial Complex. The majority of Molalla does not want an ever-larger houseless population living in tents reliant on the remainder of the community providing for their every need, rationalizing, and allowing their antisocial behavior. Molalla lacks the resources and tax base that our larger more affluent neighbors use to finance their failing attempt to house people who are incapable or unwilling to follow basic rules that everyone else adheres to in order to remain housed. Let the larger cities support shelters.

The city sanctioned rent-free facility run by Molalla HOPE must be closed to protect the livability of Molalla. As a county recognized and funded shelter, it makes our city a destination for unhoused people from the rest of Clackamas County. Let the larger better funded cities run the shelters and social services programs to get the unhoused into transitional housing and with any luck, into permanent housing.

NO MORE TENTS IN MOLALLA!

From: [Jody Newland](#)
To: [City Recorder](#)
Subject: Homeless Shelter lease renewal
Date: Wednesday, May 24, 2023 11:13:02 AM

Liz asked me to please forward this to you for our public record.
Thanks, Jody

From: **Liz Williams** <liz.willy2008@gmail.com>

My name is Liz Williams.

I have lived in Molalla for 14 years now, the last four have been within city limits.

Molalla is a very special place full of many wonderful people.

I come before you as an individual of faith in a compassionate God.

I do not speak or come forward for a Molalla organization, but rather my hope for finding solutions that will better help people.

First, I would like to thank those who wanted to bring the shelter into our community with hopes of helping individuals in transition. I'm saddened by spiteful attacks made on these compassionate people. We all need to converse, listen and learn more - not attack for our own opinions. Thank you.

Second, I welcome a chance to publicly thank and recognize this Council for your hard work, hours and commitment for our community. I know your time, energy and prayers goes beyond these meetings. Thank you.

Third, I would like to state that I do not think a county wide shelter is helpful to the individuals coming to use it.

I am glad we gave it a chance, but it is not working.

I will list what I have observed and things that have INCREASED since the county wide shelter opened.

I have observed first hand the following:

-people using the online information to see if the center is open and then people travel to our community to get into it. These are people not from Molalla.

-I have called county resources myself trying to help someone find a place, and they told me Molalla is open. I knew it was not, thus why I called. This individual told me they came to Molalla because it was known to be 'safer'. (By the way we did find them shelter-Molalla IS a caring community.) It took days for this individual to leave Molalla to get more necessary resources.

-I have observed new to Molalla people trying to camp outside store fronts, and leaving litter behind. The smell behind the building from waste has increased.

-I have changed my walks through Ivor Davies to always include my dog, due to unfamiliar people acting irrationally.

-I have observed people leaving the park swearing irately.

- I have observed people leaving a trail of trash as they move along.
- Our park bridge boards have been kicked, removed and brought into the woods.
- I have observed locked bathrooms where children and families go.
- I have observed 'odd behavior' and incoherent conversation in front of bathroom doors by people with bags and wagons. Not a place you would allow children to go use.
- I have observed videos of brazen thievery from people porches.
- I am disheartened that people with lots of stuff, a dog, black bags and boxes of food reside all day in the pavilion by the library. There is no open restroom there!! I also have watched children and families walk up to the pavilion to use it, hesitate then turn around.

I'm almost 62 years old and know and have seen every community has people with 'special needs.' We as a community need to focus on our own people so we can help them better. Currently we are enabling poor behaviors with negative reinforcement. Giving Shelter (and food) to county-wide people is too large of a problem for Molalla to do well.

Again I am grateful for this compassionate council that want to obey the laws and help people in need and protect the benefits of living in the city of Molalla.

Please do not renew the lease, please look into different services and solutions.

Thank you for allowing me to share what I have personally observed.

Liz Williams.

From: [Dan Huff](#)
To: [Andrea Nordahl](#)
Cc: [Christie Teets](#)
Subject: RE: Houseless and social services-idea
Date: Monday, May 22, 2023 7:59:04 AM

Andrea – Thank you for your comments. I have been out for the past week, but we will be working through some of these items soon. Let us know if you have additional comments or concerns.

Dan Huff
City Manager
City of Molalla, Oregon
(503)829-6855



PUBLIC RECORDS LAW DISCLOSURE

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From: Andrea Nordahl <anordahl2@gmail.com>
Sent: Friday, May 12, 2023 12:35 PM
To: Crystal Robles <crobles@cityofmolalla.com>; Eric Vermillion <evermillion@cityofmolalla.com>; Rae-Lynn Botsford <rbotsford@cityofmolalla.com>; Terry Shankle <tshankle@cityofmolalla.com>; Dan Huff <dhuff@cityofmolalla.com>; Jody Newland <jnewland@cityofmolalla.com>; Scott Keyser <skeyser@cityofmolalla.com>
Cc: bcc@clackamas.us
Subject: Houseless and social services-idea

Happy Friday!

I was to start by saying Thank You for all your hard work.

I have been sitting and thinking a lot lately about the lack of social services in our outlying towns or just in general in Clackamas County. I had a couple thoughts that may be worth exploring or just starting a conversation on.

In my profession I work with a lot of nonprofits and it just so happens the names I am going to give you happen to be a few I have worked with.

I wonder if the the City or County could have a conversation with the following nonprofit organizations:

Central City Concern - They have millions of dollars in affordable housing and programs for drug rehabilitation and more.

New Narrative - transitional housing, supportive housing, independent housing, addiction services

Cedar Sinai Park - affordable housing

4D recovery - substance abuse recovery housing

Coda - substance abuse treatment and supported housing

Fora Health Treatment & Recovery - addiction services

Cascades Behavioral Healthcare - mental health, addiction recovery services

Maybe the city could work with them about bringing some of their resources here to Molalla? Or possibly assisting those houseless to get into one of their buildings. Just thinking out loud.

There are hundreds more nonprofit's all around us that offer similar services. They all get government funding. We just need to see if we can get their assistance out here.

Thank you all.

Molalla Resident and lifetime Oregonian.

Andrea

From: [Dan Huff](#)
To: [Christie Teets](#)
Subject: FW: The Homeless Crisis
Date: Wednesday, May 24, 2023 9:01:27 AM

From: Jodi Dix <jodidix503@gmail.com>
Sent: Wednesday, May 24, 2023 8:58 AM
To: Dan Huff <dhuff@cityofmolalla.com>
Subject: Re: The Homeless Crisis

I received your message. Thank you. I thought you were going to be talking about the hope lease tonight. I guess if that is not the subject my letter doesn't do much good. So you don't have to read it if that's not what's on the agenda.

Thank you,

Jodi Dix

On Wed, May 24, 2023 at 8:07 AM Dan Huff <dhuff@cityofmolalla.com> wrote:

Ms. Dix – Thank you for your e-mail. I appreciate the comments you continue to provide regarding this difficult issue. The City Council will be finalizing the draft required “camping” ordinance tonight, but a final decision will not be made until June. However, this decision does not impact or influence a future decision on the Molalla Hope, LLC lease. A decision on the lease will be made by Council in June as well.

I can appreciate some of what Commissioner West is promoting because I agree with him that the programs in place for homeless today do not work and only promote continuing the lifestyle. Please remember that the decision on the warming shelter is a Molalla City Council decision and theirs alone. The County can make comments just like you have made, but it is not their decision to make.

Thank you again for your comments and please be watching. We have some developing ideas that should come out shortly.

Dan Huff
City Manager
City of Molalla, Oregon
(503)829-6855



PUBLIC RECORDS LAW DISCLOSURE

This e-mail is a public record of the City of Molalla and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This e-mail is subject to State Retention Schedule.

From: Jodi Dix <jodidix503@gmail.com>

Sent: Tuesday, May 23, 2023 10:22 PM

To: Terry Shankle <tshankle@cityofmolalla.com>; Scott Keyser <skeyser@cityofmolalla.com>; Jody Newland <jnewland@cityofmolalla.com>; Crystal Robles <crobles@cityofmolalla.com>; Eric Vermillion <evermillion@cityofmolalla.com>; Rae-Lynn Botsford <rbotsford@cityofmolalla.com>; Dan Huff <dhuff@cityofmolalla.com>

Subject: The Homeless Crisis

Dear Council Members,

You have my permission to read this at the council meeting.

My name is Jodi Dix. I have lived in the Molalla area for 47 years. I'm writing you another letter because I feel you need to hear this again. When council Shankle said closing the warming center was not going to end the homeless population being in Molalla at the last council meeting, she was right. There will always be some homeless people in Molalla, however It will prevent others from coming to our town from the surrounding cities. I think we are one of three warming centers in Clackamas county, If I'm not mistaken. I do have a big heart and I love to help people that want to help themselves. It's very obvious to me that most of them don't want help, they want to steal things, do drugs, fight with each other, and have sex in broad daylight. They break into abandoned houses and businesses and leave garbage and drug paraphernalia everywhere in our town. This town's too small to have a warming center without having the other resources needed to actually help them address their drug addictions and mental illness. Most of them won't seek help anyways. We don't feel safe in our town anymore! Our children don't feel safe in our town anymore!

I emailed Ben West and he emailed me back saying the compassionate approach is not closing the only resource available, rather providing increased personalized outreach to meet folks where they are at and help them along their path to services, housing, and now the county is going to expand services and resources into rural communities. This is so ridiculous! This will take a long time for us to have any services and resources here in Molalla. Oregon City already has these resources now. We need to shut the warming center down before the homeless wandering our streets increases. It's already bad now. Not to mention we have a skate park next door to it. I really feel this building needs to be turned into something good for our kids in our community. The homeless are posing a huge safety risk to our children, elderly and all of the residents of our small community. Please consider the funding for this warming center to be pulled and the lease canceled. They can have easier access to services and resources that they so desperately need close to them where there are already services established.

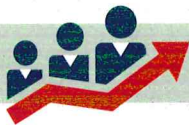
Thank you so much for letting me share my concerns.

