

CITY OF DUNDEE
CITY COUNCIL MEETING
Council Chambers

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

Email: DundeeCity3@comcast.net Website: 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 19, 2013 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: Kelly Warren, Confederated Tribes of the Warm Springs Reservation – ODFW Grant Application Letter of Support Pages 1-6
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 5, 2013 Pages 7-14
 - 6.2 Financial Report Ending February 28, 2013 Pages 15-40

Action Required: Motion to Accept the Consent Agenda
7. Old Business:
 - 7.1 TE Sidewalk/Streetscape Cost Sharing Options Pages 41-42
Discussion
 - 7.2 Ordinance No. 518-2013, Garage Sales Pages 43-44
Action Required
8. New Business:
 - 8.1 Geotechnical Special Inspections Proposal Pages 45-50
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. Executive Session: In accordance with ORS 192.660 (2)(i) to review the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

14. Adjourn

Pending Business:

1. Public Works
 - 1.1 Engineer - Long-Term Water Supply Analysis
 - 1.2 Update Public Works Design Standards
 - 1.3 Update Sewer Regulations

2. Planning/Land Use
 - 2.1 Development Ordinance Update-Phase 2
 - 2.2 Dundee Riverside Master Plan – Future Actions
 - 2.3 Service Station Standards

3. City Council
 - 3.1 IGA-Local Financing for Bypass
 - 3.2 Update SDC Methodologies
 - 3.3 Franchise Renewal: PGE

4. Next Available Ordinance & Resolution No's.
 - 4.1 Ordinance No. 519-2013
 - 4.2 Resolution No. 2013-01

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 City Hall (503) 538-3922.



March 19, 2013

Kelley Warren
Willamette Basin Wildlife Mitigation Coordinator
Confederated Tribes of the Warm Springs Reservation
8215 SWS Tualatin-Sherwood Rd., Suite 200
Tualatin, Oregon 97062

Re: Acquisition of Red Hills Tract

Dear Mr. Warren,

As Mayor of the City of Dundee, Oregon I would like to express the City Council's support of your efforts to acquire the Red Hills tract. This property is on the ridge above our town and just above a new walking/biking trail recently opened with the help of Yamhill County. This trail is part of a broader Hills-to-River (H2R) trail initiative that seeks to interconnect publically accessible trails in the Dundee Hills with publically accessible trails to the Willamette River. We have been promoting this trail system as a way to offer our citizens and visitors an opportunity to increase their fitness and their knowledge of the farms, vineyards and forests of our area. We also hope to someday interconnect our trails with other trail initiatives such as the Chehalem Heritage Trail, a regional Newberg/Dundee trail initiative and the Yamhelas Westsider Trail, a trail initiative by Yamhill/Carlton residents and Yamhill County.

This tract is of particular interest to us because of its location on the ridge between the Trappist Abbey property and the City of Lafayette Watershed. To interconnect our H2R trails with the Yamhelas Westsider Trail or to the City of Lafayette, some public trail access would be necessary on these ownerships. We are encouraged by your openness to trail access and public education.

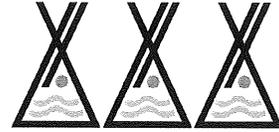
We also understand that you are seeking to acquire the property to promote wildlife habitat and protect it from development. We strongly support your efforts to conserve this habitat and the valuable open space it provides for all of our citizens.

Good luck in you efforts and we look forward to your success and to working with you in the future.

Sincerely,

Ted Crawford
Mayor, City of Dundee

THE CONFEDERATED TRIBES OF THE WARM SPRINGS RESERVATION OF OREGON



Willamette Mitigation Project

Mission Statement:

The Confederated Tribes of the Warm Springs Reservation of Oregon (CTWSRO) strives to assist in forming working partnerships with stakeholders to acquire the most ecologically beneficial lands within the Willamette Basin and to conserve and provide cultural resource harvest opportunities without affecting the management goals of the property.

Goals

- CTWSRO is looking Willamette Basin wide for potential acquisitions as a part of the Willamette Mitigation Project (WMP). Acquisition types could include conservations easements or fee-title acquisitions.
- Form working relationships with stakeholders whom are a part of the (WMP).
- Partner with stakeholders in the Willamette on fee-title and conservation easements and manage/restore culturally significant species.
- Acquire fee-title property.
- Assist with funding of projects for management or restoration of culturally significant species.
- With lands acquired or partnered, provide the opportunity to harvest culturally significant species without putting the welfare of the populations or management of the acquisition at risk.
- Work as a team with both the Confederated Tribes of Siletz Indians and the Confederated Tribes of Grand Ronde to ensure there is sufficient tribal representation within the (WMP).
- Ensure that lands acquired reach and maintain their highest ecological potential for the future.
- Work with landowners and their families to ensure long lasting relationships.

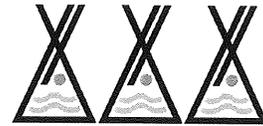
Acquisition properties Owned and Managed by CTWSRO:

Pine Creek Conservation Area (main stem John Day River Basin)
Forrest Conservation Area (main stem John Day River Basin)
Middle Fork Forrest Conservation Area (Upper John Day River Basin)
Oxbow Conservation Area (middle fork John Day River Basin)

Management Strategies for the WMP:

- Acquire land with the most ecological value to meet goals of the WMP.
- Purchase lands that have cultural resources that are significant to the CTWSRO or can be restored for the future.
- Harvest of cultural resources as long as they do not have an impact on the management strategy for the property.
- Plant properties to maximize their ecological potential and to raise sustainable cultural resources for tribal harvest.
- Allow tribal representatives to harvest wildlife sustainably.
- Allow public access, as it is important to provide public opportunities when utilizing BPA funding. The amount of public access will be dependent on a per-project basis.
- Work professionally and openly with partners on properties within the Willamette Basin.
- Engage tribal representatives to assist with the management of WMP properties of interest to CTWSRO.
- Utilize work crews to assist with restoration projects of WMP properties of interest to CTWSRO.
- There are no geographical limitations into areas the CTWSRO are searching to obtain or partner on acquired property.

**THE CONFEDERATED TRIBES OF THE WARM SPRINGS
RESERVATION OF OREGON**



CTWSRO Culturally Important Species in the Willamette Valley

[This is general list that may be added to from time-to-time depending on the property involved. In addition these species do not necessarily have to be present on the site. If there is restoration potential for these species it is of interest to CTWSRO.]

Plants

Wapato
Blue Camas
Western Chokecherry
Western Red Cedar
Alder Species
Tule (bull rush)
Bear grass
Indian Carrot
Berries (huckleberry, blueberry, strawberry, elderberry, salmonberry, blackberry, raspberry)
Bitterroot
Biscuit Root
Black Lichen
Wild Onion
Oregon Grape
Tarweed
Field Mint
Oregon White Oak
Wild Celery
Desert Parsley

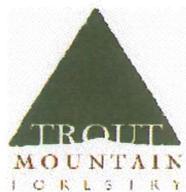
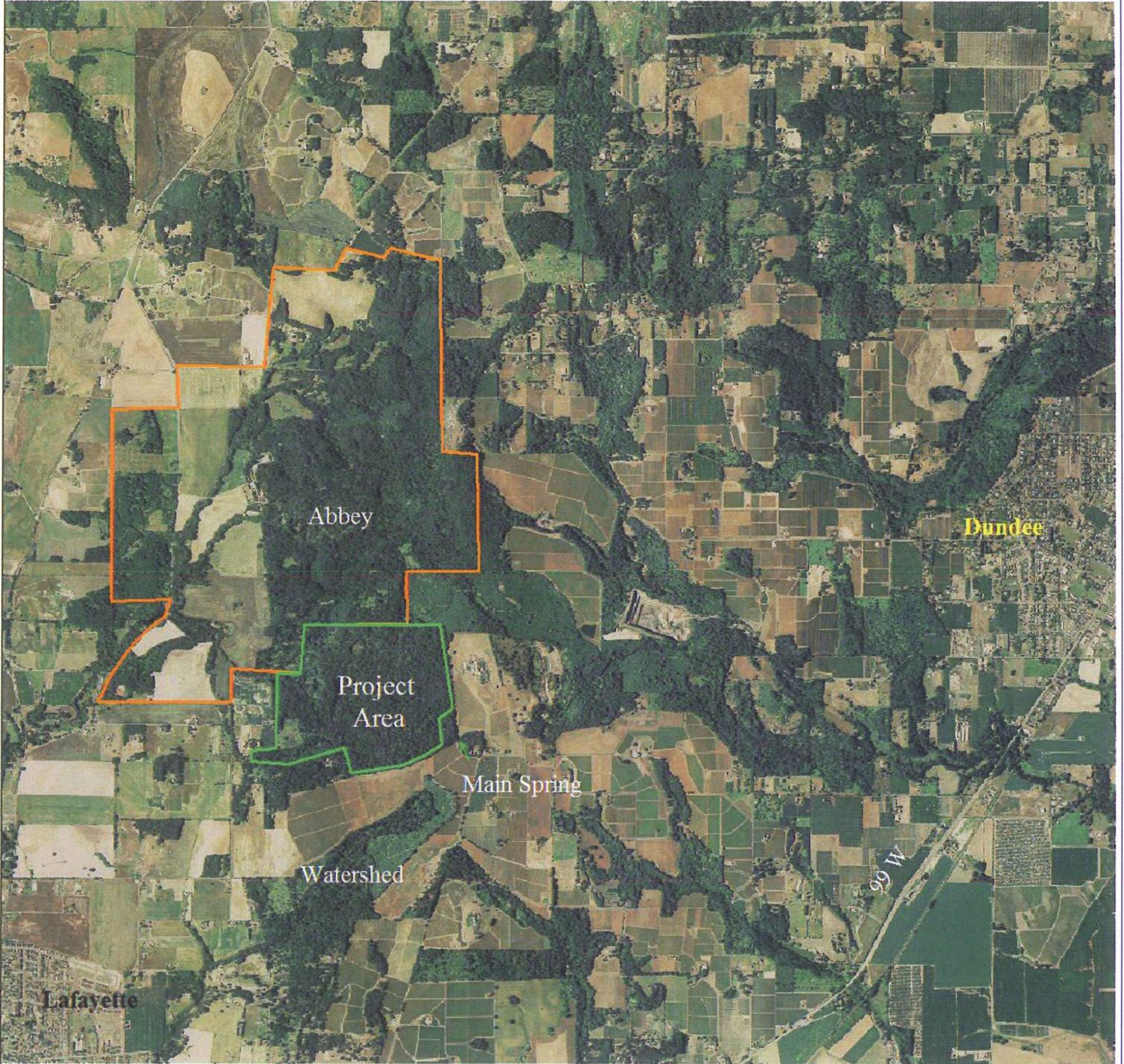
Fish

