

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 14, 2021**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA L. WEST, CITY MANAGER**

**SUBJECT: RESOLUTION 21-22-005, A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLANS FOR THE CITY OF WILLAMINA'S WATER, WASTEWATER, STORMWATER, TRANSPORTATION, AND PARKS SYSTEMS**

**ISSUE**

Shall the City Council adopt Resolution Number 21-22-005 adopting capital improvement plans for the City of Willamina's water, wastewater, stormwater, transportation, and parks systems?

**RECOMMENDATION:**

Adopt Resolution Number 21-22-005 adopting capital improvement plans for the City of Willamina's water, wastewater, stormwater, transportation, and parks systems.

**SUMMARY AND BACKGROUND**

The City of Willamina System Development Charges (SDCs) are the lowest in Yamhill County (see attached chart). As the City is growing and facing failing infrastructure, this has become a significant issue because there are insufficient SDCs from which to draw funds to complete needed projects that can be allocated to growth. This forces the City to use non-SDC funds for those funds that can be allocated to growth which then draws those same funds away from the maintenance, repair, and replacement of our failing infrastructure. Based on these issues and others, the City has entered into a contract with Donovan Enterprises, Inc. to complete an SDC schedule update.

SDCs are authorized by the Oregon Revised Statutes at ORS 223.297-314. Those Statutes define SDCs, their application, and their accounting. In general SDCs are a one-time fee imposed on new development or expansion of existing development and assessed at the time of development approval or increased usage of the system. The Statutes are intended to promote equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property.

The improvement fee is intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth. The methodology used to determine the improvement fee portion of the SDC must consider the cost of projected capital improvements needed to increase system capacity or level of performance. The improvement fee represents a proportionate share of the cost to expand the systems to accommodate growth and is based on the capital improvement plans. Pursuant to Statute, the capital improvements used as a basis for SDCs must be a part of an adopted capital improvement schedule.

Because the City did not previously have capital improvement plans, this management took steps to have capital improvement plans created and adopted. The current capital improvement plans were adopted in 2018, shortly after this management started with the City. As the City continues to grow and develop and more master plans are created, it is expected that the capital improvement plans will need to be updated and those updated plans adopted. As the SDC review contractor has begun his work, management has been working with the contractor and the contract engineers to update the capital improvement plans based on new projects, draft master plans that were not in existence in 2018, and other factors. Attached hereto is Resolution 21-22-005 and Attachment A to that resolution which is the proposed new capital improvement plan document which was prepared by the City's engineers of record. Should the Council adopt Resolution 21-22-005 adopting the proposed capital improvement plans, then City management, the SDC rate review contractor, and others will rely upon these capital improvement plans to best determine the SDC rates, future growth of the City, and priority of funding for projects.

### **FACTS AND FINDINGS**

1. The City of Willamina SDC rates are the lowest in Yamhill County.
2. SDCs are a one-time fee imposed on new development or expansion of existing development. They are assessed at the time of development approval or increased usage of the system.
3. SDCs are, in part, intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth.
4. The City has in place an adopted capital improvement plan from 2018. Since that time the City has continued to grow and develop, projects have shifted in priority, and draft master plans have come into existence. Based on these and other changes, the City's contract engineers have prepared the attached updated capital improvement plan.
5. Should the Council adopt Resolution 21-22-005 adopting the proposed capital improvement plans, then the City management, the SDC rate review contractor, and others will rely upon these capital improvement plans to best determine SDC rates, future growth of the City, and priority of funding for projects.

