

CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

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

FEBRUARY 16, 2016 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. Out of courtesy for the speaker, please refrain from talking.
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, February 2, 2016 Pages 1 - 6
 - 5.2 Financial Report Ending January 31, 2016 Pages 7 - 28
Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Sewer I&I Investigation Findings
Discussion
 - 6.2 Sewer CCTV Inspection Change Order Pages 29 - 30
Action Required
 - 6.3 Resolution No. 2016-01, City Charter Chapter XI Amendment Pages 31 - 34
Action Required
 - 6.4 2016 Council Goals Pages 35 - 38
Discussion
7. New Business:
 - 7.1 Planning Services Fee Adjustment Pages 39 - 44
Action Required
 - 7.2 Parks Advisory Committee Appointments Pages 45 - 46
Action Required
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 Water Master Plan Update
 - 1.2 Highway 99W Sidewalk/Streetscape
 - 1.3 Inflow & Infiltration Program

2. Planning/Land Use
 - 2.1 Dundee Riverside Master Plan – Future Actions
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Industrial Zone Standards
 - 2.4 Marijuana Facilities

3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance
 - 3.3 Marijuana Dispensary Licensing

4. Parks & Trails
 - 4.1 Viewmont Greenway Park Improvement
 - 4.2 Harvey Creek Trail Property Rehabilitation
 - 4.3 WWTP Nature Park Grant Application

5. Next Available Ordinance & Resolution No's.
 - 5.1 Ordinance No. 545-2016
 - 5.2 Resolution No. 2016-02

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 Assistant City Recorder at City Hall (503) 538-3922.

**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
February 2, 2016

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ, Councilors Ted Crawford, Doug Pugsley, Kristen Svicarovich, and Tim Weaver (7:04 P.M.). Excused Absence: Councilors Jeannette Adlong and Storr Nelson. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, Greg Reid, City Engineer, Michael Humm, City Engineer, Chuck Simpson, Utility Worker III, and Debra Manning, Assistant City Recorder.

Public Attendance

Daniel Danicic, Kevin Swanson, and Cody Wright, Purple Hands Winery.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

Councilor Crawford questioned what budget line item would include taxes from Chalice Farms. City Administrator Daykin replied the General Fund under Tax revenue includes the local marijuana tax, as well as property tax and transient rental tax. **The motion** was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, January 5, 2016, 5.2 City Council Minutes, January 19, 2016, and 5.3 Financial Report Ending December 31, 2015. **The motion** passed unanimously.

Old Business

Manholes Repair Contract Change Order

Change Order #1 reflects pricing from C-More Pipe to complete repairs to ten additional manholes. The Mayor questioned the cementitious mortar referred to in the email (packet page 47). Engineer Humm advised it is a two part repair which could be applied to areas with heavy damage to the pipe walls. Mortar injection is made to the backside of the manhole sealing the damage from the outside and a full coat spray application is applied to the inside which builds up the thickness of the wall. The defects located do not appear to need this application.

Councilor Crawford asked what pick holes are. Humm advised they are caused by the use of dowels during the casting of the pipe and appear as unfilled holes in the pipe. Crawford questioned what is causing the leaks. Humm responded causes appears to be a combination of high ground water and the nature of the crushed rock trench backfill which provides a path of least resistance for water flow.

Engineer Humm asked counsel's input on the Oregon Administrative Rule's requirement that no single change order is greater than 10% of the contract value or the cumulative of the change orders is less than 33%. He questioned exceeding that value and asked for a recommendation on how to proceed. City Attorney Rihala counseled this is an emergency contract under the

intermediate bidding; as such the threshold for an amendment is whichever is greater of 25% of the original contract price or \$150,000. Since the cumulative amendments do not reach \$150,000 we can move forward under the emergency intermediate procurement. Five more manholes have been identified for repairs. Humm asked if this should be pursued with the contractor and repair cost returned to the Council. The Mayor inquired if the project's budget could cover \$30,000. Daykin suggested an option of approving this change order and additional change orders not to exceed a cumulative amount of \$30,000 for the entire contract.

Councilor Svicarovich inquired if the five additional could be prioritized compared to the current manholes. Humm confirmed. He advised that the flows are varying with the rainfall amounts.

The motion was made and seconded to approve change order #1 in the amount of \$10,145 with C-More Pipe for the repair of ten additional manholes; additional repairs not to exceed a cumulative total of \$30,000 for the project. **The motion** passed unanimously.

10th Street Project Change Order

City Engineer Reid referred to the amended change order #1 at \$27,575.90, noting \$27,695.05 had been previously approved by the Council. The contractor could not keep ahead of the ground water. The ODOT storm sewer pipe is not sealed and the pipe segments have separated, allowing exfiltration. The sanitary manhole on Lumpy's side on the highway was installed. Groundwater appears to be flowing from a previously unknown pipe from the crawlspace under the Woman's Club building and from the unsealed ODOT storm pipe into the excavated area. Also, there was a broken section of the storm sewer running from Tenth to Eleventh streets. The itemized additional costs from Weitman Excavation, LLC had just been received prior to the meeting and review is pending; but Reid noted he does not agree with the downtime billings. The level of water over the pipe is ground water level. Reid approves of the cost changes due to the redesign of the manhole inlet installation caused by the complications and the plan to divert water to allow completion of the work. He will review the rest of the billing. Daykin noted item 50 relates to the ODOT pipe being nine inches from the location on the plan which will not allow alignment with the manhole and inlet by the curb. Engineer Reid identified the costs associated with the known changes to the project to keep the project moving forward. Councilor Pugsley asked for this issue to be referred to Councilor Nelson for his input. C. Svicarovich inquired the project completion date. Reid responded possibly the end of February if the issues get resolved. He advised the plan is to connect to the inlet at Ninth Street by the old Riteway Market and pump water over the highway to the inlet by Lumpy's to keep water out of the work area. He will address the concerns with the integrity of the storm sewer pipe with ODOT. C. A. Daykin asked for the authority to negotiate the change order for items 40, 45, and 50. Pugsley suggested emphasizing that we are paying item 40 even though we warned them of the issues. Reid will review the change to the unit pricing for the downtime. **The motion** was made and seconded to authorize the City Administrator and the City Engineer to pay for items 40, 45, and 50; emphasizing item 40 could have been anticipated and we will negotiate the other items on this project. **The motion** passed unanimously.

C.A. Daykin suggested the Council address New Business item 7.5 Planning Commission Appointments next with an applicant in attendance.

New Business

Planning Commission Appointments

Three applications were received from Kevin W. Swanson, Sara Whitfield, and Dustin Swenson. Kevin Swanson was present. C. Pugsley asked Swanson if he would have the experience to confront a controversial issue while maintaining a good collaborative relationship with rest of the commission. Swanson advised he considers himself to be steady and even-keeled. He will listen

to all sides before deciding on an issue. C. Crawford questioned his occupation. Swanson advised he works for a multi-national company from Ireland in the plastics division. It involves a lot of traveling. Swanson relayed it is important to him what Dundee will look like in the future. He wants to be a part decision process. C. Weaver questioned how often he is out of town traveling. Swanson replied he sets own schedule. **The motion** was made and seconded to appoint Kevin W. Swanson, to the Dundee Planning Commission with terms expiring December 31, 2019. **The motion** passed unanimously. **The motion** was made and seconded to appoint Sara Whitfield and Dustin Swenson to the Dundee Planning Commission with terms expiring December 31, 2019. **The motion** passed unanimously.

Old Business

City Charter Chapter XI Amendment

Two versions of a Charter amendment to Chapter XI were presented in the package for Council's consideration. The longer version amends each of the existing provisions, modifying the language, to comply with State law, removing some of the required voter approval and adding voter approval when certain conditions are met including extent of tax increment financing and the finance term. The short version has only provisions unique to Dundee on the debt limitation and tax increment financing. City Attorney Watts drafted the ballot notice of the measure of election. He cautioned that Urban Renewal is a complex process for the public to understand and there is not a lot of time to educate the public prior to the May election. Once the measure is filed for the election, City resources may not be used for public persuasion. He recommended waiting till the November election. The Mayor questioned why the summaries are different. Daykin replied staff can address inclusion of the additional wording for the summary. After further discussion the majority Council consensus supports the short version with the description from the longer version.

2016 Council Goals

The Council was asked to assign a priority to Objective #1 Secure Funding to implement a free-flowing traffic pattern at the south Dundee Bypass connection (FTF) under Goal #1. The majority consensus is priority 2. There were no other changes to the document. Nancy Boyer, Mid-Willamette Council of Governments, asked the Council to prioritize their top four objectives. Daykin asked the members to email the information to him; the top priorities will be brought back on a future agenda.

New Business

License to Use 12th Street Right-of-Way

Cody Wright, Purple Hands Winery, was present to answer questions regarding the request to install storm water treatment facilities; part of which will be located in the Twelfth Street right-of-way (ROW). The city has asked for an addition to the sewer easement to allow access to a manhole which is close to the property line to offset the use of the ROW and for additional fees for the legal review and document preparation. Twelfth Street provides access to Purple Hands Winery and the back lot of Chalice Farms. C. Pugsley inquired if this will be a functioning rain garden. Wright confirmed. **The motion** was made and seconded to accept the request from Purple Hands Winery for the use of 235 square feet of Twelfth Street for their rain garden and to authorize the City Administrator to execute a license agreement with Purple Hands Winery prepared by the City Attorney with compensation set as recommended by the City Administrator. **The motion** passed unanimously.

