CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

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

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

JUNE 18, 2019 7 - 9 PM.
Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting

2. Pledge of Allegiance

3. Amendments to the Agenda, if any

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

5. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

5.1 City Council Minutes, June 4, 2019	Pages 1 - 8
5.2 Financial Report Ending May 31, 2019	Pages 9 - 30
Action Required: Motion to Accept the Consent Agenda	

6. Old Business:

6.1 Dundee Insurance Program – Gary Eastlund	Pages 31 - 32
Discussion	
6.2 Resolution No. 2019-07, Supplemental Budget	Pages 33 - 34
Action Required	
6.3 Resolution No. 2019-08, Budget Transfers	Pages 35 - 36
Action Required	

7. New Business:

7.1 Water Bill Appeal	Pages 37 - 46
Action Required	
7.2 Outside Water Request	Pages 47 - 64
Action Required	
7.3 2020 SCA Grant Program	Pages 65 - 74
Discussion	
7.4 Street Slurry Bids	Pages 75 -78
Action Required	

8. Council Concerns & Committee Reports

9. Mayor's Report

10. City Administrator Report

11. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.

12. Adjourn

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Pending Business:

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

2. Planning/Land Use
   - 2.1 Dundee Riverside Master Plan – Future Actions
   - 2.2 Exterior Lighting – Code Update/Street Light Standards
   - 2.3 Helipad Standards
   - 2.4 Pending Type II or Type III Land Use Applications:
     - 2.4.1 (none)

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

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

5. Next Available Ordinance & Resolution No's.
   - 5.1 Ordinance No. 570-2019
   - 5.2 Resolution No. 2019-09

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

CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
June 4, 2019

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

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

Public Attendance
Sean O'Day, Executive Director, Mid-Willamette Valley Council of Governments (MWVCOG) and Cathy Clark, Mayor of Keizer.

Agenda Changes
Additional agenda packet materials for Item 8.3 were provided to Council.

Public Hearing: Budget for Fiscal Year 2019-2020
Mayor Russ called the hearing to order at 7:02 P.M. to consider the budget for the fiscal year 2019-2020.

Staff Report:
C.A. Daykin pointed out that there are differences in the beginning fund balances for the next fiscal year as provided in the memo on page 1 of the agenda packet.

Public Testimony:
None.

Questions from the Council:
With regard to the Tourism Fund, C. Crawford discussed that he attended the Board meeting with Visit Newberg last night, and he explained that there was discussion about the formation of a contractual relationship to work with them on joint marketing; this could be a potential $35,000 contract to utilize approximately 50% of the Tourism Fund which is typically used for marketing. C. Crawford inquired about whether or not the proposed budget would allow for this potential adjustment. He also explained that at this time it is not known when Visit Newberg would be ready to enter into a contract of this nature, and he noted that at this time they would likely continue with PDX DNA until such a time arose. C.A. Daykin referenced the Tourism Fund line item detail on page 40 of the agenda packet. He referenced line item 29, the $35,000 proposed for marketing, and explained that this type of change would not necessarily require a budget change as the funds would still be used for the same purpose. Additional discussion ensued and C.A. Daykin pointed out that if the proposed $35,000 were going to be exceeded, a budget transfer could be done as a potential strategy to offset that difference.

The hearing was closed at 7:05 P.M.

Resolution No. 2019-01, FY 2019-20 Budget Adoption

A motion was made and seconded to adopt Resolution No. 2019-01, a resolution adopting the 2019-2020 fiscal year budget, appropriating funds and levying property taxes for the fiscal year 2019-2020. **The motion** passed unanimously.

Public Comment

None.

Presentation: Sean O'Day, MMVCOG and Cathy Clark, Mayor of Keizer Mid-Willamette Homeless Initiative: Continuum of Care

Sean O'Day, MMVCOG, introduced himself along with Cathy Clark, Mayor of Keizer and also the Chair of the Board of the MMVCOG. O'Day explained that Mayor Clark was one of the initial elected officials in the region who assembled a group to look at homelessness and develop a strategic plan to target the root causes of homelessness in the area; that strategic plan spurred the discussion about the creation of the Continuum of Care. O'Day explained that originally they were on the agenda to present about the concept known as the "Continuum of Care", and ask Council to adopt a resolution supporting the creation of a Tri-County Regional Continuum of Care. He explained that there has been an effort within the region to reestablish what is known as the "continuum of care", a federal designation which would allow the region to become eligible for and direct the use of Federal resources towards homelessness. O'Day discussed that the Yamhill County Commission voted to remain separate from that effort last week. O'Day lead a detailed discussion regarding the fact that everyone within the mid-Willamette Valley region falls into a continuum of care organized for the rest of the State that are not otherwise part of a regional organization, the Rural Oregon Continuum of Care otherwise known as "the ROC". This effort was discussed in detail. O'Day pointed out that individual cities in Yamhill County are not allowed to elect to become part of the regional effort; there must be a contiguous geographical area.

Mayor Cathy Clark introduced herself and discussed in detail the evolution of the Mid-Willamette Homeless Initiative. She explained that the initiative was placed at the MMVCOG as they are able to receive Federal and State Funds (and be a fiscal agent), and they are also neutral; it made sense practically and on a perception level to place the initiative at the MMVCOG. M. Clark discussed concerns as well as a brief review of local assistance provided to the homeless population in her community, including funding through the ROC, which was not commensurate with the need or population. She explained that the Continuum of Care will allow services to be provided in a more targeted manner, provide data to ensure that quality of care is being delivered, and will allow them to qualify for additional funding over time. Additional detailed discussion ensued. M. Clark pointed out that over the last 15-18 months, 145 of their chronically homeless have been housed and received services, with approximately 135 of them still utilizing those services successfully. She pointed out that this has made a noticeable difference with regard to quality as well as in the reduction of suffering seen among the mentally ill in downtown Salem and their region. M. Clark explained that Marion and Polk counties are both moving forward with the Continuum of Care so that they can provide the level of service they recognize is necessary and do it in a way that's very accountable; they have metrics to show that the dollars are doing what they are supposed to do which is to actually serve the people with the greatest need. M. Clark encouraged the Council to become active players with their County Commissioners as their work moves forward.

C. Nelson inquired about Yamhill County's decision to decline participation, and whether by doing so the County is then excluded from Federal funding or would be gaining more control of the funding. O'Day explained that Yamhill County has chosen to remain covered by the ROC.

O'Day discussed State funding complexities, especially with regard to Yamhill County and in comparison with funding received for the homeless in other areas of the State. He also discussed the complexities in coordinating efforts to provide assistance to homeless, as well as the importance of how well a continuum can show that the work of the service providers is being coordinated within a region. Additional detailed discussion ensued regarding the evolution of efforts to provide aid to the homeless populations in both Marion and Polk counties; their collaborative efforts have provided greater coordination and more control. M. Clark provided additional information and discussed her hope that Marion County can be used as a model that will be used moving forward to bring that balance between the consolidation efficiencies and also sufficient local coordination to deliver results. O'Day discussed that Homeless Information Management System (HIMS) is a database which every Continuum of Care is required to maintain. He explained that the information obtained from this System can be used to determine the current state as well as reflect progress made. O'Day offered clarification that though the initiative this isn't a COG driven effort, they were asked to host the local government driven effort. He explained that the COG has been doing outreach within the region and helping to educate City Councils and County Commissions with their goal to gain a general statement of support. O'Day discussed their next steps for those who decide to participate. He also explained that whether or not things stay with the COG remains yet to be seen, and that even though Yamhill County has chosen not to join the Marion County/Polk County program for now, they could potentially do so in the future if they so decided.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 7.1 City Council Minutes, May 21, 2019. **The motion** passed unanimously.

Old Business

Resolution No. 2019-02, Water Rates

C. Adlong expressed concerns with regard to a high volume rural Tier 3 water customer. C.A. Daykin explained that the water is mainly being used for processing of berries and not for the prohibited use of irrigation. C. Adlong inquired as to whether an analysis has been done to find out how many rural customers are using Tier 3 amounts of water. C.A. Daykin informed that he reviewed the water users on Hagey Road. He explained that he found there to be 13 water accounts on Hagey Road, only one of which was using water in an amount which may be suspected as irrigation; the property has been recently sold and the owners may have been sprucing things up for the sale. C.A. Daykin surmised that likely most of the customers are not abusing water use though noted that the person under the hardship permit on Niedergerger is using a lot of water to maintain their landscape though is also paying the increased rate. C. Adlong suggested that perhaps the discussed Tier 3 high use water customer should have their own specific rate, while the remainder of the rural users should pay more for Tier 3 water (when they are obviously using it for irrigation). M. Russ inquired as to whether or not the City could contract rate an individual customer. C.A. Daykin explained that there might be an option where a rate class is created which differentiates between residential use and commercial use though he indicated that he is reluctant to pursue that due to fairness concerns. C. Atty Ramis explained that the rates must be set by Class which provides some principal of fairness and cost recovery involved. C. Nelson inquired as to whether this water customer is using a large enough quantity of water to support the addition of a Tier 4. Detailed discussion ensued and the rate information was reviewed in detail. C.A. Daykin discussed that apparently different rules were in place for the Neiderberger line before the City took it over in approximately 1989; whether or not the parameters, including irrigation, are grandfathered in for those on this line is unknown at this time. C.A. Daykin discussed that there are other avenues to pursue if Council feels there is a violation of the City's water use regulations. Additional discussion ensued. C. Adlong voiced support of the 30/60 format due to the fact that Tier 1 allows quite a large amount of water use,

which was also supported by M. Russ, C. Nelson and C. Kelly as well. **A motion** was made and seconded to adopt Resolution No. 2019-02, a resolution setting water consumption rates and associated charges and repealing Resolution No. 2018-10. **The motion** passed unanimously.

C.A. Daykin offered that after 2019 year end, he could assemble a spreadsheet which shows the outside water users before and after the higher rates were adopted to see the effect.

Resolution No. 2019-03, Sewer Rates

C.A. Daykin discussed that this resolution reflects the rates which were presented through the budget process. It was noted that the rate was increased by $1.00, though this also provides some modification to the volume rate as well; the base rate for all services will be $98.00 per month. **A motion** was made and seconded to adopt Resolution No. 2019-03, a resolution setting sewer rates and repealing Resolution No. 2018-06. C. Crawford pointed out that following the building of the Waste Water Treatment Plant, the City of Dundee had the second highest rate of water/sewer rates in the County though now has one of the lowest. **The motion** passed unanimously.

Street Paving Bids

C.A. Daykin referenced the addendum materials and reviewed the agenda report and map provided. With regard to the spot repair work, he explained that these are areas where the structure is failing and slurry seals are planned for next year. Additional discussion ensued. It was noted that K&E is new in the business and though they bid last year, Brix Paving provided a more competitive bid at that time. C. Nelson expressed concern about receiving favorable pricing by going out for bid in July; construction schedules are filling up by that time which then pushes into potential weather related issues in September-October. C.A. Daykin discussed that City Engineer Reid was unable to attend the meeting tonight, though noted that feedback with regard to Seventh Street will be needed whether the work is done this year or next year. C.A. Daykin suggested that the City could put the work up for bid and see what bids are received; some resources would be expended in the process though the work could be put on hold if the decision was made not to award bid at this time. C. Nelson inquired as to whether or not consideration had been given with regard to when the best time during the year would be for construction to take place on Seventh Street. Discussion ensued with regard to the best timing for the project with consideration given for the school year and tourism season as well. C. Nelson voiced support of going out to bid early in order to have the work completed in May-June and pointed out that the City will likely receive better pricing for projects scheduled to be completed earlier than later in the season. Additional discussion ensued. C.A. Daykin asked Council to consider whether they would like to see the street paving project and the sidewalk construction combined as one project where an LID could potentially pay for part of the work, though he noted that a decision does not need to be made tonight. C.A. Daykin pointed out that the biggest issue with the sidewalk project is that the City doesn't have all of the right-of-way needed, though there are a lot of obstructions with landscaping as well. Some of the pros and cons of completing the two projects together were discussed. C. Weaver voiced support and noted the importance of completing the improvements on Seventh Street. C.A. Daykin discussed that there hasn't been a lot of preliminary work yet completed with regard to the sidewalk improvement project; work could begin on this and information provided to Council once current projects are scheduled out.

C. Crawford inquired about potential improvements to Alder Street between Seventh and Ninth Streets. C.A. Daykin discussed that the new improvement end near where Eighth Street would be; further down the properties on both sides have construction deferral agreements for street improvements including sidewalks and undergrounding of overhead utilities. He explained that he planned on discussing this in more detail at a later Council meeting when discussion will take place with regard to the City's next selection of a Special City Allotment Grant. C.A. Daykin

also noted that he had planned to combine the Alder Street improvement along with the Ninth Street improvement into one project. Additional discussion ensued. The consensus of Council was not to move forward with the soliciting bids for the Seventh Street work this year. **A motion** was made and seconded to award the 2019 Street Projects to K&E for a contract priced of $186,803.50. C.A. Daykin noted that a change order to the contract will need to be negotiated and brought back to Council at a future meeting. **The motion** passed unanimously.

New Business

Outside Water Request

C.A. Daykin reviewed the detailed information contained in his agenda report beginning on page 97. It was noted that there is now a better notification process in place; C.A. Daykin is receiving notifications now from the County on a regular basis. He also voiced support that he would consider the request an expansion of an existing use and requested Council's formal approval of the expanded use for the hardship. C.A. Daykin informed that he spoke with the property owners today. He explained that their request for the installation of a second meter was requested so that the City could read and bill the hardship account separately. C.A. Daykin pointed out to the property owners that they could install their own meter on their own service line in order to complete their own billing which they indicated that they will pursue. C.A. Daykin pointed out that should the hardship go away, under the rules of the County, then the dwelling unit must be removed. Additional discussion ensued with regard to the rules of hardship situations. C. Crawford inquired as to whether or not water use for a hardship situation includes use beyond domestic use. C.A. Daykin discussed that in 1989 the City Council adopted a policy which prohibits irrigation for outside water users. C. Crawford noted that the discussed property does have a large green lawn. C.A. Daykin pointed out that the agreement predates the prohibition on irrigation established in 1989. C. Atty Ramis discussed his belief that the grandfathering laws which are effect in Oregon affect land use directly. C.A. Daykin discussed that the property owner is paying higher rates, and supported the completion of a review of all outside water users next May. Detailed discussion ensued with regard to the process of approval for outside water requests moving forward; before Yamhill County planning approves a hardship scenario, they will have on file that City Council approval will be required for the water use. Discussion ensued. **A motion** was made and seconded to authorize an extension of City water through the existing meter serving 20925 NE Niederberger Road to a temporary dwelling located on the same parcel permitted as a hardship dwelling by Yamhill County. **The motion** passed unanimously.

Resolution No. 2019-04, State Shared Revenue

A motion was made and seconded to adopt Resolution No. 2019-04, a resolution declaring the City's election to receive State Revenues. **The motion** passed unanimously.

Resolution No. 2019-05, Municipal Services Certification

A motion was made and seconded to adopt Resolution No. 2019-05, a resolution certifying the municipal services provided by the City of Dundee. **The motion** passed unanimously.

