

AGENDA

CANBY CITY COUNCIL MEETING

October 17, 2007, 7:30 P.M.

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Teresa Blackwell

Councilor Paul Carlson

Councilor Randy Carson

Councilor Tony Helbling

Councilor Wayne Oliver

WORK SESSION

6:00 P.M.

City Hall Conference Room

182 N Holly

The City Council will be meeting in a Work Session to receive a quarterly status report on City Council Goals.

CITY COUNCIL MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)

A. Approving Mayor to Sign Letter to OECDD for Increase in Loan Pg. 1

7. PUBLIC HEARING

A. APP 07-01 JBS Estates **(CONTINUED FROM 10/3/07 NO PUBLIC COMMENT WILL BE ACCEPTED)**

8. RESOLUTIONS & ORDINANCES

- A. Res. 961, Transferring \$135,337 Appropriation from the Sewer Combined Fund SDC Reserved Future Projects Line Item to the Sewer Combined Fund SDC Replacement of SE 2nd Avenue Line Item Pg. 4
- B. Ord. 1256, Authorizing Contract with Bruce Chevrolet for One 2008 Chevrolet Silverado 1500 Pick-Up for the Canby Code Enforcement Officer (2nd Reading) Pg. 5
- C. Ord. 1257, Authorizing Contract with Canby Ford for One 2008 Ford Explorer XLT with Police Equipment Package for the Canby Police Department (2nd Reading) Pg. 7
- D. Ord. 1258, Authorizing Payment of \$135,336.72 from the Sanitary Sewer System Development Charge Fund to Clackamas County for the SE 2nd Avenue Street and Sewer Improvement Project Pg. 9
- E. Ord. 1259, Authorizing Contract with MIG, Inc., Architects for Project Management Services Related to Legacy Park Development Pg. 12
- F. Ord. 1260, Authorizing Lease/Purchase Contract with Steril-Koni USA, Inc. for the Lease/Purchase of One Set of Four Mobile Lifts for the City of Canby Fleet Services Maintenance of Heavy Equipment Pg. 21

9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

13. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation

14. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council
Chairman Helbling and Urban Renewal Agency*

FROM: *John R. Williams, Community Development & Planning Director*

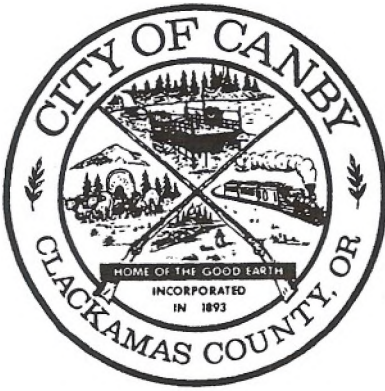
DATE: *October 5, 2007*

THROUGH: *Mark C. Adcock, City Administrator*

As previously reported, our cost estimate for the Sequoia 5/6 project has risen for three main reasons. First, the needed length of Sequoia Stage 6 has increased 140 feet to accommodate American Steel's final design. Second, we have found it will be necessary to take on a significant amount of work on S. Township Road to add turning lanes at the intersection with Sequoia Parkway. This includes about 750 lineal feet of improvements in total. Finally, unit costs have risen over 20% since construction of previous phases (based on recent bid activity).

As a result, total project costs have increased to a projected \$2,597,000 including engineering, utilities, and contingency. This amount can be accommodated by available Urban Renewal funds, however we must provide a letter to the state of Oregon requesting an increase in our loan amount. A draft of this letter is attached and staff recommends the Council approve this letter for signature by the Mayor, on the consent agenda. No action of the Urban Renewal Agency is required at this time.

Prior to the Council's consideration of construction contracts and loan documents staff will provide a detailed breakdown of costs.



City of Canby

General Administration Office

October 17, 2007

Janet Hillock
Oregon Economic & Community Development Department
121 SW Salmon, Suite 205
Portland, OR 97204

Dear Ms. Hillock:

On behalf of the Canby City Council I am writing to request an increase in the total loan amount for Canby's current Special Public Works Fund loan application. This loan requests assistance with road improvements in the Canby Pioneer Industrial Park as well as on S. Berg Parkway. The Sequoia Parkway extension will provide access to almost 100 acres of the Canby Pioneer Industrial Park, including the proposed site of American Steel. Our Industrial Park requires 12 employees per acre, therefore this roadway extension will enable the creation of approximately 1,200 industrial jobs in Canby. Berg Parkway is a critical component of Canby's transportation plan and will improve access to residents and businesses alike. The Berg Parkway project was funded largely by ODOT because it is an important part of a long-range regional access plan between Highway 213 and I-5; it will improve access to Canby neighborhoods, business areas, and the Pioneer Industrial Park.

