



**CITY OF DUNDEE**  
**CITY COUNCIL MEETING**  
**Meeting will be Teleconferenced**

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 21, 2020 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. 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.
4. 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.
  - 4.1 City Council Minutes, March 17, 2020 Pages 1-8
  - 4.2 Financial Report Ending March 31, 2020 Pages 9-30
  - 4.3 Public Works Quarterly Report Pages 31-32

*Action Required: Motion to Accept the Consent Agenda*
5. Old Business:
  - 5.1 Resolution No. 2020-03, State Parks Local Government Grant Pages 33-40

*Action Requested*
6. New Business:
  - 6.1 WWTP Pump Repair Quote Pages 41-48

*Action Requested*

  - 6.2 Sewer Manhole Repairs Quote Pages 49-54

*Action Requested*

  - 6.3 Water System Development Charge Established Pages 55-56

*Action Requested*

  - 6.4 City Administrator Salary Pages 57-60

*Discussion*
7. Council Concerns & Committee Reports
8. Mayor's Report
9. City Administrator Report

10. Adjourn

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Pending Business:

1. Public Works
  - 1.1 Highway 99W Street Lighting
  - 1.2 ODOT Phase B Highway 99W Improvements
  
2. Planning/Land Use
  - 2.1 Dundee Riverside District Code Amendment
  - 2.2 Exterior Lighting – Code Update/Street Light Standards
  - 2.3 Helipad Standards
  - 2.4 Vacation Rentals Code Amendment
  - 2.5 Pending Type II or Type III Land Use Applications:
  
3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 LID 2013-01 Final Assessment Ordinance
  - 3.3 Storm Drain Master Plan Update
  
4. Parks & Trails
  - 4.1 Harvey Creek Trail Property Rehabilitation
  - 4.2 WWTP Nature Park
  
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 572-2020
  - 5.2 Resolution No. 2020-04

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

**CITY COUNCIL MEETING  
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March 17, 2020**

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**City of Dundee**  
**City Council Meeting Minutes**  
**March 17, 2020**

**Call to Order**

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

**Council and Staff Attendance**

Present: Mayor David Russ; Councilors Tim Weaver, Storr Nelson, Ted Crawford and Patrick Kelly. Attendance Via Zoom: Councilors Kristen Svicarovich and Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Greg Reid, City Engineer; Melissa Lemen, Administrative Assistant; and Amy Hanifan, Interim Fire Chief. Staff Attendance via Zoom: Tim Ramis, City Attorney.

**Public Attendance**

None.

**Agenda Changes**

New business item 8.4 Resolution No. 2020-02, a resolution declaring a state of emergency, was added to the meeting agenda.

**Presentation: Corona Virus Update – Interim Fire Chief Amy Hanifan**

Chief Hanifan was introduced to the Council. She discussed the recent impacts of the Covid-19 outbreak locally, including the concerning symptoms for first responders. She discussed that so far in the State of Oregon there have been 65 documented cases. Chief Hanifan discussed how some of the testing and reporting procedures are changing and the fact that the Corona Virus is now being viewed as a community transmittable disease rather than just specifically spread through air travel or contact with someone who has tested positive for it. There has been one positive test case in Yamhill County and one reported death in Oregon. Chief Hanifan explained that many nearby cities are declaring a state of emergency, mostly in preparation to be able to mobilize funds given the uncertainty of the next couple of months; things will get worse before they get better. She discussed that personal protective equipment (PPE) is a real concern as well as potential staffing shortages, especially in volunteer organizations. Chief Hanifan discussed that the Department is scaling staffing down as far as contact with all patients, with precautions taken at each call inclusive of full PPE, if needed. She noted that they have been in close contact with their medical director, Dr. Heizer, as well as TVF&R regarding their practices. Discussion ensued and Chief Hanifan explained that they have canceled the upcoming Pancake Feed, Easter Egg Hunt, and Volunteer Banquet have all been canceled. It was also announced today that school will be closed until April 28, 2020. Discussion ensued with regard to precautions being taking within the Department including the implementation of virtual training to be provided over the next several weeks. Chief Hanifan answered a few brief questions.

**Public Comment**

None.

**Consent Agenda**

A motion was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, February 18, 2020 and Item 6.2 Financial Report Ending February 29, 2020. The motion passed unanimously.

## Old Business

### Budget Committee Appointments

It was noted that three applications were received for four vacancies on the Committee. Brief discussion ensued. A motion was made and seconded to appoint Ryan Hess and Jeanne Marie Callahan to the Budget Committee with a term ending December 31, 2022 and to appoint Mordechai Kotler to the Budget Committee with an unexpired term ending December 31, 2021. C. Nelson inquired as to whether the applications have been present in the order in which they were received. It was noted that Kotler's application was received most recently. The motion passed unanimously.

### Streetlight Project Bid Award

It was noted that of the two bids received, Northstar Electrical Contractors was found to be the lowest responsive bidder at a cost of \$552,000. Discussion ensued regarding the banner arms, which C.A. Daykin discussed that the thought process is that the City could purchase those through the next budget cycle as part of the tourism fund; the tourism fund also needs the arms for banners, which they will also want to install. Discussion ensued regarding costs associated with the installation of the banner arms. C.E. Reid pointed out that the second bid received was significantly higher than NorthStar. He explained that he had anticipated receiving two additional bids though he is unsure why they were not received. It was noted that this is specialty work for which he did not expect to receive a lot of bids. Discussion ensued. C.E. Reid expressed concern that if the project were rebid or if ODOT were to do the work the costs would increase, delaying the work would not likely be a benefit. C.A. Daykin pointed out that the City worked with NorthStar previously on several different projects in Dundee going back at least ten years when there was a conversion from the drop lens style light to the flat lens style light. He discussed that they are very easy to work with and are very familiar with Dundee. A motion was made and seconded to award the Highway 99W Phase A Street Light Project to Northstar Electrical Contractors for the cost of \$495,000, which excludes Bid Item No. 8 Banner Arms. The motion passed unanimously.

### Waterline Relocation Easement

C.E. Reid reviewed the detailed background information contained on page 45 of his report. He explained that where the water line will need replaced parallel to the highway, placing it in an easement right behind the sidewalk is recommended so that the City doesn't have to reconstruct previous improvements. The specific locations where the water lines would be impacted were described in detail. C.E. Reid explained that in these areas the City would need to gain easements from the property owners; the City is looking to obtain substandard easements because in the CBD zone the property owners are not able to build in the first five feet; the easement costs would increase significantly if 15 feet were requested (as required by the standards) and this would impact their means of developing their property. Detailed discussion ensued regarding potential options by which the City could negotiate/acquire the easements. C.E. Reid noted that he is only proposing to consider an offer to install and maintain landscaping within the 5 feet along the applicable highway areas. C.A. Daykin provided additional detailed clarification. C. Svicarovich inquired about how deep the water line will be placed and whether a contractor has confirmed that this work can be accomplished in 5 feet of space. C.A. Daykin explained that a temporary easement would be requested during the construction phase, but the final easement would be only the 5 feet. He explained that there is a similar situation present already across the street from this location where the 10-inch water line is underneath the sidewalk at this time without a lot of room for access. C.E. Reid explained that the City is also considering boring the water lines in to attempt to reduce the amount of disruption. Discussion ensued. C. Nelson asked whether there are any other utilities which may utilize that easement in the future. C.E. Reid noted that this is the next item of discussion and explained that potentially this would be the case

as that would be where the PUE would be located. Additionally, he explained that the franchise easements have already been placed under the sidewalk, so the only other potential at this time would be electrical. Discussion ensued. C. Svicarovich inquired about whether the easement along the railroad tracks is within railroad right-of-way which C.E. Reid confirmed that it is only adjacent to the right-of-way. The consensus of Council is for Staff to move forward with securing the easements.

### Undergrounding PGE Design

C.E. Reid reviewed background information contained in his report on page 51 of the agenda packet. He provided a detailed discussion about options associated with the electrical undergrounding, including some of the pros and cons. C.E. Reid explained that he could plan for the undergrounding of the distribution and place the conduits in the ground; if the City decides not to spend the money now, at least the opportunity is there. C. Nelson voiced that he is in favor of the flexibility of having the undergrounding option available. C.E. Reid pointed out that one of the big benefits would be that if the City were to go underground with the distribution lines, the City could potentially lose about half of the transmission poles down the east side as they would no longer be needed to support just the transmission; the number of poles are there because they are supporting two systems. Discussion ensued, including very preliminary potential cost information for the undergrounding work. C.A. Daykin provided clarification that the costs discussed are simply to take advantage of the highway reconstruction project so that the City can lay pipe in before they place the new highway surface on top. Additional detailed discussion ensued, and C.E. Reid explained that the easement costs would be in addition to the \$1.3 million preliminary cost estimate. Lengthy conversation continued and questions from Council were addressed. The consensus of the Council was to support the design for the conduits to be placed beneath the highway and to be designed to accommodate the undergrounding of the distribution and/or transformers along the easterly side.

## New Business

### Personal Protective Equipment Quote

A motion was made and seconded to approve the purchase of updated fire protective gear for six firefighters from Curtis Tools for Heroes at a cost \$12,678. The motion passed unanimously.

### Planning Services Agreement

C.A. Daykin discussed that the City has history with each of the vendors who provided proposals. He reviewed that MIG seems better prepared to move forward quickly with the topic of vacation rentals given the amount of work that they have been doing in this area, representing a number of different cities. C.A. Daykin discussed that his recommendation is to award the initial contract to MIG and start the first project with the vacation rental work. He suggested that moving forward the City could continue working with MIG or perhaps by that time a new planner would be on board to pick up some of the work. C.A. Daykin explained that he's not that optimistic about the City of Newberg having a new city planner who would be available to assist Dundee as he was told there is a huge back log of work at Newberg presently. C.A. Daykin discussed that the cost would be more on an hourly basis with MIG, but this way they would be working for the City of Dundee and perhaps would be able to move more quickly to get the work done. M. Russ inquired as to whether the City of Dundee is still paying the City of Newberg on a contract to which C.A. Daykin explained that this is only done on an hourly basis when work is being performed. Discussion ensued and additional questions from the Council were addressed. A motion was made and seconded to authorize the City Administrator to enter into agreement with Moore Iacofano Goltsman, Inc. for planning services in an amount not to exceed \$25,000 provided the agreement is first reviewed and approved by the City Attorney. The motion passed unanimously.

### Resolution No. 2020-01, Supplemental Budget

C.A. Daykin provided brief discussion and explained that the resolution provides a summary explanation of the additional funds and the proposed uses. They include funds from the state for helping the City prepare the street addressing information for emergency services and reimbursement on fire conflagrations. He also reviewed that, as previously discussed, more property taxes were received than were anticipated, as well as a higher beginning fund balance. Discussion ensued and he explained that this will be a two-part process to amend the budget and he will bring forward a resolution to authorize transfer of budgeted appropriations. C.A. Daykin explained that the other part of the supplemental budget relates to a project the City Council approved, the extension of the Tenth Street main; an appropriation is needed to cover that work. The second part of that would be budget transfer appropriations that he will bring forward to close out the fire construction fund. A motion was made and seconded to pass Resolution No. 2020-01, a resolution adopting a supplemental budget for fiscal year 2019-2020. The motion passed unanimously.

### Resolution No. 2020-02, Declaration of State of Emergency

C.A. Daykin discussed that C. Atty Tim Ramis is available tonight to answer any questions pertaining to this resolution. C.A. Daykin discussed that, as Council is aware, City Hall has been closed to the general public this week. He explained that the office at City Hall is still being manned from 8:00 a.m. to 5:00 p.m. and staff is available to answer phone calls and emails. Deliveries are received at the door utilizing the doorbell. When there are instances where people/businesses need to come in and transact business with the City this can be done on an appointment basis. C.A. Daykin discussed some of the daily ongoing business activities related to municipal court and indicated that much of this work can be done via email, over the phone or by appointment if necessary. He explained that Staff will be available to accommodate the needs of the public while also limiting the amount of public access to the building. C.A. Daykin explained that Staff will also be able to take advantage of working remotely though will still be available to addresses issues that come up during the 8:00 a.m. to 5:00 p.m. workday. M. Russ suggested that a plan be in place in case a "Stay In Place" order is issued by the Governor for Oregon.