Resolution No. 2019-06, Salary Schedule

A motion was made and seconded to adopt Resolution No. 2019-06, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2019-20. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford inquired about the property near Billick Park on Third Street which has placed a new permitted large structure. He inquired about the potential of the structure being considered an Accessory Dwelling Unit (ADU). C.A. Daykin explained that though the City has not had

specific discussion with the property owner, they have not applied for a plumbing permit and without that could not be considered an ADU. Discussion ensued and C.A. Daykin noted that the property owner is an artist and to his knowledge the structure was built for a studio.

C. Crawford discussed that the PERS bill was passed by the legislature, and included the $100 million to fund the auxiliary account, though he is not sure whether or not it has yet been signed by the Governor. C.A. Daykin discussed that he will follow up with PERS and find out what their schedule is. Brief discussion ensued and C.A. Daykin noted that given the rules that were in place, Dundee wouldn't be in the first tier but will be in the second tier once that is made available.

C. Weaver referenced a published story in the News Register and discussed that it appears Ste. Michelle Winery has withdrawn some or all of their permits for the proposed large facility in the County. Discussion ensued with regard to concerns about County infrastructure not being able to support such a large facility, as well as the impacts of increased traffic on local roads. C.A. Daykin discussed that moving forward the County will provide the City with requests for comments for those applications within 3 miles of the City limits.

C. Adlong discussed that she and C.A. Daykin attended the recent Chehalem Park & Recreation District (CPRD) Board meeting to discuss the need for the financing plan for the infrastructure for the Riverside area. She explained that they seemed to be in support of that concept and of the City working together with them to coordinate efforts to make a plan which could be agreed upon by all. C.A. Daykin discussed that he did have a discussion with the City Atty regarding the elements of a Development Plan; C. Atty Ramis will provide an outline of the main issues. It was noted that the next step is a meeting with the property owners and CPRD to begin discussions and negotiations.

Mayor's Report

None.

City Administrator's Report

A letter was provided to Council. C.A. Daykin discussed that he has invited Gary Eastlund, CIC ARM CRM, Risk Management Consultant, Hagan Hamilton, to attend the next Council meeting to provide an overview presentation. He encouraged Council to email any questions they would like to ask and he will forward them onto Eastlund prior to the meeting. C.A. Daykin clarified that Eastlund is the City's agent that was selected by the City.

C.A. Daykin discussed and that he and City Engineer Reid had a meeting with ODOT officials and managers with regard to the Highway Improvements Project. He explained that Friday was the last day for submitting comments on the draft design acceptance package. C.A. Daykin also explained that the project will not be a 2020 project; now ODOT is looking at it to be a 2021 project. He detailed the process by which ODOT went through the design acceptance package to identify the needs in terms of additional acquisitions/easements; an ODOT team next addresses those needs which they indicated would take a year to sort through the Federal rules and thus delay the project. C.A. Daykin explained that ODOT provided the funding Agreement for the City to do its share of the lights. He discussed that he did receive a call from DKS last week who informed him that the light option that City Council selected in 2012 had been discontinued. He informed DKS that Council has selected Westbrook Option B which they indicated would work. Though the exact timeline was not known, C.A. Daykin explained that the DKS design team is working on getting the plans and specifications for the City's portion of the work.

M. Russ inquired as to whether the cinder blocks for the flags will remain in place until July 4th. C.A. Daykin noted that they were still in place as well though suggested that Chief Stock would have an answer to this question. The cinder blocks were noted to be an obstruction and a potential trip hazard.

C.A. Daykin informed that due to the consultant having a conflict, the Riverside Code Amendment Hearing has been rescheduled for the July 2, 2019 meeting. It was noted that the original 2011 Plan and the Code Amendments recommended by the Planning Commission have been provided to Council. He encouraged Council to submit any questions to him prior to the Hearing so that the consultant can address them beforehand. C.A. Daykin explained that they did describe to the consultant the meeting that was had in which Council did highlight and discuss the conversion of the mixed use lands to residential only; there had been a variety of responses from the City Council on the issue. He noted that the consultant was asked to be more prepared to address that issue.

C.A. Daykin discussed that a woman who said she was representing the Dundee Community Committee came to City Hall yesterday and requested a banner sign be placed at the location off Second Street promoting the Newberg Farmer's Market. It was noted that this is an ongoing weekly event and which could result in the banner remaining in place until the Farmer's Market no longer operates. He requested Council's input with regard to the request. Discussion ensued with regard to the pros and cons of having the banner in place long-term. It was noted that there would be no fee charged for hanging the banner. Concern was expressed that other organizations may have banners they wish to hang in that location over the summer as well. The consensus of the Council was to hang the banner for 30 days.

Public Comment

None.

The meeting was adjourned at 8:25 P.M.

_____
David Russ, Mayor

Attest:

_____
Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE

Statement of Activities

From 7/1/2018 Through 05/31/2019

UNAUDITED

	General Fund	Street Fund	Street CIP Fund	Street Reserve Fund	State Revenue Sharing Fund	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt	Water Fund	Water CIP Fund	Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total
Revenue																	
Taxes	705,097	26,467	-	-	-	-	-	55,212	-	148,151	-	-	-	-	-	-	934,926
Franchise Fees	142,566	-	30,367	-	-	-	-	-	-	-	-	-	-	-	-	-	172,934
Licenses & Permits	63,472	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	63,472
Intergovernmental Revenue	174,921	216,215	339,404	-	29,662	-	-	-	-	-	-	-	-	-	-	-	760,202
Charges for Services	231,506	-	-	-	-	-	-	-	-	-	596,817	51,207	1,216,586	36,784	99,839	12,180	2,244,920
Fines & Forfeitures	58,487	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	58,487
Miscellaneous Revenue	23,094	1,052	188,558	864	270	14,481	87	22,359	987,877	1,024	4,100	16,141	1,948	10,920	807	11,399	1,284,980
Total Revenue	1,399,142	243,733	558,329	864	29,932	14,481	87	77,572	987,877	149,175	600,917	67,348	1,218,534	47,704	100,646	23,579	5,519,920
Expenditures																	
Personnel	597,575	43,353	-	-	-	-	-	-	-	-	176,244	-	178,063	-	26,071	-	1,021,306
Materials & Services	705,363	149,405	-	-	12,965	-	1,733	21,778	163,399	-	198,880	-	244,772	-	19,941	-	1,518,236
Capital Outlay	18,453	3	624,164	-	-	9,093	85	-	642,188	-	25,841	329,807	5	40,033	2	59,246	1,748,920
Debt Service	-	-	44,535	-	-	58,627	-	-	-	150,143	-	117,203	-	690,327	-	23,598	1,084,434
Total Expenditures	1,321,390	192,761	668,699	-	12,965	67,720	1,818	21,778	805,587	150,143	400,966	447,010	422,840	730,360	46,013	82,844	5,372,895
Excess (defiency) of Revenue over Expenditures	77,751	50,972	(110,370)	864	16,967	(53,239)	(1,731)	55,794	182,290	(968)	199,951	(379,662)	795,694	(682,656)	54,633	(59,265)	147,025
Other Financing Sources (Uses)	33,485	(53,100)	261,000	-	(5,000)	139,000	5,000	-	-	-	(213,463)	140,000	(739,823)	666,000	(68,100)	56,000	221,000
Net Changes to Fund Balance	111,237	(2,128)	150,630	864	11,967	85,761	3,269	55,794	182,290	(968)	(13,512)	(239,662)	55,871	(16,656)	(13,467)	(3,265)	368,025
Beginning Fund Balance	580,548	37,384	84,173	43,815	7,624	766,738	5,078	86,010	249	15,583	62,360	493,061	40,465	493,667	20,298	83,235	2,820,287
Ending Fund Balance	691,785	35,256	234,803	44,679	19,591	852,499	8,346	141,804	182,539	14,615	48,848	253,399	96,336	477,011	6,830	79,970	3,188,312

CITY OF DUNDEE

Statement of Revenues and Expenditures
001 - General Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	8,839	705,097	707,900	(0)%	(2,803)
Franchise Fees	11,852	142,566	152,600	(7)%	(10,034)
Licenses & Permits	3,942	63,472	72,700	(13)%	(9,228)
Intergovernmental Revenue	9,984	174,921	177,800	(2)%	(2,879)
Charges for Services	17,755	231,506	228,400	1 %	3,106
Fines & Forfeitures	6,902	58,487	56,000	4 %	2,487
Miscellaneous Revenues	1,684	23,094	15,500	49 %	7,594
Total REVENUES	60,958	1,399,142	1,410,900	(1)%	(11,758)
EXPENDITURES					
Personnel Services	56,483	597,575	657,800	9 %	60,225
Materials & Services					
Supplies	1,223	16,911	22,400	25 %	5,489
Professional Services	7,489	114,496	114,900	0 %	404
Contractual Services	58,288	478,366	568,800	16 %	90,434
Travel & Training	569	15,442	29,600	48 %	14,158
Insurance	0	26,178	26,700	2 %	522
Regulatory Requirements	424	7,084	9,800	28 %	2,716
Utilities	1,044	21,290	24,200	12 %	2,910
Repairs & Maintenance	1,166	15,418	22,800	32 %	7,382
Other Materials & Services	731	10,179	35,600	71 %	25,421
Total Materials & Services	70,933	705,363	854,800	17 %	149,437
Capital Outlay	0	18,453	30,900	40 %	12,447
Total EXPENDITURES	127,416	1,321,390	1,543,500	14 %	222,110
Excess (deficiency) of Revenue over Expenditures	(66,458)	77,751	(132,600)	(159)%	210,351
OTHER FINANCING SOURCES (USES)					
Transfers In	7,167	89,485	104,400	(14)%	(14,915)
Transfer Out	(56,000)	(56,000)	(56,000)	0 %	0
Other Uses	0	0	(80,000)	(100)%	80,000
Total OTHER FINANCING SOURCES (USES)	(48,833)	33,485	(31,600)	(206)%	65,085
NET CHANGE IN FUND BALANCE	(115,291)	111,237	(164,200)	(168)%	275,437
BEGINNING FUND BALANCE	807,076	580,548	575,900	1 %	4,648
ENDING FUND BALANCE	691,785	691,785	411,700	68 %	280,085

CITY OF DUNDEE

Statement of Revenues and Expenditures
01 - Admin / Finance
001 - General Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	14,082	153,053	166,200	8 %	13,147
Personnel Benefits	7,669	82,284	90,000	9 %	7,716
Total Personnel Services	21,751	235,337	256,200	8 %	20,863
Materials & Services					
Supplies	259	3,243	4,200	23 %	957
Professional Services	2,483	49,589	54,800	10 %	5,211
Contractual Services	110	1,212	1,300	7 %	88
Travel & Training	569	11,343	18,100	37 %	6,758
Insurance	0	9,265	9,000	(3)%	(265)
Regulatory Requirements	0	775	800	3 %	25
Utilities	411	5,532	6,900	20 %	1,368
Repairs & Maintenance	473	7,049	8,800	20 %	1,751
Other Materials & Services	626	9,104	14,400	37 %	5,296
Total Materials & Services	4,932	97,111	118,300	18 %	21,189
Capital Outlay					
	0	9,066	8,900	(2)%	(166)
Total EXPENDITURES	26,683	341,513	383,400	11 %	41,887

CITY OF DUNDEE

Statement of Revenues and Expenditures
02 - Court
001 - General Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	809	8,948	9,400	5 %	452
Personnel Benefits	645	6,950	7,700	10 %	750
Total Personnel Services	1,455	15,898	17,100	7 %	1,202
Materials & Services					
Supplies	34	110	200	45 %	90
Professional Services	0	1,833	2,300	20 %	467
Contractual Services	224	2,964	3,300	10 %	336
Travel & Training	0	1,076	1,000	(8)%	(76)
Other Materials & Services	26	453	800	43 %	347
Total Materials & Services	284	6,437	7,600	15 %	1,163
Total EXPENDITURES	1,739	22,335	24,700	10 %	2,365

CITY OF DUNDEE

Statement of Revenues and Expenditures
03 - Community Development
001 - General Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	954	10,399	11,100	6 %	701
Personnel Benefits	763	8,051	8,800	9 %	749
Total Personnel Services	1,717	18,450	19,900	7 %	1,450
Materials & Services					
Supplies	31	158	500	68 %	342
Professional Services	5,006	63,074	57,000	(11)%	(6,074)
Contractual Services	7,220	22,262	36,000	38 %	13,738
Travel & Training	0	1,556	1,400	(11)%	(156)
Other Materials & Services	67	515	20,100	97 %	19,585
Total Materials & Services	12,324	87,564	115,000	24 %	27,436
Total EXPENDITURES	14,041	106,014	134,900	21 %	28,886

CITY OF DUNDEE

Statement of Revenues and Expenditures
04 - Police Dept
001 - General Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	49,186	426,529	503,200	15 %	76,671
Total Materials & Services	49,186	426,529	503,200	15 %	76,671
Total EXPENDITURES	49,186	426,529	503,200	15 %	76,671

CITY OF DUNDEE

Statement of Revenues and Expenditures
05 - Fire Dept
001 - General Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	21,452	216,585	224,800	4 %	8,215
Personnel Benefits	10,109	111,305	139,800	20 %	28,495
Total Personnel Services	31,561	327,890	364,600	10 %	36,710
Materials & Services					
Supplies	899	13,400	17,500	23 %	4,100
Professional Services	0	0	800	100 %	800
Contractual Services	1,547	25,399	25,000	(2)%	(399)
Travel & Training	0	1,468	9,100	84 %	7,633
Insurance	0	16,913	17,700	4 %	787
Regulatory Requirements	424	6,309	9,000	30 %	2,691
Utilities	633	15,758	17,300	9 %	1,542
Repairs & Maintenance	692	8,368	14,000	40 %	5,632
Other Materials & Services	11	107	300	64 %	193
Total Materials & Services	4,206	87,722	110,700	21 %	22,978
Capital Outlay					
	0	9,387	22,000	57 %	12,613
Total EXPENDITURES	35,767	424,999	497,300	15 %	72,301

CITY OF DUNDEE

Statement of Revenues and Expenditures
110 - Street Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,478	26,467	34,000	(22)%	(7,533)
Intergovernmental Revenue	20,712	216,215	216,000	0 %	215
Miscellaneous Revenues	70	1,052	500	110 %	552
Total REVENUES	23,259	243,733	250,500	(3)%	(6,767)
EXPENDITURES					
Personnel Services	3,852	43,353	48,000	10 %	4,647
Materials & Services					
Supplies	121	2,908	4,200	31 %	1,292
Professional Services	1,156	3,467	11,000	68 %	7,533
Travel & Training	45	105	500	79 %	395
Insurance	0	1,770	1,800	2 %	30
Regulatory Requirements	0	76	100	24 %	24
Utilities	2,216	21,575	23,400	8 %	1,825
Repairs & Maintenance	7,216	98,665	105,600	7 %	6,935
Interfund Services	1,892	20,808	22,700	8 %	1,892
Other Materials & Services	32	32	200	84 %	168
Total Materials & Services	12,677	149,405	169,500	12 %	20,095
Capital Outlay	3	3	0	0 %	(3)
Total EXPENDITURES	16,532	192,761	217,500	11 %	24,739
Excess (deficiency) of Revenue over Expenditures	6,727	50,972	33,000	54 %	17,972
OTHER FINANCING SOURCES (USES)					
Transfer Out	(53,100)	(53,100)	(53,100)	0 %	0
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	(53,100)	(53,100)	(58,100)	(9)%	5,000
NET CHANGE IN FUND BALANCE	(46,373)	(2,128)	(25,100)	(92)%	22,972
BEGINNING FUND BALANCE	81,629	37,384	31,900	17 %	5,484
ENDING FUND BALANCE	35,256	35,256	6,800	418 %	28,456

