



City of Molalla

Molalla Urban Renewal Agency

Meeting Agenda

January 28, 2015

Meeting Location: Molalla Adult Center, 315 Kennel Ave., Molalla, OR 97038 **Time:** 7:00pm

Last MURA Meeting: *January 14,, 2015*

This meeting will be televised. The regularly scheduled meeting of the Molalla City Council will convene following adjournment of this meeting of the Molalla Urban Renewal Agency.

Public Comments: Those wishing to address the Urban Renewal Agency on any agenda item are asked to fill out and submit comment cards to the City Recorder prior to the start of the meeting.

1. CALL TO ORDER

- A. Flag Salute
- B. Roll Call

2. COMMUNICATIONS

- A. Minutes: January 14, 2015 – Approval

3. NEW BUSINESS

4. CONTINUED

- A. URA Renewal Engineering Project Proposal – Dan Huff
- B. Quarterly Financials – Heather Penni

5. ORDINANCE

6. PUBLIC HEARING

7. RESOLUTION

8. ADJOURN

Minutes of the Urban Renewal Agency
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday January 14, 2015

ATTENDANCE: Agency Member Rogge, Present; Member Pottle, Present
Member Thompson Present; Member Griswold, Present; Member Cook, Present.

STAFF IN ATTENDANCE: City Manager Huff, Present; City Recorder Sadie
Cramer, Present; Public Works Director Jennifer Cline, Present.

COMMUNICATIONS

A. Minutes November 19, 2014

Member Pottle made a motion to approve the minutes of November 19, 2014.
Member Cook seconded. Motion approved (5-0) Member Rogge, Aye; Member
Pottle, Aye; Member Thompson, Aye; Member Griswold, Aye; Member Cook,
Aye.

RESOLUTION

A. Resolution 2015-01 – Appointment of Budget Officer for FY 15/1

Member Thompson made a motion to appoint CM Huff as the Budget Officer for
FY 15/16. Member Griswold seconded. Motion approved (5-0) Member Rogge,
Aye; Member Pottle, Aye; Member Thompson, Aye; Member Griswold, Aye;
Member Cook, Aye.

ADJOURNMENT

Member Pottle made a motion to adjourn. Member Thompson seconded. Motion
approved (5-0) Member Rogge, Aye; Member Pottle, Aye; Member Thompson,
Aye; Member Griswold, Aye; Member Cook, Aye.

City Of Molalla

Urban Renewal Meeting

Agenda Category: New Business

Subject: *Urban Renewal Engineering/Design*

Recommendation: *Urban Renewal Agency Approval*

Date of Meeting to be Presented: *January 28, 2015*

Fiscal Impact: Approximately \$350,000

Background:

Included with this memo is a project proposal, cost estimate and fee schedule from HDJ Design Group for Urban Renewal Project Engineering Services. Staff has conducted an RFP for these services and received seven (7) proposals. Based on approval criteria we believe HDJ submitted the most advantageous proposal for the City of Molalla Urban Renewal Agency.

Staff is asking the agency to approve an initial contract of \$350,000 to cover engineering and design for the initial three (3) Urban Renewal Projects as follows:

North and South Molalla Avenue

Heintz Street Extension

Shaver Avenue

Any additional costs or project commencement will come before the Agency for approval. HDJ Project Manager, Kenneth Hash will be available during the January 28th Agency meeting for questions and answers.

SUBMITTED BY: Dan Huff, City Manager

APPROVED BY: Dan Huff, City Manager

City of Molalla
 Urban Renewal
 Molalla Ave. Estimate

PE Phase	Consultant	246,000	PE Phase (15% of CN Phase total)
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RW Phase	Consultant	50,000	8 acquisitions Labor only no property values
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CN Phase	Mobilization	149,000	
	Preparation	40,000	
	Grading	110,000	
	Storm Sewer	200,000	
	Surfacing	130,000	
	HMA	300,000	
	sewer	250,000	
	landscape	20,000	
	traffic	100,000	
	Other items	340,000	
		1,639,000	CN total
		246,000	CE (15% of CN Phase total)
		1,885,000	CN Phase total
		436,200	20% contingency
		2,617,200	total cost *

* 20% contingency is included

City of Molalla
 Urban Renewal
 Heintz St. Estimate

PE Phase	Consultant	99,000	PE Phase (15% of CN Phase total)
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RW Phase	Consultant		0 RW Phase total
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CN Phase	Mobilization	60,000	
	Preparation	10,000	
	Grading	30,000	
	Storm Sewer	100,000	
	Surfacing	20,000	
	HMA	100,000	
	sewer	100,000	
	water	100,000	
	lights	40,000	
	landscape	10,000	
	traffic	5,000	
	environmental	25,000	
	Other items	60,000	
		660,000 CN total	
		99,000 CE (15% of CN Phase total)	

759,000 CN Phase total

171,600 20% contingency

1,029,600 Project total *

* 20% contingency is included

City of Molalla
 Urban Renewal
 3rd Street

PE Phase	Consultant	35,000	PE Phase (15% of CN Phase total)
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RW Phase	Consultant		0 RW Phase total
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CN Phase	Mobilization	20,000	
	Preparation	10,000	
	Grading	20,000	
	Storm Sewer	20,000	
	Surfacing	12,000	
	sewer	25,000	
	HMA	46,000	
	landscape	10,000	
	traffic	10,000	
	Other items	50,000	
		223,000	CN total
		35,000	CE (15% of CN Phase total)
		258,000	CN Phase total
		58,600	20% contingency
		351,600	Project total *

* 20% contingency is included

City of Molalla
 Urban Renewal
 Hart Street

PE Phase	Consultant	94,000	PE Phase (15% of CN Phase total)
RW Phase	Consultant	18,000	3 acquisitions Labor only no property values
CN Phase	Mobilization	57,000	
	Preparation	30,000	
	Grading	80,000	
	Storm Sewer	65,000	
	Surfacing	45,000	
	sewer	100,000	
	HMA	184,000	
	landscape	5,000	
	traffic	40,000	
	Other items	20,000	
		626,000	CN total
		94,000	CE (15% of CN Phase total)
		720,000	CN Phase total
		166,400	20% contingency
		998,400	Project total *

* 20% contingency is included

City of Molalla
 Urban Renewal
 Metzler Ave

PE Phase Consultant 55,000 PE Phase (15% of CN Phase total)

RW Phase Consultant 12,000 2 acquisitions
 Labor only no property values

CN Phase

Mobilization	33,000
Preparation	11,000
Grading	30,000
Storm Sewer	25,000
Surfacing	20,000
HMA	70,000
sewer	50,000
landscape	5,000
traffic	15,000
Other items	100,000
	359,000 CN total
	55,000 CE (15% of CN Phase total)
	414,000 CN Phase total
	96,200 20% contingency
	577,200 Project total *

* 20% contingency is included

City of Molalla
 Urban Renewal
 Shaver Avenue

PE Phase	Consultant	94,000	PE Phase (15% of CN Phase total)
RW Phase	Consultant	12,000	2 acquisitions Labor only no property values
CN Phase	Mobilization	57,000	
	Preparation	30,000	
	Grading	80,000	
	Storm Sewer	65,000	
	Surfacing	45,000	
	sewer	100,000	
	HMA	184,000	
	landscape	5,000	
	traffic	40,000	
	Other items	20,000	
		626,000	CN total
		94,000	CE (15% of CN Phase total)
		720,000	CN Phase total
		165,200	20% contingency
		991,200	Project total *

* 20% contingency is included

Estimated Consultant costs
by Street

Molalla	PE	246,000	
	RW	50,000	296,000
Heintz	PE	99,000	
	RW	0	99,000
Shaver	PE	94,000	
	RW	12,000	106,000
Hart	PE	94,000	
	RW	18,000	112,000
3rd	PE	35,000	
	RW	0	35,000
Metzler	PE	55,000	
	RW	12,000	67,000

total 715,000



HDJ Design Group, PLLC – Agency Fee Schedule
Effective Date January 1, 2015

<u>Classification</u>	<u>Hourly Rate</u>
<u>ENGINEERING</u>	
Engineer - Principal	\$200.00
Engineer- Associate Principal	\$180.00
Engineer - Manager VI	\$150.00
Engineer – Project V	\$138.00
Engineer - IV	\$128.00
Engineer – III	\$120.00
Engineer – II	\$112.00
Engineer – I	\$103.00
Engineering Intern	\$65.00
Design Technician – IV	\$116.00
Design Technician – III	\$112.00
Design Technician – II	\$104.00
Design Technician – I	\$95.00
<u>TRAFFIC ENGINEERING</u>	
Traffic Engineer –Manager VI	\$155.00
Traffic Engineer – Project V	\$142.00
Traffic Technician - III	\$120.00
Traffic Counter	\$82.00
<u>GEOTECHNICAL ENGINEERING</u>	
Geotechnical Engineering	\$150.00
Geohydrologist	\$150.00
Geophysicist	\$150.00
<u>LAND SURVEYING</u>	
Surveyor- Principal	\$150.00
Surveyor- Manager	\$138.00
Surveyor- PLS	\$125.00
Surveyor- LSIT	\$100.00
Survey Technician – I	\$90.00
Surveyor Assistant	\$76.00
Crew Chief- 3 Person	\$210.00
Crew Chief- 2 Person	\$152.00

HDJ Design Group, PLLC – Agency Fee Schedule
Effective Date January 1, 2015

<u>Classification</u>	<u>Hourly Rate</u>
<u>LANDSCAPE ARCHITECTURE</u>	
Landscape – Manager VI	\$135.00
Landscape- Project V	\$124.00
Landscape - IV	\$108.00
Landscape - III	\$96.00
Landscape – II	\$90.00
Landscape – I	\$82.00
<u>PLANNING</u>	
Planning- Manager V	\$135.00
Planner – Project IV	\$118.00
Planner - III	\$96.00
Planner - II	\$90.00
Planner- I	\$82.00
<u>CONSTRUCTION</u>	
Construction - Sr. Manager VI	\$144.00
Construction – Manager V	\$134.00
Construction Inspector – III	\$109.00
Construction Inspector – II	\$90.00
Construction Inspector – I	\$78.00
<u>CADD DRAFTING</u>	
CADD- Manager	\$120.00
CADD Drafter – III	\$90.00
CADD Drafter – II	\$84.00
CADD Drafter – I	\$78.00
PROJECT ASSISTANT	\$76.00
GRAPHIC SPECIALIST	\$92.00
ADMINISTRATIVE	\$62.00



Urban Renewal Engineering

RFP No. PW-14-03

Presented to:



January 7, 2015



January 7, 2015

Sadie Cramer, City Recorder
City of Molalla
117 N. Molalla Avenue
Molalla, Oregon 97038

RE: Proposal for Urban Renewal Project Engineering Services, RFP No. PW-14-03

Dear Sadie Cramer and Selection Committee:

The HDJ Design Group, PLLC (HDJ) and Murray, Smith & Associates, Inc. (MSA) team would like to propose on the Urban Renewal project for the City of Molalla.

We believe our team offers the following advantages to you and the City:

- Flexibility to meet your schedule and a team large enough to handle the most complex project.
- Familiarity with the stakeholders, such as City staff, the public, businesses, utility companies, and others, who will be impacted by this project, and our ability to work with them to navigate through their concerns creates a successful project.
- Knowledge of the existing infrastructure, such as the sewer, potable water, and stormwater system, and the need for updates and upgrades to meet City needs.
- Familiarity with the existing roadway network.
- Familiarity with the Downtown Master Plan and its intent.

Project Manager Ken Hash, PE will be assisted by the following existing team members:

- Maureen White, PE of HDJ – Maureen will be the HDJ project engineer.
- Rich Darland, PE of HDJ – Rich will be the team QA/QC manager.
- Chris Link, PE of MSA – Chris will be the MSA project manager.

The HDJ team looks forward to developing a successful partnership with the City. We want this to be a set of projects that the City can be proud of for generations to come. If you have any questions, feel free to contact me directly at 360.567.2122 or e-mail me at hashk@hdjdg.com.

Sincerely,
HDJ Design Group, PLLC

Kenneth F. Hash, PE
Project Manager

6.1 - Proposal Form

EXHIBIT "A"
RFP NO. PW-14-03

PROPOSAL FORM

Legal Business Name: HDI Design Group, PLLC

Form and State of Organization: PLLC, Washington

Registered dba, if any: _____

Main Office Address: 314 W. 15th St., Vancouver, WA 98660

Telephone Number: 360-695-3488

E-mail address: hashk@hdjdg.com

Tax Identification Number: 911097492

Representation, Covenant and Warranty of Undersigned and Proposer(s)

By signing this proposal, the undersigned makes the following representations and warranties:

1. That it is the duly authorized representative of the Proposer(s) for all purposes relative to the submission of this proposal.
2. That this proposal constitutes the Proposer(s)'s offer to enter into a contract with the City and, if accepted by the City, will binding and enforceable against the Proposer(s).