Jodi Dix

**CCC IN MOLALLA**2021 Molalla population: **10,201****High School
Connections**

- Out of 18,842 CCC students (total for 2021-22) **420 were from Molalla.**
- **152** students graduated from Molalla High School in 2019-20 and 26% enrolled at CCC in 2020-21.
- **96** Advanced College Credit students from Molalla High School in 2021-22 earned a total of 824 credits, a tuition value of \$83,224.

High school graduation and credit data is based on figures provided by the Oregon Department of Education.

**Business
Connections**

- **21 Molalla and 5 Mulino businesses** were served by the Small Business Development Center in 2021.

Connections with Business and Industry (CBI) is a one-stop business support network serving Clackamas County and beyond.

Our services include:

- Customized Training • Workforce Services
- Small Business Development
- Training on the Job

Contact the CBI Concierge today!

Online: www.clackamas.edu/CBI

Phone: 503-594-3200

Email: training@clackamas.edu



Clackamas Community College is governed by a Board of Education and has an elected representative for each of the seven zones that make up the college district. **Tim Cook serves as college president.**

CCC has three campuses: Oregon City Campus, Harmony Community Campus, and Wilsonville Campus. We also provide community education classes at many locations across our service district. **At CCC, we provide affordable, accessible education and training that leads to jobs.**



I represent Zone 7, which serves Canby, Molalla and Mulino areas.

My name is Irene Konev, Board Member at Clackamas Community College, and I welcome your feedback.

For questions or comments, please call 503-594-3000 or email irene.konev@clackamas.edu.

ABOUT OUR CAMPUSES

Clackamas Community College's vision is to empower individuals and strengthen communities. Our mission as our community's college is to cultivate equitable, innovative and responsive education.

In addition to transfer degree programs that pave the way for an easy transition to a four-year public university, CCC offers certificates and degrees in more than 90 career and technical programs; essential skills classes to prepare students for college; and diverse special events, enrichment programs, and continuing education opportunities.



Student Profile

- **Student Headcount:** 18,842 for 2021-22
- **Total Full-time Equivalence:** 4,578.6 for 2021-22
- **Course offerings:** associate degrees and certificates, college transfer degrees, career technical education, literacy/basic skills, community education, business training, job training, distance learning and partnerships for four-year degree completion programs.
- **Total degree and certificates completed in 2021-22:** 982

Tuition Comparison



Starting a four-year degree at Clackamas Community College can save individuals and families thousands of dollars on the cost of their education.

2022-23 Average Cost of Tuition and Fees Comparisons:

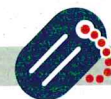
- Average Oregon **four-year private university** tuition and fees \$40,245
- Average Oregon **four-year public university** tuition and fees \$13,278
- **Clackamas Community College** tuition and fees \$5,850

Annual tuition and fees at CCC and Oregon four-year public and private universities is based on figures provided to the Oregon Office of Student Access and Completion by the institutions. OSAC NOTE: These "standard" undergraduate student budgets are for informational purposes only. They are based on full-time enrollment at 15 credit-hours/term and do not include insurance, loan fees, non-mandatory fees, or special program-specific fees. Actual budgets will vary from these "standard" budgets, depending upon program of study, course load, dependency status, and housing situations. (For certain programs, course loads may be restricted to less than 15 credit-hours per term.)



Student Access

- **Tuition for the 2021-22 school year** is \$111 per credit for in-state students.
- **Financial Aid:** For 2021-22 the total federal and state aid our students received was \$8,090,406.
- **Scholarships:** For 2021-22 the total in scholarships and waivers our students received was \$1,306,669.
- The **CCC Foundation provided \$717,942** in scholarships to students, funded through private donations in 2021. **The average award per student was \$2,130. One in three applicants (37%) were awarded a scholarship.**



Veterans Services

- An all-Inclusive Veterans Education and Training (VET) Center
- Dedicated VET Center Staff / full-time veteran advocates
- Veteran-specific counseling, advising and disability services
- Military Families Scholarship Endowment
- Veterans emergency need-based grants,
- textbook exchange
- Veteran-friendly military transcript & training evaluation for CCC credit
- Student Veterans Club focused on service and peer support
- Knowledgeable assistance with all college, community, and VA resources



Workforce

- Over the past five years (2017-2021), CCC offered 235 customized training sections, enrolling 1,381 students with the average of annual participation of 313.
- In 2021, the SBDC served 586 clients from Clackamas County and veterans in the Portland metropolitan area, with 60 training events and 963 attendees. Additionally, the center provided 1,908 free hours of business counseling and assisted with 204 business start-ups and \$7,357,667 capital infusion, with 351 jobs created.

A Lot of Smoke for a Little Fire

First Off, remember, the City does not do business on Facebook, the Council does not do business on Facebook, nor do I do business on Facebook.

On April 22, 2022, Molalla HOPE came before the Council to request a 10-year lease vs. a year-to-year agreement. At the time, I said that I had nothing to gain financially from changing to a lease. I said that in good faith, knowing that my hourly wage would not change. I misspoke in my statement. What I did not know was that because I was an employee of Molalla HOPE, the possibility of gain or loss on their behalf extended to me, personally.

In an email on March 13, the Mayor accused me of a conflict of interest and made a list of things he **expected** me to recuse myself from in the future:

- Any issue that has to anything to do with the Molalla Warming Center.
- Any issue that has anything to do with Molalla Hope.

- Anything at all that has to do, in any form, with the Homeless Houseless issues pertaining to our city.

He did say “This will not preclude you from speaking as the head of Molalla Hope as a citizen of the community.”

I talked to the Ethics Commission about these requests and ~~as long~~ ^{even though} ~~while~~

~~as~~ I am employed by Molalla HOPE, I am allowed to speak on any of these subjects unless action is being taken that would result in a definite financial gain or loss to Molalla HOPE. *To respond to his demands,*

I requested a meeting with the Mayor and the City Attorney. I

learned that he was planning to ask me to step down from Council or he was going to file an ethics violation.

At the time, I still didn't think I had committed a violation, so I called the Ethics Commission. That is when I learned that I actually had so I filed a complaint against myself.

The Mayor, the City Attorney, and CP Newland, met on April 11.

The Mayor told me to admit my mistake to the public. The upcoming Council meeting was the next evening, just 36 hours

away. I had not decided on how to approach the subject and didn't say anything at the meeting on the 12th.

I was not going to make such an announcement on Facebook.

On April 22, the Mayor decided to tell my story and went to Facebook live.

He intruded on my personal rights by not letting me handle my business my way, in my time. But now is my time.

My Wages from Molalla HOPE are now a big point of contention.

Yes, I draw a wage and although it is no one's business, I earned \$15,767 last year. My hourly pay doesn't change if we have fewer or more clients.

In summary, I did commit an ethical violation. There was no money involved on my part, I simply misspoke.

I have served Molalla for seven ^{1/2} years now and have three ^{1/2} years left on my present term.

In 2014 I applied to serve as a Councilor because I love this City.

I have been part of many city accomplishments over the years.

I have taken the lead on many things, too. Such as the Molalla Vision and Action Plan, Celebrate Molalla, The Spring Clean-Up, and a communication tool which became the Molalla Current, to name a few.

I have represented the City before The Ford Family Foundation Board of Directors, at a state-wide community builders conference, in a League of Oregon City session, a cub scouts' troop, and city businesses.

Being a City Councilor is not an easy job but I love it.

NOW, on to more fun things! Celebrate Molalla! August 26 at a new venue, Clark Park. Moved the time to 11am-7pm. Makes it easier for you to have dinner at one of the fabulous food trucks! Plenty of parking at Bohlander Field.

More info coming soon. Mark your calendar today.

I encourage you to visit the MPD



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MOLALLA, OREGON,
REGULATING AND PROHIBITING PUBLIC CAMPING ON PUBLIC PROPERTY**

WHEREAS, State of Oregon House Bill 3115 requires the City of Molalla to allow individuals and families that are temporarily experiencing the effects of homelessness to rest or camp in relatively safe and sanitary locations while they are actively seeking access to stable and affordable housing; and

WHEREAS, Due to the House Bill requirement, the City is required to establish codes to allow for legal resting or camping during reasonable time periods, while protecting sensitive areas of the City that are disproportionately impacted by the negative effects of such activity; and

WHEREAS, The City desires to discourage camping in areas where such activities fundamentally undermine the public's ability to use that public property for its intended purpose and create unsafe and unsanitary living conditions, which can threaten the general health, welfare and safety of the City and its inhabitants; and

WHEREAS, The City encourages the active participation of all concerned persons, organizations, businesses, and public agencies to work in partnership with the City and the homeless community to address the impacts of homelessness in the community.

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

Section 1. TITLE. This Ordinance shall be known as the Regulating and Prohibiting Public Camping on Public Property Ordinance of the City of Molalla.

Section 2. PURPOSE. It is found and declared that:

- A. When persons establish campsites on sidewalks, public rights-of-way, under bridges, and in other areas not designated for camping;
- B. Such persons, by such actions create unsafe and unsanitary living conditions which pose a threat to the peace, health, and safety of themselves and the community;
- C. Camping, resting, lying, or sleeping on a playground, under a pavilion, a recreation area or sports field fundamentally undermines the public's ability to use that public property for its intended purpose;
- D. Camping, resting, lying, or sleeping on rights of way, or in a manner that obstructs sidewalks prevents the public's ability to use that public property for its intended purpose and can in some situations can create violations in the American with Disabilities Act (ADA) or result in imminent threats to life;

- E. These regulations are meant strictly to regulate the use of publicly owned property, and are not intended to regulate activities on private property; and
- F. The enactment of this provision is necessary to protect the peace, health, and safety of the City and its inhabitants.

Section 3. DEFINITIONS. As used in this Ordinance, the following terms and phrases shall have the meaning set forth herein:

"Camp" or Camping" means to pitch, erect, create, use, or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.

"Campsite" means any place where one or more persons have established temporary sleeping accommodations by use of camp facilities and/or camp paraphernalia.

"Camp Facilities" include, but are not limited to, tents, bivouacs, huts, other temporary or portable shelters, and vehicles or recreation vehicles as defined by ORS.

