

**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](http://www.DundeeCity.org)

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

JULY 21, 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. 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.
  - 4.1 City Council Minutes, July 7, 2020 Pages 1-8  
*Action Required: Motion to Accept the Consent Agenda*
5. Old Business:
  - 5.1 Furioso Vineyards Water Agreement Pages 9-12  
*Action Requested*
  - 5.2 Resolution No. 2020-13, DEQ Loan Amendment Pages 13-18  
*Action Requested*
  - 5.3 City Utility Billing Delinquency Procedures Pages 19-20  
*Discussion*
6. New Business:
  - 6.1 Upland Drive Reservoir Fencing Pages 21-28  
*Discussion*
  - 6.2 City Website Update Agreement Pages 29-38  
*Action Requested*
7. Council Concerns & Committee Reports
8. Mayor's Report
9. City Administrator Report
10. Adjourn

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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. 2020-13

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.

**CITY COUNCIL MEETING  
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**City of Dundee**  
**City Council Meeting Minutes**  
**July 7, 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, Storr Nelson, Kristen Svicarovich, Ted Crawford, Jeannette Adlong and Patrick Kelly. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Amy Hanifan, Interim Fire Chief; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Attendance Via ZOOM: Byron Bailey and Zac Harris, Blackpoint IT; Rebecca Minifie; and Matt Frey.

**Agenda Changes**

New Business Agenda Item 7.2 ODOT Temporary Easement Request was added to the meeting agenda.

**Public Comment**

Rebecca Minifie addressed the City Council and indicated that she is present tonight to briefly discuss the cell tower proposal which came before the Planning Commission last Wednesday. She explained that the Commission denied the proposal unanimously and indicated that over 60 people wrote letters of opposition. She discussed that though having a cell tower at the fire station might have seemed like a good fit for the City when the lease was first approved by the Council in 2013, it is obviously not a good fit now and requested Council revisit that. Discussion ensued until the conversation was interrupted by C. Atty Ramis who expressed concern to M. Russ that this comment appears to be entirely about an application that was in front of the Planning Commission and may come to City Council for decision; this is an ex parte communication which can be presented during the proper hearing process. C. Atty Ramis offered his recommendation that M. Russ not allow this particular testimony be presented tonight and instead recommend that it be included at the time of a hearing if there is an appeal. M. Russ encouraged Minifie to return to provide her testimony at a future hearing if it arises.

**Presentation: Computer System Proposals – Byron Bailey, Blackpoint IT**

Bryon Bailey, Blackpoint IT, introduced himself and introduced Zac Harris, Senior Engineer, who is also present tonight. Bailey explained that the most pressing and most needed solution is replacement of the server which the manufacturer has indicated has reached end of life status. He explained that as a result, the manufacturer is no longer issuing security updates and are not creating parts for the server; the supply of parts available in the market will not be replenished. Detailed discussion ensued and Bailey reviewed the two replacement option proposals provided beginning on page 3 of the agenda packet. He explained that the first proposal provides replacement with a modestly upgraded server to account for future use; this type of new server would likely provide 6-8 years of service. Bailey also discussed the second proposal of a cloud-based solution. He explained this option provides a lot of security benefits as well as latency and redundancy benefits, though over time a cloud solution would likely be a more costly option. C.

Crawford expressed concern and inquired about the high cost of this option and Bailey referenced the cost breakdown on their provided proposal. Bailey explained that typically the more servers there are running in the cloud, the more costs are increased; the City of Dundee has 3 different servers. Bailey explained that he hadn't proposed the cloud option to C.A. Daykin as a cost saving solution and suggested that focusing on the first option is probably the best option given the budget constraints which exist. C. Crawford suggested that there may be other cloud-based service providers which are less expensive though Bailey suggested that there could also be a significant difference in the level of service provided, especially in the event of an outage.

C. Nelson inquired about the service life of a replacement server as outlined in Option 1. Zac Harris explained that this type of server should provide 6-8 years of service. He discussed the importance of keeping the server under warranty after the manufacturers warranty expires; the warranty can then be extended out until end of life. Discussion ensued and additional questions were addressed. Present systems and servers were also discussed. C. Crawford inquired about a solid-state drive to which Harris explained are much more expensive; it is their opinion that the drives presented in the proposal are sufficient for the needs of the City.

C.A. Daykin noted that 6 years ago when they changed out the server at that time the cost was virtually the same as what is being proposed now, both for the hardware and implementation costs. He is not certain that the City is presently in a position to support the monthly costs for the additional service for the cloud solution at this time. Bailey noted that if at any time the City were interested in a cloud solution, there would still be a number of tests which would need to be done to ensure the speed and reliability of the internet service connection.

C. Crawford inquired about whether the fire station has their own server to which Harris explained that they do not; they have a workstation only. C.A. Daykin explained that the fire department employees have been converted to Dundee City email addresses though otherwise are not utilizing the City server. Public works does have a VPN connection because they do access the software on the server; the fire department does not have a need to access the server.

C.A. Daykin explained his desire that Council review the different options available for replacing the server. He discussed that this cost was not included in this year's budget. C.A. Daykin requested Council's opinion on whether the City should accept the risk and budget this item for next year, or proactively address it at this time by using contingency in the general fund to complete the project this year. C.A. Daykin suggested that this could be further discussed in New Business to which M. Russ voiced support of.

C.A. Daykin discussed that presently the City is on a time & materials basis in terms of IT support with Blackpoint, and the movement is going to managed services. Bailey referenced the proposal beginning on page 9 of the agenda packet. He discussed the T & M method presently used for billing the City of Dundee for IT services. Bailey discussed the IT managed services option and coverage as well. He highlighted the advanced security benefit provided in this option as shown on page 12 and discussed the potential benefits of this in detail. Bailey pointed out that the managed services option would also provide that a consultant would come in on a proactive basis once a quarter to evaluate things proactively so that budgeting could be done more easily and more regularly. Baily explained that historically the City of Dundee has been spending substantially less on a T & M basis than the cost of the managed services option, though he discussed some of the additional benefits in moving to a fully managed solution.

C. Svicarovich inquired about ordering materials for a new server and whether there is a timeline for those materials to arrive. Bailey discussed that the physical parts for the new physical server

itself are not difficult to acquire. He noted that a timeline has also been included for estimated completion at the bottom of page 4 in the agenda packet.