By causing this proposal to be executed by the undersigned and delivered to the City, the Proposer(s) makes the following representations and warranties:

1. Proposer(s) has read and understands the terms and conditions contained in the RFP, had the opportunity to protest any term or condition that it found unacceptable and to seek clarification of any term or condition that it does not understand, and it accepts and agrees to be bound by the terms and conditions of the RFP, including, but not limited to the contract conditions.
2. Proposer(s) has not discriminated against minority, women, disabled veterans or emerging small business enterprises in obtaining any required subcontracts.
3. Proposer(s) has not been listed by the Oregon Contractor's Board or the Oregon Department of Administrative Services as a person disqualified or ineligible to bid on or perform work under public contracts.
4. Proposer(s) agrees to meet all requirements contained in the RFP if it is selected to provide the services requested by this RFP.

Qualifications: In addition to the information requested by this RFP, the Proposer(s) should describe its particular capability to perform the services required under this RFP, and its recent, current and projected workloads.

Project Approach: Proposer(s) should submit a project management approach to deliver the final scope, schedule, preliminary engineering, design and construction. Describe any subcontractors that Proposer(s) would use as consultants, such as surveyors, landscape architects, etc. and how the subcontractors would be used. Describe any special resources and equipment available to the Proposer(s) that will be implemented to efficiently deliver a project limiting redesign, change orders, constructability challenges, and errors or omissions.

Authorized Signature: _____

Print Name and Title: _____ Gregory Jellison, PE, Principal-in-Charge

Date of Signature: _____ January 6, 2015

6.2 Qualifications

a. Description of Key Personnel

Team Proposed for this Project

The HDJ Design Group's proposed team for your project is unique. For this project we have joined teams with Murray, Smith & Associates, Inc. (MSA) to share the civil engineering, traffic engineering and construction management portion of the work. While both teams individually have the capability to perform on this project, we think that together we form a team that will give the City many advantages.

First – Scalability – Our team has the resources to deliver all five street sections simultaneously, if desired or required for funding.

Second – Flexibility – We can establish multiple teams to deliver multiple street projects on separate timelines, work will be divided amongst the two team to optimize delivery.

Third – Diversity – Project capacity within a team can vary on a monthly basis. Our team is able to accelerate project delivery by utilizing the capacity of our combined resources.

Last – Longevity – Our team has worked together on many projects over many years. These long-term relationships are the key to seamlessly delivering the project for the City without a duplication of effort or gaps in performance.

Our proposed team includes the following: – HDJ for project management, civil design, traffic engineering, landscape design, construction management and surveying; MSA for civil design, traffic engineering, and construction management; Hart Crowser (HC) for geotechnical services; Universal Field Services (UFS) for right-of-way permitting and acquisitions; and Pacific Habitat Services, Inc. (PHS) for environmental permitting, if needed.

Our team has worked together on many projects, including:

- 2014 Roadway Reconstruction in Oregon City
- NW Cornelius Pass Road Project for Multnomah County
- Jackson School Road Intersection Project for Washington County
- 2014 Pavement Improvements Project for the City of Tigard
- Bolton Reservoir Replacement in West Linn
- Pasco Water Intake

The organizational chart on the following page illustrates each team member's participation and role.

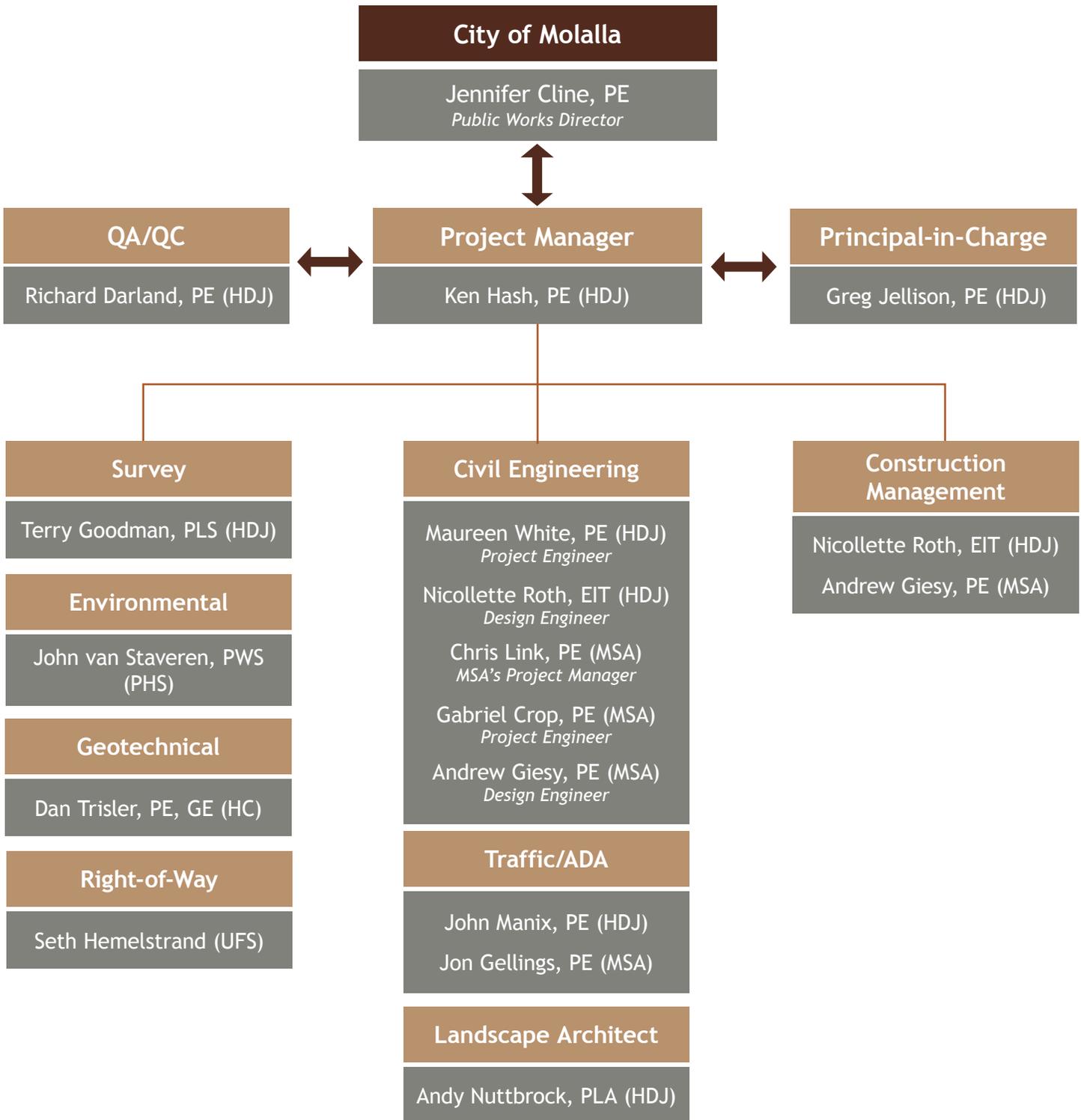
**Meets Evaluation
Criteria
No. 1, 2
& 3**

Bolton Reservoir Replacement Project

This is an example of a project lead by MSA with HDJ as a subconsultant. It involves replacing a 2.5 million-gallon, below-ground reservoir with a 4 million-gallon reservoir. MSA is tasked with the civil design portion and is supported by HDJ surveying and mapping. Prior to the start of the design phase, a new site needed to be identified for the reservoir because the current site has evidence of slope instability. The MSA/HDJ team investigated 90 properties with about four of them needing topographic surveys, as well as water system mapping and utility mapping. The site selection, surveying and mapping phase is now complete and MSA is proceeding with the design of the new reservoir. Estimated cost of the project is \$9 million.



Organizational Chart



Legend

HDJ = HDJ Design Group; MSA = Murray, Smith & Associates, Inc.; HC = Hart Crowser; UFS = Universal Field Service; PHS = Pacific Habitat Services, Inc.

Kenneth F. Hash, PE (HDJ)

Project Manager



Ken will serve as the Project Manager and primary contact for the City. Ken has 35 years of experience in state and local transportation projects which have focused on funding, planning and construction of local, state and regional facilities. Ken has worked with more than 50 local agencies while at WSDOT, assisting with funding and delivering local and regional transportation needs. Ken was most recently the Local Programs Engineer for the SW Region of WSDOT. Ken personally led in the procurement of more than \$90 million annually for more than 100 local agency projects in the State of Washington.

RELEVANT PROJECT EXPERIENCE:

- NW Cornelius Pass Road, Multnomah County, OR
- NE 137th Avenue Improvements, Vancouver, WA
- Wilbur Avenue, Walla Walla, WA
- Pleasant/Home/Fern/Statesman IRRP, Walla Walla, WA
- Vancouver Waterfront Development, Vancouver, WA
- 119th Street, Clark County, WA
- NE 44th & 49th Street Walkway, Clark County, WA
- Ridgefield Rail Overcrossing, Port of Ridgefield, WA
- Davis Creek Road, Lewis County, WA
- N 1st Street, Yakima, WA

YEARS OF EXPERIENCE:

35

EDUCATION:

Engineering Studies,
Centralia College

REGISTRATION:

Professional Engineer –
WA

ORGANIZATIONS:

American Public Works
Association,
Boy Scouts of America,
Committee Chair, Eagle
Scout

Gregory P. Jellison, PE (HDJ)

Principal-in-Charge



As the principal-in-charge, Greg will be responsible for oversight and continuity within the team. Greg is uniquely qualified to lead design teams due to his 26 years of experience in the design, management and construction of major public infrastructure and development projects. His experience includes both the public and private sector, with his proficiency in major public infrastructure and transportation design. His prior roles include project engineer for Kittitas County Public Works Department, and design engineer for Clark County. Greg provides project leadership through his knowledge and experience in design, project management, contract administration, agency regulations and public communication.

RELEVANT PROJECT EXPERIENCE:

- Beach Access Road, Port of Umatilla, OR
- East Gateway/Brewery Grade Intersection, The Dalles, OR
- NW Cornelius Pass Road, Multnomah County, OR
- Langer Farms Parkway/Oregon Street, Sherwood, OR
- Meinecke Road/Highway 99W, Sherwood, OR
- Vancouver Waterfront Development, Vancouver, WA
- NW Lake Road, Camas, WA
- Innovation Center Infrastructure Improvements, Richland, WA
- Brady Road, Camas, WA

YEARS OF EXPERIENCE:

26

EDUCATION:

BS, Civil Engineering,
Oregon State University

REGISTRATION:

Professional Engineer –
OR & WA

ORGANIZATIONS:

American Society of Civil
Engineers, Past President
American Society of Civil
Engineers
Vancouver Rotary
Foundation, Past
President

Rich Darland, PE, ENV SP (HDJ)

QA/QC



Rich is a senior civil engineer and project manager with experience delivering a wide variety of infrastructure projects. Rich has established strong working relationships with many state and local agencies throughout Oregon and southwest Washington. Rich works hard to foster a partnering atmosphere with review authorities, stakeholders, and utilities to achieve solutions which meet client needs, utility regulations, and jurisdictional standards. Rich provides senior oversight and quality control reviews for all of HDJ's infrastructure projects and his experience and attention to detail provide excellent quality products for our clients.

RELEVANT PROJECT EXPERIENCE:

- Meinecke Road/Highway 99W, Sherwood, OR
- Multorpor Overcrossing on Hwy 26, Clackamas County, OR
- Salem Renewable Energy and Technology Center, Salem, OR*
- Boeckman Road Reconstruction, Wilsonville, OR*
- Edgewater Street/Rosemont Avenue Intersection Improvements, Salem, OR*
- I-5, Wilsonville Road Interchange, Clackamas County, OR*
- ODOT Traffic Signal Upgrades, Clackamas and Washington Counties, OR*
- Camp Sherman Bridge Replacement, Deschutes County, OR*

YEARS OF EXPERIENCE:

22

EDUCATION:

BS, Civil Engineering,
Oregon State University

REGISTRATION:

Professional Engineer:
OR, WA & CO
Envision Sustainability
Professional

ORGANIZATIONS:

American Society of Civil
Engineers
American Public Works
Association

**prior to joining HDJ*

Maureen White, PE (HDJ)

Project Engineer



Maureen is an engineering professional with 18 years of experience. Her diverse experience includes all phases of a project including surveying, roadway and utility design, storm water runoff modeling and design of water quality and detention facilities, permitting, preparation of PS&E packages, construction inspection and project management. With additional experience in environmental site assessments and wetland conservation projects, Maureen brings an environmental awareness to a project and her excellent project management skills enable her to develop professional working relationships with clients and contractors alike.

RELEVANT PROJECT EXPERIENCE:

- Oregon Highway 211 Reconstruction, Sandy, OR
- Wells Fargo Bank, Lake Oswego, OR
- Peace Harbor Hospital, Florence, OR
- Clatsop Community College Renovation, Astoria, OR
- Kaiser Sunnyside Medical Center, Clackamas County, OR
- Kaiser Salem, Skyline MRI, Salem, OR
- Langer Farms Parkway/Oregon Street, Sherwood, OR
- Penn Lane Improvements, Oregon City, OR
- SW 3rd Street Sanitary Sewer Upgrade, Sherwood, OR
- Lower Roy Street Overlay, Sherwood, OR
- N 1st Street, Yakima, WA

YEARS OF EXPERIENCE:

18

EDUCATION:

BS, Civil Engineering,
University of Colorado

REGISTRATION:

Professional Engineer –
OR & WA

ORGANIZATIONS:

American Society of Civil
Engineers

John A. Manix, PE, PTOE (HDJ) Traffic Lead



John has 28 years of traffic engineering and transportation planning experience. He was a traffic engineer and transportation planner for the City of Vancouver. John has experience in traffic signal design; review of private development projects for the public improvement portion; resolving operational problems at high accident locations; PS&E for neighborhood improvement projects; engineering and transportation planning services for traffic calming; pedestrian and bicycle improvements; signing and striping; and traffic studies.

