



CITY OF DUNDEE
CITY COUNCIL MEETING
Meeting will be Teleconferenced

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

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

OCTOBER 6, 2020 7:00 PM.

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
4. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 4.1 City Council Minutes, September 1, 2020 Pages 1-8
 - 4.2 Financial Report Ending August 31, 2020 Pages 9-30
 - 4.3 Public Works Quarterly Report Pages 31-36

Action Required: Motion to Accept the Consent Agenda
5. Old Business:
 - 5.1 Duty Officer Pay Revision Pages 37-38
Action Requested
 - 5.2 Fire Department Water Tender Replacement Pages 39-40
Action Requested
6. New Business:
 - 6.1 Construction Deferral Deposit Policy Pages 41-48
Discussion
 - 6.2 Resolution No. 2020-14, Street Names Change Pages 49-56
Action Requested
 - 6.3 Coronavirus Relief Fund Pages 57-68
 - 6.3.1 City Hall
 - 6.3.2 Fire Department
 - 6.3.3 Other Programs*Action Requested*
7. Council Concerns & Committee Reports
8. Mayor's Report

9. City Administrator Report
10. 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.
11. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
 - 1.3 Water Line Relocation Project
2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Helipad Standards
 - 2.4 Vacation Rentals Code Amendment
 - 2.5 Pending Type II or Type III Land Use Applications:
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. 572-2020
 - 5.2 Resolution No. 2020-13

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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September 1, 2020**

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City of Dundee
City Council Meeting Minutes
September 1, 2020

Call to Order

Mayor David Russ called the meeting to order at 7:00 P.M. over ZOOM teleconferencing meeting platform.

Council and Staff Attendance

Attendance Via ZOOM: Mayor David Russ; Councilors Kristen Svicarovich, Ted Crawford, Jeannette Adlong, Patrick Kelly and Tim Weaver (7:59 P.M.). Absent: Councilor Storr Nelson. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Brent VanKeulen, Interim Fire Chief; and Melissa Lemen, Administrative Assistant.

Public Attendance

Attendance Via ZOOM: Brandy Penner, School Board Chair, Newberg Public Schools.

Agenda Changes

New Business Item 6.3 School Bond Proposal was added to the meeting agenda.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, August 18, 2020 and Item 4.2 Financial Report Ending July 31, 2020. **The motion** passed unanimously.

Old Business

Fire Service Study Work Group

Interim Fire Chief Brent VanKeulen reviewed his memo as provided on page 29 of the meeting agenda packet. He explained that the purpose of the Work Group is to establish a baseline knowledge for the elected officials, and for the City Administrator to be able to analyze, ask questions and engage in the ESCI Consolidation Report that's being prepared and lead by McMinnville Fire. Chief VanKeulen discussed that there will be a great deal of information provided. He explained that the members of the Work Group will be able to assist City Council in understanding the presentations that will eventually be made by the consultant, and then start to work through any policy decisions that Council may want to make regarding the recommendations from the Consulting Report. M. Russ and C. Kelly volunteered to be members of the Work Group, and C Crawford nominated C. Weaver, who was not yet present at the meeting, to be a third volunteer.

Chief VanKeulen discussed that the Dundee Fire Station just celebrated 85 years of service and made t-shirts in honor of the occasion. He explained that the Department also had a promotional ceremony and that he could tell that the morale was high in recognizing the reclassification of Jeff Myers to Captain; at the same time they gave out a red helmet to a volunteer lieutenant and then promoted two volunteer firefighters to engineers as well. Chief VanKeulen pointed out that it was nice to celebrate the accomplishments of what has been done in some of the professional advancement of the Staff within the Department. He discussed that when Chief Amy Hanifan

came on board, she started those development programs which have been supported by Bert Hanifan and Jeff Myers, and the Volunteer Coordinator and the paid staff. Chief VanKeulen explained that Bert Hanifan has come on board as a temporary part-time employee; he has been able to run operations day-to-day and has been able to jump on a lot of calls. Chief VanKeulen explained that his goal is to keep the Department in a position to have as many choices as possible once information is received from the ESCI report.

No Parking Restriction – Walnut Avenue

C. Adlong voiced agreement with the enforcement of no parking on Walnut Street in the area discussed in the memo, though she indicated that she has not witnessed this issue occurring. C. Kelly was in agreeance as well and discussed that this is a narrow street. C. Adlong explained that the marked lane on the uphill side of Dogwood Drive from First Street to Viewmont Drive is a very important pedestrian access way which a lot of people use to access the Viewmont Greenway or to go up the hill to Harvey Creek Trail; walking on the other side of the street is not an option. She expressed concern about the safety of pedestrians coming down the hill on Viewmont and turning right onto Dogwood. M. Russ suggested that if pedestrians are utilizing this curved area, there should likely be no parking signs placed 40-50 feet on either side of the area and on both sides of the street. Discussion ensued. C. Svicarovich suggested that a good next step may be the placement of a centerline stripe on Dogwood; having a delineation of travel lanes may help people visualize space and would likely result in people less inclined to cross over into the walking space. She also felt that it would help let those people know who park their cars on street realize that they are really encroaching in the travel lane. Detailed discussion ensued. C. Svicarovich also voiced support that restricting parking near the corner of that intersection would assist with the visual issues in this area. C. Kelly voiced that he feels the same way and would also like to see a centerline stripe down the street as well; he feels this would also encourage cars to obey the speed limit as they are traveling in this area. M. Russ suggested that the placement of a centerline may also discourage some from even parking in the area at all.

C. Crawford recalled that the area of Fifth Street and Edwards had previously been painted with a centerline; he couldn't recall hearing about any further issues following that work. C.A. Daykin explained that the striper painted the line in the wrong location but Council decided that they were okay with it; instead of painting it where it should have been placed to allow for on street parking on the east side, it had shifted over to the east side providing a wider radius to turn the corner. C.A. Daykin discussed that at this point that striping has faded; they are anticipating doing some street work next year in that location and that striping could be reinstalled. There have not been any further issues of concern at that location.

C.A. Daykin discussed that Dogwood is a substandard street and is also off-center with the walking path. He asked C. Svicarovich about what travel width she would suggest for the lane next to the 5-foot walking lane. Discussion ensued and C. Svicarovich voiced support of a skip stripe center line and two 9-foot travel lanes. C. Adlong expressed concern about parking enforcement options if it continues to be an issue in this area. Though C.A. Daykin reviewed that Council has a variety of options, he explained that the ultimate option would be to develop the substandard street to the City standard that allows parking on both sides; potential financial options for this type of project were briefly discussed. C. Svicarovich explained that she previously misunderstood that there is in fact a total of 18 feet of available street space on Dogwood. She suggested striping a 10-foot travel lane adjacent to a 4-foot wide walking lane to provide some additional space. She also explained that a typical travel lane is 12 feet and there is typically enough space for two 12-foot travel lanes, though then there would be no on street parking. C.E. Reid voiced support of this plan as well and explained that the 18-foot space is very tight next to the cars.

Regarding the concern about a vehicle which is often parked on Walnut Street, C.E. Reid voiced that he had seen the vehicle parked in this location several times during the preparation of the repaving, though hasn't seen it parked there recently. A public works employee had also noted seeing the vehicle parked in this location frequently as well. C.E. Reid expressed concern about people parking along the side of the street in this area where the shoulder is very narrow now (at the top of the hill between First and Second Street). C. Adlong noted that she oftentimes walks in this area and does not recall seeing vehicles parked in this location.

C. Svcarovich inquired about whether a door hanger/reminder could be passed out to neighbors once the center striping has been put down; information could be provided to remind those in the area of the speed limit as well as raising awareness of the pedestrian walking path and why the center line was put in, address safety concerns, etc. C.E. Reid voiced support of this as well and discussed additional concerns he has seen in the area. C. Svcarovich discussed the importance of providing the downhill lane of traffic with the 10 feet of space, especially given the momentum achieved when traveling down the hill. The consensus of Council was to apply the skip stripe center line on Dogwood with a note to residents and monitor the situation on Walnut Street for the time being.

Urban Renewal Loan Agreement

A motion was made and seconded to authorize the Mayor to sign the Agreement with the Dundee Urban Renewal Agency for construction and financing of conduit for the undergrounding of overhead utilities associated with the Highway 99W improvements project. **The motion** passed unanimously.

New Business

Protective Clothing Quote

A motion was made and seconded to authorize the purchase of firefighter protective equipment from Curtis in the amount of \$10,853. **The motion** passed unanimously.

Water Leak Survey Proposal

C.A. Daykin reviewed that the City utilized a leak service vendor about ten years ago with mixed results. He explained that the vendor identified leaks that were not leaks and they also identified leaks in the wrong location. C.A. Daykin explained that though some leaks were found and repaired, the City Supervisor was not satisfied with the process used by the vendor. He explained that the City has been replacing some of the more suspect water mains over the years and thought they would be making more headway. The most recent work was the replacement of the deteriorating 4-inch line on the Highway in 2017-2018 and the replacement of the deteriorating Laurel Street water line. C.A. Daykin explained that they did see a dip in the unaccounted water though it has started rising again. It was noted that, ideally, the unaccounted water should be under 10% of the total water produced. C.A. Daykin reviewed that the meters at the production wells seem to be working just fine and do not appear to need to be recalibrated.

C.A. Daykin discussed that City Staff contacted Dan's Leak Detection about the possibility of conducting a leak survey of the entire public water system. The company provided stellar references, including the City of Newberg, as well as the City of Dayton where work was completed earlier this summer. Discussion ensued. C.A. Daykin explained that there is a significant cost in having this survey done, as well as significant staff time required (as a staff person is required to be present at all times with the person who conducts the work), but it is his belief that this may finally assist the City in finding some contributing problems that can be repaired to allow the City to get ahead of this issue.

M. Russ voiced support of using a leak detection service even though he felt that at times it can be hit and miss. C. Adlong voiced her opinion that it would be money well spent. **A motion** was made and seconded to authorize a system wide leak survey by Dan's Leak Detection LLC in an amount not to exceed \$8,125. **The motion** passed unanimously.