## **Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, June 16, 2020, and Item 5.2 Public Works Quarterly Report. **The motion** passed unanimously.

## **Old Business**

### **SCA 2021 Grant Application – Myrtle Street**

C.A. Daykin reviewed the information contained in his agenda report beginning on page 23 of the agenda packet. He discussed that if sidewalk improvements are desired on both blocks it would probably make more sense to complete the work as one project instead of two separate LIDs. He discussed that due to the fact that this neighborhood does have preexisting sidewalks, City Staff recommend that if an LID is desired, to consider only assessing 50% of the costs (as opposed to areas that do not have sidewalks being assessed 100% of the cost of new sidewalks). C.A. Daykin explained that if Council is inclined to move forward with this, those affected in the public would be provided the opportunity to attend a future City Council meeting to discuss these policies with the City Council also; this would be part of the hearing process for the LID. C.A. Daykin discussed City Staff concerns related to the COVID-19 pandemic and potential impacts to gas tax revenues. He discussed the more cautious approach in committing funds with the SCA grant application as recommended by Staff, and suggested that Council could still revisit the possible inclusion of sidewalks with the Myrtle Street improvements following review of the Street CIP Fund status in April 2021. Discussion ensued C. Crawford inquired about the number of houses impacted by a LID to which C.E. Reid confirmed to be 14. C. Adlong inquired about the potential LID cost per house. C.A. Daykin referenced the cost estimates provided on page 25 of the agenda packet and reviewed that the cost would be approximately \$2325.68 per lot. C.A. Daykin explained that design issues can be discussed at a later date if the City is indeed awarded the grant. With regard to a LID, C. Adlong inquired about how many years that is typically amortized with property owners to which C.A. Daykin affirmed to be 10 years. The consensus of Council was to move forward with the SCA grant application without the inclusion of sidewalks.

### **PERS Side Account**

C.A. Daykin discussed his agenda report beginning on page 27 of the meeting packet. He expressed concern with the General Fund and noted the increased costs associated with the additional fire department staffing costs as well as the investigation costs regarding the claim; these costs are not yet ending though will end soon at a higher than anticipated cost. C.A. Daykin also pointed out that potential file server costs would impact the General Fund as well. He explained that even with a contribution amount of \$300,000 the City would still be receiving a good return on investment. **A motion** was made and seconded directing the City Administrator to make payment of \$300,000 to a PERS Side Account established for the City of Dundee effective August 1, 2020. **The motion** passed unanimously.

### **CWSRF Loan Amendment**

C.A. Daykin discussed the information provided in his agenda report on page 31 of the meeting packet. He highlighted the lower interest rate as well as discussed additional advantages to the proposed loan amendment. **A motion** was made and seconded to authorize the City Administrator to request DEQ to prepare an amendment to CWSRF loan No. R29650 waiving the loan reserve and reducing the interest rate. **The motion** passed unanimously.

## New Business

### LOC 2021 Legislative Agenda Priorities

Council briefly discussed some of their opinions on the legislation priorities list. The consensus of Council was to each select their top 5 choices, rank their first choice, and then submit their selections to C.A. Daykin for compilation.

### ODOT Temporary Easement Request

C.A. Daykin explained that the easement request is regarding a small piece of property across from Eighth Street, a portion of the sidewalk plantar strip area. ODOT needs to complete work in this area installing some new stormwater facilities. Discussion ensued. It was noted that this is a temporary easement request only and will terminate once the work is completed. C.E. Reid discussed that the City has a storm inlet by the driveway in front of the fire station. He explained that the contractor who built the fire station made a unique connection to the storm system and a 2-foot manhole was then placed to jog the line over to get to the new storm inlet; ODOT will be fixing this issue and will need some additional workspace in that area. It was noted that ODOT is being conservative in their two-year request; it is their hope that the work will be completed within one season. C.A. Daykin pointed out that this proposal is based on a calculation of just compensation for the temporary easement of \$900. He explained that if the City wishes to simply donate the easement there is a different path that would need to be taken to elect that option. **A motion** was made and seconded to adopt **Resolution No. 2020-12**, a resolution accepting the State's offer of compensation for a temporary easement from the City of Dundee and authorizing the Mayor and City Recorder to execute the temporary easement document. **The motion** passed unanimously.

### Computer System Proposals

M. Russ voiced support of conducting research and obtaining additional proposals. He explained that he is comfortable continuing for the time being with the sever in place at this time though acknowledged that there is always a risk. Discussion ensued. C. Adlong voiced that she feels it is important that the computer system operates properly as it is a core function of the City. She voiced support of moving forward with Option 1 at this time. C. Adlong discussed the importance of making sure the computer equipment works property and that there aren't unanticipated problems that arise that cost the City more than a new server would cost. C. Kelly voiced concern that the proposal seems costly and perhaps a bit overly excessive with seven different 16GB RAM modules. C. Weaver suggested that perhaps some of that could be attributed to what is built in for the future though it was noted that this still seems excessive. C. Nelson voiced support that the server be addressed in the short-term over the next couple of months rather than waiting. C.A. Daykin offered that since he has no way of understanding how to write the specifications, he could invite different firms in to assess the needs of the City. He explained that if the City departs from Blackpoint, a new IT consulting firm would also likely be needed. Discussion ensued. M. Russ expressed concern about Blackpoint IT stating they would lean on a vendor for diagnostics, and suggested that they should be able to perform diagnostic work. C. Weaver inquired about whether C.A. Daykin has been satisfied with the services provided by Blackpoint IT to which he affirmed; they have been very responsive to the needs of the City and there have been no complaints pertaining to performance. C.A. Daykin reviewed some of the services which have been provided by Blackpoint IT. M. Russ suggested that when obtaining quotes, a consultant should be invited in to evaluate the equipment already in place to assist them in providing us their recommendation and proposal. C. Weaver inquired about whether current remote connections (for employees working off-site) are working well and would this be improved with a new server or stay the same. C.A. Daykin wasn't aware of it impacting that dynamic in any way; things seem to be working well right now. Discussion ensued. C. Crawford pointed out that the internet capacity of the proposed new server is approximately 10

times the capacity of the present system which would help the VPN remote access quite a lot. C.A. Daykin discussed that Staff will begin investigating other vendors and try to set up a process to solicit proposals.