RELEVANT PROJECT EXPERIENCE:

- Stark Street Traffic Improvements, Multnomah County, OR
- School Safety Review. Multnomah County, OR
- Springwater Trail at Jenne Road, Multnomah County, OR
- Hawthorne Bridge Bike Lane/Pedestrian Improvements, Multnomah Co., OR
- ADA Transition Plan, Camas, WA
- 6th & Norwood Intersection, Camas, WA
- 4th Avenue Corridor, Pasco, WA
- Interim Traffic Engineer, Pasco, WA
- Road 68 Corridor Improvements, Pasco, WA

Terry Goodman, PLS (HDJ) Principal Surveyor



Terry has extensive survey experience throughout Oregon and SW Washington providing topographic and boundary survey for a wide variety of public agency projects. Terry is responsible for establishing survey standards and practices for the company. He also works directly with the survey office staff as the surveyor responsible of providing ALTA surveys, right-of-way retracement surveys, GPS control surveys, construction staking and legal description and exhibit preparation. His experience includes government, design, boundary, land development and construction surveys. His years of experience provide a broad base of construction and development knowledge.

RELEVANT PROJECT EXPERIENCE:

- NW Cornelius Pass Road, Multnomah County, OR
- Oregon City 2014 Roadway Reconstruction, OR**
- North Junction Pump Station and Trunk Sewer, Clark County, WA**
- Jackson School Road Intersection, OR**
- Tigard Sidewalk and Bike Lane Infill, OR**
- Gresham Intermediate Pump Station, OR**
- Bolton Reservoir Replacement, OR**
- Gabbert Reservoir Replacement, OR**
- Washington County Land Survey Services for Roadway Projects, Hillsboro, OR*
- City of Newberg Land Survey Services for Street Projects, Newberg, OR*
- City of Portland On-Call Land Survey Services, Portland, OR*

YEARS OF EXPERIENCE:

28

EDUCATION:

BS, Civil & Environmental Engineering, California Polytechnic State University

REGISTRATION:

Professional Engineer – OR, WA & CA

CERTIFICATIONS:

Professional Traffic Operations Engineer

ORGANIZATIONS:

Institute of Transportation Engineers

AWARDS:

Community Leadership, Clark County DUI and Traffic Safety Task Force
Silver Spoke Award, Bicycle Alliance of Washington

YEARS OF EXPERIENCE:

29

EDUCATION:

BS, Forestry Engineering, Oregon State University

REGISTRATION:

Professional Land Surveyor – OR, WA, ID, NV, AZ & CA
Public Surveyor – TX

ORGANIZATIONS:

Professional Land Surveyors of Oregon

***with Murray, Smith & Associates
prior to joining HDJ

Nicollette Roth, EIT (HDJ) **Design Engineer & Construction Administration**



Nikki's experience includes coordination with multiple agencies and clients to ensure quality of work and adherence to municipal codes, design of stormwater systems including water quality treatment, detention, conveyance and permitting. Nikki has expertise in the creation and compiling of construction plans, including erosion control plans, grading plans, stormwater conveyance and treatment facilities, potable water and sanitary sewer mains, and miscellaneous

detail sheets which include typical sections for numerous types of streets, sidewalks and access roads. Nikki also provides construction administration services on complex transportation projects.

RELEVANT PROJECT EXPERIENCE:

- Oregon Highway 211 Reconstruction, Sandy, OR
- Davis Creek Road Improvements, Lewis County, WA
- Wilbur Avenue Roadway Improvements, Walla Walla, WA
- Vancouver Waterfront Street Improvements, Vancouver, WA
- Myra Roadway Improvements, Walla Walla, WA
- Pleasant/Home/Fern Roadway, Walla Walla, WA
- SR-503 Widening, Woodland, WA
- Port of Ridgefield Rail Overcrossing Phase I & II, Ridgefield, WA

YEARS OF EXPERIENCE:

6

EDUCATION:

BS, Civil Engineering,
University of Portland

REGISTRATION:

Engineer-in-Training –
OR

CERTIFICATION:

LEED Green Associate

Andy Nuttbrock, PLA (HDJ) **Land Use Planning/Landscape Architect**



Andy has been involved in a variety of residential, commercial, and public infrastructure projects which have varied in size from 600-lot subdivisions to small intimate neighborhood parks in Oregon and Washington. He has the experience to manage all aspects of a variety of projects from design development through construction close out. He assists clients through the design process, coordinates subconsultant bids, and helps with construction administration tasks.

RELEVANT PROJECT EXPERIENCE:

- East Gateway/Brewery Grade Intersection, The Dalles, OR
- Langer Parkway/Oregon Street Realignment, Sherwood, OR
- Port of Umatilla Infrastructure Improvements, Umatilla, OR
- Wildflower Park, Bend, OR*
- Whispering Pines Park, Bend, OR*
- River Rim PUD, Bend, OR*
- Clover Island Shoreline Improvements, Port of Kennewick, WA
- Wilbur Avenue Improvements, Walla Walla, WA
- Hazel Dell Square North, Vancouver, WA
- United Natural Foods at Union Ridge, Ridgefield, WA

YEARS OF EXPERIENCE:

17

EDUCATION:

BLA, Landscape
Architecture, University
of Oregon

REGISTRATIONS:

Professional Landscape
Architect – OR & WA

**prior to joining HDJ*

Chris Link, PE (MSA)

MSA's Project Manager



Chris has served in a variety of project management, design and construction administration roles on several local agency and ODOT transportation projects. All of these projects have included design and construction support elements, allowing him to develop practical transportation engineering experience. He is a skilled designer and is highly experienced in developing construction documents, specifications and cost estimates. Chris was recently awarded a Certificate of Appreciation for work completed on the Mt. Hood Highway Safety and Preservation Project. The client, ODOT, specifically noted the strong lines of communication between Chris and ODOT staff, and the flexibility to deliver a design solution that evolved with the changing project criteria.

YEARS OF EXPERIENCE:

11

EDUCATION:

BS, Civil Engineering,
Oregon State University

REGISTRATION:

Civil Engineer – OR &
WA

RELEVANT PROJECT EXPERIENCE:

- Stowers Road Improvements, City of Molalla, OR
- Springwater Trail Rugg Road, Dee Street, Clackamas County/ODOT, Boring, OR
- US 101, Alsea Bay Bridge, Wm. Keady Wayside, ODOT, Waldport, OR
- US 101, Manzanita Avenue, Neahkahnie Creek, ODOT, Manzanita, OR
- US 26, Mt. Hood Hwy @ MP 49.20 to 57.45, ODOT
- US 20, Philomath Couplet, ODOT, Philomath, OR
- Downtown Streetscape Improvements, City of Philomath, OR
- Aumsville Elementary School 11th Street, Del Mar Drive Sidewalk Project, ODOT
- US 26, Military Cr., Salmonberry, Wolf Cr. Sec., ODOT

Gabriel Crop, PE (MSA)

Project Engineer



Gabe's experience includes comprehensive transportation design and construction administration on projects ranging from small-scale local assignments to multi-million dollar, federally-funded freeway projects. He also has experience in subsurface utility engineering (SUE), and reservoir, pump station, water main, stormwater and wastewater design in Oregon and Washington. He has served in a variety of transportation planning, design and construction administration roles. Early in his career, Gabe served as both design engineer and construction inspector for many of the same projects, enabling him to develop well-rounded design experience. He continues to hold ODOT certifications for construction and traffic signal inspection.

YEARS OF EXPERIENCE:

12

EDUCATION:

BS, Civil Engineering,
University of Portland

REGISTRATION:

Civil Engineer – OR &
WA

RELEVANT PROJECT EXPERIENCE:

- Downtown Utility Undergrounding, Streetscaping and Signalization, City of Sandy, OR
- 5th Street Improvements, City of Woodburn, OR
- 2012-2014 Pavement Improvements, City of Oregon City, OR
- Westridge & Palisades Pavement Rehabilitation, City of Lake Oswego, OR
- SW Martinazzi Avenue Reconstruction Project, City of Tualatin, OR
- 2013 Sidewalk & Bike Lane Infill, City of Tigard, OR
- Rosemont and Santa Anita Intersection Improvements, City of West Linn, OR
- US 20, Philomath Couplet, ODOT, Philomath, OR

Jon Gellings, PE (MSA)

Traffic/ADA



Jon has 13 years of experience in the design and management of complex transportation projects for municipal and state clients. His experience ranges from freeway interchange design to municipal roadway and pedestrian path projects. Jon specializes in illumination design for both conventional High Intensity Discharge (HID) and Light Emitting Diode (LED) systems. He is proficient using AGi32 Lighting Analysis Software to calculate required luminaire spacing, mounting height, mast arm length, and bulb wattage to meet specified lighting levels. Jon has a diverse project background, tailoring well-rounded experience in roundabout design, roadway and intersection geometric design, traffic calming, signing, striping, traffic control and ADA compliance.

YEARS OF EXPERIENCE:
13

EDUCATION:
BS, Civil Engineering,
Gonzaga University

REGISTRATION:
Civil Engineer – OR, WA
& ID

RELEVANT PROJECT EXPERIENCE:

- Jackson School Road at Scotch Church & Meek Roads, Washington County, OR
- Southcenter Parkway Extension, Tukwila, WA
- Stadium Way Arterial Project, City of Tacoma, WA
- 108th Avenue SE Sidewalk Improvements Project, Bellevue, WA
- Pine Lake Transit Access Road, Sound Transit & City of Sammamish, WA
- 2010 Sidewalk Development Program, City of Seattle Department of Transportation (SDOT), WA
- 2012 Neighborhood Street Fund Projects, SDOT, WA
- West Thomas Street Pedestrian Overpass, SDOT, WA
- SR 202 Hollywood Hills Roundabouts, City of Woodinville, WA

Andrew Giesy, PE (MSA)

Construction Administration & Inspection



Andrew has been a key technical and inspection resource for several street and highway improvement projects that include modernization, preservation, safety, and transportation enhancements. This includes his recent work in Oregon City, Lake Oswego, Sherwood, and Tigard as primary inspector for pavement rehabilitation/reconstruction and curb ramp replacements. Andrew is a certified asphalt technician (CAT-1) which enables him to review asphalt test reports and ensure materials compliance for this project. Andrew has also provided extensive utility coordination services for these and multiple other roadway projects. All of these technical specialties and capabilities will be key assets to City during project construction.

YEARS OF EXPERIENCE:
9

EDUCATION:
BS, Civil Engineering,
Portland State University

REGISTRATION:
Civil Engineer – OR

RELEVANT PROJECT EXPERIENCE:

- Stowers Road Improvements Project, City of Molalla, OR
- Downtown Streetscape Phase 2 Improvements, City of Sherwood, OR
- 2012-2014 Pavement Improvements, City of Oregon City, OR
- 5th Street Improvements, City of Woodburn, OR
- Westridge & Palisades Pavement Rehabilitation, City of Lake Oswego, OR
- US 26, SE 11th to SE 176th, ODOT
- 2013 Sidewalk & Bike Lane Infill, City of Tigard, OR
- US 20, Philomath Couplet, ODOT, Philomath, OR

Dan Trisler, PE, GE (HC) Geotechnical Engineer



Dan has 20 years of experience managing and conducting geotechnical investigations in the private and public development sectors. His work routinely includes flexible and rigid pavement analysis, pervious pavement analysis, standard and non-standard traffic control structure foundation design, infiltration system evaluation, bridge and retaining wall foundation design, and settlement prediction. Dan is thoroughly familiar with City, ODOT and AASHTO standards for geotechnical aspects of roadway improvement projects.

RELEVANT PROJECT EXPERIENCE:

- Roadway/Pavement Improvement Project, Port of Umatilla, OR
- NE 119th Street and NE 50th Avenue Improvements, Clark County, WA
- NE 137th Avenue Improvements, Vancouver, WA
- Myra Road (SR 125 to Garrison Creek), Walla Walla, WA
- Brady Road Improvements, Camas, WA
- Andresen-Padden Stormwater Pond, Clark County, WA
- Waller Road E & 84th Street E Intersection, Pierce County, WA

YEARS OF EXPERIENCE:
20

EDUCATION:
M.Eng, Geotechnical Engineering, Cornell University
BS, Civil Engineering, Cornell University

REGISTRATION:
Civil Engineer – OR, WA, CA & ID

ORGANIZATIONS:
American Society of Civil Engineers
American Public Works Association

Seth Hemelstrand (UFS) Senior Right-of-Way Agent



Seth has 11 years of experience in the right-of-way field, and he understands the detailed documentation requirements for transportation projects. As a project manager, he is responsible for assigning and reviewing agent work, contracting with appraisers, keeping the project on schedule and maintaining the budget. Seth does acquisition work and is also an experienced relocation agent. He is detailed oriented with excellent problem-solving and multi-tasking abilities. Seth is an adept communicator with strong negotiation and client relations skills.