Salmon
Steelhead
Pacific Lamprey
Brook Lamprey
Bull Trout

Wildlife

Blacktail Deer
Rocky Mountain and Roosevelt Elk
Golden Eagle
Bald Eagle
Waterfowl
Ruffed Grouse
Valley Quail
Mt. Quail
Birds of Prey (hawks, owls, falcons)

Red Hills Conservation Area



**CITY COUNCIL MEETING
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March 5, 2013**

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City of Dundee
City Council Meeting Minutes
March 5, 2013

Call to Order

Mayor Crawford called the meeting to order at 7:00 PM.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Munson, Nelson, Pugsley, Russ and Weaver. Unexcused Absence: Councilor Adlong. Staff members: Rob Daykin, City Administrator, Jeff Bennett, City Attorney, John Stock, Fire Chief, Preston Van Meter, City Engineer, Michael Humm, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Scott Moore, Group Mackenzie, Randy Reddell, Dawn Nelson, and Jody Salsberry.

Agenda Changes:

None.

Public Comment:

Yamhill County Commissioner Allen Springer introduced himself and advised he is available to discuss concerns. Mayor Crawford noted the Highway 99W Pavement Preservation project will be split into two projects: outside of Dundee and inside of the city of Dundee. We had anticipated this would allow ODOT to complete the non-city highway work in 2013 and the combined inside-city highway work and TE sidewalk/streetscape project in 2014. ODOT is now considering delaying the county highway preservation work to 2014 due to the late start and potential increase in costs. Mayor Crawford addressed concerns with Tim Potter, ODOT, of the delay and advocated for the highway preservation work outside of the city to be underway in 2013. Springer will also follow up with Potter on that issue.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, February 19, 2013. **The motion** passed unanimously.

Old Business

Fire Station Construction Project Update

Scott Moore, Group Mackenzie, updated the construction documents are 75% complete. The second draft of the estimated construction cost estimates are \$3.3 million inclusive of a 5% contingency. Some of the bid alternates are: a proprietary product as an option for a structurally insulated panel system (SIP) for the exterior wall system, bunk room improvements, laundry facilities, roofing material alternates, an additional entrance canopy, landscaping/irrigation, purchase of an emergency generator, alternate for a polished concrete floor finish.

Councilor Pugsley questioned if an emergency generator would be onsite at the opening. Moore advised the base bid does not include a generator, but the infrastructure for the generator will be in place. Pugsley stressed the need to have a generator in place on opening day. Moore suggested it would be cheaper for the City to purchase the generator directly at an estimated cost range of \$50,000 to \$75,000. A diesel generator with a day tank is recommended for the fire hall.

Building permit application is expected the end of March, advertisement of the bid the first week of April, plans available to the contractors on April 8th, two weeks after the bid docs are available

a prebid conference for the contractors will be held at the Fire Station. C.A. Daykin noted that the contract and bid package documents have to be approved by Rural Development prior to going out to bid.

Councilor Nelson inquired if it will be a lump bid or a broken out bid schedule. Moore advised it would be a lump sum bid with a schedule of first tier subcontractors and values. The bid form specifies the limitations for profit and overhead for the contractors. Nelson inquired how changes from the building official would be handled. Moore advised any changes would be handled through addendums. Eight to ten bids are expected.

Moore presented a board with samples of the proposed materials for the interior finish and discussed material placement.

C. A. Daykin updated the site review by the representative from the Ford Family Foundation for the grant for the training/community meeting room is being rescheduled due to health issues. Their board will take action on the application on May 15th. Consideration is being given to expand the footprint of the room by 126 square feet, to allow installation of additional cabinetry at an estimated cost of \$17,000. Also under consideration is a pass through window and door from the room to the kitchen area. The recommendation is to include these items in the bid package. The grant would also cover \$45,000 for chairs and tables, \$5,000 for wainscoting, \$17,000 for an electronic reader board, etc. There would be an estimated \$20,000 additional cost if the city does not receive the grant, which could be covered from General Fund reserves. The majority consensus was in favor of moving forward with a community meeting room expansion.

Chief Stock shared that the Department of Correction's cabinet shop can build cabinets for the project, with installation handled by a contractor, at a savings of \$30,000. They will submit a bid and a price agreement will be brought to the Council.

C.A. Daykin reaffirmed the inclusion of the square footage and pass thru door in the base bid. Insertion as a bid addendum is not pragmatic. He noted the Energy Trust of Oregon could have incentives for the project.

Special Inspection Services RFPs

Four proposals were received from ACS Testing, Carlson Testing Inc., Mayes Testing, and PSI. ACS Testing was the initial low responder; but their proposal missed a lot of the scope of work. Group Mackenzie's recommendation is to proceed with Carlson Testing Inc. C.A. Daykin clarified that each responder quoted a different number of tests, this is an estimate only. We will be billed for work as it is required and performed. C. Nelson asked if the SIP panels require an inspection. Moore replied an inspection for diaphragm/sheer wall nailing patterns and moisture certification on the panels. **The motion** was made and seconded to award the contract to provide third-party special inspection services for the Dundee Fire Station project during construction to Carlson Testing Inc. based on the budget estimate provided. **The motion** passed unanimously. A scope of work for GeoPacific Engineering, who completed the initial report on the site, will be brought back for additional related geotechnical services and testing during the construction.

Letter of Concern from C. Diane Ragsdale on Fire Alarm

At the February 19th Council meeting a letter from C. Diane Ragsdale requesting the usage of the fire siren be discontinued was tabled to allow Fire Chief Stock to address the issue. Chief Stock advised that the siren notifies volunteers of an emergency to respond to the station. Two forms of notification are needed to maximize ISO scoring; currently they are a pager and the audible siren. The siren runs only from 8:00 A.M. to 8:00 P.M. for thirty seconds. The City of Newberg is the only agency in Yamhill County not running a general siren. He suggested a poll to determine the

public's stand on the issue. Now would be the time to include changes with the new fire hall project. Councilor Munson suggested an explanation of the siren's usage with the poll. Councilor Russ questioned an alternate for the second form of notification. Stock advised that Dispatch is trying to get funding for a texting/paging system. Stock suggested placing an educational piece in the next city newsletter.

C. Pugsley asked to address agenda New Business item 7.1 Budget Committee Appointments next.

New Business

Budget Committee Appointments

Four applications were received for three positions from: Samuel Smith, Jody Salsberry, Ivon Miller, and Dawn Nelson. Jody Salsberry and Dawn Nelson were present. **The motion** was made and seconded to appoint Dawn Nelson and Jody Salsberry to the Budget Committee for the term ending December 31, 2015, and to appoint Sam Smith to the Budget Committee for the term ending December 31, 2014. **The motion** passed unanimously.

Old Business

Recycled Water Study Update

City Engineer Michael Humm shared that the current water production capacity is about 0.92 million gallons a day (mgd) with the possible additional capacity of an extra hundred gallons per minute from the test well. Peak day demand is in September. Further development on the riverside will place us at capacity. It is not cost effective to run purple pipe for existing water customers; however, as a new main trunk of a purple pipe system is installed with new development in the Riverside district, there may be opportunities for extension to existing park lands.

C. Nelson inquired if conservation could be a factor in extending existing sources. Engineer Van Meter cited the City of Corvallis' water conservation program which has reduced consumption by almost half. He supports including water conservation measures.

The recycled water program should be applied: to big target areas, large consumers, and sites with ease of access such as the wastewater treatment plant (WWTP) property and the proposed nature park, Dundee Billick Park and school field, and other local parks. Use of recycled water for irrigation at the Billick Park and school would lower peak demand a little. Van Meter stated if you build a recycled water project; the users will come. He stressed the need for an anchor project such as the WWTP and the proposed nature park.

C. Nelson asked if the wine industry could provide an opportunity to use recycled water for their exterior cleanup. Van Meter noted the water can be used on the vineyards; but it is not likely to be used at the facilities. He stressed that public perception and misunderstanding of the issues can kill a project. It will be up to the Council to communicate effectively to the public on the benefits of a recycled water program. The feasibility study will be completed and brought back to the Council.

C. Nelson stated that eventually the city will need to go to the Willamette River for long-term water supply. Van Meter concurred. A combination of efforts can delay going to the river for a long time to allow the WWTP project to be paid off prior to development of a new water treatment plant. Nelson asked about using Willamette River water for irrigation. Van Meter stated the recycled water from the WWTP is much cleaner than river water and irrigation from the river would be costly compared to use of the recycled water.

C. Pugsley questioned the cost of the purple pipe system versus a water treatment plant. Van Meter estimated a purple pipe system at \$1 million versus a water treatment facility at \$6 million. Daykin clarified a large portion of the purple pipe distribution system cost would be paid by the developers. He asked if the reservoir could be incorporated as part of the park facility. Van Meter cautioned the reservoir would tend to grow algae; which would need to be treated. He suggested a reservoir sized to handle a day of demand.

C. Pugsley asked for the final presentation from the engineers to include the status of Corvallis' system prior to the conservation program and toilet flushing options. The final report will be brought to the May 7th meeting. Submission of the final report is due to the Water Resources Department by mid-June.

Public Works Facility Scope of Work Proposal

The scope of works for the Public Works shop, a prefabricated metal building placed behind the WWTP, was included in the packet. Following construction of the building the remaining budget will determine what site work will be completed. Engineer Humm shared there is a maximum tank size for the welding site; before an aggressive fire suppression system is required.

Councilor Weaver expressed concern to ensure the height of the building will accommodate a large vehicle on the hoist. Van Meter will review the issue.