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

C. Weaver and C.A. Daykin attended a recent update meeting about the Fire Service Study with the consultants. C.A. Daykin discussed that although it wasn't all that informative, by early August a complete draft will be available for the various agencies to review, bring back any kind of edits/changes, then a final draft will be prepared and provided along with a presentation at various locations to include the elected officials. C. Weaver explained that the consultants indicated that they are dealing with approximately 10 fire agencies across the County; they have received a very good response from everyone involved. C. Weaver noted that McMinnville Fire will likely fund any additional costs associated with the Study. He also stated that he anticipates that some very positive ideas with some good possibilities will be shared. C.A. Daykin explained that the consultants indicated that they have had over 80% positive responses from the rank and file members and board members regarding investigating the opportunities. C. Weaver voiced support of evaluating the results of this Study before considering any other options.

With regard to the proposed change of security for the DEQ Loan, C. Crawford inquired about the fact that it is based on the assets of the City; if the fire station all of a sudden wasn't an asset would that impact the loan? C.A. Daykin discussed that though it is indeed an asset, a change of that nature would not affect the loan.

### **Mayor's Report**

M. Russ requested a status update on the investigation. C.A. Daykin discussed that the investigator has completed all of the interviews other than he's supposed to be making contact with C.A. Daykin for some follow-up questions. C.A. Daykin explained that he spoke with the City Attorney today; he does expect to receive a report from the investigator by the end of this week. C.A. Daykin indicated that he would advise M. Russ when things are nearing that point and then the availability for a special meeting can be discussed. Regarding BOLI, C.A. Daykin discussed that a continuance has been requested and the City is still in that same holding pattern.

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

C.A. Daykin provided new information following the presentation provided by Gary Eastland, Hagan Hamilton, with regard to the increased Worker's Comp premium. He explained that they did finally receive a quote back from SAIF which they acted upon. C.A. Daykin reviewed that the premium had increased to \$50,000+ for the annual premium. A new premium with SAIF beginning August 1, 2020 (and prorated to an 11-month term as compared to a 12-month term) is \$23,348, a significant savings for the City. M. Russ inquired about whether the City participates in any in-house training programs which might help keep the rate down. C.A. Daykin explained that CIS has provided some assistance in that area though he is unsure what SAIF provides in that area. He discussed that there has not been a lot of training in recent years, though representatives from CIS used to come up and help assist the Safety Committee do audits or walk-throughs of various facilities and procedures. M. Russ discussed that he is fairly certain the SAIF does have videos or other programs which the City could participate in. C.A. Daykin pointed out that one thing that is different with SAIF is that the City will be providing them quarterly review of actual salaries and the premium will be adjusted based on that actual information, whereas with CIS an audit is completed at the end of each year with an adjustment the following year.

Regarding utility billing, C.A. Daykin discussed that 16 doorhangers were placed with the majority of those customers making contact and arrangements for payment though there are still 4 accounts which have not yet done so. The consensus of Council is to hold off on implementing

water shut offs at this time with a discussion to be held again at a future meeting. C. Crawford pointed out that if Congress were to extend the unemployment boost that would sway his decision, though if they don't elect to do so that would also sway his decision; if unemployment is not extending some customers may have a lot of difficulty in making the payments.

The consensus of Council was to move forward utilizing the ZOOM meeting platform for the time being. C. Svicarovich shared that she had heard that one item to pass in the last session was that the State was allowing continuation of virtual public meetings through the duration of the State of Emergency, however long it continues to be extended, with 60 additional days provided after the State of Emergency ends.

### **Public Comment**

None.

The meeting was adjourned at 8:13 P.M.

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David Russ, Mayor

Attest:

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Rob Daykin, City Administrator/Recorder



# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: July 21, 2020  
Re: Furioso Vineyards Water Agreement

Council approved a request for City water from Furioso Vineyards at the May 19 meeting pending additional consideration of a special fee to assist with future improvements to the Fairview/Worden Hill water main. Furioso Vineyards is located outside of the City limits at the intersection of Worden Hill Road and Fairview Road and the Council decision recognized the hardship imposed by the Health Authority's order to cease using the existing well for the tasting room customer use. The basis of the special fee will be similar to the approach previously used for Roy Winery and Bergstrom Winery improvement projects, both located next to the Worden Hill water main. In those cases additional requirements for fire suppression were imposed as a condition of development approval by the County and in lieu of those properties installing their own water storage and pump facilities, they negotiated payment of a fee to the City representing the cost difference between their respective private improvements and the cost of installing hydrants and upsizing the water main to serve their fire suppression needs.

The other consideration discussed at the May 19 meeting involved the City's requirement to ensure adequate contact time and appropriate residual levels from where chlorine is injected into the water at the booster pump station until it reaches the first customer. At that time, the City was working with a consultant to conduct the test and calculate the results for submittal to OHA, but the location was farther down stream from where Furioso Vineyards would connect. The City did receive approval to change our testing location upstream from Furioso Vineyards and the work was completed on July 10. Preliminary results appear to confirm the adequacy that revised location for satisfying OHA requirements.

Furioso Vineyards previously looked into drilling a new well, which was estimated at \$26,383. With the installation of a pump and related improvements, the total cost is estimated at \$30,400. Net against this would be the cost for connecting to the City's water main which includes the water SDC of \$6,603 based on a 3/4 x 5/8 inch meter and the actual cost of connection (tap/service line/meter box/meter) based on time and materials. While the cost of connection and installing a new meter will vary based on site characteristics, a similar connection on the Worden Hill Road water main last year was about \$1,500. Based on the difference in the private improvement cost estimated at \$30,400 and the costs of connecting to the City water main estimated at \$8,100, staff supports assessment of a special fee in the amount of \$22,300. Furioso Vineyards also requested that they be permitted to pay the special fee in twelve monthly installments. An installment payment plan can be easily accommodated with the

monthly water use bill. Dominique Mahé will be attending the July 21 meeting to address questions regarding this proposal from the Council.

Recommendation: Council motion to approve the imposition of a special fee to Furioso Vineyards in the amount of \$22,300 that is in addition to the SDC fee and actual connection costs to the City water main, and to authorize the payment of the fee in twelve monthly installments.