CITY OF DUNDEE

Statement of Revenues and Expenditures
111 - Street CIP Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	30,367	45,700	(34)%	(15,333)
Intergovernmental Revenue	0	339,404	720,000	(53)%	(380,596)
Miscellaneous Revenues	96,304	188,558	26,700	606 %	161,858
Total REVENUES	96,304	558,329	792,400	(30)%	(234,071)
EXPENDITURES					
Capital Outlay	383	624,164	964,800	35 %	340,636
Debt Service	5,806	44,535	46,700	5 %	2,165
Total EXPENDITURES	6,189	668,699	1,011,500	34 %	342,801
Excess (deficiency) of Revenue over Expenditures	90,115	(110,370)	(219,100)	(50)%	108,730
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	221,000	307,800	(28)%	(86,800)
Transfers In	40,000	40,000	40,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	40,000	261,000	347,800	(25)%	(86,800)
NET CHANGE IN FUND BALANCE	130,115	150,630	128,700	17 %	21,930
BEGINNING FUND BALANCE	104,687	84,173	52,400	61 %	31,773
ENDING FUND BALANCE	234,803	234,803	181,100	30 %	53,703

CITY OF DUNDEE

Statement of Revenues and Expenditures
112 - Street Reserve Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	88	864	600	44 %	264
Total REVENUES	88	864	600	44 %	264
EXPENDITURES					
Capital Outlay	0	0	44,400	100 %	44,400
Total EXPENDITURES	0	0	44,400	100 %	44,400
Excess (deficiency) of Revenue over Expenditures	88	864	(43,800)	(102)%	44,664
NET CHANGE IN FUND BALANCE	88	864	(43,800)	(102)%	44,664
BEGINNING FUND BALANCE	44,590	43,815	43,800	0 %	15
ENDING FUND BALANCE	44,679	44,679	0	0 %	44,679

CITY OF DUNDEE

Statement of Revenues and Expenditures
122 - State Revenue Sharing Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	6,397	29,662	29,000	2 %	662
Miscellaneous Revenues	39	270	100	170 %	170
Total REVENUES	6,436	29,932	29,100	3 %	832
EXPENDITURES					
Materials & Services					
Professional Services	0	465	2,500	81 %	2,035
Contractual Services	2,150	12,500	12,500	0 %	0
Total Materials & Services	2,150	12,965	15,000	14 %	2,035
Capital Outlay	0	0	16,000	100 %	16,000
Total EXPENDITURES	2,150	12,965	31,000	58 %	18,035
Excess (deficiency) of Revenue over Expenditures	4,286	16,967	(1,900)	(993)%	18,867
OTHER FINANCING SOURCES (USES)					
Transfer Out	(5,000)	(5,000)	(5,000)	0 %	0
Total OTHER FINANCING SOURCES (USES)	(5,000)	(5,000)	(5,000)	0 %	0
NET CHANGE IN FUND BALANCE	(714)	11,967	(6,900)	(273)%	18,867
BEGINNING FUND BALANCE	20,305	7,624	7,000	9 %	624
ENDING FUND BALANCE	19,591	19,591	100	19,491 %	19,491

CITY OF DUNDEE

Statement of Revenues and Expenditures
127 - Equipment Reserve Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	1,688	14,481	30,000	(52)%	(15,519)
Total REVENUES	1,688	14,481	30,000	(52)%	(15,519)
EXPENDITURES					
Capital Outlay	93	9,093	876,100	99 %	867,007
Debt Service	0	58,627	58,700	0 %	73
Total EXPENDITURES	93	67,720	934,800	93 %	867,080
Excess (deficiency) of Revenue over Expenditures	1,595	(53,239)	(904,800)	(94)%	851,561
OTHER FINANCING SOURCES (USES)					
Transfers In	139,000	139,000	139,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	139,000	139,000	139,000	0 %	0
NET CHANGE IN FUND BALANCE	140,595	85,761	(765,800)	(111)%	851,561
BEGINNING FUND BALANCE	711,903	766,738	765,800	0 %	938
ENDING FUND BALANCE	852,499	852,499	0	0 %	852,499

CITY OF DUNDEE

Statement of Revenues and Expenditures
131 - Parks Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	16,400	(100)%	(16,400)
Miscellaneous Revenues	17	87	2,600	(97)%	(2,513)
Total REVENUES	17	87	19,000	(100)%	(18,913)
EXPENDITURES					
Materials & Services					
Professional Services	0	240	4,000	94 %	3,760
Repairs & Maintenance	0	1,493	6,000	75 %	4,507
Total Materials & Services	0	1,733	10,000	83 %	8,267
Capital Outlay	85	85	18,000	100 %	17,915
Total EXPENDITURES	85	1,818	28,000	94 %	26,182
Excess (deficiency) of Revenue over Expenditures	(68)	(1,731)	(9,000)	(81)%	7,269
OTHER FINANCING SOURCES (USES)					
Transfers In	5,000	5,000	5,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	5,000	5,000	5,000	0 %	0
NET CHANGE IN FUND BALANCE	4,932	3,269	(4,000)	(182)%	7,269
BEGINNING FUND BALANCE	3,415	5,078	4,800	6 %	278
ENDING FUND BALANCE	8,346	8,346	800	943 %	7,546

CITY OF DUNDEE

Statement of Revenues and Expenditures
151 - Tourism Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,997	55,212	65,300	(15)%	(10,088)
Miscellaneous Revenues	281	22,359	2,000	1,018 %	20,359
Total REVENUES	4,277	77,572	67,300	15 %	10,272
EXPENDITURES					
Materials & Services					
Professional Services	0	465	2,500	81 %	2,035
Contractual Services	420	21,313	80,000	73 %	58,687
Total Materials & Services	420	21,778	82,500	74 %	60,722
Capital Outlay	0	0	72,000	100 %	72,000
Total EXPENDITURES	420	21,778	154,500	86 %	132,722
Excess (deficiency) of Revenue over Expenditures	3,857	55,794	(87,200)	(164)%	142,994
NET CHANGE IN FUND BALANCE	3,857	55,794	(87,200)	(164)%	142,994
BEGINNING FUND BALANCE	137,946	86,010	87,400	(2)%	(1,390)
ENDING FUND BALANCE	141,804	141,804	200	70,802 %	141,604

CITY OF DUNDEE

Statement of Revenues and Expenditures
201 - Fire Station Construction
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues					
	362	987,877	986,000	0 %	1,877
Total REVENUES	362	987,877	986,000	0 %	1,877
EXPENDITURES					
Materials & Services					
Professional Services	3,599	163,399	138,800	(18)%	(24,599)
Total Materials & Services	3,599	163,399	138,800	(18)%	(24,599)
Capital Outlay					
	0	642,188	837,700	23 %	195,512
Total EXPENDITURES	3,599	805,587	976,500	18 %	170,913
Excess (deficiency) of Revenue over Expenditures	(3,237)	182,290	9,500	1,819 %	172,790
OTHER FINANCING SOURCES (USES)					
Transfer Out					
	0	0	(10,000)	(100)%	10,000
Total OTHER FINANCING SOURCES (USES)	0	0	(10,000)	(100)%	10,000
NET CHANGE IN FUND BALANCE	(3,237)	182,290	(500)	(36,558)%	182,790
BEGINNING FUND BALANCE	185,776	249	500	(50)%	(251)
ENDING FUND BALANCE	182,539	182,539	0	0 %	182,539

CITY OF DUNDEE

Statement of Revenues and Expenditures
310 - Bonded Debt
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	1,161	148,151	148,000	0 %	151
Miscellaneous Revenues	29	1,024	600	71 %	424
Total REVENUES	1,189	149,175	148,600	0 %	575
EXPENDITURES					
Debt Service	0	150,143	150,200	0 %	57
Total EXPENDITURES	0	150,143	150,200	0 %	57
Excess (deficiency) of Revenue over Expenditures	1,189	(968)	(1,600)	(40)%	632
NET CHANGE IN FUND BALANCE	1,189	(968)	(1,600)	(40)%	632
BEGINNING FUND BALANCE	13,426	15,583	15,700	(1)%	(117)
ENDING FUND BALANCE	14,615	14,615	14,100	4 %	515

CITY OF DUNDEE

Statement of Revenues and Expenditures
431 - Water Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	39,727	596,817	620,000	(4)%	(23,183)
Miscellaneous Revenues	127	4,100	3,000	37 %	1,100
Total REVENUES	39,854	600,917	623,000	(4)%	(22,083)
EXPENDITURES					
Personnel Services	16,240	176,244	197,300	11 %	21,056
Materials & Services					
Supplies	241	10,336	12,000	14 %	1,664
Professional Services	936	8,738	8,600	(2)%	(138)
Contractual Services	0	7,936	10,000	21 %	2,064
Travel & Training	132	950	2,200	57 %	1,250
Insurance	0	5,457	5,500	1 %	43
Regulatory Requirements	127	7,697	4,900	(57)%	(2,797)
Utilities	2,496	37,299	45,700	18 %	8,401
Repairs & Maintenance	5,263	26,796	40,300	34 %	13,504
Interfund Services	7,767	85,433	93,200	8 %	7,767
Other Materials & Services	731	8,239	8,300	1 %	61
Total Materials & Services	17,692	198,880	230,700	14 %	31,820
Capital Outlay	996	25,841	25,000	(3)%	(841)
Total EXPENDITURES	34,929	400,966	453,000	11 %	52,034
Excess (deficiency) of Revenue over Expenditures	4,926	199,951	170,000	18 %	29,951
OTHER FINANCING SOURCES (USES)					
Transfer Out	(186,728)	(213,463)	(214,800)	(1)%	1,337
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	(186,728)	(213,463)	(234,800)	(9)%	21,337
NET CHANGE IN FUND BALANCE	(181,803)	(13,512)	(64,800)	(79)%	51,288
BEGINNING FUND BALANCE	230,651	62,360	69,100	(10)%	(6,740)
ENDING FUND BALANCE	48,848	48,848	4,300	1,036 %	44,548

CITY OF DUNDEE

Statement of Revenues and Expenditures
432 - Water CIP Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	51,207	36,800	39 %	14,407
Miscellaneous Revenues	761	16,141	8,200	97 %	7,941
Total REVENUES	761	67,348	45,000	50 %	22,348
EXPENDITURES					
Capital Outlay	0	329,807	342,000	4 %	12,193
Debt Service	58,602	117,203	117,300	0 %	97
Total EXPENDITURES	58,602	447,010	459,300	3 %	12,290
Excess (deficiency) of Revenue over Expenditures	(57,840)	(379,662)	(414,300)	(8)%	34,638
OTHER FINANCING SOURCES (USES)					
Transfers In	140,000	140,000	140,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	140,000	140,000	140,000	0 %	0
NET CHANGE IN FUND BALANCE	82,160	(239,662)	(274,300)	(13)%	34,638
BEGINNING FUND BALANCE	171,239	493,061	469,000	5 %	24,061
ENDING FUND BALANCE	253,399	253,399	194,700	30 %	58,699

CITY OF DUNDEE

Statement of Revenues and Expenditures
441 - Sewer Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	104,770	1,216,586	1,286,600	(5)%	(70,014)
Miscellaneous Revenues	191	1,948	1,400	39 %	548
Total REVENUES	104,961	1,218,534	1,288,000	(5)%	(69,466)
EXPENDITURES					
Personnel Services	14,842	178,063	196,300	9 %	18,237
Materials & Services					
Supplies	783	11,075	24,000	54 %	12,925
Professional Services	170	19,535	45,500	57 %	25,965
Contractual Services	0	364	700	48 %	336
Travel & Training	110	1,589	1,800	12 %	211
Insurance	0	16,170	16,200	0 %	30
Regulatory Requirements	23	3,343	5,400	38 %	2,057
Utilities	6,277	76,634	84,900	10 %	8,266
Repairs & Maintenance	209	32,151	98,300	67 %	66,149
Interfund Services	6,883	75,717	82,600	8 %	6,883
Other Materials & Services	731	8,194	8,100	(1)%	(94)
Total Materials & Services	15,186	244,772	367,500	33 %	122,728
Capital Outlay	5	5	0	0 %	(5)
Total EXPENDITURES	30,032	422,840	563,800	25 %	140,960
Excess (deficiency) of Revenue over Expenditures	74,929	795,694	724,200	10 %	71,494
OTHER FINANCING SOURCES (USES)					
Transfer Out	(129,239)	(739,823)	(743,400)	(0)%	3,577
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	(129,239)	(739,823)	(763,400)	(3)%	23,577
NET CHANGE IN FUND BALANCE	(54,310)	55,871	(39,200)	(243)%	95,071
BEGINNING FUND BALANCE	150,646	40,465	43,700	(7)%	(3,235)
ENDING FUND BALANCE	96,336	96,336	4,500	2,041 %	91,836

CITY OF DUNDEE

Statement of Revenues and Expenditures
442 - Sewer CIP Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	36,784	35,000	5 %	1,784
Miscellaneous Revenues	945	10,920	13,600	(20)%	(2,680)
Total REVENUES	945	47,704	48,600	(2)%	(896)
EXPENDITURES					
Capital Outlay	0	40,033	36,000	(11)%	(4,033)
Debt Service	325,998	690,327	690,400	0 %	73
Total EXPENDITURES	325,998	730,360	726,400	(1)%	(3,960)
Excess (deficiency) of Revenue over Expenditures	(325,054)	(682,656)	(677,800)	1 %	(4,856)
OTHER FINANCING SOURCES (USES)					
Transfers In	111,000	666,000	666,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	111,000	666,000	666,000	0 %	0
NET CHANGE IN FUND BALANCE	(214,054)	(16,656)	(11,800)	41 %	(4,856)
BEGINNING FUND BALANCE	691,065	493,667	487,800	1 %	5,867
ENDING FUND BALANCE	477,011	477,011	476,000	0 %	1,011