School Bond Proposal

Brandy Penner, School Board Chair, introduced herself and provided a visual presentation utilizing screen sharing through ZOOM, a copy of which was provided to Council members prior to the meeting and added to the meeting agenda materials as well. Penner explained that she represents Zone 2, the neighboring area to Dundee, in the Ewing Young rural area northwest of Newberg. She reviewed the executive summary and the process involved in their long-range facilities plan. She reviewed the chart on page 4 regarding facility aging over time and explained that if they do not replace or do major replacement of buildings about every ten years then they start to get behind on the maintenance. She discussed the age of Dundee Elementary School and noted that the maintenance and the upgrade costs were pretty cost prohibitive; and the bond levy includes its replacement with a new building. Penner reviewed photos of some of the issues that some buildings in the district are facing. She discussed projected enrollment for elementary schools (page 6) and discussed that, with the exception of Antonia Crater Elementary School, the buildings are not projected to be at or above capacity within the next eight years. Regarding projected enrollment for middle and high schools, she pointed out that Chehalem Valley Middle School is projected to be over capacity. Penner discussed that the Long-Range Facility Plan Committee began meeting in January of 2018 and provided the plan for the phase one package on page 8. She explained that this package was then delivered to the Bond Development Committee which began in September of 2019. Penner discussed the complex process undertaken by the Committee to ultimately establish the final Core Bond Package, which she reviewed in detail. She discussed that the Committee has met twice since the pandemic and it was determined that each of the projects did address the need for a different type of learning environment. Penner discussed the COVID-19 benefits of projects within the proposed bond package.

C. Adlong asked Penner to speak in greater detail about the replacement of Dundee Elementary School. Penner noted that moving the school into Billick Park is off the table. She discussed that one potential possibility would be rebuilding the school at its present location to the north of the existing school and remove the existing school after the new school is built. Additionally, she explained that there are two potential properties across the highway on the other side of the bypass that are also being looked at as potential sites for a new school. Penner explained that any monies coming from the bond would be spent on purchasing if there were additional property purchases needed. She discussed some of the pros and cons related to the school location remaining the same versus relocating. Penner explained that though these options are all on the table, no decisions regarding them can be made until the bond passes, including land purchases or acquisitions. In the event that the school is ultimately relocated, C. Adlong inquired about whether selling the present school property has been discussed. Penner discussed some of the brainstorming conversation provided on the subject though noted that no decisions have yet been made in that regard.

C. Crawford inquired about whether the property being considered for a potential new school is within the City limits or outside of them. Though Penner does not have the street names available to her this evening, she shared her belief that they are located within city limits. She also offered to contact Joe Morelock, Newberg School District Superintendent, to obtain that information for Council. Discussion ensued. C.A. Daykin discussed that the District had been looking at the Lindquist property that's bordered by the Waste Water Treatment Plant on Fulquartz Road; he gave the District two other options to look at including Subarea A (the Edwards property between Rolling Acres and the bypass) and Subarea C (between Edwards and the bypass south of Eighth

Street). C.A. Daykin explained that those properties meet the Districts' criteria of approximately 12 acres of property to allow for future expansion.

C. Crawford inquired about what population numbers/household growth rates are being used with regard to the bone amount. Penner discussed that the PSU Demographic Studies show the population increasing for the Newberg-Dundee area, but they do not see that equating to a population increase for the school district. She explained that the thought process is that the people moving in will not have young children in the school system though she indicated that she is cautious about those demographics. C. Crawford inquired about when their analysis was done and whether they took into consideration the amount of new household building. Though Penner could not confirm this information tonight, she offered to obtain that information from Gregg Koskela and provide it to Council. Penner confirmed that information is already contained in the ballot and though this cannot be changed, she offered that she could provide the information about when it was developed and what tax rate it was based on.

C. Kelly offered comment that historically 15 years ago the tax rate was between the \$2.07-\$4.08 per \$1,000 of assessed value range. Upon checking back 15 years ago, a risk-free 1-month T bill was paying 5%; currently a 1-month risk-free T bill pays 0.009%. Additionally, he pointed out that all of the money that the Federal government has been putting into the economy has really been devaluing the dollar. C. Crawford pointed out that conditions are favorable right now for this bond with continued historically low bond rates. C. Kelly pointed out that given that many children are being educated remotely at this time; money is tight when both parents are not working as they used to be able to. C.A. Daykin explained that his understanding from when he was participating in the group was that the financial consultant that they hired took that consideration of future assessed value growing and they wanted to equalize the tax rate; the bond was structured already to take that into consideration which is why the levy rate is shown as being flat (page 19). Additional detailed discussion ensued. Penner explained that it is a science and is certainly not exact depending upon what the actual growth rates, construction and economy are in future years.

Council Concerns and Committee Reports

C. Kelly discussed that he took some photos of the eroding pathway at Billick Park (near the school) which he expressed concern about at the previous City Council meeting. He explained that while he was in the area taking photos the sprinklers came on and he observed a broken sprinkler head nearby as well. C. Kelly will provide the photos to C.A. Daykin; he will follow up with Casey Creighton at CPRD.

Mayor's Report

M. Russ requested an update on the streetlights along Highway 99W. C.E. Reid discussed his belief that things are hopefully on track to receive the poles and the light fixtures in mid-September. He explained that he hasn't received a recent update but noted that he will confirm that the manufacturer is on track with that timeframe. Regarding the street projects, C.E. Reid informed that Walnut and Red Hills Drive have been completed though there are still drainage berms to put in; Fifth Street work was also recently done though there are still a few repair areas left to pick up. He noted that to his knowledge ODOT is still on track to go out to bid.

City Administrator's Report

C.A. Daykin explained that this was the first time since March that the joint agencies with the Future Focus for the Strategic Chehalem Valley Plan met today. That meeting was held via ZOOM and worked out very well.

C.A. Daykin discussed that the CPRD park plan for development of the former orchard property on Fifth Street that was presented to the Dundee Parks Advisory Committee (where Chair Adlong was present and viewed) has been submitted for a pre-application land use review. C.A. Daykin explained that arrangements are being made to meet with the consultant and the development team with the park project staff representation to share with them some of the big picture issues that they are going to have to address when they actually put in an application. C.A. Daykin noted that the pre-app meeting will likely occur sometime later this month. C. Adlong pointed out that with the uncertainty with the school bond and not knowing whether or not there's going to be a park across the street, it would seem that they might want to take a few months to find out the outcome. C.A. Daykin explained that at the pre-app they will be discussing the infrastructure requirements and some of the processes that they would have to go through. He also discussed that this will be a Type III review process because of the size of the park, over 5 acres, and will require a Planning Commission review at a public hearing and decision.

Public Comment

None.

Executive Session

The City Council entered into Executive Session at 8:04 P.M. in accordance with ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 8:23 P.M. and City Council did not reconvene.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities
From 7/01/2020 Through 8/31/2020

UNAUDITED

	General		Street CIP		Street Reserve		State Revenue		Equipment Reserve		Tourism		Water CIP		Sewer CIP		Storm Water		Total
	Fund	Street Fund	Fund	Fund	Fund	Fund	Parks Fund	Fund	Bonded Debt	Water Fund	Fund	Sewer Fund	Fund	Fund	CIP Fund	Fund	CIP Fund		
Revenue																			
Taxes	26,780	3,634	-	-	-	-	-	-	10,308	2,691	-	-	-	-	-	-	-	-	43,413
Franchise Fees	14,302	-	9,872	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,174
Licenses & Permits	2,457	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,457
Intergovernmental Revenue	17,953	26,987	-	-	-	7,652	-	-	-	-	-	-	-	-	-	-	-	-	52,591
Charges for Services	48,160	-	-	-	-	-	-	-	-	-	138,063	-	226,110	-	-	18,588	-	-	430,920
Fines & Forfeitures	6,027	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,027
Miscellaneous Revenue	1,415	249	288	86	11	1,569	4	251	44	66	856	362	1,185	19	107	-	-	6,510	
Total Revenue	117,093	30,870	10,160	86	7,662	1,569	4	10,559	2,735	138,129	856	226,472	1,185	18,607	107			566,093	
Expenditures																			
Personnel	314,658	16,541	-	-	-	-	-	-	-	89,331	-	83,340	-	11,726	-	-	-	-	515,597
Materials & Services	192,706	17,121	-	-	997	-	575	11,676	-	48,558	-	67,332	-	3,223	-	-	-	-	342,188
Capital Outlay	12,975	-	76,319	-	2,533	2,652	3,305	-	-	11,455	12,202	-	-	-	-	-	525	-	121,967
Debt Service	-	-	20,373	-	-	29,314	-	-	-	-	-	-	-	-	-	-	-	-	49,687
Total Expenditures	520,339	33,662	96,692	-	3,530	31,966	3,880	11,676	-	149,345	12,202	150,672	-	14,949	525			1,029,438	
Excess (deficiency) of Revenue over Expenditures	(403,246)	(2,792)	(86,532)	86	4,132	(30,397)	(3,877)	(1,117)	2,735	(11,216)	(11,346)	75,800	1,185	3,657	(418)			(463,345)	
Other Financing Sources (Uses)	18,141	-	-	-	-	-	-	-	-	(6,836)	-	(131,306)	120,000	-	-			0	
Net Changes to Fund Balance	(385,104)	(2,792)	(86,532)	86	4,132	(30,397)	(3,877)	(1,117)	2,735	(18,052)	(11,346)	(55,505)	121,185	3,657	(418)			(463,345)	
Beginning Fund Balance	594,315	135,664	204,894	45,656	6,459	864,604	3,736	134,015	21,131	67,055	187,833	240,753	543,903	9,275	57,221			3,116,514	
Ending Fund Balance	209,211	132,872	118,362	45,742	10,592	834,207	(141)	132,898	23,866	49,002	176,488	185,248	665,087	12,932	56,803			2,653,169	

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001
From 8/01/2020 Through 8/31/2020