RELEVANT PROJECT EXPERIENCE:

- Portland-Milwaukie Light Rail, Portland, OR
- Raw Water Pipe Project, Joint Water Commission and City of Hillsboro, OR
- Mollala Avenue-Beavercreek Road, Oregon City, OR
- Myra Road Project, Walla Walla, WA
- NW 38th Street, Camas, WA
- E Street Project, Washougal, WA
- Rose Street, Walla Walla, WA
- Fallen Leaf Lake Relocation, Camas, WA
- SR 503, Woodland, WA

YEARS OF EXPERIENCE:
11

EDUCATION:
Attended Oregon State University

REGISTRATION:
Oregon Real Estate Broker

John van Staveren (PHS) Senior Scientist



John has over 26 years of natural resource consulting experience throughout the Pacific Northwest and California. As Pacific Habitat Services' president, he manages the 20-person company. He has conducted hundreds of projects for public and private clients. His expertise includes wetland science, endangered species consulting, state, federal and local permitting, and restoration ecology. He has provided expert witness testimony, and regularly testifies at public hearings and professional conferences. He has served on four state-appointed Technical Advisory Committees concerning wetland and environmental policy in the State of Oregon, authored a chapter on wetland mitigation in the Pacific Northwest for an Island Press text book, and authored a methodology for defining riparian areas for Oregon's Statewide Planning Goal 5.

RELEVANT PROJECT EXPERIENCE:

- National Oceanic and Atmospheric Administration Marine Operations Center, Port of Newport, OR
- East Lents Floodplain Restoration, City of Portland, Bureau of Environmental Services, OR
- Boeckman Creek Restoration, City of Wilsonville, OR
- Bandon Crossing Golf Course, Bandon, OR
- Columbia Slough Water Quality Facility, City of Gresham, OR
- Luscher Farm Park, City of Lake Oswego, OR

YEARS OF EXPERIENCE:

26

EDUCATION:

MS, Marine Biology and Limnology, San Francisco State University

BS, Biochemistry, University of New Hampshire

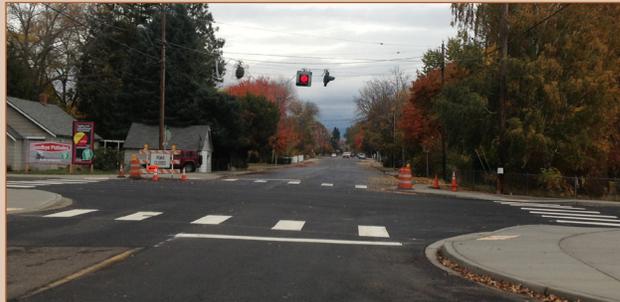
CERTIFICATIONS:

Professional Wetland Scientist

Oregon Department of Transportation, Endangered Species Effects Assessments

Wilbur Avenue IRRP Improvements, Walla Walla, WA

HDJ and MSA worked together on this roadway improvement project in Walla Walla, WA. HDJ was the prime consultant and performed project management, roadway design, design of new sidewalks, curbs and gutter, street lighting, a stormwater system street, trees and landscaping. MSA designed replacement of water mains, water services, sewer mains, and sewer services, as a subconsultant. Both firms performed construction inspection and management.



NW Timmen Road Water Main, Clark County, WA

This is an example of a project primed by MSA with HDJ as a subconsultant. This project involves the design and construction of a 24-inch diameter ductile iron water main along Timmen Road and 10th Avenue from NE 279th Street to NW La Center Road. MSA performed project management duties plus design of the water main. HDJ performed the data collection of prior water studies, topographic and water system mapping, utility mapping, and street/storm drainage drawings.

b. Description of Complying with Minimum Qualifications

Proposer Must be Licensed Pursuant to State Law and Registered to do Business in the City of Molalla

HDJ is registered to do business in the state of Oregon as a Professional Limited Liability Company. Our registration number is 011516-95 and expires March 23, 2015. We are ready to apply for and purchase a City business license upon notice of acceptance of our proposal.

Proposer must not be Disqualified from Working on Public Contracts

HDJ Design Group formally states it has not had any formal legal action taken against them which would have resulted in being banned from any public work. Additionally, we state to the best of our ability that none of the staff proposed for this project have been barred from public work.

c. Special Services “per Exhibit D”

Description of Services

Project Approach - 3 Projects

After an extensive site visit and discussions with the city manager and public works director, the team of HDJ and MSA have decided to approach the five street segments as three distinct projects.

1) Molalla Avenue - Opportunity for Community Gathering Place

Molalla Avenue includes a distinct downtown/commercial district on the north end that slowly transforms into a residential district on the south end. We will approach this as an opportunity to give Molalla a visually stunning downtown street. All new improvements will match or complement the recent sidewalk improvements at City Hall.

We will start our design process by going through a concept/preliminary design process. During this phase, we will develop options for the curb, sidewalk, driveways, crosswalks, and intersections. It's at this stage where we will work with the City staff and property owners to close or modify accesses along the street.

Closing and restricting access can make the downtown core more pedestrian oriented. *(See Attached Map of Molalla Avenue on Page 19)* Once the concepts are agreed upon, we will share the concepts with the public through an open house where we will gather public opinion prior to moving into the full design process.

Sidewalks will be replaced making sure that all storefronts have ADA accessible entrances. There is an opportunity to redesign the street in a distinctive “Festival Style” using the festival cross section. Because there are no driveway drops in the festival section, the design will also give the City the flexibility to close access points as businesses redevelop. Because the festival cross section has no raised curb it gives the City an opportunity to close the street for downtown festivals and use the entire right-of-way for pedestrian uses. Street light, trees and a low impact landscape design will highlight the main design. The entire design will give the downtown an inviting place for community members to gather.

The residential areas will be improved using standard curb and gutter sections. Like in the downtown core, we will work with the city staff and property owners to close or modify accesses where possible.

Meets Evaluation
Criteria

No. 4, 5
& 6



2) Heintz Street - Reduction of Sidewalks & Elimination of On-Street Parking

Heintz Street is an unconstructed connector between Ridings Avenue on the west and Kennel Avenue on the east. Construction of this connection will provide needed vehicular and pedestrian cross circulation. The right-of-way is bordered on the north by a large drainage ditch and an undeveloped residential area. To the south is an industrial area that will likely redevelop in the near future.

Since the right-of-way is restricted by the drainage ditch and there are no current street connections planned, we propose to reduce the standard section providing sidewalk on one side only. On-street parking will be eliminated from the standard section. We will provide a widened driving surface to allow for emergency vehicle access. On the south side, we propose to design a section with only curb and gutter. All future driveways and sidewalk can be added by developers as the industrial site redevelops.



3) Shaver Avenue, Hart, Metzler and 3rd Streets - May Need Modifications for Narrowing

This area is envisioned to redevelop as a bustling commercial district with 3rd Street providing much needed cross circulation. We will design the standard City cross-section for Local Streets, with the possible exception of 3rd Street. This street is currently a residential street with the dwellings and front yards built close to the existing right-of-way. In many cases, the residents are currently using the City right-of-way for landscaping, front yards and parking. For 3rd street we will re-examine the standard section and will recommend the elimination of the on-street parking and sidewalk on the north side to narrow the roadway section.

One of the big challenges in this area will be the staging of construction on Hart Street. There is a very active commercial scale located on Hart Street. We will need to work with the property owner and scale operator to effectively stage the project and not affect the scale house operation.



For all sections, we will design stormwater collection and treatment facilities that meet current City and State standards for water quality.

Project Leadership

In general, once given a project assignment by City staff, we will decide whether the assigned project is best delivered by the staff at HDJ, MSA or a combination of staff. Our staffing decision will be based on type of project, delivery schedule, and current team assignments. This method of staffing the projects will give the City the maximum flexibility and power in project delivery. We will start each project with a design kick-off meeting. Our goal at this meeting is for all parties to come to a common understanding of the project's goals, the team's approach, and the timelines.

Design and Construction Management

Our design of project improvements will focus on keeping the project simple and not over complicating the process. By this we mean that we scale the design process to the project, small more simplistic projects may not have all of the steps as outlined below, while larger more complicated work may have more.

Typically, the HDJ design team will prepare 30 percent design drawings that will be submitted to the City as the concept design. The majority of the design issues and constraints will be clearly identified at the 30 percent level of effort. It's during this phase that we will develop the project concepts and hold a public open house. We will also employ the services of Hart Crowser for geotechnical investigations.

After completion of the 30 percent design and review process, the HDJ Team will incorporate the appropriate review comments into the design and proceed to a 60 percent design PS&E. It's during this phase that the team will initiate the environmental documentation and permitting, either in-house or with assistance from Pacific Habitat Services. We will develop stormwater and hydraulics reports, as necessary. At the end of the 60 percent design phase, we like to have a review of our preliminary plan set including the estimate and specifications.

After completion of the 60 percent review, the HDJ team will incorporate all comments into the 90 percent design effort. At this stage we will coordinate any needed right-of-way acquisitions or processes with City staff and Universal Field Services, with the goal of having both completed along with the 90 percent PS&E.

Once we have the PS&E completed, a third review process will be undertaken by City staff. HDJ will incorporate the appropriate review comments into the PS&E and proceed to final PS&E and construction advertising. The final PS&E will be completed and approved on time and within budget.

Once the project is issued for bid, our team will assist the City through the bidding process. This includes cataloging and responding to questions from bidders and issuing contract addenda, as needed. After bid opening, HDJ will assist the City in evaluating bids, if necessary, and preparing to award the contract. HDJ will also organize and lead the pre-construction conference to set the stage for a successful construction process.

During construction HDJ can provide full construction management documentation of pay quantities and estimates, processing change orders, and project close-out. We have developed a filing system specifically for tracking submittals, pay estimates, change orders, prevailing wage documentation and other documents required for construction projects. This system expedites project close-out and maintains accurate records for review by City staff.

Example of Incorporating Input



John Manix, far right, meets with community members to receive input for a traffic plan to benefit the City of Camas.

Activities and Deliverables

In general, the HDJ Team project activities and deliverables will include:

- Project communication protocol that will contain e-mail, office phone, fax, and cell phone numbers of all appropriate project team members.
- Meeting notes for all project meetings held or attended by HDJ, MSA or subconsultants.
- Provide assistance as requested by the City staff for public outreach including preparation of all exhibits.
- Data collection including topographic survey.
- Geotechnical Investigations
- Traffic engineering design memorandum that discusses recommendations from review of accident records and the roadside hazard inventory.
- Consult with city staff, federal, state and local regulatory agencies, required throughout the project design process.
- Calculations, reports, memorandums related to PS&E design elements such as hydrology and hydraulics, and pavement design.
- Environmental Permitting
- Right-of-way Permitting and Acquisitions
- 30 percent Plans
- 60 percent PS&E
- 90 percent PS&E
- Final Design PS&E Ready to Advertise
- Assistance as requested for advertisement, bid and award phase including written responses to all contractor questions.
- Construction Management

Level of Effort

In general, the level of effort (percent) for this project will be:

- HDJ Design Group – 45 percent
- Murray, Smith & Associates – 40 percent
- Hart Crowser – 5 percent
- Universal Field Services – 5 percent
- Pacific Habitat Services – 5 percent

HDJ Provides Surveying Services throughout Oregon



Schedule

Below is the proposed schedule for completing the Urban Renewal Engineering project.

Tasks	210 Days																				
Project Assignment	*																				
30% Design Phase																					
Survey & Data Collection																					
Concept Development																					
30% Design																					
60% PS&E Development																					
Environmental Permitting																					
90% PS&E Development																					
Right-of-way Acquisition																					
100% PS&E																					

* = 1 day (Milestone)

East Gateway Brewery/Grade Project, The Dalles, OR - Schedule Met

This project is an example of a successful delivery within a tight timeframe.

The East Gateway/Brewery Grade Project improved a section of East 2nd Street (Hwy 30) and included a new roundabout and realignment of the City’s downtown eastern entrance. The project improved safety and traffic capacity while creating an attractive, tourist-friendly gateway to the community.

This project was initially funded using local funds and then at the last moment the project received federal stimulus money through the ARRA program. HDJ quickly led the team including the City and regulating agencies through a collaborative process that ensured the project would successfully meet all of the requirements for the project to receive the federal funding, while meeting the critical and stringent timeline requirements for a “shovel ready” ARRA project.



d. Experience

HDJ - Providing Services in Oregon and Washington for 34 Years

HDJ has been providing professional consulting services to the communities of the Northwest for more than 34 years. Since its inception in 1980, HDJ has been committed to helping build stronger communities by providing outstanding service to both public and private sector clients. HDJ regularly leads multi-discipline teams on FHWA funded public works projects and has extensive experience managing all facets of these projects. Long term working relationships, team organization and communication with internal and external team members are among the firm's particular strengths.

**Meets Evaluation
Criteria
No. 1, 3
& 5**

Murray, Smith & Associates - Municipal Engineer

Murray, Smith & Associates, Inc. (MSA) is a Pacific Northwest firm founded in 1980 with the key mission of providing high-quality, high-value municipal engineering services to public agencies. MSA has steadily expanded its firm's capacity and capabilities over the past 34 years. It currently operate with a staff of 104 out of offices in Vancouver, Everett, Tacoma and Spokane, Washington; Portland and Springfield, Oregon; and Boise, Idaho.

