

AGENDA
City of Oregon City, Oregon
WEDNESDAY, JUNE 16, 2010

REGULAR MEETING OF THE URBAN RENEWAL COMMISSION
5:00 p.m.

Urban Renewal Commission:

Don Slack, Chair
Nancy Walters, Vice Ch.
Alice Norris
Doug Neeley
Daphne Wuest

James Nicita
Rocky Smith, Jr.
Graham Peterson
Brian Shaw
Robb Crocker

Meeting Held at:

City Hall
Commission Chambers
625 Center Street
Oregon City, OR 97045
503-657-0891

1. Convene Regular Meeting of June 16, 2010, and Roll Call
2. Citizen Comments
3. Future Agenda Items
4. Adoption of the Agenda
5. General Business
 - a. Minutes of the June 2, 2010 Regular Meeting
Staff: Nancy Ide, City Recorder
 - b. Resolution No. UR10-02, Design Guidelines
Staff: Dan Drentlaw, Economic Development Manager
 - c. Resolution No. UR10-03, Amending Resolution No. UR10-01, Adopting the Urban Renewal Budget for F/Y 2010-11
Staff: David Wimmer, Finance Director
 - d. Contract for On-call Services for Urban Renewal
Staff: Dan Drentlaw, Economic Development Manager
6. City Manager's Report
7. Adjournment

Agenda Posted June 11, 2010 at City Hall, Pioneer Community Center, Library, [City Web site](#).

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COMMENT FORM



PLEASE PRINT CLEARLY

- SPEAK INTO THE MICROPHONE AND STATE YOUR NAME AND ADDRESS
- Limit Comments to **3 MINUTES**.
- Give to the City Recorder in Chambers **prior** to the meeting.

Date of Meeting 6-16-10

Item Number From Agenda 6

NAME:

Ed Darrow and Randy Tyler

ADDRESS:

Street: Cove Developers

City, State, Zip: _____

PHONE NUMBER: _____

SIGNATURE: _____

COMMENT FORM



PLEASE PRINT CLEARLY

- SPEAK INTO THE MICROPHONE AND STATE YOUR NAME AND ADDRESS
- Limit Comments to **3 MINUTES**.
- Give to the City Recorder in Chambers **prior** to the meeting.

Date of Meeting 6-16-10

Item Number From Agenda 6

NAME:

Scott Parker

ADDRESS:

Street: _____

City, State, Zip: Oregon City

PHONE NUMBER: _____

Scappoose, Oregon

SIGNATURE: _____

**City of Oregon City
Urban Renewal Commission Meeting Minutes
June 2, 2010**

**City Hall – Commission Chambers
625 Center Street
Oregon City, OR 97045**

1. Convene Regular Meeting of the Urban Renewal Commission and Roll Call

Chair Slack called the meeting to order at 5:00 p.m.

Commissioners Present:

Don Slack
Doug Neeley
James Nicita
Alice Norris
Nancy Walters
Rocky Smith, Jr.
Daphne Wuest
Robb Crocker (left at 6:30 p.m.)
Graham Peterson

Staff Present:

City Manager David Frasher
Assistant to the City Manager Teri Bankhead
Community Services Director Scott Archer
City Recorder Nancy Ide
Economic Development Manager Dan Drentlaw
Community Development Director Tony Konkol
Finance Director David Wimmer
Library Director Maureen Cole

Absent:

Brian Shaw

2. Citizen Comments

There was a written citizen comment from JR and Katherine Hill.

Annie Howden, owner of Howden Art and Framing in Oregon City. She wanted to know the direction the Commission wanted to move in if not the Rivers project. She explained the reasons why she welcomed the Rivers project and how it would benefit the City.

3. Future Agenda Items

None.

4. Adoption of the Agenda

Chair Slack said General Business item 5b would be discussed first followed by 5a.

5. General Business

b. Resolution No. UR 10-02, Design Guidelines

Dan Drentlaw, Economic Development Manager, summarized the proposed storefront design review criteria, changes to the storefront improvement program application process and requirements. The grant would be increased to a maximum of \$20,000 per application and for projects that brought facades back to their original historic condition would be eligible for grants up to \$40,000. In all cases there would be a 50% match from the private business. He described the eligible improvements and evaluation sheet. The grants would be considered three times per year and equally distributed.

Commissioner Crocker questioned Section 2 regarding Commission members applying for grants and the restriction of abstaining from voting on any storefront grant applications. The companies he was associated with that had directly and indirectly benefitted from the grants had been responsible for over \$1.2 million in economic activity in the Urban Renewal District. The

current protocol of recusing oneself from the discussion and vote on any item that might personally benefit a Commissioner was a time-tested and widely accepted standard. He thought they were more concerned about perception than helping to grow the economic prosperity of the City.

Commissioner Neeley agreed with Commissioner Crocker that the restriction should not be included in the resolution.

Commissioner Smith said there might be an issue, since the projects were weighed against each other.

Bill Kabeiseman, City Attorney, discussed the definition of conflict of interest and potential conflict of interest and how it applied in this situation. There was not a requirement that the person applying for grants recuse themselves from voting on other people's grants.

Commissioner Norris said to add this statement was to diminish the ability to serve as a Commissioner. She thought the normal ethics laws covered this situation.

Commissioner Wuest thought the current language was sufficient.

Commissioner Nicita thought it was a conflict of interest and thought Section 2 should be amended to prohibit any sitting Urban Renewal Commissioner from applying for any grant from the Urban Renewal Commission.

Motion by Commissioner Neeley, second by Commissioner Wuest, to strike Section 2 of Resolution No. UR 10-02.

Commissioner Walters thought no Commissioner should be eligible to receive grant funds.

Mr. Frasher suggested this language struck a balance between the viewpoints.

Commissioner Crocker said this language would not prevent anyone from applying for a grant.

Commissioner Wuest withdrew her second in the spirit of compromise.

Commissioner Peterson seconded the motion.

There was discussion about how this applied to the proposed ranking system.

Motion passed with the following vote: Commissioners Wuest, Neeley, Norris, Crocker, Peterson, and Slack voting "aye" and Commissioners Smith, Nicita, and Walters voting "no." [6:3]

The Commission discussed their concerns and made further edits to the Resolution. The Commission wanted to see a re-written version of the Resolution before adopting it.

a. Contract for On-Call Services for Urban Renewal Projects

Mr. Drentlaw said over the past several years staff had been using Dave Leland as a consultant for economic development. Did the Commission want to retain an on-call consultant for these types of projects and continue to use Mr. Leland?

There was discussion about whether to do an RFQ for an economic development consultant or retain Leland Consulting.

Motion by Commissioner Nicita, second by Commissioner Walters, to continue the item to the next Urban Renewal Commission meeting and have staff bring back the cost of an RFQ and a draft scope of work.

Commissioner Neeley thought the on-call consultant was a separate issue.

Motion passed unanimously with the following vote: Commissioners Nicita, Wuest, Neeley, Smith, Norris, Crocker, Walters, Peterson, and Slack voting "aye." [9:0]

Commissioner Crocker left the meeting at 6:30 p.m.

Motion by Commissioner Neeley, second by Commissioner Nicita, for staff to select an on-call consultant or consultants for the remainder of the calendar year.

There was discussion regarding amending the motion to specify Leland Consulting as one of the on-call consultants. Mr. Kabeiseman thought there might be a problem with the public contracting code if they specified a contractor.

Motion passed unanimously with the following vote: Commissioners Nicita, Wuest, Neeley, Smith, Norris, Walters, Peterson, and Slack voting "aye." [8:0]

c. Minutes of the May 5, 2010 Regular Meeting

Motion by Commissioner Wuest, second by Commissioner Neeley, to approve the minutes of the May 5, 2010 Regular Meeting.

Motion passed unanimously with the following vote: Commissioners Wuest, Neeley, Norris, Peterson, Walters, Nicita, Smith, and Slack voting "aye." [8:0]

6. Public Hearing

a. Resolution No. UR 10-01, Adoption of the Urban Renewal Budget for F/Y 2010-2011

David Wimmer, Finance Director, said this budget was approved at the April 27, 2010 Budget Committee meeting.

Chair Slack opened the public hearing and asked for public comment. There was none.

Chair Slack closed the public hearing.

Motion by Commissioner Norris, second by Commissioner Neeley, to adopt the Urban Renewal Budget for Fiscal Year 2010-2011.

Motion passed with the following vote: Commissioners Wuest, Neeley, Norris, Walters, Peterson, and Slack voting "aye" and Commissioners Smith and Nicita voting "no." [6:2]

7. City Manager's Report

There was no City Manager's report.

8. Adjournment

Chair Slack adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Nancy Ide, City Recorder



Agenda Item No. 5b
Meeting Date: 16 Jun 2010

COMMISSION REPORT: CITY OF OREGON CITY

TO:	Urban Renewal Commission
FROM:	Dan Drentlaw, Economic Development Manager
PRESENTER:	Dan Drentlaw, Economic Development Manager
SUBJECT:	Resolution No. UR10-02, Design Guidelines
Agenda Heading: General Business	
Approved by: David Frasher, City Manager	

RECOMMENDED ACTION (Motion):

Staff recommends approval of the Resolution No. UR10-02 adopting the storefront grant process, evaluation worksheet, and design guidelines.

BACKGROUND:

A subcommittee of the Urban Renewal Commission has been working on the storefront grant program, and attached is a recommendation for review and adoption. This topic was presented to the Commission on March 17. At that meeting, the Commission asked that the guidelines be completed by the end of the fiscal year, June 30th, in order that they be available to use when awarding grants in the next budget cycle, FY10/FY11. Major components of the new program include the use of specific design standards that must be evaluated in order to receive a storefront grant, and an increase of the maximum grant amount from \$10,000 to \$20,000. Grants of up to \$40,000 would be allowed for projects that specifically restore and rebuild the original facade of the building. As a result of the most recent meeting of June 2nd, changes have been incorporated to the "Application Process and Requirements" and are attached.

If adopted, the evaluation worksheet would be used by the staff and Commission to score individual applications. Grant proposals would be brought to the Commission three times per budget year.

BUDGET IMPACT:

FY(s):

Funding Source:

ATTACHMENTS:

Resolution No. UR10-02

Application process and Requirements

Evaluation worksheet

Design Criteria

RESOLUTION NO. UR10-02

**A RESOLUTION ESTABLISHING DESIGN GUIDELINES FOR AWARDING STOREFRONT
IMPROVEMENT GRANTS**

WHEREAS, the storefront grant program has continued to see increases in the number of applications; and

WHEREAS, the Urban Renewal Commission wishes to establish a more rigorous process for awarding grants; and

WHEREAS, Main Street Oregon City has developed design criteria for downtown Oregon City.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The Urban Renewal Commission hereby adopts the "Storefront Improvement Application Process" and "Requirements and Storefront Grant Evaluation criteria."

Approved and adopted at a regular meeting of the City Commission held on the 16th day of June 2010.

