

**CITY OF DUNDEE**  
**CITY COUNCIL MEETING**  
**Fire Hall Community Room**

**Phone (503) 538-3922 ~ Fax (503) 538-1958**

Email: [DundeeCity3@comcast.net](mailto:DundeeCity3@comcast.net) Website: [DundeeCity.org](http://DundeeCity.org)

*The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.*

MARCH 15, 2016 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
5. Presentation: David Huber, Waste Management – Report on 2015 Operations
6. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
  - 6.1 City Council Minutes, March 1, 2016 Pages 1 - 6
  - 6.2 Financial Report Ending February 29, 2016 Pages 7 - 28
  - 6.3 Fire Department 2015 Year-end Summary Pages 29 - 30

*Action Required: Motion to Accept the Consent Agenda*
7. Old Business:
  - 7.1 Budget Committee Appointments Pages 31 - 36  
*Action Required*
  - 7.2 Resolution No. 2016-02, Water Master Plan Pages 37 - 40  
*Action Required*
  - 7.3 Resolution No. 2016-03, Water SDC Methodology and Fee Pages 41 - 54  
*Action Required*
8. New Business:
  - 8.1 Fire Station – Community Message Sign Proposals Pages 55 - 88  
*Action Required*
  - 8.2 Fire Station – Indoor Air Quality Testing Proposal Pages 89 - 94  
*Action Required*
  - 8.3 Loan Refunding Options Pages 95 - 100  
*Action Required*
9. Council Concerns & Committee Reports
10. Mayor's Report

11. City Administrator Report
12. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
13. Adjourn

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Pending Business:

1. Public Works
  - 1.1 Water Master Plan Update
  - 1.2 Highway 99W Sidewalk/Streetscape
  - 1.3 Inflow & Infiltration Program
2. Planning/Land Use
  - 2.1 Dundee Riverside Master Plan – Future Actions
  - 2.2 Exterior Lighting – Code Update/Street Light Standards
  - 2.3 Industrial Zone Standards
  - 2.4 Marijuana Facilities
3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 LID 2013-01 Final Assessment Ordinance
4. Parks & Trails
  - 4.1 Viewmont Greenway Park Improvement
  - 4.2 Harvey Creek Trail Property Rehabilitation
  - 4.3 WWTP Nature Park Grant Application
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 545-2016
  - 5.2 Resolution No. 2016-04

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Assistant City Recorder at City Hall (503) 538-3922.

**CITY COUNCIL MEETING  
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March 1, 2016**

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**City of Dundee**  
**City Council Meeting Minutes**  
**March 1, 2016**

**Call to Order**

Council President Adlong called the meeting to order at 7:00 P.M.

**Council and Staff Attendance**

Present: Councilors Jeannette Adlong, Ted Crawford, Storr Nelson, Doug Pugsley, Kristen Svicarovich, and Tim Weaver. Excused Absence: Mayor David Russ. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, Greg Reid, City Engineer, and Debra Manning, Assistant City Recorder.

**Public Attendance**

Nancy Boyer, Mid-Willamette Valley Council of Governments, Dawn Nelson, and Scott Salsberry.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

**The motion** was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, February 16, 2016. **The motion** passed unanimously.

**Old Business**

**City Administrator Annual Evaluation**

The annual evaluation for City Administrator Daykin has been facilitated by Nancy Boyer, Mid-Willamette Valley Council of Governments, on even years. Last year there was interest in a different process. Council President Adlong asked the Council's input on the evaluation process. Councilor Crawford inquired if the personal traits on the evaluation sheet are used for other cities, noting there is redundancy in some of the questions. Boyer responded it is a standard form for a city manager's evaluation. She has reviewed other performance evaluation forms; some of them have the same categories with specific ratings under the categories. This form has a description of the traits for help with rating. Feedback is important to a city administrator on what he is to do, how to spend his time, and if he is doing a good job. A primary focus in the evaluation should be on achievement of Council goals. Boyer has provided summarized comments back to C. A. Daykin. Councilor Nelson appreciates seeing the opinions of the Council members. Boyer referred to a 360 degree evaluation; where evaluation forms are distributed to the Council, colleagues, and employees. It is a good feedback tool for use by an administrator and works well in a large organization where anonymity can be maintained, but is not as effective for evaluation of a city administrator. Crawford asked for a copy of the updated goals from 2014 to aid with the evaluation process. The majority consensus approved of the current evaluation format. The evaluation form and the updated 2014 goals will be forwarded to the Council for completion by March 28th. The evaluation will be on the agenda for the April 5th meeting.

The Council agreed to address New Business item 7.2 Budget Committee Appointments next.

## **New Business**

### **Budget Committee Appointments**

There are two vacancies on the committee. Dawn Nelson has applied for reappointment. Four applications were also received from: Scott Salsberry, Nick Jungwirth, Aaron DeLong, and David Ford. Nelson and Salsberry were present.

Councilor Pugsley questioned Dawn Nelson's involvement with the City of Newberg. Nelson replied she was a City Councilor for a couple of years and she started her accounting career in the City of Newberg's Finance Department while she was in high school. She works for a small non-profit with accounting systems similar to government. She has served one term on the Budget Committee and has enjoyed it. Pugsley asked what she could bring to a discussion surrounding many requests for funds with very limited funds. She replied she is aware there is not a lot of room in the Dundee budget and cautioned that there may be a time when there will not be funds to distribute in response from outside funding requests as we are not necessarily a granting agency.

Council President Adlong asked Scott Salsberry why he wished to be a member of the committee. Salsberry responded that he been on other budget committees. He would like to learn more about city and become more involved in the community. Pugsley asked what he could bring to a discussion surrounding many requests for funds with very limited funds. Salsberry stated he has a twenty year background in banking. He was a student representative on the Portland Community College Budget Committee. He has some knowledge from his wife's involvement with the Dundee Budget Committee.

The Council requested that the other applicants be invited to the next meeting to allow interviews. **The motion** was made and seconded to reappoint Dawn Nelson to the Budget Committee with terms expiring December 31, 2018. **The motion** passed unanimously. This will return to the March 15th agenda to fill the remaining seat.

## **Old Business**

### **Spring Clean-Up Event**

An objective to implement a yearly spring clean-up event was added to the 2016 Goals. C.A. Daykin inquired if this was in response to the mill not taking woody materials or an interest in a bigger community cleanup program. He asked if this might be a program for Waste Management (WM) to be involved in and be invited to discuss with the Council.

Councilor Weaver understood the clean-up would provide a place for citizens to drop spring growth. C. Crawford referred to the community clean-up events previously hosted by the Dundee Civic Association (DCA). He would like to see the town and the Harvey Creek Trail addressed with a clean-up event. Adlong referred to a past survey to determine if citizens would like the option to pay for extra yard debris pickups during specific seasons; which came back with a negative reply. Pugsley noted the major Council concern is cost. Daykin pointed out that the DCA has since disbanded and there is no longer a business organization in town to take the lead for a cleanup project. Crawford suggested the use of the George Fox University Serve Day volunteers; but the drawback is their event is at the end of summer. Daykin also noted Serve Day is usually on a Wednesday; not the best time to engage the community. Weaver added they usually address special projects.

C. A. Daykin offered an option for yard debris waste of the use of vouchers for WM's transfer station. The cost could be offset by the city or paid by the customer with the program managed by either WM or the city.

C. Pugsley suggested publishing the dates for hazardous waste disposal in the city newsletter. Adlong suggested another survey in the upcoming newsletter. Crawford suggested also including in the utility bills and on the reader board.

C.A. Daykin supported a community cleanup program; but cautioned that it might be too much for staff to organize. Crawford suggested approaching a church. Weaver suggested the Dundee Elementary School. Daykin will approach Principal Langdon to determine if this might be a suitable community project for the students for the spring of 2017.

The majority consensus supports a survey in the newsletter to determine the need for additional yard debris options and if citizens would volunteer for a community cleanup. Councilor Svcarovich suggested the use of the students for maintenance on the Viewmont Trail.

### **C-More Pipe Change Order**

At the February 2nd meeting the Council authorized work for the additional defective manholes up to a total project cost of \$30,000. The four additional manholes identified for repairs at the February 2nd meeting were repaired prior to formal approval from the City. The work is reflected in Change Order 3. The City Administrator asked the Council to affirm his authorization of Change Order 3 to complete repair of the manholes with I & I defects. Staff advised that the work appears to be having some effect on reducing I & I flows to the WWTP after the one inch rain a couple of weeks ago. **The motion** was made and seconded to approve Change Order 3 to C-More Pipe Manhole Repair Contract, extending the total project cost to \$32,552. **The motion** passed unanimously.

## **New Business**

### **Landscape Services Agreement**

The City has hired student workers, part-time, to maintain the landscaped areas in the public right-of-ways (ROW) and other maintenance work. Public works staff lacks the expertise and is not able to perform the needed maintenance when it is needed. Daykin asked for approval to contract with the Chehalem Park and Recreation District for them to provide maintenance to the landscape areas in the ROWs. There will be additional landscaped areas in ROWs including areas by the Bypass fishhook connection along Highway 99W. Public Works staff can handle mowing.

C. Pugsley inquired if the City would still employ part-time student help. Daykin relayed that Public Works Supervisor Mustain has shown interest in hiring a part-time adult worker to help with the additional workload. Student workers would not be maintained. Pugsley referred to the suggestion to use Tourism funds for maintenance. Daykin relayed an initial discussion with the Tourism Committee. The landscaped areas are being created part to bring tourism and it would make sense to maintain them with Tourism tax revenue. The other funding source would be gas tax funds.

C. Adlong questioned an agreement without a budget estimate for work to be completed. Daykin replied the agreement allows for the relationship to be established; work will be on a time and materials basis.

C. Crawford shared discussion with Tom Edwards regarding the need to repair the potholes on Dundee Landing Road. There is a possibility for the city to maintain the road to the Paddle Launch in exchange with CPRD for landscaping work. Daykin advised that CPRD is agreeable. The City's current responsibility is for the sixty foot easement; beyond that the easement, private property, is not our responsibility. With Council's agreement we will maintain the road and write it off against the landscaping. Crawford suggested adding language to address this matter to the agreement. Daykin asked the Council for authority to sign the agreement after approval from the

City Attorney. **The motion** was made and seconded to authorize the City Administrator to execute the intergovernmental agreement with Chehalem Park and Recreation District for landscaping services following review and approval of the final draft of the agreement by the City Attorney. **The motion** passed unanimously.

### **Dundee's Local Government Dinner**

C.A. Daykin advised that Argyle Winery is not an option. Assistant City Recorder Manning reviewed the pluses and minuses of all the options presented in the packet for the Local Government Dinner upcoming on August 16th. Manning recommended approval of Domaine Roy Winery for the event. Once the site is confirmed a request for proposal for catering will be completed. The majority consensus supported the dinner to be held at Domaine Roy Winery.

### **Council Concerns and Committee Reports**

C. Crawford reported the Tourism Committee has found an architect to complete façade renderings for improvements to Dundee Garden Art and City Center Market at an estimated cost of \$1,500 to \$2,000. A decision on the renderings will be made at the next Tourism Committee meeting and forwarded to the business owners. The grant is \$5,000 with a \$5,000 match. The improvements will not be structural; they may include hiding waste bins, landscaping, painting, fencing, pavers, and awning installation. The Tourism Committee is also working on another marketing plan which will include social media and directed postcards.

**Newberg/Dundee Bypass Update:** 1) The estimated \$6 million in cost savings, which were to be applied to fix the fishhook, are now earmarked for the agreement to align Wilsonville and Wynooski roads and for ROW acquisition in Newberg. 2) ODOT is planning on closing the center lane of Highway 99W from the Bypass connection to about Thirteenth Street for three months. Joe Buck, Babica Hen has expressed concern and has asked the council to address the issue. The suggestion was made to contact McMinnville and Yamhill County noting the issues and that the stakeholders were not included in any of the discussions/decisions and to stress the need to get the upcoming federal TIGER grant. Crawford will make contact with the McMinnville Council and the Confederated Tribes of Grand Ronde.

### **Mayor's Report**

None.

### **City Administrator's Report**

An invitation for the Chehalem Future Focus Committee's Elected Officials Dinner was distributed to Council members. Copies of the Strategic Plan were distributed to the Council members with a request to review the plan and advise what should be included in the update. More information will be emailed to the Council members. This will return to the April 5th meeting to summarize which issues in the document are relevant to share with the other entities.

No protest was received from the ballot title published in the Newberg Graphic for the Charter Amendment. It has been filed and assigned number 36-180 for the May 17 special election.

**Transportation Enhancement Project (TE) project update:** Staff met with Tony Snyder and Tim Potter, both of ODOT, and Engineers Eaton and Reid. Both sides are working on the cost estimates which have been increased by regulatory requirements, water quality treatment and ADA (ramps and the crosswalk slopes) due to use of federal funds. The water quality treatment and mitigation is estimated at \$500,000; we have not seen those plans. Eaton pointed out we are the designated area manager by DEQ for water quality in Dundee and they should be adhering to our plans. ODOT replied they have to adhere to federal regulations with the use of federal funds. Also we reduced the number of streetlights; which has not been reflected in their plans.

City Engineer Reid advised there was discussion on cost issues with the focus on water quality and the need to replace all the curbs for ADA compliance required under the Preservation work. The curb improvements changed from 900 to 4000 linear feet. The City Engineer is working on the split of the curb work between ODOT and the city; identifying who is to pay for what. ODOT is to pay for the water quality improvements. City, Preservation, and TE grant funds will be used to pay for the improvements. Potter plans to get the city's project started first. Daykin relayed the problem is part of our first phase work should be reimbursed from ODOT's Preservation funds (federal funds which can't be comingled with the city's funds). The plan was ODOT would offset that cost in the next phase. Reid expressed concern that the city will fund the work up front with the hope for a timely reimbursement from ODOT. We are being required by freight mobility to place removable center island refuges which are increasing the cost by \$60,000. Daykin advised the Preservation funds set aside did not anticipate these additional requirements.

**Tenth Street Update:** The storm line from Tenth to Eleventh Streets is an aging pipe and full of silt due to the ditch on Tenth across from Lumpy's. The ditch needs maintenance to help flow, however until the ditch is removed from service or the Eleventh Street storm improvements are completed with an easement from the Twelfth and Maple Winery, silt will likely accumulate in the pipe. There has been no new communication with the winery since the SDC credits have been established for the thirty-six inch oversize pipe. Previously they did indicate interest in exchanging the Twelfth Street ROW for the easement behind La Sierra Restaurant. The railroad wants the city to vacate the crossings at Tenth and Twelfth streets to receive a crossing at Eleventh Street. Twelfth and Maple Winery wants to keep the Twelfth Street crossing as a private crossing. Pugsley questioned the existing agreement for the pipe crossings on Twelfth Street. Daykin replied it is a fifty year license agreement between the city and the winery. The majority Council consensus was to keep as many crossings as we can against future needs.

C. Nelson inquired when the TE project will go to bid. Reid expects to deliver plans to ODOT this week, go to bid by mid-April and award the bid in May. The project will take at least six months. ODOT might require the work to be completed at night. Nearly half of the shift on the Tenth Street project is spent between breaking down and patching the highway.

C. A. Daykin noted that the future of Tenth Street in regards to the Dundee Community Center will return to a future agenda including requests from the Dundee Woman's Club on parking. Also a water meter is being installed and the question to consider is the appropriate rate for City utility services.

## Public Comment

None.

The meeting was adjourned at 9:02 P.M.

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David Russ  
Mayor

Attest:

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Debra L. Manning, MMC  
Assistant City Recorder

CITY OF DUNDEE

Statement of Activities

From 7/1/2015 Through 02/29/2016

	General		Street		State		Parks	Tourism	Fire Station	Bonded	Water	Water CIP	Sewer	Sewer CIP	Storm	Storm	Total
	Fund	Street Fund	CIP Fund	Reserve Fund	Sharing Fund	Equipment Reserve Fund											
<b>Revenue</b>																	
Taxes	642,068	27,400	-	-	-	-	-	33,885	-	124,520	-	-	-	-	-	-	827,872
Franchise Fees	54,637	-	29,869	-	-	-	-	-	-	-	-	-	-	-	-	-	84,505
Licenses & Permits	15,079	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,079
Intergovernmental Revenue	125,719	128,884	-	-	19,217	-	-	-	-	-	-	-	-	-	-	-	273,819
Charges for Services	156,599	-	-	-	-	-	-	-	-	-	475,698	10,435	817,284	5,305	61,778	1,572	1,528,670
Fines & Forfeitures	38,576	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,576
Miscellaneous Revenue	6,347	269	435	163	39	2,444	17	79	121	367	1,042	2,693	187	2,091	75	150	16,519
<b>Total Revenue</b>	<b>1,039,024</b>	<b>156,552</b>	<b>30,303</b>	<b>163</b>	<b>19,256</b>	<b>2,444</b>	<b>17</b>	<b>33,964</b>	<b>121</b>	<b>124,887</b>	<b>476,740</b>	<b>13,128</b>	<b>817,471</b>	<b>7,396</b>	<b>61,853</b>	<b>1,722</b>	<b>2,785,041</b>
<b>Expenditures</b>																	
Personnel	342,154	40,682	-	-	-	-	-	-	-	-	107,679	-	102,027	-	23,924	-	616,466
Materials & Services	463,608	49,818	-	-	20,070	-	20	3,720	81,781	-	145,611	-	252,450	-	18,886	-	1,035,964
Capital Outlay	7,398	-	56,831	-	-	49,105	31,597	-	1,012	-	7,158	397,754	2,378	40,342	520	13,187	607,281
Debt Service	-	-	8,464	-	-	58,627	-	-	-	150,143	-	61,545	-	364,691	-	-	643,470
<b>Total Expenditures</b>	<b>813,160</b>	<b>90,500</b>	<b>65,295</b>	<b>-</b>	<b>20,070</b>	<b>107,732</b>	<b>31,617</b>	<b>3,720</b>	<b>82,793</b>	<b>150,143</b>	<b>260,449</b>	<b>459,299</b>	<b>356,854</b>	<b>405,033</b>	<b>43,330</b>	<b>13,187</b>	<b>2,903,181</b>
Excess (deficiency) of Revenue over Expenditures	225,864	66,052	(34,992)	163	(814)	(105,288)	(31,599)	30,245	(82,672)	(25,256)	216,291	(446,171)	460,617	(397,637)	18,523	(11,466)	(118,140)
Other Financing Sources (Uses)	(33,926)	-	-	-	(10,000)	-	10,000	-	97,000	-	(22,219)	-	(443,355)	402,500	-	-	-
Net Changes to Fund Balance	191,938	66,052	(34,992)	163	(10,814)	(105,288)	(21,599)	30,245	14,328	(25,256)	194,072	(446,171)	17,262	4,863	18,523	(11,466)	(118,140)
Beginning Fund Balance	405,400	49,504	161,106	42,458	12,378	737,747	15,843	22,245	38,406	30,512	111,766	1,003,744	17,658	611,126	5,552	63,058	3,328,503
Ending Fund Balance	597,338	115,556	126,115	42,621	1,564	632,459	(5,756)	52,489	52,735	5,256	305,838	557,573	34,920	615,989	24,075	51,592	3,210,364

**City of Dundee**  
Statement of Revenues & Expenditures  
**01-General Fund**  
From 02/1/2016 Through 02/29/2016  
(In Whole Numbers)

\*\*UNAUDITED\*\*

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	18,153	642,068	592,900	8%	49,168
Franchise Fees	20,504	54,637	143,600	-62%	(88,963)
Licenses & Permits	4,164	15,079	58,600	-74%	(43,521)
Intergovernmental Revenue	26,952	125,719	157,600	-20%	(31,881)
Charges for Services	16,608	156,599	210,500	-26%	(53,901)
Fines & Forfeitures	4,403	38,576	52,000	-26%	(13,424)
Miscellaneous Revenues	360	6,347	5,300	20%	1,047
Total REVENUES	91,143	1,039,024	1,220,500	-15%	(181,476)
<b>EXPENDITURES</b>					
General Govt	23,847	219,770	330,700	34%	110,930
Court	1,673	12,383	20,700	40%	8,317
Community Development	3,585	51,023	122,200	58%	71,177
Police Services	0	279,629	473,300	41%	193,671
Fire Services	22,300	250,356	372,700	33%	122,344
Total EXPENDITURES	51,405	813,160	1,319,600	38%	506,440
Excess (deficiency) of Revenue Over Expenditures	39,738	225,864	(99,100)	-328%	324,964
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	6,867	63,074	88,300	-29%	(25,226)
Transfers Out	0	(97,000)	(97,000)	0%	0
Other Uses	0	0	0	0%	0
Total OTHER FINANCING SOURCES (USES)	6,867	(33,926)	(8,700)	290%	(25,226)
NET CHANGE IN FUND BALANCE	46,605	191,938	(107,800)	-278%	299,738
BEGINNING FUND BALANCE	550,733	405,400	410,200	-1%	(4,800)
ENDING FUND BALANCE	597,338	597,338	302,400	98%	294,938

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
01 - Admin / Finance  
001 - General Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	12,772	102,190	153,800	34 %	51,610
Personnel Benefits	6,306	49,677	76,200	35 %	26,523
Total Personnel Services	19,078	151,867	230,000	34 %	78,133
Materials & Services					
Supplies	60	1,794	4,000	55 %	2,206
Professional Services	1,926	32,840	48,300	32 %	15,460
Contractual Services	110	881	0	0 %	(881)
Travel & Training	159	6,496	10,000	35 %	3,504
Insurance	0	6,822	7,300	7 %	478
Regulatory Requirements	0	775	1,300	40 %	525
Utilities	506	4,398	6,400	31 %	2,002
Repairs & Maintenance	584	4,830	9,200	47 %	4,370
Other Materials & Services	1,423	8,636	13,000	34 %	4,364
Total Materials & Services	4,769	67,473	99,500	32 %	32,027
Capital Outlay					
	0	430	1,200	64 %	770
Total EXPENDITURES	23,847	219,770	330,700	34 %	110,930

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
02 - Court  
001 - General Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	688	5,497	8,500	35 %	3,003
Personnel Benefits	491	3,876	6,100	36 %	2,224
Total Personnel Services	1,178	9,373	14,600	36 %	5,227
Materials & Services					
Supplies	0	90	300	70 %	210
Professional Services	0	0	400	100 %	400
Contractual Services	272	2,176	3,300	34 %	1,124
Travel & Training	175	225	900	75 %	675
Other Materials & Services	48	518	1,200	57 %	682
Total Materials & Services	495	3,009	6,100	51 %	3,091
Total EXPENDITURES	1,673	12,383	20,700	40 %	8,317

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
03 - Community Development  
001 - General Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	881	7,001	10,700	35 %	3,699
Personnel Benefits	679	5,273	8,200	36 %	2,927
Total Personnel Services	1,560	12,273	18,900	35 %	6,627
Materials & Services					
Supplies	0	640	1,100	42 %	460
Professional Services	1,923	32,217	42,500	24 %	10,283
Contractual Services	0	5,638	36,000	84 %	30,362
Travel & Training	0	30	1,100	97 %	1,070
Other Materials & Services	102	224	22,600	99 %	22,376
Total Materials & Services	2,025	38,749	103,300	62 %	64,551
Total EXPENDITURES	3,585	51,023	122,200	58 %	71,177

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
04 - Police Dept  
001 - General Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
EXPENDITURES					
Materials & Services					
Contractual Services	<u>0</u>	<u>279,629</u>	<u>473,300</u>	<u>41 %</u>	<u>193,671</u>
Total Materials & Services	<u>0</u>	<u>279,629</u>	<u>473,300</u>	<u>41 %</u>	<u>193,671</u>
Total EXPENDITURES	<u>0</u>	<u>279,629</u>	<u>473,300</u>	<u>41 %</u>	<u>193,671</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
05 - Fire Dept  
001 - General Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	12,988	120,286	166,600	28 %	46,314
Personnel Benefits	5,203	48,354	79,400	39 %	31,046
Total Personnel Services	18,191	168,640	246,000	31 %	77,360
Materials & Services					
Supplies	648	9,763	18,500	47 %	8,737
Professional Services	0	337	2,000	83 %	1,663
Contractual Services	0	22,938	28,600	20 %	5,662
Travel & Training	815	1,626	2,200	26 %	574
Insurance	0	16,161	15,600	(4)%	(561)
Regulatory Requirements	960	3,836	9,200	58 %	5,364
Utilities	1,358	9,324	16,800	45 %	7,476
Repairs & Maintenance	323	10,713	13,600	21 %	2,887
Other Materials & Services	4	51	700	93 %	649
Total Materials & Services	4,109	74,748	107,200	30 %	32,452
Capital Outlay	0	6,968	19,500	64 %	12,532
Total EXPENDITURES	22,300	250,356	372,700	33 %	122,344

