CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

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

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

MARCH 17, 2020 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. Presentation: Corona Virus Update – Interim Fire Chief Amy Hanifan

5. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.

6. 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.

6.1 City Council Minutes, February 18, 2020	Pages 1-10
6.2 Financial Report Ending February 29, 2020	Pages 11-32
Action Required: Motion to Accept the Consent Agenda	

7. Old Business:

7.1 Budget Committee Appointments	Pages 33-40
Action Requested	
7.2 Streetlight Project Bid Award	Pages 41-44
Action Requested	
7.3 Waterline Relocation Easement	Pages 45-50
Discussion	
7.4 Undergrounding PGE Design	Pages 51-52
Discussion	

8. New Business:

8.1 Personal Protective Equipment Quote	Pages 53-56
Action Requested	
8.2 Planning Services Agreement	Pages 57-76
Action Requested	
8.3 Resolution No. 2020-01, Supplemental Budget	Pages 77-78

Action Requested

9. Council Concerns & Committee Reports

10. Mayor's Report

11. City Administrator Report

12. 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.

13. Adjourn

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Pending Business:

1. Public Works
   - 1.1 Highway 99W Street Lighting
   - 1.2 ODOT Phase B Highway 99W Improvements

2. Planning/Land Use
   - 2.1 Dundee Riverside District Code Amendment
   - 2.2 Exterior Lighting – Code Update/Street Light Standards
   - 2.3 Helipad Standards
   - 2.4 Vacation Rentals Code Amendment
   - 2.5 Pending Type II or Type III Land Use Applications:

3. City Council
   - 3.1 Update SDC Methodologies
   - 3.2 LID 2013-01 Final Assessment Ordinance
   - 3.3 Storm Drain Master Plan Update

4. Parks & Trails
   - 4.1 Harvey Creek Trail Property Rehabilitation
   - 4.2 WWTP Nature Park

5. Next Available Ordinance & Resolution No's.
   - 5.1 Ordinance No. 572-2020
   - 5.2 Resolution No. 2020-02

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

CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
February 18, 2019

Call to Order
Mayor David Russ called the meeting to order at 7:01 P.M.

Council and Staff Attendance
Present: Mayor David Russ; Councilors Kristen Svicarovich, Jeannette Adlong, Storr Nelson, and Patrick Kelly. Absent: Council President Tim Weaver and Councilor Ted Crawford. Staff members: Rob Daykin, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; John Stock, Dundee Fire Chief; and Melissa Lemen, Administrative Assistant.

Public Attendance
Rich Leipfert, Fire Chief, and Amy Hanifan, Operations Chief, McMinnville Fire Department; Bert Hanifan, Nick Lambert and Dave Silver, Dundee Fire Department.; Michelle Bechtold, Dundee Rural Fire Board; Dan Bechtold, Dundee Rural Fire Protection District; and Pat Vial, 280 NE Peach Street.

Agenda Changes
Consent Agenda Item 5.3 OLCC Liquor License Application, Corollary Wines, LLC, was removed from the meeting agenda as the application was withdrawn.

Public Comment
None.

Consent Agenda
A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, February 4, 2020, Item 5.2 Financial Report Ending January 31, 2020, and Item 5.4 OLCC Liquor License Application, Baltic Porter Works, LLC. Councilor Patrick Kelly stated that he may have a potential conflict of interest with Item 5.4 and will abstain from voting. **The motion** passed with M. Russ, C. Svicarovich, C. Adlong and C. Nelson voting in favor.

Old Business

Interagency Fire Service Study
Rich Leipfert, McMinnville Fire Chief, introduced himself and provided a Powerpoint presentation regarding the Yamhill County Fire Departments Cooperative Services Feasibility Study, which the City of Dundee is participating in along with the other Departments in the County. Emergency Services Consulting International (ESCI) has been contracted to complete the Study. Chief Leipfert explained that the City of McMinnville funded $50,000, while the other participating Departments have contributed $3,000 each to assist in the overall process for the Study. He discussed that the Study is presently in Phase 1; discussion ensued. Chief Leipfert clarified that the stakeholder meetings will be advertised publicly, and all members of the stakeholder groups will be invited to attend. He discussed in detail the scope of Phase 1 and that the results will provide information about whether or not it makes sense for a Department to move into a larger group. Chief Leipfert explained that while some of the Departments have provided the necessary information for the Study, others have not yet provided all of the information required. He explained that within the company contracted with for the Study, most

of those completing the work for the statistical analysis are located in Florida; the project manager is located on the West Coast.

Chief Leipfert discussed the scope of work for Phase 2 in detail. He pointed out that the local rural fire districts will be involved in the evaluation process as well. Chief Leipfert discussed the scope of work involved with Phase 3 and the anticipated results from the Study. He explained that policy makers will be provided with a variety of different options moving forward, and the public an opportunity to provide feedback at public meetings as well. Chief Leipfert explained that ESCI will provide their final recommendations once all of the dialogue is complete and public meetings are held. ESCI will provide a final report as well as provide two formal presentations to the impacted agencies. Interested agencies will also be provided an opportunity to contract with ESCI to assist with the implementation of the strategies developed in the final report through a step process. Additional discussion ensued.

M. Russ inquired about the anticipated timeframe for the initial reports to be received. Chief Leipfert provided a project timeline on the final slide of his presentation which was discussed in detail. He explained that the red shaded boxes represent the Staff completing the data entry, reports and locating the records info to provide ESCI, as well as ESCI working on the baseline agency evaluations; the blue shaded squares represent the elected officials and public having input in the process. Chief Leipfert discussed that the project began in January and public meetings are anticipated to begin at the end of April or beginning of May. By the end of the fiscal year a summary report should be nearing completion. Implementation of a new plan would follow, with many factors impacting the length of that process.

C. Nelson discussed the influence of TVF&R geographically, especially to agencies on the east side of Yamhill County, and inquired about whether this influence has been taken into account with the Study. Chief Leipfert pointed out that though TVF&R are a mutual aid partner in the County with both ambulance and fire, they are not a partner in the Study; though indicated they are being accounted for in the Study. Discussion ensued and Chief Leipfert explained that the data will be provided so that the City of Dundee will be able to make their own comparisons and decisions moving forward. Chief Leipfert discussed some of the challenges associated with property values in Yamhill County and the fact that TVF&R must provide contiguous service.

M. Russ voiced appreciation that the City of McMinnville has taken the lead in completing the Interagency Fire Service Study, while Chief Leipfert thanked the City Council for Dundee's support and participation in the Study. Chief Leipfert also explained that 184 email surveys have been submitted to the consultant (which were given only to department members and elected officials at this time), and the results thus far show 80% support of some sort of consolidation.

2020 Street Improvement Projects

C.A. Daykin reviewed some of the details of the pre-application process for a loan through the Oregon Transportation Infrastructure Fund. He explained that loans are provided on a first-come, first-serve, basis; limited funds are available and a loan amount of $1 million is likely an optimum amount for this type of loan package at this time. C.A. Daykin discussed that if the City's project is accepted through the pre-application process, and there is capacity in the program to fund it, then the City would be provided with an invitation to make a formal loan application.

C.E. Reid provided Council with an additional drawing of some of the 9th Street Streetscape concepts, a copy of which was added to the meeting agenda materials. C.E. Reid explained that he revised the plan view of the project site to reflect previous City Council discussion; this includes a slight modification to the width of the plantar strips. He discussed the revised concept

plans provided and indicated that he would like Council's input on the proposed layout and associated features in order to establish budgetary costs. C.A. Daykin explained that minutia design details of the project don't need to be decided upon at the meeting tonight; if the loan application is approved and the City is able to proceed with the project, Council will have an opportunity to make those decisions at that time. He explained that defining the project in terms of the type of improvements, along with the quantity of improvements, would aid in establishing a budget which could then be provided to the State for the loan program. In addition, if the project were accepted and the City made application to the loan program, City Council will need to make a decision about how the loan will be structured. Discussion ensued.

M. Russ suggested that Council should consider whether the City should complete the 9th Street work before development takes place on that street, though he did voice support of taking this beginning planning step so that decisions about the improvements are made prior to the arrival of developers. M. Russ voiced concern about the City obtaining a loan for these types of improvements prior to development occurring on Ninth Street. C.A. Daykin discussed in detail an example of a similar project situation which occurred in another City's light industrial area. He explained that a Local Improvement District (LID) would guarantee the repayment of a loan, which could be paid back even faster if development took place. C.A. Daykin shared his view that building this "backbone" of infrastructure is critical to set the stage for development to take place both in the central business district (CBD) zone and the light industrial zone along that pathway. Discussion ensued and C.A. Daykin voiced his belief that there is not a lot risk moving forward with the project with a good financial plan in place to repay the loan, though noted that this could be a future discussion. M. Russ pointed out that there is good potential for development to begin in the area though nothing is happening at the present time; he stressed the importance of making decisions carefully.

C. Svicarovich expressed concerns about obtaining a loan and completing the project only to have a builder potentially come in 2-4 years later and tear the work out to reconfigure it to suit their needs. M. Russ discussed his belief that some of the design elements should be open to interpretation based on what development occurs in the area. C. Svicarovich discussed that there could be additional challenges presented later, specifically with regard to street lighting. C. Svicarovich pointed out that the cross-section doesn't match the Transportation System Plan (TSP), so if a developer were to come in and build a cross-section, this is not what would be built. She inquired about what the City can do to ensure that the desired cross-section is built. She discussed the importance of making sure that the City holds itself to the same standards that the City would hold a developer to, and that the City is not deviating from a plan that was bought into by the public. C.A. Daykin discussed that the City does indeed have the authority to build the 9th Street project, but as a condition of land use approval the City would need to pick up the cost differential between the minimum standards established in the TSP for a developer and what project with enhanced features represents. C.A. Daykin pointed out that if the City does receive the loan, then the design details will be worked on and there will be an opportunity for public involvement.

Council discussed the following list of potential features:

Types of Hardscape: M. Russ voiced support of pavers as he felt that drainage could be accomplished under them. Hardscape with planting beds in between was discussed. M. Russ voiced support of the plantar strips being adjusted to 5 feet in width with the sidewalk width at 6 feet. C.E. Reid discussed that he could adjust the sidewalk width to 6 feet but would then need to shift the plantar strips down to 4.5 feet.

Landscaping and Street Trees: C.E. Reid explained that he created wider tree spacing in order to allow lighting to be more effective with fewer poles. C. Svicarovich suggested tree spacing of 60 feet apart in the plantar strip, with spacing further apart in the center median island; further away from where the lights will be so that less shadows are created.

Features in Hardscape Areas: C. Nelson voiced support of the placement of benches and seat walls interspersed. He explained that positioning the planter area in the middle space provides flexibility to have landscaping on the sides where desired. C.A. Daykin discussed that in the proposal City Staff had planned for a concrete sidewalk, though in the planting strip hardscape area they favored that pavers would likely be the best option; pavers would be removable if the planting area were to be expanded. M. Russ voiced support that pavers would also provide some storm water process support as well. Conversation ensued regarding thoughts and ideas for storm water management in this area. C.E. Reid discussed that he made the present plan with the assumption that storm water treatment would be done elsewhere. He offered that stormwater planters could potentially be placed though they would take up hardscape space. C. Svicarovich pointed out that consideration should not only be given to the desired "look" of the project, but also to the maintenance requirements for stormwater planters on a collector street. Discussion ensued and it was noted that storm water could also be incorporated into the median area. C.E. Reid discussed that this could be a favorable option; drainage could be changed to drain to the median. He discussed that there are also a variety of plantings which could be utilized in swale areas. M. Russ pointed out that the maintenance for this type of storm water facility would also be less. Discussion ensued.

Pedestrian and Vehicular Crossings: C. Svicarovich discussed that upon reviewing the Transportation System Plan (TSP), midblock pedestrian and bicycle access ways should be provided at a spacing of approximately 330 feet. For the section of Ninth Street between Highway 99W and SW Linden Lane, C. Svicarovich voiced support that likely only one pedestrian crossing would be required; she does not believe the amount of pedestrian circulation would warrant two crossings. C. Nelson pointed out that the future needs for this area are difficult to ascertain at this time. C. Svicarovich discussed that if there were two pedestrian crossings, then they would have 260 foot spacing and if there is only one it would be at 390 feet; the standard in the TSP is 330 feet. The consensus of Council was to support of placing two pedestrian crossings.