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**schneiderwater.com**

PROPOSAL TO:

Furioso Vineyard

DATE: September 5, 2018

site: 8415 NE Worden Hill Rd, Dundee, OR

Tax lot 2200

Item No.	DESCRIPTION	Unit	Estimated Quantity	Unit Price	Estimated Amount
<b>6" STEEL CASED &amp; PVC LINED - ROTARY DRILLED WELL</b>					
1	Mobilization & demob. of equipment, 1 hr yield test with air or bailing, disinfect & well log	Lump Sum	1	\$ 900.00	\$ 900.00
2	Furnish & install seal(s) and/or filter pack / filler (charged for depth to bottom of lowest seal or pack)	FT.	200	\$ 49.00	\$ 9,800.00
3	Drilling charged from ground level	FT.	400	\$ 22.00	\$ 8,800.00
4	Furnish & install 6"/5" steel casing	FT.	202	\$ 24.00	\$ 4,848.00
5	Furnish & install 4" PVC liner from ground level	FT.	220	\$ 7.00	\$ 1,540.00
6	Furnish 6" telescope size stainless screen-5 Ft. Lengths	EA.	0	\$ 590.00	\$ -
7	Furnish steel liner (installation is hourly)	FT.	0	\$ 22.00	\$ -
8	Other materials (e.g. cement for abandonment and/or to control sloughing, backfill mat'l, shoe, packer, well head, defoamer, erosion control, bell reducer, misc., etc.)	As Req'd	\$ 17.50	Cost / .7	\$ 25.00
9	Hourly work (e.g. downhole perforating, development, testing, abandonment, placing and/or drilling out cement or backfill, screen/steel liner installation, PVC liner placement below ground level, install-operate-remove test pump, hydrofracturing, shoe cutting, etc.)	HR.	0.5	\$ 490.00	\$ 245.00
10	Hourly labor for work not requiring rig on site (e.g. erosion control setup, maintenance, removal; cuttings or drill fluid removal, etc.)	HR.	0	\$ 100.00	\$ -
11	Start Card Fee - \$225.00 ea. if provided in advance, payable to Water Resources Dept.; otherwise \$300.00	Lump Sum	1	\$ 225.00	\$ 225.00
Note: WRD will also send a bill for exempt well fee (~\$300). TOTAL WELL ESTIMATE					\$ 26,383.00

**SEI TERMS - 5/1/12 apply and copy received. Parties agree that all terms are conspicuous.**

\*Above prices are based on stable rock being continuous below initial rock contact. Should that not be the case, Schneider Water Services may elect to utilize an underreaming casing advancement system with an additional \$1450.00 mobilization charge and an additional \$21.00 per foot drilling charge applicable. Other methods (e.g. install & remove temporary casing; cement & redrill) may be utilized, also with added costs (e.g. time & material per above items).

Proposal good for 30 days except steel items and government fees which are subject to change without notice.

Accepted by: \_\_\_\_\_

Prepared by: Steve Schneider, V.P.

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Schneider Water Services

Furioso Vineyard 6"ND



**RESOLUTION NO. 2020-13**

**A RESOLUTION OF THE CITY OF DUNDEE  
AUTHORIZING AMENDMENT NO. 4 TO CLEAN WATER STATE REVOLVING FUND (CWSRF)  
LOAN AGREEMENT NO. R29650 WITH THE OREGON DEPARTMENT OF ENVIRONMENTAL  
QUALITY**

The City Council (the "Council") of the City of Dundee (the "City") finds:

A. The Oregon Department of Environmental Quality (DEQ) has approved the City's application for financial assistance of construction of wastewater treatment facilities from CWSRF and agreed to make a loan to the City on the terms and subject to the conditions provided in the CWSRF Loan Agreement No. R29650 executed on December 29, 2010.

B. Loan Agreement No. R29650 has been previously amended three times resulting in a semi-annual principal and interest repayment schedule over a 20-year period for a loan amount of \$9,700,000 at 2.65% interest and a loan reserve requirement of \$315,244.

C. Following consideration of the City to refund or modify the terms of the CWSRF loan, DEQ offered Amendment No. 4 to change the revenue based pledge on sewer utility net operating revenues to repay the amounts due under the loan agreement to a pledge of full faith and credit of the City.

D. Amendment No. 4 deletes the loan reserve amount, reduces the annual interest rate to 2.15%, and revises Appendix A: Repayment Schedule to the Loan Agreement no. R29650.

E. Council has met at a properly noticed meeting on July 21, 2020 to consider Amendment No. 4 to CWSRF Loan Agreement No. R29650.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Dundee as follows:

The Council approves Amendment No. 4 to CWSRF Loan Agreement No. R29650 between the State of Oregon acting by and through its Department of Environmental Quality and the City of Dundee, and hereby authorizes the City Administrator to execute Amendment No. 4.

PASSED this 21<sup>st</sup> day of July 2020.

APPROVED:

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

ATTEST:

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



**CLEAN WATER STATE REVOLVING FUND  
LOAN AGREEMENT NO. R29650  
AMENDMENT NO. 4  
CITY OF DUNDEE**

This Amendment No. 4 to Loan Agreement No. R29650 (as amended "Loan Agreement") is executed between the STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT OF ENVIRONMENTAL QUALITY ("DEQ") and the City of Dundee (the "Borrower"), effective as of the Effective Date of Amendment indicated below. Capitalized terms used in this Amendment which are not defined herein shall have the meanings assigned to them in the Loan Agreement.

The purpose of this amendment is to substitute a General Obligation pledge for the existing Net Revenues pledge and to reduce the interest rate to 2.15%.

Date of Original Agreement: December 29, 2010.  
Effective Date of Amendment No. 1: April 29, 2011.  
Effective Date of Amendment No. 2: September 9, 2011.  
Effective Date of Amendment No. 3: July 31, 2013.  
Effective Date of Amendment No. 4: August 1, 2020.

The parties agree as follows:

1. ARTICLE 1(G) is amended and restated as follows:

**(G) INTEREST RATE:** Two and 15/100 percent (2.15%) per annum. Calculation of interest is also discussed in ARTICLE 2(E) and in ARTICLE 2(F)(4) of this Agreement.

2. ARTICLE 1(J) is amended and restated as follows:

**(J) PLEDGE:** The Borrower hereby pledges its full faith and credit and taxing power (collectively "Revenues") within the limitations of Article XI, Sections 11 and 11b, of the Oregon Constitution to pay the amounts due under the Loan Agreement. The Loan Agreement shall be payable from all legally available funds of the Borrower.