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
110 - Street Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	3,169	27,400	38,000	(28)%	(10,600)
Intergovernmental Revenue					
	17,468	128,884	183,300	(30)%	(54,416)
Miscellaneous Revenues					
	44	269	100	169 %	169
Total REVENUES	<u>20,681</u>	<u>156,552</u>	<u>221,400</u>	<u>(29)%</u>	<u>(64,848)</u>
<b>EXPENDITURES</b>					
Personnel Services	4,515	40,682	62,400	35 %	21,718
Materials & Services					
Supplies	221	2,683	4,300	38 %	1,617
Professional Services	180	3,182	7,200	56 %	4,018
Travel & Training	0	137	500	73 %	363
Insurance	0	1,448	1,600	9 %	152
Regulatory Requirements	0	86	100	15 %	15
Utilities	1,839	15,426	24,000	36 %	8,574
Repairs & Maintenance	45	7,073	36,100	80 %	29,027
Interfund Services	2,467	19,783	29,600	33 %	9,817
Other Materials & Services	1	1	200	100 %	199
Total Materials & Services	<u>4,753</u>	<u>49,818</u>	<u>103,600</u>	<u>52 %</u>	<u>53,782</u>
Total EXPENDITURES	<u>9,268</u>	<u>90,500</u>	<u>166,000</u>	<u>45 %</u>	<u>75,500</u>
Excess (deficiency) of Revenue over Expenditures	11,413	66,052	55,400	19 %	10,652
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(83,200)	(100)%	83,200
Other Uses					
	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(88,200)</u>	<u>(100)%</u>	<u>88,200</u>
NET CHANGE IN FUND BALANCE	<u>11,413</u>	<u>66,052</u>	<u>(32,800)</u>	<u>(301)%</u>	<u>98,852</u>
BEGINNING FUND BALANCE	104,144	49,504	41,500	19 %	8,004
ENDING FUND BALANCE	<u>115,556</u>	<u>115,556</u>	<u>8,700</u>	<u>1,228 %</u>	<u>106,856</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
111 - Street CIP Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Franchise Fees	10,821	29,869	44,700	(33)%	(14,831)
Intergovernmental Revenue	0	0	1,265,500	(100)%	(1,265,500)
Miscellaneous Revenues	56	435	200,800	(100)%	(200,365)
Total REVENUES	<u>10,877</u>	<u>30,303</u>	<u>1,511,000</u>	<u>(98)%</u>	<u>(1,480,697)</u>
<b>EXPENDITURES</b>					
Capital Outlay	6,337	56,831	1,869,700	97 %	1,812,869
Debt Service	0	8,464	10,000	15 %	1,536
Total EXPENDITURES	<u>6,337</u>	<u>65,295</u>	<u>1,879,700</u>	<u>97 %</u>	<u>1,814,405</u>
Excess (deficiency) of Revenue over Expenditures	<u>4,540</u>	<u>(34,992)</u>	<u>(368,700)</u>	<u>(91)%</u>	<u>333,708</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Debt Proceeds	0	0	76,000	(100)%	(76,000)
Transfers In	0	0	70,000	(100)%	(70,000)
Other					
Interfund Loan	0	0	200,000	(100)%	(200,000)
Total Other	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>(100)%</u>	<u>(200,000)</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>346,000</u>	<u>(100)%</u>	<u>(346,000)</u>
NET CHANGE IN FUND BALANCE	<u>4,540</u>	<u>(34,992)</u>	<u>(22,700)</u>	<u>54 %</u>	<u>(12,292)</u>
BEGINNING FUND BALANCE	121,574	161,106	177,700	(9)%	(16,594)
ENDING FUND BALANCE	<u>126,115</u>	<u>126,115</u>	<u>155,000</u>	<u>(19)%</u>	<u>(28,885)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
112 - Street Reserve Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	23	163	200	(19)%	(37)
Total REVENUES	23	163	200	(19)%	(37)
EXPENDITURES					
Capital Outlay	0	0	42,600	100 %	42,600
Total EXPENDITURES	0	0	42,600	100 %	42,600
Excess (deficiency) of Revenue over Expenditures	23	163	(42,400)	(100)%	42,563
NET CHANGE IN FUND BALANCE	23	163	(42,400)	(100)%	42,563
BEGINNING FUND BALANCE	42,598	42,458	42,400	0 %	58
ENDING FUND BALANCE	42,621	42,621	0	0 %	42,621

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
122 - State Revenue Sharing Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	6,987	19,217	26,000	(26)%	(6,783)
Miscellaneous Revenues	6	39	100	(61)%	(61)
<b>Total REVENUES</b>	<u>6,992</u>	<u>19,256</u>	<u>26,100</u>	<u>(26)%</u>	<u>(6,844)</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	14,180	15,591	19,200	19 %	3,609
Contractual Services	1,650	4,478	7,600	41 %	3,122
Other Materials & Services	0	0	1,500	100 %	1,500
Total Materials & Services	<u>15,830</u>	<u>20,070</u>	<u>28,300</u>	<u>29 %</u>	<u>8,230</u>
<b>Total EXPENDITURES</b>	<u>15,830</u>	<u>20,070</u>	<u>28,300</u>	<u>29 %</u>	<u>8,230</u>
Excess (deficiency) of Revenue over Expenditures	(8,838)	(814)	(2,200)	(64)%	1,386
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	(10,000)	(10,000)	0 %	0
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>0 %</u>	<u>0</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(8,838)</u>	<u>(10,814)</u>	<u>(12,200)</u>	<u>(11)%</u>	<u>1,386</u>
<b>BEGINNING FUND BALANCE</b>	10,402	12,378	12,200	1 %	178
<b>ENDING FUND BALANCE</b>	<u>1,564</u>	<u>1,564</u>	<u>0</u>	<u>0 %</u>	<u>1,564</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
127 - Equipment Reserve Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	333	2,444	3,500	(30)%	(1,056)
Total REVENUES	<u>333</u>	<u>2,444</u>	<u>3,500</u>	<u>(30)%</u>	<u>(1,056)</u>
<b>EXPENDITURES</b>					
Capital Outlay	0	49,105	755,600	94 %	706,495
Debt Service	0	58,627	58,700	0 %	73
Total EXPENDITURES	<u>0</u>	<u>107,732</u>	<u>814,300</u>	<u>87 %</u>	<u>706,568</u>
Excess (deficiency) of Revenue over Expenditures	<u>333</u>	<u>(105,288)</u>	<u>(810,800)</u>	<u>(87)%</u>	<u>705,512</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	133,100	(100)%	(133,100)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>133,100</u>	<u>(100)%</u>	<u>(133,100)</u>
NET CHANGE IN FUND BALANCE	<u>333</u>	<u>(105,288)</u>	<u>(677,700)</u>	<u>(84)%</u>	<u>572,412</u>
BEGINNING FUND BALANCE	632,126	737,747	677,700	9 %	60,047
ENDING FUND BALANCE	<u>632,459</u>	<u>632,459</u>	<u>0</u>	<u>0 %</u>	<u>632,459</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
131 - Parks Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	0	0	31,500	(100)%	(31,500)
Miscellaneous Revenues	0	17	4,100	(100)%	(4,083)
<b>Total REVENUES</b>	<b>0</b>	<b>17</b>	<b>35,600</b>	<b>(100)%</b>	<b>(35,583)</b>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	0	2,500	100 %	2,500
Repairs & Maintenance	0	20	1,000	98 %	980
<b>Total Materials &amp; Services</b>	<b>0</b>	<b>20</b>	<b>3,500</b>	<b>99 %</b>	<b>3,480</b>
Capital Outlay	108	31,597	54,500	42 %	22,903
<b>Total EXPENDITURES</b>	<b>108</b>	<b>31,617</b>	<b>58,000</b>	<b>45 %</b>	<b>26,383</b>
Excess (deficiency) of Revenue over Expenditures	(108)	(31,599)	(22,400)	41 %	(9,199)
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	10,000	10,000	0 %	0
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0 %</b>	<b>0</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(108)</b>	<b>(21,599)</b>	<b>(12,400)</b>	<b>74 %</b>	<b>(9,199)</b>
<b>BEGINNING FUND BALANCE</b>	<b>(5,648)</b>	<b>15,843</b>	<b>13,200</b>	<b>20 %</b>	<b>2,643</b>
<b>ENDING FUND BALANCE</b>	<b>(5,756)</b>	<b>(5,756)</b>	<b>800</b>	<b>(820)%</b>	<b>(6,556)</b>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
151 - Tourism Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	1,404	33,885	32,900	3 %	985
Intergovernmental Revenue	0	0	10,000	(100)%	(10,000)
Miscellaneous Revenues	13	79	100	(21)%	(21)
Total REVENUES	<u>1,417</u>	<u>33,964</u>	<u>43,000</u>	<u>(21)%</u>	<u>(9,036)</u>
<b>EXPENDITURES</b>					
Materials & Services					
Contractual Services	886	3,720	40,500	91 %	36,781
Total Materials & Services	<u>886</u>	<u>3,720</u>	<u>40,500</u>	<u>91 %</u>	<u>36,781</u>
Total EXPENDITURES	<u>886</u>	<u>3,720</u>	<u>40,500</u>	<u>91 %</u>	<u>36,781</u>
Excess (deficiency) of Revenue over Expenditures	<u>531</u>	<u>30,245</u>	<u>2,500</u>	<u>1,110 %</u>	<u>27,745</u>
NET CHANGE IN FUND BALANCE	<u>531</u>	<u>30,245</u>	<u>2,500</u>	<u>1,110 %</u>	<u>27,745</u>
BEGINNING FUND BALANCE	51,959	22,245	16,600	34 %	5,645
ENDING FUND BALANCE	<u>52,489</u>	<u>52,489</u>	<u>19,100</u>	<u>175 %</u>	<u>33,389</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
201 - Fire Station Construction  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	29	121	0	0 %	121
<b>Total REVENUES</b>	<b>29</b>	<b>121</b>	<b>0</b>	<b>0 %</b>	<b>121</b>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	6,909	81,781	97,000	16 %	15,219
<b>Total Materials &amp; Services</b>	<b>6,909</b>	<b>81,781</b>	<b>97,000</b>	<b>16 %</b>	<b>15,219</b>
Capital Outlay	0	1,012	17,300	94 %	16,288
<b>Total EXPENDITURES</b>	<b>6,909</b>	<b>82,793</b>	<b>114,300</b>	<b>28 %</b>	<b>31,507</b>
Excess (deficiency) of Revenue over Expenditures	(6,880)	(82,672)	(114,300)	(28)%	31,628
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	97,000	97,000	0 %	0
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>97,000</b>	<b>97,000</b>	<b>0 %</b>	<b>0</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(6,880)</b>	<b>14,328</b>	<b>(17,300)</b>	<b>(183)%</b>	<b>31,628</b>
<b>BEGINNING FUND BALANCE</b>	<b>59,615</b>	<b>38,406</b>	<b>17,300</b>	<b>122 %</b>	<b>21,106</b>
<b>ENDING FUND BALANCE</b>	<b>52,735</b>	<b>52,735</b>	<b>0</b>	<b>0 %</b>	<b>52,735</b>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
310 - Bonded Debt  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes					
Miscellaneous Revenues	1,296	124,520	130,500	(5)%	(5,980)
Total REVENUES	<u>81</u>	<u>367</u>	<u>300</u>	<u>22 %</u>	<u>67</u>
	<u>1,377</u>	<u>124,887</u>	<u>130,800</u>	<u>(5)%</u>	<u>(5,913)</u>
EXPENDITURES					
Debt Service					
Total EXPENDITURES	<u>150,143</u>	<u>150,143</u>	<u>150,200</u>	<u>0 %</u>	<u>57</u>
	<u>150,143</u>	<u>150,143</u>	<u>150,200</u>	<u>0 %</u>	<u>57</u>
Excess (deficiency) of Revenue over Expenditures	<u>(148,766)</u>	<u>(25,256)</u>	<u>(19,400)</u>	<u>30 %</u>	<u>(5,856)</u>
NET CHANGE IN FUND BALANCE	<u>(148,766)</u>	<u>(25,256)</u>	<u>(19,400)</u>	<u>30 %</u>	<u>(5,856)</u>
BEGINNING FUND BALANCE	154,023	30,512	30,400	0 %	112
ENDING FUND BALANCE	<u>5,256</u>	<u>5,256</u>	<u>11,000</u>	<u>(52)%</u>	<u>(5,744)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
431 - Water Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	39,528	475,698	595,400	(20)%	(119,702)
Miscellaneous Revenues	104	1,042	800	30 %	242
Total REVENUES	<u>39,632</u>	<u>476,740</u>	<u>596,200</u>	<u>(20)%</u>	<u>(119,460)</u>
<b>EXPENDITURES</b>					
Personnel Services	13,007	107,679	163,900	34 %	56,221
Materials & Services					
Supplies	470	8,610	12,600	32 %	3,990
Professional Services	443	7,436	10,000	26 %	2,564
Contractual Services	0	6,841	10,000	32 %	3,159
Travel & Training	393	1,215	1,800	32 %	585
Insurance	0	4,289	4,600	7 %	311
Regulatory Requirements	935	9,364	4,200	(123)%	(5,164)
Utilities	3,217	29,356	42,800	31 %	13,444
Repairs & Maintenance	351	23,363	39,800	41 %	16,437
Interfund Services	6,467	51,442	77,600	34 %	26,158
Other Materials & Services	279	3,695	5,900	37 %	2,205
Total Materials & Services	<u>12,554</u>	<u>145,611</u>	<u>209,300</u>	<u>30 %</u>	<u>63,689</u>
Capital Outlay	650	7,158	19,400	63 %	12,242
Total EXPENDITURES	<u>26,210</u>	<u>260,449</u>	<u>392,600</u>	<u>34 %</u>	<u>132,151</u>
Excess (deficiency) of Revenue over Expenditures	<u>13,422</u>	<u>216,291</u>	<u>203,600</u>	<u>6 %</u>	<u>12,691</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	(1,821)	(22,219)	(247,800)	(91)%	225,581
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(1,821)</u>	<u>(22,219)</u>	<u>(267,800)</u>	<u>(92)%</u>	<u>245,581</u>
NET CHANGE IN FUND BALANCE	<u>11,601</u>	<u>194,072</u>	<u>(64,200)</u>	<u>(402)%</u>	<u>258,272</u>
BEGINNING FUND BALANCE	294,238	111,766	79,100	41 %	32,666
ENDING FUND BALANCE	<u>305,838</u>	<u>305,838</u>	<u>14,900</u>	<u>1,953 %</u>	<u>290,938</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
432 - Water CIP Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	5,323	10,435	25,200	(59)%	(14,765)
Miscellaneous Revenues	296	2,693	4,000	(33)%	(1,307)
Total REVENUES	<u>5,619</u>	<u>13,128</u>	<u>29,200</u>	<u>(55)%</u>	<u>(16,072)</u>
<b>EXPENDITURES</b>					
Capital Outlay	14,090	397,754	923,000	57 %	525,246
Debt Service	0	61,545	62,500	2 %	955
Total EXPENDITURES	<u>14,090</u>	<u>459,299</u>	<u>985,500</u>	<u>53 %</u>	<u>526,201</u>
Excess (deficiency) of Revenue over Expenditures	<u>(8,472)</u>	<u>(446,171)</u>	<u>(956,300)</u>	<u>(53)%</u>	<u>510,129</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	176,000	(100)%	(176,000)
Other					
Interfund Loan	0	0	(290,000)	(100)%	290,000
Total Other	<u>0</u>	<u>0</u>	<u>(290,000)</u>	<u>(100)%</u>	<u>290,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(114,000)</u>	<u>(100)%</u>	<u>114,000</u>
NET CHANGE IN FUND BALANCE	<u>(8,472)</u>	<u>(446,171)</u>	<u>(1,070,300)</u>	<u>(58)%</u>	<u>624,129</u>
BEGINNING FUND BALANCE	566,045	1,003,744	1,106,000	(9)%	(102,256)
ENDING FUND BALANCE	<u>557,573</u>	<u>557,573</u>	<u>35,700</u>	<u>1,462 %</u>	<u>521,873</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
441 - Sewer Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	100,911	817,284	1,187,000	(31)%	(369,716)
Miscellaneous Revenues	10	187	100	87%	87
Total REVENUES	<u>100,921</u>	<u>817,471</u>	<u>1,187,100</u>	<u>(31)%</u>	<u>(369,629)</u>
<b>EXPENDITURES</b>					
Personnel Services	12,546	102,027	156,400	35 %	54,373
Materials & Services					
Supplies	1,784	14,757	24,300	39 %	9,543
Professional Services	260	11,482	8,500	(35)%	(2,982)
Contractual Services	0	493	700	30 %	207
Travel & Training	293	1,363	1,800	24 %	437
Insurance	0	15,720	16,000	2 %	280
Regulatory Requirements	0	4,543	7,200	37 %	2,657
Utilities	7,485	43,012	82,100	48 %	39,088
Repairs & Maintenance	20,662	108,494	20,800	(422)%	(87,694)
Interfund Services	6,175	49,150	74,100	34 %	24,950
Other Materials & Services	279	3,437	5,700	40 %	2,263
Total Materials & Services	36,937	252,450	241,200	(5)%	(11,250)
Capital Outlay	0	2,378	2,400	1 %	23
Total EXPENDITURES	<u>49,483</u>	<u>356,854</u>	<u>400,000</u>	<u>11 %</u>	<u>43,146</u>
Excess (deficiency) of Revenue over Expenditures	51,437	460,617	787,100	(41)%	(326,483)
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	(62,546)	(443,355)	(762,400)	(42)%	319,045
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(62,546)</u>	<u>(443,355)</u>	<u>(782,400)</u>	<u>(43)%</u>	<u>339,045</u>
NET CHANGE IN FUND BALANCE	<u>(11,108)</u>	<u>17,262</u>	<u>4,700</u>	<u>267 %</u>	<u>12,562</u>
BEGINNING FUND BALANCE	46,028	17,658	10,700	65 %	6,958
ENDING FUND BALANCE	<u>34,920</u>	<u>34,920</u>	<u>15,400</u>	<u>127 %</u>	<u>19,520</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
442 - Sewer CIP Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	5,305	5,305	26,500	(80)%	(21,195)
Miscellaneous Revenues	309	2,091	3,000	(30)%	(909)
Total REVENUES	<u>5,614</u>	<u>7,396</u>	<u>29,500</u>	<u>(75)%</u>	<u>(22,104)</u>
<b>EXPENDITURES</b>					
Capital Outlay	36,946	40,342	600,000	93 %	559,658
Debt Service	0	364,691	684,900	47 %	320,209
Total EXPENDITURES	<u>36,946</u>	<u>405,033</u>	<u>1,284,900</u>	<u>68 %</u>	<u>879,867</u>
Excess (deficiency) of Revenue over Expenditures	<u>(31,332)</u>	<u>(397,637)</u>	<u>(1,255,400)</u>	<u>(68)%</u>	<u>857,763</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Debt Proceeds	0	0	600,000	(100)%	(600,000)
Transfers In	57,500	402,500	690,000	(42)%	(287,500)
Total OTHER FINANCING SOURCES (USES)	<u>57,500</u>	<u>402,500</u>	<u>1,290,000</u>	<u>(69)%</u>	<u>(887,500)</u>
NET CHANGE IN FUND BALANCE	<u>26,168</u>	<u>4,863</u>	<u>34,600</u>	<u>(86)%</u>	<u>(29,737)</u>
BEGINNING FUND BALANCE	589,822	611,126	586,900	4 %	24,226
ENDING FUND BALANCE	<u>615,989</u>	<u>615,989</u>	<u>621,500</u>	<u>(1)%</u>	<u>(5,511)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
451 - Storm Water Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services					
	7,924	61,778	93,800	(34)%	(32,022)
Miscellaneous Revenues					
	4	75	100	(25)%	(25)
Total REVENUES	<u>7,928</u>	<u>61,853</u>	<u>93,900</u>	<u>(34)%</u>	<u>(32,047)</u>
<b>EXPENDITURES</b>					
Personnel Services					
	2,766	23,924	35,600	33 %	11,676
Materials & Services					
Supplies	249	1,600	2,200	27 %	600
Professional Services	1,122	3,890	5,900	34 %	2,010
Travel & Training	0	52	400	87 %	348
Insurance	0	126	200	37 %	74
Regulatory Requirements	0	36	100	64 %	64
Utilities	45	355	600	41 %	245
Repairs & Maintenance	22	1,223	2,400	49 %	1,177
Interfund Services	1,408	11,558	16,900	32 %	5,342
Other Materials & Services	7	46	400	88 %	354
Total Materials & Services	<u>2,854</u>	<u>18,886</u>	<u>29,100</u>	<u>35 %</u>	<u>10,214</u>
Capital Outlay					
	0	520	500	(4)%	(20)
Total EXPENDITURES	<u>5,620</u>	<u>43,330</u>	<u>65,200</u>	<u>34 %</u>	<u>21,870</u>
Excess (deficiency) of Revenue over Expenditures	<u>2,308</u>	<u>18,523</u>	<u>28,700</u>	<u>(35)%</u>	<u>(10,177)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out					
	0	0	(27,000)	(100)%	27,000
Other Uses					
	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(32,000)</u>	<u>(100)%</u>	<u>32,000</u>
NET CHANGE IN FUND BALANCE	<u>2,308</u>	<u>18,523</u>	<u>(3,300)</u>	<u>(661)%</u>	<u>21,823</u>
BEGINNING FUND BALANCE	21,767	5,552	3,900	42 %	1,652
ENDING FUND BALANCE	<u>24,075</u>	<u>24,075</u>	<u>600</u>	<u>3,912 %</u>	<u>23,475</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
452 - Storm Water CIP Fund  
From 2/1/2016 Through 2/29/2016  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services					
	1,572	1,572	12,000	(87)%	(10,428)
Miscellaneous Revenues					
	21	150	200	(25)%	(50)
<b>Total REVENUES</b>	<u>1,593</u>	<u>1,722</u>	<u>12,200</u>	<u>(86)%</u>	<u>(10,478)</u>
<b>EXPENDITURES</b>					
Capital Outlay					
	0	13,187	512,500	97 %	499,313
<b>Total EXPENDITURES</b>	<u>0</u>	<u>13,187</u>	<u>512,500</u>	<u>97 %</u>	<u>499,313</u>
Excess (deficiency) of Revenue over Expenditures	1,593	(11,466)	(500,300)	(98)%	488,834
<b>OTHER FINANCING SOURCES (USES)</b>					
Debt Proceeds					
	0	0	350,000	(100)%	(350,000)
Transfers In					
	0	0	15,000	(100)%	(15,000)
Other					
Interfund Loan	0	0	90,000	(100)%	(90,000)
Total Other	0	0	90,000	(100)%	(90,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>455,000</u>	<u>(100)%</u>	<u>(455,000)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>1,593</u>	<u>(11,466)</u>	<u>(45,300)</u>	<u>(75)%</u>	<u>33,834</u>
<b>BEGINNING FUND BALANCE</b>	49,999	63,058	46,100	37 %	16,958
<b>ENDING FUND BALANCE</b>	<u>51,592</u>	<u>51,592</u>	<u>800</u>	<u>6,349 %</u>	<u>50,792</u>

# Dundee Fire Department 2015 Yearend Summary

## Things that stood out

\*January: Rural house a total loss, after Two Alarm fire



\*February: Burn to Learn provides valuable training for new firefighters



\*June: New Emergency Vehicles put into service

Brush-39, F-350 4x4, 100 GPM pump with 300 gallons of water



Car-3, Ford Expedition Incident Command Vehicle



\*July: Dundee RFPD receives grant to replace all fire pagers

Local 4H group donates \$2500 towards the Community Room Sound System

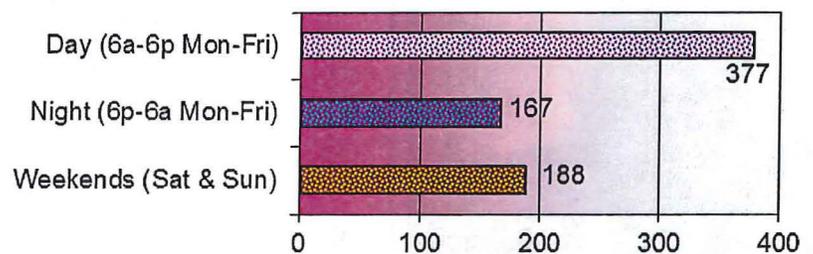
Dundee Fire/Rescue Volunteers Donations help fund equipment for the new Brush Rig-39

2015 gave us a full year in the new Fire Station. As we settled in we welcomed 10 new Volunteer Firefighters and 2 new paid part-time dayshift Firefighters that replaced others that moved onto full-time jobs, one with Portland Fire and the other with McMinnville Fire. Even though we don't like to see turnover, I take pride in knowing that what we are doing here can have a positive effect towards the career's of others.

