



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

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

APRIL 16, 2019 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
5. Presentation: David Huber - Waste Management 2018 Annual Report Pages 1-6
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 Joint City Council/CPRD Minutes, February 7, 2019 Pages 7-14
  - 6.2 City Council Minutes, April 2, 2019 Pages 15-20
  - 6.3 Financial Report Ending March 31, 2019 Pages 21-42

*Action Required: Motion to Accept the Consent Agenda*
7. Old Business:
  - 7.1 Department Head Hiring Pages 43-46  
*Discussion*
  - 7.2 Public Works Supervisor Appointment Pages 47-54  
*Action Required*
8. New Business:
  - 8.1 PGE Undergrounding Conversion Pages 55-56  
*Action Required*
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 Master Plan – Future Actions
  - 2.2 Exterior Lighting – Code Update/Street Light Standards
  - 2.3 Helipad Standards
  - 2.4 Pending Type II or Type III Land Use Applications:
    - 2.4.1 (none)
3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 LID 2013-01 Final Assessment Ordinance
  - 3.3 Storm Drain Master Plan Update
4. Parks & Trails
  - 4.1 Harvey Creek Trail Property Rehabilitation
  - 4.2 WWTP Nature Park
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 569-2019
  - 5.2 Resolution No. 2019-01

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.

## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: April 11, 2019  
Re: Waste Management 2018 Annual Report

Attached is the annual financial report for Waste Management (WM) operations in Dundee for the year ending December 31, 2018. WM is not requesting a rate change this year; the current rates were adopted by Council and went into effect July 1, 2018 and represented an increase of 3.2%. The revenue increase of 1.6% for 2019 appears to reflect the application of the current fee structure to the first half of the year. One of the most noticeable increases in cost forecasted in 2019 are disposal fees at 16.26%. Disposal fees primarily represent the Riverbend Landfill of which disposal fee rates are approved by the Yamhill County Commissioners. Disposal fees actually decreased \$10,417 in 2018 from the prior year, presumably from a decrease in volume. The report also identifies the 3% franchise fee paid to Dundee as an expense. If increased to 5%, as in Newberg, the fee reported for 2018 at \$15,516 would increase to \$25,860. The WM franchise fee is deposited in the General Fund and supports general governmental services, including fire and rescue. WM District Manager David Huber will review the 2018 Annual Report at the April 16 meeting and address questions regarding their services.





**WASTE MANAGEMENT**

P.O. Box 1000  
2904 Wynooski Rd.  
Newberg, OR 97132  
(503) 538-1388  
(503) 538-1383 Fax

March 29th, 2019

Rob Daykin  
City Administrator/City of Dundee  
620 SW 5<sup>th</sup> Street  
PO Box 220  
Dundee, Oregon 97115

Dear Rob,

Attached please find our 2018 annual detailed cost report. The report compares our 2018 results to 2017 as well as projecting our performance within the City of Dundee for 2019.

The report shows our return on revenue has increased from 11.51% for 2017 to 12.55% for 2018 but we are projecting 2019 to be at 8.02%. We are projecting to achieve a reasonable rate of return and no further rate adjustment is necessary. Please let me know if you have any questions or concerns regarding the report. I can be reached at 503-462-0508.

Sincerely,

Dave Huber, District Manager  
Waste Management of Oregon Inc. Newberg Hauling Operations

Cc: Mike Jefferies, Dean Kampfer, Kirk Duncan, Adam Winston

*From everyday collection to environmental protection, Think Green.<sup>®</sup> Think Waste Management.*

Waste Management - Newberg Operations  
 Dundee Rate Review Report  
 For The Year Ended December 31, 2018

	2017	2018	Projected 2019
Total Revenue	\$ 493,694	\$ 497,275	\$ 505,174
Total Direct Costs	\$ 368,392	\$ 362,679	\$ 393,988
Total Indirect Costs	\$ 68,483	\$ 72,201	\$ 70,662
Operating Income	\$ 56,820	\$ 62,394	\$ 40,525
Return on Revenue	11.51%	12.55%	8.02%

Hours	Hours			Miles			Variance (2018 vs. 2017)
	Total Company 2017	Dundee 2017	Total Company 2018	Dundee 2017	Total Company 2018	Dundee 2018	
Commercial	4,528	392	4,663	2,698	33,300	2,718	20
Res'l Garbage	6,654	677	6,652	2,927	45,379	3,053	125
Res'l Recycling	3,275	343	3,809	1,854	23,530	1,932	78
Res'l Yard Waste	1,421	215	1,373	1,182	8,065	1,242	60
Rolloff	4,741	187	3,687	2,295	51,926	2,388	92
<b>Total</b>	<b>20,620</b>	<b>1,814</b>	<b>20,184</b>	<b>10,957</b>	<b>162,200</b>	<b>11,332</b>	<b>375</b>
	<b>Tons</b>						
Commercial	6,083	327	6,224	3,652	49,811	4,169	517
Res'l Garbage	8,571	513	8,638	505	512,828	52,554	2,316
Res'l Recycling	2,039	204	2,210	25,065	322,088	27,306	2,241
Res'l Yard Waste	2,759	375	2,752	24,105	184,180	25,941	1,836
Rolloff	19,536	1,765	14,947	103,060	7,342	2,232	2,232
<b>Total</b>	<b>38,988</b>	<b>3,183</b>	<b>34,770</b>	<b>103,060</b>	<b>1,076,249</b>	<b>112,202</b>	<b>9,142</b>

Year	CPI		Customers	
	Annual	% Change	Commercial	Residential
2016	243.02		52	1000
2017	247.71	1.93%	53	992
2018	254.74	2.84%	54	1005
2019	263.26	3.35%	48	1023

Franchise Payment	Revenue	Fran. Fee
Residential:	283,837	8,515
Commercial:	103,932	3,118
Drop Box:	109,450	3,283
<b>Total Income:</b>	<b>\$497,219</b>	<b>\$14,917</b>

Waste Management - Newberg Operations  
Dundee Rate Review Report  
For The Year Ended December 31, 2018

Revenue	Line Allocation # Method	Actual 2017	Actual 2018	Variance	Adjustments %	Amount	Projected 2019
Commercial	18 Actual	\$ 100,890	\$ 103,932	\$ 3,042	1.60%	\$ 1,663	\$ 105,595
Residential	18 Actual	\$ 279,011	\$ 283,837	\$ 4,827	1.60%	\$ 4,541	\$ 288,379
Industrial	18 Actual	\$ 113,793	\$ 109,450	\$ (4,344)	1.60%	\$ 1,751	\$ 111,201
Recycling Material Sales	19 Recycling Tons	\$ -	\$ 56	\$ 56	0.00%	\$ (56)	\$ -
Total Operating Revenue		\$ 493,694	\$ 497,275		0.00%	\$ 7,899	\$ 505,174
<b>Direct Cost</b>	<b>Line Allocation # Method</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Variance</b>	<b>Adjustments %</b>	<b>Amount</b>	<b>Projected 2019</b>
Wages - Route Drivers	22 Labor Hours	60,284	57,371	\$ (2,913)	3.35%	\$ 1,920	59,291
Wages - Utility Workers	23 Labor Hours	7,068	7,761	\$ 693	3.35%	\$ 260	8,020
Wages - Mechanic	24 Labor Hours	21,587	21,727	\$ 140	3.35%	\$ 727	22,454
Payroll Tax Expense	25 Labor Hours	10,294	10,854	\$ 560	3.35%	\$ 363	11,217
Pension Plan Expense	26 Labor Hours	3,106	3,135	\$ 29	3.35%	\$ 105	3,240
Medical Insurance	27 Labor Hours	784	531	\$ (253)	3.35%	\$ 18	549
Training and Worker Safety	29 Labor Hours	1,686	1,805	\$ 119	3.35%	\$ 60	1,865
Fuel	30 Miles	15,552	17,188	\$ 1,636	3.35%	\$ 575	17,763
Repairs & Maintenance - Vehicles	31 Labor Hours	16,641	16,841	\$ 200	3.35%	\$ 564	17,404
Repairs & Maintenance - Containers & Carts	32 Labor Hours	16,939	15,780	\$ (1,158)	3.35%	\$ 528	16,308
Depreciation - Vehicles	35 Labor Hours	4,112	6,892	\$ 2,780		\$ -	6,892
Depreciation - Containers & Carts	36 Customers	7,803	8,370	\$ 567		\$ -	8,370
Disposal fees	39 Actual Amount	166,821	156,404	\$ (10,417)	16.26%	\$ 25,435	181,839
Yard Rent	42 Customers	15,944	16,475	\$ 531	3.35%	\$ 551	17,026
Insurance	45 Labor Hours	2,715	3,295	\$ 580	3.35%	\$ 110	3,405
PUC / License / Fees	47 Labor Hours	2,244	2,735	\$ 491	3.35%	\$ 92	2,827
Franchise Fees	48 Actual Amount	14,811	15,516	\$ 705		\$ -	15,516
<b>Total Direct Cost</b>		\$ 368,392	\$ 362,679			\$ -	\$ 393,988

\*The Newberg Operations include four separate jurisdictions; Newberg, Dundee, Yamhill County, and a small portion of Unincorporated Washington County. Specific costs and revenue are directly assigned to the appropriate jurisdiction. Costs that cannot be specifically assigned are allocated based on industry standards such as, labor hours, tons, miles, and customer counts. All statistics are based on actual hours, miles, customers, and tons collected on the collection routes associated with each customer. The allocation method associated with each cost is identified under the "Allocation Method" column.

Waste Management - Newberg Operations  
Dundee Rate Review Report  
For The Year Ended December 31, 2018

Line Allocation #	Method	Actual 2017	Actual 2018	Variance	Adjustments %	Amount	Projected 2019
56	Customers	18,223	13,812	\$ (4,411)	3.35%	\$ 462	\$ 14,274
57	Customers	897	1,255	\$ 359	3.35%	\$ 42	\$ 1,297
58	Customers	1,649	1,711	\$ 63	3.35%	\$ 57	\$ 1,769
60	Customers	569	528	\$ (41)	3.35%	\$ 18	\$ 546
62	Customers	5,842	7,428	\$ 1,586	3.35%	\$ 249	\$ 7,677
63	Customers	1,735	1,470	\$ (265)	3.35%	\$ 49	\$ 1,519
64	Customers	2,684	2,927	\$ 243	3.35%	\$ 98	\$ 3,025
67	Customers	404	158	\$ (246)	3.35%	\$ 5	\$ 163
68	Customers	1,401	1,690	\$ 289	3.35%	\$ 57	\$ 1,747
69	Customers	157	139	\$ (19)	3.35%	\$ 5	\$ 143
70	Customers	400	236	\$ (164)	3.35%	\$ 8	\$ 244
71	Customers	1,200	1,194	\$ (6)	3.35%	\$ 40	\$ 1,234
72	Customers	0	169	\$ 169	3.35%	\$ 6	\$ 174
73	Customers	224	168	\$ (56)	3.35%	\$ 6	\$ 173
74	Customers	2,108	2,874	\$ 766	3.35%	\$ 96	\$ 2,970
75	Customers	1,870	1,585	\$ (285)	3.35%	\$ 53	\$ 1,638
76	Customers	3,555	3,562	\$ 7	3.35%	\$ 119	\$ 3,681
77	Customers	1,347	2,185	\$ 838	3.35%	\$ 73	\$ 2,258
78	Customers	397	531	\$ 134	3.35%	\$ -	\$ 531
79	Customers	-	65	\$ 65	3.35%	\$ -	\$ 65
80	Customers	3,738	1,574	\$ (2,164)	3.35%	\$ 53	\$ 1,627
81	Customers	567	317	\$ (250)	3.35%	\$ 11	\$ 328
82	Customers	1,324	1,324	\$ 1	3.35%	\$ 44	\$ 1,369
83	Customers	2,847	3,120	\$ 274	3.35%	\$ 104	\$ 3,225
84	Customers	532	492	\$ (39)	3.35%	\$ 16	\$ 509
85	Customers	(180)	5	\$ 186	3.35%	\$ 0	\$ 6
86	Customers	1,658	1,966	\$ 308	3.35%	\$ 66	\$ 2,032
88	Customers	513	3,262	\$ 2,749	3.35%	\$ (2,749)	\$ 513
89	Customers	11,554	13,361	\$ 1,807	3.35%	\$ 447	\$ 13,808
20	Customers	(851)	(3)	\$ 848	3.35%	\$ -	\$ (3)
91	Customers	2,120	3,095	\$ 974	3.35%	\$ (974)	\$ 2,120
	Total Indirect Cost	\$ 68,483	\$ 72,201	\$ 3,719		\$ -	\$ 70,662
	Allowable Costs	\$ 436,875	\$ 434,881	\$ (1,994)		\$ -	\$ 464,649
	Operating Income	\$ 56,820	\$ 62,394	\$ 5,575		\$ -	\$ 40,525
	Operating Margin	11.51%	12.55%				8.02%

**City of Dundee  
&  
Chehalem Park & Recreation District Board of Directors  
Joint Meeting  
February 7, 2019**

**Call to Order**

David Russ, Mayor, and Bart Rierson, CPRD Board Chair, called the meeting to order at 6:01 P.M.