Locust Street Water Line Replacement Proposal

The developer of residential homes on Locust, Del Boca Vista, is required to install a new sewer main. There is an existing waterline which the city plans on replacing. The developer has

proposed to build the waterline to the city's specifications with reimbursement from the city for the work. Engineer Dan Danicic, Del Boca Vista, advised the cost is based on a quote from the Saunders Company, without the benefit of them having a design or knowing the site conditions. The design will be submitted to the city engineer for his review. C. Crawford questioned how soon they plan to build. Danicic stated one permit has been submitted; the expectation is all the building permits will be submitted in a couple of months. The Fire Department will use the house on the lot for a burn-to-learn. The new home pricing is estimated in the mid \$200,000 range. **The motion** was made and seconded to authorize the City Administrator to enter into an agreement to reimburse Del Boca Vista for the construction of an 8" ductile water line located in Locust Street in an amount not to exceed \$37,500. **The motion** passed unanimously.

Legal Services Agreement

Jordan Ramis PC has requested an increase to the \$250 rate set in 2009 for legal counsel's attendance at Council meetings. Their rate of \$500 per meeting would be difficult for the city. They proposed an increase of \$350 for the first year; with an increase to \$400 the following year. **The motion** was made and seconded to accept the changes to the council meeting attendance rate as proposed by Jordan Ramis PC, and authorize the City Administrator to sign the rate amendment to the legal services agreement. **The motion** passed unanimously.

Bond Refunding Analysis

The majority Council consensus was it will not be worth proceeding with the preparation of a financial analysis of the refunding possibility by a financial advisor. C.A. Daykin stated we could look for interest from an underwriter; but our debt is relatively small and the margin is tight. The Council supports staff soliciting proposals for refunding the loans.

Council Concerns and Committee Reports

C. Crawford advised that the architect for the façade improvements program has not responded. The committee is looking for another architect to complete façade improvement renderings at a cost of \$600 to \$1,000. The committee may start approaching the businesses to determine what improvements can be moved forward with.

C. Pugsley advised that the Harvey Creek Trail is holding up good through all the rain events. C. Crawford suggested trails could be added on the ROWs on Red Hills Drive and Red Hills Road. C. Svicarovich relayed that Red Hills Road may be paved. Crawford suggested asking Chehalem Parks and Recreation District (CPRD) to work with the county to place a trail; which could be then linked to the Harvey Creek Trail.

Engineer Reid clarified the Tenth Street project status: the last three items on the billing statement have been authorized for payment. Reid would like to negotiate for item 45 divert water upstream across the road. The rest of the billing will have to be negotiated. Mayor Russ replied the Council approved 40, 45 and 50; with the request to advise the contractor we are not pleased with item 40 and expect negotiations on the invoice. C. Pugsley stressed that C. Nelson should have input on the issue. The Council noted C-More Pipe is a local company, who bid the job in the middle of winter and should have known what they were bidding on.

Mayor's Report

The City of Dundee is will be hosting its own "If I were a Mayor" Contest through the Dundee Elementary School. This will allow us to focus on Dundee and to have first through third place winners in Dundee with a State finalist.

City Administrator's Report

North American Specialty Insurance, the representative for Baldwin General Contracting's performance bond, hired a forensic construction consultant. The consultant is questioning why it is defect in construction and not a design problem. There will be a meeting on Wednesday with representatives from Mckenzie Group, Baldwin, the bond company, our legal counsel and staff to discuss defect issues. Daykin clarified our position is it is construction defects as determined by our consultants; we will be observers at the meeting.

The Chehalem Valley Visioning Group's Elected Officials Dinner will be on Thursday, April 14th; social hour at 6:00 P.M. and dinner at 6:30 P.M. There will be an update of what has been completed during dinner and then a separation into small groups to identify and discuss six main themes.

The Mayor received a letter from Commissioner Starrett asking to hold a joint session with the Council (fifteen to twenty minutes) and then an open Town Hall. Daykin clarified the Commissioners are reaching out to all communities with the intent on improving communication. They do not have a set agenda; they would like to discuss relevant issues. Daykin proposed a Town Hall meeting at 6:00 P.M. and then they could join a regular Council meeting at 7:00 P.M. He inquired if the Council would like to meet with them in July or August; this would allow notice in the city newsletter. The majority consensus was for the City Administrator to pick a date.

Public Comment

None.

Executive Session:

The City Council entered Executive Session at 8:39 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 9:00 P.M. and the Council did not reconvene.

David Russ
Mayor

Attest:

Debra L. Manning, MMC
Assistant City Recorder

CITY OF DUNDEE
Statement of Activities

From 7/1/2015 Through 01/31/2016

	General		Street		State		Equipment	Tourism	Fire Station	Bonded	Water	Water CIP	Sewer	Sewer CIP	Storm	Storm	Total	
	Fund	Street Fund	Fund	Reserve Fund	Sharing Fund	Reserve Fund												Parks Fund
Revenue																		
Taxes	623,915	24,231	-	-	-	-	-	32,481	-	123,224	-	-	-	-	-	-	-	803,851
Franchise Fees	34,133	-	19,048	-	-	-	-	-	-	-	-	-	-	-	-	-	-	53,181
Licenses & Permits	10,914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,914
Intergovernmental Revenue	98,767	111,416	-	-	12,230	-	-	-	-	-	-	-	-	-	-	-	-	222,413
Charges for Services	139,991	-	-	-	-	-	-	-	-	-	436,169	5,112	716,373	-	53,855	-	-	1,351,501
Fines & Forfeitures	34,173	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34,173
Miscellaneous Revenue	5,987	225	378	140	33	2,111	17	66	93	286	938	2,398	177	1,783	70	129	14,831	
Total Revenue	947,881	135,871	19,426	140	12,263	2,111	17	32,547	93	123,510	437,107	7,510	716,551	1,783	53,925	129	2,490,864	
Expenditures																		
Personnel	302,146	36,167	-	-	-	-	-	-	-	-	94,673	-	89,481	-	21,158	-	-	543,624
Materials & Services	452,211	45,065	-	-	4,240	-	20	2,834	74,873	-	133,057	-	215,513	-	16,031	-	-	943,844
Capital Outlay	7,398	-	50,494	-	-	49,105	31,488	-	1,012	-	6,508	383,664	2,378	3,396	520	13,187	-	549,150
Debt Service	-	-	8,464	-	-	58,627	-	-	-	-	-	61,545	-	364,691	-	-	-	493,327
Total Expenditures	761,755	81,232	58,958	-	4,240	107,732	31,508	2,834	75,884	-	234,238	445,208	307,371	368,087	37,710	13,187	2,529,945	
Excess (deficiency) of Revenue over Expenditures	186,126	54,640	(39,532)	140	8,023	(105,621)	(31,491)	29,714	(75,792)	123,510	202,869	(437,699)	409,180	(366,305)	16,215	(13,059)	(39,081)	
Other Financing Sources (Uses)	(40,793)	-	-	-	(10,000)	-	10,000	-	97,000	-	(20,398)	-	(380,809)	345,000	-	-	-	-
Net Changes to Fund Balance	145,333	54,640	(39,532)	140	(1,977)	(105,621)	(21,491)	29,714	21,208	123,510	182,471	(437,699)	28,370	(21,305)	16,215	(13,059)	(39,081)	
Beginning Fund Balance	405,400	49,504	161,106	42,458	12,378	737,747	15,843	22,245	38,406	30,512	111,766	1,003,744	17,658	611,126	5,552	63,058	3,328,503	
Ending Fund Balance	550,733	104,144	121,574	42,598	10,402	632,126	(5,648)	51,959	59,615	154,023	294,238	566,045	46,028	589,822	21,767	49,999	3,289,423	

City of Dundee
Statement of Revenues & Expenditures
01-General Fund
From 01/1/2016 Through 01/31/2016
(In Whole Numbers)

