



AGENDA

**MOLALLA CITY COUNCIL MEETING
December 13, 2023
7:00 PM
Molalla Civic Center
315 Kennel Ave, Molalla, OR 97038**

Mayor Scott Keyser

*Council President Jody Newland
Councilor Terry Shankle
Councilor Eric Vermillion*

*Councilor Leota Childress
Councilor Crystal Robles
Councilor RaeLynn Botsford*

WORK SESSION begins at 6:00pm: Open to the Public, but not open to Public Comment or Testimony

REGULAR COUNCIL MEETING begins at 7:00pm: Open to the Public and open to Public Comment or Testimony. Please fill out a comment card and submit it to the City Recorder, prior to the beginning of the meeting.

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

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. CONSENT AGENDA

- A. Work Session Meeting Minutes – November 8, 2023 **Pg. 3**
- B. City Council Meeting Minutes – November 8, 2023 **Pg. 4**
- C. Special Session of City Council Meeting Minutes – November 15, 2023 **Pg. 8**
- D. Joint Session of City Council & Planning Commission Meeting Minutes – November 15, 2023 **Pg. 9**
- E. Planning Commission Appointment **Pg. 28**

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Protect Molalla PAC (Huff/Long)

5. PUBLIC COMMENT & WRITTEN COMMUNICATIONS

(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)

6. PUBLIC HEARINGS

7. ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2023-32: Adopting a Specific Policy for System Development Charge Calculations in Connection with Commercial to Residential Conversions, as Required by House Bill 2984 (Corthell) **Pg. 29**

B. <u>Resolution No. 2023-33</u> : Certifying the Results of the November 7, 2023 Special Election (Teets)	Pg. 31
C. <u>Resolution No. 2023-35</u> : Authorizing the Sale of General Obligation Bonds and Related Matters (Huff)	Pg. 34
D. <u>Resolution No. 2023-34</u> : Calling for Repeal of Provisions Enacted Pursuant to Oregon Ballot Measure 110 (Keyser)	Pg. 37
8. GENERAL BUSINESS	
A. Police Department – Phase II (Huff/Dodson)	Pg. 39
B. AntFarm – Continued Discussion (Council/Nunpa)	Pg. 74
9. STAFF COMMUNICATION	
10. COUNCIL COMMUNICATION	
A. Letter of Commendation (Keyser)	Pg. 75
11. ADJOURN	



Minutes of the Molalla City Council Work Session

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
November 8, 2023

CALL TO ORDER

The Molalla City Council Work Session of November 8, 2023 was called to order by Mayor Scott Keyser at 6:00pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder.

DISCUSSION ITEMS

A. 2024 Goal Setting Conference – Brainstorming Session

City Manager Huff shared past Goal Setting information with Council. He highlighted areas that would be considered staff priorities and Council priorities.

Mayor Keyser suggested to Council that everyone start submitting topics to staff now.

Council President Newland felt that it would be a good idea to revisit the 2020-2030 Stakeholder Responses from the Molalla Area Vision and Action Plan. The plan is now several years old and items that were priorities are now complete. She feels that the community may have different responses now. A discussion took place regarding loading the survey to the Molalla Current for community input.

Other items of discussion were:

- Educating the public about SDC's
- Quarterly Town Hall meetings
- Holding a Tech Night – How to Sign Up for Text Alerts Using the Molalla Current
- Hold a Mock Meeting at Molalla High School
- Ethics Training
- Educating the public regarding the separation of the City and the School District

[For the complete video account of the City Council Meeting, please go to YouTube "Molalla City Council Work Session – November 8, 2023"](#)

ADJOURN

Mayor Keyser adjourned the meeting at 6:50pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, CMC
City Recorder



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
November 8, 2023

CALL TO ORDER

The Molalla City Council Meeting of November 8, 2023 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder. Jon Legarza, Healthy Sustainable Communities.

APPROVAL OF AGENDA

Approved as present.

CONSENT AGENDA

- A. City Council Meeting Minutes – October 25, 2023

ACTION:

Councilor Childress moved to approve the Consent Agenda; Councilor Vermillion seconded. Motion passed 7-0.

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

NAYS: None

ABSENTIONS: None

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

None.

PUBLIC COMMENT

Kattie Riggs, unincorporated Molalla resident, spoke to Council regarding a community information and engagement session on November 15, 2023 at Molalla River Middle School. The session is to promote the rebuilding of Molalla Middle School.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

None.

GENERAL BUSINESS

- A. Building Resilient Infrastructure Communities (BRIC) Grant Discussion

Jon Legarza with Healthy Sustainable Communities, spoke to Council about additional funding that would benefit the building of the new water reservoir and intake. The grant would benefit capital projects related to the Natural Hazard Mitigation Plan, therefore Mr. Legarza is seeking support from Council.

ACTION:

Councilor Childress moved that the City Council support staff for the submittal of a BRIC Grant application to study, design, and construct a new 2.0 million gallon water reservoir and water intake, further moving that the Mayor is authorized to sign a letter of support for these grant projects, and the City Manager is authorized to sign the necessary application documents; Councilor Vermillion seconded. Motion passed 7-0.

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

NAYS: None

ABSENTIONS: None

B. Molalla Municipal Code Chapter 17-2.2.030 Bars and Taverns – Discussion

City Manager Huff shared a section of the current MMC regarding Bars and Taverns from 2010 stating “must not be located within 500 feet of another Bar or Tavern.” This item was presented to Planning Commissioners on October 4th, who provided a recommendation to Council. The recommendation was to remove the 500-foot standard and merge the Bars and Taverns use with the same category used for restaurants – Commercial and Retail Sales and Services.

Mayor Keyser suggested that Council follow the recommendation made by Planning Commission, with the remainder of Council agreeing via consensus.

C. Civic Center Bathroom and ADA Improvements Contract Award

The City of Molalla earned a CDBG (Community Development Block Grant) for ADA improvements at the Civic Center. Items identified for improvements are the public restroom, sidewalk ramps, and ADA ramp placement at the Civic Center front door. The parking lot is not approved for replacement with these funds.

The responsible bid is by ATK Construction and staff is seeking Council approval. Councilor Robles asked if there was a concern about the bid being significantly lower. Mr. Huff stated that it can be concerning, and staff thoroughly looked at all details. This particular bid is not of concern, as all items were addressed in the bid.

ACTION:

Councilor President Newland moved to accept the bids outlined in the recommendation letter and award the contract to ATK Construction; Councilor Vermillion seconded. Motion passed 7-0.

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

NAYS: None

ABSENTIONS: None

STAFF COMMUNICATION

- City Recorder Teets had nothing to report.
- City Manager Huff had nothing to report.

COUNCIL COMMUNICATION

- Councilor Botsford reminded those that placed a Middle School Cookie Dough order to pick them up. She also announced a fundraiser for a young girl that died tragically last week.
- Councilor Vermillion announced upcoming MRSD Board meeting dates. He also announced the upcoming Food Drive that Molalla Fire Department is hosting.
- Councilor Robles shared that the next meeting at Plaza los Robles will take place on Tuesday, November 21, 2023. She also stated that Molalla Elementary School is holding a Coin Drive to help purchase groceries for local families for Thanksgiving.
- Councilor Shankle had nothing to report.
- Councilor Childress shared that she attended the grand opening for Fair Winds and Flying Axes and felt it will be a great addition to the community.
- Council President Newland had nothing to report.
- Mayor Keyser shared that Trent Beaver was acknowledged by the Country Music Awards, and that his video highlighted Molalla and the surrounding area.

For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Meetings – November 8, 2023

ADJOURN

Mayor Keyser adjourned the meeting at 7:33pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, CMC
City Recorder

Minute Attachments:

- Rebuilding Our Molalla Middle School

DRAFT

REBUILDING OUR MIDDLE SCHOOL



Community Information & Engagement Sessions



The Molalla River School District is hosting a series of community sessions to inform, engage and inspire our community around the potential that exists for our Middle School.



During each session, you can expect to :

- Learn about the plan to rebuild the middle school
- Participate in a "gallery walk" to identify elements and concepts that should be considered in the potential rebuild of our middle school.
- Provide input on design element, concepts and ask questions on the development of new space
- Understand the next steps in the process

DOORS OPEN: 5:30
SESSIONS: 6:00-8:00 PM

LIGHT APPETIZERS WILL SERVED
CHILDCARE WILL BE PROVIDED

SCHEDULE:

- 10/25: Mulino Elementary School
- 11/2: Rural Dell Elementary
- 11/15: Molalla River Middle School
- 11/20: Clarkes Elementary
- 11/21: Molalla Elementary School

For translation services or accessibility requests, please contact lauree.nelzen@molallariv.k12.or.us

LEARN MORE ONLINE AT WWW.MOLALLARIV.K12.OR.US





Minutes of the Molalla City Council Special Work Session

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
November 15, 2023

CALL TO ORDER

The Molalla City Council Special Work Session of November 15, 2023 was called to order by Mayor Scott Keyser at 5:30pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder, Mac Corthell, Assistant City Manager, and Kyle Murphy, Code Compliance Specialist.

Guest speakers: Vahid Brown and Adam Brown, Clackamas County Health, Housing, and Human Services, and Nunpa, Antfarm.

DISCUSSION ITEMS

A. Antfarm Discussion

Nunpa is the founder and executive director of Antfarm, a licensed Occupational Therapist, dealing with those that have issues with mental health and addiction. Nunpa is from the Sandy/Estacada area, where he identified a need for social services for youth. Their accomplishments to date include a café and bakery, cultural arts center, education center, work force program and more. The Antfarm recently opened an office in Molalla, to create outreach services for people in our community.

Vahid Brown, Clackamas County Health, explained the importance of programs like Antfarm partnering with the County. Vahid described areas that would be the County’s responsibility, as funding is available with Council support. Adam Brown acknowledged that rural communities are currently underserved, therefore hoping to partner with agencies such as the Antfarm. The County is seeking a letter of support form the City for a Resource Center in Molalla.

Councilors shared concerns that a Resource Center would be viewed as a Warming Center by some in the community and do not want to create the issues that took place last winter. Adam Brown and Nunpa explained the resources they could provide would assist the ‘whole person’, not just the issue of houselessness. Vahid Brown expressed that the City gets to determine what sort of services are provided.

Council will continue discussion at the next Regular Session.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Special Work Session – November 15, 2023”](#)

ADJOURN

Mayor Keyser adjourned the meeting at 6:23pm.

Scott Keyser, Mayor

Date

ATTEST: _____
Christie Teets, City Recorder



**Minutes of the Joint Session of the
Molalla City Council and Planning Commission
Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
November 15, 2023**

CALL TO ORDER

The Meeting was called to order by Mayor Scott Keyser at 6:30pm.

COUNCIL ATTENDANCE

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

PLANNING COMMISSION ATTENDANCE

Planning Chair Doug Eaglebear, Planning Commissioner Connie Sharp, Planning Commissioner Clint Ancell, Planning Commissioner Martin Ornelas, and Planning Commissioner David Potts.

Absent: Planning Commissioner Jennifer Satter

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager, and Kyle Murphy, Code Compliance Specialist.

Guest Speakers: Alli Langley and Colin McArthur – Cameron McCarthy.
Mike (Ralph) Rodia – OSU Beekeeping Association.

GENERAL BUSINESS

A. Planning Commission Appointment and Process

Currently, there is an opening on Planning Commission. Staff is seeking recommendations from Council on a procedure for Council appointment of a Planning Commissioner. In the past, Council has conducted interviews and selected a member. Mayor Keyser would like applications to go through Planning Commission for review and to bring a recommendation or two for Council to consider. Councilor Childress felt Planning Commissioners were qualified to bring a final candidate to Council for appointment. Planning Chair Eaglebear agreed that it was an appropriate task for Planning Commission to conduct. It was agreed by consensus between the groups that selection would take place at Planning Commission, with the final appointment by City Council.

B. Parks Master Plan Update – Cameron McCarthy Landscape Architecture & Planning

Alli Langley and Colin McArthur of Cameron McCarthy gave a presentation to the group that reflected an update on the Parks Master Plan. The draft is attached to these meeting minutes.

[For the complete video account of the Parks Master Plan Update, please go to minutes 7:38-53:55
“Molalla City Council Meetings – November 15, 2023”](#)

C. Residential Beekeeping & Considerations for the Adoption of Code (Mike Rodia, PhD)

Code Compliance Specialist, Kyle Murphy, introduced Mike Rodia, of OSU Beekeeper Association. A recent complaint regarding residential beekeeping was filed, however the City does not have this addressed in the Code. Mike made a presentation to Council and Commission that reflected sample ordinances and education about beekeeping.

[For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Meetings – November 15, 2023”](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:08pm.