C. Crawford inquired as to whether the City Emergency Operating Plan (EOP) provides information pertaining to a pandemic. C.A. Daykin explained that the EOP is more of an outline of process and doesn't provide the detailed instructions on how to act in a particular type of incident. C.A. Daykin reviewed a list of upcoming meetings which were discussed in detail. The consensus of Council is to cancel the April 1<sup>st</sup> Parks Advisory Committee meeting, cancel the Tourism Committee meeting on March 25<sup>th</sup>, cancel the Planning Commission on April 15<sup>th</sup>, and plan to begin the Budget Committee process on May 7<sup>th</sup>. The April 7<sup>th</sup> City Council meeting will be canceled, and the next meeting will be held on April 21, 2020. Discussion ensued regarding potential upcoming meeting agenda items. C.A. Daykin discussed that the City has a limited public works crew and each of them understand the roles of what needs to be completed by the other; there is good back-up coverage if there is one person who is not able to perform. He explained, however, that there is one exception which is that there is only one person who is qualified to run the WWTP lab. When this has come up as an issue in the past, the required sampling is then taken to independent labs for testing. It was noted that Operator Jared Nunley is most skilled at managing the WasteWater Treatment Plant, though much of that work can also be monitored remotely. C.A. Daykin discussed in detail some of the daily responsibilities of public works employees.

C. Weaver suggested that C.A. Daykin be provided the independence to manage situations which might be presented by new executive orders from the Governor, and voice support of good communication as well. C. Crawford voiced support that electronic Zoom meetings could replace

in-person meetings, if needed. C.A. Daykin confirmed that the City will be subscribing to Zoom so this type of meeting could be an option moving forward. Discussion ensued.

C. Crawford inquired about protocols which might be in place to cover if there are fire department employees who become quarantined. C.A. Daykin discussed that either hours will be bought, or the City will need to look at mutual aid, though he indicated he will rely on Chief Hanifan to assist the City through that process if necessary.

C.A. Daykin discussed that many cities are suspending their "shut off" programs for water service for delinquent accounts. Discussion ensued. C.A. Daykin voiced his recommendation would be to suspend "shut offs" for at least the month of March. C. Weaver pointed out that a relaxing of some regulations is being provided by some companies and governments; suspending shuts offs would be in line with this.

M. Russ inquired about whether it is known at this time when the Governor's State of Emergency terminates to which C. Atty Ramis is not aware of a known date or if there is an end date at this time. M. Russ inquired about whether the City is required to have a date or whether it could be tied to the Governor's order. C. Atty Ramis voiced that he is not aware of a date and noted that it may be a week to week decision. C. Atty Ramis discussed that the City should probably set a date; it is good practice to do that and the date is easy to extend. C. Crawford pointed out that the President has declared the United States to be in a State of Emergency as well. Discussion ensued with regard to potential options regarding an end date to the State of Emergency Declaration. C. Atty Ramis supported that Section 5 could be removed from the Resolution if Council desires. A motion was made and seconded to pass Resolution No. 2020-02, a resolution declaring a state of emergency for the City of Dundee. The motion was amended to remove Section 5 from the resolution. The motion passed unanimously.

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

C. Svicarovich voiced appreciation for the opportunity to participate in the Council meeting tonight via Zoom.

C. Weaver voiced appreciation of the briefing from Interim Fire Chief Hanifan.

C. Crawford requested an update on the garbage pile located on Ninth Street. C.A. Daykin discussed that at this time there has been some protective fencing placed, though this is not the only thing which has been asked of the owner. C.E. Reid discussed that he has continued to request that the property owner to fence the debris pile and make it safe. He discussed that the owner has told him that the debris pile is present because they eventually wish to crush it and stabilize the soils though he has received no project information, though no formal plan has ever been received. C.E. Reid explained that he has sent an email to the property owner requesting them to file for and begin construction on a project to stabilize soils with this material, remove it, or complete a planning application for a conditional use for storage and salvage (which would require improvements to accommodate that). At this time C.E. Reid has not received a response from the property owner and he noted that the next step is enforcement. Discussion ensued and C.A. Daykin explained the potential legal process moving forward; the property owner would first be served a citation to appear before the Judge. The City would then need to prepare a case for the Judge.

### **Mayor's Report**

M. Russ voiced his belief that likely the present actions being taken will have an impact on the pandemic we are facing. He discussed that the Governor has made some wide-reaching executive orders which in his opinion declare martial law without declaring martial law. He encouraged

citizens to stay home and social distance as much as possible to protect themselves but at the point where they feel that their lives and their livelihood are being threatened by not participating in life, they should also participate in life in a safe and orderly manner, continuing to wash their hands and keep some social distancing. He shared that he does not necessarily recommend that people lock themselves up and prevent themselves from having a life regardless of statements from government.

### City Administrator's Report

C.A. Daykin discussed that the City Administrator annual evaluation process typically takes place at this time of year. He inquired of the Council if they would still like to complete the evaluation process and, if so, if they would like to use the same process that was used last year. C.A. Daykin reviewed last year's process in detail. C. Crawford asked if C.A. Daykin has a retirement date in mind to which he indicated may be June 2021. C.A. Daykin explained that he still does not have the results of the 2020 Goal Setting Session to share with Council at this time, but that had laid out a program moving forward which he was going to follow. The consensus of Council was to cancel the annual evaluation process for the City Administrator this year.

C.A. Daykin discussed that computer work has been being performed at the fire department. C.A. Daykin authorized Blackpoint I.T. to install a new switch and some new wireless devices along with a firewall; they will be migrating the computer system over to the City server so that their email will be preserved, and the system protected. The estimated cost for completing the computer work is \$4,600. Similar work was done for public works a number of years back.

C.A. Daykin discussed that the State Parks grant for Viewmont Greenway Park was closed late last week; final paperwork was submitted online last week along with photos. A response was received back from the grant coordinator shortly thereafter who indicated that it was a great project. A check was received in the mail 3-4 days later.

C.A. Daykin discussed that he did receive a Planning Commissioner application late. He explained that this particular applicant does happen to reside near where four other Planning Commissioners reside in the same neighborhood. C.A. Daykin explained that at this time there still is no representation from the east side of the highway. He will hold off until the April 21<sup>st</sup> meeting before presenting this application to Council. Brief discussion ensued.

### Public Comment

None.

The meeting was adjourned at 8:26 P.M.

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David Russ, Mayor

Attest:

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Rob Daykin, City Administrator/Recorder



CITY OF DUNDEE  
Statement of Activities

From 7/01/2019 Through 3/31/2020

\*\*UNAUDITED\*\*

|  | General Fund     | State          |                  |                     |                      |                        |                |               |                          |                  |                | Total            |                  |                  |                  |                      |                  |           |
|--|------------------|----------------|------------------|---------------------|----------------------|------------------------|----------------|---------------|--------------------------|------------------|----------------|------------------|------------------|------------------|------------------|----------------------|------------------|-----------|
|  |                  | Street Fund    | Street CIP Fund  | Street Reserve Fund | Revenue Sharing Fund | Equipment Reserve Fund | Parks Fund     | Tourism Fund  | Fire Station Constr Fund | Bonded Debt Fund | Water CIP Fund |                  | Sewer Fund       | Sewer CIP Fund   | Storm Water Fund | Storm Water CIP Fund |                  |           |
| <b>Revenue</b>                                   |                  |                |                  |                     |                      |                        |                |               |                          |                  |                |                  |                  |                  |                  |                      |                  |           |
| Taxes  | 724,503          | 20,840         | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 944,018   |
| Franchise Fees                                   | 134,194          | -              | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 166,062   |
| Licenses & Permits                               | 48,227           | -              | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 48,227    |
| Intergovernmental Revenue                        | 164,961          | 178,257        | -                | 23,285              | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 399,303   |
| Charges for Services                             | 166,023          | -              | -                | -                   | -                    | 32,800                 | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 1,850,441 |
| Fines & Forfeitures                              | 48,932           | -              | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 48,932    |
| Miscellaneous Revenue                            | 37,651           | 1,341          | 2,506            | 728                 | 51                   | 13,238                 | 2,541          | 2,227         | 80,436                   | 1,001            | 2,832          | 7,148            | 4,227            | 9,145            | 585              | 1,145                | 166,801          |           |
| <b>Total Revenue</b>                             | <b>1,324,493</b> | <b>200,437</b> | <b>34,375</b>    | <b>728</b>          | <b>23,336</b>        | <b>13,238</b>          | <b>35,341</b>  | <b>53,559</b> | <b>80,436</b>            | <b>1,001</b>     | <b>517,899</b> | <b>33,172</b>    | <b>1,022,503</b> | <b>39,817</b>    | <b>82,783</b>    | <b>13,325</b>        | <b>3,623,286</b> |           |
| <b>Expenditures</b>                              |                  |                |                  |                     |                      |                        |                |               |                          |                  |                |                  |                  |                  |                  |                      |                  |           |
| Personnel  | 528,132          | 31,443         | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 878,745   |
| Materials & Services                             | 668,469          | 87,848         | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | -                | -                | -                | -                    | -                | 1,211,551 |
| Capital Outlay                                   | 10,551           | -              | 225,998          | -                   | 6,308                | 4,999                  | 38,505         | 11,000        | 117,861                  | -                | 19,925         | 114,927          | 216,528          | 8,248            | 17,653           | -                    | -                | 632,523   |
| Debt Service                                     | 1,207,151        | 119,291        | 246,371          | -                   | 20,373               | 58,627                 | 44,578         | 26,239        | 149,082                  | 150,143          | -              | 58,602           | -                | 362,128          | 11,799           | -                    | -                | 661,672   |
| <b>Total Expenditures</b>                        | <b>1,173,441</b> | <b>81,146</b>  | <b>(211,996)</b> | <b>728</b>          | <b>5,142</b>         | <b>(50,388)</b>        | <b>(9,237)</b> | <b>27,320</b> | <b>(68,646)</b>          | <b>(1,799)</b>   | <b>186,953</b> | <b>(140,357)</b> | <b>661,831</b>   | <b>(330,559)</b> | <b>44,490</b>    | <b>(72,675)</b>      | <b>239,294</b>   |           |
| Excess (deficiency) of Revenue over Expenditures |                  |                |                  |                     |                      |                        |                |               |                          |                  |                |                  |                  |                  |                  |                      |                  |           |
| Other Financing Sources (Uses)                   | 75,122           | -              | -                | -                   | -                    | -                      | -              | -             | -                        | -                | -              | -                | (494,482)        | 444,000          | -                | -                    | -                | -         |
| Net Changes to Fund Balance                      | 192,463          | 81,146         | (211,996)        | 728                 | 5,142                | (50,388)               | (9,237)        | 27,320        | (68,646)                 | (1,799)          | 162,312        | (140,357)        | 167,350          | 113,441          | 44,490           | (72,675)             | 239,294          |           |
| Beginning Fund Balance                           | 609,022          | 44,739         | 295,229          | 44,765              | 2,051                | 854,135                | 8,502          | 116,093       | 60,214                   | 17,810           | 59,937         | 326,245          | 157,552          | 514,092          | 12,638           | 87,912               | 3,210,736        |           |
| Ending Fund Balance                              | 801,486          | 125,886        | 83,232           | 45,493              | 7,193                | 803,746                | (934)          | 143,413       | (8,432)                  | 16,011           | 222,250        | 185,889          | 324,901          | 627,533          | 57,128           | 15,237               | 3,450,030        |           |

## City of Dundee

### Statement of Revenue & Expenditures General Fund - 001 From 3/01/2020 Through 3/31/2020

\*\*UNAUDITED\*\*

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget          | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------------|--------------------------------------|--------------------------|
| REVENUES  |                          |                        |                       |                                      |                          |
| Taxes   | 18,091                   | 724,503                | 756,500               | 4.23%                                | 31,997                   |
| Franchise Fees                                      | 79,199                   | 134,194                | 149,900               | 10.48%                               | 15,707                   |
| Licenses & Permits                                  | 3,429                    | 48,227                 | 73,800                | 34.65%                               | 25,573                   |
| Intergovernmental Revenue                           | 8,062                    | 164,961                | 187,900               | 12.21%                               | 22,939                   |
| Charges for Services                                | 19,388                   | 166,023                | 252,500               | 34.25%                               | 86,477                   |
| Fines & Forfeitures                                 | 7,897                    | 48,932                 | 56,000                | 12.62%                               | 7,068                    |
| Miscellaneous Revenue                               | 1,839                    | 37,651                 | 41,700                | 9.71%                                | 4,049                    |
| Total REVENUE                                       | <u>137,906</u>           | <u>1,324,493</u>       | <u>1,518,300</u>      | <u>12.76%</u>                        | <u>193,807</u>           |
| EXPENDITURES (by Department)                        |                          |                        |                       |                                      |                          |
| 01 - Admin / Finance                                | 38,820                   | 333,233                | 430,100               | 22.52%                               | 96,867                   |
| 02 - Court  | 2,001                    | 18,688                 | 26,700                | 30.01%                               | 8,012                    |
| 03- Community Development                           | 6,886                    | 100,342                | 178,800               | 43.88%                               | 78,458                   |
| 04 - Police Department                              | 78,892                   | 389,317                | 519,100               | 25.00%                               | 129,783                  |
| 05 - Fire Department                                | 36,978                   | 365,572                | 563,900               | 35.17%                               | 198,328                  |
| Total EXPENDITURES                                  | <u>163,578</u>           | <u>1,207,151</u>       | <u>1,718,600</u>      | <u>29.76%</u>                        | <u>511,449</u>           |
| EXCESS (deficiency) of REVENUE OVER<br>EXPENDITURES | <u>(25,672)</u>          | <u>117,341</u>         | <u>(200,300)</u>      | <u>158.58%</u>                       | <u>(317,641)</u>         |
| OTHER FINANCING SOURCES (USES)                      |                          |                        |                       |                                      |                          |
| Transfers In  | 7,123                    | 75,122                 | 96,600                | 22.23%                               | 21,478                   |
| Transfers Out                                       | 0                        | 0                      | 0                     | NA                                   | 0                        |
| Other Uses  | 0                        | 0                      | (80,000)              | 100.00%                              | (80,000)                 |
| Total OTHER FINANCING SOURCES (USES)                | <u>7,123</u>             | <u>75,122</u>          | <u>(40,000)</u>       | <u>287.81%</u>                       | <u>(115,122)</u>         |
| NET CHANGE IN FUND BALANCE                          | <u>(18,549)</u>          | <u>192,463</u>         | <u>(240,300)</u>      | <u>180.09%</u>                       | <u>(432,763)</u>         |
| BEGINNING FUND BALANCE                              | 820,035                  | 609,022                | 609,200               | -0.03%                               | (178)                    |
| ENDING FUND BALANCE                                 | <u><u>801,486</u></u>    | <u><u>801,486</u></u>  | <u><u>368,900</u></u> | <u><u>117.26%</u></u>                | <u><u>432,586</u></u>    |