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	66,122	623,915	592,900	5%	31,015
Franchise Fees	4,865	34,133	143,600	-76%	(109,467)
Licenses & Permits	2,810	10,914	58,600	-81%	(47,686)
Intergovernmental Revenue	3,958	98,767	157,600	-37%	(58,833)
Charges for Services	16,836	139,991	210,500	-33%	(70,509)
Fines & Forfeitures	1,759	34,173	52,000	-34%	(17,827)
Miscellaneous Revenues	497	5,987	5,300	13%	687
Total REVENUES	<u>96,847</u>	<u>947,881</u>	<u>1,220,500</u>	<u>-22%</u>	<u>(272,619)</u>
EXPENDITURES					
General Govt	23,934	195,923	330,700	41%	134,777
Court	1,555	10,709	20,700	48%	9,991
Community Development	11,248	47,438	122,200	61%	74,762
Police Services	81,192	279,629	473,300	41%	193,671
Fire Services	42,790	228,056	372,700	39%	144,644
Total EXPENDITURES	<u>160,719</u>	<u>761,755</u>	<u>1,319,600</u>	<u>42%</u>	<u>557,845</u>
Excess (deficiency) of Revenue Over Expenditures	<u>(63,871)</u>	<u>186,126</u>	<u>(99,100)</u>	<u>-288%</u>	<u>285,226</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	7,083	56,207	88,300	-36%	(32,093)
Transfers Out	0	(97,000)	(97,000)	0%	0
Other Uses	0	0	0	0%	0
Total OTHER FINANCING SOURCES (USES)	<u>7,083</u>	<u>(40,793)</u>	<u>(8,700)</u>	<u>369%</u>	<u>(32,093)</u>
NET CHANGE IN FUND BALANCE	<u>(56,789)</u>	<u>145,333</u>	<u>(107,800)</u>	<u>-235%</u>	<u>253,133</u>
BEGINNING FUND BALANCE	607,522	405,400	410,200	-1%	(4,800)
ENDING FUND BALANCE	<u>550,733</u>	<u>550,733</u>	<u>302,400</u>	<u>82%</u>	<u>248,333</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
01 - Admin / Finance
001 - General Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	12,772	89,418	153,800	42 %	64,382
Personnel Benefits	6,314	43,371	76,200	43 %	32,829
Total Personnel Services	19,086	132,789	230,000	42 %	97,211
Materials & Services					
Supplies	56	1,734	4,000	57 %	2,266
Professional Services	1,581	30,913	48,300	37 %	17,387
Contractual Services	110	771	0	0 %	(771)
Travel & Training	495	6,337	10,000	37 %	3,663
Insurance	0	6,822	7,300	7 %	478
Regulatory Requirements	0	775	1,300	40 %	525
Utilities	875	3,892	6,400	39 %	2,508
Repairs & Maintenance	497	4,246	9,200	54 %	4,954
Other Materials & Services	1,234	7,212	13,000	45 %	5,788
Total Materials & Services	4,848	62,704	99,500	37 %	36,796
Capital Outlay					
	0	430	1,200	64 %	770
Total EXPENDITURES	23,934	195,923	330,700	41 %	134,777

CITY OF DUNDEE
Statement of Revenues and Expenditures
02 - Court
001 - General Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	688	4,809	8,500	43 %	3,691
Personnel Benefits	494	3,385	6,100	45 %	2,715
Total Personnel Services	1,182	8,195	14,600	44 %	6,405
Materials & Services					
Supplies	0	90	300	70 %	210
Professional Services	0	0	400	100 %	400
Contractual Services	272	1,904	3,300	42 %	1,396
Travel & Training	50	50	900	94 %	850
Other Materials & Services	51	471	1,200	61 %	729
Total Materials & Services	373	2,515	6,100	59 %	3,585
Total EXPENDITURES	1,555	10,709	20,700	48 %	9,991

CITY OF DUNDEE
Statement of Revenues and Expenditures
03 - Community Development
001 - General Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	881	6,119	10,700	43 %	4,581
Personnel Benefits	679	4,594	8,200	44 %	3,606
Total Personnel Services	1,560	10,713	18,900	43 %	8,187
Materials & Services					
Supplies	47	640	1,100	42 %	460
Professional Services	9,396	30,295	42,500	29 %	12,205
Contractual Services	215	5,638	36,000	84 %	30,362
Travel & Training	30	30	1,100	97 %	1,070
Other Materials & Services	0	122	22,600	99 %	22,478
Total Materials & Services	9,688	36,725	103,300	64 %	66,575
Total EXPENDITURES	11,248	47,438	122,200	61 %	74,762

CITY OF DUNDEE
Statement of Revenues and Expenditures
04 - Police Dept
001 - General Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	81,192	279,629	473,300	41 %	193,671
Total Materials & Services	81,192	279,629	473,300	41 %	193,671
Total EXPENDITURES	81,192	279,629	473,300	41 %	193,671

CITY OF DUNDEE
Statement of Revenues and Expenditures
05 - Fire Dept
001 - General Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	15,805	107,298	166,600	36 %	59,302
Personnel Benefits	5,208	43,150	79,400	46 %	36,250
Total Personnel Services	21,013	150,449	246,000	39 %	95,551
Materials & Services					
Supplies	1,018	9,114	18,500	51 %	9,386
Professional Services	0	337	2,000	83 %	1,663
Contractual Services	7,918	22,938	28,600	20 %	5,662
Travel & Training	214	811	2,200	63 %	1,389
Insurance	0	16,161	15,600	(4)%	(561)
Regulatory Requirements	1,667	2,876	9,200	69 %	6,324
Utilities	2,502	7,965	16,800	53 %	8,835
Repairs & Maintenance	1,906	10,389	13,600	24 %	3,211
Other Materials & Services	0	47	700	93 %	653
Total Materials & Services	15,225	70,639	107,200	34 %	36,561
Capital Outlay					
	6,552	6,968	19,500	64 %	12,532
Total EXPENDITURES	42,790	228,056	372,700	39 %	144,644

CITY OF DUNDEE
Statement of Revenues and Expenditures
110 - Street Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,178	24,231	38,000	(36)%	(13,770)
Intergovernmental Revenue	15,816	111,416	183,300	(39)%	(71,884)
Miscellaneous Revenues	47	225	100	125 %	125
Total REVENUES	<u>19,042</u>	<u>135,871</u>	<u>221,400</u>	<u>(39)%</u>	<u>(85,529)</u>
EXPENDITURES					
Personnel Services	4,453	36,167	62,400	42 %	26,233
Materials & Services					
Supplies	486	2,462	4,300	43 %	1,838
Professional Services	200	3,002	7,200	58 %	4,198
Travel & Training	126	137	500	73 %	363
Insurance	0	1,448	1,600	9 %	152
Regulatory Requirements	0	86	100	15 %	15
Utilities	3,800	13,586	24,000	43 %	10,414
Repairs & Maintenance	436	7,028	36,100	81 %	29,072
Interfund Services	2,516	17,316	29,600	41 %	12,284
Other Materials & Services	0	0	200	100 %	200
Total Materials & Services	<u>7,564</u>	<u>45,065</u>	<u>103,600</u>	<u>57 %</u>	<u>58,535</u>
Total EXPENDITURES	<u>12,017</u>	<u>81,232</u>	<u>166,000</u>	<u>51 %</u>	<u>84,768</u>
Excess (deficiency) of Revenue over Expenditures	7,025	54,640	55,400	(1)%	(760)
OTHER FINANCING SOURCES (USES)					
Transfer Out	0	0	(83,200)	(100)%	83,200
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(88,200)</u>	<u>(100)%</u>	<u>88,200</u>
NET CHANGE IN FUND BALANCE	<u>7,025</u>	<u>54,640</u>	<u>(32,800)</u>	<u>(267)%</u>	<u>87,440</u>
BEGINNING FUND BALANCE	97,119	49,504	41,500	19 %	8,004
ENDING FUND BALANCE	<u>104,144</u>	<u>104,144</u>	<u>8,700</u>	<u>1,097 %</u>	<u>95,444</u>

CITY OF DUNDEE

Statement of Revenues and Expenditures

111 - Street CIP Fund

From 1/1/2016 Through 1/31/2016

(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	19,048	44,700	(57)%	(25,652)
Intergovernmental Revenue	0	0	1,265,500	(100)%	(1,265,500)
Miscellaneous Revenues	60	378	200,800	(100)%	(200,422)
Total REVENUES	60	19,426	1,511,000	(99)%	(1,491,574)
EXPENDITURES					
Capital Outlay	15,678	50,494	1,869,700	97 %	1,819,206
Debt Service	8,464	8,464	10,000	15 %	1,536
Total EXPENDITURES	24,142	58,958	1,879,700	97 %	1,820,742
Excess (deficiency) of Revenue over Expenditures	(24,082)	(39,532)	(368,700)	(89)%	329,168
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	76,000	(100)%	(76,000)
Transfers In	0	0	70,000	(100)%	(70,000)
Other					
Interfund Loan	0	0	200,000	(100)%	(200,000)
Total Other	0	0	200,000	(100)%	(200,000)
Total OTHER FINANCING SOURCES (USES)	0	0	346,000	(100)%	(346,000)
NET CHANGE IN FUND BALANCE	(24,082)	(39,532)	(22,700)	74 %	(16,832)
BEGINNING FUND BALANCE	145,656	161,106	177,700	(9)%	(16,594)
ENDING FUND BALANCE	121,574	121,574	155,000	(22)%	(33,426)

CITY OF DUNDEE
Statement of Revenues and Expenditures
112 - Street Reserve Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	25	140	200	(30)%	(60)
Total REVENUES	25	140	200	(30)%	(60)
EXPENDITURES					
Capital Outlay	0	0	42,600	100 %	42,600
Total EXPENDITURES	0	0	42,600	100 %	42,600
Excess (deficiency) of Revenue over Expenditures	25	140	(42,400)	(100)%	42,540
NET CHANGE IN FUND BALANCE	25	140	(42,400)	(100)%	42,540
BEGINNING FUND BALANCE	42,573	42,458	42,400	0 %	58
ENDING FUND BALANCE	42,598	42,598	0	0 %	42,598

