



CITY OF DUNDEE
CITY COUNCIL MEETING
Meeting will be Teleconferenced

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: 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.

JUNE 16, 2020 7:00 PM.

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. 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.
4. Presentation: Gary Eastlund, Hagan Hamilton – Insurance Renewal Pages 1-2
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, June 2, 2020 Pages 3-10
 - 5.2 Financial Report Ending May 31, 2020 Pages 11-32

Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Water Treatment Plant Study – Lael Alderman, MurraySmith Pages 33-70
Discussion
 - 6.2 Yamhill County Sale of Property to Dundee Pages 71-78
Action Requested
 - 6.3 City Administrator Salary Pages 79-82
Action Requested
 - 6.4 Resolution No. 2020-09, Budget Adoption Pages 83-88
Action Requested
7. New Business:
 - 7.1 Resolution No. 2020-10, Budget Transfers Pages 89-92
Action Requested
 - 7.2 Resolution No. 2020-11, Employee Handbook Amendment Pages 93-98
Action Requested
8. Council Concerns & Committee Reports

9. Mayor's Report
10. City Administrator Report
11. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
 - 1.3 Water Line Relocation Project
2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Helipad Standards
 - 2.4 Vacation Rentals Code Amendment
 - 2.5 Pending Type II or Type III Land Use Applications:
 - 2.5.1 Conditional Use – Verizon Cell Tower
3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance
 - 3.3 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. 572-2020
 - 5.2 Resolution No. 2020-12

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.



hagan hamilton

INSURANCE BROKERS

June 9, 2020

City of Dundee
PO Box 220
Dundee OR 97115

Dundee Councilors
Mayor David Russ
Rob Daykin, City Manager

Insurance Programs Stewardship Report
July 1, 2020 -- June 30, 2021

I would like to thank you for your continued support of Hagan Hamilton as your Agent of Record for the City of Dundee insurance programs. I have reviewed the renewal proposals and my recommendation to the Board is to accept the offer from CityCounty Insurance Services (CIS) for the following insurance lines of coverage:

- PROPERTY/LIABILITY
- AUTO
- MECHANICAL BREAKDOWN
- WORKERS COMPENSATION

The proposed annual contribution for the CIS Package, not including the workers' compensation, is \$52,936. This represents a \$3 increase over the prior year contribution of \$52,933. This is an excellent renewal as compared to the average member increase of 15%.

Your CIS workers' compensation renewal has increased significantly, with a deposit premium of \$50,862 as compared to \$23,159 deposit paid last year. The contributing factors being:

- Significant increase in the experience modification factor from .76 last year to 1.30 this year
- Increase payroll projection for 2020
- CIS rate increases

CIS continues to be the most competitive insurance program for Oregon cities. They will continue to work with the members to assist with risk management programs, minimize national rate increases, and provide reviews of work comp claims to mitigate the impact of similar claims in the future.

Respectfully,


Gary E. Eastlund CIC ARM CRM
Risk Management Consultant



**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
June 2, 2020

Call to Order

Mayor David Russ called the meeting to order at 7:00 P.M. over ZOOM teleconferencing meeting platform.

Council and Staff Attendance

Attendance Via Zoom: Mayor David Russ; Councilors Tim Weaver (7:05 P.M.), Storr Nelson, Kristen Svicarovich, Ted Crawford (7:30 P.M.) and Patrick Kelly. Absent: Councilor Jeannette Adlong. Staff Attendance via Zoom: Rob Daykin, City Administrator; Bill Monahan, City Attorney; Amy Hanifan, Interim Fire Chief; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

None.

Agenda Changes

None.

Public Hearing: Budget for Fiscal Year 2020-2021

Mayor Russ called the hearing to order at 7:01 P.M. to consider the budget for the fiscal year 2020-2021.

Staff Report:

C.A. Daykin explained that the budget presented represents the budget which was approved by the Budget Committee with the changes made to the State Shared Revenue Fund.

Public Testimony:

None.

Additional Staff Comments:

None.

Questions from the Council:

None.

Mayor Russ closed the hearing at 7:02 P.M.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, May 19, 2020. The motion passed unanimously.

Old Business

Resolution No. 2020-04, Water Rates

C.A. Daykin explained that the resolution is based on information provided at the City Council meeting on May 19, 2020, when the proposed rate adjustment was discussed. A motion was made and seconded to pass Resolution No. 2020-04, a resolution setting water consumption rates and associated charges and repealing Resolution No. 2019-02. C.A. Daykin offered clarification that a new rate category was added for the 3/4-inch size meter on page 17 of the meeting agenda packet. The motion passed unanimously.

Resolution No. 2020-05, Sewer Rates

C.A. Daykin explained that the resolution is based on information provided at the City Council meeting on May 19, 2020, when the proposed rate adjustment was discussed. A motion was made and seconded to pass Resolution 2020-05, a resolution setting sewer rates and repealing Resolution No. 2019-3. The motion passed unanimously.

Declaration of Emergency

C.A. Daykin reviewed that a request was received at the last City Council meeting to review this topic at tonight's meeting. He informed that Attorney Bill Monahan is present at the meeting tonight to discuss the procedure for termination, as well as answer any questions about what other cities are doing. C. Atty Monahan explained that since the Declaration of Emergency was adopted by resolution, the proper way to conclude the State of Emergency is similarly by adopting another resolution. He shared an example of how this is being handled in another jurisdiction and also offered that upon reading Dundee's resolution, he does not identify any reason why retaining the State of Emergency would have a negative impact or pose a problem. C. Weaver inquired about whether it is known at this time what is occurring at the County level to which C.A. Daykin indicated that he does not. C.A. Daykin indicated that Newberg and McMinnville are continuing with their State of Emergency presently, though also do have a more concerted effort in dealing with the COVID-19 virus in terms of specific activities which are reimbursable; Dundee presently does not. Interim Fire Chief Amy Hanifan explained that the larger cities do have several departments which have been impacted by COVID-19 and rely upon Federal financial resources, though Dundee hasn't necessarily seen that to be the case here. She discussed that Dundee has been able to sustain fairly well with PPE and has worked with County Emergency Management as well. While their call volume has begun to pick up again, at this time Chief Hanifan explained that it's still not to a degree that is requiring the amount of PPE where they might be more concerned about keeping it in place. C. Crawford discussed that it would be concerning if some of their EMS were exposed and had to be quarantined; this could cause financial hardship. M. Russ voiced support of keeping the Declaration of Emergency in place for the time being, especially given the current rioting in larger cities which he indicated could have the potential to move out to the suburbs. M. Russ discussed that the League of Oregon Cities sent out an email asking if he wanted to sign on a letter to the Governor requesting that she distribute CARES Act money to Oregon cities, which he indicated that he will sign. The consensus of Council was to keep the State of Emergency in effect for the time being. M. Russ requested that the topic be discussed monthly moving forward.

New Business

Resolution No. 2020-06, State Shared Revenues

A motion was made and seconded to pass Resolution No. 2020-06, a resolution declaring the City's election to receive State Revenues. The motion passed unanimously.

Resolution No. 2020-07, Municipal Services Certification

A motion was made and seconded to pass Resolution No. 2020-07, a resolution certifying the Municipal Services provided by the City of Dundee. The motion passed unanimously.

Resolution No. 2020-08, Salary Schedule

A motion was made and seconded to pass Resolution No. 2020-08, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2020-21. C. Crawford inquired about whether these are the same contributions as last year to which C.A. Daykin confirmed; the amount has remained the same for at least the past six years. The motion passed unanimously.

2021 SCA Grant Program

C.A. Daykin noted that C.E. Reid is in attendance at the meeting tonight. He voiced that it is his hope that following discussion tonight that Council would have a preferred project choice; this would allow City Staff to provide a more detailed construction cost estimate and bring that information back to the first Council meeting in July for final review prior to application submission. Additionally, C.A. Daykin explained that most of the project candidates, if not all, would have to involve additional resources to actually complete the work.

Alder Street: It was noted that the three properties abutting the lower part of the proposed Alder Street SCA project each had street construction deferral agreements with the City as a result of prior land divisions. M. Russ pointed out that Alder Street is going to be a main thoroughfare to getting around the upcoming Highway 99W construction project; performing work in this area during that time would not likely be a good idea.

Myrtle Street: C.A. Daykin discussed that a decision could be made to defer the sidewalk at this time, and wait until there is a greater project for the entire two blocks of Myrtle Street from the 11th Street all of the way to Niederberger Road. He explained that the City is obligated to rebuild the ADA ramps at the intersection of 13th Street & Myrtle Street as well as the ADA ramps towards Niederberger when the paving work is completed. C.E. Reid discussed that if the City is touching the ADA ramps and there are some ADA issues along the sidewalks, it is his belief that the ADA issues along the sidewalks should also be addressed. Discussion ensued and C.E. Reid voiced his opinion that, if selected, completing this project in its entirety would eliminate the need to go back and complete patch work on the project on an ongoing basis. It was noted that there is an issue on the sidewalk between 13th Street and 11th Street that has lifted the sidewalk, curb and portions of the street in this area. C.E. Reid noted that there are also sections of the Myrtle Street section where the sidewalk panels have been lifted by old trees that have been removed over the years, though the curb does not have vertical displacement. Discussion ensued about the conditions present in this area. C. Nelson offered clarification that he doesn't recall there being substantial base failure on Myrtle Street; the asphalt is old and fractured but he didn't recall seeing a lot of rutting, an indication that the base needs reconstructed. Discussion ensued.

Seventh Street: C. Nelson voiced support that this area needs improvement given the level of activity; it is the core of the City of Dundee. He discussed that though it would be difficult to perform an improvement in this area given the amount of activity, it would be the most beneficial project in his opinion. C. Svicarovich voiced support of this project as well though voiced that her biggest concern would be how quickly the work could be completed as well as the inevitable parking challenges which would be presented during that time. She pointed out that with the recent business closures due to COVID-19, and the impacts that this project would also have, she is somewhat hesitant to recommend completing this project in the immediate future. C. Crawford inquired about when the project work would begin to which C.A. Daykin indicated that it would be included in the 2021 season. He explained that the expectation would be that if the grant were

awarded, that the City would be able to enter into an agreement sometime in late Oct.-Nov. of 2020; once that is executed, then City Staff could proceed with design. Discussion ensued regarding concerns about the potential timeline for the upcoming Highway project in 2021 as well. Concern was expressed about two projects impacting area businesses within the same year, though this could also potentially be seen as a benefit in that all work would be completed in one season.

C.A. Daykin expressed concern about the Seventh Street and Third Street projects as well; the potential of having two contractors in close vicinity of the work area (the ODOT contractor and the City's contractor) could also be detrimental to the City.

C. Svicarovich suggested that if Seventh Street is determined to be the project of choice, she recommended initiating discussions with ODOT early on; they may want to add some stipulations as far as timing of their work along Highway 99W so that it's in coordination with the Seventh Street Project. Discussion ensued regarding the potential complexities of contractors working close together. C. E. Reid pointed out that the City will likely receive less competitive bid pricing if Council proposes the Third Street or Seventh Street projects. He explained that if the project were to be completed at the same time that ODOT is completing the highway project, it's a given that there would likely be a window of time when the work would need to be completed; providing a larger window to contractors usually produces more competitive bids. C.E. Reid discussed that he would need to inform ODOT very soon if either of these projects were proposed. Detailed discussion ensued. C. Svicarovich inquired about whether there would be any possibility of approaching ODOT about them including this work under their contract so that only one contractor would be involved to complete both projects. C.A. Daykin pointed out that grant has not yet been received. C.E. Reid discussed that at this point the ODOT project manager is really pushing to get this project completed and are at final design stage at this time; approaching them about this type of request would really be off the table at this point. C.E. Reid noted that the Alder Street or Myrtle Street projects would be the least impacted by the Highway 99W work. Discussion ensued.

C. Nelson voiced support of the Myrtle Street project following discussion of the different projects. C. Svicarovich voiced her support as well, especially given the planned construction on the highway next summer. The consensus of Council was to select the Myrtle Street project as the best candidate for the 2021 SCA Grant Program. C.A. Daykin inquired about how Council felt about resurfacing the existing asphalt surface on Thirteenth Street, though along half of that block (where there are two houses fronting the street) the street is now just gravel. He inquired about whether Council felt that this would be a good time to have the gravel removed and build an asphalt street to the intersection of Alder Street, or wait until Alder is put through and pick it up at that time. M. Russ suggested that if it fits the budget of the grant, he will support eliminating that gravel street. C.A. Daykin indicated that City Staff will look at the possibility and follow up with some cost estimates for the Myrtle Street project at the first meeting in July, inclusive of sidewalks as well.

Council Concerns and Committee Reports

C. Crawford discussed that the first Zoom teleconferencing Tourism Committee meeting was held recently. He discussed that it was an interesting meeting in terms of getting the pulse on what is going on with the tourism industry and how the wineries are phasing their reopenings. He discussed that the Inn At Red Hills has been rebranded as The Dundee—a Trace Hotel. C. Crawford explained that Babica Hen restaurant is still closed and C. Svicarovich explained that she saw a social media post indicating that the owners had decided to close their Dundee location. C. Crawford discussed that the hotel is still renting out some rooms though things are starting to pick up. It was noted that business at some of the local restaurants has been picking up and that

the tasting rooms are beginning to open up now. C. Crawford noted that wineries have continued to sell wine.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed with Council the email that he sent out earlier regarding updated information pertaining to the Fox Farm Resort Project. He discussed that the property owner, Saj Jivanjee, has changed the project to where he is eliminating all of the RV sites and adding clusters of small bungalows with 3-4 units each. C.A. Daykin discussed that Jivanjee is going through a new site design review application process at the County for this change in the project. With regard to City water, C.A. Daykin explained that Jivanjee decided that he's not going to be requesting water for the bungalow property and will just need it for the retail use (which already has a meter); he is not asking for expansion but is actually reducing the amount of water that he'll be obtaining from the City.

C.A. Daykin discussed that PERS announced last week that due to the amount of interested communities on the Side Account Incentive Program that they will be extending the due date from August 31, 2020 to December 31, 2020 for those cities that may want to have more time to consider whether they want to participate or not. He asked for Council to confirm their commitment to moving forward as previously discussed. C.A. Daykin explained that if Council is ready to proceed, he will need to proceed with getting the actuarial study completed for the money being contributed to see what kind of offset rate that would be received for this program. This process will take approximately 30 days to accomplish. He discussed that at this point he would plan to start the process on August 1; once he receives the offset rate, he could then report back to Council in July in case there were changes needing to be made. There is a \$1000 fee regardless of the outcome, which is paid up front. M. Russ inquired about whether the City can alter their participation level to which C.A. Daykin affirmed. M. Russ voiced support of reviewing the information one more time before proceeding and committing entirely. C.A. Daykin discussed that one of the options provided with the actuarial review is to take a look at the information based on different alterations, though there is an additional \$250 fee for each alteration (whether timing or dollar amount). He offered that he could request a review of both the original proposal and an alternate proposal as well. Discussion ensued and C.A. Daykin described the process moving forward. The consensus of Council is to move forward gathering two alternate proposals of \$300,000 and \$400,000.

C.A. Daykin inquired about City Council meetings moving forward and if Council would like to continue utilizing the Zoom teleconferencing method of conducting meetings. M. Russ voiced support of the teleconferencing meetings, though indicated that he does believe the technology involved with the Zoom meeting platform reduces potential participation by the public; it is easier to walk into a meeting. C. Nelson voiced that while the community is still in Phase 1 reopening he feels that the Zoom method of conducting the City Council meetings is appropriate; once things advance to Phase 2 consideration could be given to meeting in person for a regular meeting. Discussion ensued and the consensus of Council is to plan for a Zoom teleconference meeting on June 16, 2020. C.A. Daykin discussed that on June 16, 2020 there will also be a hearing for the Urban Renewal Agency. C. Svicarovich discussed that it sounds like the school bond will be moving forward for the upcoming November election. She explained that she heard from someone in attendance at the school facilities committee meeting last night that there was a proposal for a new school location on Niederberger Road on the hillside of the bypass. C.A. Daykin noted that he is not familiar with that information. Discussion ensued and the consensus

of Council is to move forward with scheduling the Urban Renewal Agency meeting for 6:45 P.M., just prior to the 7:00 P.M. City Council meeting on June 16, 2020.

C.A. Daykin discussed that Melody Osborne, Utility Billing Clerk, has been working with some of the accounts which are more than one month in delinquency. He explained that she has sent out letters to set up a scheduled repayment of the past due balances. C.A. Daykin discussed that in the recent billing process information was added stating that a future date could be a potential shut-off date if the account is not paid. No fees were charged though normally a \$2.00 fee would be assessed. M. Russ requested a follow up report on the utility billing customers who have been delinquent and those who have paid.

C.A. Daykin discussed that he met with Michel Ponzi regarding the fence placement on his property at 7th Street. He explained that they had a good discussion about it. He discussed that Mr. Ponzi had thought that he had placed the fence in a different location than what he thought he did; in order to comply with the Code he's indicated that he's going to cut the fence down to 4 feet for the first fifteen feet away from the Seventh Street property per Code, and he's also going to plant a site obscuring hedge between the fence and the street. C.A. Daykin discussed that he raised the path issue again with Mr. Ponzi, though he still has the position that he's uncertain of what he wants to do with the property and so is really reluctant to reopen the path until he has made that determination. C.A. Daykin discussed that as far as arrangements that the City has had with regard to the path, it was his understanding that the City has had a verbal commitment with Stu Lindquist, one of the larger property owners who has the path going through his property. City crews have been mowing that lot on the basis that this was the agreement to allow people to cross his property. C.A. Daykin asked Council their opinion on whether they felt property owners should now be responsible for mowing their own property which they voiced support of. C.A. Daykin also indicated that he spoke with Mr. Ponzi about the possibility of working with all of the nearby property owners about the possibility of working with the City on some sort of a joint project or community project for a parking/restroom plaza area; he indicated that he's open to discussing the idea. C. Crawford noted that he had a brief conversation with Jody at Red Hills Market who also may potentially be interested in discussions about a shared parking facility.