Street Lighting: C.E. Reid reviewed that he positioned lights at each end and at each crosswalk. It was noted that lights should be spaced for both the street and sidewalks. C. Svicarovich pointed out that placement of the street lighting will impact placement of street trees; typically, it would not be desirable to have a street tree within 25 feet of a streetlight. C.E. Reid suggested the idea of using the street lighting handled with the median strip, with more decorative lights interspersed where there are pockets of darkness from the center median on the sidewalk. C. Svicarovich suggested that consideration should also be given to whether banners or flower baskets would later be placed. M. Russ voiced support that the center median lights would provide adequate lighting for the sidewalks, though the number of lights would likely need to be increased. C.E. Reid pointed out that the pedestrian crossings will need to be lighted. M. Russ favored that enough lighting is placed to eliminate large dark areas on the sidewalk. C. Svicarovich pointed out that in order to adequately light the pedestrian crossings, lights would likely be required in the plantar strip locations. The consensus of Council was to provide median lighting along with proper illumination of the crosswalk areas, though without the use of additional pedestrian sidewalk lighting. Council also voiced support of banners being placed in the center median area; C.A. Daykin discussed that a placeholder could be added for some of the decorative type improvements for the project.

Other Considerations: C.A. Daykin suggested that consideration should be given to whether Council favors a roundabout at the Linden Lane or Alder Street intersections. Discussion ensued and it was noted that a roundabout at Linden Lane would not be favorable due to the impacts to residents at the intersection. The complexities associated with the addition of a roundabout at Alder Street were also discussed. C.E. Reid discussed that what he's looking at for design standards require that the middle island of the roundabout have a 50-foot radius; this alone would reach beyond the City right-of-way and would not even include the travel lane. Detailed discussion ensued. Though improved traffic circulation could be achieved with a roundabout, this was not found to be a favorable option at the Alder Street intersection as well.

C. Svicarovich voiced her belief that the median island area will likely assist in slowing traffic down and have a traffic calming effect; north of Linden Lane she does not feel there is a huge need for a median island though she also does not agree that there should be on street parking given the industrial area on one side with single family residential on the other side. C.E. Reid suggested that consideration be given to whether some on street parking should be provided or whether the onus of parking fall to the properties and the developers. M. Russ and C. Nelson voiced support of providing some on street parking to assist in creating a pedestrian friendly environment.

C. Svicarovich inquired about whether the project design would be completed in-house or by a hired consultant. C.A. Daykin discussed that the loan would cover all costs except for the overall undergrounding costs; hiring a consultant could be considered. C. Nelson noted that there have been a lot of discussions recently about Fifth Street, Sander Park, as well as a potential new school, and he inquired about this whether this may be a more eminent portion of 99W to look at. C. Adlong explained that Casey Creighton provided an update from Chehalem Park & Recreation District (CPRD) about the Jan Sander property at a recent Parks Advisory Committee meeting. She explained that Creighton discussed that Jan Sander is planning to provide some funding towards the development of the property and is interested in providing what the community wants, including potentially a commercial kitchen. Discussion ensued. C. Svicarovich explained that though she feels Fifth Street does have a lot of potential at this time, return on investment for urban renewal dollars with likely property value increase though this process would not be captured with the park/public space. C. Nelson pointed out that though it is public domain, it does have the potential for increased pedestrian use, especially with the development of Sander Park. C.A. Daykin voiced support that the 9th Street project would have the most significant impact in terms of urban renewal because of the potentiality of new development on both sides of the street; completion of the 9th Street project could potentially eliminate a significant barrier to future development. C.A. Daykin explained that he also views this project as a model; once the combination of funding is determined, this could potentially be carried forward to other similar projects. C. Svicarovich requested C.E. Reid to evaluate all utilities in the 9th Street area to see if any additional changes/upgrades need to be completed. M. Russ pointed out that the loan cannot be used for the undergrounding and expressed concern about those costs, though C.A. Daykin discussed the City could take advantage of State law which provides for forced undergrounding (at least for the PGE utility). Additional detailed discussion ensued.

The consensus of Council was to authorize Staff to move forward with the cost estimates and pre-application for a loan through the Oregon Transportation Infrastructure Fund. C.A. Daykin discussed that if the City receives approval to move forward, there will be additional future discussion about how the loans will be paid back; the City may want to engage some of the major property owners at that time as well.

New Business

Water Bill Appeal

Council discussed the water bill appeal. M. Russ inquired about whether any diagnostics have been completed on Pat Vial's water meter. C.A. Daykin discussed that he is uncertain of whether that can be accomplished, though testing for accuracy may be able to be done. He explained that City Staff have not talked to the vendor to find out if the meter could be deconstructed somehow to find a problem if such a problem existed, though it was noted that there would be a cost associated with this. The consensus of Council was to waive the sewer charges in the amount of $76.25.

Pat Vial, 280 NE Peach Street, approached Council and disputed being charged for the additional water in the amount of $25.66, and voiced her belief that she didn't use any extra water. She referenced her letter and reiterated that there have been no unusual circumstances that should have resulted in the billed water usage. Discussion ensued. Vial discussed that her concern is that if she is being charged extra now, what will result next month if the same scenario plays out; she stated that she believes the water meter is faulty. Vial reviewed that Public Works Supervisor, Chuck Simpson, check come to her property and checked for a leak on a couple of occasions though none was found. Vial expressed concern about the accuracy of her water meter moving forward. C. Nelson voiced that if and increase does occur again, Council would take into consideration the events of the past; it could be reviewed again. C.A. Daykin confirmed that the meter head was replaced (which will provide better information to Staff), though the overall meter structure has not been replaced. Discussion ensued and C.A. Daykin explained that whatever incident took place with regard to the increased water usage, took place somewhere between the start and ending of that billing cycle though there is no information about the date or length of duration of the high-water use. Additionally, he explained that if this happens again, the new meter head will be able to pinpoint and provide detailed information about the occurrence. M. Russ explained to Vial that the City relies upon the accuracy of the water meters, though Vial pointed out that her water meter wasn't accurate 3 years ago (as noted in her letter), which she brought before City Council at that time as well. C.A. Daykin clarified that Vial's experience three years ago wasn't due to the water meter being inaccurate, rather it had been programmed incorrectly and was reading in units of 100 instead of 1. This issue was corrected. Vial discussed that there are only two people living in the home and their water use is very consistent from month to month. Vial thanked the Council for their consideration and voiced that moving forward she would like some confidence that the meter is accurate, and this scenario doesn't happen again. C.A. Daykin explained that when these types of events do occur, a note is placed in the customer file if an adjustment is made along with an explanation of the circumstances. C.A. Daykin reviewed the City's annual irrigation rate process. C. Nelson voiced support of Vial's recent increased water usage not impacting her future irrigation rate calculation for the year. A **motion** was made and seconded to adjust Pat Vial's utility billing for the month of January in the amount of $76.25 for excess sewer charges. **The motion** passed unanimously. C.A. Daykin confirmed that the adjustment will be reflected on Vial's future utility billing statement.

Council Concerns and Committee Reports

C. Kelly discussed that his neighbors have expressed concerns to him about a low flying helicopter in the area recently. Discussion ensued and C. Kelly described that he's seen the low flying helicopter on several occasions recently flying through town.

C. Kelly discussed trail concerns at Viewmont Greenway Park. C.A. Daykin reviewed that this damage was caused when heavy pieces of playground equipment were brought into the park previously. He explained that the intent is for repairs to be completed once an asphalt contractor is available; sections may be cut out and replaced with hot mix.

C. Adlong confirmed that Viewmont Park did received $1500 worth of trees today, which equated to 14 large trees. It was noted that the grant funds have now been fully expended and C.A. Daykin confirmed that grant can now be closed out. C. Adlong assisted public works in recommending placement of the trees.

Mayor's Report

M. Russ briefly discussed that apparently a property in Dundee recently sold to someone named Demetri; he has received three phone call messages from someone by this name who indicate that they have purchased property in the City. Though the caller indicates they wish to speak to him about what the City's plans are moving forward, though upon returning the call no one has yet answered. C.A. Daykin responded he has not received any recent inquiries, but that is the name of the same person that bid against the City for the small parcel next to First Street that Yamhill County was selling.

City Administrator's Report

C.A. Daykin discussed that he met today with McMinnville Water & Light, the Cities of Lafayette and Carlton. He explained that they meet on a periodic basis to talk about their arrangement for shared water use and future construction of a water treatment; C.A. Daykin has recently been invited to attend the sessions. He explained that they just awarded a bid to complete 1.7 miles worth of transmission line for an inner tie to Lafayette. He discussed that they are continuing to seek additional senior water rights that will not be subject to the fish persistence rules for the Willamette River basin. C.A. Daykin explained that when he inquired about a timeframe for when they expect to be designing and going out to bid for a water treatment plant, they thought it would be 10-15 years. Discussion ensued and it was noted that reason the group is moving towards this solution is to improve redundancy of the supply; everything they have right now is from one source impounded by an earthen dam, though less than half of the current system's maximum capacity is presently being used.

C.A. Daykin discussed that he and Michael Humm, Engineer, Kennedy Jenks, met with Tribeca last Thursday. He explained that Tribeca brought another consultant that does the dewatering work; they came onsite and did some measurements and sampling. C.A. Daykin explained that the hope is to work with Tribeca to negotiate a Managed Services Program for the land application. He noted that they discussed the farm sites which they have available as well as discussed how much material is desired to be removed over a period of time. Though additional information needs to be evaluated, C.A. Daykin voiced that he is really optimistic that the City is headed in the right direction.

C.A. Daykin discussed that Firefighter, Chad Jones, has resigned from his position effective February 21, 2020. Jones will be working for the McMinnville Fire Department; he lives in McMinnville and has a volunteer association with them as well. C.A. Daykin discussed that City Staff will be offering the position to one of the long-standing volunteers who has a lot of certifications and will also be able to take on a fire engineer position which has been vacant.

C.A. Daykin reviewed that he had reported previously that City Staff had received a request to meet with the Lindquist Family & their group to discuss another potential investor. He explained that as the meeting date neared, he did hear back from Rod Grinberg who asked similar questions as in the past about changing the zoning, etc. C.A. Daykin discussed that following additional discussion the meeting was cancelled and will be rescheduled at a later date if they need to meet.

C. Svicarovich announced that the Newberg School District will be holding a meeting next Tuesday, February 25, 2020 about the bond issue.

Public Comment

None.

Executive Session

The City Council entered Executive Session at 8:40 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 9:02 P.M and City Council did not reconvene.

_____
David Russ, Mayor

Attest:

_____
Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities

From 7/01/2019 Through 2/29/2020

UNAUDITED

	General Fund	Street Fund	Street CIP Fund	Street Reserve Fund	State Revenue Sharing Fund	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt	Water Fund	Water CIP Fund	Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total
Revenue																	
Taxes	706.060	18.800	-	-	-	-	-	47.846	-	144.169	-	-	-	-	-	-	916.875
Franchise Fees	54.994	-	31.869	-	-	-	-	-	-	-	-	-	-	-	-	-	86.863
Licenses & Permits	44.749	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44.749
Intergovernmental Revenue	156.899	160.926	-	-	23.285	-	-	-	-	-	-	-	-	-	-	-	341.111
Charges for Services	146.636	-	-	-	-	-	-	-	-	-	476.389	26.024	913.631	30.672	73.482	12.180	1.679.014
Fines & Forfeitures	41.035	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41.035
Miscellaneous Revenue	35.812	1.120	2.339	666	108	12.130	2.544	2.008	80.455	1.058	3.054	6.135	3.602	8.009	469	1.132	160.641
Total Revenue	1.186.185	180.846	34.208	666	23.394	12.130	2.544	49.854	80.455	145.227	479.443	32.159	917.233	38.681	73.951	13.312	3.270.287
Expenditures																	
Personnel	475.296	28.303	-	-	-	-	-	-	-	-	137.421	-	128.279	-	18.446	-	787.745
Materials & Services	562.884	80.387	-	-	11.887	-	5.291	11.262	31.221	-	136.199	-	196.566	-	15.056	-	1.050.752
Capital Outlay	5.287	-	223.604	-	6.308	4.999	38.425	11.000	117.861	-	17.747	27.921	-	8.248	-	26.132	487.531
Debt Service	-	-	20.373	-	-	58.627	-	-	-	150.143	-	58.602	-	362.128	-	11.799	661.672
Total Expenditures	1.043.466	108.691	243.977	-	18.195	63.626	43.716	22.262	149.082	150.143	291.367	86.522	324.845	370.376	33.502	37.931	2.987.701
Excess (defiency) of Revenue over Expenditures	142,718	72,155	(209,770)	666	5,199	(51,496)	(41,172)	27,592	(68,627)	(4,916)	188,076	(54,363)	592,388	(331,695)	40,449	(24,618)	282,586
Other Financing Sources (Uses)	68.000	-	-	-	-	-	-	-	-	-	(22.756)	-	(433.744)	388.500	-	-	-
Net Changes to Fund Balance	210.718	72.155	(209.770)	666	5.199	(51.496)	(41.172)	27.592	(68.627)	(4.916)	165.320	(54.363)	158.645	56.805	40.449	(24.618)	282.586
Beginning Fund Balance	609.022	44.739	295.229	44.765	2.051	854.135	8.302	116.093	60.214	17.810	59.937	326.245	157.552	514.092	12.638	87.912	3.210.736
Ending Fund Balance	819,740	116,895	85,459	45,430	7,250	802,638	(32,870)	143,686	(8,414)	12,894	225,258	271,882	316,196	570,897	53,086	63,294	3,493,322

