

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

801 N. Highway 99W, Dundee, OR 97115  
City Hall Phone: (503) 538-3922 Website: [www.DundeeCity.org](http://www.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.*

FEBRUARY 5, 2019 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. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
5. 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.
  - 5.1 City Council Minutes, January 15, 2019 Pages 1-12
  - 5.2 Financial Report Ending December 31, 2018 Pages 13-34
  - 5.3 Dundee Urban Renewal Agency FY 2017-18 Annual Report Pages 35-38

*Action Required: Motion to Accept the Consent Agenda*
6. Old Business:
  - 6.1 Jan Sander Property - Parks Committee Recommendations Pages 39-42  
*Discussion*
  - 6.2 City Utility Discount Program Review Pages 43-46  
*Discussion*
  - 6.3 ESCI Proposal – Dundee Fire Department Study Pages 47-76  
*Action Requested*
  - 6.4 Tourism Committee Appointment Pages 77-78  
*Action Requested*
7. New Business:
  - 7.1 Utility Line Warranty Program Pages 79-90  
*Action Requested*
8. Council Concerns & Committee Reports
9. Mayor's Report

10. City Administrator Report
11. 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.
12. Adjourn

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Pending Business:

1. Public Works
  - 1.1 Highway 99W Sidewalk/Streetscape
  - 1.2 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 Helipad Standards
3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 LID 2013-01 Final Assessment Ordinance
  - 3.3 LID 2016-01 Final Assessment Ordinance
  - 3.4 Storm Drain Master Plan Update
4. Parks & Trails
  - 4.1 Harvey Creek Trail Property Rehabilitation
  - 4.2 WWTP Nature Park
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 567-2019
  - 5.2 Resolution No. 2019-01

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 the Administrative Assistant at City Hall (503) 538-3922.

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**City of Dundee**  
**City Council Meeting Minutes**  
**January 15, 2019**

**Call to Order**

Mayor David Russ called the meeting to order at 7:00 P.M.

**Council and Staff Attendance**

Present: Mayor David Russ; Council President Tim Weaver; Councilors Storr Nelson, Jeannette Adlong, Kristen Svcarovich and Ted Crawford. Excused Absence: Councilor Patrick Kelly. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Linda McGougan, 910 SE Locust Street; Rebecca Minifie, 809 SE Elm Street; Lael Alderman, P.E. and Preston Van Meter, P.E., Murraysmith.

**Agenda Changes**

None.

**Public Comment**

Linda McGougan introduced herself to Council and indicated that she has lived in Dundee since 1986 and is present this evening to discuss her water bill. She explained that until recently her level of income had qualified her for the low income assistance program. She discussed a recent change in circumstances with the passing of her ex-husband. She explained that she's on Social Security as well as Social Security Disability; and with the passing of her ex-husband she now receives "widow's benefits" which has increased her income. This increase has raised her income level to just above that which would qualify her to receive utility assistance from the City. She discussed in detail some of her health issues and her many medical expenses, and shared her disappointment that she now falls just above the qualifying amount to receive the financial aid she needs. She asked for Council's consideration of her circumstances and the fact that she now falls just above the qualifying amount.

C.A. Daykin explained that Ms. McGougan's income has bumped up to the point where she no longer qualifies for the low income assistance utility program. He discussed that there is a policy in place, as adopted in the Dundee Municipal Code that provides a discount to persons under certain income thresholds. The discount represents 50% of the base water, sewer and storm charges, but not on the volume charges. The consensus of Council was to review the details of the policy at a future Council meeting. C. Nelson suggested that Council could potentially consider adding Social Security Disability as a factor into assisting people that may be slightly over the limit but still unable to work full-time. M. Russ suggested that there may also be some potential adjustments made and supported a review of the ordinance with comparisons to state and federal information as well. The consensus of Council was to temporarily freeze McGougan's utility bill to the amount she had been paying at the discounted rate while Council evaluates the ordinance. C.A. Daykin informed that he will discuss this information with Melody Osborne at City Hall; the bill will be temporarily set so that McGougan will not be required to pay the full amount pending some further resolution by the City Council. Additionally, C.A. Daykin informed that he will provide Council with detailed information pertaining to the low income assistance program for review and discussion at the upcoming Council meeting on

February 5, 2019. He explained to McGougan that in the meantime, until Council comes to a resolution, her bill will continue to show the full amount due though she will only be required to pay the reduced amount for now. C.A. Daykin also invited McGougan to attend the Council meeting on February 5<sup>th</sup> if she would like to participate and provide verbal or written testimony. McGougan voiced her appreciation of their consideration. C. Adlong requested that C.A. Daykin also provide Council with statistics about how many people are receiving assistance to which Daykin informed include 7-8 households at this time.

McGougan voiced her appreciation of the Dundee Fire Department and their efforts in attempting to save her son at her home about a year and a half ago. Though they were unable to save him, she praised their efforts and compassion shown.

Rebecca Minifie introduced herself to Council and read a prepared statement aloud with regard to concerns she has about potential traffic impacts of the Riverside District. Minifie provided a copy of her statement for the record. M. Russ discussed that also included in the TSP is that the City has planned Eleventh Street to be a collector street that runs directly to Fulquartz Landing Road and up over the bridge over the bypass. He pointed out that this direct route will likely draw a majority of the traffic going to that side but also acknowledged that many will continue to use Fifth Street as well. Additional discussion ensued. C. Nelson voiced support of Minifie's concerns, though discussed that many local residents use the bypass as well. He discussed that he lives on the river side and consistently utilizes the bypass to avoid the downtown Newberg traffic, etc.; he looks forward to being able to utilize Eleventh Street in the future. C. Svicarovich discussed that the TSP is a 20-year horizon plan, and as developers come in and develop areas within the Riverside District they will be required to do a traffic impact analyses for each one of the developed sub areas. She explained that there will be additional opportunity when those sub areas develop to take a closer look at traffic and the impact on infrastructure immediately adjacent to those developments. C. Weaver expressed his appreciation of Minifie's concerns and voiced support of citizen involvement.

## **Consent Agenda**

Draft meeting minutes from January 2, 2019 were provided to Council. A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, January 2, 2019. The **motion** passed unanimously.

## **Old Business**

### **Water Supply Study – MurraySmith Engineering**

Preston Van Meter, P.E., MurraySmith, informed that they are here to present the findings from the future water use evaluation that they have been working on over the past ten months. In addition to the information provided in the agenda packet beginning on page 1, Van Meter also provided a visual presentation for Council. He first discussed the background information and noted that the Dundee WWTP does produce the best effluent that can be produced in WWTP facilities with the membranes, though it is not quite Class A recycled water; there is an additional disinfection step that would need to be added plus some storage. Van Meter discussed the previously completed Recycled Water Feasibility Study done approximately 4-5 years ago. Current and future drinking water demands were discussed in detail, including projected Riverside District estimated water demands. Detailed discussion ensued. Riverside District potential irrigation or non-potable water demands were discussed. M. Russ referenced a previous conversation where potentially using non-potable water in toilets had been discussed. Van Meter acknowledged that this water could be used for toilet flushing though that is a different level of study that was not addressed in their study; the cost effectiveness of that option was not known. Van Meter pointed out that the City has plenty of well water rights in town; the problem is that not enough water (as there are water rights) can be taken from out of the ground. It was noted that

there is a diminishing aquifer and that long-term this is probably not the most viable option to serve the City of Dundee with its projected growth. Van Meter discussed the concept of firm capacity being the amount of total capacity less the inclusion of most productive well in the system, Well 13. He also discussed the City's Willamette River surface water right. He explained that Willamette River withdrawal is subject to curtailment when WWTP discharge is not returned to the river; the amount of water that could be withdrawn from an intake would drop. Additional discussion ensued and Van Meter pointed out that moving forward careful consideration may want to be given to what option would provide the City the most water security long-term.

C. Crawford pointed out that the information in the report provided on page 8 of the agenda packet is incorrect with regard to Well 13. The report states that "due to water right limitations, Well 13 is a seasonal summer well and should be excluded from firm capacity calculations in the summer as well as firm and total capacities in the winter." C. Crawford pointed out that this does not reflect a water right limitation; Van Meter acknowledged that this information may indeed be incorrect. It was noted that Well 13 has a production issue as opposed to a water right issue.

The water supply evaluation information was discussed as shown on page 6 of the visual presentation (and on page 9 of the agenda packet). Next the recycled water cost-benefit analysis was discussed as outlined on page 7 of the presentation materials. Van Meter noted that they did not consider that a developer would be fronting the cost for a recycled water system; if this were passed onto a developer they would likely pass those costs onto those purchasing their lots. The estimated costs for building a purple pipe system were discussed in detail. It was noted that the WWTP upgrades at a cost of \$2,108,000 would include expanding the UV disinfection system, provide a pump station to pressurize the water in the system and include additional storage as well. Additional discussion ensued and C. Crawford pointed out that there is likely an error in the estimated annual revenue calculation from the sale of non-potable water; Van Meter indicated that they will check on that and report their findings back to Council.

Van Meter discussed that C.A. Daykin asked them to review Well 4, an abandoned well which hasn't been used for over 20 years. A site visit was done and the well was noted to be in poor condition. Van Meter discussed that it is located in sandy soils, the well casing has caved in, and the estimated cost to build a new upgraded well would be approximately \$1 million. It was noted that it is surface water influenced, so if a new well were put in it should probably be relocated so the water wouldn't have to be treated. Discussion ensued with regard to the possibility of using Well 4 for non-potable water supply.

Van Meter discussed that their conclusions include that the use of recycled or non-potable water is not cost-effective; the investment would be difficult to recover. Lengthy detailed discussion ensued. C.A. Daykin pointed out that at some point the City will have a large uptick in investment in water infrastructure for supply. C.A. Daykin discussed that where the recycled water is currently located could potentially be put on the nature park area that the City is planning on developing in the future; or potentially a second park location in addition. He also discussed that lots in the Riverside area will be more than twice as dense as the current property in Dundee; there will be much smaller areas to irrigate. C. Nelson pointed out that back when some preliminary decisions were made many factors were unknown when decisions were made. Van Meter discussed that in the future if there were users, or perhaps an industrial user with cooling towers, this might allow for Class B or Class C without having to complete the costly WWTP upgrades, though this would require a different analysis as those could potentially be year round volume users. Additional discussion ensued.

C. Crawford inquired what the potential impacts would be to the Wells with a Cascadia Zone earthquake. Van Meter discussed that the best assurance against a potential well collapse would be to have them lined; he does not believe that any of the Dundee wells are lined presently. He also pointed out that Well 4 is located in a very sandy area and over time that well has collapsed. C. Crawford supported that utilizing the river may be a more viable option in the event of an earthquake which may impact all of the City Wells. Van Meter discussed that every 20-40 years it's a good idea to examine wells to see if they should be rehabilitated. Additional detailed discussion ensued and it was noted that many larger cities are opting to line their largest and most important wells. C. Crawford inquired about Well 13 and noted his belief that it may be lined; C.A. Daykin is unsure of the construction of the well but will check to find out that information.

C.A. Daykin discussed that with regard to the Recycled Water Program, the information provided regarding potential revenue does not show what the cost of operating the system would be. He pointed out that invariably there will be costs associated with operating the system likely inclusive of storage facilities, pumping facilities, and water lines. It was noted that there would also be additional costs for the individual home owners as well. C.A. Daykin recalled that the original consideration of a robust recycled water program for irrigation purposes was to defer a large, inevitable investment in the water system until such time the DEQ loans are paid off then the City would be in a better position with rate payers. C.A. Daykin confirmed that the DEQ loans will be paid off in 2032.

C. Svicarovich inquired about the water rights associated with Well 4. She recalled discussion about possibly transferring those water rights and inquired about whether the City is large enough to have a Water Conservation Plan to help navigate that process to which C.A. Daykin confirmed. Van Meter discussed that GSI did a report for the City about 4-5 years ago on Well 4, looking at the general condition of the well and trying to describe more about what happened and why it was abandoned. He explained that in their reporting they said that the way that the water right is written for Well 4 it can only be transferred within 500 feet, and in their estimation, and with the couple of test wells they drilled around the area, they said that there would be no benefit for doing that; they think that that well would fail as well. C.A. Daykin discussed that the City has a well that they have not been using and technically the City should be taking formal action to abandon the well which means decommissioning it and filling the bore hole. He advised that the City could take one more look at the transfer of water rights for Well 4 to see if maybe there were any way of combining it with the river water rights though it sounds like that has been looked at previously. Van Meter indicated that he will check with GSI to find out the status on that information. C. Crawford inquired as to whether the Edwards or Lindquist irrigation water rights could potentially be transferred to municipal water rights. Van Meter discussed that he does not believe that irrigation rights can be transferred to municipal rights.

Van Meter pointed out that the City is approaching a point where the system is reaching capacity and they have looked at some near term steps as well as getting started on that long-term implementation strategy. Van Meter discussed in detail the potential option of constructing a well in Falcon Crest Park. Though the capacity of this well could satisfy growth for a limited period of time, it was noted that a long-term water source will still be required.

With regard to the City's Riverside regulation, C.A. Daykin pointed out that unlike typical zoning that is present in the City; the intent is to apply Riverside zones to each of the sub areas and require a master plan before they can proceed with land division or development. C.A. Daykin referenced a previous discussion with C.A. Ramis where he inquired about concerns if the City doesn't have sufficient water rights. C.A. Ramis had indicated that would be something that would need to be demonstrated during the master planning process for the sub area; it will be incumbent upon the developer to answer that question. C.A. Ramis discussed that fundamentally

it is a policy question which he explained is the way the regulation is designed. He explained that the idea is that while there's a color applied to the map, that zoning map doesn't give immediate right to development; it imposes a requirement of rational planning of services and master planning for the area, and once that's completed then development can proceed. C.A. Ramis discussed his belief that it will be important for the City of Dundee to make sure that property owners understand that that's the regulatory scheme; in the end it's essentially a partnership between the public and the development side to figure out how to provide the services and what the timing will be. Discussion ensued and C.A. Ramis explained that there two types of moratoriums though with either moratorium statue the City would be under a deadline to complete improvements and provide services which is not ideal. It was discussed the Riverside District draft code proposes an alternative approach where there needs to be master planning done before development can proceed. Discussion ensued.

Van Meter discussed their thoughts with regard to maximizing the existing system capacity. He pointed out that a lot of the City wells are getting old and most of them don't have flow meters so there is not a strong idea of what flows are actually being pulled out of the ground. Likely some of the older wells could be reconditioned to try to maximize their use and productivity at the same time planning is being done for an alternate supply. Additional discussion ensued and Van Meter explained that their recommendation would be to go in and systematically look at all of the wells and deciding what level of rehab to complete while at least getting some more metering on the system, etc. at the rate of one well per year. Van Meter discussed that it seems pretty clear that a water treatment plant is what the City should begin planning for looking to the future. He discussed in detail the lengthy process that would likely be involved with this process. C. Nelson inquired as to how many water treatment facilities are present on the Willamette River. Van Meter informed that there are none downstream of Salem except for Wilsonville. Lengthy discussion ensued with regard to water rights and potential regionalization efforts.

M. Russ pointed out that in previous discussions there has been talk of a Ranney collector well, and suggested revisiting the cost difference and output difference between that and a treatment facility. Van Meter discussed that when they were positioning and pursuing the Water Master Plan they looked hard at the Ranney collector well approach and he stressed that this option just doesn't work on Dundee's side of the river. The soils on this side of the river are clays and aren't conducive for it; the good soils are on the other side of the river which is why Newberg has a pipeline under the river. Additional discussion ensued. With regard to the permitting process, C. Crawford inquired whether the intake is limited to whatever the City's water right is to which Van Meter indicated he didn't feel it would be though noted the withdrawal would be. Additional discussion ensued and Van Meter pointed out that the City's water right provides something to offer at a regional discussion. C.A. Daykin discussed that McMinnville Water & Light has a new director who is well aware of Dundee's water right; interested was expressed in having a discussion. C.A. Daykin also noted that he has been invited to participate in their ongoing discussions, though he has not yet attended one.

Van Meter discussed that early planning is essential moving forward and that it could take as long as 4-5 years to obtain the necessary local, state and federal permits for a new Willamette River intake for a future water treatment plant to serve the City's long-term water supply needs. C.A. Daykin discussed a potential funding strategy and noted that though there is some degree of urgency, the information is still based on some unknowns including how quickly development will take place, how quickly as policy makers Council would like to see development take place, and what exactly are the well capacities (as twenty year old capacity data is being used since there are no flow meters). He discussed the importance of further analysis and noted the MSA is going to prepare a spreadsheet so that this information can be updated as new development takes place and there are changes in productivity. Discussion ensued. C. Nelson inquired as to whether

or not there may be nearby private wells that the City could potentially purchase to extend time. C.A. Daykin discussed that the recommendation is to first take a look at rehabbing the City's existing wells and measuring what the flows actually are; better controls and flow meters tied into the control system are needed while also taking a look at the possibility of seismic proofing the wells. C.A. Daykin discussed that much of the work done in recent years has been on available cash flow. He explained that in recent years efforts have been made to try to repair old lines which have been known to leak or have been suspected of leaking; there are still quite a few older steel lines which the City is looking at replacing next summer. Additional detailed discussion ensued regarding the potential projects desired to be completed, in addition to upgrading the wells, and it was noted that due to costs they must be prioritized based on their impact. C.A. Daykin pointed out that it will be a number of years before the City will have excess cash to really take on big projects like developing a new well, but in the meantime additional analyses can take place. C.A. Daykin inquired about the possibility of a test well at Falcon Crest Park and what the costs might be associated with that. Van Meter advised that they definitely recommend doing a test well first at a likely cost of \$35,000-\$50,000. M. Russ inquired as to whether or not that investment lost when upgraded to a full well. Van Meter discussed that given the anticipated flow rates in this location, a test well that is of substantial enough size to be turned into a production well may be an option.

C. Svcarovich discussed that at one point in time the City had a moratorium on extending water services outside of the City limits. She explained that the moratorium was terminated and services have been extended outside of the City limits to folks with hardship conditions which were defined. C. Svcarovich supported being mindful of the decisions being made when there is this sort of a challenge before Council. C.A. Daykin pointed out that effective August 1, 2018 Council elected to accelerate the rates for the non-City residents. He also discussed the good will generated to assist those in hardship situations and isn't a significant impactful overall.

Potential regional solutions were discussed, as also noted on page 14 of the agenda packet. The importance of participating in regionalization discussions moving forward was discussed. Additional discussion ensued and C.A. Daykin discussed that as a small City joining in a partnership, water may potentially be obtained from those larger entities as long as we're partners in the big picture in the future; this is the direction negotiations are headed. Van Meter discussed his belief that the lens on regionalization is further out than the near term associated with Riverside; walking down both paths may be the best option.

C.A. Daykin discussed that if Council agrees that recycled water the way it was envisioned at the subdivision level for the Riverside area is probably not the best strategy, then Council may want to revisit some of the City policies. He explained that one policy is with regard to SDC's; they had been calculated as if the City were going to build internal storage and pumping facilities at our treatment plant in order to be in the position to deliver water to the Riverside area as part of that \$2 million of the \$4 million equation. If that will not be the case, C.A. Daykin presumed that an SDC would not be charged for that improvement that won't be built. C.A. Ramis suggested that this would potentially be an adjustment to the methodology.

C. Nelson inquired about the WWTP with regard to abandoning the purple pipe plan; is there anything that needs to be done or could be done to the plant at this point. Van Meter discussed that the UV system that was put in was for discharge; no energy is being wasted at the plant, etc. No infrastructure has been installed for the Class A system outside of the membranes, so that system can function the way it is. Additionally, Van Meter explained that if a nature park is built with a treatment facility, a much smaller pump station will be needed just to give a little bit of lift to be able to flow the water back through, a significantly less investment.