The Borrower covenants with DEQ and any assignee of this Agreement that except as otherwise expressly provided herein, the Borrower shall not issue any other obligations which have a pledge of the Revenues without the written permission of DEQ. The Borrower may, upon prior written notice to DEQ, issue obligations that have a pledge or lien on specific sources of revenues.

3. The second sentence of ARTICLE 5(C)(1) is amended and restated as follows:

“The Loan Reserve Requirement is Zero (0.00).”

4. The attached “Appendix A: Repayment Schedule” replaces the current “Appendix A: Repayment Schedule”.

Except as expressly amended above, the terms and conditions of the Loan Agreement shall remain in full force and effect.

**BORROWER: CITY OF DUNDEE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OREGON ACTING BY AND THROUGH ITS  
DEPARTMENT OF ENVIRONMENTAL QUALITY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Justin Green  
Water Quality Administrator

**APPENDIX A: REPAYMENT SCHEDULE**

Due Date	Pmt#	PAYMENT				Principal Balance
		Principal	Interest	Fees	Total	
						9,700,000
5/1/2013	1	0	125,898	0	125,898	9,700,000
11/1/2013	2	191,574	128,525	24,250	344,349	9,508,426
5/1/2014	3	194,112	125,987	0	320,099	9,314,314
11/1/2014	4	196,684	123,415	23,286	343,385	9,117,630
5/1/2015	5	199,290	120,809	0	320,099	8,918,340
11/1/2015	6	201,931	118,168	44,592	364,691	8,716,409
5/1/2016	7	204,607	115,492	0	320,099	8,511,802
11/1/2016	8	207,318	112,781	42,559	362,658	8,304,484
5/1/2017	9	210,065	110,034	0	320,099	8,094,419
11/1/2017	10	212,848	107,251	40,472	360,571	7,881,571
5/1/2018	11	215,668	104,431	0	320,099	7,665,903
11/1/2018	12	218,526	101,573	38,330	358,429	7,447,377
5/1/2019	13	221,421	98,678	0	320,099	7,225,956
11/1/2019	14	224,355	95,744	36,130	356,229	7,001,601
5/1/2020	15	227,328	92,771	0	320,099	<del>6,774,273</del>
8/1/2020			45,249	0	45,249	6,774,273
11/1/2020	16	223,843	36,711	33,871	294,425	6,550,430
5/1/2021	17	235,386	70,417	0	305,803	6,315,044
11/1/2021	18	237,916	67,887	31,575	337,378	6,077,128
5/1/2022	19	240,474	65,329	0	305,803	5,836,654
11/1/2022	20	243,059	62,744	29,183	334,986	5,593,595
5/1/2023	21	245,672	60,131	0	305,803	5,347,923
11/1/2023	22	248,313	57,490	26,740	332,543	5,099,610
5/1/2024	23	250,982	54,821	0	305,803	4,848,628
11/1/2024	24	253,680	52,123	24,243	330,046	4,594,948
5/1/2025	25	256,407	49,396	0	305,803	4,338,541
11/1/2025	26	259,164	46,639	21,693	327,496	4,079,377
5/1/2026	27	261,950	43,853	0	305,803	3,817,427
11/1/2026	28	264,766	41,037	19,087	324,890	3,552,661
5/1/2027	29	267,612	38,191	0	305,803	3,285,049
11/1/2027	30	270,489	35,314	16,425	322,228	3,014,560
5/1/2028	31	273,396	32,407	0	305,803	2,741,164
11/1/2028	32	276,335	29,468	13,706	319,509	2,464,829
5/1/2029	33	279,306	26,497	0	305,803	2,185,523
11/1/2029	34	282,309	23,494	10,928	316,731	1,903,214
5/1/2030	35	285,343	20,460	0	305,803	1,617,871
11/1/2030	36	288,411	17,392	8,089	313,892	1,329,460
5/1/2031	37	291,511	14,292	0	305,803	1,037,949
11/1/2031	38	294,645	11,158	5,190	310,993	743,304
5/1/2032	39	297,812	7,991	0	305,803	445,492
11/1/2032	40	445,492	4,789	2,227	452,508	0
TOTALS		9,700,000	2,696,837	492,576	12,889,413	

*(To be updated)*

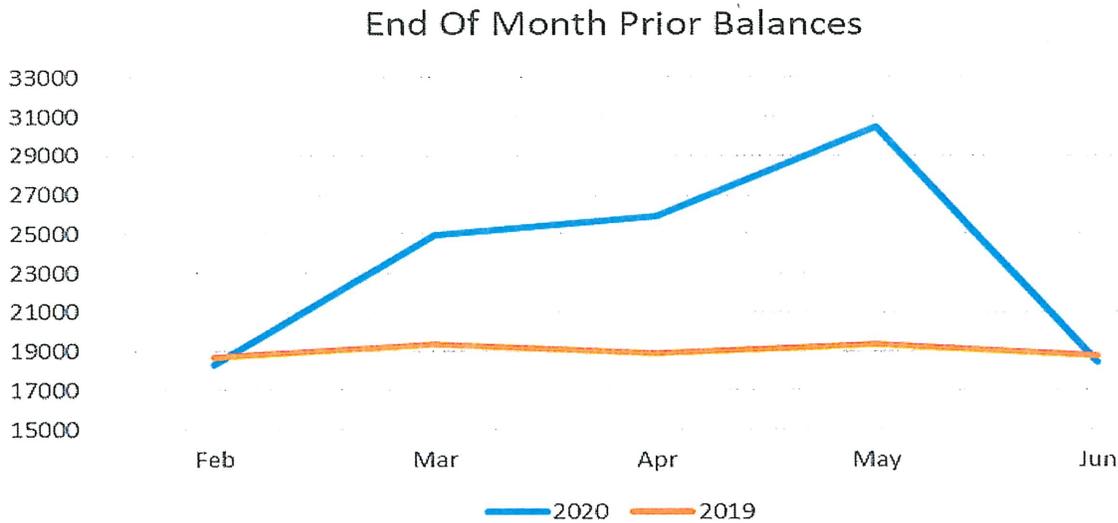


# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: July 21, 2020  
Re: Utility Billing Delinquency Procedures

As reported earlier, about 35 accounts were placed on a 6-month payment arrangement plan in May have been following through with their commitment. As of July 16 about 14 accounts are delinquent, but I expect most will pay after the 20<sup>th</sup> of the month. Of the 16 accounts that we placed special doorhangers last month requesting the customer to contact the billing clerk, we still have 2 that have not responded and will be on the shut off list. Staff recommends easing back into the delinquent account collection process with the placement of the 24-hour shut off notice, but not charge a fee (normally \$25). Also, shut off water service to the accounts that do not respond to the 24-hour notice but do not charge a fee for restoration of service (normally \$20) once we have a commitment from the customer for payment.