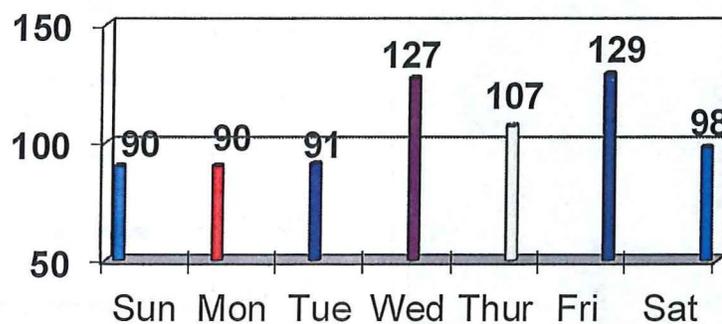
*John Stock, Fire Chief*

## 2015 Calls for Service

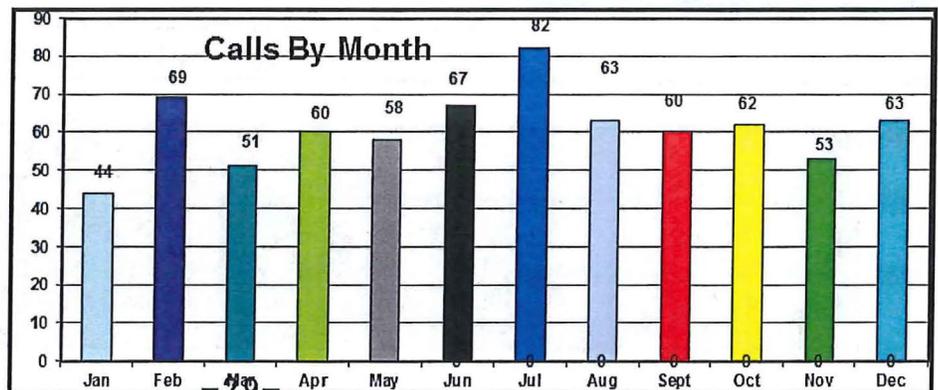
### By Time of Week



### By Day of the Week



### Calls By Month



\* August: Dundee Firefighters assist around the State of Oregon with large Wildland Fires declared Conflagration by the Governor.

Cornet Fire near Baker City,



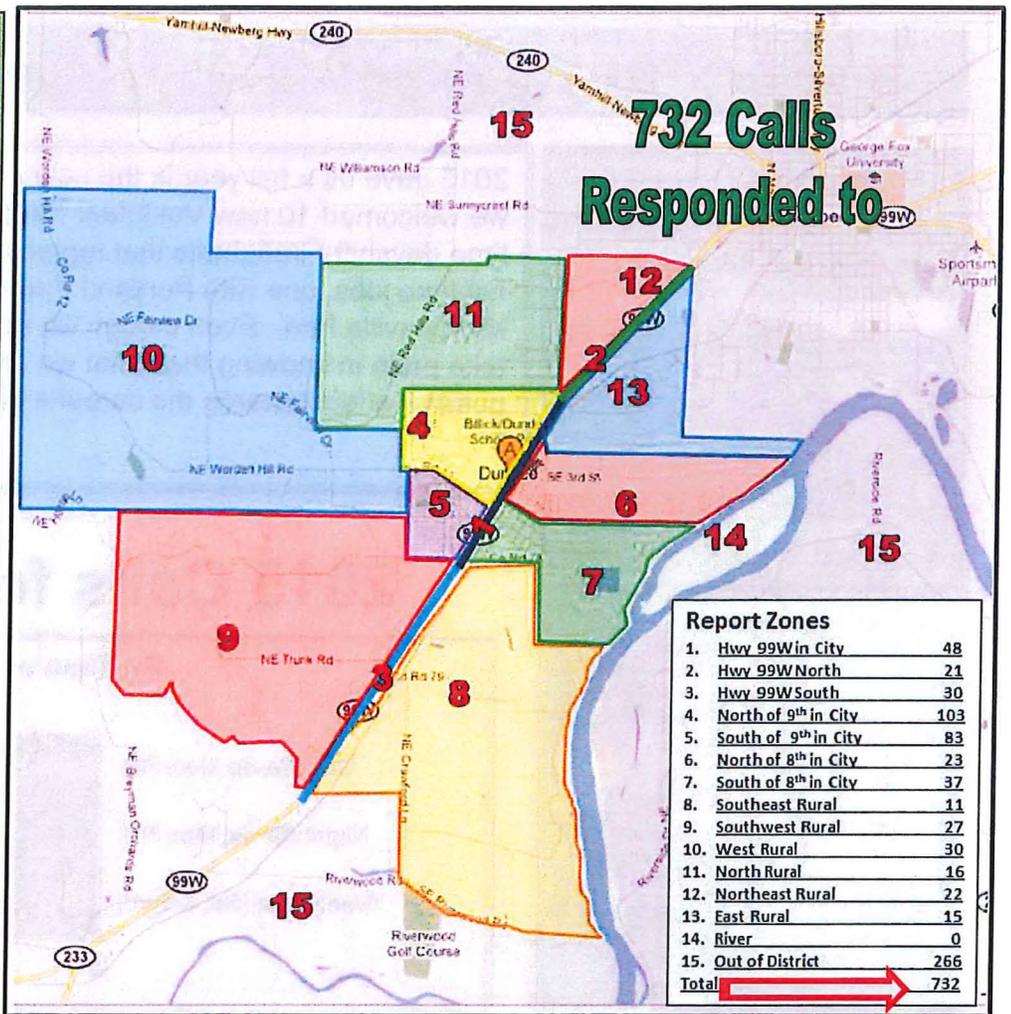
Canyon Creek Fire near John Day



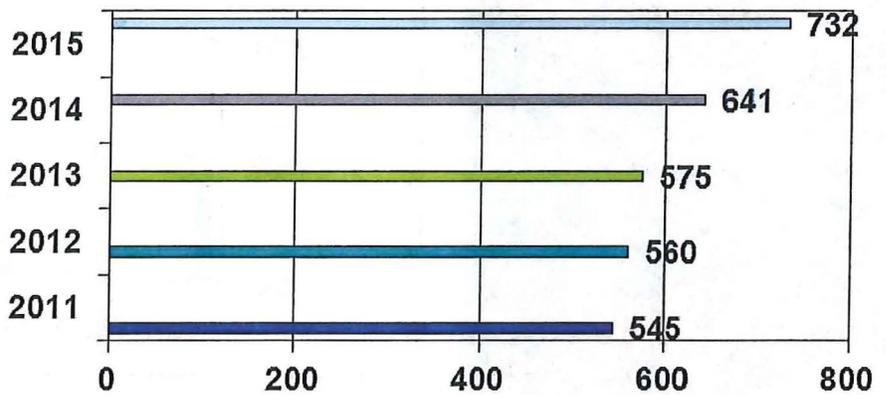
\*October: Nationally known "Firehouse Magazine" gives our fire station Notable Mention in there 2015 Station Design issue

**2015 Calls for Service**

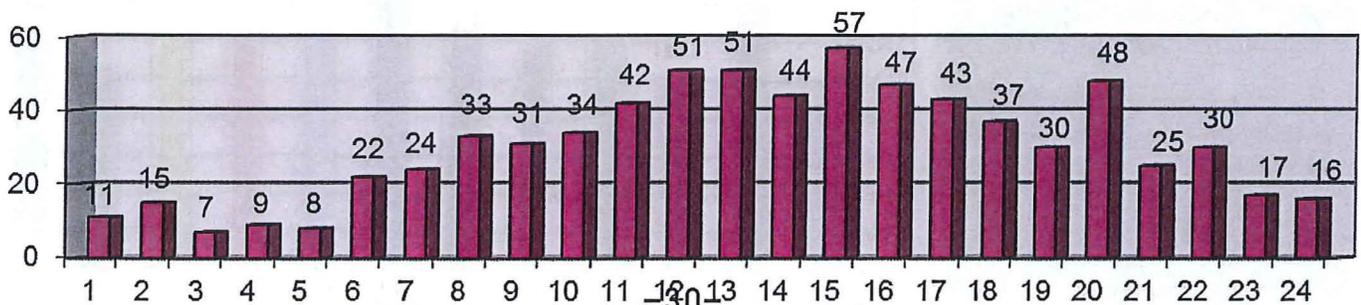
- 310 Medical related
- 122 Motor Vehicle Crashes
- 145 Fire related
- 155 Other / Assist
- 732 TOTAL**



**Past 5 Year Call Trend**



**Calls by Hour of Day**



# R E P O R T

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: March 10, 2016  
Re: Budget Committee Appointments

At the March 1 meeting, Council re-appointed Dawn Nelson to the Budget Committee and interviewed Scott Salsberry. Since there were multiple applications for the remaining vacant position, Council requested the other applicants; Nick Jungwirth, Aaron DeLong, and David Ford attend the March 15 meeting for interviews with the Council. Applicants were notified of the Council's request on March 2, with a follow up reminder on March 10.

Members appointed to the Budget Committee must be registered voters in Dundee and cannot be an officer, agent or employee of the City. The number of appointed Budget Committee members shall be equal to the number of the members of the elected governing body.

The following is a list of the current appointed Budget Committee members and terms:

Shannon Stueckle	499 SW Viewmont Dr.	December 31, 2016
Robert Negele	260 NW Laurel St.	December 31, 2016
Lee Borgaes	320 SW 3 <sup>rd</sup> St.	December 31, 2017
Patrick Kelly	1060 SW View Crest Dr.	December 31, 2017
Art Matheny	240 SW Oliver Ct.	December 31, 2017
Dawn Nelson	141 SW Hawthorne Ct.	December 31, 2018
Vacant		December 31, 2018

Recommendation: Motion to appoint \_\_\_\_\_ to the Budget Committee.



### BUDGET COMMITTEE APPLICATION

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

Those wishing to serve on the Budget Committee are asked to complete and return the form below. Applications should be mailed to City of Dundee, PO Box 220, Dundee, Oregon 97115, Attention Debra Manning, or hand delivered to City Hall, 620 SW 5th Street, Dundee, Oregon Monday through Friday from 8:30 a.m. to 5:00 p.m.

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Name: Scott Salsberry Registered voter: yes  
Address: 1888 SW Falcon Crest Drive  
Dundee, Oregon 97115  
Telephone No. 503-367-3831 Length of Residency in Dundee: 13 years  
E-Mail Address: Scott.Salsberry@yahoo.com  
Occupation: Stay home parent  
Educational Background: see attachment

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State briefly your reasons for applying: I want to learn what the City of Dundee is doing with the money they have on hand. I would also like to get to know our City's officials, while giving back to our community

---

Signature Scott Salsberry  
Dated this 28 day of January, 2016

---

Office Use Only:  
Date of Appointment \_\_\_\_\_ Term Expires: \_\_\_\_\_

Signed \_\_\_\_\_, Mayor of Dundee  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Scott Salsberry  
1088 SW Falcon Crest Drive  
Dundee, Oregon 97115  
(503) 367-3831  
scott.salsberry@yahoo.com

---

## *Experience*

KNIGHTS OF COLUMBUS, Newberg, Oregon Jul 2013 – Jun 2015

### Financial Secretary

Perform financial audits as required. Created yearly budget and presented to chapter Officers for approval. Sent out quarterly financial reports to national office for compliance requirements. Assisted with membership drives and maintained records for membership. Collected annual dues and submitted to treasurer. Assisted with various events throughout the year.

PORTLAND COMMUNITY COLLEGE, Portland, Oregon Jun 2006 – Jun 2009

### Association of Students for PCC: Senator, Director of Legislation and Communications

Worked with students and faculty on PCC Sylvania Campus to find resolutions to problems and make the school a better place for everyone. Worked on the Student Government hiring committee and Budget Advisory Committee as a student representative.

STAFFMARK TEMPORARY SERVICE, Beaverton, Oregon Apr 2002 – May 2003

### Data Entry Clerk and Collector

Keyed entries into the customer's database system for customers that were placed on the debt management program. Made calls to delinquent account holders to set up a plan for the individual to pay their account.

SUNTRUST SERVICE CORPORATION, Orlando, Florida Mar 1984 – Sep 2001

### ACH Customer Liaison

Apr 1998 – Sep 2001

Respond, research, and resolve inquiries received from corporate and internal customers, financial institutions, treasury agencies and the Federal Reserve.

### ACH Control Specialist

Feb 1996 – Apr 1998

Deleted, reversed and changed batches of checks from files received daily. Create reports for management and corporate customers using Excel and Access.

## *Education*

Jan 2004 – Jun 2009

Associates of Applied Science in Management – Portland Community  
College, Portland, Oregon  
Associates of General Studies – Portland Community College,  
Portland, Oregon



## BUDGET COMMITTEE APPLICATION

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Name: Nick Jungwirth Registered voter: Yes

Address: 1326 Charles St

Telephone No. 971-832-4457 Length of Residency in Dundee: 3 years

E-Mail Address: NICK.JUNGWIRTH@hotmail.com

Occupation: electrician

Educational Background: high school degree and associates degree

State briefly your reasons for applying: Dundee is going to be growing exponentially in the coming years and I want to be more involved with my town.

Signature [Handwritten Signature]  
Dated this JAN day of 25th, 2016.

Office Use Only:

Date of Appointment \_\_\_\_\_ Term Expires: \_\_\_\_\_

Signed \_\_\_\_\_, Mayor of Dundee

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



## BUDGET COMMITTEE APPLICATION

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Name: Araron DeLong Registered voter: Y

Address: 287 S.W. Oliver Ct.

Telephone No. 971-563-2265. Length of Residency in Dundee: 10 years.

E-Mail Address: TheDarkChocolatier@Frontier.com.

Occupation: Purchasing Agent.

Educational Background: 4.5 years college, psychology/art  
1 year A.P.I.C.s

State briefly your reasons for applying: I would like to be involved  
in the local GOVERNMENTAL process and gain a better understand-  
ing of how the process works.  
I want to use my Budgeting skills in a larger capacity  
and serve my community.

Signature Araron DeLong  
Dated this 20th day of FEB., 2016.

Office Use Only:  
Date of Appointment \_\_\_\_\_ Term Expires: \_\_\_\_\_

Signed \_\_\_\_\_, Mayor of Dundee  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



**BUDGET COMMITTEE APPLICATION**

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

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Name: David Ford Registered voter: X

Address: 710 SW Carmen Heights Dr  
Dundee, OR 97115

Telephone No. 503-449-6957 Length of Residency in Dundee: 2 1/2 years

E-Mail Address: davidford27@gmail.com

Occupation: Small business owner

Educational Background: BS Forest Management  
Professional Development courses in budget development and financial management.

State briefly your reasons for applying: Dundee is a wonderful city to live and I want to contribute to its continued success by participating in our local government. My experience includes leadership positions in business, nonprofit and government over the past 40 years. These positions included the responsibility for budgeting and managing multi-million dollar annual budgets. Over the past 8 years, I have owned and operated my own business.

Signature David Ford

*Thanks for your consideration -*

Dated this 22 day of February, 2016.

Office Use Only:

Date of Appointment \_\_\_\_\_ Term Expires: \_\_\_\_\_

Signed \_\_\_\_\_, Mayor of Dundee

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

# REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: March 10, 2016  
Re: Resolution No. 2016-02, Water Master Plan

At the November 3, 2016 meeting, Council reviewed the draft Water System Master Plan prepared by CH2M. Based on input from that meeting the population forecasts were updated to reflect a more likely growth pattern based on the status of the Riverfront District, opportunities for infill development, and allowing for some incremental increase in non-city water users. Attached is the population spreadsheet I prepared which was used as the basis of those changes. The capital improvement plan (CIP) was also updated to emphasize replacement of deteriorating steel lines earlier and recognizing the timing on larger pipe replacement projects and construction of new distribution mains are likely to be phased and not completed in a single year. The CIP is also the basis of calculating an updated water system development charge. The final version also includes additional policy language regarding recycled water in section 6.3.7.

The updated draft Water System Master Plan was reviewed and approved by the Oregon Health Division – Drinking Water Services (DWS). DWS found the plan to meet the water master plan criteria listed in OAR 333-061-0060(5) and did not require any changes. Dale Jutila, CH2M and Lee Odell, CH2M will review the Water System Master Plan with the Council at the March 15 meeting.

Recommendation: Motion to adopt Resolution No. 2016-02, a resolution adopting a new water system master plan.

## Attachments:

- 2035 Population Forecast
- Water System Master Plan (Copy available for public review at Dundee City Hall)

2015 Residential Units

	City		Rural		Rural Residential Count:	
	Active	Infill	Active	Infill		
High Pressure Zone	41		2	3	Dayton Water Line	29 Individual Meters
Intermediate Pressure Zone	182		20		Boyd/Ward Line	7 Master Meter
Low Pressure Zone:					Niederberger Line	7 Individual Meters
SFRs*	788		40	57	River Road Line	5 Master Meter
Multi-Family Units	161			6	Others	12 Individual Meters
Total Residential Units	1172				Total	60

Assumed persons per rural household 2.5  
Rural population 150

\*Includes duplexes - individually metered  
City Population 3185 (PSU 2015 Estimate)  
RU per capita 2.717577  
City and Rural population 3335

	City*	Rural	Total	
2010	3162	172	3334	
2011	3175	172	3347	NE Dundee Water Line taken over by Hiland Water Corp - 6 services
2012	3175	157	3332	
2013	3170	157	3327	Ward/Boyd Water Line consolidated by ODOT - delete 3 services
2014	3180	150	3330	2 services added to Dayton Water Line and 2 services removed by ODOT over 2014 and 2015

\*PSU Estimates between federal decennial census

	High		RDUs	Pop.	Intermediate		Low		RDUs	Pop.	Riverside		Total Pop.
	City	Rural			City	Pop.	City	Rural			City	Pop.	
2015	41	3	44	119	182	495	949	57	1006	2721		0	3335
2016	41	3	44	119	182	495	951	57	1008	2727		0	3340
2017	41	3	44	119	184	500	953	57	1010	2732		0	3351
2018	41	3	44	119	186	505	955	58	1013	2740	10	27	3392
2019	42	3	45	122	188	511	957	58	1015	2746	35	95	3473
2020	42	3	45	122	190	516	959	58	1017	2751	70	190	3579
2021	42	3	45	122	192	522	961	59	1020	2759	105	285	3688
2022	42	3	45	122	194	527	963	59	1022	2765	140	380	3794
2023	43	3	46	124	196	533	965	59	1024	2770	175	476	3903
2024	43	3	46	124	198	538	967	60	1027	2778	210	571	4011
2025	43	3	46	124	200	544	969	60	1029	2783	245	666	4117
2026	43	3	46	124	202	549	971	60	1031	2789	280	761	4223
2027	43	3	46	124	202	549	973	61	1034	2797	315	856	4326
2028	43	3	46	124	202	549	975	61	1036	2802	350	951	4427
2029	43	3	46	124	202	549	977	61	1038	2808	385	1046	4527
2030	43	3	46	124	202	549	979	62	1041	2816	420	1141	4630
2031	43	3	46	124	202	549	981	62	1043	2821	455	1236	4731
2032	43	3	46	124	202	549	983	62	1045	2826	490	1332	4831
2033	43	3	46	124	202	549	985	63	1048	2834	525	1427	4934
2034	43	3	46	124	202	549	987	63	1050	2840	560	1522	5035
2035	43	3	46	124	202	549	989	63	1052	2845	595	1617	5135

Riverside Annual EDU Rate 35

**CITY OF DUNDEE  
RESOLUTION NO. 2016-02**

**A RESOLUTION ADOPTING A NEW WATER SYSTEM MASTER PLAN.**

**WHEREAS**, Oregon Administrative Rule 333-061-0060 requires water systems with 300 or more service connections to maintain a current water master plan that is reviewed and approved by the Oregon Health Division; and

**WHEREAS**, the City obtained financial assistance from the Oregon Infrastructure Finance Authority to update the 2003 Water System Master Plan; and

**WHEREAS**, the City entered into a personal services agreement with CH2M, a consulting engineering firm, to prepare a new Water System Master Plan to meet the requirements of the Oregon Administrative Rules; and

**WHEREAS**, the Oregon Health Division has reviewed and approved the Water System Master Plan; and

**WHEREAS**, the City Council considered the approved Water Master Plan at its regular meeting on March 15, 2016.

**NOW, THEREFORE, BE IT RESOLVED**, the Dundee City Council does hereby adopt the City of Dundee Water System Master Plan dated February 2016 and can be found in the Office of the City Recorder.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Approved:**

\_\_\_\_\_  
David Russ, Mayor

**Attest:**

\_\_\_\_\_  
Rob Daykin, City Administrator/Recorder



# R E P O R T

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: March 10, 2016

Re: Resolution No. 2016-03, Water SDC Methodology and Fee

Resolution No. 2016-03 adopts the methodology developed by CH2M for a new water system development charge (SDC) and fees. On December 16, 2015, notice was mailed to the Home Builders Association of Metro Portland, Stu Lindquist and Tom Edwards of the City's intent to review and adopt the proposed water SDC at the March 15, 2016 Council meeting. The January 14, 2016 draft report was made available for public viewing on the City of Dundee website.

Dale Jutila, CH2M and Lee Odell, CH2M will review the proposed water SDC methodology and fees with the Council at the March 15 meeting. Following Council's review with staff, Mayor Russ will open the meeting for comments from the audience regarding the proposed SDC methodology and fees. As of the date of this memo staff has not received any written or oral comments on this issue. Following testimony and additional clarification from the staff, Council may elect to adopt the Resolution as prepared or amended.

The SDC fees calculated by CH2M are considered the maximum amount based on the methodology, however, the Council may choose to adopt lesser amounts. Currently, the water SDC for a typical residence is \$5,033. With the adoption of Resolution No. 2016-03, the water SDC for a residence in the Riverside District will be \$6,367 and for a residence outside of the Riverside District will be \$5,935.

Recommendation: Motion to adopt Resolution No. 2016-03, a resolution adopting a new methodology used to establish water system development charges; adopting an updated water system development charge; repealing Resolution No. 98-12; and repealing Resolution No. 06-04.

**RESOLUTION NO. 2016-03**

**A RESOLUTION ADOPTING A NEW MEHODOLOGY USED TO ESTABLISH WATER SYSTEM DEVELOPMENT CHARGES; ADOPTING AN UPDATED WATER SYSTEM DEVELOPMENT CHARGE; REPEALING RESOLUTION NO. 98-12; AND REPEALING RESOLUTION NO. 06-04.**

**WHEREAS**, section 15.16.020 of the Dundee Municipal Code provides for the establishment of system development charges by resolution of the City Council; and

**WHEREAS**, the City first established a water system development charge (SDC) in 1998 with the adoption of Resolution No. 98-12 and subsequently amended by Resolution No. 06-04; and

**WHEREAS**, the City contracted engineering services with CH2M to update the Dundee Water System Master Plan and prepare a new SDC methodology; and

**WHEREAS**, on December 16, 2015, pursuant to ORS 223.304(6), the City provided a 90-day notice of a public hearing for March 15, 2016 regarding the proposed adoption of a new water SDC methodology and fees; and

**WHEREAS**, CH2M completed the draft Technical Memorandum – City of Dundee System Development Charge Methodology and Fees on January 14, 2016; and

**WHEREAS**, CH2M prepared a Water System Capital Improvement Program and identified specific improvements and their estimated costs required to meet the needs of growth through 2035; and

**WHEREAS**, CH2M calculated the capacity of the recently constructed Well No. 13 for serving existing population and new development; and

**WHEREAS**, CH2M calculated a SDC improvement fee component for recycled water facilities serving the Riverside District; and

**WHEREAS**, the City Council has reviewed the proposed water SDC methodology and fees, and considered testimony offered at the March 15, 2016 public hearing; and

**WHEREAS**, the City Council hereby finds the imposition of updated water system development charges is necessary, proper and authorized by law, **NOW, THEREFORE**,

**THE CITY OF DUNDEE RESOLVES AS FOLLOWS:**

**Section 1.** The March 7, 2016 Technical Memorandum “City of Dundee Water Master Plan – System Development Charge” a copy of which is attached hereto as Exhibit “A” and incorporated herein by reference, is hereby adopted as the methodology to determine the appropriate amount for water system development charges.