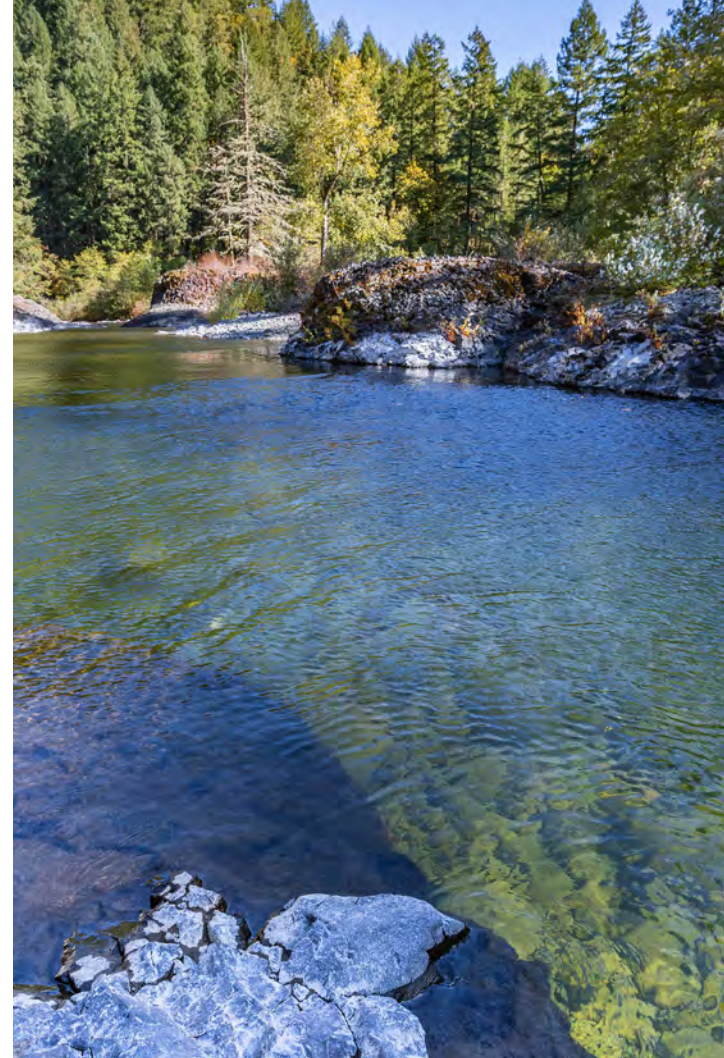
Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, City Recorder

DRAFT



City of Molalla

Parks, Recreation, and Trails System Plan

Joint City Council and Planning Commission

Work Session

Nov. 15, 2023



CAMERON
McCARTHY
LANDSCAPE ARCHITECTURE & P

Agenda

- Planning process
- Demographic analysis
- City achievements
- Parks system inventory
- Community involvement
- Discussion

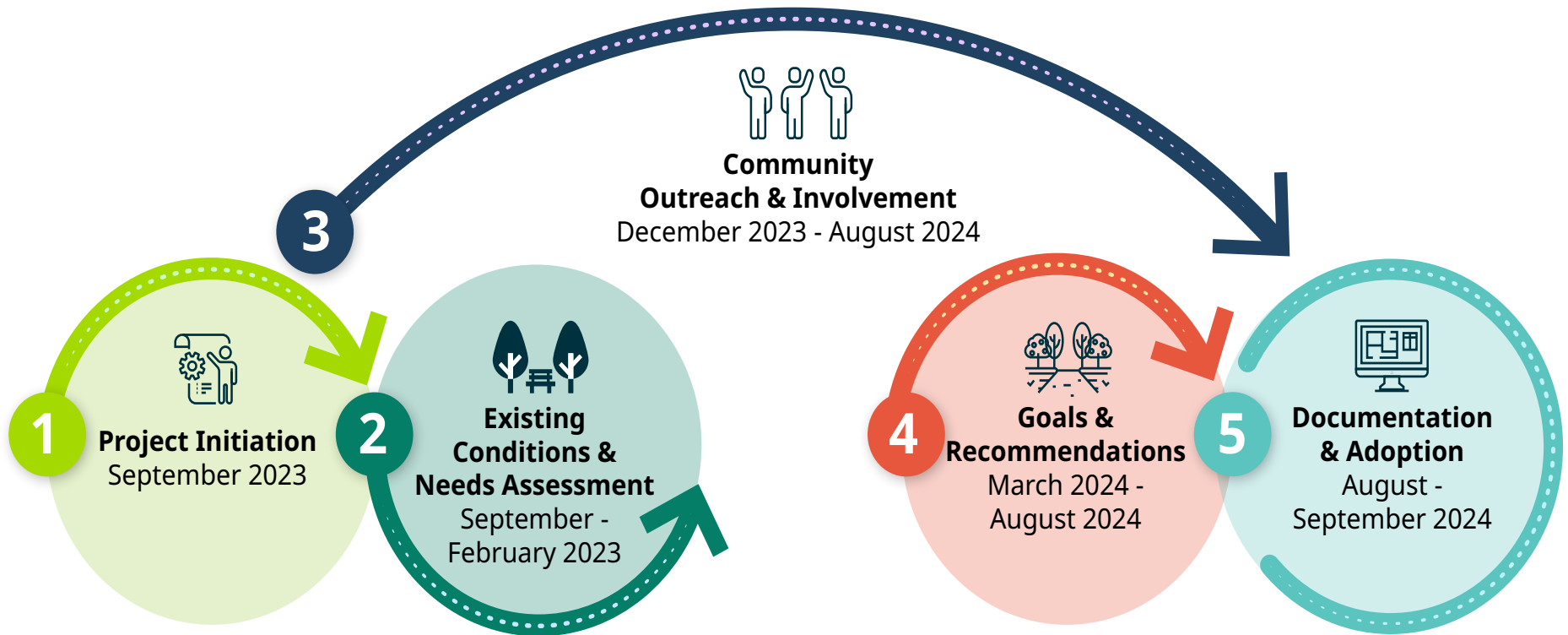


A Parks & Recreation System Plan:

- Provides community vision for the parks system
- Helps leverage funding
- Prioritizes parks and projects in budget process
- Facilitates relationship building
- Guides efforts to meet needs of current and future residents



Planning Process



Planning Process



Community Profile & Demographic Trends

Historic & Future Population Forecast

Year	2010	2020	2022	2030	2040
Population	8,108	10,228	10,298	12,515	15,141

Racial Composition, 2010-2020

	White	American Indian or Alaska Native	Asian	Black	Native Hawaiian or Pacific Islander	Other	Two or More
2010	86.9%	1.1%	0.8%	0.6%	0.3%	7.5%	2.9%
2020	79.8%	0.9%	1.0%	0.5%	0.3%	8.0%	9.6%

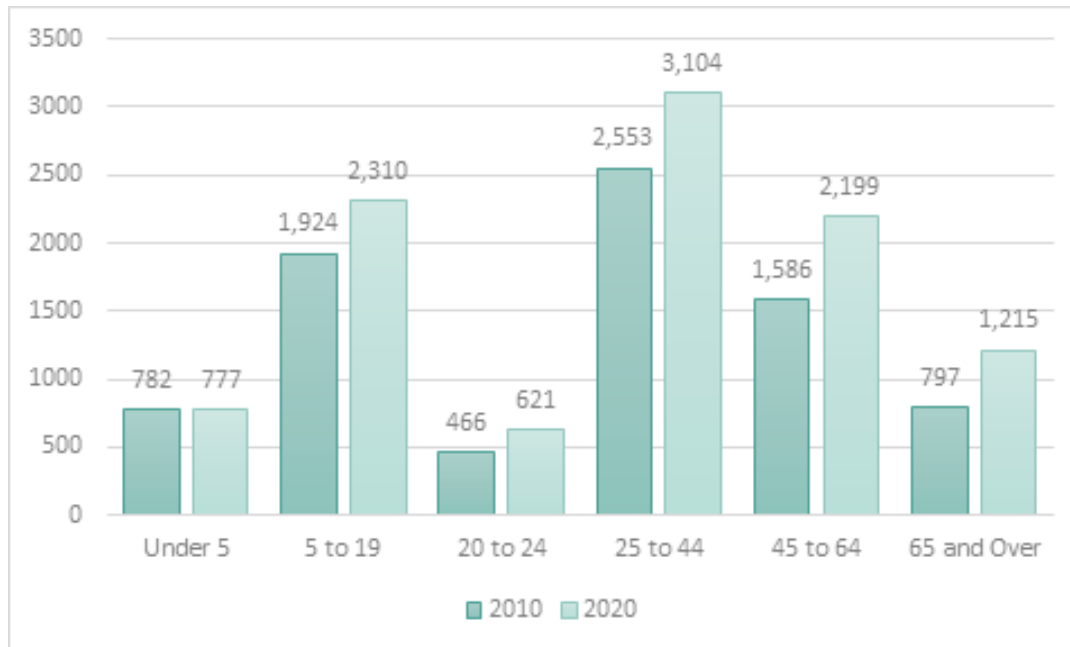
Hispanic / Latino Identity, 2010-2020

	Hispanic or Latino	Non-Hispanic or Latino
2010	14%	86%
2020	16%	84%



Community Profile & Demographic Trends

Molalla Population by Age



Community Profile & Demographic Trends

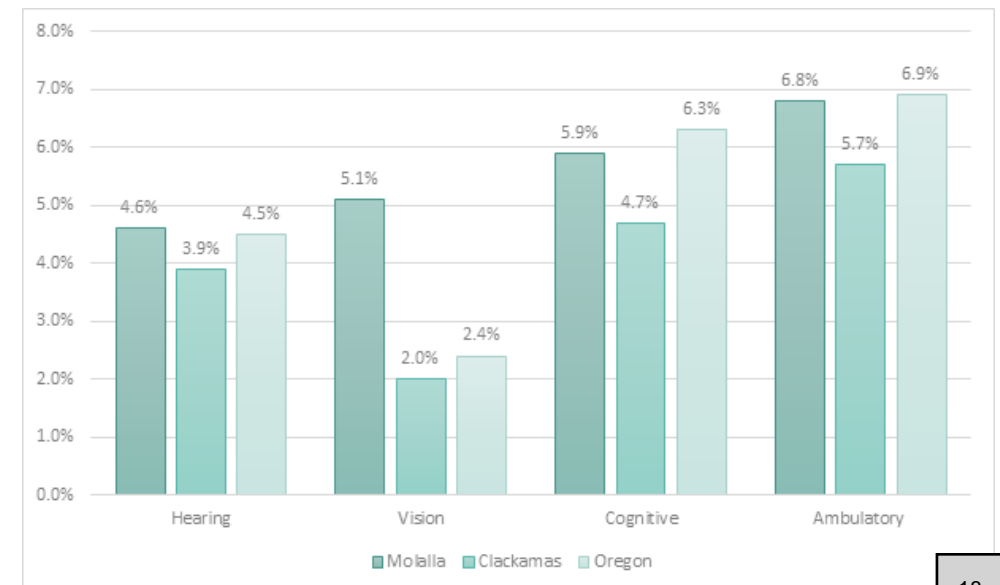
Income & Poverty

	Molalla	Clackamas County	Oregon
Median Household Income	\$74,718	\$97,416	\$70,084
Median Family Income	\$93,548	\$106,288	\$93,384
Per Capita Income	\$31,626	\$45,140	\$37,816
Families below Poverty Level	6%	5%	8%
Adults below Poverty Level	10%	8%	11%

Educational Attainment

	Molalla	Clackamas County	Oregon
High School	94%	94%	92%
Bachelor's Degree or Higher	16%	39%	35%

Disability Statistics



Recent City & Community Achievements

- New playground equipment: Strawberry Park and Fox Park
- Pickleball courts at Long Park
- Disc golf at Ivor Davies Park
- ADA paths at Clark Park