The Sequoia Parkway extension is an immediate need. American Steel is bringing 100 jobs to Canby, with at least 20 more to be created within several years. American Steel is currently located in Portland but was looking at a variety of other areas, including Vancouver WA. Their commitment to Canby was predicated on the existence of the Sequoia Parkway extension, as they cannot open without this roadway and associated utilities. American Steel has begun site work and are hoping to be open by June 2008.

Since our initial application, the length of the Sequoia Parkway extension has increased, we have added roadwork necessary on Township Road to accommodate turning lanes, and several technical details have changed. In addition, unit costs have risen substantially since our previous round of construction. For all of these reasons, we are now requesting a total loan amount of \$2,720,000. Cost breakdowns are listed on the attached page.

Total combined project costs are expected to be approximately \$4,679,000. The remainder of project funds are coming from a grant from ODOT (\$1.23 million), City of Canby System Development Charges (\$602,000), and property owners (ROW dedications valued at \$127,000).

As with previous applications, the City of Canby is the applicant for this loan, having reached a formal agreement with the Canby Urban Renewal Agency concerning project funding. All loan payments will be made by the Agency using tax-increment financing revenues. The Agency is fully capable of funding the loan payments.

We believe that Canby's project fits in perfectly with the state's goals as outlined by Governor Kulongoski. The projects are public-private partnerships that will bring high-quality industrial jobs to our community. These jobs will reduce our high out-commute, make Canby more of a complete community, and provide a long-term source of revenue for much needed public services.

Thank you for all of your assistance to date; please contact Community Development & Planning Director John Williams if you have any questions.

Sincerely,

Melody Thompson
Mayor

RESOLUTION NO. 961

A RESOLUTION TRANSFERRING \$135,337 APPROPRIATION FROM THE SEWER COMBINED FUND SDC RESERVED FUTURE PROJECTS LINE ITEM TO THE SEWER COMBINED FUND SDC REPLACEMENT SE 2ND AVENUE LINE ITEM

WHEREAS, the City of Canby had previously approved an intergovernmental agreement with Clackamas County regarding the funding of the SE 2nd Avenue Street Project; and

WHEREAS, the City of Canby had budgeted funding in 2006-2007 for the SE 2nd Avenue Street Project in the Sewer Combined Fund; and

WHEREAS, the SE 2nd Avenue Street Project was not completed at the end of the 2006-2007 and the funds were not re-appropriated in the 2007-2008 Budget; and

WHEREAS, the SE 2nd Avenue Street Project was subsequently completed and the portion due Clackamas County for shared cost is payable; and

WHEREAS, there is sufficient appropriation in the Sewer Combined Fund Capital Outlay SDC Reserved Future Projects line item;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, as follows:

The City Council directs the Finance Director to transfer \$135,337 of appropriation from the Sewer Combined Fund Capital Outlay SDC Reserved Future Projects line item to the Sewer Combined Fund SDC Replacement SE 2nd Avenue line item to provide for the payment of the City's share of the SE 2nd Avenue improvement project.

ADOPTED this 17th day of October, 2007, by the Canby City Council.

Melody Thompson – Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder, Pro-Tem

ORDINANCE NO. 1256

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH BRUCE CHEVROLET OF HILLSBORO, OREGON FOR THE PURCHASE OF ONE 2008 CHEVROLET SILVERADO 1500 PICK-UP TRUCK FOR THE CANBY CODE ENFORCEMENT OFFICER; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase a new Chevrolet Silverado 1500 pick-up truck for the City's Code Enforcement Officer; and

WHEREAS, the purchase will be made from Oregon Department of Administrative Services (DAS) in compliance with ORS 279.820 - 279.855 utilizing an existing solicitation for the State of Oregon Department of Transportation (ODOT) under State of Oregon Bid No. 6826; and