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Admin/Finance - 01  
 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget          | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------------|--------------------------------------|--------------------------|
| <b>EXPENDITURES</b>                     |                          |                        |                       |                                      |                          |
| Personnel Services                      |                          |                        |                       |                                      |                          |
| Salaries & Wages                        | 14,642                   | 131,705                | 176,800               | 25.51%                               | 45,095                   |
| Personnel Benefits                      | 8,626                    | 77,265                 | 104,000               | 25.71%                               | 26,735                   |
| Total Personnel Services                | <u>23,268</u>            | <u>208,970</u>         | <u>280,800</u>        | <u>25.58%</u>                        | <u>71,830</u>            |
| Materials & Services                    |                          |                        |                       |                                      |                          |
| Supplies                                | 504                      | 2,578                  | 4,200                 | 38.62%                               | 1,622                    |
| Professional Services                   | 13,129                   | 83,367                 | 91,100                | 8.49%                                | 7,733                    |
| Contractual Services                    | 110                      | 992                    | 1,300                 | 23.72%                               | 308                      |
| Travel & Training                       | 117                      | 5,830                  | 11,100                | 47.48%                               | 5,270                    |
| Insurance                               | 0                        | 9,876                  | 9,600                 | -2.88%                               | (276)                    |
| Regulatory Requirements                 | 0                        | 680                    | 800                   | 15.01%                               | 120                      |
| Utilities                               | 639                      | 4,609                  | 6,600                 | 30.16%                               | 1,991                    |
| Repairs & Maintenance                   | 495                      | 4,105                  | 9,400                 | 56.33%                               | 5,295                    |
| Other Materials & Services              | 557                      | 8,060                  | 12,400                | 35.00%                               | 4,340                    |
| Total Materials & Services              | <u>15,552</u>            | <u>120,096</u>         | <u>146,500</u>        | <u>18.02%</u>                        | <u>26,404</u>            |
| Capital Outlay                          | 0                        | 4,167                  | 2,800                 | -48.82%                              | (1,367)                  |
| <b>Total ADMIN/FINANCE EXPENDITURES</b> | <u><u>38,820</u></u>     | <u><u>333,233</u></u>  | <u><u>430,100</u></u> | <u><u>22.52%</u></u>                 | <u><u>96,867</u></u>     |

## City of Dundee

### Statement of Revenue & Expenditures

General Fund - 001 Court - 02

From 3/01/2020 Through 3/31/2020

|                                 | Current Period<br>Actual | Current Year<br>Actual | Total Budget         | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---------------------------------|--------------------------|------------------------|----------------------|--------------------------------------|--------------------------|
| <b>EXPENDITURES</b>             |                          |                        |                      |                                      |                          |
| Personnel Services              |                          |                        |                      |                                      |                          |
| Salaries & Wages                | 772                      | 7,225                  | 10,300               | 29.86%                               | 3,075                    |
| Personnel Benefits              | 682                      | 5,813                  | 8,800                | 33.94%                               | 2,987                    |
| Total Personnel Services        | <u>1,453</u>             | <u>13,038</u>          | <u>19,100</u>        | <u>31.74%</u>                        | <u>6,062</u>             |
| Materials & Services            |                          |                        |                      |                                      |                          |
| Supplies                        | 0                        | 35                     | 200                  | 82.33%                               | 165                      |
| Professional Services           | 0                        | 1,791                  | 2,300                | 22.12%                               | 509                      |
| Contractual Services            | 548                      | 2,590                  | 3,300                | 21.52%                               | 710                      |
| Travel & Training               | 0                        | 949                    | 1,100                | 13.76%                               | 151                      |
| Other Materials & Services      | 0                        | 285                    | 700                  | 59.29%                               | 415                      |
| Total Materials & Services      | <u>548</u>               | <u>5,650</u>           | <u>7,600</u>         | <u>25.65%</u>                        | <u>1,950</u>             |
| Capital Outlay                  | 0                        | 0                      | 0                    |                                      | 0                        |
| <b>Total COURT EXPENDITURES</b> | <u><u>2,001</u></u>      | <u><u>18,688</u></u>   | <u><u>26,700</u></u> | <u><u>30.01%</u></u>                 | <u><u>8,012</u></u>      |

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Community Development - 03  
 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget          | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------------|--------------------------------------|--------------------------|
| EXPENDITURES                                |                          |                        |                       |                                      |                          |
| Personnel Services                          |                          |                        |                       |                                      |                          |
| Salaries & Wages                            | 912                      | 8,534                  | 12,200                | 30.05%                               | 3,666                    |
| Personnel Benefits                          | 805                      | 7,273                  | 10,400                | 30.07%                               | 3,127                    |
| Total Personnel Services                    | <u>1,717</u>             | <u>15,807</u>          | <u>22,600</u>         | <u>30.06%</u>                        | <u>6,793</u>             |
| Materials & Services                        |                          |                        |                       |                                      |                          |
| Supplies                                    | 0                        | 106                    | 500                   | 78.78%                               | 394                      |
| Professional Services                       | 4,895                    | 44,523                 | 98,200                | 54.66%                               | 53,677                   |
| Contractual Services                        | 516                      | 19,844                 | 36,000                | 44.88%                               | 16,156                   |
| Travel & Training                           | (255)                    | 592                    | 1,400                 | 57.72%                               | 808                      |
| Other Materials & Services                  | 14                       | 19,470                 | 20,100                | 3.14%                                | 630                      |
| Total Materials & Services                  | <u>5,169</u>             | <u>84,535</u>          | <u>156,200</u>        | <u>45.88%</u>                        | <u>71,665</u>            |
| Total COMMUNITY DEVELOPMENT<br>EXPENDITURES | <u><u>6,886</u></u>      | <u><u>100,342</u></u>  | <u><u>178,800</u></u> | <u><u>43.88%</u></u>                 | <u><u>78,458</u></u>     |

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Police Dept - 04  
 From 3/01/2020 Through 3/31/2020

|                                | Current Period<br>Actual | Current Year<br>Actual | Total Budget          | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|--------------------------------|--------------------------|------------------------|-----------------------|--------------------------------------|--------------------------|
| EXPENDITURES                   |                          |                        |                       |                                      |                          |
| Materials & Services           |                          |                        |                       |                                      |                          |
| Contractual Services           | 78,892                   | 389,317                | 519,100               | 25.00%                               | 129,783                  |
| Total Materials & Services     | <u>78,892</u>            | <u>389,317</u>         | <u>519,100</u>        | <u>25.00%</u>                        | <u>129,783</u>           |
| Total POLICE DEPT EXPENDITURES | <u><u>78,892</u></u>     | <u><u>389,317</u></u>  | <u><u>519,100</u></u> | <u><u>25.00%</u></u>                 | <u><u>129,783</u></u>    |

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Fire Dept - 05  
 From 3/01/2020 Through 3/31/2020

|                              | Current Period<br>Actual | Current Year<br>Actual | Total Budget          | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|------------------------------|--------------------------|------------------------|-----------------------|--------------------------------------|--------------------------|
| EXPENDITURES                 |                          |                        |                       |                                      |                          |
| Personnel Services           |                          |                        |                       |                                      |                          |
| Salaries & Wages             | 16,449                   | 184,048                | 246,300               | 25.27%                               | 62,252                   |
| Personnel Benefits           | 9,948                    | 106,269                | 155,900               | 31.84%                               | 49,631                   |
| Total Personnel Services     | <u>26,397</u>            | <u>290,317</u>         | <u>402,200</u>        | <u>27.82%</u>                        | <u>111,883</u>           |
| Materials & Services         |                          |                        |                       |                                      |                          |
| Supplies                     | 503                      | 7,126                  | 16,000                | 55.46%                               | 8,874                    |
| Professional Services        | 505                      | 663                    | 800                   | 17.16%                               | 137                      |
| Contractual Services         | 0                        | 21,979                 | 25,400                | 13.47%                               | 3,421                    |
| Travel & Training            | 625                      | 1,346                  | 2,100                 | 35.89%                               | 754                      |
| Insurance                    | 0                        | 16,723                 | 17,400                | 3.89%                                | 677                      |
| Regulatory Requirements      | 1,070                    | 1,809                  | 7,500                 | 75.88%                               | 5,691                    |
| Utilities                    | 2,340                    | 13,162                 | 17,900                | 26.47%                               | 4,738                    |
| Repairs & Maintenance        | 273                      | 5,958                  | 13,000                | 54.17%                               | 7,042                    |
| Other Materials & Services   | 0                        | 106                    | 300                   | 64.79%                               | 194                      |
| Total Materials & Services   | <u>5,317</u>             | <u>68,871</u>          | <u>100,400</u>        | <u>31.40%</u>                        | <u>31,529</u>            |
| Capital Outlay               | 5,264                    | 6,384                  | 61,300                | 89.59%                               | 54,916                   |
| Total FIRE DEPT EXPENDITURES | <u><u>36,978</u></u>     | <u><u>365,572</u></u>  | <u><u>563,900</u></u> | <u><u>35.17%</u></u>                 | <u><u>198,328</u></u>    |

## City of Dundee

### Statement of Revenue & Expenditures Street Fund - 110 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget    | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                 |                                      |                          |
| Taxes   | 2,040                    | 20,840                 | 29,000          | 28.14%                               | 8,160                    |
| Intergovernmental Revenue                               | 17,331                   | 178,257                | 240,000         | 25.73%                               | 61,743                   |
| Miscellaneous Revenue                                   | 220                      | 1,341                  | 1,500           | 10.62%                               | 159                      |
| <b>Total REVENUE</b>                                    | <u>19,591</u>            | <u>200,437</u>         | <u>270,500</u>  | <u>25.90%</u>                        | <u>70,063</u>            |
| <b>EXPENDITURES</b>                                     |                          |                        |                 |                                      |                          |
| Personnel Services                                      | 3,140                    | 31,443                 | 42,400          | 25.84%                               | 10,957                   |
| <b>Material &amp; Services</b>                          |                          |                        |                 |                                      |                          |
| Supplies  | 141                      | 2,542                  | 4,200           | 39.48%                               | 1,658                    |
| Professional Services                                   | 201                      | 10,694                 | 9,000           | -18.82%                              | (1,694)                  |
| Travel & Training                                       | 17                       | 139                    | 500             | 72.20%                               | 361                      |
| Insurance   | 0                        | 1,895                  | 1,900           | 0.26%                                | 5                        |
| Regulatory Requirements                                 | 0                        | 71                     | 100             | 29.00%                               | 29                       |
| Utilities   | 2,163                    | 18,677                 | 23,800          | 21.53%                               | 5,123                    |
| Repairs & Maintenance                                   | 3,047                    | 29,033                 | 115,900         | 74.95%                               | 86,867                   |
| Interfund Services                                      | 1,892                    | 24,792                 | 19,600          | -26.49%                              | (5,192)                  |
| Other Materials & Services                              | 0                        | 6                      | 200             | 96.90%                               | 194                      |
| <b>Total Materials &amp; Services</b>                   | <u>7,461</u>             | <u>87,848</u>          | <u>175,200</u>  | <u>49.86%</u>                        | <u>87,352</u>            |
| <b>Total EXPENDITURES</b>                               | <u>10,600</u>            | <u>119,291</u>         | <u>217,600</u>  | <u>45.18%</u>                        | <u>98,309</u>            |
| <b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b> | <u>8,991</u>             | <u>81,146</u>          | <u>52,900</u>   | <u>-53.40%</u>                       | <u>(28,246)</u>          |
| <b>OTHER FINANCING SOURCES (USES)</b>                   |                          |                        |                 |                                      |                          |
| Transfers Out   | 0                        | 0                      | (83,300)        | 100.00%                              | (83,300)                 |
| Other Uses  | 0                        | 0                      | (5,000)         | 100.00%                              | (5,000)                  |
| <b>Total OTHER FINANCING SOURCES (USES)</b>             | <u>0</u>                 | <u>0</u>               | <u>(88,300)</u> | <u>100.00%</u>                       | <u>(88,300)</u>          |
| <b>NET CHANGE IN FUND BALANCE</b>                       | <u>8,991</u>             | <u>81,146</u>          | <u>(35,400)</u> | <u>329.23%</u>                       | <u>(116,546)</u>         |
| <b>BEGINNING FUND BALANCE</b>                           | 116,895                  | 44,739                 | 43,500          | 2.85%                                | 1,239                    |
| <b>ENDING FUND BALANCE</b>                              | <u>125,886</u>           | <u>125,886</u>         | <u>8,100</u>    | <u>1454.14%</u>                      | <u>117,786</u>           |