Existing Parks

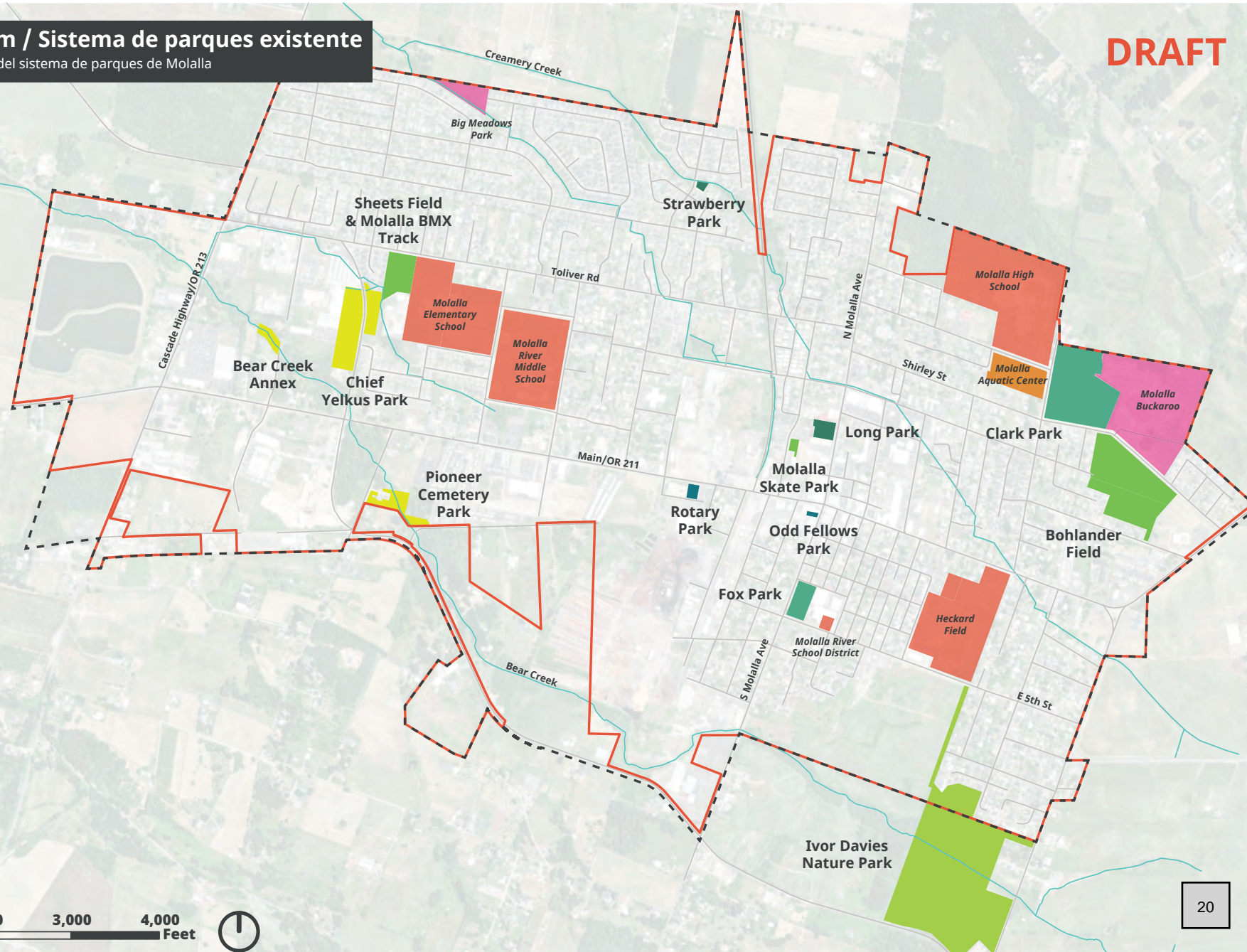
DRAFT

Existing Park System / Sistema de parques existente

Molalla Parks System Plan / Plan del sistema de parques de Molalla

LEGEND / LEYENDA

- City Limits / Límites de la ciudad
 - Urban Growth Boundary / Límite de crecimiento urbano
 - Streets / Calles
 - Streams / Arroyo
-
- ### CITY PARKS / PARQUES DE LA CIUDAD
- Mini Park / Miniparque
 - Neighborhood Park / Parque del barrio
 - Community Park / Parque comunitario
 - Special Use Park / Parque de uso especial
 - Natural Area Park / Parque natural
 - Potential Parkland / Parque Potencial
-
- ### ADDITIONAL FACILITIES / INSTALACIONES ADICIONALES
- Aquatic District/ Distrito Acuático
 - School District/ Distrito Escolar
 - Private Land / Terreno privado



Facility Inventory

City Owned

EXISTING CITY PARKLAND	ACRES
Mini Parks	
Odd Fellows Park	0.14
Rotary Park	0.44
Neighborhood Parks	
Long Park	0.25
Strawberry Park	1.09
Community Parks	
Clark Park	1.96
Fox Park	13.00
Special Use Parks	
Bohlander Field	14.01
Molalla Skate Park	0.34
Sheets Field & Molalla BMX Track	3.39
Open Space	
Ivor Davies Nature Park	42.46
TOTAL	77.09

POTENTIAL CITY PARKLAND	ACRES
Bear Creek Annex	0.91
Chief Yelkus Park	6.85
Pioneer Cemetery Park	2.37
TOTAL	10.13

TRAILS	MILES
Ivor Davies Path	0.71
Toliver Path	0.15
TOTAL	0.86



Facility Inventory

Not City Owned

ADDITIONAL PUBLIC PARKLAND	ACRES
Molalla Elementary School	19.47
Molalla River Middle School	17.90
Molalla High School	28.66
Heckard Field	18.45
Molalla Aquatic District	4.71
TOTAL	89.18

PRIVATE PARKLAND	ACRES
Big Meadows Park (HOA)	2.61
Molalla Buckeroo	26.13
TOTAL	26.74



Community Involvement

Essential Perspectives

- Youth
- Seniors/elders
- Latino residents
- People with disabilities
- Low-income households
- Community development, conservation, and public health advocates
- Existing park users and event organizers
- Businesses and nonprofits

Methods & Activities

- Project advisory committee
- Stakeholder interviews
- Online survey
- Community events
- Project webpage, flyers, social media, newsletters
- Spanish and English



Discussion



Any questions or feedback so far?

Discussion: Concerns & Opportunities



What are some challenges the community faces when using existing parks, facilities, and services?

- Access, transportation, mobility
- Cost
- Maintenance
- Info about facilities & activities

Discussion: Concerns & Opportunities



What facilities or services are most needed?

What improvements would make the parks system more usable or enjoyable?

Discussion: Concerns & Opportunities

How could park and recreation improvements contribute to or align with other community goals?

- **Public health**
- **Economic development**
- **Environmental conservation**
- **Social equity**



CITY OF MOLALLA

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

Staff Report

Agenda Category: Consent Agenda

Agenda Date: December 13, 2023

From: Christie Teets, City Recorder
Approved by: Dan Huff, City Manager

SUBJECT: Planning Commission Appointment

FISCAL IMPACT: N/A

RECOMMENDATION/RECOMMEND MOTION: Recommendation to approve Planning Commission appointment.

BACKGROUND:

There has been a recent opening of the Planning Commission, that has been advertised since September. The deadline for applications was November 30, 2023. Planning Commission held interviews at the December 6, 2023 meeting and per Mayor and Council direction, is recommending an individual for consideration.

Planning Commissioners are requesting that City Council appoint Brady Rickey to the open Planning Commission position. Mr. Rickey is prepared to begin his appointment at the January 2024 Planning Commission meeting.



CITY OF MOLALLA

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

Staff Report

Agenda Category: Resolutions

December 13, 2023

From: Mac Corthell, Assistant City Manager
Approved by: Dan Huff, City Manager

SUBJECT: Resolution 2023-32, SDC Policy for Commercial to Residential Conversions

FISCAL IMPACT: All Transportation SDC's owing for Commercial to Residential Conversions

RECOMMENDATION/RECOMMEND MOTION: Adopt.

I move the Molalla City Council adopt resolution 2023-32 A RESOLUTION ADOPTING A SPECIFIC POLICY FOR SYSTEM DEVELOPMENT CHARGE CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL CONVERSIONS, AS REQUIRED BY HOUSE BILL 2984

BACKGROUND:

A new bill, HB2984, will take effect January 1, 2024. The Bill allows for conversion of Commercially zoned Properties to Residential Use whether in existing structures or new development.

The bill also provides that any Transportation, Storm, and Parks SDC's owing on a Commercial to Residential conversion cannot be charged unless a specific policy is adopted prior to December 31, 2023.

This resolution changes nothing about how SDC's are charged. It preserves the right of the City to charge SDC's on Commercial to Residential conversions if the impact of the new development exceeds the credit on the property, exactly as SDC's are charged now in accordance with state law.



RESOLUTION NO. 2023-32

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
ADOPTING A SPECIFIC POLICY FOR SYSTEM DEVELOPMENT CHARGE
CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL
CONVERSIONS, AS REQUIRED BY HOUSE BILL 2984**

WHEREAS, House Bill 2984 (“HB 2984”) amended ORS 197.308 to allow the conversion of buildings from commercial to residential use within urban growth boundaries of cities with a population of 10,000 or greater, under certain conditions; and

WHEREAS, the current population of the City of Molalla (the “City”) is greater than 10,000 people; and

WHEREAS, HB 2984, Section 1(5)(c) permits cities to charge system development charges (“SDCs”) in connection with a commercial to residential use conversion for a contemplated housing development if “(A) the charge is calculated pursuant to a specific adopted policy for commercial to residential conversions adopted on or before December 31, 2023; or (B) the charge is for water or wastewater and includes an offset for at least 100 percent of the water or wastewater system development charges paid when the building was originally constructed;” and

WHEREAS, the City Council believes that there is no need to amend the current SDC rates, methodologies or code language to address the requirements of HB 2984, but rather believes the City may adopt a policy consistent with each of those in order to calculate SDCs in connection with commercial to residential conversions pursuant to HB 2984.

NOW THEREFORE, the City of Molalla Resolves as follows:

Section 1. Consistent with Section 13.14.110 of the Molalla Municipal Code, the City shall impose applicable system development charges upon a change of use from commercial to residential under HB 2984, provided that a credit against the charge for residential use shall be given for any previous SDCs paid for the existing commercial use. Any such credit shall not exceed the new SDC and. no refund shall be made on account of such credit.

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

Signed this 13th day of December 2023.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

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

Staff Report

Agenda Category: Ordinances & Resolutions

Agenda Date: December 13, 2023

From: Christie Teets, City Recorder
Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2023-33: Certifying the Results of the November 7, 2023 Special Election

FISCAL IMPACT: \$16,000,000

RECOMMENDATION/RECOMMEND MOTION: Approve Resolution No. 2023-33

BACKGROUND:

City Council approved Resolution No. 2023-18, Calling a Measure Election for General Obligation Bonds for a new Police Station on June 28, 2023.

The election results from the November 7, 2023 Special Election have been certified by the Clackamas County Elections Division and require acceptance by City Council.



RESOLUTION NO. 2023-33

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
CERTIFYING THE RESULTS OF THE NOVEMBER 7, 2023 SPECIAL ELECTION**

WHEREAS, the Molalla City Council approved Resolution No. 2023-18, Calling a Measure Election for General Obligation Bonds for a new Police Station on June 28, 2023; and

WHEREAS, the election results from the November 7, 2023 Special Election have been certified by the Clackamas County Elections Division.

Now, Therefore, the City of Molalla Resolves:

Section 1. The certified election results attached to this resolution as "Exhibit A" are now made a part of the record of proceedings of the City Council.

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

Signed this 13th day of December 2023.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

Canvass Results Report

Official Ballots

Run Time 3:46 PM
Run Date 11/30/2023

Clackamas County

November 7, 2023 Special Election

11/7/2023

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Official Results

Registered Voters
49016 of 151881 = 32.27%

Precincts Reporting
55 of 55 = 100.00%

City of Molalla Measure 3-602 - Referred to the People by the City Council

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Miscellaneous Write-Ins	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
111	935	929	1,864	0	0	0	1,864	1,864	6,628	28.12%
Totals	935	929	1,864	0	0	0	1,864	1,864	6,628	28.12%

CERTIFIED COPY OF THE ORIGINAL
CATHERINE MCMULLEN, COUNTY CLERK

BY: 



CITY OF MOLALLA

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

Staff Report

Agenda Category: Ordinances and Resolutions

Agenda Date: December 13, 2023

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

SUBJECT: Resolution No. 2023-35: Authorizing the Sale of General Obligation Bonds to fund a new Police Facility

FISCAL IMPACT: \$16,000,000

BACKGROUND:

Included with this memo is a Resolution Authorizing the Sale of General Obligation Bonds (GO Bonds) to construct a new Police Facility. This Resolution was prepared by our Bond Council (Attorney) and we will work with our engaged Fiduciary agent D.A. Davidson to move through this process.

Based on the expected timeline, it takes approximately 10 to 12 weeks to complete the Bond sale process. Bond funds would be available sometime in mid-March.

RECOMMENDATION/RECOMMEND MOTION: Adoption



RESOLUTION NO. 2023-35

A RESOLUTION OF THE CITY OF MOLALLA, OREGON AUTHORIZING THE SALE OF GENERAL OBLIGATION BONDS AND RELATED MATTERS.

WHEREAS, the City Council of the City of Molalla, located in Clackamas County, Oregon (the “City”) adopted a resolution on June 28, 2023 authorizing submission to the voters of the City of a ballot measure authorizing the City to issue general obligation bonds to finance capital costs as described in the ballot measure (the “Measure”); and,

WHEREAS, the election was duly and legally held on November 7, 2023 (the “2023 Bond Election”) and the general obligation bonds were approved by a majority of the qualified voters of the City voting at the election; and,

WHEREAS, it is now desirable to authorize the sale of the general obligation bonds authorized by the 2023 Bond Election in an aggregate principal amount not to exceed \$16,000,000 (the “Bonds”); and,

WHEREAS, the City anticipates incurring expenditures (the “Expenditures”) to finance the costs of the new police station and related facilities projects described in the Measure (the “Project”) and wishes to declare its official intent to reimburse itself for any Expenditures it may make on the Project from the proceeds of the Bonds which may be issued as tax-exempt obligations in one or multiple series.

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES as follows:

Section 1. Bonds Authorized. The City hereby authorizes the issuance of the Bonds as described in the Measure.