CITY OF DUNDEE
Statement of Revenues and Expenditures
122 - State Revenue Sharing Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	12,230	26,000	(53)%	(13,770)
Miscellaneous Revenues	6	33	100	(67)%	(67)
Total REVENUES	6	12,263	26,100	(53)%	(13,837)
EXPENDITURES					
Materials & Services					
Professional Services	617	1,412	19,200	93 %	17,788
Contractual Services	0	2,828	7,600	63 %	4,772
Other Materials & Services	0	0	1,500	100 %	1,500
Total Materials & Services	617	4,240	28,300	85 %	24,060
Total EXPENDITURES	617	4,240	28,300	85 %	24,060
Excess (deficiency) of Revenue over Expenditures	(611)	8,023	(2,200)	(465)%	10,223
OTHER FINANCING SOURCES (USES)					
Transfer Out	0	(10,000)	(10,000)	0 %	0
Total OTHER FINANCING SOURCES (USES)	0	(10,000)	(10,000)	0 %	0
NET CHANGE IN FUND BALANCE	(611)	(1,977)	(12,200)	(84)%	10,223
BEGINNING FUND BALANCE	11,013	12,378	12,200	1 %	178
ENDING FUND BALANCE	10,402	10,402	0	0 %	10,402

CITY OF DUNDEE
Statement of Revenues and Expenditures
127 - Equipment Reserve Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	357	2,111	3,500	(40)%	(1,389)
Total REVENUES	357	2,111	3,500	(40)%	(1,389)
EXPENDITURES					
Capital Outlay	0	49,105	755,600	94 %	706,495
Debt Service	29,314	58,627	58,700	0 %	73
Total EXPENDITURES	29,314	107,732	814,300	87 %	706,568
Excess (deficiency) of Revenue over Expenditures	(28,956)	(105,621)	(810,800)	(87)%	705,179
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	133,100	(100)%	(133,100)
Total OTHER FINANCING SOURCES (USES)	0	0	133,100	(100)%	(133,100)
NET CHANGE IN FUND BALANCE	(28,956)	(105,621)	(677,700)	(84)%	572,079
BEGINNING FUND BALANCE	661,082	737,747	677,700	9 %	60,047
ENDING FUND BALANCE	632,126	632,126	0	0 %	632,126

CITY OF DUNDEE
Statement of Revenues and Expenditures
131 - Parks Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	31,500	(100)%	(31,500)
Miscellaneous Revenues	0	17	4,100	(100)%	(4,083)
Total REVENUES	0	17	35,600	(100)%	(35,583)
EXPENDITURES					
Materials & Services					
Professional Services	0	0	2,500	100 %	2,500
Repairs & Maintenance	0	20	1,000	98 %	980
Total Materials & Services	0	20	3,500	99 %	3,480
Capital Outlay	43	31,488	54,500	42 %	23,012
Total EXPENDITURES	43	31,508	58,000	46 %	26,492
Excess (deficiency) of Revenue over Expenditures	(43)	(31,491)	(22,400)	41 %	(9,091)
OTHER FINANCING SOURCES (USES)					
Transfers In	0	10,000	10,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	0	10,000	10,000	0 %	0
NET CHANGE IN FUND BALANCE	(43)	(21,491)	(12,400)	73 %	(9,091)
BEGINNING FUND BALANCE	(5,605)	15,843	13,200	20 %	2,643
ENDING FUND BALANCE	(5,648)	(5,648)	800	(806)%	(6,448)

CITY OF DUNDEE
Statement of Revenues and Expenditures
151 - Tourism Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	1,440	32,481	32,900	(1)%	(419)
Intergovernmental Revenue	0	0	10,000	(100)%	(10,000)
Miscellaneous Revenues	14	66	100	(34)%	(34)
Total REVENUES	<u>1,454</u>	<u>32,547</u>	<u>43,000</u>	<u>(24)%</u>	<u>(10,453)</u>
EXPENDITURES					
Materials & Services					
Contractual Services	0	2,834	40,500	93 %	37,667
Total Materials & Services	0	2,834	40,500	93 %	37,667
Total EXPENDITURES	<u>0</u>	<u>2,834</u>	<u>40,500</u>	<u>93 %</u>	<u>37,667</u>
Excess (deficiency) of Revenue over Expenditures	<u>1,454</u>	<u>29,714</u>	<u>2,500</u>	<u>1,089 %</u>	<u>27,214</u>
NET CHANGE IN FUND BALANCE	<u>1,454</u>	<u>29,714</u>	<u>2,500</u>	<u>1,089 %</u>	<u>27,214</u>
BEGINNING FUND BALANCE	50,505	22,245	16,600	34 %	5,645
ENDING FUND BALANCE	<u>51,959</u>	<u>51,959</u>	<u>19,100</u>	<u>172 %</u>	<u>32,859</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
201 - Fire Station Construction
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	31	93	0	0 %	93
Total REVENUES	31	93	0	0 %	93
EXPENDITURES					
Materials & Services					
Professional Services	10,024	74,873	97,000	23 %	22,127
Total Materials & Services	10,024	74,873	97,000	23 %	22,127
Capital Outlay	0	1,012	17,300	94 %	16,288
Total EXPENDITURES	10,024	75,884	114,300	34 %	38,416
Excess (deficiency) of Revenue over Expenditures	(9,994)	(75,792)	(114,300)	(34)%	38,508
OTHER FINANCING SOURCES (USES)					
Transfers In	0	97,000	97,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	0	97,000	97,000	0 %	0
NET CHANGE IN FUND BALANCE	(9,994)	21,208	(17,300)	(223)%	38,508
BEGINNING FUND BALANCE	69,608	38,406	17,300	122 %	21,106
ENDING FUND BALANCE	59,615	59,615	0	0 %	59,615

CITY OF DUNDEE
Statement of Revenues and Expenditures
310 - Bonded Debt
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,441	123,224	130,500	(6)%	(7,276)
Miscellaneous Revenues	87	286	300	(5)%	(14)
Total REVENUES	<u>2,527</u>	<u>123,510</u>	<u>130,800</u>	<u>(6)%</u>	<u>(7,290)</u>
EXPENDITURES					
Debt Service	0	0	150,200	100 %	150,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>150,200</u>	<u>100 %</u>	<u>150,200</u>
Excess (deficiency) of Revenue over Expenditures	2,527	123,510	(19,400)	(737)%	142,910
NET CHANGE IN FUND BALANCE	<u>2,527</u>	<u>123,510</u>	<u>(19,400)</u>	<u>(737)%</u>	<u>142,910</u>
BEGINNING FUND BALANCE	151,495	30,512	30,400	0 %	112
ENDING FUND BALANCE	<u>154,023</u>	<u>154,023</u>	<u>11,000</u>	<u>1,300 %</u>	<u>143,023</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
431 - Water Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	42,036	436,169	595,400	(27)%	(159,231)
Miscellaneous Revenues	112	938	800	17 %	138
Total REVENUES	<u>42,147</u>	<u>437,107</u>	<u>596,200</u>	<u>(27)%</u>	<u>(159,093)</u>
EXPENDITURES					
Personnel Services	12,862	94,673	163,900	42 %	69,227
Materials & Services					
Supplies	1,279	8,140	12,600	35 %	4,460
Professional Services	798	6,993	10,000	30 %	3,007
Contractual Services	0	6,841	10,000	32 %	3,159
Travel & Training	240	822	1,800	54 %	978
Insurance	0	4,289	4,600	7 %	311
Regulatory Requirements	78	8,429	4,200	(101)%	(4,229)
Utilities	6,431	26,140	42,800	39 %	16,660
Repairs & Maintenance	1,762	23,013	39,800	42 %	16,787
Interfund Services	6,175	44,975	77,600	42 %	32,625
Other Materials & Services	436	3,416	5,900	42 %	2,484
Total Materials & Services	<u>17,198</u>	<u>133,057</u>	<u>209,300</u>	<u>36 %</u>	<u>76,243</u>
Capital Outlay	668	6,508	19,400	66 %	12,892
Total EXPENDITURES	<u>30,728</u>	<u>234,238</u>	<u>392,600</u>	<u>40 %</u>	<u>158,362</u>
Excess (deficiency) of Revenue over Expenditures	<u>11,419</u>	<u>202,869</u>	<u>203,600</u>	<u>(0)%</u>	<u>(731)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	(1,992)	(20,398)	(247,800)	(92)%	227,402
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(1,992)</u>	<u>(20,398)</u>	<u>(267,800)</u>	<u>(92)%</u>	<u>247,402</u>
NET CHANGE IN FUND BALANCE	<u>9,427</u>	<u>182,471</u>	<u>(64,200)</u>	<u>(384)%</u>	<u>246,671</u>
BEGINNING FUND BALANCE	284,810	111,766	79,100	41 %	32,666
ENDING FUND BALANCE	<u>294,238</u>	<u>294,238</u>	<u>14,900</u>	<u>1,875 %</u>	<u>279,338</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
432 - Water CIP Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	5,112	25,200	(80)%	(20,088)
Miscellaneous Revenues	317	2,398	4,000	(40)%	(1,602)
Total REVENUES	317	7,510	29,200	(74)%	(21,690)
EXPENDITURES					
Capital Outlay	66,196	383,664	923,000	58 %	539,336
Debt Service	0	61,545	62,500	2 %	955
Total EXPENDITURES	66,196	445,208	985,500	55 %	540,292
Excess (deficiency) of Revenue over Expenditures	(65,879)	(437,699)	(956,300)	(54)%	518,601
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	176,000	(100)%	(176,000)
Other					
Interfund Loan	0	0	(290,000)	(100)%	290,000
Total Other	0	0	(290,000)	(100)%	290,000
Total OTHER FINANCING SOURCES (USES)	0	0	(114,000)	(100)%	114,000
NET CHANGE IN FUND BALANCE	(65,879)	(437,699)	(1,070,300)	(59)%	632,601
BEGINNING FUND BALANCE	631,924	1,003,744	1,106,000	(9)%	(102,256)
ENDING FUND BALANCE	566,045	566,045	35,700	1,486 %	530,345