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	12,887	26,780	744,400	96.40%	717,620
Franchise Fees	10,651	14,302	155,800	90.82%	141,498
Licenses & Permits	465	2,457	71,800	96.58%	69,343
Intergovernmental Revenue	11,090	17,953	193,200	90.71%	175,247
Charges for Services	24,580	48,160	302,400	84.07%	254,240
Fines & Forfeitures	3,740	6,027	56,000	89.24%	49,973
Miscellaneous Revenue	559	1,415	12,100	88.31%	10,685
Total REVENUE	<u>63,972</u>	<u>117,093</u>	<u>1,535,700</u>	<u>92.38%</u>	<u>1,418,607</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	48,340	160,281	526,000	69.53%	365,719
02 - Court	3,930	10,085	31,500	67.99%	21,415
03- Community Development	12,371	23,444	134,900	82.62%	111,456
04 - Police Department	39,446	90,898	535,600	83.03%	444,702
05 - Fire Department	110,192	235,631	675,300	65.11%	439,669
Total EXPENDITURES	<u>214,278</u>	<u>520,339</u>	<u>1,903,300</u>	<u>72.66%</u>	<u>1,382,961</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(150,306)</u>	<u>(403,246)</u>	<u>(367,600)</u>	<u>-9.70%</u>	<u>35,646</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	9,875	18,141	99,200	81.71%	81,059
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	<u>9,875</u>	<u>18,141</u>	<u>(40,000)</u>	<u>145.35%</u>	<u>(58,141)</u>
NET CHANGE IN FUND BALANCE	<u>(140,431)</u>	<u>(385,104)</u>	<u>(407,600)</u>	<u>5.52%</u>	<u>(22,496)</u>
BEGINNING FUND BALANCE	349,642	594,315	572,200	3.86%	22,115
ENDING FUND BALANCE	<u>209,211</u>	<u>209,211</u>	<u>164,600</u>	<u>27.10%</u>	<u>44,610</u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Admin/Finance - 01
 From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	15,496	30,434	184,700	83.52%	154,266
Personnel Benefits	8,248	92,418	200,100	53.81%	107,682
Total Personnel Services	<u>23,744</u>	<u>122,853</u>	<u>384,800</u>	<u>68.07%</u>	<u>261,947</u>
Materials & Services					
Supplies	281	281	4,200	93.31%	3,919
Professional Services	12,197	17,744	67,300	73.63%	49,556
Contractual Services	184	257	19,300	98.67%	19,043
Travel & Training	500	5,311	8,200	35.23%	2,889
Insurance	10,210	10,210	10,500	2.76%	290
Regulatory Requirements	0	0	700	100.00%	700
Utilities	496	806	6,700	87.97%	5,894
Repairs & Maintenance	153	462	9,200	94.98%	8,738
Other Materials & Services	574	2,357	12,300	80.84%	9,943
Total Materials & Services	<u>24,595</u>	<u>37,428</u>	<u>138,400</u>	<u>72.96%</u>	<u>100,972</u>
Capital Outlay	0	0	2,800	100.00%	2,800
Total ADMIN/FINANCE EXPENDITURES	<u><u>48,340</u></u>	<u><u>160,281</u></u>	<u><u>526,000</u></u>	<u><u>69.53%</u></u>	<u><u>365,719</u></u>

City of Dundee

Statement of Revenue & Expenditures

General Fund - 001 Court - 02

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	927	1,811	10,400	82.59%	8,589
Personnel Benefits	695	5,692	14,000	59.34%	8,308
Total Personnel Services	<u>1,623</u>	<u>7,503</u>	<u>24,400</u>	<u>69.25%</u>	<u>16,897</u>
Materials & Services					
Supplies	0	0	200	100.00%	200
Professional Services	2,010	2,010	2,300	12.62%	290
Contractual Services	274	548	3,300	83.39%	2,752
Travel & Training	0	0	700	100.00%	700
Other Materials & Services	24	24	600	96.06%	576
Total Materials & Services	<u>2,307</u>	<u>2,581</u>	<u>7,100</u>	<u>63.64%</u>	<u>4,519</u>
Capital Outlay	0	0	0		0
Total COURT EXPENDITURES	<u><u>3,930</u></u>	<u><u>10,085</u></u>	<u><u>31,500</u></u>	<u><u>67.99%</u></u>	<u><u>21,415</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Community Development - 03
 From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	1,096	2,142	12,300	82.59%	10,158
Personnel Benefits	822	6,646	16,600	59.96%	9,954
Total Personnel Services	<u>1,918</u>	<u>8,788</u>	<u>28,900</u>	<u>69.59%</u>	<u>20,112</u>
Materials & Services					
Supplies	0	0	500	100.00%	500
Professional Services	9,369	13,153	67,500	80.51%	54,347
Contractual Services	417	823	36,000	97.71%	35,177
Travel & Training	0	0	1,400	100.00%	1,400
Other Materials & Services	667	680	600	-13.27%	(80)
Total Materials & Services	<u>10,453</u>	<u>14,656</u>	<u>106,000</u>	<u>86.17%</u>	<u>91,344</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u><u>12,371</u></u>	<u><u>23,444</u></u>	<u><u>134,900</u></u>	<u><u>82.62%</u></u>	<u><u>111,456</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Police Dept - 04
 From 8/01/2020 Through 8/31/2020

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
EXPENDITURES					
Materials & Services					
Contractual Services	39,446	90,898	535,600	83.03%	444,702
Total Materials & Services	<u>39,446</u>	<u>90,898</u>	<u>535,600</u>	<u>83.03%</u>	<u>444,702</u>
Total POLICE DEPT EXPENDITURES	<u><u>39,446</u></u>	<u><u>90,898</u></u>	<u><u>535,600</u></u>	<u><u>83.03%</u></u>	<u><u>444,702</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Fire Dept - 05
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	35,604	54,053	262,500	79.41%	208,447
Personnel Benefits	15,436	121,461	277,700	56.26%	156,239
Total Personnel Services	51,040	175,514	540,200	67.51%	364,686
Materials & Services					
Supplies	672	888	16,000	94.45%	15,112
Professional Services	0	0	1,500	100.00%	1,500
Contractual Services	20,890	20,890	27,500	24.04%	6,610
Travel & Training	316	316	4,300	92.65%	3,984
Insurance	18,916	18,916	18,900	-0.08%	(16)
Regulatory Requirements	3,910	3,910	8,000	51.13%	4,090
Utilities	1,055	1,545	17,900	91.37%	16,355
Repairs & Maintenance	417	677	13,000	94.79%	12,323
Other Materials & Services	0	0	200	100.00%	200
Total Materials & Services	46,177	47,142	107,300	56.06%	60,158
Capital Outlay	12,975	12,975	27,800	53.33%	14,825
Total FIRE DEPT EXPENDITURES	110,192	235,631	675,300	65.11%	439,669

City of Dundee
Statement of Revenue & Expenditures
Street Fund - 110
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	1,808	3,634	28,000	87.02%	24,366
Intergovernmental Revenue	13,363	26,987	245,000	88.98%	218,013
Miscellaneous Revenue	108	249	500	50.24%	251
Total REVENUE	15,279	30,870	273,500	88.71%	242,630
EXPENDITURES					
Personnel Services	3,707	16,541	55,600	70.25%	39,059
Material & Services					
Supplies	310	321	4,400	92.70%	4,079
Professional Services	2,591	5,166	17,000	69.61%	11,834
Travel & Training	0	0	500	100.00%	500
Insurance	1,951	1,951	2,000	2.46%	49
Regulatory Requirements	0	0	100	100.00%	100
Utilities	2,082	4,077	25,400	83.95%	21,323
Repairs & Maintenance	1,661	1,673	158,700	98.95%	157,027
Interfund Services	1,966	3,932	23,600	83.34%	19,668
Other Materials & Services	0	0	100	100.00%	100
Total Materials & Services	10,561	17,121	231,800	92.61%	214,679
Total EXPENDITURES	14,268	33,662	287,400	88.29%	253,738
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	1,011	(2,792)	(13,900)	79.91%	(11,108)
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(43,500)	100.00%	(43,500)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	0	0	(48,500)	100.00%	(48,500)
NET CHANGE IN FUND BALANCE	1,011	(2,792)	(62,400)	95.53%	(59,608)
BEGINNING FUND BALANCE	131,861	135,664	72,200	87.90%	63,464
ENDING FUND BALANCE	132,872	132,872	9,800	1255.84%	123,072

City of Dundee
Statement of Revenue & Expenditures
Street CIP Fund - 111
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	9,872	9,872	47,700	79.30%	37,828
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	96	288	156,200	99.82%	155,912
Total REVENUE	<u>9,968</u>	<u>10,160</u>	<u>803,900</u>	<u>98.74%</u>	<u>793,740</u>
EXPENDITURES					
Capital Outlay	71,855	76,319	1,320,000	94.22%	1,243,681
Debt Service	0	20,373	135,800	85.00%	115,427
Total EXPENDITURES	<u>71,855</u>	<u>96,692</u>	<u>1,455,800</u>	<u>93.36%</u>	<u>1,359,108</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(61,887)</u>	<u>(86,532)</u>	<u>(651,900)</u>	<u>86.73%</u>	<u>(565,368)</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	456,000	100.00%	456,000
Transfers In	0	0	30,000	100.00%	30,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>486,000</u>	<u>100.00%</u>	<u>486,000</u>
NET CHANGE IN FUND BALANCE	<u>(61,887)</u>	<u>(86,532)</u>	<u>(165,900)</u>	<u>47.84%</u>	<u>(79,368)</u>
BEGINNING FUND BALANCE	180,249	204,894	272,700	-24.86%	(67,806)
ENDING FUND BALANCE	<u>118,362</u>	<u>118,362</u>	<u>106,800</u>	<u>10.83%</u>	<u>11,562</u>

City of Dundee
Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	37	86	1,100	92.19%	1,014
Total REVENUE	<u>37</u>	<u>86</u>	<u>1,100</u>	<u>92.19%</u>	<u>1,014</u>
EXPENDITURES					
Capital Outlay	0	0	46,800	100.00%	46,800
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>46,800</u>	<u>100.00%</u>	<u>46,800</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>37</u>	<u>86</u>	<u>(45,700)</u>	<u>100.19%</u>	<u>(45,786)</u>
NET CHANGE IN FUND BALANCE	<u>37</u>	<u>86</u>	<u>(45,700)</u>	<u>100.19%</u>	<u>(45,786)</u>
BEGINNING FUND BALANCE	45,705	45,656	45,700	-0.10%	(44)
ENDING FUND BALANCE	<u><u>45,742</u></u>	<u><u>45,742</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>45,742</u></u>