WHEREAS, DAS concurs with the City of Canby utilizing the existing solicitation and this purchase is in cooperation with the ORCPP; and

WHEREAS, Bruce Chevrolet of Hillsboro, Oregon submitted the low bid of eighteen thousand, one hundred forty-one dollars (\$18,141.00) for one Chevrolet Silverado 1500 Pick-up Truck for the required specifications of the State of Oregon; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this bid and believes it to be in the best interest of the City to accept such bid; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Bruce Chevrolet of Hillsboro, Oregon for one Chevrolet Silverado 1500 Pick-up Truck for the bid amount of eighteen thousand, one hundred forty-one dollars (\$18,141.00).

Section 2. Inasmuch as it is in the best interests of the City of Canby Code Enforcement Department to put this vehicle into service as quickly as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 3, 2007 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, October 17, 2007 commencing at the hour of 7:30 P.M. in the Council Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of October, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer,
City Recorder - Pro Tem

ORDINANCE NO. 1257

AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY FORD OF CANBY, OREGON FOR THE PURCHASE OF ONE (1) 2008 FORD EXPLORER XLT POLICE VEHICLE WITH POLICE EQUIPMENT PACKAGE FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase one (1) 2008 Ford Explorer XLT Police vehicle with full police equipment package for the Canby Police Department; and

WHEREAS, the cost of the vehicle and equipment will be paid by the Canby Police Department which has budgeted said purchase for the fiscal year 2007-2008 budget; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three written bids were obtained for the purchase of the two police vehicles as follows:

- | | |
|-------------------|--------------|
| 1. Canby Ford: | \$23,749.00. |
| 2. Gresham Ford: | \$23,922.00. |
| 3. Landmark Ford: | \$23,873.00. |

WHEREAS, Canby Ford of Canby, Oregon submitted the lowest quote of \$23,749.00 for the vehicle; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote, reviewed the staff report and believes it to be in the best interest of the City to purchase this vehicle from Canby Ford; and

WHEREAS, the cost of police equipment to be added to the new vehicle is the sum of \$4,500.00; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Canby Ford of Canby, Oregon for the purchase of one (1) 2008 Ford Explorer XLT Police vehicle in the amount of \$23,749.00, together with police equipment in the amount of \$4,500 for a total of \$28,245.00.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Police Department with this vehicle without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on October 3, 2007, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on October 17, 2007, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of October, 2007, by the following vote:

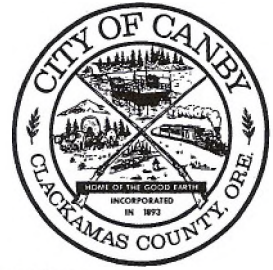
YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder - Pro Tem



MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
DATE: *October 4, 2007*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Ordinance 1258/Resolution 961*

Synopsis

The SE 2nd Avenue street and sewer improvement Community Development Block Grant project has been completed. The City is required to reimburse Clackamas County for all construction expenses over \$250,000, and our share has been determined to be \$135,336.72. Ordinance 1258 and Resolution 961 are required to make this reimbursement.

Recommendation

Staff recommends the Council adopt Ordinance 1258 and Resolution 961.

Rationale

The City Council has previously approved an Intergovernmental Agreement (IGA) with Clackamas County regarding this project, which specifies that the County's maximum expense on this project is \$250,000.00. Total project costs are as follows:

• Street Improvements:	\$225,999.33
• Sanitary Sewer Improvements:	<u>\$231,157.09</u>
TOTAL	\$457,156.42

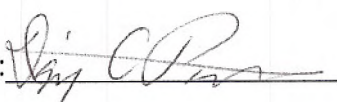
Of this, the County paid \$385,336.72. Per the IGA the City therefore owes Clackamas County \$135,336.72. Total project costs were lower than expected.

In the FY 2006-2007 Budget a total of \$246,400.00 was reserved for this project. Staff believed this project would be completed in FY 2006-2007 and therefore no funds were budgeted in 2007-2008. As it turns out the final invoicing was not completed until this year so the funds were carried over into the current year. For this reason, Resolution 961 has been prepared by the Finance Department to allow payment from the correct line item.