C.A. Daykin discussed, with regard to the City's water right on the river, there is a curtailment feature for fish passage – if water levels fall below a certain benchmark then the State can order the City to reduce by 25%. That 25% reduction would be offset of what the City puts back into the river from our WWTP; hence, the recycled water going into the river is really acting as a buffer for use of the river right for domestic purposes. M. Russ inquired as to whether the City could store water and dump it back into the river when necessary to offset that flow. Van Meter pointed out that water can be stored right now in lagoon 4, though he is unsure about the water curtailment question. C.A. Ramis suggested that now would be a good time to find out how a curtailment crisis would be managed if the State declared it. Trying to identify what options would be available would be good to know ahead of time. Van Meter expressed concern that the curtailment piece might not align well with when max day demands would occur.

C. Adlong inquired as to whether if a nature park were built in the Riverside area and had some wetland areas and such – how much water would that take? Would it have any effect on the percentage of water that would be discharged? Van Meter explained that the constructed wetlands would have to be lined because it's waste water. He also discussed that he recommends wetlands everywhere possible is due to the emerging contaminants that they are dealing with as an industry.

## **New Business**

### **Parkway Committee DC Delegation**

Brief discussion. C. Svicarovich inquired as to whether the City of Newberg is sending representation to which M. Russ informed that Mayor Rick Rogers will be attending. A **motion** was made and seconded to authorize the City to cover travel expenses for Mayor Russ to participate in the Parkway Committee DC Delegation. **The motion** passed unanimously.

### **Outdoor Burning**

C. Adlong discussed that the City of Dundee presently has an outdoor burning ordinance. She explained that a couple of weeks ago she witnessed a large amount of smoke coming from within the City of Dundee. C. Adlong explained that when she confronted the property owner they told her that they had been told by the City in the past that as long as they were burning in a fire pit that they were allowed to burn. Because of that conversation and the fact that it was also a holiday, C. Adlong noted that she did not report the fire. She shared a photo with Council which showed the fire and smoke plume, taken from a quarter of a mile away. C. Svicarovich pointed out that if the fire department had been called some action may have been taken. C. Adlong referenced the burning ordinance and indicated her belief that the ordinance is vague and should be reviewed and potentially revised so that it is clearer and able to be understood by citizens and the fire department who enforce the ordinance. She pointed out that the ordinance does say that just because someone burning in a fire pit that anything is allowed. The ordinance was reviewed and discussed in detail. C. Adlong voiced that smoke particulates which is a health hazard, especially for those with asthma, etc. She reviewed information she had obtained from other City codes which she felt more clearly defined what should be allowable with regard to burning. Additional discussion ensued and C.A. Daykin explained that oftentimes in the codes some Cities, including Dundee in the past, have included a purpose statement to help explain the reason behind what is being done. C. Adlong voiced her opinion that there has been an increase in the amount of burning in Dundee over the past year or two, and supported that starting a conversation with the fire department about the matter may be a good place to start. C. Nelson voiced support of educating City Staff, the Fire Chief and the public before making changes to the ordinance. He explained his belief that if the ordinance is being enforced and is working, it may not need to be changed. Lengthy discussion ensued with regard to recreational fires.

C.A. Daykin offered that if Council desires, an amendment could be crafted to better define prohibited burning for their review. In addition, he suggested having one penalty fee would simplify things as well. C.A. Ramis discussed that the challenge with these types of ordinances is in attempting to create an objective standard. Additional detailed discussion ensued and he noted that an ordinance is difficult to enforce unless it is relatively objective. M. Russ suggested that one reason for the increase in burning within Dundee may be due to the fact that there is nowhere for residents to take their yard waste anymore. He suggested that one potential idea might be for the City to sponsor its own burn at the maintenance yard; discussion ensued. C. Svicarovich pointed out that one concern with this suggestion would be in the liability taken on by the City in what is being brought for burning. Discussion ensued. C. Weaver suggested that it would seem reasonable to include wording that homeowners are expected to have the fire witnessed/manned continually, and that an adequate garden hose available for some fire suppression in case things get out of control. C.A. Daykin discussed that his observation is that most people that are good neighbors who would not allow smoke to go across their property lines to their neighbors; nuisance ordinances are in place for the few people who choose to ignore those consequences. It was noted that smoke from a BBQ or small fire pit fire can easily trespass onto neighboring property. C.A. Ramis discussed that if even if there weren't a burn ordinance of any kind, there still would be able to be nuisance ordinance. In that case, he explained, the standard would be whether the normal reasonable person would be offended or harmed by it; there must be a relatively objective standard. Additional discussion ensued. The complexity of the issue was discussed at length and C. Adlong voiced that she will have a conversation with Chief Stock with regard to Council's thoughts and concerns and report back to the group.

### **Tourism Committee Appointments**

A **motion** was made and seconded to approve the appointment of Ted Crawford, Jennifer Sitter, Nancy Ponzi, and Megan Carda to a two-year term on the Tourism Committee. **The motion** passed with five yes votes and C. Crawford voluntarily abstaining from the vote as the Tourism Committee Chair.

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

C. Adlong discussed that there was a Parks Advisory Committee meeting at the fire station last week to review the Survey results for Sander Estate Park. She noted that the meeting was held at the fire station and approximately 15-20 people attended, including Jan Sander. She discussed that one of the big issues was the possibility of library use for the property; much research was done by C.A. Daykin and even though those in favor are still pursuing the idea, it was discussed that State law does not allow a Park District to operate a public library. Additional discussion ensued C. Adlong discussed that those in support of the idea have indicated that they have sent letters to the CPRD Board members requesting them to allow the City of Dundee to lease the building so that the City can run a library there. Though that could be one potential way to get around being able to put a library in that location, the Parks Advisory Committee did not consider a library as a practical use for that property so that was not part of their recommendation. C. Adlong explained that the recommendation from the Parks Advisory Committee will be presented at the next City Council meeting. C.A. Daykin discussed that the intent is for the information to be provided in the newsletter so that people who are interested could attend that meeting also.

C.A. Daykin discussed that Council had expressed an interest in meeting with the CPRD Board and though he has not yet proposed a date, he let CPRD Superintendent Don Clements know that this was an interest of the City Council. The consensus of Council was to suggest a meeting date of February 28, 2019 with a start time of 6:00 pm for the joint meeting. C.A. Daykin discussed that the three main topics for the agenda will be the Jan Sander property recommendations,

Riverside parks and how neighborhood parks are going to be developed, and the status of Billick Park.

C. Crawford inquired about the unsightly RV which had been parked on Ninth Street and has been removed. C.A. Daykin explained that after discussing its removal with Sergeant Ronning it is unknown who removed the RV, though Sergeant Ronning indicated coincidentally that Newberg City Attorney Truman Stone has also completed his revisions of the towing agreement. C.A. Daykin discussed that once the agreement is approved, then it will apply to Dundee as an extension of our police services agreement with Newberg.

### **Mayor's Report**

None.

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

C.A. Daykin presented discussion with regard to the Locust Street LID. He explained the original developer that was providing the City assurances that they were going to make good on the water meter relocation costs has now backed out of the deal. Additional discussion ensued and C.A. Daykin pointed out that the meters weren't installed as per plan, though the contractor for the developer asserted he had verbal approval from the City to place them where they did. C.A. Daykin explained that tomorrow a full cost statement will be sent out that includes the relocation of the meters to the property owners, and that will be scheduled for February 19, 2019.

C.A. Daykin discussed that he and Chief Stock have begun having conversations with ESCI, the same consultants who did the 2006 Fire Department Evaluation Study. There will be a follow up meeting after they meet with TVF&R here on Friday, with a phone meeting with ESCI just to follow up and see if we can get a scope of work and fee that can be brought to the City Council at a future date.

C.A. Daykin discussed that there is an excavated pit just off of Tenth Street. He reviewed that quite some time back Mr. Wilder had attended a City Council meeting with regard to a car that went through his building on the corner of Tenth Street and Highway 99W; the code was changed so that he could relocate his entry door. M. Russ noted that the tasting room is now an insurance office. C.A. Daykin explained that the new tenant came in October and in December had a sewer plug back up. Wilder had hired Mr. Rooter who came in and tried to clear it out which was unsuccessful. C.A. Daykin explained that Wilder came to City Hall to discuss the issue and he was told that it is his responsibility to investigate and take care of the issue. C.A. Daykin discussed that Wilder next hired a couple of people to dig out the sewer lateral up to the sidewalk to try to find out if he could figure out what the problem is. Upon their investigation of the issue it was noted to just be full of ground water and they weren't successful, and it dives down deep under the sidewalk; at that point he would need a permit to get into the ODOT right-of-way. It was noted that no video of the problem has been able to be obtained though there may be some indications that the line may have collapsed. C.A. Daykin discussed that this has been placed in as a claim with CIS and so the insurance companies will be discussing the issue. In the meantime, C.A. Daykin explained, Wilder is trying to sort out how to get sewer service and City Staff are trying to guide him; he may want to tap into the sewer main that's been extending on Tenth Street.

C.A. Daykin discussed that he and City Engineer Reid met with ODOT officials Alvin Shoblom and Tony Snyder recently to talk about the funding for the next phase of improvements on Highway 99W. C.A. Daykin explained that the City's expectation is that when ODOT gets to the point where they are ready to go out to bid on the project, the City will be expected to pay a deposit as per the Agreement that represents the City's match. Though C.A. Daykin indicated

that his thought was that this deposit amount would be in the \$400,000 range, it will actually be substantially less based on the information they have provided which is due to Tony Snyder's efforts. Additional discussion ensued and M. Russ requested a status update on the street lights. C.A. Daykin discussed that this issue has progressed to the point where he has been told to expect a draft funding agreement to review before mid-February. The process was discussed and it was noted that once a funding agreement is in place it will then go out for bid. At this time C.A. Daykin discussed that it is unclear whether C.E. Reid will be relied upon to complete all of the construction inspection, though he suspects DTS will be relied upon to complete the technical inspections (to ensure compliance with the lighting specifications). It was noted that this is expected to be a project this spring.

C.A. Daykin discussed the recent power outages. In contrast to the first one, during the recent power outage when the WWTP generator tripped on it did not transfer power as the hose that carries transmission fluid for the generator broke and the fluid escaped. Thus, there was a non-working generator during that time period and raw sewage was dumped into the river. WWTP Operator, Jared Nunley responded to the plant during the power outage. DEQ has been notified and the City has not yet heard back. C.A. Daykin explained that an electrician was brought in who was able to verify the issue. Discussion ensued and he will report back to Council once he receives a response back from DEQ.

C.A. Ramis discussed that the case of Andrew Estroff and Donald Lowe vs. the City of Dundee has been filed at LUBA. It was noted that the case involves the McCaw subdivisions. He discussed that the petitioners have now filed their brief; the City has it, has reviewed it and it has been discussed with counsel for the applicant. C.A. Ramis explained that the issue that has been raised is the issue of how to interpret the Code when it comes to the change in density based upon slope, whether it is measured before or after. He confirmed that this is the sole issue in the case and that none of the procedural arguments that were made, or various allegations that were made that Council heard, are being litigated at LUBA. Due to the limited issue, it was decided that the laboring oar on this will be done by the applicant's lawyer. C.A. Ramis discussed that they will review it and make sure that no arguments are raised which are inconsistent with the City's position or Code, and then once the City is in agreement on the text a joint brief will be filed. Though it was noted that both legal representation will be present at LUBA, most of the cost will be on the applicant.

### **Public Comment**

None.

The meeting was adjourned at 9:14 P.M.

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David Russ, Mayor

Attest:

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Rob Daykin, City Administrator/Recorder



CITY OF DUNDEE  
Statement of Activities

From 7/1/2018 Through 12/31/2018

\*\*UNAUDITED\*\*

	State														Total											
	General Fund		Street Reserve		Revenue Sharing		Equipment Reserve		Parks Fund		Tourism Fund		Fire Station			Bonded Debt		Water Fund		Sewer CIP Fund		Storm Water Fund		Storm Water CIP Fund		
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund		Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund
<b>Revenue</b>																										
Taxes	655,800	15,185	-	-	-	-	-	-	-	-	44,424	-	-	-	140,329	-	-	-	-	-	-	-	-	-	-	855,738
Franchise Fees	29,522	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48,435
Licenses & Permits	24,474	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,474
Intergovernmental Revenue	118,577	122,809	99,404	-	14,983	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	355,772
Charges for Services	140,672	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,278,289
Fines & Forfeitures	29,484	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,484
Miscellaneous Revenue	8,264	439	25,341	425	103	7,147	41	1,034	985,218	611	2,277	3,311	658	5,302	338	10,835	1,051,343	-	-	-	-	-	-	-	-	3,643,535
<b>Total Revenue</b>	1,006,792	138,433	143,658	425	15,086	7,147	41	45,458	985,218	140,940	394,004	9,368	694,279	(320)	54,607	8,399	3,643,535									
<b>Expenditures</b>																										
Personnel	330,110	24,284	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	569,073
Materials & Services	366,078	114,223	-	-	10,165	-	1,163	11,569	122,428	-	96,297	-	104,109	-	14,273	-	-	-	-	-	-	-	-	-	-	886,078
Capital Outlay	9,066	-	539,475	-	-	-	-	-	242,569	-	11,174	-	140,753	-	9,776	-	-	-	-	-	-	-	-	-	-	1,102,433
Debt Service	-	-	20,373	-	-	29,314	-	-	-	-	-	-	-	-	638	-	-	-	-	-	-	-	-	-	-	484,416
<b>Total Expenditures</b>	705,254	138,507	559,848	-	10,165	29,314	1,163	11,569	364,996	-	217,393	335,212	244,862	364,966	35,848	22,901	3,041,999									
<b>Excess (deficiency) of Revenue over Expenditures</b>	301,538	(74)	(416,190)	425	4,921	(22,167)	(1,123)	33,889	620,222	140,940	176,611	(325,844)	449,417	(365,286)	18,759	(14,502)	601,536									
<b>Other Financing Sources (Uses)</b>	53,891	-	221,000	-	-	-	-	-	-	-	(19,217)	-	(367,674)	333,000	-	-	221,000									
<b>Net Changes to Fund Balance</b>	355,429	(74)	(195,190)	425	4,921	(22,167)	(1,123)	33,889	620,222	140,940	157,394	(325,844)	81,742	(32,286)	18,759	(14,502)	822,536									
<b>Beginning Fund Balance</b>	580,548	37,384	84,173	43,815	7,624	766,738	5,078	86,010	249	15,583	62,360	493,061	40,465	493,667	20,298	83,235	2,820,287									
<b>Ending Fund Balance</b>	935,977	37,310	(111,017)	44,240	12,545	744,571	3,955	119,899	620,470	156,523	219,754	167,217	122,207	461,382	39,056	68,733	3,642,823									

**City of Dundee**  
Statement of Revenues & Expenditures  
**01-General Fund**  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

\*\*UNAUDITED\*\*

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	95,469	655,800	707,900	-7%	(52,100)
Franchise Fees	0	29,522	152,600	-81%	(123,078)
Licenses & Permits	6,487	24,474	72,700	-66%	(48,226)
Intergovernmental Revenue	78,061	118,577	177,800	-33%	(59,223)
Charges for Services	18,545	140,672	228,400	-38%	(87,728)
Fines & Forfeitures	2,431	29,484	56,000	-47%	(26,516)
Miscellaneous Revenues	2,040	8,264	15,500	-47%	(7,236)
Total REVENUES	203,034	1,006,792	1,410,900	-29%	(404,108)
<b>EXPENDITURES</b>					
General Govt	34,846	195,194	383,400	49%	188,206
Court	1,804	13,461	24,700	46%	11,239
Community Development	9,211	51,037	134,900	62%	83,863
Police Services	38,297	213,264	503,200	58%	289,936
Fire Services	45,199	232,299	497,300	53%	265,001
Total EXPENDITURES	129,356	705,254	1,543,500	54%	838,246
Excess (deficiency) of Revenue Over Expenditures	73,677	301,538	(132,600)	-327%	434,138
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	8,492	53,891	104,400	-48%	(50,509)
Transfers Out	0	0	(56,000)	-100%	56,000
Other Uses	0	0	(80,000)	0%	80,000
Total OTHER FINANCING SOURCES (USES)	8,492	53,891	(31,600)	-271%	85,491
NET CHANGE IN FUND BALANCE	82,170	355,429	(164,200)	-316%	519,629
BEGINNING FUND BALANCE	853,808	580,548	575,900	1%	4,648
ENDING FUND BALANCE	935,977	935,977	411,700	127%	524,277

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
01 - Admin / Finance  
001 - General Fund  
From 12/1/2018 Through 12/31/2018  
(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	13,910	83,003	166,200	50 %	83,197
Personnel Benefits	7,431	44,060	90,000	51 %	45,940
Total Personnel Services	21,341	127,062	256,200	50 %	129,138
Materials & Services					
Supplies	331	1,908	4,200	55 %	2,292
Professional Services	8,916	28,193	54,800	49 %	26,607
Contractual Services	110	661	1,300	49 %	639
Travel & Training	72	6,233	18,100	66 %	11,867
Insurance	0	9,148	9,000	(2)%	(148)
Regulatory Requirements	0	475	800	41 %	325
Utilities	474	2,845	6,900	59 %	4,055
Repairs & Maintenance	323	4,224	8,800	52 %	4,576
Other Materials & Services	467	5,379	14,400	63 %	9,021
Total Materials & Services	10,693	59,066	118,300	50 %	59,234
Capital Outlay					
	2,812	9,066	8,900	(2)%	(166)
Total EXPENDITURES	34,846	195,194	383,400	49 %	188,206

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
02 - Court  
001 - General Fund  
From 12/1/2018 Through 12/31/2018  
(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	777	4,959	9,400	47 %	4,441
Personnel Benefits	613	3,736	7,700	51 %	3,964
Total Personnel Services	1,390	8,695	17,100	49 %	8,405
Materials & Services					
Supplies	20	75	200	62 %	125
Professional Services	18	1,791	2,300	22 %	509
Contractual Services	274	1,644	3,300	50 %	1,656
Travel & Training	0	999	1,000	0 %	1
Other Materials & Services	102	255	800	68 %	545
Total Materials & Services	414	4,765	7,600	37 %	2,835
Total EXPENDITURES	1,804	13,461	24,700	46 %	11,239

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
03 - Community Development  
001 - General Fund  
From 12/1/2018 Through 12/31/2018  
(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	923	5,720	11,100	48 %	5,380
Personnel Benefits	705	4,257	8,800	52 %	4,543
Total Personnel Services	1,628	9,978	19,900	50 %	9,922
Materials & Services					
Supplies	0	37	500	93 %	463
Professional Services	7,397	33,950	57,000	40 %	23,050
Contractual Services	0	6,449	36,000	82 %	29,551
Travel & Training	0	180	1,400	87 %	1,220
Other Materials & Services	186	443	20,100	98 %	19,657
Total Materials & Services	7,583	41,059	115,000	64 %	73,941
Total EXPENDITURES	9,211	51,037	134,900	62 %	83,863

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
04 - Police Dept  
001 - General Fund  
From 12/1/2018 Through 12/31/2018  
(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	38,297	213,264	503,200	58 %	289,936
Total Materials & Services	<u>38,297</u>	<u>213,264</u>	<u>503,200</u>	<u>58 %</u>	<u>289,936</u>
Total EXPENDITURES	<u>38,297</u>	<u>213,264</u>	<u>503,200</u>	<u>58 %</u>	<u>289,936</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
05 - Fire Dept  
001 - General Fund  
From 12/1/2018 Through 12/31/2018  
(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	27,723	122,763	224,800	45 %	102,037
Personnel Benefits	13,448	61,612	139,800	56 %	78,188
Total Personnel Services	41,171	184,375	364,600	49 %	180,225
Materials & Services					
Supplies	918	7,819	17,500	55 %	9,681
Professional Services	0	0	800	100 %	800
Contractual Services	0	12,286	25,000	51 %	12,714
Travel & Training	0	300	9,100	97 %	8,800
Insurance	0	16,913	17,700	4 %	787
Regulatory Requirements	347	861	9,000	90 %	8,139
Utilities	1,493	7,456	17,300	57 %	9,844
Repairs & Maintenance	1,265	2,242	14,000	84 %	11,758
Other Materials & Services	5	47	300	84 %	253
Total Materials & Services	4,028	47,924	110,700	57 %	62,776
Capital Outlay					
	0	0	22,000	100 %	22,000
Total EXPENDITURES	45,199	232,299	497,300	53 %	265,001