City of Dundee

Statement of Revenue & Expenditures
 State Revenue Sharing Fund - 122
 From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	7,652	7,652	30,500	74.91%	22,848
Miscellaneous Revenue	4	11	200	94.64%	189
Total REVENUE	<u>7,655</u>	<u>7,662</u>	<u>30,700</u>	<u>75.04%</u>	<u>23,038</u>
EXPENDITURES					
Material & Services					
Professional Services	997	997	0	#DIV/0!	(997)
Contractual	0	0	11,800	100.00%	11,800
Total Materials & Services	<u>997</u>	<u>997</u>	<u>11,800</u>	<u>91.55%</u>	<u>10,803</u>
Capital Outlay	2,533	2,533	2,200	-15.14%	(333)
Total EXPENDITURES	<u>3,530</u>	<u>3,530</u>	<u>14,000</u>	<u>74.79%</u>	<u>10,470</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>4,126</u>	<u>4,132</u>	<u>16,700</u>	<u>75.26%</u>	<u>12,568</u>
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(15,000)	100.00%	(15,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(15,000)</u>	<u>100.00%</u>	<u>(15,000)</u>
NET CHANGE IN FUND BALANCE	<u>4,126</u>	<u>4,132</u>	<u>1,700</u>	<u>-143.08%</u>	<u>(2,432)</u>
BEGINNING FUND BALANCE	6,466	6,459	100	6359.20%	6,359
ENDING FUND BALANCE	<u>10,592</u>	<u>10,592</u>	<u>1,800</u>	<u>488.42%</u>	<u>8,792</u>

City of Dundee

Statement of Revenue & Expenditures
 Equipment Reserve Fund - 127
 From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	679	1,569	34,600	95.47%	33,031
Total REVENUE	<u>679</u>	<u>1,569</u>	<u>34,600</u>	<u>95.47%</u>	<u>33,031</u>
EXPENDITURES					
Capital Outlay	2,313	2,652	700,600	99.62%	697,948
Debt Service	0	29,314	58,700	50.06%	29,386
Total EXPENDITURES	<u>2,313</u>	<u>31,966</u>	<u>759,300</u>	<u>95.79%</u>	<u>727,334</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(1,635)</u>	<u>(30,397)</u>	<u>(724,700)</u>	<u>95.81%</u>	<u>(694,303)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	83,700	100.00%	83,700
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>83,700</u>	<u>100.00%</u>	<u>83,700</u>
NET CHANGE IN FUND BALANCE	<u>(1,635)</u>	<u>(30,397)</u>	<u>(641,000)</u>	<u>95.26%</u>	<u>(610,603)</u>
BEGINNING FUND BALANCE	835,841	864,604	866,000	0.16%	1,396
ENDING FUND BALANCE	<u><u>834,207</u></u>	<u><u>834,207</u></u>	<u><u>225,000</u></u>	<u><u>NA</u></u>	<u><u>(609,207)</u></u>

City of Dundee

Statement of Revenue & Expenditures

Parks Fund - 131

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	0	#DIV/0!	0
Miscellaneous Revenue	0	4	100	96.35%	96
Total REVENUE	0	4	100	96.35%	96
EXPENDITURES					
Materials & Services					
Professional Services	0	0	4,000	100.00%	4,000
Repairs & Maintenance	373	575	5,000	88.49%	4,425
Total Materials & Services	373	575	9,000	93.61%	8,425
Capital Outlay	0	3,305	8,000	58.69%	4,695
Total EXPENDITURES	373	3,880	17,000	77.18%	13,120
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(373)	(3,877)	(16,900)	77.06%	-13,023
 OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	15,000	100.00%	15,000
Total OTHER FINANCING SOURCES (USES)	0	0	15,000	100.00%	15,000
NET CHANGE IN FUND BALANCE	(373)	(3,877)	(1,900)	-104.03%	1,977
BEGINNING FUND BALANCE	232	3,736	3,400	-9.87%	-336
ENDING FUND BALANCE	(141)	(141)	1,500	109.40%	1,641

City of Dundee
Statement of Revenue & Expenditures
Tourism Fund - 151
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	5,906	10,308	71,000	85.48%	60,692
Miscellaneous Revenue	108	251	0	#DIV/0!	(251)
Total REVENUE	<u>6,015</u>	<u>10,559</u>	<u>71,000</u>	<u>85.13%</u>	<u>60,441</u>
EXPENDITURES					
Materials & Services					
Professional Services	997	997	2,500	60.12%	1,503
Contractual Services	6,276	10,679	125,000	91.46%	114,321
Total Materials & Services	<u>7,273</u>	<u>11,676</u>	<u>127,500</u>	<u>90.84%</u>	<u>115,824</u>
Capital Outlay	0	0	40,000	100.00%	40,000
Total EXPENDITURES	<u>7,273</u>	<u>11,676</u>	<u>167,500</u>	<u>93.03%</u>	<u>155,824</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(1,258)</u>	<u>(1,117)</u>	<u>(96,500)</u>	<u>98.84%</u>	<u>(95,383)</u>
NET CHANGE IN FUND BALANCE	<u>(1,258)</u>	<u>(1,117)</u>	<u>(96,500)</u>	<u>98.84%</u>	<u>(95,383)</u>
BEGINNING FUND BALANCE	134,157	134,015	125,000	-7.21%	(9,015)
ENDING FUND BALANCE	<u><u>132,898</u></u>	<u><u>132,898</u></u>	<u><u>28,500</u></u>	<u><u>-366.31%</u></u>	<u><u>(104,398)</u></u>

City of Dundee

Statement of Revenue & Expenditures

Bonded Debt - 310

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	722	2,691	149,000	98.19%	146,309
Miscellaneous Revenue	19	44	1,000	95.60%	956
Total REVENUE	<u>741</u>	<u>2,735</u>	<u>150,000</u>	<u>98.18%</u>	<u>147,265</u>
EXPENDITURES					
Debt Service	0	0	150,200	100.00%	150,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>150,200</u>	<u>100.00%</u>	<u>150,200</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>741</u>	<u>2,735</u>	<u>(200)</u>	<u>1467.61%</u>	<u>(2,935)</u>
NET CHANGE IN FUND BALANCE	<u>741</u>	<u>2,735</u>	<u>(200)</u>	<u>1467.61%</u>	<u>(2,935)</u>
BEGINNING FUND BALANCE	23,125	21,131	18,600	-13.61%	(2,531)
ENDING FUND BALANCE	<u><u>23,866</u></u>	<u><u>23,866</u></u>	<u><u>18,400</u></u>	<u><u>-29.71%</u></u>	<u><u>(5,466)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Water Fund - 431
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	83,058	138,063	642,400	78.51%	504,337
Miscellaneous Revenue	40	66	1,100	94.00%	1,034
Total REVENUE	83,098	138,129	643,500	78.53%	505,371
EXPENDITURES					
Personnel Services	18,212	89,331	289,800	69.17%	200,469
Materials & Services					
Supplies	747	1,301	12,900	89.91%	11,599
Professional Services	4,195	4,326	12,800	66.20%	8,474
Contractual Services	1,640	1,861	10,000	81.39%	8,139
Travel & Training	279	279	2,300	87.86%	2,021
Insurance	7,380	7,380	7,300	-1.10%	(80)
Regulatory Requirements	129	129	4,400	97.06%	4,271
Utilities	4,515	8,056	46,200	82.56%	38,144
Repairs & Maintenance	3,934	3,959	41,800	90.53%	37,841
Interfund Services	10,266	20,532	123,200	83.33%	102,668
Other Materials & Services	129	734	9,600	92.35%	8,866
Total Materials & Services	33,216	48,558	270,500	82.05%	221,942
Capital Outlay	1,919	11,455	40,600	0.00%	29,145
Total EXPENDITURES	53,347	149,345	600,900	75.15%	451,555
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	29,750	(11,216)	42,600	126.33%	53,816
OTHER FINANCING SOURCES (USES)					
Transfers Out	(4,116)	(6,836)	(76,400)	91.05%	(69,564)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(4,116)	(6,836)	(96,400)	92.91%	(89,564)
NET CHANGE IN FUND BALANCE	25,634	(18,052)	(53,800)	66.45%	(35,748)
BEGINNING FUND BALANCE	23,368	67,055	63,100	6.27%	3,955
ENDING FUND BALANCE	49,002	49,002	9,300	426.91%	39,702

City of Dundee

Statement of Revenue & Expenditures

Water CIP Fund - 432

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	40,200	100.00%	40,200
Miscellaneous Revenue	403	856	6,000	85.73%	5,144
Total REVENUE	403	856	46,200	98.15%	45,344
EXPENDITURES					
Capital Outlay	5,788	12,202	310,000	96.06%	297,798
Debt Service	0	0	117,300	100.00%	117,300
Total EXPENDITURES	5,788	12,202	427,300	97.14%	415,098
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(5,385)	(11,346)	(381,100)	97.02%	-369,754
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	0	#DIV/0!	0
Total OTHER FINANCING SOURCES (USES)	0	0	0	#DIV/0!	0
NET CHANGE IN FUND BALANCE	(5,385)	(11,346)	(381,100)	97.02%	-369,754
BEGINNING FUND BALANCE	181,873	187,833	190,000	1.14%	2,167
ENDING FUND BALANCE	176,488	176,488	(191,100)	192.35%	-367,588