Staff recommends utilizing Sanitary Sewer System Development Charge funds for this payment. \$180,000.00 in sewer SDC was budgeted in 2006-2007, and the payment would only require \$135,336.72. Funds will come from line item 306-318-434-7611.

Attached

Ordinance 1258.

Finance Dpt. Review: 

ORDINANCE NO. 1258

AN ORDINANCE AUTHORIZING PAYMENT OF \$135,336.72 FROM THE SANITARY SEWER SYSTEM DEVELOPMENT CHARGE FUND TO CLACKAMAS COUNTY FOR THE SE 2ND AVENUE STREET AND SEWER IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the Canby City Council has previously approved an intergovernmental agreement with Clackamas County regarding funding of the SE 2nd Avenue Street and Sanitary Sewer Improvement Project; and

WHEREAS, said agreement specifies that the County will provide funds in the amount of 80% of the total cost of the project but not to exceed \$250,000; and

WHEREAS, Clackamas County has paid \$385,336.72 for this project and therefore per the agreement the City owes Clackamas County \$135,336.72; and

WHEREAS, the sanitary sewer project is listed within the City's Capital Improvement Plan, was previously approved for funding by the City Council, and is an eligible use of sanitary sewer system development charge funds; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby authorizes payment of \$135,336.72 from Sanitary Sewer System Development Charge Improvement funds to Clackamas County Community Development.

Section 2. Because the intergovernmental agreement requires the City to compensate Clackamas County within 30 days of invoice, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, October 17, 2007; ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 7, 2007, commencing at the hour of 7:30 pm at the Council Meeting Chambers at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro-Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th day of November, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro-Tem

DATE: October 9, 2007

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, General Services Director

Through: Mark Adcock, City Administrator

RE: Project management of Legacy Park development

Issue:

The City Council has identified Legacy Park as a top priority to be finished this year, and Ordinance 1259 will authorize a contract with MIG, Inc. to provide project management services to finish the remaining elements of the park.

Recommendation:

Staff recommends approval of Ordinance 1259 authorizing a contract with MIG, Inc. to provide project management services for the completion of Legacy Park.

Background:

After the successful planning process for the entire Ackerman recreation complex, led by architect Bennett Burns (who is now with MIG, Inc.) the City decided to embark on development of the public park on city owned property adjacent to the Ackerman fields. Four acres of this city property had already been developed by Canby United Soccer, using their own funds, grants, and volunteers to create two soccer fields. Matilda Deas led a follow-up planning process with the neighborhood to create a more detailed plan for what is now known as Legacy Park on the remaining two acres. Unfortunately, the Park Development Fund at the time (four years ago) did not have enough funds for a full buildout of the planned amenities, so it was decided to phase in the development of the park. The first year the parking lot and tot lot development occurred, and then the second year the playground for older children was built and the trees donated by the Burden family were planted and then cared for by Herman Bergman of Kiwanis. The third year the MOMS club donated benches, and some additional minor landscaping and fencing were done while plans were made for a bathroom, but the bathroom plans were put on hold to be combined with the Maple Street Park bathroom project, and so it was the fourth year before the bathroom project commenced (this year!). Now the Park Development Fund contains sufficient funding to complete the park improvements and also to hire project management. Project management is needed due to staffing limitations that have combined with previous budgetary constraints to slow the progress of development. By devoting a project manager to implementing the rest of the park improvements the schedule can be accelerated and the park finished much more quickly than has been possible using the limited staff time currently available.

Fiscal impact:

Funds are available in the Park Development Fund.

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

215-215-455-7634 Legacy Park

ORDINANCE NO. 1259

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MIG, INC., ARCHITECTS, FOR PROJECT MANAGEMENT SERVICES RELATED TO LEGACY PARK DEVELOPMENT FOR THE CITY OF CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to expedite the final development of Legacy Park by hiring a firm to provide project management services; and

WHEREAS, the City of Canby has previously engaged the services of Bennett Burns, an architect for MIG, Inc. who led the original planning process for the Legacy Park area; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules set forth in Ordinance No. 1170 and Resolution No. 897, Exhibit A, section 6 B (7), the city may enter into personal service contracts not exceeding \$75,000 by direct appointment without competition; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposal, reviewed the staff report and finds that the contract is in the best interest of the City to enter into; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with MIG, Inc., the copy of said contract is attached and marked as Exhibit "A" and by this reference fully incorporated herein.