C. Pugsley inquired if the building was to be placed further from the lagoon with the turtles. Van Meter replied the turtles and the footprint for future expansion of the WWTP will be considered in placement of the building.

The scope of work has two parts: 1) the building and 2) develop a plan to close lagoon 2. The plan, approved by DEQ, is to drain the lagoon and dry it out; with the intent to address lagoon 1 in the same manner. Council was asked if the excess excavation materials at the site should be contoured for the nature park now; instead of leveling the site and then moving the dirt again at some time in the future when there is funding for the nature park. Van Meter suggested leaving a portion of the liner to create a barrier for a constructed water feature. The city can charge to take the fill dirt from the bypass excavation to fill in the lagoons. The engineer suggested consideration for an agreement with ODOT to be responsible for the road all the way to Fulquartz for the duration of the project. The general consensus was to move the excavation materials now and apply for a grant in the future for development of the park. **The motion** was made and seconded to approve the scope of services for engineering services for the Public Works building design and bidding services with City Engineer, Kennedy/Jenks not to exceed \$45,427. **The motion** passed unanimously.

WWTP Construction Project Status Report

The MBR membranes passed the stress testing. OVIVO has completed 99% of their punch list. There are three outstanding issues:

- 1) The HVAC system (heat pump) at the Operations building couldn't keep up with the inside temperature. The quote to resize the heater came in very expensive. The Engineer's recommendation is to get a new quote, outside of the contract, this summer.
- 2) There is a conflict with the MBR handrail which was installed to OSHA requirements. The Engineers are working with the building official, who wants a guardrail installed on top of the handrail.
- 3) The coating on the utility pump intakes is failing. The pumps will be removed, returned to the factory, recoated, and reinstalled.

The final validation is underway for the incentives through Energy Trust of Oregon (ETO). A Performance Evaluation Review (PER) will be completed ten months from startup to ensure the

plant is performing as designed. The engineers hope to complete a reduction in Infiltration & Inflow (I & I) this summer. Approval from DEQ will allow discharge from lagoon 2 directly to lagoon 4 and out to the river; therefore allowing the lagoon to be dried this summer. Water will be discharged from the lagoons up to the April 30th permit deadline. Lagoon 1 is being tested to allow enough discharge to get through next winter.

Oregon Transportation Infrastructure Bank Loan

The letter in the packet gives the terms of approval for the city's loan through the Infrastructure bank for the city's share of the local match to the Bypass project. C.A. Daykin asked the Council to authorize the City Administrator to accept the terms. Council was asked to consider an additional loan to allow local street improvements. The estimated cost of the proposed work is \$284,000; which would be completed in two phases starting this summer. The estimated costs on a pay as you go basis over 20 years for the improvements would be \$545,000 versus the loan with the loan costs at \$370,000. The Oregon Infrastructure Bank program is ending on July 1st.

The motion was made and seconded to authorize the City Administrator to sign acceptance of the Oregon Transportation Infrastructure Bank loan terms and conditions letter for the \$315,200 loan and to request a loan increase of \$284,000 to fund local street improvements. C. Nelson expressed concern not to rush into an additional loan without due consideration. C.A. Daykin stated a bid package will be brought to the Council; the Council will make the final decision on what improvements and how much of the loan funding will be used. Nelson expressed concern for ODOT to approve a scope of work for less than a two-inch asphalt overlay. C. Pugsley expressed concern to meet the debt service if we lose further state shared revenues. Daykin replied even if the additional loan is approved for local street improvements, there is still a need for additional resources to replace the funds dedicated to the Bypass project. In addition to the local gas tax option, other options include an additional fee on the City utility bill. Pugsley asked the process to raise the local gas tax. Daykin replied an ordinance; which could be subject to a referendum. **The motion** passed unanimously.

New Business

Audit Services Agreement Extension

Staff recommends accepting the proposal included in the packet for an additional two-year extension to the auditing service contract at the current fee structure. **The motion** was made and seconded to accept the proposal from Grove, Mueller & Swank for auditing services for the fiscal years ending June 30, 2013 and 2014. **The motion** passed unanimously.

Council Concerns and Committee Reports

A Tourism Committee meeting will be held Friday at 11:30 A.M. The subcommittees will update the status of their projects. C.A. Daykin will further research information on the Tourism website.

Mayor's Report

The Infrastructure bank loans to Dundee, Newberg, McMinnville and Yamhill County to finance the \$16 million local match for phase 1 of the Newberg-Dundee Bypass project was approved unanimously by the Oregon Transportation Commission.

ODOT estimated cost alternatives for the fishhook connection of the Bypass to 99W south of Dundee: eliminating the fishhook and going back to the Phase 1 concept at \$60 million, for the fishhook as a temporary structure at \$35 million, a turnoff lane prior to the dip for right hand traffic headed toward McMinnville at \$30 million, and a flyaway off to the right as you come out of the dip which would merge at the railroad tracks at \$11 million. Senator George is supporting the last option.

The Abbey property has been purchased by BPA under a conservation plan with continued occupancy by the Monks. The Confederated Tribes of Warm Springs is interested in purchasing abutting property for conservation. A representative of the Warm Springs Tribe will be in attendance at the next Council meeting to request a letter of support.

ODOT was considering delaying the Highway 99W pavement preservation project to 2014. Tim Potter has been asked to address the delay.

City Administrator's Report

As of today the loan funds have been committed from Rural Development for the Fire Station project.

Update of the Employee wage/benefit study: the reviews of the updated job descriptions and medical benefits have been completed. The salary review has not been completed. The Mayor and Councilors Nelson and Weaver have been asked to help the City Administrator complete the process to allow a formal recommendation back to the Council at the April 2nd meeting.

Staff reviewed the proposed use of the fire station training room as a potential City Council Chambers and associated safety issues with Police Chief Casey with the determination it could be a good facility for Council meetings.

Public Comment:

None.

The meeting was adjourned at 10:29 PM.

Ted Crawford
Mayor

Attest:

Debra L. Manning, CMC
Assistant City Recorder

CITY OF DUNDEE
Statement of Activities

From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	General Fund	Street Fund	Street CIP Fund	Street Reserve Fund	State Revenue Sharing Fund	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Water Fund	Water CIP Fund	Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total
Revenue																
Taxes	489,701	27,449	-	-	-	-	-	15,089	-	-	-	-	-	-	-	532,239
Franchise Fees	59,065	-	-	-	-	-	-	-	-	-	-	-	-	-	-	59,065
Licenses & Permits	25,126	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,126
Intergovernmental Revenue	111,453	120,752	-	-	17,875	-	-	-	1,239,284	-	-	-	-	-	-	1,489,363
Charges for Services	116,364	-	-	-	-	-	-	-	-	450,681	5,323	722,424	3,526	60,601	-	1,358,919
Fines & Forfeitures	36,702	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36,702
Miscellaneous Revenue	5,014	102	280	161	28	2,147	28	80	2,758	935	844	419	710	66	128	13,701
Total Revenue	843,424	148,303	280	161	17,903	2,147	28	15,169	1,242,042	451,616	6,167	722,843	4,237	60,667	128	3,515,114
Expenditures																
Personnel	278,934	36,468	-	-	-	-	-	-	-	102,044	-	73,763	-	24,520	-	515,729
Materials & Services	455,305	64,058	-	-	6,658	-	-	8,188	200,084	132,232	-	150,426	-	16,082	-	1,033,033
Capital Outlay	5,964	-	1,371	-	-	3,175	116	-	233,941	4,707	66,320	4,111	2,504,953	-	-	2,824,657
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	6,137,246	-	-	6,137,246
Total Expenditures	740,203	100,525	1,371	-	6,658	3,175	116	8,188	434,025	238,983	66,320	228,301	8,642,198	40,603	-	10,510,665
Excess (deficiency) of Revenue over Expenditures	103,221	47,777	(1,091)	161	11,244	(1,028)	(88)	6,982	808,017	212,633	(60,153)	494,542	(8,637,962)	20,064	128	(6,995,550)
Other Financing Sources (Uses)	57,075	-	-	-	-	-	-	-	200,000	(21,539)	-	(435,536)	9,151,440	-	-	8,951,440
Net Changes to Fund Balance	160,296	47,777	(1,091)	161	11,244	(1,028)	(88)	6,982	1,008,017	191,094	(60,153)	59,006	513,478	20,064	128	1,955,890
Beginning Fund Balance	357,045	18,708	77,218	41,780	8,358	557,302	8,082	19,139	-	115,870	309,338	139,610	153,149	16,113	35,876	1,857,587
Ending Fund Balance	517,341	66,485	76,127	41,941	19,603	556,274	7,995	26,120	1,008,017	306,964	249,184	198,617	666,627	36,177	36,005	3,813,477

City of Dundee
Statement of Revenues & Expenditures
01-General Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	1,524	489,701	540,400	-9%	(50,699)
Franchise Fees	26,563	59,065	135,700	-56%	(76,635)
Licenses & Permits	7,790	25,126	56,600	-56%	(31,474)
Intergovernmental Revenue	3,819	111,453	119,500	-7%	(8,047)
Charges for Services	14,592	116,364	184,600	-37%	(68,236)
Fines & Forfeitures	2,831	36,702	52,000	-29%	(15,298)
Miscellaneous Revenues	311	5,014	6,300	-20%	(1,286)
Total REVENUES	57,431	843,424	1,095,100	-23%	(251,676)
EXPENDITURES					
General Govt	19,407	193,958	283,500	32%	89,542
Court	1,433	11,596	19,100	39%	7,504
Community Development	8,727	45,248	90,200	50%	44,952
Police Services	41,719	296,009	437,000	32%	140,991
Fire Services	18,702	193,391	311,000	38%	117,609
Total EXPENDITURES	89,988	740,203	1,140,800	35%	400,597
Excess (deficiency) of Revenue Over Expenditures	(32,557)	103,221	(45,700)	-326%	148,921
OTHER FINANCING SOURCES (USES)					
Transfers In	6,143	57,075	85,200	-33%	(28,125)
Transfers Out	0	0	(46,000)	-100%	46,000
Other Uses	0	0	(40,000)	0%	40,000
Total OTHER FINANCING SOURCES (USES)	6,143	57,075	(800)	-7234%	57,875
NET CHANGE IN FUND BALANCE	(26,414)	160,296	(46,500)	-445%	206,796
BEGINNING FUND BALANCE	543,755	357,045	341,200	5%	15,845
ENDING FUND BALANCE	517,341	517,341	294,700	76%	222,641