City of Dundee

Statement of Revenue & Expenditures

Sewer Fund - 441

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	115,182	226,110	1,359,000	83.36%	1,132,890
Miscellaneous Revenue	151	362	3,200	88.69%	2,838
Total REVENUE	115,333	226,472	1,362,200	83.37%	1,135,728
EXPENDITURES					
Personnel Services	17,049	83,340	270,500	69.19%	187,160
Materials & Services					
Supplies	849	872	18,800	95.36%	17,928
Professional Services	2,777	3,905	35,700	89.06%	31,795
Contractual Services	0	94	700	86.52%	606
Travel & Training	279	279	2,300	87.86%	2,021
Insurance	16,806	16,806	17,500	3.97%	694
Regulatory Requirements	827	1,017	4,900	79.24%	3,883
Utilities	5,728	11,948	85,300	85.99%	73,352
Repairs & Maintenance	6,966	12,510	221,300	94.35%	208,790
Interfund Services	9,583	19,166	115,000	83.33%	95,834
Other Materials & Services	129	734	9,400	92.19%	8,666
Total Materials & Services	43,945	67,332	510,900	86.82%	443,568
Total EXPENDITURES	60,993	150,672	781,400	80.72%	630,728
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	54,340	75,800	580,800	86.95%	505,000
OTHER FINANCING SOURCES (USES)					
Transfers Out	(65,759)	(131,306)	(801,000)	83.61%	(669,694)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(65,759)	(131,306)	(821,000)	84.01%	(689,694)
NET CHANGE IN FUND BALANCE	(11,420)	(55,505)	(240,200)	76.89%	(184,695)
BEGINNING FUND BALANCE	196,668	240,753	252,000	-4.46%	(11,247)
ENDING FUND BALANCE	185,248	185,248	11,800	1469.90%	173,448

City of Dundee

Statement of Revenue & Expenditures

Sewer CIP Fund - 442

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	38,000	100.00%	38,000
Miscellaneous Revenue	541	1,185	16,700	92.91%	15,515
Total REVENUE	541	1,185	54,700	97.83%	53,515
EXPENDITURES					
Capital Outlay	0	0	140,000	NA	140,000
Debt Service	0	0	686,000	100.00%	686,000
Total EXPENDITURES	0	0	826,000	100.00%	826,000
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	541	1,185	(771,300)	100.15%	(772,485)
OTHER FINANCING SOURCES (USES)					
Transfers In	60,000	120,000	720,000	83.33%	600,000
Total OTHER FINANCING SOURCES (USES)	60,000	120,000	720,000	83.33%	600,000
NET CHANGE IN FUND BALANCE	60,541	121,185	(51,300)	336.23%	(172,485)
BEGINNING FUND BALANCE	604,546	543,903	550,100	1.13%	6,197
ENDING FUND BALANCE	665,087	665,087	498,800	-33.34%	(166,287)

City of Dundee
Statement of Revenue & Expenditures
Storm Water Fund - 451
From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	9,258	18,588	110,500	83.18%	91,912
Miscellaneous Revenue	11	19	800	97.61%	781
Total REVENUE	9,268	18,607	111,300	83.28%	92,693
EXPENDITURES					
Personnel Services	2,504	11,726	37,500	68.73%	25,774
Materials & Services					
Supplies	155	161	2,400	93.31%	2,240
Professional Services	10	10	4,600	99.78%	4,590
Travel & Training	0	0	200	100.00%	200
Insurance	224	224	200	-12.07%	(24)
Regulatory Requirements	0	0	100	100.00%	100
Utilities	61	79	1,100	92.86%	1,021
Repairs & Maintenance	91	98	2,700	96.38%	2,602
Interfund Services	1,325	2,650	15,900	83.33%	13,250
Other Materials & Services	2	2	100	97.92%	98
Total Materials & Services	1,869	3,223	27,300	88.19%	24,077
Total EXPENDITURES	4,373	14,949	64,800	76.93%	49,851
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	4,895	3,657	46,500	92.13%	42,843
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(52,000)	100.00%	(52,000)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	0	0	(57,000)	100.00%	(57,000)
NET CHANGE IN FUND BALANCE	4,895	3,657	(10,500)	134.83%	(14,157)
BEGINNING FUND BALANCE	8,037	9,275	11,000	-15.68%	(1,725)
ENDING FUND BALANCE	12,932	12,932	500	2486.46%	12,432

City of Dundee

Statement of Revenue & Expenditures

Storm Water CIP Fund - 452

From 8/01/2020 Through 8/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	15,000	100.00%	15,000
Miscellaneous Revenue	46	107	700	84.74%	593
Total REVENUE	<u>46</u>	<u>107</u>	<u>15,700</u>	<u>99.32%</u>	<u>15,593</u>
EXPENDITURES					
Capital Outlay	175	525	75,000	99.30%	74,475
Debt Service	0	0	23,700	100.00%	23,700
Total EXPENDITURES	<u>175</u>	<u>525</u>	<u>98,700</u>	<u>99.47%</u>	<u>98,175</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITUR	<u>(129)</u>	<u>(418)</u>	<u>(83,000)</u>	<u>99.50%</u>	<u>-82,582</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	40,000	100.00%	40,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>0.00%</u>	<u>40,000</u>
NET CHANGE IN FUND BALANCE	<u>(129)</u>	<u>(418)</u>	<u>(43,000)</u>	<u>0.00%</u>	<u>-42,582</u>
BEGINNING FUND BALANCE	56,932	57,221	43,600	0.00%	-13,621
ENDING FUND BALANCE	<u><u>56,803</u></u>	<u><u>56,803</u></u>	<u><u>600</u></u>	<u><u>0.00%</u></u>	<u><u>-56,203</u></u>



CITY of
DUNDEE
Oregon

To: City Council
From: PW Superintendent Simpson
CC: Rob Daykin
Date: 9/30/2020
Re: PW Quarterly Report

Wasn` t a bad summer.

Water:

We were able to complete our CL2 contact time study and get approval to close out the disinfection change over from CL2 gas to liquid chlorine.

Installed a new 6" lateral and new fire hydrant on SW Walnut Ave.

40 Lead and copper test were taken and processed by our lab and results were turned into the state, with no issues found!

New water service installed on Warren Rd for Furioso.

We had a leak detector service in town mid-September, and they found several small leaks coming from cracked freeze plates on the bottom of water meters as well as some leaky valves also found a large leak on Edwards Dr coming from two holes in an old galvanized 1" service, estimated to be 15-20 GPM,

(link to the video

<https://ln.sync.com/dl/598b29300/ryisc237-vjrhzmk7-cg8pcfeg-jrjhikdq>) we have it patched for now but will be replacing the entire service due to its condition as well as others that we find in the same area before we do future street improvements on Edwards Dr.



CITY of
DUNDEE
Oregon



¼ hole in 1" water service

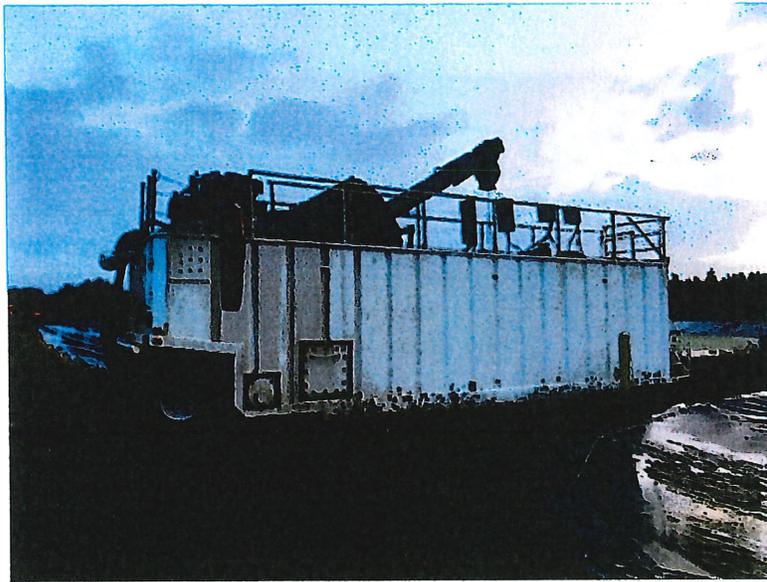
Streets:

Street prep for slurry seal, removing vegetation and cleaning.

Installed water line conduits across SW Walnut Ave before road improvements, when we are able to install a new water line, we will not have to cut across the new road surface also had to connect a gutter drain that was buried to the new catch basin at the bottom of 9th and Red Hills Dr (last minute).



CITY of
DUNDEE
Oregon



Screen, bulk tank, and truck fill site



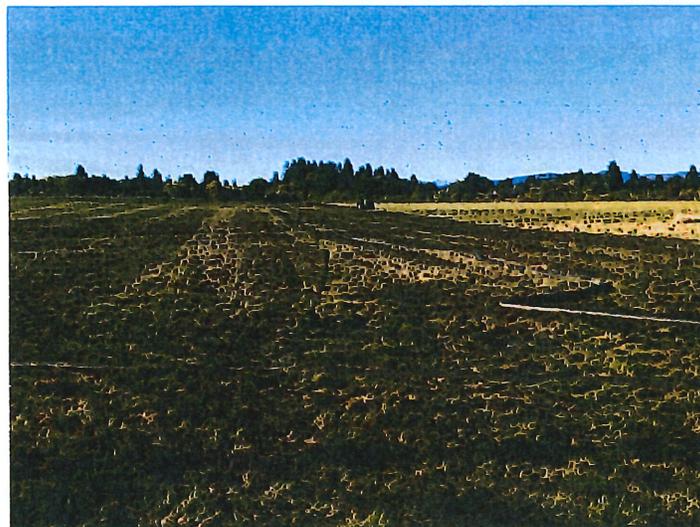
Dredge



CITY of
DUNDEE
Oregon



Field application





CITY of
DUNDEE
Oregon

Labor Day windstorm:

We didn't fair to bad, all of the debris was picked up during routine sweeping and there wasn't a tree down anywhere in the city that was our (the cities) responsibility, we did have power out up a the springs well site and were on backup power for several days.

Summer helper:

We had a member of the Fire Dept on our staff for the summer months and he was kept busy with watering the trees near the by-pass and Viewmont trail, and also keeping the sidewalk on 99W clean as well as other vegetation management.

