



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

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

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

OCTOBER 15, 2019 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
5. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 5.1 City Council Minutes, October 1, 2019 Pages 1-10
Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Resolution No. 2019-12, Concrete Slab Floor Repair Pages 11-18
Action Requested
 - 6.2 Fire Station Tower Sealing Pages 19-20
Action Requested
 - 6.3 Urban Renewal Loan – Sewer Repair Pages 21-26
Action Requested
 - 6.4 Sewer Repair Quotes Pages 27-32
Action Requested
 - 6.5 Regional Fire Service Study Pages 33-66
Action Requested
7. New Business:
 - 7.1 Storm Water Regulation Amendment Pages 67-68
Discussion
 - 7.2 Resolution No. 2019-13, Supplemental Budget Pages 69-72
Action Requested

8. Council Concerns & Committee Reports
9. Mayor's Report
10. City Administrator Report
11. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
12. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
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 Pending Type II or Type III Land Use Applications:
 - 2.4.1 (none)
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. 571-2020
 - 5.2 Resolution No. 2019-14

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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October 1, 2019**

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City of Dundee
City Council Meeting Minutes
October 1, 2019

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ; Tim Weaver, Council President; Councilors Kristen Svicarovich, Jeannette Adlong, Storr Nelson, Ted Crawford, and Patrick Kelly. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Chuck Simpson, Public Works Superintendent; and Melissa Lemen, Administrative Assistant.

Public Attendance

Andy Wilder, 11995 NE Worden Hill Road; and Ryan Hess.

Agenda Changes

None.

Public Comment

Andy Wilder, 11995 NE Worden Hill Road, approached Council and requested an update about how sewer service can be restored at his commercial property located at 992 Highway 99W. C. Atty Ramis explained that City Staff and the City Attorney's office have looked into the issue and are well aware of it. He discussed that they are in progress of fashioning a solution for Wilder and indicated that a proposal will be provided to him shortly.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 Amended City Council Minutes, August 20, 2019, Item 5.2 City Council Minutes, September 17, 2019, and Item 5.3 Financial Report Ending August 31, 2019. **The motion** passed unanimously.

Old Business

Water/Sewer Charges Adjustment

M. Russ discussed that there are two provisions in the Municipal Code which allow for adjustments to City utility charges and each were reviewed. C.A. Daykin explained that neither of the provisions really apply to the current situation at 992 N. Highway 99W, though at a previous City Council meeting he recalled interest from the Council in still providing some sort of adjustment based on the unique circumstances which were experienced by the tenant and the property owner. C. Atty Ramis discussed his belief that the City indeed does have the authority to provide that type of adjustment; there is a potential claim against the City and there is also the ability to settle a claim. Additionally, he pointed out that an adjustment is something that the City could consider as part of a package of resolving the matter. C. Atty Ramis suggested that Council may want to meet in Executive Session to discuss the overall facts of the matter and decide what the elements are; Council could then potentially reconvene and a decision could be made this evening if Council elected to do so. C. Crawford pointed out that the property tenant paid the utility fees, not the property owner. C. Atty Ramis pointed out that ultimately an adjustment is a decision of the Council. The consensus of Council was to defer further discussion of the matter to Executive Session later this evening.

Niederberger Road Storm Water Improvement

C.E. Reid discussed the details of his memo dated September 26, 2019, noting that newer survey information shows a conflict with power poles and the recommended design change will increase the cost of the project. He explained that at this time the City is still awaiting approval from ODOT to spend the money on this project, though time is of the essence as we move into the rainy season. C.E. Reid did note that this ditch does dry out fairly fast following rain events. C.A. Daykin clarified that ODOT verbally approved the project as an amendment to the 2019 SCA grant agreement; however, the City can't award a contract or expend funds until there is an executed agreement. C.A. Daykin explained that the feeling is that it is eminent that the City will receive the agreement from ODOT and if Council desired to expedite matters rather than wait for the next City Council meeting, they could opt to authorize the City Administrator to sign following review and approval by the City Attorney.

C. Svcarovich pointed out that there could be potential cost savings if a pipe smaller than a 10 inch pipe were able to be installed to connect to the presumed storm drain located in the middle of the block between Charles Street and Myrtle Street. Though C.E. Reid supported that rationale, he pointed out that the City standard is a 10 inch pipe minimum to accommodate maintenance. It was noted that if the private pipe is determined to be inactive, there would be approximately 100 feet of 10 inch pipe which wouldn't need placed. C.A. Daykin explained that the private pipe is not in a public easement; it is not part of the public system and that the history of its construction is unknown. Discussion ensued and C.E. Reid stressed the importance of moving the storm facility improvements on Myrtle Street to avoid conflict with the power poles and to accommodate the future improvement of Niederberger Road to collector street standards in order and avoid relocation costs in the future. C. Svcarovich expressed concern about where things stand presently in the construction season, especially with regard to the changing weather; costs could escalate if dewatering or pumping were required in an open trench. C.E. Reid explained that his concern with dewatering is not as significant in this location because there is an outlet pipe in place presently that diverts flows to the other side of Niederberger before Charles Street; there would likely not be a lot of pumping costs. The consensus of Council was to move forward with reconfiguration of the design to avoid the utility conflicts so that the project can proceed without delay and video scope the existing private pipe to determine if it is necessary to accommodate it in the design.

New Business

No Parking Request – Fifth Street at Post Office

The school bus contractor requested continuation of the No Parking restriction next to the Post Office since the buses are three feet longer than last year and a vehicle parking there impedes the turning movements of the departing buses. C. Weaver expressed concern with posting a "No Parking" sign in the discussed area as it is his belief that it would not be followed closely; many parents stay in their vehicles during ingress and egress to the school which won't solve this problem. He explained that it is his belief that the key to helping the buses turn is to indicate "No Standing/Parking" in the area; and perhaps adding "On School Days". C. Adlong pointed out that there is plenty of parking for the post office in their parking lot; she does not feel the street parking is necessary and supported that removing it would be safer. Lengthy discussion ensued. C. Svcarovich discussed the importance of the school district also providing education outreach to the parents with regard to the change. M. Russ voiced support of a "No Standing/Parking" sign as C. Weaver suggested. C. Nelson suggested the possibility of painting a no parking zone on the road surface in addition to painting the curb to dissuade parking in the area. C. Weaver could not offer a solution for the parking and the drop-off/pick up difficulties at the school with the present arrangement. C. Nelson discussed the limitations given the parking lot configuration.

C. Svicarovich voiced that she is in favor of painting the curb and doing pavement markings with hash lines. She pointed out that presently the school district is looking at a bond to rebuild Dundee Elementary. She discussed that her hope is that when that occurs that a lot more focus will be placed on vehicle access by parents. C. Weaver discussed the complexities associated with enforcing the parking issue in this area. C.A. Daykin offered that he could discuss the issue with Sgt. Ronning to get his feedback as well. A motion was made and seconded to direct the extension of the No Parking area on Fifth Street next to the Post Office, following consultation with the local police department regarding appropriate sign placement, verbiage and pavement/curb painting. The motion passed unanimously.

Storm Water Drainage Report

C.E. Reid reviewed that there were recently a couple of really intense storm events of short duration, with over an inch of rain in one hour during the second; there were impacts from both events. He reviewed in detail the information provided in his memo along with accompanying photographs. C.E. Reid noted that the construction site issues can be dealt with. He discussed that a massive amount of rock discharged out of the end of the drain pipe which goes into the drainage ditch where Alder Street terminates south of Eleventh Street. It is unknown where the gravel came from. C.E. Reid discussed in detail concerns with regard to private properties on sloped lots where residents are adding landscape material and hardscape areas without providing drainage for them; mulch from these areas is being washed into City ditches and streets. Discussion ensued and photos reviewed. C.E. Reid noted that public works crews spent a lot of time sweeping up the debris and cleaning ditches in these areas; this is the second time this year. C.E. Reid explained that up on the hillsides the open erodible ditches could be contributing to the problem and releasing rock and sediment into the storm system. Additional thoughts and ideas were shared on the topic. C.E. Reid pointed out that the ditch on Alder Street between Seventh & Ninth Streets has very limited width and depth; while installing a pipe or concrete might be an option, enlarging the rock would be difficult. C. Nelson voiced support of piping areas which have space limitations (as opposed to concrete) to remedy some of these problematic areas. C. Adlong discussed that residents on sloped lots that don't have adequate vegetation or means of managing the erosion and runoff are contributing to these problems; public works crews have repeatedly had to clean up following run off from these properties. C. Adlong pointed out that it is the responsibility of the property owner to manage this issue as indicated in the City Code. She voiced support of educating property owners and stated her belief that public works and the rest of the community should not be picking up the tab for clean-up following storm events. C. Adlong also pointed out that sometimes the issue isn't just that debris/storm water flows into the street; it flows into neighboring yards as well. She described complaints she has received. C. Nelson voiced support of better educating property owners as well as potential retribution for noncompliance.

C.E. Reid voiced support that the work on Alder Street is important to complete first; the roadway is being eroded. C. Svicarovich expressed concern about whether there may have been a design error on the contractor's part when the road widening was constructed. C. Svicarovich recommended having a conversation with the engineer of the project; clearly what was designed was not something sustainable. Discussion ensued with regard to the fact that erosion issues plagued this area even before the project was completed. C.E. Reid noted that there is a larger volume of water going through the area than he would anticipate; he will further investigate the storm system. The high intensity of these storms was noted to be a contributing factor as well.

C. Svicarovich inquired about whether C.E. Reid has reached out to DEQ about the Alder Estates subdivision; they are likely still under their 1200C permit with erosion issues. C.E. Reid noted that he has not contacted them. C. Svicarovich pointed out that she previously asked C.A. Daykin

to request that they come back out and replace the biofilters around the catch basins; C.E. Reid noted that he also asked them to do that and will follow up.

C.A. Daykin voiced appreciation of Council's feedback and support and explained that with limited resources the City must be strategic about moving forward with limited funds. The consensus of Council was to move forward with communication to property owners regarding the previously discussed concerns. C. Crawford inquired about whether erosion from a property owner onto public right-of-way is a form of damaging trespass. C. Atty Ramis discussed that ultimately the City would have the right to enforce back against property owners and take legal remedies if the City opted to pursue that, as it is a trespass, although identifying a practical solution rather than a litigation solution would be ideal. C. Svicarovich pointed out given the time of year, this is not an ideal time to add ground cover in these areas; it would likely be next year before any reasonable solution could be implemented which would affect change. Additional discussion ensued with regard to educating property owners about erosion control and the importance of managing drainage issues. C. Atty Ramis also confirmed that the City indeed does have the authority to fine property owners for violations as indicated in the Code. M. Russ offered to prepare an article for the City newsletter addressing this issue and providing information for property owners. Discussion ensued with regard to specific properties of concern.

Red Hills Drive Shared Water Line

C.A. Daykin explained there are four properties currently being served from a 2 inch pvc pipe connected to the water main on Red Hills Drive with the customer water meters located near the residences. The pvc pipe is not in a public easement and instead is in a private easement shared with two of the properties; there is no recorded easement for the line extending to the other two properties. History of the construction of the shared water line is uncertain and a determination needs to be made about who is responsible for the water line. It was noted that the water meter should be accessible to public works and is typically located next to the public right of way. C. Svicarovich inquired as to whether there is a water line in the street where the properties front Ninth Street. C.A. Daykin explained there is a water line present and is a different pressure zone, though it is conceivable that it may provide service. C.A. Daykin reviewed in detail the two proposed options to resolve this matter. C. Nelson voiced support of the property owners relocating their meters to the public right of way and have the owners install their own independent service lines from their residences to their respective meters as a first option.

C.E Reid discussed the concern that presently the City cannot maintain this water line legally as there no easement to the City; there are meters located where they shouldn't be. Detailed discussion ensued with regard to the complexities of the situation presented. C. Weaver inquired as to whether a 2" service line is sufficient to serve four homes to which C.A. Daykin confirmed; a larger line wouldn't be ideal in this situation which dead ends. C.A. Daykin discussed that even if the City does send letters to the affected property owners notifying them of the City's intent, he supported also inviting them to a specific City Council meeting where a discussion could be had as well. C. Weaver suggested that since the arrangement pre-dates the present property owners, there may need to be a joint effort to remedy the situation. While the history of the water line is not known, the last connection appeared to be made in 1974. M. Russ inquired about potential costs associated with a single pipe service line. C.A. Daykin discussed that each individual service line would have to come back to its own meter on Red Hills Drive, at a cost which is unknown at the meeting tonight. C.E. Reid noted that the City paid \$52 per foot for Type K copper 1 inch line on Locust Street, though it was noted that costs in the discussed situation would be higher given the more limited accessibility. It was also noted that copper would not likely be selected, though the cost could still potentially be \$50/foot. C.A. Daykin indicated that

he will invite property owners to a future Council meeting to provide them an opportunity to participate in the discussion.