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
01 - Admin / Finance
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
	15,885	125,457	188,200	33 %	62,743
Materials & Services					
Supplies	448	2,562	4,200	39 %	1,638
Professional Services	645	33,202	40,500	18 %	7,298
Travel & Training	808	9,006	12,600	29 %	3,594
Insurance	0	5,101	5,100	(0)%	(1)
Regulatory Requirements	0	675	700	4 %	25
Utilities	673	4,808	7,500	36 %	2,692
Repairs & Maintenance	698	3,808	7,400	49 %	3,592
Other Materials & Services	250	6,170	13,100	53 %	6,930
Total Materials & Services	3,522	65,331	91,100	28 %	25,769
Capital Outlay					
	0	3,170	4,200	25 %	1,030
Total EXPENDITURES	19,407	193,958	283,500	32 %	89,542

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
02 - Court
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
	1,055	8,399	13,000	35 %	4,601
Materials & Services					
Supplies	0	0	300	100 %	300
Professional Services	0	0	300	100 %	300
Contractual Services	306	2,448	3,700	34 %	1,252
Travel & Training	0	38	900	96 %	862
Other Materials & Services	72	711	900	21 %	189
Total Materials & Services	378	3,197	6,100	48 %	2,903
Total EXPENDITURES	1,433	11,596	19,100	39 %	7,504

CITY OF DUNDEE

Statement of Revenues and Expenditures

001 - General Fund

03 - Community Development

From 2/1/2013 Through 2/28/2013

(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					
Personnel Services					
	1,338	10,661	16,400	35 %	5,739
Materials & Services					
Supplies	0	112	1,100	90 %	988
Professional Services	2,467	21,678	32,300	33 %	10,622
Contractual Services	4,922	12,445	38,000	67 %	25,555
Travel & Training	0	30	1,100	97 %	1,070
Other Materials & Services	<u>0</u>	<u>321</u>	<u>1,300</u>	<u>75 %</u>	<u>979</u>
Total Materials & Services	<u>7,389</u>	<u>34,587</u>	<u>73,800</u>	<u>53 %</u>	<u>39,213</u>
Total EXPENDITURES	<u>8,727</u>	<u>45,248</u>	<u>90,200</u>	<u>50 %</u>	<u>44,952</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
04 - Police Dept
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	41,719	296,009	437,000	32 %	140,991
Total Materials & Services	41,719	296,009	437,000	32 %	140,991
Total EXPENDITURES	41,719	296,009	437,000	32 %	140,991

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
05 - Fire Dept
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
	14,102	134,417	209,500	36 %	75,083
Materials & Services					
Supplies	307	8,318	15,500	46 %	7,182
Professional Services	775	3,883	3,500	(11)%	(383)
Contractual Services	1,385	15,348	23,900	36 %	8,552
Travel & Training	535	1,102	2,000	45 %	898
Insurance	0	11,734	13,600	14 %	1,866
Regulatory Requirements	266	4,909	7,000	30 %	2,091
Utilities	1,100	5,706	11,000	48 %	5,294
Repairs & Maintenance	205	4,902	11,000	55 %	6,098
Other Materials & Services	26	278	500	44 %	222
Total Materials & Services	4,599	56,180	88,000	36 %	31,820
Capital Outlay					
	0	2,794	13,500	79 %	10,706
Total EXPENDITURES	18,702	193,391	311,000	38 %	117,609

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
01 - Admin / Finance
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services	15,885	125,457	188,200	33 %	62,743
Materials & Services					
Supplies	448	2,562	4,200	39 %	1,638
Professional Services	908	33,464	40,500	17 %	7,036
Travel & Training	808	9,006	12,600	29 %	3,594
Insurance	0	5,101	5,100	(0)%	(1)
Regulatory Requirements	0	675	700	4 %	25
Utilities	673	4,808	7,500	36 %	2,692
Repairs & Maintenance	698	3,808	7,400	49 %	3,592
Other Materials & Services	250	6,170	13,100	53 %	6,930
Total Materials & Services	3,784	65,594	91,100	29 %	25,506
Capital Outlay	0	3,170	4,200	25 %	1,030
Total EXPENDITURES	19,669	194,220	283,500	31 %	89,280

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
02 - Court
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
	1,055	8,399	13,000	35 %	4,601
Materials & Services					
Supplies	0	0	300	100 %	300
Professional Services	0	0	300	100 %	300
Contractual Services	306	2,448	3,700	34 %	1,252
Travel & Training	0	38	900	96 %	862
Other Materials & Services	72	711	900	21 %	189
Total Materials & Services	378	3,197	6,100	48 %	2,903
Total EXPENDITURES	1,433	11,596	19,100	39 %	7,504

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
03 - Community Development
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services	1,338	10,661	16,400	35 %	5,739
Materials & Services					
Supplies	0	112	1,100	90 %	988
Professional Services	2,204	21,416	32,300	34 %	10,884
Contractual Services	4,922	12,445	38,000	67 %	25,555
Travel & Training	0	30	1,100	97 %	1,070
Other Materials & Services	0	321	1,300	75 %	979
Total Materials & Services	<u>7,126</u>	<u>34,324</u>	<u>73,800</u>	<u>53 %</u>	<u>39,476</u>
Total EXPENDITURES	<u>8,464</u>	<u>44,986</u>	<u>90,200</u>	<u>50 %</u>	<u>45,214</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
04 - Police Dept
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	41,719	296,009	437,000	32 %	140,991
Total Materials & Services	41,719	296,009	437,000	32 %	140,991
Total EXPENDITURES	41,719	296,009	437,000	32 %	140,991

CITY OF DUNDEE
Statement of Revenues and Expenditures
001 - General Fund
05 - Fire Dept
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Materials & Services	14,102	134,417	209,500	36 %	75,083
Supplies	307	8,318	15,500	46 %	7,182
Professional Services	775	3,883	3,500	(11)%	(383)
Contractual Services	1,385	15,348	23,900	36 %	8,552
Travel & Training	535	1,102	2,000	45 %	898
Insurance	0	11,734	13,600	14 %	1,866
Regulatory Requirements	266	4,909	7,000	30 %	2,091
Utilities	1,100	5,706	11,000	48 %	5,294
Repairs & Maintenance	205	4,902	11,000	55 %	6,098
Other Materials & Services	26	278	500	44 %	222
Total Materials & Services	4,599	56,180	88,000	36 %	31,820
Capital Outlay	0	2,794	13,500	79 %	10,706
Total EXPENDITURES	18,702	193,391	311,000	38 %	117,609

CITY OF DUNDEE
Statement of Revenues and Expenditures
110 - Street Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,726	27,449	50,000	(45)%	(22,551)
Intergovernmental Revenue	15,852	120,752	178,200	(32)%	(57,448)
Miscellaneous Revenues	7	102	200	(49)%	(98)
Total REVENUES	<u>18,585</u>	<u>148,303</u>	<u>228,400</u>	<u>(35)%</u>	<u>(80,097)</u>
EXPENDITURES					
Personnel Services	4,125	36,468	55,200	34 %	18,732
Materials & Services	131	2,840	5,700	50 %	2,860
Supplies	1,378	2,743	10,800	75 %	8,057
Professional Services	0	7	500	99 %	493
Travel & Training	0	1,199	1,200	0 %	1
Insurance	0	30	100	70 %	70
Regulatory Requirements	2,498	19,883	29,500	33 %	9,617
Utilities	660	20,109	35,600	44 %	15,491
Repairs & Maintenance	2,150	17,200	26,000	34 %	8,800
Interfund Services	0	48	200	76 %	152
Other Materials & Services	<u>6,817</u>	<u>64,058</u>	<u>109,600</u>	<u>42 %</u>	<u>45,542</u>
Total Materials & Services	<u>10,942</u>	<u>100,525</u>	<u>164,800</u>	<u>39 %</u>	<u>64,275</u>
Total EXPENDITURES	<u>10,942</u>	<u>100,525</u>	<u>164,800</u>	<u>39 %</u>	<u>64,275</u>
Excess (deficiency) of Revenue over Expenditures	<u>7,643</u>	<u>47,777</u>	<u>63,600</u>	<u>(25)%</u>	<u>(15,823)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	0	0	(78,800)	(100)%	78,800
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(83,800)</u>	<u>(100)%</u>	<u>83,800</u>
NET CHANGE IN FUND BALANCE	<u>7,643</u>	<u>47,777</u>	<u>(20,200)</u>	<u>(337)%</u>	<u>67,977</u>
BEGINNING FUND BALANCE	58,842	18,708	21,400	(13)%	(2,692)
ENDING FUND BALANCE	<u>66,485</u>	<u>66,485</u>	<u>1,200</u>	<u>5,440 %</u>	<u>65,285</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
111 - Street CIP Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue					
Miscellaneous Revenues	0	0	50,000	(100)%	(50,000)
Total REVENUES	<u>27</u>	<u>280</u>	<u>100</u>	<u>180 %</u>	<u>180</u>
	<u>27</u>	<u>280</u>	<u>50,100</u>	<u>(99)%</u>	<u>(49,820)</u>
EXPENDITURES					
Capital Outlay					
Total EXPENDITURES	<u>1,050</u>	<u>1,371</u>	<u>201,900</u>	<u>99 %</u>	<u>200,529</u>
	<u>1,050</u>	<u>1,371</u>	<u>201,900</u>	<u>99 %</u>	<u>200,529</u>
Excess (deficiency) of Revenue over Expenditures	(1,023)	(1,091)	(151,800)	(99)%	150,709
OTHER FINANCING SOURCES (USES)					
Transfers In					
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>(100)%</u>	<u>(75,000)</u>
	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>(100)%</u>	<u>(75,000)</u>
NET CHANGE IN FUND BALANCE	<u>(1,023)</u>	<u>(1,091)</u>	<u>(76,800)</u>	<u>(99)%</u>	<u>75,709</u>
BEGINNING FUND BALANCE	77,150	77,218	76,800	1 %	418
ENDING FUND BALANCE	<u>76,127</u>	<u>76,127</u>	<u>0</u>	<u>0 %</u>	<u>76,127</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
112 - Street Reserve Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	16	161	200	(19)%	(39)
Total REVENUES	<u>16</u>	<u>161</u>	<u>200</u>	<u>(19)%</u>	<u>(39)</u>
EXPENDITURES					
Capital Outlay	0	0	41,900	100 %	41,900
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>41,900</u>	<u>100 %</u>	<u>41,900</u>
Excess (deficiency) of Revenue over Expenditures	16	161	(41,700)	(100)%	41,861
NET CHANGE IN FUND BALANCE	<u>16</u>	<u>161</u>	<u>(41,700)</u>	<u>(100)%</u>	<u>41,861</u>
BEGINNING FUND BALANCE	41,925	41,780	41,700	0 %	80
ENDING FUND BALANCE	<u>41,941</u>	<u>41,941</u>	<u>0</u>	<u>0 %</u>	<u>41,941</u>