Hart Crowser - Geotech with Vast Roadway Experience

Hart Crowser, Inc. is a 115-person geotechnical and environmental engineering firm with offices in Vancouver, Seattle, and Edmonds, Washington and Portland, Oregon. Since 1974, Hart Crowser has successfully accomplished numerous geotechnical studies that have supported both large and small infrastructure development. Hart Crowser's regular full-time staff includes 24 post-graduate level geotechnical engineers and a group of Northwest engineers and scientists who have completed a wide variety of projects for counties and cities throughout the state.

Universal Field Service - Experienced in Right-of-Way Acquisitions

Universal Field Services, Inc. (UFS) is one of the largest right-of-way acquisition firms in the nation, and they have been dedicated to providing excellent service to Oregon municipalities for more than 15 years. From their office in Salem, Oregon, they provide project management, project funding estimates, appraisal and appraisal review, acquisition, and closeout services. Their staff routinely follow the requirements of the Uniform Act of 1970, related laws and regulations.

Pacific Habitat Services - A Long History in Molalla

Pacific Habitat Services, Inc. (PHS) is a multi-disciplinary environmental consulting firm with about 20 employees who offer professional expertise in the disciplines of wetland science, endangered species consulting, wildlife and fisheries biology, hydrology, soil science, botany, permitting, and environmental planning. Founded in 1993, PHS has a long history of working in the Molalla area. They conducted the 2004 City of Molalla Local Wetland and Riparian Inventory, and the design and permitting for the Bear Creek Trail. Other projects include the Molalla Public Library Environmental Review, 5th Street Wetland Mitigation Monitoring, and the Avison Lumber Industrial Site Certification. They have experience gaining permits and approvals from the U.S. Army Corps of Engineers, the Oregon Department of State Lands, the National Marine Fisheries Service, the U.S. Fish and Wildlife Service, and the Department of Environmental Quality. They are a licensed general contractor, and provide the design and installation of restoration and natural resource projects.

Below is the team's specific experience which meets the RFP's required services.

Oregon Highway 211 Roadway Reconstruction, Sandy, OR (HDJ)

The project included the reconstruction of a portion of Oregon Highway 211 to provide sight distance for a new access to a proposed subdivision. The roadway was raised and widened, the improvements also included sidewalks, street lights, street trees, retaining walls, utility relocations, stormwater collection, conveyance, treatment and detention system. The project required approvals by the City of Sandy and the Oregon Department of Transportation, and an NPDES permit through DEQ. Extensive coordination with ODOT's traffic engineering staff was required through the rigorous review process of three design exceptions associated with the project.

HDJ provided civil engineering, traffic engineering, land surveying, landscape architecture, construction management and inspection.



RFP Experience Requirements

- Civil & Transportation Engineering
- Landscaping
- Coordination with State & County
- General Land Use & Infrastructure Planning
- Public Contract Management & Bidding Process

Meinecke Road and Highway 99, City of Sherwood, OR (HDJ)

The project scope included designing one mile of arterial roadway and two roundabouts. The typical section of Meinecke Road now includes two vehicle lanes, a landscaped median and separated pedestrian and bike paths.

Two roundabouts were constructed to provide capacity for existing and future needs. HDJ prepared traffic volume studies to warrant construction of a signal on Highway 99W. Extensive analysis included the impact of queuing at the new signal on Highway 99W on the operation of the roundabouts north and south of the Meinecke/Highway 99W intersection.

HDJ provided landscape architecture services for the roadway, lining the sidewalks and medians with native and non-native plants. Plantings along Highway 99 complied with ODOT standards. Concrete pavement with a cobblestone texture and decorative retaining walls provided a variety of colors and textures that complemented the residential community along this corridor.

Other services provided by HDJ included: alternative analysis with public outreach, street lighting design, state permitting coordination, construction inspection, irrigation systems, electric power and utility line layouts. Three stormwater treatment facilities were designed to Clean Water Services' standards. HDJ also provided construction contract administration and construction inspection.



RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Storm Water Collection & Treatment Systems
- Landscaping
- Coordination with State & County
- Street Maintenance
- General Land Use & Infrastructure Planning
- Public Contract Management & Bidding Process

Langer Farms Parkway, City of Sherwood, OR (HDJ)

This public works project for the City of Sherwood involved a 4,000-foot extension of Langer Farms Parkway from Tualatin Sherwood Road to SW Oregon Street and improvements to SW Oregon Street from Langer Farms Parkway to Old Town Sherwood.

The alignment development included the design of a signalized intersection at Langer Farms Parkway and Tualatin Sherwood Road, a two-lane roundabout at the intersection of Langer Farms Parkway and Century Drive, and a second signalized intersection for Langer Farms Parkway and Oregon Street, immediately east of an upgraded railroad crossing.

Langer Farms Parkway now includes both a multi-use 12-foot pedestrian/bicycle path and a pedestrian sidewalk. Landscaped planter strips and the center of the roundabout island create a delicate transition from the downtown charm of the city to the busy Tualatin Sherwood Road.

Because of the site location and nearby developments, a regional water quality facility was built to treat stormwater runoff from an area which was more than 100-acres in size.

The project included coordination with Portland and Western Railroad and with ODOT's rail division for the at-grade rail crossing improvements. Environmental permitting for wetland mitigation and hydrology for water quality and reporting were also prepared.



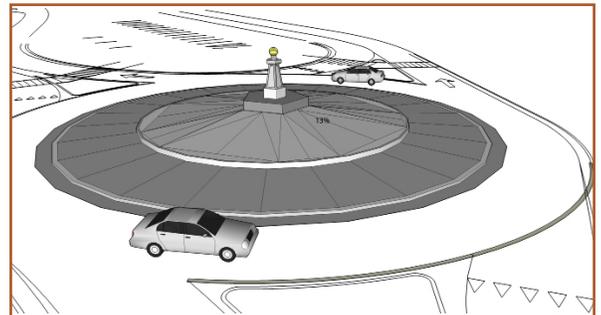
RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Storm Water Collection & Treatment Systems
- Landscaping
- Coordination with State & County
- Street Maintenance
- General Land Use & Infrastructure Planning
- Public Contract Management & Bidding Process

East Gateway/Brewery Grade Project, City of The Dalles, OR (HDJ)

This project included a new roundabout at the eastern entry into The Dalles downtown area which improved safety and traffic capacity while creating an attractive, tourist-friendly gateway to the community.

HDJ completed the ODOT Project Prospectus, including all required environmental studies and reports. HDJ also worked closely with ODOT personnel throughout the project development process. Material testing to obtain a pavement design was conducted using ODOT's preferred test methodologies. HDJ also assisted the City in writing grants to receive federal funding.



RFP Experience Requirements

- Civil & Transportation Engineering
- Landscaping
- Coordination with State & County
- General Land Use & Infrastructure Planning
- Public Contract Management & Bidding Process

North First Street Revitalization Project, Phase 1, City of Yakima, WA (HDJ)

This project entails the revitalization of approximately half mile of arterial roadway. The HDJ Team provided strategic public outreach and transportation planning designed to help identify potential median placement opportunities and access management improvements along the corridor. Involving local businesses and city staff, the team developed a layout of the corridor that provides safety and mobility for all users including consolidation of driveways and incorporation of landscaped medians and turning lanes. The project also includes utility upgrades to the stormwater and potable water systems and the relocation of overhead power lines. Pedestrian, bicycle, and ADA access is provided with the incorporation of bike lanes, sidewalks, and updated ADA ramps. New street lights and pedestrian lighting are also provided in the design. The HDJ team for this phase of the project included Kittleson and Associates, Hart Crowser and Universal Field Services.



RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Storm Water Collection & Treatment Systems
- Coordination with State & County
- Street Maintenance
- General Land Use & Infrastructure Planning

Vancouver Waterfront, Port of Vancouver, WA (HDJ)

This \$1 billion project will transform the southernmost portion of downtown Vancouver along the Columbia River to 3,300 residential units, 250,000 sq. ft. of retail space and about 1,000,000 sq. ft. of commercial space. The 32-acre site will include a 170-room hotel, as well as a variety of parks and open spaces. The urban design maximizes views of the river and creates a waterfront amenity for people who live, work and shop in the area.

The pedestrian realm was carefully considered to create a human-scaled walking environment with active uses at the ground floor. Roads have a gentle arc that create a sinuous rhythm and sense of discovery as you move through the development.

HDJ provided estimates for the overall development of the project and provided critical information on the level of infrastructure that would be required to support development of the waterfront site.

HDJ provided civil/transportation engineering services to support the team and project from the conceptual stages all the way through the Master Plan and Preliminary Plat Approval. This has included all preliminary street design, stormwater, water, sanitary sewer gravity lines and pump station, site grading, and waterfront grading. HDJ also has provided extensive coordination support with all departments of the City, WSDOT, and the Port of Vancouver.



RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Storm Water Collection & Treatment Systems
- Coordination with State & County
- Street Maintenance
- General Land Use & Infrastructure Planning

Davidson Avenue Roadway Reconstruction, City of Woodland, WA (HDJ)

HDJ provided civil engineering services to reconstruct 1,800 feet of roadway along Davidson Avenue. The avenue was classified as a two-lane downtown collector. It now consists of two lanes, parking on both sides and attached sidewalks. The sidewalks include landscaped areas and tree planters. Crosswalks have improved pedestrian safety due to the incorporation of bulbouts.

The sanitary sewer lines along Davidson Avenue were replaced with a new system as part of the design. Water quality treatment was accomplished by incorporating a proprietary device. A complete storm drainage system was installed.

HDJ also provided construction services for this project, including construction contract administration and construction inspection.

This project received the following awards:

- Winner of 2004 Washington State Downtown Revitalization Program
- 2005 Oregon Concrete Association, 2nd Place in Craftsmanship Category



RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Storm Water Collection & Treatment Systems
- Coordination with State & County
- Street Maintenance
- General Land Use & Infrastructure Planning

2012-2014 Pavement Improvements, City of Oregon City, OR (MSA)

For the last three years, MSA has developed plans, specifications and estimates for annual pavement rehabilitation designs and provided construction administration services for the City of Oregon City.

Work totaled over \$1.5 million in 2012, \$900,000 in 2013 and \$1.4 million in 2014. Pavement rehabilitation design work between 2012 and 2014 included over 33,000 feet of roadway overlays, grind/inlays, spot repairs, full depth reconstruction and cement-treated subgrade. MSA developed a customized pavement design approach which included a pavement investigation program using ground penetrating radar (GPR) with selectively located pavement cores to determine existing asphalt thickness. This was paired with field observations to develop an integrated pavement design approach for each street.

Other associated design work and improvements include ADA ramp replacements, intersection corner reconstruction, roadway vertical alignment correction through reconstruction and leveling, signal detector loop replacements, new storm sewer conveyance, and storm and sanitary sewer rehabilitation using cured-in-place pipe. Design work for 2012, in particular, was completed on an extremely fast-track schedule in just over two months to accommodate construction within the August and September paving season. MSA provided full construction administration services, including inspection.



RFP Experience Requirements

- Civil & Transportation Engineering
- Waste Water Collection Systems
- Storm Water Collection & Treatment Systems
- Coordination with State & County
- Street Maintenance
- Public Contract Management & Bidding Process

Downtown Streetscape Phase 2 Improvements, City of Sherwood, OR (MSA)

MSA recently completed roadway and sidewalk reconstruction and streetscape designs for the City of Sherwood Downtown Streetscape Phase 2 Improvements Project.

The project involves complete reconstruction of three downtown blocks and will mark the final redevelopment of the downtown area started in 2005. MSA has brought a fresh perspective to the concept established in Phase 1 by suggesting several incremental enhancements. One such enhancement included adjusting the City's symmetrical cross-section to allocate more sidewalk space to the business side of Railroad Street and less space on the track side of Railroad Street.

MSA's designs include complete street reconstruction, stormwater management considerations, storm sewer design, multi-colored and textured decorative concrete surfaces, street lighting, streetscape amenities, sanitary sewer rehabilitation, utility coordination/undergrounding, and alley beautification improvements. The finished product has greatly enhanced pedestrian access, functionality and overall aesthetics on the downtown area. This marquee project for the City was completed on a fast-track schedule through the winter in time for the City's annual "Cruisin Sherwood" car show event and resulted in a complete transformation of the downtown area.



RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Waste Water Collection Systems
- Storm Water Collection & Treatment Systems
- Landscaping
- General Land Use & Infrastructure Planning
- Public Contract Management & Bidding Process

5th Street Improvements, City of Woodburn, OR (MSA)

MSA completed preliminary and final design efforts and construction support services for this modernization project.

The project improved connectivity in the City for all modes of transportation by widening and upgrading 1,800 feet of 5th Street from a local residential street to an "access" street and extending 5th street to establish connectivity to OR214. This project included an intensive formal public involvement element with the MSA team leading four open houses, four citizens' advisory committee meetings, a guided field walkthrough, multiple mailings and presentation preparation for a City Council meeting.

Design work included geometric design for a widened street and intersection, geotechnical and hazardous materials investigations, pavement design, new sidewalk and curb, storm sewer design, illumination, landscaping, traffic control staging, signing and striping, and a new traffic signal at OR 214.

