

**CITY COUNCIL MEETING
McMinnville, Oregon**

AGENDA

**McMINNVILLE CIVIC HALL
200 NE SECOND STREET**

**October 25, 2016
6:00 p.m. – Informal Dinner Meeting
7:00 p.m. – Regular Council Meeting**

Welcome! All persons addressing the Council will please use the table at the front of the Board Room. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment".

NOTE: The Dinner Meeting will be held at the McMinnville Civic Hall and will begin at 6:00 p.m.

CITY MANAGER'S SUMMARY MEMO

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than:*

- 1) a topic already on the agenda;*
- 2) a matter in litigation,*
- 3) a quasi judicial land use matter; or*
- 4) a matter scheduled for public hearing at some future date.*

The Mayor may limit the duration of these comments.

1. CONSENT AGENDA

- a. Consider minutes of the July 12, 2016 Town Hall and Joint Meeting, and October 11, 2016 Dinner and Regular Meetings.
- b. **Resolution No. 2016-73:** A Resolution awarding the contract for the replacement of Three Mile Lane Pump Station #3.
- c. **Resolution No. 2016 -74:** A Resolution amending the contract with Century West Engineering, Inc. for the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2014-1.

- d. **Resolution No. 2016-75**: A Resolution approving Task Order No. 1 to the Personal Services Contract for the design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects.
2. PUBLIC HEARING
 - a. Public Hearing: City's PERS transition liability
3. NEW BUSINESS
 - a. Presentation of the Oregon American Public Works Association (APWA) Project of the Year Award for the Water Reclamation Facility (WRF) Expansion Project.
 - b. Update and Recommendation on Status of Citizen Advisory Committee.
4. RESOLUTIONS
 - a. **Resolution No. 2016-76**: A Resolution adopting a Supplemental Budget for fiscal year 2016-2017 and making supplemental appropriations for redemption of the City's PERS transition liability.
 - b. **Resolution 2016-77**: A Resolution amending the fiscal year 2016-2017 budget and authorizing the expenditure of grant funds.
 - c. **Resolution No. 2016-78**: A Resolution approving Funding Agreement with the McMinnville Rural Fire Protection District ("District") for the purchase of a rural fire protection engine.
 - d. **Resolution No. 2016-79**: A Resolution approving an Interim City Manager Employment Agreement.
5. ADVICE / INFORMATION ITEMS
 - a. Reports from Councilors on Committee and Board Assignments
 - b. Department Head Reports
 - c. Cash and Investment Reports - July & August 2016
 - d. City of McMinnville Building Division Report for the period ending September 30, 2016.
6. ADJOURNMENT



City Council- Regular

Meeting Date: 10/25/2016

Subject:

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

Consider minutes of the July 12, 2016 Town Hall and Joint Meeting, and October 11, 2016 Dinner and Regular Meetings.

BACKGROUND:

Attachments

October 11, 2016 Minutes

July 12, 2016 Minutes

CITY OF McMinnville
MINUTES OF DINNER MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 11, 2016, at 6:00 p.m.

Presiding: Kevin Jeffries, Council President

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Kevin Jeffries	Remy Drabkin
	Kellie Menke	Scott Hill
	Alan Ruden	
	Larry Yoder	

Also present were City Attorney David Koch, Planning Director Heather Richards, Human Resources Director Rose Lorenzen, Library Director Jenny Berg, and a member of the news media, Tom Henderson of the *News Register*.

DINNER

CALL TO ORDER: Council President Jeffries called the Dinner Meeting to order at 6:21 p.m. and advised that Councilors Drabkin and Hill had been excused from the evening’s meetings.

DISCUSSION REGARDING AGENDA ITEMS: Council President Jeffries asked for a volunteer to lead the Pledge of Allegiance and Councilor Menke volunteered.

Council President Jeffries reviewed the agenda for the evening.

Planning Director Richards provided a background regarding the proposed Ordinance expanding affordable housing exemptions and explained that the Affordable Housing Task Force has provided recommended exemptions. Councilor Menke added that the Affordable Housing Task Force action plan process began in March. Councilor Ruden stated that Mark Davis made good points with regards to boutique housing and affordable housing.

Ms. Richards discussed the tools that may be used to incentivize affordable housing. Discussion ensued regarding creating affordable housing through providing incentives to builders and identifying potential properties. Ms. Richards stated that a population forecast is going to be conducted as well as an update to the buildable lands inventory. Ms. Richards reminded Councilors that a housing needs analysis has not been conducted.

City Attorney Koch noted that the resolution approving a lease with First Presbyterian Church for public parking will be removed from the agenda. The City is working on a 5 year strategic plan with the McMinnville Urban Renewal Advisory Committee (MURIC) and a public parking study will also be conducted. A capacity analysis needs to be performed and the City is working on the scope and proposal. The lease agreement will be brought back before Council for consideration.

Interim City Manager Haines provided Councilors with a brochure regarding noise at the McMinnville Airport. In addition, she suggested that a committee be formed to discuss the idea of a plastic bag ordinance and asked Councilors to email her a list of interested stakeholders. Ms. Haines suggested that it would be prudent to have a public hearing prior to a first reading of such an ordinance. Discussion ensued regarding stakeholders. Council President Jeffries agreed to participate on the suggested committee.

ALPINE AVENUE IMPROVEMENTS GROUNDBREAKING CEREMONY: Councilor Ruden stated that he would like to see a groundbreaking ceremony for the Alpine Avenue Improvements. He commented that it would be a good opportunity to bring the community together to celebrate. Planning Director Richards stated that the bid will be awarded on November 8th and suggested that the developer should be involved in the planning process of the groundbreaking ceremony. Community Development Director Bisset will be assisting with the planning. Ms. Haines asked Councilors to let her know if they have suggestions on what they would like to see at the groundbreaking ceremony.

CITY MANAGER RECRUITMENT: Council President Jeffries recused himself from the conversation stating that he will be applying for the City Manager position. He left the room at 6:43 p.m.

Ms. Haines presented Councilors with the City Manager position profile and discussed a proposed timeline for recruitment. The Prothman consulting firm will be conducting a nationwide search. Councilor Menke asked that the advertisement include that City Manager would be required to reside within the 97128 zip code within a certain amount of time after hire. Discussion ensued regarding widening the salary range to start at \$130,000 and conducting an extensive recruitment process.

It was advised that a vote should not take place as there was no longer a quorum present.

ADJOURNMENT: Council President Jeffries adjourned the Dinner Meeting at 7:01 p.m.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 11, 2016, at 7:00 p.m.

Presiding: Kevin Jeffries, Council President

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Kevin Jeffries	Remy Drabkin
	Kellie Menke	Scott Hill
	Alan Ruden	
	Larry Yoder	

Also present were City Attorney David Koch, Police Chief Matt Scales, Planning Director Heather Richards, Human Resources Director Rose Lorenzen, Library Director Jenny Berg, and a member of the news media, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Council President Kevin Jeffries called the meeting to order at 7:05 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Councilor Menke led the pledge of allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Council President Jeffries invited the public to comment.

There were no public comments.

1. PROCLAMATION: Gretchen Olson, Co-Chair of the Yamhill County Chapter of the Hands And Words Are Not For Hurting Project stated that they have partnered with Soroptimist International of McMinnville to support ending abuse and violence against women and girls. Two 4th grade students from Wascher Elementary led the Councilors, City staff members and the public in the Hands pledge. Ms. Olson provided background information on the Hands And Words Are Not For Hurting Project.

Council President Jeffries read aloud and presented Ms. Olson with a proclamation proclaiming the week of October 16th through 22nd to be the 11th annual Hands And Words Are Not For Hurting Week in McMinnville.

2. CONSENT AGENDA

2. a. Consider Minutes of the June 28, 2016 City Council Work Session and Regular Meetings.

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

3. NEW BUSINESS

3. a. Library Book Buddies

Library Director Berg discussed the importance of creating meaningful connections in the community as she shared the history of the Bookmobile and the Book Buddies program. She stated that last summer Library staff took the Bookmobile to the Villa del Sol neighborhood and experienced success with a high participation rate. This year Library staff identified schools where students were not able to participate in summer reading programs in order to determine which neighborhoods would be best served. The Book Buddies program was expanded to several locations to include: Tice Park, Redwood Commons, Washer Elementary, and Villa del Sol. The Bookmobile made a stop at each location once a week throughout the summer. They brought activities and books and partnered with the Parks and Recreation Department to help entertain the kids prior to the Bookmobile activities. Kids participated in Science, Technology, Engineering and Math (STEM) and Science, Technology, Engineering, Art and Math (STEAM) activities. The kids also had a chance to check out library books and DVDs.

Ms. Berg discussed the various partners of the Book Buddies program which included: Oregon Community Foundation, Library Foundation of McMinnville, Friends of the McMinnville Public Library, Yamhill Community Connection Organization, Yamhill Community Action Partnership (YCAP), Community Home Builders, Housing Authority of Yamhill County, McMinnville School District, McMinnville Rotary, Kiwanis, Lions, and Soroptimists. YCAP assisted by bringing food.

Ms. Berg stated that Library staff conducted a survey with kids who participated in the Book Buddies program and displayed the responses from two of the questions. They found that over 50% of the participants stated that they read for fun more often during the summer.

Ms. Berg commented that the Book Buddies program had a number of book giveaways and all of the kids received at least three books that they were able to keep as their own. Ms. Berg discussed the importance of going outside the Library walls to make connections and is hopeful that people will be drawn into the Library as a result of the connections made. Ms. Berg concluded the presentation by inviting Councilors to come out to the Bookmobile next summer.

Discussion ensued regarding the high percentage of Latinos participating in the Book Buddy program.

4. ORDINANCES

4. a. Ordinance No. 5012: Amending Section 3.10.060, Systems Development Charges, Exemptions, of the McMinnville Municipal Code to expand affordable housing exemptions.

Planning Director Richards stated that the Ordinance and the Resolution on the agenda are the first two actions coming out of the Affordable Housing Task Force which are aimed at creating tools to incentivize affordable housing in the community. She explained that the proposed Ordinance would help broaden the types of projects that would qualify for system development charges (SDC) exemptions. The proposed Resolution would allow for a 50% reduction in the building and planning permit fee schedules for qualified affordable housing projects.

Ms. Richards discussed housing affordability and related data including: when housing is considered affordable, the median household income, mortgage and gross rent for McMinnville. She defined affordable housing as when 30% of monthly household income is dedicated to housing expenses. She continued by defining affordable housing as well as the factors influencing affordability: income level, housing expectations, land value, land supply as well as regulations and development charges. Ms. Richards discussed the role of government regulations such as impact fees, code restrictions, growth restrictions and exclusionary zoning.

Ms. Richards outlined current ordinances, resolutions, and practice in place related to SDC exemptions and low-income housing. She continued by discussing the financial impact of SDCs stating SDCs pay for future capital improvement projects that have been identified as needed to support new development and growth which include transportation, sewer and parks projects. The Affordable Housing Task Force discussed the issue of “How does the City of McMinnville craft a development fee incentive program for affordable housing that is meaningful and easy to administer but does not unduly impact program delivery and delay future capital improvement projects?” They also discussed the forgone revenue impact of the proposed SDC exemptions.

Ms. Richards shared the proposal recommended by the Affordable Housing Task Force as follows: Standardize the incentives meaning 100% of SDC exemptions for qualifying affordable housing projects. She added that there are four parts to doing this: 1. Original rental projects (remove elderly), 2. Owner occupied and lease to purchase for households with an income at or below 80% of the area median income, 3. Homeless shelters, and 4. Mixed-use projects with qualifying housing. She mentioned that the Affordable Housing Task Force discussed budget impacts. It was suggested that a maximum annual threshold of \$75,000 total foregone revenue should be codified, a payback provision of 5 years should be recorded on the deed, there should be a three-year evaluation clause allowing for a program and evaluation period testing, and the proposed Ordinance should be effective January 1, 2017.

Discussion continued related to the 5 year payback provision. Ms. Richards explained that if there is no change in ownership in 5 years or more then there is no payback to the City. The financial impact was detailed. Ms. Richards added that the Ordinance and Resolution have been reviewed by the Community Development Director, Parks Director and City Attorney. Discussion ensued related to the financial impact. Payback provisions were discussed and Ms. Richards mentioned that the standard payback provision is 5 years. The Habitat for Humanity program was discussed. There was extensive dialogue regarding 5 year versus 10 year provisions and affordable housing versus low income housing. Ms. Richards reminded Council that a housing needs assessment has not been conducted. Council President Jefferies asked if there were any public comments on the subject. Elise Hui, Executive Director of the Housing

Authority of Yamhill County stated that she is part of the Affordable Housing Task Force that met and she stated that they did not discuss the 10 year recapture provision. She suggested that Habitat for Humanity and Community Homebuilders are talked to regarding the 10 year recapture provision. Councilor Menke suggested sending the Ordinance back to the Affordable Housing Task Force for consideration of the 10 year option. Ms. Richards stated that the Ordinance would not be effective until January 1, 2017 and the Affordable Housing Task Force meets October 26th so she would be able to bring their recommendations back to Council in November.

5. RESOLUTIONS

5. a. Resolution No. 2016-73: A Resolution establishing reduced permit fees (building and planning) for affordable housing projects.

Ms. Richards stated that Resolution No. 2016-73 is impacted by the payback provision and recommended that action would be postponed until November.

5. b. Resolution No. 2016-74: A Resolution approving a lease with First Presbyterian Church for public parking.

City Attorney Koch stated that Resolution No. 2016-74 was discussed during the Dinner meeting and it would be not be considered until a downtown parking survey, evaluation and needs analysis was conducted.

6. ADVICE / INFORMATION ITEMS

6. a. Reports from Councilors on Committee and Board assignments:

Councilor Yoder commented that the Parkway Committee is scheduled to meet next week. He added that the Oregon Department of Transportation (ODOT) is one year from completion on Phase 1 of the Newberg-Dundee Bypass Project.

Councilor Menke stated she attended a Destination Marketing Organization (DMO) meeting and shared that members of the DMO have come up with some new and interesting advertising.

Councilor Ruden shared that the Airport Commission is excited about the reconstruction of the runway.

Council President Jeffries stated that he recently attended a Mid-Willamette Valley Council of Governments (COG) meeting and they recently reviewed and updated the employee handbook.

6. b.

Department Head Reports

Police Chief Scales commented that they had 27 applicants so far for the open Police Officer positions.

Library Director Berg stated the Library is finishing up a project on placing Radio Frequency Identification tags (RFID) in the Library collection.

Parks and Recreation Director Pearson mentioned that he attended the Kiwanis auction event on October 1st where they presented a check to the Parks and Recreation Department for over \$124,000 for the new playground. They exceeded their commitment of \$115,000 which represents an outstanding effort. The Kiwanis also helped inspire the Sunrise Rotary to contribute \$7,500 for a particular piece of playground equipment. In total the community has raised and contributed over \$132,000 for the new playground. He added that this is a reflection on how great this community is.

Information Technology Director Burke shared that his department is working on several projects including improved wireless speed at the Senior Center and a new firewall for the City. He added that he is working on long-term planning for projects.

Planning Director Richards stated that the Planning Commission will be looking at amendments to the sign code to make it more content neutral and looking at the sign amortization that is coming to expiration. She stated that there will be a public hearing in November for Stafford Land Company to bring their subdivision plan of 200 homes in the northwest area. She added that the Planning Department received a land use application for addition of the McMinnville High School project.

Human Resources Director Lorenzen mentioned she is working on the newly created Human Resource Department.

City Recorder and Legal Assistant Grace stated that she is excited to be here and she is looking at projects related to Records Management and the Municipal Code.

6. c.

Local Government Dinner hosted by the City of Carlton Thursday, October 27, 2016.

Ms. Lorenzen mentioned that a Local Government Dinner hosted by the City of Carlton is coming up on October 27th. She reminded Council that the City of McMinnville will be hosting the December Local Government Dinner.

Council President Jeffries stated that Council is grateful to have Ms. Haines as the Interim City Manager.

7. ADJOURNMENT: Council President Kevin Jeffries adjourned the Regular City Council Meeting at 8:26 p.m.

Melissa Grace, City Recorder

CITY OF MCMINNVILLE
MINUTES OF TOWN HALL MEETING of the McMinnville City Council
And the Yamhill County Board of Commissioners
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, July 12, 2016, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present
Remy Drabkin Kellie Menke
Scott Hill Alan Ruden
Kevin Jeffries Larry Yoder

Commissioners: Present Absent
Stan Primozich Mary Sterrett Allen Springer

Also present were City Manager Martha Meeker, City Attorney David Koch, Police Chief Matt Scales, Finance Director Marcia Baragary, Interim Planning Director Ron Pomeroy, Fire Chief Rich Leipfert, Parks and Recreation Director Jay Pearson, Library Director Jenny Berg, Engineering Services Manager Rich Spofford, Yamhill County Administrator Laura Tschabold, Yamhill County Economic Development Grants Manager Jayne Mercier, and members of the news media, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

TOWN HALL MEETING: Mayor Olson called the Town Hall Meeting to order and introduced Yamhill County Board of Commissioners Mary Sterrett and Stan Primozich. He explained that the Board of Commissioners wished to hold the Town Hall Meeting.

Commissioner Sterrett thanked the Mayor and City Council for the opportunity to meet with them. She noted that the Board has held meetings with each of the local cities and the results in each case had been fruitful. She stated that by holding the Town Hall Meeting, the Commissioners were hoping to receive input from citizens who might not be able to attend the Commission's regular Board Meetings.

Ms. Sterrett introduced County Administrator Laura Tschabold and Economic Development Grants Manager Jayne Mercier.

Commissioner Primozich spoke about several projects that the County and the City held in common, including the Newberg/Dundee Bypass, affordable housing, and workforce development.

Commissioner Primozich spoke about the County's economic development grant program. He explained that the grants are funded through State of Oregon's lottery funds and they awarded four grants totaling \$164,000. The grant dollars are available to assist small businesses. He also noted that Yamhill County is building a new Public Works building. The County is partnering with Chemeketa Community College, McMinnville Campus, and the new Public

Works building will include two bays designated as Chemeketa classrooms. The classrooms will provide space for courses related to diesel mechanics.

Kathy Neary, Pastor of McMinnville Cooperative Ministries, spoke about the homeless and stated that they would be hosting a forum with Police Chief Matt Scales and Yamhill County Sheriff Tim Svenson. The forum will allow community members to meet and speak with law enforcement and learn more about policing in the area. She asked about the status of "zombie" properties and the house on Queensborough Court.

Mayor Olson turned to City attorney Koch for an update.

City Attorney Koch explained that the owner of the property is ultimately responsible for the upkeep of the property and if found in violation of the Municipal Code, the owner is responsible. The property in question, located on Queensborough Court, is owned by one of the occupants of that home, even though the property may be in foreclosure. He explained that staff is currently reviewing the City's ordinances to see if they are adequate to deal with nuisance properties.

Commissioner Sterrett thanked Pastor Neary for helping to determine the best method of disseminating available assistance information to the homeless. Ms. Neary thanked Commissioner Sterrett for the support the County provides the homeless.

Commissioner Sterrett spoke about the number of homeless in the County. She advised that Yamhill County Gospel Rescue Mission (YCGRM) Board Chair Dave Haugeberg and YCGRM Executive Director Kaye Sawyer were in the audience and wished to discuss the importance of the Mission to the homeless.

YCGRM Board Chair Haugeberg thanked the Commissioners and Council for the opportunity to talk with them about the Mission. He introduced Executive Director Sawyer and discussed the various partnerships associated with the Mission. He noted that the Mission works closely with the McMinnville School District, Yamhill County, the City of McMinnville, the McMinnville area Community Foundation, and several faith-based organizations. He brought the Commission and Council members up to date regarding YCGRM's expansion project.

A short question and answer period ensued. Mayor Olson thanked Mr. Haugeberg and Ms. Sawyer for their presentation.

ADJOURN: Mayor Olson adjourned the Town Hall Meeting at 6:56 p.m.

Rose A. Lorenzen, Recording Secretary

CITY OF McMinnville
MINUTES OF JOINT MEETING of the McMinnville City Council
And the Yamhill County Board of Commissioners
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, July 12, 2016, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present
Remy Drabkin Kellie Menke
Scott Hill Alan Ruden
Kevin Jeffries Larry Yoder

Commissioners: Present Absent
Stan Primozych Mary Sterrett Allen Springer

Also present were City Manager Martha Meeker, City Attorney David Koch, Police Chief Matt Scales, Finance Director Marcia Baragary, Interim Planning Director Ron Pomeroy, Fire Chief Rich Leipfert, Parks and Recreation Director Jay Pearson, Library Director Jenny Berg, Engineering Services Manager Rich Spofford, Yamhill County Administrator Laura Tschabold, Yamhill County Economic Development Grants Manager Jayne Mercier, and members of the news media, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Councilor Hill led in the recitation of the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from citizens on topics not on the evening's agenda. No testimony was heard.

1 CONSENT AGENDA: Mayor Olson asked the Council if there were any items on the Consent Agenda that they wished to discuss. Councilor Jeffries asked that the resolution authorizing and approving amendments to the loan agreement, between the State of Oregon, acting by and through its Department of Transportation ("ODOT") and the City of McMinnville, a Municipal Corporation of the State of Oregon ("McMinnville"), dated July 1, 2013 (The "Loan Agreement") be removed from the Consent Agenda. Mayor Olson removed

the resolution from the Consent Agenda so that it could be thoroughly discussed later in the meeting.

Councilor Hill MOVED to approve the following item on the Consent Agenda:

- The minutes of the April 12, 2016 City Council Dinner and Regular Meetings

Motion was SECONDED by Councilor Menke. Motion PASSED unanimously.

RESOLUTION NO. 2016 - 49: AUTHORIZING AND APPROVING AMENDMENTS TO THE LOAN AGREEMENT, BETWEEN THE STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT OF TRANSPORTATION ("ODOT") AND THE CITY OF McMinnville, A MUNICIPAL CORPORATION OF THE STATE OF OREGON ("McMINNVILLE"), DATED JULY 1, 2013 (THE "LOAN AGREEMENT"): Councilor Jeffries stated that because of the magnitude of the Loan Agreement, he felt the matter should be discussed in detail. He advised that he was not aware of the amount of money being transferred to Phase Two of the Bypass project, and asked what the City's commitment was.

Yamhill County Parkway Committee Chair Dave Haugeberg gave a brief update on the project and the funding agreement. He reminded the Council that the City had borrowed funds from the ODOT structure bank and pledged those funds to be used to pay for the project going forward. The project costs for Phase One were less than projected. Approximately \$10,000 to \$20,000 of the money McMinnville contributed was left from Phase One and could be used to purchase critical right of ways, which are at risk for development at this time. ODOT and the Transportation Commission voted to move forward and put the funds left over from Phase One into the Statewide Transportation Improvement Program (STIP). He advised that the cities of Dundee and Newberg, Yamhill County, and the Confederated Tribes of the Grand Ronde all voted in support of using the left over fund in Phase Two.

Following a discussion regarding the financing and the amount the City would be moving forward to Phase Two, Councilor Ruden MOVED to adopt Resolution No. 2016 - 49 authorizing and approving amendments to the loan agreement, between the State of Oregon acting by and through its department of Transportation ("ODOT") and the City of McMinnville, a Municipal Corporation of the State of Oregon ("McMinnville"), dated July 1, 2013 (The "Loan Agreement"); SECONDED by Councilor Menke. Motion PASSED unanimously.

2

JOINT WORK SESSION WITH YAMHILL COUNTY

2 a

NEWBERG / DUNDEE BYPASS UPDATE: Mayor Olson asked Yamhill County Commissioner Primozich to update the Council on the Bypass project.

Commissioner Primozich stated that the project is now at a point where ODOT is in its final stage of Phase One. Phase Two is critical to move forward. He discussed the project's design as it related to Wilsonville Road and the need to eliminate the possibility of making Wilsonville Road part of the Bypass. He further explained that the Bypass would continue on behind Providence Newberg Hospital and reconnect with Highway 99W past the hospital.

Following Commissioner Primozich's report, Mayor Olson thanked him for the informative update.

2 b

CITY / COUNTY STREET / TRANSPORTATION IMPROVEMENTS: Commissioner Primozich updated the Council on the work the County has been performing on the roads. He noted that the County's Public Works team has been working very hard to bring Hill Road, Baker Creek Road, and Old Sheridan Road into good shape as the City and County move toward conveying portions of those roads to the City. He pointed out that the County is responsible for overseeing and maintaining nearly 800 miles of roadway and 33 bridges in the County.

Mayor Olson stated that the City is most appreciative of the work they do on area roadways and bridges.

3 c

HOMELESS UPDATE (OVERVIEW OF CITY, COUNTY, AND LOCAL ORGANIZATION EFFORTS): Mayor Olson recognized Housing Authority of Yamhill County Executive Director Elise Hui who updated the Council and Commission on local issues surrounding homelessness. She explained that the housing needs for the County's homeless were great, even with the expansion on the Gospel Rescue Mission. She outlined several programs that the Housing Authority administers and noted that the organization has been awarded 15 cash vouchers to be used for homeless vets. She pointed out that even though funding might be available, the number of housing units available is not enough. More affordable housing is sorely needed.

Councilor Drabkin agreed with Ms. Hui and advised that the Affordable Housing Task Force, which meets monthly, is beginning to put policies in place that should improve the affordable housing market in McMinnville.