CITY OF DUNDEE

Statement of Revenues and Expenditures

122 - State Revenue Sharing Fund

From 2/1/2013 Through 2/28/2013

(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue					
Miscellaneous Revenues	0	17,875	22,000	(19)%	(4,125)
Total REVENUES	<u>3</u>	<u>28</u>	<u>100</u>	<u>(72)%</u>	<u>(72)</u>
	<u>3</u>	<u>17,903</u>	<u>22,100</u>	<u>(19)%</u>	<u>(4,197)</u>
EXPENDITURES					
Materials & Services					
Professional Services	217	1,104	6,500	83 %	5,396
Contractual Services	0	2,100	5,000	58 %	2,900
Repairs & Maintenance	0	3,454	6,100	43 %	2,646
Other Materials & Services	0	0	1,400	100 %	1,400
Total Materials & Services	<u>217</u>	<u>6,658</u>	<u>19,000</u>	<u>65 %</u>	<u>12,342</u>
Total EXPENDITURES	<u>217</u>	<u>6,658</u>	<u>19,000</u>	<u>65 %</u>	<u>12,342</u>
Excess (deficiency) of Revenue over Expenditures	(214)	11,244	3,100	263 %	8,144
OTHER FINANCING SOURCES (USES)					
Transfer Out					
	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>(100)%</u>	<u>10,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>(100)%</u>	<u>10,000</u>
NET CHANGE IN FUND BALANCE	<u>(214)</u>	<u>11,244</u>	<u>(6,900)</u>	<u>(263)%</u>	<u>18,144</u>
BEGINNING FUND BALANCE	19,817	8,358	8,000	4 %	358
ENDING FUND BALANCE	<u>19,603</u>	<u>19,603</u>	<u>1,100</u>	<u>1,682 %</u>	<u>18,503</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
127 - Equipment Reserve Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues					
	208	2,147	2,700	(20)%	(553)
Total REVENUES	208	2,147	2,700	(20)%	(553)
EXPENDITURES					
Capital Outlay					
	3,175	3,175	915,100	100 %	911,925
Total EXPENDITURES	3,175	3,175	915,100	100 %	911,925
Excess (deficiency) of Revenue over Expenditures	(2,967)	(1,028)	(912,400)	(100)%	911,372
OTHER FINANCING SOURCES (USES)					
Transfers In					
Other	0	0	76,300	(100)%	(76,300)
Interfund Loan	0	0	300,000	(100)%	(300,000)
Total Other	0	0	300,000	(100)%	(300,000)
Total OTHER FINANCING SOURCES (USES)	0	0	376,300	(100)%	(376,300)
NET CHANGE IN FUND BALANCE	(2,967)	(1,028)	(536,100)	(100)%	535,072
BEGINNING FUND BALANCE	559,241	557,302	536,100	4 %	21,202
ENDING FUND BALANCE	556,274	556,274	0	0 %	556,274

CITY OF DUNDEE
Statement of Revenues and Expenditures
131 - Parks Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue					
Miscellaneous Revenues	0	0	75,000	(100)%	(75,000)
Total REVENUES	<u>3</u>	<u>28</u>	<u>100</u>	<u>(72)%</u>	<u>(72)</u>
	<u>3</u>	<u>28</u>	<u>75,100</u>	<u>(100)%</u>	<u>(75,072)</u>
EXPENDITURES					
Materials & Services					
Supplies	0	0	200	100 %	200
Professional Services	0	0	5,400	100 %	5,400
Travel & Training	0	0	200	100 %	200
Total Materials & Services	<u>0</u>	<u>0</u>	<u>5,800</u>	<u>100 %</u>	<u>5,800</u>
Capital Outlay					
	0	116	76,000	100 %	75,884
Total EXPENDITURES	<u>0</u>	<u>116</u>	<u>81,800</u>	<u>100 %</u>	<u>81,684</u>
Excess (deficiency) of Revenue over Expenditures	3	(88)	(6,700)	(99)%	6,612
NET CHANGE IN FUND BALANCE	<u>3</u>	<u>(88)</u>	<u>(6,700)</u>	<u>(99)%</u>	<u>6,612</u>
BEGINNING FUND BALANCE	7,992	8,082	8,100	(0)%	(18)
ENDING FUND BALANCE	<u>7,995</u>	<u>7,995</u>	<u>1,400</u>	<u>471 %</u>	<u>6,595</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
151 - Tourism Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes					
Miscellaneous Revenues	537	15,089	25,000	(40)%	(9,911)
Total REVENUES	<u>9</u>	<u>80</u>	<u>100</u>	<u>(20)%</u>	<u>(20)</u>
	<u>546</u>	<u>15,169</u>	<u>25,100</u>	<u>(40)%</u>	<u>(9,931)</u>
EXPENDITURES					
Materials & Services					
Contractual Services	<u>0</u>	<u>8,188</u>	<u>36,900</u>	<u>78 %</u>	<u>28,713</u>
Total Materials & Services	<u>0</u>	<u>8,188</u>	<u>36,900</u>	<u>78 %</u>	<u>28,713</u>
Total EXPENDITURES	<u>0</u>	<u>8,188</u>	<u>36,900</u>	<u>78 %</u>	<u>28,713</u>
Excess (deficiency) of Revenue over Expenditures	<u>546</u>	<u>6,982</u>	<u>(11,800)</u>	<u>(159)%</u>	<u>18,782</u>
NET CHANGE IN FUND BALANCE	<u>546</u>	<u>6,982</u>	<u>(11,800)</u>	<u>(159)%</u>	<u>18,782</u>
BEGINNING FUND BALANCE	25,574	19,139	13,600	41 %	5,539
ENDING FUND BALANCE	<u>26,120</u>	<u>26,120</u>	<u>1,800</u>	<u>1,351 %</u>	<u>24,320</u>