C.A. Daykin discussed the possibility of forming a Local Improvement District (LID) for a sidewalk improvement on Seventh Street to fill in the gaps to reconnect from the Highway all of the way up to the existing sidewalks. He discussed that there are a number of different challenges, including the need for additional acquisition and significant obstructions in the way, but offered that Staff can continue working on that if Council feels that is something they would like to consider. Recently Staff has had a full schedule working on more pressing projects though will soon have some time to revisit that project if indicated. C. Svicarovich voiced interest in that project and also discussed that there is a gap in the sidewalk on Alder right at the intersection of Fifth Street; the homeowner had indicated that they were going to put in a sidewalk at one time though that hasn't happened. She voiced interest looking into this sidewalk issue in this location as well. M. Russ acknowledged that the property owner did complete some work and planted grass, though the sidewalk was not completed.

The meeting was adjourned at 8:02 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

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CITY OF DUNDEE
Statement of Activities

From 7/01/2019 Through 5/31/2020

UNAUDITED

	General Fund	State										Total				
		Street Fund	Street CIP Fund	Street Reserve Fund	Sharing Fund	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt Water Fund	Water CIP Fund		Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund
Revenue																
Taxes	738,068	23,130	-	-	-	-	-	52,766	-	148,758	-	-	-	-	-	962,722
Franchise Fees	153,864	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,023
Licenses & Permits	58,807	46,159	-	-	-	-	-	-	-	-	-	-	-	-	-	58,807
Intergovernmental Revenue	181,439	216,089	-	30,183	-	-	32,800	-	-	-	-	-	-	-	-	460,511
Charges for Services	205,066	-	-	-	-	-	-	-	599,201	-	33,972	1,218,911	36,836	100,408	14,616	2,209,010
Fines & Forfeitures	54,048	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54,048
Miscellaneous Revenue	40,118	1,679	847	66	15,431	2,546	80,436	1,045	3,364	8,069	5,003	10,678	740	1,175	226,506	
Total Revenue	1,431,409	240,898	847	30,249	15,431	35,346	55,355	80,436	149,803	42,041	1,223,914	47,514	101,148	15,791	4,171,625	
Expenditures																
Personnel	632,750	37,384	-	-	-	-	-	-	-	-	188,554	176,466	-	25,076	1,060,230	
Materials & Services	816,815	106,893	-	14,039	-	6,836	22,876	31,221	-	-	193,565	257,453	-	20,459	1,470,158	
Capital Outlay	10,551	-	-	6,308	4,999	38,505	11,000	117,861	-	-	29,140	130,568	-	8,248	671,322	
Debt Service	-	-	-	-	58,627	-	-	150,143	-	-	117,203	-	688,127	-	23,598	1,083,574
Total Expenditures	1,460,116	144,277	-	20,347	63,626	45,341	33,876	149,082	150,143	247,771	433,920	696,374	45,535	98,487	4,285,284	
Excess (deficiency) of Revenue over Expenditures	(28,707)	96,622	(186,249)	847	9,902	(48,195)	(9,995)	21,478	(68,646)	(340)	191,305	(205,730)	789,994	(648,861)	55,614	(82,696)
Other Financing Sources (Uses)																
Net Changes to Fund Balance	89,666	(13,300)	-	(5,500)	83,200	5,500	-	-	-	(73,829)	-	(684,337)	610,500	(11,900)	-	(113,659)
Beginning Fund Balance	609,022	44,739	295,229	44,765	2,051	854,135	8,302	116,093	60,214	17,810	59,937	326,245	157,552	514,092	12,638	87,912
Ending Fund Balance	669,981	128,061	108,980	45,612	6,453	889,139	3,807	137,572	(8,432)	17,470	177,414	120,515	263,209	475,731	56,351	3,097,077

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001
From 5/01/2020 Through 5/31/2020

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	6,217	738,068	756,500	2.44%	18,432
Franchise Fees	16,395	153,864	149,900	-2.64%	(3,964)
Licenses & Permits	4,626	58,807	73,800	20.32%	14,993
Intergovernmental Revenue	9,839	181,439	187,900	3.44%	6,461
Charges for Services	19,286	205,066	252,500	18.79%	47,434
Fines & Forfeitures	2,696	54,048	56,000	3.49%	1,952
Miscellaneous Revenue	963	40,118	41,700	3.79%	1,582
Total REVENUE	<u>60,022</u>	<u>1,431,409</u>	<u>1,518,300</u>	<u>5.72%</u>	<u>86,891</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	35,804	395,082	430,100	8.14%	35,018
02 - Court	1,538	21,788	26,700	18.40%	4,912
03- Community Development	11,738	118,987	147,800	19.49%	28,813
04 - Police Department	90,326	479,643	519,100	7.60%	39,457
05 - Fire Department	35,430	444,616	563,900	21.15%	119,284
Total EXPENDITURES	<u>174,835</u>	<u>1,460,116</u>	<u>1,687,600</u>	<u>13.48%</u>	<u>227,484</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(114,814)</u>	<u>(28,707)</u>	<u>(169,300)</u>	<u>83.04%</u>	<u>(140,593)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	7,587	89,666	96,600	7.18%	6,934
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	<u>7,587</u>	<u>89,666</u>	<u>(40,000)</u>	<u>324.16%</u>	<u>(129,666)</u>
NET CHANGE IN FUND BALANCE	<u>(107,227)</u>	<u>60,959</u>	<u>(209,300)</u>	<u>129.12%</u>	<u>(270,259)</u>
BEGINNING FUND BALANCE	777,208	609,022	609,200	-0.03%	(178)
ENDING FUND BALANCE	<u>669,981</u>	<u>669,981</u>	<u>399,900</u>	<u>67.54%</u>	<u>270,081</u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Admin/Finance - 01
 From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	14,902	161,456	176,800	8.68%	15,344
Personnel Benefits	8,670	94,588	104,000	9.05%	9,412
Total Personnel Services	23,572	256,045	280,800	8.82%	24,755
Materials & Services					
Supplies	228	2,897	4,200	31.02%	1,303
Professional Services	8,746	93,009	91,100	-2.10%	(1,909)
Contractual Services	110	1,212	1,300	6.77%	88
Travel & Training	0	5,830	11,100	47.48%	5,270
Insurance	0	9,876	9,600	-2.88%	(276)
Regulatory Requirements	0	680	800	15.01%	120
Utilities	498	5,517	6,600	16.42%	1,083
Repairs & Maintenance	1,258	5,549	9,400	40.96%	3,851
Other Materials & Services	1,391	10,301	12,400	16.93%	2,099
Total Materials & Services	12,231	134,870	146,500	7.94%	11,630
Capital Outlay	0	4,167	2,800	-48.82%	(1,367)
Total ADMIN/FINANCE EXPENDITURES	35,804	395,082	430,100	8.14%	35,018

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Court - 02
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	829	8,858	10,300	14.00%	1,442
Personnel Benefits	695	7,195	8,800	18.24%	1,605
Total Personnel Services	<u>1,524</u>	<u>16,053</u>	<u>19,100</u>	<u>15.95%</u>	<u>3,047</u>
Materials & Services					
Supplies	0	35	200	82.33%	165
Professional Services	0	1,791	2,300	22.12%	509
Contractual Services	0	2,590	3,300	21.52%	710
Travel & Training	0	949	1,100	13.76%	151
Other Materials & Services	14	370	700	47.20%	330
Total Materials & Services	<u>14</u>	<u>5,735</u>	<u>7,600</u>	<u>24.54%</u>	<u>1,865</u>
Capital Outlay	0	0	0		0
Total COURT EXPENDITURES	<u><u>1,538</u></u>	<u><u>21,788</u></u>	<u><u>26,700</u></u>	<u><u>18.40%</u></u>	<u><u>4,912</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Community Development - 03
 From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	978	10,461	12,200	14.25%	1,739
Personnel Benefits	822	8,906	10,400	14.37%	1,494
Total Personnel Services	<u>1,800</u>	<u>19,367</u>	<u>22,600</u>	<u>14.31%</u>	<u>3,233</u>
Materials & Services					
Supplies	26	132	500	73.58%	368
Professional Services	7,019	53,887	67,200	19.81%	13,313
Contractual Services	2,870	25,486	36,000	29.21%	10,514
Travel & Training	0	592	1,400	57.72%	808
Other Materials & Services	23	19,523	20,100	2.87%	577
Total Materials & Services	<u>9,938</u>	<u>99,620</u>	<u>125,200</u>	<u>20.43%</u>	<u>25,580</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u><u>11,738</u></u>	<u><u>118,987</u></u>	<u><u>147,800</u></u>	<u><u>19.49%</u></u>	<u><u>28,813</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Police Dept - 04
 From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	90,326	479,643	519,100	7.60%	39,457
Total Materials & Services	<u>90,326</u>	<u>479,643</u>	<u>519,100</u>	<u>7.60%</u>	<u>39,457</u>
Total POLICE DEPT EXPENDITURES	<u><u>90,326</u></u>	<u><u>479,643</u></u>	<u><u>519,100</u></u>	<u><u>7.60%</u></u>	<u><u>39,457</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Fire Dept - 05
 From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	17,113	219,694	246,300	10.80%	26,606
Personnel Benefits	9,156	121,592	155,900	22.01%	34,308
Total Personnel Services	26,269	341,286	402,200	15.15%	60,914
Materials & Services					
Supplies	518	8,645	16,000	45.97%	7,355
Professional Services	0	663	800	17.16%	137
Contractual Services	4,949	40,759	25,400	60.47%	(15,359)
Travel & Training	0	1,346	2,100	35.89%	754
Insurance	0	16,723	17,400	3.89%	677
Regulatory Requirements	1,457	6,366	7,500	15.12%	1,134
Utilities	1,193	15,327	17,900	14.38%	2,573
Repairs & Maintenance	1,044	7,003	13,000	46.13%	5,997
Other Materials & Services	0	114	300	61.86%	186
Total Materials & Services	9,161	96,946	100,400	3.44%	3,454
Capital Outlay	0	6,384	61,300	89.59%	54,916
Total FIRE DEPT EXPENDITURES	35,430	444,616	563,900	21.15%	119,284

City of Dundee
Statement of Revenue & Expenditures
Street Fund - 110
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	686	23,130	29,000	20.24%	5,870
Intergovernmental Revenue	20,291	216,089	240,000	9.96%	23,911
Miscellaneous Revenue	155	1,679	1,500	-11.95%	(179)
Total REVENUE	21,132	240,898	270,500	10.94%	29,602
EXPENDITURES					
Personnel Services	2,913	37,384	42,400	11.83%	5,016
Material & Services					
Supplies	144	2,956	4,200	29.62%	1,244
Professional Services	1,164	13,521	9,000	-50.24%	(4,521)
Travel & Training	0	139	500	72.20%	361
Insurance	0	1,895	1,900	0.26%	5
Regulatory Requirements	0	71	100	29.00%	29
Utilities	2,072	22,772	23,800	4.32%	1,028
Repairs & Maintenance	3,903	36,957	115,900	68.11%	78,943
Interfund Services	1,892	28,575	19,600	-45.79%	(8,975)
Other Materials & Services	0	6	200	96.90%	194
Total Materials & Services	9,175	106,893	175,200	38.99%	68,307
Total EXPENDITURES	12,087	144,277	217,600	33.70%	73,323
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	9,045	96,622	52,900	-82.65%	(43,722)
OTHER FINANCING SOURCES (USES)					
Transfers Out	(13,300)	(13,300)	(83,300)	84.03%	(70,000)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	(13,300)	(13,300)	(88,300)	84.94%	(75,000)
NET CHANGE IN FUND BALANCE	(4,255)	83,322	(35,400)	335.37%	(118,722)
BEGINNING FUND BALANCE	132,316	44,739	43,500	2.85%	1,239
ENDING FUND BALANCE	128,061	128,061	8,100	1481.00%	119,961

City of Dundee
Statement of Revenue & Expenditures
Street CIP Fund - 111
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	14,290	46,159	43,900	-5.15%	(2,259)
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	50,132	52,722	57,000	7.51%	4,279
Total REVENUE	<u>64,422</u>	<u>98,880</u>	<u>700,900</u>	<u>85.89%</u>	<u>602,020</u>
EXPENDITURES					
Capital Outlay	8,708	239,253	1,313,000	81.78%	1,073,747
Debt Service	7,147	45,876	49,600	7.51%	3,724
Total EXPENDITURES	<u>15,855</u>	<u>285,129</u>	<u>1,362,600</u>	<u>79.07%</u>	<u>1,077,471</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>48,567</u>	<u>(186,249)</u>	<u>(661,700)</u>	<u>71.85%</u>	<u>(475,451)</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	456,000	100.00%	456,000
Transfers In	0	0	70,000	100.00%	70,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>526,000</u>	<u>100.00%</u>	<u>526,000</u>
NET CHANGE IN FUND BALANCE	<u>48,567</u>	<u>(186,249)</u>	<u>(135,700)</u>	<u>-37.25%</u>	<u>50,549</u>
BEGINNING FUND BALANCE	60,413	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	<u>108,980</u>	<u>108,980</u>	<u>113,100</u>	<u>-3.64%</u>	<u>(4,120)</u>

City of Dundee
Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	55	847	1,100	23.01%	253
Total REVENUE	<u>55</u>	<u>847</u>	<u>1,100</u>	<u>23.01%</u>	<u>253</u>
EXPENDITURES					
Capital Outlay	0	0	45,800	100.00%	45,800
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>45,800</u>	<u>100.00%</u>	<u>45,800</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>55</u>	<u>847</u>	<u>(44,700)</u>	<u>101.89%</u>	<u>(45,547)</u>
NET CHANGE IN FUND BALANCE	<u>55</u>	<u>847</u>	<u>(44,700)</u>	<u>101.89%</u>	<u>(45,547)</u>
BEGINNING FUND BALANCE	45,556	44,765	44,700	0.14%	65
ENDING FUND BALANCE	<u><u>45,612</u></u>	<u><u>45,612</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>45,612</u></u>

City of Dundee
Statement of Revenue & Expenditures
State Revenue Sharing Fund - 122
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	6,898	30,183	31,000	2.64%	817
Miscellaneous Revenue	8	66	200	67.18%	134
Total REVENUE	6,905	30,249	31,200	3.05%	951
EXPENDITURES					
Material & Services					
Professional Services	0	2,239	2,500	10.44%	261
Contractual	0	11,800	11,800	0.00%	0
Total Materials & Services	0	14,039	14,300	1.82%	261
Capital Outlay	0	6,308	12,700	50.33%	6,392
Total EXPENDITURES	0	20,347	27,000	24.64%	6,653
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	6,905	9,902	4,200	-135.75%	(5,702)
OTHER FINANCING SOURCES (USES)					
Transfers Out	(5,500)	(5,500)	(5,500)	0.00%	0
Total OTHER FINANCING SOURCES (USES)	(5,500)	(5,500)	(5,500)	0.00%	0
NET CHANGE IN FUND BALANCE	1,405	4,402	(1,300)	438.59%	(5,702)
BEGINNING FUND BALANCE	5,047	2,051	1,700	20.66%	351
ENDING FUND BALANCE	6,453	6,453	400	1513.21%	6,053

City of Dundee

Statement of Revenue & Expenditures
 Equipment Reserve Fund - 127
 From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,079	15,431	37,000	58.29%	21,569
Total REVENUE	<u>1,079</u>	<u>15,431</u>	<u>37,000</u>	<u>58.29%</u>	<u>21,569</u>
EXPENDITURES					
Capital Outlay	0	4,999	915,000	99.45%	910,001
Debt Service	0	58,627	58,700	0.12%	73
Total EXPENDITURES	<u>0</u>	<u>63,626</u>	<u>973,700</u>	<u>93.47%</u>	<u>910,074</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,079</u>	<u>(48,195)</u>	<u>(936,700)</u>	<u>94.85%</u>	<u>(888,505)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	83,200	83,200	83,200	0.00%	0
Total OTHER FINANCING SOURCES (USES)	<u>83,200</u>	<u>83,200</u>	<u>83,200</u>	<u>0.00%</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	84,279	35,005	(853,500)	104.10%	(888,505)
BEGINNING FUND BALANCE	804,861	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	<u>889,139</u>	<u>889,139</u>	<u>0</u>	NA	<u>(889,139)</u>

City of Dundee
Statement of Revenue & Expenditures
Parks Fund - 131
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	32,800	32,800	0.00%	0
Miscellaneous Revenue	5	2,546	2,600	2.09%	54
Total REVENUE	<u>5</u>	<u>35,346</u>	<u>35,400</u>	<u>0.15%</u>	<u>54</u>
EXPENDITURES					
Materials & Services					
Professional Services	394	4,499	4,000	-12.47%	-499
Repairs & Maintenance	22	2,338	5,200	55.05%	2,862
Total Materials & Services	<u>416</u>	<u>6,836</u>	<u>9,200</u>	<u>25.69%</u>	<u>2,364</u>
Capital Outlay	0	38,505	37,500	-2.68%	-1,005
Total EXPENDITURES	<u>416</u>	<u>45,341</u>	<u>46,700</u>	<u>2.91%</u>	<u>1,359</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(411)</u>	<u>(9,995)</u>	<u>(11,300)</u>	<u>11.55%</u>	<u>-1,305</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	5,500	5,500	5,500	0.00%	0
Total OTHER FINANCING SOURCES (USES)	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>	<u>0.00%</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	<u>5,089</u>	<u>(4,495)</u>	<u>(5,800)</u>	<u>22.49%</u>	<u>-1,305</u>
BEGINNING FUND BALANCE	(1,282)	8,302	6,100	-36.10%	-2,202
ENDING FUND BALANCE	<u><u>3,807</u></u>	<u><u>3,807</u></u>	<u><u>300</u></u>	<u><u>-1168.96%</u></u>	<u><u>-3,507</u></u>

City of Dundee
Statement of Revenue & Expenditures
Tourism Fund - 151
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	175	52,766	75,800	30.39%	23,034
Miscellaneous Revenue	167	2,589	13,000	80.09%	10,411
Total REVENUE	342	55,355	88,800	37.66%	33,445
EXPENDITURES					
Materials & Services					
Professional Services	0	2,239	2,500	10.44%	261
Contractual Services	3,885	20,637	112,000	81.57%	91,363
Total Materials & Services	3,885	22,876	114,500	80.02%	91,624
Capital Outlay	0	11,000	80,000	86.25%	69,000
Total EXPENDITURES	3,885	33,876	194,500	82.58%	160,624
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(3,543)	21,478	(105,700)	120.32%	(127,178)
NET CHANGE IN FUND BALANCE	(3,543)	21,478	(105,700)	120.32%	(127,178)
BEGINNING FUND BALANCE	141,115	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	137,572	137,572	5,200	-2545.61%	(132,372)