**Staff Attendance**

Present: Mayor David Russ; City Council President Tim Weaver; Councilors Jeanette Adlong; Kristen Svicarovich; Patrick Kelly; and Storr Nelson. Absent: Ted Crawford. Staff Members: Rob Daykin, City Administrator; and Melissa Lemen, Administrative Assistant.

Chehalem Park & Recreation District (CPRD) Board Members Present: Bart Rierson, President; Don Loving, Vice President; Peter Siderius, Secretary/Treasurer; Lisa Rogers, Board Member; Mike Ragsdale, Board Member (6:33pm arrival); Don Clements, Superintendent; and Casey Creighton, Parks & Facilities Supervisor.

**Public Attendance**

Jan Sander and John Kester.

**Introductions**

Introductions were made between the Dundee City Council and the CPRD Board of Directors.

**Business**

**Sander Estate Property**

C. Adlong prepared a Powerpoint presentation. She stressed the importance of CPRD to the Dundee community and reviewed local facilities. C. Adlong expressed appreciation to CPRD Staff for their maintenance of facilities and contributions to enhance them as well. She discussed the Dundee Park & Open Space Plan which CPRD was involved in the development of and funded fifty percent of the costs. The Plan was adopted as an element of the Dundee Comprehensive Plan and is the primary document for planning park facilities in Dundee. Council and Board members were each provided with a copy of the Plan for reference.

C. Adlong discussed the history of the Sander Estate Park property. The public engagement process timeline was reviewed. The guidelines for the Sander Park recommendation were reviewed in detail. C. Adlong discussed the likely site development process. A map of the Sander Estate property was provided in the presentation and reviewed. C. Adlong discussed that her understanding is that the orchard trees will likely be removed soon due to blight. The property features were reviewed in detail. The house was noted to be in good condition though might need some remodeling and/or ADA improvements. C. Adlong pointed out that the garden, yard and trees have all been very well maintained. The barn was noted to include two floor levels with approximately 1200 square feet on each. C. Adlong explained that the upstairs level would need to be improved in order to hold any

kind of activities in that location. The shed behind the barn area was noted to be a great storage facility for any number of things. The orchard trees were noted to border the existing houses on the uphill side of the property.

C. Adlong discussed the community survey results in detail. She pointed out that the top two strongly supported items which the community felt should be prioritized for development in Dundee included a bike/pedestrian trail to Newberg and a Willamette River park & kayak launch. Survey results for desired active recreational features were discussed and the most popular ideas were an all abilities playground, a splash pad/water feature and a climbing rock wall. The most desired passive recreational features were discussed as well. Survey results for desired cultural/educational features were discussed. C. Adlong pointed out that the "reading room" option was included in the survey as this had been suggested in addition to a library; the reading room option was provided as a tool to gauge interest in a library as well. She discussed that some of those in favor of a library have been very vocal about wanting to move forward with that idea, though she noted this would likely be difficult to accomplish at this time due to the laws of the State of Oregon which does not authorize park districts to operate them. The favored revenue generating features on the survey were noted to be adult education or fitness classes. C. Adlong explained that all of the survey information was taken into account to aid in the formulation of the provided two pages of recommendations. Indoor and outdoor facility recommendations were discussed in detail.

C. Adlong discussed the recommendations for improvements provided for Billick Park. She pointed out that the community highly desires a water feature for which Billick Park may provide a more appropriate location; the details of the recommendation were discussed as presented on the Powerpoint. C. Adlong discussed the recommendation of upgrading or replacing the playground area at Billick Park. She explained that the existing small children playground area doesn't seem that safe and is inadequate. She discussed the grass overflow parking area across from the Sander Estate property and informed of the Committee recommendation to pave and improve this area to create an actual parking lot.

C.A. Daykin discussed that Parks Advisory Committee has been uncertain as to what extent that CPRD would be involved in terms of funding for development of facilities; the parameters as to what level of facility would be possible were unknown to the Committee as these recommendations were being formulated.

Don Clements discussed that the Board is still receiving input though they feel they are close to having received it all. Once all of the information is received he discussed that their first step will be to develop a Master Plan for the entire park. Clements explained that once the Master Plan is developed it will be provided to the public for the second time for any additional input. In the interim he discussed that he is fairly certain that the old nut trees will be removed. Clements discussed that the school district has indicated that there may be some type of application going to the Planning Commission about developing some type of parking area on the Sander Estate property. Clements explained that there would need to be parking provided on the Sander property anyway and CPRD is considering moving forward and developing the parking area with the pavers and potentially the area around the barn as well. There is no formal plan in place at this time to complete that work though he explained that these are the only two projects which they would like to complete for the time being. C. Adlong inquired as to what the project timeframe might be for CPRD to begin the work. Clements discussed that the idea would be to develop the paver parking area this summer

as well as remove the trees and plant grass. Thereafter he indicated they could complete the Master Plan followed by landscaping. Clements explained that the parking area on the Sander property has been utilized for quite some time for school functions and it is Jan Sander's desire this still be allowed with something developed over the short-term for that endeavor. M. Russ pointed out that if the parking is placed prior to the completion of the Master Plan, it will dictate a portion of the Plan. Additional discussion ensued and Clements pointed out that the parking area wouldn't be large or expensive; if something came up down the road and the area had to be redone the pavers would allow for this.

M. Russ inquired as to what additional public outreach will be done. Clements discussed that once the Board selects someone to work on the Master Plan, the Dundee Parks Advisory Committee may wish to be involved with that process. Once that is accomplished the Plan will be provided to the public. A Board decision will need to be made as to whether any additional public outreach will be done prior to the development of the Master Plan.

Bart Rierson voiced appreciation of the information presented tonight. He noted that it is helpful to know what the appropriate uses are and provide good direction for the Master Plan. He suggested the idea of beginning work on a perimeter trail around the property that would not necessarily be a permanent trail but would provide the public an amenity to begin using. Clements discussed that decisions will need to be made with regard to the continuation of Graystone Drive to 5<sup>th</sup> Street as provided on the Transportation Master Plan prior to the development of a perimeter trail.

M. Russ discussed that CPRD is not allowed to operate a library and he inquired as to whether or not they are also precluded from operating a completely voluntary lending library. Clements explained that he discussed the library issue with the school superintendent to see if this would be something the elementary school would or could manage. Though no commitments were made, Clements explained that the Superintendent indicated that they would be better able to manage that sort of facility while also providing a connection to the community. Clements voiced his opinion that the house on the property could potentially be utilized. Discussion ensued with regard to possible uses for the house, including potentially different types of classes. C.A. Daykin inquired as to whether the goal would be to try to use the existing house and facilities, or whether the thought process with CPRD was that at some point a different type of structure would be placed on the property for the long-term. Clements discussed that the Board hasn't yet made those type of decisions, information which would also be provided in the Master Plan. C.A. Daykin explained that one goal of the Committee was not to compete or duplicate with the Dundee Women's Club or their goal to enhance the historic Dundee Community Center. Discussion ensued and Clements indicated that CPRD has met with the Dundee Women's Club, and explained that the goal of CPRD is not to duplicate, though they do at times compete. Rierson discussed CPRD's limited budget and long list of projects they would like to accomplish. He voiced that he is hopeful to be able to work together; utilizing urban renewal dollars and grants funds could be helpful. He explained that setting a budget through the Master Plan process is the first step. Prioritizing projects and completing the project in stages was noted to be a potential option as well.

With regard to a potential water pad feature, Clements explained that for every 1000 square feet 30-35 children can be served, and this type of feature he noted would cost approximately \$150,000 to \$250,000. Rierson explained that CPRD is land rich though cash poor. He discussed that they have acquired a lot of land and have eight major projects that they have been trying to fund over the past

ten years. Rierson discussed the importance of community groups who are willing to put in time and effort to help with a project. He explained that these types of efforts really speak to them as a Board and that CPRD has a tendency to get behind those types of projects and offer their support as they are able to. He encouraged Council to spread the word and encourage this type of community involvement. It was noted that the paddle launch, the Cultural Center and the Newberg Pool project were all community driven.

The Paddle Launch area in Dundee previously operated by CPRD was discussed. Rierson explained that the paddle launch opened as a result of the Edwards family allowing CPRD to use their property at no cost for approximately six years. He discussed that unfortunately some members of the community were taking advantage of this privilege and the property owner became frustrated with vandalism. Though access is no longer provided to the property, Rierson indicated that the Board understands the importance of this to the community and, though they have no concrete plans, they are working on some different options to hopefully bring it back at some point.

### **Riverside District Parks**

C. Adlong discussed that at this time the Riverside Master Plan is being refined. The projected housing units and population were noted. The Riverside Master Plan map was reviewed and discussed in detail. It was noted that this area of Dundee will be approximately twice as dense as other areas in Dundee and thus neighborhood park development in this area will be even more important. C. Adlong pointed out the Regional Riverfront Park identified in the Plan; the presence of Ash Island was noted to make this area uniquely different from the Newberg river access. C. Adlong explained that the configuration creates slack water which makes this area perfect for kayaking. She encouraged the Board to continue efforts to somehow reestablish some kind of a kayak launch in Dundee; this access has been missed by the community.

The neighborhood park standards regarding size, location and amenities were discussed. C. Adlong noted that these standards were established when the Dundee Parks Plan was completed ten years earlier. She explained that the desire was to have the parks located in the center of the neighborhoods as opposed to next to the bypass highway. C. Adlong pointed out that the Riverside District Master Plan still calls for three neighborhood parks in that area, each of which was discussed. C. Adlong pointed out that one challenge for the park slated to be located in Subarea A & C is that one area is owned by the Edwards family and the other by the Lindquist family. It was noted that there is to be only one park between the two areas. The locations of the other two parks were briefly discussed. It was noted that the landowners will be required to dedicate the land for the parks. C. Adlong pointed out that Subarea F will contain over 500 dwelling units and thus the park in that area will need to be on a larger scale. About 8 acres of neighborhood park space are needed to serve the projected population growth; the Regional Riverfront Park would be in addition to the neighborhood parks. C. Adlong pointed out that the Regional Riverfront Park is located outside of the urban growth boundary on the 100 year flood plain and will not be developed residentially.