Chuck Simpson
PW Superintendent

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 6, 2020
Re: Duty Officer Pay

In May 2019, the City Council increased the Duty Officer monthly pay from 8 hours of straight time to 16 hours of straight time for qualified firefighters and fire engineers. The role of Duty Officer is to respond to emergency calls for service after normal work hours. The Duty Officer will be part of a five-day rotation with the Captain and volunteers¹ and will cover the hours of 5:00 pm to 7:00 am on workdays and 7:00 am to 7:00 am on weekends. The Duty Officer must be available to respond from his/her residence and must refrain from drinking alcohol. While the current full-time paid Fire Fighters are not eligible to act as Duty Officer, the Department recently hired Fire Volunteer Lieutenant Hanifan to work part-time as a Fire Engineer with Duty Officer responsibilities for an interim period to help fill gaps with weekday coverage. Lieutenant Hanifan was part of the on-call rotation as a volunteer. As a paid employee all hours worked are compensable, and volunteering for the same kind of work while on paid status is prohibited by BOLI. Since the 16 hours of straight time per month will not make sense for a part-time employee, I recommend changing the method of paying for Duty Officer standby time to an hourly rate. An hourly rate will also be easier to track on timesheets and be more equitable by matching actual hours of standby with the compensation. When the Duty Officer responds to an emergency while on standby the standby pay is suspended, and regular pay is applied. Based on review of the compensation of 16 hours of straight time on a monthly basis, I recommend the standby pay for Duty Officer be 10% of the regular hourly wage. In the case of Fire Engineer Hanifan, the standby rate will be \$2.63/hour if this recommendation is approved, or \$63.12 for a 24-hour shift and \$36.82 for a 14-hour shift².

Recommendation: Motion authorizing a change in the Duty Officer pay to be 10% of the regular hourly wage while on standby.

¹ Previously was a 4 person shift with the Fire Chief, Fire Fighter/Duty Officer, and Volunteer Fire Officers. The role of responding as lead officer for after-hours emergencies on a rotation basis is now part of the new Captain position and pay.

² Assumes no interruption with actual responses to emergency calls, otherwise will be reduced by the hours responding.



9/28/2020

To: Rob Daykin, City Administrator
Fm: Brent VanKeulen, Interim Fire Chief
Re: Fire apparatus approval - Tender

Dear Mr. Daykin,

Operational Need- For many years Dundee Fire and Rescue has recognized the need to improve a more efficient emergency water delivery/supply system for fire suppression. We have evaluated what would be the most cost effective, while providing an efficient water delivery system for the entire district. Our summary supports the purchase of a new/used water tender to increase the amount of minimum water supply readily available on initial fire scene operations. Not only increasing the amount of water during a rural fire the tender can supplement a dual purpose as a backup resource for response to an insufficient water supply within the city limits.

What has changed and how we are not meeting the need

- Qualified tender operators have left the department.
- Currently there are only four people in the department who can operate the manual transmission.
- Small amount of water on board (1600 gallons).
- Increase in demand for mutual aid response.
- The limited personnel qualified are not always available.
- 30-year-old water tender, with an increasing list for repair.

Apparatus Plan Three Phases:

Phase I: Immediate Need

- Purchase of a water tender with an automatic transmission.
- Minimum 2000 gallon water tank.

Phase II: Evaluation of future needs and capital plan

- Consolidation of multiple vehicles nearing replacement age.
- Rescue and Engine 32 consolidation to a new/used rescue pumper.
- Apparatus with more tank capacity to decrease rural ISO rating.

Phase III: Implementation of the replacement plan

- Contacting a broker for sale of surplus vehicles.
- Replenishing cost from vehicles sold into future capitol purchase for new/used apparatus.
- Assessing additional cost for vehicle transport and equipment installed.

Phase IV Request: Tender

Our current needs have been evaluated for listed specifications.

Specifications:

- Minimum 500 GPM pump
- Minimum 2000 Gallon tank
- Automatic transmission
- Port-a-tank storage

New Tender: Cost estimate

- Estimated between \$250,000 - \$300,000

Recommendation

Fire Captain Myers and Volunteer Lieutenant Hanifan are searching used tenders offered for sale from other fire agencies that will meet the needs of our Department. Prices vary greatly depending on age, condition, and features. Many other agencies are competing for good used equipment and in many cases a delay in the procurement decision process will result in a lost opportunity. The City currently has about \$678,000 sitting in the Equipment Reserve Fund for fire apparatus replacement. I am requesting the City Council to provide authorization up to a specific dollar amount for purchase a used tender from another fire agency. I will provide examples of used tenders for sale at the October 6 meeting to help guide the discussion with regards to a reasonable maximum authorization.

Council motion: Motion to authorize the city administrator to enter into agreement for the purchase of a used tender offered by a fire agency in an amount not exceeding \$_____.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 6, 2020
Re: Construction Deferral Deposit

City Staff recently conducted a pre-application meeting for the proposed partition of a lot¹ into two lots. The proposed partition meets the requirements of the Dundee Development Code in terms of lot size and setbacks, including the dedication of an additional ten feet along the frontage of Alder Street for public right of way. This property is located across the street from the new Alder Hill subdivision, of which three quarter street improvements were constructed next to the subdivision consisting of sidewalk, curb, curbside parking area and two travel lanes. Per DMC 17.305.030.H, the partition applicant will be responsible for completing the street improvements next to the subject property. However, one of the more significant challenges is that the existing drainage ditch along the frontage of the subject property would need to be replaced with a 24-inch piped storm system.

The City Engineer agreed that allowing deferral of the construction makes sense and that incorporating the improvements into a larger project will facilitate a better resolution to the storm pipe design on that side of the road. However, due to changes in the Dundee Development Code at the time of adoption of the 2015 Transportation System Plan, an applicant must now deposit an amount equal to the estimated construction cost of the deferred improvements to the City. At some point when the improvements are constructed and if the actual cost exceeds the original deposit, the City will have the right to require the owners of the properties to make up the difference. We discussed the history of Alder Street with the applicant and the possibility that the City may obtain a SCA grant and establish a local improvement district to help finance street improvements to Alder between 9th Street and 7th Street, but this would be a decision of the Council and there is no guarantee that this project would occur in the near future.

The applicant, Alan Wells, expressed concerns with the deposit requirement as part of a construction deferral agreement in the current situation and that it would be challenging to develop the property given the unknown when the actual street improvements may take place. He inquired whether an alternate approach would work, such as a bond. While the language clearly describes the acceptance of “monies” by the City, we agreed to bring this to the October 6 meeting to discuss this issue with Council.

The City experienced a similar situation when it became known that property serving a single house located on Locust Street was going to be removed in order to construct 6 new houses on existing lots

¹ Tax Lot 3326DB 00400 – 792 SW Alder Street

of record. The City initiated a local improvement district for street improvements and the developer arranged to set aside an escrow account based on the preliminary estimated assessments as part of the sale of the new houses for the new owners. When the City completed the street improvements, the funds that were set aside in escrow were paid to the City to satisfy the local improvement district liens for those properties.

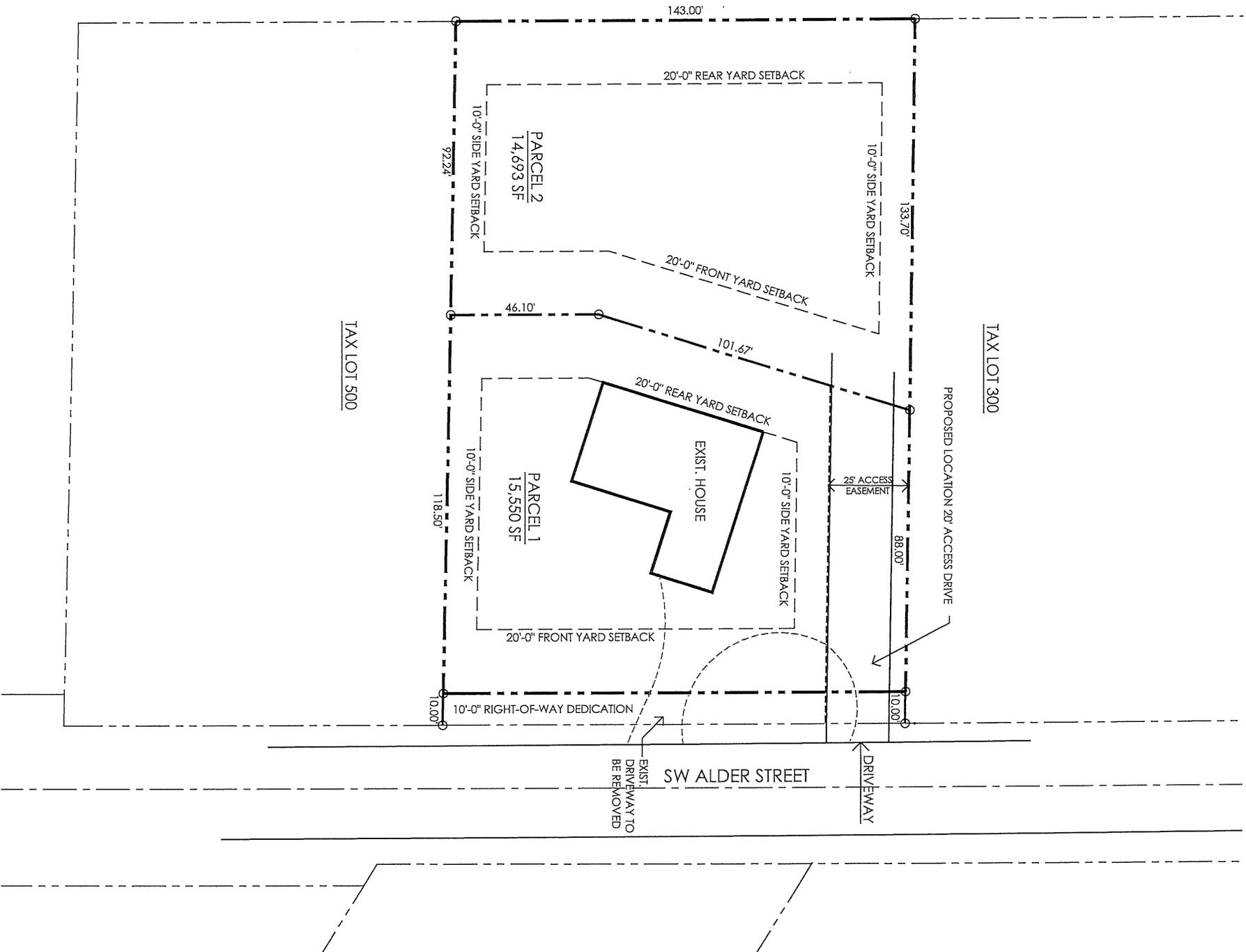
If the City initiates a local improvement district for street improvements that includes the subject property in the district boundaries on Alder Street, and if the developer arranges an escrow account for the buyers of the lots to cover the preliminary assessment, will that satisfy the requirements of the Dundee Development Code regarding construction deferral of required street improvements?