Public Works Summer Report

Chuck Simpson, Public Works Superintendent, approached Council and discussed in detail his Summer Report of Public Works activities. He voiced support of summer help to concentrate on vegetation and greenways; he is hopeful for the capacity to hire this position in future summers. Simpson discussed that an irrigation system has been set up for the ODOT trees in the J-hook and for the overpass off of Parks Drive which is working well. Though some trees were lost, those trees were likely too far gone before watering began; most trees were saved in the Parks Street area. Simpson discussed that the new disinfection equipment has been installed; the gas form of chlorine was too dangerous to work with. He also noted that monitoring equipment has been installed for 24 hour chlorine monitoring, an Oregon Health Authority (OHA) requirement for the City's population. Simpson discussed in detail the water leaks which were repaired over the summer. With regard to the spring area wells, Simpson explained that new reliable well meters were installed so that production per well can now be tracked accurately. He discussed the status of Well #1 following an issue with it the year prior; and indicated that due to the ongoing positive detection of fecal coliform upon sampling and declining productivity, this well was taken out of service for now. Well #1 was noted to be located near the pump house off of Fairview Drive and is the shallowest well. Simpson discussed that Public Works increased taking chlorine residual samples to twice a week around town for monitoring as required by the OHA. Brief conversation ensued with regard to sampling locations. Simpson explained that public works crews will return to Viewmont Greenway Park in the near future to complete the nature play area.

C. Adlong inquired as to whether the homeowners along the Viewmont Greenway Park will be notified about no longer dumping grass clippings, pet waste, etc., in the park area. Council discussed the concerns and C. Adlong favored sending letters to area homeowners rather than a newsletter article. C.A. Daykin indicated that he will prepare letters.

Simpson discussed that over the past week Public Works staff have been busy with the cleaning of the membranes at the WWTP. He explained that only 5 membrane panels (out of 2000) were damaged and needed to be replaced. C. Nelson inquired about the number of membranes replaced during the previous cleaning to which Simpson indicated was very few as well, perhaps 2-3 panels. Simpson explained that one of the membrane panels was sent back to Kubota to be destructed tested to determine longevity; discussion ensued. M. Russ inquired as to whether there was a difference in the material cleaned out this time to which Simpson indicated there was not; the material removed was dewatered sludge. Moving forward, Simpson indicated that additional screening may be used. He explained that consultant engineer Michael Humm is looking into another type of screen that could potentially be done in the return channel where the influent comes up.

Disposal of Tree and Brush Trimmings

Chuck Simpson, Public Works Superintendent, discussed the contents of the large debris pile. C. Adlong inquired as to whether this pile is anticipated to accumulate every year. Simpson affirmed and noted that Newberg no longer has a free dump for tree trimmings. If the material were to be hauled, it would need to be transported to Grimm's in Tualatin for free disposal, otherwise dumping fees would be required at the transfer station. C.A. Daykin acknowledged the City's ordinance which does not allow for open burning in Dundee; and offered that Council could consider a special exception given the present circumstances if they so desired. He noted that though this year an exceptional amount of trimmings were accumulated.

Council discussed the issue in detail, including the pros and cons of the options provided. C. Svicarovich inquired about the size of the debris pile which was noted to be approximately 50' x 50' x 3' at this time; it could likely be burned over the course of one day. The potential use of a chipper was discussed, though it was noted that the pile contains mixed trimmings; in the future this might be an option with appropriate planning. The consensus of Council was for the City to pay to have the debris disposed by Waste Management at an estimated cost of \$1,200.

Council Concerns and Committee Reports

C. Svicarovich discussed that the Newberg School District bond is approximately \$100-130 million; consideration is being given to it being included on the May 2020 ballot. She informed that one of the main projects on their proposal is to build a new Dundee Elementary school. C. Svicarovich discussed that there are two public meetings scheduled: The first meeting is tomorrow, October 2, 2019 at 6:00 pm at the Chehalem Valley Middle School library and the second meeting is on Thursday, October 17, 2019 at 6:00 pm at the Edwards Elementary School library. She explained that public comment will be heard on the bond proposal; it is her belief that they are looking to receive public feedback before they actually decide what projects will be included in the bond. C. Crawford reviewed that for the previous bond, the Dundee school was taken out as there wasn't strong enough support; he encouraged those interested in a new school to voice their support. C.A. Daykin discussed that the issue with the Dundee school is the deterioration and age of the facility, capacity is not the issue. C. Adlong inquired about whether the new bond is a replacement for the one that expired. C.A. Daykin explained that due to the Superintendent changeover the School District is a year behind; ideally, the bond should have happened earlier this year since the old bond levy is expiring and taxpayers may take note of the changes.

C. Kelly expressed concern about the surface area of SW Fifth Street as it approaches Highway 99W; there is gravel on the road in this area which is causing an issue for those turning right. C.A. Daykin discussed that is ODOT's responsibility and indicated that they will be notified.

C. Adlong reported that the Parks Advisory Committee met in September. She discussed that the Committee now has a full complement of members. She discussed that the City will be applying for another small parks grant from the State next year, and that the Committee at this point is hoping to improve the Third Street right-of-way between Dogwood Drive and the back of City Hall. She explained that this has been on the Parks Master Plan and the Committee felt that this would be a good alternative way for kids to access the park and the school.

C. Crawford inquired about whether the City has heard from CPRD with regard to a new trail that they have carved to the river. C. Adlong reviewed the location and explained that Mr. Lindquist allowed CPRD to explore that portion of the property next to Fulquartz Landing Road. She discussed that when she visited the trail she noted there to be various off-shoots; it is her belief that they are still making decisions about the trail. C. Adlong also pointed out that there are some stream beds (water in the area) that they needed to be aware of in the wintertime. She also explained that when she explored the trail it wasn't quite complete, and so there was a drop off on the bluff above the water; there was no way to access the water or place a kayak. It was noted that the area is not presently open to the public; CPRD is still working on it.

Mayor's Report

M. Russ stated that it came to his attention today that Wine Country Legacy Partners may be pulling out of town; he noted a for sale sign on their large lot in town.

M. Russ requested a status report on the Street Light Project. C.A. Daykin discussed that one issue still needs resolved having to do with some work that was done associated with the fire

station project. Since the submittals on the poured in place street light bases haven't been located up to this point, DKS is unwilling to put their name on the plans until they know exactly what was built. C.E. Reid will continue to try to locate the submittals and, if unsuccessful, the alternative would be to place alternate street bases, which would be part of the bid. It was noted that the issue involves five poles.

M. Russ asked for confirmation that the cinder blocks for flags will be removed off of Highway 99W following Veterans Day. C.A. Daykin explained that this is a Fire Department project though voiced support for an alternate means to provide for flag mounts.

City Administrator's Report

C.A. Daykin discussed that he and C. Adlong did attend the CPRD meeting on September 26, 2019. He explained that on the agenda was the architect services agreement for the design of the Jan Sander property. C.A. Daykin discussed that he and C. Adlong informed the Board of the unknown factors associated with Dundee Elementary, and informed of the 2020 school bond levy which includes the Dundee elementary school as a top priority (\$38 million of the total \$130 package). C.A. Daykin explained that at this time it is unclear whether the school district would be considering rebuilding a school on-site or looking at building on a different piece of property. He discussed that building on a new piece of property would provide a new opportunity for both Jan Sander and Billick Park in terms of how the old school would be repurposed as well as potentially securing the property currently leased from the school district for Billick Park. C.A. Daykin explained that once this information was provided to CPRD, the Board decided to hold off until they hear more information about the future of Dundee Elementary school. M. Russ pointed out his belief that a lot of residents (even those that previously provided opinions) would have different opinions if the school were to be repurposed, including his own opinion. C.A. Daykin discussed that CPRD did affirm that they own the Sander property outright (they committed approximately \$500,000 towards the acquisition of the property though the rest in value was donated to CPRD). He explained that they confirmed that there are no legal restrictions on how they use the property; however, they are still working very closely with Jan Sander in terms of the overall vision of the property.

C.A. Daykin discussed that today the City finalized the Development Agreement with Market East Subdivision, a small four lot subdivision with three residential lots on Locust Street and one industrial lot. Those improvements will begin soon; once complete they will prepare the final plat for City approval and recording.

C.A. Daykin discussed that City Staff met with PGE this week to discuss potential installation of conduits to facilitate future undergrounding of the primary services that go from the east side of the highway to the west side that serve the residential neighborhoods uphill. He explained that PGE is going to try to put together a very rough budget for that cost. This information will be provided to the City so that information can be provided to City Council at the November 19, 2019 meeting to make sure Council is supportive. C.A. Daykin explained that the City would ultimately have to pay for this, and it would take another 60 days to complete design that the City can incorporate in the 2021 ODOT project.

C. Nelson inquired about the status of the City paving projects. C.A. Daykin confirmed that the base bid amounts have been completed and explained that the contractor will be starting on the various spot repairs. C.E. Reid confirmed that the plan was that they begin those this week though he is unsure of whether the cold weather would have slowed things down any. He explained that the contractor is trying to finish up other work in Newberg and will be coming back to Dundee to get finished up.

C. Svicarovich inquired about the status of the tree removal on the Jan Sander property. C.A. Daykin explained that CPRD plans to bring in a very large machine contractor in to grind all of the material onsite, and then spread it out and incorporate it into the soil and grass seed the property. C. Svicarovich expressed concern about the early fall weather and that the ability to get out on that property with heavy equipment may be compromised. C.A. Daykin noted that the grinding was supposed to be completed by now. Additionally, he discussed that CPRD has inquired about contouring the land to prevent water from running onto the neighboring property. He explained to CPRD that if they desire to do so they will need to first check with the City Engineer which they affirmed they would do. C. Adlong explained that they also asked CPRD to post a sign on the property indicating that the site will be a future park with reference to their website for additional information.

Public Comment

None.

Executive Session

The City Council entered Executive Session at 8:51 P.M. in accordance with ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 9:08 P.M.

The Council reconvened at 9:09 P.M. C.A. Daykin asked Council to consider an adjustment to sewer services which were provided to the building at 992 N. Highway 99W. Since December 2018 the sewer lateral has failed due to extenuating circumstances. The owner filed a claim with the City, which was in turn re-directed to the contractor that performed work in that part of the highway and has not been able to resolve it up to this point. Staff is requesting that the City Council consider adjusting the sewer charges during the interim period until the sewer lateral is repaired. A **motion** was made and seconded to adjust the sewer charges for JC Family Agency at 992 N. Highway 99W negating the fee of \$69.46 from May of 2019 until the issue is resolved. C.A. Daykin clarified that the tenant has not been able to use sewer since mid-December 2018; though the tenant had indicated that problems began in November. **The motion** was modified to adjust the sewer charges beginning December 2018 through the completion of the repair. **The motion** passed unanimously.

The meeting was adjourned at 9:12 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 10, 2019
Re: Resolution No. 2019-12, Concrete Slab Floor Repair

On September 17, 2019 the City Council approved Amendment No. 1 to the Mutual Settlement Agreement involving repairs to the new fire station building. In lieu of Baldwin General Contracting, Inc. performing repairs to the concrete slab floor, the Amendment has Baldwin paying \$79,860 to the City of Dundee. This relieves Baldwin of any further obligations associated with the concrete slab floor repair. At the time of the proposed Amendment, Baldwin obtained a quote from Stonhard, Inc. for completing the floor surface treatment that satisfied the requirements of the Mutual Settlement Agreement.¹ The City's consultant, Jim Omundson, prepared the attached cost summary to complete the floor repairs using the Stonhard quote. Omundson will be available to discuss the project with the Council.

Since the City will complete the concrete floor repairs apart from Baldwin's contract, Resolution No. 2019-12 was prepared to allow an exemption to State of Oregon public contracting rules to use the Stonhard quote. Exhibit A to the resolution provides the findings to support the exemption. Per the rules, notice was published advising interested persons may comment on the findings at the October 15 Council meeting. Following the hearing of any comments or objections to the findings, the Council may consider amendments to Resolution No. 2019-12.

Recommendation: Council motion to pass Resolution No. 2019-12 as presented (or amended).

¹ The quote from Stonhard was finally obtained by Baldwin following months of review and rejection of alternate submittals. The cost incurred by City up to Baldwin's proposal to pay in lieu was \$6,118. The City spent an additional \$3,979 (excluding legal fees) for coordinating the Stonhard work with Lloyd Construction for temporary removal of fixtures and cabinets

**DUNDEE FIRE STATION
 CONCRETE SLAB REPAIR
 COST SUMMARY**
 September 16, 2019 OCC

| Description | Amount | Notes |
|---|------------------|---|
| General Conditions | | |
| Coordination/Inspection | \$ 5,000 | OCC coordination and inspection of work (once contracts in place; OCC time billed hourly) |
| Temporary facilities--tenting | \$ 2,000 | Chief Stock to coordinate |
| Drop Box | \$ - | Furnished by City |
| Utilities | \$ - | Furnished by City |
| Concrete/Epoxy | | |
| Blast/Grind slab, apply epoxy flooring | \$ 58,629 | Stonhard Quote dated 9/16/2019 |
| Specialties/Finishes | | |
| Remove affected cabinets, benches, plumbing fixtures, washer/dryer, air compressor; return and resecure. Remove and replace all affected rubber base. | \$ 6,300 | Lloyd Construction |
| Restripe Apparatus Bay Floor using tape | \$ <u>1,925</u> | Stonhard quote |
| Subtotal | \$ 73,854 | |
| Contingency | \$ <u>6,006</u> | Approx 8% |
| TOTAL | \$ 79,860 | Baldwin Payment Amount |

RESOLUTION NO. 2019-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNDEE, OREGON, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, ADOPTING FINDINGS IN SUPPORT OF A PUBLIC CONTRACTING EXEMPTION FOR THE CONCRETE SLAB REPAIR PROJECT FOR THE DUNDEE FIRE STATION FACILITY.