Trail access to the Riverside District from underneath the bypass bridge over the ravine was discussed; it is shown on the Riverside Master Plan and would need to be discussed with ODOT. Conversation ensued. C. Adlong pointed out that Section E contains the Wastewater Treatment Plant (WWTP) and is owned by the City; any additional land in this area which is not used as a part of the WWTP is reflected in the Parks Plan to someday be a nature park. C.A. Daykin explained that

most of the lagoon space has been filled; material from the bypass was used to fill some areas while some were left for future ponding, though new ponds would need to be reshaped. Additional detailed discussion ensued. C.A. Daykin discussed the importance of neighborhood parks and the purposes they would serve; the nature park and riverside area would provide different environments. A variety of thoughts and ideas were shared with regard to the parks in the Riverside District.

Rierson discussed the benefits that a trail from the south end (Section F) along the river front from Dundee to Newberg could offer. Ash Island was discussed and Clements explained that the Board met with the State Parks Board approximately eight years ago. He discussed that the idea was that Ash Island would become part of a State Park which he noted is still on the table; at that time the Smith Family was not willing to sell though it may be a good time to revisit the idea. Clements explained that they will be working with State Parks on a pedestrian crossing on the bridge across the river as well. He discussed that CPRD is also hopeful they will be able to connect from Eighth Street all of the way to Newberg along the bypass right-of-way; he discussed how this could potentially connect by a loop to a river trail at some point. Clements explained that ODOT is open to this idea and would also provide the funding due to the construction requirements and regulations involved.

C. Adlong discussed the importance of the three neighborhood parks in the Riverside District. She explained that developers will be required to dedicate the land. Clements discussed that if the parks property is turned over to CPRD they will develop it. Clements explained that if CPRD owns the property they are able to obtain matching funds much more easily. It was noted that SDC funds could also be used for park development and lengthy detailed discussion ensued. C.A. Daykin suggested that an Agreement with CPRD regarding the process for development of neighborhood parks may be helpful as the City is moving into writing Code for the development of this area. He suggested that if the City acquires land for development of a neighborhood park, the property could be turned over to CPRD for ownership, development and maintenance of the park space. Additional detailed discussion ensued with regard to the complexities of the issue. It was noted that an additional option would be for CPRD to sell their existing 5 acre parcel located in the Riverside area and use the proceeds for the development of the neighborhood parks. Clements discussed that he and Pete Siderius met with Lindquist to discuss options with their riverfront property and will continue to meet; he will keep the City informed as they are able to.

Slide photos of the riverside area were provided and C. Adlong pointed out that at this time there is no river access. Clements shared that his belief is that upon CPRD's purchase of the 5-acre parcel they were also provided access to the river via the present road though he would need to confirm this with their attorney. C.A. Daykin pointed out that the City has at this time an easement along the private road which goes in a straight easterly line towards the river; it's 60 foot wide on property owned by Mr. Edwards and it is where the City has a water line coming up from a pump station just off of that easement. He explained that easement provides the City with access rights; the language in that easement is a little unclear whether it's access just for City Public Works crews to go back and forth or the general public. Additional discussion ensued. Clements pointed out that in Oregon a certain number of feet from the waterways (to the typical high water line) is public land for which access must be provided. He also explained that property owners have in some cases provided more rights for tax breaks, though this option has not yet been explored. C. Adlong reviewed additional photos and described the areas in detail. She pointed out that the area on the river between Ash Island and the shoreline is perfect for kayaking, especially given the pilings located in the area which

don't allow for motorized watercraft in that area. C. Adlong suggested that trading the 5-acre parcel for property by the river would be a beneficial idea to which the CPRD Board indicated they have inquired about several times and though they haven't given up, but no clear answer has been received. Rierson suggested that the City of Dundee may be able to help promote these ideas as well. Additional detailed discussion ensued. Siderius emphasized that maintaining flexibility moving forward could be beneficial while ultimately reaching a goal which is good for everyone.

### **Billick Park Improvements**

C. Adlong discussed that the lease with the school district has expired and that presently there is no legal contract though she is aware that there is a verbal agreement. She pointed out that an official agreement would provide more protection. C.A. Daykin discussed that Billick Park is the only community park in Dundee (as opposed to a neighborhood park) though is also undersized. The Billick Park amenities were discussed. C.A. Daykin explained the importance of the City planning for additional park space on the other side of the river if Billick Park will not continue to provide this for the community long-term. Rierson noted that he was unaware that the contract had expired. Clements explained that there was an original lease which had expired; when CPRD went to the District they proposed operating with the current lease year to year as they indicated they were unsure of what their plans were for the property. He discussed that originally the District had said they were going to sell that land and build a new school elsewhere. That didn't happen and Clements explained that the District has now said that they are going to build the new school on that ground. Additional detailed discussion ensued and Clements noted that at this time the District has elected to lease the property on a year to year basis until they decide how they will proceed moving forward. Additional discussion ensued. C.A. Daykin explained that he has been attending the District's strategic facility planning process for a bond levy and that replacing (not remodeling) Dundee Elementary School is at the top of their list. Additionally, he discussed that school officials have indicated their desire that the new school not be located near Highway 99W. Though the school district's intentions are unclear, Clements pointed out that CPRD does own the upper portion of Billick Park. He also discussed the complexities associated with taking park land and trying to pass a bond issue. C.A. Daykin explained that when the District builds a new school it will be sized appropriately to accommodate the new population in the Riverside area. C.A. Daykin noted that though there is not enough land elsewhere in Dundee to build a new school, there is land next to Dundee (outside the UGB) where this could potentially be accomplished. C.A. Daykin pointed out that without a long-term lease in place, the District would be unable to seek new grant funding from the State for new improvements on the school district portion of the Billick Park property. Clements discussed his belief that the School District is required keep the Billick Park property in park use in perpetuity, and also believes that they agreed that should they vacate that space, that they would have to replace it. C.A. Daykin suggested that contacting the State Parks Department regarding the process involved in any kind of land conversion away from park use.

C. Adlong discussed that some of the facilities at Billick Park are aging and photos were reviewed. She felt that the bathrooms were of utmost concern with peeling paint and deteriorating conditions; it was noted that there is often no toilet paper present. C. Adlong discussed additional concerns including erosion and cracking issues along the pathway areas. The play equipment was noted to be dilapidated with rotting wood present. The water fountain near the picnic pavilion was also noted to be comprised of rotting wood and should be replaced. Though a difficult problem to manage, it was

also pointed out that there is graffiti located on the picnic table near the skate area. A photo of the concession building near the ball fields was shown and it was noted that there are bags of garbage between the buildings as well as pallets and tables present which are unsightly. C. Adlong suggested that making a maintenance plan for the park would be a good idea. The gravel parking lot area was noted to be inefficient and oversized; there is opportunity to place a potential water feature nearby if this area were downsized. C.A. Daykin suggested that a consultant could provide an evaluation of what could be accomplished in the space and what improvements are needed. Clements indicated that CPRD would combine Billick Park and Sander Estate Park when the Master Plan is completed; they will separate the two and have a consultant complete the task for both park areas. It was noted that Billick Park is not part of the Urban Renewal District. Peter Siderius pointed out the importance of a safe crossing between the two park areas. It was noted that included with improvements to Sander Estate Park will also be the addition of sidewalks. C. Svicarovich suggested that the addition of a transportation consultant to review parking locations and safe pedestrian crossings. C.A. Daykin discussed that included in the goals of the urban renewal district are the promotion of general parking facilities for general use as well as community plaza centers for gathering spaces, which he suggesting sharing with the consultant who evaluates the area. Clements indicated that whatever consultant they hire to complete the evaluation will also be directed to communicate and include the City of Dundee in that process.

C.A. Daykin reviewed that it is his understanding that if the City receives land dedication from property owners in the Riverside District to the City for the purpose of a neighborhood park development, the City could agree to then provide the land to CPRD for development and maintenance of a park. It was also noted that the property owner could also provide the land dedication to CPRD directly as well. M. Russ voiced support of the City receiving the land dedication and then providing it to CPRD; if the property for whatever reason was not used for a park it would then be given back to the City. Clements voiced support of either option of the land being provided to them.

Rierson voiced appreciation of the meeting tonight and felt that the Board now has a good understanding of what the community members would like to see for the City of Dundee. M. Russ suggested that additional meetings in the future would be beneficial, perhaps once a year or every other year. Clements informed that administrators for the Newberg, Dundee, CPRD, Yamhill County and School District meet once a month, and he voiced support for tonight's meeting as well.

The meeting was adjourned at 8:07 P.M.

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David Russ, Mayor

Attest:

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Rob Daykin  
City Administrator/Recorder



**CITY COUNCIL MEETING  
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April 2, 2019**

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**City of Dundee**  
**City Council Meeting Minutes**  
**April 2, 2019**

**Call to Order**

Mayor David Russ called the meeting to order at 7:09 P.M.

**Council and Staff Attendance**

Present: Mayor David Russ; Council President Tim Weaver; Councilors Jeannette Adlong, Kristen Svicarovich, Patrick Kelly and Ted Crawford. Absent: Councilor Storr Nelson. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Jeanne Callahan and Will Ramis.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

**A motion** was made and seconded to approve Consent Agenda Item 5.1 Joint City Council/Planning Commission Minutes, March 5, 2019; Item 5.2 City Council Minutes, March 19, 2019; and Item 5.3 Joint City Council/Planning Commission Minutes, March 20, 2019. **The motion** passed unanimously.

**Old Business**

**Ordinance No. 568-2019 Locust Street LID Assessments**

C.A. Daykin pointed out that the Ordinance does provide the cost information associated with the installment payment plan option for those property owners who might elect that option. He also stated that he spoke with Don Clements, Superintendent, Chehalem Park & Recreation District (CPRD), today who indicated that CPRD will pay their assessment and likely won't participate in an installment payment plan. C.A. Daykin noted that it is already known that six properties already have money set aside in escrow, so those property owners are unlikely to participate in the installment payment plan, which leaves only one property on the northwest corner of Eighth Street and Locust Street remaining. Additional discussion ensued. C.A. Daykin pointed out that final total assessment for each of the six residential lots is within about \$44.00 of the original estimate provided. C.A. Daykin discussed that the City has heard back from Del Boca Vista representatives; City Engineer Reid is trying to arrange a time to meet with them to discuss the costs of the relocation of the meters. **A motion** was made and seconded to adopt Ordinance No. 568-2019, an ordinance levying final assessments for the Locust Street Local Improvement District No. 2016-01. **The motion** passed unanimously.

**New Business**

**McMinnville Fire Service Consolidation Study**

M. Russ voiced support of Dundee's participation in the McMinnville Fire Service Consolidation Study and indicated that he is very interested in a County District, though noted that Chief Stock

doesn't feel that this Study wouldn't completely supersede the ESCI proposal presented to the City earlier this year. M. Russ discussed his belief that the biggest challenge for the Fire Department moving forward will be the population growth in the City. Additional discussion ensued.

C. Crawford discussed his belief that the biggest issue presented is with regard to radio communications in the County. He stressed the importance of this Study being completed in order to upgrade the western half of Yamhill County to a more up to date communication system. Discussion ensued with regard to radio communications within the County. C. Crawford pointed out that the EMS radio communication infrastructure worldwide is moving toward digital; eventually everything will be digital. Discussion ensued with regard to the expense and complexity of the radio system due to the unique landscape of Yamhill County.

C. Weaver voiced strong support of Dundee participating in the Study. C. Weaver expressed concern that the Yamhill County communication system is outdated and needs updated. Discussion ensued. C. Weaver pointed out that the City of Newberg is strides ahead of similarly sized communities with regard to their communications system; though the system is not without some imperfections, it is better overall for both urban and rural applications.