CITY OF DUNDEE

Statement of Revenues and Expenditures
451 - Storm Water Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	9,353	99,839	109,800	(9)%	(9,961)
Miscellaneous Revenues	14	807	600	35 %	207
Total REVENUES	9,367	100,646	110,400	(9)%	(9,754)
EXPENDITURES					
Personnel Services	2,397	26,071	28,800	9 %	2,729
Materials & Services					
Supplies	60	1,447	2,300	37 %	853
Professional Services	511	2,931	5,600	48 %	2,669
Travel & Training	23	91	200	55 %	109
Insurance	0	195	200	2 %	5
Regulatory Requirements	0	38	100	62 %	62
Utilities	30	642	1,100	42 %	458
Repairs & Maintenance	701	2,127	2,300	8 %	173
Interfund Services	1,133	12,467	13,600	8 %	1,133
Other Materials & Services	0	3	300	99 %	297
Total Materials & Services	2,458	19,941	25,700	22 %	5,759
Capital Outlay	2	2	0	0 %	(2)
Total EXPENDITURES	4,857	46,013	54,500	16 %	8,487
Excess (deficiency) of Revenue over Expenditures	4,510	54,633	55,900	(2)%	(1,267)
OTHER FINANCING SOURCES (USES)					
Transfer Out	(68,100)	(68,100)	(68,100)	0 %	0
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	(68,100)	(68,100)	(73,100)	(7)%	5,000
NET CHANGE IN FUND BALANCE	(63,590)	(13,467)	(17,200)	(22)%	3,733
BEGINNING FUND BALANCE	70,420	20,298	19,600	4 %	698
ENDING FUND BALANCE	6,830	6,830	2,400	185 %	4,430

CITY OF DUNDEE

Statement of Revenues and Expenditures
452 - Storm Water CIP Fund
From 5/1/2019 Through 5/31/2019
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	12,180	15,000	(19)%	(2,820)
Miscellaneous Revenues	158	11,399	1,200	850 %	10,199
Total REVENUES	158	23,579	16,200	46 %	7,379
EXPENDITURES					
Capital Outlay	12,814	59,246	125,600	53 %	66,354
Debt Service	11,799	23,598	23,700	0 %	102
Total EXPENDITURES	24,613	82,844	149,300	45 %	66,456
Excess (deficiency) of Revenue over Expenditures	(24,455)	(59,265)	(133,100)	(55)%	73,835
OTHER FINANCING SOURCES (USES)					
Transfers In	56,000	56,000	56,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	56,000	56,000	56,000	0 %	0
NET CHANGE IN FUND BALANCE	31,545	(3,265)	(77,100)	(96)%	73,835
BEGINNING FUND BALANCE	48,425	83,235	77,900	7 %	5,335
ENDING FUND BALANCE	79,970	79,970	800	9,896 %	79,170

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: June 12, 2019

Re: Dundee Insurance Program

The City of Dundee obtains liability and property insurance coverage and workers compensation coverage through CityCounty Insurance Services (CIS). While Council may be aware CIS provides employee benefit programs, the liability and property insurance coverage is a large component of their program that operates on the basis of a membership pool. CIS was formed in 1981 in partnership between the League of Oregon Cities and Association of Oregon Counties. CIS is governed by a Board of Trustees made up of ten member representatives.. CIS emphasizes risk management and best practice reviews of the members to reduce claims, and each member agrees to abide by the rules to protect and stabilize the Property/Casualty Trust funds. Since CIS only provide services to municipalities, their staff has a unique perspective and understanding of the needs and challenges to their "clients". Additional services provided by CIS include:

- Pre-loss service for access to legal assistance at no additional cost.
- Offers a Public Safety program with specialized expertise in law enforcement and fire services, including best practices review.
- Access to the CIS Learning Center's free online training and resources.
- Human Resource expertise for review of employment policies and practices.
- Assistance with employee terminations and employment law.
- Additional CIS return-to-work grants to leverage state programs.
- Coordination of workers' comp with CIS employment liability and employee benefit programs.
- Optional workers compensation coverage for community volunteers.
- Regional supervisor training and webinars.
- On-site property appraisals on a five-year cycle.
- $50,000 in crime coverage (higher limits available).
- Free membership in Agility Recovery Solutions, providing business continuity services in the event of a disaster.
- $5 million in flood/earthquake coverage (higher limits available).
- Guaranteed replacement cost coverage available on approved properties.

Dundee's local agent, Gary Eastlund, will attend the June 18 meeting to review the programs offered by CIS with Council and provide information on alternative insurance options.

hagan hamilton

June 4, 2019

City of Dundee
PO Box 220
Dundee OR 97115

Dundee Councilors
Mayor David Russ
Rob Daykin, City Manager

Insurance Programs Stewardship Report
July 1, 2019 – June 30, 2020

I would like to thank you for your continued support of Hagan Hamilton as your agent of record for the City of Dundee insurance programs. I have reviewed the renewal proposals and my recommendation to the Board is to accept the offer from City County Insurance Services for the following insurance lines of coverage:

- PROPERTY/LIABILITY
- AUTO
- MECHANICAL BREAKDOWN
- WORKERS COMPENSATION

The proposed annual contribution for the CIS Package, not including the workers' compensation, is $52,933. This represents an increase of $3,280 over the prior year contribution of $49,653 which correlates with an 2% increase in building values and an increase in General Liability/Public Official liability limits to $10,000,000 (previously $5,000,000). These higher limits protect the City for any claims which are brought in federal court i.e. violation of civil rights, discrimination, harassment. The City does not have protection under the Oregon Regulatory Statutes for these types of claims. If interested the City has the option of increasing this limit to $15,000,000 for an additional premium of $9,000.

Your workers' compensation is also provided by CIS with a deposit premium of $23,159 which is down slightly from the $23,549 paid last year. The City experience modification factor of .76 reflects an excellent safety culture and considerable premium savings.

CityCounty Insurance Services continues to be the most competitive insurance program for Oregon Cities. I expect we will see a slightly upward trend in future premiums and will keep you informed of any changes as soon as they come to my attention. Thank you again for placing your confidence in me and Hagan Hamilton Insurance.

Respectfully,

Gary E. Eastlund CIC ARM CRM
Risk Management Consultant

RESOLUTION NO. 2019-07

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019.

WHEREAS, the City of Dundee received additional revenues which were not anticipated at the time the 2018-2019 budget was prepared; and

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

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

WHEREAS, a notice of for the proposed supplemental budget was published in the Newberg Graphic on June 12, 2019, at least five days prior to the regular meeting; and

WHEREAS, the Council considered the proposed supplemental budget at the June 18, 2019 regular meeting;

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES that a supplemental budget to the 2018-2019 adopted budget is hereby adopted and the following appropriations approved as follows:

	Revenues	Expenditures
Fire Station Construction Fund		
Investment Interest	$ 2,500	
Engineering Services		$ 2,500
Totals	**$ 2,500**	**$ 2,500**

Investment interest earnings are more than expected due to an extended project schedule for repairs of the Fire Station roof using proceeds from a mutual settlement agreement and are allocated to cover an increase in engineering services for the project.

	Revenues	Expenditures
Sewer CIP Fund		
Beginning Fund Balance	$ 5,000	
Capital Outlay – Collection System		$ 5,000
Totals	**$ 5,000**	**$ 5,000**

A larger than expected beginning fund balance is allocated to the Beech Street sewer main replacement project allocated from Capital Outlay – Collection System.

PASSED by the City Council this 18th day of June 2019.

Approved:

_____
David Russ, Mayor

Attest:

_____
Rob Daykin, City Administrator/Recorder

RESOLUTION NO. 2019-08

A RESOLUTION TRANSFERRING BUDGET LINE ITEM AMOUNTS WITHIN A FUND OR BETWEEN FUNDS FOR FISCAL YEAR 2018-2019.

WHEREAS, the City Council adopted a budget for the City of Dundee for the fiscal year 2018-2019 on June 19, 2018; and

WHEREAS, it has become necessary to increase appropriations of certain line items due to unforeseen circumstances; and

WHEREAS, Local Budget Law authorizes the City Council to transfer budgeted appropriations from within a fund from an existing appropriation to another existing appropriation provided that the net change in the fund's total appropriations is zero, **NOW, THEREFORE,**

THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. The transfer of funds and appropriation adjustments as set forth in Exhibit "A" attached hereto and by this reference incorporated herein and entitled Fiscal Year 2018-2019 Budget Transfers are hereby authorized.

Section 2. This resolution shall become effective immediately upon its passage.

PASSED BY THE CITY COUNCIL this 18th day of June, 2019.

APPROVED:

_____
David Russ, Mayor

ATTEST:

_____
Rob Daykin, City Administrator/Recorder

Exhibit "A"

Fiscal Year 2018-2019 Budget Transfers

	Adopted Budget	Changes	Amended Budget
WATER FUND			
Materials & Services:			
Utilities – Electricity	42,000	(1,200)	40,800
Other Financing Sources (Uses):			
Transfer to General Fund	30,000	+1,200	31,200

Explanation: City of Dundee policy is to transfer 5% of total water user fee revenue to the General Fund. User fees are expected to exceed budgeted estimates and increase the amount transferred to the General Fund.

SEWER FUND			
Materials & Services:			
Utilities – Electricity	80,000	(1,600)	78,400
Other Financing Sources (Uses):			
Transfer to General Fund	64,400	+1,600	66,000

Explanation: City of Dundee policy is to transfer 5% of total sewer user fee revenue to the General Fund. User fees are expected to exceed budgeted estimates and increase the amount transferred to the General Fund.

FIRE STATION CONSTRUCTION FUND			
Materials & Services:			
Legal Services	19,500	+400	19,900
Engineering Services	90,800	+5,900	96,700
Other Professional Services	31,000	+35,400	66,400
Capital Outlay:			
Building Construction	837,700	(52,400)	785,300
Other Financing Sources (Uses):			
Transfer to General Fund	10,000	+10,700	20,700
Totals	989,000	0	989,000

Explanation: The final cost of Fire Station roof repairs is less than budgeted and will offset increases in legal services, engineering services, construction inspection services and a larger ending balance transferred to the General Fund in closing the Fire Station Construction Fund.

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: June 12, 2019

Re: Water/Sewer Bill Appeal

Bill Kitchens stated he managed the estate of his mother since her passing at the start of the year and noticed a significant increase in water for the residence at 520 SW 5th Street over the ensuing months.[1] Mr. Kitchens explained in the attached letter that he was in the process of evicting the unauthorized occupants and was advised by his attorney to not go on the premises to investigate the high water use. Following removal of the occupants and sale of the property, the new owner confirmed that the bathroom toilet was leaking and was subsequently repaired.

Pursuant to the City's leak adjustment policy described in Dundee Municipal Code section 13.04.150, a credit of $40.84 was applied to the account representing 50% of the water volume charges for the months of February and March that exceeded the average historic use for that same time period. However, since the leak was due to a faulty toilet and water continued to flow into the public sewer system, no credit was authorized.[2] While it seems inconsistent to allow a credit for water charges but not sewer, I recall the main point of consideration by Council at the time was an occupant would be able to hear or otherwise detect a leak to the internal plumbing of the building and should act promptly to address it.[3] Unfortunately, in this case it appears the occupants were unresponsive to the leak, even though the City provided a door hanger notice advising of the possibility, and the representative of the estate (owner) felt he was unable to investigate the cause of the high water use out of concern of disrupting the eviction process. The water leak credit covered February and March. If the owner was able to enter the premises in early March, perhaps much of

[1] Utility Billing Clerk had the meter checked on February 28 and due to higher than normal use, a door hanger notice placed to inform of a possible leak. The occupants did not contact the City regarding the notice. The prior January 31 bill was paid by the occupants. On March 13 Mr. Kitchens called to inform that he represented the estate and had the mailing address for the billing statement changed. The water use for the next month of March more than doubled February's consumption, Mr. Kitchens called in early April after receiving the bill to discuss with the Billing Clerk and stated he is going through a process to evict the occupants.

[2] If the excess water was not determined to go into the public sewer, then a credit equal to 100% credit of the sewer charges calculated over the average flow would applied to the account – in this case, $226.16.

[3] Council also discussed the water entering the public sewer contributes to the cost of treatment, although the additional treatment cost is negligible compared to daily system flow (80,000 to 120,000 cubic feet) while the cost to the customer for the temporary excessive flow is substantial. The rationale for providing a 100% credit on sewer charges is partially due to the existing winter average cap already limits the additional costs to the customer during the months of April through October, and it seemed arbitrary to impose excess sewer charges due to the leak taking place at the wrong time of the year.

the excess water use could have been avoided. The calculated adjustment of sewer charges just for the month of March was $189.89. Note: if this leak took place in the following month, there would not have been excess sewer charges to consider adjusting.

Prior to the adoption of the leak adjustment policy in 2009, Council heard requests for adjustments on a case by case basis. The policy was adopted to provide a more fair and consistent approach to this issue. Also, as the policy was applied and appeals were brought to the attention of the Council, one of the aftermaths following appeal review is the leak adjustment policy has been amended three times since its adoption. If Council is inclined to approve an adjustment to sewer charges for Mr. Kitchens, I would also recommend review of the policy regarding whether the criteria of water entering the public sewer system is relevant to the eligibility for an adjustment since the policy already addresses customer negligence and responsibility in the first paragraph.[4]

Recommendation: Review the appeal by Bill Kitchens, and make a determination (deny or approve an adjustment to sewer charges) by motion of Council.

[4] ...(1) the water leak adjustment shall not exceed two billing cycles; (2) the customer can verify the leak and demonstrate that the leak was not due to negligence; (3) the customer can demonstrate that they made a diligent effort to repair the leak within 48 hours of discovery...

Dear Mr. Daykin,

I'm requesting an appeal regarding the sewer bill of 441.95 at 520 SW 5th St. My mother died January 3rd, 2019. My niece Loren Kitchens was living in my mother's house against my and my mother's wishes. As personal representative of will and estate of my mother (Patsy E. Nulsen), I had to go through 4 and a half months of legal proceedings with the county for eviction of Loren Kitchens. My attorney told me to stay away from the premises as it could be used against me preventing the eviction of Loren.

Not being able to do anything about the leak, but wanting to, I'm requesting the final bill be close to $100.00 (the amount of our monthly normal usage in the past before the water leak). Thank you for your consideration.

Sincerely,

Bill Kitchens

Bill Kitchens

RECEIVED
JUN 3 2019
CITY OF DUNDEE

CITY of DUNDEE
Oregon

COPY

May 21, 2019

Jack Nulsen
C/o Bill Kitchens
14161 SE Salmon Street
Portland, Oregon 97233

Dear Bill,

I am writing in response to the recent credit request that the City received from you for a leak occurring in February and March. I was able to confirm with the new owner that the leak was attributed to a toilet that was running in the home, and the City was able to approve an adjustment of $40.84, which was applied to your account on May 21, 2019.

Dundee Municipal Code 13.04.150 states that "Water Charges: [1]*the adjustment shall not exceed 60-days*, and [2]*leak adjustments to the water charges are computed using the average water consumption for the same time period for the past 3 years and then adjusting the bill by ½ the difference between the actual water consumption and average water consumption for the account*"; and, "Sewer Charges: *If the excess water due to a leak is determined to have not entered the public sewer system then the adjustment to sewer charges shall be equivalent to the difference between the billed sewer charges and the sewer charges computed using the average water consumption for that account*". Due to the fact that the leak was the result of a faulty toilet, we were unable to adjust the sewer portion of the bill.