CITY OF DUNDEE

Statement of Revenues and Expenditures

201 - Fire Station Construction

From 2/1/2013 Through 2/28/2013

(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue					
Miscellaneous Revenues	0	1,239,284	1,250,000	(1)%	(10,717)
Total REVENUES	<u>375</u>	<u>2,758</u>	<u>10,000</u>	<u>(72)%</u>	<u>(7,242)</u>
	<u>375</u>	<u>1,242,042</u>	<u>1,260,000</u>	<u>(1)%</u>	<u>(17,958)</u>
EXPENDITURES					
Materials & Services					
Professional Services	34,649	200,084	387,000	48 %	186,916
Contractual Services	0	0	14,000	100 %	14,000
Total Materials & Services	<u>34,649</u>	<u>200,084</u>	<u>401,000</u>	<u>50 %</u>	<u>200,916</u>
Capital Outlay					
Debt Service	4,607	233,941	3,403,000	93 %	3,169,059
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>34,000</u>	<u>100 %</u>	<u>34,000</u>
	<u>39,256</u>	<u>434,025</u>	<u>3,838,000</u>	<u>89 %</u>	<u>3,403,975</u>
Excess (deficiency) of Revenue over Expenditures	(38,881)	808,017	(2,578,000)	(131)%	3,386,017
OTHER FINANCING SOURCES (USES)					
Debt Proceeds					
	0	200,000	2,578,000	(92)%	(2,378,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>200,000</u>	<u>2,578,000</u>	<u>(92)%</u>	<u>(2,378,000)</u>
NET CHANGE IN FUND BALANCE	<u>(38,881)</u>	<u>1,008,017</u>	<u>0</u>	<u>0 %</u>	<u>1,008,017</u>
BEGINNING FUND BALANCE	1,046,899	0	0	0 %	0
ENDING FUND BALANCE	<u>1,008,017</u>	<u>1,008,017</u>	<u>0</u>	<u>0 %</u>	<u>1,008,017</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
431 - Water Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services					
	44,867	450,681	657,000	(31)%	(206,319)
Miscellaneous Revenues					
	105	935	1,000	(7)%	(65)
Total REVENUES	<u>44,971</u>	<u>451,616</u>	<u>658,000</u>	<u>(31)%</u>	<u>(206,384)</u>
EXPENDITURES					
Personnel Services					
	11,812	102,044	155,100	34 %	53,056
Materials & Services					
Supplies	1,715	8,345	17,500	52 %	9,155
Professional Services	1,843	17,944	22,500	20 %	4,556
Contractual Services	0	8,746	8,000	(9)%	(746)
Travel & Training	0	352	2,200	84 %	1,848
Insurance	0	3,393	3,400	0 %	7
Regulatory Requirements	130	1,287	8,700	85 %	7,413
Utilities	2,772	27,841	48,000	43 %	20,159
Repairs & Maintenance	3,893	11,805	44,700	74 %	32,895
Interfund Services	6,100	48,800	73,200	33 %	24,400
Other Materials & Services	540	3,719	6,500	43 %	2,781
Total Materials & Services	<u>16,992</u>	<u>132,232</u>	<u>234,700</u>	<u>44 %</u>	<u>102,468</u>
Capital Outlay					
	48	4,707	26,000	82 %	21,293
Total EXPENDITURES	<u>28,852</u>	<u>238,983</u>	<u>415,800</u>	<u>43 %</u>	<u>176,817</u>
Excess (deficiency) of Revenue over Expenditures	<u>16,119</u>	<u>212,633</u>	<u>242,200</u>	<u>(12)%</u>	<u>(29,567)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out					
	(1,772)	(21,539)	(311,900)	(93)%	290,361
Other Uses					
	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(1,772)</u>	<u>(21,539)</u>	<u>(331,900)</u>	<u>(94)%</u>	<u>310,361</u>
NET CHANGE IN FUND BALANCE	<u>14,347</u>	<u>191,094</u>	<u>(89,700)</u>	<u>(313)%</u>	<u>280,794</u>
BEGINNING FUND BALANCE	292,617	115,870	104,300	11 %	11,570
ENDING FUND BALANCE	<u>306,964</u>	<u>306,964</u>	<u>14,600</u>	<u>2,002 %</u>	<u>292,364</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
432 - Water CIP Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	5,323	12,900	(59)%	(7,577)
Miscellaneous Revenues	89	844	2,000	(58)%	(1,156)
Total REVENUES	<u>89</u>	<u>6,167</u>	<u>14,900</u>	<u>(59)%</u>	<u>(8,733)</u>
EXPENDITURES					
Capital Outlay	20,945	66,320	793,000	92 %	726,680
Debt Service	0	0	16,000	100 %	16,000
Total EXPENDITURES	<u>20,945</u>	<u>66,320</u>	<u>809,000</u>	<u>92 %</u>	<u>742,680</u>
Excess (deficiency) of Revenue over Expenditures	(20,856)	(60,153)	(794,100)	(92)%	733,947
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	1,179,000	(100)%	(1,179,000)
Transfers In	0	0	270,000	(100)%	(270,000)
Other	0	0	(300,000)	(100)%	300,000
Interfund Loan	<u>0</u>	<u>0</u>	<u>(300,000)</u>	<u>(100)%</u>	<u>300,000</u>
Total Other	<u>0</u>	<u>0</u>	<u>(300,000)</u>	<u>(100)%</u>	<u>300,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>1,149,000</u>	<u>(100)%</u>	<u>(1,149,000)</u>
NET CHANGE IN FUND BALANCE	<u>(20,856)</u>	<u>(60,153)</u>	<u>354,900</u>	<u>(117)%</u>	<u>(415,053)</u>
BEGINNING FUND BALANCE	270,040	309,338	293,400	5 %	15,938
ENDING FUND BALANCE	<u>249,184</u>	<u>249,184</u>	<u>648,300</u>	<u>(62)%</u>	<u>(399,116)</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
441 - Sewer Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services					
	99,128	722,424	1,065,000	(32)%	(342,576)
Miscellaneous Revenues					
	48	419	1,000	(58)%	(581)
Total REVENUES	<u>99,175</u>	<u>722,843</u>	<u>1,066,000</u>	<u>(32)%</u>	<u>(343,157)</u>
EXPENDITURES					
Personnel Services					
	8,946	73,763	113,600	35 %	39,837
Materials & Services					
Supplies	1,096	13,291	23,000	42 %	9,709
Professional Services	1,393	3,600	13,000	72 %	9,400
Travel & Training	0	543	2,300	76 %	1,757
Insurance	0	10,545	14,200	26 %	3,655
Regulatory Requirements	0	5,042	6,600	24 %	1,558
Utilities	6,460	42,026	79,900	47 %	37,874
Repairs & Maintenance	33,292	36,338	63,300	43 %	26,962
Interfund Services	4,450	35,600	53,600	34 %	18,000
Other Materials & Services	279	3,440	6,300	45 %	2,860
Total Materials & Services	46,970	150,426	262,200	43 %	111,774
Capital Outlay					
	861	4,111	12,000	66 %	7,889
Total EXPENDITURES	<u>56,777</u>	<u>228,301</u>	<u>387,800</u>	<u>41 %</u>	<u>159,499</u>
Excess (deficiency) of Revenue over Expenditures	42,398	494,542	678,200	(27)%	(183,658)
OTHER FINANCING SOURCES (USES)					
Transfer Out					
	(4,371)	(435,536)	(777,000)	(44)%	341,464
Other Uses					
	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(4,371)</u>	<u>(435,536)</u>	<u>(797,000)</u>	<u>(45)%</u>	<u>361,464</u>
NET CHANGE IN FUND BALANCE	<u>38,028</u>	<u>59,006</u>	<u>(118,800)</u>	<u>(150)%</u>	<u>177,806</u>
BEGINNING FUND BALANCE					
	160,589	139,610	139,600	0 %	10
ENDING FUND BALANCE	<u>198,617</u>	<u>198,617</u>	<u>20,800</u>	<u>855 %</u>	<u>177,817</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
442 - Sewer CIP Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue					
Charges for Services	0	0	30,000	(100)%	(30,000)
Miscellaneous Revenues	0	3,526	24,900	(86)%	(21,374)
Total REVENUES	<u>243</u>	<u>710</u>	<u>51,500</u>	<u>(99)%</u>	<u>(50,790)</u>
	243	4,237	106,400	(96)%	(102,163)
EXPENDITURES					
Capital Outlay					
Debt Service	60,753	2,504,953	3,180,000	21 %	675,047
Total EXPENDITURES	<u>0</u>	<u>6,137,246</u>	<u>6,251,300</u>	<u>2 %</u>	<u>114,054</u>
	60,753	8,642,198	9,431,300	8 %	789,102
Excess (deficiency) of Revenue over Expenditures	(60,510)	(8,637,962)	(9,324,900)	(7)%	686,938
OTHER FINANCING SOURCES (USES)					
Debt Proceeds					
Transfers In	500,000	8,751,440	8,900,000	(2)%	(148,560)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>400,000</u>	<u>720,000</u>	<u>(44)%</u>	<u>(320,000)</u>
	500,000	9,151,440	9,620,000	(5)%	(468,560)
NET CHANGE IN FUND BALANCE	<u>439,490</u>	<u>513,478</u>	<u>295,100</u>	<u>74 %</u>	<u>218,378</u>
BEGINNING FUND BALANCE	227,137	153,149	336,600	(55)%	(183,451)
ENDING FUND BALANCE	<u>666,627</u>	<u>666,627</u>	<u>631,700</u>	<u>6 %</u>	<u>34,927</u>

CITY OF DUNDEE

Statement of Revenues and Expenditures

451 - Storm Water Fund

From 2/1/2013 Through 2/28/2013

(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services					
Miscellaneous Revenues	9,885	60,601	86,400	(30)%	(25,799)
	<u>5</u>	<u>66</u>	<u>100</u>	<u>(34)%</u>	<u>(34)</u>
Total REVENUES	<u>9,890</u>	<u>60,667</u>	<u>86,500</u>	<u>(30)%</u>	<u>(25,833)</u>
EXPENDITURES					
Personnel Services					
Materials & Services	2,959	24,520	38,100	36 %	13,580
Supplies	65	1,147	2,800	59 %	1,653
Professional Services	328	1,766	5,800	70 %	4,034
Travel & Training	0	9	800	99 %	791
Regulatory Requirements	0	15	100	85 %	85
Utilities	93	636	800	20 %	164
Repairs & Maintenance	0	431	10,700	96 %	10,270
Interfund Services	1,500	12,000	18,000	33 %	6,000
Other Materials & Services	11	79	400	80 %	321
Total Materials & Services	<u>1,997</u>	<u>16,082</u>	<u>39,400</u>	<u>59 %</u>	<u>23,318</u>
Total EXPENDITURES	<u>4,956</u>	<u>40,603</u>	<u>77,500</u>	<u>48 %</u>	<u>36,897</u>
Excess (deficiency) of Revenue over Expenditures	<u>4,934</u>	<u>20,064</u>	<u>9,000</u>	<u>123 %</u>	<u>11,064</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Other Uses	0	0	(12,800)	(100)%	12,800
	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(100)%</u>	<u>5,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(17,800)</u>	<u>(100)%</u>	<u>17,800</u>
NET CHANGE IN FUND BALANCE	<u>4,934</u>	<u>20,064</u>	<u>(8,800)</u>	<u>(328)%</u>	<u>28,864</u>
BEGINNING FUND BALANCE	31,243	16,113	12,400	30 %	3,713
ENDING FUND BALANCE	<u>36,177</u>	<u>36,177</u>	<u>3,600</u>	<u>905 %</u>	<u>32,577</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
452 - Storm Water CIP Fund
From 2/1/2013 Through 2/28/2013
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	6,500	(100)%	(6,500)
Miscellaneous Revenues	12	128	100	28 %	28
Total REVENUES	<u>12</u>	<u>128</u>	<u>6,600</u>	<u>(98)%</u>	<u>(6,472)</u>
EXPENDITURES					
Capital Outlay	0	0	48,000	100 %	48,000
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>48,000</u>	<u>100 %</u>	<u>48,000</u>
Excess (deficiency) of Revenue over Expenditures	12	128	(41,400)	(100)%	41,528
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	10,000	(100)%	(10,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>(100)%</u>	<u>(10,000)</u>
NET CHANGE IN FUND BALANCE	<u>12</u>	<u>128</u>	<u>(31,400)</u>	<u>(100)%</u>	<u>31,528</u>
BEGINNING FUND BALANCE	35,993	35,876	34,300	5 %	1,576
ENDING FUND BALANCE	<u>36,005</u>	<u>36,005</u>	<u>2,900</u>	<u>1,142 %</u>	<u>33,105</u>

REPORT

To: Mayor Crawford and City Council
From: Rob Daykin, City Administrator
Date: March 14, 2013
Re: TE Sidewalk/Streetscape Cost Sharing Options

Background

In 2010 the City Council appointed a committee to work with the City Administrator and City Engineer to prepare a Transportation Enhancement (TE) grant application for a sidewalk/streetscape project along Highway 99W from 1st Street to Neiderberger/Parks Road. Elements of the project included enhanced pedestrian crosswalks, new sidewalk construction, replacement of existing sidewalks in poor repair, and decorative street lights. The intent is to have continuous, safe pedestrian access along the full length of Highway 99W in Dundee, including aesthetic enhancements. The project elements and budget were vetted with ODOT Region 2. In May 2011, Dundee's TE grant application was approved in the amount of \$1,551,000. The City's match is \$177,200, resulting in a project budget of \$1,728,200.