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001
From 2/01/2020 Through 2/29/2020

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	15,189	706,060	729,500	3.21%	23,440
Franchise Fees	19,851	54,994	149,900	63.31%	94,906
Licenses & Permits	2,560	44,749	73,800	39.37%	29,051
Intergovernmental Revenue	15,572	156,899	181,700	13.65%	24,801
Charges for Services	17,875	146,636	231,800	36.74%	85,164
Fines & Forfeitures	5,061	41,035	56,000	26.72%	14,965
Miscellaneous Revenue	1,238	35,812	17,500	-104.64%	(18,312)
Total REVENUE	77,347	1,186,185	1,440,200	17.64%	254,016
EXPENDITURES (by Department)					
01 - Admin / Finance	32,558	294,305	397,100	25.89%	102,795
02 - Court	1,868	16,686	26,700	37.50%	10,014
03- Community Development	6,180	93,456	141,600	34.00%	48,144
04 - Police Department	50,880	310,425	519,100	40.20%	208,675
05 - Fire Department	47,473	328,594	519,000	36.69%	190,406
Total EXPENDITURES	138,959	1,043,466	1,603,500	34.93%	560,034
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(61,612)	142,718	(163,300)	187.40%	(306,018)
OTHER FINANCING SOURCES (USES)					
Transfers In	7,864	68,000	96,600	29.61%	28,600
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	7,864	68,000	(40,000)	270.00%	(108,000)
NET CHANGE IN FUND BALANCE	(53,749)	210,718	(203,300)	203.65%	(414,018)
BEGINNING FUND BALANCE	873,489	609,022	603,200	0.97%	5,822
ENDING FUND BALANCE	819,740	819,740	399,900	104.99%	419,840

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Admin/Finance - 01
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	14,975	117,063	176,800	33.79%	59,737
Personnel Benefits	8,694	68,639	104,000	34.00%	35,361
Total Personnel Services	23,669	185,702	280,800	33.87%	95,098
Materials & Services					
Supplies	0	2,074	4,200	50.63%	2,126
Professional Services	6,773	70,238	58,100	-20.89%	(12,138)
Contractual Services	110	881	1,300	32.20%	419
Travel & Training	105	5,712	11,100	48.54%	5,388
Insurance	0	9,876	9,600	-2.88%	(276)
Regulatory Requirements	0	680	800	15.01%	120
Utilities	594	3,970	6,600	39.84%	2,630
Repairs & Maintenance	400	3,610	9,400	61.60%	5,790
Other Materials & Services	907	7,395	12,400	40.36%	5,005
Total Materials & Services	8,890	104,437	113,500	7.99%	9,063
Capital Outlay	0	4,167	2,800	-48.82%	(1,367)
Total ADMIN/FINANCE EXPENDITURES	32,558	294,305	397,100	25.89%	102,795

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Court - 02
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	863	6,453	10,300	37.35%	3,847
Personnel Benefits	708	5,131	8,800	41.69%	3,669
Total Personnel Services	1,572	11,584	19,100	39.35%	7,516
Materials & Services					
Supplies	0	35	200	82.33%	165
Professional Services	0	1,791	2,300	22.12%	509
Contractual Services	274	2,042	3,300	38.12%	1,258
Travel & Training	0	949	1,100	13.76%	151
Other Materials & Services	23	285	700	59.29%	415
Total Materials & Services	297	5,102	7,600	32.87%	2,498
Capital Outlay	0	0	0		0
Total COURT EXPENDITURES	1,868	16,686	26,700	37.50%	10,014

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Community Development - 03
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	1,019	7,622	12,200	37.53%	4,578
Personnel Benefits	837	6,469	10,400	37.80%	3,931
Total Personnel Services	1,857	14,090	22,600	37.65%	8,510
Materials & Services					
Supplies	0	106	500	78.78%	394
Professional Services	3,730	39,628	61,000	35.04%	21,372
Contractual Services	551	19,329	36,000	46.31%	16,671
Travel & Training	0	847	1,400	39.51%	553
Other Materials & Services	43	19,456	20,100	3.21%	644
Total Materials & Services	4,324	79,365	119,000	33.31%	39,635
Total COMMUNITY DEVELOPMENT EXPENDITURES	6,180	93,456	141,600	34.00%	48,144

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Police Dept - 04
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	50,880	310,425	519,100	40.20%	208,675
Total Materials & Services	50,880	310,425	519,100	40.20%	208,675
Total POLICE DEPT EXPENDITURES	50,880	310,425	519,100	40.20%	208,675

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Fire Dept - 05
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	25,992	167,599	236,700	29.19%	69,101
Personnel Benefits	12,205	96,321	155,900	38.22%	59,579
Total Personnel Services	38,196	263,920	392,600	32.78%	128,680
Materials & Services					
Supplies	561	6,623	16,000	58.61%	9,377
Professional Services	0	158	800	80.31%	643
Contractual Services	4,778	21,979	25,400	13.47%	3,421
Travel & Training	405	721	2,100	65.65%	1,379
Insurance	0	16,723	17,400	3.89%	677
Regulatory Requirements	0	739	7,500	90.15%	6,761
Utilities	1,813	10,822	17,900	39.54%	7,078
Repairs & Maintenance	600	5,686	13,000	56.26%	7,314
Other Materials & Services	0	106	300	64.79%	194
Total Materials & Services	8,157	63,555	100,400	36.70%	36,845
Capital Outlay	1,120	1,120	26,000	95.69%	24,880
Total FIRE DEPT EXPENDITURES	47,473	328,594	519,000	36.69%	190,406

City of Dundee

Statement of Revenue & Expenditures
Street Fund - 110
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	2,046	18,800	29,000	35.17%	10,200
Intergovernmental Revenue	20,479	160,926	240,000	32.95%	79,074
Miscellaneous Revenue	187	1,120	1,500	25.31%	380
Total REVENUE	22,712	180,846	270,500	33.14%	89,654
EXPENDITURES					
Personnel Services	2,997	28,303	42,400	33.25%	14,097
Material & Services					
Supplies	112	2,400	4,200	42.85%	1,800
Professional Services	995	10,493	9,000	-16.59%	(1,493)
Travel & Training	0	122	500	75.60%	378
Insurance	0	1,895	1,900	0.26%	5
Regulatory Requirements	0	71	100	29.00%	29
Utilities	2,070	16,514	23,800	30.61%	7,286
Repairs & Maintenance	1,268	25,985	115,900	77.58%	89,915
Interfund Services	1,892	22,900	19,600	-16.84%	(3,300)
Other Materials & Services	0	6	200	96.90%	194
Total Materials & Services	6,336	80,387	175,200	54.12%	94,813
Total EXPENDITURES	9,333	108,691	217,600	50.05%	108,909
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	13,379	72,155	52,900	-36.40%	(19,255)
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(83,300)	100.00%	(83,300)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	0	0	(88,300)	100.00%	(88,300)
NET CHANGE IN FUND BALANCE	13,379	72,155	(35,400)	303.83%	(107,555)
BEGINNING FUND BALANCE	103,515	44,739	43,500	2.85%	1,239
ENDING FUND BALANCE	116,895	116,895	8,100	1343.14%	108,795

City of Dundee

Statement of Revenue & Expenditures
Street CIP Fund - 111
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Franchise Fees	12,975	31,869	43,900	27.41%	12,031
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	134	2,339	57,000	95.90%	54,661
Total REVENUE	13,109	34,208	700,900	95.12%	666,692
EXPENDITURES					
Capital Outlay	2,019	223,604	1,313,000	82.97%	1,089,396
Debt Service	0	20,373	49,600	58.93%	29,227
Total EXPENDITURES	2,019	243,977	1,362,600	82.09%	1,118,623
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	11,090	(209,770)	(661,700)	68.30%	(451,930)
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	456,000	100.00%	456,000
Transfers In	0	0	70,000	100.00%	70,000
Total OTHER FINANCING SOURCES (USES)	0	0	526,000	100.00%	526,000
NET CHANGE IN FUND BALANCE	11,090	(209,770)	(135,700)	-54.58%	74,070
BEGINNING FUND BALANCE	74,369	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	85,459	85,459	113,100	-24.44%	(27,641)

City of Dundee

Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Miscellaneous Revenue	82	666	1,100	39.48%	434
Total REVENUE	82	666	1,100	39.48%	434
EXPENDITURES					
Capital Outlay	0	0	45,800	100.00%	45,800
Total EXPENDITURES	0	0	45,800	100.00%	45,800
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	82	666	(44,700)	101.49%	(45,366)
NET CHANGE IN FUND BALANCE	82	666	(44,700)	101.49%	(45,366)
BEGINNING FUND BALANCE	45,349	44,765	44,700	0.14%	65
ENDING FUND BALANCE	45,430	45,430	0	0.00%	45,430

City of Dundee

Statement of Revenue & Expenditures
State Revenue Sharing Fund - 122
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Intergovernmental Revenue	8,351	23,285	31,000	24.89%	7,715
Miscellaneous Revenue	82	108	200	45.94%	92
Total REVENUE	8,433	23,394	31,200	25.02%	7,806
EXPENDITURES					
Material & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual	650	11,150	11,800	5.51%	650
Total Materials & Services	650	11,887	14,300	16.88%	2,413
Capital Outlay	0	6,308	12,700	50.33%	6,392
Total EXPENDITURES	650	18,195	27,000	32.61%	8,805
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	7,783	5,199	4,200	-23.79%	(999)
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(5,500)	100.00%	(5,500)
Total OTHER FINANCING SOURCES (USES)	0	0	(5,500)	100.00%	(5,500)
NET CHANGE IN FUND BALANCE	7,783	5,199	(1,300)	499.92%	(6,499)
BEGINNING FUND BALANCE	(533)	2,051	1,700	20.66%	351
ENDING FUND BALANCE	7,250	7,250	400	1712.55%	6,850

City of Dundee

Statement of Revenue & Expenditures
Equipment Reserve Fund - 127
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,447	12,130	37,000	67.22%	24,870
Total REVENUE	1,447	12,130	37,000	67.22%	24,870
EXPENDITURES					
Capital Outlay	0	4,999	915,000	99.45%	910,001
Debt Service	0	58,627	58,700	0.12%	73
Total EXPENDITURES	0	63,626	973,700	93.47%	910,074
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	1,447	(51,496)	(936,700)	94.50%	(885,204)
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	83,200	100.00%	83,200
Total OTHER FINANCING SOURCES (USES)	0	0	83,200	100.00%	83,200
NET CHANGE IN FUND BALANCE	1,447	(51,496)	(853,500)	93.97%	(802,004)
BEGINNING FUND BALANCE	801,192	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	802,638	802,638	0	NA	(802,638)

City of Dundee

Statement of Revenue & Expenditures
Parks Fund - 131
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	32,800	100.00%	32,800
Miscellaneous Revenue	0	2,544	2,600	2.16%	56
Total REVENUE	0	2,544	35,400	92.81%	32,856
EXPENDITURES					
Materials & Services					
Professional Services	1,360	3,510	4,000	12.25%	490
Repairs & Maintenance	72	1,781	5,200	65.75%	3,419
Total Materials & Services	1,432	5,291	9,200	42.49%	3,909
Capital Outlay	1,105	38,425	37,500	-2.47%	-925
Total EXPENDITURES	2,537	43,716	46,700	6.39%	2,984
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(2,537)	(41,172)	(11,300)	-264.35%	29,872
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	5,500	100.00%	5,500
Total OTHER FINANCING SOURCES (USES)	0	0	5,500	100.00%	5,500
NET CHANGE IN FUND BALANCE	(2,537)	(41,172)	(5,800)	-609.86%	35,372
BEGINNING FUND BALANCE	(30,333)	8,302	6,100	-36.10%	-2,202
ENDING FUND BALANCE	(32,870)	(32,870)	300	11056.54%	33,170