CITY OF DUNDEE
Statement of Revenues and Expenditures
441 - Sewer Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	101,808	716,373	1,187,000	(40)%	(470,627)
Miscellaneous Revenues	11	177	100	77 %	77
Total REVENUES	<u>101,819</u>	<u>716,551</u>	<u>1,187,100</u>	<u>(40)%</u>	<u>(470,549)</u>
EXPENDITURES					
Personnel Services	12,543	89,481	156,400	43 %	66,919
Materials & Services					
Supplies	2,220	12,973	24,300	47 %	11,327
Professional Services	2,121	11,222	8,500	(32)%	(2,722)
Contractual Services	314	493	700	30 %	207
Travel & Training	8	1,070	1,800	41 %	730
Insurance	0	15,720	16,000	2 %	280
Regulatory Requirements	260	4,543	7,200	37 %	2,657
Utilities	6,923	35,527	82,100	57 %	46,573
Repairs & Maintenance	68,901	87,832	20,800	(322)%	(67,032)
Interfund Services	5,925	42,975	74,100	42 %	31,125
Other Materials & Services	473	3,158	5,700	45 %	2,542
Total Materials & Services	<u>87,146</u>	<u>215,513</u>	<u>241,200</u>	<u>11 %</u>	<u>25,687</u>
Capital Outlay	204	2,378	2,400	1 %	23
Total EXPENDITURES	<u>99,893</u>	<u>307,371</u>	<u>400,000</u>	<u>23 %</u>	<u>92,629</u>
Excess (deficiency) of Revenue over Expenditures	1,926	409,180	787,100	(48)%	(377,920)
OTHER FINANCING SOURCES (USES)					
Transfer Out	(62,590)	(380,809)	(762,400)	(50)%	381,591
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(62,590)</u>	<u>(380,809)</u>	<u>(782,400)</u>	<u>(51)%</u>	<u>401,591</u>
NET CHANGE IN FUND BALANCE	<u>(60,664)</u>	<u>28,370</u>	<u>4,700</u>	<u>504 %</u>	<u>23,670</u>
BEGINNING FUND BALANCE	106,692	17,658	10,700	65 %	6,958
ENDING FUND BALANCE	<u>46,028</u>	<u>46,028</u>	<u>15,400</u>	<u>199 %</u>	<u>30,628</u>

CITY OF DUNDEE

Statement of Revenues and Expenditures

442 - Sewer CIP Fund

From 1/1/2016 Through 1/31/2016

(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	26,500	(100)%	(26,500)
Miscellaneous Revenues	331	1,783	3,000	(41)%	(1,217)
Total REVENUES	331	1,783	29,500	(94)%	(27,717)
EXPENDITURES					
Capital Outlay	1,169	3,396	600,000	99 %	596,604
Debt Service	0	364,691	684,900	47 %	320,209
Total EXPENDITURES	1,169	368,087	1,284,900	71 %	916,813
Excess (deficiency) of Revenue over Expenditures	(838)	(366,305)	(1,255,400)	(71)%	889,095
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	600,000	(100)%	(600,000)
Transfers In	57,500	345,000	690,000	(50)%	(345,000)
Total OTHER FINANCING SOURCES (USES)	57,500	345,000	1,290,000	(73)%	(945,000)
NET CHANGE IN FUND BALANCE	56,662	(21,305)	34,600	(162)%	(55,905)
BEGINNING FUND BALANCE	533,160	611,126	586,900	4 %	24,226
ENDING FUND BALANCE	589,822	589,822	621,500	(5)%	(31,678)

CITY OF DUNDEE
Statement of Revenues and Expenditures
451 - Storm Water Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services					
	8,334	53,855	93,800	(43)%	(39,945)
Miscellaneous Revenues					
	5	70	100	(30)%	(30)
Total REVENUES	<u>8,338</u>	<u>53,925</u>	<u>93,900</u>	<u>(43)%</u>	<u>(39,975)</u>
EXPENDITURES					
Personnel Services					
	2,742	21,158	35,600	41 %	14,442
Materials & Services					
Supplies	405	1,351	2,200	39 %	849
Professional Services	686	2,768	5,900	53 %	3,132
Travel & Training	46	52	400	87 %	348
Insurance	0	126	200	37 %	74
Regulatory Requirements	0	36	100	64 %	64
Utilities	62	309	600	48 %	291
Repairs & Maintenance	25	1,200	2,400	50 %	1,200
Interfund Services	1,700	10,150	16,900	40 %	6,750
Other Materials & Services	4	39	400	90 %	361
Total Materials & Services	<u>2,928</u>	<u>16,031</u>	<u>29,100</u>	<u>45 %</u>	<u>13,069</u>
Capital Outlay					
	68	520	500	(4)%	(20)
Total EXPENDITURES	<u>5,738</u>	<u>37,710</u>	<u>65,200</u>	<u>42 %</u>	<u>27,490</u>
Excess (deficiency) of Revenue over Expenditures	<u>2,600</u>	<u>16,215</u>	<u>28,700</u>	<u>(44)%</u>	<u>(12,485)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out					
	0	0	(27,000)	(100)%	27,000
Other Uses					
	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(32,000)</u>	<u>(100)%</u>	<u>32,000</u>
NET CHANGE IN FUND BALANCE	<u>2,600</u>	<u>16,215</u>	<u>(3,300)</u>	<u>(591)%</u>	<u>19,515</u>
BEGINNING FUND BALANCE	19,167	5,552	3,900	42 %	1,652
ENDING FUND BALANCE	<u>21,767</u>	<u>21,767</u>	<u>600</u>	<u>3,528 %</u>	<u>21,167</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
452 - Storm Water CIP Fund
From 1/1/2016 Through 1/31/2016
(In Whole Numbers)