DON SLACK, Chair

Attested to this 16th day of June 2010

Approved as to legal sufficiency:

Nancy Ide, City Recorder

City Attorney

Property: _____		Reference: _____
Criteria	Description	Eligible Points (5 if applicable, 0 if not)
		Score
A. Building Design and Context		
1. Sense of Place	Strengthen unique qualities	
2. Building Orientation	Maximize views, public spaces	
3. Outdoor Space	Designed for variety of activities	
4. Historic Building Compatability	Respects original structure	
5. Locational Context	Good neighbors, compatible	
B. Building Design Elements		
1. Building Elements	Enhances setting	
2. Color	Balances contrast	
3. Human Scale	Enhances pedestrian experience	
4. Building Materials	Quality, durability	
5. Façade Treatment	Appropriate scale definition	
6. Accessibility	Integrated ADA access	
C. Doors and Windows		
1. Doors	Open inviting atmosphere	
2. Entry doors	Locate on corners, large glass	
3. Windows	Inviting, rhythmic patterns	
D. Roofs		
1. Roofline	Interest and detail	
2. Rooftop	Integrated with building design	
E. Lighting		
1. Façade lighting	Integrated in façade composition	
2. Street lights	Compatible with existing standards	
3. Landscape lights	Appropriate highlighting, safety	
4. Sign Lighting	Integrated with building design	
F. Signs		
1. Wall signs	Compatible with building design	
2. Blade or hanging signs	Sidewalk, pedestrian visibility	
3. Window signs	Pedestrian oriented, non-obstructive	
4. Awning signs	Appropriately scaled, lower level	
5. Directional signs	Small scale, logical	
6. Temporary Signs	Consistent with surrounding area	
G. Awnings		
	Protect pedestrians from elements	
	Well proportioned, integrated with building design and surrounding area	
H. Sustainability		
	Materials are durable, resource efficient, recyclable, salvaged, safe for environment, maximize natural light, indoor air quality, minimizes polluted water runoff	
I. Recipient Match Value		
	High owner investment	
J. Previous Recipient		
	Encourage new recipients, if previous recipient reference previous project success	
TOTALS		0

Evaluator: _____

Date: _____

**OREGON CITY URBAN RENEWAL COMMISSION
STOREFRONT IMPROVEMENT PROGRAM
APPLICATION PROCESS AND REQUIREMENTS**

Purpose: Improve the appearance and curb appeal of buildings and streetscape in the ~~downtown~~ Urban Renewal District: thereby improving the marketability of the district in terms of economic vitality and attractiveness to new investment.

Method : Provides grants to businesses and commercial property owners in the urban renewal district for rehabilitating their storefronts to eliminate blight, enhance livability, and revitalize commercial areas.

Maximum Grant Amount

- For each structure, up to \$20,000 (~~for a total project cost of \$40,000~~).
- For projects of high value, and when the applicant demonstrates that the proposed improvement will restore the façade to its original condition; projects may be eligible for grants up to \$40,000.
- All projects require at least a 50% match.

Eligible Improvements

- Exterior improvements only, including, but not limited to: Exterior rehabilitation and restoration; painting; brick, masonry, and stucco repair; ; ~~awnings~~ (~~awnings~~ (except those including tenant signs as part of the awning); signs (~~except tenant signs~~) and graphics; exterior lighting; architectural fees; ; or other items as approved in the Grant Review process.
- All projects must comply with the City of Oregon City Urban Renewal Plans; corridor plans; master plans; building and zoning codes; and all other City, State and Federal regulations.
- All applicable fire, safety, disabled accessibility, and permit requirements must be met.

Ineligible Improvements

- Improvements not visible from public streets and sidewalks.
- Improvements to structures outside of an urban renewal zone.
- Non-façade improvements such as roofs, structural foundations, billboards, security systems, non-permanent fixtures, parking lot or paving improvements, security bars, fencing, sidewalks, and interior window display lighting and window coverings.
- Interior improvements and modifications.
- Improvements to single-family residential property.
- Items related to business operations, i.e., inventory, business equipment, etc.
- In-kind labor and/or services provided by applicant.

Grant Application Process

1. Submit application form to Urban Renewal staff for their review. Applicant shall provide the following items:
 - a. Description of improvements to be undertaken:
 - Written description of proposed improvements if Urban Renewal Commission grant is \$5,000 or less.
 - Copies of sketches, specifications, etc., for the proposed work if Urban Renewal Commission grant is over \$5,000.
 - Photos of proposed project area.
 - For grants over \$20,000, the applicant must demonstrate how the proposed improvements will restore the façade to its original design. Submittal of the best available information including photographs or other documentation showing or describing the storefront original design is required. Photographs of similar buildings designed by the

Grant Application Process (cont.)

- same architect or of buildings constructed during the same period and style may be considered.
- b. Amount of grant requested.
 - One formal written bid on grant work up to \$5,000, by licensed contractor.
 - Three competitive bids on all grant work over \$5,000.
 - c. Evidence of ownership of property or copy of lease. Lessees must have written authorization from the property owner.
 - d. Copy of current Oregon City Business License (if conducting business at time of application).
 - e. If applicant is a Lessee, written authorization of owner to do the work.
 - f. If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by Urban Renewal legal counsel).
 - g. Statement on source of matching funds by grant applicant.
2. Urban Renewal staff will review the application, route it to City staff for their review, and present the application and recommendation to the Urban Renewal Commission for authorization of a grant at a scheduled Urban Renewal Commission meeting.
 3. An Urban Renewal Commission authorization of a grant will be subject to the following conditions:
 - a. Certificate of Insurance showing adequate coverage and naming the City and Urban Renewal Commission as additional insured with respect to the work proposed.
 - b. Formal evidence that applicant has the funds to undertake the balance of the work not funded by the Urban Renewal Commission (e.g., letter from bank or lender, account balance statement, or other as approved by Urban Renewal Commission).
 - c. Building/sign permits, if required.
 - d. Approval of the Historic Review Board, if required.
 - e. Applicant's signed acceptance of an Urban Renewal Commission Letter of Approval of the grant.
 - f. Applicant posting match/grant information sign 30 days prior to, during, and 30 days after the completion of the improvements construction phase.
 - g. Copy of contracts between the owner and contractor. All contractors are to be registered and bonded by the State of Oregon.
 4. The Urban Renewal Commission will consider grants three times per year. It is the intent of the Commission that the amounts awarded in each session be equally distributed throughout the year.

General Conditions

The following general conditions will apply to all projects:

- All applications are subject to available funding by the Urban Renewal Commission and applications shall be processed and awarded money on a first come, first served basis. Incomplete applications shall lose their place in the queue to complete applications.
- The Urban Renewal Commission may waive any requirement or condition on an application at their option.
- Improvements funded by the grant shall be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must be current and participants may have no debts in arrears to the City when the grant is authorized.
- Eligible structures may not exceed the established grant maximum amounts for ~~\$ - the \$ - fiscal~~ the fiscal year (July 1 to June 30). Applications may be submitted more than once as long as grants awarded to a structure don't exceed the maximum grant amount in a fiscal year. The maximum grant will be available again the next fiscal year. If a structure is sold and the new owner wishes to apply for a grant, the time frame still applies.

Grant Application Process (cont.)

- Grant awards expire no later than one-year after the date of the Urban Renewal Commission Letter of Approval of the grant.

The Urban Renewal Commission reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Approval criteria

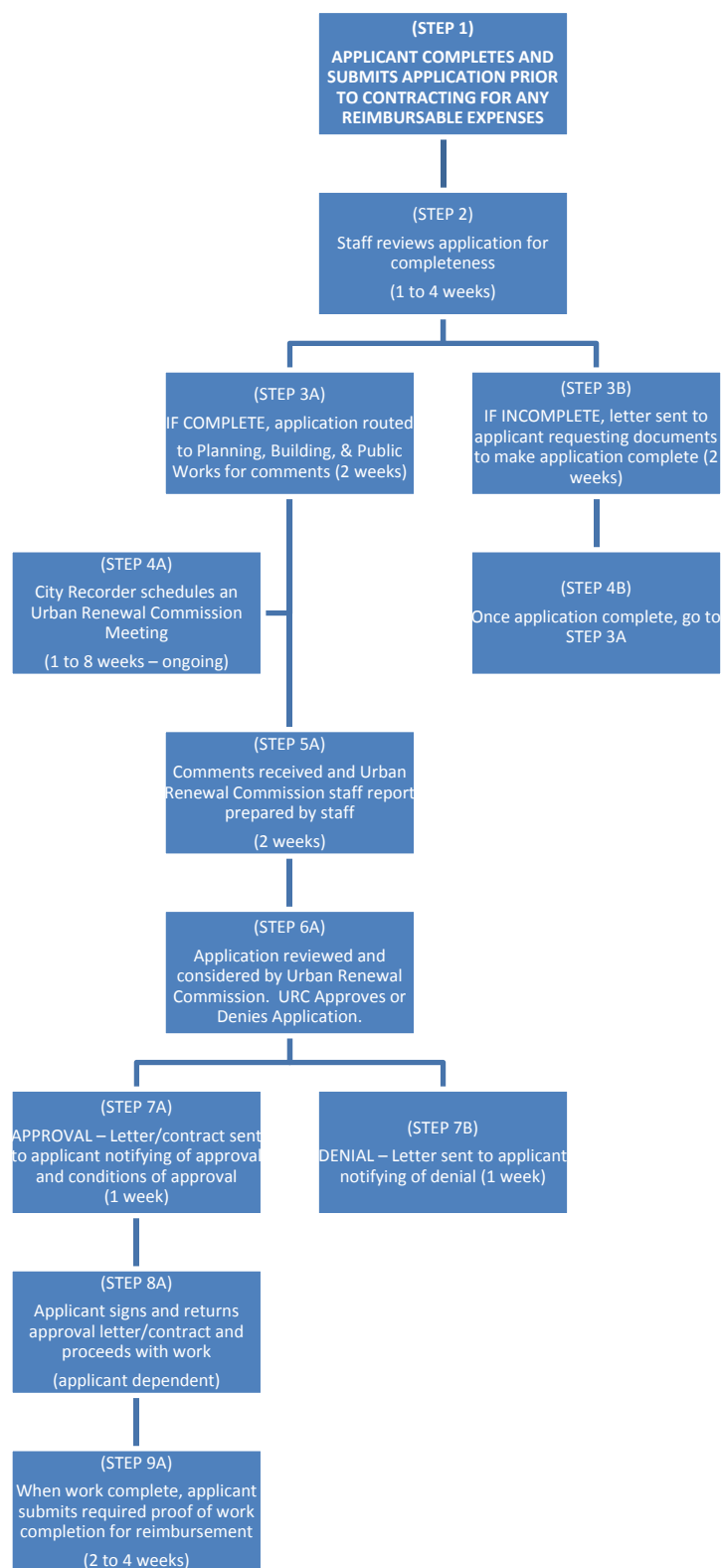
All grants shall be evaluated based on the attached criteria. Each applicable criteria shall be scored with a scale of 0 (does not meet criteria) to 5, does an excellent job of meeting the criteria. Awards will only be made to those projects with an average score that meets or exceeds ~~seventy~~seventy (70%) of the eligible criteria.

Disbursement of Funds

- Urban Renewal funds will be disbursed only upon completion of the work in accordance with the approved plans, and evidence that the contractor(s) has/have been paid and submittal of a W-9. In-kind work performed by the applicant will not be recognized for reimbursement. Work shall be consistent with the application and any changes must be approved in advance by the Community Development Department. Changes that significantly affect the appearance or structural integrity of the improvements must be reviewed by the Urban Renewal Commission.

U:\kgiffin\Grant Applications\Urban Renewal Grants\Forms\OC Grant Match Process Requirements_final.doc

GENERAL APPLICATION TIMELINE/SCHEDULE (APPROXIMATE)



Main Street Design Guidelines for Storefront Grants

A. Building Design and Context

1. Sense of Place

Strengthen the qualities and characteristics that make Downtown Oregon City a unique place.

Description

From the beginning, Downtown Oregon City has been the heart of Oregon City. Historic Downtown Oregon City and our downtown's riverfront should be a place for celebrations and festivities, for the community to gather, and should continue to be an important destination for all who live in Oregon City as well as employees, businesses and visitors.

Recommendation

- Emphasize special relationships at pedestrian level first and foremost.
- Focus on the Riverfront as an asset.
- Small-town urban character.
- Colorful flowering trees and shrubs.

Not Recommended

- Development that has a “themed historic” appearance.
- Over scaled, monotonous and non-descript development projects.