Applicant Alan Wells plans on attending the October 6 meeting to discuss his options with the Council and answer questions regarding the financing of public improvements.

H. Improvements to Existing Streets.

1. All projects subject to site development review, partition, or subdivision approval must construct a minimum of a three-quarter street improvement to all existing streets adjacent to, within, or necessary to serve the development. The city engineer may waive or modify this requirement where the applicant demonstrates that the condition of existing streets to serve the development meets city standards and is in satisfactory condition to handle projected traffic loads. Where a development has frontage on both sides of an existing street, full street improvements shall be required.
2. The city may allow an applicant to record a “waiver of rights to remonstrance for streets and public utility improvements” in lieu of street improvements when the following criteria are met:
 - a. The contiguous length of the existing street to be improved (including the portion of the existing streets that must be improved to serve the development) is less than 250 feet;
 - b. The existing roadway condition and sections are adequate to handle existing and projected traffic loads; and
 - c. Existing public utilities (water, sanitary sewer and storm sewer) located within the existing roadway are adequate or can be improved without damaging the existing roadway surface.
3. A waiver of sidewalk, planter strip, and curb improvements is not permitted. A deferral of these improvements may be allowed by the city engineer and city administrator under the conditions specified in subsection (H)(2) of this section and under one of the following conditions:
 - a. When the improvements conflict with an adopted capital improvement plan;
 - b. When the improvements would create a safety hazard;
 - c. When there is not an existing or planned funded sidewalk on adjacent lots for the improvements to connect to; or
 - d. When the improvements are deemed more appropriate as part of a larger project in the future.
4. Deferrals of sidewalk improvements are not permitted when there is an existing curb along the frontage of the site or the site is abutting an existing curb or sidewalk.
5. Formation of a local improvement district will be required to complete the sidewalk system on one side of a block when that side of the block reaches one of the following thresholds:
 - a. Deferrals have been approved for 50 percent of the block length; or
 - b. Sidewalks have been installed on 50 percent of the block length.
6. In lieu of the street improvement requirements outlined under this section, the review authority may elect to accept from the applicant monies to be placed in a fund dedicated to the future reconstruction of the subject street(s). The amount of monies deposited with the city shall be at least

100 percent of the estimated cost of the required street improvements (including associated storm drainage improvements), and may include more than 100 percent of the cost as required for inflation. Cost estimates shall be based from a preliminary design of the reconstructed street provided by the applicant's engineer and shall be approved by the city engineer. If the review authority elects to accept these monies in lieu of the street improvements, the applicant shall also record against all lots or parcels a "construction deferral agreement and waiver of rights to remonstrance for street and storm drainage improvements" approved by the city attorney. The agreement should be worded such that the subject properties are responsible for paying the full cost of required street improvements along their unimproved street frontages; where the subject properties are located adjacent to a collector or arterial street, local street standards will apply for purposes of determining the street improvement value. The agreement shall also state that the city has the right to collect money owed for the actual construction costs, if actual costs exceed the amount deposited, and that the city will reimburse the property owner(s) if the actual costs are less than anticipated. A separate "waiver of rights to remonstrance" may be required for the future improvement of other public utilities.



CONCEPTUAL SITE PLAN

9/14/20

1" = 40'-0"

792 SW ALDER ST. DUNDEE, OREGON



10/12-23
CRF

When did ...
SVE SVS

503 540 1619

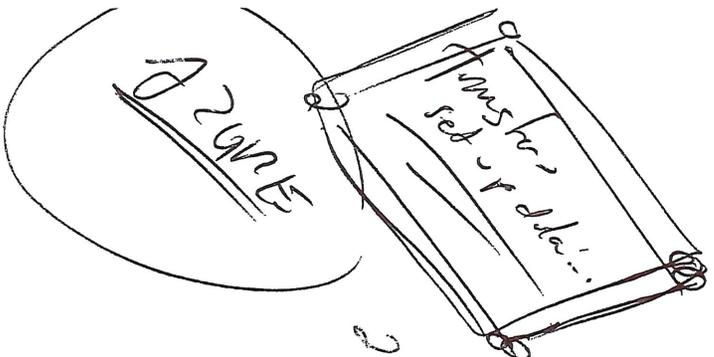
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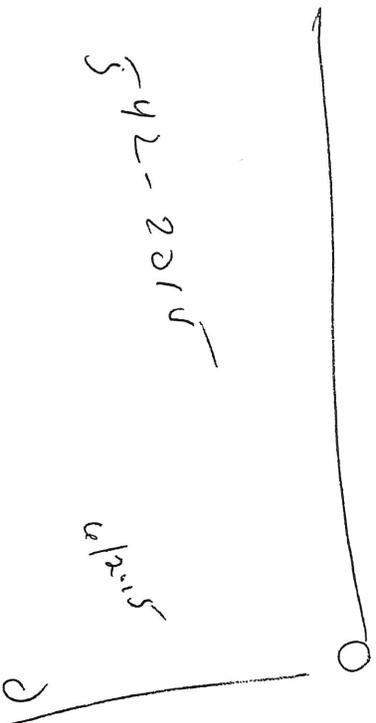
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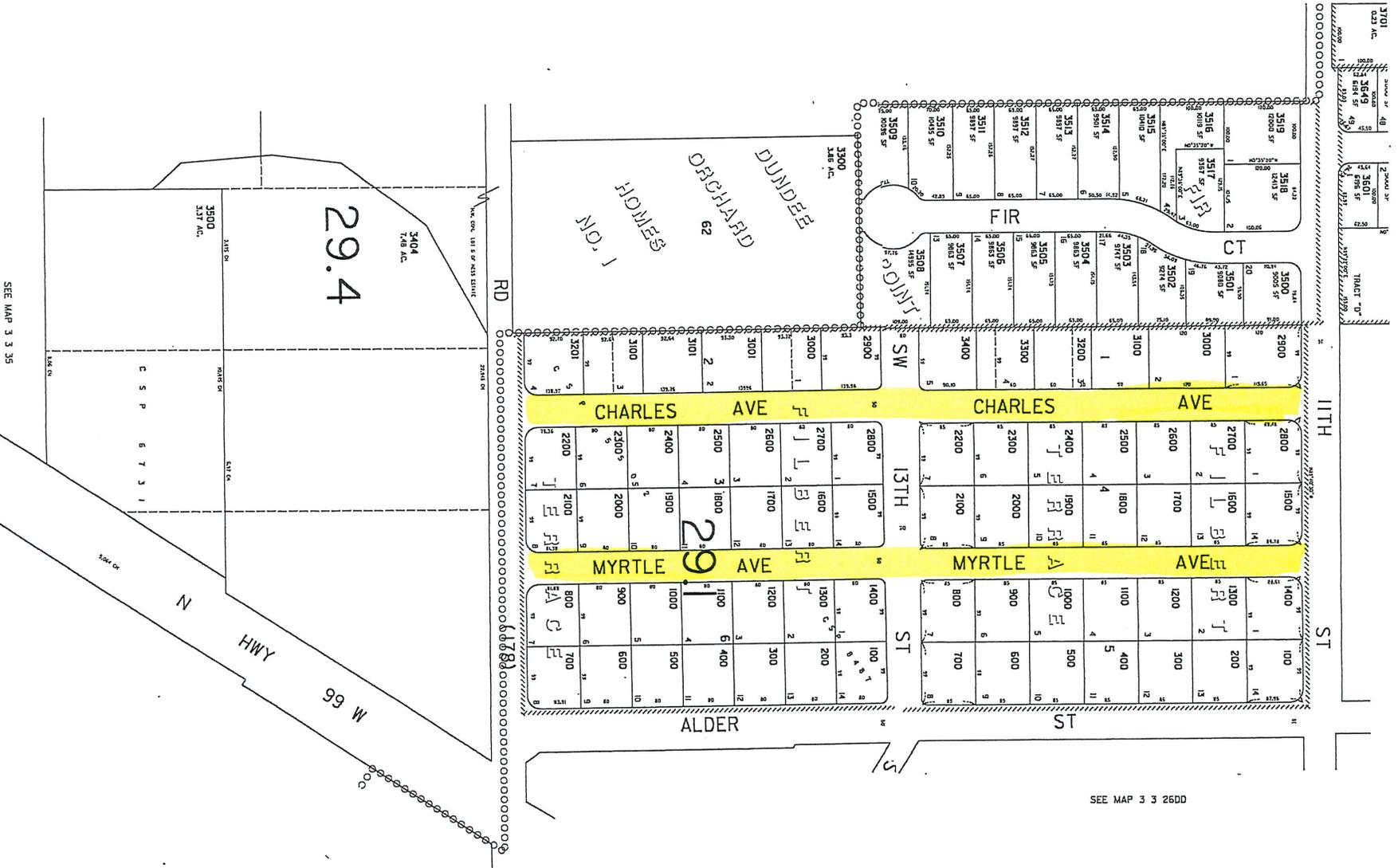
AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 6, 2020
Re: Resolution No. 2020-14, Street Names Changed

While updating the City's street address map in a format to facilitate computer assisted dispatching of emergency services we encountered a conflict with Yamhill County records regarding the names of Charles Street and Myrtle Street. The streets were originally platted and recorded as Charles Avenue and Myrtle Avenue in 1968. However, the street signs, city maps, utility billing records and mailing addresses have been using the Street designation for many years instead of the recorded Avenue designation. To resolve the conflict we can either officially rename the streets by Council resolution to their current and common use or we can correct our maps, street signs and records, and notify all relevant parties that the designation should be Avenue. We provided notice to the residents and owners of the 43 properties that have a Charles or Myrtle address and requested their preference. As of October 1, 14 households requested the designation of Street and 2 requested the designation of Avenue.

Resolution No. 2020-14 was prepared should the City Council wish to officially change the names of Charles Avenue to Charles Street and Myrtle Avenue to Myrtle Street. If the City Council elects to not pass Resolution No. 2020-14, then staff will notify the Post Office of the correct mailing address and update our maps and records.

