AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: May 5, 2020

Re: Temporary Vacancies – Standby Fee

We received a request to waive the monthly City utility fees from a business owner impacted by Oregon Governor's Executive Order No. 20-12, closing certain non-essential services that went into effect March 23. Tres Beau beauty salon at 972 N. Highway 99W had zero water consumption for their most recent bill through April 30; but was billed $102.80 representing the base charges. DMC 13.04.120 Temporary Vacancies authorizes reduction in City utility charges under the following circumstance:

1. Temporary Vacancy between owners or tenants – no charge for up to 15 continuous days provided water use is less than 20 cubic feet. (This policy was intended to reduce the administrative burden and cost of tracking, billing, and collecting very small amounts generated between owners and/or tenants)
2. Premises Uninhabitable as determined by the building official – no charge during period of repair or reconstruction to allow occupancy provided water use is less than 20 cubic feet per month.
3. Discontinuation Requested by a customer for an extended period with the water meter shut off and no use – charges reduced to "standby" in increments of a whole month. Typically applied to customers that reside away from their home for an extended period and do not have others living on site.

If Tres Beau had requested shut off, they would meet the requirements of the discontinuation policy. However, water is still on, but not used due to the business being closed. If Council authorizes the standby charge, the $102.80 bill would be reduced to $35.80 for the month of April.

We also identified two other customer accounts that were subject to Executive Order No. 20-12.[1] They include the Dundee Family Dentistry, 120 SW 7th Street, and the Lisa Erb commercial building at 1226 N. Highway 99W. The dentist office had a nominal amount of water, 41 cubic feet – perhaps landscape activity. The Lisa Erb building has three businesses, massage therapy, hair salon, and counseling. The account had less water than normal, but still had 111 cubic feet. Public works stopped by and confirmed the businesses appear to be closed and determined the customer had a leak. The

[1] All of the restaurants in Dundee had reduced, but still a significant amount of water likely due to take-out service. A more detailed report on restaurants and wineries will be presented at the May 19 meeting.

amounts billed for these two accounts for the month of April and their respective reductions using the standby fee are the following:

	Base Rates	Standby
Dundee Family Dentistry	$131.02	$55.40
Lisa Erb Commerical Bldg	$98.00	$31.00

Does the City Council wish to adjust the April billed charges for hair salon, massage, dentist businesses? If so, should it be based on the standy fee policy of discontinued service requested by a customer?

CITY of DUNDEE Oregon

May 5, 2020

Joyce Colling
Building Restoration Committee Chair
Dundee Woman's Club
P O Box 231
Dundee, OR 97115

Dear Joyce:

The Dundee City Council enthusiastically supports your Committee's application to the Oregon State Parks and Recreation Department Preserving Oregon grant program for restoration of six exterior windows on the historic Dundee Community Center building. The Dundee Community Center, under the ownership of the Dundee Woman's Club, serves as the major gathering place for hosting cultural events and programs for residents of the greater Dundee community for over 105 years. It is an important and very visible asset that enhances the sense of community and livability in Dundee.

We appreciate the commitment of the Dundee Woman's Club to the restoration of the historic Dundee Community Center while keeping true to the architectural character of the building.

Sincerely,

Rob Daykin
City Administrator

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