**City of Dundee**

Statement of Revenue & Expenditures  
Street CIP Fund - 111  
From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| REVENUES  |                          |                        |                  |                                      |                          |
| Franchise Fees                                      | 0                        | 31,869                 | 43,900           | 27.41%                               | 12,031                   |
| Intergovernmental Revenue                           | 0                        | 0                      | 600,000          | 100.00%                              | 600,000                  |
| Miscellaneous Revenue                               | 167                      | 2,506                  | 57,000           | 95.60%                               | 54,494                   |
| Total REVENUE                                       | <u>167</u>               | <u>34,375</u>          | <u>700,900</u>   | <u>95.10%</u>                        | <u>666,525</u>           |
| EXPENDITURES  |                          |                        |                  |                                      |                          |
| Capital Outlay                                      | 2,394                    | 225,998                | 1,313,000        | 82.79%                               | 1,087,002                |
| Debt Service  | 0                        | 20,373                 | 49,600           | 58.93%                               | 29,227                   |
| Total EXPENDITURES                                  | <u>2,394</u>             | <u>246,371</u>         | <u>1,362,600</u> | <u>81.92%</u>                        | <u>1,116,229</u>         |
| EXCESS (deficiency) of REVENUE OVER<br>EXPENDITURES | <u>(2,227)</u>           | <u>(211,996)</u>       | <u>(661,700)</u> | <u>67.96%</u>                        | <u>(449,704)</u>         |
| OTHER FINANCING SOURCES (USES)                      |                          |                        |                  |                                      |                          |
| Debt Proceeds                                       | 0                        | 0                      | 456,000          | 100.00%                              | 456,000                  |
| Transfers In  | 0                        | 0                      | 70,000           | 100.00%                              | 70,000                   |
| Total OTHER FINANCING SOURCES (USES)                | <u>0</u>                 | <u>0</u>               | <u>526,000</u>   | <u>100.00%</u>                       | <u>526,000</u>           |
| NET CHANGE IN FUND BALANCE                          | <u>(2,227)</u>           | <u>(211,996)</u>       | <u>(135,700)</u> | <u>-56.22%</u>                       | <u>76,296</u>            |
| BEGINNING FUND BALANCE                              | 85,459                   | 295,229                | 248,800          | 18.66%                               | 46,429                   |
| ENDING FUND BALANCE                                 | <u>83,232</u>            | <u>83,232</u>          | <u>113,100</u>   | <u>-26.41%</u>                       | <u>(29,868)</u>          |

## City of Dundee

Statement of Revenue & Expenditures  
 Street Reserve Fund - 112  
 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget    | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------|--------------------------------------|--------------------------|
| REVENUES  |                          |                        |                 |                                      |                          |
| Miscellaneous Revenue                               | 63                       | 728                    | 1,100           | 33.78%                               | 372                      |
| Total REVENUE                                       | <u>63</u>                | <u>728</u>             | <u>1,100</u>    | <u>33.78%</u>                        | <u>372</u>               |
| EXPENDITURES  |                          |                        |                 |                                      |                          |
| Capital Outlay                                      | 0                        | 0                      | 45,800          | 100.00%                              | 45,800                   |
| Total EXPENDITURES                                  | <u>0</u>                 | <u>0</u>               | <u>45,800</u>   | <u>100.00%</u>                       | <u>45,800</u>            |
| EXCESS (deficiency) of REVENUE OVER<br>EXPENDITURES | <u>63</u>                | <u>728</u>             | <u>(44,700)</u> | <u>101.63%</u>                       | <u>(45,428)</u>          |
| NET CHANGE IN FUND BALANCE                          | <u>63</u>                | <u>728</u>             | <u>(44,700)</u> | <u>101.63%</u>                       | <u>(45,428)</u>          |
| BEGINNING FUND BALANCE                              | 45,430                   | 44,765                 | 44,700          | 0.14%                                | 65                       |
| ENDING FUND BALANCE                                 | <u><u>45,493</u></u>     | <u><u>45,493</u></u>   | <u><u>0</u></u> | <u><u>0.00%</u></u>                  | <u><u>45,493</u></u>     |

## City of Dundee

Statement of Revenue & Expenditures  
 State Revenue Sharing Fund - 122  
 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget   | Percent Total<br>Budget<br>Remaininng | Total Budget<br>Variance |
|---|--------------------------|------------------------|----------------|---------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                |                                       |                          |
| Intergovernmental Revenue                                   | 0                        | 23,285                 | 31,000         | 24.89%                                | 7,715                    |
| Miscellaneous Revenue                                       | (57)                     | 51                     | 200            | 74.59%                                | 149                      |
| <b>Total REVENUE</b>  | <b>(57)</b>              | <b>23,336</b>          | <b>31,200</b>  | <b>25.20%</b>                         | <b>7,864</b>             |
| <b>EXPENDITURES</b>   |                          |                        |                |                                       |                          |
| Material & Services   |                          |                        |                |                                       |                          |
| Professional Services                                       | 0                        | 737                    | 2,500          | 70.54%                                | 1,763                    |
| Contractual   | 0                        | 11,150                 | 11,800         | 5.51%                                 | 650                      |
| <b>Total Materials &amp; Services</b>                       | <b>0</b>                 | <b>11,887</b>          | <b>14,300</b>  | <b>16.88%</b>                         | <b>2,413</b>             |
| Capital Outlay  | 0                        | 6,308                  | 12,700         | 50.33%                                | 6,392                    |
| <b>Total EXPENDITURES</b>                                   | <b>0</b>                 | <b>18,195</b>          | <b>27,000</b>  | <b>32.61%</b>                         | <b>8,805</b>             |
| <b>EXCESS (deficiency) of REVENUE OVER<br/>EXPENDITURES</b> | <b>(57)</b>              | <b>5,142</b>           | <b>4,200</b>   | <b>-22.42%</b>                        | <b>(942)</b>             |
| <b>OTHER FINANCING SOURCES (USES)</b>                       |                          |                        |                |                                       |                          |
| Transfers Out   | 0                        | 0                      | (5,500)        | 100.00%                               | (5,500)                  |
| <b>Total OTHER FINANCING SOURCES (USES)</b>                 | <b>0</b>                 | <b>0</b>               | <b>(5,500)</b> | <b>100.00%</b>                        | <b>(5,500)</b>           |
| <b>NET CHANGE IN FUND BALANCE</b>                           | <b>(57)</b>              | <b>5,142</b>           | <b>(1,300)</b> | <b>495.51%</b>                        | <b>(6,442)</b>           |
| <b>BEGINNING FUND BALANCE</b>                               | <b>7,250</b>             | <b>2,051</b>           | <b>1,700</b>   | <b>20.66%</b>                         | <b>351</b>               |
| <b>ENDING FUND BALANCE</b>                                  | <b>7,193</b>             | <b>7,193</b>           | <b>400</b>     | <b>1698.23%</b>                       | <b>6,793</b>             |

## City of Dundee

Statement of Revenue & Expenditures  
 Equipment Reserve Fund - 127  
 From 3/01/2020 Through 3/31/2020

|  | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|--|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| REVENUES   |                          |                        |                  |                                      |                          |
| Miscellaneous Revenue                            | 1,108                    | 13,238                 | 37,000           | 64.22%                               | 23,762                   |
| Total REVENUE                                    | <u>1,108</u>             | <u>13,238</u>          | <u>37,000</u>    | <u>64.22%</u>                        | <u>23,762</u>            |
| EXPENDITURES                                     |                          |                        |                  |                                      |                          |
| Capital Outlay                                   | 0                        | 4,999                  | 915,000          | 99.45%                               | 910,001                  |
| Debt Service                                     | 0                        | 58,627                 | 58,700           | 0.12%                                | 73                       |
| Total EXPENDITURES                               | <u>0</u>                 | <u>63,626</u>          | <u>973,700</u>   | <u>93.47%</u>                        | <u>910,074</u>           |
| EXCESS (deficiency) of REVENUE OVER EXPENDITURES | <u>1,108</u>             | <u>(50,388)</u>        | <u>(936,700)</u> | <u>94.62%</u>                        | <u>(886,312)</u>         |
| OTHER FINANCING SOURCES (USES)                   |                          |                        |                  |                                      |                          |
| Transfers In                                     | 0                        | 0                      | 83,200           | 100.00%                              | 83,200                   |
| Total OTHER FINANCING SOURCES (USES)             | <u>0</u>                 | <u>0</u>               | <u>83,200</u>    | <u>100.00%</u>                       | <u>83,200</u>            |
| NET CHANGE IN FUND BALANCE                       | 1,108                    | (50,388)               | (853,500)        | 94.10%                               | (803,112)                |
| BEGINNING FUND BALANCE                           | 802,638                  | 854,135                | 853,500          | -0.07%                               | (635)                    |
| ENDING FUND BALANCE                              | <u><u>803,746</u></u>    | <u><u>803,746</u></u>  | <u><u>0</u></u>  | <u><u>NA</u></u>                     | <u><u>(803,746)</u></u>  |

## City of Dundee

### Statement of Revenue & Expenditures

Parks Fund - 131

From 3/01/2020 Through 3/31/2020.

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget    | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                 |                                      |                          |
| Intergovernmental Revenue                               | 32,800                   | 32,800                 | 32,800          | 0.00%                                | 0                        |
| Miscellaneous Revenue                                   | (3)                      | 2,541                  | 2,600           | 2.27%                                | 59                       |
| <b>Total REVENUE</b>                                    | <b>32,797</b>            | <b>35,341</b>          | <b>35,400</b>   | <b>0.17%</b>                         | <b>59</b>                |
| <b>EXPENDITURES</b>                                     |                          |                        |                 |                                      |                          |
| Materials & Services                                    |                          |                        |                 |                                      |                          |
| Professional Services                                   | 425                      | 3,935                  | 4,000           | 1.62%                                | 65                       |
| Repairs & Maintenance                                   | 357                      | 2,138                  | 5,200           | 58.89%                               | 3,062                    |
| <b>Total Materials &amp; Services</b>                   | <b>782</b>               | <b>6,073</b>           | <b>9,200</b>    | <b>33.99%</b>                        | <b>3,127</b>             |
| Capital Outlay  | 80                       | 38,505                 | 37,500          | -2.68%                               | -1,005                   |
| <b>Total EXPENDITURES</b>                               | <b>862</b>               | <b>44,578</b>          | <b>46,700</b>   | <b>4.54%</b>                         | <b>2,122</b>             |
| <b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b> | <b>31,935</b>            | <b>(9,237)</b>         | <b>(11,300)</b> | <b>18.26%</b>                        | <b>-2,063</b>            |
| <b>OTHER FINANCING SOURCES (USES)</b>                   |                          |                        |                 |                                      |                          |
| Transfers In  | 0                        | 0                      | 5,500           | 100.00%                              | 5,500                    |
| <b>Total OTHER FINANCING SOURCES (USES)</b>             | <b>0</b>                 | <b>0</b>               | <b>5,500</b>    | <b>100.00%</b>                       | <b>5,500</b>             |
| <b>NET CHANGE IN FUND BALANCE</b>                       | <b>31,935</b>            | <b>(9,237)</b>         | <b>(5,800)</b>  | <b>-59.25%</b>                       | <b>3,437</b>             |
| <b>BEGINNING FUND BALANCE</b>                           | <b>(32,870)</b>          | <b>8,302</b>           | <b>6,100</b>    | <b>-36.10%</b>                       | <b>-2,202</b>            |
| <b>ENDING FUND BALANCE</b>                              | <b>(934)</b>             | <b>(934)</b>           | <b>300</b>      | <b>411.47%</b>                       | <b>1,234</b>             |