City of Dundee

Statement of Revenue & Expenditures
Tourism Fund - 151
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	1,666	47,846	75,800	36.88%	27,954
Miscellaneous Revenue	259	2,008	13,000	84.55%	10,992
Total REVENUE	1,925	49,854	88,800	43.86%	38,946
EXPENDITURES					
Materials & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual Services	894	10,526	112,000	90.60%	101,474
Total Materials & Services	894	11,262	114,500	90.16%	103,238
Capital Outlay	0	11,000	80,000	86.25%	69,000
Total EXPENDITURES	894	22,262	194,500	88.55%	172,238
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	1,031	27,592	(105,700)	126.10%	(133,292)
NET CHANGE IN FUND BALANCE	1,031	27,592	(105,700)	126.10%	(133,292)
BEGINNING FUND BALANCE	142,654	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	143,686	143,686	5,200	-2663.18%	(138,486)

City of Dundee

Statement of Revenue & Expenditures
Fire Station Construction Fund - 201
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Miscellaneous Revenue	0	80,455	81,300	1.04%	845
Total REVENUE	0	80,455	81,300	1.04%	845
EXPENDITURES					
Materials & Services					
Professional Services	0	31,221	24,900	-25.39%	(6,321)
Total Materials & Services	0	31,221	24,900	-25.39%	(6,321)
Capital Outlay	0	117,861	116,600	-1.08%	(1,261)
Total EXPENDITURES	0	149,082	141,500	-5.36%	(7,582)
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	0	(68,627)	(60,200)	-14.00%	8,427
NET CHANGE IN FUND BALANCE	0	(68,627)	(60,200)	-14.00%	8,427
BEGINNING FUND BALANCE	(8,414)	60,214	60,200	-0.02%	(14)
ENDING FUND BALANCE	(8,414)	(8,414)	0	0.00%	8,414

City of Dundee

Statement of Revenue & Expenditures

Bonded Debt - 310

From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	945	144,169	148,000	2.59%	3,831
Miscellaneous Revenue	237	1,058	1,000	-5.77%	(58)
Total REVENUE	1,181	145,227	149,000	2.53%	3,773
EXPENDITURES					
Debt Service	150,143	150,143	150,200	0.04%	57
Total EXPENDITURES	150,143	150,143	150,200	0.04%	57
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(148,962)	(4,916)	(1,200)	-309.69%	3,716
NET CHANGE IN FUND BALANCE	(148,962)	(4,916)	(1,200)	-309.69%	3,716
BEGINNING FUND BALANCE	161,855	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	12,894	12,894	16,400	21.38%	3,506

City of Dundee

Statement of Revenue & Expenditures

Water Fund - 431

From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	43,628	476,389	617,400	22.84%	141,011
Miscellaneous Revenue	418	3,054	3,400	10.17%	346
Total REVENUE	44,045	479,443	620,800	22.77%	141,357
EXPENDITURES					
Personnel Services	17,491	137,421	217,400	36.79%	79,979
Materials & Services					
Supplies	239	8,347	12,500	33.22%	4,153
Professional Services	705	11,311	8,600	-31.52%	(2,711)
Contractual Services	400	2,522	10,000	74.78%	7,478
Travel & Training	0	505	2,300	78.05%	1,795
Insurance	0	6,502	5,700	-14.06%	(802)
Regulatory Requirements	208	6,903	15,500	55.46%	8,597
Utilities	3,136	29,113	46,100	36.85%	16,987
Repairs & Maintenance	(4,140)	10,503	40,800	74.26%	30,297
Interfund Services	7,767	54,367	94,000	42.16%	39,633
Other Materials & Services	784	6,127	9,700	36.84%	3,573
Total Materials & Services	9,098	136,199	245,200	44.45%	109,001
Capital Outlay	5,620	17,747	36,000	0.00%	18,253
Total EXPENDITURES	32,209	291,367	498,600	41.56%	207,233
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	11,836	188,076	122,200	-53.91%	(65,876)
OTHER FINANCING SOURCES (USES)					
Transfers Out	(2,101)	(22,756)	(155,000)	85.32%	(132,244)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(2,101)	(22,756)	(175,000)	87.00%	(152,244)
NET CHANGE IN FUND BALANCE	9,735	165,320	(52,800)	413.11%	(218,120)
BEGINNING FUND BALANCE	215,523	59,937	56,500	6.08%	3,437
ENDING FUND BALANCE	225,258	225,258	3,700	5988.04%	221,558

City of Dundee

Statement of Revenue & Expenditures
Water CIP Fund - 432
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	0	26,024	39,200	33.61%	13,176
Miscellaneous Revenue	761	6,135	6,000	-2.26%	-135
Total REVENUE	761	32,159	45,200	28.85%	13,041
EXPENDITURES					
Capital Outlay	6,594	27,921	265,000	89.46%	237,079
Debt Service	0	58,602	117,300	50.04%	58,698
Total EXPENDITURES	6,594	86,522	382,300	77.37%	295,778
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(5,833)	(54,363)	(337,100)	83.87%	-282,737
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	80,000	100.00%	80,000
Total OTHER FINANCING SOURCES (USES)	0	0	80,000	100.00%	80,000
NET CHANGE IN FUND BALANCE	(5,833)	(54,363)	(257,100)	78.86%	-202,737
BEGINNING FUND BALANCE	277,715	326,245	270,600	-20.56%	-55,645
ENDING FUND BALANCE	271,882	271,882	13,500	-1913.94%	-258,382

City of Dundee

Statement of Revenue & Expenditures
Sewer Fund - 441
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	114,940	913,631	1,331,400	31.38%	417,769
Miscellaneous Revenue	545	3,602	4,500	19.95%	898
Total REVENUE	115,485	917,233	1,335,900	31.34%	418,667
EXPENDITURES					
Personnel Services	16,519	128,279	200,200	35.92%	71,921
Materials & Services					
Supplies	223	8,778	21,500	59.17%	12,722
Professional Services	300	10,979	40,700	73.02%	29,721
Contractual Services	0	385	700	44.96%	315
Travel & Training	0	978	2,300	57.49%	1,322
Insurance	0	15,332	16,700	8.19%	1,368
Regulatory Requirements	100	3,846	5,600	31.33%	1,754
Utilities	7,965	55,520	85,100	34.76%	29,580
Repairs & Maintenance	1,825	39,597	221,300	82.11%	181,703
Interfund Services	6,883	55,067	86,400	36.27%	31,333
Other Materials & Services	758	6,084	9,500	35.96%	3,416
Total Materials & Services	18,054	196,566	489,800	59.87%	293,234
Total EXPENDITURES	34,574	324,845	690,000	52.92%	365,155
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	80,911	592,388	645,900	8.28%	53,512
OTHER FINANCING SOURCES (USES)					
Transfers Out	(61,262)	(433,744)	(745,600)	41.83%	(311,856)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(61,262)	(433,744)	(765,600)	43.35%	(331,856)
NET CHANGE IN FUND BALANCE	19,649	158,645	(119,700)	232.54%	(278,345)
BEGINNING FUND BALANCE	296,547	157,552	143,300	9.95%	14,252
ENDING FUND BALANCE	316,196	316,196	23,600	1239.81%	292,596

City of Dundee

Statement of Revenue & Expenditures
Sewer CIP Fund - 442
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	0	30,672	37,200	17.55%	6,528
Miscellaneous Revenue	944	8,009	22,200	63.92%	14,191
Total REVENUE	944	38,681	59,400	34.88%	20,719
EXPENDITURES					
Capital Outlay	8,248	8,248	0	NA	(8,248)
Debt Service	0	362,128	689,200	47.46%	327,072
Total EXPENDITURES	8,248	370,376	689,200	46.26%	318,824
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(7,304)	(331,695)	(629,800)	47.33%	(298,105)
OTHER FINANCING SOURCES (USES)					
Transfers In	55,500	388,500	666,000	41.67%	277,500
Total OTHER FINANCING SOURCES (USES)	55,500	388,500	666,000	41.67%	277,500
NET CHANGE IN FUND BALANCE	48,196	56,805	36,200	-56.92%	(20,605)
BEGINNING FUND BALANCE	522,701	514,092	497,100	-3.42%	(16,992)
ENDING FUND BALANCE	570,897	570,897	533,300	-7.05%	(37,597)

City of Dundee

Statement of Revenue & Expenditures
Storm Water Fund - 451
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	9,784	73,482	109,800	33.08%	36,318
Miscellaneous Revenue	85	469	1,000	53.12%	531
Total REVENUE	9,869	73,951	110,800	33.26%	36,849
EXPENDITURES					
Personnel Services	2,263	18,446	28,300	34.82%	9,854
Materials & Services					
Supplies	56	1,304	2,300	43.29%	996
Professional Services	0	2,506	5,600	55.24%	3,094
Travel & Training	0	61	200	69.50%	139
Insurance	0	209	200	-4.26%	(9)
Regulatory Requirements	0	36	100	64.50%	65
Utilities	55	542	1,100	50.71%	558
Repairs & Maintenance	111	1,326	2,700	50.90%	1,374
Interfund Services	1,133	9,067	12,100	25.07%	3,033
Other Materials & Services	0	6	300	97.97%	294
Total Materials & Services	1,356	15,056	24,600	38.80%	9,544
Total EXPENDITURES	3,619	33,502	52,900	36.67%	19,398
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	6,250	40,449	57,900	30.14%	17,451
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(63,900)	100.00%	(63,900)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	0	0	(68,900)	100.00%	(68,900)
NET CHANGE IN FUND BALANCE	6,250	40,449	(11,000)	467.72%	(51,449)
BEGINNING FUND BALANCE	46,837	12,638	12,100	4.44%	538
ENDING FUND BALANCE	53,086	53,086	1,100	4726.03%	51,986

City of Dundee

Statement of Revenue & Expenditures
Storm Water CIP Fund - 452
From 2/01/2020 Through 2/29/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	0	12,180	15,000	18.80%	2,820
Miscellaneous Revenue	118	1,132	1,300	12.92%	168
Total REVENUE	118	13,312	16,300	18.33%	2,988
EXPENDITURES					
Capital Outlay	2,310	26,132	111,000	76.46%	84,868
Debt Service	0	11,799	23,700	50.22%	11,901
Total EXPENDITURES	2,310	37,931	134,700	71.84%	96,769
EXCESS (deficiency) of REVENUE OVER EXPENDITUR	(2,192)	(24,618)	(118,400)	79.21%	-93,782
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	52,000	100.00%	52,000
Total OTHER FINANCING SOURCES (USES)	0	0	52,000	0.00%	52,000
NET CHANGE IN FUND BALANCE	(2,192)	(24,618)	(66,400)	0.00%	-41,782
BEGINNING FUND BALANCE	65,485	87,912	71,400	0.00%	-16,512
ENDING FUND BALANCE	63,294	63,294	5,000	0.00%	-58,294

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: March 12, 2020

Re: Budget Committee Appointments

Members appointed to the Budget Committee must be registered voters in Dundee and cannot be an officer, agent or employee of the City. Previously, the Council determined that a Planning Commissioner may not be a member of the Budget Committee. The number of appointed Budget Committee members shall be equal to the number of the members of the elected governing body. Terms are for three years.

Currently there are four vacancies, two of which represent unexpired terms. Applications were received from Ryan Hess, Jeanne Marie Callahan, and Mordechai Kotler.

The following is a list of the current appointed Budget Committee members and terms:

Dennis Phelan	269 SW Oliver Court	December 31, 2020
David Ford	710 SW Carmen Heights	December 31, 2020
Vacant		December 31, 2020
Dawn Nelson	141 SW Hathorne Court	December 31, 2021
Vacant		December 31, 2021
Vacant		December 31, 2022
Vacant		December 31, 2022

While the Budget Committee may function without the full complement of appointed members, I encourage councilors to seek out suitable candidates for appointment at the April 7 meeting.

Recommendation: Motion to appoint _____ and _____ to the Budget Committee with a term ending December 31, 2022 and to appoint _____ to the Budget Committee with an unexpired term ending December 31, 2021.