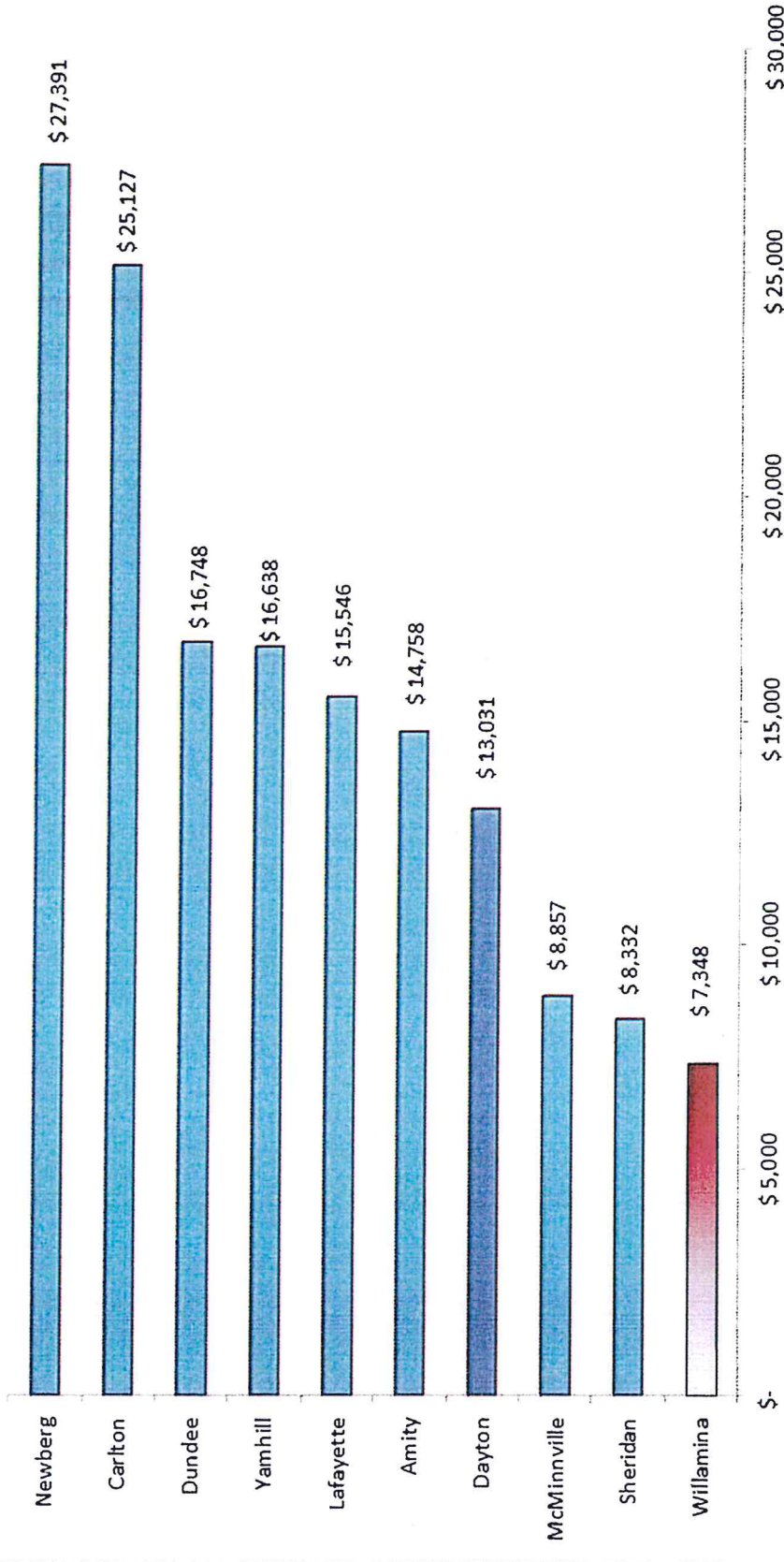
*Proposed Motion: I move that the City Council adopt Resolution 21-22-005 adopting the capital improvement plans attached thereto for the City's water, wastewater, stormwater, transportation, and parks systems.*

Kenna L. West  
Kenna L. West, City Manager

#### Attachments:

- 1) Yamhill County System Development Charges-Single Family Residential-July 2021
- 2) Resolution 21-22-005 with Attachment A (capital improvement plans)