WHEREAS, the City of Dundee adopted Public Contracting Rules and Procedures by Ordinance 433-2005, codified as Chapter 3.12 of the Dundee Municipal Code; and

WHEREAS, the City of Dundee recently settled a dispute arising out of the repair of the concrete slab of the Dundee Fire Station Facility; and

WHEREAS, the City of Dundee's settlement was based on a mediated cost of repair; and

WHEREAS, the City of Dundee's decision to settle this dispute was based, in part, on the existence of a repair contractor being ready, willing, and able to perform the mediated scope of repair at the mediated cost of repair;

WHEREAS, Stonhard, Inc. is the repair contractor familiar with the mediated scope of repair, and the condition of the concrete slab to be repaired sufficient to submit a repair bid it will honor to repair the concrete slab of the Dundee Fire Station Facility; and

WHEREAS, pursuant to ORS 279C.335(2), a local contract review board may exempt specific contracts from traditional, competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in cost savings and other substantial benefits to the public agency; and

WHEREAS, pursuant to ORS 279C.335(2), a local contract review board must adopt certain findings in order to exempt the public improvement contract from competitive bidding; and

WHEREAS, a public hearing has been noticed on October 15, 2019, pursuant to OAR 137-049-630 and ORS 279C.335(5), and held wherein an opportunity was offered for any interested party to appear and comment on the draft findings,

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

SECTION 1. Adoption of Findings. The City Council, acting as the Local Contract Review Board for the City of Dundee, hereby adopts findings attached as Exhibit A, pursuant to the authority granted the Board by Dundee City Municipal Code Chapter 3.12, Public Contracting Rules, to contract with Stonhard, Inc. for the Dundee Fire Station concrete slab repair project.

SECTION 2. Authorization. The City Administrator is authorized to take all appropriate steps to negotiate and enter into a public improvement contract with Stonhard, Inc. for the Dundee Fire State concrete slab repair project.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED:

David Russ, Mayor

ATTEST:

Rob Daykin, City Administrator/City Recorder

EXHIBIT A

FINDINGS IN SUPPORT OF A PUBLIC CONTRACTING EXEMPTION FOR THE CONCRETE SLAB REPAIR PROJECT FOR THE DUNDEE FIRE STATION FACILITY

I. Introduction

Public contracting exemption is made possible under ORS Chapter 279C, which permits certain contracts or classes of contracts to be exempt from competitive public bidding under strict procedural safeguards.

Pursuant to ORS 279C.335, a local contract review board may exempt specific contracts from traditional, competitive bidding by showing that an exemption is unlikely to encourage favoritism or diminish competition and will result in cost savings and other substantial benefits to the public agency. ORS 279C and the Oregon Attorney General's Model Public Contract Rules provide for public notice and opportunity for the public to comment on draft findings in favor of an exemption before their final adoption.

ORS 279C.330 provides that: "findings" means the justification for a contracting agency conclusion that includes, but is not limited to, information regarding:

- Operational, budget and financial data;
- Public benefits;
- Value engineering;
- Specialized expertise required;
- Public safety;
- Market conditions;
- Technical complexity; and
- Funding sources.

II. Findings

A. **Operational, Budget, and Financial Data**

1. Background

The City of Dundee (the “City”) is located 30 minutes southwest of Portland, and is home to approximately 3,000 people. Blessed with beautiful vineyards, which draw visitors from around the world, and an abundance of highly rated restaurants, award winning wineries, unparalleled vistas, and an excellent quality of life, it is a much-anticipated stop on every wine country tour. The City is located in Yamhill County and was incorporated in 1895.

The City Council consists of a mayor and six city councilors nominated and elected from the City at large. The City Administrator, who is appointed by the City Council, is responsible to the City Council for the proper administration of the daily affairs of the City of Dundee, and carries out the policies established by the City Council.

The Dundee Fire Department was established in August of 1935. The fire station was originally located between SE 9th and 10th Streets on Highway 99W. The station consisted of one bay, an office, and a meeting room, which was shared with the City Recorder. In 1967, the fire station was moved to its current location. Later that same year, two apparatus bays were built onto the station. In 1978, a major station remodel and additions project began. By 1983, the station reached 7,500 square feet.

In 2012, the voters of the City approved a bond to fund a \$3.8 million project to construct a new state of the art fire station. A payment dispute and dispute regarding defects in the concrete slab arose between the City and the original contractor. The parties mediated their disputes and entered into a settlement agreement on or about December 22, 2014. The 2014 settlement agreement provided that the original contractor would perform certain repairs to the concrete slab. Construction was completed in 2015. Later, an issue arose with the roofing of the fire station, which the parties mediated and entered into a settlement agreement on or about August 6, 2018. The 2018 settlement agreement again provided that the original contractor would perform certain repairs to the concrete slab, as described in Exhibit 1 to that agreement. Recently, the City and the original contractor agreed to amend the 2018 settlement agreement to provide that the original contractor will make a payment to the City in lieu of performing the repair work.

The City wishes to directly contract with Stonhard, Inc. (“Contractor”) to provide construction services for repair of the concrete slab at the Dundee Fire Station facility (the “Facility”) located at 801 OR-99W, Dundee, OR 97115. The Facility is approximately 17,623 square feet. The Facility needs concrete slab repair to correct the concrete slab defects and resultant damage.

The City, with the assistance of Contractor, may need to reconfigure and/or relocate City departments and services offered at the Facility throughout the duration of the project.

Construction is anticipated to begin in October, 2019.

2. Budget and Financial Data

The project funding will be from proceeds the City received through settlement with the original contractor. The City will comply with all Local Budget Law provisions.

Exemption from public bidding provides opportunities for cost saving in a variety of ways. The scope of work is the product of mediated settlement of a disputed claim. The Contractor's bid is also the product of a mediated settlement of a disputed claim. The City agreed to accept the mediated settlement offer based, in part, on the fact that Contractor would stand behind its mediated settlement bid and perform the necessary repairs for the amount stated in its quote.

B. Available Bidders

The number of available qualified and experienced bidders for a Project of this type is expected to be limited. The Project involves renovation of construction defects in the concrete slab using a specialized troweled epoxy mortar compound based upon engineer recommendation. The renovation of the concrete slab in a manner that achieves the Project goals within the Project's limited budget will be extremely challenging. The work will occur in and around an occupied space. The number of contractors who have past experience in work of this nature and adequate resources to successfully complete such a project within the limited budget is limited in number.

C. Construction Budget

The amount of funds available to plan, design and construct the needed improvement to the Project is limited. The opportunity to get additional funds is not expected.

D. Public Benefit

The Project is needed to accommodate City services for the foreseeable future. Having the repair performed for the limited amount of non-public funds available without the need to expend additional funds collected from the public is in the best interest of the public. It is also a public benefit to repair the City firefighting infrastructure in a timely and cost-effective manner to ensure such capacity remains at full strength.

E. Value Engineering

Value engineering has already been built into the Contractor bid/quote. The limited settlement funds take advantage of that built-in value engineering. A bid process is likely to result in cost greater than the available mediated funds.

F. Specialized Expertise Required

Working with epoxy to renovate an existing concrete slab is a challenge. The Contractor has demonstrated experience and expertise in providing services relating to the epoxy remedy recommended by the engineer.

G. Public Safety

All work during the construction will be done in accordance with Oregon Occupational Safety and Health Administration (OR-OSHA) safety regulations. The Contractor is highly qualified and capable and shows evidence of construction safety practices that are at the highest level of integrity.

Additionally, the timely completion of the repair within budget maintains the ability of the City to conduct its firefighting functions at full capacity, thereby maximizing public safety.

H. Effect on Funding

The use of Contractor will have no effect upon the availability of funding. To the contrary, the limited funding available requires that the Contractor be used.

I. Market Conditions

Contractor's familiarity with the repair will reduce construction time and costs to keep the Project within the limited available budget.

J. Technical Complexity

The Contractor is the manufacturer and the best installer of their own troweled epoxy mortar compound product.

The project is technically complex due to the removal of unsound concrete and replacing with a well-bonded troweled epoxy mortar compound into the existing Facility while addressing resultant damage. This complexity is especially challenging to a firm inexperienced with remediating defective concrete by using epoxy.

K. Funding Sources

The project funding will be through proceeds the City has obtained through settling its disputed claim with the original contractor. The City needs budget predictability and project efficiency for this repair. An exemption to allow direct contracting with Contractor, with its confirmed settlement bid, will provide the necessary predictability.

L. Unlikely to Encourage Favoritism or Diminish Competition

It is unlikely that selecting Contractor for this repair using settlement funds will encourage favoritism in the awarding of the public contract or substantially diminish competition for public contracts. This repair and the circumstances leading to direct contracting are rather unique. Other public improvements undertaken by the City will continue to use the usual bidding processes. In short, it is unlikely to encourage favoritism or diminish competition in the future.

M. Cost Savings

The use of Contractor is essential to the project delivery on time, within 2019, and within the budget fixed by the proceeds obtained through settling a disputed claim. These savings are not realized under a low bid process.

III. Summary

After careful consideration, the City has found the Contractor to be more appropriate than a traditional low bid process to meet the overall project objectives of delivering a completed project before end of 2019 within the fixed budget established through the settlement of a disputed claim.

The project is technically complex due to its use of a specialized epoxy mortar compound to fix defective concrete. Direct contracting with Contractor is necessary to ensure the repair is completed within the available funding by Contractor best qualified to achieve a successful epoxy fix. Exemption to contract with Contractor offers the best opportunity for successfully managing the construction on a budget and on time and is in the best interests of the public to ensure the important public purpose of fighting fires for the City's residents continues at full capacity.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 10, 2019
Re: Fire Station Tower Sealing

At the December 4, 2018 meeting Greg Murdoch, Construction Defect Consulting, updated the Council on the status of the Porter Construction fire station roof repairs and discussed the problem with ongoing leaks in the tower structure. Temporary fixes were proposed, but Porter recommended against that action. Following further investigation, it was determined that the leaking was not due to the roof structure and most likely due to wind driven rain penetrating the concrete block wall. Jim Omundson conducted additional research and obtained a bid from Mastercraft Coatings to seal the tower. The price for completing two walls with the greatest exposure from driving rain, the south and west, is \$6,714, and for all four walls is \$9,882. Inspection services by Omundson for review of tower preparation and application of the seal material by the contractor are estimated at \$1,500. Assuming the floor repairs go smoothly without use of the \$6,000 contingency, the Fire Station Construction Fund would have about \$10,000 to use for the tower work. Jim Omundson will be at the October 15 meeting to answer questions the Council may have regarding the tower work.

Recommendation: Motion to approve the quote from Mastercraft Coatings for sealing the south and west (or all 4) walls of the fire station building tower in the amount of \$6,714 (or \$9,882).

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 10, 2019
Re: Urban Renewal Loan – Sewer Repair

The attached loan agreement will authorize the City of Dundee to complete sewer repairs in order to restore sewer service to the commercial building at 992 N. Hwy 99W. Project costs not exceeding \$15,000 will be expended out of the Sewer Fund and repaid by the Dundee Urban Renewal Agency no later than December 31, 2020. The loan agreement will also require the approval of the Dundee Urban Renewal Agency.

Recommendation: Motion approving and authorizing the Mayor to execute the Agreement between the City of Dundee and the Dundee Urban Renewal Agency for Construction and Financing of sewer repairs.

**AGREEMENT FOR CONSTRUCTION AND FINANCING
OF SEWER LATERAL REPAIRS**

This Agreement is by and between the City of Dundee, a municipal corporation of the State of Oregon, (“Dundee”) and the Dundee Urban Renewal Agency, a statutory urban renewal agency of the State of Oregon (“DURA”).