Insert Graphic

Recommended

Not Recommended

2. Building Orientation

Building designs should maximize views of natural features or public spaces.

Description

Create viewing opportunities by situating windows, entrances, and adjacent exterior spaces so they relate to surrounding points of interest and activity. Buildings should be designed with glass areas that face important and appealing visual features both nearby and in the distance. For example, views from buildings in Downtown Oregon City might highlight Willamette River, Singer Falls, or the Willamette Falls - all of which can be taken advantage of and incorporated into a building's design, in a sense, by being visible from within the building.

Recommended

- Views of streets and interior courtyards.
- Views of parks.
- Views of natural features such or specimen landscape plantings.

Not Recommended

- Views of large expanses of parking.
- Views of service bays, loading docks, storage areas.
- Views of adjacent residential interiors.

Insert Graphic

Recommended

Not Recommended

3. Outdoor Space

Spaces should be designed for a variety of activities during all hours and seasons.

Description

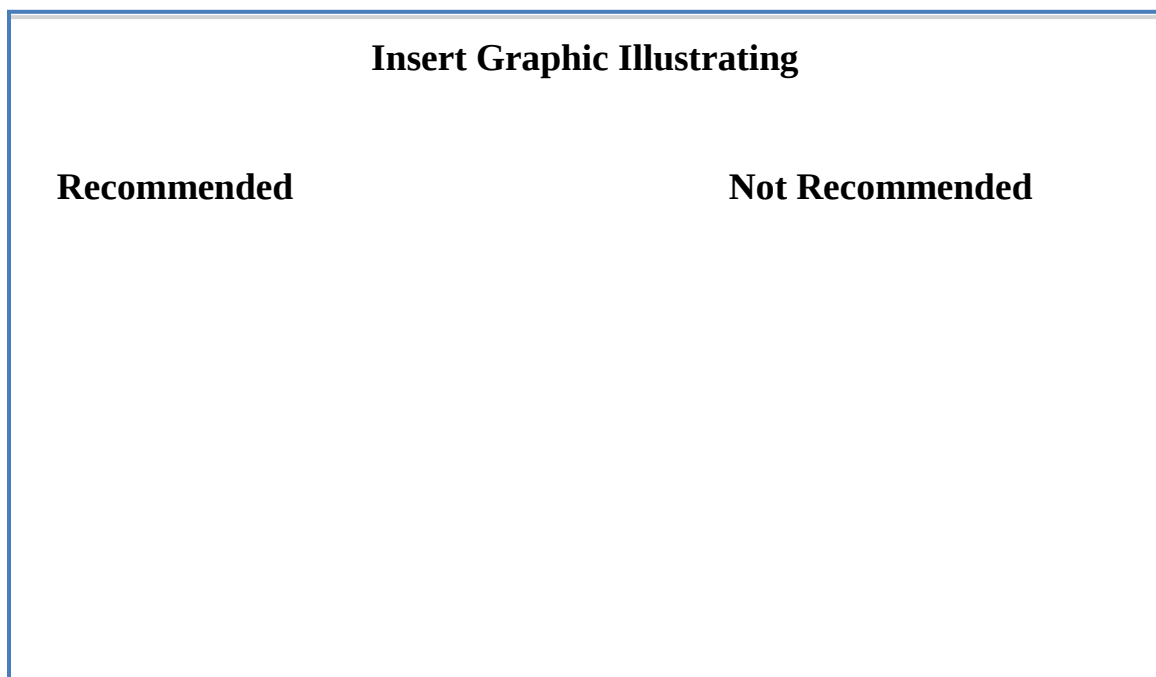
Outdoor spaces should be inviting and maximize opportunities for use. These spaces should be well defined, friendly, accommodating and secure. All areas should work well for pedestrians and be able in some cases to accommodate special events.

Recommended

- Areas intended for public gathering should avoid separation from the street by visual barriers or change of grade.
- Outdoor spaces should be human-scaled, easy to maintain, and “alive” - whether they are intimate and quiet spaces or more active and boisterous.
- Trees, shrubs, and plants should help define walkways, create appropriate transitions from the park to the street and provide visual interest.
- Structures, pavilions and sitting areas should be easily accessible. They should also be secure and feel safe during both day and evening hours.
- Buildings surrounding green spaces should provide visual definition to the space and should surround it with active ground-floor uses.
- Rooftops should be considered for garden terraces.
- Courtyards, squares, forecourts, and plazas with active adjacent ground-floor uses.
- Greenways or pedestrian walkways in residential areas.

Not Recommended

- Plazas and parks without active ground-floor uses.



4. Historic Building Compatibility

Historic building renovation, restoration, or additions should respect the original structure.

Description

Downtown Oregon City has a great inventory of historic structures. Historic rehabilitation and preservation is a worthy goal, but total preservation of existing buildings may not always be a financially viable option, especially where buildings are not “landmarks.” Compromised rehabilitation solutions may be necessary to maintain the health and economic vitality of Downtown Oregon City.

Recommended

- Buildings should retain significant original characteristics of scale, massing, and building material along street facades.
- Additions to buildings should not deform or adversely affect the composition of the facade or be out of scale with the building.
- Distinctive stylistic features or examples of skilled craftsmanship should be treated with sensitivity. All buildings should be respected and recognized as products of their time.

Not Recommended

- Incompatible additions or building alterations using contemporary materials, forms or colors on building facades.

Note: In the case of buildings listed on the local historic inventory, before being renovated or demolished they must go through a separate review process.

Insert Graphic or List of Appropriate Material with explanation of why material is important to historic character.

Recommended

Not Recommended

5. Locational Context

Buildings should be “good neighbors.” They should be compatible with surrounding buildings by avoiding disruptive excesses. New buildings should not attempt to be the center of attention.

Description

Compatibility can be viewed in terms of a fit or misfit between the design “vocabulary” of the project and that of its surrounding architecture. A design that fits” - i.e. relates to the nearby buildings by using architectural elements such as scale, color, rhythm and proportion in a way similar to that of the earlier buildings - will contribute to and enhance the area’s character. A design that ignores its neighbors may damage the special qualities and identity of Downtown Oregon City.

Recommended

- Buildings that repeat and strengthen established district colors, forms and massing and height.

Not Recommended

- Literal interpretations of existing buildings are discouraged. Poorly executed recreations of historic architectural elements and materials often result in a “stage-set” appearance and as a result weaken the importance of original buildings.

Insert Graphic

Recommended

Not Recommended

B. Building Design Elements

1. Building Elements

A building should strengthen and enhance the characteristics of its setting, or at least maintain key unifying patterns.

Description

A common Downtown Oregon City architectural vocabulary can be established by addressing and responding to the basic features of existing or future high quality buildings.

Proportions of windows, placement of entries, decorative elements, style, materials and silhouette are examples of features that may be used to establish a sense of unity in Downtown Oregon City.

Design features such as wall texture, materials, color, medallions, columns, pilasters, window proportions and facade articulation may all still be used to acknowledge the characteristics of surrounding buildings - and ought to be considered.

Recommended

- Building elements similar to adjacent historic or significant high quality buildings.

Not Recommended

- Building elements that do not respect the scale, materials, or proportions of adjacent historic or significant high-quality buildings.

Insert Graphic and list of material.

Recommended

Not Recommended

2. Color

Contrast is essential to creating an interesting urban environment. Used wisely, contrast can provide focus and drama, announce a socially significant use, help define an area and clarify how Downtown Oregon City is organized.

Description

The use of contrast should not create a building at war with its surroundings. Instead it should be a comfortable part of its setting. A downtown with buildings that contrast greatly can cause visual chaos if widespread. Contrast employed at large scale should be reserved exclusively for civic buildings. However, a limited amount of contrast in small-scale projects can create delight and interest in the overall building composition and be an integral part of a building's design.

Buildings that contrast with their neighbors are most successful if they are offset themselves using green spaces, plazas or other elements that provide a visual separation.

Recommended

- Building contrast created by a unique site.
- Civic building contrast on a large scale.
- Selective, highlighted elements that create interest in Downtown Oregon City.

Not Recommended

- Building projects that differ radically in material use, form, color, or massing than their neighbors.

A Short List on Color Color Can Transform Your Building and Attract Attention

Color, along with architectural elements and signs, convey **the first impression** about a business and a property, and should be chosen with great care.

Never paint brick

1. Color schemes should **avoid** the extremes of **inoffensive and drab** on the one hand, **and garish** on the other.
2. **At least two, and preferably three distinct colors should be used.** Before choosing colors, consult paint company brochures providing professionally pre-matched color combinations and use historic color palettes.
3. To create interest to both pedestrians and passing motorists, color should be used to set one building apart from its adjoining neighbors.
4. Mute colors such as **beige, gray, and pastel colors are discouraged** and should only be used if they are paired with at least one, and preferably two, accent colors.

3. Human Scale

Provide human scale to the pedestrian environment, with variety and visual richness that enhance the public realm.

Description

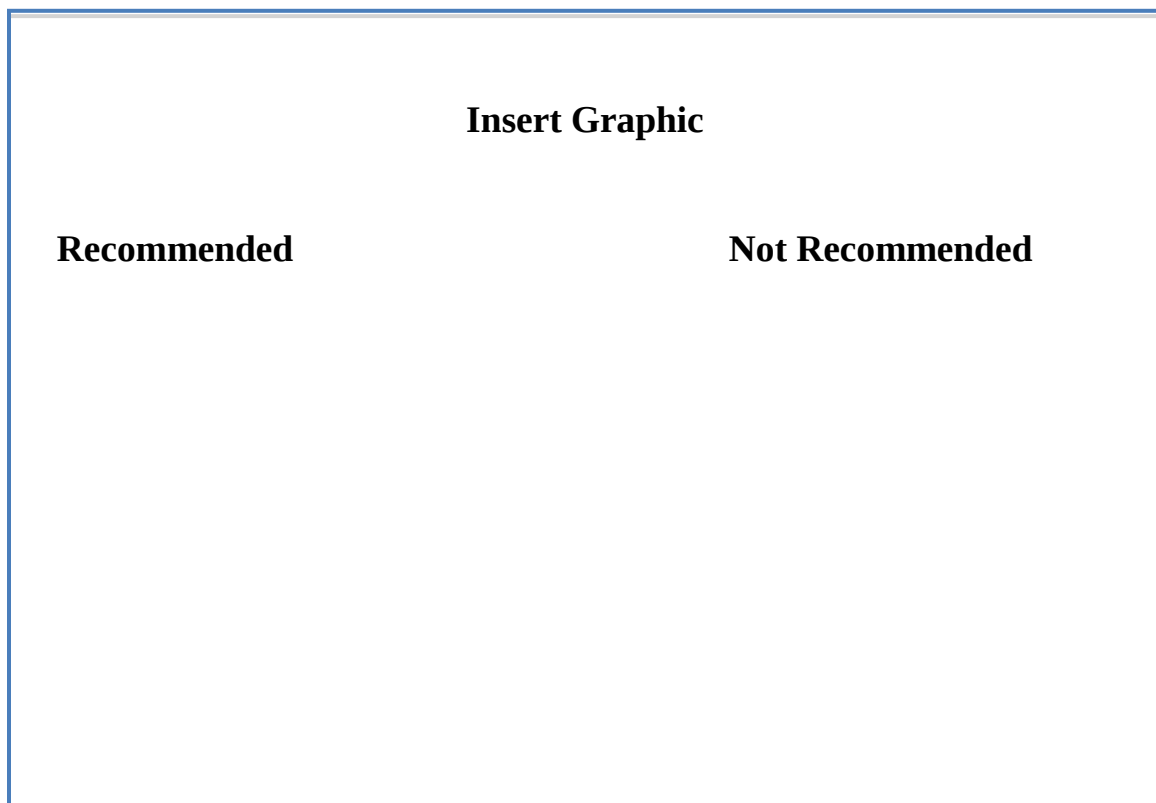
The most important part of a building is its lowest 15' where the pedestrian experiences the building the most. Within this zone, building facades should contribute positively to the street environment by creating an enclosed and comfortable street edge. Along public areas, building transparency should foster interaction between the public and private realm.