City of Dundee

Statement of Revenue & Expenditures
 Fire Station Construction Fund - 201
 From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	0	80,436	81,300	1.06%	864
Total REVENUE	0	80,436	81,300	1.06%	864
EXPENDITURES					
Materials & Services					
Professional Services	0	31,221	24,900	-25.39%	(6,321)
Total Materials & Services	0	31,221	24,900	-25.39%	(6,321)
Capital Outlay	0	117,861	116,600	-1.08%	(1,261)
Total EXPENDITURES	0	149,082	141,500	-5.36%	(7,582)
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	0	(68,646)	(60,200)	-14.03%	8,446
NET CHANGE IN FUND BALANCE	0	(68,646)	(60,200)	-14.03%	8,446
BEGINNING FUND BALANCE	(8,432)	60,214	60,200	-0.02%	(14)
ENDING FUND BALANCE	(8,432)	(8,432)	0	0.00%	8,432

City of Dundee
Statement of Revenue & Expenditures
Bonded Debt - 310
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	597	148,758	148,000	-0.51%	(758)
Miscellaneous Revenue	21	1,045	1,000	-4.51%	(45)
Total REVENUE	<u>618</u>	<u>149,803</u>	<u>149,000</u>	<u>-0.54%</u>	<u>(803)</u>
EXPENDITURES					
Debt Service	0	150,143	150,200	0.04%	57
Total EXPENDITURES	<u>0</u>	<u>150,143</u>	<u>150,200</u>	<u>0.04%</u>	<u>57</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>618</u>	<u>(340)</u>	<u>(1,200)</u>	<u>71.65%</u>	<u>(860)</u>
NET CHANGE IN FUND BALANCE	<u>618</u>	<u>(340)</u>	<u>(1,200)</u>	<u>71.65%</u>	<u>(860)</u>
BEGINNING FUND BALANCE	16,852	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	<u><u>17,470</u></u>	<u><u>17,470</u></u>	<u><u>16,400</u></u>	<u><u>-6.52%</u></u>	<u><u>(1,070)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Water Fund - 431
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	44,400	599,201	617,400	2.95%	18,199
Miscellaneous Revenue	215	3,364	3,400	1.07%	36
Total REVENUE	44,616	602,565	620,800	2.94%	18,235
EXPENDITURES					
Personnel Services	16,865	188,554	217,400	13.27%	28,846
Materials & Services					
Supplies	1,044	10,611	12,500	15.11%	1,889
Professional Services	438	12,019	8,600	-39.76%	(3,419)
Contractual Services	0	2,543	10,000	74.57%	7,457
Travel & Training	0	1,284	2,300	44.17%	1,016
Insurance	0	6,502	5,700	-14.06%	(802)
Regulatory Requirements	139	12,030	15,500	22.39%	3,470
Utilities	3,112	37,969	46,100	17.64%	8,131
Repairs & Maintenance	11,338	25,055	40,800	38.59%	15,745
Interfund Services	7,767	77,667	94,000	17.38%	16,333
Other Materials & Services	436	7,887	9,700	18.69%	1,813
Total Materials & Services	24,273	193,565	245,200	21.06%	51,635
Capital Outlay	6,747	29,140	36,000	0.00%	6,860
Total EXPENDITURES	47,884	411,259	498,600	17.52%	87,341
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(3,269)	191,305	122,200	-56.55%	(69,105)
OTHER FINANCING SOURCES (USES)					
Transfers Out	(47,270)	(73,829)	(155,000)	52.37%	(81,171)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(47,270)	(73,829)	(175,000)	57.81%	(101,171)
NET CHANGE IN FUND BALANCE	(50,539)	117,476	(52,800)	322.49%	(170,276)
BEGINNING FUND BALANCE	227,953	59,937	56,500	6.08%	3,437
ENDING FUND BALANCE	177,414	177,414	3,700	4694.97%	173,714

City of Dundee

Statement of Revenue & Expenditures

Water CIP Fund - 432

From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	1,442	33,972	39,200	13.34%	5,228
Miscellaneous Revenue	406	8,069	6,000	-34.48%	-2,069
Total REVENUE	<u>1,848</u>	<u>42,041</u>	<u>45,200</u>	<u>6.99%</u>	<u>3,159</u>
EXPENDITURES					
Capital Outlay	7,222	130,568	265,000	50.73%	134,432
Debt Service	58,602	117,203	117,300	0.08%	97
Total EXPENDITURES	<u>65,823</u>	<u>247,771</u>	<u>382,300</u>	<u>35.19%</u>	<u>134,529</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(63,975)</u>	<u>(205,730)</u>	<u>(337,100)</u>	<u>38.97%</u>	<u>-131,370</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	80,000	100.00%	80,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>80,000</u>	<u>100.00%</u>	<u>80,000</u>
NET CHANGE IN FUND BALANCE	<u>(63,975)</u>	<u>(205,730)</u>	<u>(257,100)</u>	<u>19.98%</u>	<u>-51,370</u>
BEGINNING FUND BALANCE	184,490	326,245	270,600	-20.56%	-55,645
ENDING FUND BALANCE	<u><u>120,515</u></u>	<u><u>120,515</u></u>	<u><u>13,500</u></u>	<u><u>-792.70%</u></u>	<u><u>-107,015</u></u>

City of Dundee
Statement of Revenue & Expenditures
Sewer Fund - 441
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	99,858	1,218,911	1,331,400	8.45%	112,489
Miscellaneous Revenue	319	5,003	4,500	-11.17%	(503)
Total REVENUE	<u>100,177</u>	<u>1,223,914</u>	<u>1,335,900</u>	<u>8.38%</u>	<u>111,986</u>
EXPENDITURES					
Personnel Services	16,062	176,466	200,200	11.86%	23,734
Materials & Services					
Supplies	1,001	14,446	21,500	32.81%	7,054
Professional Services	3,647	19,267	40,700	52.66%	21,433
Contractual Services	0	480	700	31.48%	220
Travel & Training	0	1,003	2,300	56.38%	1,297
Insurance	0	15,797	16,700	5.41%	903
Regulatory Requirements	982	4,891	5,600	12.65%	709
Utilities	6,718	76,935	85,100	9.60%	8,165
Repairs & Maintenance	1,071	41,082	221,300	81.44%	180,218
Interfund Services	6,883	75,717	86,400	12.37%	10,683
Other Materials & Services	436	7,836	9,500	17.51%	1,664
Total Materials & Services	<u>20,738</u>	<u>257,453</u>	<u>489,800</u>	<u>47.44%</u>	<u>232,347</u>
Total EXPENDITURES	<u>36,799</u>	<u>433,920</u>	<u>690,000</u>	<u>37.11%</u>	<u>256,080</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>63,378</u>	<u>789,994</u>	<u>645,900</u>	<u>-22.31%</u>	<u>(144,094)</u>
OTHER FINANCING SOURCES (USES)					
Transfers Out	(129,316)	(684,337)	(745,600)	8.22%	(61,263)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	<u>(129,316)</u>	<u>(684,337)</u>	<u>(765,600)</u>	<u>10.61%</u>	<u>(81,263)</u>
NET CHANGE IN FUND BALANCE	<u>(65,939)</u>	<u>105,657</u>	<u>(119,700)</u>	<u>188.27%</u>	<u>(225,357)</u>
BEGINNING FUND BALANCE	329,147	157,552	143,300	9.95%	14,252
ENDING FUND BALANCE	<u>263,209</u>	<u>263,209</u>	<u>23,600</u>	<u>1015.29%</u>	<u>239,609</u>

City of Dundee

Statement of Revenue & Expenditures

Sewer CIP Fund - 442

From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	36,836	37,200	0.98%	364
Miscellaneous Revenue	577	10,678	30,500	64.99%	19,822
Total REVENUE	<u>577</u>	<u>47,514</u>	<u>67,700</u>	<u>29.82%</u>	<u>20,186</u>
EXPENDITURES					
Capital Outlay	0	8,248	8,300	NA	53
Debt Service	325,998	688,127	689,200	0.16%	1,073
Total EXPENDITURES	<u>325,998</u>	<u>696,374</u>	<u>697,500</u>	<u>0.16%</u>	<u>1,126</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(325,421)</u>	<u>(648,861)</u>	<u>(629,800)</u>	<u>-3.03%</u>	<u>19,061</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	111,000	610,500	666,000	8.33%	55,500
Total OTHER FINANCING SOURCES (USES)	<u>111,000</u>	<u>610,500</u>	<u>666,000</u>	<u>8.33%</u>	<u>55,500</u>
NET CHANGE IN FUND BALANCE	<u>(214,421)</u>	<u>(38,361)</u>	<u>36,200</u>	<u>205.97%</u>	<u>74,561</u>
BEGINNING FUND BALANCE	690,153	514,092	497,100	-3.42%	(16,992)
ENDING FUND BALANCE	<u><u>475,731</u></u>	<u><u>475,731</u></u>	<u><u>533,300</u></u>	<u><u>10.79%</u></u>	<u><u>57,569</u></u>

City of Dundee
Statement of Revenue & Expenditures
Storm Water Fund - 451
From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	9,072	100,408	109,800	8.55%	9,392
Miscellaneous Revenue	68	740	1,000	25.99%	260
Total REVENUE	<u>9,141</u>	<u>101,148</u>	<u>110,800</u>	<u>8.71%</u>	<u>9,652</u>
EXPENDITURES					
Personnel Services	2,198	25,076	28,300	11.39%	3,224
Materials & Services					
Supplies	73	1,583	2,300	31.19%	717
Professional Services	241	3,983	5,600	28.87%	1,617
Travel & Training	0	70	200	65.25%	131
Insurance	0	209	200	-4.26%	(9)
Regulatory Requirements	0	36	100	64.50%	65
Utilities	55	726	1,100	34.01%	374
Repairs & Maintenance	0	1,379	2,700	48.91%	1,321
Interfund Services	1,133	12,467	12,100	-3.03%	(367)
Other Materials & Services	0	8	300	97.34%	292
Total Materials & Services	<u>1,501</u>	<u>20,459</u>	<u>24,600</u>	<u>16.83%</u>	<u>4,141</u>
Total EXPENDITURES	<u>3,700</u>	<u>45,535</u>	<u>52,900</u>	<u>13.92%</u>	<u>7,365</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>5,441</u>	<u>55,614</u>	<u>57,900</u>	<u>3.95%</u>	<u>2,286</u>
OTHER FINANCING SOURCES (USES)					
Transfers Out	(11,900)	(11,900)	(63,900)	81.38%	(52,000)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	<u>(11,900)</u>	<u>(11,900)</u>	<u>(68,900)</u>	<u>82.73%</u>	<u>(57,000)</u>
NET CHANGE IN FUND BALANCE	<u>(6,459)</u>	<u>43,714</u>	<u>(11,000)</u>	<u>497.40%</u>	<u>(54,714)</u>
BEGINNING FUND BALANCE	62,810	12,638	12,100	4.44%	538
ENDING FUND BALANCE	<u>56,351</u>	<u>56,351</u>	<u>1,100</u>	<u>5022.84%</u>	<u>55,251</u>

City of Dundee

Statement of Revenue & Expenditures

Storm Water CIP Fund - 452

From 5/01/2020 Through 5/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	14,616	15,000	2.56%	384
Miscellaneous Revenue	6	1,175	1,300	9.62%	125
Total REVENUE	6	15,791	16,300	3.12%	509
EXPENDITURES					
Capital Outlay	0	74,889	111,000	32.53%	36,111
Debt Service	11,799	23,598	23,700	0.43%	102
Total EXPENDITURES	11,799	98,487	134,700	26.88%	36,213
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(11,793)	(82,696)	(118,400)	30.16%	-35,704
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	52,000	100.00%	52,000
Total OTHER FINANCING SOURCES (USES)	0	0	52,000	0.00%	52,000
NET CHANGE IN FUND BALANCE	(11,793)	(82,696)	(66,400)	0.00%	16,296
BEGINNING FUND BALANCE	17,009	87,912	71,400	0.00%	-16,512
ENDING FUND BALANCE	5,216	5,216	5,000	0.00%	-216

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: June 16, 2020
Re: Water Treatment Plant Study

Attached is the technical memorandum prepared by MurraySmith regarding the possible development of a water treatment plant and related facilities associated with the City's water right on the Willamette River. Current water supply is not sufficient to accommodate the full development of the City located within the current urban growth boundary. The 2016 Water Master Plan provided the development of the river surface water right as one option and this study provides greater detail on how that may be accomplished.

Additionally, the City of Newberg is in the process of completing review of their water supply and looking at options for adding redundancy to their primary source located on a well field across the river in Marion County. Newberg is currently in the phase of looking at opportunities with regional partners, including McMinnville Water & Light and the City of Dundee. Following the City Council's review of the Dundee study, City staff will meet with the Newberg project team members to share the findings of our study and start the conversation of a possible joint venture. Newberg intends on bringing back their assessment of working with McMinnville Water & Light and/or City of Dundee to their council at the July 20 regular meeting.

Lael Alderman will be at the June 16 meeting to review the Dundee study with the City Council and answer questions. One of the key issues is whether pursuit of a Ranney well collection system as described in the 2016 Water Master Plan is feasible and whether the benefits of that system (if any) outweigh the additional cost. The Dundee study also looked at a conventional treatment plant and a treatment plant with MBR technology. Please keep in mind that these are presented as a range of options for the purpose of illustration, but the actual determination of what treatment process is best for Dundee will be based on robust analysis and recommendations from the engineering firm that will be selected to design the water treatment facilities.

The key take away from the study is if Dundee ends up going on its own to develop a water treatment plant, then Table 11 on page 32 of the Study provides a conceptual project timeline that may help Council plan for the financing of this significant investment in a manner that has the least impact to existing rate payers. However, if Dundee reaches an agreement with Newberg and/or McMinnville Water & Light for sharing the cost of a new

water treatment plant, then a key provision in any intergovernmental agreement will be the ability of Dundee to receive water from the partner agency prior to the construction and startup of a new water treatment plant.

Please note that the Dundee study had about an additional 80 pages of attachments comprising of the City's river water right, construction cost estimates, and technical information on various treatment processes. I will post the full study on the City's website for those interested in that information.

Technical Memorandum

Date: June 8, 2020

To: Rob Daykin, City Manager
City of Dundee

From: Lael Alderman, PE, Principal Engineer
Andy Szatkowski, PE, Senior Engineer
Jessica Cawley, PE

Re: City of Dundee -- Water Treatment Plant Conceptual Siting

Section 1, Introduction

The City of Dundee (City) contracted Murraysmith to develop a conceptual plan for increasing the City's drinking water supply through construction of a new water treatment plant. The conceptual plan is based on adding an initial firm capacity of 1.0 million gallons per day (MGD) of drinking water supply, with the facilities expandable to 2 MGD at build out. The analysis included the following items:

- Status and possible relocation of the City's current water right on the Willamette River
- Locations for a river intake structure
- Siting of a new water treatment plant (WTP)
- Evaluation of water treatment options
- Conceptual project costs
- Preliminary project timeline

Project cost estimates developed in this report are provided as the sum of construction costs, project engineering and construction management costs, and project administration and permitting costs. Construction cost estimates have been developed to be consistent with Association for the Advancement of Cost Engineering (AACE International) Class 4 standards with an expected accuracy range of +50% to -30% and include a 30 percent contingency based on a level of project definition for a conceptual study. Contingencies are based upon construction complexities, as well as potential risks associated with material costs and relative unknowns in excavation or state of existing infrastructure. Project and construction cost estimates are referenced to the Engineering (ENR) Construction Cost Index for Seattle, Washington at 12,145.67 (May 2020).

Section 2, Background

The City currently obtains its drinking water from several groundwater wells distributed throughout its water service area. The firm capacity of the City's existing groundwater well system is lowest in the winter when a total firm source capacity of 527 gpm is available. Based on data compiled for and presented in the Dundee Future Water Use Evaluation completed by Murraysmith, in 2014, the City served 3,335 customers and observed a maximum day demand (MDD) of 0.64 MGD. Anticipated growth within the City's water service area, and, in particular, within the new Riverside District east of Highway 99W, is anticipated, by 2035, to increase demands to 6,172 customers, and MDD is projected to increase to 1.27 MGD. The City will need to develop a secondary drinking water supply source to meet anticipated demands.

The City currently holds a water right on the Willamette River which may be used to develop a secondary or primary drinking water supply source. The water right's point of diversion (POD) is located within City limits, on the west bank of the Willamette River and east of Ash Island. Additionally, the POD is located approximately 3,000 feet downstream of the City's existing wastewater treatment plant (WWTP) outfall to the Willamette River. **Figure 1** provides area mapping showing the relationship of the City's current POD location relative to current City limits and its existing WWTP outfall to the Willamette River. The POD's placement within a side channel of the Willamette River, where lower flows may persist during summer months, has the potential to raise water quality concerns year-round as related to increased stagnation, higher temperatures, and increased siltation in the raw water surface water supply source.

Section 3, Status of Current Water Right

The City's existing water right is located on the Willamette River, at approximate river mile (RM) 51.5 on the west side of Ash Island. The water right's authorized point of diversion (POD) is 50 feet north and 770 feet east from the SW corner of Section 30, Township 3 South, Range 2 West. The City's water right is issued under Permit S-44462.

At the request of Murraysmith, GSI Water Solutions, Inc. (GSI) reviewed Permit S-44462 and evaluated multiple use opportunities associated with the permit, including the potential for relocating the right's point of diversion upstream from its current location. The water right under Permit S-44462 is in good standing, with the City in compliance with all conditions associated with the permit.

The City's Permit S-44462 authorizes the use of up to 4.0 cubic feet per second (cfs), approximately 2.58 MGD, from the Willamette River for municipal uses. The priority date for the permit is July 24, 1979. The completion date for the permit was originally October 1, 1981 and has been extended several times. The permit did not include any conditions on the use of water when it was issued in 1979.