RECITALS

WHEREAS, DURA was lawfully established and the Dundee City Council has adopted an urban renewal plan (the “Plan”) in accordance with statutory procedures; and

WHEREAS, the sewer lateral serving 992 N. Highway 99W (Property) has failed; and

WHEREAS, the failure of the sewer lateral appears to be due to damage incurred during construction activities within the public right of way that were not the responsibility of the property owner; and

WHEREAS, the property owner requested assistance to complete repairs and until such time repairs are made the property the owner believes the property is not able to adequately support a commercial tenant; and

WHEREAS, the property is located within the boundaries of the Dundee Urban Renewal Plan area; and

WHEREAS, the City Engineer recommends the extension of the sewer main on Tenth Street and construction of a new lateral connection from the extended sewer main to 922 N. Highway 99W;

WHEREAS, DURA finds that the sewer main extension and sewer lateral construction is an eligible project of the Plan; and

WHEREAS, DURA desires that Dundee act as the construction and financing agent of the DURA with regard to the sewer main extension and sewer lateral construction with use of city funds; and

WHEREAS, DURA must enter into an agreement issuing or incurring debt payable by DURA to authorize payment of funds to Dundee; and

WHEREAS, Dundee and DURA are authorized to enter into this intergovernmental agreement pursuant to ORS 190.101.

NOW THEREFORE, THE CITY OF DUNDEE AND THE DUNDEE URBAN RENEWAL AGENCY AGREE AS FOLLOWS:

AGREEMENT

1. Dundee agrees to undertake and construct the extension of the sewer main on Tenth Street and sewer lateral for 992 N. Highway 99W with city funds at an estimated cost of \$15,000.
2. DURA and Dundee agree that such construction is being undertaken by Dundee as a part of the fulfillment of the Plan and in furtherance thereof, and at the request of DURA.
3. DURA covenants and agrees to repay to the Sewer Fund of Dundee the actual cost of construction of the aforementioned sewer improvements, including construction engineering and inspections, not to exceed \$15,000, no later than December 31, 2020. Dundee and DURA understand and agree that such agreement and covenant shall constitute an indebtedness issued or incurred by DURA to carry out the Plan as such indebtedness is contemplated and authorized pursuant to ORS 457.010 to ORS 437.470.
4. DURA shall have no ownership in the sewer lateral and shall have no obligation to maintain the sewer lateral.
5. Dundee and DURA understand and agree that DURA reserves and maintains its authority to issue or incur additional subordinate or parity debt pursuant to ORS 457.010 to ORS 437.470.
6. This Agreement may be modified by mutual written consent of the parties. Any modification to a provision of this Agreement shall have no effect upon other provisions in this Agreement unless stated in writing.
7. This Agreement shall remain in effect until terminated by the parties as provided in this Section. This Agreement may be terminated by mutual consent of the parties. Termination of this Agreement shall not affect the duties and obligations

of the parties that accrued prior to the termination, including any bond loan or other repayment obligations.

- 8. This Agreement is effective upon the latest date it is executed by the parties below.

IN WITNESS WHEREOF the parties, by the signatures of their authorized representatives, have executed this agreement effective on the date shown below each signature.

CITY OF DUNDEE

DUNDEE URBAN RENEWAL AGENCY

By: _____
David Russ, Mayor

By: _____
David Russ, Chair

Date

Date

ATTEST:

ATTEST:

By: _____
Rob Daykin, City Administrator-Recorder

By: _____
Rob Daykin, Executive Director

Date

Date



To: Dundee City Council

From: Greg Reid, City Engineer

Date: October 10, 2019

Re: 10th Street Sewer Extension and Private Lateral Connection (992 Hwy 99W)

BACKGROUND

City Council recently authorized staff to proceed with the work needed to re-connect the sewer lateral at 992 Hwy 99W. While evaluating the work to be performed in order to obtaining bids to pipe burst the existing lateral that extends from the property across Hwy 99W, staff determined that the depth of the lateral is relatively shallow (~4 feet) as it extends under the west side of the highway. Since the upcoming ODOT project to reconstruct the highway has requested that all utilities conflicts within 4 feet of the highway surface be relocated, staff is concerned that the existing lateral is in conflict with the highway reconstruction and would likely need to be relocated. In addition, staff suspects that debris obstructing the existing sewer main in this area may actually be concrete that was inadvertently discharged into the sewer lateral which could have flowed into and obstructed the main.

In order to further evaluate the obstruction within the main in this area, staff has coordinated with Pacific Int-R-Tec to take a video of the main and associated lateral on Tuesday, October 15. Staff will also have them determine the depth of other laterals along the highway to verify potential conflicts with ODOT's upcoming highway reconstruction.

REVISED SEWER LATERAL CONNECTION

Since the existing lateral is likely too shallow to accommodate the highway reconstruction and since pipe bursting the lateral will not be possible if it is full, or partially full, of concrete, staff has requested bids to extend the service from the 992 Hwy 99W property to the sewer main in 10th Street. See the attached plan showing the proposed work. As shown on the plan, the work includes adding 24 feet to the existing main extending west into the 10th Street right-of-way which will benefit future connections of undeveloped property to the west.

Of the four contractor's that were contacted regarding the work, two provided bids (D&D Concrete and Utilities, Inc. and Black Rock Underground LLC). D&D was the lowest responsive bidder at a cost of \$11,222.00. See the attached bids.

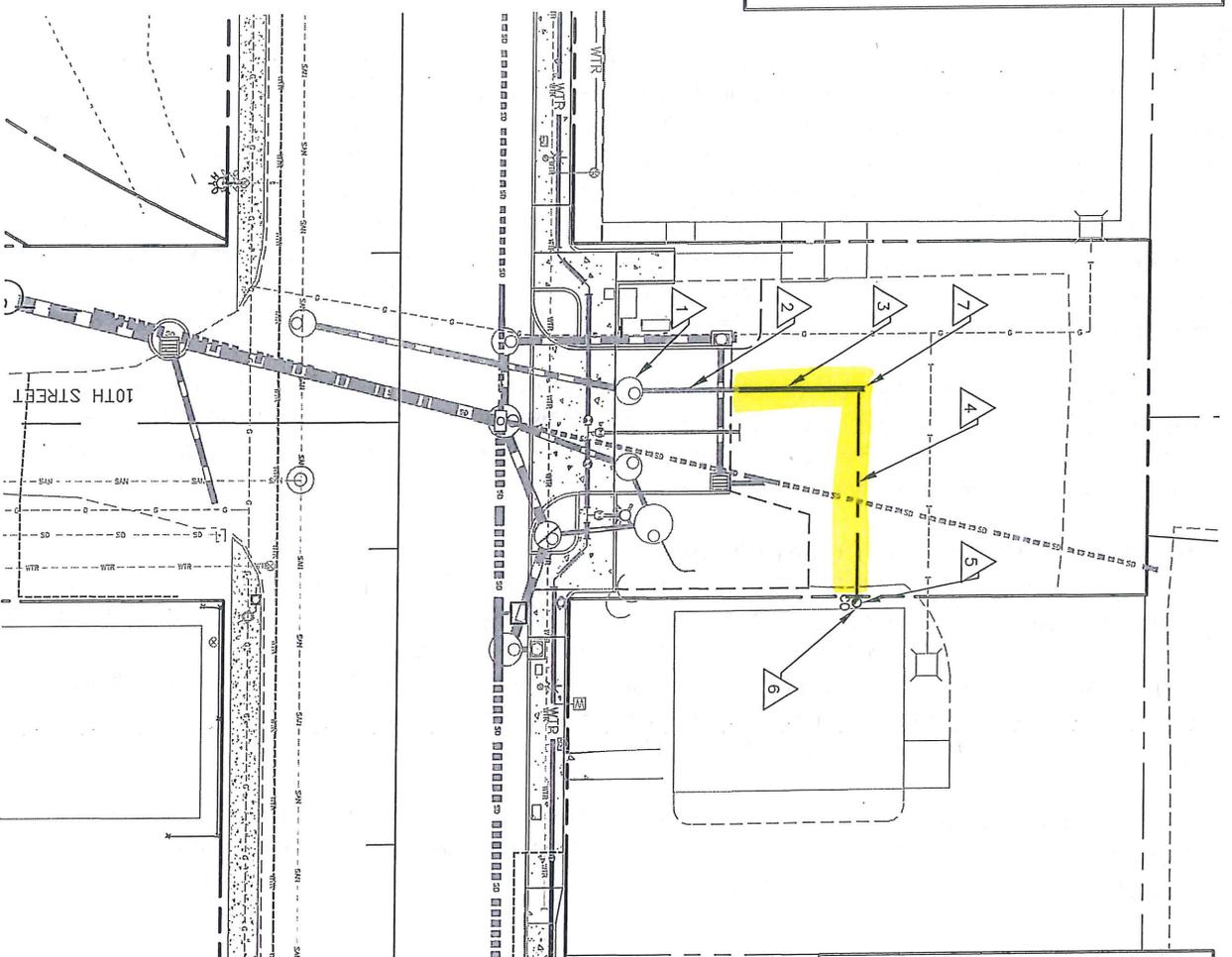
Recommendation:

Staff is recommending that Council award the work to extend the 10th Street sewer and reconnect the lateral from 992 Hwy 99W to D&D Concrete and Utilities, Inc.

SANITARY NOTES

(SHEET SPECIFIC)

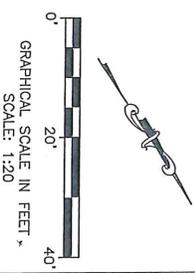
- 1 EXISTING 48" MANHOLE
RIM 194.32 FIELD VERIFY WITH CITY
IE IN (8" NW) 187.90
IE OUT (8" SE) 187.70
(STD DWG RD336, RD343, RD345 & RD366)
- 2 EXISTING 19 LF OF 8" SANITARY PIPE, SL 0.40%
INSTALL MFG PLUG
- 3 INSTALL 24 LF OF 8" SANITARY PIPE, SL 0.40%
FIELD VERIFY AND ALIGN WITH EXISTING LATERAL
- 4 INSTALL SERVICE LATERAL - 36 LF
MAINTAIN ONE FOOT CLEAR BENEATH EXISTING UTILITIES
WITHIN RIGHT-OF-WAY
- 5 INSTALL CLEANOUT
- 6 CONNECT TO EXISTING LATERAL FROM BUILDING
- 7 INSTALL MFR PLUG



GENERAL NOTES

(SHEET SPECIFIC)

- 1. PIPE TRENCHING AND BEDDING PER ODOT STD. DWG. RD300.
- 2. CONTRACTOR TO PROTECT ALL EXISTING FEATURES TO REMAIN.
- 3. ALL EXCAVATION WORK WITHIN HIGHWAY TO BE DONE WITH ODOT PERMIT.



QUOTE

D & D CONCRETE AND UTILITIES INC.
 8319 S GRIBBLE RD
 CANBY, OR 97013
 ESB #11435

(503) 266-5229 OFFICE
 (541) 589-3006 MOBILE
 (503) 266-5229 FAX

Greg Reid

Date: 10-9-2019

| PROJECT NAME: |
|---|
| 10th Street At Hwy 99 Sanitary Sewer |

| ITEM NO. | ITEM DESCRIPTIONS | QUANTITY | UNIT | UNIT COST | TOTAL COST |
|--------------|-------------------------|----------|------|-----------|----------------------|
| | Sanitary Sewer Service | 1 | LS | | 11,222 ⁰⁰ |
| | Includes 1 Saw cutting | | | | |
| | trench excavation | | | | |
| | 3/4" Backfill | | | | |
| | Pipe AND Fittings | | | | |
| | ALL SAFETY Equipment | | | | |
| | trench Restoration with | | | | |
| | 2 1/2 Hot mix ASPHALT | | | | |
| | TRAFFIC CONTROL | | | | |
| | Excludes Air test AND | | | | |
| | T.V. Inspection | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

EXCLUSIONS: No bond,
ADDITIONAL NOTES:

Don Umil



Black Rock Underground, LLC CCB#196119
 267 N.E 34th Place
 CCB# 196119
 Hillsboro, OR 97124 US
 (503) 747-9312
 info@blackrockunderground.com
 http://www.blackrockunderground.com

Estimate

| ADDRESS |
|---|
| City of Dundee 620 SW 5th St. Dundee, Or. 97115 |

| SHIP TO |
|--------------------------|
| 10th St. Sewer Extension |

| ESTIMATE # | DATE | EXPIRATION DATE |
|------------|------------|-----------------|
| 3102 | 10/09/2019 | 11/08/2019 |

SHIP DATE
10/09/2019

SHIP VIA
Email

SALES REP
Cory Moore

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|-----------|-----------|
| <p>14 Plumbing:Exterior Plumbing:Open trench To provide all equipment, labor and materials to open trench and install approximately 24 L.F of 8" 3034 PVC and approximately 36 L.F of 6" 3034 per plan. -All excavated material will be hauled off and disposed of and Imported crushed gravel will be used for back fill and compacted in place. -Asphalt will be removed for the project and repaved and sealed upon completion.</p> | 1 | 12,800.00 | 12,800.00 |
| <p>Warranty 2 year Warranty: Work includes a 2 year transferable warranty on all workmanship performed by Black Rock Underground, LLC and is guaranteed to provide a serviceable sewer line on the portions of the line installed by Black Rock Underground, LLC that meets all local plumbing codes. Warranty excludes any uncontrollable acts of nature.</p> | 1 | 0.00 | 0.00 |
| <p>General Terms and Conditions 1. SCOPE OF WORK. Black Rock Underground, LLC ("Contractor") shall furnish all labor, supervision, materials, equipment, tools and supplies necessary to complete the repair, remediation and/ or improvements as set forth in the attached proposal and in any drawings and specifications incorporated into the proposal (the "Work"). The work shall be performed in a professional and workman like manner. Contractor may, at its discretion, engage licensed subcontractors to perform portions of the Work. Contractors shall not be liable to perform, or liable for damages arising out of, works that is excluded</p> | 1 | 0.00 | 0.00 |