Since the City anticipated combining the TE project with ODOT's highway preservation project on Highway 99W, we contracted with ODOT in September 2011 to complete the design and bid documents for Dundee's TE project. A preliminary meeting with ODOT's project manager, lead engineer and other ODOT staff was conducted on the project site in early 2012. However, lack of ODOT survey resources delayed any meaningful design work and ODOT made the decision to separate the two projects in order to avoid delays to the preservation work. Also, ODOT originally planned to install new sidewalk and curbs on the east side of the highway between 2nd and 4th Streets with the preservation work with funds from the Bicycle & Pedestrian Program. Due to concerns with storm water quality issues, the City agreed to include this sidewalk work with the TE project and ODOT would allocate the Bicycle & Pedestrian Program funds to the TE project. DKS Associates was hired by ODOT to assist with the illumination design component on the TE project. DKS made an initial presentation on lighting options to the Council in July 2012. Council expressed their desire for LED bell-shaped light fixtures, although the project budget would not be sufficient for installation of these fixtures on both sides of the highway throughout the project area. Further consideration of illumination options was postponed pending completion of survey information by ODOT. ODOT is in the process of extending the contract to DKS.

Following a January 2013 meeting with ODOT the status of the TE project, ODOT agreed to combine that portion of the highway preservation work in Dundee with the TE project. Following a presentation by City Engineer Eaton at the February 19 meeting, the Council expressed their preference for crosswalk locations south of the 5th Street intersection and crosswalk improvements at the 1st Street

intersection. Council also considered options on the scope of sidewalk replacement. City Engineer Eaton reported that the budget was not sufficient to cover all ADA required improvements, in particular with driveways. The original budget only anticipated replacing driveways that are broken up; however, Eaton stated federal rules require the upgrade of all driveways to current ADA design standards with a sidewalk improvement project. This would mean virtually all driveways in the project area would have to be replaced. Council expressed an interest in considering cost sharing options with property owners in order to install new sidewalk throughout the project, except where newer sidewalks were previously constructed to current standards.

Cost Sharing Estimates

The original TE project budget (including the addition Bicycle & Pedestrian Program funds) for sidewalk (including driveways) related work was \$191,987. In order to meet the ADA requirements for all driveways and to complete additional sidewalk the cost is estimated at \$500,371; representing an increase of \$308,384. Note: Almost half of this additional cost is due to the driveways. To make up the difference, about 53% of the sidewalk costs and 75% of the driveway costs would come from assessments. Sidewalk assessments are calculated on the basis of frontage and lot area weighed equally. However, driveway costs are only assessed against the properties that have driveways based on the driveway width. The highest assessment is estimated at \$14,049 for a parcel with 330 feet (one city block) of highway frontage. However, a parcel with only 125 feet of frontage has an estimated assessment of \$10,509 since it also has two driveways. The average assessment per parcel for properties without driveways (sidewalk only) is \$2,394. The construction estimates are conservative and include mark-up factors for the total project's share of engineering, mobilization, traffic control and contingency. Also, alternate driveway designs and decisions to reduce the size of driveways may result in less project cost and smaller assessments. City Engineer Eaton will review cost estimates and assessment methods with the Council at the March 19 meeting.

Recommendation

We will need ODOT to start the TE project design work soon in order to ensure that the project is able to be completed in 2014. Knowing which of the existing sidewalks are to be replaced not only determines the scope of the project, but it also plays a key factor in coordinating the upgrade of the existing water line under the sidewalk and the layout of the conduit for power to street lights. Staff recommends using water revenues to complete the water line improvement, but limit the scope of water line improvement to where it is necessary to avoid disturbing the newly constructed sidewalk from future utility work. It is apparent that without the additional resources from assessments, then either the sidewalk work or other elements in the TE project would have to be scaled back. Staff will need direction from the Council on the use of assessments for the TE project.

ORDINANCE NO. 518-2013

**AN ORDINANCE RELATING TO GARAGE SALES, AND AMENDING
THE DUNDEE MUNICIPAL CODE.**

THE CITY OF DUNDEE DOES ORDAIN AS FOLLOWS:

Chapter 5.16 of the Dundee Municipal Code is hereby amended, which is to read as set out in Exhibit "A" attached hereto.

ADOPTED by the Council this _____ day of _____, 2013.

Approved:

Ted Crawford
Mayor

Attest:

Rob Daykin
City Administrator/Recorder

Chapter 5.16 GARAGE SALES

Sections:

[5.08.010](#) Definition.

[5.08.020](#) Frequency and duration restrictions.

[5.08.030](#) Advertising signs.

[5.08.040](#) Exemptions.

[5.08.050](#) Permit not required.

[5.08.060](#) Violation - Penalty.

5.08.010 Definition.

For the purpose of this chapter, the term “garage sale” shall mean any sale, displaying for sale, or offering to sell personal belongings within the city limits by any individual or group of individuals from a location viewable to the general public upon any private residential property, including but not limited to garages, porches, carports, yards, etc.

5.08.020 Frequency and duration restrictions.

A. No person shall conduct a garage sale if any such similar sale has been conducted on the same property within the prior 60 days, and such sale shall not be conducted for a longer period than 72 continuous hours.

B. Garage sales shall not be open to the general public earlier than 7:00 am.

5.08.030 Advertising signs.

Signs advertising a garage sale shall be displayed only on the property of the residence where the garage sale is being conducted, and shall not be placed on public property, utility poles or on public rights-of-way. Any posted signs must be removed within 24 hours of the termination of such garage sale.

5.08.040 Exemptions.

The following are exempt from the provisions of this chapter:

- A. The offering for sale of one item by public display with a sign indicating the item is for sale;
- B. Sales involving one or more individual items where no offer to sell is publicly displayed in printed materials or embodied in signs concerning a sale or place of sale posted on the premises; and
- C. Sales pursuant to a duly authorized home occupation.

5.08.050 Permit not required.

No permit, permit fee or notice to the city shall be required for conducting a garage sale.

5.08.060 Violation - Penalty.

Violation of any provision of this chapter is punishable, upon conviction, by a fine in the maximum amount of \$250.00. Each day such violation continues will be considered a separate violation.



Real-World Geotechnical Solutions
Investigation • Design • Construction Support

March 13, 2013
Proposal No. P-4435
GeoPacific Project No. 12-2736

City of Dundee
Attention: Rob Daykin
PO Box 220
620 SW 5th Street
Dundee, Oregon 97115

Via email with hard copies mailed

Subject: Proposal for Geotechnical Observation and Testing Services
Dundee Fire Station
Highway 99W and SE 8th Street
Dundee, Oregon

References: 1. *Geotechnical Engineering Report, Dundee Fire Station, Highway 99W and SE 8th Street, Dundee, Oregon*; GeoPacific Engineering, Inc. report, dated October 5, 2012.

GeoPacific Engineering, Inc. (GeoPacific) is pleased to present this proposal for geotechnical construction monitoring services on the project. We anticipate geotechnical monitoring will be required to verify site stripping, unsuitable soil removal (if needed), utility installation, base course placement and paving. GeoPacific will also observe foundation overexcavation to the recommended depth of 2 feet below bottom of footing elevation (Reference 1), and take density tests of backfill material to verify prepared subgrade soils are adequate to support the structural loads.

We estimate the cost for geotechnical monitoring services for the project will be as summarized on the following page. We prepared this cost estimate to reflect our understanding of the project requirements and GeoPacific's anticipated role in geotechnical-related project elements. However, uncertainty exists as to the construction phasing, construction methods and sequence the contractor will follow in performing the work, all of which have a direct effect on the construction schedule and the cost for geotechnical services during construction. The costs for various tasks outlined herein could vary from those estimated, in the event that actual conditions differ significantly from those assumed herein. If the construction schedule requires that our representative be on-site for time durations other than those estimated herein, we will contact you immediately to discuss potential budget impacts.

March 13, 2013
Proposal No. P-4435
GeoPacific Project No. 12-2736

Based on the above-described level of effort, we estimate a budget for the geotechnical report and geotechnical construction monitoring of \$5,890 (see attached cost estimate). This estimate is based on an assumed cost for each site visit. However, our invoicing will be in accordance with the attached Standard Fee Schedule, and we will bill on a time and expense basis, only for work performed. If a "final" report of geotechnical observation and testing is needed at the completion of the project, the typical cost for the report would be about \$500. GeoPacific does not generally prepare a "final" report unless requested at the completion of the project.

Upon acceptance of this proposal, please sign below and return a copy to GeoPacific Engineering, Inc. at your earliest convenience. Please note the Limit of Liability section on Page 2 of the General Conditions. If you agree with this limit and the other conditions outlined, please sign below. Otherwise, please call to discuss this concept or any other aspect of our planned scope of work.

Sincerely,

GEO PACIFIC ENGINEERING, INC.

Proposal Accepted By:



Scott L. Hardman, P.E., G.E.
Principal Geotechnical Engineer

Client or Authorized Agent

Date

Attachments: Cost Estimate
General Conditions for Geotechnical Services
Standard Fee Schedule

March 13, 2013
 Proposal No. P-4435
 GeoPacific Project No. 12-2736

**Cost Estimate – Construction Monitoring Services
 PGE Readiness Center, Clackamas, Oregon**

Task	Units	Estimated Number	Average Cost per Unit	Total Estimated Cost
Preconstruction Meeting	Engineer Visits	1	\$350	\$350
Site Stripping; Subgrade Preparation; Unsuitable Soil Removal (If encountered)	Technician Visits	5	160	800
	Engineer Visits	1	350	350
Engineered Fill Placement and Density Testing	Technician Visits	9	160	1,440
Utility Trench Backfill	Technician Visits	5	160	800
Paving – Base Rock and AC Density Testing	Technician Visits	5	160	800
Structural Foundation Excavation Observations	Engineer Visits	1	350	350
Laboratory Testing	Proctor	2	200	400
	Rice Density	1	100	100
Engineering Review, RFI Responses, Project Management	Estimated	--	--	500
Total:				\$5,890

GEOPACIFIC ENGINEERING, INC.
GENERAL CONDITIONS FOR GEOTECHNICAL SERVICES
March 13, 2013

GeoPacific Engineering, Inc. (GeoPacific), an Oregon Corporation, and Client agree that the following general conditions shall apply to the services provided by GeoPacific.