3.1 Limited Access to Water Right

The City has been granted multiple time period extension requests by Oregon Water Resources Department (OWRD), the jurisdictional agency responsible for establishing, amending, and maintaining water rights within the state. In October 2009, the completion date for the water right was extended by OWRD to October 1, 2025 following application by the City. The 2009 permit extension final order precluded the diversion of water under Permit S-44462 until the City submitted a Water Conservation and Management Plan (WCMP) to OWRD. A copy of Permit S-44462 is provided as **Attachment 1a**. Extension of time orders and the 2009 final order approving the WCMP are in **Attachment 1b**.

3.1.1 Current allocation based on usage

In November 2012, OWRD approved the City's WMCP and authorized "access" to up to 1.55 cfs (1 MGD) based on the projections of future water needs. To access the full 4.0 cfs of the City's water right, demand for additional water would need to be demonstrated.

3.1.2 Fish protection

The 2009 permit extension of time also includes "fish persistence" conditions, which protect flows in the Willamette River for the benefit of fish listed under the federal and state Endangered Species Acts (ESA). The fish protection target flows vary throughout the year and are measured at USGS Gage #14191000 in Salem. When the fish persistence target flows are not met (based on a rolling 7-day average), access to water under the permit would be reduced in proportion to the percent by which the target flow is missed. For example, if the target flow is missed by 10 percent, then access to water under the permit would be reduced 10 percent. The reduction in access to

water under the permit will not, however, exceed 20 percent. The minimum fish flow needs on the Willamette River, as based on the 2009 extension of time for Permit S-44462, are provided in Table 1.

Table 1
Minimum Fish Flow Needs on the Willamette River (2009 Permit)

Month	Cubic Feet per Second
July 1 – October 31	5,630
November 1 – March 31	6,000
April 1 – April 15	15,000
April 16 – April 30	17,000
May 1 – May 31	15,000
June 1 – 15	12,600
June 16 – 30	8,500

Note: Measured at USGS Gage #1419100 Salem, Oregon

3.2 Relocation of Point of Diversion to Upstream Location

The existing POD is located in a side channel of the Willamette River, situated within City limits between the west bank of the river and Ash Island to the east. Relocation of the POD into the main channel of the river is likely to reduce the potential risks for consistent raw water supply that can typically be encountered in side channels, including lower water quality and reduced seasonal summer flows. The City may realize several benefits from relocating the POD upstream of its current location; in particular, if moved upstream of Ash Island, the POD would be out of the potential influence of the City’s existing WWTP outfall.

An investigation of potential barriers to moving the POD upstream of its current location was conducted as part of this reporting. OWRD’s online water rights database provided information on instream water rights for the Willamette River from the authorized POD of Permit S-44462 to approximately 24 river miles upstream, near the confluence of Mill Creek in Salem. There is only one in-stream water right in this reach (Certificate 80619), which authorizes the instream use of 0.08 cfs from June 19 to October 31 in the Willamette River from Windsor Island (Willamette Mission State Park) to Willamette Falls. OWRD’s online Water Availability Reporting System indicates that at least 991 cfs of water is available for new appropriations year-round in the Willamette River in this reach; simply put, there is at least 991 cfs above the current demands from all existing established water rights. Since flows in the Willamette River are sufficient to meet the one existing instream water right and all other existing water rights, OWRD would likely find that the City’s request to move the point of diversion upstream would not cause injury to any adjacent water rights.

To “injure” a water right means to prevent it from receiving the water to which it is fully entitled under its permit. For example, moving a POD upstream has the potential to impact the flows for those existing water users now located downstream from the relocated POD. This relocation

would result in injury if moving the POD will reduce the amount of water available to meet flows protected by the instream water right and, therefore, limit the downstream user's available water rights. OWRD will consider both instream and "out-of-stream" water rights located between the currently authorized and proposed POD when making determinations on allowable relocations of PODs.

In the City's case, moving the authorized POD upstream is not expected to cause injury to existing water rights. Consequently, OWRD would likely approve a Permit Amendment application moving the authorized POD for Permit S-44462 upstream of its current location. OWRD does not have extensive history of moving PODs long distances upstream. Accordingly, if the City intended to move the POD a significant distance upstream, it should communicate with OWRD staff in advance of considering such a permit amendment to ensure the agency did not have any concerns about the proposed change. However, with regards to the City's anticipated plans for moving its POD within one mile upstream of its current location, there are no apparent issues with this relatively minor relocation.

3.3 Amending Current Water Right Location

Relocating the City's current water right location requires submittal of a permit amendment application to OWRD. The permit amendment application would need to include a map and a land use information form. The land use form must be signed by the government entity with jurisdiction over the proposed POD location and must show that the proposed use is consistent with that jurisdiction's comprehensive plan. Following a completeness review of the application, OWRD will publish a public notice regarding the proposed permit amendment and initiate a 30-day public comment period. OWRD will consider any public comments as part of its review of the application. Additionally, Oregon Department of Fish and Wildlife (ODFW) will review the application and would be expected to require a fish screen at the proposed POD that meets current screening standards.

3.3.1 Process and timeline for amending current water right

The City may expect a processing period of 12-18 months between submitting the application and OWRD issuing a Final Order. Table 2 shows the anticipated timeline for amending the City's current water right, assuming work is initiated in the first quarter (Q1) of a given calendar year.

Table 2
Amending Current Water Right Timeline

Description	Year 1				Year 2			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Submission of application	█							
Processing Period		█	█	█	█	█	█	
Final Order								█

The permit amendment process has a five-page checklist. The checklist and estimated permit fees are included as Attachments 2a and 2b, respectively, to this memo. Required in the process are the following items:

- Permit number(s) and number of permits to be amended
- Permit Amendment Application Map, including but not limited to:
 - Tax lots
 - Major rivers, creeks, lakes, reservoirs, roads, and railroads
 - Major water delivery system from the point of diversion (i.e., pipelines)
 - Existing and proposed place of use
 - Existing points of diversion or wells with distance and bearing or coordinates from a recognized survey corner
 - Proposed location of new point of diversion
- Request for assignment form and statutory fee
- Oregon Water Resources Department’s Land Use Information Form from each local land use authority in which water is to be diverted conveyed, and/or used
- Geologist report for a change from a surface water point of diversion to a ground water point of appropriation (well), if the proposed well is more than 500 feet from the surface water source and more than 1,000 feet upstream or downstream from the point of diversion.

3.3.2 Cost estimate for amending current water right

The permit application fees include a base application fee and then fees based on the number of proposed cubic feet per second to be diverted, the number of proposed uses for the appropriated water, and the number of proposed surface water points of diversion. For the full water right allocation of 4.0 cfs, the total estimated cost of the permit application is \$2,850 to be submitted with the permit application. Table 3 provides an anticipated breakdown of the permit application fee for the City to amend its current water right.

Table 3
Cost Estimate for Amending Current Water Right

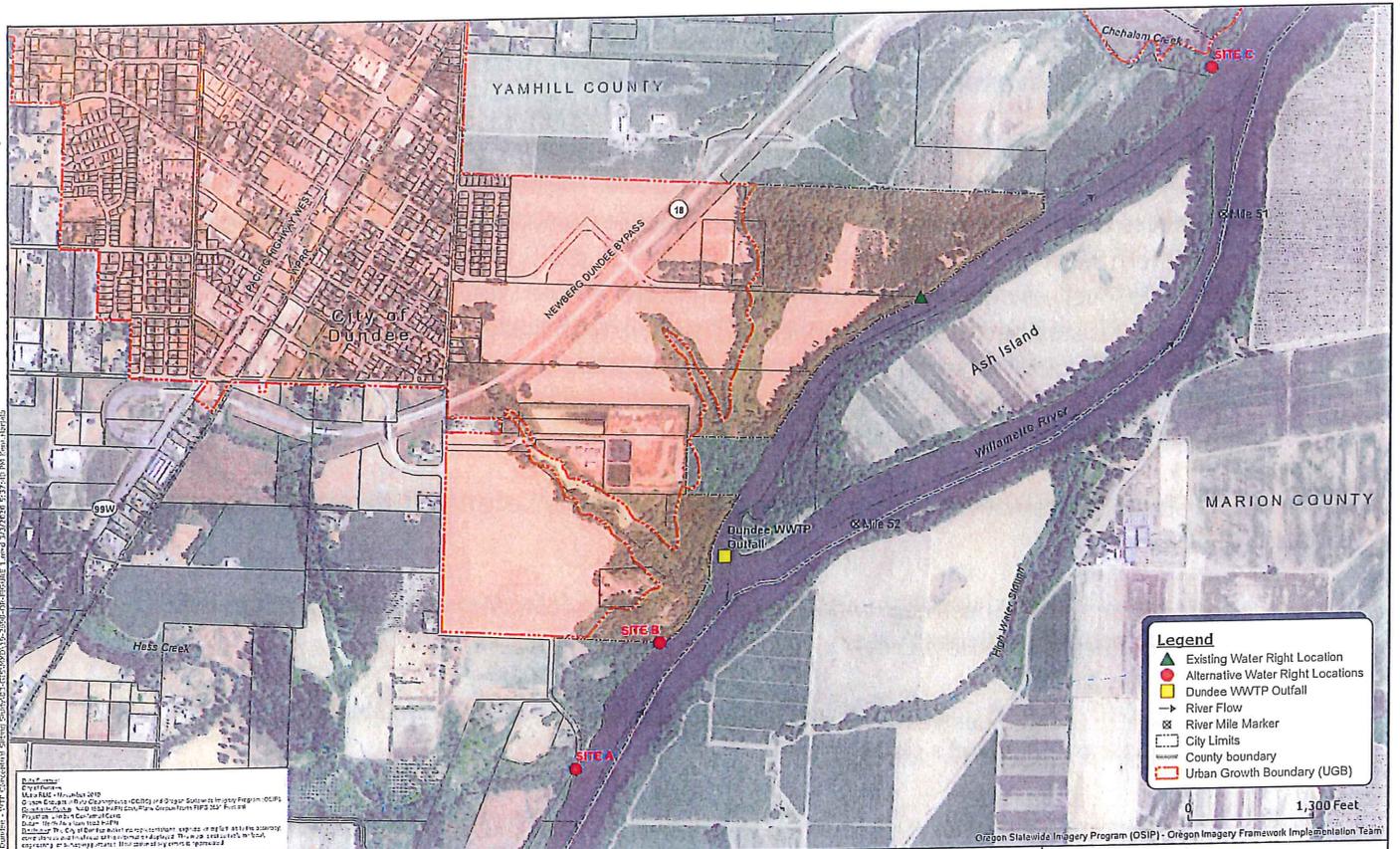
Description	Fee
Base Application Fee	\$930
Project Specific Fees (4.0 cfs, 1 point of diversion)	\$1,460
Permit Recording Fee	\$520
Total	\$2,910

3.4 Point of Diversion Relocation Alternatives

Alternatives for relocation of the City’s current water right were considered in three locations. The sites selected as alternatives are shown in **Figure 1** and labeled Sites A, B and C. Potential siting alternatives were selected within approximately 1¼-mile from the existing POD location and along the western bank of the Willamette River. Sites A, B and C are in the main channel of the Willamette River, as opposed to remaining in the side channel west of Ash Island as the current POD does. It is assumed the main channel will have a more reliable base water flow and the same or better water quality than the side channel. Site locations were selected based on factors such as site access and required raw water pipeline length, as discussed in further detail later in this reporting under *WTP Site Location Alternatives*.

POD relocation alternatives, relative to the location of the City’s existing POD, may be summarized as follows:

- Site A: Located upstream within the main channel of the Willamette River, at the river’s confluence with Hess Creek
- Site B: Located upstream within the main channel of the Willamette River, south and clear of Ash Island’s side channel
- Site C: Located downstream within the main channel of the Willamette River, near the confluence of Chehalem Creek, north and clear of Ash Island’s side channel



Dundee WTP Conceptual Siting Study
 City of Dundee
 1100 NE 1st Street
 Dundee, Oregon 97115
 503.253.4444
 www.cityofdundee.org



City of Dundee WTP Conceptual Siting Study

Figure 1
Existing Water Right and
3 Alternative Locations
FINAL DRAFT

FINAL DRAFT, 6/8/2020

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3.5 Conveying Permit S-44462 to a Regional Partner

A final alternative available to the City is conveying Permit S-44462 to a potential regional partner. This would include assigning the permit to change the holder of the water right and completing a permit amendment to change the authorized POD.

3.5.1 Request for Assignment

To change the holder of Permit S-44462, the City would need to submit a Request for Assignment to OWRD. Note that OWRD will only assign a municipal use permit to a municipal corporation, such as the Yamhill Regional Water Association or to an incorporated city. The Request for Assignment requires a notarized signature from the entity conveying the permit and takes 2 weeks to 2 months for OWRD to process.

3.3.2 Permit Amendment for Permit S-44462

To divert water under the City's current permit at a regional partner's point of diversion, a Permit Amendment application would need to be submitted to OWRD. The authorized place of use in the permit would likely need to remain unchanged, which, in this instance, would be within Dundee's water service area. Note OWRD only allows a Permit Amendment to change a municipal use permit's authorized place of use if the proposed place of use is contiguous to the authorized place of use. A municipality can, however, serve water for municipal purposes outside of the authorized place of use, so long as it does not interfere with or impair prior vested rights. Therefore, water could potentially be used within the regional partner's place of use under the permit, even though the "authorized" place of use only covered the City of Dundee service area. Over time, steps can be taken based on the regional water provider's use of the water under Permit S-44462 to perfect the water right and receive a water right certificate.

The Permit Amendment application would need to include all the required elements and undergo a similar review process as described in *Amending Current Water Right Location* above, including a 30-day period for public comments. ODFW will review the application and would be expected to require a fish screen at any additional proposed PODs included in an application. Again, GSI expects a processing period of 12-18 months between submitting the application and OWRD issuing a Final Order.

Section 4, Raw Water Intake

Associated with the potential relocation of the City's POD is the construction of a new raw water intake from the Willamette River. A raw water intake would serve as the source for a new raw water pump station. The pump station would convey the raw water flows from the raw water intake to a new WTP. This study evaluated two options for a raw water intake: an intake screen in the river and a Ranney Collector situated along the bank of the river.

The intake screen would be located within the channel of the Willamette River and would withdraw water directly from the river through screens that comply with current fish protection criteria. The screens would be outfitted with an automated cleaning system to keep the screen free of debris. Construction of the river intake would require permitting for in-water work. Maintenance of the intake will require annual inspection of the screens with divers.

The conceptual design for the raw water intake provides for two inlet screens, each with a 1.0 MGD capacity, to provide for a total raw water intake capacity of 2 MGD. Installing a raw water intake with a total capacity of 2 MGD in the initial construction eliminates the need to undergo the extended and expensive permitting process when the associated WTP facilities are expanded to 2 MGD at build-out.

4.1 Permitting Requirements

The final location and the configuration of the intake are not yet known, but it is assumed there will be a permanent impact below the ordinary high water (OHW) of the Willamette River. The predominant regulatory agencies for constructing the water intake structure in the City of Dundee Water along the Willamette River include the following: U.S. Army Corps of Engineers (Corps), the Oregon Department of State Lands (DSL), the Oregon Department of Environmental Quality (DEQ), the National Marine Fisheries Service (NMFS), and the US Fish and Wildlife Service (UFWS).

The environmental permits anticipated for the City to construct a water intake structure in the Willamette River, as well as their anticipated approval timelines, are summarized in **Table 4**.

Table 4
Environmental Permits and Agency Review Timelines for a River Intake Structure

Lead Agency	Regulation	Requirements for Permits, Approvals or Review	Reason for Permit	Agency Review Timeline
U.S. Army Corps of Engineers (Corps) Nationwide Permit #7	Rivers and Harbors Act Section 10	Joint Permit Application Permit fee: no fee	Permanent impacts below the OHW of the Willamette River and potentially wetlands and other waters	Typically 4 to 6 months after submittal of JPA
Oregon Department of State Lands (DSL) Removal/Fill Permit – Individual Permit	Oregon’s Removal-Fill Law (ORS 196.795-990)	Wetland Delineation Report Removal and or Fill within Willamette River (designated ESH) and adjacent wetlands, if present Permit Fee: approximately \$1,000	Removal and/or fill within Willamette River	Within 120 days after submittal
Oregon Department of Environmental Quality (DEQ) Section 401 Certification – Nationwide Permit	Clean Water Act Section 401	Joint Permit Application Permit Fee: \$985	Construction Activity below the OHW of the Willamette River	Reviewed during the same 4 to 6 months timeline of the Corps review
National Marine Fisheries Service (NMFS) Consultation triggered by Federal Lead Agency	Endangered Species Act	Biological Assessment Permit Fee: no fee	In-water work activities & reviews permanent alterations that impact endangered anadromous species	Within 130 days
US Fish & Wildlife Service (USFW) Consultation triggered by Federal Lead Agency	Endangered Species Act	Biological Assessment Permit Fee: no fee	Construction activities & permanent alterations that may impact endangered aquatic and terrestrial species	Similar to NMFS

The Oregon Department of Fish and Wildlife (ODFW) preferred in-water work window for the Willamette River is June 1st to September 30th. This timeline for in-water work matches most all jurisdictional agencies that would be associated with the river intake construction. ODFW and other agency reviews will examine the potential impacts to federally listed endangered species resulting from in-water and terrestrial construction activities, as well as the permanent alterations in the riverine and terrestrial ecosystems. The Willamette River is designated as Critical Habitat for the two federally listed fish species, Chinook Salmon and Steelhead Trout. The river also constitutes Essential Fish Habitat (EFH) as defined by the Magnuson-Stevens Act (MSA) and Essential Salmonid Habitat (ESH) as defined by the Oregon DSL. The river is a navigable waterway by the Corps of Engineers (Corps).

The estimated permitting fees are summarized in Table 5. Estimated fees do not include consultant fees to produce the required documentation for the permit. The permits require the development of supplemental documents whose costs are not also included here, as they are highly variable depending on the scope and provider. These supplemental documents include, but may not be limited to, the following:

- Wetland delineation and determination of the OHW
- On-site meeting with state and federal regulatory agencies to discuss the potential project and its potential impacts
- 30% Design Plans
- Completion of the Joint Permit Application (JPA) for submittal to the Corps and DSL
- Preparation of a Biological Assessment (BA)
- Formal or informal consultation with state and federal regulators using the BA as a basis for the consultation
- Cut and fill quantification

Table 5
Estimated Permitting Fees for River Intake Structure

Description	Fee
OWRD, Water Right Amendment Fee (per Table 3)	\$2,910
Oregon DSL, Removal/Fill Permit Fee	\$1,000
Oregon DSL & Corps, Joint Permit Application Fee	\$985
Total	\$4,895

4.2 Construction Sequencing and Cost Estimate

As previously noted, the construction of a raw water pipeline and pump station would be required to support the new river intake and City WTP. Raw water flows received through the river intake would provide suction supply for this new raw water pump station through new transmission piping. New raw water piping would also be required to connect the raw water pump station to the WTP.