"Camp Paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or other sleeping matter, or non-city designated cooking facilities and similar equipment.

"Fire" includes, but is not limited to, open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, or other sources of heat.

"Natural area" means any land designated as natural resource area or wetland as identified on the City of Molalla Zoning Map, including all riparian areas associated with Bear Creek, Creamery Creek, and Shorty's Pond.

"Parking Lot" means a developed location that is designated for parking motor vehicles, whether developed with asphalt, concrete, gravel, or other material. It also

~~"Public Prop~~ means any real property, land or structure owned, leased, or managed by a public agency, including utility easements. A public agency includes, but is not limited to the City of Molalla, Clackamas County, and Oregon Department of Transportation.

"Public rights-of-way "means all City-owned or controlled rights-of-way, whether in fee title or as a hold of a public easement for right-of-way or public access purposes. Public rights-of-way include but are not limited to any public road, street, sidewalk, or private street or other property that is subject to a public access easement dedicated or granted to the City for vehicular, pedestrian, or other means, and any planter strip or landscape area located adjacent to or contained within streets that is part of the public right-of-way.

"Resting" means the acts of sitting, lying, sleeping, or keeping warm and dry outdoors, as defined in House Bill 3115.

"Store" or "Storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

"Park Areas" means publicly owned grounds operated under the supervision of the City of Molalla whether within or outside of the corporate limits of the City of Molalla providing outdoor passive and active recreation opportunities.

Section 4. PROHIBITED CAMPING. This section's regulations are meant strictly to regulate the use of public property within the City of Molalla and are not intended to regulate activities on private property.

- A. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any persons to establish or occupy a campsite at any time on the following public property and/or:
1. All ~~All~~ Park Areas within the City of Molalla.
 2. On sidewalks in a manner reducing the clear, continuous sidewalk width of less than five feet, as described in Molalla Municipal Code, Chapter 17-3.3.040 Pedestrian Access and Circulation, and ORS 162.025 Disorderly Conduct.;
 3. Identified wetlands or natural areas.
 4. Fields used for sporting events or recreational use.
 5. When a Molalla Sheltering Facility is open, all public camping is prohibited. Exceptions include when a Molalla Sheltering Facility is at capacity, or if an individual has been denied access.
 6. Any residential zone.
 7. Within 1000 feet of a playground or school.
- B. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any person to camp or maintain a campsite on any public property from dawn to dusk. Fires are prohibited in all Parks and publicly owned property.
- C. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any person to knowingly leave unattended or store personal property, including camp facilities and camp paraphernalia, on any public property from dawn to dusk. Fires are prohibited in all Parks and publicly owned property.

Personal property left unattended may be removed and disposed by the City, in accordance with State law, if:

1. The property poses an immediate threat to public health, safety, or welfare; or
2. The property has been posted with a written notice in accordance with State Law.
3. Any property removed by the City shall be held and disposed of pursuant to State law if not claimed within 30-days after removal.
 - a. Individuals may claim their property, without a fee, by contacting the Police Department or Parks Department within 30 days.
 - b. Items that have no apparent utility or are in unsanitary condition may be immediately discarded.



RESOLUTION NO. 2023-11

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
REGULATING PUBLIC CAMPING ON PUBLIC PROPERTY**

WHEREAS, State of Oregon House Bill 3115 requires the City of Molalla to allow individuals and families that are temporarily experiencing the effects of homelessness to rest or camp in relatively safe and sanitary locations while they are actively seeking access to stable and affordable housing; and

WHEREAS, Due to the House Bill requirement, the City is required to establish codes to allow for legal resting or camping during reasonable time periods, while protecting sensitive areas of the City that are disproportionately impacted by the negative effects of such activity; and

WHEREAS, Molalla City Council adopted Ordinance No. 2023-04, Regulating and Prohibiting Public Camping on Public Property on June XX, 2023; and

WHEREAS, as indicated in Ordinance No. 2023-04, Section 5. PERMITTED CAMPING. Areas for permitted camping are identified herein.

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

Section 1. Options are as follows:

- A. Oddfellows Park, 106 S. Molalla Avenue; or
- B. Parking Spaces (no situs) as marked by City of Molalla in the Public Parking Area next to 123 E. Ross Street; or
- C. In the fenced area of 209 Kennel Street.

Section 2. Effective Date. This Resolution becomes effective upon the passage of Molalla City Council.

Signed this XX day of MONTH 2023.

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

Agenda Date: June 14, 2023

From: Cindy Chauran, Interim Finance Dir.
Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2023-10: Adopting a Master Fee Schedule and Repealing all Prior Fee Schedules

FISCAL IMPACT: Varies throughout Departments

RECOMMENDATION/RECOMMEND MOTION: Approve Resolution No. 2023-10

BACKGROUND:

The general intent of an administrative fee is to eliminate subsidization of individual (or individual group) activities that result in a cost burden to the local government in the form of materials and staff time but fall outside the scope of services provided to the broader tax base.

Administrative fees are intended only to recover costs, not provide a revenue windfall. They help ensure that those activities that run through the City but provide benefit only to the individual (or are required only by the individual) are paid for by the individual.

Administrative fees are typically reviewed annually. Adjustments should be made to keep pace with costs, although consideration is also given to the cost of implementation and comparative costs of other agencies. Most fees were increased significantly last year. This year, there are a few minor adjustments, and some additional costs are delineated. Specifically, vehicle and equipment fees are included for the purpose of billing out costs to individuals or insurance companies as needed. Some Planning fees that were formerly listed as “other” have been detailed out.

Exhibit A lists the current fees and proposed changes, if any. Changes are in **bold**. **Exhibit B** will be the final adopted “booklet” version published on the City web page if all proposed changes are agreed upon.



RESOLUTION NO. 2023-10

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
ADOPTING A MASTER FEE SCHEDULE AND REPEALING ALL PRIOR,
CONFLICTING FEE RESOLUTIONS**

WHEREAS, The City Council has the authority to implement administrative fees; and

WHEREAS, Administrative fees are intended to recoup the cost, or a portion of the cost, of administrative processes and materials that fall outside the scope of those provided to the broader tax base; and

WHEREAS, Fees are not meant to generate excess income for the City, and the fees imposed by this resolution are not taxes subject to the property tax limitation of Article XI, Section 11(b) of the Oregon Constitution; and

WHEREAS, City staff desires to maintain a master fee schedule to provide the public; and

WHEREAS, An annual review and adjustment of fees is best practice.

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

- Section 1.** The Master Fee Schedule in Exhibit B, attached hereto and incorporated by reference, is hereby adopted.
- Section 2.** All previous fee resolutions that deal with the same fees described in Exhibit A are hereby repealed.
- Section 3.** This Resolution becomes effective on July 1, 2023, and remains effective until repealed or otherwise superseded by Resolution of the Molalla City Council.

Signed this 14th day of June 2023.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

Resolution 2023-10 : Master Fee Schedule

Exhibit A

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
COMMUNITY DEVELOPMENT DEPARTMENT				
Planning Division				
Building Permit - Residential				
<i>Single Family Residence or Accessory Dwelling Unit</i>	\$ 450	Resolution 2022-09	No change	
<i>Duplex</i>	\$ 750	Resolution 2022-09	No change	
<i>Multifamily</i>	\$650 + \$100/unit	Resolution 2022-09	No change	
<i>Accessory Buildings, Non-Living Space</i>	\$ 150	Resolution 2022-09	No change	
<i>Non-Exempt Remodels - not increasing sq footage</i>	\$ 200	Resolution 2020-09	No change	
<i>Residential Additions</i>	\$ 250	Resolution 2022-09	No change	
Building Permit - Non-Residential				
<i>0-5,000 sq ft</i>	\$ 450	Resolution 2022-09	No change	
<i>5,001-10,000 sq ft</i>	\$ 550	Resolution 2022-09	No change	
<i>10,001-50,000 sq ft</i>	\$ 825	Resolution 2022-09	No change	
<i>50,001-100,000 sq ft</i>	\$ 925	Resolution 2022-09	No change	
<i>More than 100,000 sq ft</i>	\$ 1,100	Resolution 2022-09	No change	
<i>Parking Lot, Paving/Landscaping</i>	\$ 400	Resolution 2022-09	No change	
<i>Tenant Improvement or Remodel-not increasing sq footage</i>	\$ 450	Resolution 2022-09	No change	
Legislative Applications				
<i>Annexation</i>	\$3750 + \$3250 deposit if election required	Resolution 2022-09	No change	
<i>Comprehensive Plan Amendment</i>	\$ 3,850	Resolution 2022-09	No change	
<i>Zone Change</i>	\$ 3,300	Resolution 2022-09	No change	
Land Use Applications				
<i>Code Interpretation - Type II</i>	\$ 1,100	Resolution 2022-09	No change	
<i>Code Interpretation - Type IV</i>	\$ 3,300	Resolution 2022-09	No change	
<i>Partition - Preliminary Plat</i>	\$ 1,750	Resolution 2022-09	No change	
<i>Partition - Final Plat</i>	\$ 350	Resolution 2022-09	No change	
<i>Subdivision - Preliminary Plat</i>	\$ 3,300	Resolution 2022-09	No change	
<i>Subdivision - Final Plat</i>	\$ 600	Resolution 2022-09	No change	
<i>Master Plan - Concept Plan</i>	\$ 3,300	Resolution 2022-09	No change	
<i>Master Plan - Detailed Dev. Plan</i>	\$ 1,650	Resolution 2022-09	No change	
<i>Master Plan - Site Design Review</i>	\$ 1,650	Resolution 2022-09	No change	
<i>Similar Use Determination - Type II</i>	\$ 1,100	Resolution 2022-09	No change	
<i>Similar Use Determination - Type III</i>	\$ 1,600	Resolution 2022-09	No change	
<i>Conditional Use Permit</i>	\$ 2,750	Resolution 2022-09	No change	
<i>Extension of Nonconforming Use Status - Type III</i>	\$ 1,650	Resolution 2022-09	No change	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
<i>Site Design Review - Type II</i>	\$ 1,750	Resolution 2022-09	No change	
<i>Site Design Review - Type III</i>	\$ 3,500	Resolution 2022-09	No change	
<i>Temporary Use - Type II</i>	\$ 1,000	Resolution 2022-09	No change	
Adjustment of Code Standard	\$ 550	Resolution 2022-09	Title update only	
<i>Variance</i>	\$ 2,750	Resolution 2022-09	No change	
Modification of approval - Type 1	\$ 350	Resolution 2022-09	Title update only	
Modification of approval - Type 2	\$ 1,000	Resolution 2022-09	Title update only	
Modification of approval - Type 3	\$ 3,250	Resolution 2022-09	Title update only	
<i>Appeal of a Type 2 Decision</i>	\$ 2,000	Resolution 2022-09	No change	
<i>Appeal of a Type 3 Decision</i>	\$ 2,500	Resolution 2022-09	No change	
<i>Historical Designation or Removal</i>	\$ 1,100	Resolution 2022-09	No change	
Miscellaneous				
<i>Addressing</i>	\$75 per address	Resolution 2022-09	No change	
<i>LUCS Review for State Permit</i>	\$ 225	Resolution 2022-09	No change	
<i>Pre-Application Meeting - Type 1</i>	\$ 150	Resolution 2022-09	No change	
<i>Pre-Application Meeting - Type 2</i>	\$ 450	Resolution 2022-09	No change	
<i>Pre-Application Meeting - Type 3</i>	\$ 850	Resolution 2022-09	No change	
Zoning Verification Letter	\$ 100	Resolution 2022-09	Title update only	
Excavation/Grading Application Review		New	\$ 100	(Separated from permit fee)
Excavation/Grading Permit	\$ 200	Resolution 2022-09	Greater of \$50 or \$0.20 per cubic yard	If County grading permit is required, this permit is not applicable.
<i>Demolition Permit</i>	\$ 125	Resolution 2022-09	No change	
Erosion Control Application Review		New	\$ 75	
Erosion Control Permit < 1 acre		New	\$ 125	
Erosion Control Permit > 1 acre		New	\$ -	DEQ 1200-C required to be submitted to City
Change of Use/Occupancy		New	\$ 175	(Formerly charged under Other Type 1 App)
Mobile Food Unit as Accessory to a Primary Use		New	\$ 175	MFU's as Primary Use, See Site Design Review (Formerly charged under Other Type 1 App)
Home Occupation Permit		New	\$ 175	Business use in residential structure (Formerly charged under Other Type 1 App)
<i>Other Type I Application</i>	\$ 175	Resolution 2022-09	No change	
<i>Property Line Adjustment</i>	\$ 750	Resolution 2022-09	No change	
Micro-Generation of Power (Solar)	\$ 100	Resolution 2022-09	Title update only	
<i>Sign Permit</i>	\$ 150	Resolution 2022-09	No change	
<i>Tree Permit</i>	\$ 25	Resolution 2022-09	No change	
<i>Additional Planning Inspection</i>	\$75/hr (each staff member)	Resolution 2022-09	No change	1 initial inspection and 1 follow-up inspection is included in application fee