C. Svcarovich voiced support of participating in the Study as well and noted that her only concern is the potential for cost overrun in which case McMinnville would potentially ask for support from the City. Discussion ensued with regard to the earlier ESCI proposal to Dundee and the fact that if the City pursues that Study there would be no additional funds available to provide for the Consolidation Study, if needed. C.A. Daykin informed that he discussed the Consolidation Study with the ESCI consultant. He explained that though they were approached as a possible consultant for the McMinnville study, an RFP process will be required. C.A. Daykin pointed out that the Consolidation Study would pick up much of what the ESCI Study would have done otherwise. Discussion ensued and C.A. Daykin suggested that a parallel study would not likely be required at this time if the City opts to move forward with the Consolidation Study. C.A. Daykin explained that Chief Stock is interested in a revisit of the salary compensation component of the Study which he indicated the City could address. C.A. Daykin discussed that the body of work to be completed by the Consolidation Study consultant will be unveiled during the RFP process; Council could then determine whether supplemental information may be desired from either the established consultant or a separate one. C. Crawford discussed that obtaining information pertaining to what can be done to allow Dundee to continue to be a standalone fire department versus Dundee joining fire departments across the County needs to be obtained. C.A. Daykin reviewed that the focus of the Consolidation Study is going to be on the new District responding to where the needs are for both fire and rescue services; often times the benefits of these types of consolidation studies are some degree of greater efficiencies and reallocation of existing resources, though in some cases more stable funding may be required to support the District. The benefits of having additional staff resources were acknowledged. A **motion** was made and seconded to confirm the City of Dundee's interest for participating in the fire district consolidation study initiated by the City of McMinnville. **The motion** passed unanimously.

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

C. Crawford discussed that the Chehalem Valley Chamber of Commerce took over the Taste of Dundee event approximately three years ago (this would have been their third year of organizing the event), though they have decided that they no longer wish to organize such tourism events. He explained that the Chamber has been trying to find other interested parties to take over the Taste of Dundee and purchase the intellectual property, and any materials they have, in the amount of \$1,500. Detailed discussion ensued with regard to the evolution of the event logo and

advertising components. C. Crawford discussed that Dobbes Winery decided that they may want to sponsor the event this year and recently approached the Tourism Committee to discuss whether the Committee would be willing to upfront some of the costs for the event. He explained that the consensus of the Tourism Committee was that given the fact that this is a May event, this is too short of time to put on a successful event; the risk of the event failing is too great to expend potentially \$10,000 of Tourism dollars towards the event. C. Crawford also discussed that it was the consensus of the Committee to take on the Taste of Dundee though a price, if any, would need to be negotiated. To that end, Shannon Buckmaster, Director, Chehalem Valley Chamber of Commerce, had a legal document (memorandum of understanding) prepared offering to sell it for \$1,500 for some materials which may not all be utilized. C. Crawford pointed out that though the Chamber thought they had some kind of ownership of the event, those that organized it originally provided \$8,000 of profits from previous events to put towards future events. It was noted that a bill of sale may be a better option as opposed to a memorandum of understanding agreement. Discussion ensued with regard to providing some amount of good will to the Chamber, though clearing up the details surrounding ownership is also an important matter to address. C. Crawford explained that the Tourism Committee is not an entity which can bind the City to any kind of contractual obligations; C.A. Daykin pointed out that any agreement would come back to City Council. C. Crawford discussed that 2019 will be a gap year with the plan to organize a future Taste of Dundee event for 2020.

C. Kelly inquired about previously discussed tax abatements for the Fire Department Volunteers. C.A. Daykin discussed the complexities surrounding the issue and pointed out that at this time the Volunteers are receiving compensation and the City is presently recognizing that tax obligation. Any compensation or other items provided that have value are considered earnings and must be reported. M. Russ explained that the goal was to add an additional incentive to volunteering. C. Svicarovich pointed out that once the Fire Department Study is complete, evaluating the volunteer program would make sense. C.A. Daykin discussed that the system used presently has been in place for a long time using a point system to allocate the City's contribution to the volunteers on a quarterly basis.

C. Svicarovich inquired as to whether the City should reach out to the Rural Fire District, given that Council tonight confirmed the City of Dundee's interest for participating in the Fire District Consolidation Study. C.A. Daykin explained that Chief Stock will initiate that discussion with the Rural Fire District as they will need to be aware and involved as well. He explained that at this time the Rural Fire District has an Agreement with the City of Dundee for fire protection services which runs with the length of their debt service that helps pay for approximately one-third of the fire station construction project. Discussion ensued with regard to potential options for the District in the future.

C. Kelly noted that the RV located at Ninth Street, which was previously discussed, has been removed though it was noted that the couch remains. Mayor Russ stated a neighbor actually had the couch removed. C.A. Daykin informed that the City of Newberg did adopt a new contract with a hauler. He explained that if a similar situation arises in the future with regard to an abandoned RV (or any vehicle) in Dundee, a resource for removal is now available with no cost to the City.

### **Mayor's Report**

None.

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

C.A. Daykin informed that Porter Construction is approaching completion of the Dundee Fire Station repair work; the work should be done in approximately three weeks. Though Porter

Construction was noted to be doing good work, C.A. Daykin pointed out that there have been a lot of change order work outside of the base bid, totaling approximately \$104,000 since the last invoice. Additionally, he pointed out that a lot of the allowances which were included in the bid structure Porter Construction did not have to perform; while savings were reflected, the work was noted to be approximately \$25,000 over budget. C.A. Daykin explained that Greg Murdock, Consultant, Construction Defect Consulting, has initiated a conversation with Porter Construction with regard to work contained in the base bid which was also not required to be completed. He informed that a reduction change order has been requested though Porter Construction has indicated that those base bid costs are billed lump sum. C.A. Daykin discussed that City Attorney Dan Olsen has been engaged with regard to this process and Porter will also be reengaged. It was noted that the hope is that there will be enough of a reduction that the City will break even. C.A. Daykin explained that the next step in the process is to notify Baldwin that Porter Construction is almost complete and that they can get ready to mobilize, provide the City a schedule and provide the submittals for the concrete slab floor work they plan on doing in accordance to plans reflected in the Settlement Agreement. It was noted that Mackenzie, is one of the signers on the Settlement Agreement and cannot be relied upon for any additional assistance. C.A. Daykin explained that Jim Omundson, representing the City on the Porter Construction work is over the \$31,000 budgeted for those services and the City will also rely on Jim Omundson for the work with Baldwin. It was noted that the fire department floor work includes essentially resurfacing the concrete floor with an epoxy-type of mixture.

C.A. Daykin informed that Public Works Supervisor, Alan Mustain, has provided written notice that he will be retiring from his position at the City effective June 30, 2019. C.A. Daykin asked Council to consider how they would like to proceed moving forward with Mustain's position; this will be added to the April 16, 2019 City Council meeting agenda. Additional discussion ensued and it was noted that other cities have found incredible difficulty in hiring employees with required certification for wastewater or water systems. C.A. Daykin pointed out that the City of Dundee cannot compete with larger or midsized cities and Mustain's replacement could potentially be a challenging endeavor. It was noted that public works employee Chuck Simpson already possesses the certificates required for the position and would be an eligible candidate.

C.A. Daykin discussed that the house at the southwest corner of Seventh Street and Linden Lane is being remodeled and the new owner approached the City as they would like to install a garage facing Seventh Street. It was noted that the driveway from Seventh Street will meet the City requirements. C.A. Daykin discussed that though the property owners are willing to place a sidewalk along with a driveway meeting ADA requirements, but the City doesn't have the right-of-way. He explained that this part of the street right-of-way is only 50 feet wide; the street is off-centered so there are only a couple of feet off of the curb of right-of-way. He asked Council to consider allowing the existing curb tight 5-foot wide sidewalk ending at his property line to continue down to the Linden Lane corner and try to negotiate acquisition of additional right-of-way to cover that additional facility. C.A. Daykin acknowledged that the situation will become challenging at the corner where the ADA ramps are located; discussion ensued. C.A. Daykin clarified the exact property location and explained that the property owners would not be installing sidewalk on Linden Lane, only Seventh Street. He confirmed that while the property is not located in the urban renewal plan area, Linden Lane is which may use urban renewal funding for the intersection improvements. Council consensus was to allow the continuation of the existing five-foot wide curb tight sidewalk as proposed.

C.A. Daykin discussed that the City recently signed an amendment to the Riverside District TGM Grant extending the deadline date from June 30, 2019 to August 30, 2019. He explained that additional time is needed to address some issues which have recently surfaced. It was noted that there is a Planning Commission meeting tomorrow night; it is likely that the Hearing will

continue until May before a recommendation on Development Code amendments and zone changes to implement the Riverside District Master Plan will come back to City Council.

**Public Comment**

None.

The meeting was adjourned at 8:46 P.M.

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

Attest:

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

**CITY OF DUNDEE**  
Statement of Activities

From 7/1/2018 Through 03/31/2019

\*\*UNAUDITED\*\*

	State														Total												
	General Fund	Street CIP		Street Reserve		Revenue Sharing		Equipment Reserve		Parks		Tourism		Fire Station Constr		Bonds Debt		Water		Sewer CIP		Storm Water		Storm Water CIP			
		Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund		Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund
<b>Revenue</b>																											
Taxes	689,198	21,717	-	-	-	-	-	-	-	-	-	47,078	-	-	146,267	-	-	-	-	-	-	-	-	-	-	-	904,260
Franchise Fees	130,715	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	161,082
Licenses & Permits	45,917	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,917
Intergovernmental Revenue	158,836	182,530	-	-	-	-	23,265	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	704,034	
Charges for Services	195,595	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	42,637	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,637	
Miscellaneous Revenue	15,708	822	25,461	688	191	11,399	191	64	21,808	987,152	969	3,490	5,724	1,462	8,622	11,146	1,095,363	-	-	-	-	-	-	-	-	42,637	
<b>Total Revenue</b>	1,278,605	205,068	395,232	688	23,456	11,399	23,456	64	68,886	987,152	147,236	521,523	37,884	1,012,098	26,690	82,184	1,095,363	-	-	-	-	-	-	-	-	4,814,832	
<b>Expenditures</b>																											
Personnel	487,250	35,745	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	837,380
Materials & Services	565,314	130,386	-	-	-	-	10,815	-	-	1,353	19,188	152,364	-	148,754	-	21,356	-	-	-	-	-	-	-	-	-	-	1,264,299
Capital Outlay	9,066	-	623,293	-	-	-	-	-	-	-	-	569,169	-	210,856	-	14,386	-	-	-	-	-	-	-	-	-	-	1,642,422
Debt Service	-	-	38,729	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	1,061,630	166,131	662,022	-	10,815	58,627	10,815	58,627	1,353	19,188	721,532	150,143	329,287	388,409	404,362	35,741	57,479	4,426,329	-	-	-	-	-	-	-	4,426,329	
<b>Excess (deficiency) of Revenue over Expenditures</b>	216,975	38,938	(266,790)	688	12,641	(47,228)	(1,290)	49,698	265,619	(2,907)	192,235	(350,524)	652,488	(377,672)	46,442	(40,811)	388,505	-	-	-	-	-	-	-	-	-	388,505
<b>Other Financing Sources (Uses)</b>	75,503	-	221,000	-	-	-	-	-	-	-	(24,978)	-	(550,025)	499,500	-	-	221,000	-	-	-	-	-	-	-	-	-	221,000
<b>Net Changes to Fund Balance</b>	292,478	38,938	(45,790)	688	12,641	(47,228)	(1,290)	49,698	265,619	(2,907)	167,257	(350,524)	102,463	121,829	46,442	(40,811)	609,505	-	-	-	-	-	-	-	-	-	609,505
<b>Beginning Fund Balance</b>	580,548	37,384	84,173	43,815	7,624	766,738	5,078	86,010	249	15,583	62,360	493,061	40,465	493,667	20,298	83,235	2,820,287	-	-	-	-	-	-	-	-	-	2,820,287
<b>Ending Fund Balance</b>	873,027	76,322	38,383	44,503	20,265	719,510	3,788	135,708	265,868	12,677	229,617	142,537	142,928	615,496	66,740	42,424	3,429,792	-	-	-	-	-	-	-	-	-	3,429,792