Section 2. Delegation. The City Manager, the Finance Director, or the person designated by the City Manager or the Finance Director to act on behalf of the City pursuant to this Resolution (each a “City Official”) may, on behalf of the City and without further action by the Council:

- 1) Sell and issue all or any portion of the Bonds in one or more series, which may be sold at different times.
- 2) Participate in the preparation of, authorize the distribution of, and deem final any official statement or other disclosure documents relating to each series of the Bonds.
- 3) Establish the form, final principal amounts, payment terms, prepayment terms and other terms of each series of the Bonds.
- 4) Execute and deliver a bond declaration for each series of the Bonds specifying the terms under which each series of the Bonds are issued and making covenants for the benefit of Bond owners and any providers of credit enhancement for the Bonds.
- 5) Solicit competitive bids for the purchase of each series of the Bonds and award their sale to the bidder offering the most favorable terms to the City, select one or more commercial banks or other lenders and negotiate the sale of any series with those commercial banks or lenders, or negotiate the terms of the sale of each series of Bonds with an underwriter, and sell that series to the underwriter.

- 6) Undertake to provide continuing disclosure for each series of the Bonds and to comply with Rule 15c2-12 and any other applicable requirements of the United States Securities and Exchange Commission and any other federal agencies.
- 7) Apply for ratings for each series of the Bonds, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancement for each series of the Bonds, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.
- 8) Engage the services of paying agents and any other professionals whose services are desirable for each series of the Bonds and negotiate the terms of and execute any agreements with such professionals.
- 9) Determine whether each series of the Bonds will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended (the "Code"), or is includable in gross income under the Code. If a series bears interest that is excludable from gross income under the Code, the City Official may enter into covenants to maintain the excludability of interest on that series of the Bonds from gross income.
- 10) Designate any series of Bonds as "qualified tax-exempt obligations" under Section 265(b)(3) of the Code, if applicable.
- 11) Execute and deliver any documents and take any other action in connection with each series of the Bonds which the City Official finds is desirable to permit the sale and issuance of that series of the Bonds in accordance with this Resolution.

Section 3. Security for Bonds. The Bonds shall be general obligations of the City. Pursuant to Oregon Revised Statutes Section 287A.315, the City hereby pledges its full faith and credit and taxing power to pay the Bonds, and the City covenants for the benefit of the Bond owners that the City shall levy annually, as provided by law, in addition to its other ad valorem property taxes and outside the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution, a direct ad valorem tax upon all of the taxable property within the City in sufficient amount, after considering discounts taken and delinquencies that may occur in the payment of such taxes, to pay the Bonds promptly as they mature.

Section 4. Declaration of Intent to Reimburse. The City hereby declares its official intent pursuant to Section 1.150-2 of the Treasury Regulation to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds. The City Manager and Finance Director are hereby authorized to make future declarations of intent to reimburse under Section 1.150-2 of the federal Income Tax Regulations, on behalf of the City and without further action by the City Council. All such future declarations shall be in writing and the original or a certified copy of each declaration shall be maintained in the public records of the City.

Section 5. Effective Date. This resolution is effective immediately upon adoption.

Signed this 13th day of December 2023.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

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

Staff Report

Agenda Category: Ordinances & Resolutions

Agenda Date: December 13, 2023

From: Scott Keyser, Mayor

Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2023-34: Calling for a Repeal of Provisions Enacted Pursuant to Oregon Ballot Measure 110

FISCAL IMPACT:

RECOMMENDATION/RECOMMEND MOTION: Approve/amend/deny Resolution. No. 2023-34

BACKGROUND:

This Resolution was brought to Staff by Mayor Keyser and is for Council-led discussion.



RESOLUTION NO. 2023-34

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
CALLING FOR REPEAL OF PROVISIONS ENACTED PURSUANT TO
OREGON BALLOT MEASURE 110**

WHEREAS, Oregon Ballot Measure 110 was passed by voters in the November 2020 General Election with the promise of reducing crime, improving public safety and saving lives; and

WHEREAS, our observation of Measure 110 since passage shows the Measure has had the opposite effect, contributing to an increase in overdose deaths, criminal activity, public nuisance, and a diminished quality of life for Oregon residents; and

WHEREAS, Measure 110 has reduced the deterrent effect of drug laws, making it more likely that people would use harmful drugs such as fentanyl, methamphetamine, and heroin; and

WHEREAS, law enforcement and criminal justice professionals are reporting that Measure 110 has made it more difficult to motivate drug users to enter treatment programs; and

WHEREAS, we, the Molalla City Council, believe the derogatory effects and long-term threats to the health, safety, and welfare of this City's residents resulting from Measure 110's passage should be acknowledged and that Measure 110 should be repealed;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Molalla City Council that;

Section 1. The provisions enacted pursuant to Oregon Ballot Measure 110 need to be repealed to protect public health, safety, and welfare.

Section 2. The Oregon Legislature must immediately take all actions necessary to repeal the provisions enacted pursuant to Oregon Ballot Measure 110.

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

Signed this 13th day of December 2023.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

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

Staff Report

Agenda Category: General Business

Agenda Date: December 13, 2023

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

SUBJECT: Police Facility – Architects Phase II Contract Approval

FISCAL IMPACT: \$1,451,450

BACKGROUND:

Included with this memo is a cover memo from our Police Facility Project Manager, Joshua Dodson as well as a Phase II Proposal from Mackenzie Architects for the remainder of the Police Facility project. Council will recall that we staged this project to “pause” while the election process progressed Phase I design services included programming and schematic design, land use process and minor permitting work. Now that the election is complete, we can move into the following architectural stages:

- Design Development
- Construction Documents
- Permitting
- Bidding and Construction

We anticipated being in this position when we prepared the 2023-2024 Budget and identified “gap funding” if needed until Bond funds are available. We have kept preliminary work to the minimum, and we have enough funding available to carry us through until Bond availability.

Specifics to Mackenzie Architect’s Phase II proposal are attached.

RECOMMENDATION/RECOMMEND MOTION: Approval

December 5, 2023

MEMO: Mackenzie Architects Phase 2 Fee Recommendation for Approval

Mr. Huff,

Below is the updated proposal fee matrix from Mackenzie Architects to provide the remaining professional design services for the new Molalla Police Facility now that the bond has passed. Through recent negotiations we have been able to keep within our original design budget. Completed Phase 1 design services included programming and schematic design, land use and partial permitting work which have already been expensed to the project to date at under \$500K total. This next **Phase 2** will include design development, construction documents, permitting, bidding and construction administration at a fee of **\$1,451,450**, including reimbursables.

The fee remains reasonable and within industry standards and I recommend its approval before City Council on December 13, 2023.

Programming, Schematic Design (SD), Land Use Phase expenditures under \$500K already incurred

FEE SUMMARY

Our fees fixed fee (hourly estimate were noted), and associated billing numbers for the disciplines and related design services described above are as follows:

Discipline/Phase:	DD (.04)	CD (.05)	Permit (.06) (c)(d)	Bid (.09) (c)	CCA (.08) (c)(d)	SUBTOTAL
Basic Services	\$318,450	\$401,450	\$36,100	14,500	444,000	\$1,214,500
Low Voltage and Security Design (a)	\$7,830	\$11,480			\$4,840	\$24,150
Commissioning Integration Cx (a)					\$16,400	\$16,400
Energy Trust of Oregon (a)	\$11,800	\$11,000				\$22,800
Signage and Wayfinding (a)	\$4,100	\$8,750			\$1,900	\$14,750
Furniture Planning (a)	\$12,000	\$18,500				\$30,500
MEP Early Procurement (a)	\$21,900					\$21,900
Early Site and Foundation Permit (a)	\$34,000		\$19,000	\$5,000		\$58,000
SUBTOTAL	\$410,080	\$451,180	\$55,100 (c)	\$19,500 (c)	\$467,140 (c)	\$1,403,000
Reimbursables (b)	\$7,250	\$10,750	\$1,700	\$500	\$18,750	\$38,950
Utility Coordination (c) – Billed to .10	\$4,000	\$5,500				\$9,500
ESTIMATED TOTAL	\$421,330	\$467,430	\$56,800	\$20,000	\$485,890	\$1,451,450

Please let me know if you have any questions.

Joshua Dodson, Project Manager
Joshua.dodson@otak.com, 503.754.2546 cell

November 1, 2023

City of Molalla
Attention: Dan Huff – City Manager
PO Box 248
Molalla, OR 97038

Re: **Molalla Police**
Phase II – Design Services DD thru CCA
Project Number 2220182.04

Dear Dan:

Mackenzie appreciates this opportunity, and we are pleased to present to City of Molalla (“Client”) the following Scope of Services and fee proposal for your new police station. Mackenzie’s integrated team of design professionals will provide architecture, interior design, land use planning, landscape architecture, civil engineering, traffic engineering, and structural engineering services for the above project. In addition, Mackenzie will retain Interface Engineering for mechanical, electrical, plumbing, and low-voltage engineering services; and ColeBreit Engineering (subconsultant to Interface) for energy modeling consulting to complete the team. See attached proposals from our consultants (Attachments C and D).

Our Basis of Design along with our detailed Scope of Services by phase is as follows:

BASIS OF DESIGN

The following describes in detail the elements that define the basis of our proposal.

1. This is a continuation of Phase I of this project which included Pre-Design and Programming, Schematic Design, and Land Use Review.
2. The City of Molalla intends to build a new police station at the 1.15-acre and adjacent 0.44-acre City owned lot at 150 Grange Avenue. This is currently the location of the old bowling alley which has been demolished in spring 2023 as part of Phase I of this project.
3. The schematic design documents dated March 27, 2023, for this project establish the building basis of design, and no significant modifications of site layout or floor plans are anticipated as the project has received land use approval thru the City of Molalla. The building will be designed as a Risk Category IV structure (essential facility) per code requirements.
4. The project is planned to comply with the City of Molalla “Sustainability Facility Standards and Guidelines” policy number 125-6-010.
5. Rooftop solar panels will be provided to meet the State 1.5% Green Energy Technology requirement.
6. As determined during Schematic Design half-street improvements on the Grange frontage are not required.
7. The project is to be delivered through a CM/GC construction process with an emphasis on Target Value Delivery. P&C Construction has been selected as the CM/GC.
8. Client’s General Contractor will provide fire suppression/fire alarm, solar panel support, and landscape irrigation on a design-build basis. The Client's General Contractor and design-build trades will provide timely information



and coordination with Mackenzie and our consultants as needed to maintain the project schedule and development of the design. We have included typical levels of coordination during each phase.

9. The City will hire geotechnical, special inspections, commissioning, and hazardous material consulting services necessary on the project directly, and Mackenzie will coordinate with them as necessary.
10. The City has funded the design and construction of the facility with a general obligation bond. The construction budget for the building is \$17.6 million based on the P&C Construction Company schematic design estimate dated April 19, 2023.
11. It is understood that the primary Core Team for the Client will comprise City Manager Dan Huff, Chief Chris Long, Bobby Call, Nicole Ricker, and Mac Corthell. In addition, Joshua Dodson will act as Owner’s project manager.
12. The City has elected to pursue phased permits for the project to capture as much of the summer months in 2024 as outlined in the attached schedule (Attachment E) as well as an early procurement package for long lead items. These two (2) packages will be based off the Design Development package.
 - A. The early MEP procurement package will include:
 - I. Generator.
 - II. Switchboards.
 - III. I-Line Panels.
 - IV. Group metering.
 - V. HVAC units.
 - B. The site and foundation package will include:
 - I. Site grading and utilities.
 - II. Building foundations and slab on grade.
 - III. Below grade utilities to facilitate slab on grade (plumbing, electrical, etc.).

SCOPE OF SERVICES

We have organized our Scope of Services into the following phases of work, which are detailed below:

1. PHASE I – Previously completed under a separate agreement.
 - A. Pre-Design and Programming.
 - B. Schematic Design.
 - C. Land Use Review.
2. PHASE II
 - A. Design Development.
 - I. Early MEP procurement package
 - II. Site and foundation package
 - B. Construction Documents.
 - C. Permitting.
 - D. Subcontractor Bid Assistance and GMP Review.
 - E. Construction Contract Administration.

In the event of a conflict between “Exhibit A-Statement of Work” in the contract and this scope of work document, this exhibit shall control.

DESIGN DEVELOPMENT

Time Duration: see attached schedule

Upon written approval to proceed by Client, provide Design Development documents based on approved Schematic Design documents. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of plans, sections, elevations, and typical construction/finish details, and may include interior equipment and/or furniture layouts.

Design Development shall include:

1. Meeting(s): Coordinate and attend up to ten (10) progress and coordination meetings with the Client. At these meetings, we will review overall progress of the design and other action items, including milestone reviews of the Construction Document set as it is developed. Mackenzie disciplines will attend these meetings as follows:
 - A. Project manager: Ten (10) total meetings, (5) virtual.
 - B. Architectural: Ten (10) total meetings, (5) virtual.
 - C. Interiors: Four (4) total meetings.
 - D. Structural: Two (2) total meetings, virtual.
 - E. Civil and landscape: Three (3) total meetings, virtual.
 - F. MEP: See attached consultant proposal.
2. Develop preliminary building code analysis to establish type of construction, use, occupancy, required separations, existing, preliminary fire/life/safety review, vertical circulation, shaft, and plumbing criteria.
3. Interior design concepts will be refined from the approved schematic design documents to include informal sketches to convey interior/architectural design elements of floors, ceilings, and walls related to application of finishes and specialty casework at public area.
4. Refine approved interior finish material palettes for all areas, including lighting concepts.
5. Outline of material/finish selection specifications.
6. Issue 100% Design Development set for Client review and CM/GC pricing.
7. Update project cost summary with construction pricing provided by CM/GC.
8. Obtain written approval from Client to proceed with Construction Documents and submit for site and foundation permit (see supplemental services below).
9. The following items modify the scope defined in “Exhibit A-Statement of Work” in contract.
 - A. Remove section A.3.10 as this scope will be responsibility of CM/GC.
 - B. Remove section A.3.11 as Target Value Delivery approach is intended to replace value engineering.
 - C. Remove section A.3.13 as the SEED scope is not desired by Client.
 - D. Remove section A.3.14 as the Fine Arts are only required for State buildings.