The raw water transmission main, both from the river intake to the raw water pump station and from the pump station to the WTP, would also be sized at 2 MGD for full build-out capacity. The raw water pump station would be constructed for a firm capacity of 1 MGD initially and just under 2 MGD total capacity. Table 6 provides a conceptual cost estimate for the design and construction of the raw water intake and its supporting facilities using these assumptions stated here. A detailed breakdown of the conceptual project costs is provided in Attachment 3.

Table 6
Conceptual Project Cost Estimates for Raw Water Intake and Associated Facilities

Item No.	Item Description	COST
1	Intake and piping between intake and pump station ¹	\$540,000
2	RW Pump Station	\$1,400,000
3	RW Transmission Main to WTP ²	\$370,000
Estimate of Probable Construction Cost		\$2,310,000
	+ Engineering Design and Construction Management, 25%	\$570,000
	+ Project Administration and Permitting, 10%	\$230,000
Estimated Total Project Cost		\$3,110,000

Notes:

1. Construction cost estimates based upon 300 linear feet (LF) of 12-inch diameter restrained ductile iron (DI) pipe.
2. Construction cost estimates based upon 1,200 LF of 12-inch diameter restrained DI pipe.

Of primary concern to the facilities' construction sequencing, all in-water work on the raw water intake in the Willamette River will be dependent on the permitting schedule and ODFW in-water work windows, typically provided between June 1 and September 30th (approximately signified

by Q2 and Q3 in Table 7) for the Willamette River between Newberg and the outlet of the Yamhill River. Table 7 provides a conceptual construction sequencing for the proposed river intake structure. This timeline includes construction of the river intake structure, raw water pipeline, and pump station and assumes initiation in Q1 of a calendar year. It is assumed that full construction and project commissioning will require approximately two years.

Table 7
Conceptual Construction Sequencing for River Intake Structure

Description	Year 1				Year 2			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Bidding	■							
Raw Water Pipeline		■	■	■				
Raw Water Pump Station		■	■	■				
Treatment Facility		■	■	■	■	■		
Intake Structure						■	■	
Startup and commissioning								■

4.3 Alternative Ranney Collection Well Evaluation

Based on recommendations provided in the City’s 2016 Water System Master Plan, the installation of a Ranney Collector well may be a viable alternative to the construction of a river intake structure. The Ranney Collector, a specialized collector well, may be constructed along the bank of the Willamette River in a location where the hydraulic connection with the river supplements the groundwater extracted from the well. With the Ranney Collector installation along the riverbank, construction would not be impacted by ODFW or other jurisdictional agencies’ in-water work windows. A memo evaluating the potential feasibility of a Ranney Collector alongside the banks of the Willamette River in Dundee, based on elementary desktop study procedures, is provided as Attachment 4. Note reported findings regarding the feasibility of Ranney Collector system in this area is conceptual in nature and requires extensive additional geological study at specific locations to confirm the ultimate feasibility of a Ranney Collector system for the City’s raw water supply source.

Ranney Collection wells consist of several large concrete caisson rings about 13 to 15 feet in diameter that are sunk into the ground as soil is excavated inside the rings. The depth of the caisson is dependent on the groundwater level and thickness of water bearing material. Typical collector wells are less than 100 feet deep and are completed in at least 30 feet of water-bearing sands and gravels. Once the final caisson depth is reached the floor of the caisson is sealed, and 2 to 4 screen laterals with approximately 12-inch pipe area horizontally excavated with a hydraulic jack around 100 to 200 feet into the surrounding aquifer. Water from the laterals is collected in the caisson, where one or more pumps are used to remove the water to the water treatment plant.

A Ranney Collector may provide benefits to raw water quality by filtering raw water through the soils the river's hyporheic zone, the region of sediment and porous space beneath and alongside a river bed, where there is mixing of shallow groundwater and surface water. As a natural byproduct of the water filtering through the hyporheic zone, the Ranney Collector is expected to produce lower concentrations of total suspended solids, and possibly other contaminants, in the raw water. Furthermore, the Ranney Collector is less likely to be affected by potential adverse water quality concerns associated with the side channel flows and may not require relocation of the current POD.

The installation of a Ranney Collector would require the City to modify their current water right, transferring from a surface water to a groundwater POD. Oregon Revised Statute (ORS) 540.531 allows the transfer from a surface water to groundwater POD under certain conditions:

- If the new POD is located within 500 feet of the surface water source and, when the surface water source is a stream, is also located within 1,000 feet upstream or downstream of the original POD; *or*
- The holder of the water use submits to the department (ORWD) evidence prepared by a licensed geologist demonstrating the following:
 - The use of the groundwater at the new POD appropriates groundwater from an aquifer that is hydraulically connected to the authorized surface water source.
 - The proposed change will not result in enlargement of the original water right or in injury to other water right holders; and
 - The use of the new POD will affect the surface water source similarly to the authorized point of diversion.

The estimate of probable construction cost for a completed Ranney Collector system, including the raw water pumping, lengths of raw water piping similar to that presented for the river intake, and a Ranney Collector comprised of a well 13-15 feet in diameter, approximately 80 feet deep and with three 100-foot-long laterals, is \$3,200,000. The estimated total project cost including design, construction management, administration and permitting is \$4,160,000.

Four potential sites were evaluated using elementary desktop study procedures along the western banks of the Willamette River in the vicinity of the City. It was determined these locations may have subsurface deposits that are favorable for construction of a collector well. Additional work is required by a licensed geologist to determine the actual feasibility of a Ranney Collector at these locations. The conceptual evaluation of Ranney Collector sites, provided by Shannon and Wilson, is included as **Attachment 5** to this memo.

4.4 Raw Water Intake Summary

Construction of an intake structure in the river or a Ranney Collector on the riverbank are the two options evaluated above. In summary, the river intake is less costly than the Ranney Collector. However, the Ranney Collector requires less permitting and will likely produce raw water with better water quality. The Ranney Collector may not require the relocation of the City's POD from the side channel west of Ash Island to the main Willamette River channel, but it will require the City to undergo the process of transferring the surface water point of diversion to a groundwater appropriation. Table 8 provides a summary of the pros and cons of the two options.

Table 8
Summary Comparison of Raw Water Intake Structures

Items	River Intake		Ranney Collector	
	Pros	Cons	Pros	Cons
Feasibility	Known			Requires hydrogeological investigation to determine
Environmental	-	Extensive environmental permitting required + In-water work required	No in-water work window restrictions	-
Water Quality	-	-	Increased potential for Improved raw water quality	-
POD	-	Recommend POD to be moved to main channel	Potential for existing POD to be used	Requires ORWD review/approval for transfer of surface water POD to groundwater appropriation
Estimated Capital Costs	\$2.31 M		\$3.2 M	
Total Estimated Project Costs	\$3.11 M		\$ 4.16 M	

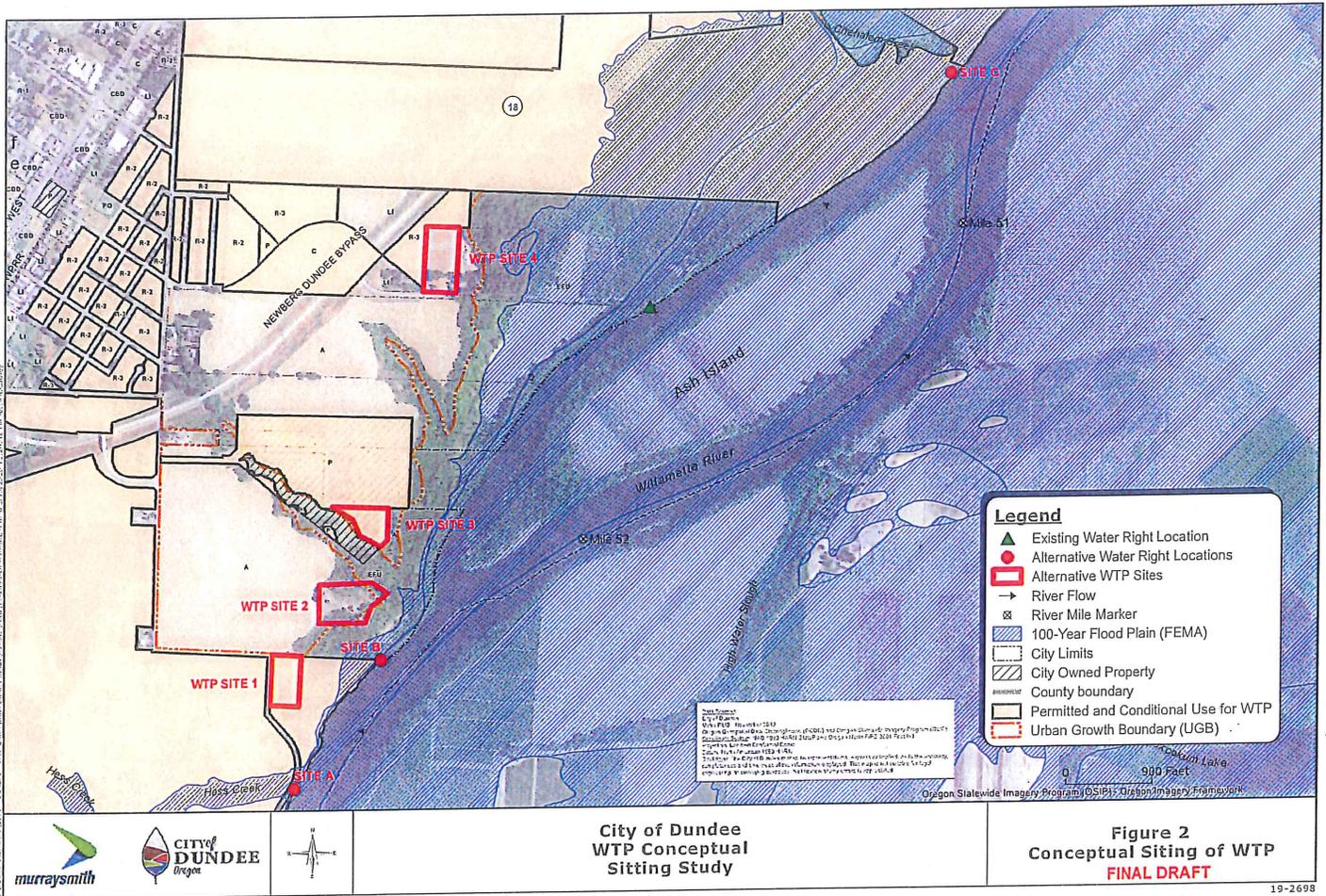
Section 5, Siting of Water Treatment Plant

A site at a minimum of 2 acres up to 5 acres is desirable for accommodating the footprint and associated facilities for a 1 MGD water treatment plant (WTP) with a build-out capacity of 2 MGD. Sites were evaluated based on the criteria described in the following section. The four potential WTP sites considered in this evaluation are shown in **Figure 2**. Criteria developed for the siting of the WTP and recommendations for the siting of the WTP are discussed below.

5.1 Criteria for Siting of WTP

WTP siting criteria developed for this study include the following items:

1. Site Ownership
2. Available Utilities
3. Site Accessibility
4. Land Use and Zoning
5. Routing of Raw Water Pipeline
6. Resilience (Seismic and Flooding Hazards)
7. Feasibility of installing a Ranney Collector Well



Site feasibility issues related to geotechnical and environmental aspects of the preferred site are recommended for further evaluation in subsequent phases of WTP facility siting.

5.1.1 Site Ownership

Properties currently owned by the City are given preference over those which require purchase or negotiations with existing owners.

5.1.2 Available Utilities

A new WTP will require access to three-phase electrical power. Although a new three-phase service can be extended to almost any property, preference is given to those sites which currently have proximity to three-phase power.

Similarly, following the processing of raw water to finished drinking water, the WTP will require access to existing distribution or transmission piping. Although existing water mains may be extended to most any WTP site, preference is given to those proposed sites which currently have proximity to existing water mains 8-inch diameter or greater.

5.1.3 Site Accessibility

Travel distance to the site via existing improved roadways may impact construction contractor mobilization costs and constructability. Similarly, site accessibility must consider the convenience for future operation and maintenance practices at the facility. Sites near existing paved roadways are preferred over sites with no improved surfaces for access.

Existing site topography determines the need for significant volumes of cut or fill to construct new facilities. Relatively flat sites are preferred over sites with steep grades. Sufficient space to site all facilities while providing circulation for emergency vehicles and chemical delivery is a minimum requirement.

5.1.4 Land Use and Zoning

Properties in which the siting of a public utility facilities are a permitted use, or a conditional use, are given preference over those for which a variance or change in zoning would be required. According to Zoning Use Table 17.202.020 in the Dundee Municipal code, "Utility area" uses are categorized under permitted use or conditional use for Residential, Commercial, or Public zones. Parks and Open Space, Agriculture, and Exclusively Farm Use properties would require a land use exception or changes to their zoning designation.

5.1.5 Routing of WTP Raw Water Intake Pipeline

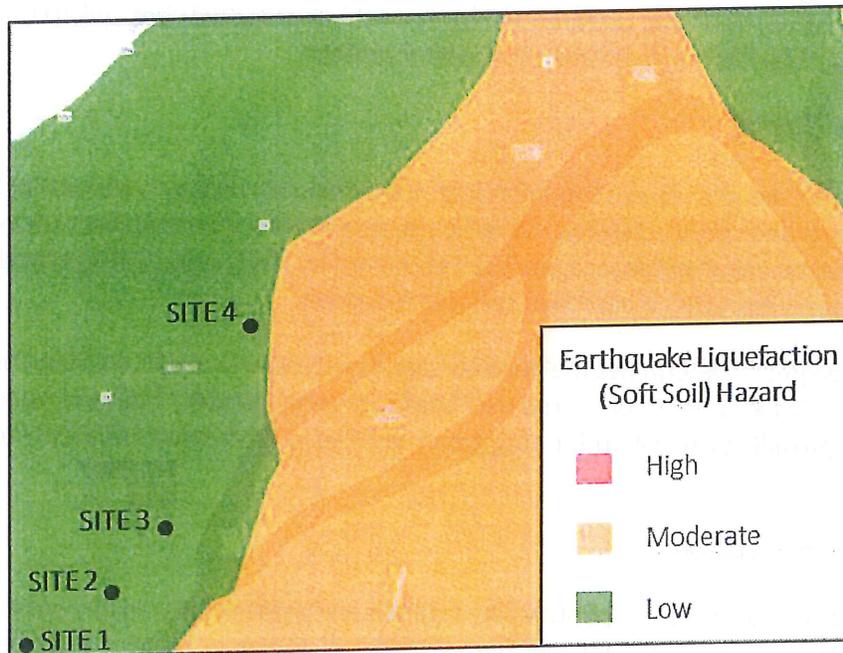
Alternatives with reduced piping requirements from the water intake to the WTP to the distribution system are preferable. Sites that require more technically challenging pipeline routes are less preferable. Steep topography and crossing open water bodies or wetlands increase the

technical complexity of the route. Properties located such that the raw water pipeline can be routed through existing right-of-way, existing City-owned easements, or City-owned property are given preference over those that would require new easements.

5.1.6 Resiliency

A potential WTP site's resiliency against flooding and earthquake damage included an evaluation of the Federal Emergency Management Agency's (FEMA) 100-year floodplain and the USGS liquefaction potential. Sites with greater vulnerability based on the Oregon Department of Geology and Mineral Industries (DOGAMI) liquefaction hazard mapping are less preferable in the evaluation. Low, moderate, and high earthquake liquefaction hazard zones are shown below in Figure 3.

Figure 3
DOGAMI Liquefaction Hazard Mapping (Accessed Feb. 2020)



5.1.7 Regional Partnership Opportunities

Properties closer to neighboring municipal water providers, and, thereby, present opportunities for cost sharing or other partnership opportunities, may be given preference over those which are more distant from neighboring water providers.

5.2 WTP Site Location Alternatives

Potential WTP sites are labeled as WTP Sites 1 through 4. The advantages and disadvantages of each proposed WTP site is discussed below. Note the benefits provided by a WTP site are highly contingent upon the City's finalized location of its water right's POD.

5.2.1 WTP Site 1: On SE Fulquartz Landing

The proposed WTP Site 1 is in Yamhill County on SE Fulquartz Landing, north of the road's crossing with Hess Creek.

Site Ownership

WTP Site 1 is located on private property at the address of 23000 SE Fulquartz Landing. The Yamhill County parcel identification is R3336 01500. The property is located outside the southeastern edge of the Dundee urban growth boundary (UGB). The property would have to be acquired by the City.

Available Utilities

No existing City water service or distribution piping is in the vicinity of this property. Overhead power is evident along SE Fulquartz Landing in front of the property. Available utility mapping does not provide the positive identification of other utilities at this site.

Site Accessibility

WTP Site 1 is accessible directly by SE Fulquartz Landing. Existing site topography is flat.

Land Use and Zoning

The property is zoned by Yamhill County as Exclusive Farm Use 40+ (EF-40). This land use zoning designation allows for the construction of a new public utility facility as a permitted use.

Routing of WTP Raw Water Intake Pipeline

Site 1 is in proximity to alternative POD location Sites A and B. Approximately 100 feet of new raw water piping installed down a steep embankment would be needed from a new river intake facility to an associated raw water pump. Following raw water pump station, a new raw water pipeline could be routed approximately 1,100 feet overland or along the existing road until reaching the proposed WTP Site 1.

Resiliency

Based on DOGAMI hazard mapping, proposed WTP Site 1 and the associated raw water pipeline route detailed above are in areas designated as low liquefaction hazard zones. The proposed site

is also located out of FEMA's mapped 100-year floodplain, though segments of raw water piping would be sited in FEMA's mapped 100-year floodplain.