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
110 - Street Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	2,276	15,185	34,000	(55)%	(18,815)
Intergovernmental Revenue	22,145	122,809	216,000	(43)%	(93,191)
Miscellaneous Revenues	69	439	500	(12)%	(61)
Total REVENUES	<u>24,490</u>	<u>138,433</u>	<u>250,500</u>	<u>(45)%</u>	<u>(112,067)</u>
<b>EXPENDITURES</b>					
Personnel Services	4,203	24,284	48,000	49 %	23,716
Materials & Services					
Supplies	64	1,584	4,200	62 %	2,616
Professional Services	10	1,216	11,000	89 %	9,784
Travel & Training	0	23	500	95 %	477
Insurance	0	1,770	1,800	2 %	30
Regulatory Requirements	36	76	100	24 %	24
Utilities	1,905	11,432	23,400	51 %	11,968
Repairs & Maintenance	1,006	86,773	105,600	18 %	18,827
Interfund Services	1,892	11,350	22,700	51 %	11,350
Other Materials & Services	0	0	200	100 %	200
Total Materials & Services	<u>4,913</u>	<u>114,223</u>	<u>169,500</u>	<u>33 %</u>	<u>55,277</u>
Total EXPENDITURES	<u>9,116</u>	<u>138,507</u>	<u>217,500</u>	<u>36 %</u>	<u>78,993</u>
Excess (deficiency) of Revenue over Expenditures	<u>15,375</u>	<u>(74)</u>	<u>33,000</u>	<u>(100)%</u>	<u>(33,074)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(53,100)	(100)%	53,100
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(58,100)</u>	<u>(100)%</u>	<u>58,100</u>
NET CHANGE IN FUND BALANCE	<u>15,375</u>	<u>(74)</u>	<u>(25,100)</u>	<u>(100)%</u>	<u>25,026</u>
BEGINNING FUND BALANCE	21,935	37,384	31,900	17 %	5,484
ENDING FUND BALANCE	<u>37,310</u>	<u>37,310</u>	<u>6,800</u>	<u>449 %</u>	<u>30,510</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
111 - Street CIP Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Franchise Fees	0	18,913	45,700	(59)%	(26,787)
Intergovernmental Revenue	0	99,404	720,000	(86)%	(620,596)
Miscellaneous Revenues	0	25,341	26,700	(5)%	(1,359)
Total REVENUES	<u>0</u>	<u>143,658</u>	<u>792,400</u>	<u>(82)%</u>	<u>(648,742)</u>
<b>EXPENDITURES</b>					
Capital Outlay	42,945	539,475	964,800	44 %	425,325
Debt Service	0	20,373	46,700	56 %	26,327
Total EXPENDITURES	<u>42,945</u>	<u>559,848</u>	<u>1,011,500</u>	<u>45 %</u>	<u>451,652</u>
Excess (deficiency) of Revenue over Expenditures	<u>(42,945)</u>	<u>(416,190)</u>	<u>(219,100)</u>	<u>90 %</u>	<u>(197,090)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Debt Proceeds	0	221,000	307,800	(28)%	(86,800)
Transfers In	0	0	40,000	(100)%	(40,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>221,000</u>	<u>347,800</u>	<u>(36)%</u>	<u>(126,800)</u>
NET CHANGE IN FUND BALANCE	<u>(42,945)</u>	<u>(195,190)</u>	<u>128,700</u>	<u>(252)%</u>	<u>(323,890)</u>
BEGINNING FUND BALANCE	(68,072)	84,173	52,400	61 %	31,773
ENDING FUND BALANCE	<u>(111,017)</u>	<u>(111,017)</u>	<u>181,100</u>	<u>(161)%</u>	<u>(292,117)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
112 - Street Reserve Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	81	425	600	(29)%	(175)
Total REVENUES	<u>81</u>	<u>425</u>	<u>600</u>	<u>(29)%</u>	<u>(175)</u>
<b>EXPENDITURES</b>					
Capital Outlay	0	0	44,400	100 %	44,400
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>44,400</u>	<u>100 %</u>	<u>44,400</u>
Excess (deficiency) of Revenue over Expenditures	<u>81</u>	<u>425</u>	<u>(43,800)</u>	<u>(101)%</u>	<u>44,225</u>
NET CHANGE IN FUND BALANCE	<u>81</u>	<u>425</u>	<u>(43,800)</u>	<u>(101)%</u>	<u>44,225</u>
BEGINNING FUND BALANCE	44,159	43,815	43,800	0 %	15
ENDING FUND BALANCE	<u>44,240</u>	<u>44,240</u>	<u>0</u>	<u>0 %</u>	<u>44,240</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
122 - State Revenue Sharing Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	7,737	14,983	29,000	(48)%	(14,017)
Miscellaneous Revenues	23	103	100	3 %	3
<b>Total REVENUES</b>	<u>7,760</u>	<u>15,086</u>	<u>29,100</u>	<u>(48)%</u>	<u>(14,014)</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	465	2,500	81 %	2,035
Contractual Services	4,300	9,700	12,500	22 %	2,800
<b>Total Materials &amp; Services</b>	<u>4,300</u>	<u>10,165</u>	<u>15,000</u>	<u>32 %</u>	<u>4,835</u>
Capital Outlay	0	0	16,000	100 %	16,000
<b>Total EXPENDITURES</b>	<u>4,300</u>	<u>10,165</u>	<u>31,000</u>	<u>67 %</u>	<u>20,835</u>
Excess (deficiency) of Revenue over Expenditures	<u>3,460</u>	<u>4,921</u>	<u>(1,900)</u>	<u>(359)%</u>	<u>6,821</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(5,000)	(100)%	5,000
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(100)%</u>	<u>5,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>3,460</u>	<u>4,921</u>	<u>(6,900)</u>	<u>(171)%</u>	<u>11,821</u>
<b>BEGINNING FUND BALANCE</b>	9,085	7,624	7,000	9 %	624
<b>ENDING FUND BALANCE</b>	<u>12,545</u>	<u>12,545</u>	<u>100</u>	<u>12,445 %</u>	<u>12,445</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
127 - Equipment Reserve Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	1,370	7,147	30,000	(76)%	(22,853)
<b>Total REVENUES</b>	<b>1,370</b>	<b>7,147</b>	<b>30,000</b>	<b>(76)%</b>	<b>(22,853)</b>
<b>EXPENDITURES</b>					
Capital Outlay	0	0	876,100	100 %	876,100
Debt Service	0	29,314	58,700	50 %	29,386
<b>Total EXPENDITURES</b>	<b>0</b>	<b>29,314</b>	<b>934,800</b>	<b>97 %</b>	<b>905,486</b>
Excess (deficiency) of Revenue over Expenditures	1,370	(22,167)	(904,800)	(98)%	882,633
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	139,000	(100)%	(139,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>139,000</b>	<b>(100)%</b>	<b>(139,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>1,370</b>	<b>(22,167)</b>	<b>(765,800)</b>	<b>(97)%</b>	<b>743,633</b>
<b>BEGINNING FUND BALANCE</b>	<b>743,201</b>	<b>766,738</b>	<b>765,800</b>	<b>0 %</b>	<b>938</b>
<b>ENDING FUND BALANCE</b>	<b>744,571</b>	<b>744,571</b>	<b>0</b>	<b>0 %</b>	<b>744,571</b>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
131 - Parks Fund  
From 12/1/2018 Through 12/31/2018  
(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	16,400	(100)%	(16,400)
Miscellaneous Revenues	7	41	2,600	(98)%	(2,559)
Total REVENUES	<u>7</u>	<u>41</u>	<u>19,000</u>	<u>(100)%</u>	<u>(18,959)</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	240	4,000	94 %	3,760
Repairs & Maintenance	0	923	6,000	85 %	5,077
Total Materials & Services	0	1,163	10,000	88 %	8,837
Capital Outlay					
	0	0	18,000	100 %	18,000
Total EXPENDITURES	<u>0</u>	<u>1,163</u>	<u>28,000</u>	<u>96 %</u>	<u>26,837</u>
Excess (deficiency) of Revenue over Expenditures	<u>7</u>	<u>(1,123)</u>	<u>(9,000)</u>	<u>(88)%</u>	<u>7,877</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In					
	0	0	5,000	(100)%	(5,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>(100)%</u>	<u>(5,000)</u>
NET CHANGE IN FUND BALANCE	<u>7</u>	<u>(1,123)</u>	<u>(4,000)</u>	<u>(72)%</u>	<u>2,877</u>
<b>BEGINNING FUND BALANCE</b>					
	3,948	5,078	4,800	6 %	278
<b>ENDING FUND BALANCE</b>					
	<u>3,955</u>	<u>3,955</u>	<u>800</u>	<u>394 %</u>	<u>3,155</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
151 - Tourism Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	4,728	44,424	65,300	(32)%	(20,876)
Miscellaneous Revenues	221	1,034	2,000	(48)%	(966)
Total REVENUES	<u>4,948</u>	<u>45,458</u>	<u>67,300</u>	<u>(32)%</u>	<u>(21,842)</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	465	2,500	81 %	2,035
Contractual Services	610	11,104	80,000	86 %	68,896
Total Materials & Services	610	11,569	82,500	86 %	70,931
Capital Outlay	0	0	72,000	100 %	72,000
Total EXPENDITURES	<u>610</u>	<u>11,569</u>	<u>154,500</u>	<u>93 %</u>	<u>142,931</u>
Excess (deficiency) of Revenue over Expenditures	<u>4,338</u>	<u>33,889</u>	<u>(87,200)</u>	<u>(139)%</u>	<u>121,089</u>
NET CHANGE IN FUND BALANCE	<u>4,338</u>	<u>33,889</u>	<u>(87,200)</u>	<u>(139)%</u>	<u>121,089</u>
BEGINNING FUND BALANCE	115,561	86,010	87,400	(2)%	(1,390)
ENDING FUND BALANCE	<u>119,899</u>	<u>119,899</u>	<u>200</u>	<u>59,850 %</u>	<u>119,699</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
201 - Fire Station Construction  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	1,142	985,218	986,000	(0)%	(782)
<b>Total REVENUES</b>	<b>1,142</b>	<b>985,218</b>	<b>986,000</b>	<b>(0)%</b>	<b>(782)</b>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	9,137	122,428	138,800	12 %	16,372
<b>Total Materials &amp; Services</b>	<b>9,137</b>	<b>122,428</b>	<b>138,800</b>	<b>12 %</b>	<b>16,372</b>
Capital Outlay	0	242,569	837,700	71 %	595,131
<b>Total EXPENDITURES</b>	<b>9,137</b>	<b>364,996</b>	<b>976,500</b>	<b>63 %</b>	<b>611,504</b>
Excess (deficiency) of Revenue over Expenditures	(7,995)	620,222	9,500	6,429 %	610,722
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(10,000)	(100)%	10,000
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(100)%</b>	<b>10,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(7,995)</b>	<b>620,222</b>	<b>(500)</b>	<b>(124,144)%</b>	<b>620,722</b>
<b>BEGINNING FUND BALANCE</b>	<b>628,466</b>	<b>249</b>	<b>500</b>	<b>(50)%</b>	<b>(251)</b>
<b>ENDING FUND BALANCE</b>	<b>620,470</b>	<b>620,470</b>	<b>0</b>	<b>0 %</b>	<b>620,470</b>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
310 - Bonded Debt  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	20,986	140,329	148,000	(5)%	(7,671)
Miscellaneous Revenues	288	611	600	2 %	11
Total REVENUES	<u>21,274</u>	<u>140,940</u>	<u>148,600</u>	<u>(5)%</u>	<u>(7,660)</u>
<b>EXPENDITURES</b>					
Debt Service	0	0	150,200	100 %	150,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>150,200</u>	<u>100 %</u>	<u>150,200</u>
Excess (deficiency) of Revenue over Expenditures	<u>21,274</u>	<u>140,940</u>	<u>(1,600)</u>	<u>(8,909)%</u>	<u>142,540</u>
NET CHANGE IN FUND BALANCE	<u>21,274</u>	<u>140,940</u>	<u>(1,600)</u>	<u>(8,909)%</u>	<u>142,540</u>
BEGINNING FUND BALANCE	135,249	15,583	15,700	(1)%	(117)
ENDING FUND BALANCE	<u>156,523</u>	<u>156,523</u>	<u>14,100</u>	<u>1,010 %</u>	<u>142,423</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
431 - Water Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	48,721	391,728	620,000	(37)%	(228,273)
Miscellaneous Revenues	<u>664</u>	<u>2,277</u>	<u>3,000</u>	<u>(24)%</u>	<u>(723)</u>
Total REVENUES	<u>49,385</u>	<u>394,004</u>	<u>623,000</u>	<u>(37)%</u>	<u>(228,996)</u>
<b>EXPENDITURES</b>					
Personnel Services	16,612	96,297	197,300	51 %	101,003
Materials & Services					
Supplies	1,188	5,660	12,000	53 %	6,340
Professional Services	336	4,770	8,600	45 %	3,830
Contractual Services	0	7,936	10,000	21 %	2,064
Travel & Training	0	473	2,200	79 %	1,727
Insurance	0	5,457	5,500	1 %	43
Regulatory Requirements	452	2,283	4,900	53 %	2,617
Utilities	3,101	22,982	45,700	50 %	22,718
Repairs & Maintenance	2,674	9,449	40,300	77 %	30,851
Interfund Services	7,767	46,600	93,200	51 %	46,600
Other Materials & Services	<u>742</u>	<u>4,312</u>	<u>8,300</u>	<u>48 %</u>	<u>3,988</u>
Total Materials & Services	16,258	109,922	230,700	52 %	120,778
Capital Outlay	<u>407</u>	<u>11,174</u>	<u>25,000</u>	<u>55 %</u>	<u>13,826</u>
Total EXPENDITURES	<u>33,277</u>	<u>217,393</u>	<u>453,000</u>	<u>52 %</u>	<u>235,607</u>
Excess (deficiency) of Revenue over Expenditures	<u>16,107</u>	<u>176,611</u>	<u>170,000</u>	<u>4 %</u>	<u>6,611</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	(2,330)	(19,217)	(214,800)	(91)%	195,583
Other Uses	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>(100)%</u>	<u>20,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>(2,330)</u>	<u>(19,217)</u>	<u>(234,800)</u>	<u>(92)%</u>	<u>215,583</u>
NET CHANGE IN FUND BALANCE	<u>13,777</u>	<u>157,394</u>	<u>(64,800)</u>	<u>(343)%</u>	<u>222,194</u>
BEGINNING FUND BALANCE	205,977	62,360	69,100	(10)%	(6,740)
ENDING FUND BALANCE	<u>219,754</u>	<u>219,754</u>	<u>4,300</u>	<u>5,011 %</u>	<u>215,454</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
432 - Water CIP Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	0	6,057	36,800	(84)%	(30,743)
Miscellaneous Revenues	308	3,311	8,200	(60)%	(4,889)
Total REVENUES	<u>308</u>	<u>9,368</u>	<u>45,000</u>	<u>(79)%</u>	<u>(35,632)</u>
<b>EXPENDITURES</b>					
Capital Outlay	107,076	276,611	342,000	19 %	65,389
Debt Service	0	58,602	117,300	50 %	58,698
Total EXPENDITURES	<u>107,076</u>	<u>335,212</u>	<u>459,300</u>	<u>27 %</u>	<u>124,088</u>
Excess (deficiency) of Revenue over Expenditures	<u>(106,768)</u>	<u>(325,844)</u>	<u>(414,300)</u>	<u>(21)%</u>	<u>88,456</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	140,000	(100)%	(140,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>140,000</u>	<u>(100)%</u>	<u>(140,000)</u>
NET CHANGE IN FUND BALANCE	<u>(106,768)</u>	<u>(325,844)</u>	<u>(274,300)</u>	<u>19 %</u>	<u>(51,544)</u>
BEGINNING FUND BALANCE	273,985	493,061	469,000	5 %	24,061
ENDING FUND BALANCE	<u>167,217</u>	<u>167,217</u>	<u>194,700</u>	<u>(14)%</u>	<u>(27,483)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
441 - Sewer Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	123,246	693,622	1,286,600	(46)%	(592,978)
Miscellaneous Revenues	225	658	1,400	(53)%	(742)
Total REVENUES	<u>123,471</u>	<u>694,279</u>	<u>1,288,000</u>	<u>(46)%</u>	<u>(593,721)</u>
<b>EXPENDITURES</b>					
Personnel Services	15,874	104,109	196,300	47 %	92,191
Materials & Services					
Supplies	96	4,387	24,000	82 %	19,613
Professional Services	850	11,039	45,500	76 %	34,461
Contractual Services	0	180	700	74 %	520
Travel & Training	0	918	1,800	49 %	882
Insurance	0	16,170	16,200	0 %	30
Regulatory Requirements	98	2,413	5,400	55 %	2,987
Utilities	8,186	38,696	84,900	54 %	46,204
Repairs & Maintenance	1,562	21,383	98,300	78 %	76,917
Interfund Services	6,883	41,300	82,600	50 %	41,300
Other Materials & Services	742	4,267	8,100	47 %	3,833
Total Materials & Services	<u>18,417</u>	<u>140,753</u>	<u>367,500</u>	<u>62 %</u>	<u>226,747</u>
Total EXPENDITURES	<u>34,291</u>	<u>244,862</u>	<u>563,800</u>	<u>57 %</u>	<u>318,938</u>
Excess (deficiency) of Revenue over Expenditures	<u>89,180</u>	<u>449,417</u>	<u>724,200</u>	<u>(38)%</u>	<u>(274,783)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	(61,662)	(367,674)	(743,400)	(51)%	375,726
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(61,662)</u>	<u>(367,674)</u>	<u>(763,400)</u>	<u>(52)%</u>	<u>395,726</u>
NET CHANGE IN FUND BALANCE	<u>27,518</u>	<u>81,742</u>	<u>(39,200)</u>	<u>(309)%</u>	<u>120,942</u>
BEGINNING FUND BALANCE	94,689	40,465	43,700	(7)%	(3,235)
ENDING FUND BALANCE	<u>122,207</u>	<u>122,207</u>	<u>4,500</u>	<u>2,616 %</u>	<u>117,707</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
442 - Sewer CIP Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	0	(5,622)	35,000	(116)%	(40,622)
Miscellaneous Revenues	849	5,302	13,600	(61)%	(8,298)
Total REVENUES	<u>849</u>	<u>(320)</u>	<u>48,600</u>	<u>(101)%</u>	<u>(48,920)</u>
<b>EXPENDITURES</b>					
Capital Outlay	0	638	36,000	98 %	35,363
Debt Service	0	364,328	690,400	47 %	326,072
Total EXPENDITURES	<u>0</u>	<u>364,966</u>	<u>726,400</u>	<u>50 %</u>	<u>361,434</u>
Excess (deficiency) of Revenue over Expenditures	<u>849</u>	<u>(365,286)</u>	<u>(677,800)</u>	<u>(46)%</u>	<u>312,514</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	55,500	333,000	666,000	(50)%	(333,000)
Total OTHER FINANCING SOURCES (USES)	<u>55,500</u>	<u>333,000</u>	<u>666,000</u>	<u>(50)%</u>	<u>(333,000)</u>
NET CHANGE IN FUND BALANCE	<u>56,349</u>	<u>(32,286)</u>	<u>(11,800)</u>	<u>174 %</u>	<u>(20,486)</u>
BEGINNING FUND BALANCE	405,032	493,667	487,800	1 %	5,867
ENDING FUND BALANCE	<u>461,382</u>	<u>461,382</u>	<u>476,000</u>	<u>(3)%</u>	<u>(14,618)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
451 - Storm Water Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	8,831	54,269	109,800	(51)%	(55,531)
Miscellaneous Revenues	72	338	600	(44)%	(262)
Total REVENUES	<u>8,903</u>	<u>54,607</u>	<u>110,400</u>	<u>(51)%</u>	<u>(55,793)</u>
<b>EXPENDITURES</b>					
Personnel Services	2,402	14,273	28,800	50 %	14,527
Materials & Services					
Supplies	32	792	2,300	66 %	1,508
Professional Services	10	547	5,600	90 %	5,054
Travel & Training	0	48	200	76 %	152
Insurance	0	195	200	2 %	5
Regulatory Requirements	18	38	100	62 %	62
Utilities	58	358	1,100	67 %	742
Repairs & Maintenance	0	997	2,300	57 %	1,303
Interfund Services	1,133	6,800	13,600	50 %	6,800
Other Materials & Services	2	2	300	99 %	298
Total Materials & Services	<u>1,253</u>	<u>9,776</u>	<u>25,700</u>	<u>62 %</u>	<u>15,924</u>
Debt Service	0	11,799	0	0 %	(11,799)
Total EXPENDITURES	<u>3,654</u>	<u>35,848</u>	<u>54,500</u>	<u>34 %</u>	<u>18,652</u>
Excess (deficiency) of Revenue over Expenditures	<u>5,248</u>	<u>18,759</u>	<u>55,900</u>	<u>(66)%</u>	<u>(37,141)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(68,100)	(100)%	68,100
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(73,100)</u>	<u>(100)%</u>	<u>73,100</u>
NET CHANGE IN FUND BALANCE	<u>5,248</u>	<u>18,759</u>	<u>(17,200)</u>	<u>(209)%</u>	<u>35,959</u>
BEGINNING FUND BALANCE	33,808	20,298	19,600	4 %	698
ENDING FUND BALANCE	<u>39,056</u>	<u>39,056</u>	<u>2,400</u>	<u>1,527 %</u>	<u>36,656</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
452 - Storm Water CIP Fund  
From 12/1/2018 Through 12/31/2018  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	0	(2,436)	15,000	(116)%	(17,436)
Miscellaneous Revenues	<u>126</u>	<u>10,835</u>	<u>1,200</u>	<u>803 %</u>	<u>9,635</u>
Total REVENUES	<u>126</u>	<u>8,399</u>	<u>16,200</u>	<u>(48)%</u>	<u>(7,801)</u>
<b>EXPENDITURES</b>					
Capital Outlay	16,998	22,901	125,600	82 %	102,699
Debt Service	<u>0</u>	<u>0</u>	<u>23,700</u>	<u>100 %</u>	<u>23,700</u>
Total EXPENDITURES	<u>16,998</u>	<u>22,901</u>	<u>149,300</u>	<u>85 %</u>	<u>126,399</u>
Excess (deficiency) of Revenue over Expenditures	<u>(16,871)</u>	<u>(14,502)</u>	<u>(133,100)</u>	<u>(89)%</u>	<u>118,598</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	<u>0</u>	<u>0</u>	<u>56,000</u>	<u>(100)%</u>	<u>(56,000)</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>56,000</u>	<u>(100)%</u>	<u>(56,000)</u>
NET CHANGE IN FUND BALANCE	<u>(16,871)</u>	<u>(14,502)</u>	<u>(77,100)</u>	<u>(81)%</u>	<u>62,598</u>
BEGINNING FUND BALANCE	85,604	83,235	77,900	7 %	5,335
ENDING FUND BALANCE	<u>68,733</u>	<u>68,733</u>	<u>800</u>	<u>8,492 %</u>	<u>67,933</u>