**City of Dundee**  
Statement of Revenues & Expenditures  
**01-General Fund**  
From 03/01/2019 Through 03/31/2019  
(In Whole Numbers)

\*\*UNAUDITED\*\*

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	17,087	689,198	707,900	-3%	(18,702)
Franchise Fees	76,102	130,715	152,600	-14%	(21,885)
Licenses & Permits	10,635	45,917	72,700	-37%	(26,783)
Intergovernmental Revenue	6,733	158,836	177,800	-11%	(18,964)
Charges for Services	18,400	195,595	228,400	-14%	(32,805)
Fines & Forfeitures	4,112	42,637	56,000	-24%	(13,363)
Miscellaneous Revenues	2,331	15,708	15,500	1%	208
Total REVENUES	<u>135,399</u>	<u>1,278,605</u>	<u>1,410,900</u>	<u>-9%</u>	<u>(132,295)</u>
<b>EXPENDITURES</b>					
General Govt	30,211	287,758	383,400	25%	95,642
Court	1,570	18,908	24,700	23%	5,792
Community Development	7,277	80,242	134,900	41%	54,658
Police Services	0	339,045	503,200	33%	164,155
Fire Services	30,687	335,677	497,300	33%	161,623
Total EXPENDITURES	<u>69,745</u>	<u>1,061,630</u>	<u>1,543,500</u>	<u>31%</u>	<u>481,870</u>
Excess (deficiency) of Revenue Over Expenditures	<u>65,655</u>	<u>216,975</u>	<u>(132,600)</u>	<u>-264%</u>	<u>349,575</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	7,486	75,503	104,400	-28%	(28,897)
Transfers Out	0	0	(56,000)	-100%	56,000
Other Uses	0	0	(80,000)	0%	80,000
Total OTHER FINANCING SOURCES (USES)	<u>7,486</u>	<u>75,503</u>	<u>(31,600)</u>	<u>-339%</u>	<u>107,103</u>
NET CHANGE IN FUND BALANCE	73,141	292,478	(164,200)	-278%	456,678
BEGINNING FUND BALANCE	799,886	580,548	575,900	1%	4,648
ENDING FUND BALANCE	<u>873,027</u>	<u>873,027</u>	<u>411,700</u>	<u>112%</u>	<u>461,327</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
01 - Admin / Finance  
001 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	13,863	125,017	166,200	25 %	41,183
Personnel Benefits	7,589	66,994	90,000	26 %	23,006
Total Personnel Services	21,452	192,011	256,200	25 %	64,189
Materials & Services					
Supplies	520	2,743	4,200	35 %	1,457
Professional Services	4,570	45,051	54,800	18 %	9,749
Contractual Services	110	992	1,300	24 %	308
Travel & Training	1,970	9,477	18,100	48 %	8,623
Insurance	0	9,265	9,000	(3)%	(265)
Regulatory Requirements	0	775	800	3 %	25
Utilities	430	4,519	6,900	35 %	2,381
Repairs & Maintenance	621	5,788	8,800	34 %	3,012
Other Materials & Services	538	8,071	14,400	44 %	6,329
Total Materials & Services	8,759	86,681	118,300	27 %	31,619
Capital Outlay					
	0	9,066	8,900	(2)%	(166)
Total EXPENDITURES	30,211	287,758	383,400	25 %	95,642

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
02 - Court  
001 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	730	7,378	9,400	22 %	2,022
Personnel Benefits	<u>620</u>	<u>5,675</u>	<u>7,700</u>	<u>26 %</u>	<u>2,026</u>
Total Personnel Services	1,349	13,053	17,100	24 %	4,047
Materials & Services					
Supplies	0	75	200	62 %	125
Professional Services	42	1,833	2,300	20 %	467
Contractual Services	0	2,466	3,300	25 %	834
Travel & Training	77	1,076	1,000	(8)%	(76)
Other Materials & Services	<u>101</u>	<u>404</u>	<u>800</u>	<u>49 %</u>	<u>396</u>
Total Materials & Services	<u>220</u>	<u>5,855</u>	<u>7,600</u>	<u>23 %</u>	<u>1,745</u>
Total EXPENDITURES	<u>1,570</u>	<u>18,908</u>	<u>24,700</u>	<u>23 %</u>	<u>5,792</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
03 - Community Development  
001 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	865	8,544	11,100	23 %	2,556
Personnel Benefits	736	6,540	8,800	26 %	2,260
Total Personnel Services	1,600	15,085	19,900	24 %	4,815
Materials & Services					
Supplies	0	37	500	93 %	463
Professional Services	3,864	49,371	57,000	13 %	7,629
Contractual Services	1,728	15,041	36,000	58 %	20,959
Travel & Training	80	260	1,400	81 %	1,140
Other Materials & Services	5	448	20,100	98 %	19,652
Total Materials & Services	5,676	65,157	115,000	43 %	49,843
Total EXPENDITURES	7,277	80,242	134,900	41 %	54,658

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
04 - Police Dept  
001 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
EXPENDITURES					
Materials & Services					
Contractual Services	<u>0</u>	<u>339,045</u>	<u>503,200</u>	<u>33 %</u>	<u>164,155</u>
Total Materials & Services	<u>0</u>	<u>339,045</u>	<u>503,200</u>	<u>33 %</u>	<u>164,155</u>
Total EXPENDITURES	<u>0</u>	<u>339,045</u>	<u>503,200</u>	<u>33 %</u>	<u>164,155</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
05 - Fire Dept  
001 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	15,863	175,690	224,800	22 %	49,110
Personnel Benefits	9,368	91,412	139,800	35 %	48,388
Total Personnel Services	25,230	267,102	364,600	27 %	97,498
Materials & Services					
Supplies	635	11,887	17,500	32 %	5,613
Professional Services	0	0	800	100 %	800
Contractual Services	0	18,710	25,000	25 %	6,290
Travel & Training	755	1,718	9,100	81 %	7,383
Insurance	0	16,913	17,700	4 %	787
Regulatory Requirements	1,420	2,555	9,000	72 %	6,445
Utilities	2,080	12,953	17,300	25 %	4,347
Repairs & Maintenance	518	3,744	14,000	73 %	10,256
Other Materials & Services	49	96	300	68 %	204
Total Materials & Services	5,457	68,575	110,700	38 %	42,125
Capital Outlay					
	0	0	22,000	100 %	22,000
Total EXPENDITURES	30,687	335,677	497,300	33 %	161,623