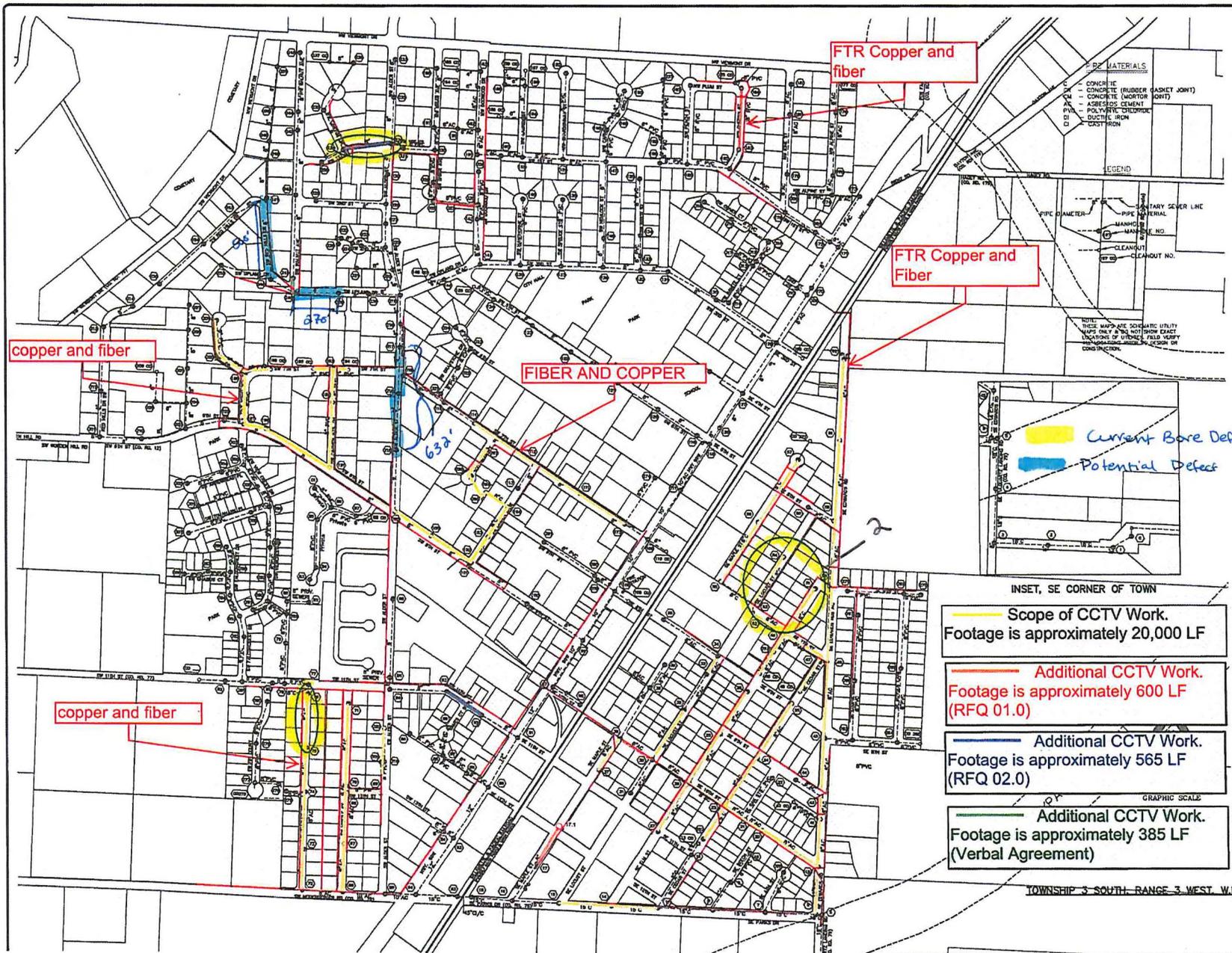
	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	12,000	(100)%	(12,000)
Miscellaneous Revenues	22	129	200	(36)%	(71)
Total REVENUES	22	129	12,200	(99)%	(12,071)
EXPENDITURES					
Capital Outlay	0	13,187	512,500	97 %	499,313
Total EXPENDITURES	0	13,187	512,500	97 %	499,313
Excess (deficiency) of Revenue over Expenditures	22	(13,059)	(500,300)	(97)%	487,241
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	350,000	(100)%	(350,000)
Transfers In	0	0	15,000	(100)%	(15,000)
Other	0	0	90,000	(100)%	(90,000)
Interfund Loan	0	0	90,000	(100)%	(90,000)
Total Other	0	0	90,000	(100)%	(90,000)
Total OTHER FINANCING SOURCES (USES)	0	0	455,000	(100)%	(455,000)
NET CHANGE IN FUND BALANCE	22	(13,059)	(45,300)	(71)%	32,241
BEGINNING FUND BALANCE	49,977	63,058	46,100	37 %	16,958
ENDING FUND BALANCE	49,999	49,999	800	6,150 %	49,199

R E P O R T

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 11, 2016
Re: Sewer CCTV Inspection Change Order

Following identification of four Frontier Communications conduits penetrating sewer mains, the City requested and received a map of Frontier's underground installations to identify other possible conflicts. The attached map shows the locations of the discovered defects and potential conflicts determined by City Engineer Michael Humm at Red Hills Drive, Upland Drive and Alder Street. The contractor performing the video inspection of sewer lines, Pacific Int-R-Tek, will be returning to complete work that they missed. Staff recommends adding the potential conflict area on Upland Drive, about 270 feet, to the work by Pacific Int-R-Tek since higher than expected flows were observed in nearby manholes. At \$1.85 per foot, the additional work is estimated at \$500. The other potential conflict areas are about 500 feet and 632 feet in length, with estimated costs of \$925 and \$1,169 respectively. Staff recommends placing the other two potential conflict areas on watch list for future sewer CCTV work.

Recommendation: Motion to authorize a change order with Pacific Int-R-Tek to add cleaning and CCTV inspection of approximately 270 feet of sewer line on Upland Drive.



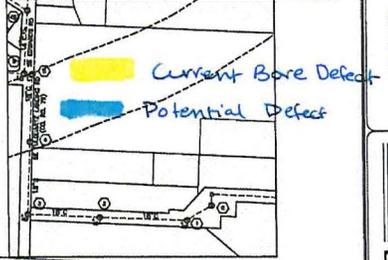
copper and fiber

FTR Copper and fiber

FIBER AND COPPER

FTR Copper and Fiber

copper and fiber



- Scope of CCTV Work.**
Footage is approximately 20,000 LF
- Additional CCTV Work.**
Footage is approximately 600 LF (RFQ 01.0)
- Additional CCTV Work.**
Footage is approximately 565 LF (RFQ 02.0)
- Additional CCTV Work.**
Footage is approximately 385 LF (Verbal Agreement)

TOWNSHIP 3 SOUTH - RANGE 3 WEST, W.M.

SCALE

HORIZ. 1" = 100'

VERT. 1" = 10'

DATE: 11-12-07

MAP UPDATED: 11-12-07

ME

CITY OF DANIEL, COLORADO

SEWER SYSTEM MAP

GRAPHIC SCALE

SHEET 1 OF 1

JOB NUMBER 441.102.0

RESOLUTION NO. 2016 - 01

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF DUNDEE AT THE MAY 17, 2016 ELECTION, THE QUESTION OF WHETHER TO AMEND CHAPTER XI OF THE DUNDEE CHARTER RELATING TO URBAN RENEWAL

WHEREAS, after due consideration, the Dundee City Council has decided to forward a proposed Charter Amendment to the voters.

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

SECTION 1. Measure. A measure election is called in and for the City of Dundee, Yamhill County, Oregon, for the purpose of submitting to the voters a measure amending Chapter XI of the Dundee Charter. A copy of the measure is attached and incorporated as "Exhibit 1."

SECTION 2. Election Conducted by Mail. The measure election shall be held on Tuesday, May 17, 2016, which is the next election. The precinct for the election shall be all of the territory within the corporate limits of the City of Dundee. As required by ORS 254.465, the measure election will be conducted by mail by the Yamhill County Elections Department, according to the procedures adopted by the Oregon Secretary of State.

SECTION 3. Notice of Ballot Title. The City Elections Officer is directed to publish notice of receipt of the ballot title in compliance with ORS 250.275(5).

SECTION 4. Ballot Title. Pursuant to ORS 250.285 and ORS 254.095, the Dundee City Council directs the City Elections Officer to file a notice of City Measure Election in substantially the form of Exhibit 2, with the Yamhill County Elections Office, unless, pursuant to a valid ballot title challenge, a judge at the Yamhill County Circuit Court certifies a different Notice of City Measure Election be filed, such filing shall occur no earlier than the eighth business day after the date on which Exhibit 2 is filed with the City Elections Officer and not later than March 17, 2016.

SECTION 5. Explanatory Statement. Pursuant to ORS 251.345, the Dundee City Council directs the City Administrator/Recorder to prepare a Measure Explanatory Statement for publication in the county voters' pamphlet; said statement shall be filed with the Yamhill County Elections Office at the same time the Notice of City Measure Election is filed by the City Elections Officer.

SECTION 6. Delegation. The Dundee City Council authorizes the City Administrator/Recorder or a designee of the City Administrator/Recorder to act on behalf of the City of Dundee and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

SECTION 7. Effect of “Yes” Vote. If a majority of eligible voters vote “yes” on the measure, Chapter XI of the Charter will be amended, as set forth in Exhibit 1 of this Resolution.

This resolution was PASSED and ADOPTED this _____ day of _____, 2016, and takes effect upon passage.

DAVID RUSS, MAYOR

ATTEST:

ROB DAYKIN, CITY ADMINISTRATOR/RECORDER

EXHIBIT 1
CHAPTER XI
URBAN RENEWAL

Section 53 (URBAN RENEWAL DEBT).

If an adopted urban renewal plan includes tax incremental financing of indebtedness, the maximum amount of such indebtedness shall be no greater than 3% of the real market value of taxable properties in the City. The Urban Renewal Agency of the City shall not issue bonded indebtedness with a maturity greater than ten years unless such bonded indebtedness is approved by the voters of the City. For the purpose of this section, bonded indebtedness shall mean a formally executed written agreement representing a promise by a unit of government to pay to another a specified sum of money, at a specified date or dates at least one year in the future. **Section 54 (Repealed)**

(Repealed)

(Repealed)(Repealed) (Repealed)(Repealed)

EXHIBIT 2

**Notice of Measure Election
City**

SEL 802

rev 1/14: ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

Notice		
Date of Notice	Name of City or Cities City of Dundee	Date of Election May 17, 2016

The following is the final ballot title of the measure to be submitted to the city's voters.

Final Ballot Title Notice of receipt of ballot title has been published and the ballot title challenge process has been completed.
Caption 10 words which reasonably identifies the subject of the measure
CHARTER AMENDMENT TO CLARIFY URBAN RENEWAL PROVISIONS AND VOTING REQUIREMENTS

Question 20 words which plainly phrases the chief purpose of the measure
Should the Charter be amended to conform with state law and cap maximum urban renewal indebtedness at three percent?