Deliverables

1. Design Development Set to include the following:
 - A. Drawings identified in the 100% Schematic Design set, further developed.
 - B. Cover/title sheet.
 - C. Civil/Landscape Drawings.
 - I. Site Plan.
 - II. Grading Plan.
 - III. Utility Plan.
 - IV. Erosion Control 1200-C Plans.
 - V. Civil Details Sheet(s).

- VI. Planting Plan.
- VII. Design/Build Irrigation Plan.
- D. Architecture/Interior Design Drawings.
 - I. Slab plans.
 - II. Exterior and interior architectural details.
 - III. Interior finish details and schedules.
 - IV. Interior elevations.
 - V. Casework plans and elevations.
 - VI. Window, door, and hardware schedules.
 - VII. Interior furnishing layouts.
- E. Structural Drawings.
 - I. General Notes.
 - II. Foundation and roof framing Plans.
 - III. Structural Details.
- F. Other documents.
 - I. Specifications.
 - II. Updated jurisdictional fee estimate.
 - III. Preliminary Drainage Report.

CONSTRUCTION DOCUMENTS

Time Duration: see attached schedule

Upon written approval to proceed by Client, provide Construction Documents based on the approved Design Development documents. The Construction Documents shall set forth in detail the requirements for construction of the project.

1. Meeting(s): Coordinate and attend up to six (6) progress and coordination meetings with the Client. At these meetings, we will review overall progress of the design and other action items, including milestone reviews of the Construction Document set as it is developed. Mackenzie disciplines will attend these meetings as follows:
 - A. Project manager: Six (6) total meetings, (3) virtual.
 - B. Architectural: Six (6) total meetings, (3) virtual.
 - C. Interiors: Three (3) total meetings.
 - D. Structural: Two (2) total meetings, virtual.
 - E. Civil and landscape: Two (2) total meetings, virtual.
 - F. MEP: See attached consultant proposal.
2. Provide Construction Documents consisting of drawings and specifications, architectural site plan, landscape, civil, architectural, interiors, and structural plans and details.
3. Update and finalize building code analysis and incorporate into Construction Documents.
4. Issue 90% Construction Documents for Client to review.
5. Meeting: Meet with Client to review 90% Construction Documents.
6. Continue to develop and refine documents based on review of 90% Construction Document set.
7. Meeting: Project principal, project manager, project architect to attend City Council meeting to review project status.
8. Obtain written approval from Client to submit for permit.
9. The following items modify the scope defined in "Exhibit A-Statement of Work" in contract.
 - A. Remove section A.4.16 as the SEED scope is not desired by Client.
 - B. Remove section A.4.17 as the Fine Arts are only required for State buildings.

Deliverables

1. Construction Document Set to include the following:
 - A. Cover/title sheet.
 - B. Civil/Landscape Drawings.
 - I. Existing Conditions Plan.
 - II. Demolition Plan.
 - III. Site Plan.
 - IV. Grading Plan.
 - V. Utility Plan.
 - VI. Erosion Control 1200-C Plans.
 - VII. Civil Details.
 - VIII. Planting Plan.
 - IX. Design/Build Irrigation Plan.
 - C. Architecture/Interior Design Drawings.
 - I. Slab plans.
 - II. Casework plans and elevations.
 - III. Window, door, and hardware schedules.
 - IV. Listed UL details and assemblies.
 - D. Structural Drawings.
 - I. General Notes.
 - II. Foundation and Framing Plans.
 - III. Structural Details.
 - E. Other documents.
 - I. Specifications.
 - II. Structural engineering calculations.
 - III. Final Drainage Report.
2. Updated jurisdictional fee estimate.

PERMITTING ASSISTANCE

Time Duration: see attached schedule

Mackenzie’s involvement in permitting of the project includes submitting for and resolving (to the extent defined below), plan review comments for the following permits:

- A. Building Permit Authorization form through Molalla Planning Department.
- B. Parking lot/paving/landscaping permit through Molalla Planning Department.
- C. Building Permit through Clackamas County.
- D. Grading permit through Clackamas County.
- E. Mechanical (HVAC) Permit through Clackamas County.
- F. Plumbing Permit through Clackamas County.
- G. Electrical Permit through Clackamas County.
- H. Fire Line Building Permit through Clackamas County.
- I. 1200-C Permit(s) through the State of Oregon Department of Environmental Quality (DEQ) for site disturbance.
- J. Underground Injection Control (UIC) Permit through the State of Oregon Department of Environmental Quality (DEQ).

- K. Land Use Compatibility Statement (LUCS) through the City of Molalla Planning Department for the State of Oregon Department of Environmental Quality (DEQ) 1200-C permit.
- L. Public Works Project Permit through the City of Molalla Public Works Department.
- M. Sign permit through Molalla Planning Department.
- N. Sign permit through Clackamas County.
- O. Signage permit through Clackamas County.
- P. Fence permit through Clackamas County.

Note that the project may also require other permits, including fire alarm, generator, generator fuel, etc.; Mackenzie's Scope does not include assistance with these permits. Client understands it is their sole responsibility to ensure all required permits are properly obtained from appropriate agencies.

1. Prepare permit applications and associated forms for the permits listed above.
2. On required forms for the permits listed above, include information on fixtures, building area and use, and other factors used to assess SDC/impact fee credits for previous development.
3. Submit permit applications listed above to agencies noted above electronically to County and courier to City.
4. Update plans/respond to one (1) round of plan check comments.
5. Monitor permit review (track County staff approval timelines weekly and follow up with reviewers) and work with County reviewers and permit technicians to encourage the permit to be issued efficiently and fees assessed accurately. Provide updates to Client. Assumes a maximum of two (2) hours per week.
6. Notify Client of approval of each listed permit when confirmed by County.
7. Coordinate payment from Client and arrange for Client or Client's Agent/GC to pick up permits at County.

Note: The permits listed above may not include all necessary permit required for the project. The project may require other permits by the Client, the Client's separate consultants and/or vendors, the Client's General Contractor, etc.

Deliverables

1. Permit application forms and submittal copies.
2. Letter(s) detailing compliance with preliminary conditions of approval for use in the final review/building permit approval process.
3. Written correspondence responding to plan review comments.
4. Weekly email updates to Client detailing current permit status.
5. Updated permit Construction Documents for re-submittal to permit agency(s) for formal approval.

SUBCONTRACTOR BID ASSISTANCE AND GMP REVIEW

Time Duration: see attached schedule

Mackenzie will assist the Client in reviewing the guaranteed maximum price and subcontractor bids for the construction of the work as follows:

1. Review Client requirements for inclusion in bid documents such as geotechnical report, ALTA survey, hazardous materials survey/report, sustainability criteria/processes, etc.
2. Issue Bid Documents consisting of bidding requirements, proposed contract forms, general conditions, supplementary conditions, drawings, and specifications to General Contractor for subcontractor bidding.
3. Review up to fifteen (15) Substitution Requests, properly submitted as allowed by the Contract Documents, and include any approved Substitution Requests in addenda.

4. Respond to written questions from General Contractor during the bid period via addenda, up to two (2) addenda, to address clarifications to bid documents prepared by Mackenzie and/or our consultants.
5. Respond to written questions from General Contractors during the bid period via addenda as appropriate to address clarifications and/or revisions to portions of the bid documents prepared by Client and/or Client's separate consultants. (Client and/or Client's Consultants to include revisions to their documents and addenda verbiage for Mackenzie to include and issue formally via addendum.)
6. Review subcontractor bids with the Client to evaluate conformance with bid criteria if a dispute or discrepancy arises.
7. Review GMP prepared by CM/GC.

Deliverables

1. Stamped and signed bid drawings, 30x42 PDF.
2. Specifications, 8.5x11 PDF.
3. Addenda as described above.

CONSTRUCTION CONTRACT ADMINISTRATION

Time Duration: see attached schedule

Mackenzie will provide administration of the construction contract between the Client and the General Contractor as follows:

1. Mackenzie project manager, architect, and civil engineer will attend pre-construction meeting at City of Molalla.
2. Review and act on up to 150 properly prepared specified submittals once (1).
3. Provide in-office support to assist with normal Construction Contract Administration duties for items such as phone calls and requests for additional information (RFIs) for clarification to Contract Documents prepared by Mackenzie and our consultants as follows:
 - A. Architect for up to 25 hours a week for 62 weeks.
 - B. Interior Design for up to 10 hours a week for 34 weeks.
 - C. Structural engineer for up to 10 hours a week for 26 weeks.
 - D. Civil engineer for up to 40 hours.
 - E. Landscape architect for up to 25 hours.
4. Conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - A. Architect to attend monthly site visits during demo/site work and bi-weekly job site visits and special requests from owner during building construction, up to 32 total job site visits. Architect to attend virtual OAC's on weeks where site visits are not conducted in person.
 - B. Interior to attend up to six (6) job site visits.
 - C. Structural engineer to attend up to three (3) job site visits as required by code.
 - D. Civil engineer to attend up to four (4) job site visits.
 - E. Landscape architect to attend up to one (1) job site visit.
5. May keep a project log for items such as addenda, substitution requests, COPs, and change orders.
6. May review up to 300 properly prepared requests for information (RFI's).
7. May process and review monthly properly prepared applications for payment from the General Contractor.
8. Evaluate and act on up to ten (10) post-bid substitution requests.
9. Architect, interior designer, civil engineer, and landscape architect will conduct a punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, and prepare and issue a Certificate of Substantial Completion.

10. Architect will conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
11. Structural engineer to prepare and issue a final summary letter based on our previous structural observations and the special inspections.
12. May process and review project close-out materials up to one (1) round of review and comment.
13. May provide record contract documents based on formally issued modifications to the contract documents. Incorporation of General Contractor as-built mark-ups of Construction Documents is not included and would be negotiated as additional services if requested.
14. Upon request of the Client, prior to the expiration of one year from the date of Substantial Completion, the Architect will meet with the Client at project site to review facility performance and operations.

Deliverables

1. Monthly project visit observation reports.
2. Structural observation reports and summary letter.
3. Processed submittals.
4. Supplemental drawings for clarification to Contract Documents (ASI).
5. Supplemental drawings for revisions to the Contract Documents (PR, CCD) (excluding City requested changes).
6. Certified contractor applications for payment.
7. Certificate of Substantial Completion.
8. Punch list.
9. Processed close-out materials.
10. Record documents (drawings and specifications) in PDF format.

SUPPLEMENTAL DESIGN SERVICES

Mackenzie will provide the following Supplemental Design Services per the detailed descriptions below and the Supplemental Services Fee Summary following the Basic Services Fee Summary below. Expanded Consultant services have been included within each individual consultant proposal.

1. Unless outlined below, the items listed in “A.7 PHASE 7 - SUPPLEMENTAL SERVICE” of “Exhibit A-Statement of Work,” will be provided as additional services when requested by the client during the project.
 - A. Low Voltage and Security per A.7.06 – See Interface Engineering proposal (Exhibit C).
 - B. Commissioning integration per A7.17.
 - I. Includes 35 hours of coordination time for project manager.
 - II. See Interface Engineering proposal (Exhibit C).
 - C. Energy Trust of Oregon (ETO) Coordination per A.7.22
 - I. Coordinate and attend ETO Eco-Charette (virtual meeting).
 - II. Distribute meeting minutes from Eco-Charette.
 - III. Assist in coordination of Solar Study.
 - IV. Incorporate energy saving strategies from Eco-Charette and Solar Study into design.
2. Furniture Planning and Coordination:

- A. Furniture Selection services to be provided in Design Development and Market research phase. Services to include the following:
 - I. Design Development:
 - a. Meet with the Client to confirm furniture needs and design requirements.
 - b. Coordinate and participate in three furniture vendor tours.
 - c. Coordinate with the Client to select two (2) furniture vendors for market research pricing exercise.
 - d. Provide preliminary furniture plan to Client for review, including options for workstation layouts.
 - e. Provide two (2) revisions to preliminary furniture plan incorporating client comments.
 - II. Market Research Package
 - a. Provide typical enlarged office layout and typical enlarged open office workstation layout.
 - b. Provide specification information on two (2) vendor product lines as previously selected.
 - c. Meet with Client to confirm furniture selections for bid package.
 - d. Compile and submit bid packages to two selected furniture vendors detailing furniture manufacturers, styles, and finishes.
 - e. Respond to furniture vendor questions during bidding process.
 - f. Meet with the Client to review bids and facilitate selection of final vendor Implementation.
 - g. Assist the Client with awarding of furniture contracts and project scheduling.
 - h. Provide recommended choices for ancillary furniture at conference rooms, break rooms, collaboration areas, and lobby.
 - i. Finalize all styles and finishes with client and vendor.
 - j. Respond to selected vendor questions during order process and final detailing of installation plans.
 - k. Attend final furniture punch list walk-through with the Client and vendor. Punch list will be created by and managed by vendor.
 - III. Assumptions
 - a. Field verification and documentation of existing furniture is not required or will be provided by the furniture vendor.
 - b. Final furniture specifications and installation documents will be developed and provided by vendor.
 - c. Furniture purchase will be negotiated by the Client with a single furniture vendor.
 - d. Vendor will be responsible for punch list.
3. Signage and Wayfinding – Signage and wayfinding services to be provided in Design Development, Construction Documents, and Construction Contract Administration, and include the following:
 - A. Meet with Owner to confirm signage and wayfinding requirements.
 - B. Develop signage type drawings for each room type (i.e., Office, Conference, miscellaneous building services, etc.).
 - C. Develop signage specifications, signage location plan and signage schedule.
 - D. Up to four (4) coordination meetings with selected signage fabricator.
4. Utility coordination with PGE – Provide franchise utility coordination services related to undergrounding of the existing overhead utilities along the project frontage during DD and CD phases. Scope will be billed separately from other scope per fee table below.
 - A. Assumes the City will handle coordination of franchise agreements and negotiations.