February: Consumption Billed = 1,226cft; 3-Year Average for February = 827cft
March: Consumption Billed = 2,687cft; 3-Year Average for March = 598cft

Amount Charged		Amount Charged based on Average	
Month #1	Month #2	Month #1	Month #2
Water Base = 21.54	Water Base = 21.54	Water Base = 21.54	Water Base = 21.54
Over 550 = 19.60	Over 550 = 71.49	Over 550 = 8.03	Over 550 = 1.39
Total Charges = 134.17		Total Charges = 52.50	
$134.17 - $52.50 = $81.67/2 = $40.84			
$40.84 Total Adjustment			

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: DundeaCity3@comcast.net

Appeals to this decision can be made in writing to City Administrator Rob Daykin explaining the reason you feel this decision is in error or should be overturned. The appeal must be made within 30-days of the date of this letter.

If you have any questions regarding this decision or the means used to calculate the total, please contact me at 503-538-3922. I would be happy to talk with you.

Sincerely,

Melody Osborne
Administrative Assistant
Utility Billing

CITY of DUNDEE Oregon

RECEIVED
APR 29 2019
CITY OF DUNDEE

Leak Adjustment Request Form

POSTED 5-21-19 (MO)

* Name on Account Jack Nielsen Account No. 55200.0

Phone Number 503 538 4070 / 503 256 3741 Email Address bckitchens@hotmail.com

Service Address 520 SW 5th St Dundee, OR 97115

Where did the leak occur? bathroom toilet ?

When did you first learn of the leak? ~~sometime~~ between Jan - mar of 2019

How was the leak discovered? I noticed monthly water/~~sew~~ sewer bill rates & useage increasing each month beginning in January

Who repaired the leak? Alex Chipper (new house owner) Date of Repairs please contact new owner for details.

(Attach copies of any receipts or invoices.)

Signature Bill C. Hitchens Date 4-26-19

(Office use only.)

Date of Inspection _____ Meter Reading _____

Time-Period of High Water Use Feb - March (Up to 45-days)

Consumption for each billing cycle during high use period 1226, 2687, 1331

Last 3 Year's Consumption for that time-period

Feb				Mar			
Year	2018	Use	877	Year	2018	Use	595
Year	2017	Use	924	Year	2017	Use	588
Year	2016	Use	680	Year	2016	Use	610
3-Year Total	2481	/3=	827	3-Year Total	1793	/3=	598

Water Credit Request: ☑ Approved ☐ Denied Date of Adjustment, if any 5-21-19

If Denied, Reason for Denial _____

Signature M. Osborne Date 5-21-19

*New Owner confirmed toilet leak. (MO)

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: DundeeCity3@comcast.net

13.04.150 Leak adjustments.

A. The customer retains control over the use of water on the customer's premises, and as such, the customer is responsible for all the water passing through the meter, including water which may be lost or wasted through leaking pipes or fixtures on the premises. A reduction to water and/or sewer charges for the excess water used may be allowed for verified leaks under the following conditions: (1) the water leak adjustment shall not exceed two billing cycles; (2) the customer can verify the leak and demonstrate that the leak was not due to negligence; (3) the customer can demonstrate that they made a diligent effort to repair the leak within 48 hours of discovery; and (4) the request for a water leak adjustment is filed with the City on forms provided by the City within 60 days of the repair of the leak.

B. Upon verification of the leak and repair, the city administrator, or his/her designee, may authorize a credit to the customer's account as follows:

1. Sewer charges. If the excess water due to a leak is determined to have not entered the public sewer system then the adjustment to sewer charges shall be equivalent to the difference between the billed sewer charges and the sewer charges computed using the average water consumption for that account. If the excess water due to a leak is determined to have entered the public sewer system then no adjustment to sewer charges is authorized; however, for purposes of calculating the average winter use, average water consumption shall be used in lieu of the actual consumption if the leak occurred during the December, January or February billing cycles.

2. Water charges. Leak adjustments to water charges shall be equivalent to the difference between the billed water charges and the water charges computed using the average water consumption for that account plus one-half of the difference between the actual water consumption and the average water consumption for that account.

3. For use in calculating sewer and water adjustments, average water consumption shall be calculated by using the actual consumption for the same month during the previous three years. In the event that three years of water consumption records are not available, the city administrator, or his/her designee, will determine the average water consumption based on the best information available.

C. Leak adjustments shall be limited to one per one-year period for an account. [Ord. 510-2012].

Calculation Sheet

Water

Current Meter Read _____

Average Consumption _____

Amount Charged:

F
Month #1 - WB $ 21.54
Over 550cft $ 19.60
Over 1375cft $ —
Over 2750 $ —

m
Month #2 - WB $ 21.54
Over 550cft $ 71.49
Over 1375cft $ —
Over 2750 $ —

Total Charges = $ 134.17

Amount Charged based on Average:

F/827
Month #1 - WB $ 21.54
Over 550cft $ 8.03
Over 1375cft $ —
Over 2750 $ —

m/598
Month #2 - WB $ 21.54
Over 550cft $ 1.39
Over 1375cft $ —
Over 2750 $ —

Total Charges = $ 52.50

****

Amount Charged $ 134.17
Amount on Average $ 52.50
Difference $ 81.67
Divided by ½ $ 40.84

Water Adjustment = 40.84

Sewer

Current Meter Read _____

Average Consumption _____

Amount Charged:

Month #1 - SB $ 69.46
Over 550cft $ 61.45
Month #2 - SB $ 69.46
Over 550cft $ 194.25
Total Charges = $ 394.62

Amount Charged based on Average:

Month #1 - SB $ 69.46
Over 550cft $ 25.18
Month #2 - SB $ 69.46
Over 550cft $ 4.36
Total Charges = $ 168.46

****

Amount Charged = $ 394.62
Amount on Average = $ 168.46
Difference = $ 226.16

Sewer Adjustment = n/a - * toilet leak

Total Leak Adjustment $ 40.84

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: DundeeCity3@comcast.net

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: June 13, 2019

Re: Outside Water Service Request

Jutta and Paul Scott Barney are requesting connection to City water for their property at 23610 NE Hagey Road. Their water well failed and are currently having water trucked in as a temporary measure. Attached is a map showing the location of their property and the other users connected to City water. The 2 inch PVC line on Hagey Road is part of the Dayton Avenue water system that the City took over in January 1998. The last connection to this line was authorized by Council on October 18, 2016 to Larry Rice at tax lot no. 1701, tax map 3325BD. Mr. Rice represents the thirteenth connection to the 2" line. At the time staff reported to Council that while a prior 1989 engineering study by JMS Engineering recommended up to 18 connections may be made to the line on Hagey Road, we did receive concerns from the resident at the end of the line with fluctuating water pressure. The City contracted with Kennedy/Jenks Consultants to look at this issue. The report prepared by Michael Humm arrived at a lesser maximum gpm capacity (64 gpm) for the size and type of line, including friction loss, and system pressure than the 85 gpm stated in the 1989 analysis. Humm noted the lack of instantaneous peak flow demand information for the existing users, and ultimately based his recommendation on whether complaints are received or not with regards to a drop in pressure. Council imposed a moratorium on additional connections pending additional analysis on the capacity of the line and whether improvements (enlarging a portion of the line) are needed. Staff also continued to periodically read pressure near the end of the line and provided an instrument to the end user to self-monitor pressure. Since the connection of Larry Rice to the system we have followed up with the end user and have not heard of any problems with pressure.[1]

The Barneys have contracted with HBH to complete an analysis of the Hagey Road line. Natalie Jennings, PE completed the review and noted with the prohibition of irrigation, the addition of another user will have negligible effect on the existing users. Jennings was formerly with MurraySmith and was the lead on the City of Dundee water supply analysis last year. She will be at the June 18 meeting to present her analysis on the Hagey Road water line and answer questions from Council.

Pursuant to DMC 13.12.040, the decision to provide water to properties outside of the city limits is at the discretion of the City Council provided there is excess capacity and the following three criteria are met:

[1] Staff speculates that the problem with pressure vocalized by the end user was likely due to several past incidents of water line leaks that were eventually discovered and repaired.

1. The City Council finds that a genuine hardship exists due to quality and/or quantity of water for domestic consumption and authorizes the application for water service outside of the city limits.

2. The property to be served is within 400 feet of the city's water main and the city engineer finds that the service connection may be made without detriment to existing users.

3. Prior to connecting to the city water main the owners of the property shall execute and record an agreement to annex to the city at such time as annexation is legally possible and is requested by the city.

Recommendation: Motion to authorize (or deny) connection to City water for the property at 23610 NE Hagey Road.

Attachments:

- May 29, 2019 Letter Requesting City Water
- Map of the Dayton Avenue Waterline System
- HBH Technical Memorandum dated June 13, 2019
- Kennedy/Jenks Hagey Road Water Supply Analysis dated October 18, 2016
- JMS Engineering Dayton Avenue Waterline Report dated May 15, 1989

May 29, 2019

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

RE: Request for Water Service Outside City Limits under 13.12.040

Mr. Rob Daykin,

We are requesting water service hookup for 23610 NE Hagen Rd, Dundee, OR. This is a one family home with two occupants and no farming operations. The existing water line is across the street from the home, which is about 75 feet away. A hydraulic water report was prepared by a HBH Consulting Engineers to determine how or if the existing water customers would be affected.

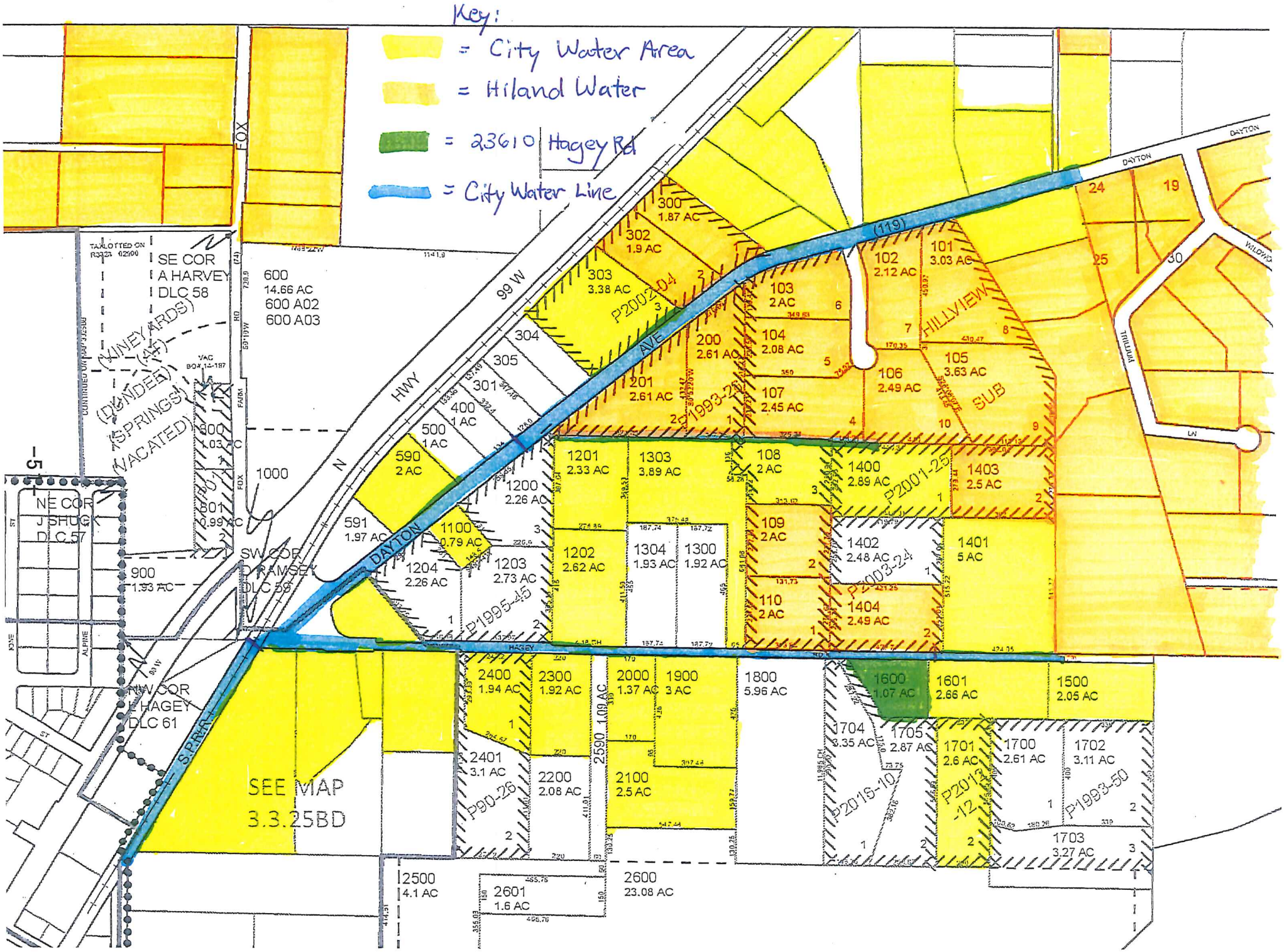
We are asking for the water connection because our well has run dry for the second time. Late in 2012 the original well on the property ran out of water. In January 2013 we had a new well drilled to a depth of 284 feet. It provided 7 gallons per minute, and needed to be filtered with a 1.0 micron and a 0.35 micron water filter and rust remover. The water filters needed to be replaced at least one a month.

This second well started deteriorating earlier this year requiring more and more frequent changes of filters. It dried out around May 15th. We hired Schneider Water Services to determine if anything could be done to fix the well. They could not guarantee that a third well would provide water. They have been providing water to us via portable tank since then.

At this point our only option for water is the connection to the water line across the street.

Sincerely,

Jutta and Paul Scott Barney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= City Water Line
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H B H
Consulting
Engineer

501 E. First Street
Newberg, Oregon 97132
503/554-9553 · Fax 503/537-9554

TECHNICAL MEMORANDUM

Date: June 13, 2019 **HBH Project Number:** 2019-005

To: Rob Daykin, and Dundee City Council

From: Natalie Jennings, PE

23610 Hagey Road Water Analysis

Background:

Recently the well at 23610 NE Hagey Road became unusable. The property owner is requesting that HBH analyze the effects of adding their home to the Dundee Water System. The City needs this analysis to determine if they can connect to the system under a hardship condition. In order to determine what the effects will be, demands were quantified, a hydraulic model was created, and these were evaluated to determine if it will affect other users if this connection exists.

Water Demand Estimate:

The water demands for this analysis were calculated using industry standard evaluation for planning purposes of the peak hour flow. This is the probabilistic amount of water that will be used in the peak hour of any given year. Since Dundee doesn't have hourly data recording, peaking factors of other similar size communities were used to create it from the maximum day flow. This peaking factor is typically represented by peak hour = 2x maximum day. Dundee does have maximum day data available. This analysis was based on data from the "Dundee Future Water Use Evaluation" because it is the most recently analyzed data.

In this report, the maximum day per capita flow was 192 gal/person/day. If we assume 2.78 people per household form the most recent U.S. Census for Dundee, that is 0.74 gpm/household. This number is for in City residents that are allowed to irrigate, so the out of City residences will be even less because they are not allowed to use City water to irrigate. This was to keep the analysis conservative.