Summary 175 words which concisely and impartially summarizes the measure and its major effect
In 1998 Dundee approved an Urban Renewal Chapter in the Charter ("Chapter"). State law changes have been adopted since the Urban Renewal Chapter was passed, and ambiguities in the Chapter need to be resolved to clarify provisions of the Chapter. This measure, if approved, would resolve those ambiguities, conform the Chapter to state law, and clarify when and how an urban renewal plan would be voted on by city electors.
This measure if approved would repeal the current Chapter, and adopt a section that would limit the maximum urban renewal indebtedness to no greater than three percent of the total market value of taxable properties in the city. It would also cap urban renewal bonding and require voter approval for any bonds with a maturity date greater than ten years. The City would follow state law requirements for all other urban renewal matters.

Explanatory Statement 500 words that impartially explains the measure and its effect, if required attach to this form																
If the county is producing a voters' pamphlet an explanatory statement must be submitted for any measure referred by the city governing body and if required by local ordinance, for any initiative or referendum.																
<table border="1"> <thead> <tr> <th>Measure Type</th> <th>County producing voters' pamphlet</th> <th>Local ordinance requiring submission</th> <th>Explanatory statement required</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Referral</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td align="center" colspan="2">Not applicable</td> </tr> <tr> <td><input type="checkbox"/> Initiative</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Referendum</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table>	Measure Type	County producing voters' pamphlet	Local ordinance requiring submission	Explanatory statement required	<input checked="" type="checkbox"/> Referral	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not applicable		<input type="checkbox"/> Initiative	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Referendum	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input checked="" type="checkbox"/> Referral	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not applicable														
<input type="checkbox"/> Initiative	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No													
<input type="checkbox"/> Referendum	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No													

Authorized City Official Not required to be notarized
→ By signing this document, I hereby state that I am authorized by the city to submit this Notice of Measure Election and I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Name	Title	Work Phone
-------------	--------------	-------------------

Signature	Date Signed
------------------	--------------------

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 11, 2016
Re: 2016 Council Goals

Attached are the 2016 goals and objectives. At the last meeting we discussed identifying the objectives that are most important to the Council, no matter the priority level assigned. Two methods were suggested, the first by Nancy Boyer was to name the top four objectives. Another suggestion is to pick the most important objective from each of the five Goals. Not knowing the Council's preference, I requested you fill in the following formats for discussion at the February 16 meeting.

Format 1 – Top four objectives:

1. Goal No. _____ Objective No. _____
2. Goal No. _____ Objective No. _____
3. Goal No. _____ Objective No. _____
4. Goal No. _____ Objective No. _____

Format 2 – Top objective for each Goal:

Goal No. 1 Objective No. _____
Goal No. 2 Objective No. _____
Goal No. 3 Objective No. _____
Goal No. 4 Objective No. _____
Goal No. 5 Objective No. _____

To expedite the process, please email me your responses and I will provide a summary table for discussion at the meeting.

OBJECTIVES

Goal #1 - Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation and value to the community

	OBJECTIVE	PRIORITY
1	Establish SDC rates that ensure future development contributes fairly to the City's infrastructure.	1
2	Evaluate need to update Wastewater Master Plan.	1
3	I & I reduction.	1
4	Evaluate financial alternatives for wastewater treatment improvements and current loans.	1
5	Effect repairs as needed to the Fire Hall.	1
6	Secure funding to implement a free-flowing traffic pattern at the south Dundee bypass connection (FTF).	2
7	Involve the public in a discussion of potential use of recycled water for irrigation and other non-potable purposes.	2
8	Complete planned streetscape.	2
9	Update Storm Water Master Plan.	2
10	Evaluate financial options for storm water improvements.	2
11	Fund 25% of the projects in the Transportation System Plan (TSP).	3
12	Pave all streets (no gravel roads).	3
13	New City Hall.	3
14	Explore and evaluate options for pedestrian safety on and in crossing Hwy. 99W.	3
15	Continue implementation of street maintenance plan.	4
16	Manage water rates that implement the Water Master Plan and support current operations.	4
17	Continue to support the Newberg-Dundee bypass.	4
18	Promote water conservation in the City.	4
19	Encourage reduction of traffic on 99W by evaluating alternative routes and methods in conjunction with ODOT and Yamhill County, including participation in planning efforts.	4

Goal #2 – Provide proper planning, zoning and codes to manage growth in the City while improving overall livability, enhancing historical qualities and maintaining Dundee's unique character.

	OBJECTIVE	PRIORITY
1	Implement yearly spring clean-up event.	1
2	Update development codes, focusing on park land dedication and on-site storm water management for new developments.	1

3	Complete Riverside Zone changes and Design Standards.	1
4	Update City Charter to facilitate urban renewal.	1
5	Develop public parking plan.	2
6	Integrate unique identity elements within Improvement Design Standards.	2
7	Develop plan for Dundee Visitor Information Center with public restrooms.	3
8	Council to meet jointly with Planning Commission as needed to outline and coordinate activities, objectives and priorities.	4
9	Encourage and provide Planning Commissioners with training.	4
10	Improve the visual appearance of downtown through education, code enforcement and public property beautification and maintenance.	4

Goal #3 – Develop and manage an integrated system of parks, paths and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.

	OBJECTIVE	PRIORITY
1	Initiate civic core visioning process to secure permanence of Dundee-Billick Park.	1
2	Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan.	2
3	Convert existing wastewater treatment facility lands for park, paths and open space use.	3
4	Interconnect Harvey Creek, Harvey Creek Springs and Viewmont properties via trails.	3
5	Improve non-motorized connectivity between the hills, the river and neighboring communities through coordinated trail system.	3
6	Pursue potential purchase of 20 acres adjacent to Harvey Creek Trail property for expansion of trail system.	3
	Promote wildlife and wetland habitat at former wastewater treatment lagoons.	4
7	Continue to implement the Parks and Open Space Plan	4
8	Maintain effective communication with Chehalem Park and Recreation District by quarterly up-dates from CPRD and attendance of City representative at key CPRD Board meetings.	4

Goal #4 – Encourage a positive and viable economic environment and instill pride of ownership and sense of community shared by businesses and residents.

	OBJECTIVE	PRIORITY
1	Implement façade improvement program.	1
2	Develop and implement a request for customer feedback for City services related to development/redevelopment with objective to improve City services.	1
3	Construct Welcome to Dundee sign for the south end of the City.	2
4	Underground utilities on 99W.	3
5	Encourage development/re-development of downtown businesses.	4
6	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4
7	Feature yard maintenance/innovations/ backyard activities in City newsletter.	4

Goal #5 - Provide efficient, effective and open government to best serve the community, increase civic involvement, and support public safety.

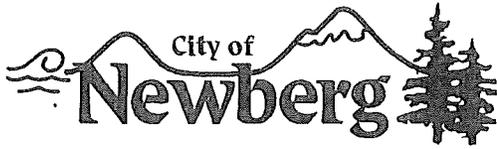
	OBJECTIVE	PRIORITY
1	Upgrade and enhance the City's website.	1
2	Explore other effective mediums for communication with the community.	1
3	Develop reliable documentation for public works activities, including additional administrative staff and resources.	1
4	Install radar reader board on 1 st Street, 9 th Street and by the Elementary School.	1
5	Assist Fire Chief in the recruitment and retention of volunteer fire personnel.	1
6	Update employee handbook.	2
7	Continue communication with Yamhill County and City of Newberg by encouraging attendance of City elected officials and staff at relevant meetings and participation on relevant studies, taskforces and committees.	4
8	Publicly recognize community volunteers	4
9	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy.	4
10	Provide a positive work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities.	4
11	Continue staff appreciation day at end of year.	4
12	Continue quarterly newsletter.	4
13	Ensure an ethic of customer service for City government.	4

R E P O R T

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 11, 2016
Re: Planning Services Fee Adjustment

Newberg Community Development Director Doug Rux proposed an increase in the hourly rate for planning services from \$74 to \$76 – see attached letter. This represents a 2.7% increase; the current rate has been in place since July 1, 2013. This is a reasonable adjustment after three years and is still below the rate charged by the Mid-Willamette Valley Council of Governments (COG) at \$77 per hour for planning services. (Note: the COG also charges the hourly rate for travel time from Salem for meetings in Dundee, plus mileage) Based on a monthly average of 28 hours of planning services, the budget impact for the proposed increase is estimated at \$672. The 2008 agreement with the City of Newberg states the rates shall be reviewed annually prior to July 1 of each year and may be adjusted upon mutual consent.

Recommendation: Motion to accept the proposed hourly rate of \$76 for planning services provided by the City of Newberg effective July 1, 2016.



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240 • Fax 503-537-1272 • www.newbergoregon.gov

February 10, 2016

Mr. Rob Daykin
City Administrator
PO Box 220
Dundee, Oregon 97115

Re: Adjustment of Planning Services Fees

Dear Rob,

Following up on our conversation of February 9, 2016 I would like to request that we adjust the compensation schedule contained in the Intergovernmental Agreement (IGA) between the City of Newberg and City of Dundee (see Attachment) from July 2008. As we discussed the last time the rate was adjusted for the planning services was in August 2013. Since that time inflation has increased creating additional costs to provide services. As an example for 2015 the inflation increase rate was 1.8%. To that end we discussed adjusting the rate to \$76 an hour starting with Fiscal Year 2016-2017. Per the IGA Section 2. **Compensation:** the rate would be reviewed annually prior to July 1. It also states the rate may be adjusted upon mutual consent of the parties. I believe it is timely to have this discussion now as budgets are being prepared for Fiscal Year 2016-2017.