Recommended

- Windows - transparent or displays at street level.
- Transom Windows – Continuous well-lit transom windows
- Walls that create visual interest by providing a variety of forms, colors and compatible cladding materials.
- Walls that have a comfortable rhythm of bays, columns, pilasters or other articulation.
- Window plant boxes
- Protecting or recessing the entry bays.

Not Recommended

- Nondescript, flat, blank walls at street level.



4. Building Materials

Use materials that create a sense of permanence. (Add list of appropriate material.)

Description

Quality wall materials can provide a sense of permanence in a building, and bring life and warmth to Downtown Oregon City. Articulation of wall materials should be bold, with materials used in a way that shows their depth. It should be apparent that the materials have substance and mass, and are not artificial, thin “stage sets” applied only to the building surface.

Recommended

- Boldly articulated window and storefront trim.
- Natural or subdued building colors.
- Limited use of bright accent trim colors.
- Varied yet compatible cladding materials.
- Use of durable materials such as brick, granite or pre-cast concrete at the ground-floor level.
- Belt courses and medallions.

Not Recommended

- Bright or primary wall colors for the entire wall surface.
- Flagstone, simulated river rock or other similar veneer cladding.
- Painted brick.
- Non-durable materials such as synthetic stucco or shingles at the ground floor.

A Short List on Building Materials

The Use of Quality Materials on the outside of your **building conveys value**.

Facade design should be complementary to a **building's original materials** as well as to those of adjacent buildings.

Never paint **natural brick** surfaces.

1. Brick and stone (especially native basalt) **convey permanence** and should be used when architecturally appropriate.
2. When using new brick, care should be taken to **match the color and type to original brickwork**.
3. Use of decorative concrete block, applied false-brick or stone veneer, vinyl or aluminum siding is discouraged. Other materials made to either imitate exterior finish materials or used to cover original architectural features is also discouraged.
4. Materials used near sidewalks and adjacent to building entrances should be highly durable and easily maintained while compatible with other exterior building materials.
5. The surface cleaning of structures should be done by the gentlest means possible. Sandblasting and other cleaning methods, such as chemical washes, that will damage exterior building materials and features should not be undertaken. Learning the correct way to clean masonry or brick walls will save you money in the long run.

5. Facade Treatment

Use scale-defining devices to break up the longitudinal dimensions of buildings, creating a comfortable sense of enclosure by establishing an uninterrupted street edge.

Description

Building walls should provide a sense of continuity and enclosure to the street, creating a “street wall.” They should also include vertical and horizontal divisions to provide a human scale to the space of the street. Such vertical and horizontal architectural elements should create a coherent pattern and visual interest, and will tend to make large buildings appear inviting.

Recommended

- Tripartite facade division - base, middle, top for taller buildings (over three stories) this can be done through:
 - Change in materials
 - Change in color
 - Balconies
 - Bay windows
 - Change in windows (to express the use inside the building)
 - Step backs
 - Vertical articulation of windows, columns and bays.

Not Recommended

- Smooth, undifferentiated facade.
- Suburban-styled horizontal orientation of building elements - walls, doors and windows.

Insert Graphic

Recommended

Not Recommended

6. Accessibility Recommendation

Accommodate ADA access in a manner that is integral to the building and public right-of-way and not designed merely to meet minimum building code standards.

Description

Ramps, lifts and elevators should be integrated gracefully into the design of projects, rather than just meeting the requirements in an awkward and/or minimal manner.

Recommended

- Ramps that provide direct access but are screened and/or integrated into the stairway design.
- Ramps constructed of similar or compatible materials as the building, stairs and walkways.

Not Recommended

- Ramps that obstruct or limit pedestrian access from stairs or walkways.
- Ramps that do not provide safe and convenient access to building entries.

Insert Graphic Illustrating

Recommended

Not Recommended

C. Doors and Windows

1. Doors

Doors should create an open and inviting atmosphere.

Description

Primary business entry doors for retail and commercial establishments should be transparent so that passersby may see the activity within the building - allowing the building to add life and vitality to the street. Doors with extra-large openings blending the activity of the street and the interior are appropriate for restaurants and cafes.

Recommended

- Large cafe or restaurant doors that open street to interior by pivoting, sliding, or rolling up overhead.
- Doors comprised of a minimum 50% window area.
- Building lighting emphasizing entrances.
- Transom, side-lites or other window combinations.
- Doors combined with special architectural detailing.
- Double or multiple door entries.
- Well-detailed or ornate door hardware.

Not Recommended

- Solid metal or wood doors with small or no windows.
- Primary entry doors raised more than three feet above sidewalk level.
- Doors flush with building facade.
- Clear anodized aluminum frames.
- Glazing with simulated divisions.
- Reflective, opaque or tinted glazing.

Insert Graphic to Illustrate

Recommended

Not Recommended

2. Entry Doors ... Welcome, Come on In...

Locate entry doors on corners of commercial and retail buildings wherever possible.

Description

Corner entries reinforce intersections as important places for pedestrian interaction and activity. Transparent doors and windows are strongly encouraged. Entries at 45 degree angles, free of visual obstructions, are also encouraged.

Recommended

- Doors with large glass areas.
- Primary building entrance should be at corners.
- Combined doors with roof or façade architectural elements.
- Building wall lighting emphasizing entrance.

Not Recommended

- Blank walls at corners of public streets.
- Visual and physical obstructions such as large columns.
- Primary entry doors made of unpainted aluminum, wood or metal, or in a residential style.
- Primary entry doors that are solid and windowless.
- Utility boxes, meters or mechanical units near the entrance door.
- Glass areas with simulated divisions (internal or applied synthetic materials).
- Reflective, opaque or tinted glazing in the door.

Insert Graphic to Illustrate

Recommended

Not Recommended

3. Windows

Use windows that create an open and inviting atmosphere.

Description

Retail and commercial uses should provide windows that add activity and variety at the street level, inviting pedestrians in and providing views both in and out.

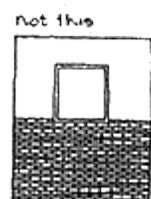
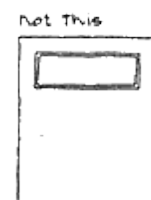
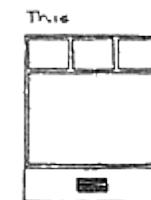
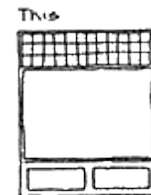
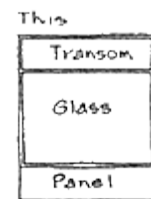
Transparency beckons people inside - whether it be into a shop, gallery, restaurant or office. Restaurants and cafes can benefit from having windows that actually open to let passersby see, hear and smell the activity of the place. Views into stores should not be blocked.

Recommended

- Windows that open by pivoting, sliding, or shuttering.
- Painted wood panels or tile clad panels below windows.
- Clear glass.

Not Recommended

- Residential-styled window bays, multi-paned divided lites, half-round or other similar forms.
- Clear anodized aluminum windows.
- Tinted glass.
- Projecting wall-mounted mechanical units.



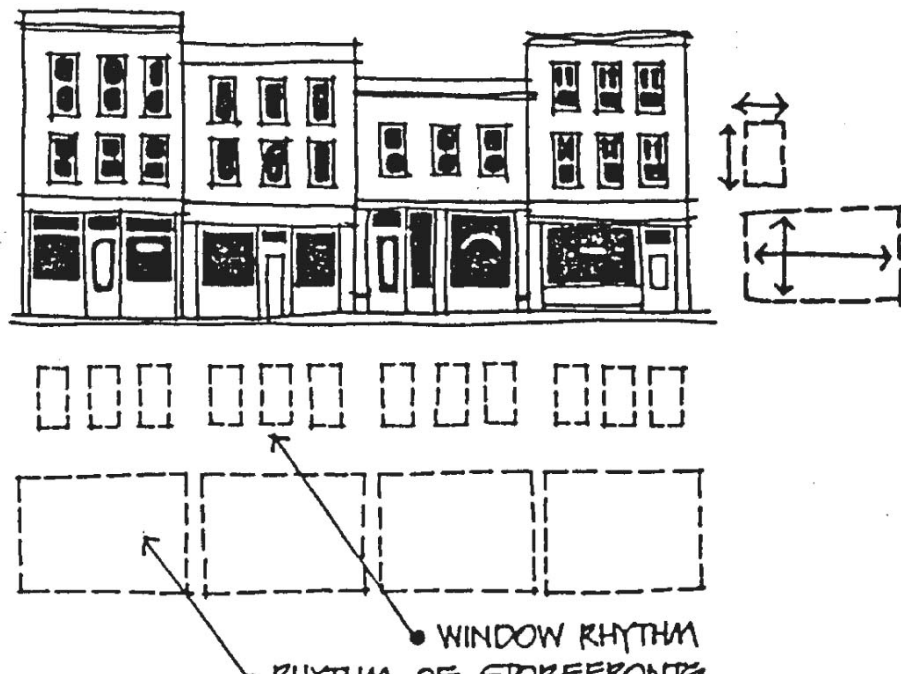
A Short List on Windows

Windows should **display products and maximize visibility** into storefronts.

1. Storefront windows traditionally tended to be large at the ground-floor level. During renovation or new construction, this approach is encouraged.
2. Try to retain or increase window transparency whenever possible. **Replace reflective or dark tinted glass with clear glass.** In general, dark glass alienates pedestrians from the business activity inside a storefront and reduces the impact of window displays.
3. Avoid installing opaque panels, such as metal, wood, and/or other materials, to replace clear glass windows.
4. Windows with multiple, small-paned windows should be avoided unless they are historically appropriate to the building style.
5. Do not use Plexiglas or other replacement materials instead of glass.

6. Fix broken windows immediately.

Windows: What Works What Doesn't



D. Roofs

1. Roofline

Create interest and detail in silhouette and roofline.

Description

Building rooflines should enliven the pedestrian experience and be of visual interest, with detail that will create a skyline composed of interesting forms and shadows. Building silhouette should be compatible with those of other buildings along the existing streetscape.

In some cases, it may be appropriate to mark an entryway with a distinct form - a tower for example- to emphasize the significance of the building entry.