## City of Dundee

### Statement of Revenue & Expenditures

#### Tourism Fund - 151

From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                  |                                      |                          |
| Taxes   | 2,665                    | 51,332                 | 75,800           | 32.28%                               | 24,468                   |
| Miscellaneous Revenue                                       | 218                      | 2,227                  | 13,000           | 82.87%                               | 10,774                   |
| <b>Total REVENUE</b>  | <b>2,884</b>             | <b>53,559</b>          | <b>88,800</b>    | <b>39.69%</b>                        | <b>35,241</b>            |
| <b>EXPENDITURES</b>   |                          |                        |                  |                                      |                          |
| Materials & Services  |                          |                        |                  |                                      |                          |
| Professional Services                                       | 0                        | 737                    | 2,500            | 70.54%                               | 1,763                    |
| Contractual Services  | 3,977                    | 14,502                 | 112,000          | 87.05%                               | 97,498                   |
| <b>Total Materials &amp; Services</b>                       | <b>3,977</b>             | <b>15,239</b>          | <b>114,500</b>   | <b>86.69%</b>                        | <b>99,261</b>            |
| Capital Outlay  | 0                        | 11,000                 | 80,000           | 86.25%                               | 69,000                   |
| <b>Total EXPENDITURES</b>                                   | <b>3,977</b>             | <b>26,239</b>          | <b>194,500</b>   | <b>86.51%</b>                        | <b>168,261</b>           |
| <b>EXCESS (deficiency) of REVENUE OVER<br/>EXPENDITURES</b> | <b>(1,093)</b>           | <b>27,320</b>          | <b>(105,700)</b> | <b>125.85%</b>                       | <b>(133,020)</b>         |
| <b>NET CHANGE IN FUND BALANCE</b>                           | <b>(1,093)</b>           | <b>27,320</b>          | <b>(105,700)</b> | <b>125.85%</b>                       | <b>(133,020)</b>         |
| <b>BEGINNING FUND BALANCE</b>                               | <b>144,506</b>           | <b>116,093</b>         | <b>110,900</b>   | <b>-4.68%</b>                        | <b>(5,193)</b>           |
| <b>ENDING FUND BALANCE</b>                                  | <b>143,413</b>           | <b>143,413</b>         | <b>5,200</b>     | <b>-2657.95%</b>                     | <b>(138,213)</b>         |

## City of Dundee

Statement of Revenue & Expenditures  
 Fire Station Construction Fund - 201  
 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget    | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                 |                                      |                          |
| Miscellaneous Revenue                                       | (19)                     | 80,436                 | 81,300          | 1.06%                                | 864                      |
| <b>Total REVENUE</b>  | <b>(19)</b>              | <b>80,436</b>          | <b>81,300</b>   | <b>1.06%</b>                         | <b>864</b>               |
| <b>EXPENDITURES</b>   |                          |                        |                 |                                      |                          |
| Materials & Services  |                          |                        |                 |                                      |                          |
| Professional Services                                       | 0                        | 31,221                 | 24,900          | -25.39%                              | (6,321)                  |
| <b>Total Materials &amp; Services</b>                       | <b>0</b>                 | <b>31,221</b>          | <b>24,900</b>   | <b>-25.39%</b>                       | <b>(6,321)</b>           |
| Capital Outlay  | 0                        | 117,861                | 116,600         | -1.08%                               | (1,261)                  |
| <b>Total EXPENDITURES</b>                                   | <b>0</b>                 | <b>149,082</b>         | <b>141,500</b>  | <b>-5.36%</b>                        | <b>(7,582)</b>           |
| <b>EXCESS (deficiency) of REVENUE OVER<br/>EXPENDITURES</b> | <b>(19)</b>              | <b>(68,646)</b>        | <b>(60,200)</b> | <b>-14.03%</b>                       | <b>8,446</b>             |
| <b>NET CHANGE IN FUND BALANCE</b>                           | <b>(19)</b>              | <b>(68,646)</b>        | <b>(60,200)</b> | <b>-14.03%</b>                       | <b>8,446</b>             |
| <b>BEGINNING FUND BALANCE</b>                               | <b>(8,414)</b>           | <b>60,214</b>          | <b>60,200</b>   | <b>-0.02%</b>                        | <b>(14)</b>              |
| <b>ENDING FUND BALANCE</b>                                  | <b>(8,432)</b>           | <b>(8,432)</b>         | <b>0</b>        | <b>0.00%</b>                         | <b>8,432</b>             |

## City of Dundee

Statement of Revenue & Expenditures  
 Bonded Debt - 310  
 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget         | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|----------------------|--------------------------------------|--------------------------|
| REVENUES  |                          |                        |                      |                                      |                          |
| Taxes   | 3,174                    | 147,343                | 148,000              | 0.44%                                | 657                      |
| Miscellaneous Revenue                               | (57)                     | 1,001                  | 1,000                | -0.05%                               | (1)                      |
| Total REVENUE                                       | <u>3,117</u>             | <u>148,344</u>         | <u>149,000</u>       | <u>0.44%</u>                         | <u>656</u>               |
| EXPENDITURES  |                          |                        |                      |                                      |                          |
| Debt Service  | 0                        | 150,143                | 150,200              | 0.04%                                | 57                       |
| Total EXPENDITURES                                  | <u>0</u>                 | <u>150,143</u>         | <u>150,200</u>       | <u>0.04%</u>                         | <u>57</u>                |
| EXCESS (deficiency) of REVENUE OVER<br>EXPENDITURES | <u>3,117</u>             | <u>(1,799)</u>         | <u>(1,200)</u>       | <u>-49.94%</u>                       | <u>599</u>               |
| NET CHANGE IN FUND BALANCE                          | <u>3,117</u>             | <u>(1,799)</u>         | <u>(1,200)</u>       | <u>-49.94%</u>                       | <u>599</u>               |
| BEGINNING FUND BALANCE                              | 12,894                   | 17,810                 | 17,600               | -1.19%                               | (210)                    |
| ENDING FUND BALANCE                                 | <u><u>16,011</u></u>     | <u><u>16,011</u></u>   | <u><u>16,400</u></u> | <u><u>2.37%</u></u>                  | <u><u>389</u></u>        |

## City of Dundee

### Statement of Revenue & Expenditures Water Fund - 431 From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                  |                                      |                          |
| Charges for Services  | 38,651                   | 515,067                | 617,400          | 16.57%                               | 102,333                  |
| Miscellaneous Revenue                                       | (222)                    | 2,832                  | 3,400            | 16.70%                               | 568                      |
| <b>Total REVENUE</b>  | <b>38,429</b>            | <b>517,899</b>         | <b>620,800</b>   | <b>16.58%</b>                        | <b>102,901</b>           |
| <b>EXPENDITURES</b>   |                          |                        |                  |                                      |                          |
| Personnel Services  | 16,966                   | 154,387                | 217,400          | 28.98%                               | 63,013                   |
| <b>Materials &amp; Services</b>                             |                          |                        |                  |                                      |                          |
| Supplies  | 660                      | 9,007                  | 12,500           | 27.94%                               | 3,493                    |
| Professional Services                                       | 271                      | 11,581                 | 8,600            | -34.67%                              | (2,981)                  |
| Contractual Services  | 21                       | 2,543                  | 10,000           | 74.57%                               | 7,457                    |
| Travel & Training   | 779                      | 1,284                  | 2,300            | 44.17%                               | 1,016                    |
| Insurance   | 0                        | 6,502                  | 5,700            | -14.06%                              | (802)                    |
| Regulatory Requirements                                     | 4,967                    | 11,870                 | 15,500           | 23.42%                               | 3,630                    |
| Utilities   | 3,055                    | 32,169                 | 46,100           | 30.22%                               | 13,931                   |
| Repairs & Maintenance                                       | 2,140                    | 12,643                 | 40,800           | 69.01%                               | 28,157                   |
| Interfund Services  | 7,767                    | 62,133                 | 94,000           | 33.90%                               | 31,867                   |
| Other Materials & Services                                  | 775                      | 6,902                  | 9,700            | 28.85%                               | 2,798                    |
| <b>Total Materials &amp; Services</b>                       | <b>20,434</b>            | <b>156,634</b>         | <b>245,200</b>   | <b>36.12%</b>                        | <b>88,566</b>            |
| Capital Outlay  | 2,178                    | 19,925                 | 36,000           | 0.00%                                | 16,075                   |
| <b>Total EXPENDITURES</b>                                   | <b>39,579</b>            | <b>330,946</b>         | <b>498,600</b>   | <b>33.62%</b>                        | <b>167,654</b>           |
| <b>EXCESS (deficiency) of REVENUE OVER<br/>EXPENDITURES</b> | <b>(1,150)</b>           | <b>186,953</b>         | <b>122,200</b>   | <b>-52.99%</b>                       | <b>(64,753)</b>          |
| <b>OTHER FINANCING SOURCES (USES)</b>                       |                          |                        |                  |                                      |                          |
| Transfers Out   | (1,885)                  | (24,641)               | (155,000)        | 84.10%                               | (130,359)                |
| Other Uses  | 0                        | 0                      | (20,000)         | 100.00%                              | (20,000)                 |
| <b>Total OTHER FINANCING SOURCES (USES)</b>                 | <b>(1,885)</b>           | <b>(24,641)</b>        | <b>(175,000)</b> | <b>85.92%</b>                        | <b>(150,359)</b>         |
| <b>NET CHANGE IN FUND BALANCE</b>                           | <b>(3,034)</b>           | <b>162,312</b>         | <b>(52,800)</b>  | <b>407.41%</b>                       | <b>(215,112)</b>         |
| <b>BEGINNING FUND BALANCE</b>                               | <b>225,284</b>           | <b>59,937</b>          | <b>56,500</b>    | <b>6.08%</b>                         | <b>3,437</b>             |
| <b>ENDING FUND BALANCE</b>                                  | <b>222,250</b>           | <b>222,250</b>         | <b>3,700</b>     | <b>5906.75%</b>                      | <b>218,550</b>           |

## City of Dundee

### Statement of Revenue & Expenditures

Water CIP Fund - 432

From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                  |                                      |                          |
| Charges for Services  | 0                        | 26,024                 | 39,200           | 33.61%                               | 13,176                   |
| Miscellaneous Revenue                                       | 1,013                    | 7,148                  | 6,000            | -19.14%                              | -1,148                   |
| <b>Total REVENUE</b>  | <u>1,013</u>             | <u>33,172</u>          | <u>45,200</u>    | <u>26.61%</u>                        | <u>12,028</u>            |
| <b>EXPENDITURES</b>   |                          |                        |                  |                                      |                          |
| Capital Outlay  | 87,006                   | 114,927                | 265,000          | 56.63%                               | 150,073                  |
| Debt Service  | 0                        | 58,602                 | 117,300          | 50.04%                               | 58,698                   |
| <b>Total EXPENDITURES</b>                                   | <u>87,006</u>            | <u>173,529</u>         | <u>382,300</u>   | <u>54.61%</u>                        | <u>208,771</u>           |
| <b>EXCESS (deficiency) of REVENUE OVER<br/>EXPENDITURES</b> | <u>(85,994)</u>          | <u>(140,357)</u>       | <u>(337,100)</u> | <u>58.36%</u>                        | <u>-196,743</u>          |
| <b>OTHER FINANCING SOURCES (USES)</b>                       |                          |                        |                  |                                      |                          |
| Transfers In  | 0                        | 0                      | 80,000           | 100.00%                              | 80,000                   |
| <b>Total OTHER FINANCING SOURCES (USES)</b>                 | <u>0</u>                 | <u>0</u>               | <u>80,000</u>    | <u>100.00%</u>                       | <u>80,000</u>            |
| <b>NET CHANGE IN FUND BALANCE</b>                           | <u>(85,994)</u>          | <u>(140,357)</u>       | <u>(257,100)</u> | <u>45.41%</u>                        | <u>-116,743</u>          |
| <b>BEGINNING FUND BALANCE</b>                               | 271,882                  | 326,245                | 270,600          | -20.56%                              | -55,645                  |
| <b>ENDING FUND BALANCE</b>                                  | <u>185,889</u>           | <u>185,889</u>         | <u>13,500</u>    | <u>-1276.95%</u>                     | <u>-172,389</u>          |