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**Section 2.** As developed in the Technical Memorandum, the combined water system development charges shall be as presented in Table 10 as follows:

Meter Size	Meter Ratio	Improvement Fee	Recycled Water Fee	Reimbursement Fee	Compliance Fee	Total
5/8 & 3/4"	1.0	\$4,847	\$432	\$986	\$101	\$6,367
1"	1.7	\$8,079	\$720	\$1,643	\$169	\$10,612
1.5"	3.3	\$16,158	\$1,441	\$3,287	\$338	\$21,223
2"	5.3	\$25,853	\$2,305	\$5,259	\$540	\$33,957
3"	10.0	\$48,474	\$4,322	\$9,861	\$1,013	\$63,669

The recycled water fee is paid as a component of the total water system development charge at the time of application for a domestic water meter in the Riverside District area or other areas designated by the City Council that will have availability to the recycled water system. For areas that will not be served by the recycled water system, the total water system development charge is reduced by the amount of the recycle water fee component.

**Section 3.** Starting July 1, 2017, the rates established by Section 2 shall be adjusted on July 1 of each year commensurate with the change in the 20 City Average Engineering News Record (ENR) Construction Cost Index.

**Section 4.** Resolution No. 98-12 and Resolution No. 06-04 are hereby repealed.

**Section 5.** This resolution shall become effective on April 1, 2016.

**PASSED** by the City Council this 15<sup>th</sup> day of March 2016.

**Approved:**

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David Russ, Mayor

**Attest:**

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Rob Daykin  
City Administrator/Recorder

# Exhibit A

TECHNICAL MEMORANDUM



## City of Dundee Water System Master Plan System Development Charge

PREPARED FOR: Rob Daykin/City Administrator  
PREPARED BY: Kurt Playstead/CH2M  
Dale Jutila/CH2M  
REVIEWED BY: Dennis Jackson/CH2M  
DATE: March 7, 2016

### 1.0 Introduction

The City of Dundee, OR (City) contracted with CH2M to update its Water System Master Plan and prepare a system development charge (SDC) study in compliance with Oregon State law. This technical memorandum presents the methodology, underlying assumptions, and proposed findings and recommendations for the City's water system SDC. The SDC analysis and the associated capital improvement plan (CIP) span a 20-year period beginning in year 2016 and ending in year 2035 – hereinafter referred to as the planning period.

### 2.0 Overview

The City is planning to develop the Riverside District which will require new water system infrastructure to provide drinking water to the new customers. Over the planning period, nearly all of the system's customer growth is expected to occur in the Riverside District.

Oregon Revised Statute (ORS) 223.297-223.314 authorizes local governments to assess SDCs for capital improvements to water supply, water treatment, and distribution systems. SDCs can be developed around two concepts: (1) a reimbursement fee, and (2) an improvement fee, and a combination of the two can be charged. ORS 223.299 defines a reimbursement fee as "...a fee for costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists." Improvement fees must be based on projects identified in an adopted plan that are needed to increase capacity in the system to meet the demands of new development.

Capital improvements to provide new capacity in a water system must generally be constructed in large increments; therefore, system expansions are often constructed years in advance of when the added capacity will be fully utilized. SDCs are intended to recover some or all of the cost of these expansions to serve new growth from new connections to the water system.

Revenues generated through the assessment of SDCs are generally used to directly offset the costs of a system expansion. The revenues may also be held to offset the costs of future system expansions. The SDCs calculated herein are designed to recover the investment that previously has been made in the existing system to provide capacity to serve new users, as well as recover the

portion of the costs of the future improvements to the water system that will have capacity to serve new users.

### 3.0 Methodology

CH2M evaluated industry-standard impact fee calculation methodologies defined by the American Water Works Association (AWWA) M1 Manual *"Principles of Water Rates, Fees, and Charges"* These methods include:

- Equity Buy-In method (Reimbursement Method)
- Incremental Cost method (Improvement Method)
- Hybrid method

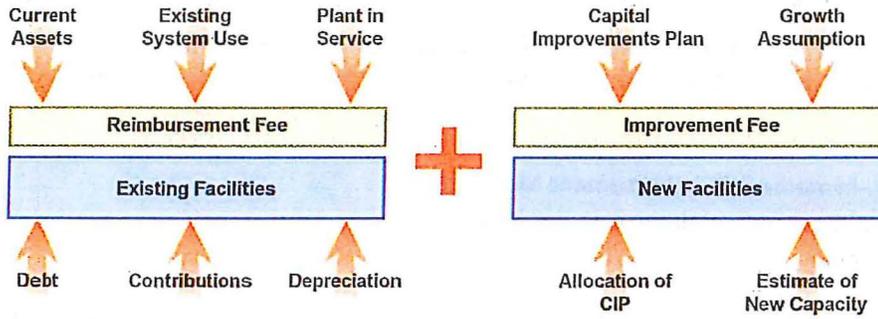
The goal of the **equity buy-in method (or Reimbursement Method)**, is to achieve an equity position between new and existing customers of the system. This approach is best suited for existing facilities that have been oversized and have excess capacity available. It utilizes the original cost of existing assets, escalated to current value using a standard cost index such as Engineering News-Record Construction Cost Index. Adjustments are made to account for outstanding debt, developer contributions, and accumulated depreciation. The resulting estimate of current system equity is divided by the number of equivalent residential units (ERUs) connected to the system to compute an average cost per ERU. The equity buy-in method is described as the reimbursement fee in ORS.

The **incremental cost method (or Improvement Method)**, assigns to new development the incremental cost of system expansion needed to serve new development. This approach is best suited for communities that have limited existing capacity, and have prepared detailed growth-related capital project plans and acquisition plans. The cost of recently completed and projects proposed over a specified time frame including interest and financing costs, is divided by the number of equivalent customers that will be served by the additional capital projects to compute an average cost per ERU. The incremental cost method is described as the improvement fee in ORS.

Incremental average costs per ERU may be additive for separate infrastructure components or may be combined on a weighted-average basis for similar infrastructure components. The **hybrid method** applies principles from both methods and is appropriate where some existing reserve capacity for growth is available and new capacity is planned. CH2M utilized the incremental cost method to compute the City's SDC and included both recently-completed and proposed infrastructure projects as the basis for the incremental average cost per ERU calculation. The hybrid method is allowed under ORS.

Exhibit 1 summarizes the Buy-In and Incremental SDC methodologies. The Hybrid methodology combines the Buy-In and Incremental methodologies and is the most representative of the SDC requirements specified in Oregon Revised Statutes (ORS).

EXHIBIT 1  
SDC Methodology



For the purposes of this analysis, CH2M assumed the City would issue water revenue bonds to fund the infrastructure proposed in the water system plan. Because the revenue bonds would be backed by water rate revenues, financing costs were not included in the SDC calculation. If financing costs are included in the SDC calculations and debt service is secured by water rate revenues, a credit representing the anticipated amount of debt service new users would pay through rates would have to be applied to the SDC to avoid charging new users twice for financing costs (also known as a debt-service credit). If the City decides to pledge SDC revenues to pay for annual principal and interest payments, financing costs could be incorporated into the SDC. Depending on the financing terms, interest and financing costs would add approximately 60 percent to the cost of the future improvements. Potential impacts to SDC calculations would be verified when a funding strategy is selected and secured.

## 4.0 System Demand

In order to present water demands using a standardized measure of consumption, average consumption attributable to an individual unit of development (calculated pursuant to generally accepted engineering and planning standards) is expressed in terms of Equivalent Residential Unit (ERU). A water utility ERU is represented by a residential customer with a 5/8-inch (or 5/8 x 3/4 inch) meter. In 2014, the City's water system served 1,230 ERUs. Based on an examination of historic billing statistics and water system characteristics, the City water utility's current ERU demand characteristics are approximately 282 gallons per day (or 8,457 gallons per month). Table 1 presents existing average, maximum day, and peak hour water system demands.

**TABLE 1**  
Existing Water Demand for Dundee, OR

Demand	GPM	Gallons per day	Gallons per Day per ERU
Average Day	241	346,783	282
Maximum Day	442	637,178	518
Peak Hour	807	1,161,947	945

The projected demand for water from new ERUs in the Riverside District over the 20-year forecast period is provided in Exhibit 4. Based on an average of 2.71 persons per household, the system is expected to serve approximately 1,895 ERUs in 2035, an increase of approximately 665 ERUs. Annual water demand is forecasted to increase from the current level of approximately 127 million gallons to 201 million gallons by the end of the study period. The annual growth rate in water system demand averages approximately 2.2 percent over the study period. Population and water demand projections are presented in Table 2.

**TABLE 2**  
Population Projections and Water Demand Projections for Dundee, OR

Year	Forecasted Population <sup>1</sup>	ERUs	Average ADD (gpm)	Average MDD (gpm)	Average PHD (gpm)
2015	3,335	1,231	248	480	874
2020	3,579	1,321	267	516	938
2025	4,117	1,519	307	593	1,079
2030	4,630	1,709	345	667	1,214
2035	5,135	1,895	383	740	1,346

<sup>1</sup> Population forecast includes customers served by water system that are outside city limits.

## 5.0 Water System Capital Improvement Plan

According to ORS 223.309, “Prior to the establishment of a system development charge by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee for each improvement.”

The SDCs calculated herein are based on the capital improvement plan developed as part of the City’s Water System’s Master Plan. Table 3 presents the proposed project list for the analysis period. The projects have been designated to either serve existing customers, new customers, or both. Many of the improvements being constructed to the water distribution system are replacement of existing pipe due to age or fire flow upgrades. These upgrades to existing facilities have no capacity available to serve future growth, thus are not considered in the SDC calculation.

A number of distribution system projects will serve the new Riverside District and are being planned to serve the new growth area. Other projects that will provide service to the Riverside District include a pump station, reservoir, and a recycled water supply system. The Willamette River intake

system, treatment plant, and distribution pipe is being sized to serve both existing and new customers, thus project costs were apportioned based on the available capacity in the new system to accommodate new growth.

Total CIP costs over the planning period in 2015 dollars are estimated at \$15.9 million. Approximately \$7.3 million is allocated to serve new customers; the remaining \$8.6 million is expected to serve existing customers.

TABLE 3  
Dundee Water System Proposed CIP

	Project	Streets	2015 Cost	Year Scheduled	Percent Expansion	Percent Existing	Growth CIP	Existing Customer CIP
<b>Distribution Piping Projects</b>								
DS-1A	Parkway Loop - A	From SE 11th St. and Highway 99W to SE Parks Dr. and along SE Parks Dr. to SE Edwards Dr.	\$682,000	2023, 2027, 2029	100%	0%	\$682,000	\$0
DS-1B	Parkway Loop - B	Parallel existing 8-inch pipe along SE Edwards Dr. between SE Parks Dr. and wastewater treatment plant entrance	\$134,000	2031	100%	0%	\$134,000	\$0
DS-1C	Parkway Loop - C	Along planned alignment for Parkway Collector	\$988,000	2022, 2031	100%	0%	\$988,000	\$0
DS-2	Viewmont - 10 inch	Along NW Viewmont Dr. between NW Walnut St. and the reservoir	\$407,000	2033	0%	100%	\$0	\$407,000
DS-3A	Reservoir Fill	From SE 8th St. and SE Edwards along SE 8th St. to new reservoir site; also replaces some steel	\$443,000	2031	100%	0%	\$443,000	\$0
DS-3B	Reservoir Discharge	Along SE 7th St. between Highway 99W and SE Maple St.	\$211,000	2031	0%	100%	\$0	\$211,000
DS-4	9th Street - 8 inch	Along SW 9th St. between Highway 99W and SW Alder St.	\$254,000	2017, 2018	0%	100%	\$0	\$254,000
DS-5	99W - 10 inch	Along Highway 99W at multiple locations, developer installed	\$316,000	2018, 2020, 2022, 2024	0%	100%	\$0	\$316,000
DS-6	Walnut - 8 inch	Along SW Walnut St. between SW 1st St. and SW 2nd St.	\$47,000	2035	0%	100%	\$0	\$47,000
DS-7	Hemlock - 8 inch	Along SW Hemlock St between SW 1st St. and SW 3rd St.	\$119,000	2035	0%	100%	\$0	\$119,000
DS-8	Elm - 8 inch	Along SE Elm St. between SE 10th St. and SE 11th St.	\$67,000	2019	0%	100%	\$0	\$67,000
DS-9	Worden Hill - 12 inch	Replace remainder of 8-inch supply line from Spring Wells with 12-inch along NE Fairview Dr. and NE Worden Hill Rd.	\$1,144,000	2026, 2028, 2030, 2032	0%	100%	\$0	\$1,144,000
DS-10A	Canyon Drive - 6 inch	Along NW Canyon Dr. to SW 1st St.; along SW 1st St. between NW Alder St. and NW Walnut St.	\$56,000	2035	0%	100%	\$0	\$56,000

	Project	Streets	2015 Cost	Year Scheduled	Percent Expansion	Percent Existing	Growth CIP	Existing Customer CIP
DS-10B	Asbestos Cement Replacement	Along NW Canyon Dr. to SW 1st St.; along SW 1st St. between NW Alder St. and NW Walnut St.	\$110,000	2035	0%	100%	\$0	\$110,000
DS-11	Asbestos Cement Replacement	From SW Alder St. through Alder Terrace Mobile Estates (does not run along any road)	\$65,000	2035	0%	100%	\$0	\$65,000
DS-12	Fire Flow	6-inch upsize to 12-inch along SW 5th St. across Dundee School/Billick Park frontage	\$199,000	2020	0%	100%	\$0	\$199,000
DS-13	Steel Replacement	4-inch to 8-inch along NW Alder St. between NW Viewmont Dr. and SW 1st St.	\$123,000	2025	0%	100%	\$0	\$123,000
DS-14a	Steel Replacement	6-inch to 8-inch along NW Dogwood Dr. between SW 1st St. and NW Viewmont Dr. and along NW Viewmont Dr. between NW Dogwood Dr. and NW Laurel St.	\$177,000	2016	0%	100%	\$0	\$177,000
DS-14b	Steel Replacement	6-inch to 8-inch along NW Viewmont Dr. between NW Alder St. and NW Dogwood Dr.	\$115,000	2021	0%	100%	\$0	\$115,000
DS-15	Locust - 8 inch	4-inch to 8-inch along SE Locust St. between SE 8th St. and SE 10th St.	\$197,000	2016	0%	100%	\$0	\$197,000
DS-16	99W - 10 inch	4-inch to 10-inch along Highway 99 near SW 3rd St.	\$145,000	2016	0%	100%	\$0	\$145,000
DS-17	99W - 10 inch	Along Highway 99 between SW 7th St. and SW 12th St.	\$426,000	2016	0%	100%	\$0	\$426,000
DS-18	Walnut - 8 inch	Along NW Walnut St. between NW Viewmont Dr. and SW 1st St.	\$132,000	2022	0%	100%	\$0	\$132,000
DS-19	Red Hill Line Extension	Extension along SW Red Hills Dr. to move service from PVC line on steep slope	\$70,000	2018	0%	100%	\$0	\$70,000
DS-20	Red Hills Rd - 12 inch	Replacement of 8-inch CIP from Asbestos Cement Replacement to Viewmont Drive Replacement	\$505,000	2034	0%	100%	\$0	\$505,000
DS-21	Small Water Lines	Replacement of small water lines	\$300,000	Biennial	0%	100%	\$0	\$300,000
DS-22	Leak Reduction	Leak detection in distribution system	\$100,000	Biennial	0%	100%	\$0	\$100,000
<b>New Source Development Projects</b>								
	Project	Description	2015 Cost	Year Scheduled	Percent Expansion	Percent Existing	Growth CIP	Existing CIP
SO-1	Source Evaluation	Test Drilling for Ranney Well/Riverbank Filtration	\$100,000	2018	100%	0%	\$100,000	\$0
SO-2	Source Evaluation	Test Drilling for Ranney Well/Riverbank Filtration	\$100,000	2019	100%	0%	\$100,000	\$0
SO-3	Source Evaluation	Test Drilling for Ranney Well/Riverbank Filtration	\$100,000	2020	100%	0%	\$100,000	\$0

SO-4	Source Development	Willamette River Intake, Water Treatment Plant (1 mgd), Asbestos Cement Pipe Replacement	\$5,543,000	2025	40%	60%	\$2,217,200	\$3,325,800
	<b>Project</b>	<b>Description</b>	<b>2015 Cost</b>	<b>Year Scheduled</b>	<b>Percent Expansion</b>	<b>Percent Existing</b>	<b>Growth CIP</b>	<b>Existing CIP</b>
<b>New Storage and Booster Pump Projects</b>								
ST-1	Tank/Booster Pump	New Ground Level Reservoir (1.0 MG) and Booster Pump for New Riverside District Zone	\$1,500,000	2017	100%	0%	\$1,500,000	\$0
ST-2	Pressure Reducing Valve Stations (3)	Two New PRV Stations (one additional PRV is located in the Booster Pump Station)	\$180,000	2017	100%	0%	\$180,000	\$0
<b>Recycled Water Projects</b>								
	<b>Project</b>	<b>Description</b>	<b>2015 Cost</b>	<b>Year Scheduled</b>	<b>Percent Expansion</b>	<b>Percent Existing</b>	<b>Growth CIP</b>	<b>Existing CIP</b>
RE-1	Reservoir and Pump Station	New Steel Reservoir and Pump Station for Recycled Water Supply	\$8,00,000	2020	100%	0%	\$800,000	\$0
<b>Totals</b>			<b>\$15,855,000<sup>1</sup></b>				<b>\$7,244,200</b>	<b>\$8,610,800<sup>1</sup></b>

<sup>1</sup>Note:

2015 Total and Existing CIP Total do not include annual amounts for Small Water Line Replacement and Leak Detection programs

Because different system components are designed to meet different system demands, the growth-related projects were grouped into the following categories: transmission, pumping/storage, intake system, treatment, transmission from treatment plant, and recycled water. For project SO-4, "Source Development," the capital costs presented in the CIP project list include multiple system components. Based on engineering estimates, costs for SO-4 were allocated to intake system (38 percent of total cost), treatment (34 percent of total cost), and transmission from plant (28 percent of total cost).

Table 4 presents the allocation of growth related costs to the different water system components.

**TABLE 4**  
Growth Related cost by System Component

Component	Growth Related Cost
Transmission	\$2,247,000
Pumping/Storage	\$1,680,000
Intake System	\$1,142,536
Treatment System	\$753,848
Transmission from Plant	\$620,816
Recycled Water System	\$800,000
<b>Total</b>	<b>\$7,244,200</b>

One project currently under construction that will provide system capacity to both existing customers and new growth is the Well 13 improvement project. The cost of this project is approximately \$631,000 and is expected to have excess capacity of 50 percent. This is the only component in the existing system that will be eligible for a reimbursement portion of the SDC, as it is the one asset that will have available capacity to serve growth.

## 6.0 Design Capacity

Design capacities for water system infrastructure to serve new growth are presented in Table 5. System components are designed to meet system requirements based on maximum day demand, peak hour demand, or fire flow requirements. The engineering team developing the Master Plan provided the design capacities used for the SDC calculation.

**TABLE 5**  
Design Capacity by System Component

Component	Design Capacity (ERUs)
Transmission	970
Pumping/Storage	970
Intake System	4,480
Treatment System	1,860
Transmission from Plant	4,480
Recycled Water System	1,851
Well 13	640

## 7.0 System Development Charge Calculation

The SDCs calculated herein consist of a reimbursement fee and an improvement fee. The reimbursement fee is designed to recover the cost of capacity in the existing water system available to serve new users. The improvement fee is designed to recover the cost of capacity in the planned system improvements to serve new users. The sum of the reimbursement fee and improvement fee is the proposed SDC per residential equivalent.

The total capital investment in the water system available to serve new users is divided by the available capacity of the system in terms of its capacity per residential equivalent to derive a unit investment per residential equivalent.

### Improvement Fee

A summary of the water facilities expansion projects and their costs necessitated by and attributable to new development in the service area is provided in Table 6 below.

TABLE 6  
Improvement Fee Calculation

Component	Growth Related Cost	Total Capacity (gpm)	Expansion Capacity (gpm)	ERUs Served	Unit Cost
Transmission	\$2,247,000	NA	NA	970	\$2,316
Pumping/Storage	\$1,680,000	2,500	2,500	970	\$1,732
Intake System	\$1,142,536	1,750	1,750	4,480	\$255
Treatment System	\$753,848	730	292	1,860	\$405
Transmission from Plant	\$620,816	1,750	1,750	4,480	\$139

An additional component of the improvement fee is the cost associated with the recycled water system that will serve only the Riverside District. A summary of the costs necessitated by and attributable to new development in the Riverside District service area is provided in Table 7 below.

TABLE 7  
Improvement Fee Calculation, Recycled Water System

Component	Growth Related Cost	Total Capacity (gpm)	Expansion Capacity (gpm)	ERUs Served	Unit Cost
Recycled Water System	\$800,000	NA	NA	1,851	\$432

### Reimbursement

One project that is currently under construction that will provide system capacity to both existing customers and new growth is the Well 133 improvement project. The cost of this project is approximately \$631,000 and is expected to have excess capacity of 50 percent. The well will be used to meet maximum day demand and has the capacity to serve approximately 640 customers (320 new and 320 existing).

A summary of the costs for Well 13 attributable to new development in the service area is provided in Table 8 below.

TABLE 8  
Reimbursement Fee Calculation, Well 13

Component	Growth Related Cost	Total Capacity (gpm)	Expansion Capacity (gpm)	ERUs Served	Unit Cost
Well 13	\$315,744	250	125	320	\$986

### Compliance

Oregon Revised Statutes allow the City to include the costs associated with complying with SDC law in the SDC calculation. Table 9 presents a summary of the estimated compliance fee. Compliance costs include the costs associated with administering the SDC, developing the SDC methodology, and developing the project list in the master plan. Only the portion of the master plan effort associated with serving new growth can be included in the SDC. It was assumed that approximately 50 percent of the Master Plan effort was attributable to growth. The compliance charge was based on the number of new ERUs served during the planning period.

TABLE 9  
Compliance Fee Calculation

Component	Growth Related Cost	Total Capacity (gpm)	Expansion Capacity (gpm)	ERUs Served	Unit Cost
Water System Plan	\$67,350	NA	NA	665	\$101

### Annual Adjustments

In accordance with Oregon SDC law, the SDC can be adjusted periodically based on a standard inflationary index, such as the Construction Cost Index for the City of Seattle developed by the Engineering News Record (ENR). The specific cost index must be published by a recognized organization or agency that is independent of the SDC methodology. It is recommended that the City adopt an annual inflationary adjustment as a component of the SDCs.

## 8.0 Proposed Connection Fees

The proposed water system development charges are presented in Table 10. The SDC includes improvement fee, reimbursement fee, and compliance fee. The total SDC for a 5/8" and 3/4" meter is \$6,367. Meter capacity ratios published by AWWA were used to calculate the SDC for meters larger than 5/8" and 3/4" meters. The largest meter currently on the City's system is 3".

TABLE 10  
Proposed SDC

Meter Size	Meter Ratio <sup>1</sup>	Improvement Fee	Recycled Water	Reimbursement Fee	Compliance Fee	Total
5/8 & 3/4"	1.0	\$4,847	\$432	\$986	\$101	\$6,367
1"	1.7	\$8,079	\$720	\$1,643	\$169	\$10,612
1.5"	3.3	\$16,158	\$1,441	\$3,287	\$338	\$21,223
2"	5.3	\$25,853	\$2,305	\$5,259	\$540	\$33,957
3"	10.0	\$48,474	\$4,322	\$9,861	\$1,013	\$63,669

Note:

<sup>1</sup> Normalized the meter ratio using 5/8" and 3/4" as 1.0 capacity

# REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: March 10, 2016  
Re: Fire Station – Community Message Sign Proposals

The City invited four vendors to submit proposals for the construction and installation of a free-standing sign at the fire station, including an electronic message display board. See the attached RFP for the project specifications and proposal requirements. Chief Stock and I met with the four vendors at the fire station on February 24 to discuss the project and answer questions. The proposal fee is to include all costs: design, permitting, fabrication, electrical, and installation of a working sign meeting the RFP criteria. We provided our budget estimate of \$20,000 to \$25,000 to the vendors for this project. We received proposals from the following vendors:

**Bu-Kai Design** **\$22,750**

Sign placement proposed in the planting area in front of the administrative offices, estimated additional cost of \$1,500 to relocate the sign to the raised planter next to the entry sidewalk. The design includes additional features that blend well in the landscape area, but would have to be reduced to fit in the raised planter. Night lighting provided with multiple narrow beam spot lights to avoid conflict with electronic message display. Electronic display area 6.6 sq. ft.