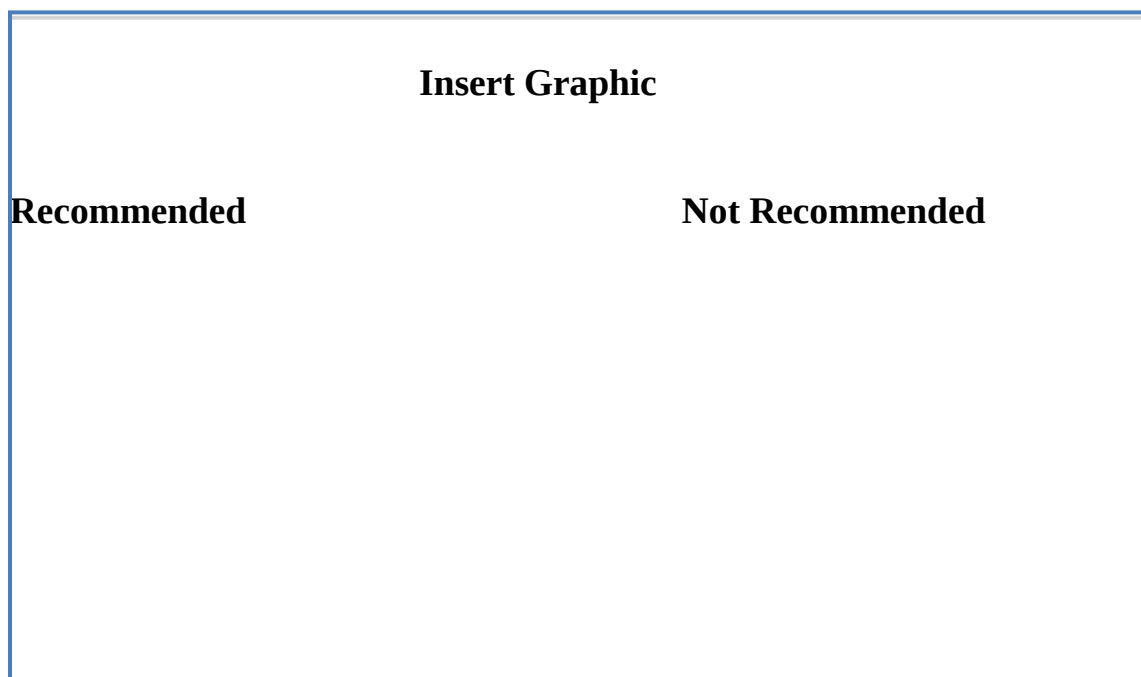
For residential buildings, roof massing should be simple yet not dull or unarticulated. For example, flat roofs may be appropriate if they have a cornice, designed with depth and detail expressing the top of the building wall. Dormers set into sloped roofs may be appropriate. These forms provide visual interest, and bring additional living space, light and ventilation to upper floor and attic spaces.

Recommended

- Varied roofline heights.
- If cornices are used they should be well detailed. They should have significant proportions (height and depth) that create visual interest and shadow lines.

Not Recommended

- Unarticulated rooflines.
- Poorly detailed decorative roof forms.
- Applied Mansard Roofs.



2. Rooftop

Integrate rooftop elements into building design.

Description

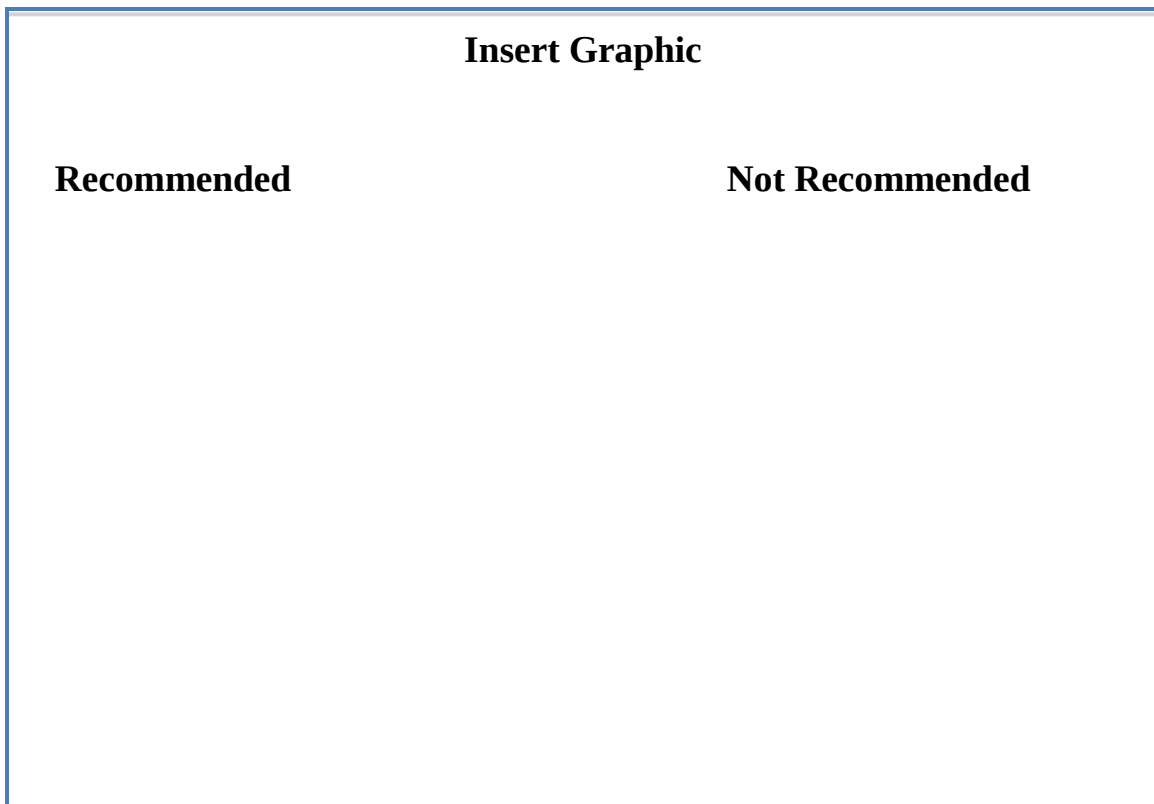
Roof shape, surface materials, colors, mechanical equipment and other rooftop functions should all be integrated into the overall building design. Roof mounted mechanical equipment should be hidden from street view by parapets. If building parapets do not provide adequate screening, screening walls or enclosures installed as an integral part of the architectural design should be used. Roof terraces and gardens are encouraged.

Recommended

- Screened mechanical units.
- Rooftop penthouse occupied residential or office spaces.
- Rooftop gardens.
- “Green” roofs that reduce storm water runoff.

Not Recommended

- Exposed rooftop mechanical or electrical units.
- Exposed telecommunications equipment including satellite dishes, cell-phone towers or antennae.



E. Lighting

1. Facade Lighting

Architectural lighting should be an integral component of the facade composition.

Description

Architectural lighting may be used to articulate the particular building design. Lighting of cornices, uplighting, and other effects may be used.

Lighting should not cast glare onto adjacent lots or streets in any way that decreases the safety of pedestrians and vehicles. Lights may, however, be used to create effects of shadow, relief and outline that add visual interest and highlight aspects of the building.

Recommended

- Metal halide lights.
- Wall-washing lighting fixtures.
- Decorative wall sconce and similar architectural lighting fixtures.
- Screened uplight fixtures on buildings or integrated with landscape.

Not Recommended

- Neon silhouette accent lighting.
- Bulb or flashing lighting.
- Fluorescent tube lighting.
- Security spotlight.

A Short List on Lighting

Exterior lighting should **highlight** building elements, signs, or other distinctive features. In order to maintain an attractive image lighting should be appropriate to the building's architectural style.

1. Lighting should provide an even illumination level. Avoid flashing, pulsating, or similar dynamic lighting that poses a hazard to motorists.
2. Lighting that attracts attention to itself, such as neon tubing surrounding display windows, should be avoided.
3. Avoid using lights that glare onto streets, public ways, or onto adjacent properties.
4. The creative use of neon in individual circumstances is encouraged. Because these guidelines strive to promote a unique character for Oregon City, the use of nationally distributed neon signs that promote brand name goods is discouraged.
5. Lights should focus on signs on building façade providing indirect light on walkway/surrounding building.



2. Street Light Recommendation

Ornamental street lights should be used to be compatible with existing Downtown Oregon City streetlight standards.

Description

Parking lot lighting should be provided for retail and office uses. Driveways, parking bays and parking lot pedestrian circulation routes should be lighted.

Recommended

- Historic street light style in a parking lot setting.
- Pole standards should be black.
- Standards may accommodate banners and hanging flower pots. Automatic drip irrigation for the pots should be considered.
- Light standards should be located in landscaped areas wherever possible to protect fixtures from automobile damage.

Not Recommended

- Parking lot lighting should be designed to avoid unnecessary illumination of residential areas.
- Ornamental or contemporary light fixtures which are incompatible with Downtown Oregon City street light fixtures.
- Parking lot fixtures taller than 15'.

Insert Graphic

Recommended

Not Recommended

3. Landscape Lighting Recommendation

Lighting should be used to highlight sidewalks, street trees and other landscape features. Landscape lighting is especially appropriate as a way to provide pedestrian safety during holiday periods.

Description

Lights may be used to highlight trees and similar features within public and private plazas, courtyards, walkways and other similar outdoor areas at night to create excitement and a festive ambiance.

Recommended

- Seasonal string lights on buildings and trees.
- Foot lighting that illuminates walkways and stairs. Fixtures concealed and integrated into the design of buildings or landscape walls and stairways.
- Bollard lighting that is directed downward toward surfaces people walk on.
- Historic fixtures along streets and in parking lots

Not Recommended

- Flashing, colored or very bright lights.
- Exposed cords, outlets or other electrical devices that may provide safety hazards and are unsightly.
- Lights such as “icicle” style lights that affect the appearance of facades or landscaping during the daytime.
- Contemporary fixtures, or overscaled, utilitarian fixtures such as “cobra-head” lights.

Insert Graphic

Recommended

Not Recommended

4. Sign Lighting Recommendations

Sign lighting should be designed as an integral component of the building and sign composition.

Description

Sign lighting may provide interest not only during nighttime but also daytime. Sign lighting should be oriented toward pedestrians along adjacent streets and open spaces.

Recommended

- “Gooseneck” lighting that illuminates wall applied signs.
- Sign silhouette backlighting.
- Incandescent or fluorescent bulb or low voltage lighting.

Not Recommended

- Backlight vinyl awning sign lighting.
- Interior plastic sign lighting.
- Metal halide, neon or fluorescent tube sign lighting.
- Signs lit by lights containing exposed electrical conduit, junction boxes or other electrical infrastructure.

Insert Graphic to Illustrate

Recommended

Not Recommended

F. Signs

1. Wall Sign or “Marquee Sign” Recommendations

Signs should be sized and placed so that they are compatible with the building’s architectural design.

Description

Signs should not overwhelm the building or its special architectural features. Signs should not render the building a mere backdrop for advertising or building identification.

Recommended

- Wall signs should be located along the top, middle or at the pedestrian level of buildings.
- Signs should be incorporated into the building architecture as embossing, low relief casting, or application to wall surfaces.
- Signs may be painted or made with applied metal lettering and graphics.
- Signs should be durable and long lasting.
- Signs may incorporate lighting as part of their design.
- Signs should be located as panels above storefronts, on columns, or on walls flanking doorways.

Not Recommended

- The material, size and shape of signs that overwhelm, contrast greatly or adversely impact the architectural quality of the building.
- Back lit signs.
- Plastic signs.
- Banner type unframed signs.
- Exterior Neon—(recommend moderation).

Insert Graphic to Illustrate

Recommended

Not Recommended

2. Blade or Hanging Sign Recommendation

Hanging signs should be oriented to the pedestrian, and highly visible from the sidewalk.