The “hump” of past due amounts that grew substantially during the earlier phases COVID response to reduce opportunities for spreading the virus has declined as depicted below.



Staff is seeking direction from Council regarding the collection of delinquent utility accounts.



# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: July 21, 2020  
Re: Upland Drive Reservoir Fencing

PW Supervisor Simpson recommends additional measures to secure access to the Upland Drive water reservoir. The roof vent and hatch have been improved to deter tampering and unauthorized entry; however, best practices also recommend perimeter fencing. The existing zoning designation of residential limits the fence height to 4 feet placed in the front yard setback which in this case is the area located between the reservoir and Upland Drive. Also, barbed wire is prohibited except fences topped with barbed wire are allowed in the agricultural and public zones.<sup>1</sup> Although, the placement of anti-climb spikes or other similar deterrents mounted on the reservoir structure are not necessarily a “fence”. *Note: There is no height limit on fences located in the public zones.*

I discussed land use options with City Planner Jim Jacks for the installation of a fence of a suitable height around the reservoir, including a variance application and zone change to P – Public. The preferred course of action would be the zone change since the long-term use of the property will continue to play a vital role for water storage due to its elevation and size to accommodate a larger reservoir.<sup>2</sup> Another option would be to amend the text of DMC 17.20.050 to provide an exemption to the fence standards for certain uses, such as water reservoirs. Attached is a memo from PW Supervisor Simpson proposing the installation of an anti-scalable ornamental fence on the roof perimeter of the concrete reservoir.

We wish to get feedback from the Council on the proposal to provide additional security to deter persons from climbing onto the roof of the concrete reservoir.

---

<sup>1</sup> DMC 17.202.050.A – “Fences and walls shall not be constructed of nor contain any material that could cause bodily harm, such as barbed wire, broken glass, spikes, electric or any other hazardous or dangerous materials; this includes link fencing with barbed ends at the top or sides; except fences topped with barbed wire are allowed in agricultural and public zones.

<sup>2</sup> By definition in the Dundee Development Code, a water reservoir is considered a “local utility”. However, that use appears to be inadvertently omitted from the Zoning Use Table and needs to be corrected otherwise water reservoirs are not a permitted use in Dundee.



To: City Council  
From: PW Superintendent Simpson  
CC: Rob Daykin  
Date: 7/10/2020  
Re: Upland Dr. Reservoir Fencing

---

Comments: One of the items from the inspections was the lack of fencing to help secure the reservoir.

Our options are limited due to zoning restrictions of what type of fence we can install, other issues with this reservoir on the uphill side is that on its 4ft off of the ground and very close to the roadway which makes for easy access to climb onto, we have noticed activity on the tank, nothing too malicious as of yet, but is still cause for concern.

Another point is that if someone were to get up on the tank and fall, they could be injured.

Due to the proximity of the tank to Upland Dr, approximately 10 feet or so, a perimeter fence wouldn't really work due to landscaping and set back needs.

Thoughts were to install a "crown" on the tank with a gate for maintenance needs using an anti-scalable ornamental fence that aesthetically pleasing and a deterrent to climbing onto the tank.

The cost for this fence is estimated to be around 30-40 dollars per foot and total between \$6100-8200 for budget purposes, noting I'm not asking for a project now, but possibly in next year's budget with thoughts and discussion from the council on what other options we could use to secure our water supply tank.



It is noted in the 11/13/2002 "Association of State Drinking Water Administrators" and the "National Rural Water Association's" Security and Vulnerability Self-Assessment Guide for Small Water Systems" that water storage facilities are to be secured.

I've included pictures and measurements of the tank and a brochure of the fencing that could be used.

Chuck Simpson  
PW Superintendent

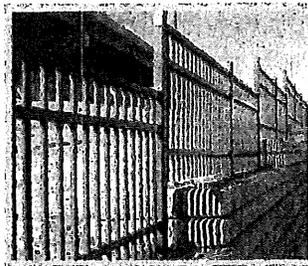
A handwritten signature in black ink, appearing to be "CS", written over the printed name and title.

# MONTAGE II<sup>®</sup>



## ***INDUSTRIAL ORNAMENTAL STEEL FENCE***

*Built for strength yet a penchant for beauty, Montage II is an industrial weight steel fence that delivers on both levels. Superior welding techniques create a profile that lends itself to landscaping design while maintaining a level of perimeter security that is unmatched.*



PRIMARY APPLICATIONS

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- ▼ ***Government Facilities***
- ▼ ***Airports***
- ▼ ***Water Treatment & Storage***
- ▼ ***Public Housing Authorities***
- ▼ ***Parks & Recreation***
- ▼ ***Stadiums & Event Centers***
- ▼ ***Schools & Universities***
- ▼ ***Hospitals***



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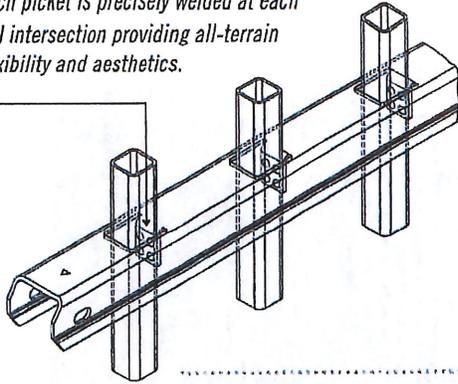
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Each picket is precisely welded at each rail intersection providing all-terrain flexibility and aesthetics.



## STYLE OPTIONS



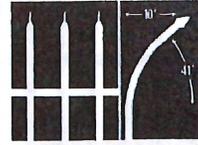
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## PROFUSION WELDED STEEL



All Montage fence panels are fabricated using Ameristar's ProFusion welding process. This technique combines laser and fusion technology to create a virtually invisible structural connection at every picket to rail intersection. Unlike typical aluminum fence systems that are held together with unsightly screws, the ProFusion weld used with Montage promotes a "good neighbor" profile with sleek lines and no exposed picket to rail fasteners. When compared to aluminum fencing, Montage's welded steel construction is unmatched in strength and durability.