**Salem Sign Co., Inc.** **\$23,165 (Option A)**  
**\$24,850 (Option B)**

Sign located in raised planter. Option B has the larger electronic message display area, not including the display frame, of 6.8 sq. ft. Fixed message is internally lit.

**Meyer Sign Co.** **\$21,986**

Sign located in raised planter. Electronic message display area is 7.03 sq. ft. Fixed message is internally lit.

Changing the electronic message display will be via a wireless connection, the antenna component will be discretely placed to avoid visual clutter. All of the vendors are open to minor design modifications and color selection to achieve the best possible sign for the Fire

Department. Chief Stock preferred the placement of the sign in the raised planter and the look of the sign proposed by Meyer Sign Co. Chief Stock also preferred the ability to easily change the message on the lexan panels with the internal illumination. Chief Stock will attend the March 15 meeting to address his views on the sign proposals.

Recommendation: Motion to award the Fire Station sign proposal to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

## Request for Proposals

For

### Dundee Fire Station Electronic Message Sign

The City of Dundee (City) is seeking proposals from firms (Vendor) specializing in the design, configuration and installation of a electronic message sign (Sign) for the City of Dundee Fire Station located at 801 N. Highway 99W, Dundee, Oregon 97115. The Key Objectives are:

- The design of the Sign complements the architecture of the Fire Station
- The Sign is compatible with existing signing on the Fire Station
- The electronic message display board provides a high level of readability in all ambient light conditions without causing discomfort to the reader and the message may be altered remotely by the Fire Chief

**Pre-Proposal Meeting:** Firms interested in submitting a proposal are encouraged to attend a meeting with Fire Chief John Stock on **February 24, 2016, at 1:00 pm** to discuss and address questions regarding the Sign project. Please contact Fire Chief John Stock at (503) 554-8442 to confirm attendance.

**Project Specifications:** Vendor will be responsible for the complete installation of the working Sign, including design, obtaining all required permits and payment of permit fees, fabrication, wiring and construction. Approval of a City of Dundee Sign Permit Application will be required prior to installation of the Sign. The sign permit application fee is \$120, payable to the City of Dundee. Electrical permits are obtained from Yamhill County Building Department, phone: (503) 538-7302. Vendor may contact Building Official Brooks Batement at (503) 554-7714 to determine whether a structural building permit is required for the Sign. Building permit applications may be obtained at Dundee City Hall by contacting Administrative Assistant Melody Osborne at (503) 538-3922.

The Sign shall be either a monument sign type or free-standing sign type, and no more than six feet in height. The maximum area of the sign face shall be 50 square feet per side. Location of the Sign shall be determined in consultation with the Fire Chief. The electronic message display area shall be a maximum of 8 square feet per side, to be visible from both directions of travel on Highway 99W next to the Fire Station. The electronic message display shall be configured to allow display of a minimum of three lines of text with characters at least 5.5 inches in height. Flexibility should allow varying text size and lines of display. The intent is to display text only, animation or video display will not be required. Remote change of the text display shall be provided and user-friendly. The static message on the non-electronic message display portion of the sign shall include the following: "Dundee Fire/Rescue" in a style compatible with existing sign text on the Fire Station building, and shall be illuminated. The Sign shall comply with the requirements of Chapter 17.306 of the Dundee Municipal Code.

Installation must be coordinated with the Fire Chief to ensure that Fire Station operations are not negatively impacted. All work areas shall be kept neat and orderly

throughout installation. Vendor must use procedures and practices for design and installation that meet or exceeds industry standards for such work. The installation and design is to include all necessary cabling and/or wiring to assure operability. Manuals, manufacturer's documentation, warranty information will be provided to the Fire Chief upon project completion. Prior to acceptance of the completed project by the City, the electronic message display must be demonstrated to be fully functional and Vendor shall provide training to designated City personnel in the operation of the electronic message display.

**Proposal Requirements:** Vendors will provide the following:

- Rendering of the proposed Sign to clearly show the proposed design of the sign, dimensions
- Description of the Sign's construction materials
- Site plan showing the Sign location relative to existing site features
- Manufacturer's specifications of the electronic message display
- Detailed project schedule
- Description of approach used to ensure successful installation of the Sign
- Description of warranty
- Detailed project fee to be paid to Vendor
- Proposed agreement/terms prepared by Vendor for installation of the Sign

To be considered, the proposal must respond to all requirements in the RFP. Preference will be given to the vendor that provides a proposal that best meets the Key Objectives and is cost-effective. The City reserves the right to request more information for clarification or due to omission of information. The intent is to consider an award at the March 15, 2016 City Council meeting.

Proposals shall be submitted to the City of Dundee, Attn: Rob Daykin, City Administrator, P O Box 220, 620 SW 5<sup>th</sup> Street, Dundee, OR 97115 no later than **2:00 pm March 8, 2016**. Proposals may also be submitted via email: [Rob.Daykin@DundeeCity.org](mailto:Rob.Daykin@DundeeCity.org). Late proposals will not be accepted. It is the responsibility of the vendor to ensure that the proposal arrives prior to the stated deadline.

The City of Dundee reserves the right to accept, reject, or request changes in proposals. The City is not liable for any costs incurred by the firm for preparation of a proposal.

Attachments:

- Dundee Sign Application
- Dundee Sign Regulations
- Fire Station Exterior Photo
- Fire Station Site Plan



Phone: 503-899-7084  
Email: info@bu-kai.com  
LCB#9317 CCB#205850

Client Information
Dundee Fire Department 801 OR-99W Dundee, OR (503) 554-8442

Project Site
Dundee Fire/Rescue 801 OR-99W Dundee, OR

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## PROJECT SCOPE

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Construction and installation of Dundee Fire Station electronic message sign.

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## SIGN COST AND DETAIL

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Total Cost: \$22,750

Cost includes sign fabrication from Corten steel, Optec reader board, stainless steel lettering,, poured concrete footing base, column stone, permitting, and installation.

Installation and coordination of project will be completed by Bu-Kai Design LLC,. See attached renderings for installation details.

### Materials:

Sign: hollow form A588 (Corten) steel.

Lettering: 1/4" 316 stainless steel, in a satin finish.

Logo: 1/4" 316 stainless steel, with a powder coat finish.

Reader Board: Optec model ENV-20-R-E-P-D-QR (see attached specifications).

Base: Poured concrete footing, exposed sand, acid stained and sealed.

Boulders: Bronze column basalt.



Phone: 503-899-7084

Email: info@bu-kai.com

LCB#9317 CCB#205850

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## ESTIMATED TIMELINE

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Total [estimated] time to completion: 9 weeks after permit approval.

Time to completion may change due to weather, lead times, or other factors.

Week 1-4: Procure materials, including reader board.

Week 4-5: Site work-

- Trench conduit
- Electrical rough in
- Pour footing
- Place boulders
- Clean-up and mulch as needed
- Start shop fabrication

Week 9:

- Seal concrete
- Install sign
- Finalize electrical



Phone: 503-899-7084

Email: info@bu-kai.com

LCB#9317 CCB#205850

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## PAYMENT TERMS

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Submit 25% down payment and signed contract to confirm and schedule the project. 25% payment is due first day on site, 25% payment is due after footing is placed. Final 25% payment is due within [5] days of project completion. Overdue accounts are subject to a 12% annual finance charge.

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## AGREEMENT AND GUARANTEE

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This is a proposal for services between the customer listed above and Bu-Kai Design LLC. The work described will be performed in a professional manner. Additional services or changes may incur additional charges and will require a signed change order. Hardscape elements are guaranteed to be free of defects in workmanship for a period of one year from installation. Optec reader board manufacturer offers 5 year parts and factory labor warranty.

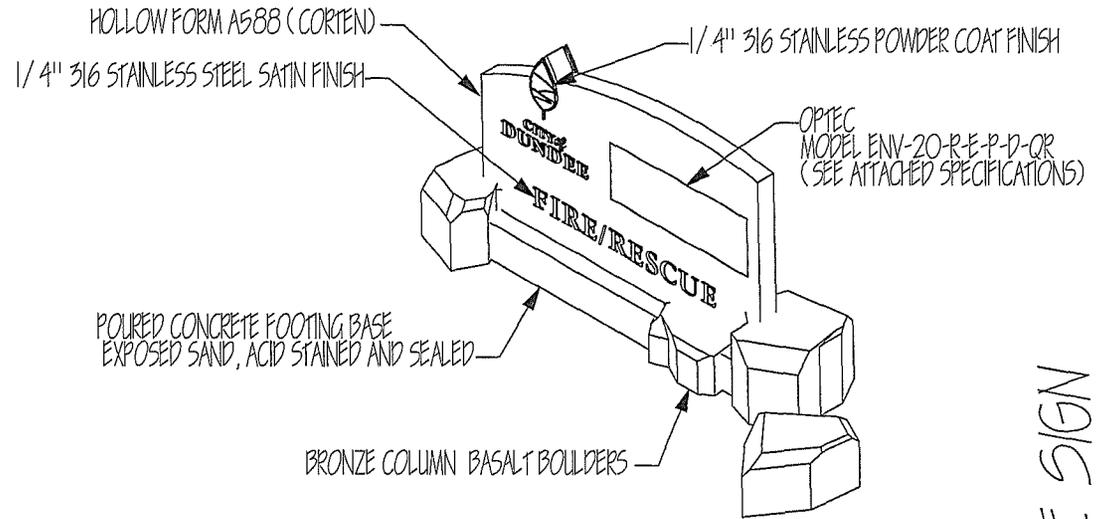
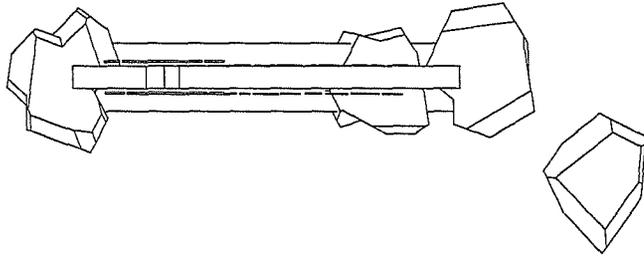
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## PROPERTY OWNER'S RIGHTS

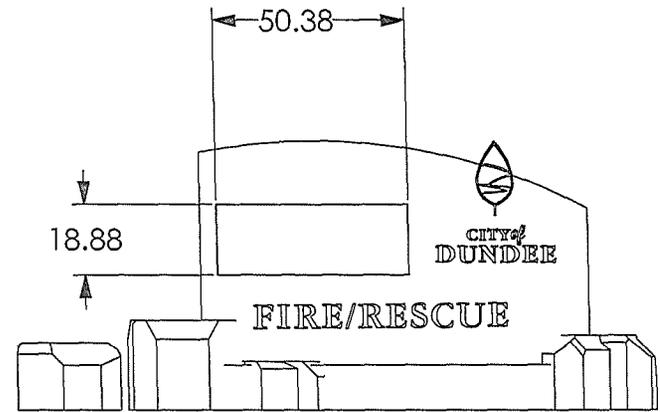
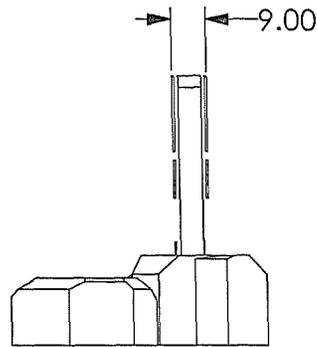
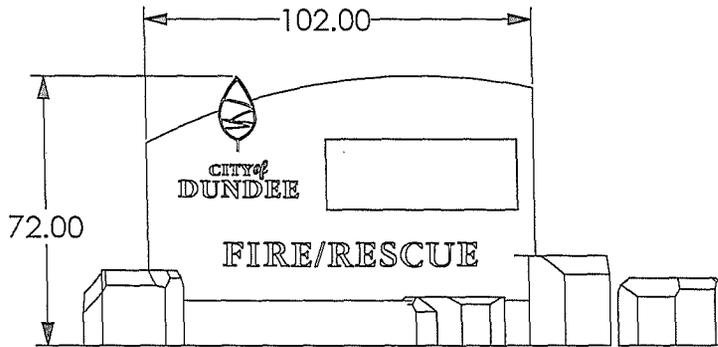
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Consumers have the right to receive the products and services agreed to in the contract. Consumers have the right to resolve disputes through means outlined within the contract. Consumers have the right to file a complaint with the Construction Contractors Board or the State Landscape Contractors Board.

Oregon Construction Contractors Board License CCB#205850. Bu-Kai Design LLC LCB#9317 is licensed with the State Landscape Contractors Board which is located at: 2111 Front St. NE., Suite 2-101, Salem, OR, 97301. PH: (503) 967 - 6291.



DUNDEE FIRE SIGN  
-62-



PROPRIETARY AND CONFIDENTIAL  
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF BKAI DESIGN, ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF BKAI DESIGN IS PROHIBITED.  
 DATE SCALE: 1:24





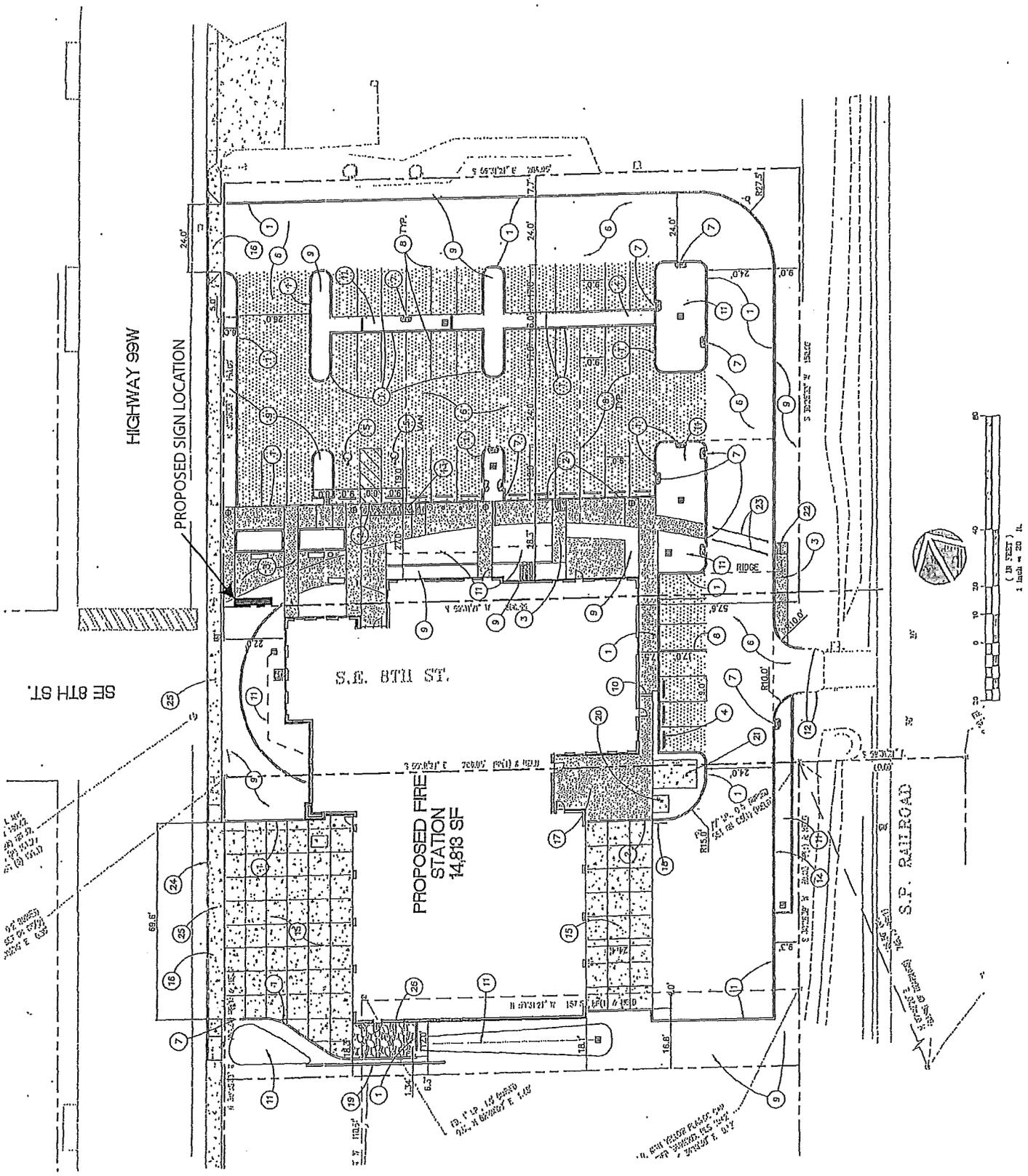
801

CITY of  
DUNDIE

FIRE/RESCUE







HIGHWAY 99W

PROPOSED SIGN LOCATION

S.E. 8TH ST.

S.E. 8TH ST.

PROPOSED FIRE STATION  
14,818 SF

S.P. RAILROAD



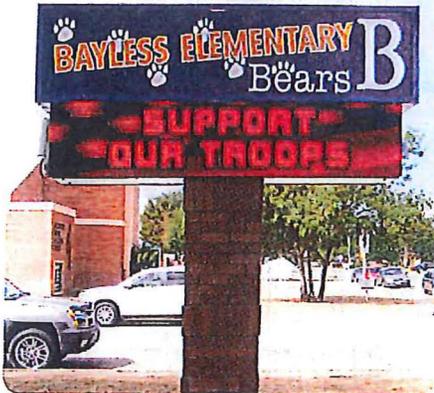
(IN FEET)  
1 inch = 20 ft.



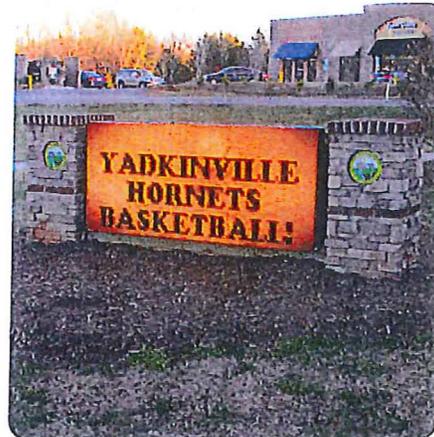
# ENVISION GRAYSCALE SERIES

**5 YEAR WARRANTY**

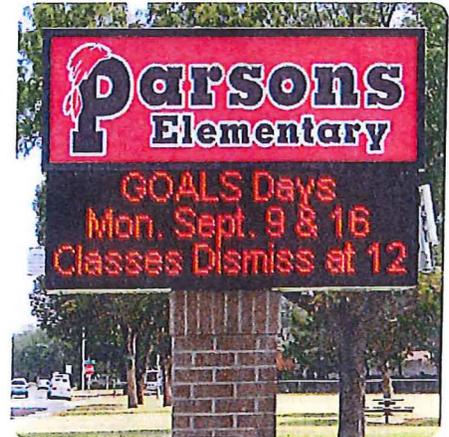
The Envision Grayscale Series provides affordable display capabilities housed in a rugged durable aluminum cabinet, designed to provide years of trouble-free service. The Envision Grayscale Series is controlled by Optec's user-friendly ViVid software package that supports common video formats such as .AVI, .MPEG, .MP4, .FLV and more in a simple, easy-to-program interface. This is the ideal display for customers who want the impact of grayscale video at an affordable price.



**EASY TO PROGRAM**



**MONOCHROME**



**AFFORDABLE**

## SPECIFICATIONS

<b>COLOR PROCESSING</b>	65,536 Shades
<b>AVAILABLE COLORS</b>	Red / Amber
<b>VIEWING ANGLE</b>	120 / 60
<b>AVERAGE LED LIFETIME</b>	100,000 hours
<b>GRAPHIC CAPABILITY</b>	Text, Animation, Picture and Video
<b>VIDEO FRAME RATE</b>	30 FPS
<b>VIDEO PROCESSING SPEED</b>	633 Mhz
<b>CONTRAST ENHANCEMENT</b>	Non-reflective louvers
<b>POWER</b>	120 / 240VAC (50/60Hz) single phase
<b>DIMMING</b>	100 levels (automatic, scheduled or manual control)
<b>CABINET CONSTRUCTION</b>	Aluminum (UV and corrosion resistant)
<b>SERVICEABILITY</b>	Front or Rear
<b>WATERPROOFING (FRONT/REAR)</b>	IP65 / IP54
<b>MANUFACTURING QUALITY STANDARD</b>	ISO 9001
<b>COMPLIANCE</b>	ETL / UL48
<b>WARRANTY</b>	5 years parts and in factory labor
<b>OPERATING TEMPERATURE</b>	-30 °F to 130 °F
<b>SOFTWARE</b>	ViVid
<b>COMMUNICATION OPTIONS</b>	Ethernet CAT5, Ethernet Fiber Optic, Wireless Ethernet
<b>AVAILABLE PIXEL PITCHES</b>	16mm and 20mm





# ENVISION GRAYSCALE SERIES

5 YEAR WARRANTY

## MODEL ENV-16-R/Y (16mm Pitch)

- » Physical Pitch 16mm
- » LEDs/Pixel (2)
- » LED Density 7,813 LEDs/M<sup>2</sup>
- » Brightness 6,000 (R) 5,000 (Y) NITs
- » Module Matrix 16(h) x 16(w)
- » Boot-Up Watts/Pixel 0.12w
- » Regular Operating Watts/Pixel 0.035w
- » Minimum Character Height 4.4"

## MODEL ENV-20-R/Y (20mm Pitch)

- » Physical Pitch 20mm
- » LEDs/Pixel (2)
- » LED Density 5,000 LEDs/M<sup>2</sup>
- » Brightness 4,000 NITs
- » Module Matrix 8(h) x 16(w)
- » Boot-Up Watts/Pixel 0.12w
- » Regular Operating Watts/Pixel 0.035w
- » Minimum Character Height 5.5"



\*All product specifications are subject to change without notice.



## INDUSTRY-LEADING WARRANTY

- » 5-year Parts and Labor Warranty – We stand behind our products
- » Advancement shipment of parts
- » Inventory of parts
- » 10-year parts availability

Optec Displays, Inc., 1700 S. De Soto Place | Ontario, CA 91761 | fax: 626.369.7858



1.800.876.1668

optec.com



## Rob Daykin

---

**From:** Emma <emma@salemsign.com>  
**Sent:** Friday, March 04, 2016 2:08 PM  
**To:** Rob Daykin  
**Subject:** Dundee Fire Station Sign Proposal  
**Attachments:** Proposal, Sketches and Requirements.pdf

Rob,

Thank you for the opportunity to bid on the Dundee Fire Station sign project. Based on the "Request for Proposals" packet, Salem Sign has put together two sketch options along with a proposal for you to view.

### Proposal Requirements:

1. Rendering of two sign options (Sketches attached).
2. Specifications of the sign's construction materials attached (See sketches attached).
3. Site plan showing sign location relative to existing site features (attached).
4. Manufacturer's specifications of the electronic message display (attached).
5. Detailed project schedule: 8 – 12 weeks after order is placed.
6. Description of approach used to ensure successful installation of the Sign **\*See Below**
7. Description of warranty (See Daktronics spec sheet attached).
8. Detailed project fee to be paid to Vendor (See attached proposal).
9. Proposed agreement / terms (See attached proposal).

**\*Salem Sign Co., Inc. is a family owned business specializing in designing, fabricating and installing electrical signage since 1979. We can deliver any job on time with exceptional quality and customer service. We are a UL Listed fabricator and installer with knowledgeable, experienced and competent employees.**

Please confirm receipt of this email, and do not hesitate to contact us should you have any questions or change requests.