MSA led the ODOT coordination and review for all improvements in state right-of-way including development and implementation of an IGA for signal operation. To address stakeholder concerns about increased traffic on 5th Street, MSA put an emphasis on pedestrian-friendly roadway design that included new continuous sidewalks, ADA compliant curb ramps and geometric design to balance shortened pedestrian crossings (curb extensions) with bus and truck turning needs.



RFP Experience Requirements

- Civil & Transportation Engineering
- Water Distribution Systems
- Storm Water Collection & Treatment Systems
- Landscaping
- Coordination with State & County
- General Land Use & Infrastructure Planning
- Public Contract Management & Bidding Process

US 101 Alsea Bay Bridge, William Keady Wayside, Waldport, ODOT (MSA)

MSA completed preliminary engineering and final designs for intersection improvements, traffic signal replacement, downtown enhancements, and pavement rehabilitation along US 101 in the City of Waldport for this ODOT-funded project.

The City was awarded ODOT Transportation Enhancement funding as a way to develop and implement their Downtown Refinement Plan. ODOT planned concurrent pavement rehabilitation and signal reconstruction projects in downtown Waldport using Pavement Preservation and Signal funds. Given the proximity and relation of these identified work elements, the three funding sources (transportation enhancement, pavement preservation and signal) were combined and all associated work was included in the scope of this project. Pavement rehabilitation work included full-depth pavement reconstruction for a portion of the project and a grind and inlay for other areas within the project limits.

The project also involved new continuous sidewalks on both sides of US 101, curb extensions, improved crosswalks, pedestrian refuge islands, utility undergrounding, and streetscape improvements. MSA coordinated with ODOT, the City, and the public to provide a design that met project goals and community objectives.

The project received the 2009 APWA-OR Public Works Project of the Year award.



RFP Experience Requirements

- Civil & Transportation Engineering
- Storm Water Collection & Treatment Systems
- Landscaping
- Coordination with State & County
- Street Maintenance
- Public Contract Management & Bidding Process

Capps Road Industrial Permitting, Clackamas County Development Agency (PHS)

John van Staveren of Pacific Habitat Services (PHS) is currently managing the wetland permitting for Clackamas County Development Agency of a 69-acre industrially zoned property near the Clackamas River. The property is one of the largest undeveloped industrially-zoned properties in the Metro area. In order to facilitate the development of the property, PHS conducted a wetland delineation, prepared a joint permit application to fill wetland and coordinated with the National Marine Fisheries Service to ensure that stormwater runoff will not impact protected species.

Molalla Local Wetland and Riparian Inventories, City of Molalla, OR (PHS)

John van Staveren of PHS managed the inventory of wetlands and riparian areas for the City of Molalla. The inventories were conducted within the City's Urban Growth Boundary. The project required attending two public meetings and reaching out to people throughout the community. The project was conducted on schedule and on budget. The inventories were reviewed and approved by the Department of State Lands.

e. Work Load Capacity & f. Availability of Support Staff

Below is a chart detailing the staffs' and firms' work load capacity, as well as the availability of support staff by providing the current assignments and anticipated assignments during the life of the Urban Renewal Engineering project.

Our team is positioned to begin work on this project immediately upon Notice to Proceed. This project will be a priority to our team and the staff shown in this document will be committed to the project through the duration.

**Meets Evaluation
 Criteria
 No. 6**

Personnel	Current Assignment	Anticipated Assignments
Ken Hash, PE – Project Manager	Yakima N. 1st Street, 10%; Vancouver NE 137th, 15%; Camas Brady Road, 15%	Yakima N. 1st Street Phase 2, 15%; Kelso West Main, 10%
Gregory Jellison, PE – Principal-in-Charge	Camas Brady Road, 5%; Vancouver Waterfront, 15% Vancouver NE 137th Ave, 15%	Yakima N. 1st Street Phase 2, 5%; Kelso West Main, 5%
Rich Darland, PE – QA/QC	Yakima N. 1st Street, 5%; Vancouver NE 137th, 10%; Camas Brady Road, 15%; Vancouver Waterfront, 15%	Yakima N. 1st Street Phase 2, 5%; Kelso West Main, 10%
Maureen White, PE – Project Engineer	Yakima N. 1st Street, 10%; Private Clients, 30%	Yakima N. 1st Street Phase 2, 15%; Private Clients, 25%
Chris Link, PE	OR138 Corridor Solutions, 5%; Aumsville Sidewalk, 10%; Philomath Downtown Streetscaping, 10%	US101 Manzanita Construction, 5%; Roseburg NE Stephens Street, 15%
Gabriel Crop, PE	OR213 Intersection, 30%; Tigard Pavement Program, 15%; OR City Pavement Plan, 5%; Bolton Reservoir, 5%	Boones Ferry Road Improvements, 5%; OR City Center Street Improvements, 5%
Jon Gellings, PE	Bend Colorado Lift Station, 5%; Washington County Jackson School Road, 15%	Asotin County Snake River Road, 15%; Redmond US South Corridor, 30%
Andrew Giesy, PE	OR213 Intersection, 15%; Tigard Pavement Program, 5%; OR City Pavement Plan, 5%; Bolton Reservoir, 10%	OR City Center Street Improvements, 15%; Roseburg Stephens Street, 15%
Support Staff		
John Manix, PE, PTOE	Camas ADA Transition Plan, 10%; Camas NE 6th Ave, 10%; On Call, Multnomah Co., 10%; Yakima ADA Plan, 25%; Camas Brady Road, 5%; Misc. TIA, 15%, 137th Ave., 5%	Yakima ADA Transition Plan, 20%; Yakima N. 1st, 10%; Private Clients, 20%
Andy Nuttbrock, PLA	UNFI Expansion, 5%; Vancouver Waterfront, 5%; Freedoms Path VA Housing, 10%; ACE Short Plat, 5%	Vancouver Waterfront Pump Station, 15%; Vancouver Waterfront Blocks 8 & 9, 10%; Cluster Subdivision, 10%; Powel Ridge Subdivision, 10%
Terry Goodman, PLS	HDJ Design Surveying, 15%; Subconsultant Surveying, 15%; Construction Staking, 20%	HDJ Design Surveying, 15%; Subconsultant Surveying, 15%; Construction Staking, 20%
Nikki Roth, EIT	Taverner Ridge Design, 25%; Construction Adminis- tration, 50%	Vancouver Waterfront, 25%; Construction Administration, 50%
John van Staveren	Beaverton School District, 10%; Metro, 10%; City of Waldport, 5%; Private Clients, 25%	Environmental Learning Center, 10%; Private Clients, 25%
Seth Hemelstrand	Eugene, Emx Project, 25%; Salem, Kuebler Blvd., 20%	Camas Brady Road, 15%; Yakima N. 1st Street, 10%; Marion County, Delaney, 10%
Dan Trisler, PE, GE	Vancouver NE 137th, 5%; Camas Brady Road, 10%; Ocosta Elementary, 10%	119th Street, 5%; 94th Avenue, 5%; Tanasbourne Hotel, 10%

g. Confirmation of Professional Civil Engineers in Oregon

Below is a chart of those members of the team who are professional civil engineers and engineers in training in Oregon, with their license numbers which can be verified by going to http://www.oregon.gov/OSBEELS/Pages/Search_License.aspx.

Personnel/ Role	License No.
Richard E. Darland, PE – QA/QC	#48067
Gregory Jellison, PE – Principal-in-Charge (currently being reissued)	#16010
Maureen P. White, PE – Project Engineer	#62993
John Andrew Manix, PE (currently being renewed)	#85811
Nicolletee Rose Roth, EIT (license under the name Pullen)	#79070EI
Christopher Stephen Link, PE (currently being renewed)	#74338
Gabriel E. Crop, PE	#70713
Jonathan Matthew Gellings, PE	#89051
Andrew Henry Giesy, PE	#76447
Daniel James Trisler, PE, GE	#69386

Meets Evaluation
 Criteria
No. 6

6.3 References

Below are the references provided to the City of Molalla for similar projects completed with the past two years.

Oregon Highway 211 Reconstruction

TJ Veenker, *Owner*

Villa Vista Homes, 503/481-6644

East Gateway/Brewery Grade Project

Nolan Young, *City Manager*

City of the Dalles, 503/296-5481

North First Street Revitalization, Phase 1

Brett Sheffield, *Chief Engineer*

City of Yakima, 509/576-6797

Vancouver Waterfront, Port of Vancouver

Kim Shaffer, *Facilities Superintendent*

Port of Vancouver, 360/992-1127

Meets Evaluation
 Criteria
**No. 1, 2
 & 3**

7. Minimum Qualifications

Civil Engineer Licensed to work in State of Oregon

Individual names with license numbers is provided on page 29 of this proposal.

Ability to Provide Engineering Work Needed by the City to Standards Required by the City, County and State

The HDJ team brings many years of experience working on state and local agency projects that include local, state and federal funding. The Team has a thorough knowledge of AASHTO standards and the Manual on Uniform Traffic Control Devices. Our team has prepared stormwater reports and designs that meet or exceed the latest standards. HDJ also knows design and construction standards specific to the City of Molalla. The HDJ team is familiar with all codes and standards required by the city, county and state, including ADA, sight distance, and permit requirements relating to habitat and clean water acts.

Financial Resources and Bonding Capability

HDJ and MSA together or separate have the financial resources to carry out any or all of the projects as outlined in the RFP.

Ability to Meet Minimum Insurance Requirements

HDJ understands the firm must maintain professional liability, automobile and general liability insurance. The minimum is \$1 million for each occurrence for bodily injury and property damage and not less than \$2 million in the aggregate. Currently, HDJ maintains insurance through the Travelers Indemnity Company of \$1 million for combined single limit automobile liability, \$2 million for each occurrence and \$4 million in aggregate for general liability, and \$1 million for each claim made and \$2 million for each aggregate of professional liability.

HDJ does maintain the needed and required amount of workers compensation insurance of \$1 million for each accident.

Equal Opportunity Employer and Qualified to Enter into the Contract

It is the policy of our firm to provide equal employment opportunities, affirmative action, emerging-small and women-owned business utilization. We recruit, hire and promote for all job classifications without regard to race, color, sex, marital status, age, religion, national origin, physical or mental handicap, physical appearance, ancestry, political belief, criminal records, military record, or veteran status. Our employment decisions are based solely on the individual's qualifications as to the position for which he or she is being considered.

HDJ is currently certified by the City of Portland as an Equal Employment Opportunity (EEO) business.

City Of Molalla

City Council Meeting

Agenda Category: New Business

Subject: Quarterly Financial Report for October thru December 2014, 2014 SDC Report, and Warrant Report.

Staff Recommendation: Discussion and approval

Date of Meeting to be Presented: January 28, 2015

Fiscal Impact: None

Background:

Finance department presents the quarterly financial report with commentary for discussion and approval.

In addition, please find a Quarterly Report with percentage of Budget Appropriation, 2014 SDC Report, and a warrant register for all checks written of \$10k during this same period.

SUBMITTED BY: Heather Penni, Finance Director
APPROVED BY: Dan Huff, City Manager



Administration – Finance

117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 829-6855 Fax: (503) 829-3676

January 6, 2015

To: Dan Huff, City Manager

From: Heather Penni, Finance Director

RE: 2nd Quarter 2014/2015 Report

The FY 2013/2014 is still in process. We received an extension from the Secretary of State to extend our filing date out to February 2015 to be able to complete a CAFR, Comprehensive Annual Financial Report. This report will be a step up from the audit reports we have been using as it will present with more fiscal data allowing Administration and the Council to begin to draft a 3-5 year forecast report and eventually strive toward a biennial budget.

Overall, the City is trending within our budgeted guidelines, with a few minor exceptions. Our conservative approach to budgeting is proving consistently over all funds to continue with appropriate operational costs with modest projects underway while in most cases continuing to increase our fund reserves providing more fiscal stability.

General Fund

As of month end in December (50% of the fiscal year), the City is close to the budgeted projection for property taxes. During the budget season the committee elected to budget flat (0%) increase although under Measures 5 and 50 we could have projected a 3% gain. The economic recovery being experienced in more urban areas is slowly trickling out to rural communities, we were unsure what it would look like for Molalla and did not want to over-estimate. We will see a small inflow of property tax revenue in March and May as some home owners elect the three payment plan with the County.

City Council will have before them a resolution to distribute some of the contingency funds to Personnel Services in the Municipal Court, Materials & Services in the OGM and planning service. The municipal court staff and the payroll payable of FICA are trending over budget and the pattern shows that holding consistent through the remaining fiscal year. In the Office of

Governance and Management contingency funds will be added to the building maintenance and printing expenses. In the planning division funds are needed to offset the costs of County planning service as we finalized the comprehensive plan and the County trends 90-120 day delay in billing.

A transfer to the Capital Expenditure for the police service will not be needed although reporting at 89.08% and the half year mark. This budget allocation was for the lease of 4 new police vehicles. This purchase is complete and no capital purchases are planned for the rest of the fiscal year.

Overall, the revenues in the general fund are trending above margin and the expenditures are at 42.53% of budget with 50% of the year exhausted. Forecasting for year end fund balance is approximately \$800K. Major factors that may change that fund balance are the waste water lawsuit, the aquatic center, and the PAL construction.

Library

The library is at the 50% mark with no notable concerns. The Clackamas County Library District provides stable resources for the operations of our facility. Those funds are received in January and June. All expenditures are trending under budget.