## E-COAT™ PROTECTIVE FINISH

Montage galvanized steel framework is subjected to a multi-stage pre-treatment/wash (with zinc phosphate), followed by a duplex cathodic electrocoat system consisting of an epoxy primer, which significantly increases corrosion protection, and an acrylic topcoat, which provides the protection necessary to withstand adverse weathering effects. This process results in years of maintenance-free ownership.



## 20 YEAR LIMITED WARRANTY

The Montage families of fencing products are manufactured from superior quality materials by skilled craftsmen with the highest standards of workmanship in the industry. Ameristar is confident in offering Montage with a 20 year limited warranty.



## DOMESTIC MANUFACTURING

Ameristar is committed to providing products that are manufactured in the USA. We have made significant investments in technology, process improvement, and employee training in an effort to secure American jobs and combat inferior import products.

#9790 | REVISED 05/2014

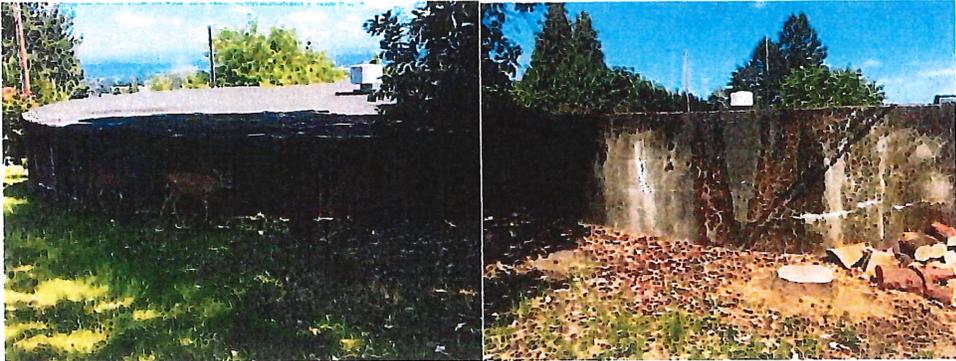


FENCE PRODUCTS

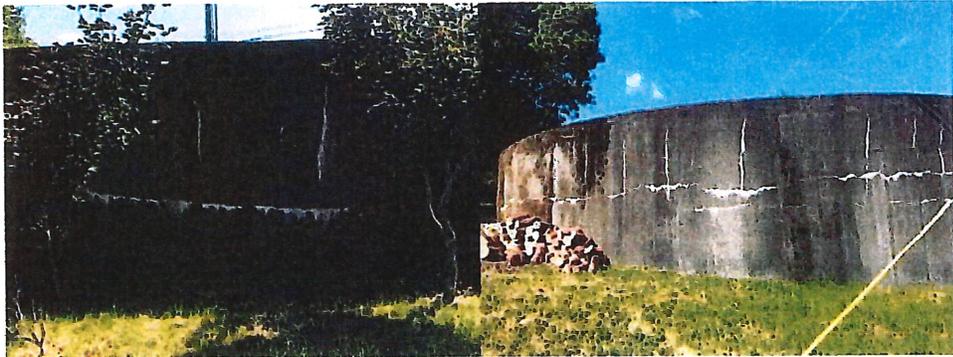
TO PLACE YOUR ORDER CALL 888-333-3422

VISIT AMERISTARFENCE.COM

Lowest side of reservoir 4-7ft



Halfway points 7-10ft



Highest points 12-14ft





# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: July 21, 2020  
Re: City Website Update Agreement

Attached is the Service & License Agreement with GovOffice for deployment and support of a new, refreshed website for the City of Dundee. As discussed at the Budget Committee, the proposal is fixed cost of \$2,533 per year for three years. The total cost over three years is \$7,600 and includes non-recurring design costs in the amount of \$4,900 and annual costs of hosting, maintenance, security, and support at \$900 per year. The first annual installment was included in the State Shared Revenue Fund budget for FY 2020-21.

GovOffice was founded as a public-private partnership with the International City-County Management Association and specializes with local and state governments. GovOffice joined with Avenet which was the firm that the City used to develop its current website and is now hosted and supported by GovOffice. We are eager to begin this project to improve the navigability of the City's website and provide more content.

Recommendation: Motion to accept the proposal from GovOffice for development of a new City of Dundee website and to authorize the City Administrator to sign the Service & License Agreement.



# GOV OFFICE

June 16, 2020

Dear Melody,

Thank you for choosing the 3-Year Budget Payment Plan for implementation and service of a new City of Dundee website.

The steps to begin are as follows:

- 1) **Client**—Please initial and sign the Service & License Agreement.
- 2) **Client**—E-mail the signed copy to me at [mike@govoffice.com](mailto:mike@govoffice.com).
- 3) **GovOffice**—An invoice for Year 1 will be generated by Billing, and I will e-mail it to you.
- 4) **GovOffice**—Scott Ploehn, Implementations Manager, will e-mail you with the next steps pertaining to Training & Technical Support, Graphic Design, and Content Services.
- 5) **GovOffice**—The Agreement will be signed by GovOffice, and I will e-mail it to you.

We look forward to getting started, and we will work hard over the next 3 years to earn your business again in 2023.

**Thank you for being a GovOffice client!**

Sincerely,



Mike Chaloupka  
Regional Sales Manager  
612-617-5709  
[GovOffice.com](http://GovOffice.com)  
[mike@govoffice.com](mailto:mike@govoffice.com)

<b>Client</b>	City of Dundee, Oregon	<b>Vendor</b>	GovOffice LLC
<b>Address</b>	P.O. Box 220, 620 SW 5th Street	<b>Address</b>	2112 Broadway Street NE, Suite 250
<b>City, State, Zip</b>	Dundee, OR 97115	<b>City, State, Zip</b>	Minneapolis, MN 55413
<b>Phone</b>	503-538-3922	<b>Phone</b>	612-617-5700
<b>URL</b>	dundeecity.org	<b>Fax</b>	612-617-5701
<b>Population</b>	3162	<b>Federal Tax ID</b>	83-1147199
<b>Contact</b>	Melody Osborne	<b>URLs</b>	govoffice.com help.govoffice.com
<b>Phone</b>	503-538-3922, ext. 0	<b>E-mail</b>	info@govoffice.com
<b>E-mail</b>	melody.osborne@dundeecity.org	<b>Salesperson</b>	Mike Chaloupka

## Terms & Conditions

This Agreement, dated June 22, 2020 ("Effective Date"), is by and between GovOffice LLC, d/b/a GovOffice ("GovOffice") and the City of Dundee, Oregon ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

## Deliverables

GovOffice will deploy a website for Client that includes all functionality and services as defined in *Exhibit A: Project Deliverables*, attached hereto.