3 d

JOINT ECONOMIC DEVELOPMENT EFFORTS (MEDP, SEDCOR): Commissioners Primozich, Sterrett, and McMinnville Economic Development Partnership Executive Director Jody Christensen spoke about properties in the County which were ready for development. Ms. Christensen also reviewed parcels that were available inside the City of McMinnville. Commissioner Sterrett pointed out that economic development touches every aspect of what the County does and the importance of having a strong workforce to fill the available jobs.

Mayor Olson agreed that economic development is critical to the entire county and it was important to continue developing partnerships and to make sure all are on the same path. He encouraged a robust economic development relationship.

3 ADVICE / INFORMATION ITEMS

3 a and b CITY COUNCIL AND DEPARTMENT HEAD REPORTS: No Council or Department Head reports were heard.

4 ADJOURNMENT: Mayor Olson adjourned the Joint Meeting of the Yamhill County Board of Commissioners and the McMinnville City Council at 8:32 p.m.

Rose A. Lorenzen, Recording Secretary



City Council- Regular

Meeting Date: 10/25/2016

Subject: Three Mile Lane Pump Station #3
contract award

From: Mike Bisset, Community
Development Director

AGENDA ITEM:

Resolution No. 2016-73: A Resolution awarding the contract for the replacement of Three Mile Lane Pump Station #3.

BACKGROUND:

At 11:00am on September 27, 2016, the bids for the Three Mile Lane Pump Station No. 3, Project 2015-13 were publicly opened and read aloud. Four bids were received and the results are tabulated as follows:

Canby Excavating	\$592,440.00
Emery and Son Construction Group	\$673,450.00
James W Fowler	\$729,825.00
McClure and Sons	\$854,878.00

The bids were checked for completeness, including a review of the following:

- Was the bid submitted, on time, in a properly sealed and labeled envelope?
- Was the bid form properly filled out and executed?
- Did the bid include a 10% Bid Bond?
- Did the bidder submit the First Tier Sub-contractor Disclosure Form?

All four of the bids met these requirements. Canby Excavating completed all of these items properly, and should be considered the lowest responsible bidder. A detailed breakdown of the received bids is on file in the Engineering Department.

The existing Three Mile Lane pump station #3 was built in 1973. The pump station has come to the end of its service life and it is scheduled to be replaced.

The project scope of work will include the demolition and removal of the existing pump station, as well as the installation of a new pump station. Work will include site grading, wet well construction, and the installation of submersible pumps, electrical components, piping, concrete flat work, fencing, site landscaping, and an emergency generator.

The adopted FY17 budget for the Wastewater Capital Fund (77) includes funds designated for the pump station replacement project. The project work is expected to start this fall, and will be completed in 2017.

RECOMMENDATION:

Staff recommends that the City Council adopt the attached resolution awarding the contract for the construction of the Three Mile Lane Pump Station #3 to Canby Excavating, in the amount of \$592,440.00.

Attachments

RESOLUTION NO. 2016-73

MAP

RESOLUTION NO. 2016 - 73

A Resolution regarding the award of the contract for the construction of the Three Mile Lane Pump Station #3, Project 2015-13.

RECITALS:

On Tuesday, September 27, 2016, bids were received, opened, and publicly read for the construction of the Three Mile Lane Pump Station #3. Four bids were received, all four were complete and met the City's requirements.

The bid from Canby Excavating, in the amount of \$592,440.00, was deemed to be the lowest responsible and responsive bid.

The adopted FY17 budget for the Wastewater Capital Fund (77) includes funds designated for the pump station replacement project. The project work is expected to start this fall, and will be completed in 2017.

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

1. That entry into a contract between the City of McMinnville and Canby Excavating for the construction of the Three Mile Lane Pump Station #3, Project 2015-13, in the amount of \$592,440.00, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract for the Three Mile Lane Pump Station #3, Project 2015-13.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 25th day of October 2016 by the following votes:

Ayes: _____

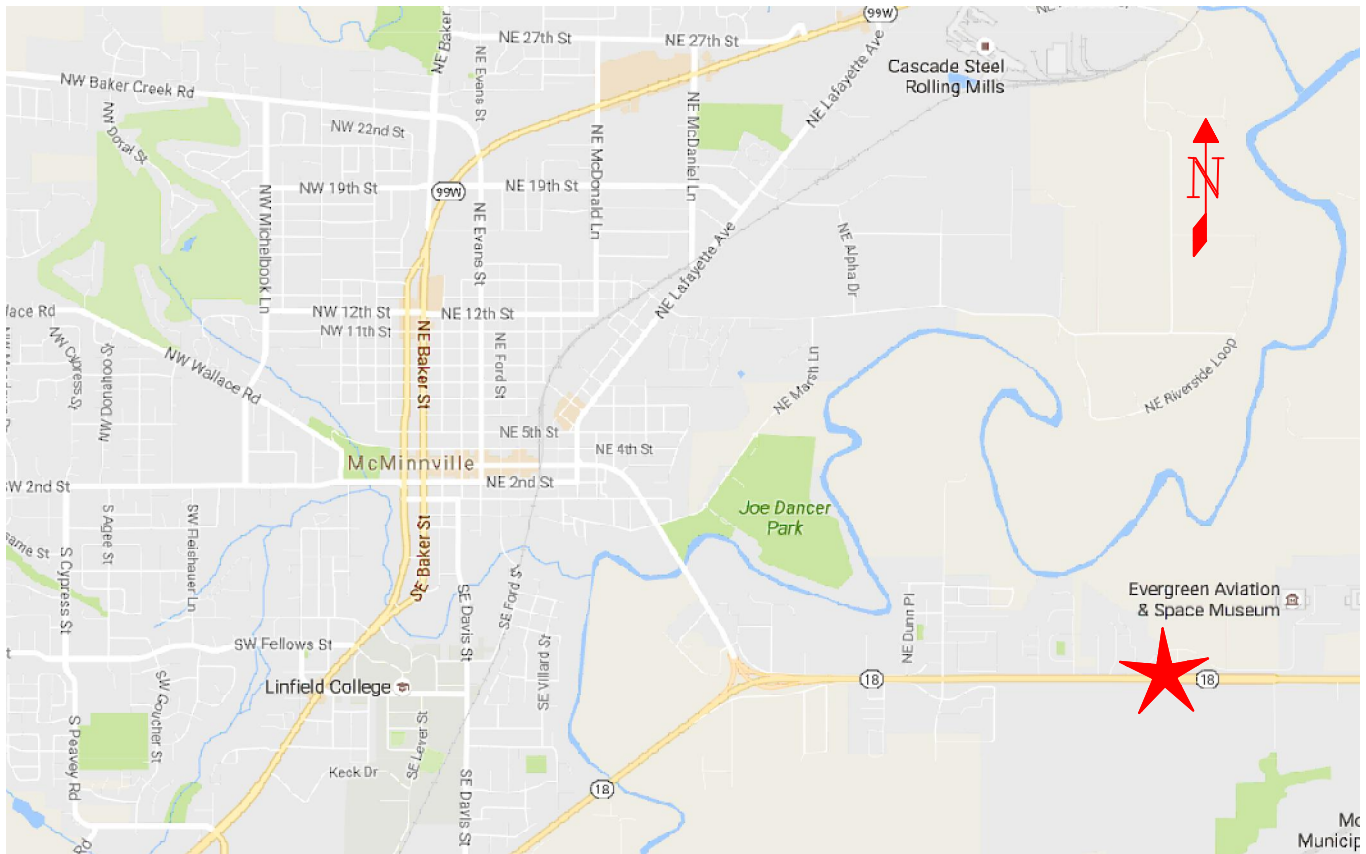
Nays: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY



PROJECT LOCATION



CITY OF McMINNVILLE, OREGON
 ENGINEERING DEPARTMENT
 THREE MILE LANE PUMP
 STATION #3

SCALE:	N/A
Drawn:	RM
Checked:	
Date:	Sept. 28, 2016
Project No.:	2015-13
SHEET	1 of 1



City Council- Regular

Meeting Date: 10/25/2016

Subject: Resolution amending the Personal Services Contract with Century West Engineering, Inc.

From: Mike Bisset, Community Development Director

AGENDA ITEM:

Resolution No. 2016 -74: A Resolution amending the contract with Century West Engineering, Inc. for the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2014-1.

BACKGROUND:

On May 27, 2014, the City Council adopted Resolution No. 2014-16, authorizing a Personal Services Contract for consulting services with Century West Engineering related to the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport. The proposed contract amendment (scope and cost attached) revises the Personal Services Contract to include construction services for the project.

The scope of work includes project management, administration, and coordination; FAA facilities coordination; biological monitoring; onsite construction inspection; as-built drawings preparation; and the development of an updated set of Airport Layout Plan drawings. This contract amendment will include services through the completion of the project, which is expected to occur in the fall of 2017.

The cost for the work included in the contract amendment is \$568,088. As with other project expenses, this work will be funded by the recently accepted FAA AIP Grant (90%) and Connect Oregon funds (10%).

RECOMMENDATION:

We recommend that the City Council approve the attached resolution authorizing the City Manager to sign the contract amendment to the Personal Services Contract with Century West Engineering, Inc., in the amount of \$568,088, for construction services for the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport.

Attachments

RESOLUTION NO. 2016-74
SCOPE & COST

FAA APPROVAL
PROJECT MAP

RESOLUTION NO. 2016 - 74

A resolution amending the contract with Century West Engineering, Inc. for the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2014-1.

RECITALS:

On May 27, 2014, the City Council adopted Resolution No. 2014-16, authorizing a Personal Services Contract for consulting services with Century West Engineering related to the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport. The proposed Contract Amendment (scope and cost attached) revises the Personal Services Contract to include construction services for the project.

The scope of work includes project management, administration, and coordination; FAA facilities coordination; biological monitoring; onsite construction inspection; as-built drawings preparation; and the development of an updated set of Airport Layout Plan drawings. This Task Order will include services through the completion of the project, which is expected to occur in the fall of 2017.

Cost for the work included in the Task Order is \$568,088.00. As with other project expenses, this work will be funded by the recently accepted FAA AIP Grant (90%) and Connect Oregon funds (10%).

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. That the Contract Amendment with Century West Engineering, Inc. in the amount of \$568,088.00, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract amendment with Century West Engineering, Inc.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of October 2016 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY

Exhibit A

April 26, 2016

Scope of Work

Construction Period Services City of McMinnville McMinnville Municipal Airport

Runway 4-22 Rehabilitation Project

GENERAL

The general scope of the project is to provide project construction period services for proposed improvements at the McMinnville Municipal Airport (MMV). This work is expected to occur May 2017 through October 2017.

The Runway 4-22 Rehabilitation project includes:

1. Reconstruction of Runway 4-22 (narrowing from 5,420'x150' to 5,420'x100');
2. Reconstruction of five (5) taxiway connections to Runway 4-22 (within RSA limits);
3. Installation of pavement underdrains for new pavements;
4. Installation of drainage improvements in infield areas;
5. Removal of existing electrical system impacted by construction;
6. Installation of lighted guidance signs;
7. Installation of runway (HIRL) & taxiway edge lights;
8. Replacement of PAPI units (RW 4 and RW 22);
9. Crack repair and slurry seal of Runway 4 overrun area pavement (1000'x150');
10. Construction of pavement markings; and
11. Runway 22 Threshold bar adjustment (by FAA).

TASK 1 – CONSTRUCTION PERIOD SERVICES

1. Prepare a construction management plan.
2. Carry out project administration including, but not limited to monitoring construction and project schedules, coordination of project with the City and FAA, monitoring and reporting technical and budget issues to the City and FAA, preparation of monthly consultant invoices for submittal to the City.

Administrative activities are assumed to occur between April 2017 and October 2017 (7 months). An allowance of 16-hours per month is assumed for this effort.

3. Consultant will coordinate with FAA staff on the Reimbursable Agreement. The FAA facilities to be adjusted, by the reimbursable agreement, include:
 - Runway 22 MALSR threshold light bar, and
 - The south Runway 4 REIL unit.
4. Organize, conduct and attend the pre-construction conference. The project manager, project engineer, and resident engineer will attend the meeting. Prepare an agenda and meeting notes for the meetings.
5. Organize, conduct and attend the pre-paving meeting. The project manager, project engineer, and resident engineer will attend the meeting. Prepare an agenda and meeting notes for the meetings.
6. Prepare and submit weekly inspection and progress reports to the FAA and the City.
7. Assist the City with grant quarterly performance reports.
8. Provide on-site inspection during the project construction period. On-site activities include observing and reviewing contractor work for conformance with the contract documents, making field measurements, preparation of inspection reports, photographic documentation, addressing field questions, monitoring construction progress, conducting wage rate interviews, and field verification of construction quantities for pay requests.

Conduct weekly construction coordination meetings and site visits with the Contractor and the City. The resident engineer and project manager will attend the meetings. An agenda and meeting minutes will be prepared for each meeting.

Activities related to this task are expected to occur over a 22 week period (150 calendar days), an allowance of 60-hours per week for the resident engineer, and 8-hours per week for the project manager is assumed for this effort.

9. Streaked horned larks (Federal listed Threatened species) are documented at the McMinnville Municipal Airport. The USFWS issued a Biological Opinion for Runway 4-22 Rehabilitation at the McMinnville Municipal Airport (TS Number 15-816; TAILS 01-EOFW00-2016-F-0121) on March 1, 2016. Consultant will coordinate and conduct Streaked Horned Lark surveying and reporting in accordance with the Terms and Conditions listed on page 19 of the Biological Opinion. This will include:
 - Conduct surveys of Work Areas 1 and 2 and a portion of Runway 17-35 one to four days prior to construction activities starting. The pre-construction survey will be performed by a Principal Biologist and a Sr Biologist.
 - Survey active Work Areas twice per week from May 1 through October 31 from half an hour past sunrise until 11 am. The construction surveys will be performed by a Principal Biologist and a Sr Biologist. The construction surveys are expected to occur over a 22 week period, an allowance of 20-

hours per week for the Principal Biologist, and 20-hours per week for the Sr Biologist is assumed for this effort.

Consultant will prepare a report that includes the results of the surveys and the data collected during the monitoring.

10. Conduct acceptance testing. Provide testing personnel and equipment necessary to perform acceptance testing, including:

Asphalt pavement testing to FAA (P-401 specifications) requirements for surface course. Asphalt testing is based on providing an on-site mobile laboratory, and an asphalt test strip test. Based on the size of the project (the total estimated asphalt tonnage is approximately 17,300 tons), and the anticipated requirement of a test strip, it is assumed that paving operations will take place for 10 days.

These assumptions form the basis for materials testing on the project. Actual effort is dependent on contractor operations, work plans, production rates, equipment and schedules. The assumed effort may vary depending on how the construction work is phased and executed by the contractor. Additional testing, if required, or if different, caused by how the contractor phases/executes the paving operation, will be conducted as extra work under an amendment to this scope if necessary.

Compaction testing of fills, subgrade, subbase, and base courses are not included. These tests will be conducted by others as described in the project bidding documents. Testing and reports conducted by others will be reported, submitted and reviewed by the Engineer for approval, in accordance with the project bidding documents.

11. Answer questions, provide clarifications, and prepare change orders. Activities related to this task are expected to occur over a 22 week period, an allowance of 16-hours per week is assumed for this effort.
12. Coordinate required closures and Notice(s) to Airmen (“NOTAM’s”) with the City, FBO and Airport Manager.
13. Review material, product, and shop drawing submittals. An allowance of 40 man-hours are assumed for this task.
14. Prepare and confirm monthly construction payment estimates and submit those estimates to the City. 6 monthly pay requests are anticipated.
15. Conduct and document periodic wage rate interviews.
16. Conduct a final inspection with the City, FAA, and contractor construction contractor.

17. Prepare punch list items as necessary. Verify completion of listed items.
18. Prepare the final Engineer's Report to the established FAA requirements.
19. Prepare "as-constructed" drawings on electronic media (AutoCAD Version 2000 & PDF) and 1 reproducible copy of drawings.
20. Update FAA Form 5320-1, Pavement Strength Survey (Utilize existing CAD drawing supplied by the City.). Reproducible and AutoCad file (AutoCad Version 2000 & PDF.)
21. Update the Airport Layout Plan (ALP) with "as-constructed" information. (Utilize existing CAD drawing supplied by the City.) The ALP set consists of 8 sheets that will require updating. One (1) unsigned drawing set, calling out the changes that were made during construction, will be provided to FAA for review. Once approved, three (3) copies of the drawing set, two signed and one unsigned, will be provided to FAA. One (1) signed hardcopy and CAD copy of the final drawing set will be provided to the City.

PROJECT TITLE:
 CLIENT:
 JOB NUMBER:

McMINNVILLE MUNICIPAL AIRPORT-RW 4-22 REHABILITATION-CONSTRUCTION SERVICES
 CITY OF McMINNVILLE
 TBA

PROJECT TASK	PRINCIPAL ENGR	SR PROJ MGR	SR PROJ ENGR	INT PROJ ENGR	RES ENGR	SR CAD DESN	CLER	TOTAL HRS	PROJECT COSTS
	\$217.00	\$175.00	\$125.00	\$115.00	\$105.00	\$95.00	\$55.00		
CONSTRUCTION SERVICES									
1 Prepare Construction Management Plan	2	4	20				2	28	\$3,744.00
2 Project Administration (9 months)	16	64	32					112	\$18,672.00
3 Coordinate FAA Reimbursable Aggrement		16	8						\$3,800.00
4 Conduct Pre-Construction Conference		8	8		8		2	26	\$3,350.00
5 Conduct Pre-Paving Meeting		8	8		8			24	\$3,240.00
6 Prepare and Submit Weekly Inspection Reports		24	60					84	\$11,700.00
7 Prepare and Submit FAA Grant Quarterly Reports		8						8	\$1,400.00
8 On-Site Observation (22 weeks @ 60hrs/wk)		176			1320			1496	\$169,400.00
9 Coordinate SHL Survey and Subs		40						40	\$7,000.00
10 Coordinate QA Testing and Subs		24						24	\$4,200.00
11 Ans. Questions/Clarif. (22 weeks @ 16hrs/wk)		120	232					352	\$50,000.00
12 Coordinate Closures, NOTAM's, etc.		2	24					26	\$3,350.00
13 Review Material, Product, Shop Dwg Submittals		20	20					40	\$6,000.00
14 Prepare, Review, & Confirm Monthly Pay Estimates		6	40					46	\$6,050.00
15 Wage Rate Reviews/Interviews		4	24					28	\$3,700.00
16 Final Inspection	4	4	4		4		2	18	\$2,598.00
17 Prepare Punchlist Items, Verify Completion	4	4	4		4		2	18	\$2,598.00
18 Final Engineer's Report	2	8	40				12	62	\$7,494.00
19 "As-Constructed" Drawings (approx 80 sheets)		4	16		4	80		104	\$10,720.00
20 Update 5320-1 Form			2			12		14	\$1,390.00
21 Update ALP w/ "As-Constructed" Info (8 sheets)		2	2			28		32	\$3,260.00
Labor Subtotal	28	546	544	0	1348	120	20	2582	\$323,666.00

EXPENSES:

Travel:	Cost Per Unit	Air Trips	Ground Trips	Days or Months	R.T. Miles	Markup	
Rental Car/Fuel - Field Inspector	\$2,500.00			5	1	1.1	\$13,750.00
Rental Car/Fuel - Project Manager	\$125.00			26	1	1.1	\$3,575.00
Lodging	\$135.00			110		1.1	\$16,335.00
Meals	\$30.00			110		1.1	\$3,993.00
Misc. expenses:							
PHOTO COPIES							\$1,000.00
POSTAGE							\$1,000.00
PRINTING							\$1,500.00
PLOTTING							\$1,500.00
FIELD SUPPLIES							\$1,000.00
Sub-Contractors:							
1. Materials Testing Sub - Carlson Testing					\$20,000.00	1.1	\$22,000.00
2. Streaked Horned Lark Surveys Sub - ESA Vigil Agrimis					\$151,047.20	1.1	\$166,151.92
3. Electrical Engineering Sub - R&W Electrical					\$11,470.00	1.1	\$12,617.00
4. Not used					\$0.00	1.1	\$0.00
5. Not used					\$0.00	1.1	\$0.00

Subtotal - Expenses	\$43,653.00
Subtotal - Subconsultants	\$200,768.92
TOTAL - CONSTRUCTION SERVICES	\$568,087.92
TOTAL - PROJECT	\$568,087.92



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Seattle Airports District Office
1601 Lind Avenue S.W., Suite 250
Renton, Washington 98057-3356

June 28, 2015

Mr. Rich Spofford
Engineering Manager
City of McMinnville
231 NE 5th St. McMinnville,
OR 97128

McMinnville Municipal Airport–McMinnville, Oregon
Airport Improvement Program (AIP) Project Number: 3-41-0036-017-2016
Engineering Services During Construction Scope and Fee Approval (email only)
Rehabilitate Runway, Construction

Dear Mr. Spofford:

We have reviewed your scope of work and fee proposal for engineering design services by Century West Engineering, Inc., IFE prepared by Precision Approach Engineering, Inc., and the City's RON dated 24 June 2016 related to the project identified above.

The fixed fee of \$568,088 for engineering services during construction by Century West Engineering is approved, subject to the following conditions:

1. Please note that this is a maximum fee and the sponsor can only be reimbursed for actual costs incurred.
2. Any amendments to this engineering agreement will require Federal Aviation Administration (FAA) approval.
3. If the amendments occur after the grant is issued, they will be subject to availability of funds.

Work items, covered in this scope, which are constructed and completed for use are eligible for reimbursement under this grant. Any work items that are not carried out to construction completion are **not** eligible for reimbursement under this grant.

All of the above costs will be eligible for Federal funding on a reimbursement basis under AIP Project Number: 3-41-0036-017-2016, assuming associated construction work is completed.

Federal participation is contingent upon design conforming to FAA standards and specifications, and construction conforming to the contract documents.

Please be reminded that the Final Closeout Report **must** be submitted per FAA requirements.

We encourage all sponsors to review their engineering services and construction agreements in detail and be familiar with them. Under the AIP, the sponsor is responsible for all contractual obligations. The sponsor is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising from the procurements entered into, in support of an AIP grant.

If you have any questions concerning this matter, please contact me.

Sincerely, .

A handwritten signature in black ink that reads "Benjamin Dahle". The signature is written in a cursive style with a large initial "B" and "D".

Benjamin Dahle
FAA - Northwest Mountain Region
Civil Engineer SEA-634, Seattle ADO
425.227.2823
Benjamin.Dahle@faa.gov

cc:

Joe Roshak, Century West (email only)
Bryan Condon, Century West (email only)

enclosures:

City's RON dated 24 June 2016

**RECORD OF NEGOTIATIONS
FOR
ENGINEERING SERVICES**

Date: June 24, 2016

Job Title: Runway 4-22 Rehabilitation - MMV
Location: McMinnville, Oregon
Project: City # 2014 - 1
Anticipated AIP Grant No.: 3-41-0036-017-xxxx

1) The consulting firm of Century West Engineering, Inc., was selected on March 14, 2014, from those consultants who submitted their qualifications for a 5-year services agreement. This record is for the initiation of Phase 3 – Construction Services

2) A scope of work for the Runway 4-22 Rehab project and a detailed cost estimate for construction services phase was prepared by Century West Engineering and submitted to Rich Spofford on April 28, 2016. The cost estimate submitted was for a:

Design Fee:	\$N/A
Services During Construction Fee:	\$568,088

3) The scope of work and a request for a fee proposal were sent to Ben Dahle, FAA.

4) Precision Approach Engineering Inc. submitted their independent fee proposal for the work on June 23, 2016, as follows:

Design Fee:	\$N/A
Services During Construction Fee:	\$584,741

5) A detailed cost analysis comparing the detailed independent estimate with the Consultant's fee proposal was done and negotiation objectives were established.

6) Sponsor's negotiator discussed the fee proposal with Century West Engineering. It was agreed that:

- PAE hourly rates are higher than CWE so that accounts for some large differences in a few line items such as Project Admin and onsite Observation.
- CWE is comfortable with their proposal fee and proposes to not revise it.

7) The final fee proposal is considered reasonable by the City. Once a grant is issued, the City can assemble a contract the City and Century West Engineering based on this fee and scope of work. The scope of work, sponsor's independent cost estimate, Consultant's fee proposals, and detailed cost analysis are attached to this Record of Negotiations and hereby submitted to the ADO for a Reasonableness of Cost Determination.

8) The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14 have been followed.