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
110 - Street Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	2,024	21,717	34,000	(36)%	(12,283)
Intergovernmental Revenue	17,891	182,530	216,000	(15)%	(33,470)
Miscellaneous Revenues	153	822	500	64 %	322
Total REVENUES	<u>20,068</u>	<u>205,068</u>	<u>250,500</u>	<u>(18)%</u>	<u>(45,432)</u>
<b>EXPENDITURES</b>					
Personnel Services	3,694	35,745	48,000	26 %	12,255
Materials & Services					
Supplies	185	2,236	4,200	47 %	1,964
Professional Services	537	1,973	11,000	82 %	9,027
Travel & Training	0	30	500	94 %	470
Insurance	0	1,770	1,800	2 %	30
Regulatory Requirements	0	76	100	24 %	24
Utilities	2,082	17,327	23,400	26 %	6,073
Repairs & Maintenance	185	89,950	105,600	15 %	15,650
Interfund Services	1,892	17,025	22,700	26 %	5,675
Other Materials & Services	0	0	200	100 %	200
Total Materials & Services	<u>4,881</u>	<u>130,386</u>	<u>169,500</u>	<u>23 %</u>	<u>39,114</u>
Total EXPENDITURES	<u>8,575</u>	<u>166,131</u>	<u>217,500</u>	<u>24 %</u>	<u>51,369</u>
Excess (deficiency) of Revenue over Expenditures	<u>11,493</u>	<u>38,938</u>	<u>33,000</u>	<u>18 %</u>	<u>5,938</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(53,100)	(100)%	53,100
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(58,100)</u>	<u>(100)%</u>	<u>58,100</u>
NET CHANGE IN FUND BALANCE	<u>11,493</u>	<u>38,938</u>	<u>(25,100)</u>	<u>(255)%</u>	<u>64,038</u>
BEGINNING FUND BALANCE	64,828	37,384	31,900	17 %	5,484
ENDING FUND BALANCE	<u>76,322</u>	<u>76,322</u>	<u>6,800</u>	<u>1,022 %</u>	<u>69,522</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
111 - Street CIP Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Franchise Fees	8,025	30,367	45,700	(34)%	(15,333)
Intergovernmental Revenue	0	339,404	720,000	(53)%	(380,596)
Miscellaneous Revenues	77	25,461	26,700	(5)%	(1,239)
Total REVENUES	<u>8,103</u>	<u>395,232</u>	<u>792,400</u>	<u>(50)%</u>	<u>(397,168)</u>
<b>EXPENDITURES</b>					
Capital Outlay	(8,381)	623,293	964,800	35 %	341,507
Debt Service	0	38,729	46,700	17 %	7,971
Total EXPENDITURES	<u>(8,381)</u>	<u>662,022</u>	<u>1,011,500</u>	<u>35 %</u>	<u>349,478</u>
Excess (deficiency) of Revenue over Expenditures	<u>16,484</u>	<u>(266,790)</u>	<u>(219,100)</u>	<u>22 %</u>	<u>(47,690)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Debt Proceeds	0	221,000	307,800	(28)%	(86,800)
Transfers In	0	0	40,000	(100)%	(40,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>221,000</u>	<u>347,800</u>	<u>(36)%</u>	<u>(126,800)</u>
NET CHANGE IN FUND BALANCE	<u>16,484</u>	<u>(45,790)</u>	<u>128,700</u>	<u>(136)%</u>	<u>(174,490)</u>
BEGINNING FUND BALANCE	21,900	84,173	52,400	61 %	31,773
ENDING FUND BALANCE	<u>38,383</u>	<u>38,383</u>	<u>181,100</u>	<u>(79)%</u>	<u>(142,717)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
112 - Street Reserve Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
<b>REVENUES</b>					
Miscellaneous Revenues	<u>89</u>	<u>688</u>	<u>600</u>	<u>15 %</u>	<u>88</u>
Total REVENUES	<u>89</u>	<u>688</u>	<u>600</u>	<u>15 %</u>	<u>88</u>
<b>EXPENDITURES</b>					
Capital Outlay	<u>0</u>	<u>0</u>	<u>44,400</u>	<u>100 %</u>	<u>44,400</u>
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>44,400</u>	<u>100 %</u>	<u>44,400</u>
Excess (deficiency) of Revenue over Expenditures	<u>89</u>	<u>688</u>	<u>(43,800)</u>	<u>(102)%</u>	<u>44,488</u>
NET CHANGE IN FUND BALANCE	<u>89</u>	<u>688</u>	<u>(43,800)</u>	<u>(102)%</u>	<u>44,488</u>
BEGINNING FUND BALANCE	44,414	43,815	43,800	0 %	15
ENDING FUND BALANCE	<u>44,503</u>	<u>44,503</u>	<u>0</u>	<u>0 %</u>	<u>44,503</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
122 - State Revenue Sharing Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	8,282	23,265	29,000	(20)%	(5,735)
Miscellaneous Revenues	41	191	100	91 %	91
<b>Total REVENUES</b>	<b>8,322</b>	<b>23,456</b>	<b>29,100</b>	<b>(19)%</b>	<b>(5,644)</b>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	465	2,500	81 %	2,035
Contractual Services	0	10,350	12,500	17 %	2,150
<b>Total Materials &amp; Services</b>	<b>0</b>	<b>10,815</b>	<b>15,000</b>	<b>28 %</b>	<b>4,185</b>
Capital Outlay	0	0	16,000	100 %	16,000
<b>Total EXPENDITURES</b>	<b>0</b>	<b>10,815</b>	<b>31,000</b>	<b>65 %</b>	<b>20,185</b>
Excess (deficiency) of Revenue over Expenditures	8,322	12,641	(1,900)	(765)%	14,541
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(5,000)	(100)%	5,000
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>(5,000)</b>	<b>(100)%</b>	<b>5,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>8,322</b>	<b>12,641</b>	<b>(6,900)</b>	<b>(283)%</b>	<b>19,541</b>
<b>BEGINNING FUND BALANCE</b>	<b>11,943</b>	<b>7,624</b>	<b>7,000</b>	<b>9 %</b>	<b>624</b>
<b>ENDING FUND BALANCE</b>	<b>20,265</b>	<b>20,265</b>	<b>100</b>	<b>20,165 %</b>	<b>20,165</b>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
127 - Equipment Reserve Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	1,444	11,399	30,000	(62)%	(18,601)
<b>Total REVENUES</b>	<u>1,444</u>	<u>11,399</u>	<u>30,000</u>	<u>(62)%</u>	<u>(18,601)</u>
<b>EXPENDITURES</b>					
Capital Outlay	0	0	876,100	100 %	876,100
Debt Service	0	58,627	58,700	0 %	73
<b>Total EXPENDITURES</b>	<u>0</u>	<u>58,627</u>	<u>934,800</u>	<u>94 %</u>	<u>876,173</u>
Excess (deficiency) of Revenue over Expenditures	1,444	(47,228)	(904,800)	(95)%	857,572
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	139,000	(100)%	(139,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>139,000</u>	<u>(100)%</u>	<u>(139,000)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>1,444</u>	<u>(47,228)</u>	<u>(765,800)</u>	<u>(94)%</u>	<u>718,572</u>
<b>BEGINNING FUND BALANCE</b>	718,066	766,738	765,800	0 %	938
<b>ENDING FUND BALANCE</b>	<u>719,510</u>	<u>719,510</u>	<u>0</u>	<u>0 %</u>	<u>719,510</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
131 - Parks Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	0	0	16,400	(100)%	(16,400)
Miscellaneous Revenues	8	64	2,600	(98)%	(2,536)
Total REVENUES	<u>8</u>	<u>64</u>	<u>19,000</u>	<u>(100)%</u>	<u>(18,936)</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	240	4,000	94 %	3,760
Repairs & Maintenance	190	1,113	6,000	81 %	4,887
Total Materials & Services	190	1,353	10,000	86 %	8,647
Capital Outlay	0	0	18,000	100 %	18,000
Total EXPENDITURES	<u>190</u>	<u>1,353</u>	<u>28,000</u>	<u>95 %</u>	<u>26,647</u>
Excess (deficiency) of Revenue over Expenditures	<u>(182)</u>	<u>(1,290)</u>	<u>(9,000)</u>	<u>(86)%</u>	<u>7,710</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	5,000	(100)%	(5,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>(100)%</u>	<u>(5,000)</u>
NET CHANGE IN FUND BALANCE	<u>(182)</u>	<u>(1,290)</u>	<u>(4,000)</u>	<u>(68)%</u>	<u>2,710</u>
BEGINNING FUND BALANCE	3,971	5,078	4,800	6 %	278
ENDING FUND BALANCE	<u>3,788</u>	<u>3,788</u>	<u>800</u>	<u>374 %</u>	<u>2,988</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
151 - Tourism Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	843	47,078	65,300	(28)%	(18,222)
Miscellaneous Revenues	<u>272</u>	<u>21,808</u>	<u>2,000</u>	<u>990 %</u>	<u>19,808</u>
Total REVENUES	<u>1,115</u>	<u>68,886</u>	<u>67,300</u>	<u>2 %</u>	<u>1,586</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	0	465	2,500	81 %	2,035
Contractual Services	<u>3,725</u>	<u>18,723</u>	<u>80,000</u>	<u>77 %</u>	<u>61,277</u>
Total Materials & Services	3,725	19,188	82,500	77 %	63,312
Capital Outlay	<u>0</u>	<u>0</u>	<u>72,000</u>	<u>100 %</u>	<u>72,000</u>
Total EXPENDITURES	<u>3,725</u>	<u>19,188</u>	<u>154,500</u>	<u>88 %</u>	<u>135,312</u>
Excess (deficiency) of Revenue over Expenditures	<u>(2,610)</u>	<u>49,698</u>	<u>(87,200)</u>	<u>(157)%</u>	<u>136,898</u>
NET CHANGE IN FUND BALANCE	<u>(2,610)</u>	<u>49,698</u>	<u>(87,200)</u>	<u>(157)%</u>	<u>136,898</u>
BEGINNING FUND BALANCE	138,318	86,010	87,400	(2)%	(1,390)
ENDING FUND BALANCE	<u>135,708</u>	<u>135,708</u>	<u>200</u>	<u>67.754 %</u>	<u>135,508</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
201 - Fire Station Construction  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Miscellaneous Revenues	534	987,152	986,000	0 %	1,152
Total REVENUES	<u>534</u>	<u>987,152</u>	<u>986,000</u>	<u>0 %</u>	<u>1,152</u>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	5,097	152,364	138,800	(10)%	(13,564)
Total Materials & Services	5,097	152,364	138,800	(10)%	(13,564)
Capital Outlay	0	569,169	837,700	32 %	268,532
Total EXPENDITURES	<u>5,097</u>	<u>721,532</u>	<u>976,500</u>	<u>26 %</u>	<u>254,968</u>
Excess (deficiency) of Revenue over Expenditures	(4,563)	265,619	9,500	2,696 %	256,119
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(10,000)	(100)%	10,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>(100)%</u>	<u>10,000</u>
NET CHANGE IN FUND BALANCE	(4,563)	265,619	(500)	(53.224)%	266,119
BEGINNING FUND BALANCE	270,431	249	500	(50)%	(251)
ENDING FUND BALANCE	<u>265,868</u>	<u>265,868</u>	<u>0</u>	<u>0 %</u>	<u>265,868</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
310 - Bonded Debt  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,317	146,267	148,000	(1)%	(1,733)
Miscellaneous Revenues	25	969	600	62 %	369
Total REVENUES	<u>3,343</u>	<u>147,236</u>	<u>148,600</u>	<u>(1)%</u>	<u>(1,364)</u>
EXPENDITURES					
Debt Service	0	150,143	150,200	0 %	57
Total EXPENDITURES	<u>0</u>	<u>150,143</u>	<u>150,200</u>	<u>0 %</u>	<u>57</u>
Excess (deficiency) of Revenue over Expenditures	<u>3,343</u>	<u>(2,907)</u>	<u>(1,600)</u>	<u>82 %</u>	<u>(1,307)</u>
NET CHANGE IN FUND BALANCE	<u>3,343</u>	<u>(2,907)</u>	<u>(1,600)</u>	<u>82 %</u>	<u>(1,307)</u>
BEGINNING FUND BALANCE	9,334	15,583	15,700	(1)%	(117)
ENDING FUND BALANCE	<u>12,677</u>	<u>12,677</u>	<u>14,100</u>	<u>(10)%</u>	<u>(1,423)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
431 - Water Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	43,412	518,032	620,000	(16)%	(101,968)
Miscellaneous Revenues	(543)	3,490	3,000	16 %	490
Total REVENUES	<u>42,869</u>	<u>521,523</u>	<u>623,000</u>	<u>(16)%</u>	<u>(101,477)</u>
<b>EXPENDITURES</b>					
Personnel Services	15,373	144,276	197,300	27 %	53,024
Materials & Services					
Supplies	1,205	8,993	12,000	25 %	3,007
Professional Services	0	5,305	8,600	38 %	3,295
Contractual Services	0	7,936	10,000	21 %	2,064
Travel & Training	6	697	2,200	68 %	1,503
Insurance	0	5,457	5,500	1 %	43
Regulatory Requirements	133	3,840	4,900	22 %	1,060
Utilities	2,808	32,153	45,700	30 %	13,547
Repairs & Maintenance	1,467	18,622	40,300	54 %	21,678
Interfund Services	7,767	69,900	93,200	26 %	23,300
Other Materials & Services	684	6,734	8,300	19 %	1,566
Total Materials & Services	<u>14,069</u>	<u>159,637</u>	<u>230,700</u>	<u>31 %</u>	<u>71,063</u>
Capital Outlay	185	25,374	25,000	(1)%	(374)
Total EXPENDITURES	<u>29,626</u>	<u>329,287</u>	<u>453,000</u>	<u>27 %</u>	<u>123,713</u>
Excess (deficiency) of Revenue over Expenditures	<u>13,243</u>	<u>192,235</u>	<u>170,000</u>	<u>13 %</u>	<u>22,235</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	(1,988)	(24,978)	(214,800)	(88)%	189,822
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(1,988)</u>	<u>(24,978)</u>	<u>(234,800)</u>	<u>(89)%</u>	<u>209,822</u>
NET CHANGE IN FUND BALANCE	<u>11,254</u>	<u>167,257</u>	<u>(64,800)</u>	<u>(358)%</u>	<u>232,057</u>
BEGINNING FUND BALANCE	218,362	62,360	69,100	(10)%	(6,740)
ENDING FUND BALANCE	<u>229,617</u>	<u>229,617</u>	<u>4,300</u>	<u>5,240 %</u>	<u>225,317</u>