## City of Dundee

### Statement of Revenue & Expenditures

#### Sewer Fund - 441

From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                  |                                      |                          |
| Charges for Services                                    | 104,575                  | 1,018,276              | 1,331,400        | 23.52%                               | 313,124                  |
| Miscellaneous Revenue                                   | 624                      | 4,227                  | 4,500            | 6.07%                                | 273                      |
| <b>Total REVENUE</b>                                    | <b>105,200</b>           | <b>1,022,503</b>       | <b>1,335,900</b> | <b>23.46%</b>                        | <b>313,397</b>           |
| <b>EXPENDITURES</b>                                     |                          |                        |                  |                                      |                          |
| Personnel Services                                      | 15,864                   | 144,143                | 200,200          | 28.00%                               | 56,057                   |
| <b>Materials &amp; Services</b>                         |                          |                        |                  |                                      |                          |
| Supplies  | 3,031                    | 11,809                 | 21,500           | 45.07%                               | 9,691                    |
| Professional Services                                   | 427                      | 11,406                 | 40,700           | 71.98%                               | 29,294                   |
| Contractual Services                                    | 0                        | 385                    | 700              | 44.96%                               | 315                      |
| Travel & Training                                       | 26                       | 1,003                  | 2,300            | 56.38%                               | 1,297                    |
| Insurance   | 465                      | 15,797                 | 16,700           | 5.41%                                | 903                      |
| Regulatory Requirements                                 | 43                       | 3,888                  | 5,600            | 30.56%                               | 1,712                    |
| Utilities   | 7,921                    | 63,441                 | 85,100           | 25.45%                               | 21,659                   |
| Repairs & Maintenance                                   | 400                      | 39,997                 | 221,300          | 81.93%                               | 181,303                  |
| Interfund Services                                      | 6,883                    | 61,950                 | 86,400           | 28.30%                               | 24,450                   |
| Other Materials & Services                              | 768                      | 6,851                  | 9,500            | 27.88%                               | 2,649                    |
| <b>Total Materials &amp; Services</b>                   | <b>19,963</b>            | <b>216,528</b>         | <b>489,800</b>   | <b>55.79%</b>                        | <b>273,272</b>           |
| <b>Total EXPENDITURES</b>                               | <b>35,827</b>            | <b>360,671</b>         | <b>690,000</b>   | <b>47.73%</b>                        | <b>329,329</b>           |
| <b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b> | <b>69,373</b>            | <b>661,831</b>         | <b>645,900</b>   | <b>-2.47%</b>                        | <b>(15,931)</b>          |
| <b>OTHER FINANCING SOURCES (USES)</b>                   |                          |                        |                  |                                      |                          |
| Transfers Out   | (60,738)                 | (494,482)              | (745,600)        | 33.68%                               | (251,118)                |
| Other Uses  | 0                        | 0                      | (20,000)         | 100.00%                              | (20,000)                 |
| <b>Total OTHER FINANCING SOURCES (USES)</b>             | <b>(60,738)</b>          | <b>(494,482)</b>       | <b>(765,600)</b> | <b>35.41%</b>                        | <b>(271,118)</b>         |
| <b>NET CHANGE IN FUND BALANCE</b>                       | <b>8,635</b>             | <b>167,350</b>         | <b>(119,700)</b> | <b>239.81%</b>                       | <b>(287,050)</b>         |
| <b>BEGINNING FUND BALANCE</b>                           | <b>316,266</b>           | <b>157,552</b>         | <b>143,300</b>   | <b>9.95%</b>                         | <b>14,252</b>            |
| <b>ENDING FUND BALANCE</b>                              | <b>324,901</b>           | <b>324,901</b>         | <b>23,600</b>    | <b>1276.70%</b>                      | <b>301,301</b>           |

## City of Dundee

Statement of Revenue & Expenditures  
Sewer CIP Fund - 442  
From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget          | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------------|--------------------------------------|--------------------------|
| REVENUES  |                          |                        |                       |                                      |                          |
| Charges for Services                                | 0                        | 30,672                 | 37,200                | 17.55%                               | 6,528                    |
| Miscellaneous Revenue                               | 1,136                    | 9,145                  | 30,500                | 70.02%                               | 21,355                   |
| Total REVENUE                                       | <u>1,136</u>             | <u>39,817</u>          | <u>67,700</u>         | <u>41.19%</u>                        | <u>27,883</u>            |
| EXPENDITURES  |                          |                        |                       |                                      |                          |
| Capital Outlay                                      | 0                        | 8,248                  | 8,300                 | NA                                   | 53                       |
| Debt Service  | 0                        | 362,128                | 689,200               | 47.46%                               | 327,072                  |
| Total EXPENDITURES                                  | <u>0</u>                 | <u>370,376</u>         | <u>697,500</u>        | <u>46.90%</u>                        | <u>327,124</u>           |
| EXCESS (deficiency) of REVENUE OVER<br>EXPENDITURES | <u>1,136</u>             | <u>(330,559)</u>       | <u>(629,800)</u>      | <u>47.51%</u>                        | <u>(299,241)</u>         |
| OTHER FINANCING SOURCES (USES)                      |                          |                        |                       |                                      |                          |
| Transfers In  | 55,500                   | 444,000                | 666,000               | 33.33%                               | 222,000                  |
| Total OTHER FINANCING SOURCES (USES)                | <u>55,500</u>            | <u>444,000</u>         | <u>666,000</u>        | <u>33.33%</u>                        | <u>222,000</u>           |
| NET CHANGE IN FUND BALANCE                          | <u>56,636</u>            | <u>113,441</u>         | <u>36,200</u>         | <u>-213.37%</u>                      | <u>(77,241)</u>          |
| BEGINNING FUND BALANCE                              | 570,897                  | 514,092                | 497,100               | -3.42%                               | (16,992)                 |
| ENDING FUND BALANCE                                 | <u><u>627,533</u></u>    | <u><u>627,533</u></u>  | <u><u>533,300</u></u> | <u><u>-17.67%</u></u>                | <u><u>(94,233)</u></u>   |

## City of Dundee

### Statement of Revenue & Expenditures

#### Storm Water Fund - 451

From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget    | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|-----------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>   |                          |                        |                 |                                      |                          |
| Charges for Services                                    | 8,710                    | 82,198                 | 109,800         | 25.14%                               | 27,602                   |
| Miscellaneous Revenue                                   | 116                      | 585                    | 1,000           | 41.52%                               | 415                      |
| <b>Total REVENUE</b>                                    | <b>8,826</b>             | <b>82,783</b>          | <b>110,800</b>  | <b>25.29%</b>                        | <b>28,017</b>            |
| <b>EXPENDITURES</b>                                     |                          |                        |                 |                                      |                          |
| Personnel Services                                      | 2,194                    | 20,640                 | 28,300          | 27.07%                               | 7,660                    |
| Materials & Services                                    |                          |                        |                 |                                      |                          |
| Supplies  | 71                       | 1,375                  | 2,300           | 40.22%                               | 925                      |
| Professional Services                                   | 1,236                    | 3,743                  | 5,600           | 33.17%                               | 1,857                    |
| Travel & Training                                       | 9                        | 70                     | 200             | 65.25%                               | 131                      |
| Insurance   | 0                        | 209                    | 200             | -4.26%                               | (9)                      |
| Regulatory Requirements                                 | 0                        | 36                     | 100             | 64.50%                               | 65                       |
| Utilities   | 99                       | 641                    | 1,100           | 41.70%                               | 459                      |
| Repairs & Maintenance                                   | 49                       | 1,375                  | 2,700           | 49.09%                               | 1,325                    |
| Interfund Services                                      | 1,133                    | 10,200                 | 12,100          | 15.70%                               | 1,900                    |
| Other Materials & Services                              | 0                        | 6                      | 300             | 97.97%                               | 294                      |
| <b>Total Materials &amp; Services</b>                   | <b>2,597</b>             | <b>17,653</b>          | <b>24,600</b>   | <b>28.24%</b>                        | <b>6,947</b>             |
| <b>Total EXPENDITURES</b>                               | <b>4,791</b>             | <b>38,293</b>          | <b>52,900</b>   | <b>27.61%</b>                        | <b>14,607</b>            |
| <b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b> | <b>4,035</b>             | <b>44,490</b>          | <b>57,900</b>   | <b>23.16%</b>                        | <b>13,410</b>            |
| <b>OTHER FINANCING SOURCES (USES)</b>                   |                          |                        |                 |                                      |                          |
| Transfers Out   | 0                        | 0                      | (63,900)        | 100.00%                              | (63,900)                 |
| Other Uses  | 0                        | 0                      | (5,000)         | 100.00%                              | (5,000)                  |
| <b>Total OTHER FINANCING SOURCES (USES)</b>             | <b>0</b>                 | <b>0</b>               | <b>(68,900)</b> | <b>100.00%</b>                       | <b>(68,900)</b>          |
| <b>NET CHANGE IN FUND BALANCE</b>                       | <b>4,035</b>             | <b>44,490</b>          | <b>(11,000)</b> | <b>504.45%</b>                       | <b>(55,490)</b>          |
| <b>BEGINNING FUND BALANCE</b>                           | <b>53,092</b>            | <b>12,638</b>          | <b>12,100</b>   | <b>4.44%</b>                         | <b>538</b>               |
| <b>ENDING FUND BALANCE</b>                              | <b>57,128</b>            | <b>57,128</b>          | <b>1,100</b>    | <b>5093.42%</b>                      | <b>56,028</b>            |

## City of Dundee

Statement of Revenue & Expenditures  
Storm Water CIP Fund - 452  
From 3/01/2020 Through 3/31/2020

|   | Current Period<br>Actual | Current Year<br>Actual | Total Budget     | Percent Total<br>Budget<br>Remaining | Total Budget<br>Variance |
|---|--------------------------|------------------------|------------------|--------------------------------------|--------------------------|
| <b>REVENUES</b>                                       |                          |                        |                  |                                      |                          |
| Charges for Services                                  | 0                        | 12,180                 | 15,000           | 18.80%                               | 2,820                    |
| Miscellaneous Revenue                                 | 13                       | 1,145                  | 1,300            | 11.92%                               | 155                      |
| <b>Total REVENUE</b>                                  | <u>13</u>                | <u>13,325</u>          | <u>16,300</u>    | <u>18.25%</u>                        | <u>2,975</u>             |
| <b>EXPENDITURES</b>                                   |                          |                        |                  |                                      |                          |
| Capital Outlay  | 48,070                   | 74,202                 | 111,000          | 33.15%                               | 36,798                   |
| Debt Service  | 0                        | 11,799                 | 23,700           | 50.22%                               | 11,901                   |
| <b>Total EXPENDITURES</b>                             | <u>48,070</u>            | <u>86,001</u>          | <u>134,700</u>   | <u>36.15%</u>                        | <u>48,699</u>            |
| <b>EXCESS (deficiency) of REVENUE OVER EXPENDITUR</b> | <u>(48,057)</u>          | <u>(72,675)</u>        | <u>(118,400)</u> | <u>38.62%</u>                        | <u>-45,725</u>           |
| <b>OTHER FINANCING SOURCES (USES)</b>                 |                          |                        |                  |                                      |                          |
| Transfers In  | 0                        | 0                      | 52,000           | 100.00%                              | 52,000                   |
| <b>Total OTHER FINANCING SOURCES (USES)</b>           | <u>0</u>                 | <u>0</u>               | <u>52,000</u>    | <u>0.00%</u>                         | <u>52,000</u>            |
| <b>NET CHANGE IN FUND BALANCE</b>                     | <u>(48,057)</u>          | <u>(72,675)</u>        | <u>(66,400)</u>  | <u>0.00%</u>                         | <u>6,275</u>             |
| <b>BEGINNING FUND BALANCE</b>                         | 63,294                   | 87,912                 | 71,400           | 0.00%                                | -16,512                  |
| <b>ENDING FUND BALANCE</b>                            | <u>15,237</u>            | <u>15,237</u>          | <u>5,000</u>     | <u>0.00%</u>                         | <u>-10,237</u>           |

memo



CITY of  
**DUNDEE**  
Oregon

To: City Council  
From: PW Superintendent Simpson  
CC: Rob Daykin  
Date: 4/16/20  
Re: PW Quarterly Report

---

Comments: Notable activities in the first quarter of 2020.

Meter repairs: Scrutinizing (in depth) the meter read report has led to finding broken and miss programmed meters that may have been accounting for some of our water loss, all have been repaired and we`ll continue to check monthly.

Abandoning the old cast iron and galvanized water line on Viewmont Dr, that was leaking for years, has finally been replaced.

Repaired a leak on a relatively new water line on SE Maple, <20 years old, where the contractor kinked the copper service line and the cavitation caused a 1/4" hole in the pipe.

Getting switched over to the Caselle backflow software, we are switched over and are using that product.

Early spring got us out controlling our vegetation and Viewmont trail sooner than normal. Also planting several new trees on the Viewmont trail as well.

Assisted with traffic control and cleanup of the large tree on 9<sup>th</sup> St after it was brought down.