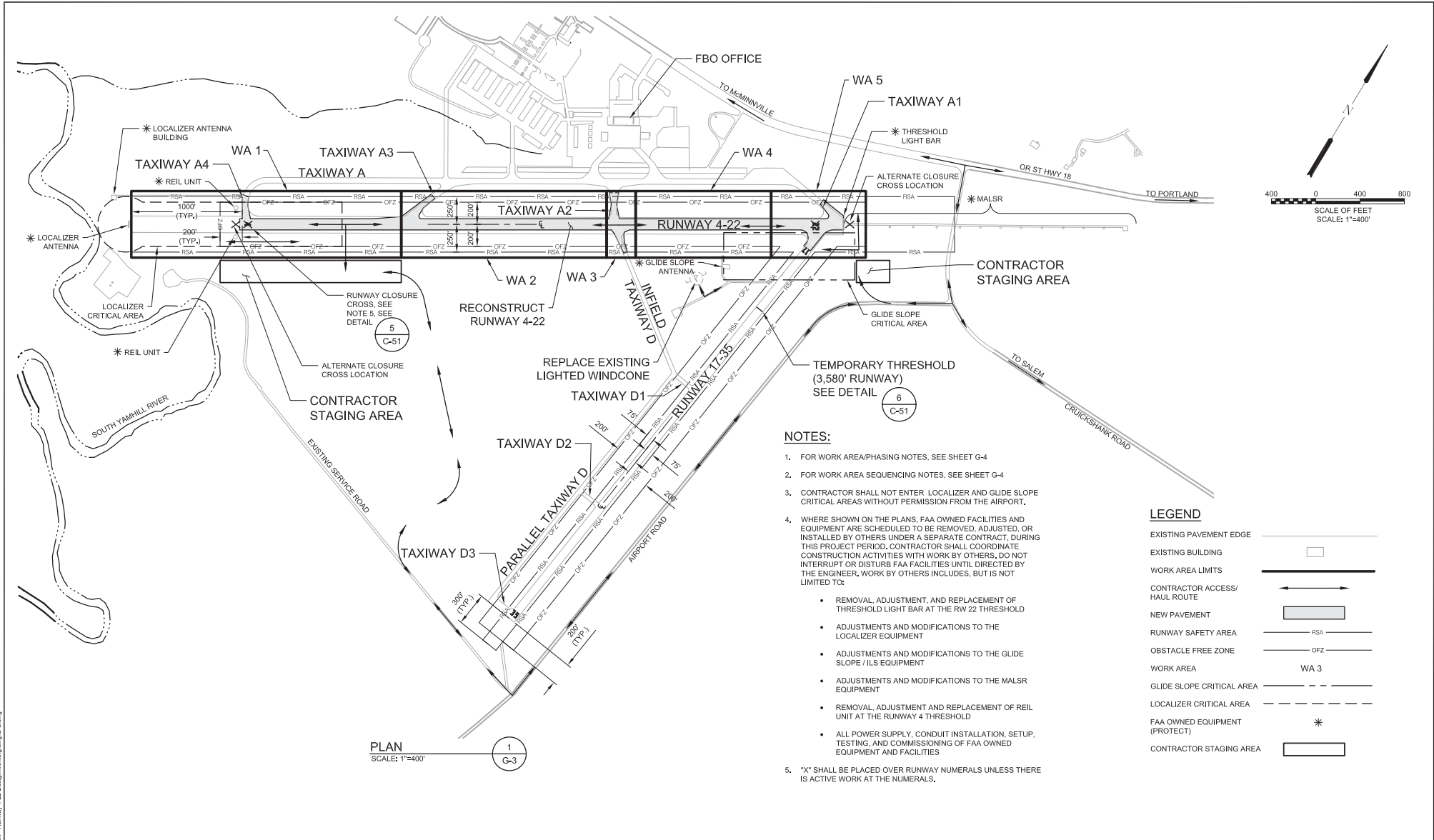
Rich Spofford

Name

Sponsor

06/24/16

Date



- NOTES:**
- FOR WORK AREA/PHASING NOTES, SEE SHEET G-4
 - FOR WORK AREA SEQUENCING NOTES, SEE SHEET G-4
 - CONTRACTOR SHALL NOT ENTER LOCALIZER AND GLIDE SLOPE CRITICAL AREAS WITHOUT PERMISSION FROM THE AIRPORT.
 - WHERE SHOWN ON THE PLANS, FAA OWNED FACILITIES AND EQUIPMENT ARE SCHEDULED TO BE REMOVED, ADJUSTED, OR INSTALLED BY OTHERS UNDER A SEPARATE CONTRACT. DURING THIS PROJECT PERIOD, CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES WITH WORK BY OTHERS, DO NOT INTERRUPT OR DISTURB FAA FACILITIES UNTIL DIRECTED BY THE ENGINEER. WORK BY OTHERS INCLUDES, BUT IS NOT LIMITED TO:
 - REMOVAL, ADJUSTMENT, AND REPLACEMENT OF THRESHOLD LIGHT BAR AT THE RW 22 THRESHOLD
 - ADJUSTMENTS AND MODIFICATIONS TO THE LOCALIZER EQUIPMENT
 - ADJUSTMENTS AND MODIFICATIONS TO THE GLIDE SLOPE / ILS EQUIPMENT
 - ADJUSTMENTS AND MODIFICATIONS TO THE MALS/R EQUIPMENT
 - REMOVAL, ADJUSTMENT AND REPLACEMENT OF REIL UNIT AT THE RUNWAY 4 THRESHOLD
 - ALL POWER SUPPLY, CONDUIT INSTALLATION, SETUP, TESTING, AND COMMISSIONING OF FAA OWNED EQUIPMENT AND FACILITIES
 - "X" SHALL BE PLACED OVER RUNWAY NUMERALS UNLESS THERE IS ACTIVE WORK AT THE NUMERALS.

LEGEND

EXISTING PAVEMENT EDGE	
EXISTING BUILDING	
WORK AREA LIMITS	
CONTRACTOR ACCESS/HAUL ROUTE	
NEW PAVEMENT	
RUNWAY SAFETY AREA	
OBSTACLE FREE ZONE	
WORK AREA	
GLIDE SLOPE CRITICAL AREA	
LOCALIZER CRITICAL AREA	
FAA OWNED EQUIPMENT (PROTECT)	
CONTRACTOR STAGING AREA	

PLAN
SCALE: 1"=400'



VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

NO.	DATE	BY	APPR	REVISIONS

CENTURY WEST ENGINEERING

PORTLAND OFFICE
5331 SW MADAM AVE., #207
PORTLAND, OR 97239
503.419.2130
503.638.2710 FAX

DATE: APRIL 2016 PROJECT NO: 40228.008.03

DESIGNED BY: BFC
DRAWN BY: JJB
CHECKED BY: JNR
SCALE: AS NOTED

CITY OF MCMINNVILLE
MCMINNVILLE MUNICIPAL AIRPORT
RUNWAY 4-22 REHABILITATION PROJECT

SITE WORK AREA AND SAFETY PLAN INDEX SHEET

DRAWING NO. G-3
SHEET NO. 3 OF 80

I:\CDD Projects\McMinnville Airport - Runway 4-22 Design\mcminnville\gca.dwg



City Council- Regular

Meeting Date: 10/25/2016

Subject: Task Order No. 1 to the Personal Services Contract with WHPacific, Inc.

From: Mike Bisset, Community Development Director

AGENDA ITEM:

Resolution No. 2016-75: A Resolution approving Task Order No. 1 to the Personal Services Contract for the design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects.

BACKGROUND:

On October 27, 2015, the City Council adopted Resolution 2015-49, awarding the Personal Services Contract for the preliminary design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects to WHPacific, Inc, in the amount of \$94,766.55. The attached Task Order No. 1 amends the Personal Services Contract to include final design work for the projects.

Major work tasks for the Ford Street sidewalk work include completion of the 70% design, final design, and construction documents for the proposed improvements. The cost for this phase of the work is \$88,766.98.

Major work tasks for the pedestrian safety improvements work include completion of the 70% design, final design, and construction documents for the six identified priority sidewalk improvement projects. The sidewalk projects were chosen via a review and prioritization process completed by the design team, City staff, and School District representatives. The six priority projects include:

- Upgrades to the Fellows St / Agee St crossing;
- Sidewalk and crossing improvements along South Davis Street (Alethea Way to 1st Street);
- Upgrades to the Michelbook Lane / Ash Street crossing;
- Upgrades to the Galloway / 15th Street crossing;
- Completion of the Star Mill Way - Wallace Road sidewalk; and
- Sidewalk improvements along Grandhaven Street (Lucas Drive to Grandhaven Drive).

The cost for this phase of the work is \$158,274.47.

The total estimated cost for this phase of the projects is \$247,041.45. Construction of the improvements is targeted for the summer of 2017. This work is funded by 2014 transportation bond proceeds, and the project design costs were included in the FY2017 Transportation Fund (fund 45) budget.

RECOMMENDATION:

Staff recommends that the City Council approve the attached resolution authorizing the City Manager to sign Task Order No. 1 to the Personal Services Contract with WHPacific Inc., in the amount of \$247,041.45, for the design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects

Attachments

RESOLUTION NO. 2016-75

TASK ORDER NO. 1

RESOLUTION NO. 2016-75

A Resolution approving Task Order No. 1 to the Personal Services Contract for the design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects.

RECITALS:

On October 27, 2015, the City Council adopted Resolution 2015-49, awarding the Personal Services Contract for the preliminary design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects to WHPacific, Inc, in the amount of \$94,766.55.

The attached Task Order No. 1 amends the Personal Services Contract to include final design work for the projects.

Major work tasks for the Ford Street sidewalk work include completion of the 70% design, final design, and construction documents for the proposed improvements. The cost for this phase of the work is \$88,766.98.

Major work tasks for the pedestrian safety improvements work include completion of the 70% design, final design, and construction documents for the six identified priority sidewalk improvement projects. The cost for this phase of the work is \$158,274.47.

The total estimated cost for this phase of the projects is \$247,041.45. Construction of the improvements is targeted for the summer of 2017.

This work is funded by 2014 transportation bond proceeds, and the project design costs were included in the FY2017 Transportation Fund (fund 45) budget

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

1. That Task Order No. 1 to the Personal Services Contract between the City of McMinnville and WHPacific, Inc., in the amount of \$247,041.45, is hereby approved.
2. The City Manager is hereby authorized to execute Task Order No. 1.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 25th day of October 2016 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY

TASK ORDER NO. 1
to the
PERSONAL SERVICES CONTRACT
with
WHPacific, INC.

This Task Order No. 1 amends the personal services contract, dated November 10, 2015, between the City of McMinnville (City) and WHPacific, Inc. (Contractor) for engineering design and construction services.

The parties mutually covenant and agree as follows:

1. STATEMENT OF WORK

The Contractor will provide final design services for the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects, as outlined in the attached proposals dated October 2016. The cost for these services is estimated to be \$247,041.45.

2. EFFECTIVE DATE AND DURATION

This Task Order No. 1 is effective on the date at which it is fully executed, and the expiration date of the Personal Services Contract is extended to December 31, 2017.

3. COMPENSATION

The City agrees to pay the Contractor for actual hours worked and allowable expenses incurred by the Contractor and its agents for accomplishing the work required by this Task Order No. 1, with a total sum not to exceed \$247,041.45.

4. OTHER CONDITIONS / REQUIREMENTS

The terms and conditions of the original Personal Services Contract remain in full force and effect.

For the Owner:
Approved:

By: _____

Title: _____

Date: _____

For the Contractor:
Approved:

By: _____

Title: _____

Date: _____

City of McMinnville Street Improvement and Repair Bond Projects (Ford Street Sidewalk Improvements, Project 2016-17)

City of McMinnville

City of McMinnville

Project Manager: Mike Bisset, P. E.

231 NE Fifth Street

McMinnville, Oregon 97128

503-434-7312

Mike.bisset@ci.mcminnville.or.us

WHPacific, Inc.

Project Manager: Terry Song, P.E

9755 SW Barnes Rd, Ste 300

Portland, OR 97225

503.372.3518

tsong@whpacific.com

PROJECT UNDERSTANDING AND SCOPE OF WORK FOR FINAL DESIGN

SE Ford Street has been identified as a sidewalk/pedestrian safety project. The intent of this project is to add sidewalk to the west side of Ford Street from the existing ramp on the south side of Washington Street to the existing concrete sidewalk/driveway on the south side of Cozine Creek.

In November 2014, McMinnville passed a general obligation bond measure for street improvements throughout the City. These projects will address existing safety concerns to the citizens and businesses along several streets. The SE Ford Street Sidewalk Improvement is part of the variety of safety improvement projects by the City. The focus of this project will be to provide a continuous pedestrian connection, while also addressing the vehicle safety and clear zone requirements.

The City of McMinnville hired WHPacific, Inc. to conduct a site investigation, identify constraints and develop design concept for the Phase 1 portion of this project. Based on the result of the investigation, it has been determined that the project will include the following elements as described in Phase 1 Design Concept Plans and Report. The Scope of Work consists of performing the preliminary design (Phase 2) and final design and preparation of construction documents (Phase 3) for the proposed improvements as described below.

Proposed Improvements:

- ADA compliant five-foot wide sidewalk from the existing sidewalk on the south side of Washington Street to the existing sidewalk/driveway on the south side of Cozine Creek.
- New guard rail behind sidewalk and addition of terminal to the existing guard rail
- Retaining walls to accommodate additional sidewalk section
- Seven-foot parking lane in front of the three single family homes
- Storm drainage to convey runoff from the proposed improvement

Existing Conditions:

The existing Ford Street roadway consists of two paved lanes, one lane in each direction. Starting from the south side of Washington Street, the west side of the roadway has a varying gravel shoulder with a deteriorating concrete sidewalk. Approximately 120 feet south of the intersection, the gravel shoulder and sidewalk end as a vegetated side slope continues until to the driveway access for the adjacent apartment complex. From the apartment access there is a five-foot asphalt walkway, which continues behind a metal guardrail over the creek until it ends at a new concrete driveway apron. The ground slopes down to the creek from the existing asphalt walkway.

ANTICIPATED SCOPE OF WORK

Based on the result of the site investigation and the concept design developed in Phase 1 above, WHPacific, Inc. will perform Preliminary Design and prepare Final Plans, Specifications and Estimates (PS&E) for the construction of Ford Street Sidewalk Improvement as described above.

Tasks include the following:

Task 1.0 Project Management and Coordination

1.1 Project Management

The duration of the project planning and management effort from preliminary design to the preparation of construction documents is assumed to be from October 2016 to February 2017.

- A. Provide management, coordination, and direction to the project team for completing the project on time and on budget.
- B. Prepare the Project Execution Plan (PEP) for use by the project team.
- C. Schedule a project kick-off meeting to review and accept PEP.
- D. Track project costs and budgets on a monthly basis.
- E. Prepare monthly invoices for project.
- F. Prepare a summary report tracking project progress and delivery against schedule.

1.2 Project Team Coordination and Meetings

Project coordination during design includes holding project meetings with key project team members and representatives from the City and others regularly. These will be scheduled and attended by the City's Project Manager and other city staff. These meetings will have a specific agenda addressing and resolving project issues as they are encountered. It is assumed that approximately one technical coordination meetings will be held during the design phase as listed in the subtasks.

- A. Conduct a design kick-off and field review meeting with the City PM and design staff to coordinate the design elements and have a clear understanding of the scope or work.

Assume one on-site meeting. The meeting includes travel time (assume 2 hours) and preparation of materials, agenda and minutes (assume 1 hour).

- B. Conduct technical team meetings with the City PM and design staff to coordinate the project milestone and discuss design progress. These meetings will occur approximate after submittal of deliverables (Preliminary- 70% and 100%). It will include lead people on the design team, with attendance dependent on the project activity. The meeting includes travel time (assume 2 hours) and preparation of materials, agenda and minutes (assume 1 hour).
- C. Coordinate with all utilities. (This is assumed to be limited to natural gas companies. If other utilities are impacted due to project design development, additional scope will be added via a future amendment).
- D. Internal team meetings to coordinate project progress and completion. Assume 6 meetings at 30 minutes per meeting. The meeting includes preparation of materials agenda and minutes (assume 1 hour).

1.3 Project Scheduling

Consultant shall:

- A. Prepare and submit an activities list and schedule to the City immediately following the notice-to-proceed. The schedule will show appropriate milestones for the project, including intermediate and final submittal dates for design documents and key decision points. It is estimated that the notice-to-proceed will be given in October, 2016.
- B. Revise project schedule to reflect changes in the project. Schedule updates will be completed monthly, or as requested by the City.

1.4 Quality Assurance and Control Program

Consultant shall conduct a quality assurance and control program that includes scheduled formal reviews with documentation procedures. Consultant shall perform quality control checking, prepare documentation of reviews and submit documents to the City.

- A. Quality assurance and control program shall be developed that includes scheduled formal reviews with documentation procedures.
- B. Review the project deliverables prior to submittal to the City for quality control.
- C. Prepare and maintain a deliverable tracking form for the project to be included with the monthly status report.
- D. Prepare and submit review tracking forms for each deliverable for documenting resolution of review comments.
- E. Consultant shall conduct documentation of reviews with submittal documents upon request.

1.5 Neighborhood Meeting

Consultant shall:

- Attend a meeting with City staff to review display materials and meeting roles (time/budget included in original Project Team Coordination task)
- Prepare for and attend a neighborhood meeting to present the preliminary design and results of the site investigations.
- Produce enlarged (22"x34") prints of the preliminary design plan sheets attached to foam board for display purposes.

- A. Two consultant staff will attend the one-hour review meeting and the two-hour neighborhood meeting. Two hours per staff per meeting is assumed for travel time.
- B. The City will be responsible for scheduling the neighborhood meeting and providing a location

1.6 Progress Reports and Invoices

Consultant will prepare and submit progress reports and invoices monthly.

Task 1 Deliverables: Consultant shall provide to the City:

- *Project Schedule*
- *Meeting Minutes*
- *Progress Reports and Invoices*
- *Quality Control Documentation*
- *Neighborhood Meeting Displays (estimated eight)*

TASK 2.0 Preliminary Design (70% Plans)

This task consists of developing a preliminary design based on the preferred design as described in the Preliminary Site Review Report (PSR) in Phase 1.

2.1 Preliminary Plans

The Consultant will create design base file and prepare Preliminary Design Plan sheets to show the basic elements and extent of the project. The Preliminary Plans will be prepared at 1"=20' scale using AutoCAD Civil 3D 2014 software, WHPacific CAD Standards. A Preliminary cost Estimate will be submitted based on the preliminary plans. The Preliminary Plan Sheets will consist of the following;

- A. Cover Sheet, Vicinity Map, and Sheet Index
- B. Legend, Symbols, and Abbreviations
- C. Typical Sections
- D. Sidewalk and Drainage Plan and Profile (2 Sheets)
- E. Retaining Wall Plan

2.2 Preliminary Drainage Report and Stormwater Management Plan

The consultant will prepare a Drainage Report based on the evaluation of the existing drainage system and design recommendation in Phase 1. The report shall include storm layout and sizing calculations for the drainage pipes and stormwater management plan. It is assumed that water quality treatment and flow control will NOT be required for this project.

2.3 Retaining Wall Design Calculations

The consultant will perform the design of the retaining walls for the three locations on the project that were identified in Phase 1. Design calculations will be performed to check the wall stability. The plan layout for the walls will be incorporated in the preliminary and final design.

2.4 70% Contract Documents (Specifications)

The consultant will prepare project-specific special provisions and incorporate relevant General Special Provisions from the City to specify work not covered in the Standard Specifications. City bid documents, prevailing wage rates, and applicable standard plans will be added. The 2015 Oregon Standard Specifications will be used for this project. Project Specific Specifications will be prepared in Microsoft Word format.

2.5 Preliminary Engineer's Estimate

The consultant will prepare an Engineer's Estimate based on the Preliminary Design Plans.

Task 2 Deliverables: Consultant shall provide to the City:

- *Preliminary Plans, half-size, 11"x17" (pdf and 1 set hardcopy)*
- *Preliminary Drainage Report (pdf and 1 hardcopy)*
- *70% Contract Documents (Specifications)*
- *Preliminary Engineer's Estimate (pdf and 1 hardcopy)*
- *Retaining Wall design calculations (pdf and 1 hardcopy)*

TASK 3.0 Geotechnical Investigation (Subconsultant – GeoEngineers)

Consultant shall:

The following geotechnical scope of work is presented in three phases as outlined below for the proposed SE Ford Street Sidewalk Improvements project. Phase 1 consists of a geotechnical project concept review as a part of the wall selection or slope grading process for sidewalk widening. The geotechnical scope of work for Phase 1 was completed as Task 3.4 for the project as summarized in our July 8, 2016 memorandum to WH Pacific. Phase 2 consists of site-specific explorations and a geotechnical design recommendations report. Phase 3 consists of geotechnical design review of proposed wall or embankment designs.

The overall purpose of GeoEngineers' geotechnical services is to evaluate soil and groundwater conditions as a basis for developing geotechnical engineering design criteria for retaining walls or sidewalk subgrade support in widening areas for the proposed project. Our proposed scope of services has been prepared based on our experience in the area and our understanding of the project as a whole, including the support option recommendations in our July 8, 2016 memorandum. Based on the preliminary project plans prepared by WH Pacific, we anticipate that this will include providing geotechnical engineering design parameters and construction recommendations for retaining walls or slopes at three general locations along the alignment as discussed with WH Pacific at the following locations: 1) at the north, low vegetated area approximately 200 feet south of SE Washington Street; 2) at the potential cut wall area near the apartment building to the south of the north, low vegetated area; and 3) at the area near the existing guard rail known as Ford Dip.

Site conditions, and therefore slope or wall support conditions that will influence wall and slope geotechnical design requirements vary at each location, including:

- Presence of utilities or other subsurface elements, such as foundations or guardrail posts that limit inclusions for wall support such as tiebacks, straps or geogrid reinforcements.
- Lateral extent of right of way that will allow for stable slopes to be constructed or require vertical or near-vertical walls to maintain right of way.
- Area or environmental restrictions that do not allow grading or clearing of areas which may require working and constructing slopes or walls from a single side within the existing roadway and right of way.
- Limit the impact to existing drainage ways or sensitive areas.
- Accommodate for the existing roadway and the existing or new guardrail along the roadway.
- Potential settlement in existing wet soil conditions that will require flexible support systems (wall systems that can tolerate the degree of anticipated settlement and still provide adequate support).

Retaining walls or support slopes will be required at the three locations noted above. Difficult downslope conditions will require drilling be conducted from the existing roadway elevation unless additional budget is established for remote drilling equipment. The following task items are included for this scope of work:

3.1 Site-Specific Explorations and Geotechnical Design Report

Consultant shall:

- Coordinate and manage field investigations and utility locates at each exploration location.
- Explore subsurface conditions for use in retaining wall design in the immediate vicinity of the proposed wall locations by completing one boring at each proposed location to depths of between approximately 15 to 20 feet below ground surface, or to practical

refusal in dense soils, gravel or rock, whichever is shallower. Borings will be completed using rubber-tired truck-mounted drilling equipment at locations along the existing roadway. Soil samples will be obtained at 2.5 to five-foot intervals. Up to three locations are estimated. This task includes Traffic Control for the boring work.

- Classify the materials encountered in the explorations, and maintain a detailed log of the explorations.
- Complete laboratory testing on selected samples obtained from the explorations including natural moisture content determination tests, plasticity index (Atterberg Limits) tests, and sieve wash (percent fines passing the No. 200 Sieve) tests as appropriate for the soils encountered.
- Provide geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
- Provide wall foundation recommendations for use in design as appropriate.
- Provide an estimate of foundation settlement performance for retaining walls.
- Provide preliminary vertical capacities for extended-depth supports to support thickened edge sidewalk structures for shorter wall sections to minimize wall construction/ excavation.
- Provide a draft summary report summarizing the results of our subsurface explorations and geotechnical design parameters and recommendations.
- Provide a final geotechnical report after incorporating review comments from the project team.

3.2 Design Review

Consultant shall:

- Review construction plans, project specifications, and wall and slope designs for conformance with geotechnical design recommendations for final design and preparation of final construction plans.
- Provide slope stability analysis of embankment fill areas that will be retained by retaining walls.

Contingency Exploration Task

- Explore subsurface conditions for use in retaining wall design in the immediate vicinity of the proposed slope widening locations by completing two borings at each proposed location to depths of between approximately 25 to 35 feet below ground surface, or to practical refusal in dense soils, gravel or rock, whichever is shallower. Borings will be completed using rubber-tired truck-mounted drilling equipment at locations along the existing roadway. Soil samples will be obtained at 2.5 to 5 foot intervals. Up to 6 locations are estimated.

TASK 4.0 Environmental and Permitting

The Consultant will perform the following tasks:

- A. Conduct an intensive cultural resources pedestrian survey, including shovel probes, within the project right of way.
- B. Prepare and complete the paperwork for State Historic Preservation Office (SHPO) excavation permit.
- C. Conduct research and prepare Cultural Resource Report and Documentation.

Task 4 Deliverables:

- *Completed SHPO Permit*
- *Cultural Survey Report*

TASK 5.0 Meetings with Property Owners

The Consultant will assist the City in meeting with property owners to obtain their input on the project particularly regarding construction of their driveways and access during construction. It is assumed that the improvement can be constructed within the existing right of way. The City will be responsible for scheduling the meeting and providing a location. The meeting includes 2 hours of travel time and preparation of agenda and minutes. This task includes the following:

- A. Attend one (1) property owner meetings (2-hour meeting)
- B. Preparation of Plan Exhibits for the owner meetings.

TASK 6.0 Utility Coordination

The Consultant will complete the following tasks. It is assumed that the potential relocation is limited to the existing gas line.

- A. Determine if the design requires utility relocation. Confirm locations that require utility relocation if any.
- B. Adjust design to minimize utility relocation, where feasible.
- C. Coordinate with utility company and schedule the required relocation work.
- D. Prepare the utility conflict plan and coordinate the relocation plan with utility agencies/owners. The preparation of the Relocation Plan shall be done by the utility agencies/owners.

If required, pothole potential utility conflicts to determine the actual depth. A separate budget will be allocated for potholing.

