

**CITY OF DUNDEE  
CITY COUNCIL MEETING  
Fire Hall Community Room**

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

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

NOVEMBER 19, 2019 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
5. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
  - 5.1 City Council Minutes, November 5, 2019 Pages 1-10
  - 5.2 Financial Report Ending October 31, 2019 Pages 11-32

*Action Required: Motion to Accept the Consent Agenda*
6. Old Business:
  - 6.1 2020 Council Goals Setting Process Pages 33-40  
*Discussion*
  - 6.2 PERS Side Account Incentive Program Pages 41-42  
*Action Requested*
7. New Business:
  - 7.1 PGE Undergrounding Design Pages 43-52  
*Action Requested*
8. Council Concerns & Committee Reports
9. Mayor's Report
10. City Administrator Report
11. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.

12. Adjourn

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Pending Business:

1. Public Works
  - 1.1 Highway 99W Street Lighting
  - 1.2 ODOT Phase B Highway 99W Improvements
  
2. Planning/Land Use
  - 2.1 Dundee Riverside District Code Amendment
  - 2.2 Exterior Lighting – Code Update/Street Light Standards
  - 2.3 Helipad Standards
  - 2.4 Pending Type II or Type III Land Use Applications:
    - 2.4.1 (none)
  
3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 LID 2013-01 Final Assessment Ordinance
  - 3.3 Storm Drain Master Plan Update
  
4. Parks & Trails
  - 4.1 Harvey Creek Trail Property Rehabilitation
  - 4.2 WWTP Nature Park
  
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 572-2019
  - 5.2 Resolution No. 2019-14

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

**CITY COUNCIL MEETING  
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**City of Dundee**  
**City Council Meeting Minutes**  
**November 5, 2019**

**Call to Order**

Mayor David Russ called the meeting to order at 7:00 P.M.

**Council and Staff Attendance**

Present: Mayor David Russ; Councilors Kristen Svicarovich, Ted Crawford, Storr Nelson and Patrick Kelly. Absent: Councilors Tim Weaver and Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Chuck Simpson, Public Works Superintendent; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Lael Alderman, P.E. and Jessica Cawley, MurraySmith; Jerry Brown, 1180 SW 9<sup>th</sup> Street; Anita Cardoso and Leo Jacobs, 1220 SW 9<sup>th</sup> Street; and Dennis & Tiffany Rider, 959 SW Red Hills Drive.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, October 15, 2019 and Item 5.2 Financial Report Ending September 30, 2019. **The motion** passed unanimously.

**Old Business**

**Water Treatment Plant Study**

C.A. Daykin informed Council that Lael Alderman, P.E, MurraySmith, is in attendance at the meeting tonight and available to answer any questions. There was brief discussion and support for the Study was voiced. A **motion** was made and seconded to accept the scope of work and authorize the city administrator to execute an agreement with MurraySmith for a water treatment plant conceptual siting study. **The motion** passed unanimously.

**Red Hills Drive Shared Water Line**

C.A. Daykin explained that this is a continued discussion of the Red Hills Drive shared water line. Information contained in the agenda report beginning on page 41 was reviewed. M. Russ suggested that a third option to remedy the situation, which had not been previously discussed, could potentially be the installation of a master meter. Discussion ensued and M. Russ explained that his thought for a master meter (to create a community water district) differs from that which the Staff Report does not favor (placement of a master meter so that submeters could then be installed). Discussion ensued.

C.A. Daykin pointed out that there really isn't clear documentation to explain why the City is in the situation it is regarding this water line. He reviewed additional historical details contained in his agenda report. C.A. Daykin explained that though this water line has been present in this way

a long time, what has prompted the City to move forward is that there has been movement to develop the vacant parcel abutting three of the properties. Through this process City Staff have found that the water meters and water line are on private property; the City does not have a right to go on this property, there is no public easement, and even some of the property owners who are sharing that line apparently do not have an easement for how their water line is being served. C.A. Daykin discussed in detail Staff recommendations and the options presented. He explained that in addition to the options to remedy the water line/water meters, the property owners also would have to somehow collectively come up with a new easement that each one has a right for their service line coming back to the public right-of way. C.A. Daykin discussed that a master meter option is a departure from City regulations, though City Council could still allow it by modifying the regulation to permit it. Additionally, those property owners benefitting from a shared master meter would still then have to form some sort of an entity to assure that each other is sharing, determine responsibility for the maintenance of that line, and figure out a system of how they would share the monthly billing that the City would send to this new organization. C.A. Daykin pointed out that though it is unusual to have that type of arrangement in the City limits, it is something that the City Council does have the authority to arrange if they so choose. Additional lengthy discussion ensued.