# Dundee Urban Renewal Agency Annual Report FY 2017- 2018



Filed January 31, 2019

## Background

On April 18, 2017 the Dundee City Council adopted Ordinance No. 558-2017, adopting the Dundee Urban Renewal Plan and establishing the Dundee Urban Renewal Area. The Urban Renewal Area covers approximately 136 acres comprising of primarily light industrial and commercial zoned properties located in proximity of the Highway 99W corridor in Dundee.

Pursuant to ORA 457.460, the Dundee Urban Renewal Agency (DURA) must prepare an annual report no later than January 31. Public notice shall be published once a week for two successive weeks that the annual report has been filed with the Dundee City Council before March 1 of the year that the report is filed. The annual report shall provide the following information:

- The amount of tax increment financing (TIF) revenues and revenue from debt issuance received during the previous fiscal year.
- The purposes and amounts for which any revenue received were expended during the preceding fiscal year.
- An estimated amount of tax increment financing revenues and revenue from debt issuance received during the current fiscal year.
- The adopted budget setting forth the purposes and amounts that are to be expended from the estimated funds received during the current fiscal year.
- An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts included under ORS 457.430.

## Fiscal Year Ending June 30, 2018

The first distribution of TIF revenues to the Dundee Urban Renewal Agency occurred in November 2018, and no TIF revenues were collected in FY 2017-2018. The Agency entered into two loan agreements with the City of Dundee as follows:

<u>Purpose</u>	<u>Authorized</u>	<u>Expended</u>
Conduit for Undergrounding Overhead Utilities	\$350,000	\$295,967
Sewer Main Extensions	\$10,000	\$3,900

The City of Dundee constructed the conduit and sewer extension improvements as part of its Highway 99W Sidewalk/Streetscape project. The sewer main extensions were to include work at 9<sup>th</sup> Street and 4<sup>th</sup> Street intersections to the highway, but only 9<sup>th</sup> Street was completed. Repayment of the loans to the City of Dundee will start in FY 2018-2019.

**Fiscal Year Ending June 30, 2019**

Tax increment revenue in the current fiscal year is budgeted at \$38,000. This first fiscal year revenue is the result of two years' worth of increment growth in the Urban Renewal Year from when the tax base was frozen upon adoption of the Urban Renewal Plan in April 2017. The FY 2018-2019 budget does not anticipate revenue from the issuance of debt. The following is a summary of the adopted budget for the fiscal year ending June 30, 2019:

Revenues

Property Taxes	38,000	
Interest Income	<u>400</u>	<u>38,400</u>
 Total Revenues		 <u>38,400</u>

Expenditures

Legal Services	1,800	
Engineering/Architecture	10,000	
Planning	<u>1,600</u>	13,400
 Loan Repayment	 <u>25,000</u>	 <u>25,000</u>
 Total Expenditures		 <u>38,400</u>

One task represented in the FY2018-2019 budget is the completion of a concept design for reconstruction of 9<sup>th</sup> Street from Highway 99W to Alder Street. The concept design, along with construction cost estimates, is proposed to be the basis of a loan application to the Oregon Transportation Infrastructure Bank.

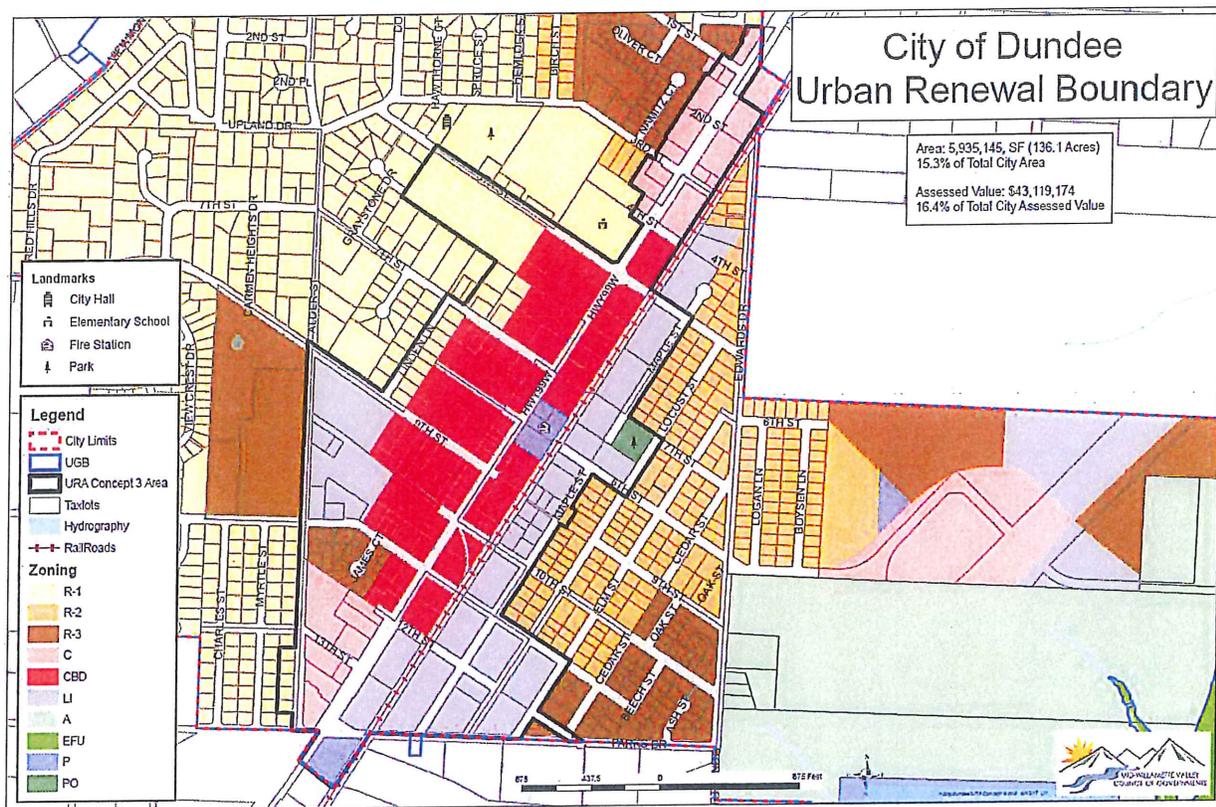
**Taxing District Impacts**

The major source of funding for urban renewal projects is tax increment financing (TIF). Once an Urban Renewal Plan and Area are established, the tax valuation for the Area is "frozen". As properties within the Area appreciate in assessed value, the taxes generated from the increased assessed value (the "increment") over the frozen base are used to pay for the specific projects within the Area or repay indebtedness incurred carrying out the projects. Taxing districts continue to receive their share of property taxes based on the

frozen assessed value. While the previous fiscal year did not have TIF revenue distributed to the Dundee Urban Renewal Agency; the TIF would normally be generated from the following taxing districts:

<u>Taxing District</u>	<u>Tax Rate (per \$1,000 AV)</u>
City of Dundee	2.3115
Yamhill County	2.5775
Chehalem Parks & Rec	0.9076
Yamhill Co. Soil & Water	0.0354
Yamhill Co. Extension Svc	0.0449
Newberg SD 40	4.6616
Portland Community College	0.2828
Willamette Regional ESD	<u>0.2967</u>
Aggregate Total	11.1180

Map of Dundee Urban Renewal Area





## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: January 31, 2019  
Re: Jan Sander Property - Parks Advisory Committee Recommendations

Following initial review of the on-line survey responses regarding Parks in Dundee and proposed uses for the Jan Sander property at the December 5, 2018 Dundee Parks Advisory Committee meeting, the Committee continued their review to the January 9, 2019 meeting. Public comments from members of the audience were provided to the Committee at both meetings and the City Administrator provided information on the process for establishing a Public Library, future parks planned for the Riverside District, street improvement requirements per the Dundee Development Code and Transportation System Plan, and the land use process for development of a park in Dundee. Chair Adlong proposed guidelines to use in evaluating options for the Jan Sander property, which were accepted by the Committee as follows:

1. Create a park for the enjoyment of all in Dundee that provides recreational, educational and cultural opportunities.
2. Consider Dundee-wide park and recreational priorities when deciding on features for Sander Park.
3. Do not duplicate facilities that are available across the street at Billick Park or at Dundee Elementary School.
4. Pair appropriate facilities for Sander Park with its existing character and surroundings.
5. Consider re-purposing the existing facilities, such as the house, garage, shed and barn. Example: Convert the garage into Maker Space area, have game nights at the barn, etc.
6. Consider developing the property in phases to get the project moving. We would like to have a completed park within two years.
7. Encompass an idea or plan that includes all ages.

The Committee had questions on how improvements would be brought about and whether CPRD intended to provide programming and maintenance for the new park and recreation facilities. It was noted that the Jan Sander property is located in the Dundee urban renewal area and there would be opportunity for CPRD to request financial assistance from the Dundee Urban Renewal Agency for infrastructure and public facility improvements that would likely be a condition of approval for park development. The Committee deliberated on each use proposed in the on-line survey and reached consensus in their final recommendations per the attached report. Chair Adlong will present the Committee's recommendations to the Council at the February 5 meeting.

## Dundee Park Advisory Committee Recommendations For Development of Jan Sander Estate Property

### Education, Arts & Cultural Features:

An **Outdoor Gathering Space** which could accommodate activities such as outdoor games and farmer's market. Space does not have to be linear or symmetric; it could be a series of smaller connected hardscaped areas, perhaps with brick pavers. This could be Dundee's "living room"

**Horticultural Learning Areas** which could include educational interpretive signage to identify plants along a pathway planted in flowers, shrubs and trees. Other elements of horticultural learning would be an arboretum or groomed garden, and a community garden where residents can plant and grow flowers and vegetables.

A **Maker Space** in the existing garage, dependent on staffing and resources.

A **Multi-Age Program Facility**. This was very highly rated by survey respondents. We envision a facility which would serve all ages. Initially this facility could be in the existing residential house and the hours could be limited as budget and staffing permits. Hours would be variable depending on the day. Eventually, a new building could be constructed to replace or augment the existing house.

A **Reading Room** where books could be borrowed on the honor system. This would be a quiet space which would be within the multi-age program facility.

A small **Indoor Theatre** in the second floor or the barn is highly desired as a cool, unique space for youth to watch movies. This would be dependent on making the barn space ADA accessible.

### Revenue Generation:

**Education and Fitness Classes** were highly supported in the survey results. Residents would pay a fee for these classes or activities which would be coordinated by CPRD as the district does in many facilities in Newberg. The classes could be held in the space in the house, the downstairs portion of the barn, the garage space, or the outdoor gathering spaces and open areas.

**Concessions:** Eventually, a small coffee shop or other concession could be added as part of the gathering space. Bike rentals could eventually be added but may be more appropriate at a Willamette River park.

The committee does not support the development of Sander park primarily as a wedding or event venue. This does not preclude the park being used for an occasional event, as all parks in the district are available for this purpose. The Historic Dundee Community Center currently offers an alternative rental venue in Dundee.

## Active Recreation:

A small **Climbing Rock Wall** is recommended at Sander Park, in addition to a **Challenge Course and Rope Course**, and **Nature Play** features to include a **water pump**. The committee suggests that a portion of the play area be covered.

Other features, such as Disc Golf, Tennis Courts, Basketball Courts, Bike Course, and Volleyball Courts were not recommended for inclusion at Sander Estate Park.

## Passive Recreation:

A **Perimeter Trail** is desired and recommended, the design and placement of which is dependent on the features of the site and connectivity to other walking paths and sidewalks.

A **Community Garden** area is recommended for residents who wish to have a small plot to grow food or flowers. The community garden could be on the back side of the park, in full sun, and would need to be fenced.

An **Arboretum** is desired that would contain educational interpretive signage, perhaps about historic crops.

A **Games Area** for horseshoe pits, bocce ball, tetherball, corn-hole, etc. Some games could be stored in the shed and donated, borrowed and shared by the public.

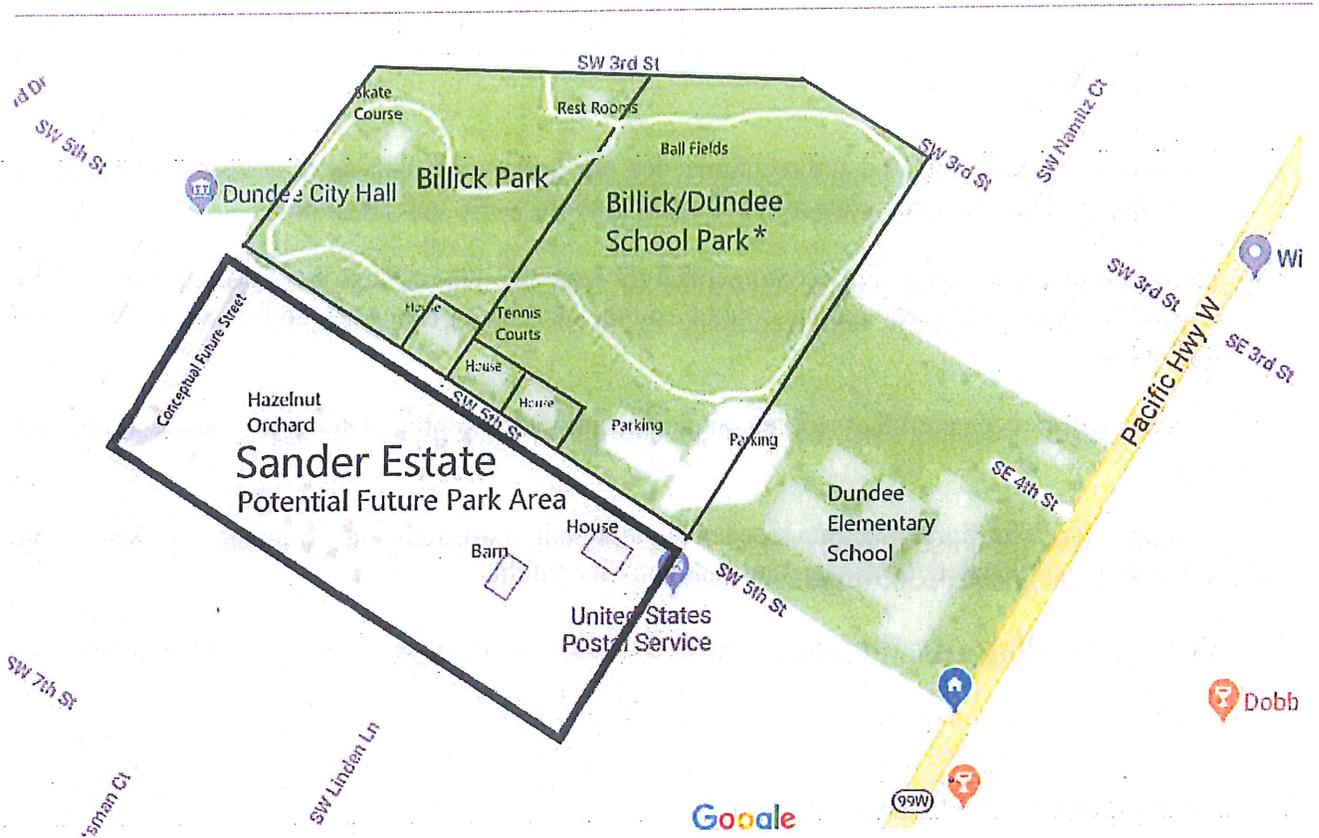
A **Covered Seating Area** with chairs to play board games or chess, or to use an outdoor eating space.

## Other Recommendations:

**The Barn:** The Committee notes that the community is in favor of keeping the historic and picturesque barn. The barn offers many unique opportunities for small gatherings, game playing, movie viewing, etc. The committee recommends that CPRD look into the possibility of upgrading both floors of the barn to meet ADA and other planning requirements, so that barn can be an integral asset to the park.

**Water Feature / Splash Pad:** A water feature is one of the most highly desired recreational amenities in Dundee, as expressed by the survey and comments. The committee recommends that CPRD build a water feature in a Dundee Park. The committee recommends the best location for this would be in the upper portion of Billick Park, near the parking and restrooms and skate course. It is recommended to have a style of water feature similar (but smaller) to the one in Murase Plaza, Wilsonville.

All-Abilities Playground: The all-abilities playground was the most popular active recreation item in the survey. The committee recommends that CPRD take care of the facilities that already exist in Dundee by maintaining and upgrading the existing playgrounds in Dundee/Billick Park. The committee noted that the tot play area doesn't seem to be safe.



# AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: January 31, 2019

Re: Utility Discount Program

At the January 15 meeting, Council heard testimony from Linda McGougan regarding a change in her income due to receiving an additional widow's benefit that disqualified her from the City of Dundee utility discount program. Ms. McGougan was previously enrolled in the utility discount program and explained how the program was of assistance to her. The single person household annual income limit is \$18,210 and her renewal application indicated an annual income of \$19,188. Council requested that the income limit criteria be reviewed at the February 5 meeting.

The current utility discount program was adopted in August 2008 as Chapter 13.08 of the Dundee Municipal Code. Prior to 2008, the City adopted a utility discount program in 1979 and which was restricted to senior citizens (age of 65 years or more), however by 2008 no persons qualified since the income limits were never adjusted. In addition to coming up with self-adjusting income criteria, I recommended that the program be expanded to include disabled person households and I proposed a formula that is 185% of the poverty guidelines published in the Federal Register by the U.S. Department of Health and Human Services. In 2008, the Council opted to drop the age criteria and use only the income criteria with a limit of 150% of the poverty guidelines. The following table shows the 2018 poverty guideline<sup>1</sup> with incremental multipliers starting with 150%.

Household								
Persons	Poverty	150%	160%	165%	170%	175%	180%	185%
1	\$12,140	\$18,210	\$19,424	\$20,031	\$20,638	\$21,245	\$21,852	\$22,459
2	\$16,460	\$24,690	\$26,336	\$27,159	\$27,982	\$28,805	\$29,628	\$30,451

Currently there are 8 households enrolled in the utility discount program. Of those, five of the households represent retiree persons and have been on the program for multiple years. Other households enrolled in the program include a disabled person and single parents with children. We also received a new application this week for a single person household with income limited to unemployment benefits and food stamps that totals \$19,464<sup>2</sup> and exceeds the 150% limit. Attached is the application form that includes a description of the eligibility criteria. Households that qualified for

<sup>1</sup> HHS 2019 Poverty guidelines, \$12,490 and \$16,910, will be applied 7/1/2019 to the Dundee utility discount program.

<sup>2</sup> Includes \$1,560 deducted from the unemployment benefit payment, which would otherwise net to \$17,904.

the low income discount program must renew their application annually by July 1 to remain on the program.

The benefit provided to households on the utility discount program is a 50% reduction in the base charges as shown in the table below. Volume charges are not adjusted.

Utility	Monthly Base	Monthly Discount	Annual Discount
Water	\$21.54	\$10.77	\$129.24
Sewer	\$69.46	\$34.73	\$416.76
Storm	<u>\$6.00</u>	<u>\$3.00</u>	<u>\$36.00</u>
Totals	\$97.00	\$48.50	\$582.00

The annual utility service revenue is estimated at about \$2 million. Assuming ten households qualify for the low income discount program, the annual discount amount would be \$5,820, or about 0.3% of total annual utility service revenue. We do not have good historical information on the number of households that would benefit from a change in the eligibility criteria since most persons that become aware of the criteria usually do not apply if they determine their income exceeds the allowable limits. If Council determines it is appropriate to update the income limits and/or eligibility criteria, then I will prepare an ordinance for consideration at the February 19 meeting that amends Chapter 13.08 of the Dundee Municipal Code.



**APPLICATION FOR REDUCTION OF CITY UTILITY CHARGES  
FOR LOW INCOME CITIZENS**

(APPLICATION MUST BE RENEWED ANNUALLY BY JULY 1)

Name on Account \_\_\_\_\_ Account No. \_\_\_\_\_

Service Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant must provide proof of income with the completed application. Acceptable proof of income would be your federal income tax return (including copies of W-2's), your Social Security Benefit Statement, Disability Payment Statement, Pension Statements, or any other statement for income of all persons residing in the property. For applicants not required to file a Federal Income Tax Return, copies of your last three months bank statements.

**Other persons Occupying Residence**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Total Household Annual Income (See worksheet attached to this form) \$ \_\_\_\_\_

Does the applicant own any real property, not including the residence located at the service address in this application? (Circle One) Yes No

Under penalties of perjury, I/we the undersigned, state that the foregoing information is true and correct. I/we further agree to immediately notify the City of Dundee of any changes in the above information.

\_\_\_\_\_  
Signature of Applicant (Must be Name on Account)

\_\_\_\_\_  
Date

\*\*\*\*\*

**For Office Use Only**

Approved: \_\_\_\_\_ / Denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## Eligibility Criteria

Pursuant to Chapter 13.08 of the Dundee Municipal Code, applicants must meet the following criteria to be eligible for a 50% reduction to the water base, sewer base, and storm drain monthly charges.

- 1) The applicant must be a resident of the City of Dundee and be the person or family responsible for payment of monthly utility charges; and,
- 2) The account balance of the applicant may not be more than 60-days past due; and,
- 3) The applicant owns no real property, personally or through any corporation, other than his/her residence; and,
- 4) The total applicant's household income, earned and unearned from all sources, including but not limited to income from bonds, stocks, savings interest or other interest or dividend income of any kind shall not exceed one hundred fifty percent (150%) of the most recently published poverty guidelines in the Federal Register by the U.S. Department of Health and Human Resources under authority of 42 U.S.C. 9902(2). The qualifying income limit for a single person household shall be based on the federal poverty guidelines for a one-person household. The qualifying income limit for a family shall be based on the poverty guidelines for a two-person household.

2018 HHS Poverty Guidelines\*

Persons in Family or Household	48 Contiguous States and D.C.
1	\$12,140
2	\$16,460

To Qualify for Utility Discount

Persons in Family or Household	Maximum Household Income (150% of HHSPG)
1	\$18,210
2 or More	\$24,690

\*SOURCE: <https://aspe.hhs.gov/prior-hhs-poverty-guidelines-and-federal-register-references>

An approved application shall entitle the qualified person or family to the discount utility rate commencing with the first full billing period occurring following the acceptance by the City Administrator of the application. The discount rate shall continue for the remainder of the fiscal year (July 1 through June 30) in which the application is approved. Prior to July 1 of each year, a new application must be submitted to continue the utility discount rate for the entire subsequent fiscal year.

### HOUSEHOLD INCOME WORKSHEET\*

- |  |          |
|--|----------|
| 1) Wages, Salaries and Other Pay for Work                      | \$ _____ |
| 2) Interest and Dividends                                      | \$ _____ |
| 3) Business Net Income   | \$ _____ |
| 4) Social Security, Supplement Security Income (SSI), Railroad | \$ _____ |
| 5) Pension and Annuities (total taxable and non-taxable)       | \$ _____ |
| 6) Adult and Family Services (Welfare Assistance)              | \$ _____ |
| 7) Unemployment Benefits                                       | \$ _____ |
| 8) Other Income Sources (Describe) _____                       | \$ _____ |

TOTAL ANNUAL HOUSEHOLD INCOME \$ \_\_\_\_\_

\*Include income for all persons residing in household.

## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: January 31, 2019  
Re: ESCI Proposal – Dundee Fire Department Study

At the January 2 meeting the City Council discussed the need to form a Task Force to evaluate and provide recommendations to Council that ensure fire and rescue services provided by the Dundee Fire Department are adequately funded. Previously, the City Council appointed a Task Force to review the Fire Department Evaluation – February 2006 report prepared by Emergency Services Consulting International. (ESCI)<sup>1</sup> for the City of Dundee. The 2006 study contained numerous short term and long term strategies on a variety of issues that the Task Force reviewed and provided their recommendations. Council recognized that prior to forming a new Task Force; the 2006 study should be updated and directed the City Administrator to bring back a proposal from ESCI.

Chief Stock and I discussed the proposed project with John Stouffer, ESCI. Given that the facility and equipment issues reviewed in the 2006 study were sufficiently addressed, the main focus of the update is proposed to be staffing levels, both career staff and volunteers, to meet current and projected service demands. The update will provide recommended strategies to meet the desired levels of service efficiently. The attached proposal from ESCI will provide a future Task Force a comprehensive analysis of the Dundee Fire Departments staffing needs, including functions and levels of staffing, recommendations to improve levels of service and participation by volunteers, and costs of recommended long-term strategies.

Included with the proposal, ESCI provided their standard contract for this project. The cost of this project is \$24,851. I propose the use of General Fund contingency<sup>2</sup> to pay for this project, although, it is likely that a portion of the cost will be expended in the next fiscal year's budget.

Recommendation: Motion authorizing the city administrator to execute the contract with Emergency Services Consulting International for an operational staffing study of the Dundee Fire Department in the amount of \$24,851.

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<sup>1</sup> The ESCI 2006 report may be accessed via a link on the [www.DundeeCity.org](http://www.DundeeCity.org) website adjacent to the February 5, 2018 City Council Meeting agenda packet link.

<sup>2</sup> FY 2018-19 General Fund contingency is budgeted at \$80,000



EMERGENCY SERVICES CONSULTING INTERNATIONAL



**City of Dundee Fire & Rescue**  
Dundee, Oregon

Proposal to conduct an

**FIRE DEPARTMENT  
OPERATIONAL STAFFING STUDY**

January 2019



Emergency Services  
Consulting International

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## Project Understanding & Methodology

### Project Understanding

Based on various discussions with representatives of the City of Dundee, Oregon, Emergency Services Consulting International (ESCI) understands that Dundee Fire & Rescue has continued to have challenges in both career and volunteer staffing and recruitment necessary to meet its growing service-demands and other elements of fire and EMS operations. As a result, the City has requested assistance in determining options and strategies to address these issues.

### Methodology

ESCI's methodology reflects our understanding of your expectations and our experience in working with emergency services organizations in communities of similar size and character throughout North America. Key elements of ESCI's methodology include:

- A clear understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well designed, and practical scope of work (SOW) and work plan that provides opportunities for ample stakeholder input.
- The utilization of the latest web-based communications technology, computer modeling, and geographic information systems (GIS).
- The commitment of sufficient professional resources, and an ability to complete the project successfully by meeting or exceeding the outlined scope of work and deliverables within the desired period at a reasonable cost.
- The production of a written report that provides systematic observation, analysis, and recommendations for all components and organizational systems.

ESCI's project methodology is augmented by the utilization of web-based communication technology. We will utilize the Dropbox® application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout nearly every phase of the project.

ESCI can also conduct virtual meetings via web conferencing software. This capability allows the project team to display and review documents, maps, and illustrations in real-time, and provides the client with the opportunity to give immediate feedback to the project team. In addition to creating a more efficient work environment, the client benefits from lower travel costs by eliminating on-site reviews of draft documents.

### Standards & Best Practices

Depending upon the nature of the project, ESCI will apply local and regional standards; and relevant standards and criteria from the *National Fire Protection Association (NFPA)*, *Insurance Services Office (ISO)*; *Commission on Fire Accreditation International (CFAI)*; applicable health and safety requirements; and state and federal regulations relative to the fire service, EMS, and other emergency services.

## Project Scope of Work

The following phases and tasks will be completed to produce the final report and recommendations. This methodology has been developed specifically for this project based on our understanding of your expectations. ESCI will utilize approaches, tools, and techniques proven through experience to provide the kind and quality of information needed to make objective, informed decisions.

The proposed methods, procedures, and anticipated deliverable items of this project have been organized into phases. Each project phase is described in detail below and on the following pages.

### Phase I: Project Initiation

#### Task I-A: Acquisition & Review of Background Information

ESCI will request pertinent information and data from Dundee Fire & Rescue (DFR) and other sources. This data will be used extensively in the analysis and development of the master plan document. This will be extremely important, as the project will not begin until ESCI is receipt of all the necessary data and information. The documents and information relevant to this project will include, but not be limited to, the following:

- Local census and demographics data from the City of Dundee and Yamhill County.
- DFR volunteer and career firefighter, officer, and other staff job descriptions and scheduling practices.
- Historical financial data, budgets, including debt information, long-range financial plans, and projections (2014–2018).
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data exported to an Excel® format (2014–2018).
- DFR CAD records from the Washington County Consolidated Communications Agency (WCCCA) for the last 30 months or more, exported to an Excel® format.
- List of current DFR employee salaries and benefits.
  - To include historical vacation, sick leave, holiday and other career staff leave usage.
- DFR administrative policies and procedures.
- Standard Operating Guidelines (SOGs) and service-delivery practices
- Current contract with the Dundee Rural Fire Protection District, including historical annual revenue received from the District during the past five fiscal years.
- Mutual aid agreements.
- Local Geographic Information Systems (GIS) data and shapefiles of the City of Dundee and Yamhill County (include mutual aid fire station physical locations if available & the DFR service area).
- Local collective bargaining agreement(s), if applicable.
- Other information or data as may necessary for the successful completion of the project.

### Task I-B: Primary Field Work & Stakeholder Input

ESCI will conduct personal interviews, and possibly use electronic forms, to gather information from key personnel. This will be done via a site visit to Dundee, following receipt by ESCI of all necessary data and other information. The interviews will include, but not be limited to:

- City of Dundee elected and/or appointed officials as requested.
- DFR Fire Chief and other fire department representatives.
- City of Dundee Human Resources Department and Finance Department managers or representatives.
- President or representatives of the bargaining unit(s), if applicable.
- Employee and volunteer groups.
- Any others associated with the study or who may contribute to this project.

### Phase II: Evaluation of Current Conditions

The initial phases of the study focus on a baseline assessment of the current conditions and current administrative service performance. ESCI will conduct an organizational analysis of SFD based on the elements included in the following tasks. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices.

#### Task II-A: Organization Overview

ESCI will develop a basic overview of the City of Dundee, Dundee Fire & Rescue, and Yamhill County, and will discuss, but not limited to:

- Service area population and demographics.
- General description of DFR.
- Description of the current service delivery infrastructure.
- Governance and lines of authority.
- Organizational design.
- Review of the 2006 *Dundee Fire Department Evaluation* study by ESCI, and what recommendations and strategies have been implemented subsequent to the study.
- Basic operating budget, funding, fees, taxation, and financial resources.

#### Task II-B: Management Components

The organization's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives.
- Internal assessment of critical issues and future challenges.
- Internal and external communications processes.
- Fire and EMS incident reporting system and recordkeeping.

### Task II-C: Staffing & Personnel Management

ESCI will review Dundee Fire & Rescue's staffing levels and management processes, to include but not be limited to:

- Review and evaluate administration and support staffing levels.
- Review staff allocation to various functions and divisions.
- Review career and volunteer staff scheduling methodologies.
- Review firefighter/EMS staff distribution.
- Review historical leave usage and trends.
- Review responsibilities and activity levels of personnel.
- Personnel reports and recordkeeping.
- Career and volunteer compensation systems.
- Application and volunteer recruitment processes.

### Task II-D: Service Delivery & Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Study—
  - Analysis of current and historical emergency response workload, (to the extent data is complete).
  - GIS display of historical incident density in Dundee and the Dundee Rural Fire District.
  - Analysis of incident temporal variations.
- Resource Distribution Analysis—
  - Overview of the current facility and apparatus deployment strategy, analyzed through GIS software, with identification of service gaps and redundancies.
- Response Reliability Review—
  - Analysis of call-concurrency
- Response Performance Summary—
  - Analysis of actual DFR response-time performance, analyzed by individual components that comprise total response time (to the extent data is available).
- Mutual and automatic aid service demand.

### Task II-E: Future Projections

Using available data, ESCI will develop the following:

- Population growth projections.
- Service-demand projections.

### Task II-F: General Observations

During the study, ESCI *may* observe other areas related to the staffing and operation of Dundee Fire & Rescue, and will make recommendations accordingly.

## Phase III: Staffing Options & Recommended Strategies

The project concludes with identifying realistic and efficient strategies intended to place Dundee Fire & Rescue in a position to successfully serve its current and future service-demand in addressing the community's risk. ESCI will develop and analyze various models for providing adequate staffing for emergency services with the specific intent of identifying those options that can deliver the desired levels of service at the most efficient cost. Recommendations will be provided identifying the best short-term and long-range strategies for staffing improvement or increased efficiency.

### Task III-A: Recommended Future Strategies

ESCI will develop recommended short-term option(s) for staffing, which will improve DFR's level of service. This may include, but is not necessarily limited to, specific recommendations regarding:

- Possible addition of part-time or full-time career staff, where necessary and supported by data.
  - Options for career staffing.
- Necessary adjustments in the level of volunteer staffing on roster.
  - Strategies and options for improving volunteer recruitment.
- Options for volunteer compensation systems to improve participation.
- Options for volunteer staff scheduling.
  - Alternative volunteer staffing concepts, such as student or intern staffing programs.
- Retention methods for maintaining existing volunteer staff.

### Task III-B: Projected Financial Impact of Future Strategies

ESCI will develop projected costs of any of the strategies and recommendations developed during this study.

### Task III-C: Long-Term Strategies

ESCI will recommend basic long-term strategies to potentially ensure sustainable fire protection and emergency medical services in the City of Dundee and the Dundee Rural Fire Protection District.

## Phase IV: Development, Review, & Delivery of Report

### Task IV-A: Development & Review of the Draft Report

ESCI will develop and produce an electronic version of the draft written report for review by the City of Dundee and Dundee Fire & Rescue. Client feedback is a critical part of this project, and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers.
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix.
- Supportive charts, graphs, and diagrams, where appropriate.
- Supportive maps, utilizing GIS analysis as necessary.

**Task IV-B: Delivery & Presentation of the Final Report**

ESCI will complete any necessary revisions of the draft and produce ten (10) publication-quality bound, final versions of the written report along with an electronic copy in PDF file format. A formal presentation of the project report will be made by the ESCI Project Manager to staff, elected officials, and/or the general public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Supportive audio-visual presentation.
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
- Opportunity for questions and answers, as needed.
- All presentation materials, files, graphics, and written material will be provided to the City of Dundee at the conclusion of the presentation.

## Timeline & Fee Proposal

### Project Completion Timelines

ESCI offers the following project timeline, which is subject to change based upon the mutual agreement of the client and ESCI. The timeline will begin following ESCI's receipt of all data and information requests.

Project Phase	Month 1	Month 2	Month 3	Month 4	Month 5
Phase I: Project Initiation					
Phase II: Evaluation of Current Conditions					
Phase III: Staffing Options & Recommended Strategies					
Phase IV: Review & Delivery of Final Report					

### Proposed Project Fee

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the Scope of Work. The fee ESCI is proposing to perform this study is inclusive of expenses as follows:

Project Phase	Consulting Fees	Expenses	Total
Phase I: Project Initiation	\$6,665	\$1,951	\$8,616
Phase II: Evaluation of Current Conditions	\$11,541	\$0	\$11,541
Phase III: Staffing Options & Recommended Strategies	\$2,243	\$0	\$2,243
Phase IV: Review & Delivery of Final Report	\$2,108	\$343	\$2,451
<b>Total Cost for Project (not to exceed):</b>			<b>\$24,851</b>

### Proposed Payment Schedule

- 10% payment due upon signing of the contract.
- Monthly invoicing thereafter as work progresses.

### Information Relative to Cost Quotation

- Bid quotation is valid for 90 days.
- ESCI Federal Employer Identification Number: 23-2826074.
- When requested, and in a timely manner, the client will provide data, information, and materials required for the completion of the objectives outlined in the Scope of Work submitted in this proposal.
- ESCI shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

## Profile of Proposing Firm

### ESCI Capabilities

Emergency Services Consulting International (ESCI) is an international firm providing specialized, high-quality professional fire, police, communications, and emergency medical services (EMS) consulting services to organizations throughout the United States and Canada. ESCI has been meeting the needs of emergency services agencies since 1976, and is considered by many to be the nation's leader in emergency services consulting.

Utilizing both full-time staff and over 50 field consultants nationwide, ESCI provides consulting services to municipalities; fire, ambulance, and hospital districts; non-profit organizations; and the industrial and commercial community.

ESCI is recognized as an expert in the field by the emergency services community. This is confirmed by our ongoing relationship with the *International Association of Fire Chiefs (IAFC)*, the *Western Fire Chiefs Association*, the *National Fallen Firefighters Foundation*, the *National Volunteer Fire Council*, and the hundreds of clients we serve from coast to coast.