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|------|--------|
| <p>from the Work Estimate and/ or work that is performed by a separate contractor pursuant to a direct contract between Owners and such separate contractor.</p> <p>2. UNFORSEEN CONDITIONS/ CHANGE ORDERS. Contractor will be compensated as a result of a change in the scope of Work that increases costs through a written Change Order, which may also increase the contract time. Contractor shall not proceed with changes in the scope of Work (either additions or deletions) without a Change Order by, signed by Owner and stating the description of work for the change and additional cost.</p> <p>3. PERMITS. Upon notice to proceed, Contractor shall obtain all required permits to perform the Work. Contractor shall comply with all applicable codes, safety ordinances, local, state and federal laws applicable to or related to the Work.</p> <p>4. PAYMENT. Payment is due in full at the time services are completed. A late charge of 1.5% monthly (18% APR) will be applied to all past due accounts. This is a fixed cost bid based upon the scope of work described herein. All debit / credit card transactions will be charged an additional 4% processing fee.</p> <p>5. AUTHORIZATION OF WORK. Authorization to proceed- I the undersigned, am owner/ authorized representative/ tenant at the premises at which the work mentioned is to be done. I hereby authorize Black Rock Underground, LLC and its affiliates to perform the Work. I have read this contract, including the terms and conditions and agree to be bound by all the terms contained herein. I have received a copy of this contract and required notices for residential construction projects.</p> | | | |

TOTAL

\$12,800.00

Accepted By

Accepted Date

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 10, 2019
Re: Regional Fire Service Study

City of McMinnville received a proposal from Emergency Services Consulting International (ESCI) for completing a Cooperative Services Feasibility Study (attached) involving Yamhill County fire agencies. McMinnville is funding the majority of the study and is requesting \$3,000 from each of the other agencies wishing to participate. The core group of agencies includes McMinnville Fire Department, Lafayette Fire Department, Dundee Fire Department, Amity Fire District, Carlton Fire & Ambulance, and Dayton Fire District. An invitation was also extended to Sheridan Fire District, West Valley Fire District, and Southwestern Polk County Rural Fire District. The study will look at response requirements for each agency and their ability to meet those requirements. It will review staffing levels and costs, and whether wages are set at appropriate levels and any imbalances between agencies regarding facilities and apparatus/vehicles. The Study will not only consider agency consolidation, but will look at opportunities for shared cooperative services, such as training and administrative services.

ESCI will be ready to start the Study next month and is expected to take six months to complete and delivery a final project report. At the time of budget preparation it was unknown if there would be any cost to the City of Dundee to participate and a specific appropriation was not set for this purpose. If need be, the \$3,000 fee could be paid out of the General Fund contingency if other savings are not found within the Fire Department budget.

Recommendation: Motion to authorize payment of the \$3,000 fee to the City of McMinnville for Dundee's participation in the ESCI study.

EMERGENCY SERVICES CONSULTING INTERNATIONAL



Yamhill County Fire Departments
McMinnville, Oregon

Proposal to conduct an
COOPERATIVES SERVICES
FEASIBILITY STUDY

September 2019



**Emergency Services
Consulting International**

4795 Meadow Wood Lane, Chantilly, VA 22033 • 800.757.3724
www.esci.us

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Project Understanding & Methodology

Project Understanding

Emergency Services Consulting International (ESCI) understands that the following Yamhill County municipal fire departments and fire districts desire to undertake a Cooperative Services Feasibility Study:

- McMinnville Fire Department
- Lafayette Fire Department
- Dundee Fire Department
- Amity Fire District
- Carlton Fire & Ambulance
- Dayton Fire District

The study may also entail the option of including:

- Sheridan Fire District
- West Valley Fire District
- Southwestern Polk County Rural Fire District

Methodology

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

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

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

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

Standards & Best Practices

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

Project Scope of Work

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

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

Phase I—Project Initiation & Development of Work Plan

Task I-A: Project Initiation

ESCI will work with the City of McMinnville and City of Lafayette and City of Dundee Fire Departments, and the Amity, Carlton, Dayton, Sheridan and West Valley Fire, and SW Polk Districts to gain a comprehensive understanding of the backgrounds, goals, and expectations for the project. ESCI's project manager will develop and refine a proposed work plan that will guide the project team. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each objective to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This conversation will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Task I-B: Acquisition & Review of Background Information

The agencies will provide ESCI with pertinent information and data from each organization's assigned project manager or liaison. This data will be used extensively in the analysis and development of the report document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current emergency service studies or research
- Local census and demographics data
- Financial data, including debt information, long-range financial plans and projections including Historical patient billing and collection records (2014–2018), including payor mix, write-offs, contractual allowances, adjustments, refunds, and annual number of billable patient transports
- Department administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets for each community
- Facilities and apparatus inventories
- Local collective bargaining agreements
-

Automatic and mutual aid agreements

- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

Task I-C: Stakeholder Input & Field Work

- The ESCI project team will conduct site visits in each community and department for the purpose of conducting interviews with, and gathering information from, key personnel including:
 - Elected or appointed officials
 - Fire department managers and other key staff
 - Finance function managers
 - Human resource function coordinators
 - Labor officials
 - Employee and volunteer groups
 - Others as they may contribute to this project

From these interviews, ESCI will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about availability of data necessary to meet projected goals.

Phase II—Baseline Agency Evaluations

The initial phases of this Cooperative Services Assessment will focus on a baseline assessment of the current organizational conditions of each agency and current service performance of the departments and the study area as a whole. ESCI will conduct an organizational review of these departments based on the elements included in the following tasks. The purpose of this evaluation is to assess the agencies' operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

Task II-A: Organizations Overview

An overview of each organization and community will be developed discussing:

- Service area population and demographics
- History, formation, and general description of the fire agencies
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design

Task II-B: Financial Analysis

ESCI will review the existing financial status of each organization including:

- Sources of revenue
- Existing revenue and projections for the next three to five years
- Cost for existing levels of service and projections for the next three to five years
- Contractual services provided by each agency
- Indirect costs, cost allocations, and contractual obligations

Task II-C: Management Components

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

- Mission, vision, strategic planning, goals, and objectives
- Internal assessment of critical issues
- Internal assessment of future challenges
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Information technology systems

Task II-D: Capital Facilities & Apparatus

ESCI will review status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery, including:

Facilities – Tour and make observations in areas related to the efficiency and functionality of KFD's eight fire stations (and any other capital facilities). Items to be contained in the report include:

- Design
- Construction
- Safety
- Staff facilities
- Efficiency
- Future viability

Apparatus/Vehicles – Review and make recommendations regarding inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulations compliance
- Future needs

Task II-E: Staffing & Personnel Management

ESCI will review each department's staffing levels. Areas to be considered include:

- Administration and support staffing levels
- Operational staffing levels
- Staff allocation to various functions and divisions
- Staff scheduling methodology
- Current standard of coverage and staffing performance for incidents
- Firefighter/EMS staff distribution
- Utilization of career and volunteer companies, where applicable
- Responsibilities and activity levels of personnel
- Emergency callback procedures and the associated costs/events

Personnel management systems of the departments will also be reviewed, focusing on:

- Human resources policies and handbooks
- Quality and status of job descriptions
- Personnel reports and recordkeeping
- Compensation systems
- Disciplinary process
- Counseling services
- Application and recruitment processes
- Testing, measuring, and promotion processes
- Member retention efforts and programs
- Health and wellness programs

Task II-F: Service Delivery & Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance of the departments, either individually or when operating in concert with one another in the study area (the collective jurisdiction of all organizations included in the study). Areas to be reviewed shall include, but not necessarily be limited to:

- Demand Study
 - Analysis of current service demand by incident type and temporal variation for each individual organization
 - Analysis and geographic display of current service demand density within the overall study area

Distribution Study

- Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, with identification of service gaps and redundancies. This distribution study will be conducted for the study area as a whole, with all existing facilities included in the analysis.
- Concentration Study
 - Analysis of geographic display of the response time necessary to achieve full effective response force arrival in the study area using existing distribution of all organizational resources
 - Analysis of company and staff distribution as related to effective response force assembly in the study area
- Reliability Study
 - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete)
 - Review of actual or estimated failure rates of individual companies (to the extent data is complete)
 - Analysis of call concurrency and impact on effective response force assembly
- Performance Summary
 - Analysis of actual system response time performance, analyzed by individual companies (to the extent data is available). Performance analysis will be conducted for each jurisdiction individually along with the study area as a whole.
- Mutual and automatic aid systems
- Incident control and management methods

Task II-G: Support Programs

ESCI will review and make overall observations involving support programs within each organization for the critical areas of training and life-safety services. Items to be reviewed include:

- Fire and Life Safety Services (Fire Prevention)
 - Code enforcement activities
 - New construction inspection and involvement
 - General inspection program
 - Fire and Life-Safety public education programs
 - Fire investigation programs
 - Pre-incident planning

- Training
 - General training competencies
 - Training administration
 - Training schedules
 - Training facilities
 - Training procedures, manuals, and protocols
 - Training recordkeeping

Phase III—Future Opportunities for Cooperative Efforts

ESCI will use the completed baseline assessment of each agency to identify opportunities and feasibility for cooperative efforts. The project team will identify areas of duplication that can be reduced through consolidation efforts, as well as potential service improvements that can be accomplished. Experience has shown that this frequently becomes the overriding influence for public fire service consolidation efforts.

Items in this section of the report include but are not limited to the areas listed below. The detailed information provides department heads and elected officials with the information necessary to make important decisions regarding emergency services consolidation. Included are:

Task III-A: General Partnering Strategies

The various partnering strategies are described, beginning with a do-nothing approach and ending with complete consolidation of the agencies into a new emergency service provider. The following alternatives will be evaluated and discussed:

- Current level of cooperation (status quo)
- Expanded cooperative services
- Shared governance
- Legal unification or merger

Task III-B: Options for Shared Services

The study takes into account the many shared issues that face each agency, and how such matters affect the effort to construct a regional model for efficient service. These issues are identified and analyzed. Within each presented option for shared services, ESCI will evaluate and discuss the following:

- Specific areas of cooperative service where opportunity exists
- Estimated timeline to implement specific initiatives
- Affected section, i.e. Administration, Operations, Support Services
- Affected stakeholders
- Objective of initiative
- Summary of initiative
- Guidance required
- Fiscal considerations

- Social considerations
- Policy actions necessary
- Potential pitfalls

Task III-C: Fiscal Analysis

ESCI will identify and evaluate the fiscal impact of each of the partnering strategies for all three jurisdictions, including:

- Short term
- Medium range: one to three years
- Long range: three years
- Funding alternatives
- Budget modeling and cost allocations alternatives

Task III-D: Shared Service-Delivery Analysis

ESCI will identify and evaluate the impact on service delivery (Emergency response and Fire & Life Safety) of each of the partnering strategies for all three jurisdictions, including:

- Short term
- Medium range: one to three years
- Long range: three years

Task III-E: Findings & Recommendations

ESCI will provide recommendations in a continuum of options, focusing on those strategies and initiatives that have the most chance of success, highest possibility for service improvement, and most favorable impact on budget, including:

- Findings
- Priorities
- Policy action necessary
- Timeline

Phase IV—Development & Delivery of Project Report

Task IV-A: Development & Review of Draft Project Report

ESCI will develop and produce an electronic copy of the project report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

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

Task IV-C: Delivery & Presentation of Final Project Report

ESCI will complete any necessary revisions of the draft and produce 15 copies of the bound, final version of the written report, along with an electronic version in PDF file format (18 copies if the additional districts are included).

Two formal presentations of the project report will be made by ESCI project team member(s) to meetings of the community leaders and/or organizations included in this study. The presentation will include the following:

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

Phase V—Other Services (optional)

Task V-A: Implementation Plan

Should two or more of the participating agencies elect to move forward with strategies developed in the report, ESCI will assist in the development of a written implementation plan to serve as a road map for moving forward. A meeting will be facilitated with the participating fire chiefs, during which a plan will be developed.