Description

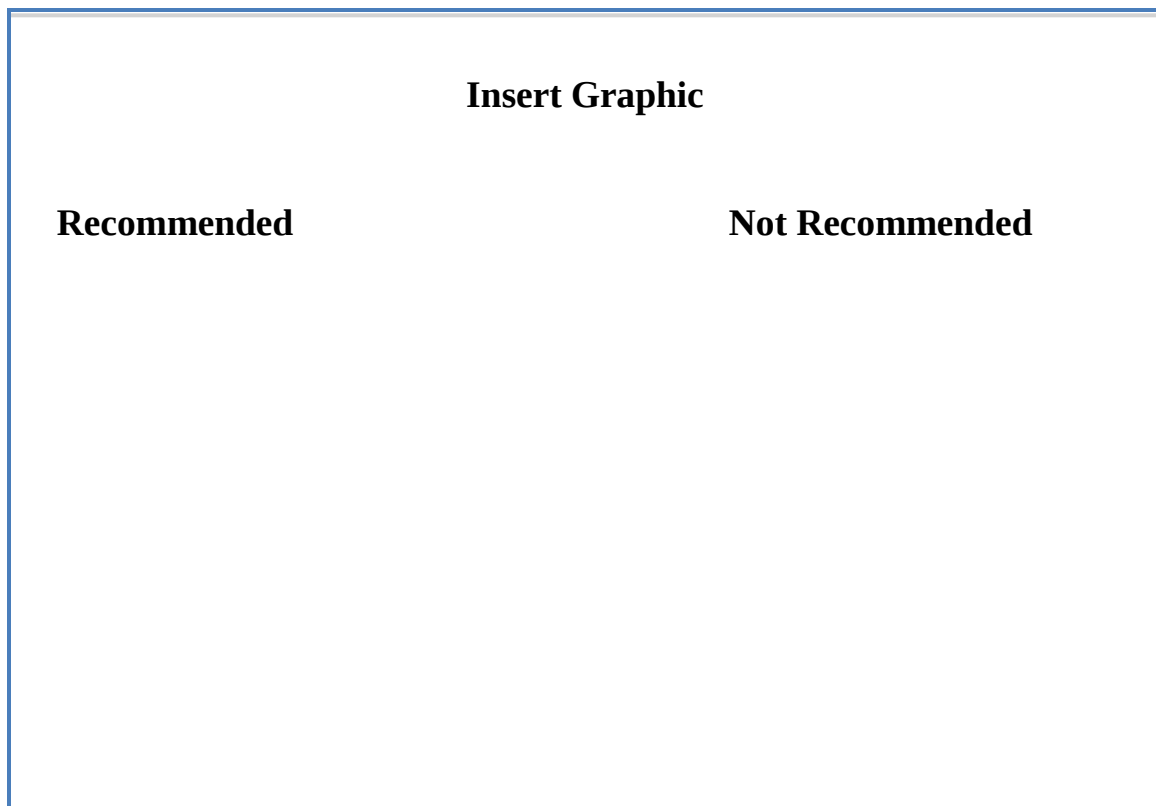
Signs should not overwhelm the streetscape, and should be compatible with and complementary to the building architecture and any awnings, canopies, lighting, and street furniture.

Recommended

- Any required sign lighting should be integrated into the facade of the building. (See lighting Recommendations.)
- Signs should be very graphic and constructed of high quality materials and finishes.
- Signs should be attached to the building with durability in mind.
- Signs should have equity in size.
- Sign mounts considered to be part of the sign.

Not Recommended

- Signs interfering with sight lines that may create a safety hazard, obstruct or block views.
- Back lit signs
- Plastic signs
- Exterior neon signs (recommend moderation)
- Banner type unframed signs.



3. Window Sign Recommendations

Window signs should not obstruct views through windows.

Description

Window signs should be oriented to pedestrians rather than motorists. They should be an integral component of the storefront design.

Recommended

- Neon or other illumination is only appropriate if installed as interior signs.
- Interior applied lettering or graphics.

Insert Graphic

Recommended

Not Recommended

4. Awning Signs

Awning signs should be used as alternatives to building or wall signs. They should be designed as a means to attract attention to a shop, office or residential entrance.

Description

Awning signs should not dominate or overwhelm the building; rather, the awning should serve as mere backdrop for building or tenant identification.

Recommended

- Awning signs generally should occur at only one location on a single building.
- Signs painted on fabric awning valances.
- Signs applied to, embossed on or attached to canopy edges.

Not Recommended

- Signs located on second or upper story awnings.

Insert Graphic

Recommended

Not Recommended

5. Directional Sign Recommendations

Directional signs should be small scale and of consistent dimensions, and located in a visually logical order. These signs also should provide on-site directional information.

Description

Directional signs - those intended to identify and direct vehicular and pedestrian traffic to various on-site destinations - may be provided along roadways and within all multi-parcel developments.

Directional signs should be designed consistently throughout a project. All signs shall be fabricated from the same materials, with a consistent color palette and common graphic theme. The use of materials compatible with adjacent architectural design is encouraged.

Recommended

- Location at entries to parking lots or service areas.
- Signs in internal courtyards, along walkways, or at plazas.

Directional Monument Signs Recommendations

Directory monument information signs should illustrate the layout of a development, and list and locate uses or tenants within.

Description

These signs should be highly graphic, constructed of durable materials and consistent with architectural and landscape themes. They should be scaled to and easily approached by pedestrians rather than passing motorists.

Recommended

- Kiosks that provide directional information and additional space for public announcements or flyers.
- Vandal-resistant painted or cast metal sign monuments.
- Compatibility with adjacent architecture and established Downtown Oregon City streetscape elements.

Not Recommended

- Freestanding monuments at primary building entries, forecourts or plazas.
- Internal illumination.
- Wildly contrasting colors or graphics that are highly distracting.

6. Temporary Sign Recommendation

Signs identifying short-term uses or activities should be allowed on a temporary basis if consistent with the design character of the surrounding area.

Description

Temporary signs should not obstruct pedestrian access or disrupt the visual quality of Downtown Oregon City. Sandwich board signs should be located within close proximity of the use identified. Temporary signs should be used only during hours in which businesses are open.

Recommended

- Easels and chalkboards.
- High quality professionally-painted and – designed sandwich boards.

Not Recommended

- Signs which impede or obstruct pedestrian access.
- Poor quality “homemade”-looking sign construction, painting, graphics or lettering.
- Advertisements for products or services.

Insert Graphic

Recommended

Not Recommended

G. Awnings

1. Awnings

Protect pedestrians from wind, sun and rain.

Description

Awnings and canopies are encouraged along the ground floor of buildings to protect pedestrians from rain during inclement weather and provide shade in the summer. Overhead protection encourages window shopping and lingering.

Awnings and canopies can provide interest and detail to a facade. They also create outdoor sidewalk seating areas for restaurants and cafes. The design of awnings and canopies should be an integral component of the building facade.

Awnings should be well proportioned with the building and sidewalks. Awnings should not be so large as to impact street trees, light fixtures or other street furniture.

Recommended

- Canvas fixed or retractable awnings.
- Horizontal metal canopies, especially if transom or clerestory windows are above storefront glazing.

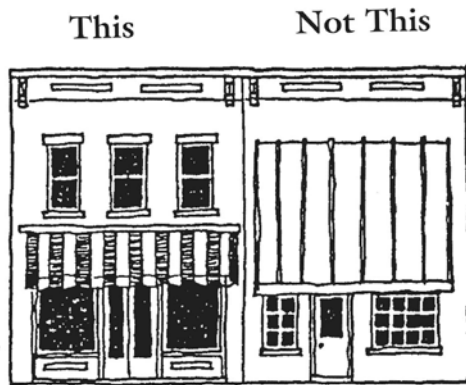
Not Recommended

- Vinyl or other synthetic fabrics.
- Backlit awnings.
- Oversized advertising or tenant signs on awnings.
- Oddly-shaped forms.

Insert Graphic

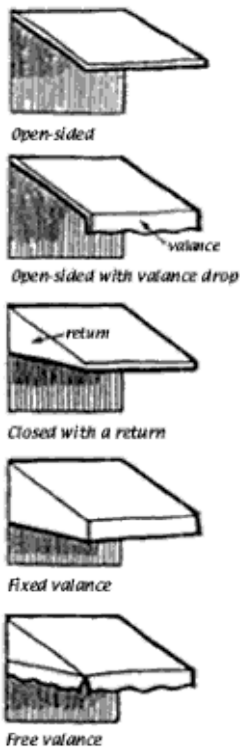
Recommended

Not Recommended

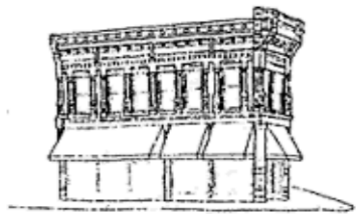
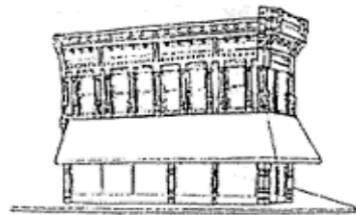
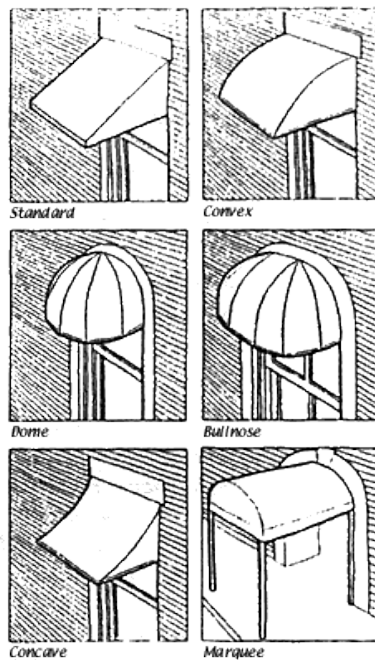


Single awnings should not be set over more than one door or window bay. A separate shed awning with a canvas or acrylic covering would be more appropriate over each of these openings. Photo: National Park Service files

Types of Standard Awnings



Fabric Awning Shapes



The top awning obscures architectural details. Separate awnings (bottom) reveal details, maintain the vertical connection between the first floor and upper stories, and create a more dynamic "rhythm" in the streetscape.

H. Sustainability

1. Sustainability Recommendation

New construction or building renovation should include sustainable materials and design.

Description

Buildings in Downtown Oregon City should use materials that are safe for the environment not only during their use in the building, but also during their manufacture or disposal. Buildings should be designed to increase energy efficiency through advanced design of the building envelope and mechanical systems.

Recommended

- Use salvaged materials or reuse existing products wherever possible.
- Use products made from recycled materials when appropriate.
- Maximize natural light.
- Include measures to maximize indoor air quality.
- Include landscaping strategies to minimize polluted water runoff from building roofs and parking lots.

Not Recommended

- Use of building products from non-renewable resources that may emit pollutants or the use of imported and domestic forest products that are not certified as being produced using sustainable forestry methods.
- Construction techniques that do not minimize construction waste.

Insert Graphic

Recommended

Not Recommended



Agenda Item No. 5c
Meeting Date: 16 Jun 2010

COMMISSION REPORT: CITY OF OREGON CITY

TO:	Urban Renewal Commission
FROM:	David Wimmer, Finance Director
PRESENTER:	David Wimmer, Finance Director
SUBJECT:	Resolution No. UR10-03, Amending Resolution No. UR10-01, Adopting the Urban Renewal Budget for F/Y 2010-11
Agenda Heading: General Business	
Approved by: David Frasher, City Manager	

RECOMMENDED ACTION (Motion):

Staff recommends approval of Resolution No. UR10-03, amended resolution which adopts the 2010-2011 budget, makes appropriations, and declares and categorizes property taxes.

BACKGROUND:

On April 27, 2010, the Budget Committee concuded a meeting to review and approve the proposed 2010-2011 budget requests. At that meeting, the Budget Committee approved a total budget in the amount of \$10,783,600 and requested the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution and none to be raised through imposition of a special levy.

On June 2, 2010, the Urban Renewal Commission approved Resolution No. UR10-01; however, a revised resolution had been prepared for distribution at the meeting, and staff inadvertently overlooked distributing it to the Commission. An amended resolution has been prepared for the Commission's approval, Resolution No. UR10-03. The amendment does not change the substance of the original resolution, but highlights what each section of the resolution does and it also eliminated some old language using Agency vs. Commission and the old Option 1, which does not apply anymore.

Following adoption, documentation will be filed with the Department of Revenue, County Clerk, and County Assessor as required by Oregon Revised Statues.