Thank you,

**Emma Degener**

emma@salemsign.com

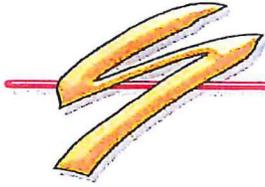


**Salem Sign Co., Inc.**

1825 FRONT ST. N.E. SALEM, OR 97301

**503.371.6362**

FAX 503.371.0901



# Salem Sign Co., Inc.

1825 Front Street NE Salem, Oregon 97301  
503-371-6362 Fax 503-371-0901  
Email: signs@salemsign.com

PROPOSAL SUBMITTED TO	PHONE	DATE
CITY OF DUNDEE FIRE STATION	(503) 538-3922	3/4/2016
STREET	JOB NAME	
801 N HIGHWAY 99W	SAME	
CITY, STATE AND ZIP CODE	JOB LOCATION	
DUNDEE OR 97115	SAME	

OPTION (A)  
 MANUFACTURE AND INSTALL ONE DOUBLE FACE INTERNALLY ILLUMINATED  
 MONUMENT DISPLAY PER SKETCH #14871-16 **\$23,165.00**

OPTION (B)  
 MANUFACTURE AND INSTALL ONE DOUBLE FACE INTERNALLY ILLUMINATED  
 MONUMENT DISPLAY PER SKETCH #14881-16 **\$24,850.00**

ANY REQUIRED PERMITS/ENGINEERING NOT TO EXCEED \$500.00 WITHOUT CUSTOMER APPROVAL

*WE PROPOSE* hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

**SEE ABOVE PRICES**

**50% DOWN/BALANCE UPON COMPLETION**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

ACCEPTANCE OF PROPOSAL THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DEFAULT OF PAYMENTS WILL GIVE SALEM SIGN CO., INC. THE RIGHT TO TAKE POSSESSION OF SAID PROPERTY WITHOUT ANY LEGAL PROCESS, AND ALL PAYMENTS MADE UP TO THE TIME OF DEFAULT SHALL BE APPLIED TOWARD MANUFACTURE OF SAID PROPERTY AND DEPRECIATION IN VALUE.

A SERVICE CHARGE OF 2% WILL BE CHARGED ON ALL ACCOUNTS OVER 30 DAYS. \$1.50 MINIMUM

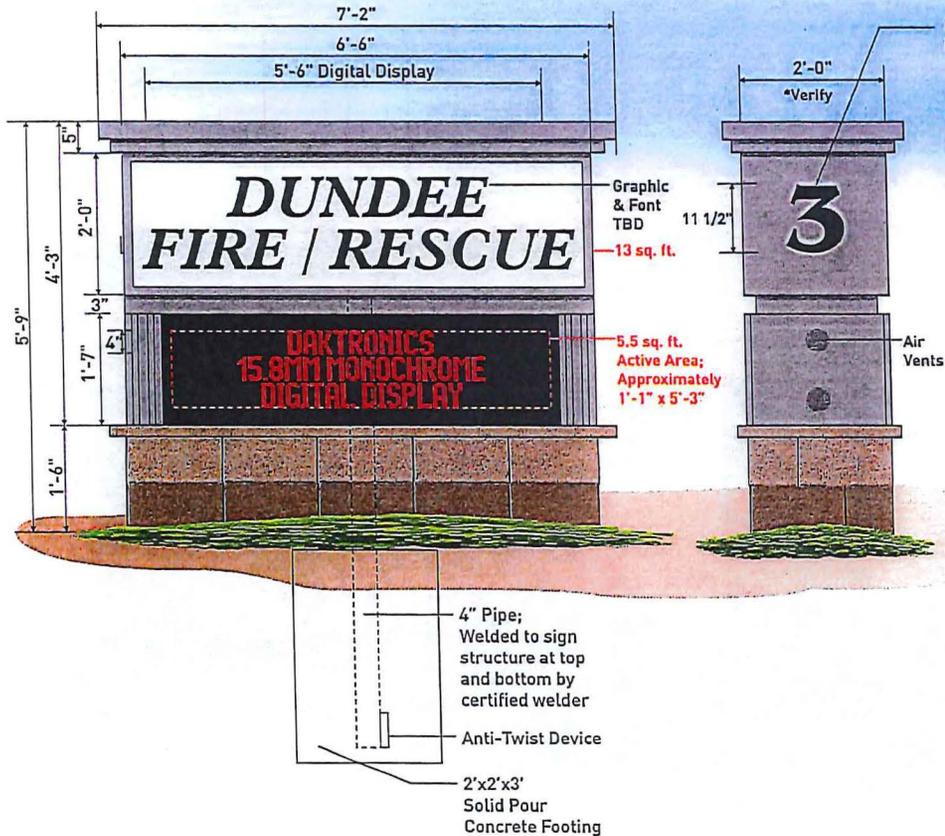
\_\_\_\_\_  
SIGNATURE

*NOTWITHSTANDING* THAT THIS ACCOUNT IS ESTABLISHED IN THE NAME OF A COMPANY, I PERSONALLY GUARANTEE PAYMENT OF THIS ACCOUNT.

\_\_\_\_\_  
SIGNATURE OF GUARANTOR



## Double Face Internally Illuminated Monument Display



\*Note - Sign in Photo is shown at Approximate Scale & Placement

### SPECIFICATIONS

- CABINET & ROOF TOPPER:**  
\*Custom Metal Fabricated;  
Painted to match Grey / Silver of Building
- BASE:**  
\*Masonry to match Building
- ILLUMINATION:**  
\*White LED's
- FACES:**  
\*3/16" White SG High Impact Acrylic  
\*1/2" White Acrylic
- DIGITAL DISPLAY:**  
\*Daktronics 15.8mm Monochromatic Red GS6 Displays; Capable of 3 lines / 20 characters per line and 4" to 12" high characters
- VINYL:**  
\*TBD
- SCALE: 1/2" = 1'-0"



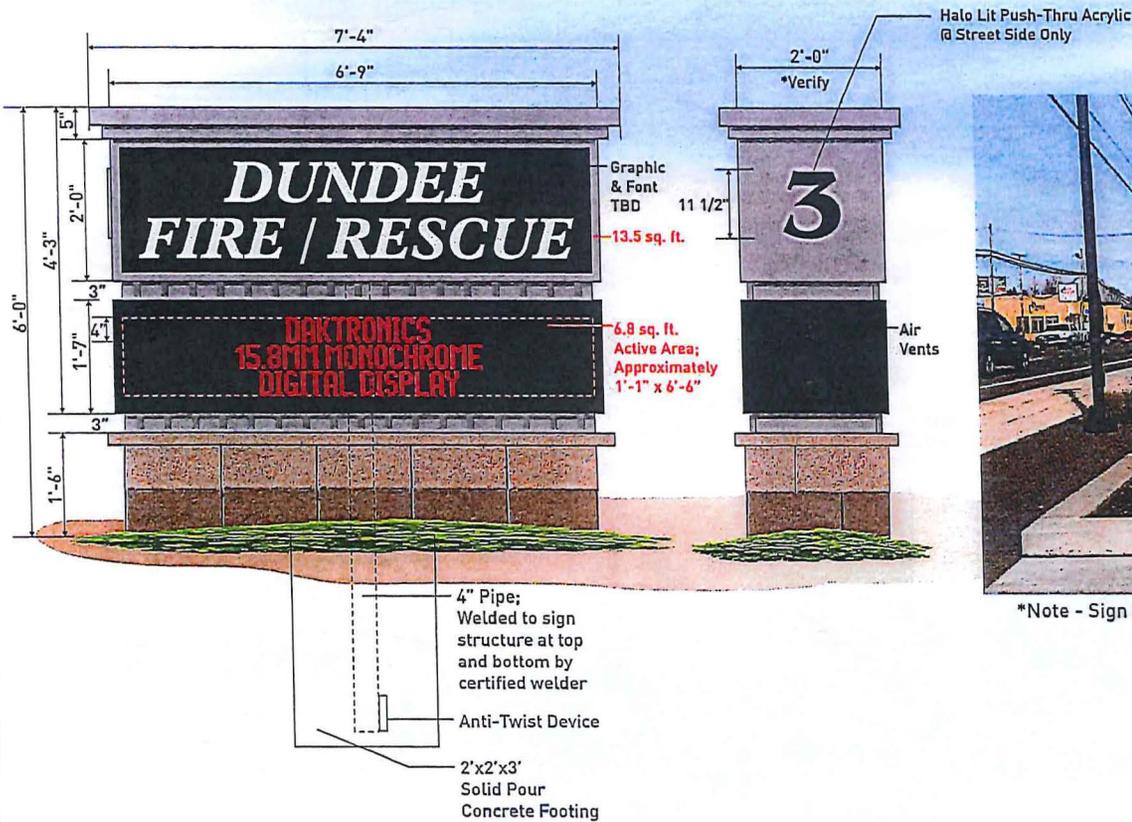
**Salem Sign Co., Inc.**  
1825 FRONT ST. N.E.  
SALEM, OR 97301  
**503-371-6362**  
FAX 503-371-0901  
e-mail signs@salem-sign.com  
CCB# 65297



THIS DRAWING IS THE PROPERTY OF SALEM SIGN CO., INC.



## Double Face Internally Illuminated Monument Display



\*Note - Sign in Photo is shown at Approximate Scale & Placement

### SPECIFICATIONS

**CABINET & ROOF TOPPER:**  
\*Custom Metal Fabricated; Painted to match Grey / Silver of Building

**BASE:**  
\*Masonry to match Building

**ILLUMINATION:**  
\*White LED's

**FACES:**  
\*3/16" White SG High Impact Acrylic  
\*1/2" White Acrylic

**DIGITAL DISPLAY:**  
\*Daktronics 15.8mm Monochromatic Red GS6 Displays; Capable of 3 lines / 25 characters per line and 4" to 12" high characters

**VINYL:**  
\*TBD  
SCALE: 1/2" = 1'-0"



**Salem Sign Co., Inc.**

1825 FRONT ST. N.E.  
SALEM, OR 97301  
503-371-6362  
FAX 503-371-0901  
e-mail signs@salem-sign.com  
CCB# 65297



THIS DRAWING IS THE PROPERTY OF SALEM SIGN CO., INC.

JOB TITLE: City of Dundee

LOCATION: Dundee, OR

DATE: 3-2-16

DRAWN BY: E.D.

SALES: Corey Spady

APPROVED BY:

SK# 14881-16

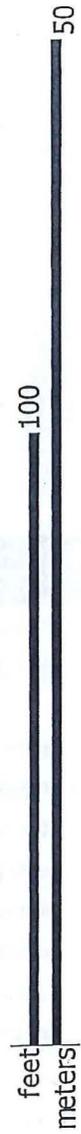
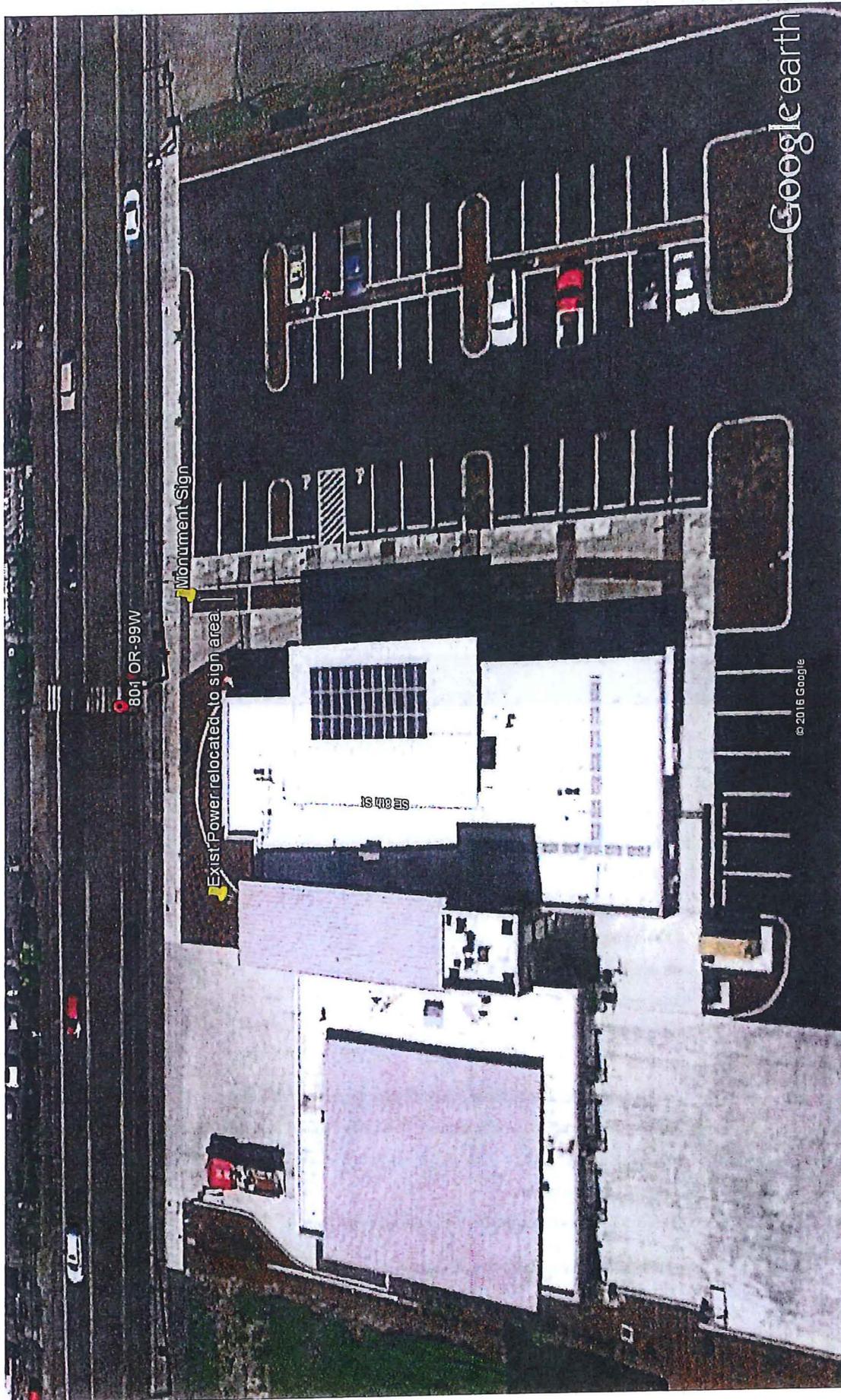
# GS6 15.85 MM MONOCHROME/RGB

Lines x Columns	Sections/Ventilated	Cabinet Dimensions Feet-Inches H x W x D	Cabinet Dimensions Meters H x W x D	Cabinet Square Feet (Square Meters)	Active Area Square Feet (Square Meters)	Cabinet Weight Pounds (kilograms)	Lines/Characters per line	Character Height	Maximum Watts		
									Amber	Red	RGB
20x100	Sing/Ft	1'7" x 5'6" x 5"	0.47 x 1.67 x 0.13	8.4 (0.8)	5.5 (0.6)	65 (30)	3/20	4"-12"	255	255	340
20x125	Sing/Ft	1'7" x 6'9" x 5"	0.47 x 2.06 x 0.13	10.4 (1.0)	6.8 (0.8)	75 (35)	3/25	4"-12"	305	305	415
20x150	Sing/Ft	1'7" x 8'1" x 5"	0.47 x 2.46 x 0.13	12.4 (1.2)	8.2 (1.0)	90 (41)	3/30	4"-12"	360	360	485
20x175	Sing/Ft	1'7" x 9'5" x 5"	0.47 x 2.85 x 0.13	14.4 (1.3)	9.5 (1.1)	105 (48)	3/35	4"-12"	410	410	560
20x200	Sing/Ft	1'7" x 10'8" x 5"	0.47 x 3.25 x 0.13	16.4 (1.5)	10.9 (1.3)	120 (55)	3/40	4"-12"	460	460	635
20x225	Sing/Ft	1'7" x 12'0" x 5"	0.47 x 3.65 x 0.13	18.4 (1.7)	12.2 (1.4)	135 (62)	3/45	4"-12"	515	515	705
20x250	Sing/Ft	1'7" x 13'3" x 5"	0.47 x 4.04 x 0.13	20.4 (1.9)	13.6 (1.6)	150 (69)	3/50	4"-12"	565	565	780

cabinet dimensions			5'6"	6'9"	8'1"	9'5"	10'8"	12'0"	13'3"	14'7"	15'11"	17'2"	18'6"	19'9"	21'1"	22'5"	23'8"	25'0"	26'3"
active area dimensions			5'3"	6'6"	7'10"	9'2"	10'5"	11'9"	13'0"	14'4"	15'8"	16'11"	18'3"	19'6"	20'10"	22'2"	23'5"	24'9"	26'0"
matrix			100	125	150	175	200	225	250	275	300	325	350	375	400	425	450	475	500
1'7"	1'1"	20																	
2'7"	2'1"	40																	
3'8"	3'2"	60																	
4'8"	4'2"	80																	
5'9"	5'3"	100																	
6'9"	6'3"	120																	

## Specifications

Line-and-Column Spacing:	15.85mm
Character Height:	4.4" (7 pixel font)
Pixel Configuration:	1 red or 1 amber
Maximum Brightness:	Monochrome red: 4,500 nits; Monochrome amber: 6,000 nits
Lifetime (.5 brightness):	100,000+ hours
Color Capability:	4,096 shades of red or amber
Horizontal Viewing Angle:	140 degrees
Vertical Viewing Angle:	70 degrees
Horizontal Readability Angle:	160 degrees
Vertical Readability Angle:	90 degrees
Minimum Viewing Distance:	37'
Contrast Enhancement:	Non-reflective black louvers and module face grooves disperse light
Graphic Capability:	Text, graphics, logos, basic animation, video clips, multiple font styles, and sizes
Control Software:	Venus Control Suite
Power:	120/240 VAC single phase
Display Dimming:	64 levels (automatic, scheduled or manual control)
Operating Temperature:	-40°F to 120°F with 99% RH non-condensing
Compliance Information:	UL and cUL Listed, UL-Energy Verified, FCC compliance
Warranty Coverage:	5 Years



Google earth

**Meyer  
Sign Co.**  
OF OREGON

15205 S.W. 74<sup>th</sup> Ave.  
Tigard, OR 97224  
(503) 620-8203  
Fax (503) 620-1674  
Email: [sales@meyersignco.com](mailto:sales@meyersignco.com)

March 8, 2016

Rob Daykin  
City of Dundee  
P.O. Box 220  
Dundee, OR 97115

RE: City of Dundee Fire Station  
801 N. HWY 99  
Dundee, OR 97115

Rob,

Please accept this letter in addition to the formal contract proposal for manufacturing and installation of the City of Dundee Fire Department monument sign with Optec Displays 16mm. Electronic Message Center Cabinet.

**PROPOSAL REQUIREMENTS:**

- 1) Rendering of the proposed sign to clearly show the proposed design of the sign, dimensions.
  - 8.5" x 11" and 11" x 17" colored renderings with FABRICATION SPECIFICATIONS included here-in.
- 2) Description of the sign's construction materials.
  - FABRICATION SPECIFICATIONS included on the colored sign renderings. Please note, we intentionally set-out to incorporate the design and construction of the Fire Station building into the proposed monument sign, including but not limited to matching the building's CMU masonry, aluminum siding, roof and trim color detail and Dundee Station 3 Fire & Rescue logo.
- 3) Site plan showing the sign location relative to existing site features.
  - Site plan enclosed. In addition, I have included colored photographs of the proposed sign location (from both directions).
- 4) Manufacturers specifications of the electronic message display.
  - Included you will find the OPTEC DISPLAYS complete specification sheet for Optec Model ENV-16-R-E-P-D-QR. This is a double sided 16mm unit capable of displaying up to four lines of text. Please refer to the specification sheet for complete description.
- 5) Detailed project schedule.
  - Upon contact acceptance from the City of Dundee, Meyer Sign Company of Oregon, Inc. will immediately begin the necessary permit process.

- Upon permit approval Meyer Sign Company of Oregon requires a 50% project down-payment so-that the Optec Displays message center cabinet can be paid-for in-full. Optec Displays normally takes approximately eight weeks from the time payment is received until the electronic message center cabinet is shipped.
  - In the interim, Meyer Sign Company of Oregon will purchase all of the necessary materials for monument sign construction and installation. Approximately two weeks before the electronic message center cabinet is due to ship from Optec Displays, Meyer Sign Company of Oregon will request utility locates for the proposed monument sign location.
  - After notification that there are no utility obstructions, Meyer Sign Company of Oregon will schedule excavation of the monument sign footing and install the structural base column. Once the column is in-place, Meyer Sign Company of Oregon will hire an electrical sub-contractor to install the conduit and primary wiring from the existing electrical source (exposed conduit) near the truck bay doors the length of the landscape area along the retaining wall and bore beneath the concrete pathway to the monument sign base column.
  - During this same period of time, the monument sign cabinet and all ancillaries will be constructed at the Meyer Sign Company of Oregon facility (less electronic message center cabinet).
  - Upon receiving the electronic message center cabinet, Meyer Sign Company of Oregon will install the completed monument sign display onto the previously installed base column. A representative from Optec Displays will be on-site during the installation process and will install and set-up the necessary software and provide training.
  - After sign installation has been completed, Meyer Sign Company of Oregon will have the masonry sub-contractor install the CMU block base and cladding.
  - Final inspections will be requested.
- 6) Description of the approach used to ensure successful installation of the sign.
- Scheduling of all on-site activities will be approved by the City of Dundee and the City of Dundee Fire Station to ensure Meyer Sign Company of Oregon and or any of its sub-contractors do not interfere with previously scheduled or on-going happenings.
  - A team leader from Meyer Sign Company of Oregon will be on-site during all phases of sign installation and will be available to answer any questions. Meyer Sign Company of Oregon installation delivery vehicles, installation cranes, etc. will set-up out of the way of the City of Dundee Fire Department personnel and vehicles and exact locations can and will be discussed and approved by the City of Dundee and or The City of Dundee Fire Department.
  - Meyer Sign Company of Oregon Employs will be dressed in proper attire, including safety vests and hard-helmets. Safety meetings will take place on-site prior to work commencement each day. All Meyer Sign Company of Oregon trucks are DOT Certified and have maintain all necessary safety equipment.
- 7) Description of warranty.
- Meyer Sign Company of Oregon provides a complete two-year warranty for all labor and materials save for issues from natural disasters (extreme weather conditions) vandalism and or vehicle damage.
  - Optec Displays provides a five-year warranty on all materials for the electronic message center cabinet.

- 8) Detailed project fee to be paid to Vendor.
  - As previously mentioned, upon permit approval, Meyer Sign Company requires a 50% project down-payment (\$10,993.00). The remaining 50% is due within 30 days of project completion (\$10,993.00).
- 9) Proposed agreement / terms prepared by Vendor for installation of the sign.
  - Formal contract proposal with project description included here-in.

Thank you for your consideration and please feel free to call or email should you have any questions.