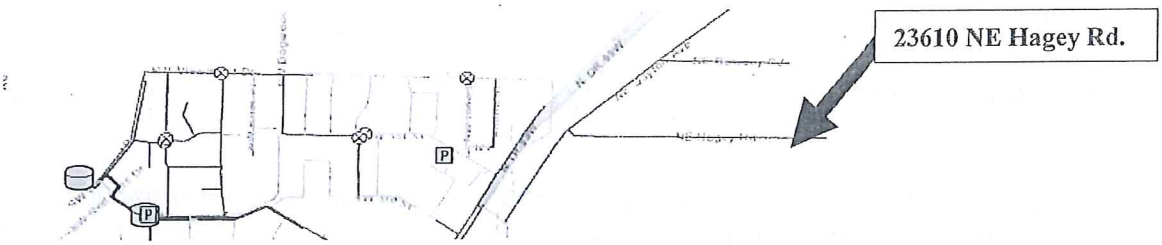
Previous reports from 1989 have stated demands as high as 4.7 gpm/household, but it is very unclear where that came from. It is a far larger number than is industry standard in this type of analysis or the amount of water that is actually consumed in the City of Dundee. To give some perspective, if you put that on as a City-wide equivalent, it would equate to a systemwide water usage of 5,460 gpm and your sources are only capable of producing a maximum of 857 gpm. For this reason, the previous demand calculations were not used for this analysis.

Required Analysis:

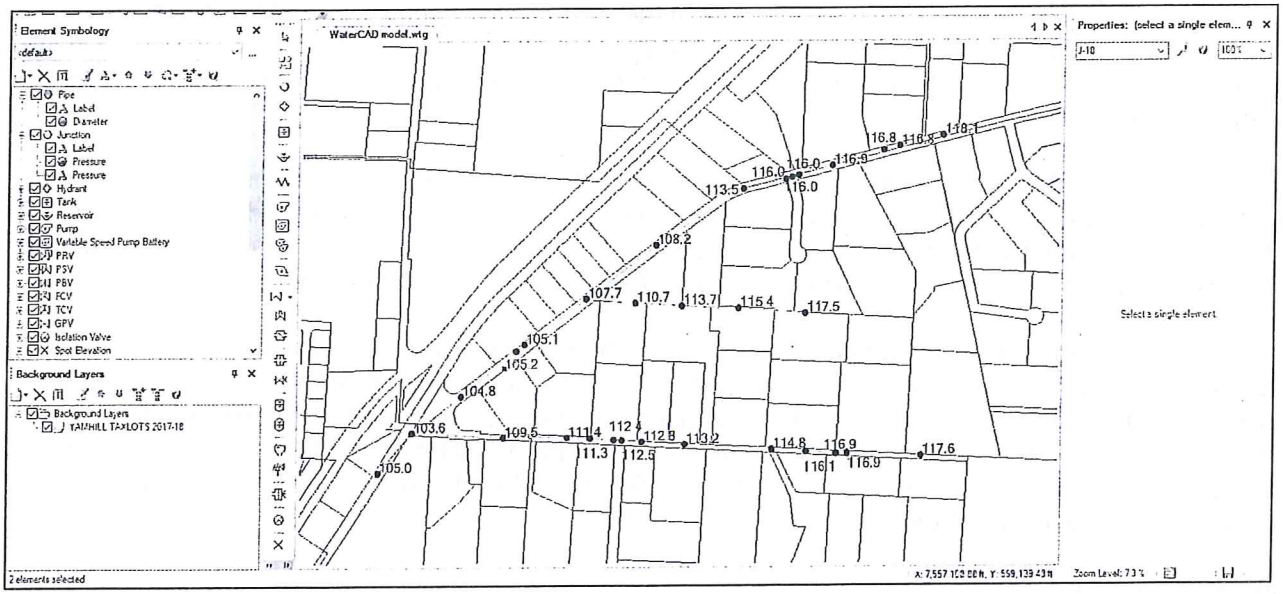
It is understood that the City has three criteria they use to determine if a user can be connected from outside City limits. The following bolded items are the criteria, and the text below each one describes how this property meets each of those criteria.

1. **The City Council finds that a genuine hardship exists due to quality and/or quantity of water for domestic consumption and authorizes the application for water service outside of the city limits.**
   The residents of 23610 NE Hagey Rd. report that their well has failed, so they need to acquire another source of water. Not having water is a genuine hardship for a household. Currently they are trucking in water, and this is an unsustainable condition.

2. **The property to be served is within 400 feet of the City's water main and the city engineer finds that the service connection may be made without detriment to existing users.**
   The City's 2-inch water line runs adjacent to the property. The following map is from the City of Dundee Water Master Plan. A hydraulic model of the existing water system was created to determine how the addition of the subject property would affect the remaining users in the system.



The City provided a pressure of 105 psi at the end of the 4" line. The model has elevations taken from Google Earth, and pipe sizes, the demands were as discussed above, and locations of services from City records. The following screen shot shows the pressures at each approximate location of a service. The existing water pressures in this area are very high (over 100 psi). The addition of one residence, without the ability to irrigate, causes the last property on the line to the east to reduce their water pressure by 0.3 psi to 117.6 psi, which is a negligible pressure drop. This property drops the most because it is a 1" line.



The 2" line in Hagey Road is capable of providing approximately 64 gpm. If each of the 13 existing users and 23610 NE Hagey Road is using 0.74 gpm, that means that the total water used will be 10.4 gpm. This is far less than the 64 gpm in the pipe. It will allow future users as well.

A scenario that was requested by the City for analysis, although it isn't industry standard, and doesn't statistically happen often, if ever, is if every house was showering at the same time. Showerheads are typically around 2.0-2.5 gpm. If you assume conservatively that all the showerheads are 2.5gpm, and 14 houses are taking showers, that is still only 35gpm, which is less than the allowable 64 gpm.

3. **Prior to connecting to the city water main, the owners of the property shall execute and record an agreement to annex to the city at such time as annexation is legally possible and is requested by the city. This agreement shall be deemed an annexation contract under ORS 222.115.**
   The property owner is required to do this.

Conclusions:
The addition of 23610 NE Hagey Road to the Dundee water system will not cause water shortages to other existing users if typical Dundee water usage patterns occur for all users on the line.

One caveat is that if people are using water for more than domestic purposes (which isn't allowed), there may be a problem. If pressure or quantity problems exist, the City should crack down on users that are using water improperly outside of City limits. Another problem that may reduce water availability is leaks. If water shortages are occurring, the system should be checked for leaks and have them repaired.

Kennedy/Jenks Consultants
Engineers & Scientists
421 SW 6th Avenue, Suite 1000
Portland, Oregon 97201
503-295-4911
FAX: 503-295-4901

October 18, 2016

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

Subject: Hagey Road Water Supply Analysis
City of Dundee

Dear Mr. Daykin:

The City currently provides water service via small distribution piping network in the Dayton Avenue, Hagey Road, and Ramsey Road area to the north east of town. The Hagey Road pipeline (2,500 feet of 2-inch schedule 40 pvc pipeline and 240 feet of 1-inch schedule 40 pvc pipeline) currently serves twelve users and the City is interested in understanding if an additional user can be served off this existing pipeline. The following letter summarizes the information available and the approach taken to understand the capacity of the existing system and ability to accommodate another connection.

Data Review

An old system map showing the existing piping network along Dayton, Ramsey, and Hagey Roads was provided by the City. The map was included with a brief letter to the City which indicates the pipeline sizes represent capacity for an eventual hook up of 50 users (18 users on Hagey), see attached. Pipeline material is unknown. Additional information provided by the City included one year of monthly flow data for the twelve users which are currently served on Hagey Road and a static distribution pressure of 110 pounds per square inch (psi) in this area. The residual (flowing) pressure is not available. In discussing with City Staff, it was noted that these connections are not allowed to be irrigating with this potable water supply and that a minimum of 20 psi must be supplied at the meter.

In review of the data, the monthly flow data is useful for a macro level understanding of the system; however the timespan of the flow data is too wide to provide any indication of the peak flow demands, which in this scenario will drive minimum low pressure delivered. In reviewing the map provided, pipe type is not indicated and the documents are unclear how the flow estimated provided were developed.

Distribution System Analysis

Using the supply static pressure of 110 psi and the minimum delivery pressure of 20 psi, the Hazen-Williams equation was used to calculate the water flowrate associated with a 90 psi pressure drop (110 psi – 20 psi) caused by line friction. Using a friction factor of 125 (old PVC), the total capacity of the 2 inch pipeline is approximately 55 gallons per minute. This conservatively assumes no usage along the 2-inch pipeline.

Alternatively, the capacity was estimated assuming a flow demand was being consumed along the pipeline; flow was estimated proportionally along the length of pipe. Using a the same C factor of 125, this resulted in an estimated pipeline capacity of 64 gpm.

Flowrates exceeding the pipeline capacity result in supply pressure dropping below the allowable 20 psi.

Average flow scenarios along this alignment are not anticipated to result in flowrates exceeding the maximum capacity of the system. Rather, short duration peak events, likely associated with diurnal patterns (customers early morning or evening routines) are the flow conditions which could result in supply pressure less than allowable.

Since peak flowrates were unavailable, industry standard household demands presented below in Table 1 were identified to help inform what a possible peak flow condition could entail. Note that irrigation demands which are usually the peak residential demand source are not included.

Table 1

Use	Estimated Flowrate (gpm)
Dishwasher	2
Shower	3
Clothes Washer	4
Tub	7

These typical demands could be used to develop hypothetical flow scenarios; however, actual usage will vary. Rather, these fixture flows were used in comparison with the instantaneous flow estimates used with the provided pipeline sizing letter and map. The map presents flow data indicating estimated instantaneous peak flows along Hagey of 85 gpm represented by 18 users (4.7 gpm/user). The instantaneous demand appears inline with fixture flowrates in Table 1.

Summary

The typical household usage flows are inline with what was previously used to size the system. However, the map provided appears to present a pipeline capacity of 85 gpm along Hagey

Road. This exceeds the friction calculations described above which estimate the 2-inch pipeline capacity between 55 and 64 gpm.

The capacity of the existing 2-inch pipeline is adequate for average flow conditions for the current users and likely the additional proposed user. However, after review of the headloss through the system, it appears the 2-inch pipeline is near peak capacity. Currently connected users may even experience low pressure conditions if multiple users with multiple fixtures are in use at the same time. Since it will be difficult to provide more precision to the peak demand event, a qualitative approach may be appropriate. If the current system is not experiencing low pressure issues, the addition of one more connection is likely to not significantly change the supply system in this area. Conversely, if existing users are indicating periods of low pressure, the additional connection is not recommended.

Additional capacity can be added to the system by upsizing the 2-inch to a 4-inch pipeline. Depending on total capacity desired and the targeted supply pressure, this may not need to be the entire length along Hagey Road.

Please contact me at your convenience if you would like to discuss further.

Very Truly yours,
KENNEDY/JENKS CONSULTANTS

Michael Humm, P.E.

Enclosures

JMS ENGINEERING

1810 Lana Ave. N.E., Suite #1
Salem, Oregon 97303
503•585•5578

Jim Schuette, P.E.
CONSULTANT • CIVIL ENGINEER

May 15, 1989

Helen Cardwell
13405 SW 107th
Tigard, Oregon 97223

Re: Dayton Ave Waterline
Dundee, Oregon
#123

Dear Helen;

Last week I visited with Alan Mustain, Dundee Public Works Superintendent, and also with Don Strong, Dayton Avenue Water Board. We discussed the present situation of the Board and the possibility of them accepting additional hook-ups to the system. It was indicated to me that the Board would like to know what line sizes/changes would be required to accept immediate new hook-ups as well as those into the future.

I have prepared a map of recommended water sizes for the Dayton Avenue Waterline based on the existing system and users, then planned for an eventual hook-up capacity for 50 users, based on what may reasonably be developed along the waterline. I am enclosing that map for your review.

It was my understanding that costs for increases in line sizes to accomodate new hook-ups would be passed on to the new users. The Water Board will determine what the costs will be. I believe the Water Board must also obtain approval from the Dundee City Council to add new users.

I would suggest you keep in close contact with Don Strong to stay up-dated as to the status of your (and others) hook-up request.

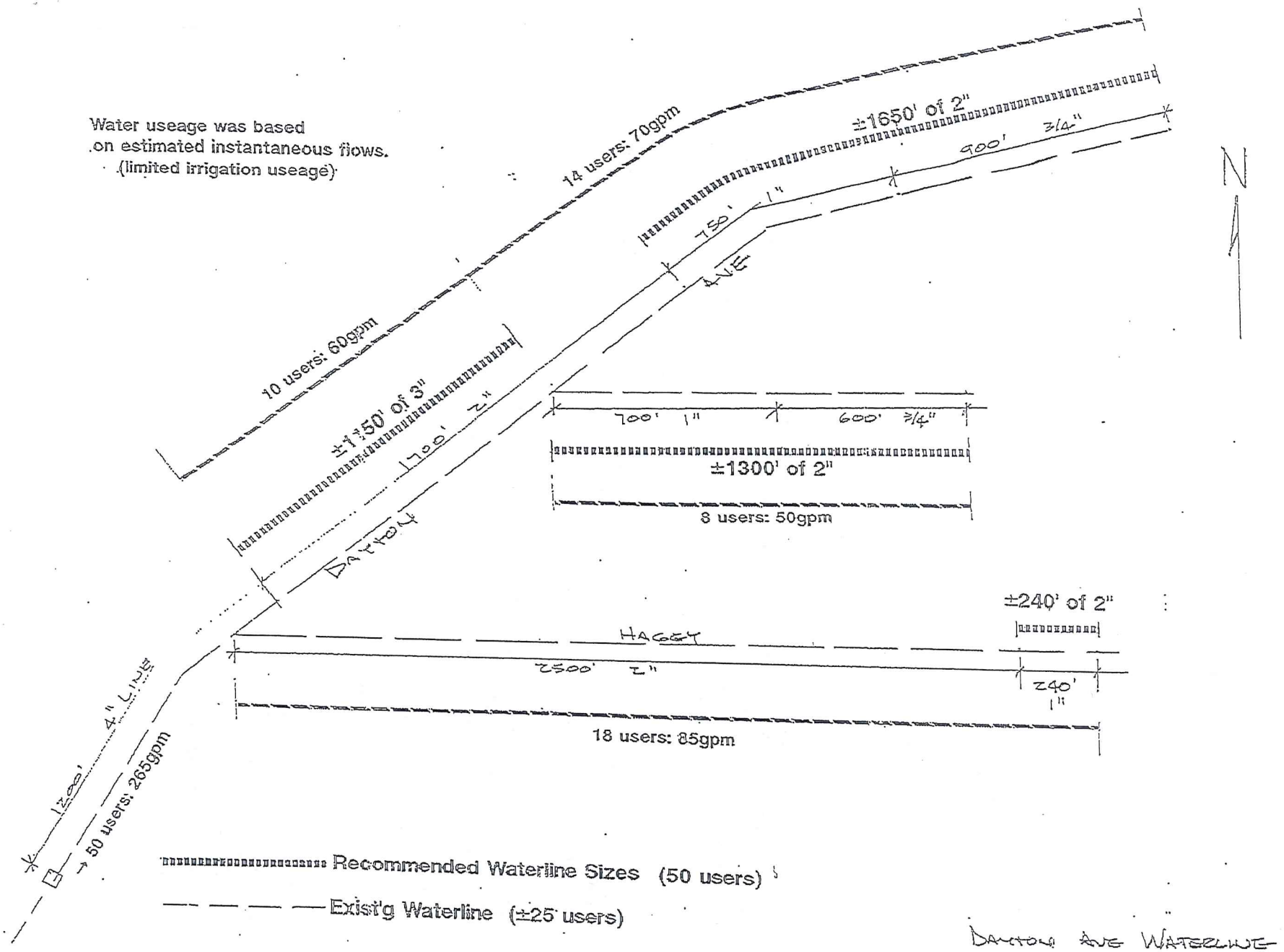
If you have any questions or require additional information, give me a call.