BUDGET IMPACT:

FY(s): 2010-11
Funding Source: Establishes 2010-11 Budget

ATTACHMENTS:

Resolution No. UR10-03

URBAN RENEWAL RESOLUTION NO. UR10-03

A RESOLUTION AMENDING RESOLUTION NO. UR10-01, ADOPTING THE URBAN RENEWAL BUDGET OF THE CITY OF OREGON CITY FOR FISCAL YEAR 2010-11

WHEREAS, the Urban Renewal Commission adopted Resolution UR10-01, which adopted an Urban Renewal Budget for the Oregon City Urban Renewal Agency, at its regular meeting on June 2, 2010, and

WHEREAS, The Urban Renewal Commission wishes to amend its adopted Urban Renewal Budget in the manner shown below, with the underlined material added to the adopted budget and the material shown as "deleted" removed from the adoption,

ADOPTING THE BUDGET

NOW THEREFORE BE IT RESOLVED that the City of Oregon City Urban Renewal Commission, Downtown/Northend Plan Area, adopts the budget for fiscal year 2010-11 in the total of \$10,783,600 now on file at the City Hall.

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2010, and for the purposes shown below are hereby appropriated:

FUND	Appropriation for Function	Total Fund Appropriation
OPERATIONS PROGRAM		
Materials and Services	\$576,604	
Capital Outlay	7,256,600	
Debt Service	1,333,840	
Contingency	<u>1,616,556</u>	
TOTAL APPROPRIATION		<u><u>\$10,783,600</u></u>

DECLARATION OF TAX INCREMENT

BE IT FURTHER RESOLVED, that the Oregon City Urban Renewal Commission hereby resolves to certify to the county assessor a request for the Downtown/Northend Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 16th day of June 2010.

DON SLACK, Chair

Attested to this 16th day of June 2010

Approved as to legal sufficiency:

Nancy Ide, City Recorder

City Attorney

Resolution No. UR 10-03
Effective Date: June 16, 2010

URBAN RENEWAL RESOLUTION NO. UR10-01

A RESOLUTION ADOPTING THE URBAN RENEWAL BUDGET OF THE CITY OF OREGON CITY
FOR FISCAL YEAR 2010-11

ADOPTING THE BUDGET
BE IT RESOLVED that the City of Oregon City Urban Renewal Agency ^{Commission} #2, Downtown/
Northend adopts the budget for fiscal year 2010-11 in the total of \$10,783,600 now on file at the City Hall.
Pim Area

MAKING APPROPRIATIONS
BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2010, and for
the purposes shown below are hereby appropriated:

FUND	Appropriation for Function	Total Fund Appropriation
OPERATIONS PROGRAM		
Materials and Services	\$576,604	
Capital Outlay	7,256,600	
Debt Service	1,333,840	
Contingency	1,616,556	
TOTAL APPROPRIATION		\$10,783,600

Commission *DECLARATION OF TAX INCREMENT*
BE IT FURTHER RESOLVED, using ~~Option One~~ ^{a request}, that the Commission of the Oregon City Urban
Renewal Agency hereby resolves to certify to the county assessor for the #2 Downtown/Northend Plan Area
~~a request~~ for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article
XI, of the Oregon Constitution, and ~~none as the amount to be raised through the imposition of a special levy.~~
ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 2nd day of June 2010.

DON SLACK, Chair

Attested to this 2nd day of June 2010

Approved as to legal sufficiency:

Nancy Ide, City Recorder

City Attorney

URBAN RENEWAL RESOLUTION NO. UR10-03

A RESOLUTION AMENDING RESOLUTION NO. UR10-01, ADOPTING THE URBAN RENEWAL BUDGET OF THE CITY OF OREGON CITY FOR FISCAL YEAR 2010-11

WHEREAS, the Urban Renewal Commission adopted Resolution UR10-01, which adopted an Urban Renewal Budget for the Oregon City Urban Renewal Agency, at its regular meeting on June 2, 2010, and

WHEREAS, The Urban Renewal Commission wishes to amend its adopted Urban Renewal Budget in the manner shown below, with the underlined material added to the adopted budget and the material shown as "deleted" removed from the adoption,

ADOPTING THE BUDGET

NOW THEREFORE BE IT RESOLVED that the City of Oregon City Urban Renewal Commission, Downtown/Northend Plan Area, adopts the budget for fiscal year 2010-11 in the total of \$10,783,600 now on file at the City Hall.

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2010, and for the purposes shown below are hereby appropriated:

FUND	Appropriation for Function	Total Fund Appropriation
OPERATIONS PROGRAM		
Materials and Services	\$576,604	
Capital Outlay	7,256,600	
Debt Service	1,333,840	
Contingency	1,616,556	
TOTAL APPROPRIATION		<u>\$10,783,600</u>

DECLARATION OF TAX INCREMENT

BE IT FURTHER RESOLVED, that the Oregon City Urban Renewal Commission hereby resolves to certify to the county assessor a request for the Downtown/Northend Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 16th day of June 2010.

DON SLACK, Chair

Attested to this 16th day of June 2010

Approved as to legal sufficiency:

Nancy Ide, City Recorder

City Attorney

Resolution No. UR 10-03
Effective Date: June 16, 2010



Agenda Item No. 5d
Meeting Date: 16 Jun 2010

COMMISSION REPORT: CITY OF OREGON CITY

TO:	Urban Renewal Commission
FROM:	Dan Drentlaw, Economic Development Manager
PRESENTER:	Dan Drentlaw, Economic Development Manager
SUBJECT:	Contract for On-call Services for Urban Renewal
Agenda Heading: General Business	
Approved by: David Frasher, City Manager	

RECOMMENDED ACTION (Motion):

Authorize the City Manager to sign a Personal Services Agreement for on-call services for urban renewal projects. The contract with Leland Consulting would be for a term of six months and would expire on January 1, 2011. The contract would be for an amount not to exceed \$14,500 a month.

BACKGROUND:

At the urban renewal meeting of June 2, the Commission directed staff to present a contract for review. The contract would expire at the end of the calendar year, at which time the Commission may decide to issue a Request for Qualifications (RFQ) for on-call services. The cost of preparing an RFQ varies depending on the amount of the contract and the number of people involved in the review. Based on past experiences, preparation costs for a \$100,000 project would run about \$8,500, and a project of \$250,000 would run about \$16,800. A more detailed analysis is attached.

BUDGET IMPACT:

FY(s): \$87,000

Funding Source: Urban renewal

ATTACHMENTS:

Contract

RFQ costs

PERSONAL SERVICES AGREEMENT

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is entered into between the CITY OF OREGON CITY ("City") and Leland Consulting Group, Inc. ("Consultant"), an Oregon corporation.

RECITALS

A. City requires services that Consultant is capable of providing under the terms and conditions hereinafter described.

B. Consultant is able and prepared to provide such services as City requires under the terms and conditions hereinafter described.

The parties agree as follows:

AGREEMENT

1. Term. The term of this Agreement, unless sooner terminated pursuant to provisions set forth below, shall be from June 2010 to January 1, 2011. In addition, the City shall have an option to extend the services for an additional three years at the City's sole discretion. Any termination of this Agreement shall not extinguish or prejudice City's right to enforce this Agreement with respect to (i) breach of any warranty; or (ii) any default or defect in Consultant's performance that has not been cured.

2. Compensation. City agrees to pay Consultant on a time-and-materials basis for the services required. Total compensation, including reimbursement for expenses incurred, shall not exceed \$14,500 per month without prior authorization.

3. Scope of Services. Consultant's services under this Agreement shall consist of services as detailed in Exhibit A, attached hereto and by this reference incorporated herein.

4. Standard Conditions. This Agreement shall include all of the standard conditions as detailed in Exhibit B, attached hereto and by this reference incorporated herein.

5. Integration. This Agreement, along with the description of services to be performed attached as Exhibit A and the Standard Conditions to Oregon City Personal Services Agreement attached as Exhibit B, contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

6. Notices. Any notices, bills, invoices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage prepaid, or personally delivered to the addresses below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing, unless sooner received.

To the City:

City of Oregon City
PO Box 3040
625 Center Street
Oregon City, OR 97045
Attention: City Manager

With a Copy to:

Garvey Schubert Barer
121 SW Morrison Street, 11th Floor
Portland, OR 97204
Attention: Ed Sullivan

To Consultant:

David C. Leland
President
Leland Consulting Group, Inc.
610 SW Alder Street, Suite 1008
Portland, Oregon 97205

Consultant shall be responsible for providing the City with a current address. Either party may change the address set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the state of Oregon without resort to any jurisdiction's conflicts of law, rules or doctrines.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this 7th day of June, 2010.

CONSULTANT:

By: _____

Title: President

DATED: June 7th, 2010.

CITY OF OREGON CITY:

Approved as to legal sufficiency

City Attorney

CITY OF OREGON CITY:

By: _____

Title: City Manager

DATED: _____, 20__.

CITY OF OREGON CITY:

By: _____

Title: _____

DATED: _____, 20__.

EXHIBIT A

Leland Consulting Group Scope of Services

The scope of services will entail work to achieve progress in the following areas:

- Assist staff and the Urban Renewal Board with the development of criteria, guidelines, standards, and/or other potential governance that can both guide and assure the City of desired quality for the Rossman site;
- Use best efforts to achieve a development agreement for the Rossman site for a project of equal or better quality than defined in the Rivers DDA;
- Assist with oversight and continuing focus on achieving intended and desired development at the Cove project;
- Work with City staff to develop a strategy or alternative strategies for working with the owners of the Blue Heron Mill for assuring future redevelopment of these important properties in a manner consistent with standards and expectations for the downtown and regional center;
- Refine the previous initial analysis of properties surrounding the Rossman site for the purpose of determining a range of potential and desired development and redevelopment, consistent with the regional center standards and expectations;
- Assist the Oregon City Economic Development Department with an expanded strategy for city-wide economic development to include, but not be limited to, refinements to the downtown/regional center strategy, industrial, business or related job generation strategies, define Oregon City assets, quality of life factors, and other attributes for better positioning, branding and marketing of Oregon City;
- Assist staff with modifications and updates to the urban renewal plan;
- Assist with preparation of a status report of accomplishments (Success Audit) over the past two years highlighting successes in Oregon City despite the tremendous impacts of the global recession; and
- Prepare for and make presentations to the City Commission and Urban Renewal Board on matters requested by City management.

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

1. Contractor Identification. Contractor shall furnish to City its taxpayer identification number, as designated by the Internal Revenue Service, or Contractor's social security number, as City deems applicable.

2. Payment.

(a) Invoices submitted in connection with this Agreement shall be properly documented and shall identify the pertinent agreement and/or purchase order numbers.

(b) City agrees to pay Contractor within thirty (30) days after receipt of Contractor's itemized statement. Amounts disputed by City may be withheld pending settlement.

(c) City certifies that sufficient funds are available and authorized for expenditure to finance the cost of the services to be provided pursuant to this Agreement.

(d) City shall not pay any amount in excess of the compensation amounts set forth above, nor shall City pay Contractor any fees or costs that City reasonably disputes.

3. Independent Contractor Status.

(a) Contractor is an independent contractor and is free from direction and control over the means and manner of providing labor or services, subject only to the specifications of the desired results.

(b) Contractor represents that it is customarily engaged in an independently established business and is licensed under ORS chapter 671 or 701, if the services provided require such a license. Contractor maintains a business location that is separate from the offices of the City and bears the risk of loss related to the business as demonstrated by the fixed price nature of the contract, requirement to fix defective work, warranties provided and indemnification and insurance provisions of this Agreement.

Contractor provides services for two or more persons within a 12 month period or routinely engages in advertising, solicitation or other marketing efforts. Contractor makes a significant investment in the business by purchasing tools or equipment, premises or licenses, certificates or specialized training and Contractor has the authority to hire or fire persons to provide or assist in providing the services required under this Agreement.