Sincerely,



Frank Moore  
Meyer Sign Co. of Oregon, Inc.  
503-620-8200  
360-601-245 (Cell)



15205 SW 74th Avenue - Tigard, OR - 97224

Phone: 503.620.8200 | www.meyersignco.com | CCB#: 64014

**PROPOSAL**

Attn: <b>Rob Daykin</b>	Date: <b>3-8-2016</b>
Business Name: <b>City of Dundee</b>	Job Name: <b>City of Dundee Fire Station</b>
Billing Address: <b>P.O. Box 220 Dundee, OR 97115</b>	Job Address: <b>801 N. HWY 99 Dundee, OR 97115</b>
	Account Executive: <b>Frank Moore</b>
Phone:	Phone: <b>503-620-8200</b>
Email: <b>Rob.Daykin@DundeeCity.org</b>	Email: <b>frank@meyersignco.com</b>
<b>We hereby submit specifications and estimates for:</b>	
<p>Manufacture and Install: <span style="float: right;">M</span>          {1} 2'-5" x 4'-2 3/8" double sided / internally illuminated monument sign cabinet with {1} 1'-8" x 4'-2 3/8" double sided Optec Displays 16mm illuminated Electronic Message Center cabinet at 6'-0" overall height and 6'-8" overall width.</p> <p>Monument sign display ancillaries to include:</p> <ul style="list-style-type: none"> <li>- CMU block base and cladding to match existing dual-color Fire Station building masonry.</li> <li>- Aluminum siding accent to match existing Fire Station building siding.</li> <li>- Stone cap, box reveal and roof structure painted to match Fire Station building trim.</li> <li>- {2} Fire Station #3 aluminum logos with digital print vinyl graphics to replicate existing Fire Station building logo.</li> </ul> <p>All necessary sign engineering fees, sign and electrical permit fees and staff time to obtain permits INCLUDED.</p> <p>Sub-Contractor electrical work to install underground electrical conduit and run primary wiring from the existing electrical source the length of the landscape area near the retaining wall parallel to HWY 99 and to bore under the existing concrete walkway to the new monument sign location and make final electrical connection INCLUDED.</p> <p>One-day on-site software installation, set-up and training session for use of electronic message center with an Optec Displays representative INCLUDED.</p> <p>Additional sign and electronic message center cabinet diagrams, cut-sheet specifications and warrantee information enclosed separately.</p> <p style="text-align: right;"><b>Total: \$21,986.00</b></p>	

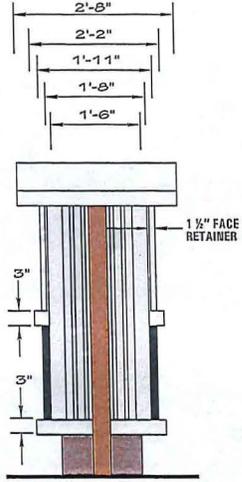
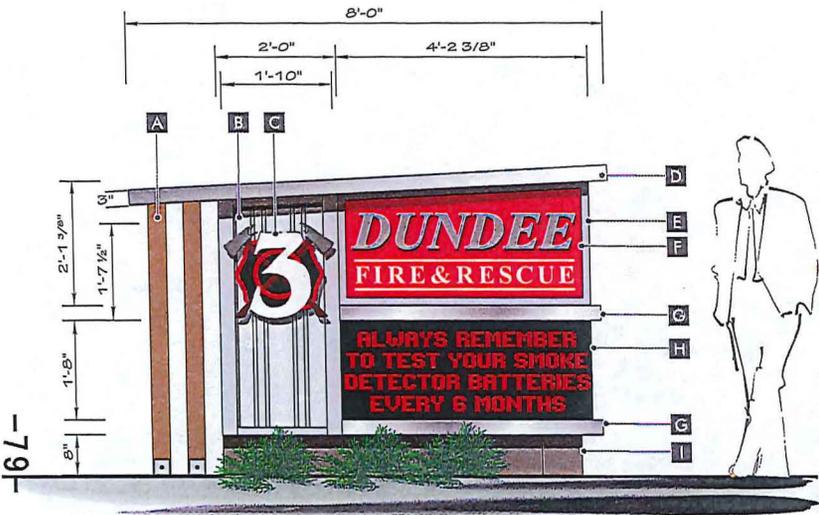
**Payment to be made as follows:** Manufacture & Install projects per contract agreement, progress pay with final payment upon completion of Meyer Sign Co. Installation

**50% DEPOSIT WITH SIGNED CONTRACT / BALANCE DUE UPON PROJECT COMPLETION**

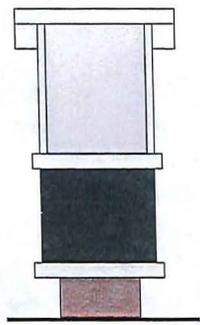
All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving additional or extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. In the event that payment is not made when due as agreed to the unpaid balance shall draw interest at the rate of 18% per annum from the date when due and if such nonpayment continues more than ten days, shall become due and we shall be entitled to a reasonable collection cost, including a reasonable attorney's fee. All Agreements contained herein are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind and other necessary insurance. All our workers are fully covered by Workers' Compensation Insurance.

**Acceptance of Proposal:** The above prices, methods of payment specifications and conditions are satisfactory and are hereby agreed to. Payment will be made as outlined above. Purchaser grants a purchase money security interest in the products until the full price has been paid in full and agree to do all acts necessary to perfect and maintain said security interest. Purchaser hereby irrevocably appoints Company as its attorney in fact to execute any financing statements or other instruments or documents reasonably necessary or desirable to perfect and maintain said security interest in the products or proceeds. If payment is not received in accordance with payment schedule, Meyer Sign Co. may remove signage upon 24 hrs. written notice. Costs of removal, storage and reinstallation will be responsibility of customer and charged at standard rates.

Proposal Accepted by: (Print Name)	Title:
Signature:	Acceptance Date:
Meyer Sign Co. Acceptance: <i>Frank Moore</i> <b>FRANK MOORE</b>	Date: <b>3/8/2016</b>



1.2 SIDE VIEW / DETAIL



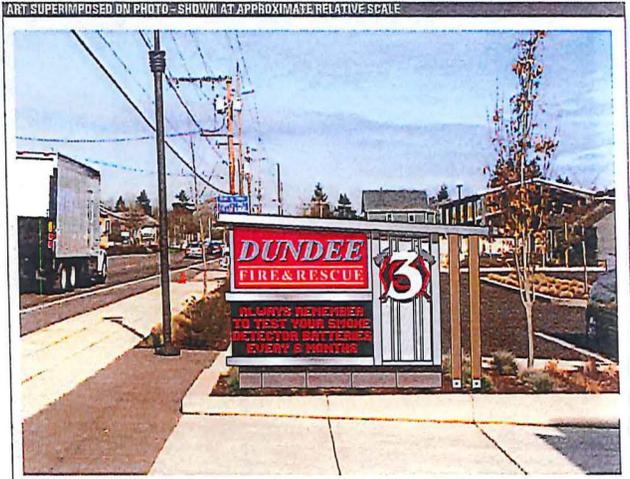
1.3 SIDE VIEW / DETAIL

**FABRICATION SPECIFICATIONS**

<b>A</b>	STONE CAP	MATERIAL	4"x4" CEDAR POST
<b>B</b>	SIDING ACCENT	MATERIAL	ALUMINUM (MATCH BUILDING)
		PAINT	SILVER (MATCH BUILDING COLOR)
<b>C</b>	F.C.O.	THICKNESS	1/8" ALUMINUM
		LOGO GRAPHIC	PRINTED VINYL (ACTUAL LOGO ARTWORK NEEDED)
<b>D</b>	ROOF	MATERIAL	FABRICATED ALUMINUM
<b>E</b>	CABINET	PAINT	SILVER (MATCH BUILDING COLOR)
		TYPE	DIF ILLUMINATED
<b>F</b>	FACE	PAINT COLOR	SILVER (MATCH BUILDING COLOR)
		LIGHTING	WHITE LED ILLUMINATION
<b>G</b>	BOX REVEAL	TYPE	WHITE LEXAN
		VINYL	230-33 RED (BKGD)
		VINYL	230-121 SILVER (COPY)
		VINYL	230-22 BLACK (DROP SHADE)
<b>H</b>	EMC	PIXEL SPACING	16mm
<b>I</b>	CMU BLOCK	MATRIX SIZE	32 x 80
		LED COLOR	RED MONOCHROME
		TEXT HEIGHT	5.5" CHARACTERS (4 LINES)
		STYLE/COLOR	MATCH BUILDING BLOCK

MONUMENT DISPLAY IS 20 SQUARE FEET, WHICH INCLUDES LOGO, DISPLAY CABINET, AND EMC ONLY.

1 DJF INTERNALLY ILLUMINATED MONUMENT DISPLAY SCALE: 1/2" = 1'-0"  
QUANTITY: 1 MANUFACTURE & INSTALL



**Meyer Sign Co.**  
OF OREGON  
sales@meyersignco.com  
www.meyersignco.com  
phone: 503 620 - 0200  
fax: 503 620 - 7074

PROJECT: DUNDEE FIRE DEPARTMENT ACCT. MGR: FRANK MOORE  
ADDRESS: 801 N. HWY 99 SHOP MGR:  
DUNDEE, OR S C A L E :  
DESIGNER: PAUL RULE D A T E : 02.26.2016

DATE:	BY:	DATE:	BY:
03.08.2016			
REVISION #	REVISION #	REVISION #	REVISION #

<b>CUSTOMER APPROVAL:</b>	<b>LANDLORD APPROVAL:</b>
_____	_____
DATE: _____	DATE: _____

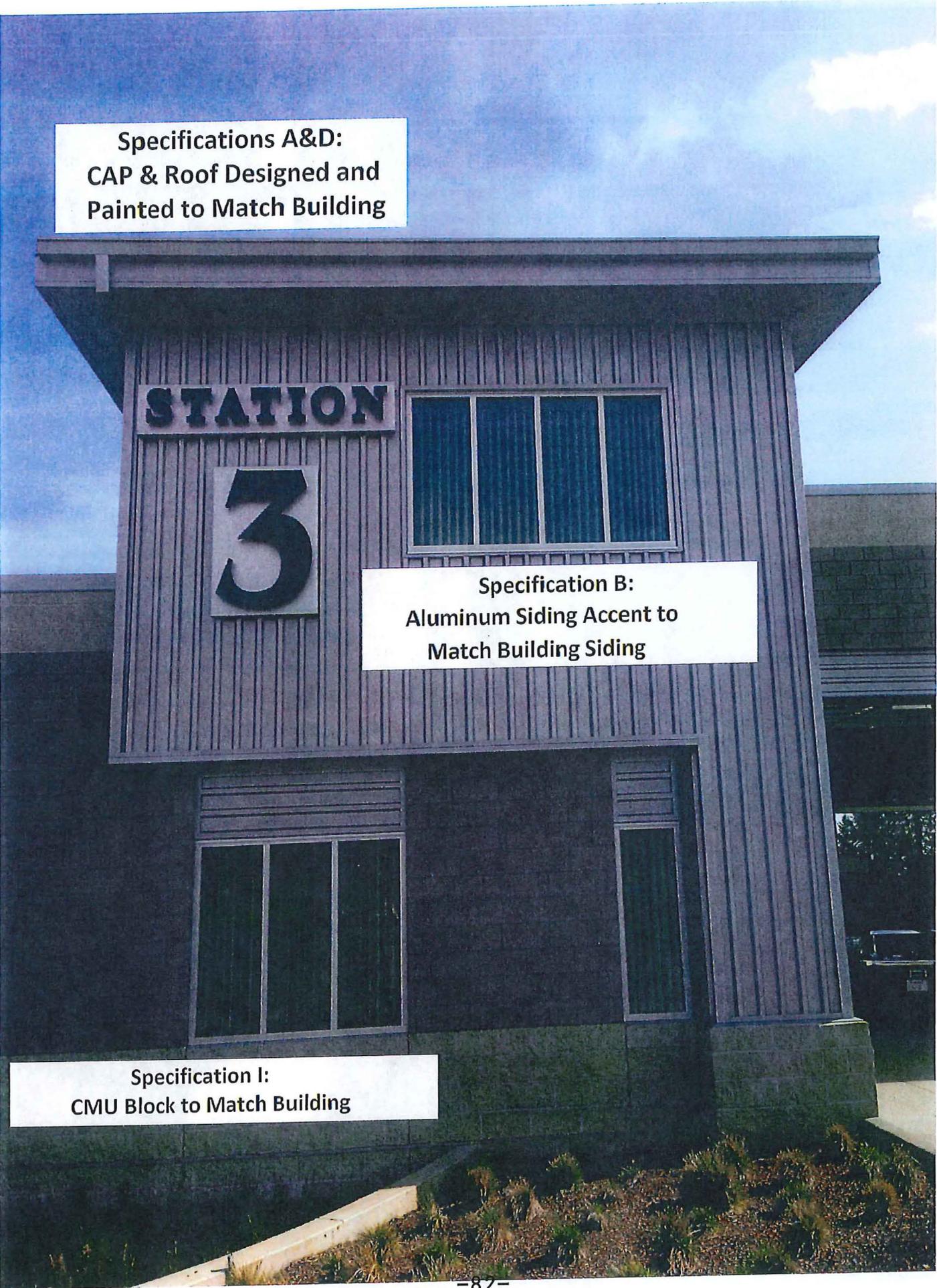
This is an original unpublished drawing created for Meyer Sign Company's customer and the project planned for the specific needs of Meyer Sign Customers. These drawings are not to be shown outside your organization nor used, copied, reproduced, or exhibited in any way unless authorized in writing by an officer of Meyer Sign Company of Oregon.

DRAWING #:  
SHEET \_\_\_\_\_ OF \_\_\_\_\_



Monument Sign  
Proposed Location





**Specifications A&D:  
CAP & Roof Designed and  
Painted to Match Building**

**Specification B:  
Aluminum Siding Accent to  
Match Building Siding**

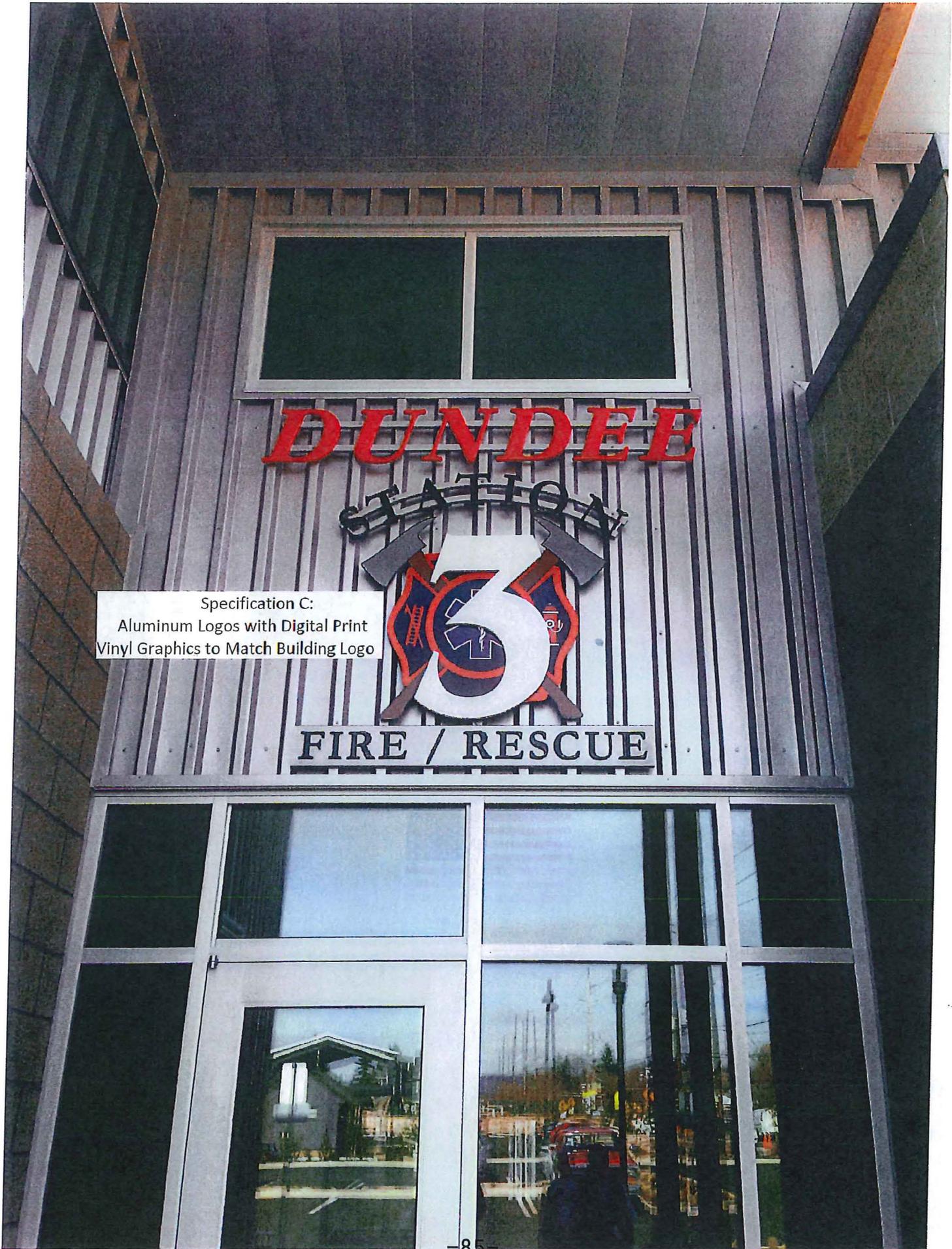
**Specification I:  
CMU Block to Match Building**



**Specification B:  
Aluminum Siding Accent to Match Building Siding**



**Specification I:  
CMU Block to Match Building Masonry**



Specification C:  
Aluminum Logos with Digital Print  
Vinyl Graphics to Match Building Logo



ELECTRICAL CONDUIT & WIRING TO RUN LENGTH  
OF LANDSCAPE AREA AND UNDER  
CONCRETE WALKWAY TO NEW SIGN LOCATION



1700 S. De Soto Place, Ontario, CA 91761  
 (800) 876-1668 www.optec.com

Paul Rule	Ship To Address	Quotation #:	2016-001649-001
<b>Meyer Sign Co. of Oregon</b>	<b>Meyer Sign Co. of Oregon</b>	Quotation Date:	3/7/2016
15205 SW 74th Ave.	15205 SW 74th Ave.	Project Name:	Dundee Fire Station
Tigard, OR, 97224	Tigard, OR, 97224	Prepared by:	Jane Hwee
(503)620-8200		Quote Valid:	60 days

**Optec Model: ENV-16-R-E-P-D-QR**

**Display Specifications**

**Product Line:** Envision  
**LED Pixel Pitch:** 16.0mm  
**Matrix Size:** 32 x 80  
**Viewing Area:** 1' 8 3/16" x 4' 2 3/8"  
**Cabinet Size:** 1' 8 3/16" x 4' 2 3/8" x 5 7/8"  
**Color:** Red  
**Color Processing:** Red 65,536 Shades  
**LED's per pixel:** Red: 2  
**Character Size:** 4.4" Inches  
**# of Lines/Char. Line:** 4 line(s), 13 characters  
**Brightness:** 6000 NIT's (+/-5%)  
**Viewing Angle:** 120 Degrees Horizontal  
**Display Configuration:** Double Face (2 Cabinets - Master/Slave)  
**Maintenance Door:** Front  
**Cabinet Design:** Non-Hinged Single Enclosure w/o border  
**Display Net Weight:** 101.12 lbs. per face (+/- 10%)  
**Ventilation:** Rear Vent

**Standard Features**

**Dimming Levels:** 100 - Auto & Manual  
**Dimming/Temp. Sensor:** Included  
**Crate:** Included  
**Software:** ViViD  
**Software Upgrade:** 5 Years Software Upgrades  
**Software Training:** Webinar

**Electrical & Venting Requirements**

**AC Power Required:** 120V  
**Total Boot Up Amps\*:** 5.1  
**Regular Operating Amps\*:** 1.48  
**Example Electrical Cost\*:** US\$0.23/Day  
**Venting Requirement\*:** 98.0 CFM

**Terms of Purchase**

**FOB:** Los Angeles  
**Payment Term:** 50% Deposit, 50% Prior to Shipment  
**Delivery Lead Time\*:** 6 - 8 Weeks  
**Warranty\*:** OpteCare - 5-Year Parts and Labor Program (Subject to installation approval)





03/08/2016

To: City Administrator Daykin  
From: Chief Stock  
Re: Air Testing of Station-3

Rob,

I want to express my support to hire a company to perform air quality test in the Fire Station. This building is staffed at some level 24/7 and being that mold has been spotted/reported to be in nearly every room we need to know that it is safe for staff and visitors.

*John Stock*, Fire Chief

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**PINNELL ♦ BUSCH, INC.**  
*Construction & Design Consultants*

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March 9, 2016

P3969.2

Mr. Rob Daykin, City Administrator  
City of Dundee  
P O Box 220  
Dundee, OR 97115

Subject: Dundee Fire Station—Moisture Investigation  
Proposal for Indoor Air Quality Testing

Dear Rob:

During our meeting on site on February 3, 2016, we discussed the advisability of testing indoor air quality at the Fire Station.

The attached proposal from PBS Engineering + Environmental is forwarded for your review and approval. If suitable, PBI will sign the agreement and administrate this work; including our fee of ten percent, the cost would be \$2,585. This amount does not include field time for PBI—which is not anticipated—nor costs of any remedial measures, if found to be warranted.

Please do not hesitate to contact me if questions arise.

Best regards,



Jim Omundson, PE  
Principal

Copy: Mr. Jacob Zahniser



**Engineering +  
Environmental**

February 16, 2016

Pinnell Busch, Inc.  
Attn: Jeff Hankins  
6420 SW Macadam Avenue, Suite 330  
Portland, Oregon 97239

Via email: [jeff@pinnellbusch.com](mailto:jeff@pinnellbusch.com)

Re: Proposal to Indoor Air Quality Testing Services  
Dundee Fire Station  
Proposal No. PR23971.000

Dear Mr. Busch:

PBS Engineering and Environmental Inc. (PBS) is pleased to submit this proposal to test indoor air quality conditions in the Dundee Fire Station. The purpose of the testing is to determine if recently discovered water damage has manifested in a measurable indoor air quality concern. It is PBS' understanding that the building's roofing system has suffered a water intrusion event with resulting fungal growth.

#### **INTERIOR FINISHES REVIEW**

PBS will review the condition and cleanliness of interior finishes, such as floors, desk tops, and tops of file cabinets, to obtain a general idea of the area's custodial maintenance and check for evidence of water intrusion and fungal growth. Additionally, PBS will visually assess the building exterior for evidence of conditions that may allow for water intrusion, such as missing siding, failing caulking, and standing water on the roof. PBS will provide photo documentation of any interior or exterior building conditions that may indicate a water intrusion source or fungal activity.

#### **MOISTURE TESTING**

PBS will test accessible areas of wallboard for indications of elevated moisture. Tests will be performed using a Delmhorst BD-2100 electronic moisture meter.

#### **HVAC REVIEW**

PBS will review the condition and operational status of the HVAC systems that provide ventilation to the building. PBS will review thermostat settings, filter conditions, and the overall condition of accessible components of these systems.

#### **AIRBORNE FUNGAL PARTICULATE TESTING**

PBS will collect up to six airborne particulate samples using Alergenco brand impactor cassettes (four indoor and two outdoor). Each sample will be collected at a flow rate of 15 liters per minute for 5 minutes from an elevation of approximately 4 feet above floor level. Samples will be analyzed for fungal spores. PBS will provide photo documentation of each sample location.

#### **SURFACE FUNGAL PARTICULATE TESTING**

PBS will collect up to two surface particulate samples using Zefon brand Bio-Tape slides. Each sample will be collected from a surface that shows a visible accumulation of dust. Samples will be analyzed for fungal spores. PBS will provide photo documentation of each sample location.

4412 SW Corbett Avenue, Portland, OR 97239  
503.248.1939 Main  
866.727.0140 Fax  
888.248.1939 Toll-Free  
[www.pbsenv.com](http://www.pbsenv.com)

Bend | Boise | Coos Bay | Eugene | Portland | Seattle | Tri Cities | Vancouver

Jeff Hankins  
Re: Indoor Air Quality Testing – Dundee Fire Station  
February 16, 2016  
Page 2

**REPORT**

PBS will develop a summary of our findings that will include results of all tests, and our recommendations. The report and recommendations will be reviewed by a Certified Industrial Hygienist. The final report will be delivered approximately one week after receiving all final laboratory reports

**COMPENSATION**

PBS will perform these services for a not to exceed fee of **\$2,350.00**. This fee includes all time, travel, laboratory costs, copies, and other expenses required to complete the project. The PBS estimated fee is based upon the assumption that there will be timely access to the fire station.

The fees and terms under which these services are provided will be in accordance with the attached PBS General Terms and Conditions for Professional Services (Rev. 03/2015). The Terms and Conditions and this proposal constitute the entire Agreement between the parties and may not be changed without prior written consent of the parties.

**SCHEDULE**

PBS will begin the field inspections as soon as we receive authorization to proceed. We anticipate that laboratory analysis and the final report will be completed approximately 10 days following our site visit.

**APPROVAL**

Please indicate acceptance of this Agreement by returning a signed copy of this proposal or a purchase order incorporating the terms of this Agreement.

We appreciate this opportunity to submit our proposal to you and look forward to your favorable consideration. Please contact me at 503.417.7597 if you have any questions.

Sincerely,  
PBS Engineering + Environmental



Douglas Hancock CIH CSP  
Sr. Project Manager

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attachment: PBS General Terms and Conditions for Professional Services (Rev. 3/2015)

DH::bmp



## GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

These General Terms and Conditions for Professional Services ("Terms and Conditions") are attached to and made part of the letter proposal from PBS Engineering and Environmental Inc. (PBS) outlining PBS' specific scope of services ("PBS Proposal"). This Agreement represents the entire and integrated agreement between the Client and PBS and supersedes all prior negotiations, representations, or agreements, either written or oral. Hereafter the PBS Proposal once signed by both PBS and Client (together the "Parties") and these Terms and Conditions shall be read and interpreted together and referred to together as the "Agreement" between the Parties. If there are any inconsistencies between language in the PBS Proposal and in these Terms and Conditions, the language of these Terms and Conditions shall prevail.

The purpose of these Terms and Conditions is to identify basic contractual obligations of PBS and Client under the Agreement for various professional consulting services, whereby PBS would be acting in the role of Consultant/Owner Representative for Client. Individual projects may require additional detailed descriptions of services and associated Terms and Conditions, to be provided in a subsequent PBS Proposal or as a supplement to the Agreement.