RECEIVED
FEB 21 2020
CITY OF DUNDEE

CITY of DUNDEE Oregon

BUDGET COMMITTEE APPLICATION

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

Those wishing to serve on the Budget 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 Melissa Lemen, 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: Ryan Hess Registered voter: ✓

Address: 561 SE Locust Street
Dundee, OR 97115

Telephone No. 541-787-[redacted]0212 Length of Residency in Dundee: 6 months

E-Mail Address: ryanhess72@gmail.com

Occupation: Director of Sales + Marketing Brookdale - Hillside

Educational Background: Portland State University
Bachelor of Science - Economics

State briefly your reasons for applying: Lead the budget committee as Mayor of Rogue River, OR

Was on Rogue River Fire District Budget Committee

Signature [signature]
Dated this 21 day of February, 2020

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.

RECEIVED
FEB 18 2020
CITY OF DUNDEE

CITY of DUNDEE Oregon

BUDGET COMMITTEE APPLICATION

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

Those wishing to serve on the Budget 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 Melissa Lemen, 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: JEANNE MARIE CALLAHAN Registered voter: YES

Address: 1010 SW RED HILLS DR.
DUNDEE, OR 97115

Telephone No. 541-570-4044 Length of Residency in Dundee: 2 3/4 years

E-Mail Address: 4JCALLAHAN@GMAIL.COM

Occupation: VESTAS-AMERICAN WIND TECHNOLOGY CONSTRUCTION MANAGER

Educational Background: MBA - COLUMBIA UNIV. OF NEW YORK
BACHELOR OF ARTS - MIAMI UNIV. OF OHIO
I have over 25 years of business experience.

State briefly your reasons for applying: I would like to ensure that the citizens of Dundee are represented by someone who will evaluate and consider their interests with regards to fiscal policy. I'd like to learn about the challenges and opportunities the city has to consider and guide our local government to spend our tax dollars wisely.

Signature Jeanne Marie Callahan
Dated this 19 day of February, 2020

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.

RECEIVED
FEB 27 2020
CITY OF DUNDEE

CITY of DUNDEE Oregon

BUDGET COMMITTEE APPLICATION

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

Those wishing to serve on the Budget 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 Melissa Lemen, 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: MORDECHAI M. KOTLER Registered voter: YES

Address: 942 SW RED HILLS DRIVE
DUNDEE, OR 97115

Telephone No. 714-614-7155 Length of Residency in Dundee: 2 YEARS

E-Mail Address: MORDECHAIKOTLER@GMAIL.COM

Occupation: WINE MAKER

Educational Background: B.A. LINFIELD COLLEGE
M.A. GRAND CANYON COLLEGE

State briefly your reasons for applying: MY AIM IS TO BE INVOLVED AND SERVE THE COMMUNITY, IN WHICH I AM RAISING A FAMILY IN. DUNDEE HAS BEEN NOTHING SHORT OF SPECTACULAR TO US, AND IT WOULD BE MY GOAL TO HELP IT GROW ORGANICALLY AND BECOME AN EVEN BETTER MUNICIPALITY.

Signature _____
Dated this 24 day of FEBRUARY, 2020.

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.

CITY of DUNDEE Oregon

To: Mayor Russ & Dundee City Council

From: Greg Reid, City Engineer

Date: 3/12/2020

Re: Hwy 99W Phase A Street Lights - Recommendation to Award

The City of Dundee received 2 bids for the Hwy 99W Phase A Street Lights project which will install lighting and wiring along Hwy 99W in Dundee, OR. Of the 2 bids, Northstar Electrical Contractors was found to be the lowest responsive bidder at a cost of $552,000. Due to higher bid prices than anticipated, City Staff is recommending the removal of Bid Item 8 Banner Arms from the project ($57,000) which will get the project closer to the City's budget for the project ($500,000). Removal of this item does not change the low bidder for the project. See the attached bid tabulation. Please note that the City Engineer's time to prepare coordinate the design with the ODOT consultant, prepare the bid package and manage construction is not included in the bid tabulation and will likely require some additional City funds to complete the project.

Recommendation: City Staff recommends the award of the project to Northstar Electrical Contractors for the cost of $495,000 which excludes Bid Item 8 Banner Arms.

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: Dundeecity13@comcast.net

Hwy 99W Phase A Street Lights

Bid Tabulation

City of Dundee, Oregon

Location: Hwy 99W between 1st and 12th Streets

Date: 3/3/2020

Page 1 of 1

Dundee Job # 19006

				Engineers Estimate		Northstar Electrical Contractor		Black Rock Underground LLC	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	$0.00 Included in Items 3-7		$13,500.00	$13,500.00	$60,000.00	$60,000.00
2	Temporary Work Zone Traffic Control, Comple	1	LS	$15,000.00	$15,000.00	$2,000.00	$2,000.00	$25,000.00	$25,000.00
3	Pole Foundatoins	1	LS	$8,055.00	$8,055.00	$7,500.00	$7,500.00	$16,350.00	$16,350.00
4	Lighting Poles, Fixed Base	1	LS	$129,505.00	$129,505.00	$165,000.00	$165,000.00	$172,553.00	$172,553.00
5	Lighting Pole Arms	1	LS	$97,940.00	$97,940.00	$110,000.00	$110,000.00	$118,144.00	$118,144.00
6	Luminaires, Lamps and Ballasts	1	LS	$145,273.00	$145,273.00	$108,000.00	$108,000.00	$116,585.00	$116,585.00
7	Switching, Conduit and Wiring	1	LS	$66,566.00	$66,566.00	$89,000.00	$89,000.00	$119,722.00	$119,722.00
8	Banner Arms	120	EA	$220.00	$26,400.00	$475.00	$57,000.00	$586.63	$70,395.60
				Subtotal	**$488,739.00**	Subtotal	**$552,000.00**	Subtotal	**$698,749.60**

CITY of DUNDEE Oregon

To: Mayor Russ & City Council

From: Greg Reid, City Engineer

Date: 3/12/2020

Re: Hwy 99W Water Relocation Easements

Background

ODOT's reconstruction plans for the highway through Dundee include removal of the existing roadway and underlying base (and concrete slabs) in order to place sub-grade stabilization and 11" of new asphalt pavement. Since the existing 6" cast iron waterline is under the highway and in conflict with the reconstruction work, ODOT has notified the City that it will need to be relocated. In November of 2019, council approved a motion to relocate the waterline according to Option 2 of the MurraySmith report which evaluated the distribution system along the highway and possible relocation options. See the attached Figure 2. The plan indicates that while portions of the waterline running along the easterly side of the highway will not be needed to properly loop and maintain the system, two segments from 5th to 6th Streets and from 10th to 12th Streets will need to be re-established. In order to move the waterline out of the highway and not have to reconstruct the sidewalks and franchise conduits that were recently constructed along the highway, the waterlines are proposed to be placed in easements on the adjoining private properties. At this time, City Staff would like to discuss and obtain council approval for the means by which these easements are to be secured.

10th to 12th Waterline

The proposed 8" waterline to be installed between 10th and 12th Streets is proposed to be placed in an easement along the back of the sidewalk across the four properties in this area. The properties in this area are located in the CBD zone which has a minimum setback of 5 feet and a maximum setback of 15 feet from the highway. In order to minimize impacts to potential future development, staff is proposing to place the waterline within the minimum 5 feet setback. The zoning regulations in code section 17.202.060 further dictates that this front setback area can be used for a variety of pedestrian access and landscape features but that at least 50% of the area must be hardscaped in something other than asphalt and intended for pedestrian or customer uses. At this time, the existing properties in this area have not been redeveloped to meet the current code and the first five feet consists of either grass/yards or parking areas.

In order to secure the easements from the four properties, Staff is considering an offer to install and maintain landscaping within the 5 feet along the highway in exchange for the easement. This would allow the City to enhance and dictate the aesthetic appeal of this area until they are redeveloped. Since 50% of this area would need to be hardscaped if a Type II application is submitted to redevelop the property, Staff is proposing that the maintenance of this area would pass back to the owner upon redevelopment.

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: Dundeecity53@comcast.net

Upon evaluation of the potential costs for the easement, Staff reviewed the appraisal performed on the properties between 11th and 12th in 2016 for the storm easements secured along the railroad tracks. At that time, the storm easements were appraised at $1.625/SF. It is anticipated that the valuation of the 5' easements within the front setback would be lower than the storm easements since the storm easements restricted the placement of potential future structures in the easement area while structures are not permitted in the front setback. However, property values have likely increased since 2016 so assuming a value similar to the $1.625 for the storm easements seems reasonable and would result in a cost of approximately $2500. According to City records the cost of landscape maintenance alone can be $2.75 per linear foot over 300 feet which would cost $825 annually in addition to the installation costs for the landscape materials and irrigation which would likely exceed $5000 for this area.

Therefore, the cost is significantly higher to the City to install and maintain the landscaping but will give the City the ability to control and improve the aesthetic appeal of this area until the properties redevelop.

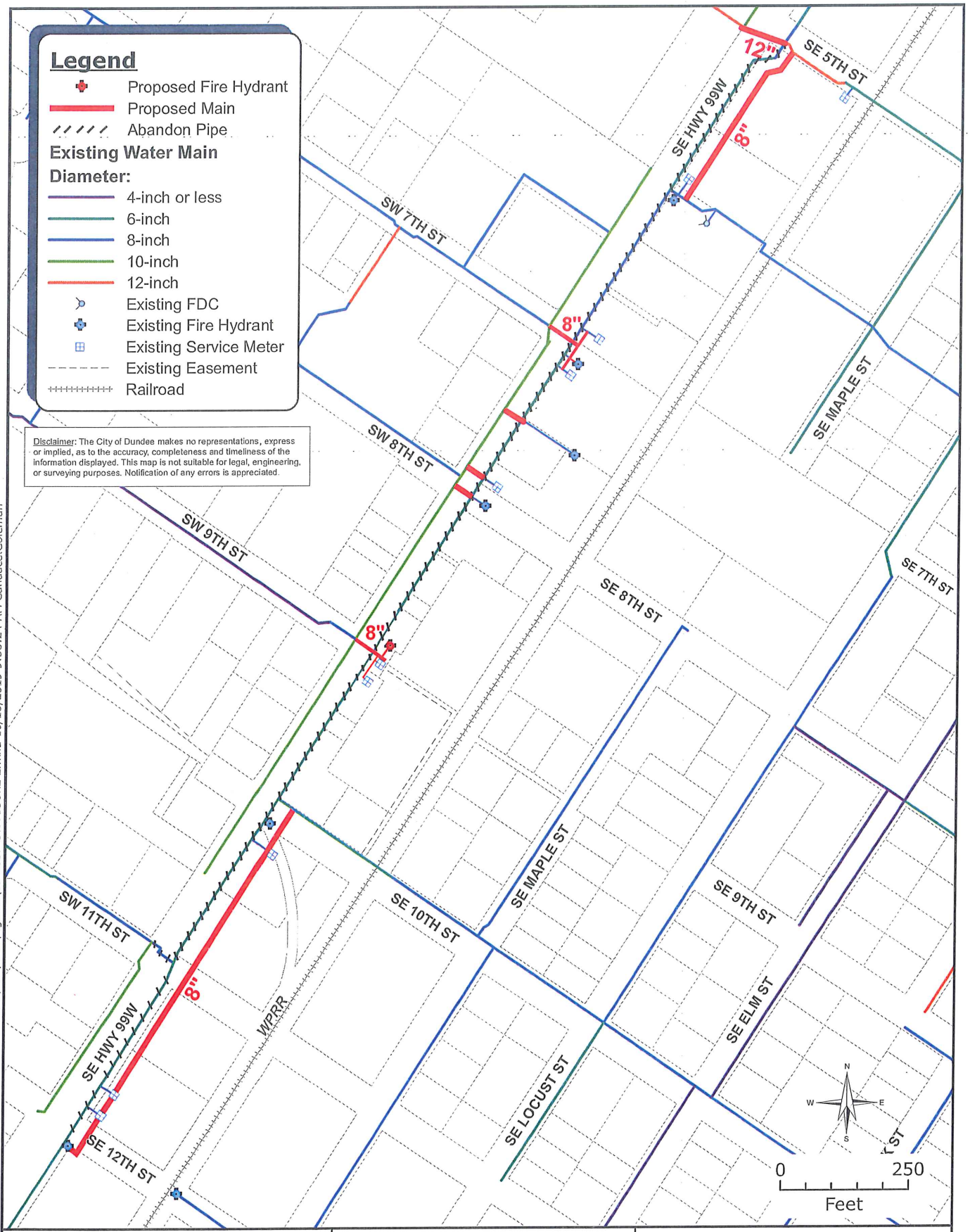
> **Recommendation:** Obtain City Attorney approval of the proposed approach and authorize Staff to discuss the securing of the 5 feet wide easements along the back of the Hwy 99W sidewalk with the property owners in exchange for installation and maintenance of landscaping in the easement area. If the owners are not in favor of this approach, the easement areas will need to be appraised so that an appropriate offer can be identified to accommodate the potential for condemnation if necessary.