(c) Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law. Contractor shall furnish the tools or equipment necessary for the contracted labor or services. Contractor agrees and certifies that:

(d) Contractor is not eligible for any federal social security or unemployment insurance payments. Contractor is not eligible for any PERS or workers' compensation benefits from compensation or payments made to Contractor under this Agreement.

(e) Contractor agrees and certifies that it is licensed to do business in the state of Oregon and that, if Contractor is a corporation, it is in good standing within the state of Oregon.

4. Early Termination.

(a) This Agreement may be terminated without cause prior to the expiration of the agreed-upon term by mutual written consent of the parties or by the City upon ten (10) days written notice to the Contractor, delivered by certified mail or in person.

(b) Upon receipt of notice of early termination, Contractor shall immediately cease work and submit a final statement of services for all services performed and expenses incurred since the date of the last statement of services.

(c) Any early termination of this Agreement shall be without prejudice to any obligation or

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

liabilities of either party already accrued prior to such termination.

(d) The rights and remedies of City provided in this Agreement and relating to defaults by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

5. No Third-Party Beneficiaries. City and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

6. Payment of Laborers; Payment of Taxes.

(a) Contractor shall:

(i) Make payment promptly, as due, to all persons supplying to Contractor labor and materials for the prosecution of the services to be provided pursuant to this Agreement.

(ii) Pay all contributions or amounts due to the State Accident Insurance Fund incurred in the performance of this Agreement.

(iii) Not permit any lien or claim to be filed or prosecuted against City on account of any labor or materials furnished.

(iv) Be responsible for all federal, state, and local taxes applicable to any compensation or payments paid to Contractor under this Agreement and, unless Contractor is subject to back-up withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligation.

(v) Pay all employees at least time and one-half for all overtime worked in excess of forty

(40) hours in any one week, except for individuals excluded under ORS 653.100 to 653.261 or under 29 U.S.C. §§ 201 to 209 from receiving overtime.

(b) If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Agreement as such claim becomes due, City may pay such claim to the person furnishing the labor or services and shall charge the amount of the payment against funds due or to become due Contractor by reason of this Agreement.

(c) The payment of a claim in this manner shall not relieve Contractor or Contractor's surety from obligation with respect to any unpaid claims.

(d) Contractor and subcontractors, if any, are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires provision of workers' compensation coverage for all workers.

7. SubContractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor.

8. Access to Records. City shall have access to all books, documents, papers and records of Contractor that are pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcripts.

9. Ownership of Work Product; License. All work products of Contractor that result from this Agreement (the "Work Products") are the exclusive property of City. In addition, if any of the Work Products contain intellectual property of Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

City a perpetual, royalty-free, fully paid, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part (and to authorize others to do so), all such Work Products and any other information, designs, plans, or works provided or delivered to City or produced by Contractor under this Agreement. The parties expressly agree that all works produced (including, but not limited to, any taped or recorded items) pursuant to this Agreement are works specially commissioned by City, and that any and all such works shall be works made for hire in which all rights and copyrights belong exclusively to City. Contractor shall not publish, republish, display or otherwise use any work or Work Products resulting from this Agreement without the prior written agreement of City.

10. Compliance With Applicable Law. Contractor shall comply with all federal, state, and local laws and ordinances applicable to the services to be performed pursuant to this Agreement, including, without limitation, the provisions of ORS 279B.220, 279C.515, 279B.235, 279B.230 and 279B.270. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans With Disabilities Act of 1990 (Pub. L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation and other applicable statutes, rules and regulations.

11. Professional Standards. Contractor shall be responsible, to the level of competency presently maintained by others practicing in the same type of services in City's community, for the professional and technical soundness, accuracy and adequacy of all services and materials furnished under this authorization.

12. Modification, Supplements or

Amendments. No modification, change, supplement or amendment of the provisions of this Agreement shall be valid unless it is in writing and signed by the parties hereto.

13. Indemnity and Insurance.

(a) Indemnity. Contractor acknowledges responsibility for liability arising out of Contractor's negligent performance of this Agreement and shall hold City, its officers, agents, Contractors, and employees harmless from, and indemnify them for, any and all liability, settlements, loss, costs, and expenses, including attorney fees, in connection with any action, suit, or claim caused or alleged to be caused by the negligent acts, omissions, activities or services by Contractor, or the agents, Contractors or employees of Contractor provided pursuant to this Agreement.

(b) Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for workers' compensation as required by the state of Oregon. Contractor shall provide the Owner, within ten (10) days after execution of this Agreement, a certificate of insurance evidencing coverage of all subject workers under Oregon's workers' compensation statutes. The insurance certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. All agents or Contractors of Contractor shall maintain such insurance.

(c) Comprehensive, General, and Automobile Insurance. Contractor shall maintain comprehensive general and automobile liability insurance for protection of Contractor and City and for their directors, officers, agents, and employees, insuring against liability for damages because of personal injury, bodily injury, death, and broad-form property damage, including loss of use, and occurring as a result of, or in any way related to, Contractor's operation, each in an amount not less than \$1,000,000 combined,

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

single-limit, per-occurrence/annual aggregate. Such insurance shall name City as an additional insured, with the stipulation that this insurance, as to the interest of City, shall not be invalidated by any act or neglect or breach of this Agreement by Contractor.

(d) Errors and Omissions Insurance. ~~Contractor shall provide City with evidence of professional errors and omissions liability insurance for the protection of Contractor and its employees, insuring against bodily injury and property damage arising out of Contractor's negligent acts, omissions, activities or services in an amount not less than \$500,000 combined, single limit. Contractor shall maintain in force such coverage for not less than three (3) years following completion of the project. Such insurance shall include contractual liability.~~

~~Within ten (10) days after the execution of this Agreement, Contractor shall furnish City a certificate evidencing the dates, amounts, and types of insurance that have been procured pursuant to this Agreement. Contractor will provide for not less than thirty (30) days' written notice to City before the policies may be revised, canceled, or allowed to expire. Contractor shall not alter the terms of any policy without prior written authorization from City. The provisions of this subsection apply fully to Contractor and its Contractors and agents.~~

14. Legal Expenses. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorney fees, costs, and expenses as may be set by a court. "Legal action" shall include matters subject to arbitration and appeals.

15. Severability. The parties agree that, if any term or provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms

and provisions shall not be affected.

16. Number and Gender. In this Agreement, the masculine, feminine or neuter gender, and the singular or plural number, shall be deemed to include the others or other whenever the context so requires.

17. Captions and Headings. The captions and headings of this Agreement are for convenience only and shall not be construed or referred to in resolving questions of interpretation or construction.

18. Hierarchy. The conditions contained in this document are applicable to every Personal Services Agreement entered into by the City of Oregon City in the absence of contrary provisions. Should contrary provisions be included in a Personal Services Agreement, those contrary provisions shall control over these conditions.

19. Calculation of Time. All periods of time referred to herein shall include Saturdays, Sundays and legal holidays in the state of Oregon, except that, if the last day of any period falls on any Saturday, Sunday or legal holiday, the period shall be extended to include the next day that is not a Saturday, Sunday or legal holiday.

20. Notices. Any notices, bills, invoices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage prepaid, or personally delivered to the addresses listed in the Agreement attached hereto. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing, unless sooner received.

21. Nonwaiver. The failure of City to insist upon or enforce strict performance by Contractor of any of the terms of this Agreement or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

extent of its rights to assert or rely upon such terms or rights of any future occasion.

22. Information and Reports. Contractor shall, at such time and in such form as City may require, furnish such periodic reports concerning the status of the project, such statements, certificates, approvals, and copies of proposed and executed plans and claims, and other information relative to the project as may be requested by City. Contractor shall furnish City, upon request, with copies of all documents and other materials prepared or developed in relation with or as a part of the project. Working papers prepared in conjunction with the project are the property of City, but shall remain with Contractor. Copies as requested shall be provided free of cost to City.

23. City's Responsibilities. City shall furnish Contractor with all available necessary information, data, and materials pertinent to the execution of this Agreement. City shall cooperate with Contractor in carrying out the work herein and shall provide adequate staff for liaison with Contractor.

24. Arbitration.

(a) Any dispute arising out of or under this Agreement shall be determined by binding arbitration.

(b) The party desiring such arbitration shall give written notice to that effect to the other party and shall in such notice appoint a disinterested person of recognized competence in the field as arbitrator on its behalf. Within fifteen (15) days thereafter, the other party may, by written notice to the original party, appoint a second disinterested person of recognized competence as arbitrator on its behalf. The arbitrators thus appointed shall appoint a third disinterested person of recognized competence, and the three arbitrators shall, as promptly as possible, determine such matter, provided, however, that:

(i) If the second arbitrator is not appointed as described above, then the first arbitrator shall proceed to determine such matter; and

(ii) If the two arbitrators appointed by the parties are unable to agree, within fifteen (15) days after the second arbitrator is appointed, on the appointment of a third arbitrator, they shall give written notice of such failure to agree to the parties and, if the parties fail to agree on the selection of the third arbitrator within fifteen (15) days after the arbitrators appointed by the parties give notice, then, within ten (10) days thereafter, either of the parties, on written notice to the other party, may request such appointment by the presiding judge of the Clackamas County Circuit Court.

(c) Each party shall each be entitled to present evidence and argument to the arbitrators. The determination of the majority of the arbitrators or the sole arbitrator, as the case may be, shall be conclusive on the parties, and judgment on the same may be entered in any court having jurisdiction over the parties. The arbitrators or the sole arbitrator, as the case may be, shall give written notice to the parties, stating the arbitration determination, and shall furnish to each party a signed copy of such determination. Arbitration proceedings shall be conducted pursuant to ORS 33.210 et seq. and the rules of the American Arbitration Association, except as provided otherwise.

(d) Each party shall pay the fees and expenses of the arbitrator appointed by such party and one-half of the fees and expenses of the third arbitrator, if any.

25. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the state of Oregon without resort to any jurisdiction's conflicts of law, rules or doctrines.

COSTS FOR PREPARING RFQ's

It is difficult to assign a value to a RFQ process because of all the variables involved (i.e., how complex the RFQ and the work is, how many proposals will be received, what the value of the work will be, how many people review the proposals, etc.).

Listed below are the general work components I would count on to complete the process. The cost below is for an average RFQ prepared for a proposal anticipated to be \$50,000 in cost:

Item	Hours*	Cost
Staff time to draft RFP/RFQ	18	\$1099.44
Review of RFP/RFQ by appropriate staff	2 staff, 4 hrs/ea	\$488.64
Staff time for final RFP/RFQ preparation	6	\$366.48
Advertisement in Portland Daily Journal of Commerce		\$250.00
Copy/Distribution costs		\$100.00
Review of Proposals by selection committee	4 staff, 2 hrs/proposal**	\$2,931.84
Staff time for Notice of Award to winning both winning proposer and losing proposers	1	\$61.08
Preparation of Contract for winning proposer	1	\$61.08
Preparation of City Commission Report	2	\$122.16
Contract routing for signatures (attorney, dept. dir., city manager, consultant)	.5 plus incidental signatory staff costs	\$30.54 \$100.00
		\$5,611.26

*Hourly rate of **\$61.08** based on average hourly management salary of \$36.36 plus benefits of 68%.

**Assume 6 proposals are received.

Note: The above cost is to prepare an RFQ for a proposal with a value of \$50,000. For each additional \$50K in proposal cost, I would increase the RFQ preparation cost by 50% to account for the increased work and complexity required. For example:

Proposal Value	Multiplier	Preparation Cost
\$50,000	100%	\$5,611.26
\$100,000	150%	\$8,416.89
\$250,000	300%	\$16,833.78