## Additional Services

Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. \_\_\_\_\_

Please  
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## Billing & Payment Terms

Upon execution of this Agreement, GovOffice will provide an invoice for **Year One charges of \$2533** (effective date – November 2021) which will be due within 30 days of receipt.

**Year Two (12/21 – 11/22) and Year Three (12/22 – 11/23) charges of \$2533 per year** for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.

After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

## Agreement Renewal

Client may renew this Agreement for an additional 3 year period at an annual rate of **\$2533** and is eligible to receive again all deliverables (or other services with an equal value) as presented in Exhibit A with said renewal.

Either party may terminate the Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.

In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years as this Agreement, including a repeat of services at the same or comparable level of service as that described in Exhibit A.

Client may terminate this Agreement prior to the completed three (3) year term by providing written notice to GovOffice and by providing full payment for the entire remaining balance of the total dollar value of this Agreement within 30 days of termination.

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### Additional Terms & Conditions

Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at [www.govoffice.com/terms](http://www.govoffice.com/terms).

GovOffice strives to complete all activities surrounding a Client’s implementation (online training, graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment of the website by or on any date.

### Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

**CLIENT**

**GOV OFFICE LLC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**Eric Johnson**  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**General Manager**  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## EXHIBIT A: PROJECT DELIVERABLES

### Service

#### Hosting, Maintenance, Security, Support

- License of GovOffice Content Management System (CMS) software,
- Unlimited bandwidth & Website hosting up to 4 GB of file uploads,
- Unlimited toll-free technical support for staff,
- Unlimited online training of GovOffice CMS software for staff,
- Access to Help.GovOffice.com website; includes CMS video tutorial library,
- Daily backups of stored website content and design files,
- Maintenance of Web servers and their installed security systems,
- 24/7/365 editing for unlimited Site Admin users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Secure TLS (Transport Layer Security) public website,
- DDoS (Distributed Denial of Service) protection,
- Upgrades of base GovOffice CMS (no downloads necessary)

#### GovOffice Content Management System (CMS)

- Ability to limit access and administrative permissions to each user on the system and to add Groups of users
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site/ Live Page features allows users to switch between the website and Site Admin within one browser window
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users; Update History shows last edit date of all sections
- Flexibility to add, delete, turn on/ off, name, and order via drag & drop all navigation menu buttons
- Import, type, and format text
- Create unlimited number of links to internal pages and external websites
- Upload, resize, position, and caption photos

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- Quick Forms for questions, comments, and requests to be contacted by staff
- Upload audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including repeating events, in both list and true calendar displays
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on/ off, and remove sidebars and Promotions from any page
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live website
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions with Return to Top link
- Related links to associated websites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the website
- Last Edit stamp that shows the date on which any Web page was last updated
- Search engines on both the public and administrative websites
- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the website; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
- RSS feeds in from other news-related websites
- Friendly URLs (Section URLs) for all sections and sub-sections site-wide
- Meetings content type serves as a hub for all details surrounding a public meeting
- Google Analytics integration (site statistics)

## Design

### Value Level Responsive Website Design (RWD) Package

All creative and programming customizations will be based on the GovOffice Responsive framework and may include:

- Official logo and a basic color scheme that complements the Client's branding
- Custom font treatment for title graphic and slogan field (Web safe fonts only will be used)

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- Custom font treatment (one Web safe font only) for section titles, promotion titles, sidebar titles, item titles
- Basic styling (one color; no gradient) of Content Boxes on homepage (optional to use)
- Social media icons include Facebook, Twitter, Pinterest, YouTube, Instagram, LinkedIn, Blogger, Nextdoor
- Favicon (Favorites Icon) and Mobile Touch Icon (linked icon for home screens of tablets and smartphones)
- Basic Footer may include one custom color, the Client's official logo, if desired, and left justified text fields

Customizations will not be made to the following: function of the standard rollover/ drop down navigation menu system, the style or function of Search, the style of the social media icons, or inclusion of additional social media icons. Not included in this custom design project is development of an official logo for the Client or any enhancement to an existing official logo.

### **Image Slider**

The Image Slider will be programmed to appear on the homepage only. It will support up to 5 images uploaded by the Client on its administrative website. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Image Slider.

### **Quick Links Icons**

The Design Team will prepare up to 6 professional icons (to appear on a homepage sidebar) that may be used to promote focus areas of the website—for example: Agendas & Minutes, Contact Us. Arrangement and programming of the icons will be performed by way of the Homepage Setup process (see "Content").

### **Process of Value Level Responsive Website Design Package**

This project will be a 2 draft, 1 revision process whereby the GovOffice Design Team will create up to two static image drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 2) by the Client, GovOffice will further develop it with up to one round of revision before asking for final approval.

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## Content

### Complete Navigation Analysis & Restructure

Content professionals will analyze the entire site navigation menu and then organize and label up to 200 pages according to best practices of usability and information architecture for professional, Responsive website designs.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed.

Next a Test Site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make up to 3 rounds of revision before asking for final approval. Upon approval, the navigation menu restructure as shown on the Test Site will be built on the live, public website.

### Homepage Setup

Content professionals will assemble and organize the Client's current homepage content to conform to its Responsive design. The Homepage Setup includes:

- Formatting welcome text, if necessary
- Displaying news, events, calendars, etc. in a visually appealing way
- Using Sidebars, Promotions, and Content Boxes, if desired, to display related links, text, and images
- Uploading and arranging up to 5 images within the homepage Image Slider
- Uploading and arranging Quick Links Icons to a homepage sidebar
- Link to Accessibility Statement (provided by GovOffice; stock/ customizable; optional) on an interior section

-----Rest of page left blank intentionally-----

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Please  
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