5th to 6th Street Easement

The proposed 8" waterline to be installed between 5th and 6th Streets is shown in Figure 2 as also being installed in an easement along the highway as it crosses the two properties (Alit Wines & Fox Farm tasting rooms) in area which is also in the CBD zone. City Staff also considered alternatives to extend the proposed waterline under the sidewalk without an easement or along the southeasterly side of the property along the railroad tracks. In order to install the waterline under the sidewalk, the sidewalk would need to be removed to allow the new pipe to be trenched in due to the adjoining storm pipe beneath the front of the sidewalk and the underlying franchise (Wave Broadband) conduit beneath the back of the walk. This would be costly to the City but would allow replacement of the old sidewalk in this area (that is currently planned to remain) so that it would match the new sidewalks' score pattern and decorative blocks.

More cost effective options would be to either bore the new waterline in a 5 feet wide easement secured along the back of walk or along the southeast side of the property adjoining the railroad. Since the easement along the railroad tracks would restrict the placement of structures, the valuation would be anticipated to be higher than the easement along the sidewalk. However, the easement along the highway would require more costly traffic control in Hwy 99W and 5th Street while the easement along the railroad could be performed from the existing City utility easement in the vacated 6th Street R/W and behind the walk at 5th Street (since the waterline jogs back to behind the curb as it extends from the highway to the railroad).

> **Recommendation:** Obtain City Attorney approval of the proposed approach and authorize Staff to discuss the securing of the easements with the property owners with a preference for the easement along the railroad tracks. Appraisals will be needed to support the offers made to secure the easements.



G:\PDX_Projects\19\2607 - Dundee Highway 99W Main Relocation\GIS\MXD\Figures\19-2607-OR-FIGURE 2.mxd 10/18/2019 9:36:24 AM Candace.Coleman

murraysmith

CITY of DUNDEE Oregon

Highway 99W Main Relocation

Figure 2 Main Relocations Option 2

CITY of DUNDEE Oregon

To: Mayor Russ & City Council

From: Greg Reid, City Engineer

Date: 3/12/2020

Re: Hwy 99W Electrical Undergrounding - Easterly Distribution and Transformers

Background

City Staff is currently working with PGE to develop plans to underground portions of the electrical system along Highway 99W. In order to coordinate this work with ODOT's reconstruction of the highway and to determine the number and location of the conduits to be placed beneath the highway as part of ODOT's work, City Staff and PGE need to identify the extent of the electrical facilities desired to be undergrounded by the City along the easterly side of the highway. Currently the electrical poles along the easterly side carry high power transmission lines over distribution lines that feed transformers and service lines extending to both sides of the highway. Since the cost to underground the transmission lines is very expensive, the poles and transmission lines along the easterly side are anticipated to remain. However, the distribution lines and/or transformers along the easterly could be undergrounded if desired. Since the undergrounding of the easterly distribution and/or transformers will affect the number and location of the conduits to be placed beneath the highway and the number of vaults needed along the easterly side, Staff needs direction from Council regarding the level of undergrounding desired.

According to information provided by PGE for an undergrounding project completed for Wood Village, it could cost up to $1.3 Million to perform the undergrounding of the distribution lines, transformers and service lines along both sides of the highway. The cost to just underground the private services crossing the highway so that most of the westerly poles could be removed was estimated at around $60,000 (does not include distribution lines crossing highway). Please note that these costs only extend to the meter. Any work required to reconfigure or bring the electrical panel and other facilities on or in the structure would be in addition to this cost and contracted directly by the City (or owner).

Council Action

At this time City Staff needs direction regarding whether the City would like the design for the conduits to be placed beneath the highway should be designed to accommodate the undergrounding of the distribution and/or transformers along the easterly side. Note that the undergrounding of the distribution lines crossing the highway are currently being included.

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: Dundeecity13@comcast.net

CITY of DUNDEE Oregon

FIRE/RESCUE DUNDEE

March 12, 2020

To: Rob Daykin, City Administrator
From: Amy Hanifan, Interim Chief

This is in regard to the personal protective equipment quote which was initiated by Chief Stock. The purchase would provide six firefighters with updated gear, specifically pants and jackets. The ensembles purchased would replace outdated gear and/or improperly fitting gear, which does not meet the NFPA standards for firefighter protective equipment. This is a safety concern; which I would recommend we address.

$20,000 is budgeted within the Capital Outlay fund for PPE. This purchase would fall within the budget parameters. This quote was secured on 1/29/2020, under co-op pricing available through NPP.Gov /Fire Rescue GPO. This purchase will bring six firefighters into safer, better fitting gear, which meets the NFPA standards. The total financial impact of this request is in the attached quote.

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
DUNS#: 00-922-4163

CURTIS
TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA. 98032
www.LNCURTIS.com
Quotation No. 142064

Quotation

CUSTOMER:	SHIP TO:
Dundee City Fire Department PO Box 220 Dundee OR 97115	Dundee City Fire Department 801 N Highway 99W Dundee OR 97115

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
142064	01/29/2020	03/29/2020

SALESPERSON	CUSTOMER SERVICE REP
Jerrod Mickle jmickle@lncurtis.com 541-953-5368	Heather Dodge hdodge@lncurtis.com 206-596-7910

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Chief John Stock	C2489	Net 30	GPO-FR-FFE

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
DEST	Best Way	

SPECIAL INSTRUCTIONS

Per NPP.Gov - FR-GPO contract #00000170

NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	6	EA	G-XCEL JACKET - GLOBE CUSTOM	AS FOLLOWS: D1757-G Per custom specifications for Dundee fire - Caldura SL2 Option	$1,163.00	$6,978.00
2	6	PR	GPS GLOBE CUSTOM	AS BELOW: F1757-G Globe Pant System Per custom specifications for Dundee fire- Caldura SL2 option	$950.00	$5,700.00

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
DUNS#: 00-922-4163

CURTIS
TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA. 98032
www.LNCURTIS.com
Quotation No. 142064

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE

DUNS NUMBER: 009224163
SIC CODE: 5099
FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 03/29/2020. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Subtotal	$12,678.00
Tax Total	$0.00
Transportation	$0.00
Total	$12,678.00

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: March 12, 2020

Re: Planning Services Agreement

Earlier this month, Newberg Community Development Director Doug Rux informed me that the person interviewed and selected to replace the vacant Senior Planner position decided to not accept the offer and withdrew his/her application. Newberg will restart the recruitment process, which means it may be several months before a new Senior Planner is hired. As Council is aware, the Newberg Senior Planner is also the person that provides day to day planning services to the City of Dundee under an intergovernmental agreement (IGA). During the interim, Newberg arranged for the Mid-Willamette Valley Council of Governments (COG) to provide day to day planning services to Dundee as a pass through the IGA with Newberg. However, this interim arrangement was for only three months and will need to be extended. A limitation with the COG is the person providing planning services is semi-retired and is already fully engaged with two other cities as a service of the COG. Beyond trying to respond to routine land use applications and inquiries, the COG planner does not have the capacity to take on projects involving significant research and process for the City of Dundee. Also, due to the delay in hiring a new Senior Planner, significant planning projects in Newberg have been delayed and the expectation is the new Senior Planner's priorities will be with these projects.

As mentioned earlier, the Dundee Planning Commission completed numerous workshop sessions last year regarding a long list of corrections and compliance amendments to the Dundee Development Code. Unfortunately, the next step of going to hearing on this body of work was interrupted with the imminent resignation of the Senior Planner to relocate out of state. Now that we have several new commissioners, we will need to re-engage the Planning Commission prior to going to hearing. Also, last summer the City Council directed the Planning Commission to review the Vacation Rental standards for Code amendment. Finally, the other project that has been on my to-do list is the review of the Exterior Lighting standard, which has a requirement that all nonconforming fixtures must be in conformance by March 1, 2021. Since starting work on the aforementioned projects sooner than later is desired, I have solicited proposals from three qualified firms for additional planning services to assist with the Code amendment process.

One of the principals with MIG is Scot Siegel. Scot Siegel performed a Development Code audit in 2012 for the City of Dundee and assisted with the reformatting of what was a stand-alone ordinance into a new title of the Dundee Development Code in 2013. Angelo Planning Group assisted with the development of commercial building design standards in 2014 and the Riverfront District zones and development standards in 2019. Morgan CPS facilitated the preparation of the Dundee Parks and Open Space Plan, adopted in 2008 and was teamed with Walt Wendolowski who was the City's

contracted planner from 1996 to 2008. Pursuant to DMC 3.12.020.C, the City Administrator is authorized to select a vendor for a personal services agreement not to exceed $25,000.

I discussed the potential work program with all three firms, and it is my belief that MIG will be better prepared to assist with the City on the Vacation Rentals standards immediately. I propose to start out with the Vacation Rentals work and conduct an initial workshop with the Planning Commission at the April 15 regular meeting. Assuming additional workshop meetings are not needed, then given the notice requirements to the State and local publication, I expect this could be brought to hearing before the Planning Commission at the June 17 regular meeting. This will allow an opportunity to use the May 20 meeting to revisit the Code amendment work discussed last year and involve the new members of the Planning Commission. Since the contract is expected to exceed $5,000, council authorization is required.

Recommendation: Motion to authorize the city administrator to enter into agreement with Moore Iacofano Goltsman, Inc. for planning services in an amount to not exceed $25,000 provided the agreement is first reviewed and approved by the city attorney.

March 11, 2020

Rob Daykin, City Administrator
City of Dundee
P.O. Box 220
620 SW 5th Street
Dundee, OR 97115

Re: On-call land use planning services

Dear Rob,

Thank you for contacting Siegel Planning Services, LLC regarding the City of Dundee's need for interim land use planning services. As discussed, Siegel Planning has recently merged with Moore Iacofano Goltsman, Inc. (MIG), and I am a senior project manager with the firm. Like Siegel Planning, MIG is known for providing excellent services to its clients, most of whom are public agencies.

MIG provides land use planning, multi-modal transportation planning, contract city planning, zoning and development code updates, and a wide range of other planning, design, and communication services from its Portland, Oregon office. Our employees are dedicated to establishing and maintaining strong relationships with our clients and the communities we serve, based upon professionalism, commitment, integrity, problem solving and above all, strong communication.

Our team is devoted to working as an extension of your team to accomplish your goals. One of the key advantages of MIG is that we are a planning firm with several professionals dedicated to city planning staffing, not merely one individual, and our proposed team has expertise and available staff in each of the areas that the city is seeking support.

As requested, this letter of engagement addresses the City's immediate need for planning assistance in the following areas. We are available to assist in other areas as needed.

Scope of Work

1. Review and recommend amendments to vacation rental regulations. Present draft code amendments at Planning Commission public work sessions, and revise for review in public hearings before the Planning Commission and City Council; prepare required notices (M56, DLCD, etc.) and findings for adoption.

2. Complete Development Code maintenance amendments (in-progress), including final proofreading and revisions, as needed; presentation at public hearings before the Planning Commission and City Council; preparation of required notices (M56, DLCD, etc.); and draft findings for adoption.

3. Research and prepare amendments to outdoor lighting standards. Present draft code amendments at Planning Commission public work sessions, and revise for review in public hearings before the Planning Commission and City Council; prepare required notices (M56, DLCD, etc.) and findings for adoption.

4. Provide other on-call land use planning services, including interim current planning services, as needed.

Team

Our proposed team consists of Scot Siegel, AICP LEED-AP, Senior Project Manager (Code Amendments); Matt Straite, Principal/Project Manager (Lead for On-Call Staffing); and Jon Pheanis, AICP, Senior Planner, and Lauren Scott, Planner. Bios for team members and client references are attached.

Project Management and Cost Control

By regularly communicating with you, we will ensure that all work is properly scoped with clear expectations for staffing, deliverables, schedule, and budget. We will provide these services on-call, as requested, with the specific scope, schedule, and not-to-exceed budget mutually agreed upon, on a project-by-project basis. Notice to proceed must be in writing from the City (email is acceptable).