TASK 7.0 Final Design, 100% Plans, Specifications and Estimates (PS&E)

The Consultant will update the project design to the 100% complete. The review comments on the Preliminary Plans from the City will be discussed and incorporated accordingly. Prior to the start of the 100% Plans, the horizontal and vertical geometry including the typical sections, driveways and retaining wall types and locations shall be discussed with the City and finalized. The following tasks will be performed:

- A. 100% Plans - Develop project plans to the 100% complete stage. The scale of the roadway plan and profile sheets will be one inch equals twenty feet (1"=20'). The plans will be prepared using AutoCAD Civil 3D 2014 software and WHPacific CAD standards.
- B. 100% Drainage Report – Update the Drainage Report based on review comments.
- C. 100% Engineer’s Estimate – Identify standard and non-standard bid items and update the engineer’s estimate. Provide itemized quantity calculations for all contract bid items.
- D. 100% Contract Documents – Prepare project-specific special provisions and incorporate relevant General Special Provisions from the City to specify work not covered in the Standard Specifications. City bid documents, prevailing wage rates, and applicable standard plans will be added. The 2015 Oregon Standard Specifications will be used for this project. Project Specific Specifications will be prepared in Microsoft Word format.
- E. Comment Response - The Consultant will review the City’s comments, and prepare responses to all comments.

Task 7 Deliverables: Consultant shall provide to the City:

- *100% Plans, half-size, 11"x17" (pdf and 1 set hardcopy)*
- *100% Drainage Report (pdf and 1 set hardcopy)*
- *Stamped Retaining Wall design calculations (pdf and 1 hardcopy)*
- *100% Engineer’s Estimate (pdf and 1 hardcopy)*
- *100% Specifications (pdf and 1 hardcopy)*
- *Responses to Review Comments (pdf and 1 hardcopy)*
- *Stamped Retaining Wall Design calculations (pdf and 1 hardcopy)*

TASK 8.0 Construction Documents and Bid Support

Based on the City’s final review of the 100% PS&E, the Consultant will produce a final set of Bid-Ready Plans, Specifications, and Cost Estimate. It is assumed that there will be no design change from 100% PS&E to construction document bid set. Final Construction Plans, Specifications and estimates will be provided in electronic (PDF and AutoCAD) and in hard copy format. The consultant will attend a pre-bid conference and will provide technical support to the City in answering questions regarding PS&E during the bid process.

Task 8 Deliverables: Consultant shall provide to the City:

- *Stamped and Signed Plans, half-size and full-size (pdf, CAD, and 1 set hardcopy)*
- *Engineer’s Estimate (pdf and 1 hardcopy)*
- *Stamped and Signed Specifications (pdf and 1 hardcopy)*

- *Responses to Review Comments (pdf and 1 hardcopy)*

Assumptions

- The City will provide Right-of-Entry for the properties within the project area
- The roadway and sidewalk section will be designed based on City standards.
- Geotechnical investigation for pavement design will not be required.
- The project will not require additional right-of-way or permanent easement.
- Potholing to verify existing utilities is not included. If required, it shall be considered an additional work. A contingency of \$2,000 is allocated for potholing.
- The construction engineering, management, inspection and other professional support services during construction are not included.

City of McMinnville / Ford Street Sidewalk

October 11, 2016

WHPacific Expense Detail

Task No.	Task Title	Expenses	Expense Detail
1.0	Project Management and Coordination		
1.1	Project Management	\$ -	
1.2	Project Team Coordination/ Meetings	\$ -	
	Kick-off and Field Review Meeting (1 meeting @ 1hr)	\$ 50.00	1 round trips to McMinnville @0.54c/mile
	Technical Team Meetings with City (1 meeting @ 1hr/meeting)	\$ 50.00	1 round trips to McMinnville @0.54c/mile
	Utility Coordination Meetings (1)	\$ 50.00	1 round trips to McMinnville @0.54c/mile
	Internal Team Meetings (maximum 6 meetings @0.5hr)	\$ -	
1.3	Project Scheduling	\$ -	
1.4	Quality Assurance and Quality Control Program		
	Quality Assurance and Quality Control Program		
	Review Deliverables (50%, 100% PS&E and Bid Set)		
	Prepare QA/QC tracking form and documentation		
1.5	Neighborhood Meeting		
	Attend a meeting with City staff to review materials (1 meeting @ 1hr)	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Prepare for and attend a neighborhood meeting (1 meeting @ 2hrs)	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Produce enlarged (22"x34") prints of the preliminary design plan	\$ 10.00	Printing Costs
	Provide easels for the event	\$ 5.00	Printing Costs
1.6	Progress Reports and Invoices	\$ -	
	Task 1 Subtotal =	\$ 265.00	
2.0	Preliminary Design (70% Plans)		
2.1	Preliminary Plans	\$ 40.00	Printing Costs
2.2	Preliminary Drainage Report and Stormwater Management Plan	\$ 5.00	Printing Costs
2.3	Retaining Wall Design Calculations	\$ 5.00	Printing Costs
2.4	70% Contract Documents (Specifications)		
2.5	Engineer's Estimate	\$ 5.00	
	Task 2 Subtotal =	\$ 55.00	
3.0	Geotechnical Investigation (Sub-Consultant)		
3.1	Site-Specific Explorations and Geotechnical Design Report	\$ -	
3.2	Design Review	\$ -	
	Task 3 Subtotal =	\$ -	
4.0	Environmental and Permitting		
4.1	Cultural Resource Survey	\$ 50.00	1 round trip to McMinnville @0.54c/mile
4.2	State Historic Preservation Office Permit		
4.3	Cultural Resource Report & Documentation	\$ 10.00	Printing Costs
	Task 4 Subtotal =	\$ 60.00	
5.0	Meetings with Property Owners		
	Property owner meetings with the City (1)	\$ 50.00	1 round trips to McMinnville @0.54c/mile
	Plan Exhibits for the property owner meetings (1)	\$ 10.00	Printing Costs
	Task 5 Subtotal =	\$ 60.00	
6.0	Utility Coordination and Utility Relocation Plan		
	Coordination and Utility Relocation Determination	\$ -	
	Utility Conflict Plan and Coordination of Relocation Plan		
	Task 6 Subtotal =	\$ -	
7.0	Final Design		
7.1	Final PS&E (100% PS&E)		
	100% Plans	\$ 40.00	Printing Costs
	100% Drainage Report and Stormwater Management Plan	\$ 5.00	Printing Costs
	100% Engineer's Estimate	\$ 5.00	Printing Costs
	100% Contract Documents (Specifications)	\$ 5.00	Printing Costs
	Stamped Retaining Wall Design Calculations		
	Responses to Review Comments		
	Task 7 Subtotal =	\$ 55.00	
8.0	Construction Documents and Bid Support		
	Construction Documents (PS&E)	\$ 100.00	Printing Costs
	Bid Support	\$ 50.00	Printing Costs
	Task 8 Subtotal =	\$ 150.00	
	Contingencies		
	Contingency - Potholing	\$ 2,000.00	
	Respond to Bidder's Questions	\$ -	
		\$ -	
		\$ 2,645.00	

City of McMinnville / Ford Street Sidewalk
 October 11, 2016

GEOENGINEERS																	
Task No.	Task Title	Sr. Principal	Principal	Senior Engineer 2	Project Engineer 2	Staff Enginner 2	Staff Engineer 1	CAD	Senior Technician	Administrator 3	Administrator 1	SUM	Direct Labor Cost	Admin Fee	Total Direct Labor Cost	Expenses	Total Subconsultant Cost
	Billing Rate	\$ 249.00	\$ 223.00	\$ 187.00	\$ 161.00	\$ 120.00	\$ 104.00	\$ 94.00	\$ 88.00	\$ 88.00	\$ 68.00						
3.0	Geotechnical Investigation (Sub-Consultant)																
3.1	Site-Specific Explorations and Geotechnical Design Report		8.5		15.0	10.0	11.0	2.0	1.0	2.0		49.50	\$ 7,106.50	\$ 426.39	\$ 7,532.89	\$ 4,773.00	\$ 12,305.89
3.2	Design Review	7.0			22.0		10.0			2.0		41.00	\$ 6,501.00	\$ 390.06	\$ 6,891.06	\$ -	\$ 6,891.06
	Task 3 Subtotal =												\$ 13,607.50	\$ 816.45	\$ 14,423.95	\$ 4,773.00	\$ 19,196.95
	Contingency - Additional Deep Boring	1.5			2.5	4.0	6.5	0.5	1.0	1.0		17.00	\$ 2,155.00	\$ 129.30	\$ 2,284.30	\$ 2,063.00	\$ 4,347.30
	Total Labor Hours	8.50	8.50	0.00	39.50	14.00	27.50	2.50	2.00	5.00	0.00	107.50					
	Total Costs	\$ 2,116.50	\$ 1,895.50	\$ -	\$ 6,359.50	\$ 1,680.00	\$ 2,860.00	\$ 235.00	\$ 176.00	\$ 440.00	\$ -		\$ 15,762.50	\$ 945.75	\$ 16,708.25	\$ 6,836.00	\$ 23,544.25

City of McMinnville / Ford Street Sidewalk

October 11, 2016

GeoEngineers Expense Detail

DIRECT EXPENSES ESTIMATE

Summary of Fee Estimate

TOTAL FIELD EQUIPMENT	\$80
TOTAL LABORATORY	\$898
TOTAL DRILLING	\$3,220
TOTAL BACKHOE	\$0
TOTAL TRAVEL	\$0
TOTAL CONCRETE CORING	\$0
TOTAL TRAFFIC CONTROL	\$575
Total	\$4,773

FIELD EQUIPMENT	UNITS	RATES	AMOUNT
Air Quality Equipment, per day		150.00	\$0.00
Air Sparging Field Test, per day		500.00	\$0.00
Asbestos Sample Kit, per day		25.00	\$0.00
Blastmate, per week		300.00	\$0.00
Crack Gauges, per gauge		25.00	\$0.00
GPS Tablet, per day		50.00	\$0.00
GPS Unit - Professional Grade, per day		100.00	\$0.00
D&M Sampler, per day (1 day min.)		80.00	\$0.00
Data Logger - 8-channel, per day		300.00	\$0.00
Dive Boat (plus fuel), per day		750.00	\$0.00
Electrical Tape, per day		25.00	\$0.00
Environmental Exploration Equipment, per day		150.00	\$0.00
Field Data Acquisition Equipment, per day		50.00	\$0.00
Flow Meter, per day		40.00	\$0.00
Gas Detection and Oxygen Meters, per day (1 day min)		100.00	\$0.00
Generator, per day (1 day min)		100.00	\$0.00
Geotechnical Exploration Equipment, per day	0.25	125.00	\$31.25
Groundwater Development and Sampling Pump, per day (1 day min)		100.00	\$0.00
Groundwater Monitoring Equipment, per day		100.00	\$0.00
Hydrolab Multi Probe, per day		125.00	\$0.00
Inclinometer, per day (1 day min)		200.00	\$0.00
Interface Probe, per day		50.00	\$0.00
Nuclear Density Gauge, per day (4 hour daily min.)		10.00	\$0.00
Peristatic Pump, per day		50.00	\$0.00
pH Meter, per day		15.00	\$0.00
PID, FID or OVA, per day		100.00	\$0.00
Saximeter, per day		25.00	\$0.00
Single Channel Data Logger with Transducer, per day		100.00	\$0.00
Slope Indicator, per day (1 day min)		200.00	\$0.00
Soil Samples (in Rings), per sample		5.00	\$0.00
Soil Samples (in Sleeves), per sample		8.00	\$0.00
Stereoscope, per day		20.00	\$0.00
Strain Gauge Readout, per day		40.00	\$0.00
Tedlar Bags & Air Sampling Equipment, per sample		15.00	\$0.00
Turbidity Testing Equipment, per day		30.00	\$0.00
Underwater Camera - Video, per day		150.00	\$0.00
Vapor Extraction Field Test, per day		500.00	\$0.00
Vehicle, per mile, or \$50/day, whichever is greater	75	0.65	\$48.75
Water Quality Equipment, per day		125.00	\$0.00

TOTAL FIELD EQUIPMENT \$80

LABORATORY	UNITS	RATES	AMOUNT
Soil Description, each		16.00	\$0.00
Moisture Content, each	8	19.00	\$152.00
M&D, Rings, each	3	32.00	\$96.00
M&D, Shelby Tubes, waxed chunk, each		42.00	\$0.00
M&D, Tubes (liners), chunk, each		42.00	\$0.00
Percent Passing #200, each		60.00	\$0.00
Full Sieve, each		95.00	\$0.00
Hydrometer, each		135.00	\$0.00
Full Sieve+Hydrometer, each		210.00	\$0.00
Organic Content, each		70.00	\$0.00
Specific Gravity, each		70.00	\$0.00
Shrinkage Factor, each		65.00	\$0.00
Soil Resistivity, each		40.00	\$0.00
pH of Soil, each		40.00	\$0.00
Soluble Sulfates, each		45.00	\$0.00
Sulfides, each		42.00	\$0.00
Eades pH Test, each		90.00	\$0.00
Ductile Iron Pipe Research Association (10 Point)		140.00	\$0.00
Atterberg Limits, each	1	125.00	\$125.00
Atterberg Limits, nonplastic, each		70.00	\$0.00
Compaction (1 point)		105.00	\$0.00
Compaction (3 point)		210.00	\$0.00
Vane Shear (3 points)		55.00	\$0.00
Direct Shear (Per Point)		125.00	\$0.00
Consolidation, with 2 timed load increments	1	525.00	\$525.00
Consolidation, addl timed load increments, each		55.00	\$0.00
Triax (UC), per point		105.00	\$0.00
Triax (UU), per point		220.00	\$0.00
Triax (back pressure), per point		420.00	\$0.00
Triax (CU), per point		575.00	\$0.00
Triax (CD), per point		600.00	\$0.00
Triax (CU or CD), 3 points, staged		1500.00	\$0.00
Methods A&B (1D swell), each		370.00	\$0.00
Method C (1D swell), each		630.00	\$0.00

Test Method	Notes
ASTM D2488	
ASTM D2216	
ASTM D1140	
ASTM D422, D6913, C136	Includes Wash
ASTM D422	Minus #10 fraction
ASTM D422-63	
ASTM D2974	
ASTM D854	
ASTM D4943	Wax Method
ASTM G187	
ASTM D4972/G51	
US EPA 375.4	
ANSI/ANSW C105/A21.5	
ASTM D4318	
ASTM D4318	
ASTM D698/D1557	AASHTO T99/T180
ASTM D698/D1557	AASHTO T99/T180
ASTM D3080	
ASTM D2435	
ASTM D2435	
ASTM D2166	
ASTM D2850	
ASTM D4767	
ACOE EM1110-2-1906	
ASTM D4546	
ASTM D4546	

not changed

not changed

not changed

not changed

CBR with 1 point Proctor, each		400.00	\$0.00
CBR, addl points, each		100.00	\$0.00
Permeability, Constant/Falling Head, each		275.00	\$0.00
Permeability, Triaxial Cell, each		700.00	\$0.00
Soil Sample Prep, Extrusion, each		63.00	\$0.00
Soil Sample Prep, Remolding, each (\$42 - \$105)		105.00	\$0.00
Unconfined Compression (one test only), each		70.00	\$0.00
Unconfined Compression (more than one test), each		60.00	\$0.00
Percent of Fracture		58.00	\$0.00
Sand Equivalent		75.00	\$0.00
Specific Gravity, Fine/Coarse Aggregate, each (\$75/\$120)		120.00	\$0.00
Point Load Test or Rock Core		60.00	\$0.00
Concrete Cyl, each		35.00	\$0.00
Concrete Cyl, cast and cured, each		35.00	\$0.00
Concrete Cyl, cast by others, each		35.00	\$0.00
Mortar Cyl, each		35.00	\$0.00
Grout Cyl, each		35.00	\$0.00
Grout Cubes, each		30.00	\$0.00

ASTM D1883
ASTM D1883
ASTM D2434, D5856
ASTM D5084

ASTM D7012 Aggregate/Rock Test
ASTM D7012
WSDOT 103
AASHTO T176
ASTM C127/C128 fine/coarse
ASTM D5731

TOTAL LABORATORY \$898

DRILLING	UNITS	RATES	AMOUNT
LS estimate	LS	2800.00	\$2,800.00
HSA Soft (<50)		0.00	\$0.00
HSA Soft (>50)		0.00	\$0.00
HSA Hard (<50)		0.00	\$0.00
HSA Hard (>50)		0.00	\$0.00
Mud Uncased, Soft (<50)		0.00	\$0.00
Mud Uncased, Soft (>50)		0.00	\$0.00
Mud Uncased, Hard (<50)		0.00	\$0.00
Mud Uncased, Hard (>50)		0.00	\$0.00
Hourly Drilling		0.00	\$0.00
Hourly Labor		0.00	\$0.00
Standby		0.00	\$0.00
Extra Samples		0.00	\$0.00
Bit Wear		0.00	\$0.00
SCH 40 PVC Screen (2")		0.00	\$0.00
SCH 40 PVC Blank (2")		0.00	\$0.00
2" End Caps		0.00	\$0.00
Locking Well Caps		0.00	\$0.00
Flush Monument		0.00	\$0.00
6" Riser		0.00	\$0.00
Sand		0.00	\$0.00
Concrete		0.00	\$0.00
Fast Set Concrete		0.00	\$0.00
Portland Cement		0.00	\$0.00
Bentonite Gel		0.00	\$0.00
Bentonite Chips		0.00	\$0.00
Barrels		0.00	\$0.00
Bollards		0.00	\$0.00
Start Cards		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00
Handling charge		0.15	\$420.00

TOTAL DRILLING \$3,220

BACKHOE	UNITS	RATES	AMOUNT
Backhoe, per hour		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00
Handling Charge		0.15	\$0.00

TOTAL BACKHOE \$0

Travel	UNITS	RATES	AMOUNT
Hotel		130.00	\$0.00
per deim		40.00	\$0.00
Air Fare		0.00	\$0.00
Other		0.00	\$0.00
Other		0.00	\$0.00

TOTAL TRAVEL \$0

CONCRETE CORING	UNITS	RATES	AMOUNT
Coring, per hour		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00
Handling Charge		0.15	\$0.00

TOTAL CONCRETE CORING \$0

Traffic Control	UNITS	RATES	AMOUNT
LS Estimate	LS	NA	\$575.00
TMA Operator, per hour		0.00	\$0.00
TMA, per day		0.00	\$0.00
Arrow Board, per day		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00

TOTAL TRAFFIC CONTROL \$575

City of McMinnville / Ford Street Sidewalk

October 11, 2016

GeoEngineers Contingency Expense Detail

DIRECT EXPENSES ESTIMATE

Summary of Fee Estimate

TOTAL FIELD EQUIPMENT	\$65
TOTAL LABORATORY	\$155
TOTAL DRILLING	\$1,518
TOTAL BACKHOE	\$0
TOTAL TRAVEL	\$0
TOTAL CONCRETE CORING	\$0
TOTAL TRAFFIC CONTROL	\$325
Total	\$2,063

FIELD EQUIPMENT	UNITS	RATES	AMOUNT
Air Quality Equipment, per day		150.00	\$0.00
Air Sparging Field Test, per day		500.00	\$0.00
Asbestos Sample Kit, per day		25.00	\$0.00
Blastmate, per week		300.00	\$0.00
Crack Gauges, per gauge		25.00	\$0.00
GPS Tablet, per day		50.00	\$0.00
GPS Unit - Professional Grade, per day		100.00	\$0.00
D&M Sampler, per day (1 day min.)		80.00	\$0.00
Data Logger - 8-channel, per day		300.00	\$0.00
Dive Boat (plus fuel), per day		750.00	\$0.00
Electrical Tape, per day		25.00	\$0.00
Environmental Exploration Equipment, per day		150.00	\$0.00
Field Data Acquisition Equipment, per day		50.00	\$0.00
Flow Meter, per day		40.00	\$0.00
Gas Detection and Oxygen Meters, per day (1 day min)		100.00	\$0.00
Generator, per day (1 day min)		100.00	\$0.00
Geotechnical Exploration Equipment, per day		125.00	\$0.00
Groundwater Development and Sampling Pump, per day (1 day min)		100.00	\$0.00
Groundwater Monitoring Equipment, per day		100.00	\$0.00
Hydrolab Multi Probe, per day		125.00	\$0.00
Inclinometer, per day (1 day min)		200.00	\$0.00
Interface Probe, per day		50.00	\$0.00
Nuclear Density Gauge, per day (4 hour daily min.)		10.00	\$0.00
Peristatic Pump, per day		50.00	\$0.00
pH Meter, per day		15.00	\$0.00
PID, FID or OVA, per day		100.00	\$0.00
Saximeter, per day		25.00	\$0.00
Single Channel Data Logger with Transducer, per day		100.00	\$0.00
Slope Indicator, per day (1 day min)		200.00	\$0.00
Soil Samples (in Rings), per sample		5.00	\$0.00
Soil Samples (in Sleeves), per sample		8.00	\$0.00
Stereoscope, per day		20.00	\$0.00
Strain Gauge Readout, per day		40.00	\$0.00
Tedlar Bags & Air Sampling Equipment, per sample		15.00	\$0.00
Turbidity Testing Equipment, per day		30.00	\$0.00
Underwater Camera - Video, per day		150.00	\$0.00
Vapor Extraction Field Test, per day		500.00	\$0.00
Vehicle, per mile, or \$50/day, whichever is greater	100	0.65	\$65.00
Water Quality Equipment, per day		125.00	\$0.00

TOTAL FIELD EQUIPMENT \$65

LABORATORY	UNITS	RATES	AMOUNT
Soil Description, each		16.00	\$0.00
Moisture Content, each	5	19.00	\$95.00
M&D, Rings, each		32.00	\$0.00
M&D, Shelby Tubes, waxed chunk, each		42.00	\$0.00
M&D, Tubes (liners), chunk, each		42.00	\$0.00
Percent Passing #200, each	1	60.00	\$60.00
Full Sieve, each		95.00	\$0.00
Hydrometer, each		135.00	\$0.00
Full Sieve+Hydrometer, each		210.00	\$0.00
Organic Content, each		70.00	\$0.00
Specific Gravity, each		70.00	\$0.00
Shrinkage Factor, each		65.00	\$0.00
Soil Resistivity, each		40.00	\$0.00
pH of Soil, each		40.00	\$0.00
Soluble Sulfates, each		45.00	\$0.00
Sulfides, each		42.00	\$0.00
Eades pH Test, each		90.00	\$0.00
Ductile Iron Pipe Research Association (10 Point)		140.00	\$0.00
Atterberg Limits, each		125.00	\$0.00
Atterberg Limits, nonplastic, each		70.00	\$0.00
Compaction (1 point)		105.00	\$0.00
Compaction (3 point)		210.00	\$0.00
Vane Shear (3 points)		55.00	\$0.00
Direct Shear (Per Point)		125.00	\$0.00
Consolidation, with 2 timed load increments		525.00	\$0.00
Consolidation, addl timed load increments, each		55.00	\$0.00
Triax (UC), per point		105.00	\$0.00
Triax (UU), per point		220.00	\$0.00
Triax (back pressure), per point		420.00	\$0.00
Triax (CU), per point		575.00	\$0.00
Triax (CD), per point		600.00	\$0.00
Triax (CU or CD), 3 points, staged		1500.00	\$0.00
Methods A&B (1D swell), each		370.00	\$0.00
Method C (1D swell), each		630.00	\$0.00

Test Method	Notes
ASTM D2488	
ASTM D2216	
ASTM D1140	
ASTM D422, D6913, C136	Includes Wash
ASTM D422	Minus #10 fraction
ASTM D422-63	
ASTM D2974	
ASTM D854	
ASTM D4943	Wax Method
ASTM G187	
ASTM D4972/G51	
US EPA 375.4	
ANSI/ANSW C105/A21.5	
ASTM D4318	
ASTM D4318	
ASTM D698/D1557	AASHTO T99/T180
ASTM D698/D1557	AASHTO T99/T180
ASTM D3080	
ASTM D2435	
ASTM D2435	
ASTM D2166	
ASTM D2850	
ASTM D4767	
ACOE EM1110-2-1906	
ASTM D4546	
ASTM D4546	

not changed

not changed

not changed

not changed

CBR with 1 point Proctor, each		400.00	\$0.00
CBR, addl points, each		100.00	\$0.00
Permeability, Constant/Falling Head, each		275.00	\$0.00
Permeability, Triaxial Cell, each		700.00	\$0.00
Soil Sample Prep, Extrusion, each		63.00	\$0.00
Soil Sample Prep, Remolding, each (\$42 - \$105)		105.00	\$0.00
Unconfined Compression (one test only), each		70.00	\$0.00
Unconfined Compression (more than one test), each		60.00	\$0.00
Percent of Fracture		58.00	\$0.00
Sand Equivalent		75.00	\$0.00
Specific Gravity, Fine/Coarse Aggregate, each (\$75/\$120)		120.00	\$0.00
Point Load Test or Rock Core		60.00	\$0.00
Concrete Cyl, each		35.00	\$0.00
Concrete Cyl, cast and cured, each		35.00	\$0.00
Concrete Cyl, cast by others, each		35.00	\$0.00
Mortar Cyl, each		35.00	\$0.00
Grout Cyl, each		35.00	\$0.00
Grout Cubes, each		30.00	\$0.00

ASTM D1883
ASTM D1883
ASTM D2434, D5856
ASTM D5084

ASTM D7012 Aggregate/Rock Test
ASTM D7012
WSDOT 103
AASHTO T176
ASTM C127/C128 fine/coarse
ASTM D5731

TOTAL LABORATORY \$155

DRILLING	UNITS	RATES	AMOUNT
LS estimate	LS	1320.00	\$1,320.00
HSA Soft (<50)		0.00	\$0.00
HSA Soft (>50)		0.00	\$0.00
HSA Hard (<50)		0.00	\$0.00
HSA Hard (>50)		0.00	\$0.00
Mud Uncased, Soft (<50)		0.00	\$0.00
Mud Uncased, Soft (>50)		0.00	\$0.00
Mud Uncased, Hard (<50)		0.00	\$0.00
Mud Uncased, Hard (>50)		0.00	\$0.00
Hourly Drilling		0.00	\$0.00
Hourly Labor		0.00	\$0.00
Standby		0.00	\$0.00
Extra Samples		0.00	\$0.00
Bit Wear		0.00	\$0.00
SCH 40 PVC Screen (2")		0.00	\$0.00
SCH 40 PVC Blank (2")		0.00	\$0.00
2" End Caps		0.00	\$0.00
Locking Well Caps		0.00	\$0.00
Flush Monument		0.00	\$0.00
6" Riser		0.00	\$0.00
Sand		0.00	\$0.00
Concrete		0.00	\$0.00
Fast Set Concrete		0.00	\$0.00
Portland Cement		0.00	\$0.00
Bentonite Gel		0.00	\$0.00
Bentonite Chips		0.00	\$0.00
Barrels		0.00	\$0.00
Bollards		0.00	\$0.00
Start Cards		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00
Handling charge		0.15	\$198.00

TOTAL DRILLING \$1,518

BACKHOE	UNITS	RATES	AMOUNT
Backhoe, per hour		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00
Handling Charge		0.15	\$0.00

TOTAL BACKHOE \$0

Travel	UNITS	RATES	AMOUNT
Hotel		130.00	\$0.00
per deim		40.00	\$0.00
Air Fare		0.00	\$0.00
Other		0.00	\$0.00
Other		0.00	\$0.00

TOTAL TRAVEL \$0

CONCRETE CORING	UNITS	RATES	AMOUNT
Coring, per hour		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00
Handling Charge		0.15	\$0.00

TOTAL CONCRETE CORING \$0

Traffic Control	UNITS	RATES	AMOUNT
LS Estimate	LS	NA	\$325.00
TMA Operator, per hour		0.00	\$0.00
TMA, per day		0.00	\$0.00
Arrow Board, per day		0.00	\$0.00
Tax* (* Sales Tax Varies in each location; adjust accordingly)		0.00	\$0.00

TOTAL TRAFFIC CONTROL \$325

City of McMinnville Street Improvement and Repair Bond Projects (Bond Measure Pedestrian Safety Improvements, Project 2016-19)

City of McMinnville

City of McMinnville

Project Manager: Mike Bisset, P. E.