The plan will subsequently be assembled in written form to include:

- Key implementation steps
- Benchmarks to identify completion
- Estimated timelines

Task V-B: Strategic Implementation Planning & Facilitation Process

ESCI will facilitate a one-day Strategic Planning session. The process will include at least two representatives from each participating agency, focused on the development of an implementation plan that the study agencies can use to move forward with cooperative efforts. The process will include:

- Development of a Shared Vision for moving forward
- Assistance in establishing a “Joint Implementation Committee”
- Develop an implementation “Strategic Plan” including
 - Process goals
 - Defined objective
 - Applicable action steps
- Assistance in establishing Implementation Working Groups

Task V-C: Public Input Meetings

At the conclusion of Phases I, II, III, and IV, ESCI staff will facilitate a community public input meeting intended to provide information and gather input from members of the general public, community organizations, and neighborhood associations. In order to assess public sentiment toward potential future system changes, discussions will center on the following issues:

- Customer perception of emergency services
- Desired level of service
- Support for adoption of an emergency services
- General input

Project Timeline & Fee Proposal

Project Completion Timelines

ESCI offers the following project timeline, which is subject to change based upon the mutual agreement of the client and ESCI. The timeline will not begin until ESCI has been provided with *all* information and data necessary for the successful completion of the project.

| Project Phase | MONTH | | | | | | | |
|---|-------|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Phase I: Project Initiation & Development of Work Plan | | | | | | | | |
| Phase II: Baseline Agency Evaluations | | | | | | | | |
| Phase III: Future Opportunities for Cooperative Efforts | | | | | | | | |
| Phase IV: Development & Delivery of Project Report | | | | | | | | |
| Phase V: Other Services (optional) | | | | | | | | |

Proposed Project Fee

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

| Project Phase | Consulting Fees | Expenses | Total |
|--|-----------------|----------|-----------------|
| Phase I: Project Initiation & Development of Work Plan | \$14,907 | \$2,106 | \$17,013 |
| Phase II: Baseline Agency Evaluations | \$28,284 | \$0 | \$28,284 |
| Phase III: Future Opportunities for Cooperative Efforts | \$5,784 | \$0 | \$5,784 |
| Phase IV: Development & Delivery of Project Report | \$10,216 | \$1,254 | \$11,470 |
| Subtotal: | | | \$62,551 |
| Costs for three additional Fire Districts | | | \$9,159 |
| Subtotal with All Fire Departments: | | | \$71,710 |
| Phase V: Other Services (optional) | \$7,298 | \$817 | \$8,115 |
| TOTAL WITH ALL DEPARTMENTS & OPTIONS (not to exceed): | | | \$79,825 |

Proposed Payment Schedule

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

Information Relative to Cost Quotation

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

Project Team Assignments

Emergency Services Consulting International has assigned the following associates to the project. All team members will be available for the duration of the project. Along with the project team, ESCI's full-time staff will be available to assist on the project as needed. Detailed information on the background and qualifications of each member of the team will be found in Appendix A.

The selection and experience of the project manager is important to the success of this project. ESCI is offering a project manager who will:

- Assist in the development and coordination of a project work plan.
- The ability to work closely with your representatives.
- Facilitate project team meetings to share project findings and ideas.
- Provide direction based on experience in similar situations, and knowledge of organizational staff analyses.

| Team Member | Project Assignments |
|--------------------------------|--|
| John Stouffer, Project Manager | Overall project management; organizations overview; capital facilities & apparatus; general partnering strategies; options for shared services; shared service-delivery analysis; findings & recommendations |
| Bill Boyd | Staffing & personnel management; fire & life-safety; training; contributor to strategies & recommendations |
| Richard Buchanan | Service-delivery & performance; contributor to strategies & recommendations |
| Don Bivins | Management components; contributor to strategies & recommendations |
| TBD | Financial analyses; contributor to strategies & recommendations |
| Matt Krok | GIS analysis and mapping |

Profile of Proposing Firm

ESCI Capabilities

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

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

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

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

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

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

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

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

ESCI at a Glance

- Mission: Provide expertise and guidance that enhances community safety
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Texas, and Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Twenty full-time employees, with over 60 expert field consultants

ESCI Experience

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

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

The *ESCI Advantage* includes:

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

Effective Project Coordination & Management

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

ESCI Offices

In order to better serve our clients, ESCI maintains our Corporate Headquarters in Virginia and a regional office in Oregon. The following is the contact information for each office, along with a complete organization chart.

Corporate Headquarters

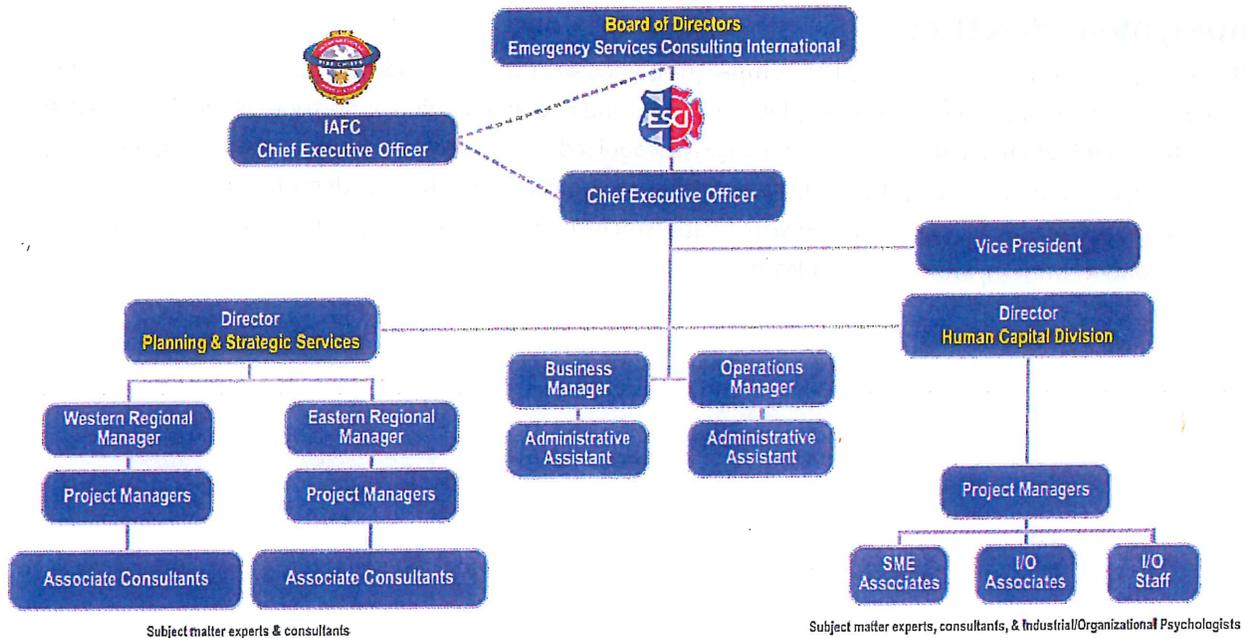
Mike Roth, Operations Manager
 4795 Meadow Wood Lane, Chantilly, VA 22033
 Phone: 703.506.9400 • Email: mike.roth@esci.us

West Coast Regional Office

Andrea Hobi, Business Manager
 25030 SW Parkway Avenue, Suite 330, Wilsonville, OR 97070
 Phone: 800.757.3724 • Email: andrea.hobi@esci.us

ESCI Organizational Chart

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



Disclosure & Practices

Conflict of Interest Statement

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

Insurance

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

Litigation

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

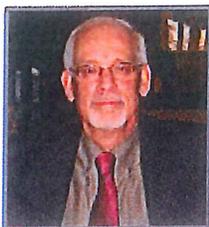
Employment Practices

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

Appendix A: Project Team Qualifications

John A. Stouffer

Western Regional Manager/Project Manager



Summary of Qualifications

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

Professional Experience

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

Educational Background & Certifications

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

Associated Professional Accomplishments

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

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

William Boyd

Senior Associate/Project Manager



Summary of Qualifications

Chief Boyd is a retired Fire Chief from the Bellingham Fire Department. He retired in 2012 after 29 years of progressive service to the citizens of Bellingham and Whatcom County. During his tenure, he served as a firefighter, firefighter paramedic, paramedic supervisor, fire captain/paramedic, assistant fire chief, and fire chief for the last nine years of his career. During this time, he served as incident commander on several major fires and disasters, including the 1999 Whatcom Creek Explosion. He also led the department through the 2008-2010 "great recession", collaborating with the department bargaining units in making strategic reductions and service delivery changes to meet budget reduction targets without reducing service delivery. He also consulted and lectured for the Department of Homeland Security, and served as a charter member of the DHS Virtual Social Media Working Group, providing guidance and training on integrating social media tools in crisis communications/incident command. After his retirement, Chief Boyd entered the private sector as a regional safety coordinator for a national industrial cleaning company, overseeing and managing safety and compliance programs across four states. He now uses his broad experience in providing business continuity, strategic planning, and management consulting services for private companies and public agencies.

Professional Experience

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

Educational Background & Certifications

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

Associated Professional Accomplishments

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

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

Rich Buchanan

Senior Associate/Project Manager



Summary of Qualifications

Mr. Buchanan has been in emergency service for 33 years. His diverse background began as a volunteer in a small rural ambulance service. After several years in an urban setting gaining Paramedic experience, he returned to a rural setting and became the EMS Director for Gunnison Valley Hospital. During this time he took a BLS volunteer agency to a paid ALS system serving over 3000 square miles. After 16 years in management, he transitioned into the fire service industry serving in a variety of capacities including paramedic, company officer, EMS certification program development, Haz-Mat team coordinator and EMS Administrative Lieutenant.

Mr. Buchanan currently serves as a Lieutenant for South Metro Fire Rescue. His station provides primary hazardous materials response in addition to fire and EMS. Additionally, Mr. Buchanan provides training throughout Colorado in most areas of pre-hospital care and the management of hazardous material events. He has also previously consulted with fire and EMS departments to conduct utilization studies and implement asset management programs focusing on inventory distribution, cost reduction, and efficacy. Mr. Buchanan holds a Master's Degree in Organizational Leadership, Graduate Certificate in Project Management, and a Bachelor of Arts in Business Administration.

Educational Background

- Bachelor of Arts degree- Business Administration – Western State University
- Master's Degree – Organizational Leadership – Regis University
- Graduate Certificate – Project Management – Regis University

Professional Experience

- Company Officer, South Metro Fire Rescue, Colorado
- HazMat Technician, South Metro Fire Rescue, Colorado
- E.M.S. Instructor, Centura Health, Colorado
- EMS Director, Gunnison Hospital, Colorado

Relevant Experience

- LEAN Facilitator
- Just Culture Facilitator
- Certified Instructor (ACLS, PALS, Colorado EMS)
- Adjunct EMS Instructor, Centura Health, Denver Health, Lutheran Medical

Associated Professional Accomplishments

Published works: Buchanan, R. (1988). Hypothermia. In P. T. Pons, & V. J. Markovchick, Pre-Hospital Emergency Care Services. Philadelphia, PA: Hanley and Belfus, INC.

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

Matthew J. Krok

Associate Consultant



Summary of Qualifications

Matthew Krok has over 15 years of experience supporting public sector GIS and mapping applications and products. For nine of those years Matthew provided direct GIS and mapping support the Fire, Police, and Emergency Management departments of the City of Henderson, Nevada. Matthew has also served several Board positions with the Nevada Geographic Information Society and the Nevada Geographic Information Foundation, including serving as the President of NGIS for several terms.

Since 2015, Matthew Krok, along with his partners, has been providing contract GIS services through their consulting company EMgis Partners. Since 2018, EMgis Partners has had a successful relationship with ESCI to supplement their project with sound mapping support.

Educational Background & Certifications

- Current GISP, since 2009.
- Current MPA student (4.0 GPA), Arkansas State University, Jonesboro, AR
- 21 hours of Masters coursework completed in planning , Rutgers and UNLV
- Rutgers University, BA in Geography with Honors, New Brunswick, NJ

Professional Experience

- Partner, EMgis Partners LLC, Lakeland, FL, 2015-current
- Systems Analyst – GIS, City of Lakeland, FL, 2015 – current
- Senior GIS Analyst – City of Henderson, NV Fire Department, 2013-2015
- System Support Analyst - GIS, City of Henderson, NV Public Safety, 2007-20013
- Engineering Design Tech – GIS, City of Henderson, NV, 2006-2007
- GIS Scientist, ASGECI Environmental, Flemington, NJ, 2004-2006
- Over 15 years' experience in public and private sector GIS.