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Public Works Division				
Water & Sewer Fees				
Water Hook Up Fee	\$ 650	Resolution 2022-09	No change	
Sewer Hook Up Fee	\$ 650	Resolution 2022-09	No change	
Bulk Water Fees	\$4.50/Cf	Resolution 2022-09	\$5.50/Cf	
Bulk Water Meter Deposit (refundable)	\$ 750	Resolution 2022-09	No change	
Bulk Water Meter Account & Meter I/R	\$ 75	Resolution 2022-09	No change	
2" Meter or Larger		New	Time & materials cost + 20%	
Engineering Fees				
Engineering Design Review Fee	3% of project cost, min. \$700	Resolution 2022-09	No change	Includes 1 initial review and 1 follow-up review only.
Construction Permit Fee	2% of project cost, min. \$300	Resolution 2022-09	No change	Includes 1 final inspection and 1 re-inspection only.
Additional Design Review or Additional Final Inspection	\$75/hr (each staff member)	Resolution 2022-09	No change	1 initial inspection/review and 1 follow-up inspection/review is included in permit/review fee
Right-of-Way Permit Fees				
Right-of-Way Permit Fees	\$ 150	Resolution 2022-09	No change	
Right-of-Way Permit Fees with Street Cut/Repair	\$ 150/cut	Resolution 2022-09	\$ 200/cut	
Driveway/Sidewalk/Curb & Gutter Construction Permit Fee	\$ 150	Resolution 2022-09	\$ 200	
Additional Final Inspection	\$75/hr (each staff member)	Resolution 2022-09	No change	1 initial inspection and 1 follow-up inspection is included in review fee
Fire Hydrant Flow Test		New	\$225/first hydrant	\$150 each additional hydrant
Plotter Fees				
Base Rate Per Request	\$13.75	Resolution 2022-09	No change	plus paper size fee each sheet
Page Size - 24"x18"	\$ 0.25	Resolution 2022-09	No change	
Page Size - 24"x30"	\$ 0.40	Resolution 2022-09	No change	
Page Size - 24"x36"	\$ 0.50	Resolution 2022-09	No change	
Page Size - 36"x44"	\$ 0.90	Resolution 2022-09	No change	
Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Resolution 2022-09	No change	Payment required prior to occupancy/project acceptance.
After hours non-city emergency call out		New	\$295/1st 2 hrs	\$125 per additional hour
Equipment Rates - Hourly (does not include operator/staff charged at actual rate)				
Backhoe		New	\$ 115	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
<i>Dump Truck (large)</i>		New	\$ 150	
<i>Dump Truck (small)</i>		New	\$ 80	
<i>Mower</i>		New	\$ 35	
<i>Pickup</i>		New	\$ 30	
<i>Street Sweeper</i>		New	\$ 200	
<i>Utility Service Truck</i>		New	\$ 110	
<i>Utility Truck</i>		New	\$ 40	
<i>Utility Truck w/ Liftgate</i>		New	\$ 60	
<i>Vactor Truck</i>		New	\$ 250	
<i>Water Tanker</i>		New	\$ 125	
<i>Other Public Works Equipment (varies)</i>		New	\$ 20-125	
Parks Division				
<i>Parks Key Deposit (refundable)</i>	\$ 25	Resolution 2022-09	No change	
<i>Special Event Permits</i>	\$ 1000 per day	Resolution 2022-09	No change	
<i>Special Event Rentals</i>	\$50/barrier per day + \$50 drop off + \$50 pickup	Resolution 2022-09	No change	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
FINANCE DEPARTMENT				
Utility Billing Division				
<i>Service Shutoff/Reconnect Fee</i>	\$ 50	Resolution 2022-09	No change	
<i>Late Fee</i>	\$ 15	Resolution 2022-09	No change	
<i>Utility Service Deposit Residential & Commercial</i>	\$ 100	Resolution 2022-09	No change	refundable
<i>Water/Sewer/Storm Base and Use Rates</i>				By Separate Resolution
Administrative Division				
<i>Annual Budget/Audit copies</i>	\$ 25	Resolution 2022-09	No change	Available online
<i>Business License - New</i>	\$ 100	Resolution 2022-09	No change	50% for new licenses issued July 1- Dec 31
<i>Business License - Annual Renewal</i>	\$ 70	Resolution 2022-09	No change	
<i>Business License - Late Fee</i>	\$ 27.50	Resolution 2022-09	No change	per month delinquent
<i>Business License - Printed Copy of List</i>	\$ 20	Resolution 2022-09	No change	
<i>Certified Copy</i>	\$ 5	Resolution 2022-09	No change	per page
<i>Lien Fee</i>	\$ 110	Resolution 2022-09	No change	
<i>Lien Search</i>	\$ 30	Resolution 2022-09	No change	
<i>Fax - Local</i>	\$ 1	Resolution 2022-09	No change	per page
<i>Fax - Long Distance</i>	\$ 3	Resolution 2022-09	No change	per page
<i>Liquor License - New</i>	\$ 100	Resolution 2022-09	No change	Limited by ORS 471.166 (8)
<i>Liquor License - Renewal</i>	\$ 35	Resolution 2022-09	No change	Limited by ORS 471.166 (8)
<i>Photocopying - Black & White</i>	\$ 0.15	Resolution 2022-09	No change	per page
<i>Photocopying - Color</i>	\$ 0.30	Resolution 2022-09	No change	per page
<i>Public Records Requests</i>	Charges based on actual costs	Resolution 2022-09	No change	See Public Records Request form for specifics
<i>Administrative Invoicing Rate</i>		new	10% of invoice	For compiling and billing out insurance or other non-routine costs
<i>Returned Check Fee</i>	\$ 35	Resolution 2022-09	No change	
<i>Incorrect Bank Account Fee</i>	\$ 15	Resolution 2022-09	No change	
<i>Copy of Council Meeting Video (flash drive)</i>	\$ 10	Resolution 2022-09	No change	Available online
<i>Overnight Parking - Daily</i>	\$ 5	Resolution 2022-09	No change	Permit required
<i>Overnight Parking - Weekly</i>	\$ 25	Resolution 2022-09	No change	Permit required
<i>Overnight Parking - Monthly</i>	\$ 100	Resolution 2022-09	No change	Permit required
Municipal Court Division				
Administrative Fees				
<i>Bench Warrant - Failure to Appear</i>	\$ 50	Resolution 2022-09	No change	
<i>Bench Warrant - Probation Violation</i>	\$ 50	Resolution 2022-09	No change	
<i>Bench Warrant - Other Type</i>	\$ 50	Resolution 2022-09	No change	
<i>Bench Probation - Monitored</i>	\$ 100	Resolution 2022-09	No change	
<i>Returned or NSF Check</i>	\$ 50	Resolution 2022-09	No change	
<i>Collection Fee</i>	\$ 100	Resolution 2022-09	No change	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.
Court Administrative Fees (cont.)				
<i>Court Appointed Attorney Fee</i>	\$ 150	Resolution 2022-09	No change	
<i>Deferred Sentencing Fee</i>	\$ 150	Resolution 2022-09	No change	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
<i>Discovery Fee - Outside Counsel</i>	\$ 50	Resolution 2022-09	No change	
<i>Diversion Fee - Seatbelt</i>	\$ 65	Resolution 2022-09	No change	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	Resolution 2022-09	No change	
<i>Failure to Appear Notice</i>	\$ 25	Resolution 2022-09	No change	
<i>Fixit Ticket Program Fee</i>	\$ 50	Resolution 2022-09	No change	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30	Resolution 2022-09	No change	
<i>Installment Agreement - City Assessment</i>	\$ 10	Resolution 2022-09	No change	
<i>License Suspension Fee (FTA)</i>	\$ 25	Resolution 2022-09	No change	per offense
<i>Order to Appear Letter</i>	\$ 25	Resolution 2022-09	No change	
<i>Order to Show Cause Letter</i>	\$ 25	Resolution 2022-09	No change	
<i>Certified Copy</i>	\$ 5	Resolution 2022-09	No change	
<i>Photocopying - Black & White</i>	\$ 0.15	Resolution 2022-09	No change	per page
<i>Photocopying - Color</i>	\$ 0.30	Resolution 2022-09	No change	per page
<i>Public Records Requests</i>	Charges based on actual costs	Resolution 2022-09	No change	See Public Records Request form for specifics
Statutory Fees				
Appeals				
<i>Appeal to higher court from municipal court of action for commission of a state violation or for violating city ordinance</i>	\$ 281	ORS 21.135(1), (2)(b); ORS 21.285(1)	No change	
<i>Appeal from license suspension for refusal of breath test, appellant</i>	\$ 281	ORS 21.135(1), (2)(e)	No change	
DUII Diversion Agreement				
<i>Petition for diversion</i>	\$ 490	ORS 813.240(1)	No change	
<i>Petition to extend diversion period</i>	\$ -	ORS 813.225	No change	
Setting Aside a Conviction, Arrest, Citation or Charge				
<i>Motion for order setting aside a conviction</i>	\$ -	ORS 137.225(1)(f)	No change	
<i>Motion for order to set aside a judgment of guilty except for insanity</i>	\$ -	ORS 137.223(3)(d)	No change	
<i>Motion for order to set aside an arrest, issuance of a criminal citation, or a criminal charge</i>	\$ -	ORS 137.225(1)(f)	No change	
<i>Motion under ORS 475B.401 to set aside a qualifying marijuana conviction</i>	\$ -	ORS 475B.401(2)(b)	No change	
Presumptive Fines - Violations				
<i>Standard presumptive fines for violations</i>		ORS 153.019(1)	No change	
<i>Class A</i>	\$ 440	ORS 153.019(1)(a)	No change	
<i>Class B</i>	\$ 265	ORS 153.019(1)(b)	No change	
<i>Class C</i>	\$ 165	ORS 153.019(1)(c)	No change	
<i>Class D</i>	\$ 115	ORS 153.019(1)(d)	No change	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Court Statutory Fees - Presumptive Fines (cont.)				
<i>Special zone presumptive fines for traffic violations</i>		ORS 153.020(1)	No change	
Class A	\$ 875	ORS 153.020(1)(a)	No change	
Class B	\$ 525	ORS 153.020(1)(b)	No change	
Class C	\$ 325	ORS 153.020(1)(c)	No change	
Class D	\$ 225	ORS 153.020(1)(d)	No change	
Fines for Misdemeanors, Maximum				
Class A	\$ 6,250	ORS 161.635(1)(a)	No change	
Class B	\$ 2,500	ORS 161.635(1)(b)	No change	
Class C	\$ 1,250	ORS 161.635(1)(c)	No change	
LIBRARY DEPARTMENT				
Out of District Library Card	\$ 95	Resolution 2022-09	No change	per year
Overdue Fines	\$ 0.10	Resolution 2022-09	No change	per day; Cap of \$1.00 per item, all items
Lost or damaged beyond repair library items	Cost of Replacement	Resolution 2022-09	No change	
Missing and/or damaged parts	Cost of Replacement	Resolution 2022-09	No change	
Black & White Copies (from computer and/or copy machine)	\$ 0.10	Resolution 2022-09	No change	per side
Color Copies (from computer and/or copy machine)	\$ 0.25	Resolution 2022-09	No change	per side
Conference Room Refundable Cleaning Deposit	\$ 50	Resolution 2022-09	No change	
Book Sale Items	\$0.50-\$2.00	Resolution 2022-09	No change	Varies by item and sales
POLICE DEPARTMENT				
Fingerprinting	\$ 20	Resolution 2022-09	No change	per card
Vehicle Release Impound Fee	\$ 100	Resolution 2022-09	No change	
Special Events - Officer Rate	\$100/hr	Resolution 2022-09	No change	
Special Events - Sergeant Rate	\$121/hr	Resolution 2022-09	No change	
Police Report	\$ 15	Resolution 2022-09	\$15 up to 10 pages	\$0.25 each additional page
Police Report Printed Color Photographs	\$ 0.50	Resolution 2022-09	No change	per 8.5" x11" sheet
Police Report Photos/Audio/Video on USB	\$20 + staff time	Resolution 2022-09	No change	
Police Report Photos/Audio/Video by digital download		new	\$15 + staff time	
Hourly Research/Redaction Fee	\$30/hr	Resolution 2022-09	\$40/hr	@ 15 minute intervals
Alarm Permit Fees				
Registration/Renewal - Residential	\$ 30	Resolution 2022-09	No change	
Registration/Renewal - Commercial	\$ 50	Resolution 2022-09	No change	
Registration/Renewal - Over 65/Low Income/Disabled	\$ -	Resolution 2022-09	No change	
Late Fee	\$ 25	Resolution 2022-09	No change	
False Alarm - 1st	\$ 50	Resolution 2022-09	No change	
False Alarm - 2nd	\$ 100	Resolution 2022-09	No change	
False Alarm - 3rd and up (each)	\$ 150	Resolution 2022-09	No change	
Reinstatement of Revoked Permit	\$ 100	Resolution 2022-09	No change	
Failure to Report New Install	\$ 250	Resolution 2022-09	No change	