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WHPacific, Inc.

Project Manager; Terry Song, P.E

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503-372-3518

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PROJECT UNDERSTANDING AND SCOPE OF WORK FOR FINAL DESIGN (PHASE 1 PROJECTS)

In November 2014, McMinnville passed a general obligation bond measure for street improvements throughout the City. The proposed improvements include a variety of street capital projects, including sidewalk and safety improvements. These projects will address existing safety concerns to the citizens and businesses along several streets.

As part of the City of McMinnville's Pedestrian System Plan, the City worked with the school district and the public to conduct a pedestrian project prioritization study. The purpose of the study is to identify and select the projects that will provide the most cost effective investment and, at the same time, promote pedestrian safety. The City adopted a selection criteria based on pedestrian demand, safety, and connectivity. Based on the input from the City, school district, and the public, a prioritization matrix was developed to determine which project will be selected for design and construction as shown below.

ANTICIPATED SCOPE OF WORK

Based on the result of the pedestrian project prioritization study, the City has selected the following six projects to be constructed in 2017 (Phase 1). The Scope of Work described herein consists of performing design from preliminary engineering to final plans including the preparation of construction bid documents for the six projects that are included in Phase 1 as listed below. The remaining projects that were identified in the pedestrian prioritization study will be designed under Phase 2 and will be constructed in 2018. Phase 2 projects are NOT included in this Scope of Work.

Phase 1 Projects

In general, the proposed improvement consists of 5-foot wide concrete sidewalk, curb and gutter, ADA ramps, driveways, storm drainage, street lighting, pedestrian signals, signing, and striping as described below.

1. Fellows Street/Agee Street Crossing
Reconstruct ADA ramp at SW quadrant and add street lighting.
2. S Davis Street (Alethea Way to 1st Street)

- 2.1 Sidewalk infill, driveway drop, and ramp construction / reconstruction on the east side of Davis Street between Alethea Way and College Street.
- 2.2 Minor infill on the west side of Davis Street between College Street and 1st Street. Construction / reconstruction of five ramps.
- 2.3 Morgan Street Crossing
Median, signing, striping, and lighting. Further evaluation needed to determine if pedestrian crossing treatments, including RRFB, are warranted.
- 3. Michelbrook Lane - Ash Street Crossing
Addition of 7-foot curb extension/bulb out, ADA ramps and lighting on the southeast corner.
- 4. Galloway / 15th Street (In front of McMinnville High School)
Addition of 7-ft curb extension/bulb out with 2 ADA ramps at southwest quadrant, a single ADA ramp at southeast quadrant and lighting.
- 5. Star Mill Way - Wallace Road Sidewalk (SW 2nd St. to NW Conrad Ct. and at N Beary St.)
Construction of sidewalk on the west side of Star Mill Way and on the south side of Wallace Road and ADA ramps. The addition of curb and gutter on Star Mill Way and sections of Wallace Road would require the design for storm drainage conveyance. Right of way acquisition may be required along the property located at 249 Star Mill Way to accommodate the proposed sidewalk.
- 6. Grandhaven Street Sidewalk (Lucas Drive to Grandhaven Drive)
Sidewalk and three ADA ramps on north side of road only, no curb or ACP. The sidewalk will be constructed to accommodate future curb.

Task 1.0 Project Management and Coordination

1.1 Project Management

The duration of the design and preparation of construction documents for the six projects listed above project is assumed to be from October 2016 to April 2017.

- A. Provide management, coordination and direction to the project team for completing the project on time and on budget.
- B. Prepare the Project Execution Plan (PEP) for use by the project team.
- C. Schedule a project kick-off meeting to review and accept PEP.
- D. Track project costs and budgets on a monthly basis.
- E. Prepare monthly invoices for project.
- F. Prepare a summary report tracking project progress and delivery against schedule.

1.2 Project Team Coordination

Project coordination during design includes holding project meetings with key project team members and representatives from the City and others regularly. These will be scheduled and attended by the City's Project Manager and other city staff. These meetings will have a specific agenda addressing and resolving project issues as they are encountered. It is assumed that

approximately three technical coordination meetings will be held during the design phase as listed in the subtasks.

- A. Conduct a design kick-off and field review meeting with the City PM and design staff to coordinate the design elements and have a clear understanding of the scope or work. Assume one kick off meeting and field review (on-site) meeting to be held on the same day.
- B. Conduct technical team meetings with the City PM and design staff to coordinate the project milestone and discuss design progress. These meetings will occur approximate during the review of each deliverables (Preliminary Design and 100% PS&E), it will include lead people on the design team, with attendance dependent on the project activity.
- C. Utility coordination meeting (assumed to be limited to natural gas companies, if other utilities are impacted due to project design development, additional scope will be added via a future amendment).
- D. Internal team meetings to coordinate project progress and completion.

1.3 Project Scheduling

Consultant shall:

- A. Prepare and submit an activities list and schedule to the City immediately following the notice-to-proceed. The schedule will show appropriate milestones for the project including intermediate and final submittal dates for design documents and key decision points. It is estimated that the notice-to-proceed will be given in October, 2016.
- B. Revise project schedule to reflect changes in the project. Schedule updates will be completed monthly, or as requested by the City.

1.4 Quality Assurance and Control Program

Consultant shall conduct a quality assurance and control program that includes scheduled formal reviews with documentation procedures. Consultant shall perform quality control checking, prepare documentation of reviews, and submit documents to the City.

- A. Quality assurance and control program shall be developed that includes scheduled formal reviews with documentation procedures.
- B. Review the project deliverables prior to submittal to the City for quality control.
- C. Prepare and maintain a deliverable tracking form for the project to be included with the monthly status report.
- D. Prepare and submit review tracking forms for each deliverable for documenting resolution of review comments.
- E. Consultant shall conduct documentation of reviews with submittal documents upon request.

1.5 Neighborhood Meeting

Consultant shall:

- A. Attend a meeting (1) with City staff to review display materials and meeting roles (one meeting).
- B. Prepare for and attend a neighborhood meeting to present the preliminary design (assume one meeting).
- C. Produce enlarged (22"x34") prints of the preliminary design plan sheets attached to foam board for display purposes.
- D. Two consultant staff will attend the one-hour review meeting (1 meeting) and the two-hour neighborhood meeting, two hours per staff per meeting is assumed for travel time.
- E. The City will be responsible for scheduling the neighborhood meeting and providing a location.

1.6 Progress Reports and Invoices

Consultant will prepare and submit progress reports and invoices monthly.

Task 1 Deliverables: Consultant shall provide to the City:

- *Project schedule*
- *Meeting minutes*
- *Progress reports and invoices*
- *Quality control documentations*
- *Neighborhood meeting displays (assume six displays)*

TASK 2.0 Surveying

2.1 Topographic Survey and Basemap

The Consultant will complete a topographic survey and develop a topographic base map for the project areas (six sites). Included in the base map will be Right-of-Way limits; roadway centerline, top of curb, gutter flow line, sidewalk, trees; outline of vegetated areas; visible utilities having surface and/or above-ground features; underground utilities as marked on the surface by a public locate company via utility notification center; overhead power and cable lines in horizontal position only; sanitary sewer and storm water structure as-built plans including type of structure, rim and invert elevation, connections and pipe material if discernible, including the connecting structure lying outside of the above-described mapping limits; mailboxes; signs; fences; private driveways to the garage entrance and private owner constructed street-side improvements.

The base map will be prepared using AutoCad Civil 3D 2014. The Topographic Map will show contours at one-foot interval. Base mapping will be tied to existing monumentation within the immediate vicinity of the project.

2.2 Survey Control and Right of Way

The Consultant will perform research on the existing right of way and survey control for the right of way take on one property located at 249 NW Star Mill Way.

2.3 Right of Way and TCE Legal Descriptions

The Consultant will prepare legal descriptions for the temporary construction easement and right of way acquisition on the frontage of the property located at 249 Star Mill Way.

Task 2 Deliverables: Consultant shall provide to the City:

- *Topographic map, half-size, 11"x17" (pdf and one set hardcopy)*
- *Stamped and signed topographic map, full-size, 24"x36" (pdf and one set hardcopy)*
- *Stamped and signed legal descriptions (pdf and one set hardcopy)*

TASK 3.0 Preliminary Design (70% Plans)

This task consists of developing a preliminary design for the Phase 1 projects identified above.

3.1 Preliminary Design and 70% Plans

The Consultant will create design base file and prepare Preliminary Design Plan Sheets to show the basic elements and extent of the project. The Preliminary Plans will be prepared using AutoCAD Civil 3D 2014 software and WHPacific CAD Standards. It is assumed that schematic plan view will suffice for the construction of sidewalk infill areas based on the existing curb. A Typical Section Drawing will be created to show the construction of the sidewalk relative to the existing curb. The plans that were developed during the pedestrian project prioritization and selection study will be used to show the location and extent of the sidewalk infill areas.

A Preliminary Cost Estimate and Specifications will be submitted based on the Preliminary Plans.

The Preliminary Plan Sheets will consist of the following:

- Cover Sheet/Vicinity Map/Sheet Index
- General Notes
- Typical Sections and Details
- Sidewalk Plan and Profile
- Driveway Plan and Profile
- ADA Ramp Grading Plan

Below is the list of plans to be prepared for each location. Signing, Striping and Street Lighting Plans will be prepared under Task 4.3.

1. Fellows St./Agee St. Crossing
 - 1.1 ADA Ramp Grading Plan
 - 1.2 Street Lighting Plan

2. S Davis Street (Alethea Way to 1st Street)
 - 2.1 ADA Ramp Grading Plan
 - 2.1.1 S Davis St./Border Ln. (2 Ramps - SE and NE corners)
 - 2.1.2 S Davis St./Morgan Ln. (2 Ramps - SE and NE corners)
 - 2.1.3 S Davis St./Cleveland Ave. (2 Ramps - SE and NE corners)
 - 2.1.4 S Davis St./Washington St. (2 Ramps - SE and NE corners)
 - 2.2 Schematic Plan - Minor infill on the west side of Davis Street between College Street and 1st Street (1 Sheet)
 - 2.3 Morgan Street Crossing
 - 2.3.1 Median Plan
 - 2.3.2 Street Lighting Plan
 - 2.3.3 Signing and Striping Plan. Further evaluation needed to determine if pedestrian crossing treatments, including RRFB, are warranted.
3. Michelbrook Lane - Ash Street Crossing
 - 3.1 Curb Extension/Bulb-out and ADA Ramp Grading Plan (SE Corner)
 - 3.2 Street Lighting Plan
 - 3.3 Signing and Striping Plan
4. Galloway / 15th Street (In front of McMinnville High School)
 - 4.1 Curb Extension/Bulb-out at SW Corner and ADA Ramp Grading Plan (SW and SE Corners)
 - 4.2 Street Lighting Plan
 - 4.3 Signing and Striping Plan
5. Star Mill Way - Wallace Road Sidewalk (SW 2nd St. to NW Conrad Ct. and at N Beary St.)
 - 5.1 Sidewalk Plan and Profile – 2 Sheets (Including proposed curb and drainage conveyance)
 - 5.2 Ramp Grading Plan
 - 5.3 Driveway Plan and Profile
6. Grandhaven Street Sidewalk (Lucas Drive to Grandhaven Drive)
 - 6.1 Sidewalk Plan and Profile (Design will include future curb)
 - 6.2 Ramp Grading Plan

3.2 Preliminary Drainage Report (Star Mill Way – Wallace Road Sidewalk)

The Consultant will prepare a Drainage Report based on the evaluation of the existing drainage system and preliminary design. The report shall include assessment of the existing drainage system, drainage sizing calculations, and preliminary storm layout. It is assumed that water quality and flow control (detention) will not be required for this project.

3.3 70% Contract Documents (Specifications)

The consultant will prepare project-specific special provisions and incorporate relevant General Special Provisions from the City to specify work not covered in the Standard Specifications. City bid documents, prevailing wage rates, and applicable standard plans will be added. The 2015

Oregon Standard Specifications will be used for this project. Project Specific Specifications will be prepared in Microsoft Word format.

3.4 Engineer's Estimate

The consultant will prepare an Engineer's Estimate based on the Preliminary Design Plans.

Task 3 Deliverables: Consultant shall provide to the City:

- *Preliminary plans, half-size, 11"x17" (pdf and one set hardcopy)*
- *Preliminary drainage report (pdf and one hardcopy)*
- *Preliminary engineer's estimate (pdf and one hardcopy)*

TASK 4.0 Traffic, Lighting, Signing and Striping (DKS and Associates)

4.1 Project Management and Coordination

The consultant (DKS) will perform project management for the preparation of plans, estimates and specification associated with the design of traffic, lighting, signing and striping. DKS project manager will attend and participate in the following meetings:

- One design kick-off meeting with City staff
- One design review meeting with City staff
- Internal team meetings to coordinate project completion.

4.2 Design Studies and Reports

Pedestrian Crossing Evaluation:

The consultant will evaluate the proposed pedestrian crossing at the intersection of SE Davis Street and E. Morgan Lane to determine the appropriate pedestrian crossing treatments. The following data will be collected as part of this task:

- 16-hour pedestrian and vehicle movements at SE Davis/E Morgan
- Vehicle speed data along SE Davis Street near E Morgan Lane
- Crash data
- Field geometric data (lane geometry, sight distance, etc)

Based on this data, the consultant will evaluate the crossing based on guidelines from the TCRP Report 112/NCHRP Report 562 document. Based on the analysis results, the Consultant shall recommend treatments for the pedestrian crossings, which could include such elements as marked crosswalks, medians, warning signage, warning flashers (rectangular rapid flashing beacons or other similar system), pushbuttons, and lighting. Consultant shall prepare a brief draft technical memorandum summarizing the results of the findings. The Consultant shall finalize the memorandum based on comments/input received from the Agency, City and Consultant Project team.

Task 4.2 Deliverables: Consultant shall provide to the City:

- *Draft pedestrian crossing analysis memorandum, one electronic copy*
- *Final pedestrian crossing analysis memorandum, one electronic copy*

4.3 Street Lighting, Signing and Striping

Consultant will prepare plans, specifications and cost estimates for lighting, signing and permanent striping from preliminary to final design and construction documents. The construction plans will be prepared for the improvements at the following four locations:

- SW Fellows Street/S Agee Street
- SE Davis Street/E Morgan Lane
- N Michelbrook Lane/NW Ash Street
- NE Galloway Street/NE 15th Street

Plans will meet the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), National Electric Code (NEC), City of McMinnville, and the McMinnville Water and Light Standards. The following plan sheets will be prepared:

- SW Fellows Street/S Agee Street: one lighting sheet. No separate signing/striping sheets are anticipated.
- SE Davis Street/E Morgan Lane: one lighting sheet, one signing/striping plan
- N Michelbrook Lane/NW Ash Street: one lighting sheet, one signing/striping sheet
- NE Galloway Street/NE 15th Street: one lighting sheet, one signing/striping plan

Task 4.3 Deliverables: Consultant shall provide to the City:

- *Lighting, signing and striping Plans; specifications and estimates (from preliminary design to construction documents); stamped and signed plans, half-size and full-size (pdf, CAD, and one set hardcopy)*

4.4 Pedestrian Flasher System Design (Davis/Morgan) - Contingency

Consultant will prepare plans, specifications, and a construction cost estimate for the installation of a warning flasher system at the intersection of SE Davis Street and E Morgan Lane. It is assumed this system will operate on solar power. Plans and specifications will meet the requirements of the MUTCD, NEC, and City of McMinnville. Two plan sheets will be prepared for this design.

Task 4.4 Deliverables: Consultant shall provide to the City:

- *Warning flasher plans; specifications and estimates (from preliminary design to construction documents); stamped and signed Plans, half-size and full-size (pdf, CAD, and one set hardcopy)*

4.5 Bid Support (DKS)

The consultant will provide technical support to the City in answering questions regarding traffic, lighting, signing, and striping PS&E during the bid process.

TASK 5.0 Meeting with Property Owners

The Consultant will assist the City in meeting with the adjacent property owners to obtain their input on the project. The City will be responsible for scheduling the meeting with the property owners and providing a location. This task includes the following:

- A. Attend property owner coordination meeting (assume 1 meeting)
- B. Preparation of Plan Exhibits for the property owner meetings (assume six exhibits).

TASK 6.0 Utility Coordination

The Consultant will complete the following tasks:

- A. Identify any potential conflict and determine if the design requires utility relocation or adjustments.
- B. Coordinate with utility companies and schedule the required relocation work.

If required, pothole potential utility conflicts to determine the actual depth, a separate budget will be allocated for potholing.

TASK 7.0 Right of Way Acquisition (Universal Field Services, Inc.)

The Consultant will provide labor, equipment and materials to complete the following activities:

- Research the needed property
- Provide right of entry if needed
- Appraise the needed property
- Complete negotiated agreements
- Provide documentation to the City of McMinnville for closing

Assumption: Right of way acquisition will be required from one property (Address - 249 NW Star Mill Way, Tax Lot - R4420AD06700)

7.1 Title Reports

The consultant shall obtain one title report for each property.

Task 7.1 Deliverables: Consultant shall provide to the City:

- *Preliminary title report*

7.2 Appraisals

Consultant shall use Oregon state-certified appraisers. Consultant shall provide one value finding appraisal or another approved appraisal format.

The appraisals shall conform to the Uniform Standards of Professional Appraisal Practice (USPAP).

Assumptions:

- No specialty reports will be required.
- No expert witness fees for trial preparation and testimony are included in this scope.

Task 7.2 Deliverables: Consultant shall provide to the City:

- *One real estate appraisal*

7.3 Acquisition

Consultant shall conduct negotiations, on behalf of the City, for the acquisitions in accordance with applicable State and Federal law as they apply to involuntary acquisitions.

Consultants shall compile and/or prepare all essential documents to be submitted to owners and tenants as required by the Federal Uniform Act and State Law. These include, but are not limited to, project information letters, acquisition and relocation brochures, offer-benefit letters, acquisition summary statements, copy of appraisal, map of acquisition (if not included in appraisal), and transferring documents. Contractor shall make all offers in person or by certified mail.

Consultant shall provide all property owners with:

- A complete copy of the appraisal used to establish just compensation.
- A written notice, as part of the offer, informing the owner that they have a minimum of 40 days to accept or reject the offer, as per state law.

Property owners who are considering a donation must be informed in writing of their right to just compensation. The owner will sign the donation form indicating their waiver of their rights, if they elect to donate.

Consultant shall prepare and maintain written diaries of negotiator contacts with property owners and tenants to document:

- Efforts to achieve amicable settlements,
- Responses to owners' counterproposals, etc.

Consultant shall make every reasonable effort to acquire the property expeditiously by negotiation. Property owners must be given reasonable opportunity to consider the offer and present material the owner believes is relevant to determining the value of the property. Contractor shall conduct negotiations for acquisition of real property in accordance with applicable State and Federal law as related to voluntary acquisitions.

Consultant shall not take any other coercive action in order to induce an agreement on the price to be paid for the property (49 CFR 24.102(h)).

Assumptions:

- City will accept and record transferring document
- City will provide formats of documents to be used for acquisition.
- No relocation activity is anticipated.

Task 7.3 Deliverables: Consultant shall provide to the City:

- *One completed negotiation packet with documents for final closing.*

7.4 Record Keeping

Consultant will keep accurate records of property owner contacts, and keep all pertinent documents in a file to be given to the City at closing of each acquisition. Copies of all documents will be retained by the consultant for seven years.

Task 7.4 Deliverables: Consultant shall provide to the City:

- *One completed file, both hard copy and electronic. (File includes: all correspondence, offer-benefit letters, acquisition summary statement, diary of negotiator contacts with property owners, and tenants and transfer documents)*

TASK 8.0 Final Design

8.1 Final Plans, Specifications and Estimates (100% PS&E)

The Consultant will update the project design to 100-percent complete. The review comments on the Preliminary Plans from the City will be discussed and incorporated accordingly. Prior to the development of the 100-percent Plans, the horizontal and vertical geometry including the typical sections, driveways and retaining wall types and locations shall be discussed with the City and finalized. The following tasks will be performed:

- A. 100-percent Plans - Develop project plans to the 100-percent complete stage. The scale of the roadway plan and profile sheets will be one inch equals twenty feet (1"=20'). The plans will be prepared using AutoCAD Civil 3D 2014 software and WHPacific CAD standards.
- B. 100-percent Drainage Report – Update the Drainage Report based on review comments.
- C. 100-percent Engineer’s Estimate – Identify standard and non-standard bid items and update the engineer’s estimate. Provide itemized quantity calculations for all contract bid items.
- D. 100-percent Contract Documents - Prepare project-specific special provisions and incorporate relevant General Special Provisions from the City to specify work not covered in the Standard Specifications. City bid documents, prevailing wage rates, and applicable standard plans will be added. The 2015 Oregon Standard Specifications will be used for this project. Project Specific Specifications will be prepared in Microsoft Word format.
- E. Comment Response - The Consultant will review the City’s comments, and prepare responses to all comments.

Task 8.1 Deliverables: Consultant shall provide to the City:

- *100-percent Plans, half-size, 11"x17" (pdf and one set hardcopy)*
- *100-percent Drainage Report (pdf and one set hardcopy)*
- *100-percent Engineer’s Estimate (pdf and one hardcopy)*
- *100-percent Specifications*
- *Responses to Review Comments*

TASK 9.0 Construction Documents and Bid Support

Based on the City's final review of the 100-percent PS&E, the Consultant will produce a final set of Bid-Ready Plans, Specifications, and Cost Estimate. Final Construction Plans, Specifications and estimates will be provided in electronic (PDF and AutoCAD) and in hard copy format. The consultant will attend a pre-bid conference and will provide technical support to the City in answering questions regarding PS&E during the bid process.

Task 9 Deliverables: Consultant shall provide to the City:

- *Stamped and Signed Plans, half-size and full-size (pdf, CAD, and one set hardcopy)*
- *Engineer's Estimate (pdf and one hardcopy)*
- *Stamped and Signed Specifications (pdf and one hardcopy)*
- *Responses to Review Comments (pdf and one hardcopy)*

Assumptions

- The City will provide Right-of-Entry for the properties within the project area
- The roadway and sidewalk section will be designed based on City standards.
- Environmental work may not be required since the projects are within previously disturbed areas and there is no federal funding involved. If required, it shall be considered an additional work.
- If required, relocation of utilities will be done by the utility owners.
- Geotechnical investigation for pavement design and street lighting/pedestrian signal foundation will not be required.
- Only the property located at 249 Star Mill Way would likely require additional right-of-way or permanent easement.
- Potholing to verify existing utilities is not included. If required, it shall be considered an additional work. A contingency of \$2,000 is allocated for potholing.
- The Plans, Specifications and Estimates (PS&E) for the six projects will be prepared as one construction document bid package.
- The construction engineering, management, inspection, and other professional support services during construction are not included. If required, it shall be considered an additional work.