Regional Partnership Opportunities

WTP Site 1 provides limited opportunities for regional partnership opportunities due, primarily, to its remote location from neighboring municipal water providers.

5.2.2 WTP Site 2: Upstream of Existing Wastewater Treatment Plant Outfall

The proposed WTP Site 2 is located at 23050 NE Fulquartz Landing. The proposed WTP Site 2 is located northeast SE Fulquartz Landing's sharp turn to the west along the Willamette River.

Site Ownership

The proposed WTP Site 2 is located on private property within Dundee City limits that would have to be acquired.

Available Utilities

No existing City water service or distribution piping is in the vicinity of this property. Overhead power is evident along SE Fulquartz Landing in front of the property. Available utility mapping does not provide the positive identification of other utilities at this site.

Site Accessibility

The proposed WTP Site 2 is accessible directly by NE Fulquartz Landing. Existing topography is flat on this site.

Land Use and Zoning

The property is currently zoned for Agricultural (A) use, a zoning designation encouraging the continuation of productive farmland within the City. The construction of a new public utility facility is not a permitted use for the A zone. However, future zoning to be adopted for this property, as part of the Riverside District, is Riverside Residential (RR). The construction of a new public utility facility is a conditional use in the future RR zone.

Routing of WTP Raw Water Intake Pipeline

Following SE Fulquartz Landing south, a new raw water pipeline could be routed from water intake POD Site B, although no site access is currently available to Site B. The raw water pipeline could be routed approximately 600 feet from Site B to Site 2.

Site 2 is in proximity to alternative POD location Site B; however, the use of alternative POD Site A is reasonable for WTP Site 2. Approximately 100 feet of new raw water piping installed down a steep embankment would be needed from a new river intake facility to an associated raw water

pump. Following raw water pump station, a new raw water pipeline could be routed approximately 600 feet overland to access the proposed POD Site B; alternatively, approximately 2,000 feet of new raw water pipeline could be routed overland and via SE Fulquartz Landing to access POD Site A.

Regional Partnership Opportunities

WTP Site 2 provides limited opportunities for regional partnership opportunities due, primarily, to its remote location from neighboring municipal water providers.

5.2.3 WTP Site 3: Wastewater Treatment Plant Property

The proposed WTP Site 3 is located at 23310 SE Fulquartz Landing.

Site Ownership

WTP Site 3 would provide for co-location of the proposed WTP on the City's existing WWTP site. This property is owned by the City of Dundee. The tax lot map number is R3336 00901.

Available Utilities

As the City owns and operates its WWTP located at this site, this property has adequate power, water, sewer, and communication networks required for a WTP.

Site Accessibility

The proposed WTP Site 3 is accessible directly from SE Fulquartz Landing. Existing topography is flat on this site. In discussions with City staff, it is noted that available space on the WWTP property is currently allocated for possible future expansion of the facility's treatment capacities and capabilities, as well as having land set aside for natural habitat and recreational uses.

Land Use and Zoning

The proposed WTP Site 3 is in Dundee City Limits on a property zoned Public. This zoning designation allowing for the construction of a new public utility facility as a permitted use.

Routing of WTP Raw Water Intake Pipeline

Site 3 is in proximity to alternative POD location Site B. Approximately 200 feet of new raw water piping installed down a steep embankment would be needed from a new river intake facility to an associated raw water pump. From the raw water pump station, a second raw water pipeline could be routed approximately 1,200 feet overland to reach WTP Site 3.

The use of alternative POD Site A is feasible for WTP Site 3, also, requiring the installation of approximately 4,500 feet of new raw water pipeline routed overland and via SE Fulquartz Landing between the two locations.

Finally, the use of the City's existing POD is feasible for WTP Site 4, though, it would require the installation of up to 9,000 feet of new water transmission if routed within existing roadways. The use of existing roadways would likely be required for the routing the new main, as there is a large depressed natural area between the riverbank and WTP Site 3.

Resiliency

Based on DOGAMI hazard mapping, the alignment of the raw water piping and WTP Site 3 are in areas designated as low liquefaction hazard zones. The proposed site is also located out of FEMA's mapped 100-year floodplain, though segments of raw water piping would be sited in FEMA's mapped 100-year floodplain.

Regional Partnership Opportunities

WTP Site 3 provides limited opportunities for regional partnership opportunities due, primarily, to its location relative to neighboring municipal water providers.

5.2.4 WTP Site 4: Site off Newberg Dundee Bypass

The proposed WTP Site 4 is located east of the Newberg-Dundee Bypass on the north side of SE 8th Street.

Site Ownership

The proposed WTP Site 4 is located on private property within Dundee City limits. The property is currently owned by the Chehalem Park and Recreation District, Inc.

Available Utilities

Existing 12-inch diameter ductile iron transmission main is located along the SE 8th Street frontage of this property. Available utility mapping does not provide the positive identification of other utilities at this site. It is noted that a private residence is located directly east of this proposed site, which provides an indication that some limited utilities are available.

Site Accessibility

The proposed WTP Site 4 is accessible directly from SE 8th Street. Existing topography is flat on this site.

Land Use and Zoning

The property is currently zoned for Agricultural (A) use, a zoning designation encouraging the continuation of productive farmland within the City. The construction of a new public utility facility is not a permitted use for the A zone. However, future zoning to be adopted for this property, as part the Riverside District, is Riverside Production (RP). The construction of a new public utility facility is a permitted use in the future RP zone.

Routing of WTP Raw Water Intake Pipeline

Site 4 is in proximity to the City's current POD. Approximately 200 feet of new raw water piping installed down a steep embankment would be needed from a new river intake facility to an associated raw water pump. From the raw water pump station, a second raw water pipeline could be routed approximately 1,800 feet directly west on SE 8th Street to reach WTP Site 4. This route would require an intermediate stream crossing at the east end of SE 8th Street.

The use of alternative POD Site C is feasible for WTP Site 4, also, requiring the installation of approximately 5,000 to 7,000 feet of new raw water pipeline routed overland and via local roadways between the two locations. Routing of the pipeline along the Newberg-Dundee Bypass is not readily feasible, as the Oregon Department of Transportation, the owner of the Bypass, infrequently allows for the installation of pipelines within its right-of-way.

Resiliency

Based on DOGAMI hazard mapping, WTP Site 4 is designated to be in a low liquefaction hazard zones, although the raw water pipeline route is in moderate liquefaction hazard zones. The proposed site is located out of FEMA's mapped 100-year floodplain, however, a large extent of raw water piping associated with the proposed facility would be sited within the mapped floodplain.

Regional Partnership Opportunities

WTP Site 4 provides the City with the best opportunities for regional partnership opportunities due, primarily, to its proximity to the neighboring municipal water provider in the City of Newberg.

5.3 Summary of Alternatives

Potential WTP sites were evaluated based on the several criteria. All sites evaluated are in DOGAMI-mapped low liquefaction hazard zones. Following an anticipated change in zoning within the Riverside District, all sites will be zoned for the construction of a WTP as an allowable or conditional permitted use.

The benefits provided by a WTP site are highly contingent upon the City's finalized location of its water right's POD. In determining a preferred WTP site location, the City may be best served by constructing its facility as close as possible to its preferred POD location, as the most variable cost related to WTP development is related to raw water piping.

Section 6, Treatment Technology Options

Water treatment technologies are selected based on their compatibility with the source water quality. This study did not include detailed analysis of the source water to determine water quality parameters. However, it did conduct a brief review of existing plants that treat Willamette River water as a basis for treatment technology selection and basis of design cost estimating. Currently, plants producing drinking water from the Willamette River rely on either slow sand filters or conventional treatment with some advanced treatment options.

Springfield Utility Board (SUB) treats Willamette River water using slow sand filters, while the cities of Corvallis and Adair Village treat Willamette River water using conventional treatment. The Wilsonville Water Treatment Plant, near River Mile 39, is the facility nearest to the City's POD, and it utilizes conventional treatment with two advanced processes: ballasted flocculation and ozonation. In addition, the Wilsonville WTP rapid sand filters use granular activated carbon (GAC) in place of anthracite. A discussion of the operational considerations, costs, and comparison of benefits between conventional versus membrane treatment is discussed in the sections below.

6.1 Treatment Technologies

The operational considerations of conventional water treatment versus the use of membrane filters for water treatment follows.

6.1.1 Conventional Water Treatment Plants

Conventional WTPs use a series of processes to remove contaminants from the drinking water. The processes, in operational order, that define conventional treatment are:

- Coagulation
- Flocculation
- Sedimentation
- Rapid sand filtration
- Primary disinfection

Suspended solids and pathogens are removed in the granular media of the sand filters through straining and adhesion. The pore size of the granular media in the sand filters is larger than the size of the target pathogens; therefore, the granular media in a rapid sand filter does not provide an "absolute barrier" to pathogens. The filters generally include instrumentation to monitor head loss across the filter and online monitoring of the filter effluent turbidity.

Operation of conventional WTPs generally requires a nuanced understanding of water chemistry to maintain the appropriate chemical dosing when raw water quality changes: The performance

of the granular media in the filters is maintained by judicious use of chemicals, by appropriate cleaning of the media during each backwash cycle and by re-establishing the desired media profile at the end of each backwash. Operators must conduct regular visual inspections of the rapid sand filters during backwash cycles and combine these visual observations with data from online instruments to assess changes in filter performance.

Table 9 provides the construction costs of for a conventional treatment plant with 1.0 MGD firm capacity, expandable to 2 MGD.

Table 9
Conceptual Project Cost Estimates for Conventional Treatment Plant

Item No.	Item Description	COST
1	Building, complete with HVAC & lighting	\$900,000
2	Treatment equipment	\$2,200,000
3	Yard piping, residuals management & other ancillary facilities	\$700,000
4	Electrical, instrumentation and controls	\$800,000
Estimate of Probable Construction Cost		\$4,600,000
Engineering Design and Construction Management, 25%		\$1,200,000
Project Administration and Permitting, 5%		\$250,000
Estimated Total Project Cost		\$6,050,000

6.1.2 Membrane Filtration Water Treatment Plants

A membrane filtration plant will use membrane filters to replace the conventional system’s rapid sand filters, a final step in the conventional water treatment process. Membrane filters are often installed without the flocculation, sedimentation, and sedimentation pretreatment processes, although some membrane plants may include these pretreatment processes to reduce loading on the membranes. Membrane filters provide a physical barrier for water treatment, with membrane pore sizes smaller than most pathogens. Membrane pore size depends upon the type of membrane used. When the pore size is smaller than the target pathogen, the membrane is said to provide an “absolute barrier” to passage of that pathogen. The pressure across the membranes and membrane integrity are monitored and tested with online sensors which provide operation staff with data needed for troubleshooting. As a result, membrane filtration may provide for finer filtering of raw water constituents, however, it does come with a higher initial capital cost.

Long term performance of membranes is maintained not only by frequent cleaning to remove suspended solids, but also by regular chemical cleaning of the membranes to remove scale and other contaminants that can foul the membranes. This chemical cleaning is done in-place and often uses harsh chemicals that must be neutralized in temporary holding basins prior to discharge.

Membrane plants are generally more energy intensive than conventional WTPs, as membrane filtration often requires higher pumping heads to generate the necessary transmembrane pressure. The initial capital cost of the membranes is often higher than a conventional plant. Conventional plants may use more chemicals for pretreatment than membrane plants. However, membrane plants require chemicals for regular clean-in-place procedures not required for conventional rapid sand filtration.

Construction of a membrane treatment plant for the 1.0 MGD firm capacity, expandable to 2 MGD, is shown below in Table 10.

Table 10
Conceptual Project Cost Estimates for Membrane Treatment Plant

Item No.	Item Description	COST
1	Building, complete with HVAC & lighting	\$800,000
2	Treatment equipment	\$4,100,000
3	Yard piping, residuals management & other ancillary facilities	\$850,000
4	Electrical, instrumentation and controls	\$950,000
Estimate of Probable Construction Cost		\$6,700,000
	+ Engineering Design and Construction Management, 25%	\$1,800,000
	+ Project Administration and Permitting, 5%	\$350,000
Estimated Total Project Cost		\$8,850,000

6.2 Construction Methodology

Regardless of whether the City decides to construct a conventional WTP or employ the use of membrane filters, the facility may be constructed either under conventional construction methods or by the installation of a package system.

6.2.1 Conventional Construction

Conventional construction requires the contractor to construct concrete basins for the various unit operations and install the components for each unit operation in those basins. Some equipment may be packaged together, such as chemical feed skids. However, most of the equipment – mixers, flocculators, settling plates or tubes, launders, underdrains, and valves – is delivered separately and installed by the contractor in the basins constructed on-site. This approach allows for greater control and specification of the individual components within the WTP. However, due to economies of scale, the unit cost for constructing concrete basins rises as the size of the basins decreases.

Vendor information regarding the construction of a conventional WTP using minimal packaging of components is included in Attachment 6. This conventional treatment plant construction option

is used as the basis of conceptual design and facility cost estimates presented in Section 7 for the conventional treatment plant option.

6.2.2 Package Plant

For a package treatment plant, a manufacturer assembles and packages one or more unit-processes together in a controlled, industrial environment. The package includes all the internal components for the unit operations installed within a steel basin. It may also include valves with short sections of piping outside the basins for control of the flows into and out of the package. Manufacturing package plants in an industrial setting, with staff dedicated to production of a limited number of specific packages, introduces efficiencies that can result in lower costs for smaller scale facilities than if those facilities were constructed by installing the same equipment inside cast-in-place concrete basins. The package systems are built in modular units that can be shipped to the site. This generally limits the capacity of package plants to smaller facilities.

The advantage of package plants is the ability to save costs on both design and construction by selecting prefabricated systems. The disadvantage of package plants is some loss of customization, as the package manufacturer usually has a limited selection of equipment from certain manufacturers for the components that comprise the package.

Vendor package information for a membrane package system and an ultrafiltration pretreatment system are included in **Attachment 7** and **Attachment 8**, respectively. This construction option is used as the basis of conceptual design and facility cost estimates presented in Section 7 for the membrane treatment plant option.

6.3 Summary of Treatment Technology Options

Based on the size of the proposed WTP facility and the staffing desires expressed by the City, we recommend the City consider a package treatment plant. The package plant approach is a cost-effective procurement method for a plant with an initial capacity of 1.0 MGD, expandable to 2.0 MGD. The package could be based on either conventional treatment with rapid sand filtration or on membrane filtration. The City's existing WWTP is a membrane facility, so City staff are already familiar with membrane technology. However, the high turbidities in the Willamette River at the City's POD could require some pretreatment prior to membrane filtration during the winter months. In addition, removal of total organic carbon (TOC) and treatment for taste and odor and other contaminants that may be present in low concentrations will vary between the two technologies. Therefore, the question of whether the treatment package should be based on rapid sand filters or membrane filters will likely require a treatability study to determine which approach will result in the lowest cost approach that achieves the City's treatment targets.

Section 7, WTP Phasing Plan

7.1 Conceptual Project Schedule

The conceptual project schedule for a new WTP includes permitting, design, bidding, construction, and start-up. These tasks are assumed to be in series and not occurring until the completion of the previous task. Table 11 provides the construction sequencing timeline broken down in three-month quarters. Based on these assumptions, the City may anticipate a 5-year timeline from the start of project designs to placing the new WTP online.

Table 11
WTP Conceptual Project Timeline

Description	Year 1				Year 2				Year 3				Year 4				Year 5			
	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
30% Design																				
Permitting																				
Final Design																				
Construction																				
Startup and commissioning																				

7.2 Project Cost Estimates

Two combined raw water supply and water treatment alternatives provided for comparison. Costs associated with the design, permitting, and construction of a new WTP are presented for the most logical combinations of alternatives. For example, since membrane filtration may not require pretreatment if the raw water has lower suspended solids, it is paired with the Ranney Collector, which naturally filters out some total suspended solids from the raw water. Property acquisition is not included in either combined alternative.

The two combined alternatives provide a probable range of project costs that the City should anticipate in developing its own finished water supply source from the Willamette River.

7.2.1 Combined Alternative 1: River Intake and Conventional Construction

Project costs associated with the construction of a river intake, raw water pump station, raw water piping, and conventional treatment plant for 1.0 MGD firm capacity, expandable to 2 MGD, is shown below in Table 12.

In this option, moving the existing POD to the main channel is recommended. The costs for preparation of the required documentation for moving the POD are not included in the cost estimate below.

Table 12
Conceptual Project Cost Estimates for River Intake and Conventional WTP

Item No.	Item Description	COST
1	Intake and piping between intake and pump station ¹	\$540,000
2	Raw Water Pump Station	\$1,400,000
3	Raw Water Transmission Main to WTP ²	\$370,000
4	Conventional Treatment Package Plant	\$4,600,000
Estimate of Probable Construction Cost		\$6,910,000
+ Engineering Design and Construction Management, 25%		\$1,730,000
+ Project Administration and Permitting, 10%		\$690,000
Estimated Total Project Cost		\$9,330,000

Notes:

1. Construction cost estimates based upon 300 LF of 12-inch diameter restrained DI pipe.
2. Construction cost estimates based upon 1,200 LF of 12-inch diameter restrained DI pipe.

7.2.2 Combined Alternative 2: Ranney Collector and Membrane Package Plant

Project costs associated with the construction of a Ranney Collector, raw water pump station, raw water piping, and membrane treatment plant for 1.0 MGD firm capacity, expandable to 2 MGD, is shown below in Table 13. The costs for this combined alternative may be reduced if a hydrogeologic investigation indicates the Ranney Collector will provide sufficiently low suspended solids in the raw water to eliminate the need for pre-treatment. If pre-treatment is not required, the capital cost could be reduced by eliminating the clarification step and reducing the size of the building. For this option, a pilot test of the membranes and a hydrogeologic investigation for the Ranney Collector at the existing POD is recommended.