CITY OF MOLALLA MASTER FEE SCHEDULE

Resolution No. 2023-10
Effective July 1, 2023

Note: This schedule does not incorporate SDC and utility rates.

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COMMUNITY DEVELOPMENT DEPARTMENT	Amount	Notes
Planning Division		
Building Permit - Residential		
Single Family Residence or Accessory Dwelling Unit	\$ 450	
Duplex	\$ 750	
Multifamily	\$650 + \$100/unit	
Accessory Buildings, Non-Living Space	\$ 150	
Non-Exempt Remodels - not increasing sq footage	\$ 200	
Residential Additions	\$ 250	
Building Permit - Non-Residential		
0-5,000 sq ft	\$ 450	
5,001-10,000 sq ft	\$ 550	
10,001-50,000 sq ft	\$ 825	
50,001-100,000 sq ft	\$ 925	
More than 100,000 sq ft	\$ 1,100	
Parking Lot, Paving/Landscaping	\$ 400	
Tenant Improvement or Remodel-not increasing sq footage	\$ 450	
Legislative Applications		
	\$3750 + \$3250 deposit if election required	
Annexation		
Comprehensive Plan Amendment	\$ 3,850	
Zone Change	\$ 3,300	
Land Use Applications		
Code Interpretation - Type II	\$ 1,100	
Code Interpretation - Type IV	\$ 3,300	
Partition - Preliminary Plat	\$ 1,750	
Partition - Final Plat	\$ 350	
Subdivision - Preliminary Plat	\$ 3,300	
Subdivision - Final Plat	\$ 600	
Master Plan - Concept Plan	\$ 3,300	
Master Plan - Detailed Dev. Plan	\$ 1,650	
Master Plan - Site Design Review	\$ 1,650	
Similar Use Determination - Type II	\$ 1,100	
Similar Use Determination - Type III	\$ 1,600	
Conditional Use Permit	\$ 2,750	
Extension of Nonconforming Use Status - Type III	\$ 1,650	
Site Design Review - Type II	\$ 1,750	
Site Design Review - Type III	\$ 3,500	
Temporary Use - Type II	\$ 1,000	
Adjustment of Code Standard	\$ 550	
Variance	\$ 2,750	
Modification of approval - Type 1	\$ 350	
Modification of approval - Type 2	\$ 1,000	
Modification of approval - Type 3	\$ 3,250	
Appeal of a Type 2 Decision	\$ 2,000	
Appeal of a Type 3 Decision	\$ 2,500	
Historical Designation or Removal	\$ 1,100	
Miscellaneous		
Addressing	\$75 per address	
LUCS Review for State Permit	\$ 225	