City of McMinnville / Pedestrian Projects
October 11, 2016

Table with columns: Task No., Task Title, Project Manager, Project Engineer, Drainage Engineer, Roadway Engineer, Sr. Engineer QA/QC, Project Surveyor, Office Survey Technician, Survey Crew Chief, Field Technician, Project Admin, Project Admin, Total Labor Hours, Total Direct Labor Cost, Expenses, WHPacific, UFS, DKS, Total Phase 1 Cost. Rows include tasks like Project Management and Coordination, Surveying, Preliminary Design (70% PS&E), Traffic, Lighting, Signing and Striping (DKS and Associates), Meetings with Property Owners, Utility Coordination, Right of Way Acquisition (Universal Field Services, Inc.), and Final Design (100% PS&E).

UFS
 City of McMinnville / Pedestrian Projects
 October 11, 2016

Task No.	Task Title	<i>Project Manager</i>	<i>Sr. Right of Way Agent</i>	<i>Sr. Admin Assistant</i>	Total Labor Hours	Total Direct Labor Cost	Expenses	Total
		\$ 98.00	\$ 75.00	\$ 38.00				
7.0	Right of Way Acquisition (Universal Field Services, Inc.)							
7.1	Title Reports			1.00	1.00	\$ 38.00	\$ 350.00	\$ 388.00
7.2	Appraisals	3.00			3.00	\$ 294.00	\$ 3,500.00	\$ 3,794.00
7.3	Acquisition	5.00	40.00	2.00	47.00	\$ 3,566.00	\$ 352.00	\$ 3,918.00
7.4	Record Keeping			1.00	1.00	\$ 38.00	\$ -	\$ 38.00
Total Labor Hours		8.00	40.00	4.00	52.00			
Total Costs		\$ 784.00	\$ 3,000.00	\$ 152.00		\$ 3,936.00	\$ 4,202.00	\$ 8,138.00

City of McMinnville Street Improvement and Repair Bond Projects

October 11, 2016

DKS

Task	Task Title	Project Manager	Project Engineer	CAD	Proj Asst	Total Labor Hours	Total Direct Labor Cost	Total Non-Labor Cost	Total Cost
		Grade 25	Grade 10	Grade 9	Grade 8				
		\$ 175.00	\$ 105.00	\$ 95.00	\$ 90.00				
1.0	Project Management and Coordination								
1.1	Project Management	6			4	10	\$ 1,410.00		\$ 1,410.00
1.2	Project Team Coordination	10				10	\$ 1,750.00	\$ 100.00	\$ 1,850.00
1.3	Project Scheduling					0	\$ -		\$ -
1.4	Quality Assurance and Control Program					0	\$ -		\$ -
	Task 1 Subtotal =	16	0	0	4	20	\$ 3,160.00	\$ 100.00	\$ 3,260.00
2.0	Prioritization and Project Selection								
2.1	Meetings	0	0			0	\$ -	\$ -	\$ -
2.2	Evaluation/Prioritization/Cost Estimates	0	0			0	\$ -		\$ -
2.3	Documentation	0	0	8		8	\$ -		\$ -
	Task 2 Subtotal =	0	0	8	0	8	\$ -	\$ -	\$ -
3.0	Design Studies and Reports								
3.12	Pedestrian Crossing Evaluation (Davis/Morgan)	4	28	2	2	34	\$ 4,010.00	\$ 850.00	\$ 4,860.00
	Task 3 Subtotal =	4	28	2	2	34	\$ 4,010.00	\$ 850.00	\$ 4,860.00
6.0	Preliminary design								
6.7	Street lighting, signing, and striping	6	65	18	4	89	\$ 9,945.00	\$ 100.00	\$ 10,045.00
6.10	Quantities and construction cost estimate	2	5	0	0	7	\$ 875.00		\$ 875.00
	Task 6 Subtotal =	8	70	18	4	96	\$ 10,820.00	\$ 100.00	\$ 10,920.00
8.0	Final Design								
8.9	Street lighting, signing, and striping	6	80	22	4	108	\$ 11,900.00		\$ 11,900.00
8.12	Quantities and construction cost estimate	2	6	0	0	8	\$ 980.00		\$ 980.00
8.14	Specifications	3	10	0	0	13	\$ 1,575.00		\$ 1,575.00
	Task 8 Subtotal =	11	96	22	4	129	\$ 14,455.00	\$ -	\$ 14,455.00
9.0	Bid Period								
9.1	Pre-bid questions; addendums; grade sheets	1	3	1	0	5	\$ 585.00		\$ 585.00
	Task 9 Subtotal =	1	3	1	0	5	\$ 585.00	\$ -	\$ 585.00
10.0	Contingencies								
10.1	Pedestrian Flasher System Design (Davis/Morgan)	8	40	10	2		\$ 6,730.00		\$ 6,730.00
	Total Labor Hours	40	197	51	14	292			
	Total Costs	\$ 7,000.00	\$ 20,685.00	\$ 4,845.00	\$ 1,260.00		\$ 39,760.00	\$ 1,050.00	\$ 40,810.00

\$ 25,375.00

City of McMinnville Street Improvement and Repair Bond Projects

October 11, 2016

DKS: Expense Detail

Task	Task Title	Total Non-Labor Cost	Description
1.0	Project Management and Coordination		
1.2	Project Team Coordination	\$ 100.00	mileage for meeting attendance
	Task 1 Subtotal =	\$ 100.00	
3.0	Design Studies and Reports		
3.12	Pedestrian Crossing Evaluation (Davis/Morgan)	\$ 850.00	data collection at SE Davis St. & E. Morgan Lane
	Task 3 Subtotal =	\$ 850.00	
6.0	Preliminary design		
6.7	Street lighting, signing, and striping	\$ 100.00	mileage for site visits
	Task 6 Subtotal =	\$ 100.00	
Total Labor Hours			
Total Costs		\$ 1,050.00	

City of McMinnville / Pedestrian Projects

October 11, 2016

UFS: Expense Detail

Task No.	Task Title	Expenses	Description
7.0	Right of Way Acquisition (Universal Field Services, Inc.)		
7.1	Title Reports	\$ 350.00	1 Title Report
7.2	Appraisals	\$ 3,500.00	1 Appraisal (licensed appraisers fee)
7.3	Acquisition	\$ 352.00	450 miles @ \$0.56/mile; \$100 misc. expenses
7.4	Record Keeping	\$ -	
Total Expenses		\$ 4,202.00	

City of McMinnville / Pedestrian Projects

October 11, 2016

WHPacific: Expense Detail

Task No.	Task Title	Expenses	Expenses
1.0	Project Management and Coordination		
1.1	Project Management	\$ -	
1.2	Project Team Coordination/ Meetings	\$ -	
	Kick-off and Field Review Meetings (Assume 1 meeting)	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Technical Team Meetings with City (Assume 1 review meeting)	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Utility Coordination Meetings (Assume 1 meeting)	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Internal Team Meetings (Assume 6 meetings @0.5hr)	\$ -	
1.3	Project Scheduling (6 projects)	\$ -	
1.4	Quality Assurance and Quality Control		
	Quality Assurance and Quality Control Program		
	Review Deliverables (70%, 100% and Bid Set)		
	Prepare QA/QC tracking form and documentation		
1.5	Neighborhood Meeting		
	Attend a meeting with City staff	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Prepare for and attend a neighborhood meeting (1 meeting)	\$ 50.00	1 round trip to McMinnville @0.54c/mile
	Produce enlarged (22"x34") exhibits of the preliminary design plan	\$ 10.00	Printing costs
1.6	Progress Reports and Invoices	\$ -	
	Task 1 Subtotal =	\$ 260.00	
2.0	Surveying		
2.1	Topographic Survey and Basemap		
	Fellows Street/Agree Street Crossing	\$ 12.42	1 round trip @0.54c/mile
	S. Davis Street (Alethea Way to 1st Street)	\$ 75.60	2 round trips @0.54c/mile
	Michelbrook Lane - Ash Street Crossing	\$ 12.42	1 round trip @0.54c/mile
	Galloway / 15th Street	\$ 12.42	1 round trip @0.54c/mile
	Star Mill Way -Wallace Road Sidewalk	\$ 75.60	2 round trips @0.54c/mile
	Grandhaven Street Sidewalk (Lucas Drive to Grandhaven Drive)	\$ 37.80	1 round trip @0.54c/mile
2.2	Survey Control and Right of Way		
2.3	Right of Way and TCE Legal Descriptions		
	Task 2 Subtotal =	\$ 226.26	
3.0	Preliminary Design (70% PS&E)		
	Fellows Street/Agree Street Crossing	\$ 5.00	Printing costs
	S. Davis Street (Alethea Way to 1st Street)	\$ 15.00	Printing costs
	Michelbrook Lane - Ash Street Crossing	\$ 5.00	Printing costs
	Galloway / 15th Street	\$ 5.00	Printing costs
	Star Mill Way -Wallace Road Sidewalk	\$ 20.00	Printing costs
	Grandhaven Street Sidewalk (Lucas Drive to Grandhaven Drive)	\$ 10.00	Printing costs
3.2	Preliminary Drainage Report (Star Mill Way – Wallace Road Sidewalk)	\$ 5.00	Printing costs
3.3	70% Specifications	\$ 5.00	Printing costs
3.4	Engineer's Estimate	\$ 5.00	Printing costs
		\$ -	
	Task 3 Subtotal =	\$ 75.00	
5.0	Meetings with Property Owners		
	Property owner meetings with the City (1)	\$ 50.00	1 round trips to McMinnville @0.54c/mile
	Plan Exhibits for the property owner meetings	\$ 25.00	Printing costs
	Task 5 Subtotal =	\$ 75.00	
8.0	Final Design (100% PS&E)		
8.1	100% Plans, Specifications and Estimates (PS&E)		
	100% Plans	\$ 60.00	Printing costs
	100% Drainage Report (Star Mill Way – Wallace Road Sidewalk)	\$ 5.00	Printing costs
	100% Engineer's Estimate	\$ 5.00	Printing costs
	100% Contract Documents (Specifications)	\$ 5.00	Printing costs
	Responses to Review Comments		
	Task 7 Subtotal =	\$ 75.00	
9.0	Construction Documents and Bid Support		
	Construction Documents (PS&E)	\$ 150.00	
	Bid Support (WHPacific, Inc.)	\$ 50.00	1 round trips to McMinnville @0.54c/mile
	Task 8 Subtotal =	\$ 200.00	
	Contingencies		
	Contingency - Potholing	\$ 2,000.00	Contingency - Potholing
	Pedestrian Flasher System Design (Davis/Morgan) - From Task 4.4	\$ -	
	Total Labor Hours		
	Total Costs	\$ 2,911.26	



City Council- Regular

TO: Mayor and City Council
FROM: Melissa Grace, City Recorder / Legal Assistant
DATE: 10/25/2016
SUBJECT: PUBLIC HEARING

SUMMARY:



City Council- Regular

Meeting Date: 10/25/2016

Subject:

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

Public Hearing: City's PERS transition liability

BACKGROUND:



City Council- Regular

Meeting Date: 10/25/2016

TOPIC

Presentation of the Oregon American Public Works Association (APWA) Project of the Year Award for the Water Reclamation Facility (WRF) Expansion Project.

Attachments

APWA AWARD
AWARD PACKET



2016 Project of the Year – Environmental
\$5 Million to Less than \$25

McMinnville WRF Expansion Project



Agency: City of McMinnville

Contractor: McClure and Sons, Inc.



Consultant: CH2M



McMinnville WRF Expansion Project – City of McMinnville

APWA Oregon Chapter
2016 Public Works Project of the Year

McMinnville Water Reclamation Facility Expansion Project



APWA Oregon Chapter
2016 Public Works
Project of the Year

McMinnville Water Reclamation Facility Expansion Project

Settled in 1843 and located in Oregon's Willamette Valley, the City of McMinnville has steadily grown around Linfield College, agriculture, wine, and tourism. In the 20 years since the original McMinnville Water Reclamation Facility (WRF) design and construction, McMinnville's population has grown by almost 50%. During this time, the WRF staff has complied with an extremely stringent permit limit for discharge into the Yamhill River despite approaching maximum wet weather and dry weather capacity. This has meant that while the WRF could still meet summer permit requirements as well as handle winter storm flows, there was no room for error and no ability to shut equipment down for service.

Project Description

The McMinnville Water Reclamation Facility (WRF), originally constructed in 1996, produces effluent that meets stringent ammonia and phosphorus standards before being discharged into the South Yamhill River. The original WRF encompassed screening, grit removal, two secondary treatment trains (Orbal aeration basins for nitrification and biological phosphorus removal), tertiary clarification, filtration, and U.V. treatment. Operating near dry weather capacity, the City wanted a third aeration basin for reliability/redundancy and a third secondary clarifier to increase wet weather treatment capacity.

CH2M provided design and services during construction (SDC) for the expansion in 2012. Evaluation of secondary alternatives resulted in selection of a third Orbal aeration basin as the preferred process. Design was completed in Spring 2014, with the construction completed in 2016 by McClure and Sons. Construction.

The new facilities include a 1.5 million gallon aeration basin, 120-foot diameter secondary clarifier, RAS/WAS pump station, a mixed liquor split box and a considerable amount of large diameter piping that ties the new facilities into the existing process, maximizing operational flexibility.

The project also includes site work and piping with associated electrical; instrumentation and control; heating, ventilation, and air conditioning; and building services. The facilities will increase dry weather nitrification capacity so that one Orbal can be taken offline for maintenance and increase wet weather capacity to 36 million gallons per day (mgd) with all trains online. The design will allow operation of any combination of aeration basin and secondary clarifiers for maximum operational flexibility.





42-inch diameter ductile iron pipe added to the existing Headworks to split flow to the new aeration basin.

Headworks Modifications

While the headworks flow split structure was originally designed to serve only two treatment trains, novel modifications were made to split the flow to three trains, saving the cost of a completely new structure.

Aeration Basin 3

A new Aeration Basin was constructed to the east of the existing aeration basins. The basin is similar to the existing basins except the aeration system was optimized to provide increased treatment capacity compared the existing basins of the same size.

Secondary Clarifiers

The project included recoating of the two existing carbon steel clarifier mechanisms. The new secondary clarifier was constructed east of the existing secondary clarifiers. The tank is similar to the existing tanks except that the slab was designed to meet current seismic requirements. The new clarifier mechanism was constructed of stainless steel to prevent corrosion without requiring costly coatings.



Optimized aeration basin matching the size of the existing basins but with an additional 10-percent treatment capacity.

Mixed Liquor Splitter Boxes

The addition of a third aeration basin and secondary clarifier required a new mixed liquor splitter box to convey the new aeration basin effluent to the new secondary clarifier, so a new Mixed Liquor Splitter Box 2 was constructed. Piping connecting the new and existing mixed liquor splitter boxes was provided to allow any combination of aeration basins and secondary clarifiers to operate. In addition to designing for current operational flexibility, the new mixed liquor splitter box was designed to accommodate a future fourth secondary treatment train.



New stainless steel clarifier mechanism saves costly coating projects in the future.



Return Sludge Pump Stations

The existing Return Sludge Pump Station 1 served as the primary support facility for much of the existing secondary treatment process, including electrical distribution and process control. The new pump station provides similar functionality for the new treatment train and has space for expansion or a fourth train. The project included process connections between two pump stations to allow the existing and new aeration basins and secondary clarifiers to be operated interchangeably. To minimize cost, some infrastructure in the existing pump station, such as compressed air and washdown water, was not duplicated in the new pump station. Instead, connections to the existing systems were provided.

Site Work

Project site work included new access roads around the new facilities, yard piping, and site utilities. To maximize operational flexibility, yard piping was configured so that new and existing facilities can be used interchangeably. The site roads use a permeable paver system and bioswale system to minimize the impact of stormwater runoff from site roads.



New Return Sludge Pump Station serving the new third treatment train with space for a future fourth train.



One of multiple complicated pipeline tie-ins requiring close coordination between WRF staff and the construction team.



Extensive permeable paver and landscaping design by Greenworks minimizes stormwater runoff to the Yamhill River.





New motor control center and energy efficient variable frequency drives serving the new treatment process.

Electrical and Instrumentation and Control

The new treatment train is served by a new electrical room that includes a motor control center (MCC) containing motor starters and variable frequency drives for efficient operation of equipment. The MCC includes advanced metering and power monitoring capabilities so plant staff can accurately monitor energy usage. New interior and exterior lighting includes LED ballasts to reduce power requirements and minimize life cycle costs.

All new equipment is controlled automatically by the plant SCADA system via a PLC and fiber optic network. New control system software allows automatic operation with minimal plant staff intervention. Coupled with improvements to the aeration system design, the new control system increases WRF capacity to meet peak treatment requirements.

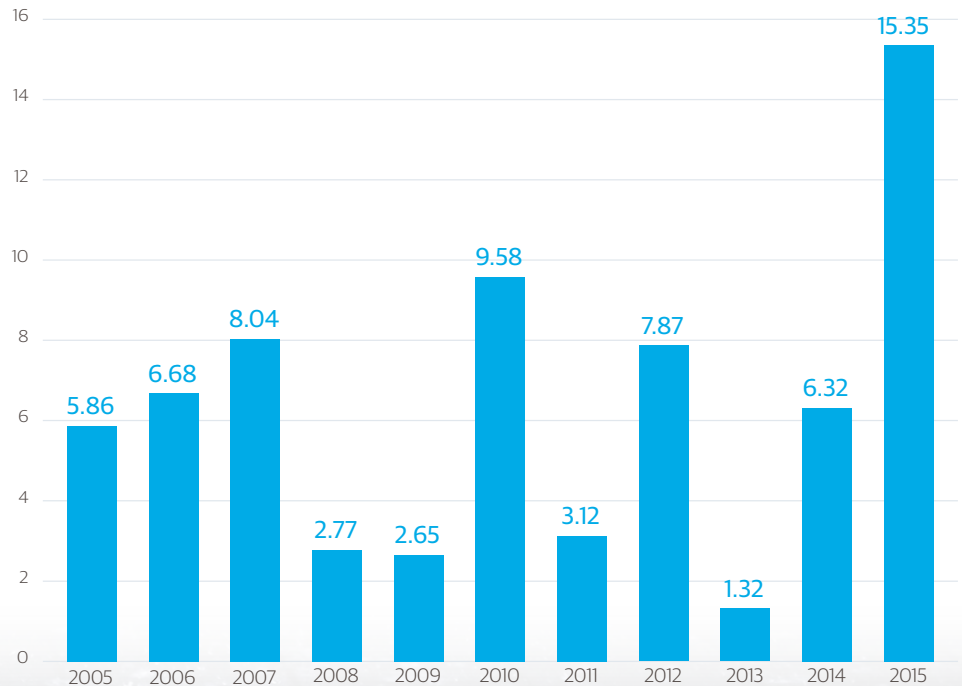
Completion Date Contained in Contract

The original contract substantial completion date was December 31, 2015. Like most wastewater treatment facilities in the northwest, the WRF experienced unprecedented rain events in December 2015. Flooding occurred throughout communities in the northwest, and some wastewater treatment facilities discharged untreated effluent. City of McMinnville staff, MSI, and CH2M worked together to ensure existing facilities stayed online without interruption. Tie-in's to existing structures and startup activities were put on hold and the new tankage was made available to contain excess flows, preventing untreated effluent from discharging into the Yamhill River. To accommodate this important effort, the team decided to delay substantial completion to February 26, 2016.



LED fixtures used for all interior and exterior lighting.

Total December Rainfall (inches)



Construction Schedule, Management, and Control Techniques

The project was completed using the conventional design-bid-build approach with MSI as the contractor and CH2M as the designer providing resident observation services. While the approach was conventional, the team was not. The City and CH2M were able to engage some of the original 1996 project staff. CH2M's resident observer, quality manager and original treatment plant staff brought critical insights and lessons learned to the design and construction process, greatly contributing to project success.

Before construction activities began, the City, MSI, and CH2M chartered a Partnering Team. The partnering approach allowed for the Owner's, Contractor's, and Engineer's management staff to meet on regular basis, outside of weekly construction meetings, to discuss project goals, progress, and concerns. The McMinnville WRF Partnering Team developed the following mission statement: "The McMinnville WRF Expansion Project will be constructed safely, by an innovative hardworking team who will use coordination and proactive communication to produce a well-functioning, high-quality, superior-value facility for the City of McMinnville."

The Partnership was critical to the team's successful cooperation during the severe storms of December 2015 mentioned above.

To fund this project, the City's Master Plan allocated approximately \$3.9M for professional services and \$11.7M for construction, resulting in a total expected project cost of \$15.6M. Actual costs were \$2.3M for professional services and \$10.9M for construction for a total cost of \$13.2M, a savings of \$2.4M. Additionally, over \$400,000 in deferred maintenance was included in the project, resulting in a savings of approximately \$2.8M that can be used for future projects. Excellent coordination between the City, MSI, and CH2M resulted in a total change order rate of 1.6%, well-below the industry average. From start to finish, the project has proven to be a financial success for the community.

Safety Performance

Zero lost-time injuries occurred during the construction project. In addition to executing their safety programs, the City of McMinnville, MSI, and CH2M each have a safety culture built into their organizations. Each weekly project meeting began with a discussion of site safety. This was an opportunity for the team to voice any concerns in an open manner, so that the group could find solutions before there were problems.



ch2m



The McMinnville WRF Expansion project will be constructed safely, by an innovative hardworking team who will use coordination and proactive communication to produce a well-functioning, high-quality, superior-value facility for the City of McMinnville.





New stainless steel scum beach for new secondary clarifier.



Oxidation ditch aeration basin with three zones.

Community Need

In the 20 years after the original WRF construction, McMinnville's population grew by almost 50%. During this time, City staff meticulously operated the existing WRF to comply with an extremely stringent permit limit for discharge into the Yamhill River. However, the WRF was approaching maximum wet weather and dry weather capacity. This meant that while the WRF could still meet summer permit requirements as well as handle winter storm flows, there was no room for error and no ability to shut equipment down for service.

As part of the design process, the City worked with CH2M to evaluate process alternatives that would increase treatment capacity, improve reliability and redundancy, and minimize cost. Adding another similar treatment train to match the existing was selected as the most viable option, as it not only provided the needed additional capacity but also installed equipment that operations was already intimately familiar with via two decades of experience with the original treatment trains. This also provided an opportunity to optimize the new treatment train based on extensive operator experience. Improvements to the new train include:

- 10-percent increased dry weather treatment capacity through the new aeration basin, compared to each existing basin of the same footprint.
- Designing the new clarification mechanism to be stainless steel, eliminating costly recoating projects in the future.

Sustainable Practices

The WRF Expansion project is testament to the fact that a community can make practical financial decisions while at the same time taking steps to protect the environment for future generations.

The project was funded without the need for loans or bond measures, proof that proper financial planning, rate studies, and engineering analysis can result in a reliable long-term investment.



New Grit Drying Station to dry out grit before hauling, minimizing cost.



Permeable paver system



Return Sludge Pumping Station



Bioswale



Drainage outlet for permeable paver system



Translucent wall panels

Besides strictly adhering to stringent treatment requirements, the City went the extra mile and implemented optional sustainable practices wherever possible, as a benefit to the community and environment. These elective project components include:

- Extensive permeable paver system to prevent rainfall runoff that would otherwise occur with an impervious surface, such as concrete or asphalt.
- Bioswale to collect and convey stormwater runoff, rather than a hard-piped system, minimizing impact to the surrounding environment.
- Water efficient landscaping with irrigation provided by disinfected treatment plant effluent.
- Variable frequency drives (VFDs) and premium efficiency motors on major process equipment to optimize performance and minimize energy use.
- LED lighting for all new interior and exterior fixtures to minimize energy use.
- Translucent wall panels that provide natural lighting while maintaining security.
- Low VOC coatings to protect staff health in interior spaces.

Environmental Considerations

Erosion control best practices were used during construction to minimize the impact of construction activities on the surrounding environment, particularly the Yamhill River.

During the dry, hot summer construction periods, MSI implemented dust control measures to minimize the impact of construction activity on local air quality.

Although the heavy rains in December 2015 caused problems throughout communities in the Northwest, the project team worked together to minimize the impact of these storms on McMinnville and surrounding environment. More complicated process connections and sequencing activities were deferred so as to not risk disruption of the treatment process.

Extensive permeable paver system and landscaping





Community Relations

The WRF property is located primarily in an industrial area in northeast McMinnville but is adjacent to some neighborhoods. City staff maintained close contact with the WRF neighbors to ensure all concerns were addressed.

To celebrate the project completion, a ribbon-cutting ceremony was held that included the City Council and WRF staff.