Section 2. Emergency Declared.

It being necessary for the health, safety, and general welfare of the citizens of Canby that this project be completed as soon as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 17, 2007, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 7, 2007, commencing at the hour of 7:30 PM in the Council Meeting Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro-Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th day of November, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro-Tem

EXHIBIT A
Legacy Neighborhood Park Improvements
Scope of Work

Understanding of the Project Program:

1. By hiring a consultant to perform project management, construction documentation, bidding, and construction administration, the City has made this project a priority to be completed as soon as possible.
2. The park should be durable and as low maintenance as possible.
3. The priorities for this park are:
 - A. Picnic Shelter
 - B. Irrigation
 - C. Trails/Paths
 - D. Meditation Garden

Scope of Work:

1. Project Management.
Throughout the project, MIG will provide an overview and ongoing communication with the City of Canby. MIG will also provide a project schedule and will monitor it, will review and coordinate invoicing, and will update the client on project progress.
2. Project Start-Up and Scope Finalization.
To begin the project, the MIG Team will organize and attend a kick-off meeting and site tour, will gather existing site information, and will research the City's code requirements.
3. Topographic Survey (to be provided by the City).
The City will supply a digital survey of the project area. This survey should provide the consultants with an AutoCAD base that includes all existing site features, utilities, and roadways, and the topography shown at one-foot contour intervals.
4. Permit Research.
The MIG Team will contact and meet with the appropriate agencies to clarify the requirements for the permitting process.
5. Contract Documents.
The MIG Team will develop a set of construction documents, and will provide a set of these documents to the City for review at 50%, 90%, and 100% completion. The CDs will include:
 - A. Landscape Plans
 - 1) Cover Sheet and Vicinity Map
 - 2) Existing Conditions/Demolition Plan
 - 3) Materials/Layout Plan
 - 4) Grading Plan
 - 5) Planting Plan
 - 6) Irrigation Plan
 - 7) Details
 - B. Electrical Plans
 - 1) Site Plan
 - 2) Details
6. Contract Specifications.
The MIG Team will provide the technical specifications to support the drawings.
7. Opinion of Construction Cost.

The MIG Team will develop an opinion of the construction cost for the project.

8. Permitting.

The MIG Team will coordinate with the appropriate agencies to ensure that the required permits are in hand before construction begins.

9. Bidding.

The MIG Team will facilitate the pre-bid meeting, will respond to contractor questions through the addenda process, and will assist the city in reviewing the bids and selecting a contractor.

10. Construction Administration.

The MIG Team will support the City during the project's construction administration process. MIG will attend a pre-construction meeting and review the proposed construction schedule. During the project, MIG will review submittals and respond to technical questions. To help ensure that the construction is following the design intent, MIG will have eight (8) site meetings and four (4) site visits during construction. To facilitate communications and construction modifications approved by the City, MIG will coordinate between the City and the contractor through Requests for Information and Change Orders. MIG will make one (1) site visit to create a "punch list" and one (1) final site visit to ensure that all items were completed. The final work performed by the MIG Team will be collecting the record drawings and documenting the modifications to the original drawings. MIG will review all the closeout documents for completeness, and will review the final pay application. The MIG Team will then provide the City with one (1) print set of these documents and digital copies of all pertinent text and drawing files.