Since the beginning, ESCI has operated on the principles of honesty, integrity, and service. ESCI's philosophy is to maintain an active involvement within the emergency service disciplines and related fields—staying ahead of the rapid changes and issues facing our clients.

The mission of ESCI is to *provide expertise and guidance that enhances community safety*. We will accomplish this by providing the highest value of consulting services and educational programs. ESCI utilizes a team of professionals committed to offering highly beneficial programs covering current and anticipated fire, police, communications, emergency management, and EMS issues and needs.

We provide a wide array of services, including organization audits and evaluations; cooperative effort and consolidation; health and safety evaluations; master, strategic, and growth management plans; deployment planning; hazard mitigation planning; executive searches; assessment centers; and customized consulting. ESCI has helped improve emergency services in hundreds of communities throughout the country. Our innovative training programs are improving the way organizations and people work.

ESCI encourages creative solutions to complex system dilemmas. The firm recognizes the cultural, economic, operational, legal, and political realities of the local environment. ESCI avoids pre-conceived biases in order to develop and implement imaginative and long-lasting solutions. In addition, ESCI equips its clients with the background, understanding, and confidence to tackle future problems as they arise.

All of ESCI's field associates have been active practitioners in their respective fields, with many involved in highly visible and responsible national leadership positions in fire/rescue services, EMS, and law enforcement. We understand your issues, challenges, responsibilities, and offer proven methods to improve your effectiveness.

#### ESCI at a Glance

- Mission: Provide expertise and guidance that enhances community safety
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Texas, Idaho, and Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Twelve full-time employees, with over 50 expert field consultants

## ESCI Experience

ESCI's advantage begins with our technical expertise and capability, extends to our experienced and highly qualified staff, and concludes with a product that will enable your organization to meet the challenges of emergency services into the future.

ESCI's team has first-hand experience in the process of analyzing emergency service providers and recommending an array of opportunities that are economically, culturally, and operationally feasible. Each team member is a specialist in fire, rescue, law enforcement, EMS, or related fields. The team will work collaboratively to create the best possible strategies and options for your organization.

The *ESCI Advantage* includes:

- A clear understanding and appreciation of the complexity of the local and regional environment.
- Over 40 years of public safety consulting experience; the successful completion of hundreds of consulting engagements.
- The ability to deliver a high-quality product on time, and with organizational support and endorsement.
- Knowledge of contemporary issues associated with the delivery of emergency services.
- Experience with a variety of jurisdictions including municipalities, counties, and state government.
- A highly skilled and knowledgeable team of professionals with skill-sets necessary to meet your expectations.

## Effective Project Coordination & Management

When engaged, all work progress is measured against a work plan, timetable, budget, and deliverables. During the project, team members confer frequently to discuss progress as well as new or unanticipated issues. Our project management methodology ensures that services and activities are efficiently conducted and are focused, coordinated, and logical. All project team members are available for the duration of the project.

## ESCI Offices

In order to better serve our clients, ESCI maintains two regional offices. The following is the contact information for each office, along with a complete organization chart.

### Corporate Headquarters

**Andrea Hobi, General Manager**

**Mike Roth, Operations Manager**

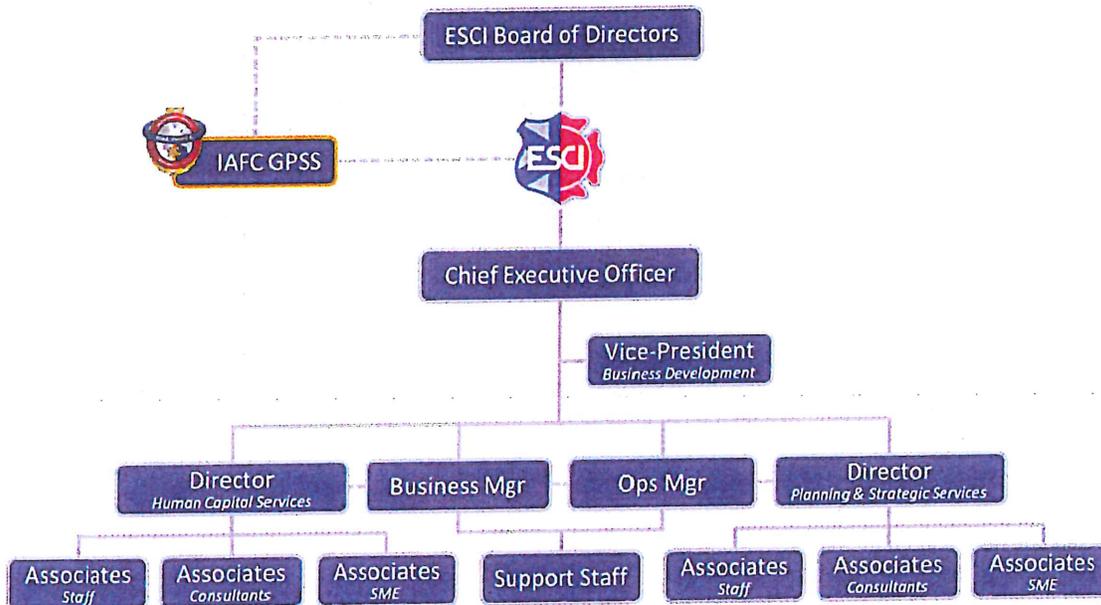
4795 Meadow Wood Lane, Chantilly, VA 22033

Andrea—Phone: 800.757.3724 • Email: info@esci.us

Mike—Phone: 703.506.9400 • Email: mike.roth@esci.us

## ESCI Organizational Chart

The following is an organizational chart of Emergency Services Consulting International, which includes descriptions of our various positions and services.



## Disclosure & Practices

### Conflict of Interest Statement

ESCI has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation. ESCI is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither ESCI nor anyone associated with ESCI has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, ESCI will immediately notify the client in writing.

### Insurance

ESCI is insured in excess of \$2,000,000. A copy of the ESCI liability insurance certificate is included in an appendix.

### Litigation

ESCI has no past and/or pending litigation or unresolved lawsuits.

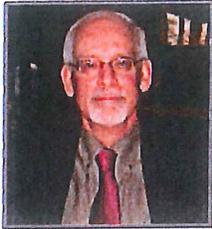
### Employment Practices

ESCI is an equal opportunity employer. The company is guided by recognized industry standards, policies, and procedures. ESCI offers a wide range of employee benefits and ongoing training opportunities that has enabled ESCI to attract and retain quality consultants who are recognized as experts in emergency service organization, management, and service delivery. ESCI will not refuse to hire, discharge, promote, demote, or otherwise discriminate in matters of compensation against any person otherwise qualified, because of age, race, creed, color, sex, national origin, ancestry, or handicap.

## Appendix A: Project Team Qualifications

### John A. Stouffer

#### Project Manager/Associate Consultant



#### Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, Mr. Stouffer has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

#### Professional Experience

- Project Manager/Associate Consultant, Emergency Services Consulting International
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

#### Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

#### Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request

## Bill Boyd

### Associate Consultant



#### Summary of Qualifications

Chief Boyd is a retired Fire Chief from the Bellingham Fire Department. He retired in 2012 after 29 years of progressive service to the citizens of Bellingham and Whatcom County. During his tenure, he served as a firefighter, firefighter paramedic, paramedic supervisor, fire captain/paramedic, assistant fire chief, and fire chief for the last nine years of his career.

During this time, he served as incident commander on several major fires and disasters, including the 1999 Whatcom Creek Explosion. He also led the department through the 2008-2010 "great recession", collaborating with the department bargaining units in making strategic reductions and service delivery changes to meet budget reduction targets without reducing service delivery. He also consulted and lectured for the Department of Homeland Security, and served as a charter member of the DHS Virtual Social Media Working Group, providing guidance and training on integrating social media tools in crisis communications/incident command. After his retirement, Chief Boyd entered the private sector as a regional safety coordinator for a national industrial cleaning company, overseeing and managing safety and compliance programs across four states. He now uses his broad experience in providing business continuity, strategic planning, and management consulting services for private companies and public agencies.

#### Professional Experience

- 1983-1985—Firefighter, Bellingham Fire Department
- 1985-2002—Washington State Paramedic Certification
- 1985-1990—Firefighter/Paramedic, Bellingham Fire Department/Whatcom Medic One
- 1990-1996—EMS Supervisor, Bellingham Fire Department/Whatcom Medic One
- 1997-1999—Fire Captain/Paramedic/Public Information Officer, Bellingham Fire Department
- 1999-2003—Assistant Fire Chief, Bellingham Fire Department
- 2003-2012—Fire Chief, Bellingham Fire Department

#### Educational Background & Certifications

- 1982 Bachelor of Arts, Political Science, Western Washington University, Bellingham, Washington
- 2004 Executive Fire Officer Designation, U.S. Fire Administration National Fire Academy

#### Associated Professional Accomplishments

- Incident Commander, Northwest Incident Management Team (FEMA Type III All Hazards Team)
- Member—Department of Homeland Security Virtual Social Media Working Group (VSMWG)
- Created the City of Bellingham Office of Emergency Management
- Board member, Washington State Critical Incident Stress Management Board
- President—Whatcom County Fire Chiefs Association
- Author and lecturer on social media crisis communication tools and strategies
- Executive Board Member, IAFF Local 106
- Paramedic instructor/lecturer

Note: This is a brief summary of Mr. Boyd's CV. A complete version can be made available on request.

## Stuart McElhaney

### Chief Operating Officer



#### Summary of Qualifications

Mr. McElhaney joined Marion County (FL) as Fire Chief in March of 1994, and was appointed Assistant County Administrator for Public Safety in April 2009 serving in a dual capacity.

Mr. McElhaney's post-secondary educational experiences included the U.S. Merchant Marine Academy followed by the College of William and Mary where, in 1979, he received a B.S. in Geology. He attended the University of Tennessee earning an M.S. in Geology in 1981. For the next thirteen years, he worked for Shell Oil Company as an exploration geologist in different regions around the world. While working for Shell in Houston, he volunteered for almost ten years with a large combination fire department where he served as Assistant Chief, earning a B.S. in Fire Administration from the University of Maryland in 1992.

#### Professional Experience

- Professional Consultant (Individually and with Almont Associates)
- Assistant County Administrator, Marion County, Ocala, Florida
- Fire Chief, Marion County Fire-Rescue Department, Ocala, Florida
- Adjunct Instructor, University of Florida, Gainesville, Florida
- Assistant Fire Chief, Cy-Fair Volunteer Fire Department, Houston, Texas
- Staff Geologist, Pecten International (Shell Oil Company subsidiary)
- Senior Geologist, Shell Oil Company, Houston, Texas

#### Educational Background

- Bachelor of Science, Fire Service Administration, University of Maryland, 1992
- Master of Science, Geology, University of Tennessee, 1981
- Bachelor of Science, Geology, College of William & Mary, 1979
- Executive Fire Officer Program, U.S. Fire Academy, 1998

#### Major Accomplishments and Achievements

- Led successful effort to consolidate city, county, and sheriffs dispatch/communications operations
- Consolidated countywide ambulance service under fire-rescue department in order to reduce annual ambulance operating deficit from \$8 million to less than \$2 million, while improving level of service
- Negotiated agreement with Level I trauma center to bring air medical program to Marion County
- Successfully authored and implemented 10-year fire rescue master plan
- Authored and implemented 5-year master plan following ambulance service integration with fire rescue
- Built 11 new fire stations and renovated 5
- Consolidated multiple dependent fire districts and developed countywide fire assessment program
- Implemented a fire service impact fee program
- Published twelve articles for the Florida Fire Service Today
- Multiple successful deployments for hurricane and wildfire response with State of Florida IMT

Note: This is a brief summary of Mr. McElhaney's CV. A complete version can be made available on request.

## Stuart McCutcheon

### Associate Consultant



Stuart McCutcheon has 8 years of experience as a fire chief in municipal fire departments in central Florida. His service began at Clermont Fire Department, then Reedy Creek Fire Rescue at Walt Disney World where he served as a Lieutenant. In 2009, he became Fire Chief in the City of Davenport Fire Department, FL from 2009 to 2013, at which time he became Fire Chief in Auburndale, FL. Most recently he served as the Fire Chief and Emergency Manager for the Haines City Fire Department, FL.

Chief McCutcheon brings a combination of education, experience, and technical expertise to ESCI. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief McCutcheon has substantially contributed to the Institution of Fire Engineers and Florida State Fire College through the development of GIS analytic tools and maps to support the missions of both organizations.

#### Educational Background

- University of West Florida, Masters of Graphic Information & Science Administration (in progress)
- University of Central Florida, Master of Public Administration, Orlando, FL
- University of Central Florida, Graduate Certificate in Emergency Management and Homeland Security
- Executive Fire Officer Program, Emmitsburg, MD 2013
- University of Central Florida, Bachelor of Science Psychology, Orlando, FL
- Polk Community College, Associate of Arts, Winter Haven, FL
- Polk State College, Associate of Science in Fire Science, Winter Haven, FL
- Commission on Professional Credentialing, Chief Fire Officer and Fire Marshal Designation
- Pro Board Fire Officer IV

#### Professional Experience

- Consultant, Emergency Services Consulting International
- Fire Chief and Emergency Manager, City of Haines City Fire Department, FL
- Fire Chief, City of Auburndale, FL
- Fire Chief, City of Davenport, FL

#### Relevant Experience

- Chair, Executive Fire Officers' Section, Florida Fire Chiefs Association
- Membership Committee, Institution of Fire Engineers, USA Branch
- Vice President, Polk County Fire Chiefs' Association
- Chair, Polk County GIS Users' Group
- Designated Emergency Manager in Haines City
- Commission on Professional Credentialing Peer Reviewer

#### Associated Professional Accomplishments

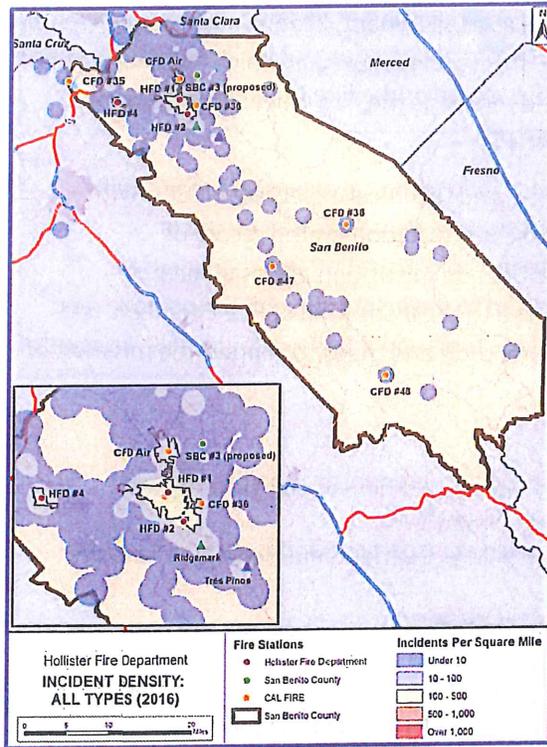
- Served on the team for several ESCI projects including the Sarasota County, FL master plan.
- Key member of ESCI team in producing ISO benchmark studies.
- Developed material for use in Community Risk Reduction courses for National Fire Academy
- Published author, several articles published in Florida Fire Chiefs Association magazine
- Development of emergency management response plans, full-scale and table-top exercises

Note: This is a brief summary of Mr. McCutcheon's CV. A complete version can be made available on request.

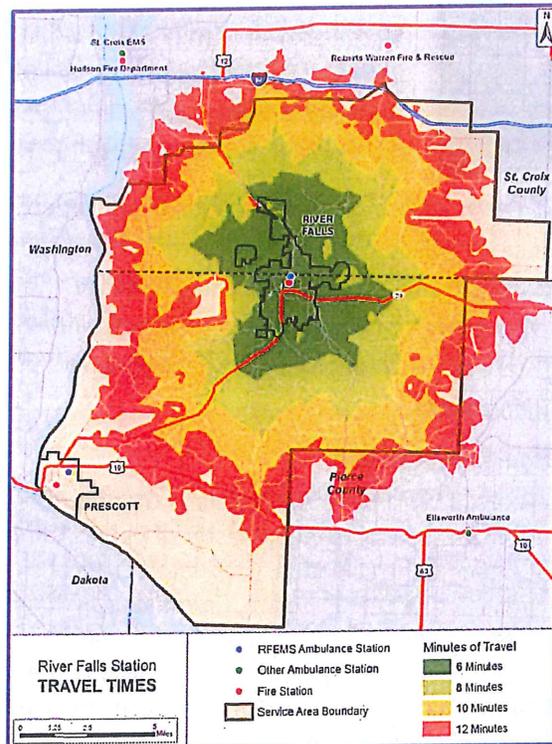
## Appendix B: Examples of GIS Maps & Images

The following represents examples of GIS maps and other images created by ESCI for previous projects.