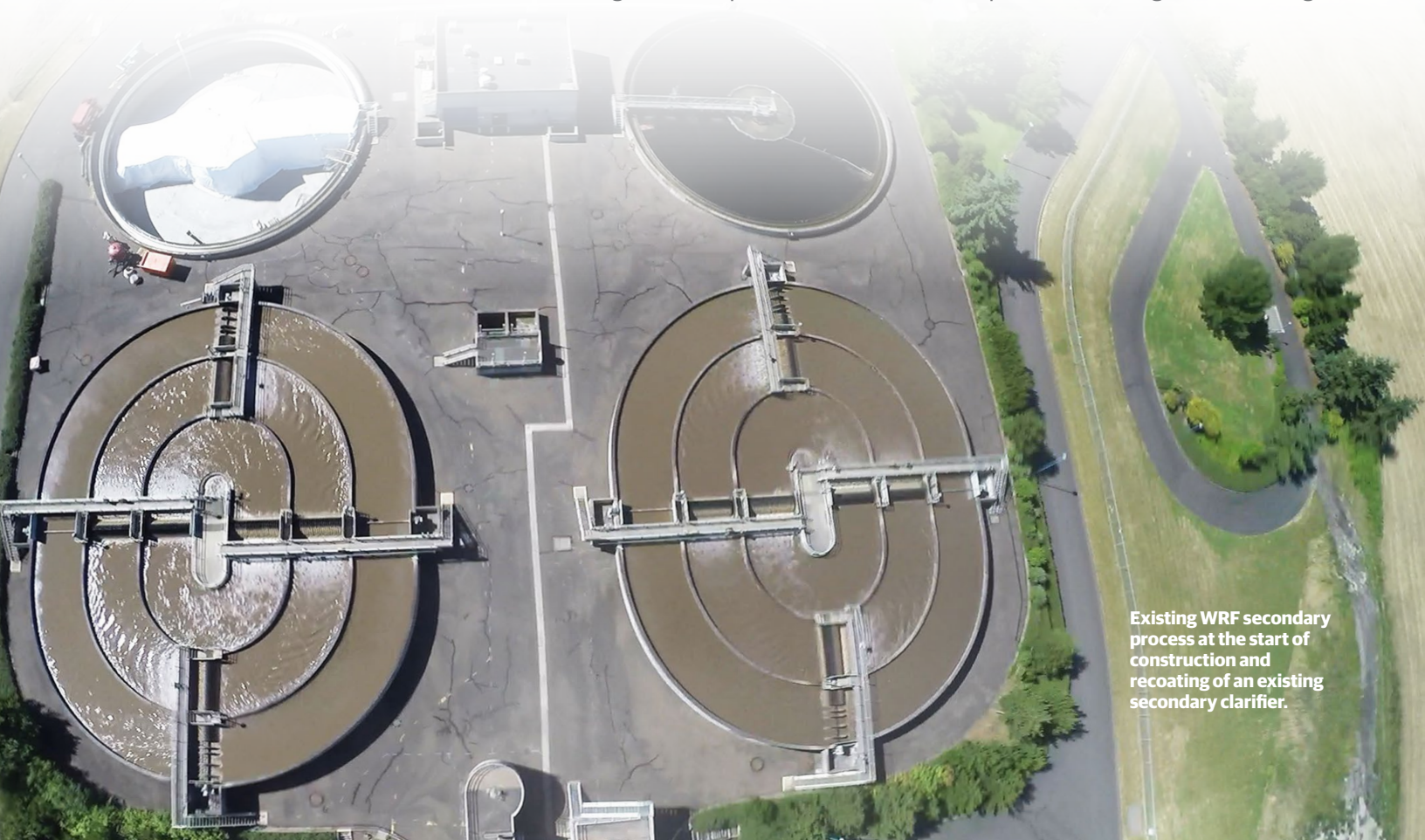
Unusual Accomplishments under Adverse Conditions

Construction at existing wastewater treatment plants usually has one unique challenge – the flow to the plant cannot be turned off. Showers run, dishes are washed, and toilets are flushed all day, every day of the year. Shutdowns are avoided whenever possible.

While construction of the standalone Train 3 facilities was straight-forward, tie-ins to the existing facilities were not. In order to provide complete interchangeability between new and existing basins, multiple large diameter pipelines, including a 48-inch, and large electrical ductbanks had to be routed through the existing site without interruption to the treatment process. This resulted in increased design and construction sequencing complexity. Process tie-ins were carefully planned and the construction sequence was developed during the design stage to ensure that the project was buildable.

When a plant shutdown is unavoidable, very careful planning is required to ensure the plant shuts down and starts up smoothly. In the case of the WRF Expansion Project, two of these shutdowns were required and they were executed flawlessly.

The best teams remain flexible and understand that the best plan is one that can nimbly adapt to changing circumstances when needed. Record rainfall in December 2015 meant the team needed to modify the plan to complete the project without disrupting the existing treatment process at a time when the process faced its greatest challenge.



Existing WRF secondary process at the start of construction and recoating of an existing secondary clarifier.

Additional Considerations

Sometimes we view the most impressive public works projects as those that use the latest technologies or create the most publicity. Often overlooked are the projects and staff that work tirelessly to achieve similar results by optimizing or modifying existing infrastructure at cost savings to the public. These projects tend to have an experienced team with a commitment to the best, not most glamorous, solutions.

Such was the case with the McMinnville WTP Expansion project. When the City worked with CH2M to evaluate treatment process options in early 2013, the team considered a variety of technologies, including the latest, most advanced treatment schemes. The selected process was a highly optimized version of the existing technology, a process well-known by City staff based on 20 years of proven operating experience. While the existing aeration basin and secondary clarifier might look identical to the casual observer, City staff know that the aeration basin can actually treat approximately 10% more waste than the existing trains and while the secondary clarifier will perform the same as existing, the stainless steel will not require costly recoating projects in the future. These decisions couple the best interest of the rate payers with protection of the environment.

For the City and CH2M teams, the start of construction did not mean that the project was “thrown over the fence” to MSI. The three groups worked collaboratively throughout construction to develop an approach based on the team’s collective experience and in-depth knowledge of the treatment plant.

The experience and dedication of the team influenced the approach to the storms of December 2015. Despite the looming contract deadline, the team worked together to identify that plant operation and effluent quality were paramount. With this understanding, the team remained flexible and successfully negotiated a contract change that allowed final construction activities to occur once plant flows stabilized. That the project was delivered successfully and without incident, despite having such a significant weather event during the construction phase deserves recognition. The publicity that was not generated and the headlines that were not written are testament to the project’s success!

The City of McMinnville, MSI, and CH2M team is proud to have successfully delivered a project of exceptional value and quality to the community it serves and is confident the project will have a lasting impact on the growing McMinnville community for years to come.



Contact us

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City Council- Regular

Meeting Date: 10/25/2016

TOPIC

Update and Recommendation on Status of Citizen Advisory Committee.

Attachments

Report and Presentation



CITY OF MCMINNVILLE
PLANNING DEPARTMENT
231 NE FIFTH STREET
MCMINNVILLE, OR 97128
503-434-7311

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: October 25, 2016
TO: Council President and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: Update and Recommendation on Status of the Citizen Advisory Committee

Report in Brief:

This is a presentation to update the McMinnville City Council on the status of the Citizen Advisory Committee (CAC) and to discuss a staff and planning commission recommendation to reconfigure the CAC structure in order to promote a more robust citizen involvement program for long range planning efforts.

Background:

Goal #1 of the Oregon land use system is citizen involvement. Oregon Administrative Rules (OAR) 660-015-0000(1) requires that each governing body charged with adopting and administering a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The program needs to incorporate the following components:

1. Citizen Involvement – To provide for widespread citizen involvement by appointing an officially recognized committee that represents a cross-section of affected citizens in all phases of the planning process. This can be the Planning Commission or a separate committee.
2. Communication – To assure effective two-way communication with citizens.
3. Citizen Influence – To provide the opportunity for citizens to be involved in all phases of the planning process.
4. Technical Information – To assure that technical information is available in an understandable form.
5. Feedback Mechanisms – To assure that citizens will receive a response from policy-makers.
6. Financial Support – To insure funding for the citizen involvement program.

It appears that the City of McMinnville first achieved this program with the establishment of the CAC, who held their first meeting on September 8, 1975, to conduct an extensive evaluation and update of the City's Comprehensive Plan. On February 20, 1976, the CAC forwarded a memo of recommended comprehensive plan updates to the City Council. Then it does not appear that the CAC met again until 1982.

Attachments:
Powerpoint Presentation

In 1981, Resolution No. 1981-4 adopted by-laws for a “reconstituted Citizen Advisory Committee”. Interestingly, the same resolution appointed the Planning Commission as the official Citizen Involvement Committee. This then set up a duality of roles between the CAC and the Planning Commission for strategic planning, citizen engagement and on-going comprehensive plan evaluation and updates, leading to inactivity, confusion and deferred long range planning.

From city records, it appears that the CAC’s last meeting occurred on January 25, 2000. It currently is a seven member committee but the City has struggled to populate the positions, with only three positions filled this year not even securing a quorum for decision-making.

Discussion:

The current structure of a Planning Commission that serves as the Citizen Involvement Committee and the CAC who is meant to initiate long-range planning initiatives does not appear to be working. With the struggles to populate the CAC, the City has not had an active committee working on strategic long-range planning initiatives, comprehensive plan updates and zoning ordinance updates in over ten years. Additionally, the Planning Commission appears to be focused primarily on current planning land-use application review and not providing recommendations on how to improve the foundational documents that they are using to implement the planning program.

Most communities in Oregon operate with one standing Citizen Involvement Committee, which is typically the Planning Commission, and an ad-hoc Citizen Advisory Committee / Technical Advisory Committee (TAC) structure that is project specific.

The ad-hoc CAC and TAC are typically appointed to serve specifically in support of the project (ie NE Gateway District, Transportation System Plan, Downtown Improvement Plan, etc.) and are representative of the community in terms of stakeholder and population demographics. Since the effort is targeted, volunteers are more willing to commit their time and energies to a cause that they support and are confident has both a beginning and an end date. These committees are populated with interested residents and stakeholders that meet for a prescribed period of time to develop the product, conduct a public process and then hand the product to the Planning Commission for a formal public deliberation and adoption process. Typically these committees are 15 – 20 people, and include members of the Planning Commission and other relevant city committees as appropriate, as well as city partners, other stakeholders and residents representative of the community’s demographics, including senior citizens, youth and the Latino community. This type of process allows for a robust public participation that is specific and timely. The TAC is then often appointed with technical experts who work with city staff on providing the due diligence, research and review needed to support the Citizen Advisory Committee.

Staff has visited with current members of the CAC and they are supportive of moving to an ad-hoc structure if there is a policy in place that requires the city to populate the ad-hoc CACs with appropriate citizen representation through a fair and transparent recruitment and application process.

The Planning Commission discussed the ad-hoc structure at their meeting on September 15, 2016, and they are recommending that the standing CAC be disbanded and that the city develop a policy for a project specific Citizen Advisory Committee / Technical Advisory Committee process.

In order to do this, the City would need to amend the Comprehensive Plan, Chapter X, Policies 190.00 – 192.00, and develop an internal city policy.

Fiscal Impact:

There is no anticipated fiscal impact.

Recommendation/Suggested Action:

Staff is looking for policy direction at this time and will provide a powerpoint presentation at the meeting to help guide the City Council through the issues and facilitate a dialogue. Then per the direction of the City Council, staff will draft proposed comprehensive plan text amendments and initiate a public process for the community dialogue relative to this recommendation.

CAC STATUS AND RECOMMENDATION



CITY COUNCIL, 10.25.16



GOAL #1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1): Each government body that adopts and administers a Comprehensive Plan must have a citizen involvement program.

- CITIZEN INVOLVEMENT:** Appoint a citizen involvement committee
- COMMUNICATION:** Assure two way communication with citizens.
- CITIZEN INFLUENCE:** Provide the opportunity for citizens to be involved.
- TECHNICAL INFORMATION:** Assure that technical information is available
- FEEDBACK MECHANISMS:** Citizens receive a response from policy makers.
- FINANCIAL SUPPORT:** Insure there is funding for the citizen involvement program.

CITY COUNCIL, 10.25.16



MCMINNVILLE'S PROGRAM

APPOINTED COMMITTEE: TWO-PRONGED APPROACH

- CITIZEN ADVISORY COMMITTEE
- PLANNING COMMISSION

This has led to some confusion relative to what the Citizen Advisory Committee is supposed to do and what the Planning Commission is supposed to do

CITY COUNCIL, 10.25.16



CITIZEN ADVISORY COMMITTEE

Seven Standing Members Plus 8

Recommend on long range planning goals and policies, comprehensive plan amendments, UGB amendments, and Zoning Ordinance text amendments.

CITY COUNCIL, 10.25.16



PLANNING COMMISSION

Chapter 2.32 MCC: Nine Standing Members

Make decisions/recommendations on planning policies, programs and projects, items related to planning and subdivision matters based upon federal, state and local laws.

Resolution No. 1981-4: Shall act as the Citizen Involvement Committee

CITY COUNCIL, 10.25.16



RECOMMENDATION FOR DISCUSSION

Evaluate the value of one standing committee and project specific Citizen Advisory and Technical Advisory Committees for a robust public process that is transparent, encourages participation and is relevant.

Citizen Advisory Committee is appointed and meets for the timeframe of the project. The committee is comprised of a demographic representation of the community.

CITY COUNCIL, 10.25.16



RECOMMENDATION FOR DISCUSSION

Citizen Advisory Committee Technical Advisory Committee

- Liaison from impacted commissions/committees
- Targeted Age Groups
 - Retirees/Seniors
 - 30 – 50
 - 20 - 30
 - Youth
- Representative Populations
 - Accessibility
 - Latino
- Partners (Chamber, MEDP, MDA, MSD, FOYC)

- Staff experts
- Partner Agency Experts
- Regional Experts



CITY COUNCIL, 10.25.16



PROJECT SPECIFIC CAC/TAC

PROS

- Relevancy
- Greater Participation / More Diversity
- Known Product
- Time Specific
- Engagement
- Everyone is part of the plan and solution.

CONS

- Stacking the Deck
- Inappropriate Advocacy

Amend Comp Plan
Policies and adopt
Internal Policy about
CAC/TAC Appointments

CITY COUNCIL, 10.25.16



QUESTIONS

Goal #1: Citizen Involvement.



CITY COUNCIL, 10.25.16





City Council- Regular

Meeting Date: 10/25/2016

Subject: Supplemental Budget PERS
Transition Liability Payoff

From: Marcia Baragary, Finance Director

AGENDA ITEM:

Resolution No. 2016-76: A Resolution adopting a Supplemental Budget for fiscal year 2016-2017 and making supplemental appropriations for redemption of the City's PERS transition liability.

BACKGROUND:

When the City joined the PERS State and Local Government Rate Pool (SLGRP) in 2001, PERS actuaries calculated a transition liability (TL) for the City that would remain the responsibility of the City and would not be absorbed by the SLGRP. The City has determined that it is in its best interest to make a lump sum payment to PERS, eliminating the TL, achieving savings in interest costs, and reducing the City's employer contribution to PERS. The City has the opportunity to issue debt and use the proceeds to make the lump sum payment to PERS, in effect, refinancing the PERS transition liability with debt that carries a much lower interest rate.

On September 27, 2016, City Council authorized a full faith and credit borrowing in an amount not to exceed \$3,600,000 for the purpose of making the lump sum payment to PERS. On October 31, 2016, the City intends to execute an agreement with JPMorgan Chase Bank to finance the lump sum payment. The City will receive approximately \$3,532,560 in loan proceeds, sufficient to make the lump sum payment and to pay debt issuance costs. Refinancing the TL will result in net present value savings of approximately \$950,000.

It is necessary to adopt a Supplemental Budget and make supplemental appropriations to allow disbursement of the loan proceeds to PERS, redemption of the City's transition liability, and payment of issuance costs.

RECOMMENDATION:

Staff recommends that City Council adopt the Supplemental Budget and make supplemental appropriations, allowing payoff of the PERS transition liability.

Attachments

RESOLUTION NO. 2016-76

RESOLUTION NO. 2016-76

A Resolution adopting a Supplemental Budget for fiscal year 2016-2017 and making supplemental appropriations for redemption of the City's PERS transition liability.

RECITALS:

When the Oregon Public Employee Retirement System (PERS) State and Local Government Rate Pool (SLGRP) was created in 2001, PERS actuaries calculated a transition surplus or liability for each employer joining the SLGRP. The transition surplus or liability for the employer was not absorbed by the SLGRP, but remained the responsibility of the employer. When the City joined the SLGRP, PERS actuaries calculated that the City had a transition liability (TL). The City has determined that is in its best interest to make a lump sum payment to PERS, eliminating the TL, achieving savings in interest costs, and reducing the City's employer contribution to PERS.

The City has the opportunity to issue debt and use the proceeds to make the lump sum payment to PERS, in effect, refinancing the PERS transition liability with debt that carries a much lower interest rate.

On September 27, 2016, the City Council authorized a full faith and credit borrowing in an amount not to exceed \$3,600,000 for the purpose of making the lump sum payment to PERS.

On October 31, 2016, the City intends to execute an agreement with JPMorgan Chase Bank, NA to finance the amount of the lump sum payment. The City will receive approximately \$3,532,560 in loan proceeds, with \$3,502,560 for the lump sum payment and approximately \$30,000 to pay debt issuance costs. The agreement with JPMorgan Chase Bank, NA carries an All-In Trust Interest Cost of 2.84 percent, compared to 7.50 percent currently charged by PERS on the City's TL. Refinancing the TL will result in net present value savings of approximately \$950,000.

Upon execution of the agreement with JPMorgan Chase Bank, NA, the City will transmit the loan proceeds to PERS to pay the balance of the PERS transition liability in full.

Due to these circumstances, which were not foreseen at the time the fiscal year 2016-17 budget was adopted, a supplemental budget for fiscal year 2016-17 is necessary to create an appropriation in the General Fund, Non-Departmental Department to allow disbursement of the loan proceeds to PERS, redemption of the City's transition liability, and payment of loan issuance costs.

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

1. **Adopt the following Supplemental Budget:** The Council of the City of McMinnville adopts the following Supplemental Budget for fiscal year 2016–2017 in the General Fund, Non-Departmental Department.

2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2016–2017 are hereby appropriated, as follows:

General Fund, Non-Departmental Department, Debt Service appropriation is increased to allow disbursement of the loan proceeds to PERS and to pay the balance of the PERS transition liability in full.

General Fund, Non-Departmental Department, Materials & Services appropriation is created to allow payment of loan issuance costs.

<u>General Fund:</u>	<u>Adopted Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Resources:			
Beginning Fund Balance	\$ 7,097,365		\$ 7,097,365
Property Taxes	11,931,000		11,931,000
Licenses and Permits	2,488,050		2,488,050
Intergovernmental	1,712,212		1,712,212
Charges for Services	1,401,727		1,401,727
Fines and Forfeitures	558,200		558,200
Miscellaneous	353,081		353,081
Transfers In	1,430,875		1,430,875
Other Financing Sources	2,022,000	3,532,560	5,554,560
Total Resources	<u>\$28,994,510</u>	<u>3,532,560</u>	<u>\$32,527,070</u>
 General Fund:			
Requirements:			
Administration	\$ 1,107,286		\$ 1,107,286
Finance	751,854		751,854
Engineering	903,100		903,100
Planning	549,251		549,251
Police	7,613,385		7,613,385
Municipal Court	466,343		466,343
Fire	2,929,453		2,929,453
Parks & Recreation	2,536,131		2,536,131
Park Maintenance	1,181,630		1,181,630
Library	1,464,403		1,464,403
Non-Departmental (Not allocated to Department or Program):			
Materials & Services	-----	30,000	30,000
Special Payments	2,064,330		2,064,330
Debt Service	150,125	3,502,560	3,652,685
Transfers Out	1,810,155		1,810,155
Contingency	900,000		900,000
Ending Fund Balance	4,567,064		4,567,064
Total Requirements	<u>\$28,994,510</u>	<u>3,532,560</u>	<u>32,527,070</u>

This resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 25th day of October 2016 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY



City Council- Regular

Meeting Date: 10/25/2016

Subject: Budget amendment authorizing
expenditure of grant funds

From: Marcia Baragary, Finance Director

AGENDA ITEM:

Resolution 2016-77: A Resolution amending the fiscal year 2016-2017 budget and authorizing the expenditure of grant funds.

BACKGROUND:

The McMinnville Rural Fire Protection District (District) has awarded funds to the City for the purchase of a rural fire engine, which will be used to provide fire protection services throughout the District. The funding provided to the City will be 100 percent of the amount necessary to purchase the fire engine, but shall not exceed \$140,000.

In addition, the Fire Department has been awarded a federal grant of \$23,200 for equipment and supplies for the Citizens Emergency Response Team (CERT). Oregon Revised Statutes (ORS) 294.338(2) allows expenditure of grant funds that are received for a specific purpose after enactment of a resolution authorizing the expenditure.

A resolution amending the fiscal year 2016-2017 budget is necessary to increase appropriations in the General Fund, Fire Department to allow purchase of the fire engine and to allow expenditure of the CERT grant funds.

RECOMMENDATION:

City staff recommends adoption of the resolution amending the Fire Department budget to allow expenditure of grant funds

Attachments

RESOLUTION NO. 2016-77

RESOLUTION NO. 2016-77

A Resolution amending the fiscal year 2016-2017 budget and authorizing the expenditure of grant funds.

RECITALS:

The McMinnville Rural Fire Protection District (“District”) has awarded funds to the City for the purchase of a rural fire protection engine. The engine will be used to provide fire protection services throughout the District, under the terms of a separate intergovernmental agreement between the City and the District. The funding provided to the City will be 100 percent of the amount necessary to purchase the fire engine, but shall not exceed \$140,000.

In addition, the Fire Department has been awarded a Federal Emergency Management Agency (FEMA) grant of \$23,200 for equipment and supplies for the Citizens Emergency Response team (CERT). Items purchased will include a trailer, trauma packs, a generator, and other equipment.

Oregon Revised Statutes (ORS) 294.338(2) allows expenditure of grants that are transferred to the local government for a specific purpose and after enactment of an appropriation resolution authorizing the expenditure.

A resolution amending the fiscal year 2016-17 budget is necessary to increase appropriations in the General Fund, Fire Department to allow the purchase a fire engine, per the funding agreement between the City and the District, and to allow expenditure of FEMA grant funds for CERT equipment, as follows;

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

The following emergency need exists in the **General Fund, Fire Department**:

1. In the **Capital Outlay** category, appropriations are increased by \$140,000 to allow the purchase of a Fire engine with McMinnville Rural Fire Protection District grant funds; and
2. In the **Materials and Services** category, appropriations are increased by \$23,200 to allow expenditure of FEMA grant funds for enhancement of the CERT program.

<u>General Fund:</u>	<u>Adopted Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Resources:			
Beginning Fund Balance	\$ 7,097,365		\$ 7,097,365
Property Taxes	11,931,000		11,931,000
Licenses and Permits	2,488,050		2,488,050
Intergovernmental	1,712,212	163,200	1,875,412
Charges for Services	1,401,727		1,401,727
Fines and Forfeitures	558,200		558,200
Miscellaneous	353,081		353,081
Transfers In	1,430,875		1,430,875
Other Financing Sources	2,022,000		2,022,000
Total Resources	\$28,994,510	163,200	\$29,157,710

General Fund:

Requirements:			
Administration	\$ 1,107,286		\$ 1,107,286
Finance	751,854		751,854
Engineering	903,100		903,100
Planning	549,251		549,251
Police	7,613,385		7,613,385
Municipal Court	466,343		466,343
Fire	2,929,453	163,200	3,092,653
Parks & Recreation	2,536,131		2,536,131
Park Maintenance	1,181,630		1,181,630
Library	1,464,403		1,464,403
Special Payments	2,064,330		2,064,330
Debt Service	150,125		150,125
Transfers Out	1,810,155		1,810,155
Contingency	900,000		900,000
Ending Fund Balance	4,567,064		4,567,064
Total Requirements	<u>\$28,994,510</u>	<u>163,200</u>	<u>\$29,157,710</u>

This resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 25th day of October 2016 by the following votes:

Ayes: _____

Nayes: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY



City Council- Regular

Meeting Date: 10/25/2016

Subject:

From: Rose Lorenzen, Administrative
Assistant / HR Analyst

AGENDA ITEM:

Resolution No. 2016-78: A Resolution approving Funding Agreement with the McMinnville Rural Fire Protection District ("District") for the purchase of a rural fire protection engine.

BACKGROUND:

The City of McMinnville (City) provides fire protection services within the territory of the District under the terms of an IGA dated June 30, 2016, and approved by the City Council through Resolution 2016-36. Historically, the IGA is renewed on an annual basis, and the parties anticipate that this working relationship will continue into the future.

The District desires to provide the City with 100% of the funding necessary to support the City's acquisition of a used or refurbished rural fire protection engine capable of supporting the City's obligations under the existing IGA, not to exceed \$140,000. To be effective in a rural firefighting capacity, the equipment must have adequate waterer capacity and the ability to access the rural areas of the district.

The City is required to maintain the equipment is good operating condition for a period of not less than 10 years, subject to normal wear and tear. After that period of time, the City will determine whether the equipment is still capable and necessary to meet the City's obligations under the service IGA, and there are provisions in the Funding Agreement related to the disposal of the equipment upon termination of the Funding Agreement.

The terms and conditions of funding are more specifically set forth in the proposed Funding Agreement document, which is attached as Exhibit A to the Resolution.

Attachments

RESOLUTION NO. 2016-78

EXHIBIT

RESOLUTION NO. 2016 -78

A Resolution approving Funding Agreement with the McMinnville Rural Fire Protection District ("District") for the purchase of a rural fire protection engine.

RECITALS:

The City of McMinnville (City) provides fire protection services within the territory of the District under the terms of an IGA dated June 30, 2016, and approved by the City Council through Resolution 2016-36.

The District desires to provide the City with an amount not to exceed \$140,000, to support the City's acquisition of a used or refurbished rural fire protection engine capable of supporting the City's obligations under the existing IGA.

The terms and conditions of funding are more specifically set forth in the proposed Funding Agreement document, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

1. The Funding Agreement attached hereto as Exhibit A, and incorporated herein by this reference, is hereby approved.
2. The Fire Chief is authorized to execute the Funding Agreement.
3. This Resolution will take effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of October, 2016 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY

FUNDING AGREEMENT

This funding agreement is between the McMinnville Rural Fire Protection District, a Special District of the State of Oregon (District) and the City of McMinnville, a municipal corporation of the State of Oregon (City).