EXHIBIT B: Legacy Neighborhood Park Improvements Fees

Prepared by MIG, Inc. 10/09/07

Task	David Walters, PD	Travis Scrivner, PM	Christina Frank	Assistant	Total Labor	Total Expenses*	TOTAL
<i>Hourly Billing Rates</i>	<i>\$135</i>	<i>\$85</i>	<i>\$85</i>	<i>\$65</i>			
1. Project Management							
1.1 Project Management	2	20		4	\$2,230	\$50	\$2,280
subtotal	2	20		4	\$2,230	\$50	\$2,280
2. Project Start-Up and Scope Finalization							
2.1 Kick-off Meeting and Site Tour	1	8			\$815	\$50	\$865
2.2 Gather Existing Data and Code Requirements			8		\$680	\$50	\$730
subtotal	1	8	8		\$1,495	\$100	\$1,595
3. Topographic Survey							
3.1 Topographic Survey (to be performed and delivered by City)		2			\$170	\$0	\$170
subtotal		2			\$170	\$0	\$170
4. Permit Requirements							
4.1 Research Permitting Requirements		4			\$340	\$0	\$340
subtotal		4			\$340	\$0	\$340
5. Contract Documents							
5.1 Cover Sheet and Vicinity Map			4		\$340	\$100	\$440
5.2 Landscape Existing Conditions/Demolition Plan		1	4		\$425	\$100	\$525
5.3 Landscape Materials/Layout Plan		4	24		\$2,380	\$100	\$2,480
5.4 Landscape Grading Plan	2		16		\$1,630	\$100	\$1,730
5.5 Landscape Planting Plan		4	16		\$1,700	\$100	\$1,800
5.6 Landscape Irrigation Plan	4		16		\$1,900	\$100	\$2,000
5.7 Landscape Details	4	24			\$2,580	\$100	\$2,680
5.8a Electrical Site Plan		2			\$170	\$100	\$270
5.8b Electrical Site Plan - subcontractor fee					\$2,500	\$100	\$2,600
5.9a Electrical Details		2			\$170	\$100	\$270
5.9b Electrical Details - subcontractor fee					\$2,500	\$100	\$2,600
5.10 50% CD Submittal		2			\$170	\$100	\$270
5.11 Progress Review	2	4	8		\$1,290	\$50	\$1,340
5.12 90% CD Submittal (Permit Set)		2			\$170	\$100	\$270
5.13 Progress Review	2	4	8		\$1,290	\$50	\$1,340
5.14 100% CD Submittal (Bid Set)		2			\$170	\$100	\$270
subtotal	14	51	96		\$19,385	\$1,500	\$20,885
6. Contract Specifications							
6.1 Contract Specifications	2	16		4	\$1,890	\$100	\$1,990
subtotal	2	16		4	\$1,890	\$100	\$1,990
7. Opinion of Construction Cost							
7.1 Opinion of Construction Cost	2	4	4	1	\$1,015	\$50	\$1,065
subtotal	2	4	4	1	\$1,015	\$50	\$1,065

8. Permitting								
8.1	Confirm Permits Prior to Construction		8			\$680	\$0	\$680
subtotal			8			\$680	\$0	\$680
9. Bidding								
9.1	Pre-Bid Meeting	2	4			\$610	\$50	\$660
9.2	Bid Questions (addenda input)	2	8	8	2	\$1,760	\$100	\$1,860
9.3	Bid Opening and Review	2	4			\$610	\$50	\$660
subtotal		6	16	8	2	\$2,980	\$200	\$3,180
10. Construction Administration								
10.1	Pre Construction Meeting (1)	2	4			\$610	\$50	\$660
10.2	Submittal Review		4		1	\$405	\$0	\$405
10.3	Address Technical Questions	2	16		1	\$1,695	\$0	\$1,695
10.4	Site Meetings (8)	4	32			\$3,260	\$200	\$3,460
10.5	Site Visits (4)		16	16		\$2,720	\$100	\$2,820
10.6	Requests for Information and Change Orders	2	16		2	\$1,760	\$0	\$1,760
10.7	Punch List	1	8		0	\$815	\$50	\$865
10.8	Final Acceptance (1)	2	8			\$950	\$50	\$1,000
10.9	Close Out Documentation	1	4		1	\$540	\$50	\$590
subtotal		14	108	16	5	\$12,755	\$500	\$13,255
GRAND TOTAL		25	156	36	12	\$20,475	\$900	\$45,440

* Expenses listed above are an estimate only. Actual expenses will be at cost, plus 10% for handling.