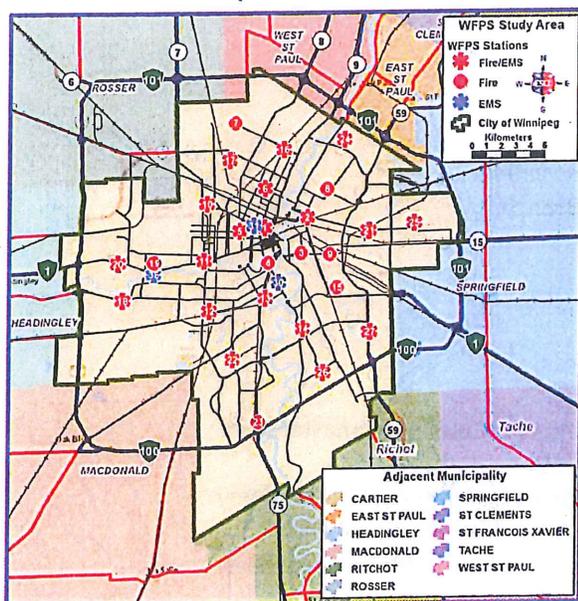
Incident Density Example



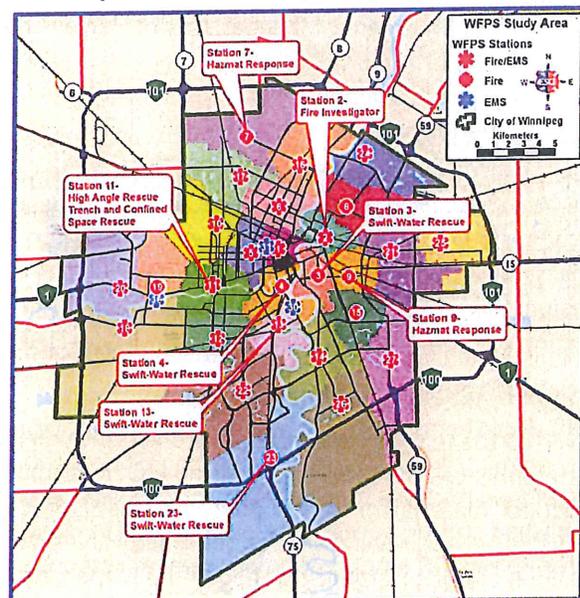
Travel Time Example



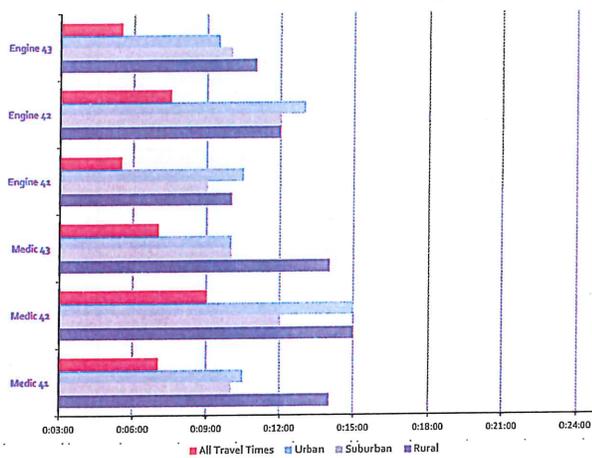
Study Area Example



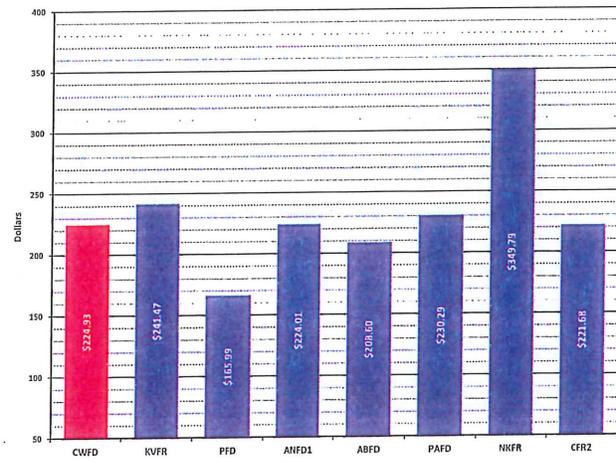
Special Incident Capabilities Example



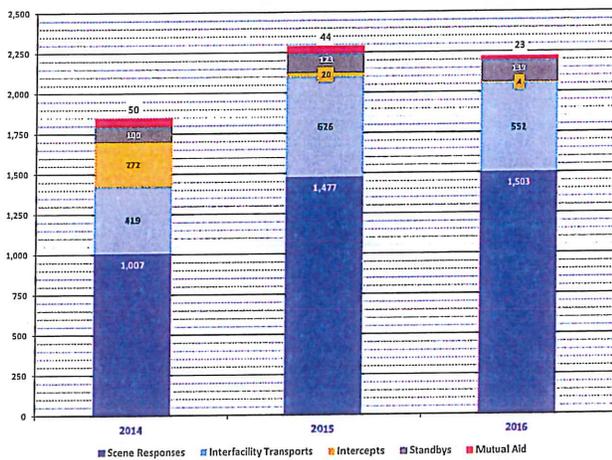
Travel-Time Chart Example



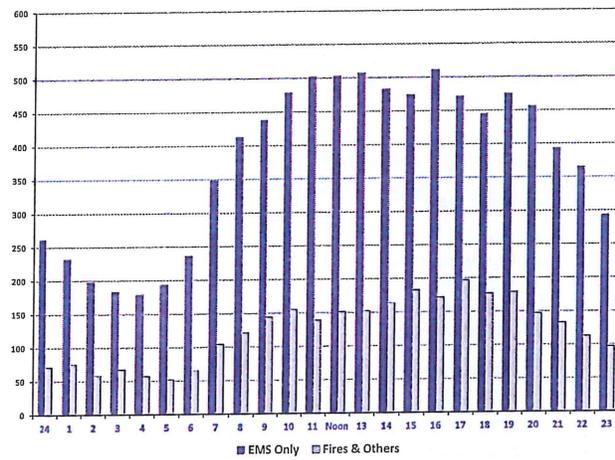
Cost Per-Capita Chart Example



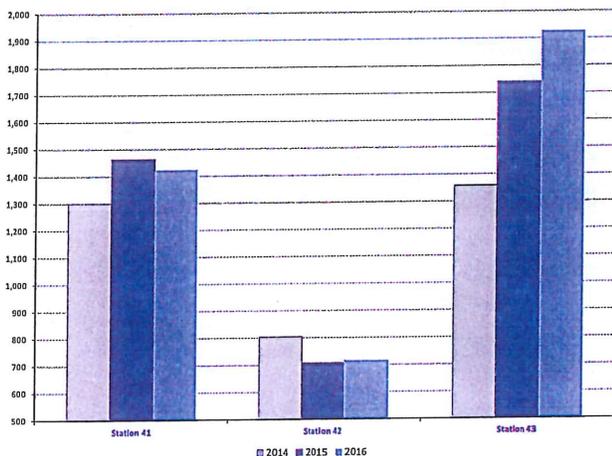
Medic Unit Incident Types Chart Example



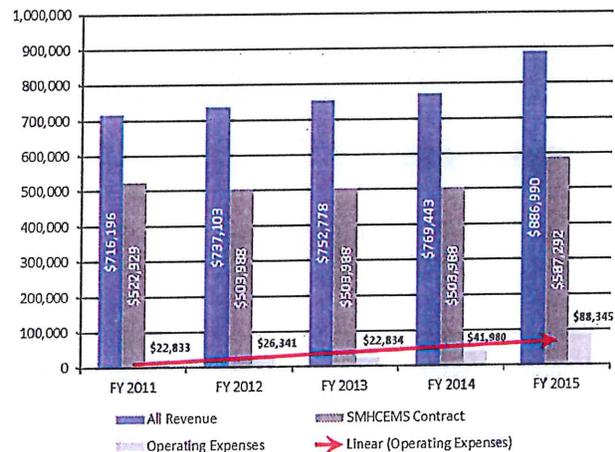
Call Types by Hour-of-Day Example



Service-Demand by Fire Station & Year



Budget Analysis Example



# Appendix C: Certificate of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)  
12/2/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wilson-Heirgood Associates 2930 Chad Drive PO Box 1421 Eugene OR 97440-1421		<b>CONTACT NAME:</b> Christie Montero <b>PHONE (A/C No, Ext):</b> 541-284-5855 <b>FAX (A/C No):</b> 541-342-3786 <b>E-MAIL ADDRESS:</b> cmontero@whainsurance.com <b>PRODUCER CUSTOMER ID #:</b> 22934	
<b>INSURED</b> Emergency Services Consulting International 25200 SW Parkway Avenue #3 Wilsonville OR 97070		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
		INSURER A: Philadelphia Indemnity Ins Co	
		INSURER B: SAIF Corporation      36196	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES**      **CERTIFICATE NUMBER:** 1104766079      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC		PHSD1110578	1/1/2016	1/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHSD1110578	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000		PHUB527573	1/1/2016	1/1/2017	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	776036	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input checked="" type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability		PHSD1110578	1/1/2016	1/1/2017	Each Claim 2,000,000 Annual Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 \*Umbrella coverage does not apply to Professional Liability\*  
 Fire Protection and Paramedic Services Strategic Plan

<b>CERTIFICATE HOLDER</b>  City of Yucaipa 34272 Yucaipa Boulevard Yucaipa CA 92399	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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© 1988-2009 ACORD CORPORATION. All rights reserved.



## PERSONAL SERVICES CONTRACT

This agreement made this \_\_\_\_ day of \_\_\_\_ 2019, by and between *City of Dundee* and *Emergency Services Consulting International* doing business as an Oregon corporation in Wilsonville, Oregon, hereinafter called *ESCI*.

### WITNESSETH:

1. For and in consideration of the payment, agreements, and scope of work herein attached as **Attachment A** to be made and performed, Client and *ESCI* hereby agree to commence and complete the consultation, to provide the work described, and comply with the terms of the contract to conduct a **Fire Department Operational Staffing Study (Project)**.
2. *ESCI* will furnish labor, materials, and other services necessary to complete the **Project** for Client, and Client shall provide to *ESCI* the information, data, and assistance required as specified in the attached scope of work.
3. Fees: The Client shall pay *ESCI* a sum not to exceed **Twenty-Four Thousand Eight Hundred Fifty One Dollars (\$24,851) including expenses**. Client shall pay *ESCI* according to the following schedule:
  - A. Payment shall be made within 30 days of receipt of invoice
4. This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
5. The laws of Oregon shall govern this agreement.
6. *ESCI* shall comply with all federal, state, and local laws applicable to the work under this agreement.
7. Termination. Client may terminate this agreement for any reason upon thirty (30) days written notice to *ESCI*. Payment for all work completed and expenses incurred up to the time of termination shall be due immediately upon termination by Client.
8. Amendment. This agreement may be amended by mutual written agreement of all parties.
9. Independent Contractor. *ESCI* is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to the payments under this agreement. *ESCI* is not currently employed by Client and will not be under the direct control of Client. Because *ESCI* is an independent contractor, Client will not be liable for any tax withholding, social security payments, state workers' compensation insurance, unemployment insurance, retirement system payments, or other similar expenses normally payable on behalf of employees of Client.

10. Indemnification. *ESCI* agrees to indemnify, defend, and hold harmless Client and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of *ESCI*, *ESCI*'s agents, employees, or representatives under this Agreement.
11. Attorney Fees. If suit, action, or arbitration is brought either directly or indirectly to enforce the terms of this agreement, the prevailing party shall recover, and the losing party hereby agrees to pay, reasonable attorney's fees incurred in such proceeding, in the trial and appellate courts, as well as costs and disbursements as ordered by a court of competent jurisdiction.
12. This agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. None of the parties to this agreement have relied upon inducements, concessions, or representations of fact, except as set forth in this agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the agreement in two (2) copies, each of which shall be deemed an original, on the first date written above.

**City of Dundee**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**Emergency Services Consulting International**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

## Appendix A

### Project Understanding

Based on various discussions with representatives of the City of Dundee, Oregon, Emergency Services Consulting International (ESCI) understands that Dundee Fire & Rescue has continued to have challenges in both career and volunteer staffing and recruitment necessary to meet its growing service-demands and other elements of fire and EMS operations. As a result, the City has requested assistance in determining options and strategies to address these issues.

### Methodology

ESCI's methodology reflects our understanding of your expectations and our experience in working with emergency services organizations in communities of similar size and character throughout North America. Key elements of ESCI's methodology include:

- A clear understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well designed, and practical scope of work (SOW) and work plan that provides opportunities for ample stakeholder input.
- The utilization of the latest web-based communications technology, computer modeling, and geographic information systems (GIS).
- The commitment of sufficient professional resources, and an ability to complete the project successfully by meeting or exceeding the outlined scope of work and deliverables within the desired period at a reasonable cost.
- The production of a written report that provides systematic observation, analysis, and recommendations for all components and organizational systems.

ESCI's project methodology is augmented by the utilization of web-based communication technology. We will utilize the Dropbox® application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout nearly every phase of the project.

ESCI can also conduct virtual meetings via web conferencing software. This capability allows the project team to display and review documents, maps, and illustrations in real-time, and provides the client with the opportunity to give immediate feedback to the project team. In addition to creating a more efficient work environment, the client benefits from lower travel costs by eliminating on-site reviews of draft documents.

### Standards & Best Practices

Depending upon the nature of the project, ESCI will apply local and regional standards; and relevant standards and criteria from the *National Fire Protection Association (NFPA)*, *Insurance Services Office (ISO)*; *Commission on Fire Accreditation International (CFAI)*; applicable health and safety requirements; and state and federal regulations relative to the fire service, EMS, and other emergency services.

## Project Scope of Work

The following phases and tasks will be completed to produce the final report and recommendations. This methodology has been developed specifically for this project based on our understanding of your expectations. ESCI will utilize approaches, tools, and techniques proven through experience to provide the kind and quality of information needed to make objective, informed decisions.

The proposed methods, procedures, and anticipated deliverable items of this project have been organized into phases. Each project phase is described in detail below and on the following pages.

### Phase I: Project Initiation

#### Task I-A: Acquisition & Review of Background Information

ESCI will request pertinent information and data from Dundee Fire & Rescue (DFR) and other sources. This data will be used extensively in the analysis and development of the master plan document. This will be extremely important, as the project will not begin until ESCI is receipt of all the necessary data and information. The documents and information relevant to this project will include, but not be limited to, the following:

- Local census and demographics data from the City of Dundee and Yamhill County.
- DFR volunteer and career firefighter, officer, and other staff job descriptions and scheduling practices.
- Historical financial data, budgets, including debt information, long-range financial plans, and projections (2014–2018).
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data exported to an Excel® format (2014–2018).
- DFR CAD records from the Washington County Consolidated Communications Agency (WCCCA) for the last 30 months or more, exported to an Excel® format.
- List of current DFR employee salaries and benefits.
  - To include historical vacation, sick leave, holiday and other career staff leave usage.
- DFR administrative policies and procedures.
- Standard Operating Guidelines (SOGs) and service-delivery practices
- Current contract with the Dundee Rural Fire Protection District, including historical annual revenue received from the District during the past five fiscal years.
- Mutual aid agreements.
- Local Geographic Information Systems (GIS) data and shapefiles of the City of Dundee and Yamhill County (include mutual aid fire station physical locations if available & the DFR service area).
- Local collective bargaining agreement(s), if applicable.
- Other information or data as may necessary for the successful completion of the project.

### **Task I-B: Primary Field Work & Stakeholder Input**

ESCI will conduct personal interviews, and possibly use electronic forms, to gather information from key personnel. This will be done via a site visit to Dundee, following receipt by ESCI of all necessary data and other information. The interviews will include, but not be limited to:

- City of Dundee elected and/or appointed officials as requested.
- DFR Fire Chief and other fire department representatives.
- City of Dundee Human Resources Department and Finance Department managers or representatives.
- President or representatives of the bargaining unit(s), if applicable.
- Employee and volunteer groups.
- Any others associated with the study or who may contribute to this project.

### **Phase II: Evaluation of Current Conditions**

The initial phases of the study focus on a baseline assessment of the current conditions and current administrative service performance. ESCI will conduct an organizational analysis of SFD based on the elements included in the following tasks. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices.

#### **Task II-A: Organization Overview**

ESCI will develop a basic overview of the City of Dundee, Dundee Fire & Rescue, and Yamhill County, and will discuss, but not limited to:

- Service area population and demographics.
- General description of DFR.
- Description of the current service delivery infrastructure.
- Governance and lines of authority.
- Organizational design.
- Review of the 2006 *Dundee Fire Department Evaluation* study by ESCI, and what recommendations and strategies have been implemented subsequent to the study.
- Basic operating budget, funding, fees, taxation, and financial resources.

#### **Task II-B: Management Components**

The organization's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives.
- Internal assessment of critical issues and future challenges.
- Internal and external communications processes.
- Fire and EMS incident reporting system and recordkeeping.

### **Task II-C: Staffing & Personnel Management**

ESCI will review Dundee Fire & Rescue's staffing levels and management processes, to include but not be limited to:

- Review and evaluate administration and support staffing levels.
- Review staff allocation to various functions and divisions.
- Review career and volunteer staff scheduling methodologies.
- Review firefighter/EMS staff distribution.
- Review historical leave usage and trends.
- Review responsibilities and activity levels of personnel.
- Personnel reports and recordkeeping.
- Career and volunteer compensation systems.
- Application and volunteer recruitment processes.

### **Task II-D: Service Delivery & Performance**

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Study—
  - Analysis of current and historical emergency response workload, (to the extent data is complete).
  - GIS display of historical incident density in Dundee and the Dundee Rural Fire District.
  - Analysis of incident temporal variations.
- Resource Distribution Analysis—
  - Overview of the current facility and apparatus deployment strategy, analyzed through GIS software, with identification of service gaps and redundancies.
- Response Reliability Review—
  - Analysis of call-concurrency
- Response Performance Summary—
  - Analysis of actual DFR response-time performance, analyzed by individual components that comprise total response time (to the extent data is available).
- Mutual and automatic aid service demand.

### **Task II-E: Future Projections**

Using available data, ESCI will develop the following:

- Population growth projections.
- Service-demand projections.

### **Task II-F: General Observations**

During the study, ESCI *may* observe other areas related to the staffing and operation of Dundee Fire & Rescue and will make recommendations accordingly.

### **Phase III: Staffing Options & Recommended Strategies**

The project concludes with identifying realistic and efficient strategies intended to place Dundee Fire & Rescue in a position to successfully serve its current and future service-demand in addressing the community's risk. ESCI will develop and analyze various models for providing adequate staffing for emergency services with the specific intent of identifying those options that can deliver the desired levels of service at the most efficient cost. Recommendations will be provided identifying the best short-term and long-range strategies for staffing improvement or increased efficiency.

#### **Task III-A: Recommended Future Strategies**

ESCI will develop recommended short-term option(s) for staffing, which will improve DFR's level of service. This may include, but is not necessarily limited to, specific recommendations regarding:

- Possible addition of part-time or full-time career staff, where necessary and supported by data.
  - Options for career staffing.
- Necessary adjustments in the level of volunteer staffing on roster.
  - Strategies and options for improving volunteer recruitment.
- Options for volunteer compensation systems to improve participation.
- Options for volunteer staff scheduling.
  - Alternative volunteer staffing concepts, such as student or intern staffing programs.
- Retention methods for maintaining existing volunteer staff.

#### **Task III-B: Projected Financial Impact of Future Strategies**

ESCI will develop projected costs of any of the strategies and recommendations developed during this study.

#### **Task III-C: Long-Term Strategies**

ESCI will recommend basic long-term strategies to potentially ensure sustainable fire protection and emergency medical services in the City of Dundee and the Dundee Rural Fire Protection District.

## **Phase IV: Development, Review, & Delivery of Report**

### **Task IV-A: Development & Review of the Draft Report**

ESCI will develop and produce an electronic version of the draft written report for review by the City of Dundee and Dundee Fire & Rescue. Client feedback is a critical part of this project, and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers.
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix.
- Supportive charts, graphs, and diagrams, where appropriate.
- Supportive maps, utilizing GIS analysis as necessary.

### **Task IV-B: Delivery & Presentation of the Final Report**

ESCI will complete any necessary revisions of the draft and produce ten (10) publication-quality bound, final versions of the written report along with an electronic copy in PDF file format. A formal presentation of the project report will be made by the ESCI Project Manager to staff, elected officials, and/or the general public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Supportive audio-visual presentation.
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
- Opportunity for questions and answers, as needed.
- All presentation materials, files, graphics, and written material will be provided to the City of Dundee at the conclusion of the presentation.

# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: January 31, 2019  
Re: Tourism Committee Appointment

As reported at the January 2 Council meeting, Matt Daley resigned from the Tourism Committee, leaving an unexpired term. Matt was associated with the Dobbles Family Estate winery and Chair Crawford was interested in continuing the representation from Dobbles. Tracy Smith is the Direct Sales Manager for Dobbles Family Estate and she attended the Tourism Committee meeting scheduled for January 23. Tracy expressed interest in serving on the Tourism Committee and Chair Crawford recommends her appointment to fill the un-expired term.

If approved by the Council, the terms of the Tourism Committee members including the recommended appointment in bold text are the following:

Ted Crawford, Chair	December 31, 2020	City Councilor
*Jennifer Sitter	December 31, 2020	Red Hills Market/Lofts
Nancy Ponzi	December 31, 2020	Dundee Bistro
Megan Carda	December 31, 2020	Lifestyle Properties
*Ayla Holstein	December 31, 2019	Argyle Winery
Joseph Buck	December 31, 2019	Inn at Red Hills
Marque Wright	December 31, 2019	Purple Hands Winery
*Noel Johnson	December 31, 2019	Duck Pond Winery
<b>Tracy Smith</b>	<b>December 31, 2019</b>	<b>Dobbles Family Estate</b>

\*Dundee Non-Council Resident

Recommendation: Motion to approve the appointment of Tracy Smith to complete the unexpired term ending December 31, 2019.



# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: January 31, 2019  
Re: Utility Line Warranty Program

There are about 1,100 water meter connections in Dundee and nearly an equal number of sewer laterals. Per City Code, the customer is responsible for the water service line from the meter to the building and responsible for their sewer lateral to the point of connection at the sewer main. The cost of repairing and/or replacing water service lines or sewer laterals may be very expensive<sup>1</sup>, especially when these utilities are located under driveways or street improvements. Also, owners may assume the utility provider, i.e. City of Dundee, is responsible for the repair and is unprepared for that expense.

Recognizing the problem that cities are having with their residents not being prepared to repair or replace failing water or sewer lines, and that the National Association of Water Companies and the U.S. Chamber of Commerce each reported that nearly half of all such pipes are in poor condition, the National League of Cities (NLC) supports and endorses a service line warranty program administered by Utility Service Partners Private Label, Inc. The service line warranty program is offered to participating cities' residents on a volunteer basis. There is no cost to the participating City. The attached Marketing Agreement provides for the use of City of Dundee letterhead, logo, and website to market the service line warranty program with City approval of the content. Exhibit A to the Marketing Agreement describes the initial monthly fees<sup>2</sup> for the various warranty programs. Owners electing to enroll in the program may also terminate at any time.