Chuck Simpson  
PW Superintendent



# AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: April 16, 2020  
Re: Resolution No. 2020-03, State Parks Local Government Grant

City Engineer Reid provided a construction estimate for the development of the Third Street Path & View Park as recommended by the Dundee Parks Advisory Committee with the exception of one feature. The Committee expressed interest in path lighting, however, preliminary estimates came in between \$16,000 and \$18,000 for that element. This additional amount would have greatly exceeded the small grant limit of \$75,000 and require a local match in excess of the 20% minimum allowed for a small city (under the population of 5,000) as follows:

|               | <u>Base Project</u> | <u>Path w/Lighting</u> |
|---------------|---------------------|------------------------|
| Project Cost  | \$92,000            | \$110,000              |
| OPRD Grant    | \$73,600            | \$75,000               |
| Local Match   | \$18,400            | \$35,000               |
| Match Percent | 20%                 | 32%                    |

I recommend using the Base Project cost estimate for the 2020 State Parks local government grant application. The funds are currently available in the General Fund, however, if the application is selected for award in September 2020, I anticipate actual construction will take place next year and will be funded from the FY 2021-22 budget using State Revenue Sharing. If following construction of the park and its subsequent use that it is deemed important to install lighting for the path, then a second grant application may be prepared for that purpose.<sup>1</sup> By using this approach the City would be able to stay at the 20% local match level.

Recommendation: Motion to pass Resolution No. 2020-03, authorizing the city administrator to apply for a local government grant from the Oregon Parks and Recreation Department for the development of Third Street Path & View Park.

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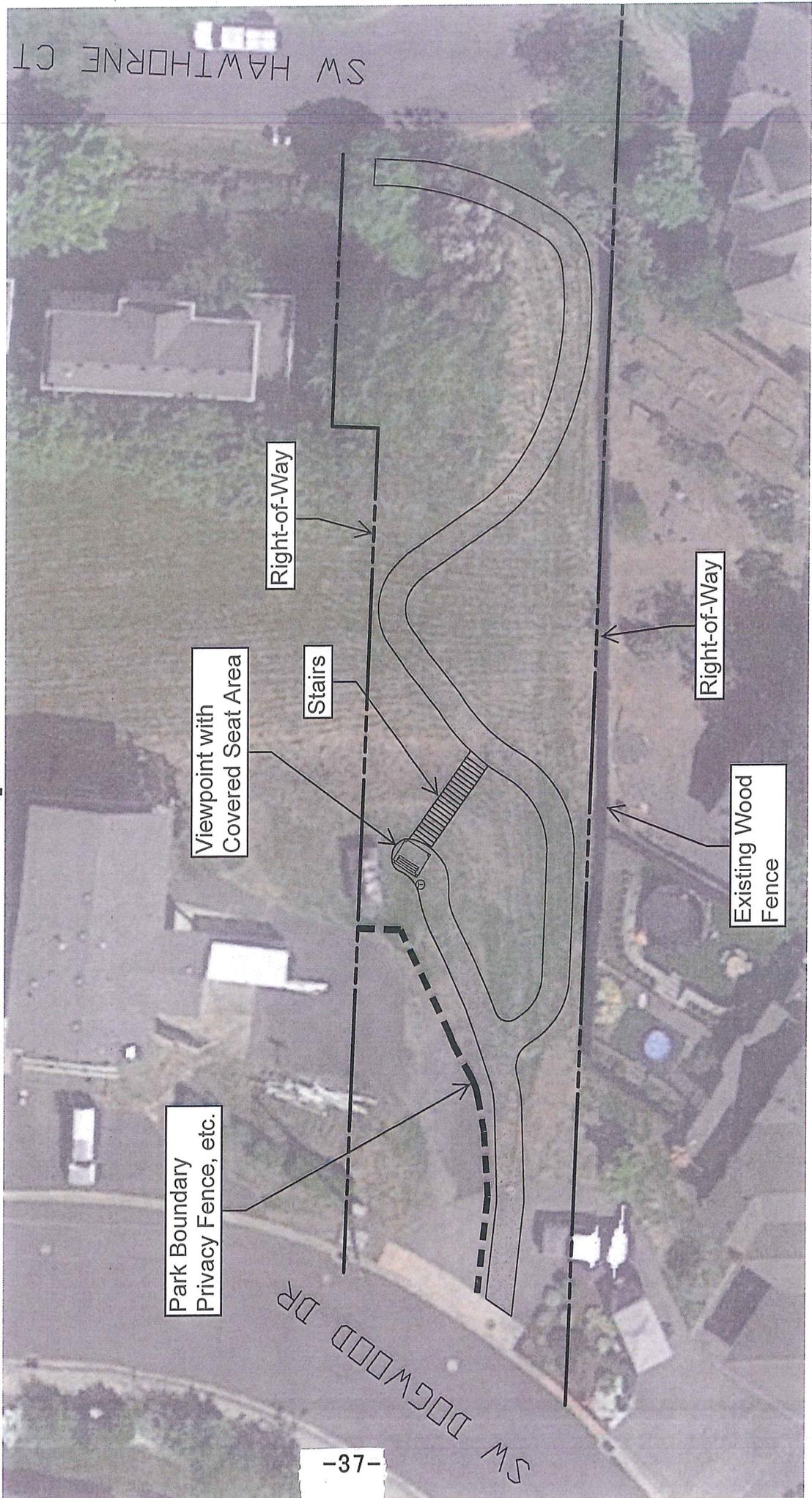
<sup>1</sup> State Parks allows phased improvements using their grant program. I was successful with a phased project for recreation fields in Hubbard using the Local Government Grant program with three back-to-back grants: 1) Irrigation system improvements; 2) Parking lot, entryway, landscape improvements; and 3) Playground equipment.







# 3rd Street Path & View Park Conceptual Plan





RESOLUTION NO. 2020-03

A RESOLUTION AUTHORIZING THE CITY OF DUNDEE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF THE THIRD STREET PATH & VIEW PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Dundee desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

WHEREAS, the City Council identified development of the Third Street Path & View Park as a high priority need in the City of Dundee; and

WHEREAS, the project would include construction of a hard-surfaced path from Dogwood Drive to Hawthorn Court with a connecting path to a viewpoint having a covered seating area, stairs connecting the viewpoint to the main path, and other park amenities; and

WHEREAS, the applicant hereby certifies that the matching share for this application is readily available at this time; and

WHEREAS, the City of Dundee will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW THEREFORE, THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. The City Administrator is authorized to apply for a Local Government Grant from the Oregon Parks and Recreation Department on behalf of the City of Dundee for development of the Third Street Path & View Park as specified above.

Section 2. This resolution is and shall be effective from and after its passage by the City Council.

Passed by the City Council this 21<sup>st</sup> day of April, 2020.

Approved:

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David Russ, Mayor

Attest:

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Rob Daykin, City Administrator/Recorder



memo



CITY of  
**DUNDEE**  
*Oregon*

To: City Council  
From: Chuck Simpson  
CC: Rob Daykin  
Date: 3/31/2020  
Re: WWTP Headworks Low Flow Pump Repair

---

Comments: In January we had one of our low flow pumps fail. We pulled it out and sent it in to be looked at by the factory reps for our pumps (Flyght Products in Tualatin) they had to take it apart to give us an estimate of \$6242.00 for repairs.

Attached is the quote from Flyght.

Recommendation: Approval for Flyght to make repairs, noting that we will be notified if more damage is found and pricing needs to change.

Chuck Simpson  
PW Superintendent





PRODUCT REPAIR / SERVICE ESTIMATE

Estimate #: R2020-POR-0004

Date: 2/25/2020

Page 1 of 5

Tag #: R1346

JobName:

Customer Information

Company Name: CITY OF DUNDEE

Address

PO BOX 220  
620 SW 5TH ST  
DUNDEE OR97115

Contact: Jared Nunley

Telephone: (971)563-7460

Telephone:

Fax:

Email: jared.nunley@dundeecity.org

Following is an estimate prepared for you regarding the repair of your Flygt pump.

Product Identification

Product Number: 0031530910427

Serial Number: 3153.091-1170114

Model:

Impeller Code:

HP: 15

Volts: 460

Phases: 3

Inspection Information

Inspected By: Lance Nielsen

Motor Data: Wire Configuration: U1: V1: W1:

Megger to ground: R 2.2G B 2.2G W 2.2G

Resistance through cable: RB 1.6 RW 1.6 BW  
1.6

Stator Condition: Good

Shaft Condition: Good

Oil Condition: Unusable

Inspection Plugs:

Sensors:

FLS

CLS

KLIX

Bearing

Cable

Cable Condition: Unusable

Cable Length: 55"

Hydraulic:

Impeller/Propeller Condition: Unusable

Volute Condition: Good





### PRODUCT REPAIR / SERVICE ESTIMATE

Estimate #: R2020-POR-0004

Date: 2/25/2020

Page 2 of 5

Tag #: R1346

JobName:

Hydraulic Type: N

Installation

Type: P

Discharge Size: 3"

Control

MFV

Primary Requirement: Other

#### Repair/Service Requirements and remarks

Seals, bearings and motor, pass inspection. Impeller, wear plate and power cable with grommets need replacement.

#### Parts, Labor and Other Charges

Parts:

| Qty         | PartNo    | Description                         | Sell Price | Total Price |
|-------------|-----------|-------------------------------------|------------|-------------|
| 55          | 94 21 08  | CABLE,SUBCAB AWG 8/3-2-1-GC+ 28.2MM | \$32.00    | \$1,760.00  |
| 1           | 769 29 31 | KIT,IMPELLER N HT CODE 464 HC       | \$3,769.00 | \$3,769.00  |
| 2           | 84 18 04  | GROMMET,NBR 29ID 52OD 26L           | \$33.00    | \$66.00     |
| Total Price |           |                                     |            | \$5,595.00  |

Labor and Other Charges:

| Qty         | PartNo       | Description  | Sell Price | Total Price |
|-------------|--------------|--|------------|-------------|
| 4           | 14-69 00 03A | LABOR,SVC FLYGT,NO TAX Z4-TP MODELS:<br>3000,7000,8000         | \$130.00   | \$520.00    |
| 1           | 14-69 00 21C | ENV FEE 11-50HP NO TAX TP ENVIRONMENTAL<br>FEE                 | \$73.00    | \$73.00     |
| 1           | 14-69 00 26A | SHOP SUPPLIES-MEDIUM PUMPS DW MISC SHOP<br>SUPPLIES FOR REPAIR | \$54.00    | \$54.00     |
| Total Price |              |  |            | \$647.00    |



Flygt Products  
9625 SW Tualatin Sherwood Road , Tualatin Oregon 97062  
PH: (503) 240-1980  
FX: (503) 240-3445





PRODUCT REPAIR / SERVICE ESTIMATE

Estimate #: R2020-POR-0004  
Tag #: R1346  
JobName:

Date: 2/25/2020

Page 3 of 5

Total Price: \$6,242.00

Product Replacement

Product Number:  
Cost of New Unit:  
Description:

Estimated Delivery: Weeks

Terms

**Please note:** If additional repair requirements are identified during service, the total cost of your repair may change. Should this occur, we will contact you for approval before proceeding.

A signed Purchase Order or approval below must be received before any repair work can begin.

If repaired unit is not picked up or delivered within 5 days of completion, the repair will be invoiced.

Taxes: The prices quoted above do not include any state, federal, or local sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Validity: This Quote is valid for forty five (45) days.

Terms of payment: Net 30 Standard

Warranty: Parts used for this repair carry a 12 month warranty.

This Quote does not include freight charges.

If this product is not repaired, a fee of \$\_\_\_\_\_ will be charged for labor required for the inspection performed.

We will require a purchase order from you for these charges.

PLEASE NOTE: IF WE DO NOT HAVE A RESPONSE FROM YOU BY: (INPUT DATE APPROX. 2 WEEKS OUT) WE WILL INVOICE YOU FOR \$(INPUT MIN. LABOR HOURS) FOR THE TIME & LABOR HOURS OUR SERVICE DEPARTMENT HAS ALREADY SPENT IN PERFORMING THE TEARDOWN & INSPECTION OF YOUR PRODUCT. YOUR PROMPT ATTENTION & RESPONSE IS GREATLY APPRECIATED.





**PRODUCT REPAIR / SERVICE ESTIMATE**

Estimate #: R2020-POR-0004

Date: 2/25/2020

Page 4 of 5

Tag #: R1346

JobName:

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Dave Olson

Phone: 503-290-2175

Fax: 503-240-3445

Email: david.olson2@xylem.com



Flygt Products  
9625 SW Tualatin Sherwood Road , Tualatin Oregon 97062  
PH: (503) 240-1980  
FX: (503) 240-3445





PRODUCT REPAIR / SERVICE ESTIMATE

Estimate #: R2020-POR-0004

Date: 2/25/2020

Page 5 of 5

Tag #: R1346

JobName:

Customer Approval

Complete and sign this Approval and return to Xylem Water Solutions USA, Inc with, or in place of, your Purchase Order

I authorize Xylem Water Solutions USA, Inc to proceed for the amount shown above.

Repair

Replacement

Customer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

PO #: \_\_\_\_\_

Ship To:

Will Pick Up

Deliver

Ship To

Ship/Delivery Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bill To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Taxable:

Yes

No

Tax Exemption Certificate must be on file or tax will be applied to the invoice.