- B. Coordinate with and revise Civil design and drawings to accommodate optimal underground rerouting.
 - C. Assumes support from the General Contractor as it relates to construction feasibility and costing.
 - D. Deliverables include revised civil frontage improvement drawings and preliminary design plans from the franchise utilities to be undergrounded.
5. Early procurement package – Prepare specifications and bid package for MEP long lead items as listed in basis of design.
 6. Coordination and submit for phased permit for site and building foundations per attached schedule based off design development drawings.

FEE SUMMARY

Our fees fixed fee (hourly estimate were noted), and associated billing numbers for the disciplines and related design services described above are as follows:

Discipline/Phase:	DD (.04)	CD (.05)	Permit (.06) (c)(d)	Bid (.09) (c)	CCA (.08) (c)(d)	SUBTOTAL
Basic Services	\$318,450	\$401,450	\$36,100	14,500	444,000	\$1,214,500
Low Voltage and Security Design (a)	\$7,830	\$11,480			\$4,840	\$24,150
Commissioning Integration Cx (a)					\$16,400	\$16,400
Energy Trust of Oregon (a)	\$11,800	\$11,000				\$22,800
Signage and Wayfinding (a)	\$4,100	\$8,750			\$1,900	\$14,750
Furniture Planning (a)	\$12,000	\$18,500				\$30,500
MEP Early Procurement (a)	\$21,900					\$21,900
Early Site and Foundation Permit (a)	\$34,000		\$19,000	\$5,000		\$58,000
SUBTOTAL	\$410,080	\$451,180	\$55,100 (c)	\$19,500 (c)	\$467,140 (c)	\$1,403,000
Reimbursables (b)	\$7,250	\$10,750	\$1,700	\$500	\$18,750	\$38,950
Utility Coordination (c) – Billed to .10	\$4,000	\$5,500				\$9,500
ESTIMATED TOTAL	\$421,330	\$467,430	\$56,800	\$20,000	\$485,890	\$1,451,450

Fee table notes:

- (a) Supplemental Services.
- (b) Reimbursable expenses (printing, copying deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at 1.1. Reimbursables are estimated and will not be exceeded without the Client's approval.
- (c) Hourly estimate.
- (d) In addition to amounts previously billed for demolition permit/CCA during Phase I.

ASSUMPTIONS

Please review and notify Mackenzie if Client believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the Client to fully understand these Assumptions. In addition to the Scope of Services outlined above, we have assumed the following:

1. Client-Provided Consultant Services

- 1.a. Client will provide current electronic files of existing building(s), Revit model of existing facilities, wetlands delineation, geotechnical report, environmental report, arborist report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
 - 1.a.i. Client’s geotechnical engineer shall provide paving recommendations and related paving specifications.
 - 1.a.ii. Recording of surveys, deeds, easements, final plat, or other real estate documents will be the responsibility of the Client and/or Client’s attorney.
- 1.b. Scope and fee are based on Client hiring the following third-party Client Representative to act on their behalf during the project: Joshua Dodson. We have assumed that the same third-party representative will be part of the project team for the entire duration of the project.

2. Scope of Service Acknowledgements

- 2.a. Mackenzie Scope of Service and fees are based on project phases running in sequential order without overlap, delay, pause, or project being put on hold for any reason between phases.
- 2.b. Fees are based on the estimated schedule duration as defined in phases above. If phase duration(s) are increased for any reason, we will need to assess and address those impacts in terms of scope, fee, and/or schedule as necessary via additional services.
- 2.c. As noted in the Basis of Design, we have assumed an estimated construction value. Our estimated level of service anticipated a level of design, coordination and documentation consistent with our representative experience for executing similar projects within this budget range. Should the budget increase beyond the estimated construction value, there is the potential that the level of service to document and coordinate the design decisions may also increase. Should this become a consideration, we will review and negotiate these potential impacts at that time.
- 2.d. Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ’s current edition of the governing building code, and by reference therein ANSI ICC/A117.1 (“Building Code”) for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.
- 2.e. All meetings will occur at City of Molalla, other than construction site meetings, unless specifically noted otherwise within the Scope of Services outlined above. We will record and distribute minutes following each

meeting for all meetings through all phases up to Construction Contract Administration. During Construction Contract Administration, the General Contractor will provide meeting minutes. Mackenzie will review Construction Phase meeting minutes for those meetings attended by Mackenzie for general consistency with Mackenzie’s interpretation of topics discussed and communicate such to General Contractor for their use in preparing Construction Phase meeting minutes.

3. Existing Conditions

- 3.a. Conditions not depicted on available existing site and/or building documents, provided by the Client, or readily visible on project walkthroughs are excluded. Such impacts will be evaluated at the time of discovery and addressed via additional services as necessary.

4. Client and Jurisdiction Approvals

- 4.a. The Client will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client approvals, including but not limited to Client-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.

5. Standard Design Items

- 5.a. Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only.
- 5.b. The project is expected to generate fewer than 25 peak hour trips, which is the City’s threshold for a full Traffic Impact Analysis.

6. Unique Design Services

- 6.a. The Client will not be pursuing State of Oregon SEED certification or any other sustainability certification for the project (i.e. LEED, Green Globes, WELL, etc.). If sustainability certification is required those will be negotiated as additional services.

7. Construction and Client’s Contractor Services

- 7.a. The Client acknowledges that in order to construct the Work, the Client’s contractor will provide additional information stipulated in the Construction Documents that include shop drawings, product data, samples and other similar submittals, which the Architect and other disciplines included herein shall review to the extent of confirming consistency with the design intent depicted in the Construction Documents.
- 7.b. Client's General Contractor will provide fire suppression/fire alarm systems and landscape irrigation on a design-build basis. The Client's General Contractor and design-build trades will provide timely information and coordination with Mackenzie and our consultants as needed to maintain the project schedule and development of the design. We have included typical levels of coordination during each phase.

8. Graphics/BIM

- 8.a. Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model Level of Development (LOD) of 200-300 as necessary for Mackenzie to facilitate design and produce Construction Documents. We anticipate that Client consultants/vendors will also utilize Revit for their documentation, will be responsible for modeling and detailing their respective components, and

will comply with Mackenzie’s expectations for document control standards. Mackenzie will develop the base model file and provide it to the consultant team for coordination.

- 8.b. Regardless of level of Revit Model Level of Development (LOD) and anticipated and/or non-anticipated use by the Client, Client’s consultants, vendors, General Contractor and/or any other third party not the original author of the Revit model and data contained therein; with or without Mackenzie’s knowledge, nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.

9. Expenses/Billing

- 9.a. Client is responsible for all fees paid to public bodies having jurisdiction over the project.

10. Mackenzie Consultant Services

- 10.a. For additional Assumptions related to the Scope of Services of our retained consultants, refer to their attached proposals.

EXCLUSIONS

Please review and notify Mackenzie if Client believes that any of the Exclusions listed here are to be included in Mackenzie’s Scope of Services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the Client to fully understand these Exclusions. In addition to any Exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services. Although excluded from our services these may be required to be provided by Client for execution of the project.

1. Client-Provided Consultant Services

- 1.a. Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- 1.b. Geotechnical Engineering investigation/testing and related specifications.
- 1.c. Pavement design and related specifications. These specifications are typically provided by the Client's Geotechnical Engineer.
- 1.d. Hazardous materials mitigation design.
- 1.e. Coordination of Client-provided consultants not identified at the date of this proposal.

2. Land Use Process/Permitting

- 2.a. Environmental review such as DEQ, EPA, etc. except as detailed above.
- 2.b. Floodplain mitigation and/or FEMA regulatory approvals.
- 2.c. Sensitive lands and/or wetland delineation and/or mitigation design/approvals.
- 2.d. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our Scope of Services above.
- 2.e. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
- 2.f. Formal Building code interpretation requests and/or appeals.
- 2.g. Permits other than those identified within the proposal identified above (e.g., phased permitting, trade permits, separate demolition permit, any other special permits).
- 2.h. Extensions to State-mandated land use review timeline.

3. Standard Design Items

- 3.a. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included).
- 3.b. Redesign efforts necessitated by Client’s General Contractor’s cost estimate exceeding Client’s budget by more than the following at the end of each Pricing Cycle:
 - 3.b.i. 100% Schematic Design Phase: 20%.
 - 3.b.ii. 100% Design Development Phase: 15%.
 - 3.b.iii. 50% Construction Documents Phase: 10%.
 - 3.b.iv. 100% Construction Documents Phase: 5%.

4. Other Design Disciplines

- 4.a. Fire Protection and/or Fire Alarm Engineering, Design, and/or Specifications.
- 4.b. Acoustical engineering design and/or services.
- 4.c. Traffic Engineering other than noted above.

5. Unique Design Services

- 5.a. Off-site improvements (such as roads, half street improvements, and utilities) .
- 5.b. Special foundation systems beyond conventional spread foundations which exclude and are not limited to provisions for liquefaction, such as foundation ties or grade beams.
- 5.c. Floor vibration analysis and design for footfall impact.
- 5.d. Vibration analysis and design. (Equipment and/or sources other than footfall impact.)
- 5.e. Design of seismic bracing, anchorage, or support for equipment or racking systems.
- 5.f. Franchise utility design and extension of services to the site.
- 5.g. Sustainability Certification Services.

6. Construction Process

- 6.a. Process and act on partial or incorrect (multiple rounds) of non-compliant submittals.
- 6.b. Materials testing/special inspections.
- 6.c. As-built certification to local jurisdiction unless noted specifically above within our Scope of Services.
- 6.d. Our construction contract administration fees do not cover the correction of construction errors or design changes made after the start of construction.

7. Graphics/BIM

- 7.a. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our Scope of Services above.
- 7.b. Marketing materials.
- 7.c. No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards.
- 7.d. No formal BIM Execution Plan will be provided. Nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.
- 7.e. Use of CAD Drawings or BIM models by any parties other than the design team.

8. Expenses/Billing

- 8.a. Reimbursable expenses.
- 8.b. Special billing requirements required by Client outside of Mackenzie's standard billing procedures.
- 8.c. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.

It is our understanding the project will start immediately following the November 2023 election where voters are anticipated to approve the bond to fund the project. Please note that this proposal is valid for two (2) months.

We look forward to working with City of Molalla on this new project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Brett Hanson
Principal



David Linton
Associate Principal

Enclosure(s): Attachment A – Hourly Billing Rate Schedule
Attachment B – Reimbursable Rates Schedule
Attachment C – Interface Engineering proposal dated July 18, 2022
Attachment D – Interface Engineering proposal dated October 31, 2023
Attachment E – Project schedule dated October 31, 2023

MACKENZIE.