Yours truly,

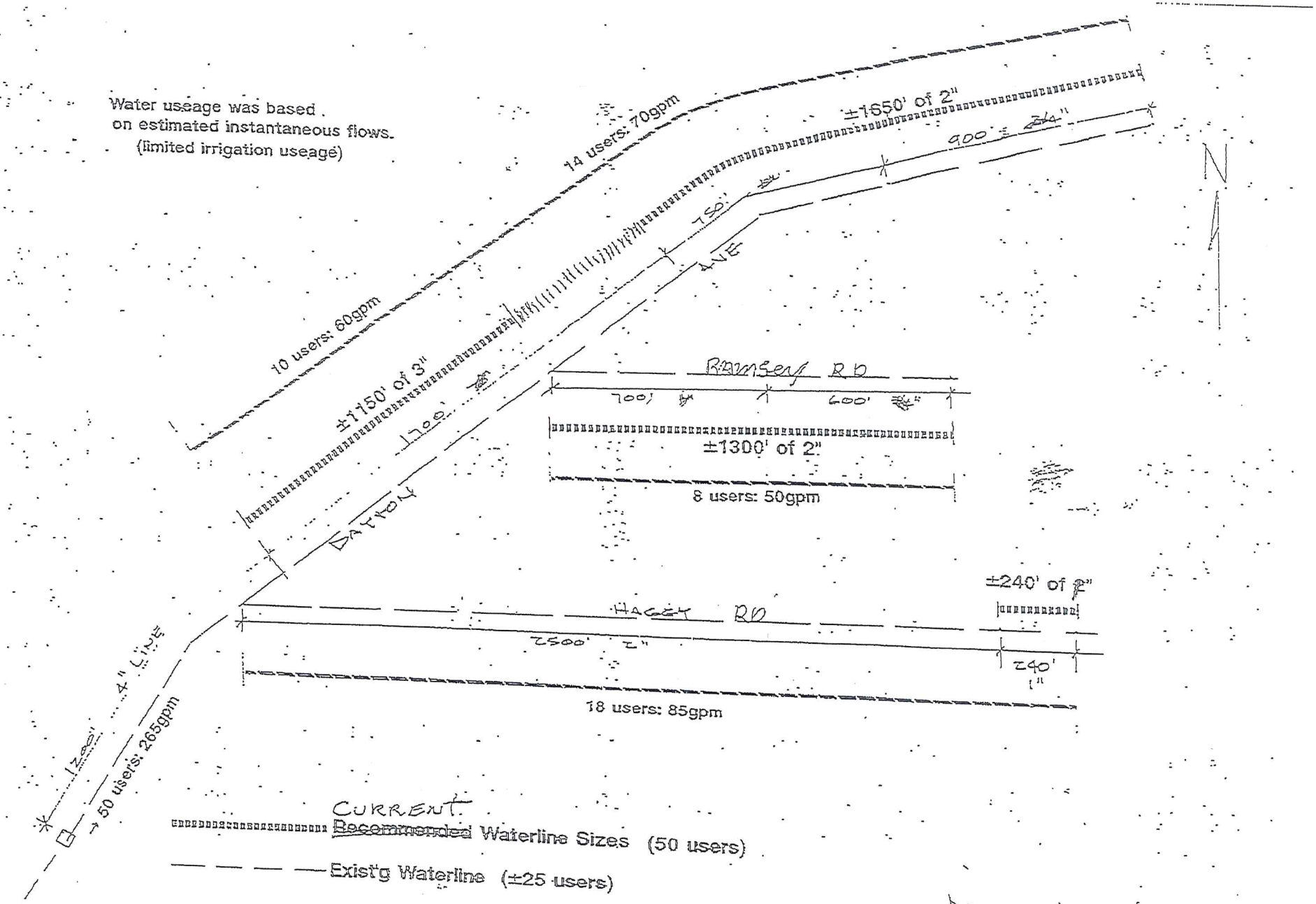
Jim Schuette P.E.

cc: Al Mustain-Dundee
Don Strong-Dayton Ave Water Bd

encl.



DAYTON AVE WATERLINE
DUNDEE, OREGON
5-14-89



DAYTON AVE WATERLINE
DUNDEE, OREGON
5-14-89 PO BOX 74

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: June 13, 2019

Re: 2020 Small City Allotment (SCA) Grant Program

Attached are the announcement and application materials for the 2020 Small City Allotment grant program. One major change in the program is the limitation of one application per eligible city. The maximum grant amount is still $100,000, however, it remains a competitive process that will be scored based on condition of the existing road surface and safety improvements, including sidewalks, ADA ramps, and bike lanes. However, safety improvements may require additional funding sources, such as a local improvement district, which requires more process and time. ODOT was very late in finalizing their awards under the new statewide committee process and in providing us an updated funding agreement for our 2019 SCA project on Charles Street. Hopefully, the next round will be more expeditious so if we submit a project that requires more engineering than simply an overlay, we will have enough time to get the project out to bid by April 2020.

The following are projects the Council considered as an SCA candidate last year, along with three new projects:

1. Alder Street (North of 9th Street): With the improvements constructed on the upper part of Alder Street between Ninth Street and Seventh Street that were completed as a condition of Alder Hills subdivision, this project would extend those improvements to Ninth Street. This includes curbs, sidewalks and ADA ramps. The three properties abutting the lower part of Alder Street SCA project each had street construction deferral agreements with the City as a result of prior land divisions. Establishment of a local improvement district would be the preferred method to incorporate the obligations of the property owners with the SCA grant funds. At the same time, the Council is reviewing the design of Ninth Street from Highway 99W to Alder Street as a future urban renewal project, with the intent of submitting an application to the Oregon Transportation Infrastructure Bank (OTIB). I envision the OTIB loan would be repaid from a combination of urban renewal and property assessments via a local improvement district. Also, I recommend including the Alder Street work that will be funded by property assessments as part of the OTIB loan application.

2. Myrtle Street: Myrtle Street has numerous large trees in the small planting strip that need to be removed. Roots have uplifted curb and sidewalk sections, and intruded in the base of the street that will need to be dug out. Safety improvements include repair of the sidewalk panels that are tripping hazards. The sidewalk construction could be a property owner responsibility through a local improvement district. Also, ADA ramps will be required at the street intersections. Note:

the sidewalks are only 4 feet wide and the ROW is below standard at 50 feet. It is likely that this work would have to be completed in phases to stay close to the $100,000 maximum grant limit with Thirteenth Street being the transition between phases.

3. Red Hills Drive: From 9th Street to the intersection with Upland. Width is substandard at 20 feet, no plan to widen due to topography and drainage considerations. Drainage ditch work recommended, particularly on the steeper section near 9th Street. Water Master Plan recommends upsizing the existing 8 inch water line to a 12 inch on Red Hills Drive; however, this is a very low priority project – anticipated for year 2034.

4. Walnut Avenue: From Upland to Viewmont. Width from Upland to 1st is 19 feet, could be widened to 20 feet. Width from 1st to Viewmont is 15 feet, in areas of exceptionally steep side slopes. Roadway could be graded to divert the majority of storm water to the drainage ditch located on the uphill (west) side. Walnut has lower traffic volumes compared to other residential streets. The Water Master Plan identifies two water line projects on Walnut: 1) replacement of the 4 inch line between Viewmont and 1st (2022) and upsizing a 6 inch to an 8 inch between 1st and 2nd (2035) The street improvements could be phased to coordinate better with the anticipated water system improvements.

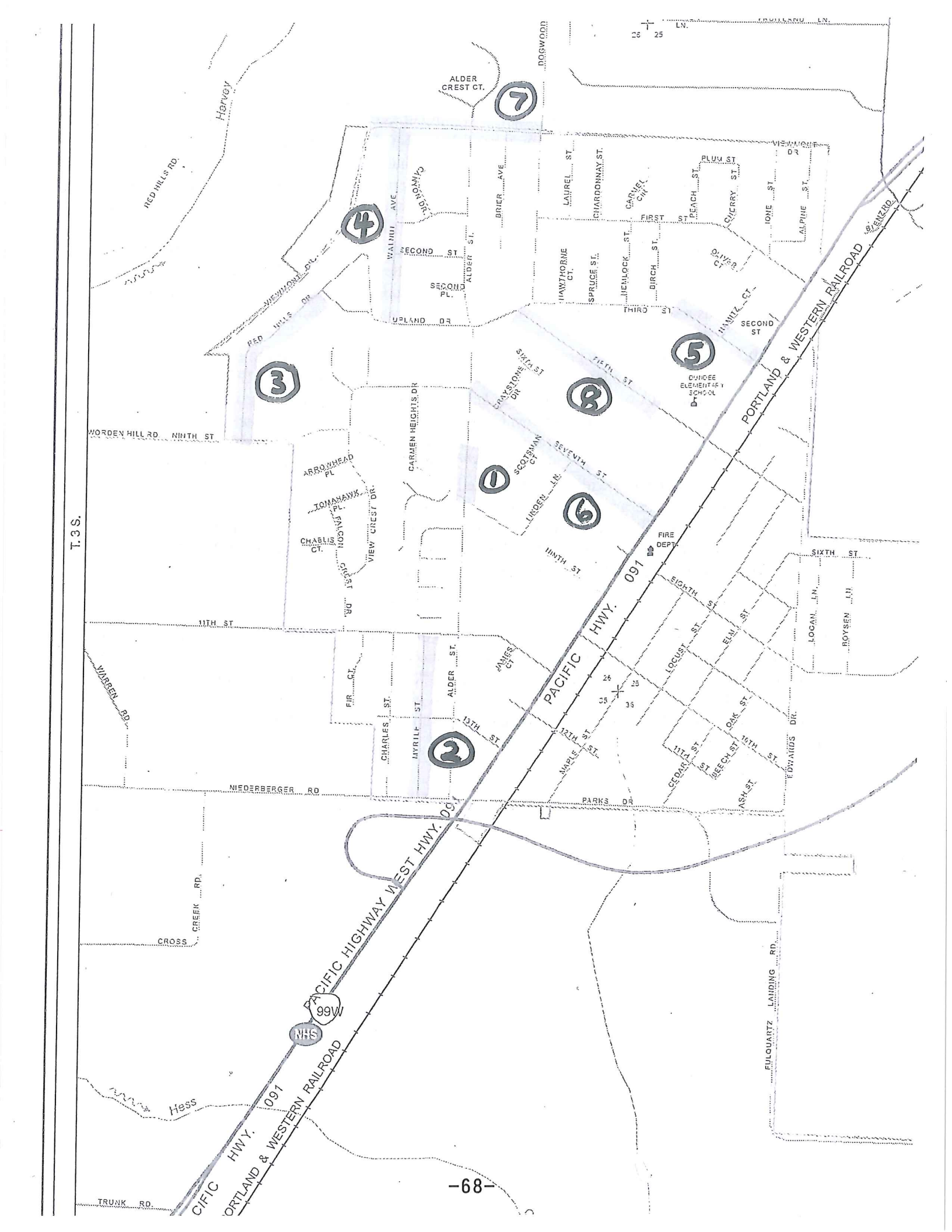
5. Third Street: The City holds about $45,000 intended for Third Street improvements on the north side next to the subdivision constructed with Namitz Court. This would be for full street improvements, including sidewalks, curbs and ADA This could be combined with an SCA grant for a larger project on Third Street starting at the highway going westward past Namitz Court. ODOT will be installing new storm drain inlets on the highway in the vicinity of Third Street in Phase 2 of the Highway 99W Sidewalk/Streetscape project and will improve the turning radii at the ADA ramps. Third Street is 20 feet in width. Widening the street to the local street standard will be challenging in the first 100 feet from the highway due to the steep banks on both sides. Property is zoned Commercial on both sides. The property to the south of Third Street is not fully developed and upon site development review will be required to widen the street, and install sidewalks and curbs. Related improvements could also be accomplished with property assessments via a local improvement district and/or urban renewal funding. Also, it may be worth considering installation of a curb and widening on the park side of Third Street with a widening and overlay project as part of a local improvement district project to augment SCA funding.

6. Seventh Street: This is a new project. Council was recently informed the segment of Seventh Street from Highway 99W to Alder Street is an unsuitable candidate for a slurry seal due to the numerous base failures occurring. Although we have not had potholes formed yet, it is a matter time before the surface structure fails – we will continue to seal cracks. The recommended treatment is removal of the asphalt surface, selected replacement of failed areas in the base rock, and asphalt overlay. The concrete driveway to the Rose Park Apartments will need to be replaced. Council also expressed interest in seeing sidewalks constructed, possibly through a local improvement district. Additional ROW on the south side of Seventh Street will be needed. (Note: The sidewalk improvements may be completed separately as a local improvement district project prior to the street surface improvements)

7. Viewmont Drive: This is a new project. Treatment for Viewmont Drive from Dogwood Drive to the end of the oil mat, south boundary of the cemetery, was identified in the 2017 Pavement Management Report as a thin lift, 1.5 inches of asphalt. We met in the field with the pavement consultant, Joel Conder, and he recommended consideration of a chip seal. Council expressed reluctance with that treatment approach. Also, the steel water line located in Viewmont Drive between Dogwood and Alder needs to be replaced. Another consideration is pedestrian safety. Should the bike lane approach, widening and striping, as used on Dogwood or should a different approach be used? Also, stormwater facilities will need to be considered with any widening. (Note: Council may choose to use the thin lift approach for the section next to the cemetery as a separate project)

8. Fifth Street: This is a new project. We met with the paving consultant to discuss the extensive delamination of the top layer of the asphalt surface in the vicinity of the Billick Park entrance and Post Office. Consultant recommended temporary patch repairs if the intent is to reconstruct Fifth Street from the Post Office to Dogwood Drive within the next 4 to 5 years. One of the considerations in improving Fifth Street is the development of the Jan Sander property by CPRD. Typically, the Dundee Development Code will require a future park development project to widen 5th Street (dedicate 10 feet of ROW), construct curbs and sidewalks, and underground the existing overhead utilities. Other considerations are the two new streets identified in the TSP that connect Fifth Street to Seventh Street, upsizing the existing water line, installation of mid-block crosswalk. Also, most of the Fifth Street improvement project is located in the urban renewal plan area.