**CITY OF DUNDEE**

Statement of Revenues and Expenditures

432 - Water CIP Fund

From 3/1/2019 Through 3/31/2019

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
<b>REVENUES</b>					
Charges for Services	6,349	32,160	36,800	(13)%	(4,640)
Miscellaneous Revenues	1,779	5,724	8,200	(30)%	(2,476)
<b>Total REVENUES</b>	<u>8,128</u>	<u>37,884</u>	<u>45,000</u>	<u>(16)%</u>	<u>(7,116)</u>
<b>EXPENDITURES</b>					
Capital Outlay	16,848	329,807	342,000	4 %	12,193
Debt Service	0	58,602	117,300	50 %	58,698
<b>Total EXPENDITURES</b>	<u>16,848</u>	<u>388,409</u>	<u>459,300</u>	<u>15 %</u>	<u>70,891</u>
Excess (deficiency) of Revenue over Expenditures	<u>(8,721)</u>	<u>(350,524)</u>	<u>(414,300)</u>	<u>(15)%</u>	<u>63,776</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	140,000	(100)%	(140,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>140,000</u>	<u>(100)%</u>	<u>(140,000)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(8,721)</u>	<u>(350,524)</u>	<u>(274,300)</u>	<u>28 %</u>	<u>(76,224)</u>
<b>BEGINNING FUND BALANCE</b>	151,258	493,061	469,000	5 %	24,061
<b>ENDING FUND BALANCE</b>	<u>142,537</u>	<u>142,537</u>	<u>194,700</u>	<u>(27)%</u>	<u>(52,163)</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
441 - Sewer Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	109,958	1,010,636	1,286,600	(21)%	(275,964)
Miscellaneous Revenues	287	1,462	1,400	4 %	62
Total REVENUES	<u>110,244</u>	<u>1,012,098</u>	<u>1,288,000</u>	<u>(21)%</u>	<u>(275,902)</u>
<b>EXPENDITURES</b>					
Personnel Services	13,941	148,754	196,300	24 %	47,546
Materials & Services					
Supplies	277	8,956	24,000	63 %	15,044
Professional Services	574	17,745	45,500	62 %	27,755
Contractual Services	0	270	700	61 %	430
Travel & Training	6	1,373	1,800	24 %	427
Insurance	0	16,170	16,200	0 %	30
Regulatory Requirements	29	3,294	5,400	39 %	2,106
Utilities	8,071	62,993	84,900	26 %	21,907
Repairs & Maintenance	5,084	31,415	98,300	68 %	66,885
Interfund Services	6,883	61,950	82,600	25 %	20,650
Other Materials & Services	684	6,689	8,100	17 %	1,411
Total Materials & Services	<u>21,609</u>	<u>210,856</u>	<u>367,500</u>	<u>43 %</u>	<u>156,644</u>
Total EXPENDITURES	<u>35,550</u>	<u>359,609</u>	<u>563,800</u>	<u>36 %</u>	<u>204,191</u>
Excess (deficiency) of Revenue over Expenditures	<u>74,695</u>	<u>652,488</u>	<u>724,200</u>	<u>(10)%</u>	<u>(71,712)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	(60,998)	(550,025)	(743,400)	(26)%	193,375
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(60,998)</u>	<u>(550,025)</u>	<u>(763,400)</u>	<u>(28)%</u>	<u>213,375</u>
NET CHANGE IN FUND BALANCE	<u>13,697</u>	<u>102,463</u>	<u>(39,200)</u>	<u>(361)%</u>	<u>141,663</u>
BEGINNING FUND BALANCE	129,231	40,465	43,700	(7)%	(3,235)
ENDING FUND BALANCE	<u>142,928</u>	<u>142,928</u>	<u>4,500</u>	<u>3,076 %</u>	<u>138,428</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
442 - Sewer CIP Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	6,016	18,068	35,000	(48)%	(16,932)
Miscellaneous Revenues	<u>1,235</u>	<u>8,622</u>	<u>13,600</u>	<u>(37)%</u>	<u>(4,978)</u>
Total REVENUES	<u>7,251</u>	<u>26,690</u>	<u>48,600</u>	<u>(45)%</u>	<u>(21,910)</u>
<b>EXPENDITURES</b>					
Capital Outlay	298	40,033	36,000	(11)%	(4,033)
Debt Service	<u>0</u>	<u>364,328</u>	<u>690,400</u>	<u>47 %</u>	<u>326,072</u>
Total EXPENDITURES	<u>298</u>	<u>404,362</u>	<u>726,400</u>	<u>44 %</u>	<u>322,038</u>
Excess (deficiency) of Revenue over Expenditures	<u>6,953</u>	<u>(377,672)</u>	<u>(677,800)</u>	<u>(44)%</u>	<u>300,129</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	<u>55,500</u>	<u>499,500</u>	<u>666,000</u>	<u>(25)%</u>	<u>(166,500)</u>
Total OTHER FINANCING SOURCES (USES)	<u>55,500</u>	<u>499,500</u>	<u>666,000</u>	<u>(25)%</u>	<u>(166,500)</u>
NET CHANGE IN FUND BALANCE	<u>62,453</u>	<u>121,829</u>	<u>(11,800)</u>	<u>(1,132)%</u>	<u>133,629</u>
BEGINNING FUND BALANCE	553,042	493,667	487,800	1 %	5,867
ENDING FUND BALANCE	<u>615,496</u>	<u>615,496</u>	<u>476,000</u>	<u>29 %</u>	<u>139,496</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
451 - Storm Water Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	9,191	81,528	109,800	(26)%	(28,272)
Miscellaneous Revenues	134	656	600	9 %	56
Total REVENUES	<u>9,325</u>	<u>82,184</u>	<u>110,400</u>	<u>(26)%</u>	<u>(28,216)</u>
<b>EXPENDITURES</b>					
Personnel Services	2,267	21,356	28,800	26 %	7,444
Materials & Services					
Supplies	92	1,112	2,300	52 %	1,188
Professional Services	511	1,100	5,600	80 %	4,500
Travel & Training	1	53	200	73 %	147
Insurance	0	195	200	2 %	5
Regulatory Requirements	0	38	100	62 %	62
Utilities	58	530	1,100	52 %	570
Repairs & Maintenance	64	1,156	2,300	50 %	1,144
Interfund Services	1,133	10,200	13,600	25 %	3,400
Other Materials & Services	1	3	300	99 %	297
Total Materials & Services	<u>1,860</u>	<u>14,386</u>	<u>25,700</u>	<u>44 %</u>	<u>11,314</u>
Total EXPENDITURES	<u>4,127</u>	<u>35,741</u>	<u>54,500</u>	<u>34 %</u>	<u>18,759</u>
Excess (deficiency) of Revenue over Expenditures	<u>5,198</u>	<u>46,442</u>	<u>55,900</u>	<u>(17)%</u>	<u>(9,458)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out	0	0	(68,100)	(100)%	68,100
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(73,100)</u>	<u>(100)%</u>	<u>73,100</u>
NET CHANGE IN FUND BALANCE	<u>5,198</u>	<u>46,442</u>	<u>(17,200)</u>	<u>(370)%</u>	<u>63,642</u>
BEGINNING FUND BALANCE	61,542	20,298	19,600	4 %	698
ENDING FUND BALANCE	<u>66,740</u>	<u>66,740</u>	<u>2,400</u>	<u>2,681 %</u>	<u>64,340</u>

**CITY OF DUNDEE**  
Statement of Revenues and Expenditures  
452 - Storm Water CIP Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
<b>REVENUES</b>					
Charges for Services	3,086	5,522	15,000	(63)%	(9,478)
Miscellaneous Revenues	85	11,146	1,200	829 %	9,946
Total REVENUES	<u>3,171</u>	<u>16,668</u>	<u>16,200</u>	<u>3 %</u>	<u>468</u>
<b>EXPENDITURES</b>					
Capital Outlay	1,656	45,680	125,600	64 %	79,920
Debt Service	0	11,799	23,700	50 %	11,901
Total EXPENDITURES	<u>1,656</u>	<u>57,479</u>	<u>149,300</u>	<u>62 %</u>	<u>91,821</u>
Excess (deficiency) of Revenue over Expenditures	<u>1,516</u>	<u>(40,811)</u>	<u>(133,100)</u>	<u>(69)%</u>	<u>92,289</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	56,000	(100)%	(56,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>56,000</u>	<u>(100)%</u>	<u>(56,000)</u>
NET CHANGE IN FUND BALANCE	<u>1,516</u>	<u>(40,811)</u>	<u>(77,100)</u>	<u>(47)%</u>	<u>36,289</u>
BEGINNING FUND BALANCE	40,908	83,235	77,900	7 %	5,335
ENDING FUND BALANCE	<u>42,424</u>	<u>42,424</u>	<u>800</u>	<u>5,203 %</u>	<u>41,624</u>

# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: April 11, 2019  
Re: Department Head Hiring

At the February 19, 2019 meeting the City Council discussed possible changes to Section 2.12.030 of the Dundee Municipal Code (DMC) regarding the hiring of department heads. Currently, City Council has the exclusive authority for hiring department heads. There was not clear direction from the Council on this issue at the February 19 meeting and I proposed to bring back some draft revisions to DMC 2.12.030. The first option places the authority for hiring department heads with the city administrator. The second option allows the city administrator to conduct the recruitment and selection of the department heads, but requires Council approval of the hiring of the department head.

## Option 1:

### 2.12.030 Authority over city employees.

The city administrator shall have general supervision and control, including hiring, discipline and discharge, over all city employees, except the municipal court judge ~~and the hiring of city department heads~~ for which council retains exclusive control, and shall designate the duties employees shall perform and all matters pertaining to their work for the city. The city council may, by resolution or ordinance, provide rules under which the city administrator shall exercise said direction and supervision.

## Option 2:

### 2.12.030 Authority over city employees.

The city administrator shall have general supervision and control, including hiring, discipline and discharge, over all city employees, except the municipal court judge ~~and the hiring of city department heads~~ for which council retains exclusive control, and shall designate the duties employees shall perform and all matters pertaining to their work for the city. The hiring of city department heads by the city administrator shall require the consent and approval of the city council. The city council may, by resolution or ordinance, provide rules under which the city administrator shall exercise said direction and supervision.

Whether Option 2 is selected or not, it is usual for a City Manager (Administrator) to keep the Council informed regarding the hiring of a key position with the City. However, with Option 2 the Council's involvement in the process may vary depending on the make-up its members and the position being recruited. Typically high profile positions, such as a Police Chief, may have greater community interest which prompts more involvement by the Council. No matter whether an interview of department head candidates are conducted by a panel (including members of Council) or one-on-one with the City Manager (Administrator), proper candidate selection and interviewing techniques must be used to avoid actual or perceived discriminatory and illegal practices. Candidate selection and the interview process should consistently relate to the job description requirements and desired qualifications. If Option 2 is selected, depending on the extent of the Council's involvement there is a concern that a more complex recruitment process may be a deterrent to qualified applicants. Also, depending upon the involvement of the Council in the selection of a department head, there is the concern that the employee may incorrectly perceive the Council in a supervisory role and create a conflict with the principal of non-interference in the administration of the City by the City Manager (Administrator) to effectively and efficiently carry out policy and directives of the City Council and it may unduly influence the City Manager's responsibility in ensuring the satisfactory performance of the employee.

While following up on this issue, I noted that DMC 2.12.020 (below), which outlines the duties of the city administrator, should be updated also. DMC 2.12.020 is very detailed and identifies specific tasks that are actually performed by other City employees either by delegation or as outlined in another position's job description. While some cities define the role of the City Manager (Administrator) in their Municipal Code, it is typically more general. Also, the duties as well as the appointment of the City Manager (Administrator) are typically described in the City Charter. Section DMC 2.12.020 should be updated; however, this may be moot if the Council chooses to bring an updated City Charter to the voters.

#### **2.12.020 Powers and duties.**

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The powers and duties of the city administrator shall be as follows:

- A. The city administrator shall attend all meetings of the city council (unless excused by the mayor); keep the city council advised at all times of the affairs and needs of the city; make reports as requested by the city council including but not limited to reports on city department operations.
- B. The city administrator shall maintain all aspects of the personnel records for all employees.
- C. The city administrator shall attend meetings of governmental agencies as a representative of the city when requested by the city council and mayor.
- D. Prepare the annual budget for consideration by the city council and mayor, and budget committee; serve as budget officer.

E. Prepare, publish and post all legal notices as required; submit press releases to the news media; communicate with the public.

F. Serve as election officer.

G. Act as purchasing agent for all departments of the city (subject to such limitations as may be from time to time adopted by the city council; but in no event shall the city administrator bind the city for any purchase above the sum of \$5,000 unless prior approval has been given by the city council).

H. To act as business manager for the city: supervising expenditures of all departments; analyzing the functions of all departments; making recommendations for greater efficiency of city government.

I. Ensure enforcement of all ordinances, franchises, leases, contracts, permits and privileges granted by, or for running of, the city.

J. To supervise the issuance of building permits; the filing of all related reports.

K. To serve as executive secretary to the mayor and city council.

L. To perform all the duties of city treasurer.

M. To act as records officer in the supervision of the recording, filing, and maintenance of all city records including deeds, easements, bonds, contracts, ordinances, resolutions, leases and other legal documents.

N. To prepare necessary reports, and serve as planning commission secretary.

O. Endeavour at all times to exercise the highest degree of tact, patience, and professional courtesy in actions and communications in order to maintain the highest possible standard in public service.

### **Recommendation**

After coming to a decision on Option 1 or Option 2, Council should discuss whether DMC 2.12.020 should be updated also. If so, then I will prepare an ordinance to implement those changes for consideration at a future meeting. Please note if Council wishes to proceed with updating the City Charter to create a City Manager position, then Chapter 2.12 of the Dundee Municipal Code should be repealed following approval of the updated City Charter by the voters.



## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: April 11, 2019  
Re: Public Works Supervisor Appointment

As reported at the April 2, 2019 meeting, Public Works Supervisor Alan Mustain has confirmed his intent to retire June 30, 2019. Alan will have worked for the City of Dundee for nearly 40 years and has a tremendous amount of institutional knowledge and much of that has been shared with the other Public Works employees and improved documentation. Significant changes since Alan started with the City include the construction of five wells, three water reservoirs, replacement and upgrade of much of the existing water distribution system, construction of a facultative sludge lagoon sewer system, followed by multiple expansions, followed by their replacement to an activated sludge mechanical process involving state of the art MBR technology. In addition to the infrastructure changes, regulations regarding the operation of water and sewer utilities and safety regulations have evolved to require better trained and certified employees. With only four full-time employees, Dundee Public Works Department accomplishes quite a bit to comply with state and federal requirements and keep the City's utilities in good working order. Much of that success is due to the steady work and commitment of Utility Worker III Chuck Simpson.