<i>Pre-Application Meeting - Type 1</i>	\$ 150	
<i>Pre-Application Meeting - Type 2</i>	\$ 450	
<i>Pre-Application Meeting - Type 3</i>	\$ 850	
<i>Zoning Verification Letter</i>	\$ 100	
<i>Excavation/Grading Application Review</i>	\$ 100	
<i>Excavation/Grading Permit</i>	Greater of \$50 or \$0.20 per cubic yard	If County grading permit is required, this permit is not applicable.
<i>Demolition Permit</i>	\$ 125	
<i>Erosion Control Application Review</i>	\$ 75	
<i>Erosion Control Permit < 1 acre</i>	\$ 125	
<i>Erosion Control Permit > 1 acre</i>	\$ -	DEQ 1200-C required to be submitted to City
<i>Change of Use/Occupancy</i>	\$ 175	
<i>Mobile Food Unit as Accessory to a Primary Use</i>	\$ 175	MFU's as Primary Use, See Site Design Review
<i>Home Occupation Permit</i>	\$ 175	Business use in residential structure
<i>Other Type I Application</i>	\$ 175	
<i>Property Line Adjustment</i>	\$ 750	
<i>Micro-Generation of Power (Solar)</i>	\$ 100	
<i>Sign Permit</i>	\$ 150	
<i>Tree Permit</i>	\$ 25	
<i>Additional Planning Inspection</i>	\$75/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in application fee
Public Works Division	Amount	Notes
Water & Sewer Fees		
<i>Water Hook Up Fee</i>	\$ 650	
<i>Sewer Hook Up Fee</i>	\$ 650	
<i>Bulk Water Fees</i>	\$5.50/Cf	
<i>Bulk Water Meter Deposit (refundable)</i>	\$ 750	
<i>Bulk Water Meter Account & Meter I/R</i>	\$ 75	
<i>2" Meter or Larger</i>	Time & materials cost + 20%	
Engineering Fees		
<i>Engineering Design Review Fee</i>	3% of project cost, min. \$700	Includes 1 initial review and 1 follow-up review only.
<i>Construction Permit Fee</i>	2% of project cost, min. \$300	Includes 1 final inspection and 1 re-inspection only.
<i>Additional Design Review or Additional Final Inspection</i>	\$75/hr (each staff member)	1 initial inspection/review and 1 follow-up inspection/review is included in permit/review fee
Right-of-Way Permit Fees		
<i>Right-of-Way Permit Fees</i>	\$ 150	
<i>Right-of-Way Permit Fees with Street Cut/Repair</i>	\$ 200/cut	
<i>Driveway/Sidewalk/Curb & Gutter Construction Permit Fee</i>	\$ 200	
<i>Additional Final Inspection</i>	\$75/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in review fee
<i>Fire Hydrant Flow Test</i>	\$225/first hydrant	\$150 each additional hydrant
Plotter Fees		
<i>Base Rate Per Request</i>	\$13.75	plus paper size fee each sheet
<i>Page Size - 24"x18"</i>	\$ 0.25	
<i>Page Size - 24"x30"</i>	\$ 0.40	
<i>Page Size - 24"x36"</i>	\$ 0.50	
<i>Page Size - 36"x44"</i>	\$ 0.90	

Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Payment required prior to occupancy/project acceptance.
After hours non-city emergency call out	\$295/1st 2 hrs	\$125 per additional hour
Equipment Rates - Hourly (does not include operator/staff charged at actual rate)		
<i>Backhoe</i>	\$ 115	
<i>Dump Truck (large)</i>	\$ 150	
<i>Dump Truck (small)</i>	\$ 80	
<i>Mower</i>	\$ 35	
<i>Pickup</i>	\$ 30	
<i>Street Sweeper</i>	\$ 200	
<i>Utility Service Truck</i>	\$ 110	
<i>Utility Truck</i>	\$ 40	
<i>Utility Truck w/ Liftgate</i>	\$ 60	
<i>Vactor Truck</i>	\$ 250	
<i>Water Tanker</i>	\$ 125	
<i>Other Public Works Equipment (varies)</i>	\$ 20-125	
Parks Division		
<i>Parks Key Deposit (refundable)</i>	\$ 25	
<i>Special Event Permits</i>	\$ 1000 per day	
<i>Special Event Rentals</i>	\$50/barrier per day + \$50 drop off + \$50 pickup	

FINANCE DEPARTMENT	Amount	Notes
Utility Billing Division		
<i>Service Shutoff/Reconnect Fee</i>	\$ 50	
<i>Late Fee</i>	\$ 15	
<i>Utility Service Deposit Residential & Commercial</i>	\$ 100	refundable
<i>Water/Sewer/Storm Base and Use Rates</i>		By Separate Resolution
Administrative Division		
<i>Annual Budget/Audit copies</i>	\$ 25	Available online
<i>Business License - New</i>	\$ 100	50% for new licenses issued July 1- Dec 31
<i>Business License - Annual Renewal</i>	\$ 70	
<i>Business License - Late Fee</i>	\$ 27.50	per month delinquent
<i>Business License - Printed Copy of List</i>	\$ 20	
<i>Certified Copy</i>	\$ 5	per page
<i>Lien Fee</i>	\$ 110	
<i>Lien Search</i>	\$ 30	
<i>Fax - Local</i>	\$ 1	per page
<i>Fax - Long Distance</i>	\$ 3	per page
<i>Liquor License - New</i>	\$ 100	Limited by ORS 471.166 (8)
<i>Liquor License - Renewal</i>	\$ 35	Limited by ORS 471.166 (8)
<i>Photocopying - Black & White</i>	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.30	per page
<i>Public Records Requests</i>	Charges based on actual costs	See Public Records Request form for specifics
<i>Administrative Invoicing Rate</i>	10% of invoice	For compiling and billing out insurance or other non-routine costs
<i>Returned Check Fee</i>	\$ 35	
<i>Incorrect Bank Account Fee</i>	\$ 15	
<i>Copy of Council Meeting Video (flash drive)</i>	\$ 10	Available online
<i>Overnight Parking - Daily</i>	\$ 5	Permit required
<i>Overnight Parking - Weekly</i>	\$ 25	Permit required
<i>Overnight Parking - Monthly</i>	\$ 100	Permit required
Municipal Court Division		
Administrative Fees		
<i>Bench Warrant - Failure to Appear</i>	\$ 50	
<i>Bench Warrant - Probation Violation</i>	\$ 50	
<i>Bench Warrant - Other Type</i>	\$ 50	
<i>Bench Probation - Monitored</i>	\$ 100	
<i>Returned or NSF Check</i>	\$ 50	
<i>Collection Fee</i>	\$ 100	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.
Court Administrative Fees (cont.)		
<i>Court Appointed Attorney Fee</i>	\$ 150	
<i>Deferred Sentencing Fee</i>	\$ 150	
<i>Discovery Fee - Outside Counsel</i>	\$ 50	
<i>Diversion Fee - Seatbelt</i>	\$ 65	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	
<i>Failure to Appear Notice</i>	\$ 25	
<i>Fixit Ticket Program Fee</i>	\$ 50	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30	
<i>Installment Agreement - City Assessment</i>	\$ 10	
<i>License Suspension Fee (FTA)</i>	\$ 25	per offense
<i>Order to Appear Letter</i>	\$ 25	
<i>Order to Show Cause Letter</i>	\$ 25	
<i>Certified Copy</i>	\$ 5	

<i>Photocopying - Black & White</i>	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.30	per page
<i>Public Records Requests</i>	Charges based on actual costs	See Public Records Request form for specifics
Statutory Fees		
Appeals		
<i>Appeal to higher court from municipal court of action for commission of a state violation or for violating city ordinance</i>	\$ 281	
<i>Appeal from license suspension for refusal of breath test, appellant</i>	\$ 281	
DUII Diversion Agreement		
<i>Petition for diversion</i>	\$ 490	
<i>Petition to extend diversion period</i>	\$ -	
Setting Aside a Conviction, Arrest, Citation or Charge		
<i>Motion for order setting aside a conviction</i>	\$ -	
<i>Motion for order to set aside a judgment of guilty except for insanity</i>	\$ -	
<i>Motion for order to set aside an arrest, issuance of a criminal citation, or a criminal charge</i>	\$ -	
<i>Motion under ORS 475B.401 to set aside a qualifying marijuana conviction</i>	\$ -	
Presumptive Fines - Violations		
<i>Standard presumptive fines for violations</i>		
<i>Class A</i>	\$ 440	
<i>Class B</i>	\$ 265	
<i>Class C</i>	\$ 165	
<i>Class D</i>	\$ 115	
Court Statutory Fees - Presumptive Fines (cont.)		
<i>Special zone presumptive fines for traffic violations</i>		
<i>Class A</i>	\$ 875	
<i>Class B</i>	\$ 525	
<i>Class C</i>	\$ 325	
<i>Class D</i>	\$ 225	
Fines for Misdemeanors, Maximum		
<i>Class A</i>	\$ 6,250	
<i>Class B</i>	\$ 2,500	
<i>Class C</i>	\$ 1,250	

LIBRARY DEPARTMENT	Amount	Notes
<i>Out of District Library Card</i>	\$ 95	per year
<i>Overdue Fines</i>	\$ 0.10	per day; Cap of \$1.00 per item, all items
<i>Lost or damaged beyond repair library items</i>	Cost of Replacement	
<i>Missing and/or damaged parts</i>	Cost of Replacement	
<i>Black & White Copies (from computer and/or copy machine)</i>	\$ 0.10	per side
<i>Color Copies (from computer and/or copy machine)</i>	\$ 0.25	per side
<i>Conference Room Refundable Cleaning Deposit</i>	\$ 50	
<i>Book Sale Items</i>	\$0.50-\$2.00	Varies by item and sales

POLICE DEPARTMENT	Amount	Notes
<i>Fingerprinting</i>	\$ 20	per card
<i>Vehicle Release Impound Fee</i>	\$ 100	
<i>Special Events - Officer Rate</i>	\$100/hr	
<i>Special Events - Sergeant Rate</i>	\$121/hr	
<i>Police Report</i>	\$15 up to 10 pages	\$0.25 each additional page
<i>Police Report Printed Color Photographs</i>	\$ 0.50	per 8.5" x11" sheet
<i>Police Report Photos/Audio/Video on USB</i>	\$20 + staff time	
<i>Police Report Photos/Audio/Video by digital download</i>	\$15 + staff time	
<i>Hourly Research/Redaction Fee</i>	\$40/hr	@ 15 minute intervals
Alarm Permit Fees - Contracted Service		
<i>Registration/Renewal - Residential</i>	\$ 30	
<i>Registration/Renewal - Commercial</i>	\$ 50	
<i>Registration/Renewal - Over 65/Low Income/Disabled</i>	\$ -	
<i>Late Fee</i>	\$ 25	
<i>False Alarm - 1st</i>	\$ 50	
<i>False Alarm - 2nd</i>	\$ 100	
<i>False Alarm - 3rd and up (each)</i>	\$ 150	
<i>Reinstatement of Revoked Permit</i>	\$ 100	
<i>Failure to Report New Install</i>	\$ 250	



CITY OF MOLALLA

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

Staff Report

Agenda Category: Ordinances & Resolutions

Agenda Date: June 14, 2023

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

SUBJECT: Resolution No. 2023-15: Amending the Financial Policy for Expenditures and Adding a Capitalization Policy

FISCAL IMPACT: n/a

RECOMMENDATION/RECOMMEND MOTION: Approve/Adopt Resolution No. 2023-15

BACKGROUND:

The City's **Financial Policies** adopted in 2019 have been amended once through a recommendation of the auditor.