Table 13
Conceptual Project Cost Estimates for Ranney Collector and Membrane Package WTP

Item No.	Item Description	COST
1	Ranney Collector with raw water piping ¹	\$3,200,000
2	Raw Water Pump Station	\$1,400,000
3	Membrane Treatment Plant	\$6,700,000
Estimate of Probable Construction Cost		\$11,670,000
+ Engineering Design and Construction Management, 25%		\$2,920,000
+ Project Administration and Permitting, 10%		\$1,170,000
Estimated Total Project Cost		\$15,760,000

Notes:

1. Construction cost estimates based upon 1,500 LF of 12-inch diameter restrained DI pipe.

7.3 Phased Implementation

The intake screen and raw water pipeline are sized for the anticipated 2.0 MGD total build-out capacity. The raw water pump station is sized for the initial 1.0 MGD firm capacity with space available for additional capacity upgrades. The treatment facility would be initially constructed with a firm capacity of 0.5 MGD with space allocated to increase the firm capacity to 1.0 MGD by installing additional treatment equipment.

Section 8, Summary and Recommendations

The City must expand its current drinking water supply to accommodate future growth. To do so and ensure successful water production with the greatest reliability, the City may initiate the design, permitting, and construction of a new WTP and an associated raw water intake structure within or along the banks of the Willamette River.

8.1 Next Steps

Murraysmith recommends the City consider conducting the following next steps in determining the final location of its POD, the feasibility of certain river intake types, locating of its water right's POD, and raw water treatment option:

1. Advance discussions with potential regional partners (City of Newberg, McMinnville Water & Light) to determine if opportunities exist for cost sharing, facilities operations, or other partnership opportunities. Economies of scale may be available and opportunities to share project costs proportionally with a large community in the construction of a larger WTP and associated facilities.
2. Advance the process of deciding which property or properties may be best to acquire for the siting for a raw water pump station and WTP. This work may be accompanied by a routing and feasibility study for the raw water pump station and pump station.
3. Steps to determine type of intake facility desired:
 - a. In-river intake structure:
 - i. Initiate permitting process to move the existing POD of the City's existing water right along the Willamette River upstream of its current location, out of the side channel to the west of Ash Island, and into the main channel of the Willamette River. This proposed relocation would also move the water right's POD upstream of the City's WWTP's outfall to the river.
 - b. Ranney Collector system:
 - i. Initiate a detailed hydrogeologic investigation, including soil borings and groundwater draw down tests, at the existing point of diversion during summer-season low flow conditions in the Willamette River. The desktop study provided in this evaluation determined locations along the Willamette River adjacent to the City may have subsurface deposits that are favorable for construction of a collector well. Additional work is required by a licensed geologist to determine the actual feasibility of a Ranney Collector at these locations.

- ii. Should hydrogeologic investigations prove advantageous for siting of a Ranney Collector, apply to OWRD for the transfer of a surface water right to a groundwater right.
4. If desired, determined future feasibility of a membrane treatment facility.
- i. Conduct pilot test of a minimum of two membrane treatment manufacturers on water from the Willamette River. Pilot testing can be expensive, so the period for piloting is normally minimized for small membrane systems, focusing the testing on periods with the most challenging water quality conditions of concern. Spring rainfall and snow melt often generate the highest turbidities while summer testing is often best for obtaining an understanding of taste and odor issues and autumn testing may be beneficial if TOC values are highest during that period. The data collected from this investigation will determine the need for pre-treatment.

LLA:as:jc

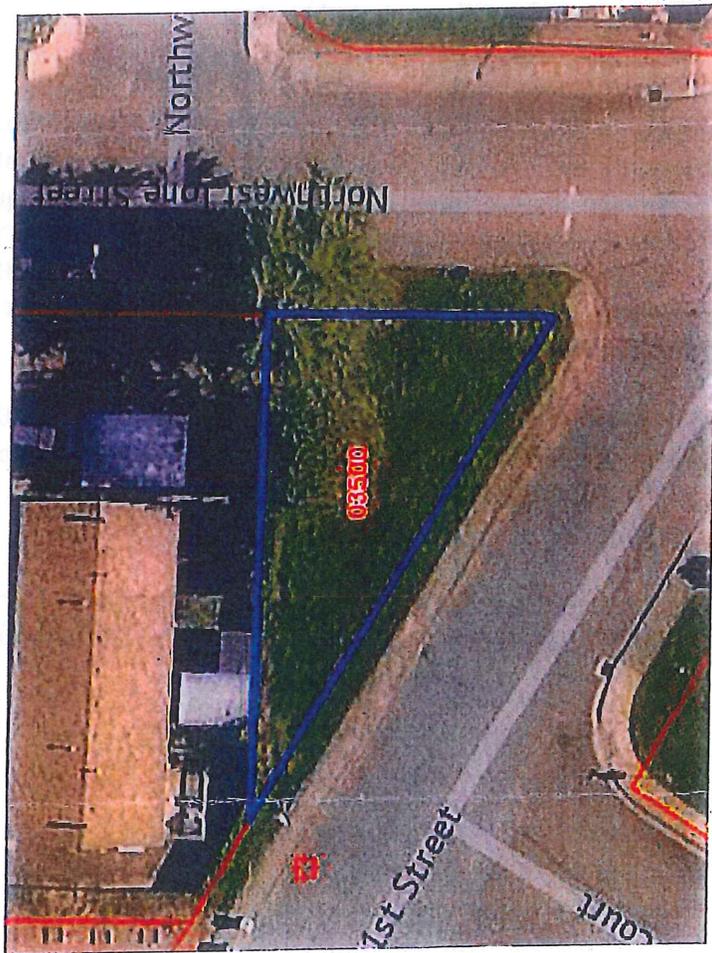
AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: June 16, 2020
Re: Yamhill County Sale of Property to Dundee

Yamhill County foreclosed on an unbuildable triangular shaped lot (approximately 1700 sq. ft.) located at the intersection of First Street and Ione Street and invited the City of Dundee to participate in a private sale of the property. City Council authorized up to \$5,000 for acquisition of the property. While the only other bidder on the property dropped out about a year ago, the County recently drafted the deed for the sale of the property to Dundee at a purchase price of \$3,000 plus costs – see attached letter. The deed document was reviewed by City Attorney Kahl. Once Council accepts the final price, I will arrange for payment and transfer of ownership.

The purchase and development of the property is accommodated in the FY 2020-21 budget. Our intent is to solicit neighborhood input and work with the Parks Advisory Committee in coming up with an appropriate design of the improvements.

Recommendation: Motion to authorize the city administrator to purchase Tax Lot R3325BC 03500 on behalf of the City of Dundee per the terms outlined in the June 6, 2020 letter from Yamhill County.



Yamhill County

OFFICE OF COUNTY COUNSEL



535 NE Fifth Street, McMinnville, OR 97128 • 503/434-7502 • Fax 503/434-7553 • TTY 800/735-2900

CHRISTIAN BOENISCH
COUNTY COUNSEL

TODD SADLO
SENIOR ASSISTANT COUNTY COUNSEL

NOHELY BARAJAS-MONTALVO
LEGAL ASSISTANT

June 6, 2020

Mr. Daykin,

Enclosed for you is your draft deed and Yamhill County's Important Warnings document. Please review the deed and let me know if you have any questions. You can call me at (503) 434-7502 or send me an e-mail at barajasn@co.yamhill.or.us.

Once the form of deed is approved, I will give you a call and schedule a time for you to pick up your deed. At that time, you will need to bring the signed Important Warnings document in order to receive your deed.

As previously discussed, the purchase fee and additional fees are as followed:

- Recording fee- \$81 and \$5 for every additional page.
- Publication fee- \$34.38
- Deed Preparation- \$75
- Purchase Cost- \$3,000

Should you have any questions, please do not hesitate to call.

Thank you,

A handwritten signature in black ink, appearing to read 'NBM', written over a light blue horizontal line.

Nohely Barajas-Montalvo
Legal Assistant

Yamhill County

OFFICE OF COUNTY COUNSEL



535 NE Fifth Street, McMinnville, OR 97128 • 503/434-7502 • Fax 503/434-7553 • TTY 800/735-2900

CHRISTIAN BOENISCH
COUNTY COUNSEL

TODD SADLO
SENIOR ASSISTANT COUNTY COUNSEL

JOSEPHINE KO
ASSISTANT COUNTY COUNSEL

NOHELY BARAJAS-MONTALVO
LEGAL ASSISTANT

IMPORTANT WARNINGS:

1. BECAUSE IT IS POSSIBLE THAT ERRORS OR OTHER MISTAKES MAY HAVE OCCURRED IN THE COUNTY'S FORECLOSURE PROCESS YOU ARE STRONGLY ENCOURAGED TO CONSULT AN ATTORNEY OR TITLE COMPANY OF YOUR OWN CHOOSING PRIOR TO THE SALE REGARDING YOUR PURCHASE OF SURPLUS REAL PROPERTY OR IF YOU HAVE ANY QUESTIONS REGARDING VALIDITY OR INSURABILITY OF TITLE. PURCHASER ASSUMES ALL RISKS OF DEFECTS IN TITLE.
2. ALL SALES ARE FINAL AND REFUNDS WILL NOT BE MADE. YAMHILL COUNTY RESERVES THE RIGHT TO REJECT AN AND ALL OFFERS TO PURCHASE.
3. SOME PARCELS MAY BE SUBJECT TO THE RIGHT OF MUNICIPALITIES TO CLAIM THE PROPERTY UNDER ORS 275.130. SUCH CLAIMS MUST BE ASSERTED WITHIN 20 DAYS AFTER THE COUNTY GIVES NOTICE FOLLOWING A SALE. WHERE A MUNICIPALITY CLAIMS A PARCEL SOLD, THE PURCHASER WILL RECEIVE A REFUND OF THE PURCHASE PRICE.
4. YAMHILL COUNTY WILL NOT WARRANT OR DEFEND THE FEE TITLE TO THE PROPERTIES PURCHASED OR LISTED FOR SALE. ALL PROPERTIES PURCHASED OR LISTED FOR SALE ARE SUBJECT TO ALL EASEMENTS, LIENS, CONDITIONS AND RESTRICTIONS WHICH MIGHT APPLY. IT IS THE PURCHASER'S RESPONSIBILITY TO DETERMINE THE EXISTENCE AND VALIDITY OF ANY OWNERSHIP INTEREST, LIEN, OR OTHER ENCUMBRANCE ON ANY REAL PROPERTY PURCHASED OR LISTED FOR SALE.
5. ALL PROPERTIES SOLD WILL BE QUITCLAIMED TO AND ACCEPTED BY PURCHASER IN AN "AS IS" CONDITION, WITH ALL FAULTS. YAMHILL COUNTY MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE PROPERTIES OR AS TO THE ABILITY TO OBTAIN PERMITS FOR BUILDING, SUBSURFACE SEWAGE OR ANY OTHER DEVELOPMENT RIGHTS FROM ANY GOVERNMENTAL AGENCY. IN MOST CASES THE PROPERTIES OFFERED FOR SALE ARE NOT BUILDABLE.
6. YAMHILL COUNTY MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE EXISTENCE OF LEGAL ACCESS TO ANY PROPERTY. IN MANY CASES, THE PROPERTIES ARE LANDLOCKED.
7. YAMHILL COUNTY MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE USE, TITLE OR CONDITION, INCLUDING BUT NOT LIMITED TO THE ENVIRONMENTAL CONDITION, OF ANY PROPERTY OR COMPLIANCE WITH APPLICABLE STATUTES, LAWS, CODES, ORDINANCES, REGULATIONS, REQUIREMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS (WHETHER OR NOT OF RECORD). YAMHILL COUNTY HAS NOT CONDUCTED ANY ENVIRONMENTAL AUDIT OF ANY PROPERTY OFFERED FOR SALE.

8. PROPERTIES WILL BE SOLD FREE AND CLEAR OF YAMHILL COUNTY REAL PROPERTY TAX LIENS. AFTER THE PROPERTY HAS BEEN CONVEYED BY THE COUNTY TO THE PURCHASER, THE PROPERTY WILL BE PLACED ON THE COUNTY'S PROPERTY TAX ROLL. THEREAFTER THE PROPERTY WILL BE SUBJECT TO ASSESSMENT FOR TAXATION UNLESS OTHERWISE EXEMPT UNDER OREGON LAW.
9. EXCEPT FOR LIENS ARISING UNDER LAW FOR REAL PROPERTY TAXES ASSESSED BY YAMHILL COUNTY, IT IS THE PURCHASER'S RESPONSIBILITY TO DETERMINE THE EXISTENCE AND VALIDITY OF ANY KIND OF LIEN OR ENCUMBRANCE ON ANY PROPERTY OFFERED FOR SALE. IT WILL BE THE PURCHASER'S RESPONSIBILITY TO SATISFY ANY LIEN OR ENCUMBRANCE.
10. ALL BIDDERS AND PURCHASERS SHOULD HAVE INSPECTED PARCELS PRIOR TO SALE. PURCHASERS TAKE THE PROPERTY AT THEIR OWN RISK AND ON THE BASIS OF THEIR OWN INSPECTION AND INVESTIGATION OF THE PHYSICAL AND ENVIRONMENTAL CONDITIONS OF THE PROPERTY, INCLUDING THE SUBSURFACE CONDITIONS. YAMHILL COUNTY WILL NOT PARTICIPATE IN ANY ENVIRONMENTAL OR OTHER CLEANUP OF ANY PROPERTY SOLD. PURCHASER ASSUMES THE RISK OF ANY ADVERSE PHYSICAL AND ENVIRONMENTAL CONDITIONS.
11. PROPERTIES MAY BE PARTIALLY DEDICATED FOR PUBLIC PURPOSES FOR USE AS ROADS, EASEMENTS, OR OTHER PURPOSES.
12. A PROSPECTIVE BUYER SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES. ONLY A CITY PLANNING DEPARTMENT CAN GIVE PLANNING INFORMATION ABOUT A PARCEL LOCATED IN THE CITY LIMITS.
13. YAMHILL COUNTY WILL NOT FURNISH A SURVEY OR PROVIDE TITLE INSURANCE IN ANY FORM. DIMENSIONS IDENTIFIED ON MAPS OR IN OTHER INFORMATION ARE APPROXIMATE AND MAY OR MAY NOT REPRESENT THE ACTUAL PROPERTY BOUNDARIES. "COMMENTS" ON SURPLUS PROPERTY INVENTORY ARE INTENDED ONLY TO PROVIDE GENERAL INFORMATION. PROSPECTIVE PURCHASERS ARE ADVISED TO VIEW ITEMS OF SURPLUS PROPERTY PRIOR TO BIDDING. PROSPECTIVE PURCHASERS ARE ADVISED TO CONSULT WITH AN ATTORNEY. A TITLE INSURANCE COMPANY OR OTHERS AS APPROPRIATE PRIOR TO PURCHASE.

ADDITIONAL INFORMATION:

1. A notebook containing information regarding items of surplus property is available for review during regular business hours in the Board of Commissioners' office at 434 NE Evans, McMinnville, OR. All information offered is subject to the limitations stated under these "Important Warnings".
2. Assessor's maps are available for review during regular business hours in the county assessor's office. Copies of the maps will be included in the notebook described above. The maps do not constitute survey maps, but instead provide general information about the properties. Assessor's maps may be purchased from the county assessor's office at a cost of \$3 each. The county assessor's office is located at the Yamhill County Courthouse, 535 NE 5th St., McMinnville, OR 97128.
3. Additional questions should be referred to the Office of County Counsel, (503) 434-7502. Ask to speak to someone about "surplus county properties".

By signing below I acknowledge and agree that I have received and reviewed the above "IMPORTANT WARNINGS" and that I am voluntarily purchasing surplus real property from Yamhill County subject to all of the above.

Signature: _____

Print Name: _____

Date: _____

Until further notice
send tax statements to:
City of Dundee
PO Box 220
Dundee, OR 97115

After recording, send to
City of Dundee
PO Box 220
Dundee, OR 97115

COUNTY DEED

THIS DEED is made this _____ day of June, 2020 by Yamhill County, a political subdivision of the State of Oregon ("Grantor") to City of Dundee, a municipal corporation of the State of Oregon ("Grantee").

- A. The real property described in Exhibit "A" ("the Property") is located in the City of Dundee and owned by Yamhill County by virtue of property tax foreclosure. It is identified in Yamhill County records as Tax Lot R3325BC 03500. Its value is less than \$15,000.00 on the last tax roll. It is unsuited for the construction or placement of a dwelling under applicable zoning ordinances and building codes.
- B. Grantee has offered to buy the Property under provisions ORS 275.225 for \$3,000 plus costs. The Yamhill County Board of County Commissioners is willing to sell the property at that price under provisions of ORS 275.225.
- C. Grantee has tendered the purchase price and is entitled to a county deed.

NOW, THEREFORE, Yamhill County, Grantor, by virtue of the statutes of the State of Oregon, does hereby remise, release and quitclaim unto Grantee, and unto Grantees' heirs, successors and assigns all of the County's right, title and interest in the Property situated in the County of Yamhill described in Exhibit "A", which is incorporated into this deed by reference.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$3,000.00.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010."

GIVEN UNDER OUR HANDS OFFICIALLY the date firsts set forth above.

CASEY KULLA, Chair

MARY STARRETT, Vice-Chair

RICHARD L. OLSON, Commissioner

STATE OF OREGON)
) ss
County of Yamhill)

This instrument was acknowledged before me on the
___ day of June, 2020 by, Casey Kulla Chair,
Mary Starrett, Vice Chair, and Richard Olson,
Commissioner, as the governing body of Yamhill
County, Oregon.

NOTARY PUBLIC FOR OREGON
My Commission expires: _____

Exhibit "A"

Real Property in the County of Yamhill, State of Oregon, described as follows:

Beginning at the N.W. Corner of Lot #8, Dundee Orchard Homes #1, T.3S., R.3W., W.M.; said point being on S. line of a 40 ft. platted roadway; thence S. $0^{\circ} 55'$ W. 760. ft. along the W. line of said lot #8 to the true point of beginning; thence S. $89^{\circ} 4'$ E. 112.0 ft. parallel to the N. line of the Jacob Shuck D.L.C. 112. ft.; thence S. $0^{\circ} 55'$ W. parallel to the W. line of Lot #8 to the N. Easterly boundary of First Street extended; thence N. $58^{\circ} 58'$ W. along the N.E. boundary of First Street extended to the W. line of Lot #8, Dundee Orchard Homes #1 thence N. $0^{\circ} 55'$ E. along the W. line of Lot #8 to the point of beginning.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: June 16, 2020
Re: City Administrator Employment Agreement Amendment

Attached is the Seventh Amended Employment Agreement reflecting the Council's direction at the April 21 meeting regarding City Administrator compensation and vacation accrual. This amendment is in the same format as the prior amendments and was reviewed by City Attorney Ramis.