Chuck has been with the City about 19 years and has shown progressive leadership with the Department. When requested, he stepped up to the challenge of obtaining his Wastewater Treatment Grade 2 certificate in 2015, which then allowed him to work independently but under direction of the Wastewater Treatment Operator. Chuck has also obtained all of the certificates required of the Public Works Supervisor position, including Water Distribution II, Wastewater Collection II, and Cross Connection Specialist. Chuck also took on the responsibility of ensuring the City's compliance with traffic control devices, storm catch basin maintenance documentation, and sewer manhole inspection and I&I documentation. In recent years Chuck has enrolled in supervisor training sponsored by City County Insurance Services and has become more involved in budget preparation and providing pragmatic recommendations to improve operations. While there are some administrative tasks with the Public Works Supervisor position, the bulk of the duties involves field work and is more similar to a crew chief. The attached job description needs a little updating, but is still a good representation of the position.

I am confident that Chuck will perform the duties of Public Works Supervisor with the same energy and confidence currently exhibited. I request Council to confirm appointment of Chuck Simpson to Public Works Supervisor. Also, due to the challenges and competition of recruiting certified employees, my intent is to hire a person to fill a Utility Worker II position that is able to advance to Utility Worker III upon obtaining the required certificates.

Recommendation: Council motion confirming the appointment of Chuck Simpson to Public Works Supervisor starting July 1, 2019.





**POSITION DESCRIPTION:** PUBLIC WORKS SUPERVISOR  
**DEPARTMENT:** PUBLIC WORKS

**SUPERVISED BY:** CITY ADMINISTRATOR  
**SUPERVISES:** WASTEWATER TREATMENT PLANT OPERATOR  
UTILITY WORKERS

**EMPLOYMENT STATUS:** EXEMPT

### **GENERAL DESCRIPTION**

Plans, organizes and directs the activities and personnel of the Public Works Department including the operation and maintenance of the water system, wastewater treatment plant, street, sewer and storm drainage systems, green spaces including street trees and building and vehicle maintenance as well as inventory control activities. Performs various maintenance and laboring tasks in conjunction with other public works job classifications. Required to participate in on-call rotation.

### **ESSENTIAL JOB FUNCTIONS**

*The list of duties is a representative sample of the work appropriate to this class and does not include all of the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

Develops departmental goals, work plans and maintenance schedules. Monitors utilization of personnel and equipment, and accomplishment of goals and plans. Assures compliance of department activities with all applicable City, Country, State and Federal regulations.

Recruits, selects, supervises, trains and evaluates personnel performing activities in the Public Works Department. Evaluates program effectiveness, settles employee disputes and takes action for improvement as necessary. Develops work plans, timelines and resource allocation for assigned projects. Monitors progress to ensure objectives are met. Handles confidential and sensitive information on a regular basis.

Participates with employees engaged in the safe construction, maintenance and repair of a variety of public works projects.

Directs the safe storage, transmission and distribution of the City's water supply system and maintenance activities. Supervises inspection, testing and maintenance of meters, storage reservoirs, water mains, water works properties and equipment.

Ensures compliance and monitors the City's cross connection control program and other state regulated programs.

Establishes new programs and upgrades existing programs for monitoring regulated water contaminants; changes/adapts all programs as the City's population and requirements fluctuate.

Maintains the City's water quality records, including documentation of all inquires and monitoring tasks performed. Oversees preparation and submittal of all water quality related regulatory reports.

Communicates with Administration regarding customer request for meter reading, leak checks, etc.

Monitors the maintenance and operation of the City's telemetry system.

In conjunction with a city engineer, participates in pre-construction meetings, monitors and inspects work of consultants and other firms working on public works projects.

Reviews and makes recommendations on building and development plans submitted to the City; monitors private construction projects and coordinates with appropriate agency representative.

Develops specifications and handles bid process for the purchase of public works equipment and supplies.

Prepares and monitors annual budget including long-range planning for the department. Ensures sound financial procedures are used in purchasing materials and equipment.

Meets with the public on issues involving the department.

Makes presentations to the Budget Committee, City Council and other public audiences as directed by the City Administrator.

Manages the City's pavement management program; participates in road repair utilizing street surfacing materials; maintains street signs; removes obstacles and debris from the roadway and performs sidewalk repair.

Directs and participates in groundskeeping and landscaping duties and general maintenance of grounds and municipal facilities.

Monitors the safe storage, application and disposal of chemicals used in public works maintenance activities; maintains required documentation of chemical-use process.

Identifies and documents possible ordinance violations, health and safety hazards and public nuisances. Responds to nuisance abatement and code enforcement issues on a complaint-driven basis.

Develops and monitors safety programs within the department. Follows safety rules and procedures.

Participates in on-call rotation for weekend and evening service calls.

Represents the City in dealing with various governmental agencies. Confers, cooperates and coordinates activities with the state and other agencies on projects.

Administers public contracts, ensures conformance with specifications and approves payments.

Operates a variety of light and heavy public works construction equipment.

Operates standard office equipment including a personal computer utilizing a variety of software applications.

Drives to City and Community facilities as well as meetings and training opportunities as necessary.

Contributes to an environment in which employees are focused on producing excellent customer service. Promotes a professional and courteous behavior with a participatory approach to problem resolution that promotes a positive experience for internal and external customers.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge:**

- Advanced knowledge of the modern practices of public works administration.
- Advanced knowledge of general management principles and concepts including municipal budgeting, work scheduling, cost estimating, safety requirements and personnel management.
- Considerable knowledge of the materials, methods and techniques used in construction, maintenance and operation of streets, sewers, storm, water, equipment maintenance, inventory systems and building and green space maintenance.
- Considerable knowledge of wastewater treatment and pavement management.
- Considerable knowledge of OSHA rules and regulations, safe operation of equipment and the precautions to be taken in order to avoid accidents.
- Working knowledge of horticulture, the control methods and safe application of pesticides for weeds, diseases and insects affecting trees, shrubs and plants.
- Considerable knowledge of office procedures and methods.
- Considerable knowledge of English grammar, spelling and usage.

**Skills:**

- Skills in the operation of standard public works maintenance equipment including heavy construction equipment.
- Skills in the operation of standard office equipment and personal computers utilizing computerized application software as required for the position.

**Abilities:**

- Ability to plan and organize various public works related functions and supervise employees carrying out such functions.
- Ability to read plans and sewer and water maps.
- Ability to develop long-term plans and programs and to make sound decisions on matters of major policy and on complex administrative problems.
- Ability to exercise initiative by interpreting ordinances and resolutions and explaining City policies and procedures.
- Ability to maintain complex records and prepare clear and concise reports.
- Ability to multi-task and deal with frequent interruptions.
- Ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions.
- Ability to communicate effectively in oral and written format to coworkers, elected officials and the general public and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Ability to establish and maintain effective working relationships with employees, public officials, other agencies, contractors and the general public.

**EDUCATION, TRAINING AND EXPERIENCE**

A typical way of obtaining the knowledge, skills and abilities outlined above is education equal to graduation from high school supplemented by one year of post high school education (45 CEU's or equiv.) relative to the position and a minimum of five years of increasingly responsible experience in municipal public works operation and maintenance, including a minimum of three years of supervisory experience.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**LICENSING AND OTHER REQUIREMENTS**

Possession of a valid Oregon Driver's License with the ability to upgrade to a Commercial Driver's License (CDL) if requirements change. First Aid and CPR certification. Possession, or the ability to obtain within a time limit established by the City Administrator State of Oregon Certifications: Water Distribution II, Wastewater Collection II, Wastewater Treatment II, Cross Connection Control Specialist. Additional certifications and increases in certification levels may be required based on state classification of the City's systems.

## PHYSICAL AND MENTAL DEMANDS

Frequent repetitive motions including, but not limited to, hand, wrist and finger movements; daily talking, hearing and seeing, sitting, walking, reaching, standing, climb or balance, stoop, kneel, crouch or crawl, bend and twist and taste and smell. Exerting up to 50 pounds of force routinely and up to 100 pounds occasionally to lift, carry, push, pull or otherwise move objects.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to work at night.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation, which will be evaluated on an individual basis and depend, in part, on the specific requirements of the job, the limitations related to the disability and the ability to the City to accommodate the limitation.

## WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this class. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, frequent interruptions, and background noises. Work assignments will require attendance at evening meetings and attendance at meeting with other agencies, community partners and vendors.

While performing the duties of this job in an outdoor setting, the employee is occasionally exposed to loud noise, wet or humid conditions, blood borne pathogens, moving mechanical parts, vibration, high precarious places, areas where movement is restricted, fumes or airborne particles, toxic or caustic chemicals, extreme outside weather conditions and the risk of electrical shock. On-call status will require the ability to work at night. Position may cause employee to engage with upset or emotional people on a frequent basis.

*This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.*

Revised: 7/1/2012



## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: April 11, 2019  
Re: PGE Underground Conversion

To facilitate the City's goal of undergrounding Comcast and Frontier Communications lines next to Highway 99W, including the removal of the Frontier Communications poles located next to or in the sidewalk on the west side of the highway, the PGE lines attached to the Frontier Communication poles must be removed first. Currently, there are 13 private services with 11 properties located on the west side of the highway that have overhead electric service connections that are fed from PGE lines attached to Frontier Communications poles. PGE provided a rough estimate of \$260,000 to underground the PGE lines, however, their work stops at the property line. To complete the undergrounding, all of the existing private services would have to be converted to underground meter service bases. This cost, including any upgrades to current electric code requirements, is the responsibility of the owners.

State law establishes a policy for the Oregon Public Utility Commission (OPUC) to review and approve rates to electrical utilities in cases of forced undergrounding by a municipality. The utility is required to collect its conversion cost as a uniform percentage charge on each customer's total monthly bill and the amount must be separately stated and identified on each bill. It normally takes a minimum of 45 days to complete the OPUC review process once all of the information is filed and OPUC staff does not raise any concerns. Upon OPUC approval and prior to the first billing, PGE will provide notice to the affected customers that the cost will appear on their bill as a separate item and explain the nature of the cost. I initially discussed with PGE the possibility of Dundee Urban Renewal paying the monthly fee on behalf of the Dundee PGE customers, but this is outside of their normal practices and I was not getting very far with that approach. Since the OPUC also looks for a term of five years or less to recover the undergrounding costs; the tax revenue from Urban Renewal would not be sufficient in such a short time period. I also confirmed the maximum term I may obtain from a bank loan is seven years.

I estimated a \$260,000 project with recovery applied to all PGE customers in Dundee would be about 3.9% additional cost per month to the customer over a three year period or 2.4% per month over a five year period. Using an average of \$60.00 month PGE bill, this would be \$1.44 or \$2.34 respectively. If Council chooses to move ahead with this process, then PGE will provide a more detailed cost estimate for the work and bring back payback options to select from. An ordinance will be prepared with the relative information on the forced undergrounding project that will need to be adopted by the Council for PGE to move ahead with filing the rate tariff. Regarding the improvements to the private properties, I propose a loan to cover all costs with repayment from Urban Renewal. This will require

individual agreements with each of the eleven owners for access, authorizing permits and completing the improvements. I requested an estimate of this work for budget purposes from an electrical contractor and hope to have the information at the April 16 meeting.

Recommendation: Motion authorizing the city administrator to consult with PGE regarding the scope of work and project cost estimates for the purpose of preparing an ordinance ordering the PGE overhead services currently attached to Frontier Communication poles to be placed underground.