1. **RIGHT OF ENTRY:** Unless otherwise agreed, the Client will furnish PBS right-of-entry on real property and be responsible for the propriety of the time, place, and manner of PBS entry upon the real property and any buildings or structures where PBS is to perform its services ("Property"). PBS will take reasonable precautions to minimize damage to the Property from use of equipment, but PBS has not included in the fee the cost of restoration of the Property, unless specifically included in the Proposal. If the Client desires PBS to restore the Property to its approximate former condition, PBS will accomplish this and add the cost plus 15 percent (15%) to its fee.
2. **BURIED UTILITIES:** PBS field personnel are trained to initiate field testing, drilling, and/or sampling within a reasonable distance of each designated utility location. PBS field personnel will avoid hazards or utilities that are observed by them at the site. If PBS is advised in writing of the presence or potential presence of underground or aboveground obstructions, such as utilities, PBS will give special instructions to its field personnel. PBS is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions owned by client or third parties. The client will hold PBS and PBS subcontractors harmless from any loss resulting from inaccuracy of markings, of plans, or lack of plans, relating to the location of utilities. Note: Utility locates typically require two full working days' advance notice.
3. **WORKER'S COMPENSATION INSURANCE AND LIABILITY INSURANCE:** PBS will provide Worker's Compensation insurance (and/or Employer's Liability insurance) as required by state statutes. PBS carries Comprehensive General Liability insurance which, subject to its terms and limits, may provide protection against liability relating to bodily injury or property damage arising out of PBS operations. PBS makes no representations or warranties concerning the effect, applicability, or scope of such insurance. Upon request in writing by Client to PBS, PBS will request its insurer to name Client as an additional insured on such policies and to issue certificates to Client to that effect. PBS makes no representations or warranties regarding any act by its insurer(s) and shall not be responsible for performing any act with respect to such insurance not specifically called for by this paragraph.
4. **PROFESSIONAL LIABILITY AND LIMITATION THEREOF:** This paragraph relates only to Professional Liability and not General Liability. In performing its professional services, PBS will use that standard of care and skill ordinarily recognized under similar circumstances by members of its profession in the state and region at the time the services are performed. No other warranty, either expressed or implied, is made in connection with its rendering of professional services.
5. **CONTRACTED WORK:** PBS, including its subconsultants and subcontractors, is retained hereunder for the limited purpose of performing certain services, providing the results of such work to Client, and making recommendations with respect to the data produced by the work. PBS is not responsible for the health and safety of Client's personnel or other persons present on the Property to be investigated or constructed. PBS is not responsible (a) for the overall status of Client's project; (b) for the property Client owns or leases or may be interested in purchasing or leasing; (c) for the interpretation of the PBS report, design drawings, or results by others; (d) for any use of PBS reports by Client or others except as specifically set forth herein; or (e) for any other matter not encompassed in the specific scope of work in this Agreement agreed to by PBS and Client. Any unauthorized use or distribution of PBS work shall be at the Client and recipient's sole risk. If Client desires to release, or for PBS to provide, PBS report(s) to a third party not a party to this Agreement for that party's reliance, PBS will agree to such a release provided PBS receives written acceptance from such third party to be bound by terms and conditions similar to those set forth in this Agreement, in addition to a fee for providing PBS reports to a new party. The Client shall indemnify, defend, and hold harmless PBS and its subconsultants and subcontractors from any claims, damages, costs, losses, and expenses, including but not limited to attorney fees and costs of arbitrations, mediations, trials, or appeals arising out of unauthorized or third party use of PBS reports.
6. **RETENTION OF RECORDS AND SAMPLES:** PBS has a Records Retention policy (available upon request). All samples will be discarded 30 days after submission of PBS' final report unless other arrangements are made.
7. **PAYMENTS TO CONSULTANT:** Invoices will be submitted periodically for prior services. An account will become delinquent 30 days after date of billing. It is agreed that a late charge will be added to delinquent accounts at the rate of one-and-one-half percent (1½%) for each 30 days delinquent (provided the rate of such late charge shall not exceed the maximum allowable by the laws of the state in which the PBS office submitting the invoice is located).
8. **RATE SCHEDULE:** Fees for services are based on the number of hours expended on the project, including travel, by PBS personnel plus any reimbursable expenses. PBS hourly rates will be billed as stated in its proposal or at its current hourly rates (available upon request). Invoices will include sales tax when required.
9. **REIMBURSABLE EXPENSES:**
  - A. Outside Services. Subcontracted services such as those subconsultants and subcontractors, labor, and technical services will be invoiced at cost plus 15 percent (15%). Examples of services that may be subcontracted include other professional disciplines, soil boring, well installation, heavy and specialty equipment operators, geophysical surveys, commercial data base search providers, and computer programming.



- B. Supplies and Equipment. Charges for items not ordinarily furnished by PBS such as expendable equipment, rental equipment, subsistence, travel expenses, tolls, special fees, reproduction, permits, licenses, priority mail fees, and long distance and wireless telephone calls will be invoiced at cost plus ten percent (10%). Certain PBS-owned equipment (for sampling, testing, personal protective equipment, vehicle mileage, photocopying, etc.) may be required to complete the project. These will be invoiced at PBS standard rates without markup (rates available upon request).
- C. Laboratory. PBS utilizes both in-house and outside laboratories for sample analysis. PBS maintains a list of standard rates for sample analyses commonly utilized in conjunction with PBS services (available upon request).
10. **STANDARD OF CARE:** PBS services will be provided consistent with and limited to the standard of care applicable to such services, which is that PBS will provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. Such standard of care is not a warranty or guarantee and PBS shall have no such obligation. Accordingly, Client should prepare and plan for clarifications and modifications which may impact both the cost and schedule of the Project.
11. **RIGHT TO SUSPEND:** If Client fails to make payments to PBS in accordance with this Agreement, such failures shall be considered substantial nonperformance and cause for termination or, at PBS' option, cause for suspension of performance of services under this agreement. If PBS elects to suspend services, PBS shall give seven days' written notice to Client before suspending services. In the event of a suspension of services, PBS shall have no liability to the Client because of such suspension of services and Client shall indemnify and hold harmless PBS for any claims associated with such suspension.
12. **EMPLOYEE AND SERVICES SOLICITATION:** Client shall not solicit nor tender any employment offer to any PBS employee, or consulting services offer to any PBS subcontractor assigned to perform work for Client under this agreement within six (6) months of completion of their part of the work without prior written approval by PBS. Any breach of this provision resulting in the Client hiring for employment or consulting services any PBS employee or subcontractor will obligate the Client to compensate PBS for recruitment and service fees.
13. **OTHER PROVISIONS:** Neither party shall hold the other responsible for delay in performance caused by acts of God, strikes, lockouts, weather, accidents, or other events beyond the control of the other or the other's employees and agents.

Waiver by one party of any provision, term, condition, or covenant owed to it by the other party is to be made only by providing written notice to the other party and such waiver shall not be construed by the first party as a waiver of a subsequent breach of the same provision, term, condition, or covenant by the other party. This Agreement supersedes any contract language which may be issued by Client as a matter of standard purchasing protocol without regard to the unique nature of professional services to be rendered by PBS.

An opinion of construction, remediation, and restoration costs prepared by PBS represents its judgment as a professional. Since PBS has no control over the cost of labor and material, or over competitive bidding or market conditions, PBS does not guarantee the accuracy of its opinion as compared to contractor bids of actual cost to the Client.

It is understood and agreed by both parties that PBS, in performing professional services for the Client with respect to hazardous or microbial substances, will make recommendations to the Client but does not have the authority or responsibility to decide where disposal or treatment of such substances takes place, nor to designate how or by whom the hazardous or microbial substances are to be transported for disposal or treatment. It is understood that PBS is not the generator or site operator and does not own nor is it the arranger for disposal of the hazardous waste or other materials discovered, handled, or removed from the Property. To the extent required by law, Client agrees to provide timely disclosure to appropriate public agencies of any information regarding the Property (obtained from PBS or from other sources) where such disclosure may be necessary to prevent damage to human health, safety, or the environment.

Client agrees that PBS and its subconsultants and subcontractors are not responsible for the creation of the condition(s) PBS is being asked to investigate and that it would be unfair for PBS to be exposed to claims of injury or damage as a result of the conditions. In addition, Client understands that it is possible that exploration and investigation may fail to reveal the presence, location, or source of the condition(s) being investigated even when the condition(s) is assumed or expected to exist. Client understands that PBS' failure to discover and/or locate the condition(s) or the spread of the condition(s) through appropriate techniques does not guarantee that the condition(s) does or does not exist. Client agrees that it would be unfair to hold PBS liable for creating the condition(s) or the spread of the condition(s) providing PBS meets a reasonable standard of care in completing the work set out in the PBS Proposal.

Accordingly, Client waives any claims against PBS and its subconsultants and subcontractors, and agrees to defend, indemnify, and hold harmless PBS and its subconsultants and subcontractors from any and all claims or liability for injury to person or property or loss arising from the creation of the condition(s) or the unintentional exacerbation of the condition(s) by PBS, the exacerbation of hazardous conditions by others, the discovery of any condition, location of any condition, and/or allowing any condition to exist. Client also agrees to fairly compensate PBS and its subconsultants and subcontractors for any time spent and expenses incurred in the defense of any such claim. Notwithstanding any provisions in the Agreement to the contrary, PBS' liability for all acts and omissions related to its provision of services to Client under the terms of this Agreement shall be limited to the amount of PBS' insurance and in no circumstances shall such liability of PBS include special or consequential damages.

PBS does not provide legal opinions, and recommends client seek legal counsel for advice on issues such as the appropriateness of a particular scope of work to minimize legal liability, reportability of a condition to a public agency, potential cost recovery from responsible parties, and to assess the value of maintaining attorney/client privilege for work conducted under this Agreement.

In the event there is a dispute between PBS and the Client concerning the performance of any provision in this Agreement, the losing party shall pay the prevailing party reasonable attorney's fees and costs in mediation, arbitration, trial, or appeal. In addition, Client agrees to pay PBS for all employee time, costs, and witness costs incurred for collection activity. This Agreement can be terminated at any time by either party. If terminated prior to the completion of a scope of work, PBS shall be entitled to its portion of fees for any work performed in accordance with its current rate schedule.

# REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: March 10, 2016  
Re: Loan Refunding Options

I approached Wells Fargo Bank and US Bank on the possibility of refunding the following two outstanding loans:

<u>State Loan Program</u>	<u>Loan Balance</u>	<u>Int. Rate</u>	<u>Maturity Date</u>
DEQ Clean Water State Revolving Fund	\$8,716,409	3.15%*	11/01/32
IFA Water/Wastewater Program	\$716,953	4.04%	12/01/32

\*Includes .5% Annual Fee (was reduced to .25% in the first two years)

I also confirmed that the LOCAP program through the League of Oregon Cities is currently looking for a new vendor since the Wedbush Securities Inc. withdrew from the program. Under the LOCAP program, cities would make application to collectively go to the market for funding capital improvements. If sufficient interest is obtained, the vendor would underwrite the sale for the group transaction and pass along savings in the overhead costs to the participants. LOCAP would open applications several times a year, so there are timing issues with the program. Also, interest in the LOCAP program has declined and the representative with Wedbush retired, which resulted in the need for a new vendor. This selection of a new vendor has not been completed and the LOCAP program is not active at this time.

Our main checking and other banking services are provided through Wells Fargo Bank; however, they indicated that they are not currently in a position to issue these types of loans, full faith and credit, to the City. I followed up with US Bank, and they are very interested in working with Dundee. I shared information on our loans with DEQ and IFA. US Bank offered terms for a loan of \$948,000 with a 7 year length at 2.54% or 10 year length at 3.07%. The loans would be amortized on a 20-year basis, which means the minimum scheduled payment is less than the term of the loan with the fixed interest rate. To ensure the loan is paid up within the agreed term, the City would make additional prepayments. There is no prepayment fee and the "additional" principal payment could be set up on a set schedule. If at the end of the term there is still a balance remaining on the loan, then the City would have to negotiate a new loan term with a new interest rate for the balance of the unpaid principal or pay it off in full. This would need to be resolved several years in advance of the end of the term if it appears the City will not be able to pay off the loan within the original time period. My recommendation is to make sufficient payment to avoid having an unpaid loan balance at the end of the term. This approach provides more flexibility for the City if there are circumstances that require an

adjustment in the prepayment amount from time to time. US Bank is also willing to forgo a loan origination fee with their proposal with the understanding that the City establishes a banking relationship with US Bank.

The amount of the loan is based on the refunding of the IFA loan balance and taking out an additional \$200,000 in loan proceeds to finance storm sewer projects. Refunding the DEQ loan was out of reach since the interest rate is very favorable with the state loan and the maturity date is November 2032. To try to fit the existing DEQ loan into a seven (or ten) year term with US Bank would require a significant increase in sewer rates to avoid the uncertainty of re-negotiating a new loan term for the unpaid loan balance in five (or eight) years. The additional \$200,000 is based on updated costs associated with the storm line improvements with the TE sidewalk/streetscape project and improvements to reduce flooding on Charles Street. The March 2015 construction estimate prepared by former City Engineer Charles Eaton for the 7<sup>th</sup> Street to 8<sup>th</sup> Street storm line improvement, including the crossing of 99W to the railroad was \$100,405. City Engineer Greg Reid refined the design and updated costs, the estimate is now \$131,600. The cost increase includes updating the unit pricing based on estimates provided by Parametrix to ODOT for their phase of the project and our recent experience with the Tenth Street project. Also, the piping size was increased for part of the project and missing information added in the refined design. We originally anticipated using the Water Fund to loan the Storm Water Fund at the same 4.04% rate that the Water Fund was carrying on the IFA loan. The Charles Street improvements are estimated at \$51,425, leaving a balance of \$16,975 for picking up the 24” storm sewer improvement (estimated at \$28,500) across the highway in the Tenth Street Project that may not be recovered from ODOT. ODOT had agreed to pay for improvements related to the water quality improvements and adjusted inlets for ADA access, but not the replacement of the existing 24” pipe. Also, \$200,000 for storm water system improvements is about the maximum amount of loan we can take on with an additional rate increase to the monthly charge from \$5.50 to \$6.00. The following table is a summary on the use of the loan proceeds:

**Use of Loan Proceeds**

<b>IFA Loan Refunded - Principal</b>	<b>716,953.49</b>
<b>IFA Loan Refunded - Interest</b>	<b>16,289.51</b>
<b>Bond Counsel</b>	<b>12,500.00</b>
<b>Other Costs</b>	<b>2,257.00</b>
<b>Proceeds for Storm Water Projects</b>	<b><u>200,000.00</u></b>
	<b>948,000.00</b>

With the seven-year term, the accumulated interest savings with the refunding of the IFA loan is substantial – about \$169,830. However, this is also due to the accelerated payment on the principal as well as the reduction in the interest rate from 4.04% to 2.54%. The annual debt service payment will increase from \$61,545 for the remaining 16.5 years to \$117,469 for 7 years. I believe the Water Fund is able to make these accelerated payments without a need for a water rate increase.

If Council is interested in pursuing the offer from US Bank, then the City will need to hire bond counsel to prepare the loan documents and provide an unqualified opinion regarding the loan’s tax exempt status. I recommend we hire Jim Shannon, Mersereau Shannon LLP. Mr. Shannon has

assisted the City on all of our recent bond/loan issues, and is familiar with the details of US Bank's offer. A resolution will be prepared and brought back to a future Council meeting that establishes the City's intent to issue tax-exempt loans for the specified reasons and authorizes Jim Shannon to act as bond counsel and authorizes the Mayor and City Administrator to execute the loan documents with US Bank. Also, I will need to notify US Bank of our intent to accept their terms for the loan proposal by March 24.

Recommendation: Motion to direct the preparation of a resolution by Bond Counsel, Jim Shannon, authorizing the preparation of loan documents for a full faith and credit obligation of the City with US Bank for the refunding of the IFA loan and an additional \$200,000 for storm sewer improvements.

Attachments:

- IFA Loan Repayment Schedule
- \$948,000 Loan Repayment – 7 years/2.54%
- \$948,000 Loan Repayment – 10 years/3.07%



**Infrastructure Finance Authority**

Repayment Schedule

October 1, 2013

**City of Dundee**

Project Number: **Y10004**  
(15803)

Interest Rate : 4.04%

Days in Year : 360

Project Name: **Water Reservoir**

Payment Frequency : Annual

# of Periods (all phases): 20

**Phase Amortization Methods**

- 1 Due 12/1/13 for 20 Annual payments of \$61,544.71, Traditional Mortgage: Constant Payment at 4.04%,360 day year

<u>Period Due</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Running Balance</u>
12/1/13	\$55,091.14	\$6,453.57	\$61,544.71	\$778,366.86
12/1/14	\$30,098.69	\$31,446.02	\$61,544.71	\$748,268.17
12/1/15	\$31,314.68	\$30,230.03	\$61,544.71	\$716,953.49
12/1/16	\$32,579.79	\$28,964.92	\$61,544.71	\$684,373.70
12/1/17	\$33,896.01	\$27,648.70	\$61,544.71	\$650,477.69
12/1/18	\$35,265.41	\$26,279.30	\$61,544.71	\$615,212.28
12/1/19	\$36,690.13	\$24,854.58	\$61,544.71	\$578,522.15
12/1/20	\$38,172.42	\$23,372.29	\$61,544.71	\$540,349.73
12/1/21	\$39,714.58	\$21,830.13	\$61,544.71	\$500,635.15
12/1/22	\$41,319.05	\$20,225.66	\$61,544.71	\$459,316.10
12/1/23	\$42,988.34	\$18,556.37	\$61,544.71	\$416,327.76
12/1/24	\$44,725.07	\$16,819.64	\$61,544.71	\$371,602.69
12/1/25	\$46,531.96	\$15,012.75	\$61,544.71	\$325,070.73
12/1/26	\$48,411.85	\$13,132.86	\$61,544.71	\$276,658.88
12/1/27	\$50,367.69	\$11,177.02	\$61,544.71	\$226,291.19
12/1/28	\$52,402.55	\$9,142.16	\$61,544.71	\$173,888.64
12/1/29	\$54,519.61	\$7,025.10	\$61,544.71	\$119,369.03
12/1/30	\$56,722.20	\$4,822.51	\$61,544.71	\$62,646.83
12/1/31	\$59,013.78	\$2,530.93	\$61,544.71	\$3,633.05
12/1/32	\$3,633.05	\$146.78	\$3,779.83	\$0.00
20	\$833,458.00	\$339,671.32	\$1,173,129.32	

## Semi-Annual Interest and Principal Payments - 7 Years/2.54%

Loan Proceeds                      948,000.00

					Water Loan Refunding			Storm Water Improvement		
	Principal	Interest	Total Due	Running Balance	Principal	Interest	Total Due	Principal	Interest	Total Due
1	62,198.35	12,240.26	74,438.61	885,801.65	49,076.34	9,657.93	58,734.26	13,122.01	2,582.33	15,704.35
2	63,063.93	11,374.68	74,438.61	822,737.72	49,759.31	8,974.96	58,734.26	13,304.63	2,399.72	15,704.35
3	63,815.69	10,622.92	74,438.61	758,922.02	50,352.47	8,381.79	58,734.26	13,463.23	2,241.12	15,704.35
4	64,693.21	9,745.40	74,438.61	694,228.81	51,044.85	7,689.41	58,734.26	13,648.36	2,055.99	15,704.35
5	65,474.96	8,963.65	74,438.61	628,753.86	51,661.68	7,072.59	58,734.26	13,813.28	1,891.07	15,704.35
6	66,364.71	8,073.90	74,438.61	562,389.14	52,363.72	6,370.54	58,734.26	14,000.99	1,703.35	15,704.35
7	67,177.23	7,261.38	74,438.61	495,211.91	53,004.82	5,729.44	58,734.26	14,172.41	1,531.94	15,704.35
8	68,044.60	6,394.01	74,438.61	427,167.32	53,689.20	5,045.06	58,734.26	14,355.40	1,348.95	15,704.35
9	68,923.17	5,515.44	74,438.61	358,244.15	54,382.42	4,351.85	58,734.26	14,540.75	1,163.60	15,704.35
10	69,838.36	4,600.25	74,438.61	288,405.79	55,104.53	3,629.74	58,734.26	14,733.83	970.52	15,704.35
11	70,714.81	3,723.80	74,438.61	217,690.98	55,796.07	2,938.19	58,734.26	14,918.74	785.61	15,704.35
12	71,643.22	2,795.39	74,438.61	146,047.76	56,528.61	2,205.65	58,734.26	15,114.60	589.75	15,704.35
13	72,552.89	1,885.72	74,438.61	73,494.87	57,246.37	1,487.89	58,734.26	15,306.52	397.83	15,704.35
14	73,494.87	943.76	74,438.63	0.00	57,989.63	744.65	58,734.28	15,505.25	199.10	15,704.35
<b>Totals</b>		<b>94,140.56</b>	<b>1,042,140.56</b>		<b>748,000.00</b>	<b>74,279.68</b>	<b>822,279.68</b>	<b>200,000.00</b>	<b>19,860.88</b>	<b>219,860.88</b>

# Semi-Annual Interest and Principal Payments - 10 Years/3.07%

31,408.70

Loan Proceeds 948,000.00

					Water Loan Refunding			Storm Water Improvement		
	Principal	Interest	Total Due	Running Balance	Principal	Interest	Total Due	Principal	Interest	Total Due
1	40,855.85	14,551.80	55,407.65	907,144.15	32,236.47	11,481.80	43,718.27	8,619.38	3,070.00	11,689.38
2	41,482.99	13,924.66	55,407.65	865,661.16	32,731.30	10,986.97	43,718.27	8,751.69	2,937.69	11,689.38
3	42,119.75	13,287.90	55,407.65	823,541.41	33,233.73	10,484.54	43,718.27	8,886.02	2,803.35	11,689.38
4	42,766.29	12,641.36	55,407.65	780,775.12	33,743.87	9,974.41	43,718.27	9,022.42	2,666.95	11,689.38
5	43,422.75	11,984.90	55,407.65	737,352.37	34,261.83	9,456.44	43,718.27	9,160.92	2,528.46	11,689.38
6	44,089.29	11,318.36	55,407.65	693,263.08	34,787.75	8,930.52	43,718.27	9,301.54	2,387.84	11,689.38
7	44,766.06	10,641.59	55,407.65	648,497.02	35,321.74	8,396.53	43,718.27	9,444.32	2,245.06	11,689.38
8	45,453.22	9,954.43	55,407.65	603,043.80	35,863.93	7,854.34	43,718.27	9,589.29	2,100.09	11,689.38
9	46,150.93	9,256.72	55,407.65	556,892.87	36,414.45	7,303.83	43,718.27	9,736.48	1,952.89	11,689.38
10	46,859.34	8,548.31	55,407.65	510,033.52	36,973.41	6,744.87	43,718.27	9,885.94	1,803.44	11,689.38
11	47,578.64	7,829.01	55,407.65	462,454.89	37,540.95	6,177.32	43,718.27	10,037.69	1,651.69	11,689.38
12	48,308.97	7,098.68	55,407.65	414,145.92	38,117.20	5,601.07	43,718.27	10,191.77	1,497.61	11,689.38
13	49,050.51	6,357.14	55,407.65	365,095.41	38,702.30	5,015.97	43,718.27	10,348.21	1,341.17	11,689.38
14	49,803.44	5,604.21	55,407.65	315,291.98	39,296.38	4,421.89	43,718.27	10,507.05	1,182.32	11,689.38
15	50,567.92	4,839.73	55,407.65	264,724.06	39,899.58	3,818.69	43,718.27	10,668.34	1,021.04	11,689.38
16	51,344.14	4,063.51	55,407.65	213,379.92	40,512.04	3,206.23	43,718.27	10,832.10	857.28	11,689.38
17	52,132.27	3,275.38	55,407.65	161,247.65	41,133.90	2,584.37	43,718.27	10,998.37	691.01	11,689.38
18	52,932.50	2,475.15	55,407.65	108,315.16	41,765.30	1,952.97	43,718.27	11,167.19	522.18	11,689.38
19	53,745.01	1,662.64	55,407.65	54,570.14	42,406.40	1,311.87	43,718.27	11,338.61	350.77	11,689.38
20	54,570.14	837.65	55,407.79	0.00	43,057.45	660.93	43,718.39	11,512.69	176.72	11,689.41
<b>Totals</b>		<b>160,153.14</b>	<b>1,108,153.14</b>		<b>748,000.00</b>	<b>126,365.56</b>	<b>874,365.56</b>	<b>200,000.00</b>	<b>33,787.58</b>	<b>233,787.58</b>