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		November				December				January				February				March				April				May			
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26		
1. Project Management																													
1.1	Project Management																												
2. Project Start-Up and Scope Finalization																													
2.1	Kick-off Meeting and Site Tour																												
2.2	Gather Existing Data and Code Requirements																												
3. Topographic Survey																													
3.1	Topographic Survey (to be performed and delivered by City)																												
4. Permit Requirements																													
4.1	Research Permitting Requirements																												
5. Contract Documents																													
5.1	Cover Sheet and Vicinity Map																												
5.2	Landscape Existing Conditions/Demolition Plan																												
5.3	Landscape Materials/Layout Plan																												
5.4	Landscape Grading Plan																												
5.5	Landscape Planting Plan																												
5.6	Landscape Irrigation Plan																												
5.7	Landscape Details																												
5.8a	Electrical Site Plan																												
5.8b	Electrical Site Plan - subcontractor work																												
5.9a	Electrical Details																												
5.9b	Electrical Details - subcontractor work																												
5.10	50% CD Submittal																												
5.11	Progress Review																												
5.12	90% CD Submittal (Permit Set)																												
5.13	Progress Review																												
5.14	100% CD Submittal (Bid Set)																												
6. Contract Specifications																													
6.1	Contract Specifications																												
7. Opinion of Construction Cost																													
7.1	Opinion of Construction Cost																												
8. Permitting																													
8.1	Confirm Permits Prior to Construction																												
9. Bidding																													
9.1	Pre-Bid Meeting																												
9.2	Bid Questions (addenda input)																												
9.3	Bid Opening and Review																												

[illegible]

DATE: October 9, 2007

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, General Services Director

Through: Mark Adcock, City Administrator

RE: Lease/Purchase of mobile lifts for Fleet Services

Issue:

Fleet Services maintains a number of heavy duty vehicles that are too heavy for the current lifts available in the shop. The mechanics use creepers to get under them for repairs, but this method of maintenance is less accurate and less efficient than being able to lift the heavy vehicles into the air allowing the mechanics to see more clearly and work more quickly on maintenance and repairs. Ordinance 1260 will authorize the lease/purchase of mobile lifts that are rated to handle our large heavy equipment, thus increasing efficiency and effectiveness of the shop.

Recommendation:

Staff recommends approval of Ordinance 1260 authorizing the lease/purchase of four mobile lifts for Fleet Services.

Background:

As the workload in the Fleet Services department has continued to increase the staff has been researching ways to improve efficiency and effectiveness, and the addition of appropriately rated lifts is recommended as the best solution to address the maintenance of heavy duty vehicles. Being able to stand beneath the vehicle enables the mechanic to see the job better and also to see other problems that may be hidden from view using the creeper method. The mechanics can also work more quickly in a standing position.

Fiscal impact:

Funds are available in the Fleet Services reserve set aside for the upgrading and addition of shop equipment.

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

204-214 - 425-7410 Equip.

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ORDINANCE NO. 1260

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A LEASE/PURCHASE CONTRACT WITH STERTIL-KONI USA, INC. OF STEVENSVILLE, MARYLAND FOR THE LEASE/PURCHASE OF ONE SET OF FOUR MOBILE LIFTS FOR CITY OF CANBY FLEET SERVICES MAINTENANCE OF HEAVY EQUIPMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to lease/purchase four (4) heavy duty mobile lifts for the servicing of dump trucks, busses, sludge trucks, and other heavy equipment; and

WHEREAS, the lease/purchase will be made utilizing an existing solicitation from the State of Washington for the Western States Contracting Alliance Contract No. 06405; the State of Washington agrees that Oregon and its political subdivisions may utilize this contract; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three written quotes were obtained as follows:

- | | |
|---|--------------|
| 1. Automotive Resources, Inc. (ARI-HETRA) of Manassas, VA | \$34,316.64. |
| 2. Mohawk Resources, LTD of Amsterdam, NY | \$31,419.00. |
| 3. Stertil-Koni, USA, Inc. of Stevensville, MD | \$28,314.00. |

WHEREAS, Stertil-Koni, USA Inc. of Stevensville, Maryland submitted the low quote of twenty eight thousand three hundred and fourteen dollars (\$28,314.00) for the required specifications of the Western States Contracting Alliance for mobile lifts; and

WHEREAS, the cost of optional equipment to be added to the new lifts is the sum of \$4,300.00; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote and believes it to be in the best interest of the City to accept such quote; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate lease/purchase contract with Stertil-Koni USA, Inc. of Stevensville, Maryland for one set of four

ST1082-2FSF mobile lifts for the quote amount of \$28,314.00 with the addition of options for a total of \$32,614.

Section 2. Inasmuch as it is in the best interest of the City of Canby Fleet Services Department to put this equipment into service as quickly as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 17, 2007 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 7, 2007 commencing at the hour of 7:30 P.M. in the Council Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th day of November, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder - Pro Tem