Jessica Pelz, Associate Planner has been acting as the planner for the City of Dundee. I anticipate that she will continue on with the role for Fiscal Year 2016-2017. As some brief background I have researched the invoices for the calendar years 2012 through 2015. On average the City of Newberg has provided 28.08 hours of planning serves monthly or 336.94 hours annually.

If this rate adjustment is acceptable please let me know.

Respectfully,

Douglas R. Rux, AICP
Community Development Director

Attachment: Intergovernmental Agreement for Planning Services

File: Dundee\Contract Docs

**INTERGOVERNMENTAL AGREEMENT
FOR PLANNING SERVICES
BETWEEN THE CITY OF DUNDEE AND THE CITY OF NEWBERG**

THIS AGREEMENT is made and entered this 13th day of July 2008 by and between the following municipalities:

City Of Dundee
PO Box 220
Dundee, OR 97115
(503) 538-3922

City Of Newberg
PO Box 970
Newberg, OR 97132
(503) 538-9421

City of Dundee is hereinafter referred to as "Dundee."
City of Newberg is hereinafter referred to as "Newberg."

RECITALS:

1. Dundee desires to contract with Newberg for the performance of the hereinafter-described land use planning functions.
2. Newberg has agreed to render such services on the terms and conditions hereinafter set forth.
3. Such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. **Term:** The term of this agreement and subsequent renewal for additional terms are as follows:
 - a. The term of this agreement shall be two (2) years, commencing July 1, 2008.
 - b. The terms and conditions of this agreement shall automatically renew for subsequent (2) year terms, unless either party notifies the other in writing of their intent not to renew or desire to renegotiate this agreement.
 - c. Notice of intent not to renew or desire to renegotiate this agreement must be delivered to the other party at least three (3) months prior to the expiration of the initial or a subsequent two (2) year agreement term.
2. **Compensation:** Dundee shall pay to Newberg for such planning services as provided herein as follows:
 - a. For services of an Assistant Planner: \$58.00 per hour
 - b. For services of an Associate Planner: \$69.00 per hour

It is anticipated that this rate will be valid for the initial two-year term. This rate shall be

reviewed annually prior to July 1 of each year to reflect anticipated costs for the following year. The rate may be adjusted upon mutual consent of the parties.

3. **Services Provided by Newberg:** Newberg shall provide professional land use planning services for Dundee as follows:

- a. Current planning. The assigned planner will provide services in administering the provisions of the Dundee Development Code, including processing variances, subdivisions, partitions, sign reviews, home occupation permits. The planner will meet with applicants, review applications for compliance with code requirements, write staff reports and decisions on applications, and review final site developments for compliance with conditions of approval.
- b. Long range planning. The assigned planner will assist with long range planning, including code development, transportation planning coordination, area planning or other long range plans, and planning grants.
- c. Attend and provide staff reports to the Dundee Planning Commission, the Dundee City Council, or citizen groups as scheduled.
- d. Meet with and respond to citizens and applicants related to land use planning matters during scheduled office hours or appointments.
- e. Similar services as agreed to.
- f. Provide a monthly billing of hours spent, including details of hours spent by project.
- g. The Newberg Planning and Building Director will provide quality control and supervision to the planner.
- h. Services will generally be performed at Dundee City Hall during scheduled office hours and appointments. The work volume performed will depend on the number of office hours requested. Not all requested work may be performed due to limits on requested office hours.

4. **Dundee Responsibilities:** Dundee agrees to do the following in return for the planning services furnished by Newberg:

- a. Pay compensation to Newberg in the amount and manner as set out in Paragraph 2 above. Payment shall be made within 30 days of receipt of billing.
- b. Provide office space, office materials, phone, computer, and internet access in the Dundee City Hall for use.
- c. Provide secretarial support in receiving land use applications, providing notices and routing of applications, filing, and scheduling appointments.

- d. Request and schedule office hours and other appointments with Newberg. Hours shall be scheduled at least two weeks in advance unless other arrangements are made. It is anticipated that office hours generally will total 8 hours per week, though they may vary more or less depending on work load. Any substantial change, either more or less, in requested hours shall be agreed to by both parties.
 - e. Provide detailed requested work assignments and direction as to the objectives of the assigned work.
5. **Personnel:** Newberg shall provide competent personnel with sufficient expertise and experience to perform the work assigned.
- a. An Assistant Planner generally will generally have a bachelor's degree in land use planning or related field and some combination of an advanced degree or equivalent experience. An Assistant Planner will generally perform current planning duties and some long range planning duties.
 - b. An Associate Planner will generally have an advanced degree in land use planning or related field and at least two years professional planning experience, or equivalent. An Associate Planner will generally perform more complex long range planning duties.

Personnel shall be employees of the City of Newberg and shall be bound to follow Newberg personnel rules and policies.

6. **Performance and Review:**

- a. Dundee shall provide a review of performance under this agreement, at least annually, on a form provided by Newberg.
- b. Should any issues arise as to performance of the obligations on either side, the parties shall first communicate and attempt to resolve the issue in good faith.

7. **Hold Harmless:** The parties hereby covenant and agree to hold and save each other, their officers, agents, and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees.

8. **Termination:** Either party may terminate this agreement after giving a sixty (60) day, written notice to the other party and stating the reason for termination. The parties agree to meet and discuss any cause for termination prior to giving notice of termination pursuant to this paragraph.

9. **Notices:** Any notice required to be given by the terms and conditions of this agreement shall be given to the other party either by personal service or registered mail, returned receipt requested to the following persons at the listed address:

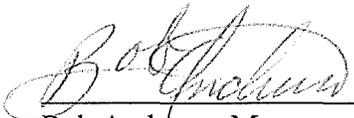
City of Newberg	City of Dundee
Planning and Building Director Barton Brierley or successor	City Administrator Rob Daykin or successor
PO Box 970	PO Box 220
Newberg, OR 97132	Dundee, OR 97115

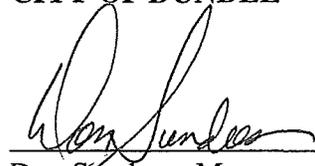
10. **Miscellaneous:** Any amendments or modifications hereto shall be made in writing as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

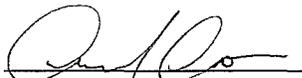
CITY OF NEWBERG

CITY OF DUNDEE


 Bob Andrews, Mayor 7/8/08
 Date


 Don Sundeen, Mayor 7/15/08
 Date

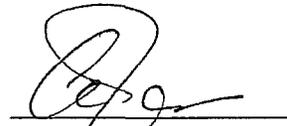
ATTEST:


 Daniel Danicic 7/7/08
 City Manager Date
 Approved by Resolution No.2008-2795


 Rob Daykin 7/15/08
 City Administrator Date
 Approved by Resolution No. 2008-12

APPROVED AS TO FORM:


 Terry Mahr 7/3/08
 Newberg City Attorney Date


 Andy Jordan 7/11/08
 Attorney for Dundee Date

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 11, 2016
Re: Parks Advisory Committee Appointments

We received an application for the vacant position on the Parks Advisory Committee from Christopher Fanger. Mr. Fanger attended the February 3 Committee meeting and participated in the discussion regarding the Viewmont Greenway Park project.

The terms of the Parks Advisory Committee are two years and expire on June 30 of the odd numbered years. In looking at the record, we overlooked reappointment of the existing members last year. Committee membership qualifications include:

- No more than one member shall reside outside of the City of Dundee
- Member shall represent a cross-section of the community to include geographic and demographic diversity
- One member shall be a member of the City Council and chair the meetings

The current membership of the Parks Advisory Committee is as follows:

<u>Name</u>	<u>Residence</u>
Jeannette Adlong, Chair	142 SW Red Hills Drive
Nick Gilbert	460 NW 1 st Street
Joyce Stalcup	299 SW 1 st Street
Jesse Dillow	1060 SE Locust Street
Melody Osborne	680 SE 9 th Street
Kristin Judy	719 NW 1 st Street
(vacant)	

Recommendation: Motion to appoint Christopher Fanger to the Parks Advisory Committee and to confirm the re-appointments of the previously appointed members of the Parks Advisory Committee.



**PARKS ADVISORY COMMITTEE
APPLICATION**

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Parks Advisory Committee.

Those wishing to serve on the Parks Advisory Committee are asked to complete and return the form below. Applications should be mailed to City of Dundee, PO Box 220, Dundee, Oregon 97115, Attention City Administrator, or hand delivered to City Hall, 620 SW 5th Street, Dundee, Oregon Monday through Friday from 8:30 a.m. to 5:00 p.m.

Name: Christopher M. Fanger

Address: 441 SE Maple St.

Dundee, Oregon 97115

Telephone No. 971 832 3183 Registered voter: yes

E-Mail Address: DISCLife503@gmail.com

Occupation: Landscape

Educational Background: Lane Community College 2005 - 2007

State briefly your reasons for applying: _____

I want to help the community.

Chris Fanger
Signature

RECEIVED

2/3/16
Date

FEB 04 2016

CITY OF DUNDEE