Public Works

The street fund ending balance is improving as funds from the ODOT fund exchange have been received to offset the engineering cost from projects in process.

The sewer fund is trending at a higher than budgeted spending level in the materials & services. The primary factor is the professional/legal fees associated with the pending litigation. The full contingency has already been exhausted and distributed to legal fees. The City Council will need to reconvene a budget committee to approve a transfer from the general fund to continue to cover costs or a significant increase in sewer rates will be needed.

Water fund has nothing fiscally notable. Both the water and sewer fund need to be working toward an ending fund balance of \$1M or better to cover costs in the event of an emergency while still maintain basic service needs. This is attainable with the water fund within 1-2 fiscal years. The sewer fund will be a 5-6 year goal.

Finance will be recommending to the budget officer to close the storm water fund in FY 15/16 and partner the revenues and cost with the sewer fund. Although different collection systems, both funds carry the same classification under the Governmental Accounting Standards Board. The storm water fund does not have enough resources or requirements to validate a separate fund classification. In addition, finance recommends the closing of the public works personnel

service fund. This fund was created in theory to allow for salary transparency and allocation of duty cost to specific funds. When put into works the separation has not served a fiscal purpose creating value or provided administration with a needed management tool.

Aquatic Center

Resources are under budget and expenditures are over budget. This is primarily from the 1st quarter (Jul-Sep) costs. The 2nd quarter costs have decreased significantly. The City is still in a holding pattern waiting for the school district to return to the negotiation table. Fiscal concern is the City of Molalla is at \$10.01 of the governmental \$10.00 maximum for taxation and the School District is well over their \$5.00 maximum. A local option levy will have devastating effects on the fire district and that will effect residents and assets in both the school district and city limits. In addition, even if fully supported many taxpayers would simply not be able to contribute if they are at their limits thrusting many agencies into further compression.

SDC Funds

All revenues trending higher than anticipated thus creating optimistic projections that the economic recovery is reaching the rural communities. A separate SDC report will be presented as required by state law.

Urban Renewal

The Urban Renewal is trending fiscally on the mark with the data from the consulting firm EcoNorthwest. Little fiscal activity through December 2014 although the City Administrative staff under the direction of the Molalla Urban Renewal Agency and the Molalla City Council are pursuing a bond to complete some infrastructure projects.

Exhibits:

- (a) Quarterly report with % of budget by appropriation.
- (b) 2014 SDC Report
- (c) Oct – Dec 2014 Warrant Register for checks exceeding \$10,000.00

GENERAL FUND	Budget	Actual				
Beginning Balance	\$ 681,346.62	\$ 788,595.04				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Property Taxes	\$ 2,350,000.00	\$ 18,173.02	\$ 2,296,925.52	\$ 2,315,098.54	98.51%	
Fees/Licenses/Permits/Fines	\$ 865,026.36	\$ 171,089.91	\$ 214,604.85	\$ 385,694.76	44.59%	
Fed/State/Grant Allocation	\$ 139,250.00	\$ 21,826.62	\$ 42,465.27	\$ 64,291.89	46.17%	
All Other Resources	\$ 90,600.00	\$ 29,486.80	\$ 32,040.37	\$ 61,527.17	67.91%	
TOTAL RESOURCES	\$ 3,444,876.36	\$ 240,576.35	\$ 2,586,036.01	\$ 2,826,612.36	82.05%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
<u>Personnel Services</u>						
Office of Governance & Mgmt.	\$ 529,520.20	\$ 100,632.94	\$ 121,223.03	\$ 221,855.97	41.90%	
Police Service	\$ 1,719,000.00	\$ 415,299.06	\$ 413,479.29	\$ 828,778.35	48.21%	
Municipal Court	\$ 131,200.00	\$ 35,026.59	\$ 36,226.37	\$ 71,252.96	54.31%	
<u>Materials & Services</u>						
Office of Governance & Mgmt.	\$ 261,000.00	\$ 76,857.70	\$ 68,708.22	\$ 145,565.92	55.77%	
Police Service	\$ 496,750.00	\$ 131,367.45	\$ 74,383.89	\$ 205,751.34	41.42%	
Municipal Court	\$ 77,700.00	\$ 18,271.56	\$ 17,914.50	\$ 36,186.06	46.57%	
Planning Service	\$ 31,400.00	\$ 19,220.18	\$ 10,248.07	\$ 29,468.25	93.85%	
<u>Capital Expenditures</u>						
Office of Governance & Mgmt.	\$ 250,000.00	\$ -	\$ 12,130.82	\$ 12,130.82	4.85%	
Police Service	\$ 60,000.00	\$ -	\$ 53,446.50	\$ 53,446.50	89.08%	
<u>Transfers</u>						
Office of Governance & Mgmt.	\$ 62,500.00	\$ 62,500.00	\$ -	\$ 62,500.00	100.00%	
General Fund Contingency	\$ 100,000.00	\$ -	\$ -			
General Fund Reserve	\$ 200,000.00	\$ -	\$ -			
TOTAL REQUIREMENTS	\$ 3,919,070.20	\$ 859,175.48	\$ 807,760.69	\$ 1,666,936.17	42.53%	
Net Resources over Requirements	\$ 207,152.78					
Net ROR Accumulative		\$ 169,995.91	\$ 1,948,271.23			
Unappropriated Ending Balance	\$ 207,152.78					
Balance	\$ -					

LIBRARY FUND	Budget	Actual			
Beginning Balance	\$ 1,137,323.93	\$ 1,122,563.61			
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$ 28,500.00	\$ 7,017.78	\$ 4,560.91	\$ 11,578.69	40.63%
Fed/State/Grant Allocation	\$ 1,598,119.00	\$ -	\$ 3,877.00	\$ 3,877.00	0.24%
All Other Resources	\$ 500.00	\$ 386.37	\$ 143.00	\$ 529.37	105.87%
TOTAL RESOURCES	\$ 1,627,119.00	\$ 7,404.15	\$ 8,580.91	\$ 15,985.06	0.98%
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$ 589,285.00	\$ 90,614.18	\$ 101,809.99	\$ 192,424.17	32.65%
Materials & Services	\$ 212,048.80	\$ 49,707.15	\$ 46,446.80	\$ 96,153.95	45.35%
Capital Expenditures	\$ 177,500.00	\$ 26,648.54	\$ 16,110.38	\$ 42,758.92	24.09%
Library Contingency	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%
Library Reserve	\$ 1,500,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$ 2,528,833.80	\$ 166,969.87	\$ 164,367.17	\$ 331,337.04	13.10%
Net Resources over Requirements	\$ 235,609.13				
Net ROR Accumulative		\$ 962,997.89	\$ 807,211.63		
Unappropriated Ending Balance	\$ 235,609.13				
Balance	\$ -				

STREET FUND	Budget	Actual			
Beginning Balance	\$ 115,109.02	\$ 255,885.67			
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$ 209,180.30	\$ -	\$ -	\$ -	0.00%
Fed/State/Grant Allocation	\$ 970,000.00	\$ 129,524.94	\$ 175,677.04	\$ 305,201.98	31.46%
All Other Resources	\$ 2,500.00	\$ 17,683.74	\$ 6,383.33	\$ 24,067.07	962.68%
TOTAL RESOURCES	\$ 1,181,680.30	\$ 147,208.68	\$ 182,060.37	\$ 329,269.05	27.86%
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$ 701,917.69	\$ 201,672.96	\$ 113,504.33	\$ 315,177.29	44.90%
Capital Expenditures	\$ 560,000.00	\$ 119,355.85	\$ 36,838.22	\$ 156,194.07	27.89%
Contingency	\$ -	\$ -	\$ 150,342.55		
TOTAL REQUIREMENTS	\$ 1,261,917.69	\$ 321,028.81	\$ 150,342.55	\$ 471,371.36	37.35%
Net Resources over Requirements	\$ 34,871.63				
Net ROR Accumulative		\$ 82,065.54	\$ 113,783.36		
Unappropriated Ending Balance	\$ 34,871.63				
Balance	\$ 0.00				

SEWER FUND		Budget	Actual						
Beginning Balance	\$	594,135.47	\$	624,851.82					
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Fees/Licenses/Permits/Fines	\$	1,557,800.00	\$	389,763.23	\$	390,902.69	\$	780,665.92	50.11%
All Other Resources	\$	1,500.00	\$	785.71	\$	762.50	\$	1,548.21	103.21%
TOTAL RESOURCES	\$	1,559,300.00	\$	390,548.94	\$	391,665.19	\$	782,214.13	50.16%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Materials & Services	\$	1,420,280.00	\$	412,842.22	\$	477,108.86	\$	889,951.08	62.66%
Transfers Out	\$	204,738.00	\$	204,738.00	\$	-	\$	204,738.00	100.00%
Capital Expenditures	\$	233,262.00	\$	56,400.86	\$	-	\$	56,400.86	24.18%
Contingency	\$	-	\$	-	\$	-			
TOTAL REQUIREMENTS	\$	1,858,280.00	\$	673,981.08	\$	477,108.86	\$	1,151,089.94	61.94%
Net Resources over Requirements	\$	295,155.47							
Net ROR Accumulative			\$	341,419.68	\$	255,976.01			
Unappropriated Ending Balance	\$	295,155.47							

WATER FUND		Budget	Actual						
Beginning Balance	\$	1,023,857.13	\$	958,691.60					
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Fees/Licenses/Permits/Fines	\$	1,388,000.00	\$	407,909.77	\$	346,762.40	\$	754,672.17	54.37%
All Other Resources	\$	1,500.00	\$	785.72	\$	762.50	\$	1,548.22	103.21%
TOTAL RESOURCES	\$	1,389,500.00	\$	408,695.49	\$	347,524.90	\$	756,220.39	54.42%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Materials & Services	\$	1,038,746.99	\$	186,201.50	\$	253,908.66	\$	440,110.16	42.37%
Transfers Out	\$	250,000.00	\$	250,000.00	\$	-	\$	250,000.00	100.00%
Capital Expenditures	\$	531,000.00	\$	48,999.58	\$	-	\$	48,999.58	9.23%
Water Contingency	\$	100,000.00	\$	-	\$	-	\$	-	0.00%
TOTAL REQUIREMENTS	\$	1,919,746.99	\$	485,201.08	\$	253,908.66	\$	739,109.74	38.50%
Net Resources over Requirements	\$	493,610.14							
Net ROR Accumulative			\$	882,186.01	\$	975,802.25			
Unappropriated Ending Balance	\$	493,610.14							
Balance	\$	-							

STORM WATER FUND		Budget	Actual			
Beginning Balance	\$	48,666.08	\$	41,477.89		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$	104,500.00	\$ 23,521.39	\$ 23,460.44	\$ 46,981.83	44.96%
TOTAL RESOURCES	\$	104,500.00	\$ 23,521.39	\$ 23,460.44	\$ 46,981.83	44.96%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	72,563.77	\$ 16,333.14	\$ 16,399.13	\$ 32,732.27	45.11%
Capital Expenditures	\$	40,000.00	\$ 31,545.85	\$ -	\$ 31,545.85	78.86%
Storm Contingency	\$	25,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	137,563.77	\$ 47,878.99	\$ 16,399.13	\$ 64,278.12	46.73%
Net Resources over Requirements	\$	15,602.31				
Net ROR Accumulative			\$ 17,120.29	\$ 24,181.60		
Unappropriated Ending Balance	\$	15,602.31				
Balance	\$	-				

PW'S PERSONNEL SERVICE FUND		Budget	Actual			
Beginning Balance	\$	103,726.06	\$	155,887.47		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
All Other Resources	\$	1,341,000.00	\$ 219,699.69	\$ 381,556.50	\$ 601,256.19	44.84%
TOTAL RESOURCES	\$	1,341,000.00	\$ 219,699.69	\$ 381,556.50	\$ 601,256.19	44.84%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$	1,388,998.84	\$ 375,587.16	\$ 381,556.50	\$ 757,143.66	54.51%
PWPS Contingency	\$	55,727.22	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	1,444,726.06	\$ 375,587.16	\$ 381,556.50	\$ 757,143.66	52.41%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ -	\$ -		
Balance	\$	-				

AQUATIC CENTER FUND		Budget	Actual			
Beginning Balance	\$	17,213.37	\$	37,809.24		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Fines	\$	126,500.00	\$ 63,275.89	\$ 2,004.42	\$ 65,280.31	51.60%
Transfers In	\$	62,500.00	\$ 62,500.00	\$ -	\$ 62,500.00	100.00%
TOTAL RESOURCES	\$	189,000.00	\$ 125,775.89	\$ 2,004.42	\$ 127,780.31	67.61%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Personnel Services	\$	96,013.37	\$ 56,020.75	\$ 2,947.73	\$ 58,968.48	61.42%
Materials & Services	\$	110,200.00	\$ 63,184.98	\$ 22,910.97	\$ 86,095.95	78.13%
TOTAL REQUIREMENTS	\$	206,213.37	\$ 119,205.73	\$ 25,858.70	\$ 145,064.43	70.35%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 44,379.40	\$ 20,525.12		
Balance	\$	-				

GRANT FUND		Budget	Actual			
Beginning Balance	\$	-	\$	-		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Federal/State/Intergovernment	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL RESOURCES	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	20,000.00	\$ -	\$ -	\$ -	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ -	\$ -		
Balance	\$	-				