STANDARD OF CARE

GeoPacific Engineering, Inc. will perform its professional services in accordance with that degree of care and skill ordinarily exercised by similarly qualified geoscience professionals currently practicing in this area under similar conditions. No warranties or other representations are expressed or implied.

CLIENT FURNISHED INFORMATION AND OBLIGATIONS

The Client is responsible to provide GeoPacific a description of the property, its location, and the locations of any underground utilities, facilities or structures on or adjacent to the property which could impact our work. GeoPacific, its owners, employees, subcontractors and agents will not be responsible for any damages to buried utilities or subterranean structures which are not specifically identified to GeoPacific. The Client also must advise GeoPacific of the location and nature of any known or suspected hazardous materials that may exist on the property.

SITE ACCESS/RIGHT OF ENTRY

The Client must advise GeoPac, prior to commencement of our services of any special requirements for entry, work permits, security clearances, licenses, or any other required permissions. If the property is not owned by the Client, the Client shall obtain permission for right-of entry for the purpose of performing our services.

SURFACE AND SUBSURFACE DISTURBANCE

GeoPacific Engineering, Inc. will take reasonable precautions to minimize surface and subsurface disturbance. In the normal course of exploratory work some surface disturbance may occur, the restoration of which is not part of this Agreement, unless specifically provided in the scope of services and budget for work.

UNANTICIPATED CONDITIONS OR HAZARDOUS MATERIALS

Subsurface conditions may vary from those encountered at the locations where surveys or explorations are made by GeoPacific. Because the data, interpretations and recommendations of GeoPacific Engineering, Inc. are based solely on the information available to GeoPacific Engineering, Inc., limitations on the available data will result in some level of uncertainty, and therefore risk, with respect to the interpretation of environmental, geologic and geotechnical conditions, despite the use of due professional care.

The discovery of unanticipated conditions or hazardous materials constitutes a changed condition mandating an appropriate renegotiation of the scope of services and budget or termination of services. The discovery of unanticipated hazardous materials also may make it necessary for GeoPacific to take immediate measures to address health and safety. GeoPacific Engineering, Inc. shall notify Client as soon as practically possible should hazardous materials be encountered. Client agrees to compensate GeoPacific for the additional cost of services necessary to protect the health and safety of the public and GeoPacific Engineering, Inc.' employees.

INDEMNIFICATION FOR HAZARDOUS MATERIALS AND RELEASE OF POLLUTANTS

Client agrees that any hazardous materials, including asbestos, present at the work site prior to and during the performance of this Agreement were not generated, stored or disposed by GeoPacific. The exploration for and assessment of hazardous materials by GeoPacific are done on behalf of the Client. To the fullest extent permitted by law, the Client shall defend, indemnify and hold harmless GeoPacific, its owners, employees, subcontractors and agents, from any and all liability, loss, costs, damage or expenses (including attorneys' fees and costs upon mediation, trial, arbitration and appeal) arising out of or in connection with (1) any-pollution-related claims or damages at the site, and (2) the performance of any professional services of GeoPacific Engineering, Inc. that result in alleged exacerbation of existing environmental pollution or contamination, or result in any newly caused or created pollution or contamination. This indemnification will not apply to claims, damages, losses or expenses to the extent they are a result of negligent acts by GeoPacific Engineering, Inc. under this Agreement or to the extent new pollutants are introduced solely by GeoPacific.

REPORTING OF HAZARDOUS SUBSTANCE RELEASES

The Client is responsible for reporting releases of hazardous substances when such reports are required by government agencies. The Client agrees to defend, indemnify and hold GeoPacific harmless for any claims due to Client's failure to comply with hazardous substance release reporting requirements.

JOB SITE CONDUCT AND SAFETY

GeoPacific Engineering, Inc. will be responsible for its professional activities on the job site. This will not relieve the Client, Owner, or construction contractors of their obligation to maintain a safe job site. Neither GeoPacific Engineering, Inc.'s professional activities nor the presence of its employees or subcontractors shall be construed to imply responsibility for job site safety.

SAMPLE RETENTION AND DISPOSAL

Non hazardous samples will be discarded 30 days after they are obtained unless prior arrangements are made to store or deliver the samples. Samples containing hazardous materials that are regulated under federal, state, or local environmental laws will be returned to the site.

INSTRUMENTS OF SERVICE

Reports, field data, laboratory data, analyses, calculations, estimates, designs and other documents prepared by GeoPacific as instruments of service shall remain the property of GeoPacific. GeoPacific will retain pertinent records relating to the services performed for a period of ten years following submission of the report. Copies of the instruments of service will be made available to the Client on request at a reasonable fee. Reuse of any instruments of service by the Client on extensions of this project or on other projects without GeoPacific's written permissions will be at the Client's risk. Client agrees to defend, indemnify and hold harmless GeoPacific from claims, damages and expenses arising out of such reuse.

BILLING AND PAYMENT

Billing for services will be submitted monthly. Payment is due on receipt of the invoice unless otherwise agreed in writing. A service charge of one and one-half percent (1.5%) per month will be added to unpaid accounts due over 30 days. Expenses incurred in preparation and/or foreclosure of any lien or collecting delinquent amounts including, but not limited to GeoPacific's staff time and attorneys' fees and costs at arbitration, trial and appeal. If invoices are overdue by 30 days or more, GeoPacific reserves the right to temporarily halt services and/or hold work products. GeoPacific will not be responsible for delays or damages resulting from cessation of services or withholding of work products, in cases where invoices are overdue.

TERMINATION OF SERVICES

This Agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms and conditions through no fault of the terminating party. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event that the Client requests early termination of our services, GeoPacific reserves the right to complete such analyses and records as are necessary to place its files in order and complete a report on the services performed to date. Charges for these termination activities shall be in addition to all charges incurred up to the date of termination.

INSURANCE

GeoPacific maintains Workers' Compensation Insurance as required by state and federal laws. GeoPacific also maintains comprehensive general, auto, and professional liability insurance. Certificates are available upon request.

CONSEQUENTIAL DAMAGES

GeoPacific shall not be liable for consequential damages, including loss of use or loss of profits, or indirect damages, regardless of whether such claim is based upon alleged breach of contract, willful misconduct, strict liability, breach of warranty or negligent act, error or omission, whether professional or nonprofessional.

DISPUTES

Any dispute, controversy or claim arising out of or relating to this Agreement shall be mediated. Oregon law shall apply and jurisdiction for this disputes shall be in the courts of Oregon.

ASSIGNS

Neither the Client nor GeoPacific may delegate, assign, sublet or transfer the duties, interests or responsibilities set forth in this Agreement without the written consent of the other party.

SEVERABILITY

The Client and GeoPacific have entered into this Agreement of their own free will, to communicate to one another mutual understandings and responsibilities. Any element of the Agreement later held to violate a law or regulation shall be deemed void, and remaining provisions shall continue in force. Client and GeoPacific shall in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

THIRD PARTY BENEFICIARIES

There are no third party beneficiaries. GeoPacific's services are provided solely for the Client.

NO FIDUCIARY DUTY

There is no fiduciary responsibility from GeoPacific to the Client.

LIMIT OF LIABILITY

General Liability: In the performance of this Agreement and subject to the limits, terms and conditions of property damage and public liability coverage, GeoPacific agrees to indemnify and hold Client harmless from GeoPacific's proportional share of liability resulting from its negligence and any breach of contract compared to that of other persons or entities which results in damage to the Client. GeoPacific **shall not be responsible for any loss, damage, or liability beyond GeoPacific's available insurance proceeds.** GeoPacific shall not be responsible for Client's negligence nor the negligence of third parties.

Professional Liability: In consideration of relative opportunities for financial reward from this project for the parties to this Agreement, Client agrees that the maximum aggregate amount of its recovery from GeoPacific or its employees due to any and all claims of professional negligence and breach of contract arising out of GeoPacific's performance under this Contract **shall be limited to \$50,000 or the amount of GeoPacific's fees for the services provided under this Agreement, whichever is more,** unless a higher limit with commensurate compensation is specifically negotiated.



STANDARD SCHEDULE OF CHARGES – 2013

PERSONNEL	HOURLY RATE
Principal Engineer	\$ 140
Senior Geologist	95
Environmental Scientist	80
Staff Geologist/Engineer	75
Senior Technician	65
Technician	59
Administrative Assistant	60
Support Staff	50

Hours worked in excess of 8 per day, in excess of 40 hours per week, or that are worked on a Saturday, Sunday or national holidays will be billed at 140% of the regular rates when these overtime hours are requested by the Client or are reasonably necessary to meet job schedules. Expert witness, deposition, or trial services provided at two times the standard hourly rate, with 4-hour minimum. Time spent in either local or inter-city travel, when in the interest of this contract, will be charged in accordance with the foregoing schedule.

EQUIPMENT AND OUTSIDE SERVICES	RATE
Automotive Mileage	\$ 0.60 / mile
Nuclear Density Gauge	Included in Technician Hourly Rate
Slope Inclinator (per day)	150
Asphalt / Concrete Coring Machine (per day)	150
Per Diem Expense (per day)	100
Outside Laboratory Services	Cost + 10%
Drilling, Excavator and Other Outside Services	Cost + 10%

LABORATORY TESTING	RATE (PER TEST)
Moisture Content (ASTM D2216)	\$ 15
Moisture Content / Dry Density (ASTM D2216)	35
Grain Size Distribution (ASTM D1140, D422)	135
No. 200 Wash Sieve Only (ASTM D1140, D422)	50
Combined Sieve and Hydrometer (ASTM D1140, D422)	180
Atterberg Limits (ASTM D4318)	110
Organic Content (ASTM D2974)	60
Moisture-Density Relationship (Proctor; ASTM D1557, D698)	200
California Bearing Ratio (CBR; ASTM D1883)	200 one-point method
California Bearing Ratio (CBR; ASTM D1883)	350 three-point method
Sand Equivalent (ASTM D2419)	85
Unconfined Compression (ASTM D2166)	110
Rice Density of Asphalt Concrete (ASTM D2041)	100
Asphalt Extraction / Gradation	240
Concrete Compressive Strength (ASTM C39, C1231)	20
Sample Preparation	Hourly