The current auditor raised an issue regarding the lack of a Capitalization Policy. Although we have delineated a process in each of our financial statements since 2012, we need to have a policy to formally adopt these standards. Therefore, a **new Capitalization Policy** is being proposed for Council consideration.

Our current Expenditure Policy was written before offices began to spread out. Under Covid-19, protocols vendors began to use emailed or electronic invoices exclusively. This process has not diminished. A number of payments to vendors are made by ACH or credit and we have implemented electronic signatures on our checks. The **amended Expenditure Policy** submitted for your approval addresses these issues.



RESOLUTION NO. 2023-15

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
AMENDING THE FINANCIAL POLICY FOR EXPENDITURES AND
ADDING A CAPITALIZATION POLICY**

WHEREAS, the City of Molalla has a responsibility to ensure it manages public funds and assets appropriately; and

WHEREAS, written, adopted financial policies and have many benefits in assisting Council with the financial management of the City; and

WHEREAS, the auditing firm for the City has recommended that Council adopt financial policies that promote sound financial management practices designed to meet Council's goals and objectives; and

WHEREAS, staff has prepared the City of Molalla Financial Policies document that outlines procedures, safeguards, and internal controls for public fund management; and

WHEREAS, these policies should be updated when necessary.

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

- Section 1.** The City of Molalla Expenditure Policy document, attached hereto as Exhibit A, is hereby amended.
- Section 2.** The City of Molalla Capitalization Policy, attached hereto as Exhibit B, is hereby adopted as part of the Financial Policies.
- Section 3.** Effective Date. This Resolution is effective upon the signature of the Mayor.

Signed this 14th day of June 2023.

Scott Keyser, Mayor

ATTEST:

Christie Teets, City Recorder

City of Molalla



Expenditure Policy

Revised June 14, 2023
Resolution 2023-15

This document supersedes any and all previous expenditures policies.

EXHIBIT A



I. Purpose

The purpose of this policy is to establish guidelines for the City of Molalla to efficiently and effectively process expenditure transactions.

II. Scope

This policy is applicable to all expenditure transactions of the City.

III. Objectives

- A. To ensure a fundamental level of integrity, directness, and transparency in how the City spends public funds.
- B. To ensure City expenditures directly support services to customers and citizens.

IV. Policy Statements

- A. All monies due by the City shall be paid in full within 30 days of receipt of the invoice. The City shall take advantage of vendor discounts to the extent practicable and available.
- B. All payments must be properly authorized and supported by appropriate documentation. Proper authorization may consist of an approved purchase order or direct approval on an invoice or payment request. Approval is based on City Charter limits. Appropriate documentation consists of an invoice or payment request and verification of receipt of goods and services.
- C. All checks require two (2) electronic signatures, one of which is the Mayor and the other the City Manager. All checks are reviewed by the City Manager and the Finance Director. A list of checks is provided to a designated Council member for review and documentation is provided on request. In the event of technical failure, authorized check Signers include the City Manager, Department Head, and at least two members of the City Council. Payments other than by check require the same approval process.
- D. Expenditure-related duties shall be assigned to City staff in such a manner that there is an appropriate separation of duties. Specifically, the initiation, authorization, and processing of expenditures shall be assigned to separate individuals.
- E. Access shall be restricted to City staff with direct responsibilities for expenditure-related functions, and only those functions as assigned.
 - 1. System access shall be assigned and maintained according to specific functional assignments and accessed by unique login and password, by employee.
 - 2. Access to blank check stock shall be restricted and under the control of the Finance Director. All check numbers in sequence shall be properly accounted for.
 - 3. Voided checks shall be appropriately cancelled (stamped or marked "void" and the signature lines removed) and retained until after completion of the annual audit.

City of Molalla



Capitalization Policy

Adopted June 14, 2023
Resolution 2023-15

EXHIBIT B



I. Purpose

This Capitalization Policy for the City of Molalla (City) is established to formalize the definition of capital assets and the requirement to establish useful asset life in calculating depreciation under generally accepted accounting principles.

II. Governing Authority

The City's capitalization policy shall be operated in conformance with Oregon Revised Statutes, applicable federal law and other regulatory requirements. The Finance Director will maintain the capitalization policy and oversee determination of useful life.

III. Scope

This policy applies to all capital assets of the City.

IV. Objectives

The objectives of the policy shall be that:

- A. The City capitalizes all appropriate assets, and
- B. Policy guidelines are routinely applied.

V. Policy Statements

A. Definition

1. Capital assets include property, equipment, infrastructure assets (e.g., roads, bridges, sidewalks, storm sewers and similar items) and their improvements, and
2. Capital assets have an initial, individual cost of more than \$5,000, and
3. Capital assets have a useful life of more than one year.
4. Such assets are recorded at historical cost if purchased or constructed; donated capital assets are recorded at their estimated fair market value.
5. The cost of normal maintenance and repairs that do not add to the value or materially extend the useful lives of the assets are not capitalized.

B. Depreciation

1. Capital assets are depreciated using the straight-line method over their useful lives.
2. Useful lives are estimated within the following parameters:
 - a. Land Improvements – 30-50 years
 - b. Buildings and improvements – 25-65 years
 - c. Infrastructure – 20-65 years
 - d. Machinery and equipment – 5-30 years
 - e. Vehicles – 5-10 years



C. Recording and Reconciling Assets

The City will maintain capital asset and depreciation records and reconcile the information to be reported in their financial statement at year end. In addition, these schedules will be reviewed and approved by supervisory personnel.



CITY OF MOLALLA

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

Staff Report

Agenda Category: Ordinance Adoption

Agenda Date: June 14, 2023

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

SUBJECT: Ordinance No. 2023-04: Regulating and Prohibiting Public Camping on Public Property

FISCAL IMPACT: unknown

RECOMMENDATION/RECOMMEND MOTION: Adoption

BACKGROUND:

State of Oregon House Bill 3115 requires cities to update/create Ordinances related to Public “camping”. Attached to this Staff Report is Ordinance No. 2023-05 for the Regulation Prohibition of Public camping on Public Property. Council discussed language within this proposed Ordinance at their regular meeting of May 24, 2023, and directed Staff to bring back this language for the purpose of adoption.

Staff has made all specific changes requested by Council and contacted the City Attorney regarding the use of the word “camping” as opposed to the word “resting”. Our city attorney (in summary) has stated that the term camp or camping is the general term used for all other ordinances of more than a dozen of this kind that they have looked at. But there is no legal reason to change the current draft of the ordinance to avoid the term “camp”.

Suggested Motion: Move to Adopt Ordinance No. 2023-05



ORDINANCE NO. 2023-04

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MOLALLA, OREGON,
REGULATING AND PROHIBITING PUBLIC CAMPING ON PUBLIC PROPERTY**

WHEREAS, State of Oregon House Bill 3115 requires the City of Molalla to allow individuals and families that are temporarily experiencing the effects of homelessness to rest or camp in relatively safe and sanitary locations while they are actively seeking access to stable and affordable housing; and

WHEREAS, Due to the House Bill requirement, the City is required to establish codes to allow for legal resting or camping during reasonable time periods, while protecting sensitive areas of the City that are disproportionately impacted by the negative effects of such activity; and

WHEREAS, The City desires to discourage camping in areas where such activities fundamentally undermine the public's ability to use that public property for its intended purpose and create unsafe and unsanitary living conditions, which can threaten the general health, welfare and safety of the City and its inhabitants; and

WHEREAS, The City encourages the active participation of all concerned persons, organizations, businesses, and public agencies to work in partnership with the City and the homeless community to address the impacts of homelessness in the community.

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

Section 1. TITLE. This Ordinance shall be known as the Regulating and Prohibiting Public Camping on Public Property Ordinance of the City of Molalla.

Section 2. PURPOSE. It is found and declared that:

- A. When persons establish campsites on sidewalks, public rights-of-way, under bridges, and in other areas not designated for camping;
- B. Such persons, by such actions create unsafe and unsanitary living conditions which pose a threat to the peace, health, and safety of themselves and the community;
- C. Camping, resting, lying, or sleeping on a playground, under a pavilion, a recreation area or sports field fundamentally undermines the public's ability to use that public property for its intended purpose;
- D. Camping, resting, lying, or sleeping on rights of way, or in a manner that obstructs sidewalks prevents the public's ability to use that public property for its intended

purpose and can in some situations can create violations in the American with Disabilities Act (ADA) or result in imminent threats to life;

- E. These regulations are meant strictly to regulate the use of publicly owned property, and are not intended to regulate activities on private property; and
- F. The enactment of this provision is necessary to protect the peace, health, and safety of the City and its inhabitants.

Section 3. DEFINITIONS. As used in this Ordinance, the following terms and phrases shall have the meaning set forth herein:

"Camp" or Camping" means to temporarily pitch, erect, create, use, or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.

"Campsite" means any place where one or more persons have established temporary sleeping accommodations by use of camp facilities and/or camp paraphernalia.

"Camp Facilities" include, but are not limited to, tents, bivouacs, huts, other temporary or portable shelters, and vehicles or recreation vehicles as defined by ORS.

"Camp Paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or other sleeping matter, or non-city designated cooking facilities and similar equipment.

"Fire" includes, but is not limited to, open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, or other sources of heat.

"Natural area" means any land designated as natural resource area or wetland as identified on the City of Molalla Zoning Map, including all riparian areas associated with Bear Creek, Creamery Creek, and Shorty's Pond.