As requested, our rate structure follows:

Terms

Time and materials

Labor

Principal/Senior Project Manager - $160/hour
Senior Planner - $125/hour
Planner - $100/hour
Administrative Support - $80/hour

Expenses

Reimbursable Expenses: Cost plus 10%
Mileage: Prevailing Federal Rate (currently $0.58/mile)

Total not to exceed $25,000 without prior written authorization.

With your authorization, below, we will prepare a professional services agreement for approval. A copy of our standard agreement has been provided separately for your review.

Please do not hesitate to contact Scot if you need any additional information or have any questions at 503-476-5550 (cell), or via e-mail at ssiegel@migcom.com.

Sincerely,

Scot Siegel, AICP LEED-AP
Senior Project Manager

Lauren Schmitt, PLA ASLA AICP
Principal, Director of Northwest Operations
(Contract Officer)

Encl. References
Resumes

Client Authorization (Signature)	Name and Title Printed	Date

References

Jolynn Becker, City Manager
City of Banks (Scot Siegel – Contract City Planning)
503-324-5112
jbecker@cityofbanks.org

Gordon Zimmerman, City Administrator
City of Cascade Locks (Scot Siegel – Code Work)
541-374-8484
gzimmerman@cascade-locks.or.us

Kim Wollenburg, City Recorder
City of Millersburg (Matt Straite and Lauren Scott – Contract Planning)
458-233-6300
kwollenb@cityofmillersburg.org

Erika Palmer, Planning Manager
City of Sherwood (Matt Straite and Lauren Scott – Contract Planning; Scot Siegel – Code Work)
503-625-4208
palmer@sherwoodoregon.gov

Steve Harris, Community Development Director
City of The Dalles (Scot Siegel – Code Work)
541-296-5481
sharris@ci.the-dalles.or.us

Matt Straite

PRINCIPAL

Matt Straite is an experienced contract planner whose versatility and expertise has contributed to the daily operations of planning departments throughout the western U.S. Depending upon client and community needs, Matt can serve as a Planning Director or as the Lead Planner on a high-profile development project. He was first drawn to urban planning after discovering how cities evolved over time as a History major in college. Urban planning also provided an outlet for his interests in the graphic arts and photography. Taking a project from germination to construction is one of the most rewarding aspects of his work. Matt's ability to adapt to each client and discern what they need most makes him an invaluable resource. He is adept at navigating conflict and negotiating consensus. His facility with the rules and regulations associated with zoning, subdivision maps, comprehensive plan amendments, and environmental review and compliance ensure successful planning and design outcomes for the entire community. As Principal of Contract Services, he has the full range of skills and talents available at MIG — planning, design, communications, engineering, environmental review – at his disposal to serve planning agencies of any size and area of jurisdiction.

AREAS OF EXPERTISE

- Land Use Planning
- Contract Planning
- Project Management
- Entitlements
- Specific Plans

EDUCATION

- MA, Urban Planning, University of California, Los Angeles
- BA, History, University of California, Los Angeles

PROFESSIONAL AFFILIATIONS

- American Planning Association (APA)

SELECTED PROJECT EXPERIENCE

- City of Millersburg - Contract City Planner
- City of Vernonia - Contract City Planner
- City of Tualatin - On Call Planner
- City of Wood Village - Contract City Planner
- City of Sherwood - On Call Planner
- City of Rivergrove - On Call Planner

Scot Siegel, AICP, LEED-AP

SENIOR PROJECT MANAGER

For thirty years, Scot Siegel has served communities across the western U.S. as a public and private sector planner, administrator, educator, and leader, resulting in positive changes where they count most – on the ground. From his pioneering work on smart growth plans and zoning and development codes to his nimble administration of planning and community development departments, Scot has built a culture of excellent planning and shaped the profession while providing cities with tools they need to realize their visions.

AREAS OF EXPERTISE

- Land Use Planning
- Planning Management
- Project Management
- Community Development
- Public Facilitation
- Development Codes
- Design Standards

EDUCATION

- Master of Urban and Regional Planning, Portland State University
- BS, Geography-Honors Program, Oregon State University

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners (College of Fellows of AICP inductee, April 26, 2020)
- Leadership Through Energy and Environmental Design (LEED-AP)
- League of Oregon Cities Community Development Policy Committee

SELECTED PROJECT EXPERIENCE

- City of Dundee Development Code Review and Revisions
- DLCD Housing Code Assistance (HB 4006)
- ODOT Highway Access Management Rules Update
- Oregon Model Development Code for Small Cities (TGM Program)
- Downtown Plans for the cities of Pendleton, Estacada, and Reedsport, OR
- City of Banks - Contract City Planner
- City of Milwaukie - Contract Interim Planning Director

AWARDS

- Oregon Main Street Program – 2011 Outstanding Achievement in Design, awarded to City of Sandy for downtown façade improvement program based on "Sandy Style" design guidelines.
- Outstanding Achievement – Ordinance Development, Utah Chapter of the American Planning Association, for the Logan City Land Development Code (Logan City, UT) by Siegel Planning Services and others
- Betty Niven Award for Distinguished Leadership in Affordable Housing, American Planning Association-Oregon Chapter, 2010, awarded to City of Newberg for Affordable Housing Plan.
- Special Award in Planning, American Planning Association-Oregon Chapter, 2006, City of Lake Oswego Neighborhood Planning Program, awarded to City of Lake Oswego during tenure on Planning Commission.
- Policy Planning Award, Smart Growth Idaho, 2006, awarded to the City of McCall for its Comprehensive Plan and Regulatory Rewrite.
- Smart Growth Sustainable Planning Award, American Society of Consulting Planners, 2000, for the *Oregon Model Development Code and User's Guide for Small Cities.*

Jon Pheanis, AICP

LAND USE AND PUBLIC ENGAGEMENT

Jon is a Project Manager and planner with over a decade of experience working with communities throughout the country and in his home state of Oregon. He brings experience contributing on projects including streets and public spaces, design and development regulations, and neighborhood and downtown plans. Through his work, Jon develops policies and related code standards that foster local economic development and strengthen community identity. With previous experience as a municipal planner, he understands the importance of crafting clear and defensible plans and policies that implement community goals. Jon is especially passionate working with people and bringing their ideas to life, generating enthusiasm and trust throughout each of his projects. He also brings experience in successful public involvement and meeting facilitation across a wide array of projects.

AREAS OF EXPERTISE

- Land Use Planning
- Design Standards
- Meeting Facilitation
- Zoning Codes
- Community Engagement
- Transit-Oriented Development
- Planning and Zoning

EDUCATION

- MCRP, University of Oregon
- BIA, University of Nevada

REGISTRATIONS

- AICP Certified Planner

PROFESSIONAL AFFILIATIONS

- American Planning Association
- American Institute of Certified Planners

SELECTED PROJECT EXPERIENCE

- Adelanto Zoning Ordinance and General Plan Update, Adelanto, CA
- Bend Urban Growth Boundary Remand Project, Bend, OR
- Big Bear Rathbun Corridor Sustainability Plan, Big Bear Lake, CA
- Big Bear Valley Pedestrian, Bicycle and Equestrian Master Plan, Big Bear Lake, CA
- Boise State Street TOD Design and Implementation Planning, Boise, ID
- Camas, Parks, Recreation and Open Space Comprehensive Plan, Camas, WA
- College of Western Idaho Development Concept Plan, Nampa, ID
- Comprehensive Park and Recreation System Master Plan, Salem, OR
- Comprehensive Park, Trails and Open Space Plan, Butte-Silver Bow, MT
- Comprehensive Parks Systems Master Plan, Overland, KS
- Division Street Gateway Project, Spokane, WA
- Ecola Creek Forest Reserve Management Plan, Cannon Beach, OR
- La Puente Zoning Code Update, La Puente, CA

Lauren Scott

PLANNER

Lauren Scott has current land use planning experience in several jurisdictions in Oregon and California. She is skilled at managing multiple applications and ensuring deadlines are met. Her work includes providing hearing notices, staff reports, finding, conclusions, conditions of approval, analysis, and notices of determination. Lauren manages project coordination with other departments and agencies. She is familiar with a variety of application types including subdivisions, partitions, use permits, and has experience with annexations and zoning/comprehensive plan amendments. Additionally, she also has practice drafting environmental technical documents.

AREAS OF EXPERTISE

- Land Use Planning
- Contract Planning
- Environmental Analysis

EDUCATION

- BA, Political Science & Public Policy, Planning, and Management, University of Oregon

PROFESSIONAL AFFILIATIONS

- Association of Environmental Professionals

SELECTED PROJECT EXPERIENCE

- Sonoma County, Contract Planning Services
- City of Millersburg, Contract Planning Services
- City of Rivergrove, Contract Planning Services
- City of Sherwood, Contract Planning Services
- City of Vernonia, Contract Planning Services
- City of Half Moon Bay, Parks Master Plan EIR

March 9, 2020

Rob Daykin, City Administrator
City of Dundee
P.O. Box 222
Dundee, Oregon 97115

Re: City of Dundee Planning Support

We are very pleased to have the opportunity to provide the attached qualifications and rates to the City of Dundee. We understand that the city is seeking assistance on several planning projects:

- Updates to the exterior lighting standards in Chapter 17.303 needed prior to the upcoming effective date for non-conforming lighting.
- Evaluation and possible amendments to the vacation rental standards in Chapter 17.203.240.
- Continued work on a series of code housekeeping amendments which have been on hold due to staffing issues at the City of Newberg.

The type of assistance needed on these three projects includes a range of support: materials and presentations for workshops and hearings and preparation of draft code language, ordinances, staff reports. APG has the skills and experience to assist the City with these projects. As you know, APG has a history of successfully working with Dundee on land use projects. This work includes developing the Southeast Dundee Riverside Master Plan and the Master Plan Code provisions.

I have compiled information on APG related to our extensive development code work, including recent work in the city of Hood River on their short-term rental ordinance. The information also identifies APG staff that would be available to work with the you on the planning projects you mentioned. As well, we have additional staff that can be assigned to this work if the need arises.

We look forward to working with you to provide land use planning assistance on the critical projects you've identified. Please let me know if you have any questions regarding the attached material. Thank you very much for contacting APG regarding this opportunity.

Sincerely,

Catherine Corliss, AICP, Principal
ccorliss@angeloplanning.com
503.227.3673

Angelo Planning Group (APG)

APG is recognized as Oregon's premier planning firm for applied expertise in land use planning and plan implementation. APG has been located in downtown Portland since its founding in 1999. We are located in the historic Pittock Block Building at 921 SW Washington Street, Suite 468, Portland, Oregon 97205. Three Principals own and manage the firm. APG is an Oregon-certified Disadvantaged Business Enterprise (DBE) and Women's Business Enterprise (WBE) organization (#2893) and have been since the firm's founding. Including the Principals, APG has a total of thirteen full-time employees – twelve planners and our business manager. APG is also committed to supporting diversity, equity, and sustainability. APG received the Women's Transportation Seminar (WTS) Employer of the Year award in 2003, and the Daily Journal of Commerce Oregon Building Diversity Award in 2017.

APG received the Oregon Chapter of the American Planning Association (OAPA) 2017 Professional Achievement in Planning award for work on the City of Bend UGB Remand Project

APG's areas of expertise touch on all aspects of Oregon land use planning including:

- Evaluating and updating development codes. Much of this work has occurred through our statewide contract with the Department of Land Conservation and Development (DLCD) where we have provided code assistance to over 30 Oregon cities (including the City of Dundee) in updating local development codes to incorporate the "Smart Development" principles of mixed use, pedestrian-friendly design, and clear and objective standards for housing. APG has been a prime contractor for the code assistance project since 1999.
- Preparing development review applications for numerous public and private clients including large scale vertical and horizontal mixed-use projects, major public school expansions or newly constructed buildings and other public infrastructure projects such as water pipelines.
- Facilitating and developing strategies for stakeholder and public involvement as an element of many of our land use and transportation projects. APG staff is highly skilled in communicating complex issues and providing a forum for technical and non-technical participation in project development.
- Comprehensive and concept land use planning for existing areas, redevelopment opportunities and new areas added to the Urban Growth Boundary. This work has been done throughout Oregon for local jurisdictions including Beaverton, Hillsboro, Milwaukie, Sherwood, Bend, Redmond, Madras, Hillsboro, Happy Valley and Oregon City.
- Transportation Policy Planning, including updating the state's Transportation Planning Rule, preparing amendments to the Oregon Highway Plan, and drafting Transportation System Planning Guidelines for the Oregon Department of Transportation.