Recommendation: Motion to approve the Seventh Amended Employment Agreement between the City of Dundee and City Administrator Rob Daykin.

SEVENTH AMENDED EMPLOYMENT AGREEMENT

This Seventh Amended Employment Agreement (“Seventh Amendment”) is made and entered into this _____ day of June, 2020, between the City of Dundee, Oregon, a municipal corporation, hereinafter “City,” and Rob Daykin, hereinafter “Employee.”

WHEREAS, the City and Employee are parties to an Employment Agreement dated June 3, 2008, which was amended by that certain First Amended Employment Agreement dated May 18, 2010 (“First Amendment”), that certain Second Amended Employment Agreement dated May 2, 2012 (“Second Amendment”), that certain Third Amended Employment Agreement dated June 18, 2013 (“Third Amendment”), that certain Fourth Amended Employment Agreement dated May 6, 2014 (“Fourth Amendment”), and that certain Fifth Amended Employment Agreement dated July 1, 2016 (“Fifth Amendment”), and that certain Sixth Amended Employment Agreement dated April 3, 2018 (“Sixth Amendment”) (collectively, the “Employment Agreement”);

WHEREAS, the City desires to continue the employment of Employee as City Administrator, and Employee wishes to be so employed;

WHEREAS, the City, granted the Employee a salary increase, with such increase to become effective on July 1, 2020; and

WHEREAS, the City and Employee desire to further amend the provisions of the Employment Agreement, as set forth below, in order to incorporate the City’s action;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Employment Agreement.** The City hereby continues the employment of Employee as City Administrator, and Employee accepts such employment, subject to the terms of the Employment Agreement, incorporated by reference herein, and as amended herein.
2. **Section IV.**
 - A. **Salary.** Employee salary shall continue as presently established but effective July 1, 2020, City shall pay Employee an annual salary of \$98,000. Effective July 1, 2021, salary will be \$98,000 plus a cost of living adjustment at the same rate provided to all employees.
 - B. **Vacation.** Effective July 1, 2020, Employee vacation accrual rate shall be 200 hours per year.
3. **Counterparts; Facsimile Execution.** This Seventh Amendment may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. Facsimile or e-mail signatures shall operate as original signatures with respect to this Seventh Amendment.

4. **Governing Law.** This Seventh Amendment shall be governed by and construed under the laws of the State of Oregon.

5. **Full Force and Effect.** The Employment Agreement, as amended by the First Amendment, Second Amendment, Third Amendment, Fourth Amendment, Fifth Amendment, Sixth Amendment, and this Seventh Amendment, is ratified and affirmed by City and Employee and remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Seventh Amendment to Employment Agreement on the date first above written.

CITY OF DUNDEE

EMPLOYEE

By: _____
Mayor, City of Dundee

Rob Daykin

APPROVED AS TO FORM:

Jordan Ramis PC
City Attorney

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: June 16, 2020

Re: Resolution No. 2020-09, Adopt FY 2020-21 Budget

Following the budget hearing, I updated the estimated forecast of revenues and expenditures for the current fiscal year. The resulting changes to the estimated beginning fund balances from the Approved Budget to the Adopted Budget are as follows:

<u>Fund</u>	<u>Approved Budget</u>	<u>Adopted Budget</u>
General	538,900	572,200
Street	68,200	72,200
Street CIP	287,600	272,700
Street Reserve	45,700	45,700
State Revenue Sharing	100	100
Equipment Reserve	866,000	866,000
Parks	2,600	3,400
Tourism	96,900	125,000
Bonded Debt	18,600	18,600
Water	57,100	63,100
Water CIP	167,900	190,000
Sewer	255,800	252,000
Sewer CIP	548,800	550,100
Storm Water	10,900	11,000
Storm CIP	<u>43,500</u>	<u>43,600</u>
Totals	3,008,600	3,085,700

The updated beginning fund balances for the fiscal year starting July 1, 2020 resulted in comparable changes to the aggregate ending fund balances (not an appropriation) from \$867,000 to \$944,700 and is reflected in the adopting resolution.

Recommendation: Motion to adopt Resolution No. 2020-09, adopting the 2020-2021 fiscal year budget, appropriating funds and levying property taxes for the fiscal year 2020-2021.

RESOLUTION NO. 2020-09

A RESOLUTION ADOPTING THE 2020-2021 FISCAL YEAR BUDGET,
APPROPRIATING FUNDS AND LEVYING PROPERTY TAXES FOR THE
FISCAL YEAR 2020-2021.

WHEREAS, the Budget Committee approved a budget and imposed property taxes for the City of Dundee for the fiscal year 2020-2021 on May 14, 2020, and

WHEREAS, a public hearing on the budget for fiscal year 2020-2021 was held before the City Council on June 2, 2020, and

WHEREAS, now is the proper time to adopt the budget, make appropriations, declare and categorize the taxes, NOW, THEREFORE,

THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. Be it resolved that the City Council for the City of Dundee hereby adopts the budget for fiscal year 2020-2021 in the sum of \$9,890,800 now on file at City Hall, 620 SW 5th Street, Dundee, Oregon.

Section 2. Be it resolved that the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Administration/Finance	526,000	
Court	31,500	
Community Development	134,900	
Police	535,600	
Fire	675,300	
Non-Departmental:		
Contingency	80,000	
Fund Total		1,983,300

STREET FUND

Personal Services	55,600	
Materials & Services	231,800	
Transfers	43,500	
Contingency	5,000	
Fund Total		335,900

STREET CAPITAL IMPROVEMENT FUND

Capital Outlay	1,320,000	
Debt Service	135,800	
Fund Total		1,455,800

STREET RESERVE FUND

Capital Outlay	46,800	
Fund Total		46,800

STATE REVENUE SHARING FUND

Materials & Services	11,800	
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Capital Outlay	2,200	
Transfers	15,000	
Fund Total		29,000
EQUIPMENT RESERVE FUND		
Capital Outlay	700,600	
Debt Service	58,700	
Interfund Loan Advanced	225,000	
Fund Total		984,300
PARKS FUND		
Materials & Services	9,000	
Capital Outlay	8,000	
Fund Total		17,000
TOURISM FUND		
Materials & Services	127,500	
Capital Outlay	40,000	
Fund Total		167,500
BONDED DEBT FUND		
Debt Service	150,200	
Fund Total		150,200
WATER FUND		
Personal Services	289,800	
Materials & Services	270,500	
Capital Outlay	40,600	
Transfers	76,400	
Contingency	20,000	
Fund Total		697,300
WATER CAPITAL IMPROVEMENT FUND		
Capital Outlay	310,000	
Debt Service	117,300	
Fund Total		427,300
SEWER FUND		
Personal Services	270,500	
Materials & Services	510,900	
Capital Outlay	2,800	
Transfers	801,000	
Contingency	20,000	
Fund Total		1,605,200
SEWER CAPITAL IMPROVEMENT FUND		
Capital Outlay	140,000	
Debt Service	686,000	
Fund Total		826,000

STORM WATER FUND		
Personal Services	37,500	
Materials & Services	27,300	
Transfers	52,000	
Contingency	5,000	
Fund Total		121,800

STORM WATER CAPITAL IMPROVEMENT FUND		
Capital Outlay	75,000	
Debt Service	23,700	
Fund Total		98,700

Total All Funds Appropriations		8,946,100
Total Unappropriated Amounts, All Funds		944,700
Total Adopted Budget		9,890,800

Section 3. BE IT FURTHER RESOLVED that the City Council of the City of Dundee hereby imposes that taxes provided for in the adopted budget at the rate of \$2.3115 per \$1,000 of assessed value for operations and in the amount of \$155,508 for bonds; and that these taxes are hereby imposed and categorized for tax year 2019-2020 upon the assessed value of all taxable property within the City. The following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, make up the aggregate levy.

	Subject to the General Government Limitation	Excluded from the Limitation
General Fund	\$2.3115 per \$1,000	
Bonded Debt Fund		\$155,508

PASSED BY THE CITY COUNCIL this 16th day of June 2020.

APPROVED:

David Russ, Mayor

ATTEST:

Rob Daykin, City Administrator/Recorder

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when recording transactions. It details the steps involved in data collection, verification, and reporting, ensuring that all information is accurate and reliable.

3. The third part of the document addresses the role of management in overseeing the record-keeping process. It highlights the need for regular audits and reviews to identify any discrepancies or areas for improvement, and to ensure that the system remains up-to-date and effective.

4. The fourth part of the document discusses the importance of training and education for all staff involved in the record-keeping process. It stresses that ongoing training is necessary to ensure that everyone is up-to-date on the latest procedures and best practices, and that they understand the importance of their role in maintaining accurate records.

5. The fifth part of the document concludes by summarizing the key points discussed and reiterating the importance of maintaining accurate records. It encourages all staff to take ownership of their role in the process and to work together to ensure the highest level of accuracy and transparency in the organization's operations.

6. The sixth part of the document provides a list of resources and references for further information on record-keeping practices. It includes links to relevant legislation, industry standards, and best practice guides, as well as contact information for the organization's internal support teams.

7. The seventh part of the document discusses the importance of data security and protection. It outlines the measures that must be taken to ensure that all records are stored securely and that access is restricted to authorized personnel only, in order to prevent data breaches and protect the organization's sensitive information.

8. The eighth part of the document provides a final summary and conclusion, emphasizing the commitment to accuracy and transparency in the organization's record-keeping practices. It expresses confidence that the outlined procedures and protocols will ensure the highest level of accuracy and reliability in all transactions and activities.

RESOLUTION NO. 2020-10

**A RESOLUTION TRANSFERRING BUDGET LINE ITEM AMOUNTS
WITHIN A FUND OR BETWEEN FUNDS FOR FISCAL YEAR 2019-2020.**

WHEREAS, the City Council adopted a budget for the City of Dundee for the fiscal year 2019-2020 on June 4, 2019; and

WHEREAS, it has become necessary to increase appropriations of certain line items due to unforeseen circumstances; and

WHEREAS, Local Budget Law authorizes the City Council to transfer budgeted appropriations from within a fund from an existing appropriation to another existing appropriation provided that the net change in the fund's total appropriations is zero; and

WHEREAS, Local Budget Law authorizes the City Council to transfer an appropriation from one fund to an appropriation in another fund provided there is zero net change in the total amount of appropriations, except when a resource is transferred from one fund to another fund that is the target of the increased appropriation, **NOW, THEREFORE**,

THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. The transfer of funds and appropriation adjustments as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled Fiscal Year 2019-2020 Budget Transfers are hereby authorized.

Section 2. This resolution shall become effective immediately upon its passage.

PASSED BY THE CITY COUNCIL this 16th day of June 2020.

APPROVED:

David Russ, Mayor

ATTEST:

Rob Daykin, City Administrator/Recorder

Exhibit "A"

Fiscal Year 2019-2020 Budget Transfers

	Adopted Budget	Changes	Amended Budget
GENERAL FUND			
Administration/Finance:			
Professional Services – Legal Services	46,000	+11,500	57,500
Other Financing Uses			
Transfer to Fire Station Construction Fund	0	+8,500	8,500
Contingency	<u>80,000</u>	<u>(20,000)</u>	<u>60,000</u>
Totals	126,000	0	126,000

Explanation: Legal services addressing tort claims against the City were not anticipated in the adopted budget. The transfer to the Fire Station Construction Fund is needed to terminate the fund.

PARKS FUND

Materials & Services:			
Parks & Trail Maint/Repair	5,200	(1,100)	4,100
Capital Outlay:			
Viewmont Greenway Park	<u>37,500</u>	<u>+1,100</u>	<u>38,600</u>
Totals	42,700	0	42,700

Explanation: Cost to complete the Viewmont Greenway Park funded with a Local Government State Parks Grant were allocated to both materials & services and capital outlay objects. While the overall material & services component of the grant work was under budget, the State Parks grant coordinator permitted the City to purchase additional trees for the project which were allocated to the capital outlay component.

FIRE STATION CONSTRUCTION FUND

Other Financing Sources:			
Transfer from General Fund	0	+8,500	8,500
Materials & Services:			
Legal Services	4,000	+2,400	6,400
Other Professional Services	20,000	+4,600	24,600
Capital Outlay:			
Fire Station – Building Construction	116,600	+1,500	118,100

Explanation: The transfer from the General Fund provides for additional appropriations needed to cover costs exceeding the budget to complete final repairs to the concrete slab roof and tower structure. The transfer will zero out the balance of the Fire Station Construction Fund and the fund will be terminated.

WATER FUND

Personnel Services:			
Group Medical	40,200	(5,000)	35,200
Materials & Services:			
Internal Admin Charge	94,000	+4000	98,000
Other Financing Uses			
Transfer to General Fund	<u>30,000</u>	<u>+1,000</u>	<u>31,000</u>
Totals	164,200	0	164,200

Explanation: Internal admin charge payment higher than expected due to much higher legal fees in the General Fund Admin/Finance department. Transfer to General Fund is the 5% in lieu of franchise payment based on service revenue collected, which was more than forecasted.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: June 16, 2020
Re: Resolution No. 2020-11, Employee Handbook Amendment

Following review of the City's practices and laws governing meal breaks and payment of overtime, an amendment to the Employee Handbook was prepared in consultation with the Interim Fire Chief Amy Hanifan and City Attorney Peter Hicks.

The crucial issue is the policy of the Fire Department to require firefighters to stay on the premises during their hour-long meal break in order to respond to emergencies. Firefighters also performed other work during their meal break, including the answering of phones and receiving visitors at the station. Pursuant to law, a meal break of no less than 30 minutes must be provided per six-hour shift of work. Normally, meal breaks are considered unpaid. However, when an employee is not permitted to leave the work site, then the meal break must be compensated time.

With regards to overtime, firefighters have not been recording their hours on a routine basis when they attend the Monday night training sessions along with the volunteers. Under the current City policy, these hours should be paid and may be counted in the calculation of overtime. The proposed amendment would still compensate the firefighters for attending the training sessions, however, the way overtime is calculated will be different from the other employees. Currently, overtime is calculated for hours worked over 40 in any given work week. However, paid time off for vacation or sick leave do not count as hours worked. The special provision for calculating overtime for firefighters will recognize vacation hours and sick leave hours, along with actual hours worked to determine if overtime is earned. But the total number of hours must exceed 56 in a work week before overtime is earned.

The budget for FY 2020-21 anticipated overtime for the training nights as well as other overtime, but not the paid meal breaks. Interim Fire Chief Hanifan proposed changing the one-hour meal breaks to 30 minutes and having them staggered. However, even with the reduction in overtime events with the 56-hour rule, the annual increase in cost is about \$5,000. This also leaves more holes in coverage that are challenging to operations and coordination with the volunteers. If the City paid the additional half hour, beyond the 8-hour workday and the half hour paid lunch to match the current shift coverage, the annual cost would be about an additional \$17,000. Interim Fire Chief Hanifan will be attending the June 16 meeting to discuss this issue with the Council.

Recommendation: Council motion to pass Resolution No. 2020-11, a resolution amending the Employee Handbook.

RESOLUTION NO. 2020-11

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, the City of Dundee passed Resolution No. 2018-01, adopting the Employee Handbook, on February 20, 2018; and

WHEREAS, the City of Dundee passed Resolution No. 2019-11, amending the subsection titled Disability Payment in Chapter IV, Section C of the Employee Handbook on September 17, 2019; and

WHEREAS, from time to time the Council deems it necessary to update practices and procedures pertaining to employees.

NOW THEREFORE, BE IT RESOLVED THAT:

Section 1. Subsections D. Meal Periods and Rest Breaks and E. Overtime in Chapter II of the City of Dundee Employee Handbook are hereby amended to read as set out in Exhibit "A" attached hereto.

Section 2. This resolution takes effect July 1, 2020.

PASSED BY THE COUNCIL AND SIGNED BY THE MAYOR this 16th day of June 2020.

David Russ, Mayor

Attest:

Rob Daykin, City Recorder/City Administrator

Exhibit A

D. Meal Periods and Rest Breaks

Nonexempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so that Dundee may pay the employee for that work. Firefighters required to remain on work premises and on duty during their shift shall be compensated for their meal periods.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Employees with questions about the rest or meal breaks available to him or her should contact the City Administrator.

E. Overtime

Time-and-a-Half

With the exception of firefighters (as described below), City of Dundee pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. Non-exempt employees are those who work in positions for which an overtime premium must be paid under Oregon wage and hour law and the Fair Labor Standards Act.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, and holidays) will not be counted toward the 40 per workweek required to receive overtime pay. Notwithstanding the aforementioned limitation, non-exempt employees required to routinely work non-office hours to accommodate meetings and assignments, such as those of the City Council, Budget Committee, Municipal Court, Planning Commission, etc. will be compensated at the overtime rate for the hours worked at such meetings whether the employee exceeds the total hour worked in the workweek or not.

Overtime Pay for Firefighters

Under Oregon law, firefighters are subject to special overtime rules based on the number of firefighters employed on a full-time basis. Fire Department's employing not more than three

firefighters on a full-time basis are required to pay overtime for all hours worked in excess of 72 hours per week. Departments employing four or more firefighters are required to pay overtime for all hours in excess of 56 hours per week. Although the City currently employees less than four full-time firefighters, it has elected to pay overtime to firefighters for all hours worked in excess of 56 hours per week.

For the purpose of calculating overtime, the fire department may average the hours worked per week over each quarter of the fiscal year. Additionally, as required by Oregon law the City includes vacation and sick leave hours along with hours actually worked for the purpose of calculating overtime.

Each firefighter employed by the City shall be entitled to at least 48 consecutive hours off-duty time during each seven-day period.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized by a supervisor or City Administrator, unless emergency circumstances prevent prior approval. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory (Comp) Time

As deemed appropriate by the City Administrator, the City may award non-exempt employees compensatory (comp) time at a rate of 1.5 hours for each hour worked in excess of 40 hours in a work week in lieu of overtime pay. Employees are encouraged to work with their supervisor to schedule and use comp time within 60 days of when it is accrued. The maximum accrual of comp time is 40 hours. The City may elect to pay off any amount of accrued comp time at any time or require an employee to schedule the use of comp time. When an employee is separated from employment with the City of Dundee, any remaining comp time will be paid to the employee.