Associated Professional Accomplishments

- Current Vice-Chair – Polk County, FL GIS Users Group
 - Current Geomonitor for Resurrection Catholic School, Lakeland, FL
 - Past Board member of the Nevada Geographic Information Foundation
- Past multi-year President of the Nevada Geographic Information Foundation

Appendix B: ESCI Experience

Following are examples of ESCI's experience in providing consulting services to various organizations throughout North America. If requested, ESCI can provide more detailed information on any the projects listed.

| Project Category & Title | Organization | Location | Year |
|---|-------------------------------------|----------|------|
| Agency Evaluations | | | |
| System Analysis | Summit County Fire Districts (two) | CO | 2018 |
| Emergency Services Operations Analysis | Strathcona Emergency Services | Canada | 2017 |
| Fire Department Options Analysis | Hemet Fire Department | CA | 2015 |
| Fire Department Evaluation | Skamania County Fire District #4 | WA | 2015 |
| Standards of Cover & Combined Master/Strategic Plans | | | |
| Community Risk Assessment | Romulus Fire Department | MI | 2019 |
| CRA/Standards of Cover | Carrollton Fire Department | TX | 2018 |
| Standards of Cover & Strategic Plan | Prescott Fire Department | AZ | 2019 |
| Standards of Cover/Strategic Plan | Santa Rosa Fire Department | CA | 2016 |
| Cooperative Services & Consolidations | | | |
| Cooperative Services/Consolidation Study | Assorted Missouri Fire Departments | MO | 2019 |
| Cooperative Services Study | Clackamas & Estacada Fire Districts | OR | 2019 |
| Cooperative Efforts Feasibility Study | Santa Rosa & Rincon Valley FPD | CA | 2016 |
| Evaluation & Cooperative Efforts Study | Rifle Fire Protection District | CO | 2015 |
| EMS Analysis & Ambulance Service | | | |
| EMS Agency Analysis | Catawba County EMS | NC | 2018 |
| Regional EMS System Development | Henry & Jefferson Counties | IA | 2019 |
| EMS Department Assessment | River Falls EMS | WI | 2017 |
| EMS Master Plan | North Hays ESD #1 | TX | 2015 |
| Strategic Plans & Fire/EMS Master Plans | | | |
| Strategic Plan | South Lane Fire & Rescue | OR | 2019 |
| Fire Department Master Plan | Minneapolis Fire Department | MN | 2012 |
| Customer-Centered Strategic Plan | Mid-Columbia Fire & Rescue | OR | 2013 |
| Station Location Studies | | | |
| Police & Fire Stations Location | City of Sioux Falls | SD | 2018 |
| Station Location Analysis | American Fork Fire Department | UT | 2017 |
| Station Location Analysis | Twin Falls Fire Department | ID | 2016 |
| Miscellaneous Studies | | | |
| Dispatch Center Study | City of Glendale | MO | 2017 |
| Public Safety Building Funding Feasibility | City of Homer | AK | 2015 |
| Staffing & Deployment Analysis | East Pierce Fire & Rescue | WA | 2014 |

Appendix C: ESCI References

The following are several examples and references out of the hundreds of projects and studies previously completed by ESCI. If requested, ESCI can provide additional examples and client references.

| South Metro, Belton, Grandview & West Peculiar Fire Departments (Missouri) | | | |
|---|---------------------------------|-----------------|-----------------------------|
| Project: | Consolidation Feasibility Study | Contact: | Lee Stevens |
| Project Manager: | John Stouffer | Title: | South Metro Fire Chief |
| Population: | 60,000+ | Phone: | 816.223.6895 |
| Completed: | June 2019 | Email: | lstevens@SouthMetroFire.org |
| Project Description: | | | |
| <p>This project entailed an analysis of six fire-service organizations; two of which were municipal departments, and four were fire districts to determine the feasibility of consolidation. ESCI conducted an in-depth analysis of each of the organizations, including finance, operations, staffing, communications, management, and many other components of the fire and EMS delivery systems in both counties.</p> | | | |
| Key Recommendation(s): | | | |
| <p>ESCI recommended the consolidation of the four career departments. Recommendations included three different models for deployment and staffing, and the associated costs. The recommendations included an implementation plan and options for interim collaboration until legal integration could occur. ESCI suggested an organizational structure and plan that included all personnel and staff remaining employed without loss of wages or benefits.</p> | | | |

| South Beach Fire & Rescue (Washington) | | | |
|---|---------------------------------|-----------------|----------------------|
| Project: | Regional Fire Authority Study | Contact: | Art Cole |
| Project Manager: | Don Bivins (with John Stouffer) | Title: | General Manager |
| Population: | 7,000 | Phone: | 360.268.9832 |
| Completed: | November 2015 | Email: | art-kaye@comcast.net |
| Project Description: | | | |
| <p>Westport FD (WFD), Grays Harbor FD #3 (GHFD#3), Grays Harbor FD #11 (GHFD#11), Grays Harbor FD #14 (GHFD#14), Pacific FD #5 (PFD#5), and South Beach Ambulance (SBA) contracted with ESCI to study the feasibility of all of the agencies combining as a regional fire authority. The six agencies have separately experienced significant reductions in assessed valuation and thus, have had to increase their revenues and try to manage their costs. After analysis, it was evident that all six agencies are significantly interdependent, with none of the agencies able to manage a single house fire without significant assistance from the other agencies. Further, they inadvertently competed against each other for new volunteer candidates. ESCI determined that combining was feasible economically and operationally as either a regional fire authority or through a two-phased process that starts with annexation of Westport by GHFD#3, then the district merging with the other districts. ESCI recommended the agencies pursue formation of an RFA.</p> | | | |

| Catawba County Emergency Medical Services (NC) | | | |
|---|---------------------|-----------------|-----------------------------|
| Project: | EMS Agency Analysis | Contact: | Dewey Harris |
| Project Manager: | John Stouffer | Title: | Assistant County Manager |
| Population: | 156,473 | Phone: | 828-465-8205 |
| Year Completed: | 2018 | Email: | Dharris@catawbacountync.gov |
| <p>Project Description: This project entailed a comprehensive analysis of a county-owned EMS transport provider. The study concluded with a long list of short-term, mid-term, and long-term system improvement goals. In addition, ESCI recommended and designed a new organizational structure. Other recommendations included the addition of medic units, personnel, and new medic unit deployment methods.</p> | | | |

| Henry & Jefferson Counties (IA) | | | |
|---|---------------------------------|-----------------|----------------------|
| Project: | Regional EMS System Development | Contact: | Jacob Dodds |
| Project Manager: | John Stouffer | Title: | HCHC EMS Coordinator |
| Population: | 60,000+ | Phone: | (319) 385-5302 |
| Year Completed: | 2019 | Email: | doddsj@hchc.org |
| <p>Project Description: Henry & Jefferson Counties desired to determine the feasibility of creating a regional EMS ground emergency medical transport agency to serve both counties. Previously, Jefferson County felt it was receiving substandard service by a private provider. ESCI conducted a comprehensive analysis of the EMS delivery systems in both counties. This was followed by a list of optional strategies, with the primary recommendation to create a single, government-based regional agency. ESCI designed detailed organizational structure with job descriptions, comprehensive budget, and forecasted future revenue. In July 2019, the key stakeholders of both counties elected to move forward with the development of a regional EMS agency.</p> | | | |

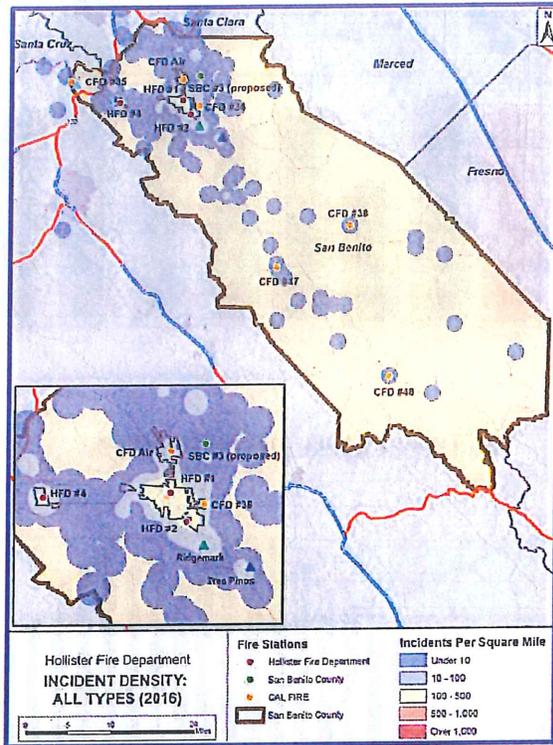
| North Hays Emergency Services District #1 (Texas) | | | |
|---|-----------------|-----------------|-----------------------------------|
| Project: | EMS Master Plan | Contact: | Walter Krudop |
| Project Manager: | John Stouffer | Title: | Board President |
| Population: | 35,000 | Phone: | 713.703.3177 |
| Completed: | November 2015 | Email: | president@northhayscountyesd1.org |
| Project Description: | | | |
| <p>ESCI was retained by North Hays County ESD #1 to develop a long-range EMS master plan that would include an economically viable and sustainable system of ALS-level ground emergency medical transport. A major part of the project was determining long-range financial viability. ESCI identified funding sources and the need for additional revenue. The project included historical analysis of ambulance service-delivery, projected population growth and service demand, and included a long list of recommended system improvements. In addition, the EMS Master Plan recommended that the District initiate a competitive bid process for the acquisition of ALS ambulance service, and the development of contract with performance criteria.</p> | | | |

| Wausau Fire Department (Wisconsin) | | | |
|--|----------------------|-----------------|---------------------------|
| Project: | FD Agency Evaluation | Contact: | Teri Dodge |
| Project Manager: | | Title: | Fire Chief |
| Population: | 2,000+ | Phone: | 360.659.2416 |
| Completed: | January 2013 | Email: | tdodge@firedistrict15.org |
| Project Description: | | | |
| <p>Emergency Services Consulting International was engaged by the Board of Commissioners of Snohomish County Fire District #15 (SCFD15) to conduct an Agency Evaluation in August 2012. The purpose of the project was to evaluate current operations, programs, and resources, compare them to industry standards and best practices, and make recommendations for areas that may need to be addressed in the future. ESCI's final report included recommendations relating to policy, human resources and personnel guidelines, training, and life safety.</p> | | | |

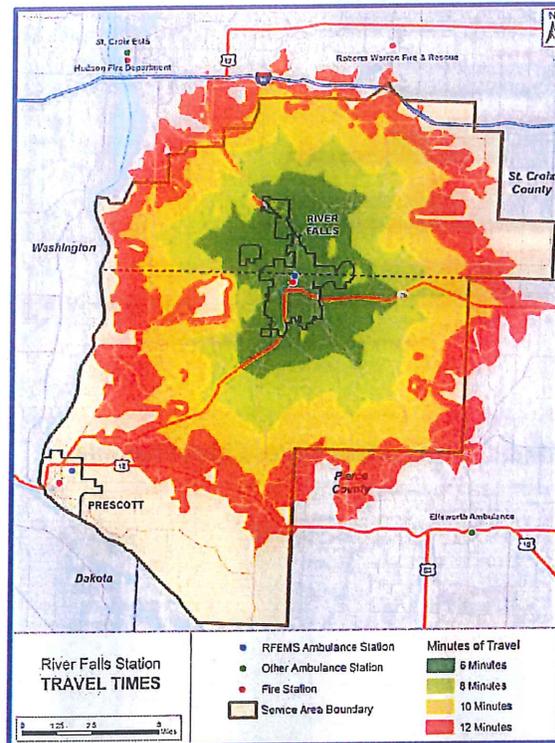
Appendix D: ESCI Examples of GIS Maps & Images