APG Key Personnel

Below are brief summaries of relevant expertise and experience of APG's key personnel available to provide planning assistance support to the city of Dundee.

Catherine Corliss, AICP, Principal & Project Manager. Cathy has over 25 years of experience auditing and updating development codes in Oregon and Washington. Since APG's founding in 1999, Cathy has worked with communities throughout Oregon to review and refine their land use and subdivision ordinances. Cathy has worked directly with local staff, stakeholder advisory committees, and representatives to develop code chapters that incorporate uniquely local requirements with streamlined easy-to-administer land use codes while balancing local practices and concerns with "Smart Development" principles. Specific projects include:

- Providing code assistance to more than a dozen jurisdictions throughout Oregon, including Albany, Eugene, Forest Grove, Gresham, Happy Valley, Hillsboro, Hood River, Irrigon, La Pine, Mt Angel, Portland, Salem, Stanfield, Tigard, and Tualatin, among others.
- Working with the City of Hood River to develop and adopt regulations for vacation home rentals (i.e. the transient rental of an entire dwelling unit) and hosted homeshares (i.e., the transient rental of a portion of a dwelling while the homeowner is present), collectively referred to as "short-term rental" or "STR."
- Preparing numerous development applications ranging from large master plans to complicated zone changes.

Matt Hastie, AICP, Project Manager. Matt Hastie has a wide range of education and experience in community engagement, housing studies, land use planning, project management, environmental regulation, geographic information systems, transportation, and economic development issues. He has conducted strategic planning, stakeholder and public involvement services for numerous projects throughout the Pacific Northwest. He has provided land use, housing, growth management, comprehensive planning and transportation planning for clients in Oregon, Washington, Alaska, and Idaho. Recent related projects include:

- SE Dundee Riverfront Master Plan – Master plan addressed urban design, transportation, park and recreation, and land use for 400 acre site.
- Beaverton Code Update – Code Amendments for ADU's and Best Practices for middle housing.
- The Dalles – Revised code provisions related to lot size, setbacks, lot coverage and other standards governing duplexes, triplexes, and four-plexes.

Kate Rogers, Planner. Kate has five years of professional experience in long-range planning, public outreach, land use entitlement planning, and economic development through work in both the public and private sectors. She has contributed strong analytical, writing, research, and team coordination skills to a wide range of planning efforts. Her project experience includes development code writing, corridor and commercial district revitalization plans, subarea plan implementation, and a variety of land development projects. Recent code update projects include:

- Developing residential and mixed-use code provisions for the cities of Albany, Astoria, and Keizer, among others. This work entailed amending standards for middle housing types and evaluating residential development standards to ensure that they are clear and objective.
- Providing primary support on Housing Strategy Implementation Plans for the cities of Milwaukie and Tigard, both of which involved evaluation of code amendment strategies to meet future housing needs.

Emma Porricolo, Assistant Planner. Emma is an assistant planner with professional experience in planning and economic development for Oregon communities, particularly in downtown revitalization plans, residential development, and public involvement. She has a diverse academic background that includes coursework in land use planning, sustainable urban development, environmental policy, and environmental sciences. Her project experience includes:

- Development code writing, housing code audits, affordable housing plans, and land development projects and applications.
- Work on downtown revitalization in small- to mid-sized communities.

APG Project Examples

City of Albany Development Code Audit and Work Program. In this recently completed project APG completed a comprehensive review of the Albany Development Code (ADC) and identified issues – e.g. where standards or requirements were out of date or not in line with current best practices or legal requirements, and "mismatches" between the type of review process / procedures and the nature of the standards that create work for applicants and staff but add little value to the outcome. The Work Program, which grew out of the prioritization of issues identified in the Audit, laid out a general approach and sequence for the City to move forward with updates to the ADC over the course of multiple years.

TGM Code Assistance. Since 1999 APG has been providing "Smart Development Code Assistance" through the Oregon Transportation and Growth Management (TGM) program to a variety of communities throughout Oregon (including the City of Dundee). To date, APG has worked with more than thirty communities in Oregon to review, refine and replace their comprehensive plans, and land use and subdivision ordinances. While each project is unique, a common challenge is to balance local practices and interests with "Smart Development" principles. APG has been very successful at tailoring messages about the benefits of compact urban form, mixed-use development, and pedestrian-friendly design in ways that resonate with cities large and small around the state. This success comes from actively listening to the community and taking the time to think strategically about ways to address local concerns.

City of Hood River Short-Term Rental Ordinance. APG worked with City staff to provide a path for the City to implement its adopted housing policies, taking into consideration the City's Vision and the City's Economic Opportunities Analysis. APG developed options for the City's Development Code process to limit and regulate short term rentals. Direction from City Council indicated that they were equally concerned about short term rentals reducing the number of year-round units available as well impacts on the livability of neighborhoods due to the clustering of vacation rentals. This complex and

controversial project ultimately resulted in the adoption of amendments to the Hood River Municipal Code in 2016.

APG Billing Rates

The table below identifies APG team members and their 2020 hourly rates based on current staffing. Depending upon the needs of the project, a combination of staff and team members may be used. In addition to the four APG team members listed above, the other seven APG planners are available to assist as needed. This "depth of bench" ensures that the City of Dundee will have the planning support it requires.

Angelo Planning Group - 2020 Hourly Rates	
Key project staff	
Cathy Corliss, Principal/Project Manager	$190.00
Matt Hastie, Project Manager	$181.00
Kate Rogers, Planner	$101.00
Emma Porricolo, Assistant Planner	$85.00
Other APG staff available to support the project	
Frank Angelo, Principal/Project Manager	$222.00
Darci Rudzinski, Principal/Project Manager	$172.00
Joe Dills, Senior Project Manager	$225.00
Shayna Rehberg, Senior Planner	$114.00
Andrew Parish, Senior Planner	$110.00
Clinton "CJ" Doxsee, Planner	$105.00
Kyra Haggart, Planner	$90.00
Courtney Simms, Assistant Planner	$85.00

Other in-house costs which may be charged to a project include:

Photocopies	$0.10 per copy
Color Copies	$0.50 per copy
Mileage	$0.575 per mile
Long Distance	At cost
Travel, Meals	At cost

MORGANCPS

March 11, 2020

Rob Daykin, City Administrator
City of Dundee
620 SW 5th Street
P O Box 220
Dundee, Oregon 97115

Dear Rob:

RE: Proposal for professional services

This letter responds to your request for a quick proposal to undertake several professional projects for the City. Please consider this information as an initial scope of work and fee, as all can be revised based on the City's needs.

The MorganCPS Group focuses its work on the needs of Oregon's smaller communities. John Morgan and Walt Wendolowski have worked with dozens of cities to help with all aspects of city planning, public administration, strategy, and organizational development. Their work together started in 2002 and has created positive results throughout Oregon.

Walt served as the Dundee City Planner under contract in the mid-2000's. He was followed by John who served until planning services were contracted with Newberg. John also worked closely with the Dundee Planning Commission, Council, and community to develop the Dundee Parks Master Plan.

Dundee is seeking help with a number of projects involving Code updates and development. It is understood this is an interim assignment pending Newberg engaging a new staff planner and being able to assign her or him part-time to Dundee. It also may extend beyond that time if there is a need.

MorganCPS has undertaken many projects similar to the work needed in Dundee:

- John and Walt have created all new Development Codes for Keizer, Damascus, Millersburg, and Aumsville. New Codes are currently under development for Sweet Home and Nehalem.

CONSULTANTS IN COMMUNITY & ORGANIZATIONAL DEVELOPMENT
The MorganCPS Group, Inc. 1308 Marigold Street NE; Keizer Oregon 97303
503-304-9401 john@morgancps.com

- Code revisions and updates have been completed for Troutdale, Yamhill, Turner, and a number of other communities. John and Walt have just completed a Code audit for Sandy.

- Municipal Code reviews are taking place in Aumsville and Nehalem. These focus on the broad array of Code elements other than the Development Code. This work reflects John's history in City Management and in extensive organizational development work for local governments.

- John is preparing a vacation rental ordinance for Nehalem and is helping with the review of the ordinance in Aumsville.

In all of these Code related projects, John and Walt have worked extensively with the Planning Commissions, Councils, and staff in crafting draft proposals based on each city's needs and values in the context of applicable state law. The work includes preparing and delivering staff reports, findings-of-fact, and ordinances. John and Walt actively participate in the public processes including the hearings to introduce and explain the proposals, answer questions from both citizens and commissioners, and advise on the process.

In addition to work directly related to Codes, John and Walt provide current, long range, and economic development planning services to a host of communities. Current and recent clients include Yamhill, Turner, West Linn, Banks, Sweet Home, Lebanon, Aumsville, Garibaldi, Madras, and Millersburg.

John consults with many communities on organizational development and strategic planning. Recent clients include Cathlamet, Gladstone, Hood River, Lane Transit, McMinnville, Medford, Monroe, Newberg, Silverton, Springfield, Toledo, Vernonia, Wood Village, and Woodburn.

John and Walt also teach classes to local government leaders and staff throughout the state. These classes focus on understanding, administering, and carrying out planning for communities and the planning process.

The MorganCPS team includes several subcontractors who can expand both capacity for planning services, and diversity of available services.

MorganCPS has the capacity to take on the City's projects over the next six to 12 months. At a billable rate of $95 per hour, and a reasonable expectation of 100 to 150 hours to undertake the work as described by City Administrator, Rob Daykin, the projected fee is $9,500 to $14,250. Without more detail on the actual work to be performed, these projected fees may be low or high, but every effort is always made to provide the best value to the client.

MorganCPS charges for one-way travel but does not charge for mileage nor does it charge for normal office expenses. Extra outside services, such as a large print job which cannot be handled by the City, and only with the City's authorization, will be charged to the City.

Thank you, Rob, for the opportunity to provide this information. I will be very happy to answer any questions and discuss any of the specifics.

Sincerely,

John N. Morgan
Principal

CONSULTANTS IN COMMUNITY & ORGANIZATIONAL DEVELOPMENT
The MorganCPS Group, Inc. 1308 Marigold Street NE; Keizer Oregon 97303
503-304-9401 john@morgancps.com

RESOLUTION NO. 2020-01

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

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

WHEREAS, ORS 294.471 allows for modifying the adopted budget through the process of a supplemental budget showing an increase to resources and expenditures, and giving authority to spend those appropriations; and

WHEREAS, when adjustments are less than ten percent of a fund's total expenditures, the supplemental budget may be adopted by the City Council at a regular meeting; and

WHEREAS, a notice of for the proposed supplemental budget was published in the Newberg Graphic on February 26, 2020, at least five days prior to the regular meeting; and

WHEREAS, the Council considered the proposed supplemental budget at the March 17, 2020 regular meeting;

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

	Revenues	Expenditures
General Fund		
Beginning Fund Balance	$ 6,000	
Current Property Taxes	27,000	
OEM Mapping Grant	6,200	
Fire Conflagration	20,700	
Private Grants/Contributions	24,200	
Admin Dept – Legal Services		$ 20,000
Admin Dept – Other Professional Svcs		13,000
Community Development – GIS Svcs		6,200
Fire Dept – Conflagration Wages		9,600
Fire Dept – Capital Outlay		35,300
Totals	**$ 84,100**	**$ 84,100**

Higher than expected beginning fund balance and current year's property tax revenue are appropriated for unanticipated legal and investigation expenses. OEM grant offsets GIS services for updating the City address map meeting OEM guidelines. Conflagration reimbursement are used to pay the wages of participating firefighters with the balance for

equipment replacement. Contributions from the Dundee Fire Department volunteers and Spirit Mountain Community Fund are used for the replacement of Fire Department extrication equipment.

	Revenues	Expenditures
Sewer CIP Fund		
Urban Renewal Contributions	$ 8,300	
Capital Outlay – Collection System		$ 8,300
Totals	**$ 8,300**	**$ 8,300**

On October 15, 2019 the City Council authorized a loan to the Dundee Urban Renewal Agency for the extension of the sewer main on Tenth Street and reconnection of a sewer lateral to a commercial building.

PASSED by the City Council this 17th day of March 2020.

Approved:

_____

David Russ, Mayor

Attest:

_____

Rob Daykin, City Administrator/Recorder