Recommendation: Motion passing Resolution No. 2020-14.



SEE MAP 3 3 35

3 3 35AB

SEE MAP 3 3 35AA

SEE MAP 3 3 26DD



September 9, 2020

Dear Resident:

The City of Dundee is collaborating with Oregon Emergency Services to provide accurate street address map information using a format designed to facilitate computer aided dispatching of emergency service providers. We recently became aware that the original 1968 plat of the subdivision with your property was recorded with the names "Charles Avenue" and "Myrtle Avenue". However, the posted street name signs today, and mailing addresses uses "Charles Street" and "Myrtle Street". We have two choices: 1) Replace the street signs and update the mailing addresses to reflect the 1968 designation of "Avenue", or 2) Change the official name by Resolution of the City Council from "Avenue" to "Street".

The City Council will be considering this issue at the October 6, 2020 regular meeting. To assist them with this decision we request that you mark your preference below and return this letter by **September 30, 2020** to the Dundee City Hall drop box, by mail to PO Box 220, Dundee, OR 97115, or via email to Rob.Daykin@DundeeCity.org.

Please select one:

- "AVENUE" - Change the street sign and mailing address back to the 1968 name.
- "STREET" - Keep the current street sign and mailing address in use today.

Thank you.

A handwritten signature in blue ink, appearing to read "Rob Daykin", is written over a faint, larger version of the signature.

Rob Daykin
City Administrator

RESOLUTION NO. 2020-14

A RESOLUTION OF THE DUNDEE CITY COUNCIL AUTHORIZING THE CHANGE OF THE NAME OF SW CHARLES AVENUE TO SW CHARLES STREET AND THE CHANGE OF THE NAME OF SW MYRTLE AVENUE TO SW MYRTLE STREET.

WHEREAS, the plat of Filbert Terrace subdivision was approved by the City and public ways were dedicated on September 10, 1968; and

WHEREAS, the names of new streets recorded in the Filbert Terrace subdivision include Charles Avenue and Myrtle Avenue; and

WHEREAS, following recording of the Filbert Terrace subdivision the Yamhill County Assessor uses Charles Avenue and Myrtle Avenue for property address records; and

WHEREAS, since November 1980 City of Dundee maps identify the streets in the Filbert Terrace subdivision as Charles Street and Myrtle Street, and said names are used in the utility billing records of the City; and

WHEREAS, street names signs identify the streets as SW Charles Street and SW Myrtle Street and said names are used by the US Postal Service for the delivery of mail; and

WHEREAS, the City wishes to resolve the conflict between the street name records of Yamhill County and the City of Dundee in order to provide accurate street address map information for enhanced 911 emergency services; and

WHEREAS, residents and owners of lots in the Filbert Terrace subdivision were provided an opportunity to express their preference for either the Avenue or Street designation.

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES THAT:

Section 2. The name of SW Charles Avenue is hereby renamed as SW Charles Street and the name of SW Myrtle Avenue is hereby renamed as SW Myrtle Street.

Section 3: This Resolution is effective upon passage.

PASSED this 6th day of October, 2020

APPROVED:

David Russ, Mayor

ATTEST:

Rob Daykin, City Administrator/Recorder

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 6, 2020
Re: Coronavirus Relief Fund

The City of Dundee is registered with the Coronavirus Relief Fund (CRF) to receive reimbursement of eligible expenses responding to the COVID-19 public health emergency. The State of Oregon distributed the available funds on the basis of population and Dundee's share is about \$95,000. The City may request reimbursement of qualified expenses incurred between March 1 and December 30, 2020. General guidelines on eligible expenses are provided, however, there is no official the City can request information from to verify the eligibility of specific uses or programs. Instead cities are advised to seek advice from their own legal counsel. If a city is found to not have used the CRF in a manner consistent with the program, then the US Treasury Department will seek to recoup the funds.

City Hall

City Hall is still operating with doors generally closed to the public except by appointment. We do continue to allow persons in to take payments and drop off application materials. Administrative staff conducts work at home in shifts in order to minimize the number of persons working at City Hall simultaneously. Meetings of the Council, Planning Commission, and City Committees are conducted via teleconferencing. Yamhill County Emergency Services provided masks and sanitizers to Dundee, and it has not been necessary to make any structural changes at City Hall to maintain social distancing. One exception is we have ordered the installation of an air-purifier to the City Hall HVAC equipment at a cost of \$1,350. To accommodate remote work, we have ordered three laptops and related equipment. Also, we ordered seven Chromebooks for the Planning Commission to better accommodate remote meetings. With a Chromebook there is no internal data storage and is used to access documents, such as agenda materials and the Development Code, via the internet. The following is a summary of the eligible expenses to date for telework capabilities and protecting workers and the public at City Hall:

Planning Commission Chromebooks – 7	\$2,120
3 laptops/remote printer/monitor/web cameras	4,160
HVAC air purifier	1,350
Zoom subscriptions (2), 9 months	<u>270</u>
Total	\$7,900

We also wish to order tablets for the City Council to assist with remote meetings. I recommend the Samsung Galaxy View2 with a 17.3 inch touchscreen in the amount of \$829.00. Alternatively, the Microsoft Surface Pro X with a 13" touch screen and keyboard is \$1,399.78. The extended cost for seven units is \$5,803 and \$9,800, respectively. These devices will replace many of the paper documents distributed to the Council, such as the Dundee Municipal Code, master plans, maps, etc. and will allow the user to store their own notes on various City matters. These will be devices owned by the City and subject to Public Records rules. City policy on the use of the devices will need to be prepared. We wish to hear from Council regarding their device preference.

Fire Department

Other than some minor station expenses, the Fire Department has not expended much but still has a significant need. The following is a list of equipment that they wish to acquire through the use of the CRF:

COVID Related Wishlist

- iPad (Verizon Account) If bought brand new without going through Verizon account. \$1000 max.
- Zoom Subscription \$149
- 3M 6500 series P100 masks \$750 (\$30 each)
- P100 filters \$375 (\$15 each)
- TYVEC Suits \$450 (\$15 each)
- New Airway bags \$600 (\$300 each)
- Clorox 360 \$5000
- DTEN board D7 Standard with shipping \$4600

Total: \$12,925

Also, the Fire Department wishes to purchase a PPE washer/extractor estimated at \$20,400 including installation. Since this purchase is over \$10,000, it will require competitive quotes being solicited from three vendors. The Fire Department is requesting Council authorization to proceed.

Other Programs

The CRF can also be used to provide grants to individuals and businesses for specific purposes. This one aspect of the program that I feel less certain regarding appropriate processes and amounts. Attached is a sample application being used by Donald, OR. I plan on coming back to the October 20 council meeting to discuss a grant program in more detail. Also, the CRF permits the City to use a non-profit or another governmental entity to deliver the services that are eligible under the CRF. I had discussions with Polly Daniel who manages the Community Supper program about the possibility of contracting delivery of meals to residents and I spoke with the Luke Neff, Newberg School District regarding remote learning needs for Dundee school children. I reached out multiple times to YCAP regarding utility assistance, but as yet I have not received a return call. Again, I will update Council on these efforts at the October 20 meeting.

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
Updated June 30, 2020¹

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.²

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

¹ This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

² See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

*Nonexclusive examples of ineligible expenditures*³

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.⁴
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

³ In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

⁴ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.



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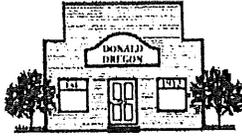
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Donald COVID-19 Financial Assistance Program

All Oregonians have been impacted by the COVID-19 pandemic. As Oregon works to recover from the devastating effects of the pandemic on our economy, the City of Donald has received federal funding through the State of Oregon to help our local residents who have suffered financially because of the crisis.

We are pleased to introduce the **Donald COVID-19 Financial Assistance Program**. The priorities of this Program are to assist households that have suffered financially from the pandemic and households that have been quarantined. This Program provides one-time financial assistance to eligible Donald residents who have experienced loss of income, reduction in hours, unemployment or increased household expenses as a direct result of the COVID-19 pandemic.

This program is not designed to assist individuals who were not impacted financially by the COVID-19 pandemic.

Program Overview:

Application: Residents complete an Application for Financial Assistance and provide supporting documents. Applications will be time/date stamped upon receipt. Incomplete applications or applications without the requested supporting documentation may be declined. **The start date for the Program is September 1, 2020 at 8:00am and the deadline to submit an Application for Financial Assistance is October 1, 2020 by 11am.**

Review/Approval: Complete Applications, with the supporting documentation, will be reviewed and, if applicable, approved for funding. To aid in the recovery of our local economy, every effort will be made to review complete applications upon receipt. Applications will be reviewed on a first-come, first-served basis. Approval will be based on demonstrated need and funding availability. The program will continue until available funds are fully distributed.

City Council Authorization: Donald City Council will authorize the funding of all approved Applications for Financial Assistance at the regular City Council meeting held after the review/approval of the applications. Funding will be made available on a first-come/ first-served basis. There is no guarantee that the benefit will be paid and City of Donald will appropriate funds at its discretion.

Payment: approved payments will be distributed to applicants by the City of Donald.

Confidentiality: all applications and supporting documents will be treated as confidential. Names of applicants and their individual financial situations will only be used to implement the financial assistance program. City Council will only receive aggregate data about the program.

Expenses that qualify for financial assistance:

- Overdue housing (rent or mortgage)
- Overdue utilities (electricity, water/sewer, natural gas, phone, cable, internet)
- Expenses related to technology used primarily for home schooling/distance learning because of COVID-19 school closure

FAQ:

1. I received a stimulus check, does that disqualify me?
Eligibility is not impacted by receipt of stimulus check.
2. I have overdue expenses from February, 2020. Can I get help with those expenses?
Sorry, this program is specifically for expenses related to COVID-19 and incurred after March 1, 2020.
3. If you have already received financial assistance for an eligible expense from any organization, you are not eligible for another payment from the **Donald COVID-19 Financial Assistance Program**.

Questions: please do not hesitate to reach out to Diana Ash, 503-963-9759, or dianaash@msn.com with any questions regarding this program.