The aforementioned projects are not presented in order of priority, although staff recommends Alder Street only after securing the OTIB loan and consideration of Myrtle Street for a 2020 SCA grant application due to the condition of the street and sidewalk safety improvements. Following selection of the preferred project for application to the 2020 SCA grant program, staff will prepare a construction budget and review any final issues with Council at the July 16 meeting. The grant application must be submitted by July 31, 2019.



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ALDER CREST CT.
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PLUM ST
LAUREL ST
CHARDONNAY ST.
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IONE ST
ALPINE ST
FIRST ST
CANYON DR.
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THIRD ST
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SECOND ST
UPLAND DR
RED HILLS DR
SIXTH ST
FIFTH ST
GRAYSTONE DR
DUNDEE ELEMENTARY SCHOOL
PORTLAND & WESTERN RAILROAD
BIENZ RD.
WORDEN HILL RD.
NINTH ST
CARMEN HEIGHTS DR
SCOTSMAN CT
SEVENTH ST
ARROWHEAD PL
TOMAHAWK PL.
FALCON CREST DR.
VIEW CREST DR.
CHABLIS CT.
LINDEN LN.
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LOGAN LN.
BOYSEN LN
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LOCUST ST
ELM ST
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Oregon Department of Transportation
Small City Allotment Program
2019 Call for Projects

The Oregon Department of Transportation will award approximately $5,000,000 in Small City Allotment Funds for program year 2020. ODOT is accepting project proposals from eligible cities June 1, 2019 through July 31, 2019. Each city may submit one application.

Available Funds	$5 million total for 2020
Maximum Award per City/Project	$100,000
Who May Apply	Incorporated cities with populations 5,000 people or less
Number of Applications Accepted	Only one application per City will be accepted
Application Deadline	Applications must be received prior to August 1, 2019
Notice of Projects Awarded	Each applicant will be notified if their project was or was not selected by December 1, 2019
When Funds are Available	January 1, 2020 (after executed agreement)
Payment Method	Cities may receive a project advance of 50% of award with executed agreement upon request and will be reimbursed the balance upon project completion. Otherwise full reimbursement will occur upon project completion.
Project Completion	Projects must be completed within two years of the executed agreement.

Background

The Small City Allotment (SCA) Program was established in 1947 by the Oregon Legislature under Oregon Revised Statute (ORS) 366.805. Guidelines and a working Agreement have been developed between ODOT and the League of Oregon Cities. The purpose of the program is to address city streets that are inadequate for the capacity they serve or are in a condition detrimental to safety. A sum of $5,000,000 (half from city gas tax revenue and half from the State Highway Fund) will be available for the 2020 program.

Allocation

The funding is dispersed between ODOT's five regions per an allocation formula based on population, number of eligible cities and the number of applications received. Project applications will be scored and ranked. The Small Cities Advisory Committee will review the rankings and applications and recommend projects to be awarded to the extent that the regional allocation allows.

Who May Apply

Incorporated cities with populations of less than 5,000 as of the most recent census.

Project Eligibility and Scoring

Eligible streets must not be on the State Highway system, must be inadequate for the capacity they serve or are in a condition detrimental to safety.

Eligible projects will be assessed and scored on current conditions, average daily traffic, 5 year population growth and number of years since last project was awarded.

Application Process

The application form is attached and may also be accessed via ODOT's website:
https://www.oregon.gov/ODOT/LocalGov/Pages/Funding.aspx

Note: Only one application per eligible city will be accepted.

Prior to submitting the application, ensure that: (a) all fields have been completed, and (b) that the application has been signed by the person with the appropriate authorization to do so. The application will be scored and only those receiving scores high enough to make it into a 150% list will receive site visits to further evaluate the project; therefore it is imperative that you provide complete and detailed information.

Submitting an Application

Completed application forms must be submitted to the Small City Allotment Mailbox:
SmallCityAllotments@odot.state.or.us

Please also copy your regional staff contact, the ODOT Project Manager/Local Agency Liaison assigned to your region. These individuals can assist you with questions or support with the application process:

Region 1	Matthew Novak	Matthew.C.Novak@odot.state.or.us	503-731-3247
Region 2	Shelly White-Robinson	Shelly.White-Robinson@odot.state.or.us	541-757-4199
Region 3	Jeanette Denn	Jeanette.M.Denn@odot.state.or.us	541-957-3508
Region 4	Paul Singer	Paul.Singer@odot.state.or.us	541-410-2993
Region 5	Michael Barry	Michael.P.Barry@odot.state.or.us	541-963-1353

Best regards,

Alan Thompson
Small City Allotment Program Manager
503-986-7202

Enclosures:
Application Form

Oregon Department of Transportation

2020 Small City Allotment Application

Deadline: July 31, 2019

City of: _____ Date: _____

Address: _____

Name: _____ Phone: _____ Email: _____

SCA Funds Requested: $_____ Estimated Total Project Cost: $_____

Project Name: _____ Project Length: _____

General Location(s)* (*identify the street names and general extent of project locations*): _____

_____

_____

_____

Description of Need* (*describe the existing capacity or safety issues*): _____

_____

_____

Description of Project* (*describe the proposed project and how it will address the need specified above*):

_____

_____

Attach supplemental pages that can help depict Project Location, Current Conditions, and Project Description, include site maps and photos of the project area. Site Map can include Google Map with project area annotated.

Project Attributes (*check all that apply*)

__ **Roadway Overlay**

__ **Slurry Seal**

__ **Chip Seal**

__ **Sidewalk(s):** if yes, then N/S/E/W (circle all that apply)

Estimated Daily Sidewalk Foot/Bike Traffic _____

__ **Curb Ramp:** if yes, then N / S / E / W (circle all that apply)

__ **Bike Lane(s):** if yes, then N / S / E / W (circle all that apply)

__ **Storm Sewer:** If yes, Storm Sewer is: New / Repair (Circle one)

__ **Bridge Repair:** If yes, Bridge Name is: _____

__ **Is funding to be used as match for an existing project?**

Oregon Department of Transportation

2020 Small City Allotment Application

Deadline: July 31, 2019

Project Location (*check all that apply*):

__ City Street
__ County Road
__ Abuts / crosses / runs parallel / touches a State Highway (circle all that apply)

Conditions:

Estimated Daily Traffic Volumes *(select the location with the highest traffic volumes)*:

Motor Vehicle (cars, trucks and commercial vehicles) Traffic: Low / Medium / High (Circle One)

Low = Less than 500 vehicles Medium = 500-999 vehicles/day High = more than 1,000 vehicles/day

Gravel Road (if applicable to the project)

Gravel Road Condition		Fair	Poor	Severe
Scoring Key: **SEVERE** *(throughout the project area)* **POOR** *(some deterioration within the project area)* **FAIR** *(small segments within the project area)*	Potholes			
	Wash boarding			
	Rutting (vehicle weight causing ruts in lanes)			
	Missing Aggregate/Gravel			
	Dusting (aggregate decomposing to smaller particles)			
	Other (Describe): _____ _____ _____ _____ _____			

Oregon Department of Transportation

2020 Small City Allotment Application

Deadline: July 31, 2019

Pavement (if applicable to the project)

Asphalt Road Condition		Fair	Poor	Severe
Scoring Key **SEVERE** *(throughout the project area)* **POOR** *(some deterioration within the project area)* **FAIR** *(small segments within the project area)*	Potholes			
	Cracking along the roadway (parallel)			
	Rutting where tires tracks are depressed			
	Cracking crossing (perpendicular) the roadway			
	Rough Pavement			
	Other (describe): _____ _____ _____ _____			

Sidewalks / Bike Lanes (if applicable to the project; check all that apply):

Multi/Modal Road Condition		Fair	Poor	Severe/ Missing
Scoring Key **SEVERE/MISSING** *(throughout the project area)* **POOR** *(some deterioration within the project area)* **FAIR** *(small segments within the project area)*	Uneven sidewalk slabs			
	Sidewalk obstructed or missing sections			
	Curb ramps needed			Y / N
	Cracking sidewalks			
	Bike lane missing			Y / N
	Sidewalk or bike lanes to connect to school, downtown, shopping or transit			Y / N
	Other (describe): _____ _____ _____ _____ _____			

Signature:

_____ _____

Printed Name Authorized Signature

Email to: smallcityallotments@odot.state.or.us **copy the ODOT Project Manager/Local Agency Liaison**

CITY of DUNDEE
Oregon

To: Dundee City Council

From: Greg Reid, City Engineer

Date: 6/11/2019

Re: 2019 Slurry Project
Recommendation to Award

RECOMMENDATION OF AWARD

The City recently received good bids for the 2019 Slurry Project that includes street cleaning/preparation and placement of Type II Slurry Seal on a number of City Streets. See the attached site plan and list of streets.

Three bids were received for the work with Paving Northwest, Inc. being the low bidder at a cost of $68,511. See the attached bid tabulation

This cost is well within the City's budget for project.

Recommendation: **City Staff recommends award of the project to Paving Northwest, Inc. for the contract price of $68,511.00.**

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: DundeeCity3@comcast.net

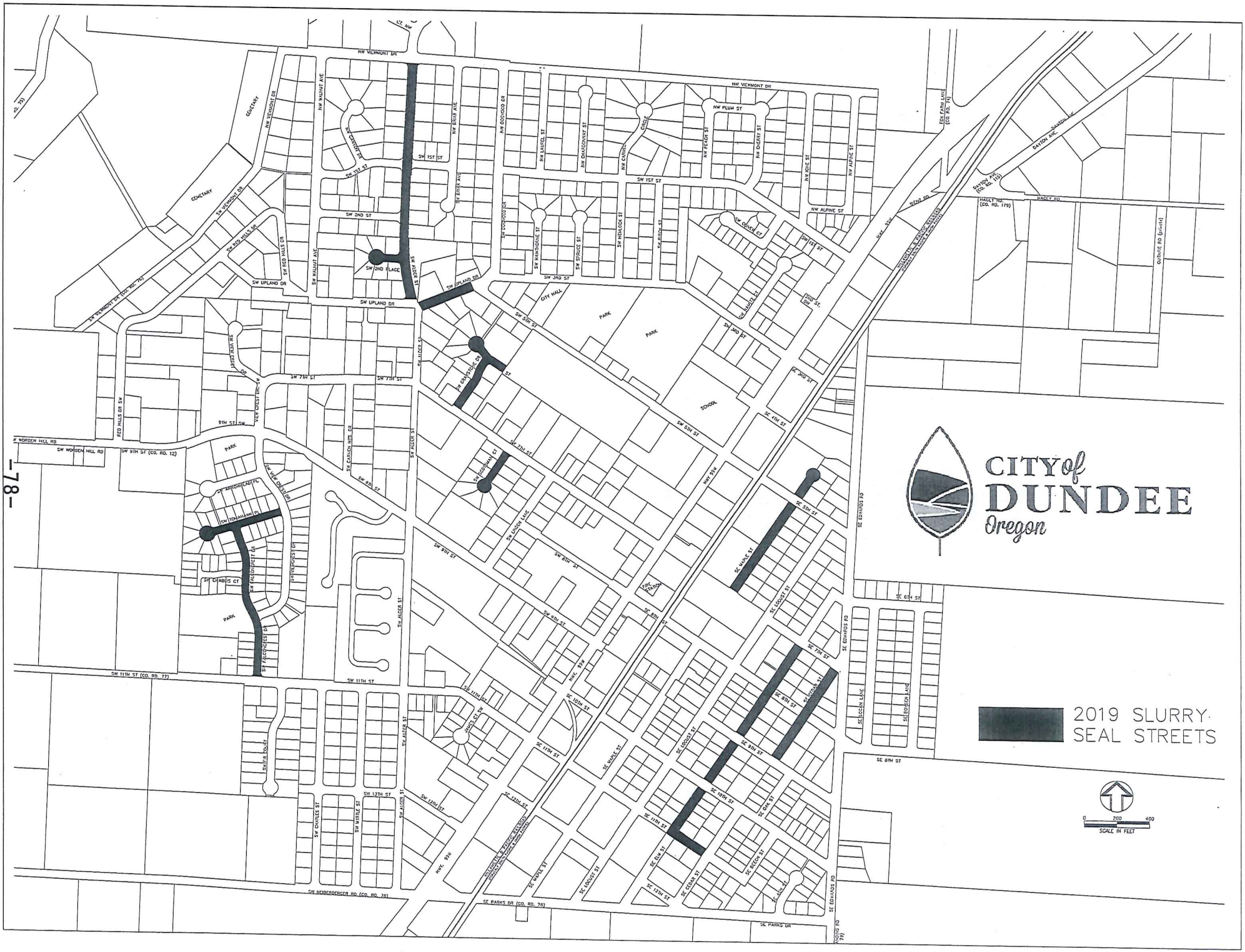
City of Dundee
2019 Slurry Project
Bid Tabulation

Date: 6/12/2019

SECTION 1 - SITE WORK				Paving Northwest, Inc.		Blackline, Inc.		VSS International, Inc.	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	$7,000.00	$7,000.00	$8,000.00	$8,000.00	$15,000.08	$15,000.08
2	Temporary Work Zone Traffic Control, Complet	1	LS	$5,000.00	$5,000.00	$7,000.00	$7,000.00	$4,500.00	$4,500.00
SECTION 2 - STREET IMPROVEMENTS									
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
3	Street Preparation and Application of Type II Asphalt Emulsion Slurry Seal	25,116	SY	$2.25	$56,511.00	$2.30	$57,766.80	$3.62	$90,919.92
	TOTAL				**$68,511.00**		**$72,766.80**		**$110,420.00**

City of Dundee 2019 Slurry Seal Program

Street Name	From	To	Length	Width	Sq. Yds.
Upland Drive	Alder St.	5th St.	384	34	1,451
Alder Street	Upland Dr.	2nd St.	517	35	2,011
Alder Street	2nd St.	1st.St.	337	34	1,273
Alder Street	1st St.	Viewmont Dr.	646	34	2,440
2nd Place	Alder St.	W-end	200	31	858
Falconcrest	11th St.	Tomahawk Pl	962	32	3,420
Tomahawk Place	W-end	Viewcrest Dr.	536	32	2,067
Graystone Place	Cul-De-Sac	E-end	279	33	1,177
Graystone Drive	7th St.	Graystone Pl.	367	33	1,346
Scotsman Court	Cul-De-Sac	7th St.	324	33	1,342
11th Street	Cedar St.	Elm St.	253	16	450
Elm Street	11th St.	9th St.	654	18	1,308
Elm Street	9th St.	7th St.	707	18	1,414
Cedar Street	9th St.	7th St.	711	19	1,501
Maple Street	S-end	5th St.	530	33	2,097
Maple Street	N-end	5th St.	220	33	961
				Total:	25,116


CITY of DUNDEE
Oregon
2019 SLURRY SEAL STREETS
0 200 400
SCALE IN FEET