Yamhill County System Development Charges - Single Family Residential July, 2021



Jurisdiction	Water	Wastewater	Streets	Parks	Storm	Total
Willamina	\$ 1,848	\$ 2,500	\$ 3,000	\$ -	\$ -	\$ 7,348
Sheridan	\$ 4,236	\$ 2,671	\$ 365	\$ 782	\$ 279	\$ 8,332
McMinnville	\$ -	\$ 3,547	\$ 2,693	\$ 2,617	\$ -	\$ 8,857
Dayton	\$ 4,242	\$ 7,564	\$ 1,125	\$ 100	\$ -	\$ 13,031
Amity	\$ 3,333	\$ 5,778	\$ 3,286	\$ 1,343	\$ 1,018	\$ 14,758
Lafayette	\$ 5,502	\$ 3,720	\$ 5,513	\$ 811	\$ -	\$ 15,546
Yamhill	\$ 6,131	\$ 3,650	\$ 2,016	\$ 3,160	\$ 1,681	\$ 16,638
Dundee	\$ 8,056	\$ 6,256	\$ -	\$ -	\$ 2,436	\$ 16,748
Carlton	\$ 8,743	\$ 8,378	\$ 3,898	\$ 1,983	\$ 2,125	\$ 25,127
Newberg	\$ 5,703	\$ 7,066	\$ 6,742	\$ 7,493	\$ 388	\$ 27,391

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA  
SITTING IN A REGULAR MEETING**

**RESOLUTION NUMBER 21-22-005**

**A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLANS FOR THE CITY OF WILLAMINA'S WATER, WASTEWATER, STORMWATER, TRANSPORTATION, AND PARKS SYSTEMS**

**WHEREAS**, the City of Willamina Municipal Code (WMC) Chapter 33.15 through 33.30, provides for the setting of system development charges (SDCs) upon completion of an analysis of projected capital improvements to be constructed and adoption of a methodology explaining how the systems development fees were calculated; and,

**WHEREAS**, Oregon Revised Statutes (ORS) provide the framework for establishing an SDC, and for notification and public hearing of the City of Willamina's intent to impose SDCs; and,

**WHEREAS**, ORS 223.309 (1) states that prior to the establishment of a SDC by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee for each improvement; and,

**WHEREAS**, City Staff have prepared 20-year capital improvement plans for water, wastewater, stormwater, transportation, and parks services that include projected total costs by project, and the percentages of project costs that can be funded from an improvement fee; and,

**WHEREAS**, the Willamina City Council has determined the proposed 20-year capital improvement plans for water, wastewater, stormwater, transportation, and parks hereinafter specified and established are just, reasonable, and necessary.

**NOW, THEREFORE THE CITY OF WILLAMINA RESOLVES AS FOLLOWS:**

**Section 1: Amendment and updating of water, wastewater, stormwater, transportation, and parks capital improvement plans.** In accordance with the WMC Chapter 33.15 through 33.30, this Resolution establishes the updated 20-year capital

improvement plans for water, wastewater, stormwater, transportation, and parks services as attached to this Resolution as Exhibit A.

**Section 2: Effective Date.** This Resolution shall become effective upon its adoption by the Willamina City Council.

**Section 3: Review.** This Resolution may be reviewed at the pleasure of the City Council, and the projects and cost of projects for water, wastewater, stormwater, transportation, and parks services may be amended as appropriate.

**Passed and adopted** at the Regular Meeting of the City Council of the City of Willamina held on September 14, 2021 by the following votes:

Councilor Baller: aye  
Councilor Johnson: aye  
Councilor McKnight: aye  
Councilor Skyberg: aye  
Councilor Wilson: aye  
Councilor Wooden: aye



*Robert Burr*

Robert Burr, Mayor

ATTEST:

*Bridget Meneley*

Bridget Meneley, Deputy City Recorder