P 503.224.9560 ▪ F 503.228.1285 ▪ W MCKNZE.COM

RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214

Portland, Oregon ▪ Vancouver, Washington ▪ Seattle, Washington

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS	\$ 175 – \$ 300
ARCHITECTURE/LANDSCAPE	
Design Director	\$ 190 – \$ 250
Senior Project Architect	\$ 170 – \$ 270
Project Architect I – III	\$ 110 – \$ 215
Architectural Designer II-III	\$ 90 – \$ 185
Architectural Designer I	\$ 65 – \$ 100
Designer/Drafter	\$ 60 – \$ 95
Intern	\$ 60 – \$ 90
ENGINEERING	
Senior Project Engineer	\$ 160 – \$ 250
Project Engineer I – III	\$ 105 – \$ 210
Designer I – II	\$ 85 – \$ 165
Transportation Analyst I – II	\$ 70 – \$ 120
Designer/Drafter	\$ 85 – \$ 150
Intern	\$ 65 – \$ 100
PLANNING	
Senior Project Planner	\$ 150 – \$ 235
Project Planner I – IV	\$ 95 – \$ 220
Permit Coordinator	\$ 60 – \$ 100
Assistant Planner	\$ 70 – \$ 120
Intern	\$ 60 – \$ 90
INTERIOR DESIGN	
Senior Project Interior Designer	\$ 150 – \$ 230
Interior Designer III – V	\$ 100 – \$ 175
Interior Designer I – II	\$ 70 – \$ 135
Intern	\$ 60 – \$ 90
ADMINISTRATION	
Administrator	\$ 70 – \$ 190
Word Processor	\$ 85 – \$ 115
Graphic Artist	\$ 85 – \$ 130

*Subject to change April 2024

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Portland, Oregon ▪ Vancouver, Washington ▪ Seattle, Washington

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet



Interface Engineering
 100 SW Main Street, Suite 1600
 Portland, OR 97204
 TEL 503.382.2266
 FAX 503.382.2262
www.interfaceengineering.com

July 18, 2022

David Linton
 Mackenzie
 1515 SE Water Avenue, Suite 100
 Portland, OR 97214

Re: Molalla Police Facility
 Professional Services Proposal

Dear David:

Thank you for the opportunity to provide you with our proposal for the referenced project. Your project is important to us and we have made an effort to address detailed scopes for all disciplines.

PROJECT DESCRIPTION

Project Owner

City of Molalla

Project Location

Molalla, OR

Building/Project Description

New 17,500 sq. ft. 2-story police facility.

Sustainable Design Requirements

No sustainable design certification will be pursued. Sustainable design systems will be incorporated as budget allows.

INFORMATION SOURCE

- RFP document

PROJECT SCHEDULE

- Design: From August 2022 to August 2023
- Construction: November 2023 to January 2025

Note: Dates listed above are approximate based on information provided. However, substantial changes to the schedule above, and start/stops to project progress may result in additional services and fees.

Mechanical and Electrical Engineering
 Building Technologies
 Commissioning
 Energy Consulting
 Fire/Life Safety
 Lighting Design
 Sustainable Design

Portland
 San Francisco
 Los Angeles
 Honolulu
 Chicago
 Washington, DC



MEETINGS

Meetings with design team, Owner representative, and construction team during design and documentation for coordination, as required.

DESIGN SUBMITTALS

SD, DD, CD/Permit, Final Construction Documents

CONSTRUCTION COSTS

Based on our conversation/information received, we have assumed the following preliminary estimate:

- Total Construction Cost: \$15 to \$20 million

ENGINEERING SERVICES DESCRIPTION

Our scope of services is limited to the following. Services not included are additional services.

Mechanical Engineering Services

Heating, Ventilating, and Air Conditioning Systems

1. Air conditioning and heating systems design.
2. Space heating and ventilation design for areas not requiring air conditioning.
3. Building exhaust systems design.
4. Performance specifications for temperature control or building energy management system.
5. Heating and cooling load calculations.
6. State Energy Code calculations for building envelope and mechanical systems.

Plumbing Systems

1. Sanitary drainage, vent, domestic water, storm water, and natural gas piping design from 5 feet outside building.
2. Plumbing fixture specifications.
3. Design for connection of Owner-provided equipment and appliances based on information provided by other consultants.

Electrical Engineering Services

Electrical Utilities Coordination

1. Power Utility: Site raceway system, vault/pedestal locations and sizes, revenue meter location/requirements, transformer pad location(s), and available fault current.

Building Power Distribution

1. Building power distribution design.
2. Design for connection of Owner's equipment based on Owner-provided load information.



3. Design redundant power distribution system for essential loads such as computer equipment and computer room cooling, utilizing engine generator as the backup source.
4. Design for connection to interior and exterior signage based on information provided by others.
5. Design for connection of mechanical systems.
6. Renewable power system design for photovoltaic system to comply with Oregon state's requirement of 1.5% for Green Energy Technology, including coordination with code officials and local utility.

Lighting Design Services

1. Building interior and exterior lighting design:
 - a. Luminaire schedule.
 - b. Luminaire cut sheets of proposed luminaires.
 - c. Layout of luminaires.
 - d. Coordination with architectural reflected ceiling plan.
 - e. Control of lighting system.
 - f. Daylighting controls.
2. State Energy Code lighting compliance calculations. Includes calculation for final layout only.
3. Site lighting with point-by-point photometric. Based on two submittals.
4. Egress lighting design and illuminated exit sign placement design per IBC requirements, based on a complete and comprehensive egress plan provided by Architect, indicating occupant load calculations and designated egress paths and exit sign locations.

Fire/Life Safety Engineering Services

Fire Protection Sprinkler Services

1. Performance specifications only based on the following. No piping drawings.
 - a. State and local code requirements.
 - b. Owner standards/project requirements. An information request will be provided to confirm Owner requirements.
2. The final design will be performed by the contractor, we will review the design for conformance to our specifications.
3. Preliminary sizing of fire main service and coordination with civil engineer. Incoming fire main location shown on plumbing drawings.
4. Riser location and room size estimate.
5. Determination of need for standpipes.
6. State fire code fire flow calculation.
7. Review of adequacy of water supply for fire protection.



Fire Detection and Alarm Services (Supplemental Services)

Design Build Services

1. Performance specification only based on the following. No device drawings.
 - a. State and local code requirements.
 - b. Owner standards/project requirements. An information request will be provided to confirm Owner requirements.
2. The final design will be performed by the contractor. We will review the design for conformance to our specifications.

Building Technologies Systems Design (Supplemental Services)

1. Telephone Utility: Site raceway system, vault/pedestal location, and demarcation location.
2. CATV Utility: Site raceway system, vault/pedestal locations and sizes, and demarcation location.
3. Data/Telecommunications System Design:
 - a. Design and implementation of an IT system plan with input from city's IT department or integrator.
 - b. Layout of outlets on drawings.
 - c. Preliminary rack sizing, specification, and layout.
 - d. Spaces: Including sizing and layout of telecom equipment room.
 - e. Pathways: Including raceway system, conduit, sleeves, cable trays, and wireways.
 - f. Grounding system for technology systems.
4. Design of Cable Television (CATV) Distribution: Layout of devices, block/one-line diagrams, and technical specifications.
5. Design of security systems:
 - a. Design and implementation of preliminary security system plan
 - b. Electronic access control entry system.
 - c. Intrusion detection.
 - d. Video surveillance system using IP or analog video and digital recording.
6. Audiovisual (AV) Systems Design:
 - a. Infrastructure and distribution required to route audio and video signals to projection and display systems within each required space.
 - b. Equipment racks, within rooms, podiums, and presentation spaces.
 - c. Projector locations.
 - d. AV floor box locations and outlets.
 - e. Speaker locations.
 - f. Layout of devices on drawings.
 - g. Single Line Diagrams (SLD's).
 - h. Technical specifications.



Energy Consulting Services

1. Provide energy analysis to meet ETO/SEED requirements.
2. Provide life-cycle-cost analysis to meet SEED requirements.
3. Review design documents and identify energy conservation measures (ECMs) which typically include:
 - a. Building envelope thermal performance improvements.
 - b. High performance windows.
 - c. Daylight harvesting.
 - d. Interior lighting with low power density.
 - e. Occupancy based interior lighting controls
 - f. Exhaust energy recovery and demand-controlled ventilation.
 - g. High-efficiency cooling technology.
 - h. High-efficiency heating technology.
 - i. Energy-efficient air moving equipment: premium efficiency motors, VFDs, low-pressure drops and variable flow.
 - j. Energy-efficient water moving equipment: premium efficiency motors, VFDs, low-pressure drops and variable flow.
 - k. Solar technologies.
4. A baseline building energy model using IES/eQuest/Trace hourly energy simulation program.
5. Calibrate baseline building energy model through energy benchmarking.
6. Analyze ECM energy and cost savings.
7. Coordinate with design team on ECM costs.
8. Analyze ECM cost effectiveness.
9. Provide energy-efficient design input to design team.
10. Document and submit analysis results.
11. Respond to review comments.
12. Prepare submittals on behalf of Owner for incentives from ETO.

Commissioning Participation

- Response to commissioning authority's review(s) for HVAC, plumbing, electrical, lighting, ICT, fire sprinkler, fire alarm systems.
- Review of pre-functional tests created by the project commissioning authority.
- Review of functional tests created by the project commissioning authority.
- Incorporation of commissioning specifications into the HVAC, plumbing, electrical, lighting, ICT, fire sprinkler, fire alarm system specification.
- Incorporation of commissioning authority submittal review comments into HVAC, plumbing, electrical, lighting, ICT, fire sprinkler, fire alarm system engineering submittal reviews.
- Review of Owner training documentation created by the project commissioning authority.



- Review and comment on commissioning construction log created and distributed by the project commissioning authority.
- Review of commissioning report.

CONSTRUCTION ADMINISTRATION: BIDDING AND NEGOTIATIONS

1. Answer questions during bidding phase.
2. Issue addenda as may be required under the original design scope.
3. Review of the mechanical and electrical system submittals.
4. Answer RFIs, DCVRs, and construction questions.
5. Construction observation site visits:
 - a. Up to three site visits during construction for mechanical/plumbing.
 - b. Up to three site visits during construction for electrical including lighting fire alarm.
 - c. One final construction review site visit/punch list for mechanical systems.
 - d. One final construction review site visit/punch list for electrical systems.
 - e. One post final punch list verification site visit for mechanical systems.
 - f. One post final punch list verification site visit for electrical systems.
6. Issue of ASIs, change orders, plan revisions, etc. generated by others is not included. Additional fees will be submitted for prior approval for these services.
7. Review of change order costs initiated by others will be billed hourly, on prior approval.
8. Preparation of construction record drawings from contractor's field drawings.

EXCLUSIONS AND CLARIFICATIONS

1. It is assumed that final bidding of the project will not be done until receipt of permit and issuance of 100 Percent CD. Bidding prior to the completion of the documents is done at the Owner's risk.
2. Street Lighting Design is not included.
3. Construction cost estimates will be by construction cost estimator. We will provide reviews of cost estimator's pricing.
4. We assume that our attendance at prebid and preconstruction meetings is not required.
5. Shop drawings, fabrication drawings, and construction coordination drawings are not included.
6. Structural calculations for the seismic restraint of mechanical and electrical equipment are not included.
7. Waterproofing details/requirements for building components by others are not included.
8. Cost reduction requiring redesign after approved systems have been designed is not included.
9. Determination/interpretation of egress lighting paths with local officials is not included.
10. Change order issues, ASIs, and revisions requiring redesign and additional design are not included.
11. Design of building footing drainage and/or sub-slab groundwater drainage will be performed by others.



FEE

Fixed Fee

Project Phase	Mechanical Engineering	Electrical Engineering	Fire/Life Safety	Phase Totals
Schematic Design	\$10,000	\$8,000	\$1,000	\$19,000
Design Development	\$25,000	\$20,000	\$2,000	\$47,000
Construction Documents	\$53,000	\$33,000	\$2,000	\$88,000
Discipline Totals	\$88,000	\$61,000	\$5,000	\$154,000

Hourly not to Exceed

Project Phase	Mechanical Engineering	Electrical Engineering	Fire/Life Safety	Phase Totals
Bidding and Negotiation	\$1,000	\$1,000	\$0	\$2,000
Construction Administration	\$19,000	\$19,000	\$2,000	\$40,000
Discipline Totals	\$20,000	\$20,000	\$2,000	\$42,000

Total Fee: \$196,000

SUPPLEMENTAL SERVICES (ADDITIVE)

Project Phase	Fee	Client Initials
Security Systems	\$8,000	
Data/Telecom Systems	\$7,000	
A/V Systems	\$7,000	
ETO Energy Modeling	\$18,000	
SEED Analysis	\$28,000	
Cx Participation	\$9,000	

PAYMENT TERMS

Standard reimbursable expenses include, but are not limited to: check plots, final plots, copies, phone calls, mileage to jobsite, parking, shipping, and messenger services, electronic transmittal of drawings to contractors to develop shop drawings.

Billed in addition to the above fee at cost.

~~We will bill fees and reimbursable expenses monthly as services are performed. Payment is due within 60 days of receipt of invoice. Finance charges may be added after that time at a rate of 1.5 percent per month (annual rate of 18 percent). Finance charges will be applied to delayed payments resulting from lack of project funding. Upon aging of fees and reimbursable expenses beyond 90 days, Interface reserves the right to meet with Architect and holder of Prime Contract to determine resolution prior to continuation of services.~~



This proposal is valid for 90 days from the date first written above. Interface Engineering, Inc. (Interface) reserves the right to modify or update this proposal after that date.

ADDITIONAL SERVICES

Services requested beyond those included in this proposal will be considered extra services and will be billed either at hourly rates listed below or will be estimated on a lump sum basis. Interface may decline to perform additional work until authorization is received in writing.