The City of Newberg recently elected to participate in the NLC endorsed service line warranty program. Attached is information found on Newberg's website regarding the program.

Recommendation: Motion to authorize the city administrator to execute the Marketing Agreement with Utility Service Partners Private Label, Inc.

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<sup>1</sup> Replacement of sewer laterals quoted to homeowners in 2018 by Black Rock Underground LLC ranged from \$5,500 to \$7,500.

<sup>2</sup> There is also an option for the City to receive a share of the program fees derived from a \$0.50 increase to the monthly rates paid by the owner. These fees could be used to support the low-income discount program or other related services.



## MARKETING AGREEMENT

This MARKETING AGREEMENT ("Agreement") is entered into as of \_\_\_\_\_, 20\_\_ ("Effective Date"), by and between the City of Dundee, Oregon ("City"), and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America ("Company"), herein collectively referred to singularly as "Party" and collectively as the "Parties".

### RECITALS:

WHEREAS, sewer and water line laterals between the mainlines and the connection on residential private property are owned by individual residential property owners residing in the City ("Residential Property Owner"); and

WHEREAS, City desires to offer Residential Property Owners the opportunity, but not the obligation, to purchase a service line warranty and other similar products set forth in Exhibit A or as otherwise agreed in writing from time-to-time by the Parties (each, a "Product" and collectively, the "Products"); and

WHEREAS, Company, a subsidiary of HomeServe USA Corp., is the administrator of the National League of Cities Service Line Warranty Program and has agreed to make the Products available to Residential Property Owners subject to the terms and conditions contained herein; and

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and with the intent to be legally bound hereby, the Parties agree as follows:

1. **Purpose.** City hereby grants to Company the right to offer and market the Products to Residential Property Owners subject to the terms and conditions herein.
2. **Grant of License.** City hereby grants to Company a non-exclusive license ("License") to use City's name and logo on letterhead, bills and marketing materials to be sent to Residential Property Owners from time to time, and to be used in advertising (including on the Company's website), all at Company's sole cost and expense and subject to City's prior review and approval, which will not be unreasonably conditioned, delayed, or withheld. City agrees that it will not extend a similar license to any competitor of Company during the Term and any Renewal Term of this Agreement.
3. **Term.** The term of this Agreement ("Term") shall be for three (3) years from the Effective Date. The Agreement will automatically renew for additional one (1) year terms ("Renewal Term") unless one of the Parties gives the other written notice at least ninety (90) days prior to end of the Term or of a Renewal Term that the Party does not intend to renew this Agreement. In the event that Company is in material breach of this Agreement, the City may terminate this Agreement thirty (30) days after giving written notice to Company of such breach, if said breach

is not cured during said thirty (30) day period. Company will be permitted to complete any marketing initiative initiated or planned prior to termination of this Agreement after which time, neither Party will have any further obligations to the other and this Agreement will terminate.

4. **Indemnification.** Company hereby agrees to protect, indemnify, and hold the City, its elected officials, officers, employees and agents (collectively or individually, "Indemnitee") harmless from and against any and all third party claims, damages, losses, expenses, suits, actions, decrees, judgments, awards, reasonable attorneys' fees and court costs (individually or collectively, "Claim"), which an Indemnitee may suffer or which may be sought against or are recovered or obtainable from an Indemnitee, as a result of or arising out of any breach of this Agreement by the Company, or any negligent or fraudulent act or omission of the Company or its officers, employees, contractors, subcontractors, or agents in the performance of services under the Products; provided that the applicable Indemnitee notifies Company of any such Claim within a time that does not prejudice the ability of Company to defend against such Claim. Any Indemnitee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation in such defense.

5. **Notice.** Any notice required to be given hereunder shall be deemed to have been given when notice is (i) received by the Party to whom it is directed by personal service, (ii) sent by electronic mail (provided confirmation of receipt is provided by the receiving Party), or (iii) deposited as registered or certified mail, return receipt requested, with the United States Postal Service, addressed as follows:

To: City:  
ATTN: Rob Daykin  
City of Dundee  
P.O. Box 220  
620 SW 5<sup>th</sup> Street  
Dundee, OR 97115  
Phone: 503.538.3922

To: Company:  
ATTN: Chief Sales Officer  
Utility Service Partners Private Label, Inc.  
4000 Town Center Blvd, Suite 400  
Canonsburg, PA 15317  
Phone: (866) 974-4801

6. **Modifications or Amendments/Entire Agreement.** Any and all of the representations and obligations of the Parties are contained herein, and no modification, waiver or amendment of this Agreement or of any of its conditions or provisions shall be binding upon a party unless in writing signed by that Party.

7. **Assignment.** This Agreement and the License granted herein may not be assigned by Company other than to an affiliate or an acquirer of all or substantially all of its assets, without the prior written consent of the City, such consent not to be unreasonably withheld.

8. **Counterparts/Electronic Delivery; No Third Party Beneficiary.** This Agreement may be executed in counterparts, all such counterparts will constitute the same contract and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter. Nothing expressed or implied in this Agreement is intended, or should be construed, to confer upon or give any person or entity not a party to this agreement any third-party beneficiary rights, interests, or remedies under or by reason of any term, provision, condition, undertaking, warranty, representation, or agreement contained in this Agreement.

9. **Choice of Law/Attorney Fees.** The governing law shall be the laws of the State of Oregon. In the event that at any time during the Term or any Renewal Term either Party institutes any action or proceeding against the other relating to the provisions of this Agreement or any default hereunder, then the unsuccessful Party shall be responsible for the reasonable expenses of such action including reasonable attorney's fees, incurred therein by the successful Party.

10. **Incorporation of Recitals and Exhibits.** The above Recitals and Exhibit A attached hereto are incorporated by this reference and expressly made part of this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written above.

CITY OF DUNDEE

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Name:

Title:

UTILITY SERVICE PARTNERS PRIVATE LABEL, INC.

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Name: Michael Backus

Title: Chief Sales Officer

**Exhibit A**  
NLC Service Line Warranty Program  
City of Dundee  
Term Sheet  
January 24, 2019

I. Initial Term. Three years

II. License Conditions.

- a. City logo on letterhead, advertising, billing, and marketing materials
- b. Signature by City official

III. Products.

- a. External water service line warranty (initially, \$5.25 per month)
- b. External sewer/septic line warranty (initially, \$7.25 per month)
- c. Interior plumbing and drainage warranty (initially, \$9.49 per month)

Company may adjust the foregoing Product fees; provided, that any such adjustment shall not exceed \$.50 per month in any 12-month period, unless otherwise agreed by the Parties in writing.

IV. Scope of Coverage.

- a. External water service line warranty:
  - Homeowner responsibility: From the meter and/or curb box to the external wall of the home.
  - Covers thawing of frozen external water lines.
  - Covers well service lines if applicable.
- b. External sewer/septic line warranty:
  - Homeowner responsibility: From the exit point of the home to the main.
  - Covers septic lines if applicable
- c. Interior plumbing and drainage warranty:
  - Water supply pipes and drainage pipes within the interior of the home.

V. Marketing Campaigns. Company shall have the right to conduct up to three campaigns per year, comprised of up to six mailings and such other channels as may be mutually agreed. Initially, Company anticipates offering the Interior plumbing and drainage warranty Product via in-bound channels only.



## An important message for City of Newberg Homeowners

It's important to protect your finances from the unexpected expense and inconvenience of emergency repairs.

That's why the City of Newberg has selected Service Line Warranties of America (SLWA)—a premier provider of *optional* home emergency repair programs to homeowners nationwide—to offer Exterior Water Service Line Coverage and Exterior Sewer/Septic Line Coverage to Newberg homeowners.

Many homeowners are not aware that they are responsible for certain systems; for example, many Americans don't know that they are responsible to pay for repairs to water service and sewer/septic lines on private property. Many homeowners are not prepared to handle the high costs of unexpected water service or sewer/septic line breakdowns. Plans from SLWA give homeowners financial relief from the cost of covered repairs due to breakdowns of major systems inside and outside their homes. An optional plan from SLWA can help protect Newberg homeowners from potentially expensive repair costs.

The enclosed information is provided to help you understand how a plan from SLWA—an independent company—can help protect you and your finances, and decide whether it's right for you.

Call SLWA toll-free at 1-844-257-8795 for more information, to sign up for coverage or to opt out of any future SLWA mailings. Please visit [www.slwofa.com](http://www.slwofa.com) for frequently asked questions and links to additional information.



Robert Judson  
EVP Customer Experience / SLWA

Code

## Important Information for Newberg Homeowners



708

<<MR. SAMPLE A SAMPLE>>  
<<MAIL\_ADDRESS1>>  
<<MAIL\_ADDRESS2>>  
<<MAIL\_CITY, ST ZIP>>



Please reply by:  
<<Month X, 2018>>

Dear <<Mr. Sample>>,

This letter contains important information about your responsibilities as a homeowner in the event of an emergency with your water service or sewer/septic line.

The exterior water service and sewer/septic lines, which run from your utility's point of maintenance to your home, are your responsibility. If you were unfortunate enough to suffer a leak, break or clog in these lines, it would be up to you to find a plumber and get the lines repaired.

The City of Newberg has selected Service Line Warranties of America (SLWA) to help eligible homeowners be prepared and have the best possible service in the case of such an emergency. So you're invited to enroll in Exterior Water Service Line Coverage and Exterior Sewer/Septic Line Coverage from SLWA. Accept this *optional* coverage and you'll receive as many service calls as you need up to \$8,500 per call for covered water service or well line repairs, and as many service calls as you need up to \$8,500 per call for covered sewer/septic line repairs (30-day wait with a money-back guarantee for both) and no deductible. You will also have access to a 24/7, 365-day-a-year emergency repair service hotline. Once you have made your service call, SLWA will take care of your covered repair, dispatching a qualified plumber to your home and paying the bill directly. Peace of mind starting for as little as \$5.25 per month. Your emergency is dealt with and your water service or sewer/septic line is back to normal.

In the event of an emergency, these plans can save you a significant amount of money—a service line replacement may cost you thousands of dollars. They can also save you the time of finding a plumber, which can be difficult in the best of times, let alone in an emergency. Having these plans also helps eliminate worry, as you can be sure of a professional job completed by local, licensed and insured plumbers. These are the only service line protection programs for homeowners fully supported by the City of Newberg.

Please take the time to read the information on the back of this letter. If you would like to sign up for a plan, simply complete and return the enclosed form or call toll-free 1-844-257-8795. We certainly hope that you never have an exterior water service or sewer/septic line emergency, but if you should ever have a problem, you'll be glad you're covered. These programs are managed by SLWA, and no public funds were used for the mailing of this letter.

For fastest processing, please visit [www.slwofa.com](http://www.slwofa.com).

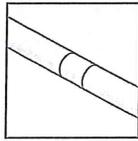
Sincerely,

Robert Judson  
EVP Customer Experience / SLWA

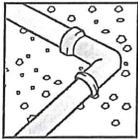
Utility Service Partners Private Label, Inc., Oregon License #208475, known as Service Line Warranties of America ("SLWA"), with corporate offices located at 11 Grandview Circle, Suite 100, Canonsburg, PA 15317, is an *independent company separate from the City of Newberg* and offers this optional service plan as an authorized representative of the service contract provider, North American Warranty of Illinois, Inc., Oregon License #206174, 175 West Jackson Blvd., 11th Floor, Chicago, IL 60604. Your choice of whether to participate in this service plan will not affect the price, availability or terms of service you have with your local utility or municipality.

# What would you do in an exterior line emergency?

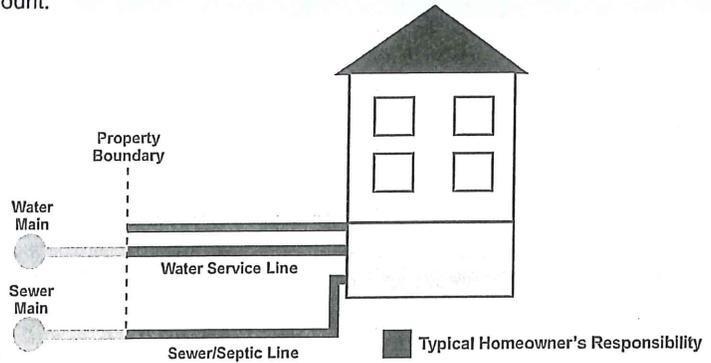
The illustration shows where things may go wrong with your exterior lines and how much a licensed and insured plumber would typically charge customers who don't have coverage. How would you cope if it happened to you? With coverage, it's not something to worry about; you'll have no bill to pay for covered repairs up to the benefit amount.



Replace water service line (26–100 ft.)  
**\$2,585**  
**Plan Members: No Charge†**



Replace sewer/septic line (26–75 ft.)  
**\$3,389**  
**Plan Members: No Charge†**



†National average repair costs within the SLWA network as of March 2018. No charge for covered repairs up to the benefit amount.

The water and sewer/septic lines beyond the property boundary may be an additional responsibility of the homeowner and are included in this coverage. Septic tanks, leaching fields, pumps or grinders are not covered.

## Take A Look At The Benefits You'll Receive

### Exterior Water Service Line Coverage

### Exterior Sewer/Septic Line Coverage

1. <b>Covered Repairs</b> – Guaranteed for one full year.	✓	✓
2. <b>24-Hour Emergency Repair Service Hotline</b> – Open 24 hours a day, 365 days a year.	✓	✓
3. <b>Our Promise to You</b> – If you are ever dissatisfied with your coverage, simply call SLWA toll-free 1-844-257-8795, and it will be discontinued at your request.	✓	✓

Visit [www.slwofa.com](http://www.slwofa.com) to protect your exterior lines

Or call toll-free 1-844-257-8795 | Available: MON-FRI 8AM-8PM | SAT 10AM-4PM EST

## Important Questions & Answers

### What am I responsible for?

As a homeowner, you are responsible for your exterior water service line and exterior sewer/septic line. If the service lines beyond the property boundary to the main connections are also the responsibility of the homeowner, then they will be covered up to the benefit amount.

### Does my homeowners insurance cover this?

Most basic homeowners insurance policies do not cover repair or replacement due to normal wear and tear of these lines.

### Does this coverage include well lines?

Yes, coverage provides for repair or replacement of either water service or well lines, as explained in the "What should I know about this coverage" section.

### Who is eligible for coverage?

An owner of both a residential home permanently secured to the ground and the land it is located on may be eligible for coverage. Recreational vehicles or homes on wheels and properties used for commercial purposes are not eligible for coverage. In GA, residential properties containing more than two dwelling units are not eligible. In IA, residential properties containing more than four dwelling units are not eligible. Your property is not eligible if you are aware of any pre-existing conditions, defects or deficiencies with your exterior water service or sewer/septic lines. If you live in a development community with a condominium, co-op or homeowners association, your exterior water service line or exterior sewer/septic line may not be an individual homeowner's responsibility, so please check with your association before accepting this coverage. If you live in a multi-family structure and do not own the entire structure, it will be your responsibility to provide Service Line Warranties of America (SLWA) with a signed release from all other homeowners for any work which may affect their portion of the structure.

### What should I know about this coverage?

Coverage is for the following exterior lines, for which you have sole responsibility, that are damaged due to normal wear and tear, not accident or negligence. **Exterior Water Service Line Coverage:** Coverage provides, up to the benefit amount, for the covered cost to repair or replace a leaking, frozen, low pressure, or permanently blocked exterior water service line from your utility's responsibility or external wall of your well casing to the external wall of your home. **Exterior Sewer/Septic Line Coverage:** Coverage provides, up to the benefit amount, for the covered cost to repair or replace a leaking or permanently blocked sewer line that takes wastewater away from the exit point within your home up to your utility's responsibility, or septic line that takes wastewater away from the exit point within your home up to the point of connection to the septic tank on your property.

**Not covered:** Damage from accidents, negligence or otherwise caused by you, others or unusual circumstances and the product-specific exclusions below. **Exterior Water Service Line Not Covered:** Repair to any water line that branches off the main water service line, and any shared water line that provides service to multiple properties or secondary buildings. Additional exclusions apply. **Exterior Sewer/Septic Line Not Covered:** Septic tanks; leach fields; grinder pumps; lift stations, or any non-conforming drain line, such as a basement or storm drain; repairs to any line that branches off the main line; and lines that provide service to multiple properties or secondary buildings. Additional exclusions apply. You agree to resolve disputes related to this plan by arbitration or in small claims court, without resort to class action or jury trial. To see full Terms and Conditions with complete coverage and exclusion details prior to enrolling call 1-844-257-8795 or go to [www.slwaterms.com](http://www.slwaterms.com).

### When can I make a service call?

Your plan(s) start the day your form is processed, and there is an initial 30-day waiting period before you can make a service call, giving you 11 months of coverage during the first year. Upon renewal/reactivation (if applicable), you will not be subject to a waiting period.

### What is the cancellation policy?

You may cancel either plan within 30 days of your start date for a full refund of the cancelled plan(s) (less any claims paid, where applicable). Cancellations after the first 30 days will be effective at the end of the then-current billing month, and you will be entitled to a prorata refund of the cancelled plan(s) less any claims paid (where applicable). You may also contact SLWA to cancel if you find your utility or municipality provides similar coverage to you at no charge, and you will receive a refund less any claims paid (where applicable).

### What is the term of my service agreement?

The plan is annual. For E-Z Pay/Direct Pay, credit card or debit card customers, unless you cancel, your plan automatically renews annually at the then-current renewal price with your same payment terms.

### What is E-Z Pay/Direct Pay?

E-Z Pay/Direct Pay is a paperless and stress-free way to pay for your coverage. Payments are automatically debited from the bank/checking account of your choice as your payment becomes due, at no additional cost.

### What quality of repair can I expect?

Local, licensed and insured plumbers perform covered repairs, which are guaranteed against defects in materials and workmanship for one year.

### Who is SLWA?

SLWA is an independent company, separate from your city, local utility or municipality, providing emergency home repair services and protection solutions to homeowners across the U.S. If you would prefer not to receive solicitations from SLWA, please call

# Acceptance Form



Please confirm your name and address below and make any changes if necessary.

<<Sample A. Sample\_xxxxx>>  
 <<Serv\_Address1\_xxxxxxx>>  
 <<Serv\_Address2\_xxxxxxx>>  
 <<Serv\_City\_xx, ST Zip>>

By providing my e-mail address, I request that I be notified when my current and future service agreements and any related documents are available at www.slwofa.com, and I acknowledge that I can access these documents. I can change my preferences or request paper copies online or by calling SLWA.

E-mail Address \_\_\_\_\_ Phone #

## Choose Your Protection Plan(s)

For fastest processing, please visit [www.slwofa.com](http://www.slwofa.com).

### BEST VALUE

Exterior Water Service Line Coverage and Exterior Sewer/Septic Line Coverage	FIRST-YEAR SAVINGS OF 10% OFF when you select both plans	
	1808SR2H071CORS-9999 1808SR2J027CORS-9999	<input type="checkbox"/> <del>\$12.50</del> \$11.24
	MONTHLY	YEARLY
Exterior Water Service Line Coverage 1808SR2H071AORS-9999	<input type="checkbox"/> \$5.25	<input type="checkbox"/> \$63.00
Exterior Sewer/Septic Line Coverage 1808SR2J027BORS-9999	<input type="checkbox"/> \$7.25	<input type="checkbox"/> \$87.00

**Yes**, please sign me up for the protection plan(s) from SLWA I have selected above. By signing below, I agree to the terms on the reverse side of the letter, understand there are limitations and exclusions, and meet the eligibility requirements for this coverage. SLWA will invoice me based on my selection above and I will select a payment method on the invoice. I understand this optional coverage is based on an annual contract and will *automatically renew annually* on the same payment terms I selected at the then-current renewal price. I can always cancel at any time.

\_\_\_\_\_  
 Signature (required)

1808SR2H071AORZ  
RX4262\_Choice\_Blue\_Pack