CITY of  
**DUNDEE**  
Oregon

To: City Council  
From: Chuck Simpson  
CC: Rob Daykin  
Date: 4/10/2020  
Re: Sewer Manhole repairs

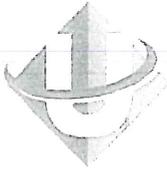
Comments: Sewer manhole inspections have revealed some deficiencies that lead to I&I issues we have compiled a list of repairs to 6 manholes that are needing repair and have a contractor available to complete this work. The quote from Underground Tech for this work is not to exceed \$8000.00 Recommendation for Underground tech to complete these repairs.

X 

Chuck Simpson  
Public Works Superintendent

Manhole # 9 Beech St. + 11<sup>th</sup> St.  
Manhole # 10 Beech St. - mid-block  
Manhole # 39 Maple St. between 9<sup>th</sup> + 10<sup>th</sup>  
Manhole # 235 Canyon Drive  
Manhole # 316 Oliver Ct.  
Manhole # 318 Oliver Ct.





**UNDERGROUND TECH<sub>uc</sub>**  
REPAIR - RENOVATE - RESOLVE

## Unit Pricing for Manhole Repairs City of Dundee

April 1, 2020

Thank you for contacting Underground Tech for your manhole rehabilitation needs. Based on the information we now possess, including both verbal and written, we are pleased to submit our unit pricing for providing materials and services for the above referenced project.

### **Scope of Service:**

To meet the requirements of this project, we propose to furnish the following items:

1. Mobilize and demobilize our crew, equipment, and materials to the specified project locations.
2. Clean structures.
3. Seal any active leaks using Seal-Guard injection grout.
4. Re-grout as needed.

The above scope of service and the following pricing is subject to adjustment if the actual job site conditions and quantities differ from the requirements and conditions known to us at time of this proposal.



**UNDERGROUND TECH<sub>LLC</sub>**  
REPAIR - RENOVATE - RESOLVE

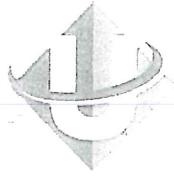
**Quote:**

Underground Tech proposes to offer these services for the following cost(s):

| Item No. | Unit | Item Description                            | Unit Price |
|----------|------|---|------------|
| 1.       | EA   | Mobilization/Day                            | \$500.00   |
| 2.       | EA   | Labor/Hr                                    | \$65.00    |
| 2.       | EA   | Equipment Trailer/Hr                        | \$100.00   |
| 3.       | EA   | Cartridge of Seal-Guard<br>Injectable Grout | \$90.00    |
| 5.       | EA   | Bucket of ML-10 Cementitious<br>Grout       | \$85.00    |

We will expect that the following will be furnished to Underground Tech at no cost to us:

1. Free and legal access to the project site.
2. All approvals and permits as applicable.
3. Any bypass pumping required.
4. Traffic control other than cones.



**UNDERGROUND TECH<sub>LLC</sub>**  
REPAIR - RENOVATE - RESOLVE

## Terms and Conditions

- Customer shall provide a suitable roadway for access of our service vehicles.
- All permits, inspection, licensure and environmental shall be provided by others.
- Underground Tech is not liable for any damage or failure after initial satisfactory completion of said work.
- A daily Time & Material Log will be submitted.
- Total Price not to exceed \$8000.
- Work is to be completed on a Time & Material schedule per unit prices as listed in the proposal.
- This Contract must be signed and in place prior to any commencement of work by Underground Tech.
- Prices are based non-prevailing wages.
- Delays on-site shall be billed per appropriate hourly rates. Any overtime will be billed at 1.5 times the hourly rate.
- If agreement is terminated after Underground Tech has mobilized or materials ordered, you will be invoiced for any out-of-pocket costs incurred.
- Upon completion, payment is due on the 20<sup>th</sup> of the following month, no retainage, 1-1/2% interest per month will be assessed on past due invoices.



**UNDERGROUND TECH**<sub>LLC</sub>  
REPAIR - RENOVATE - RESOLVE

## Closing

We thank you for the opportunity to offer this proposal and look forward to providing this service. If you have any need for further assistance, please do not hesitate to contact me at 541-990-2791.

Sincerely,

Doug Troyer, Owner  
Underground Tech

### ACCEPTANCE OF QUOTE

SIGNATURE: \_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SIGN AND EMAIL TO [doug@undergrountech.net](mailto:doug@undergrountech.net) FOR ACCEPTANCE OF THIS QUOTE

# AGENDA REPORT

To: Mayor Russ and City Council  
 From: Rob Daykin, City Administrator  
 Date: April 16, 2020  
 Re: Water System Development Charge Established

The City recently received a request to upgrade an existing 5/8 x 3/4-inch water meter to a true 3/4-inch meter in order to accommodate a new fire suppression system.<sup>1</sup> The City does not have a 3/4-inch meter in our system, and we have not considered that size meter in our rates or SDC fees. The next size up that meets the customer's needs is a 1-inch meter, however, this would require upsizing the service line back to the water main at considerable cost. Following discussion with Public Works Supervisor on this matter, it was determined that offering a 3/4-inch meter would not be a problem for the City and we gave the go ahead to the owner with an estimated SDC charge conditioned on Council's approval. My calculations were based on a ratio of the maximum flow rate for these types of meters per American Water Works Association to the ratios in the SDC chart below. The highlighted area would be the calculated SDC for a 3/4-inch meter.

| Measurement Type/Unit | Reimb Fee Portion | Improv. Fee Portion | Compliance Fee | Total SDC Amount | Ratios |
|-----------------------|-------------------|---------------------|----------------|------------------|--------|
| 5/8" x 3/4" Meter     | 1,081             | 5,314               | 111            | 6,506            | 1.00   |
| 3/4" Meter            | 1,319             | 6,483               | 135            | 7,937            | 1.22   |
| 1" Meter              | 1,801             | 8,857               | 174            | 10,832           | 1.66   |
| 1 - 1/2" Meter        | 3,603             | 17,714              | 371            | 21,688           | 3.33   |
| 2" Meter              | 5,765             | 28,342              | 592            | 34,699           | 5.33   |
| 3" Meter              | 10,810            | 53,141              | 1,110          | 65,061           | 10.00  |

Recommendation: Motion authorizing the establishment of a Water SDC for a 3/4-inch meter in the amount of \$7,937.

<sup>1</sup> Proposed conversion of a single family residence to a 5-unit adult care facility, a permitted use under the Dundee Development Code.



## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: April 16, 2020  
Re: City Administrator Salary

Prior negotiations of the City Administrator's salary were conducted following the annual evaluation process and was facilitated by the Executive Director of the Mid-Willamette Valley Council of Governments (COG). The current annual salary of \$95,000 went into effect July 1, 2019 per agreement approved in April 2018. Following the April 2018 evaluation process, Executive Director Sean O'Day advised the City Council that the COG will no longer provide executive salary comparisons in order to not compete with the Local Government Personnel Institute which provides the same service to cities for a fee. Using the same format that was used by the COG, I updated the 2018 survey information with a few changes. The COG looked at cities within the region that were within a certain population range of Dundee. I added two additional cities to the survey: Jefferson and Willamina. Jefferson had the population profile used in the selection of the other cities and was within 50 miles of Dundee. Willamina is just outside the lower range (30% under Dundee's population), so I included the information but not used it in the average calculation. The survey prepared by the COG in 2018 isolated Wood Village from the first average salary calculation, but then included it in a separate average. From what I recall, the COG thought Wood Village to be an anomaly. Based on the information I received from King City, I also shifted King City to be paired with Wood Village. Please note that these are current salaries in the survey, and some are likely to change for FY 2020-21 either due to a step increase for those that have a range, or as renegotiation, or COLA adjustment.

For FY 2020-21, I budgeted the City Administrator annual salary at \$98,000 – which is slightly more than the 2.48% COLA increase I have calculated for the other employees. In addition to requesting the annual salary to change to \$98,000 effective July 1, 2020, I am requesting that the annual salary starting July 1, 2021 be based on the same COLA approved by the Council for all employees.<sup>1</sup> In addition, I am requesting an increase in my vacation accrual rate from 160 hours per year to 200 hours per year.

Following discussion with the City Council on the changes to the terms of employment, I will bring back an amendment to the employment agreement at a future meeting for the Council's consideration.

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<sup>1</sup> I am now looking at retirement either September 30, 2021 or December 31, 2021. Under the terms of my current agreement I am obligated to provide at least 90 days written notice to the City prior to termination of the employment agreement.



CITY OF DUNDEE - CITY ADMINISTRATOR SALARY SURVEY  
April 1, 2020

| City         | Job Title             | Pop.  | Current Salary | Salary Range          | PERS/Other Retirement            | 6% EE portion - paid by City | Deferred Comp. paid by City | Annual Leave Benefit                   | Length of Service as CM w/City | Notes  |
|--------------|-----------------------|-------|----------------|-----------------------|----------------------------------|------------------------------|-----------------------------|--|--------------------------------|--|
| Aunsville    | City Administrator    | 4,130 | \$109,032      | \$91,932 - \$119,712  | PERS                             | Yes                          | No                          | 120 hrs vacation<br>Admin time varies  | 4 years                        | Phone stipend - \$180/year Admin hrs earned 1 hr for each hr over 40 hrs/week<br>Cell phone provided |
| Carlton      | City Manager          | 2,270 | \$106,227      | \$93,889 - \$118,784  | PERS                             | Yes                          | No                          | 120 hrs vacation<br>20 hrs admin time  | 2 years                        |  |
| Dayton       | City Manager          | 2,740 | \$89,000       | n/a                   | PERS                             | Yes                          | No                          | 96 hrs vacation<br>96 hrs admin time   | 1.5 years                      |  |
| Estacada     | City Manager          | 3,725 | \$108,415      | \$100,159 - \$122,093 | PERS                             | Yes                          | No                          | 80 hrs vacation                        | 5 years                        | \$300/month vehicle stipend in addition to base salary   |
| Gervais      | City Manager          | 2,615 | \$87,848       | n/a                   | PERS                             | No                           | No                          | 160 hrs vacation                       | 11 years                       | Receives \$40/month cell phone allowance in addition to base salary                                  |
| Harrisburg   | City Administrator    | 3,680 | \$115,000      | \$95,000 - \$115,000  | PERS                             | Yes                          | Yes - 6% of salary          | 120 hrs vacation<br>288 hrs PTO        | 6 months                       |  |
| Jefferson    | City Manager/Recorder | 3,265 | \$87,000       | \$87,000 - \$128,400  | PERS                             | Yes                          | No                          | 192 hrs vacation<br>80 hrs admin time  | 21 years                       | New salary schedule with new title of City Manager adopted July 2019                                 |
| Lafayette    | City Administrator    | 4,125 | \$104,385      | n/a                   | PERS                             | Yes                          | No                          | 272 hrs PTO<br>(vacation & sick)       | 9.25 years                     | \$100/month (\$1,200/yr) vehicle stipend included in base salary                                     |
| Mt. Angel    | City Manager          | 3,465 | \$97,158       | n/a                   | PERS                             | Yes                          | No                          | 120 hrs vacation<br>120 hrs admin time | 3 years                        | Position Open - Advertising a range of \$85,000 to \$98,000  |
| North Plains | City Manager          | 3,285 | \$113,400      | n/a                   | PERS                             | Yes                          | No                          | 120 hrs vacation<br>30 hrs admin time  | 2 years                        |  |
| Williamina   | City Manager          | 2,250 | \$87,439       | no range              | PERS                             | Yes                          | No                          | 120 hrs vacation<br>96 hrs admin time  | 3 years                        | \$75,000 life insurance paid by City   |
| AVERAGE      |                       |       | \$101,747      |                       |                                  |                              |                             |  |                                |  |
| Dundee       | City Administrator    | 3,235 | \$95,000       | n/a                   | PERS                             | Yes                          | No                          | 160 hrs vacation                       | 13 years                       | \$50,000 life insurance paid by City   |
| Difference   |                       |       | \$6,747        |                       |                                  |                              |                             |  |                                |  |
| % Difference |                       |       | 7.10%          |                       |                                  |                              |                             |  |                                |  |
| King City    | City Manager          | 4,190 | \$122,500      | n/a                   | Other - ICMA-RC City paid = PERS | n/a                          | No                          | 96 hrs vacation<br>40 hrs admin time   | 4 years                        | \$100/month vehicle stipend in addition to base salary   |
| Wood Village | City Manager          | 4,060 | \$118,500      | \$103,130 - \$131,697 | PERS                             | Yes                          | No                          | 120 hrs vacation<br>40 hrs admin time  | 4 months                       |  |
| AVERAGE      |                       |       | \$104,872      |                       |                                  |                              |                             |  |                                |  |
| Difference   |                       |       | \$9,872        |                       |                                  |                              |                             |  |                                |  |
| % Difference |                       |       | 9.41%          |                       |                                  |                              |                             |  |                                |  |