PD RESTRICTED REVENUE		Budget	Actual			
Beginning Balance	\$	17,689.14	\$	16,592.98		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Other Resources Except Taxes	\$	18,820.00	\$ 7,772.82	\$ 4,079.87	\$ 11,852.69	62.98%
TOTAL RESOURCES	\$	18,820.00	\$ 7,772.82	\$ 4,079.87	\$ 11,852.69	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	36,509.14	\$ -	\$ 1,000.00	\$ 1,000.00	2.74%
TOTAL REQUIREMENTS	\$	36,509.14	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 24,365.80	\$ 27,445.67		
Balance	\$	-				

WATER DEBT RETIREMENT		Budget	Actual						
Beginning Balance	\$	569,769.92	\$	569,419.92					
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Transfers In	\$	250,000.00	\$	250,000.00	\$	-	\$	250,000.00	100.00%
TOTAL RESOURCES	\$	250,000.00	\$	250,000.00	\$	-	\$	250,000.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Debt Service	\$	338,250.00	\$	319,125.00	\$	14,625.00	\$	334,100.00	98.77%
Rate Stabilization Reserve	\$	142,269.92	\$	-	\$	-	\$	-	0.00%
Reserve	\$	339,250.00	\$	-	\$	-	\$	-	0.00%
TOTAL REQUIREMENTS	\$	819,769.92	\$	319,125.00	\$	14,625.00	\$	334,100.00	0.00%
Net Resources over Requirements	\$	-							
Net ROR Accumulative			\$	500,294.92	\$	485,669.92			
Unappropriated Ending Balance	\$	-							
Balance	\$	-							

CWSRF DEBT RETIREMENT		Budget	Actual						
Beginning Balance	\$	193,160.00	\$	193,160.00					
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Transfers In	\$	183,414.00	\$	183,414.00	\$	-	\$	183,414.00	100.00%
TOTAL RESOURCES	\$	183,414.00	\$	183,414.00	\$	-	\$	183,414.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Debt Service	\$	188,596.00	\$	89,307.00	\$	-	\$	183,906.00	97.51%
Reserve	\$	187,978.00	\$	-	\$	-	\$	-	0.00%
TOTAL REQUIREMENTS	\$	376,574.00	\$	89,307.00	\$	-	\$	183,906.00	0.00%
Net Resources over Requirements	\$	-							
Net ROR Accumulative			\$	287,267.00	\$	287,267.00			
Unappropriated Ending Balance	\$	-							
Balance	\$	-							

SEWER SDC FUND		Budget	Actual						
Beginning Balance	\$	152,676.00	\$	210,310.00					
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Fees/Licenses/Assessments	\$	45,100.00	\$	9,020.00	\$	36,080.00	\$	116,046.00	257.31%
TOTAL RESOURCES	\$	45,100.00	\$	9,020.00	\$	36,080.00	\$	116,046.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget			
Materials & Services	\$	152,676.00	\$	152,676.00	\$	-	\$	157,876.00	103.41%
Reserve	\$	45,100.00	\$	-	\$	-	\$	-	0.00%
TOTAL REQUIREMENTS	\$	197,776.00	\$	152,676.00	\$	-	\$	157,876.00	0.00%
Net Resources over Requirements	\$	-							
Net ROR Accumulative			\$	66,654.00	\$	102,734.00			
Unappropriated Ending Balance	\$	-							
Balance	\$	-							

WATER SDC FUND	Budget	Actual				
Beginning Balance	\$ 1,318,872.83	\$ 1,366,646.83				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Fees/Licenses/Permits/Assessments	\$ 35,500.00	\$ 7,100.00	\$ 28,400.00	\$ 35,500.00	100.00%	
TOTAL RESOURCES	\$ 35,500.00	\$ 7,100.00	\$ 28,400.00	\$ 35,500.00	0.00%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Materials & Services	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	
Capital Improvements	\$ 1,308,872.83	\$ -	\$ -	\$ -	0.00%	
Reserve	\$ 35,500.00	\$ -	\$ -	\$ -	0.00%	
TOTAL REQUIREMENTS	\$ 1,354,372.83	\$ -	\$ -	\$ -	0.00%	
Net Resources over Requirements	\$ -					
Net ROR Accumulative		\$ 1,373,746.83	\$ 1,402,146.83			
Unappropriated Ending Balance	\$ -					
Balance	\$ -					

STREET SDC FUND	Budget	Actual				
Beginning Balance	\$ 271,169.35	\$ 311,859.35				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Fees/Licenses/Permits/Assessments	\$ 31,620.00	\$ 6,324.00	\$ 25,296.00	\$ 31,620.00	100.00%	
TOTAL RESOURCES	\$ 31,620.00	\$ 6,324.00	\$ 25,296.00	\$ 31,620.00	0.00%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Materials & Services	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	
Capital Improvements	\$ 261,169.35	\$ -	\$ -	\$ -	0.00%	
Reserve	\$ 31,620.00	\$ -	\$ -	\$ -	0.00%	
TOTAL REQUIREMENTS	\$ 302,789.35	\$ -	\$ -	\$ -	0.00%	
Net Resources over Requirements	\$ -					
Net ROR Accumulative		\$ 318,183.35	\$ 343,479.35			
Unappropriated Ending Balance	\$ -					
Balance	\$ -					

PARK SDC FUND	Budget	Actual				
Beginning Balance	\$ 517,882.76	\$ 594,816.76				
Resources	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Fees/Licenses/Permits/Assessments	\$ 54,600.00	\$ 10,920.00	\$ 43,680.00	\$ 54,600.00	100.00%	
TOTAL RESOURCES	\$ 54,600.00	\$ 10,920.00	\$ 43,680.00	\$ 54,600.00	0.00%	
Requirements	Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget	
Materials & Services	\$ 25,000.00	\$ -	\$ -	\$ -	0.00%	
Capital Improvements	\$ 500,000.00	\$ 40,643.16	\$ -	\$ 40,643.16	8.13%	
Reserve	\$ 47,482.76	\$ -	\$ -	\$ -	0.00%	
TOTAL REQUIREMENTS	\$ 572,482.76	\$ 40,643.16	\$ -	\$ 40,643.16	0.00%	
Net Resources over Requirements	\$ -					
Net ROR Accumulative		\$ 565,093.60	\$ 608,773.60			
Unappropriated Ending Balance	\$ -					
Balance	\$ -					

STORM SDC FUND		Budget	Actual			
Beginning Balance	\$	323,217.37	\$	176,369.37		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Fees/Licenses/Permits/Assessments	\$	7,450.00	\$ 1,490.00	\$ 5,960.00	\$ 7,450.00	100.00%
TOTAL RESOURCES	\$	7,450.00	\$ 1,490.00	\$ 5,960.00	\$ 7,450.00	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	10,000.00	\$ -	\$ -	\$ -	0.00%
Capital Improvements	\$	250,000.00	\$ -	\$ -	\$ -	0.00%
Reserve	\$	70,667.37	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	330,667.37	\$ -	\$ -	\$ -	0.00%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 177,859.37	\$ 183,819.37		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				

URBAN RENEWAL AGENCY		Budget	Actual			
Beginning Balance	\$	816,508.29	\$	832,067.44		
Resources		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Revenue from Division of Taxes	\$	285,000.00	\$ 3,291.84	\$ 260,992.11	\$ 264,283.95	92.73%
Other Resources Except Taxes	\$	3,000,250.00	\$ 63.05	\$ 69.89	\$ 132.94	0.00%
TOTAL RESOURCES	\$	3,285,250.00	\$ 3,354.89	\$ 261,062.00	\$ 264,416.89	0.00%
Requirements		Budget	1st Quarter	2nd Quarter	YTD Total	% of Budget
Materials & Services	\$	170,000.00	\$ 41.28	\$ 1,842.59	\$ 1,883.87	1.11%
Debt Service	\$	375,000.00	\$ -	\$ -	\$ -	0.00%
Capital Improvements	\$	3,000,000.00	\$ -	\$ -	\$ -	0.00%
Contingency	\$	100,000.00	\$ -	\$ -	\$ -	0.00%
Reserve	\$	456,758.29	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$	4,101,758.29	\$ 41.28	\$ 1,842.59	\$ 1,883.87	0.05%
Net Resources over Requirements	\$	-				
Net ROR Accumulative			\$ 835,381.05	\$ 1,094,600.46		
Unappropriated Ending Balance	\$	-				
Balance	\$	-				



Administration – Finance

117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
 Phone: (503) 829-6855 Fax: (503) 829-3676

January 7, 2015

To: Dan Huff, City Manager

From: Heather Penni, Finance Director

RE: 2014 SDC Accounting

ORS 223.311 requires local governments to provide an annual accounting of system development charges showing the total amount of SDC revenue collected for each system and the projects that were funded in that fiscal year.

	Sewer SDC	Water SDC	Street SDC	Park SDC	Storm SDC	TOTAL
Beginning Balance 01/01/2014	\$144,564.00	\$1,317,920.83	\$266,913.35	\$521,770.76	\$170,561.37	\$2,421,730.31
Revenue						
SDC	\$7,806.00	\$4,226.00	\$81,766.00	\$1,806.00	\$578.00	\$96,182.00
SDC Reimbursement Fee	\$82,272.00	\$57,600.00	\$0.00	\$0.00	\$504.00	\$140,376.00
SDC Improvement Fee	\$25,968.00	\$27,600.00	\$0.00	\$131,040.00	\$17,376.00	\$201,984.00
Total Revenue	\$116,046.00	\$89,426.00	\$81,766.00	\$132,846.00	\$18,458.00	\$438,542.00
Expenditures						
Professional Services	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$26,000.00
Capital Debt (CWSRF)	\$152,676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$152,676.00
Capital Projects	\$0.00	\$0.00	\$0.00	\$40,643.16	\$0.00	\$40,643.16
Total Expenditures	\$157,876.00	\$5,200.00	\$5,200.00	\$45,843.16	\$5,200.00	\$219,319.16
Ending Balance 12/31/2014	\$102,734.00	\$1,402,146.83	\$343,479.35	\$608,773.60	\$183,819.37	\$2,640,953.15

The overall net position of the SDC funds increased \$219,222.84 (9.05%). In 2014, the City of Molalla completed the implementation process of five new SDC methodologies for each system and subsequent Capital Improvement plan.

Currently, the City of Molalla public works department is in the engineering phase for three infrastructure expansion projects that will impact the SDC funds in fiscal year 2015. Additional projects are slated for discussion with the budget committee for the fiscal year 2015/2016 budget cycle.

Report Criteria:

Report type: Invoice detail
 Check Detail.Amount = {>} 10000.00
 Check.Type = {<>} "Adjustment"

Payee	Check Issue Date	Check Number	Invoice Number	Description	Check Amount
AUTO LEASING SPECIALISTS, LLC	11/18/2014	75301	2553.2	2015 CHEVY TAHOE	15,194.25
BEERY, ELSNER & HAMMOND, LLP	11/14/2014	75299	11909	CITY ATTORNEY	88,910.83
BEERY, ELSNER & HAMMOND, LLP	12/15/2014	75446	11961	CITY ATTORNEY	91,299.49
CALCHEM ENTERPRISES	10/10/2014	75045	8785	ALUMINUM CHLOROHYDRATE	14,733.30
CALCHEM ENTERPRISES	12/02/2014	75360	9091	ALUMINUM CHLOROHYDRATE SOLUTION	15,034.80
COMMERCIAL BANK	12/11/2014	1211141	PR1210140	Federal Withholding Tax Pay Period: 12/10/201	13,210.70
COMMERCIAL BANK	10/13/2014	10131401	PR1010140	Federal Withholding Tax Pay Period: 10/10/201	15,231.85
COMMERCIAL BANK	11/24/2014	11241401	PR1125140	Federal Withholding Tax Pay Period: 11/25/201	13,958.69
COMMERCIAL BANK	10/27/2014	102714001	PR1025140	Federal Withholding Tax Pay Period: 10/25/201	13,714.48
COMMERCIAL BANK	11/10/2014	111014001	PR1110140	Federal Withholding Tax Pay Period: 11/10/201	15,813.12
COMMERCIAL BANK	12/26/2014	122614001	PR1225140	Federal Withholding Tax Pay Period: 12/25/201	12,930.87
FARMERS STATE BANK	10/10/2014	75089	2503	3 - 2015 FORD INTERCEPTORS	37,902.25
JIM SMITH EXCAVATING, INC.	10/17/2014	75097	14-334	ALYSSA MEADOWS	23,181.88
O.T.E.T.	10/27/2014	102714004	PR1025140	Health Insurance Pay Period: 10/25/2014	44,947.93
O.T.E.T.	12/26/2014	122614004	PR1225140	Health Insurance Pay Period: 12/25/2014	44,947.93
OSTER PROFESSIONAL GROUP	10/09/2014	75036	FY13/14 OCT 14	PARTIAL PAYMENT AUDIT SERVICES	11,966.00
PORTLAND GENERAL ELECTRIC	12/23/2014	75486	122314	ELECTRICITY	13,345.35
THE BANK OF NEW YORK TRUST TAS	12/15/2014	75466	120214	MOLWTRREV10 - INTEREST	14,625.00
VERHAALEN PAINTING INC.	11/24/2014	75349	2316	PAINTING CITY HALL	12,130.82
Grand Totals:					513,079.54

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____