Additional services will be billed at our standard hourly rates at the time the work is performed. Our current standard hourly rates are:

Senior Principal:	\$250/Hour
Principal:	\$230/Hour
Associate Principal:	\$210/Hour
Associate/Project Manager:	\$190/Hour
Senior Engineer/Designer:	\$170/Hour
Engineer/Designer:	\$150/Hour
Revit Designer/Drafter:	\$120/Hour
Administrative:	\$100/Hour

DESIGN-BUILD SERVICES

If design-build services are provided, Client acknowledges that Interface will provide performance specifications. In the event that drawings are provided, they will be conceptual drawings only. Conceptual drawings and performance specifications are intended as guidelines for the design of system(s) by the design-build contractor. Conceptual drawings and performance specifications are not intended for use to obtain a building permit or as bid documents. The design-build contractor is responsible for complete design, engineering, permit documents, construction documents, and coordination with architectural, all trades and utilities, and governing jurisdictions and licensing agencies. The design-build contractor is responsible for system quantities, capacities, routing, and installation adequate for its intended use. All detailing by design builder. Client agrees that Interface is not responsible for the design and will indemnify and hold harmless Interface for any and all claims, damages, allegations, and costs, including attorneys' fees at trial, arbitration and on appeal, arising out of the design and installation of design-build systems. The following are the design-build services to which this clause will apply:

- Fire protection/sprinkler system design.
- Fire detection and alarm system design.
- Building automation/energy management system/temperature control system.

Client acknowledges that Interface's review of submittals by design-build contractor is for the limited purpose of checking for conformance with the performance concept expressed in the



contract documents. Interface's review does not constitute approval of safety precautions, means and methods, approval of an assembly, or approval of a component.

If this Proposal meets with your approval, please sign below and return to us. By your signature, you acknowledge that you have read and agree to the terms of this proposal. We will not proceed with the work until this signed Agreement is returned to us. In addition, you represent that you have authority to bind Mackenzie. If you have modified this proposal, we will review your modifications. This Agreement shall not be in effect until we sign, accepting your modifications.

If you have any questions, please contact this office.

Sincerely,

Steve Dacus, PE, LEED AP
Principal

Andy Frichtl, PE, LEED AP
Managing Principal

SED:sd

Enclosures: Revit Deliverables

COMPANY: Mackenzie

CONTACT: _____
David Linton

_____ Date


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Interface Engineering
100 SW Main Street, Suite 1600
Portland, OR 97204
TEL 503.382.2266
FAX 503.382.2262
www.interfaceengineering.com

REVIT LEVEL OF DEVELOPMENT BY PHASE

The following level of development descriptions identify the specific content requirements for each design phase of the project. Each subsequent level of development and phase builds on the previous level and includes all the characteristics of previous levels. It is important to understand that BIM modeling by Interface Engineering, Inc. (Interface) is not intended to create shop level drawings. The intent is to maintain diagrammatic drawings with enhanced coordination of MEP systems.

Revit Modeled Elements	Comments		
	100% Construction Documents		
	2 D	3 D	
 Mechanical			
Large mechanical equipment (DOAS units, Outdoor VRV Units, etc.)		X	
Small mechanical equipment (fan coils, condensing units, etc.)		X	
Air diffusers		X	
Ductwork		X	
Duct accessories		X	Duct accessories to include: Air balancing dampers, fire/smoke dampers, duct smoke detectors, duct-mounted sensors, and louvers.
Wall-mounted control devices		X	Wall-mounted devices to be a symbolic representation in plan view and a generic size and shape in section and 3D views.

Revit Modeled Elements	Comments		
	100% Construction Documents		
	2 D	3 D	
 Plumbing			
Plumbing fixtures – refer to architectural plumbing fixture locations		X	Fixtures tagged with plumbing fixture schedule tag
Roof drains/storm drain systems		X	
Floor drains		X	P-traps not modeled unless needed for coordination
Domestic water mains (pipe size 2 inches and greater)		X	
Domestic water branch lines (pipe size under 2 inches)		X	
Pipe risers that span over multiple floors or penetrate roof		X	
Sanitary mains and branch lines to chases (pipe size 2 inches and greater)		X	
Sanitary and vent in plumbing chases		X	
Backflow prevention valving (pipe size 2 inches and greater)		X	
Natural gas meter and service piping (pipe size 2 inches and greater)		X	
 Electrical			

Revit Modeled Elements	100% Construction Documents		Comments
	2D	3D	
	Power devices (receptacles, switching, disconnects, junction boxes, etc.)		X
Electrical equipment (generators, ATS, etc.)		X	
Electrical panels		X	
Switchgear		X	
Conduits (3 inches and greater)		X	Only shown as needed for coordination purposes
Cable tray		X	
Lighting fixtures		X	Lighting fixtures will be generic in appearance, but will represent the correct dimensional size for coordination.
Lighting fixture control devices (switches, sensors)		X	Wall-mounted devices to be a symbolic representation in plan view and a generic size and shape in section and 3D views.
Bus/cable duct		X	Only shown as needed for coordination purposes
Wire/circuiting	X		
 Technology			

Revit Modeled Elements	Comments		
	100% Construction Documents		
	2 D	3 D	
Data devices (data, communication, telephone, nurse call, security, A/V, etc.)		X	Wall-mounted devices to be a symbolic representation in plan view and a generic size and shape in section and 3D views.
Server racks		X	
Cable tray		X	
Wire management equipment		X	
Miscellaneous panels		X	

REVIT MODEL CLASH RESOLUTION

Interface will provide an MEP Revit model and work to resolve all conflicts during design that emerge as Class 1 clashes, as outlined below:

- **Class 1:** A clash that equates to a constructability issue in the field. This clash requires a modification to M, E, P, Fire, Structural and/or Architectural to resolve. Example: 2-inch pipe running through 8-inch duct within a 6-inch ceiling space.
- **Class 2:** A clash that is portrayed as a conflict in the Revit model, however the conflict will be naturally resolved via the shop drawing and field installation process. This clash does not translate to an unresolvable constructability issue in the field. The design model will not be updated to resolve this issue, since this will be addressed by the Contractor during the generation of the higher Level of Development shop drawings. Example: 2-inch pipe running through 8-inch duct with 24 inches of ceiling space (pipe will be routed below duct during shop drawings process).
- **Class 3:** This is a clash that registers as a clash in Revit but is not a clash in reality. Example: Pipe or duct running vertically and penetrating the floor.



Interface Engineering
100 SW Main Street, Suite 1600
Portland, OR 97204
TEL 503.382.2266
www.interfaceengineering.com

October 31, 2023

David Linton
Mackenzie
1515 SE Water Avenue, Suite 100
Portland, OR 97214

Re: City of Molalla Police Facility
2022-0708
Additional Services Proposal – Phase Permit Drawings and Early Procurement Package

Dear David:

Per our email communication on October 26, 2023 we have added the following scope of service to your project: Phased plumbing and electrical permit/construction drawings to be issued with the site utility and underground permit/construction drawing package; a mechanical and electrical early procurement drawings and specifications package which will include all long lead electrical items such as the emergency generator and electrical distribution package and all long lead mechanical items such as air handling units.

1. Phased permitting for site utility and underground drawings and specifications.
 - a. Electrical = \$5,000
 - b. Plumbing = \$5,000
2. Early procurement drawings and specifications for long lead items.
 - a. Electrical = \$6,000
 - b. Mechanical = \$8,000

This additional service will be invoiced for a fixed fee amount of \$24,000. Reimbursable expenses will be billed in addition to labor at cost.

Please indicate your authorization of these extra services by signing on the following page and emailing or mailing this letter back to us so we can set up our records and begin work.



Additional Services Proposal
City of Molalla Police Facility
October 31, 2023

If you have any questions, please contact this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Cody Bargholz".

Cody Bargholz, PE, LEED AP, LC
Principal

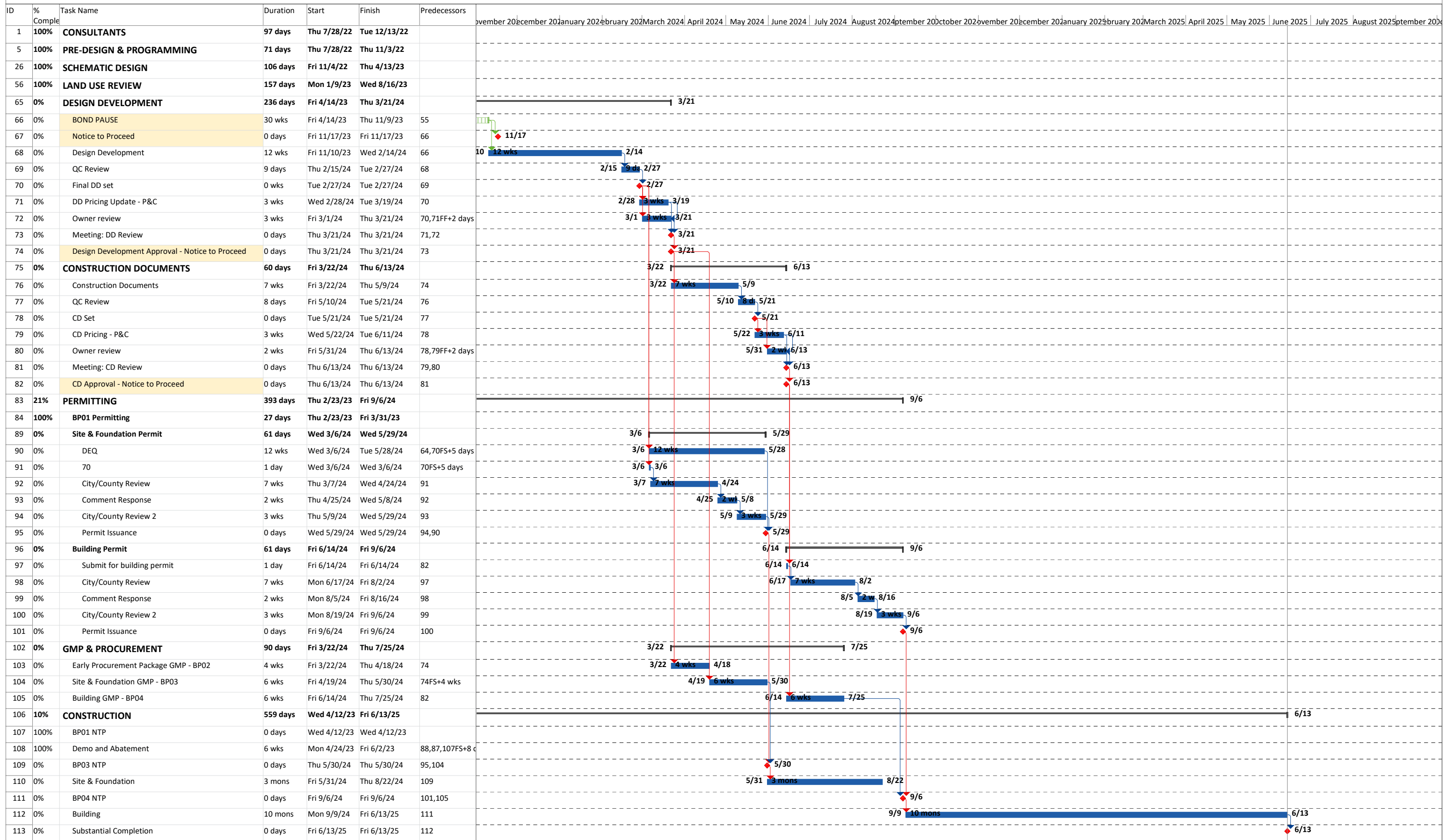
CB

COMPANY: Mackenzie

~~CONTACT: _____
David Linton, Assistant Head of Structural Engineering Date~~

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Molalla Police - Tue 10/31/23





CITY OF MOLALLA

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

Staff Report

Agenda Category: General Discussion

Agenda Date: December 13, 2023

From: Christie Teets, City Recorder
Approved by: Dan Huff, City Manager

SUBJECT: Antfarm – Discussion continued

FISCAL IMPACT: N/A

RECOMMENDATION/RECOMMEND MOTION: N/A

BACKGROUND: N/A

During the November 15, 2023 Special Work Session, we heard a presentation from the Antfarm Executive Director, Nunpa, as well as two representatives from Clackamas County regarding potential resource services in Molalla. Nunpa introduced himself and discussed some of Antfarm's services.

During your December 13th meeting, we hope to continue this discussion with Nunpa and focus on Youth and Family Services and generate questions and answers as they arise from Council.



Molalla City Council
Office of the Mayor – Scott Keyser

117 N Molalla Avenue | PO Box 248 | Molalla, OR 97038
P: (503) 829-6855 | E: skeyser@cityofmolalla.com

December 13, 2023

Police Chief, Chris Long
PO BOX 248
Molalla, OR 97038

Dear Chief Long:

During the week of November 17, 2023, Detective Best visited the store manager of Dollar Tree – Molalla. During that visit Detective Best explained that the Molalla Police Department is doing more outreach in the community and asked her if she was having any issues at the store.

The manager explained that she had been receiving 20 to 30 prank phone calls a day from some kids. Detective Best took the phone number and the phone calls stopped.

This proactive approach of our Molalla Police Department is outstanding. I appreciate the work that they are all doing. I feel it is important that they be recognized, and the community know that this work does not go unnoticed.

Sincerely,

Scott Keyser, Mayor