1. **PURPOSE.** This purpose of this agreement is to set forth the terms and conditions of the District's award of funds to the City for the purchase of a rural fire protection engine that supports the City's obligation to provide fire protection services throughout the territory of the District under the terms of a separate Intergovernmental Agreement between the parties (Rural Fire Protection IGA).
2. **TERM OF AGREEMENT.** This agreement will be effective as of the last date executed by the parties below, and will remain in effect until terminated as provided herein.
3. **LIAISON.** The City's Project Manager for this agreement is Fire Chief Rich Leipfert. The District's Project Manager is District Board Chair Steve Leonard.
4. **PROJECT DESCRIPTION/CONDITION OF EQUIPMENT.**
 - a. The City will use the funds provided by the District through this agreement to purchase a used or refurbished rural fire protection engine capable of supporting the City obligations under the Rural Fire Protection IGA (the Equipment). The Equipment shall have adequate water capacity and ability to access rural areas of the District. The District Project Manager shall serve on the City's equipment purchase committee.
 - b. The City shall, at its sole expense, maintain the Equipment in good operating condition for a period of not less than ten (10) years from the date of purchase, subject to normal wear and tear. "Normal wear and tear" is defined as the use of the Equipment under normal work conditions, with qualified personnel providing proper operation, maintenance and service.
5. **FUNDS PROVIDED/METHOD OF PAYMENT.**
 - a. The funding provided to the City will be 100% of the amount necessary to purchase the Equipment, but shall not to exceed \$140,000.
 - b. The District agrees to provide these funds to the City solely to be used for the purpose described in Section 4. Payment of the full amount of the funds awarded to the City will be made within 10 days of the date the City forwards the Equipment invoice to the District.

6. **MODIFICATION OF THIS AGREEMENT.** This agreement may be modified only if the modification is in writing and is signed by both parties to the agreement.
7. **RECORD KEEPING.** The City agrees to keep records of all financial matters pertaining to this agreement in accordance with generally accepted accounting principles and to retain the same for a period of three years after termination of this agreement. This time period may be extended if circumstances require an extension. These financial records will be made available to representatives of the District at reasonable times and places, upon request of the District.
8. **TERMINATION.**
 - a. Should the Rural Fire Protection IGA be terminated or not renewed by the parties, the City shall take all necessary steps to transfer title and possession of the Equipment to the District within 30 calendar days of written notice from the District requesting such transfer. This Agreement shall terminate immediately upon the transfer of the Equipment to the District.
 - b. Should the City determine that all or part of the Equipment is surplus and no longer capable or necessary to meet the City's obligations under the Rural Fire Protection IGA, the City may declare so in writing to the District. Thereafter, The District shall have 30 days to notify the City in writing that the District desires the City to transfer title and possession of the Equipment to the District. Such transfer shall occur within 30 calendar days of written notice from the District requesting such transfer. If the District fails to provide notice to the City requesting transfer of the Equipment, then the City may dispose of the Equipment in a manner it deems prudent, and shall transfer the net proceeds (if any) from the disposal of the Equipment to the District within 30 days of such disposal. This Agreement shall terminate immediately upon the transfer of the Equipment or the net proceeds (if any) to the District. If there are no net proceeds, then this Agreement will be terminated immediately upon the City's delivery of written notice to the District that the Equipment has been disposed of and that there were no net proceeds from the disposal.
9. **ASSIGNMENT.** Neither party will assign their rights or interests in this agreement.
10. **VENUE.** This agreement will be governed by the laws of the State of Oregon. Any action in law or equity or any judicial proceeding for the enforcement of this agreement or any of the provisions contained in this agreement will be instituted and maintained in Oregon courts.
11. **HOLD HARMLESS.** To the extent provided by the Oregon Constitution and the Oregon Tort Claims Act, each party shall defend, indemnify and hold harmless the other party, their officers, agents and employee from all claims, suits, or actions resulting from or arising out of the activities of either party under this agreement.

12. INSURANCE. Until such time as this IGA is terminated as provided in Section 8, the City shall maintain insurance on the Equipment at its replacement value under the City's insurance policy for auto physical damage and liability, subject to the same deductibles that apply to the City's other insured equipment. City will be responsible for any deductibles. The City's insurance policy shall name the District as a loss payee in the event of physical damage to the Equipment.

13. NOTICE. Notice may be provided in person, by e-mail, by "fax," or by United States mail. Notice made in person or by e-mail is effective immediately upon successful delivery. Notice by fax is effective immediately upon receipt of verification of successful delivery. Notice by United States mail is effective three days after deposit in the United States mail, appropriately addressed and with appropriate postage attached.

Notice to the City will be addressed to:
Fire Chief Rich Leipfert (or successor)
McMinnville Fire Department
175 NE First Street, McMinnville, OR 97128

Notice to the District will be addressed to:
Steve Leonard, Chair (or successor)
McMinnville Rural Fire Protection District
175 NE First Street, McMinnville, OR 97128

14. MERGER. This agreement and the attached exhibits constitute the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement will bind either party unless in writing and signed by both parties. There are no unspecified understandings, agreements, or representations, oral or written, regarding this agreement. By its signature, Recipient acknowledges it has read and understood this agreement and agrees to be bound by its terms and conditions.

City of McMinnville

McMinnville Rural Fire Protection District

Rich Leipfert
Fire Chief

Steve Leonard
Board Chair

DATE: _____

DATE: _____

Approved as to form:

City Attorney



City Council- Regular

Meeting Date: 10/25/2016

Subject:

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

Resolution No. 2016-79: A Resolution approving an Interim City Manager Employment Agreement.

BACKGROUND:

On October 3, 2016, former City Manager Martha Meeker resigned her employment with the City, effective immediately. After accepting Ms. Meeker's resignation, the City Council voted to appoint Candace Haines as Interim City Manager, and Ms. Haines began serving as the Interim City Manager on October 3, 2016.

The provisions set forth in the attached Employment Agreement (Exhibit A) reflect the terms and conditions under which Ms. Haines has agreed to serve in the role of Interim City Manager for a term not to exceed March 31, 2017, unless such time is extended by mutual agreement of the parties.

Attachments

RESOLUTION NO. 2016-79

EXHIBIT

RESOLUTION NO. 2016-79

A Resolution approving an Interim City Manager Employment Agreement.

RECITALS:

On October 3, 2016, former City Manager Martha Meeker resigned her employment with the City, effective immediately. After accepting Ms. Meeker's resignation, the City Council voted to appoint Candace Haines as Interim City Manager, and Ms. Haines began serving as the Interim City Manager on October 3, 2016.

The provisions set forth in the attached Employment Agreement (Exhibit A) reflect the terms and conditions under which Ms. Haines has agreed to serve in the role of Interim City Manager for a term not to exceed March 31, 2017, unless such time is extended by mutual agreement of the parties.

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

1. The Employment Agreement attached hereto as Exhibit A, and incorporated herein by this reference, is hereby approved.
2. The Council President is authorized to execute the Employment Agreement.
3. This Resolution will take effect immediately upon passage, and the terms of the Employment Agreement shall be retroactive to October 3, 2016.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of October, 2016 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of October, 2016.

COUNCIL PRESIDENT

Approved as to form:

CITY ATTORNEY

EMPLOYMENT AGREEMENT

This Employment Agreement is entered into this ____ day of _____, 2016, by and between the City of McMinnville, Oregon, an Oregon municipal corporation (hereinafter referred to as "City") and Candace Haines (hereinafter referred to as "Interim City Manager").

The City and the Interim City Manager wish to enter into a written Agreement creating a professional employment relationship for a limited duration. In consideration of the covenants set out in this Agreement and for the consideration specified in this Agreement, the City and the Interim City Manager agree as follows:

SECTION I. EMPLOYMENT AND DUTIES.

- A. The City agrees to employ the Interim City Manager and the Interim City Manager agrees to accept City employment for a limited duration.
- B. The City Council expects the Interim City Manager to adhere to the highest professional standards. Her actions will always comply with those standards. She agrees to follow the Code of Ethics and Guidelines of the International City/County Management Association and the ethics rules, regulations, and laws of the State of Oregon.
- C. Pursuant to the authority of the City Charter, Chapter V, Section 22, the Interim City Manager shall have general supervision of the administrative affairs of the city and general control over all nonelective officers and employees of the City excepting those of the Water and Light Department, the Municipal Judge, the City Attorney, or Departments directly supervised by the City Attorney, and she shall perform such other duties as may be prescribed by the Council.
- D. The City Council meets annually to establish and review the City's goals and objectives. Decisions and actions generated as a result of the goal setting sessions supplement the annual budgetary process and serve as a guide in the formulation of the budget. The Interim City Manager will be responsible for pursuing the goals and objectives of the City Council and for providing quarterly reports to the City Council regarding the progress toward achieving the Council's goals and objectives.
- E. The Interim City Manager job description shall be the same as the City Manager job description attached to this Agreement and incorporated by this reference.
- F. It is recognized that the Interim City Manager must devote time outside of normal office hours on business for the City. To that end, the Interim City Manager will be allowed to establish an appropriate work schedule.

SECTION II. TERM.

This Agreement will be effective as of the 3rd day of October, 2016, and will continue until terminated as provided in this agreement, or March 31, 2017, whichever date occurs first.

- A. Nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the City Council to terminate the services of the Interim City Manager at any time, subject only to the provisions set forth in this Agreement.
- B. Nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the Interim City Manager to resign at any time, subject only to the provisions set forth in this Agreement.
- C. The Interim City Manager agrees to remain in the exclusive employ of the City during the term of this Agreement.

SECTION III. TERMINATION.

- A. This Agreement may be terminated at any time by a majority of the City Council or by the Interim City Manager, for any reason whatsoever, upon thirty (30) calendar days written notice to the other Party.
- B. Termination for Cause. In the event of a for-cause termination, this Agreement shall not be deemed to waive statutory or constitutional rights or remedies otherwise available to the Interim City Manager. The Interim City Manager's employment with the City may be terminated immediately in the sole discretion of a majority of the City Council members upon the occurrence of any of the following events:
 - 1. The Interim City Manager fails, refuses, or is unable to comply with the written policies, standards, and regulations of the City that are in existence at the time, or fails, refuses, or is unable to comply with any then-current state or federal laws;
 - 2. Dishonesty in any form;
 - 3. The City Council, after a thorough investigation, has reasonable cause to believe the Interim City Manager has committed fraud, misappropriated City funds, goods, or services, or other acts of misconduct that cause injury to the City or affect the Interim City Manager's ability to perform her job; or
 - 4. The Interim City Manager fails to perform her duties as Interim City Manager faithfully and fully.

SECTION IV. RESIDENCY.

The Interim City Manager will not be required to reside within the City limits during the term of this Agreement.

SECTION V. PERFORMANCE EVALUATION.

A facilitated performance evaluation may be conducted if this agreement extends beyond March 31, 2017, at the discretion of the City Council.

SECTION VI. SALARY AND BENEFITS.

- A. Salary. Starting with the first day of employment and continuing throughout the term of this Agreement, the City will pay the Interim City Manager a monthly salary of \$11,250. The salary will be paid to the Interim City Manager at the same time as all City employees are paid. This salary may be adjusted from time to time, at the discretion of the City Council. The Interim City Manager will receive the same cost of living adjustments that the non-represented full time employees receive.
- B. Vacation. The Interim City Manager will not accrue vacation hours during the term of this Agreement.
- C. Sick Leave. The Interim City Manager will be credited with forty (40) hours of sick leave as of her first day of employment and will subsequently accrue sick leave at the rate of 8 hours per month throughout the term of this Agreement. In the event employment with the City is terminated, either voluntarily or otherwise, unused sick leave will be forfeited and will not be applied toward PERS benefits as the Interim City Manager is a PERS retiree.
- D. Management Leave. The Interim City Manager will be credited with one-hundred-twenty-eight (128) hours of management leave as of her first day of employment. It is compensable only in the form of leave and any unused management leave will be forfeited at termination of employment.
- E. Except as otherwise provided in this Agreement and the Employee Handbook, the Interim City Manager will receive the same benefits as other employees of the City.

SECTION VII. RETIREMENT, DEFERRED COMPENSATION, AND INSURANCE.

- A. Retirement. Due to the Interim City Manager's status as a PERS retiree, the City will not contribute into the Public Employees' Retirement System (PERS), on the Interim City Manager's behalf, as consistent with state law.
- B. The Interim City Manager will be eligible to participate in the City's deferred compensation program.
- C. Health Insurance. At the Interim City Manager's option, the City agrees to provide coverage and make required premium payments for comprehensive medical, dental, and vision plans for the Interim City Manager. The Interim City Manager will pay the same percentage of her coverage premium as do all non-represented full time City employees.
- D. Life Insurance. The City will provide, and make the premium payments for, the same long term disability and/or life insurance coverage for the Interim City Manager as for all non-represented full time City employees.

SECTION VIII. PROFESSIONAL DEVELOPMENT, COMMUNITY INVOLVEMENT, AND EXPENSE.

- A. The City will pay for the Interim City Manager's membership in the Oregon City/County Management Association (OCCMA) and the International City/County Management Association (ICMA).
- B. The City recognizes that certain expenses will be incurred by the Interim City Manager on behalf of the City and agrees to reimburse or pay these expenses upon receipt of appropriate confirmation.

SECTION IX. BONDING.

Pursuant to the City Charter, the Interim City Manager will "give a bond in such amount and with such surety as may be approved by the council." The City has provided for this Charter requirement through CityCounty Insurance Services' excess crime coverage. This insurance meets statutory bonding requirements.

SECTION X. INDEMNIFICATION.

The City agrees that it will defend, hold harmless, and indemnify the Interim City Manager from all demands, claims, suits, actions, errors, or other omissions in legal proceedings brought against the Interim City Manager in her individual capacity, in her official capacity, or in her official capacity as agent or employee of the City, provided the incident arose while the Interim City Manager was acting within the scope of her employment and within the scope of this Agreement. If, in the good faith opinion of the Interim City Manager, a conflict exists regarding the defense of any such claim between the legal position of the City and the Interim City Manager, the Interim City Manager may engage counsel, in which event, the City shall indemnify the Interim City Manager for the cost of legal counsel.

SECTION XI. CONFIDENTIALITY.

- A. The Interim City Manager recognizes that, through her employment with the City, she will have access to confidential information that needs to be protected from improper disclosure. The Interim City Manager agrees that she will not directly or indirectly use any confidential information except as necessary to perform the duties of the Interim City Manager, and will not directly or indirectly divulge such information to anyone outside the City organization without the City's prior written consent, unless required by court order or, if in the opinion of the City Attorney, by state law.
- B. The confidentiality provisions of this Agreement will remain in full force and effect for a period of two years after the termination of this Agreement.

SECTION XII. GENERAL PROVISIONS.

- A. Amendment. Nothing shall restrict the ability of the City and the Interim City Manager to amend the terms of this Agreement. Amendments will be valid only if they are made in writing and are signed by both the City and Interim City Manager.
- B. Severability. If any provision of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable and shall remain in full force and effect.
- C. Choice of Law / Venue. This Agreement shall be governed by, construed, and interpreted in accordance with the laws of the State of Oregon without reference to principles of conflict of laws. In case of a lawsuit arising from this Agreement, for enforcement and/or damages for breach or violation, the parties agree that the venue shall be in Yamhill County Circuit Court, to the exclusion of all other courts in any other venue. The prevailing party in a lawsuit will be entitled to reasonable attorney's fees to be fixed by the trial court. If an appeal is taken from the decision of the trial court, the fees will include any additional sums fixed by the appellate court as reasonable attorney's fees in the appellate court, together with prevailing party costs and disbursements incurred therein.
- D. This Agreement was the result of negotiation by the parties and thus the parties agree that the rule of construction requiring that the Agreement will be construed against the drafter will not apply to the interpretation of this Agreement. Both parties acknowledge that they have read and understand the Agreement, enter into it voluntarily, and have had opportunity to have it reviewed by counsel of their choice.
- E. The failure of either party to enforce any provision of this Agreement will not be construed as a waiver or limitation of that party's right subsequently to enforce and compel strict compliance with every provision of this Agreement.
- F. Merger. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

Council President Kevin Jeffries


Candace Haines

Date

10-19-16

Date

APPROVED AS TO FORM:

City Attorney



City Council- Regular

Meeting Date: 10/25/2016

Subject: Cash and Investment Reports

Submitted For: Marcia Baragary, Finance Director **From:** Ronda Gretzon

AGENDA ITEM:

Cash and Investment Reports - July & August 2016

BACKGROUND:

See attached Cash and Investment Reports.

Attachments

Cash & Investment Report - July 2016

Cash and Investment Report - August 2016

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
July 2016

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$1,050,997.91	\$5,512,376.56	\$6,563,374.47
05	Special Assessment	949.52	71,618.82	72,568.34
07	Transient Lodging Tax	763.90	64,000.00	64,763.90
10	Telecommunications	638.53	1,030.00	1,668.53
15	Emergency Communications	487.75	110,094.81	110,582.56
20	Street (State Tax)	94.53	1,914,296.08	1,914,390.61
25	Airport Maintenance	864.46	854,749.03	855,613.49
40	Public Safety Facility Construction	601.11	2,805.24	3,406.35
45	Transportation	746.25	17,615,149.40	17,615,895.65
50	Park Development	90.19	1,212,885.69	1,212,975.88
58	Urban Renewal	903.83	33,000.00	33,903.83
59	Urban Renewal Debt Service	628.95	167,085.05	167,714.00
60	Debt Service	69.65	710,664.44	710,734.09
70	Building	828.45	690,000.00	690,828.45
75	Sewer	546.69	1,239,956.71	1,240,503.40
77	Sewer Capital	607.26	15,446,103.65	15,446,710.91
79	Ambulance	787.04	459,835.28	460,622.32
80	Information Systems & Services	732.61	209,713.61	210,446.22
85	Insurance Reserve	770.01	1,312,290.54	1,313,060.55
CITY TOTALS		1,062,108.64	47,627,654.91	48,689,763.55

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,062,108.64
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	\$ 7,002,672.34
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.88%	23,486,645.24
N/A	State of Oregon	Park Improvement Bonds (LGIP)	0.88%	827,881.77
N/A	State of Oregon	Transportation Bond (LGIP)	0.88%	15,691,136.72
N/A	MassMutual Financial Group	Group Annuity	3.00%	619,318.84
				<u>\$ 48,689,763.55</u>

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
August 2016

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$184,510.14	\$5,225,999.82	\$5,410,509.96
05	Special Assessment	297.98	169,618.82	169,916.80
07	Transient Lodging Tax	994.51	1,000.00	1,994.51
10	Telecommunications	625.88	11,030.00	11,655.88
15	Emergency Communications	43.98	122,094.81	122,138.79
20	Street (State Tax)	935.86	1,887,901.74	1,888,837.60
25	Airport Maintenance	262.97	884,749.03	885,012.00
40	Public Safety Facility Construction	602.95	2,805.24	3,408.19
45	Transportation	54.18	16,913,352.44	16,913,406.62
50	Park Development	437.76	1,208,520.60	1,208,958.36
58	Urban Renewal	582.00	1,000.00	1,582.00
59	Urban Renewal Debt Service	638.82	166,395.85	167,034.67
60	Debt Service	37.88	133,102.02	133,139.90
70	Building	218.12	706,000.00	706,218.12
75	Sewer	189.99	1,189,660.55	1,189,850.54
77	Sewer Capital	95.60	15,543,103.65	15,543,199.25
79	Ambulance	494.02	403,835.28	404,329.30
80	Information Systems & Services	921.26	207,713.61	208,634.87
85	Insurance Reserve	707.38	1,287,290.54	1,287,997.92
CITY TOTALS		192,651.28	46,065,174.00	46,257,825.28

MATURITY	INSTITUTION	TYPE OF INVESTMENT	INTEREST	CASH VALUE
DATE			RATE	
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 192,651.28
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	\$ 7,002,790.97
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.88%	22,474,043.50
N/A	State of Oregon	Park Improvement Bonds (LGIP)	0.88%	822,250.18
N/A	State of Oregon	Transportation Bond (LGIP)	0.88%	15,146,832.31
N/A	MassMutual Financial Group	Group Annuity	3.00%	619,257.04
				<u>\$ 46,257,825.28</u>



City Council- Regular

Meeting Date: 10/25/2016

Subject:

From: Melissa Grace, City Recorder / Legal
Assistant

AGENDA ITEM:

City of McMinnville Building Division Report for the period ending September 30, 2016.

BACKGROUND:

Attachments

Building Division Report

City of McMinnville

C404 - Privately Owned

Between 09/01/2016 and 09/30/2016

	Class Code	Permits	Bldgs	Houses	Valuation
		84	34	34	\$151,845
	Sub-Totals:	84	34	34	\$151,845
<u>Section I - Residential HouseKeeping Buildings</u>					
One-Family Houses Detached	101	11	11	11	\$2,944,522
	Sub-Totals:	11	11	11	\$2,944,522
<u>Section III - New Non-Residential Buildings</u>					
Other Nonresidential Building	328	1	1	0	\$14,299
Structures Other than Buildings	329	1	0	0	\$2,200,000
	Sub-Totals:	2	1	0	\$2,214,299
<u>Section IV - Additions & Alterations</u>					
Add or Alter Dwellings	434	3	0	0	\$195,000
Add or Alter All Other Buildings and Structures	437	5	0	0	\$426,930
	Sub-Totals:	8	0	0	\$621,930
	Grand-Totals:	105	46	45	\$5,932,596

C404 - Publicly Owned				
Between 09/01/2016 and 09/30/2016				
	Class Code	Bldgs	Houses	Valuation
<u>Section IV - Additions & Alterations</u>				
Add or Alter All Other Buildings and Structures	437	0	0	\$1,100,000.00
	Sub-Totals:	0	0	\$1,100,000.00
	Grand-Totals:	0	0	\$1,100,000.00

Activity Summary Totals Report

Category: BLDG

Issued: 09/01/2016 - 09/30/2016

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	4	\$7,227.47	\$426,930.00
ASFR	3	\$2,189.21	\$195,000.00
NCOM	1	\$24,644.60	\$2,200,000.00
NSFR	11	\$101,111.21	\$2,944,521.82
BLDMAJOR			
ACOM	1	\$112.00	\$0.00
APUB	1	\$6,785.34	\$1,100,000.00
NGAR	1	\$289.00	\$14,298.90
BLDMINOR			
DECK	7	\$1,620.40	\$78,110.80
OTHR	2	\$512.16	\$26,500.00
ROOF	1	\$284.79	\$25,000.00
WALL	1	\$27.04	\$500.00
FLS			
SPRK	4	\$467.12	\$19,310.00
SUPP	1	\$87.68	\$2,424.00
MECH			
COM	4	\$941.29	\$0.00
INS	1	\$47.77	\$0.00
RES	18	\$697.28	\$0.00
MISC			
	19	\$955.00	\$0.00
PLUM			
COM	4	\$3,939.00	\$0.00
IND	1	\$201.60	\$0.00
RES	21	\$1,233.12	\$0.00
Total:	106	\$153,373.08	\$7,032,595.52

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2016 - 09/30/2016

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	8	\$40,294.49	\$2,130,930.00
AINS	1	\$3,824.36	\$240,000.00
ASFR	8	\$5,479.83	\$315,817.70
NCOM	2	\$28,733.50	\$2,726,800.00
NDUP	2	\$23,314.02	\$474,932.40
NOTH	1	\$756.55	\$27,000.00
NSFR	28	\$252,417.21	\$7,477,517.49
BLDMAJOR			
ACOM	1	\$112.00	\$0.00
APUB	1	\$6,785.34	\$1,100,000.00
NGAR	2	\$657.22	\$30,937.62
BLDMINOR			
DECK	8	\$1,748.33	\$83,110.80
FOUN	2	\$428.80	\$21,710.00
OTHR	9	\$2,628.28	\$204,800.00
PATI	2	\$222.24	\$8,434.40
ROOF	8	\$2,964.27	\$347,854.00
WALL	2	\$517.38	\$30,500.00
DEMO			
RES	1	\$80.95	\$4,600.00
FLS			
ALRM	2	\$828.34	\$61,360.00
SPRK	6	\$922.00	\$45,810.00
SUPP	1	\$87.68	\$2,424.00
MECH			
COM	6	\$1,048.81	\$0.00
INS	1	\$47.77	\$0.00
PUB	1	\$202.72	\$0.00
RES	52	\$2,296.98	\$0.00
MISC			
	53	\$36,926.75	\$0.00
PLUM			
COM	8	\$4,924.78	\$0.00
IND	1	\$201.60	\$0.00
PUB	3	\$0.00	\$0.00
RES	58	\$3,113.91	\$500.00

Type	# of Permits	Total Fees	Total Valuation
Total:	278	\$421,566.11	\$15,335,038.41

City of McMinnville - Account Summary Report

For Post Dates 09/01/2016 - 09/30/2016

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1220,1230,1300,1310,1320,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$4,924.26
		<hr/>
		\$4,924.26
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$30,133.20
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$29,002.98
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$1,133.08
		<hr/>
		\$60,269.26
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$3,719.40
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$369.50
		<hr/>
		\$4,088.90
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$7,183.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$359.25
		<hr/>
		\$7,542.25

Total Posted Amount: \$76,824.67

City of McMinnville - Account Summary Report

For Post Dates 07/01/2016 - 09/30/2016

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$11,564.01
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		\$11,564.01
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$70,142.84
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$57,778.90
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$4,679.50
		<hr/>
		\$132,601.24
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$8,812.55
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$656.50
		<hr/>
		\$9,469.05
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$17,411.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$826.75
		<hr/>
		\$18,237.75

Total Posted Amount: \$171,872.05