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

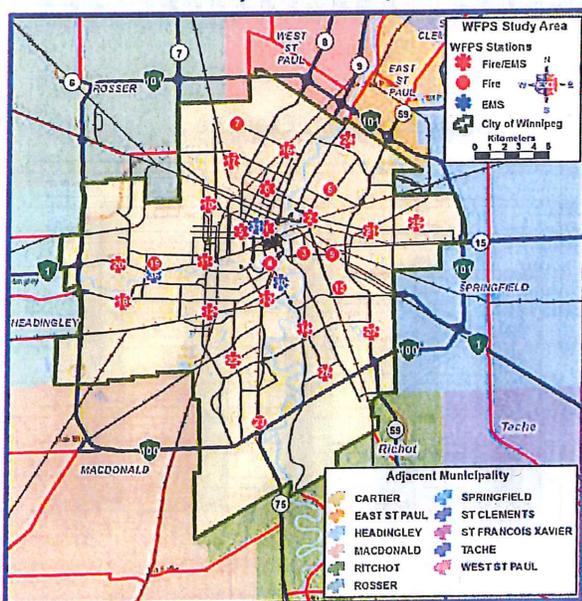
Incident Density Example



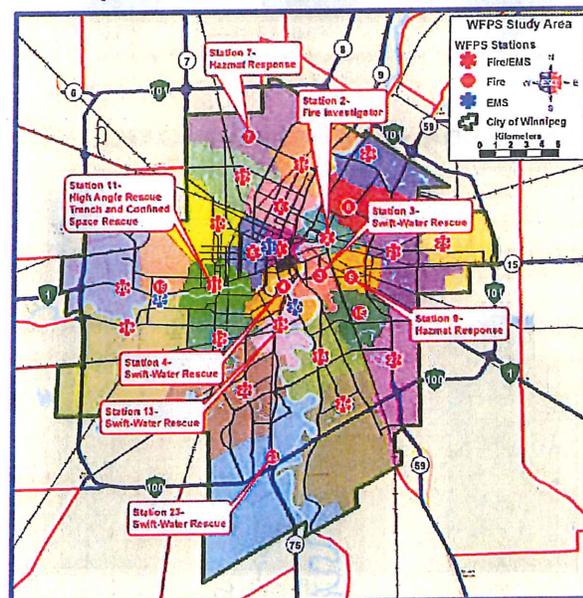
Travel Time Example



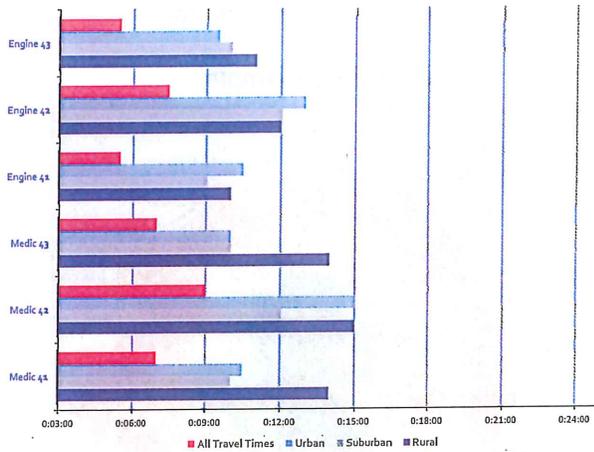
Study Area Example



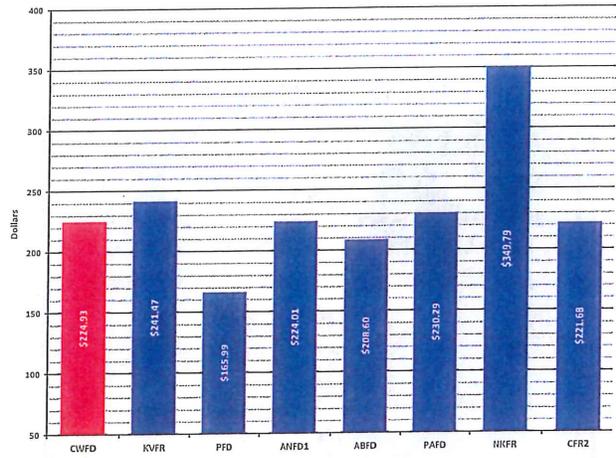
Special Incident Capabilities Example



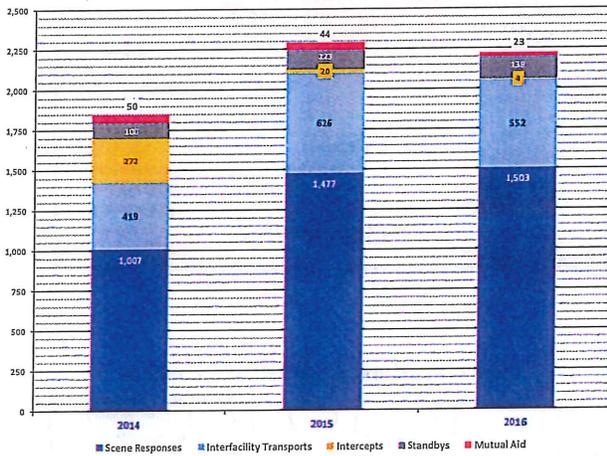
Travel-Time Chart Example



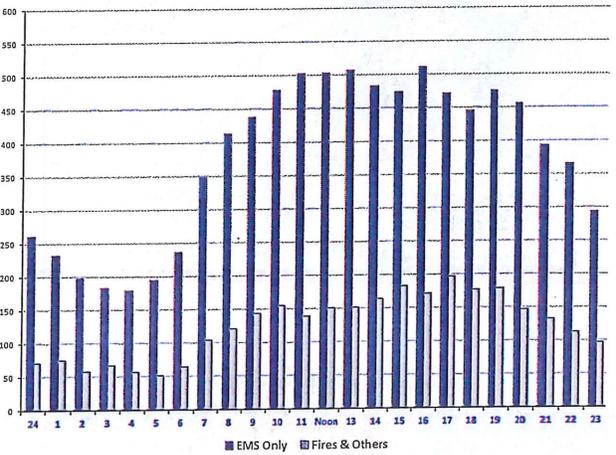
Cost Per-Capita Chart Example



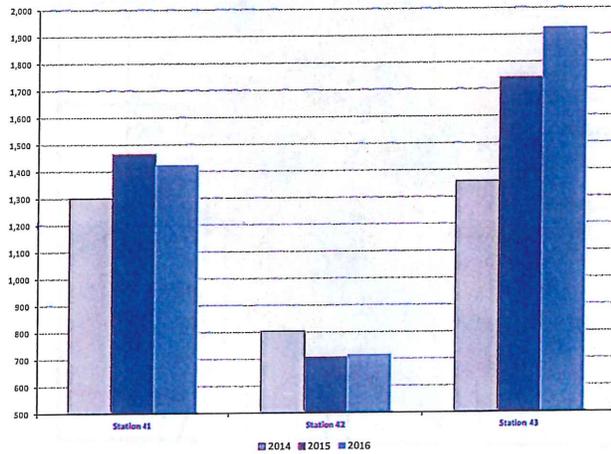
Medic Unit Incident Types Chart Example



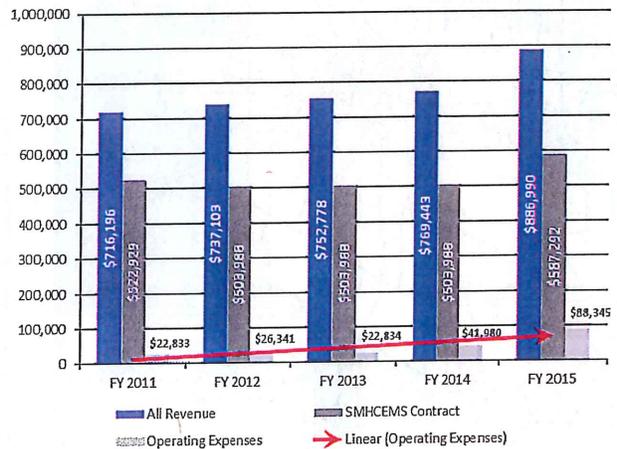
Call Types by Hour-of-Day Example



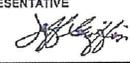
Service-Demand by Fire Station & Year



Budget Analysis Example



Appendix E: ESCI Certificate of Insurance

|  | | <h2>CERTIFICATE OF LIABILITY INSURANCE</h2> | | DATE (MM/DD/YYYY) 12/2/2016 | | |
|---|---|---|---|--------------------------------|-------------------------|---|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. | | | | | | |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). | | | | | | |
| PRODUCER Wilson-Heirgood Associates 2930 Chad Drive PO Box 1421 Eugene OR 97440-1421 | | | CONTACT NAME: Christie Montero PHONE (A/C, No, Ext): 541-284-5855 FAX (A/C, No): 541-342-3786 E-MAIL ADDRESS: cmontero@whainsurance.com PRODUCER CUSTOMER ID #: 22934 | | | |
| INSURED Emergency Services Consulting International 25200 SW Parkway Avenue #3 Wilsonville OR 97070 | | | INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co INSURER B: SAIF Corporation 36196 INSURER C: INSURER D: INSURER E: INSURER F: | | NAIC # | |
| COVERAGES | | CERTIFICATE NUMBER: 1104766079 | | REVISION NUMBER: | | |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADD'L SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | PHSD1110578 | 1/1/2016 | 1/1/2017 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COM/POP AGG \$1,000,000 \$ |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | PHSD1110578 | 1/1/2016 | 1/1/2017 | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000 | | PHUB527573 | 1/1/2016 | 1/1/2017 | EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$ \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | 776036 | 1/1/2016 | 1/1/2017 | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 |
| A | Professional Liability | | PHSD1110578 | 1/1/2016 | 1/1/2017 | Each Claim 2,000,000 Annual Aggregate 2,000,000 |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) *Umbrella coverage does not apply to Professional Liability* Fire Protection and Paramedic Services Strategic Plan | | | | | | |
| CERTIFICATE HOLDER | | | CANCELLATION | | | |
| City of Yucaipa 34272 Yucaipa Boulevard Yucaipa CA 92399 | | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  | | | |

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ACORD 25 (2009/09)

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AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 10, 2019
Re: Storm Water Amendment Regulation

I received a complaint from a resident that his uphill neighbor has removed the vegetation from a sloped yard next to his property leaving a bare dirt surface without erosion or sedimentation controls. Following the September 12 storm event, sediment laden storm water flowed from the neighbor's property to the complainant's property. The complainant expressed concern that future rain events will contribute similar discharges to his property and requested the City to take enforcement action pursuant to Dundee Municipal Code 13.20.080.A and to direct the neighbor to contain future discharges of sediment laden storm water. My initial response to the complainant was this appears to be a civil matter between two neighbors, but I would check with the city attorney.¹ City Attorney Matthew Kohl reviewed the matter and agreed with my assessment. In a subsequent conversation with City Attorney Tim Ramis, he noted DMC 13.20.080.A is ambiguous and should be addressed.

DMC Chapter 13.20 was updated in 2016 to implement regulations to prevent pollutants, including soil laden storm water, from entering the Willamette River Basin. Dundee modeled its regulation after the one used by the City of Milwaukie, of which Dundee's section 13.20.080.A is identical in both regulations. I explained the circumstance in Dundee to the Milwaukie City Manager Ann Ober, and she confirmed the interpretation of their regulation is if the pollution (sediment laden storm water) is not entering the public storm water system, then it is a private to private issue. The following is a draft amended section 13.20.080.A to clarify the intent of the storm water regulation. Following review by the City Council, an ordinance amending the section will be brought to the November 5 meeting for adoption.

A. No person may throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, left, or maintained, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, catch basin, inlet, or other component of the stormwater system, materials that may cause or contribute to pollution entering the stormwater system. For the purposes of this section pollution, includes, but is not limited to, any refuse, garbage, litter, yard debris, landscape materials, compost, topsoil, bark, gravel, dirt, sod, sediment-laden runoff from construction or landscaping activities, hazardous materials, or other discarded or abandoned objects, articles, and accumulations.

¹ There have been multiple complaints over the years regarding storm water discharging from one uphill property affecting the downhill receiving property. Whether the storm water flow was concentrated and/or re-directed by physical changes implemented by the uphill property owner or not, we have consistently advised that it was a civil matter between property owners.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 10, 2019
Re: Resolution No. 2019-13, Supplemental Budget

The FY 2019-2020 Budget does not include appropriations for the Fire Station Construction Fund since all work related to the roof repairs were expected to be completed and no additional costs were anticipated after June 30, 2019. However, the final cost associated with Porter Construction was carried over to the subsequent fiscal year and the final retainage to Porter was paid this month. In addition, work related to the floor repairs were originally to be performed by Baldwin General Contracting and instead, Baldwin paid the City to complete the floor repairs. In order to establish appropriations for the aforementioned outlays, Resolution No. 2019-13 was prepared to adopt a supplemental budget. Following any public comments regarding the proposed supplemental budget, Council may pass Resolution No. 2019-13.

Recommendation: Motion to pass Resolution No. 2019-13.

RESOLUTION NO. 2019-13

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR
FISCAL YEAR 2019-2020.

WHEREAS, the City of Dundee received additional revenues which were not anticipated at the time the 2019-2020 budget was prepared; and

WHEREAS, ORS 294.473 allows for modifying the adopted budget through the process of a supplemental budget showing an increase to resources and expenditures, and giving authority to spend those appropriations; and

WHEREAS, when adjustments are ten percent or more of a fund's total expenditures, the supplemental budget may be adopted by the City Council following a hearing on the proposed supplemental budget; and

WHEREAS, a notice of hearing for the proposed supplemental budget was published in the Newberg Graphic on October 9, 2019, at least five days before the hearing; and

WHEREAS, the Council held a hearing on the proposed supplemental budget on October 15, 2019;

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES that a supplemental budget to the 2019-2020 adopted budget is hereby adopted and the following appropriations approved as follows:

| | <u>Revenue</u> | <u>Expenditure</u> |
|--|-------------------|--------------------|
| <u>Fire Station Construction Fund</u> | | |
| Beginning Fund Balance | \$ 60,200 | |
| Investment Interest | 1,400 | |
| Settlements | 79,900 | |
| Legal Services | | 4,000 |
| Engineering/Architecture | | 900 |
| Other Professional Services | | 20,000 |
| Capital Outlay – Building Construction | | \$ 116,600 |
| Totals | \$ 141,500 | \$ 141,500 |

The ending fund balance for the Fire Construction Fund was expected to be depleted and the fund closed on June 30, 2019. However, release of final payment to the contractor for the fire station roof repairs and other related work substantially completed in April 2019 was delayed to the subsequent fiscal year. Also, in lieu of the 2014 fire station construction project general contractor performing repairs to the concrete slab floor following completion of the roof repairs, the City accepted a settlement from the general contractor for the concrete slab floor and will complete that work instead. Capital outlay appropriations will accommodate the final payment to the roof repair contractor, costs associated with repairs to the concrete slab floor, and repairs to the tower. Other

appropriations include legal services, engineering, and construction inspection services related to the repairs.

PASSED by the City Council this 15th day of October 2019.

Approved:

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder