



# Molalla City Council – Regular Meeting Agenda

**Meeting located at: Molalla Adult Center**

**315 Kennel Ave, Molalla, OR 97038**

**November 12, 2014**

**Business meeting will begin at 7:00PM.** The Council has adopted Public Participation Rules. Public comment cards are available at the entry desk. Request to speak must be turned into to the Mayor prior to the start of the regular Council meeting.

**Executive Session** 6:00pm prior to the regular meeting

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**1. CALL TO ORDER – 1,047<sup>th</sup> Regular Meeting**

- A. Call the meeting to order
- B. Flag Salute and Roll Call

**2. COMMUNICATIONS AND PUBLIC COMMENT**

- A. Minutes: October 22, 2014 - Motion to Approve
- B. Library Minutes: Information Only

**3. AWARDS, RECOGNITIONS & PRESENTATIONS**

- A. Citizen Accommodation: Police Chief

**4. PUBLIC HEARINGS**

**5. NEW BUSINESS**

- A. PH and Temperature Monitoring Project – Jen Cline

**6. CONTINUING BUSINESS**

**7. RESOLUTIONS**

- A. Resolution 2014-13: A Resolution of the Molalla City Council Adopting A City Fund Balance Policy as Required By GASB 54
- B. Resolution 2014-14: A Resolution Authorizing Financing of Urban Renewal Projects
  - Exhibit: IGA

**8. ORDINANCES**

**9. PROCLAMATIONS**

**10. REPORTS AND ANNOUNCEMENTS**

- A. City Manager/Staff Reports – Dan Huff
  - Council and Town Hall Meeting – December 10th
  - No Council meeting on November 26<sup>th</sup> due to the holiday
  - Discussion of Measure 91

**11. ADJOURNMENT**

Minutes of the Molalla City Council Regular Meeting  
Molalla City Hall  
117 N. Molalla Ave., Molalla, OR 97038  
Wednesday October 22, 2014

**ATTENDANCE:** Mayor Rogge, Present; Councilor Pottle, Present; Councilor Clark, Present; Councilor Thompson, Present; Councilor Griswold, Present; Councilor Boreth, Present; Councilor Cook, Present.

**STAFF IN ATTENDANCE:** City Manager Dan Huff, Present; City Recorder Sadie Cramer, Present; Finance Director Heather Penni, Present.

**COMMUNICATIONS AND PUBLIC COMMENT:**

**A. Minutes – October 8, 2014**

Councilor Pottle made a motion to accept the minutes from October 8, 2014. Councilor Cook seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Thompson, Aye; Councilor Pottle, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

**NEW BUSINESS**

**A. Council Approval for a Letter of Support for a DLCD Code Assistant Grant**

CM Huff stated that this is a grant program that the DLCD administers and in the end the City will have a new development code.

Councilor Thompson made a motion to approve the letter of support for a DLCD Code Assistant Grant. Councilor Boreth seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Thompson, Aye; Councilor Pottle, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

## **CONTINUED BUSINESS**

### **A. Quarterly Financial/Warrant Register**

Finance Director Penni distributed the 1<sup>st</sup> quarter 2014/2015 warrant register. She explained that the auditors have requested that all expenditures over \$10,000 have an explanation assigned to them.

FD Penni also distributed the quarterly financial report. She stated that the end of September the City ended in the black. She researched back 15 years and in that time the City had never ended September in the black.

FD Penni stated that there is a large variance in the beginning fund balance in the street fund. This is due in part to the sidewalk, asphalt work that was estimated to be complete by June 30, 2014, that did not happen, so the costs were expended in FY 14/15.

Councilor Griswold asked about the remaining funds in the Aquatic Center. FD Penni explained that those funds are earmarked to cover unemployment on staff that was laid off.

## **RESOLUTIONS**

### **A. Resolution 2014-11: A Resolution Amended Resolution 2014-06, Making Appropriations for the Fiscal Year 2014/2015**

Finance Director Penni stated that this Resolution is at the request of the auditors, this Resolution will correct the process of the spending of contingency funds.

FD Penni gave details of transfers from the following contingency funds:

Library	\$50,000 from Contingency to Capital Outlay
Street Fund	\$100,000 from Contingency to \$50,000 to Capital Outlay and \$50,000 to Materials & Services, Street Repairs
Sewer Fund	\$100,000 from Contingency to Legal Fees

Councilor Clark asked since the Library is MRSD property, are they responsible for repairs. FD Penni stated that the agreement with MRSD and the City of Molalla, the City is responsible for all repairs and maintenance.

Councilor Thompson made a motion to adopt Resolution 2014-11. Councilor Clark seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Thompson, Aye; Councilor Pottle, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

**B. Resolution 2014-12: A Resolution to the Molalla City Council Declaring Items as Surplus**

Chief Lucich stated that the Police Dept. has 5 vehicles to sell and is asking for council approval to do so.

Mayor Rogge asked if these were the vehicles that were purchased from the City of Portland. She was advised that 3 of the vehicles came from the City of Portland.

Councilor Thompson asked what the mileage was on these vehicles. He was informed that one vehicle is 180,000 while the others are from upper 90's to 100,000.

FD Penni explained that the revenue from the sale of the surplus cars will go into a restricted fund, Emergency Vehicle Fund. This fund covers expensed for K-9 and police vehicles.

Councilor Pottle made a motion to adopt Resolution 2014-12. Councilor Clark seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Thompson, Aye; Councilor Pottle, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

**ORDINANCES**

**A. Ordinance 2014-31: An Ordinance Amending Chapter 12.28 of the Molalla Municipal Code by Adding Section 12.28.050 Regarding Naming and Renaming of Streets**

Councilor Clark made a motion for the first reading by title only of Ordinance 2014-31. Councilor Boreth seconded. Motion approved (7-0) Mayor Rogge, Aye;

Councilor Pottle, Aye; Councilor Thompson, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

Councilor Clark made a motion for the second reading by title only of Ordinance 2014-31. Councilor Griswold seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Pottle, Aye; Councilor Thompson, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

Councilor Pottle made a motion to adopt Ordinance 2014-31. Councilor Griswold seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Pottle, Aye; Councilor Thompson, Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

## **PROCLAMATION**

### **A. Veteran's Day Proclamation**

Mayor Rogge read a Proclamation declaring November 11<sup>th</sup> as Veteran's Day and the week of November 10<sup>th</sup> through 16<sup>th</sup> as Veteran's Appreciation Week.

## **REPORTS & ANNOUNCEMENT**

CM Huff and Chief Lucich met with local churches regarding the homeless/transient issues. There will be a town hall meeting to discuss this on November 12<sup>th</sup>.

CM huff stated that there would be no council meeting on November 26<sup>th</sup> due to the Thanksgiving holiday.

CM huff stated that he and Mayor Rogge met with Senator Fred Girard to discuss the City's transportation issues.

Mayor Rogge stated that it was mentioned to Senator Girard that ODOT bring Hwy 211 from Vaughn Rd. to the Y to standard and then the City would take it over.

Councilor Thompson made a motion to direct staff to draft a letter of support to council consideration at the next meeting. Councilor Clark seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Pottle, Aye; Councilor Thompson,

Aye; Councilor Clark, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye.

Councilor Clark stated that he would first like to see what the standards are.

Councilor Griswold stated that he would like this item to go to the Transportation Committee.

Councilor Boreth stated that this would be huge for the City if this was approved and the Hwy was brought to standard.

Councilor Cook stated that he would like to see the City work on Hwy 213 when this process is completed.

FD Penni stated that the audit team was very pleased with the work staff is doing.

Councilor Boreth stated there are cities banning marijuana dispensaries. There are also cities taxing marijuana.

Councilor Griswold thanked the Mayor for the Veterans Day Proclamation. He also invited veterans to attend all the assemblies that are available in the community.

Councilor Pottle stated that October 23 is the Molalla Warming Center volunteer orientation. He also stated the he had read that the Adult Center is in need of a new roof. He asked if the City had money in the General Fund that could assist in the cost. FD Penni explained that there is not money in the GF to assist. The money is allocated to other areas and the City would be violating the lease if they participated.

Mayor Rogge encouraged citizens to participate in helping the Adult Center to fund the new roof.

## **ADJOURNMENT**

Councilor Clark made a motion to adjourn. Councilor Boreth seconded. Motion approved (7-0) Mayor Rogge, Aye; Councilor Pottle, Aye; Councilor Clark, Aye; Councilor Thompson, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye; Councilor Cook, Aye

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

Molalla Library Advisory Board

Meeting Date: 9/18/2014

Meeting brought to order by Sandy Nelson at 6:30 P.M.

Members Present: Mary Gilson, Kelly Andrews, Sandy Nelson, Angela Patton

Staff Present: Diana Hadley

The minutes from the August meeting were approved with a correction.

- Director's Report: (See Diana if you didn't receive one.)
  - a) Melissa Messner is a new employee who has lots of energy and enthusiasm. She is a reference and adult/young adult programming and collection development librarian. She knows the current library system. She is starting a Book Club, and she is working on Saturdays.
  - b) The Friends of the Library bought the library a popcorn popper. It is for the movie nights and other events.
  - c) The library is receiving a cash register from the pool that closed. Also 20 chairs came back from the pool.
  - d) The Staff at the library seems happy, and Diana is very happy with them.
- New Business:
  - a) We want to encourage students to use the library. It might be positive to have the high school students receive a library card without needing the parental o.k. to use the internet. Only Canby and Molalla block them from using internet without parental permission.
  - b) Lots of library users have blocked cards if they have \$25 worth of fined items. There is a Food for Fines happening to get rid of the blocked cards. In Gladstone, starting on October 13, you can wipe your slate clean. Amnesty Week runs from November 1-8.

The next meeting will be on October 16, 2014, at the Molalla Public Library. Diana may not be able to meet with us.

The meeting was adjourned at 7:25 P.M.

Submitted by Mary Gilson, Secretary.



# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** pH and Temperature Monitoring Project

**Recommendation:** Council Approval

**Date of Meeting to be Presented:** November 12, 2014

**Fiscal Impact:** Low Bid \$24,730

**Background:**

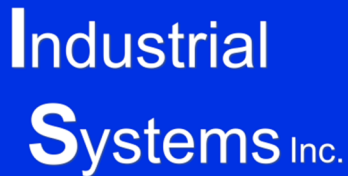
*To meet new NPDES regulatory requirements the City of Molalla wastewater treatment plant needs to install two constant monitoring pH probes and one constant monitoring temperature probe. The equipment will be tied into existing PLCs. One pH meter will be installed in an open channel at the WWTP headworks. One pH meter will be installed in a sample line at the discharge monitoring station. A small amount of plumbing PVC pipe will be required to install the second pH meter. The constant monitoring temperature probe will be installed in the intake wet well for the city water treatment plant. Readings need to be displayed and recorded on the existing SCADA system.*

Four Bids were solicited by Jon Patrick, WWTP Supervising Operator and the following two (2) included bids were received:

- Industrial Systems, Inc. - Sensor Installation, PLC/SCADA Programming and Network Confi.g - \$24,730.00
- The Automation Group, Inc – \$27,750.00

SUBMITTED BY: Jennifer Cline, Public Works Director

APPROVED BY: Dan Huff, City Manager



October 8, 2014

Attention: John Patrick

City of Molalla  
117 N Molalla Ave.  
PO Box 248  
Molalla, OR 97308

Subject: Wastewater Intake and Discharge Sensors

Dear John,

Industrial Systems, Inc. is pleased to provide you with the following proposal for Electrical & Control System design and Integration Services. We have included our scope of work, cost proposal, rate schedule and our standard terms and conditions for your use. As always, we look forward to working with you on this project.

**Summary:**

To meet regulatory requirements the WWTP must continuously monitor and report pH at intake and discharge locations for the plant. The locations selected for the pH instrument sensors will be at the inlet channel of the Headworks and the outlet piping of the DMS. The pH sensors shall be connected to WWTP PLC inputs for monitoring and reporting by the WWTP SCADA system.

Regulatory requirements also include monitoring WWTP discharge water temperature in relation to upstream river temperature. Discharge water temperature is currently monitored but upstream river temperature is not. It is proposed to measure river water temperature at the influent wet well at the WT Pump Station. A temperature sensor and transmitter shall be installed at wet well location and wired to an existing input at the pump station PLC. The temperature signal shall be transmitted from the WTP SCADA system to the WWTP SCADA system for monitoring and reporting.

**Scope of Work:**

1. Automation and Instrumentation Equipment
  - a. Two MJK PHIX Compact pH/Temp Sensor/Transmitters
  - b. One PT100 Electrode with 0-50 Deg. C Temperature Transmitter

- c. One GE 4 channel Versamax PLC analog input module
  - d. Associated sensor mounting hardware kits, piping taps, etc.
  - e. Field set up, testing and calibration, 2 trips or 12 hours maximum.
2. Installation
- a. Mechanical fabrication and installation of sample bypass piping and pH sensor tap at Discharge Facility.
  - b. Mechanical fabrication and installation of sensor supports at Headworks Channel and River Intake Wet Well.
  - c. Electrical installation of GRS conduits, conduit supports, signal cabling and instrument outlet boxes.
  - d. Installation of new GE PLC analog input module at existing Headworks Control Panel.
  - e. Termination and testing of new signal circuits.
3. Programming
- a. Configure new analog input module at existing Headworks PLC.
  - b. Configure new analog input channels for sensors at existing Discharge Building and River Intake Pump Station PLCs.
  - c. Modify existing WWTP and WTP PLC programs to continuously monitor new sensor channels scaled in engineering units. Transmit scaled variables to SCADA for monitoring and reporting.
  - d. Modify existing WWTP SCADA program to continuously display pH and temperature process variables on existing status screens, trend process variables, create regulatory agency reports and archive data as directed by the City.
  - e. Modify existing WTP SCADA program to display River Temperature on existing status screens and trend process variable if so directed by the City.
  - f. Transmit Temperature data from WTP SCADA to WWTP SCADA.
  - g. Add programming to existing Discharge Facility QuickPanel HMI to display pH value in engineering units.

4. Network Configuration
  - a. Modify City Network configuration to allow VPN access between the WTP and WWTP SCADA systems.

**Assumptions:**

1. Existing Level sensor conduits at WWTP Headworks Channel and River Intake Wet Well can be used to pull in new sensor cables.
2. River Intake Wet Well will be an acceptable monitoring location to the Regulatory Agencies.
3. The City will coordinate support from their Internet Service Provider and be responsible for fees charged, if any.

**Exclusions:**

1. Permits, Fees and taxes
2. Site visits other than listed above.
3. Any additional work due to invalidity of Assumptions 1, 2 and 3 listed above.

**Fee Proposal:**

Industrial Systems, Inc. proposes to provide the services and materials listed above on a lump sum basis. The fees shall be as listed in the summary below.

Sensor Installation, PLC/SCADA Programming and Network Configuration.....\$24,730

Terms shall be as stated in the attached terms and conditions dated 4/18/01. For the purpose of time and material work and any hourly work agreed to beyond this scope, the enclosed billing rates shall be considered as our standard rates. Our standard rates shall be subject to annual revision. To initiate this letter agreement, please sign below and return a copy to our office. Please feel free to call with any questions that you might have. Again, we look forward to working with you on this project.

*Troy B. Collison*

10-8-2014

\_\_\_\_\_  
Troy Collison

\_\_\_\_\_  
Date

City of Mollala  
October 8<sup>th</sup> 2014  
Sensor Installation and Programming

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Enclosures: Rate Schedule and Standard Terms and Conditions



## 2014 RATE SCHEDULE

PROJECT MANAGER -----	\$130 /HR
SENIOR DESIGN STAFF -----	\$120 /HR
DESIGN STAFF -----	\$ 110 /HR
TECHNICIAN -----	\$ 75 /HR
DRAFTING -----	\$ 68 /HR
CLERICAL -----	\$ 45 /HR

MILEAGE AND OTHER EXPENSES

COST PLUS 15%

(The 2014 IRS allowable mileage rate is \$0.56/mile)

## STANDARD TERMS AND CONDITIONS

The following terms and conditions are intended for incorporation by reference into quotations and agreements, orders, or authorizations for professional services ("Agreement") entered into between Industrial Systems, Inc. and the Client.

1. Industrial Systems, Inc.'s professional services consist of those services performed by Industrial Systems, Inc., its employees and its consultants as enumerated in or performed pursuant to the Agreement. Industrial Systems, Inc.'s services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work for which the services are provided.
2. Additional services, over and above those stated in the Agreement, may be provided if authorized or confirmed by the Client and will be paid for by the Client as provided below unless otherwise specifically provided in the Agreement. Such services will be charged at Industrial Systems, Inc.'s standard rates in effect when performed. Costs will be reimbursed according to Industrial Systems, Inc.'s standard reimbursement rates in effect when incurred, and if no rate is in effect, at Industrial Systems, Inc.'s cost plus the standard markup on such costs. Industrial Systems, Inc. will provide the Client with a statement of its current standard rates upon request.
3. The Client will provide full information as to the Client's requirements for the project as may be requested by Industrial Systems, Inc. from time to time. The Client will examine and respond promptly to Industrial Systems, Inc.'s submittals and inquiries and will provide prompt written notice to Industrial Systems, Inc. whenever the Client observes or otherwise learns of any defect in the services performed by Industrial Systems, Inc. or in the work performed appurtenant to such services.
4. All documents, including drawings and specifications, provided by Industrial Systems, Inc. are instruments of service with respect to the particular project for which they are provided and Industrial Systems, Inc. shall retain its ownership and property interest in such documents whether or not the project is completed. The Client may make, distribute, and retain such copies as are reasonably necessary for information and reference in connection with the construction, use, and occupancy of the particular project for which the documents are provided. Such documents are not intended or represented to be suitable for re-use by the Client or by others for any other purpose. Any additional use or re-use, without the written consent of Industrial Systems, Inc., shall be at the Client's sole risk and without liability or legal exposure to Industrial Systems, Inc. or its subconsultants and the Client shall indemnify and hold harmless Industrial Systems, Inc. and its subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from such use.
5. To the maximum extent permitted by law, the Client agrees to limit the total aggregate liability of Industrial Systems, Inc. and its subconsultants for the Client's damages arising out of services performed with respect to any project to Industrial Systems, Inc.'s total fee for materials and services rendered on such project, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pleaded or asserted.

Unless specifically stated otherwise in the Agreement, the following payment provisions shall apply. The initial deposit, if any, shall be retained and credited to the final payment due under the Agreement. Industrial Systems, Inc. will invoice the Client as services are performed. Invoices are payable upon receipt and the Client shall not backcharge or withhold payment from Industrial Systems, Inc. for any reason without Industrial Systems, Inc.'s specific written consent. Invoices unpaid after thirty (30) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. In addition, the Client shall pay Industrial Systems, Inc.'s reasonable costs incurred in collection of any delinquent amounts, including attorney fees and costs to prepare and file liens, regardless of whether suit or action is instituted.

6. Industrial Systems, Inc. will have the option to enforce payment of delinquent accounts by suit or action in a court of law or by arbitration. All other complaints, disputes and/or controversies that may arise out of or in connection with the agreement, order, or authorization, or services performed pursuant to such agreement, order, or authorization, including claims which might be pleaded or urged in a counterclaim or setoff in any action to enforce payment, shall be settled exclusively by arbitration under the laws of the State of Oregon and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding upon the parties.
7. Industrial Systems, Inc. and the Client agree that any dispute arising under or related to the Agreement will be submitted to a mediator agreed to by both parties as soon as such dispute arises and, in any event, prior to commencement of arbitration or litigation. Such mediation shall occur at a place mutually convenient to the parties and the mediation fee and expenses shall be shared equally by the parties who agree to exercise their best efforts in good faith to resolve all disputes in mediation.
8. The Agreement shall be governed by the laws of the State of Oregon. Industrial Systems, Inc. and the Client consent to the exclusive jurisdiction and venue of the state and federal courts of Oregon.
9. In the event suit or action is instituted to enforce any right granted under the Agreement, the prevailing party shall be entitled to recover its costs and disbursements incurred together with reasonable attorney fees to be fixed by court at trial or on appeal.
10. Neither Industrial Systems, Inc. nor the Client shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other. Nothing contained in this paragraph shall prevent Industrial Systems, Inc. from employing such independent professional associates and consultants as Industrial Systems, Inc. may deem appropriate to assist in the performance of services. Further, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Industrial Systems, Inc. and the Client. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and Industrial Systems, Inc. and not for the benefit of any other party.





## Quote

Q141024E

24-Oct-14

Jon Patrick  
City of Molalla WWTP

RE: pH and Temperature Monitoring Project

### Project Summary

*To meet new regulatory requirements the City of Molalla wastewater treatment plant needs to install two constant monitoring pH probes and one constant monitoring temperature probe. The equipment will be tied into existing PLCs. One pH meter will be installed in an open channel at the headworks. One pH meter will be installed in a sample line at the discharge monitoring station. A small amount of plumbing PVC pipe will be required to install the second pH meter. The constant monitoring temperature probe needs to be installed in the intake wet well for the city water treatment plant. Readings need to be displayed and recorded on the existing SCADA system. High, low and average readings for temperature need to be recorded. High low and 90th percentile needs to be recorded for influent and effluent pH. This information needs to be recorded on the existing daily computer printout. New screens are to be added to display the information on the existing SCADA system.*

### Scope of work

#### Installation:

- Install 2 MJK phix pH temp sensors.
- Install 1 PT100 Electrode with transmitter and temperature range of 0-50 Deg C.
- Install an analog input module in the existing rack at the Headworks PLC. This will require some reworking of items in the control panel to create space for the new module.
- All electrical, plumbing and fabrication required for the installation and integration into the current system.
- TAG to update existing drawings to reflect the modifications made to the system – no new drawings are included in the scope of this project.
- Field testing and calibration included to ensure proper operation after sensor install.

#### Programming:

- Modify existing PLC programs at water treatment plant and wastewater treatment plant to continuously monitor pH and temperature and transmit to SCADA for monitoring and reporting.
- Modify existing SCADA program at wastewater plant to continuously display pH and temperature data, trend data and create a report that will print with existing printouts.

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The Automation Group, Inc – [www.tag-inc.us](http://www.tag-inc.us)

CCB #172838

Phone: 541/359-3755

Certification: State of Oregon Tier-2 Emerging Small Business Cert# 6023

- Transmit temperature data from the water treatment plant SCADA system to the wastewater treatment plant SCADA system. This will be done over a secure VPN line if City SCADA network does not extend between the two plants.
- Display effluent pH on the existing Quickpanel at the Discharge Monitoring Station.
- Configure network to allow communication between the water treatment plant and the wastewater plant.

Existing Equipment:

- The water treatment plant and the wastewater plant both use Cimplicity 8.2 for SCADA.
- Headworks PLC is a GE 90/30 connected to the SCADA system by Ethernet.
- Discharge Monitoring station PLC is GE Versamax connected by internet.
- Water Treatment plant PLC is Allen Bradley.

**Functional Requirements**

*The system must display current pH and temperature data on the SCADA computer at the wastewater plant as well as high and low readings for the last 24 hours. A chart showing fluctuation for the last 24 hours for each sensor needs to be available for monitoring. The high, low and average temperature as well as the high, low and 90<sup>th</sup> percentile for each pH sensor needs to be printed on a report for record keeping purposes.*

**Assumptions and Agreements**

*Water treatment plant wet well will be an acceptable monitoring location to Oregon DEQ. The City of Molalla will coordinate support from Internet Service Provider (Molalla Communications) and be responsible for fees charged if any.*

**Conditions Of Proposal:**

- TAG has performed a pre-bid jobwalk and is knowledgeable of the site and existing conditions.
- TAG to have access to the most recent versions of application software developed for each location where modifications are to be made.
- This proposal is subject to the successful negotiation of a mutually agreeable contract.

**Price** **\$27,750.00**

Thank you,

*Eric Wick*

Eric Wick  
Office: 541-359-3755  
Fax: 541-982-2266  
ewick@tag-inc.us

**RESOLUTION 2014-13  
CITY OF MOLALLA**

**A RESOLUTION OF THE CITY OF MOLALLA CITY COUNCIL ADOPTING A CITY FUND  
BALANCE POLICY AS REQUIRED BY GASB 54.**

**WHEREAS**, the City of Molalla, Oregon, wishes to ensure the highest level of financial reporting standards and transparency; and,

**WHEREAS**, the City of Molalla is subject to the accounting and reporting standards set by the Governmental Accounting Standards Board (GASB) and GASB 54's objective is to enhance the usefulness of fund balance information by providing clearer fund balance classification that can be more consistently applied and by clarifying the existing governmental fund type by definition; and,

**WHEREAS**, the City of Molalla City Council wishes to establish a Fund Balance Policy for the purpose of complying with GASB Statement 54;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOLALLA AS  
FOLLOWS:**

1. The City does hereby establish a Fund Balance Policy by adopting the definitions, principals, and guidelines attached in Exhibit A.
2. The resolution is and shall be effective from and after its passage by the City Council.

Passed and adopted by the Molalla City Council on this \_\_\_\_ day of \_\_\_\_\_, 2014 by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

\_\_\_\_\_  
Deborah Rogge, Mayor

Attest this \_\_\_\_ day of \_\_\_\_\_, 2014:

\_\_\_\_\_  
Sadie Cramer, City Recorder

EXHIBIT A  
CITY OF MOLALLA FUND BALANCE POLICY

**Purpose:** To establish fund balance classifications for governmental funds which establish a hierarchy based upon the extent to which the City must observe constraints imposed upon the use of those resources of those funds. The fund balance policy establishes the procedures for reporting restricted fund balance in the City's financial statements. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per GASB statement no. 54, issued February 2009. GASB Statement No. 54 is effective for the City of Molalla for the fiscal year ended June 30, 2014.

**Definitions:** Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints in the specific purpose for which amounts can be spent.

- A) Non-spendable. Funds which cannot be spent.
- B) Restricted. Amounts subject to externally enforceable legal restrictions (imposed by grantors, contributors, governmental regulations, etc.)
- C) Committed. Amounts whose use is constrained by limitation that a governing board imposes upon itself.
- D) Assigned. Intended use of resources established by the governing body itself, or by an official or officers to which authority is delegated by the governing body.
- E) Unassigned. Available for any purpose.

**Procedures:** The first two components listed above are addressed in this policy due to the nature of their restrictions. This procedure policy is focused on financial reporting of the City's fund balance which are under the City's control. The three components are defined as:

- A) Committed Fund Balance. The City Council, as the highest level of decision making authority may commit fund balance for specific purpose pursuant to constraints imposed by formal actions taken, such as ordinance or resolution. Those committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action. Encumbrances which are the obligation of funds via contract, agreement, or other legally binding means are also considered committed under this policy.
- B) Assigned Fund Balance. Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager and/or Finance Director for the purpose of reporting these amounts in the annual financial statements.
- C) Unassigned Fund Balance. Residual positive net resources of the General Fund in excess of what can properly be classified in one of the other categories.

**Flow Assumption:** Some funds are funded by a variety of resources, which include both restricted and unrestricted (committed, assigned, and unassigned) sources. Where appropriate and necessary, the City of Molalla has determined the following spending hierarchy to expend the categories of fund balances; 1. Restricted, 2. Committed, 3. Assigned, and 4. Unassigned.