"Parking Lot" means a developed location that is designated for parking motor vehicles, whether developed with asphalt, concrete, gravel, or other material. It also means any real property, land or structure owned, leased, or managed by a public agency, including utility easements. A public agency includes, but is not limited to the City of Molalla, Clackamas County, and Oregon Department of Transportation.

"Public rights-of-way "means all City-owned or controlled rights-of-way, whether in fee title or as a hold of a public easement for right-of-way or public access purposes. Public rights-of-way include but are not limited to any public road, street, sidewalk, or private street or other property that is subject to a public access easement dedicated or granted to the City for vehicular, pedestrian, or other means, and any planter strip or landscape area located adjacent to or contained within streets that is part of the public right-of-way.

“Resting” means the acts of sitting, lying, sleeping, or keeping warm and dry outdoors, as defined in House Bill 3115.

"Store" or "Storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

"Park Areas" means publicly owned grounds operated under the supervision of the City of Molalla whether within or outside of the corporate limits of the City of Molalla providing outdoor passive and active recreation opportunities.

Section 4. PROHIBITED CAMPING. This section’s regulations are meant strictly to regulate the use of public property within the City of Molalla and are not intended to regulate activities on private property.

A. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any persons to establish or occupy a campsite at any time on the following public property and/or:

1. All Park Areas within the City of Molalla.
2. On sidewalks in a manner reducing the clear, continuous sidewalk width of less than five feet, as described in Molalla Municipal Code, Chapter 17-3.3.040 Pedestrian Access and Circulation, and ORS 162.025 Disorderly Conduct.
3. Identified wetlands or natural areas.
4. Fields used for sporting events or recreational use.
5. When a Molalla Sheltering Facility is open, all public camping is prohibited. Exceptions include when a Molalla Sheltering Facility is at capacity, or if an individual has been denied access.
6. Any residential zone.
7. Within 1000 feet of a playground or school.

B. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any person to camp or maintain a campsite on any public property from dawn to dusk. Fires are prohibited in all Parks and publicly owned property.

C. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any person to knowingly leave unattended or store personal property, including camp facilities and camp paraphernalia, on any public property from dawn to dusk. Fires are prohibited in all Parks and publicly owned property.

Personal property left unattended may be removed and disposed by the City, in accordance with State law, if:

1. The property poses an immediate threat to public health, safety, or welfare; or

2. The property has been posted with a written notice in accordance with State Law.
 3. Any property removed by the City shall be held and disposed of pursuant to State law if not claimed within 30-days after removal.
 - a. Individuals may claim their property, without a fee, by contacting the Police Department or Parks Department within 30 days.
 - b. Items that have no apparent utility or are in unsanitary condition may be immediately discarded.
 - c. Weapons, controlled substances other than prescription medication and items that appear to be either stolen or evidence of a crime shall be retained and disposed of by the Police Department in accordance with applicable legal requirements for the property in question.
 4. City of Molalla is not responsible for theft, damage, etc. to any personal property stored/left on public property.
- D. Notwithstanding the provisions of this Chapter, the City Manager or designee may temporarily authorize camping or storage of personal property on public property by written order that specifies the period of time and location:
1. In the event of emergency circumstances.
 2. Upon finding it to be in the public interest and consistent with City Council goals and policies.

Section 5. PERMITTED CAMPING/RESTING. Areas for permitted camping are hereby identified in Resolution No. 2023-11.

Section 6. PENALTIES AND ENFORCEMENT.

- A. Violation of any provisions in this Ordinance is a Class D violation pursuant to ORS 153.019. Each day that a violation occurs will be considered a separate offense.
- B. In addition to any other penalties that may be imposed, any campsite used for overnight sleeping in a manner not authorized by this Ordinance or other provisions of this code shall constitute a public nuisance and may be abated in accordance with State law.

Section 7. SEVERABILITY. If any court of competent jurisdiction declares any Section of this Ordinance invalid, such decision shall be deemed to apply to that Section only and shall not affect the validity of the Ordinance as a whole or any part thereof other than the part declared invalid.

Section 8. EFFECTIVE DATE. Due to the urgent nature, this Ordinance shall become effective immediately upon adoption of the Molalla City Council.

The First Reading was held on June 14, 2023, and moved to a Second Reading by _____ vote of the City Council.

The Second Reading was held on _____ and adopted by the City Council by _____ vote of the City Council.

Signed this 14th day of June 2023.

Scott Keyser, Mayor

Date

ATTEST:

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

Agenda Date: June 14, 2023

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

SUBJECT: Resolution No. 2023-11: Permitting Public Camping

FISCAL IMPACT: unknown

RECOMMENDATION/RECOMMEND MOTION: Adoption

BACKGROUND:

Section 5 of Ordinance No. 2023-05 identifies PERMITTED CAMPING/RESTING areas within the City to be identified by this Resolution. Based on Council concurrence during the regular Council meeting of May 24, 2023, we are proposing two areas as follows:

1. Oddfellows Park, 106 S. Molalla Avenue
2. Parking Spaces marked by the City of Molalla within the public parking lot located at 123 Ross Street.

Suggested Motion: Move to Adopt Resolution No. 2023-11



RESOLUTION NO. 2023-11

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
REGULATING AND PERMITTING PUBLIC CAMPING ON PUBLIC PROPERTY**

WHEREAS, State of Oregon House Bill 3115 requires the City of Molalla to allow individuals and families that are temporarily experiencing the effects of homelessness to rest or camp in relatively safe and sanitary locations while they are actively seeking access to stable and affordable housing; and

WHEREAS, Due to the House Bill requirement, the City is required to establish codes to allow for legal resting or camping during reasonable time periods, while protecting sensitive areas of the City that are disproportionately impacted by the negative effects of such activity; and

WHEREAS, Molalla City Council adopted Ordinance No. 2023-04: Regulating and Prohibiting Public Camping on Public Property on June ____, 2023; and

WHEREAS, as indicated in Ordinance No. 2023-04, Section 5. PERMITTED CAMPING. Areas for permitted camping are identified herein.

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

Section 1. Options are as follows:

- A. Oddfellows Park, 106 S. Molalla Avenue; and
- B. Parking Spaces as marked by City of Molalla in the Public Parking Area next to 123 E. Ross Street.

Section 2. Effective Date. This Resolution becomes effective upon the passage of Molalla City Council.

Signed this ____ day of June 2023.

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 14, 2023

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

SUBJECT: Lease Termination – Molalla HOPE, Inc.

FISCAL IMPACT: unknown

RECOMMENDATION/RECOMMEND MOTION: Direct the City Manager to terminate the lease with Molalla HOPE, Inc.

BACKGROUND:

During the May 10, 2023, regular meeting, Council motioned to direct the City Manager to look into terminating the lease with Molalla HOPE, Inc., on City property located at 209 Kennel Avenue. Since that time, Staff has had an opportunity to discuss this issue with the city attorney and meet with Molalla HOPE representatives. We were able to have an amicable discussion and determined that the warming shelter will not operate at this site in the future.



CITY OF MOLALLA

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

Staff Report

Agenda Category: General Business

Agenda Date: June 14, 2023

Requested by: Councilor Botsford
Approved by: Mayor Keyser

SUBJECT: Molalla Municipal Code, Chapter 1.02 Council Rules, Section 1.02.080 Order and Decorum

FISCAL IMPACT: n/a

RECOMMENDATION/RECOMMEND MOTION: n/a

BACKGROUND:

Councilor Botsford requested Council revisit Council Rules, Chapter 1.02.080 Order and Decorum. The section of Molalla Municipal Code is provided with this report.

Respectfully,
Christie Teets
City Recorder

1.02.080 Order and decorum.

A. Councilors will conduct themselves so as to bring credit upon the City government by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the Council and abiding by all Council decisions, whether or not the member voted on the prevailing side.

B. Councilors will assist the Mayor to preserve order and decorum during Council meetings and may not, by conversation or other actions, delay or interrupt the proceedings or refuse to obey the orders of the Mayor or Council rules. When addressing staff or members of the public, Councilors will confine themselves to questions or issues under discussion and not engage in personal attacks, or impugn the motives of any speaker.

C. The following ground rules will be observed to maintain order and decorum during Council discussions:

1. Councilors will strive to gather necessary information and ask questions of City staff before meetings. During regular public meetings, questions should be directed to staff through the City Manager.

2. Councilors will have an opportunity to speak at least once on any pending motion or agenda item.

3. Councilors will not speak on behalf of the Council, unless they have been authorized by the Council to do so.

4. Except for minor revisions or corrections, which shall be approved by motion or consensus, Councilors shall not attempt to amend or revise prepared ordinances during public meetings. Amendments to proposed ordinances may be appropriate, but input from the City Manager or the City Attorney will be sought to accomplish the Councilors' objectives.

5. Councilors will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.

6. Councilors will focus on City issues and avoid becoming involved in issues not properly within the purview of the Council.

7. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Councilor with an opportunity to speak before recognizing another Councilor. Councilors will not interrupt another Councilor who has the floor.

8. Councilors will not disguise statements as questions or use repetitions as a way to convince others.

9. Councilors will keep discussions moving and call for a “process check” if the Council becomes bogged down in discussions.

10. Councilors may by motion set time limits on discussions.

11. Councilors will not publicly criticize or attack each other, City staff or other persons. Councilors will not personally attack each other, City staff or other persons.

12. If a Councilor wishes to discuss a major policy issue that is not on the agenda, it should be raised during new business for consideration at a future work session or meeting, not during the current meeting.

13. City staff and others attending Council meetings shall observe the same rules of procedure, decorum and conduct as Councilors.

14. While addressing or attending a Council meeting, any person who disrupts proceedings may be removed if directed by the presiding officer. In the event the presiding officer fails to act, this rule may be enforced by motion approved by a majority vote. A Sergeant-at-Arms may be appointed by the presiding officer to preserve decorum.

15. Councilors should obtain the appropriate permission before representing another Councilor’s view or position to the media. (Ord. 2011-01 §1; Ord. 2010-12 §2; Ord. 2007-05 §1)

Contact:

City Hall: 503-829-6855

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