The importance of the appropriate easements being put in place was discussed. C. Svicarovich suggested that hiring a surveyor and recording the easements should be the responsibility of the property owners. C.A. Daykin explained that the developer has two lots and would be able to place two houses (one on each lot) on the undeveloped property. He explained that that this property owner already has an easement to the property to the north and adjacent to 959 SW Red Hills Drive and has proposed bringing two service lines from Red Hills Road to serve two future homes. C.A. Daykin explained that depending on the outcome of Council's decision regarding the water line, this other property owner could participate in some manner. Additional detailed discussion ensued.

Dennis and Tiffany Rider, 959 SW Red Hills Drive, approached Council and asked for clarification regarding potential costs. C.A. Daykin reviewed potential cost information for the excavation work involved given the options presented in the agenda report. Dennis Rider asked for additional clarification about their water meter situation which was provided. He pointed out that their water system is working fine the way things are presently. M. Russ explained that though the City is not in a rush to remedy this situation, it does need to be addressed before there is a problem with the water line. C.A. Daykin discussed the importance of a plan being in place for maintaining the water line; at this time the City does not have legal access to the meters or the water line as it is located on private property. Mr. Rider stated that the 2-inch water line has already been broken and repaired by the City at least a couple of times. C.A. Daykin explained that the only easement that the City was able to find, which was recorded in 1984 (approximately ten years after the last water connection), was for a five foot wide easement on the southern boundary of their property for the benefit of a Howard Butler. C.A. Daykin explained that he had assumed Howard Butler lived next to the easement when in fact he actually lived at the next lot over at 1180 SW Ninth Street. C.A. Daykin pointed out this correction on his agenda report beginning on page 41. In the first paragraph, he clarified that in two locations 1220 SW Ninth Street should indeed be 1180 SW Ninth Street (corrections reflected in agenda report).

Tiffany Rider asked for additional clarification regarding why the property owners are being asked to make these changes, especially given that it seems everyone is getting new water meters installed. She pointed out that City Staff wouldn't have to come onto their property if the meters were updated to blue tooth. C.A. Daykin informed that some water meters were upgraded so they are radio read because of accessibility issues, but he pointed out that Public Works would still need access to their meters to check them on a periodic basis even if not on a normal read cycle.

C.A. Daykin discussed that there is an ongoing water loss problem throughout the distribution system which the City cannot seem to get a handle on. He explained that in one leg of the system that City Staff is able to isolate (which is the high pressure zone from the water being received at the Springs area all of the way to the cemetery reservoir), there is a significant amount of loss seen, about 20 or so GPM. C.A. Daykin discussed that some of that loss has been isolated to a pipe that the City plans on abandoning and replacing with another project; there is also leakage elsewhere. He pointed out that the City has no way of knowing the condition of their PVC line, which has been installed for decades, and whether or not it is actually leaking; their meters are located past the point on private property where the City would normally meter something just off the main. Ms. Rider inquired about the City potentially waiting to see if addressing the discussed pipe issue (noted above) would take care of the water loss concern to which C.A. Daykin again reviewed the details of the concerns with regard to the shared water line and again discussed the importance of a public easement for that line. C.E. Reid offered that though the City may have fixed the water line in the past, the City doesn't have any actual right to go there.

C. Crawford inquired about whether there is other known PVC pipe contained within the City system. C.A. Daykin recalled that there are outside rural lines which have PVC pipe but was not aware of any other PVC lines in the City. C. Crawford discussed the importance of the City addressing any leakage issues and pointed out that this shared water line is one of the weakest links in the system.

M. Russ discussed that though the City may be willing to try and help participate, the City doesn't have extra money for this type of expense (which doesn't fall into planned maintenance) for the water system; the budget is not there for it. He explained that City Council has discussed that they are willing to participate on some level, though the details are not yet known. C.A. Daykin provided additional discussion and suggested that given the history, the City should participate in the cost of relocation. And if the property owners were able to work together to come up with a common easement area that's suitable, and hire a private contractor to take out the plumbing permit and bring the lines back to the road, it is his opinion that this would be a fair solution for the City to reimburse the owners for that cost. M. Russ voiced support of the City covering the cost of the meter set-up at that point and then suggested there be discussion about the pipes and the installation of them at another level. PW Superintendent Chuck Simpson offered clarification that only radio transmitters are being added to water meters. C.A. Daykin also provided clarification that the \$1,200 cost estimate is only reflective of relocating the existing four water meters to Red Hills Drive. It was noted that if there were a master water meter which was being monitored, a leak could be detected in this way. If a master meter were installed, C.A. Daykin informed that the City would recommend that they form an association; the City would bill but the association would then need to complete their own internal billing. M. Russ voiced support of setting up a special circumstance if initially leakage is discovered on the line; and potentially providing a set amount of time for needed repair work to be completed prior to billing the excess charges. Additional discussion ensued.

C. Atty Ramis was asked whether the City has the right as a public entity to pay for private work. C. Atty Ramis offered that if the City were making a contribution towards the project this wouldn't likely be a problem; if the City were actually going in to complete work on private property, easements would be required. Additional discussion ensued and C. Atty Ramis explained that a policy and a rationale would need to be developed prior to a contribution being made.

Leo Jacobs and Anita Cardoso, 1220 SW 9<sup>th</sup> Street, approached Council and reviewed that their home was built in 1947. Cardoso explained that they purchased the property in 2006 and had inquired about the water line at that time. She explained that the PW Superintendent in 2006 had

shown them where their water line was located and indicated that there were no problems; he also briefly described the easement to them. C.A. Daykin indicated that he does not know the history of the original 1947 house though discussed that at that time the City did have rural water customers, of which this house may have been one. Additional detailed historical information was reviewed. Cardoso voiced support of having their present system monitored for a leak to identify the urgency of moving forward with resolving the situation. She discussed that at this time they do not note any runoff or puddling of water along the water line; everything dries out well in the summer months. Discussion ensued about the necessary easements affecting property owners in this area.

M. Russ inquired about the possibility of utilizing a PW flow meter or a regular meter to determine the viability of the PVC line at this time. C.A. Daykin explained that the cost would be approximately \$2,000 plus about two days of work for a two-person crew. C.A. Daykin discussed that his recommendation, if this were to be a long-term solution, would be that the four property owners form an association. M. Russ voiced support of the City assuming the cost for relocating the water meters to Red Hills Road, though felt the cost of the water lines would be a separate issue which would need to be discussed. Detailed conversation ensued regarding potential easement options, and it was suggested that property owner's work together to determine what easement width they are comfortable with.

C. Nelson voiced support of the master meter option and allowing the homeowners to decide how to proceed with their private lines past the meter. M. Russ voiced concern about determining whether there is a leak on this PVC line as it is below standard. Discussion ensued and the consensus of Council was to revisit this issue again in February 2019, which allows the property owners some time to discuss the situation.

### **Highway 99W Improvements Project – City Utilities Conflict**

Lael Alderman, P.E., MurraySmith, introduced himself to Council and discussed that they were asked to evaluate the impacts to the City utilities as a result of the Highway 99W Improvement Project. He reviewed a summary of the 2021 ODOT plans for the full depth reconstruction of Highway 99W between Fifth Street (to the north) and Twelfth Street (to the south). Alderman provided an overhead projection of a map of the project area, including the identified utility crossings on Highway 99W in the project area. He explained, with consideration provided for the Riverside Zone, that it is recommended that there be at least three crossings 8-12 inches in diameter to be able to feed supply back and forth across Highway 99W. Alderman discussed their hydraulic analysis and recommendations, as outlined on page 53 of the agenda packet. He discussed in detail their recommended options for main relocation, as shown on pages 53-54. Alderman answered questions and provided clarification of the map detail as needed.

C.A. Daykin discussed the creation of the new pressure zone for the Riverside area. He explained that the installation of pressure reducing valves (PRVs) will be needed to isolate from the low-pressure zone. C.A. Daykin pointed out that with Option 1, five PRVs will be required at a cost of approximately \$120,000; under Option 2 only three would be needed, a significant savings for future system improvements.

Regarding the hydrant-only crossings, Alderman discussed that, if desired, the City could opt to not encase some or potentially all of them. He explained that the casing allows for ease of removal if they need maintained. Alderman explained that they would recommend that all service crossings be cased due to their limited service life. C.E. Reid discussed that the one service crossing remaining is the Fire Station. He voiced support of potentially pulling it off the 8-inch crossing for the hydrant and trying to eliminate that service line crossing and maintenance concern. C.E. Reid also voiced support of isolating the hydrants as well.

C. Nelson inquired about what will feed the future 10-inch line on the west side of the highway. Alderman explained that this is currently served from the City's lower pressure zone and will continue to be. Additional detailed discussion and explanation was provided. C. Nelson suggested that having a larger diameter pipe (10 or 12 inch) already in the ground in the core of the City (as opposed to an 8-inch line) could be a beneficial stepping stone to potential future development on the east side of the highway. Lengthy discussion ensued. Alderman provided additional detailed explanation about the proposed identified crossing locations.

A **motion** was made and seconded directing staff to prepare bid documents for the installation of a new 8-inch ductile iron water line located in an easement as depicted in Option 2 from the MurraySmith report and to prepare an agreement with ODOT to include the construction of City water lines crossing the highway and related facilities as part of the 2021 Highway 99W improvements project. C. Svicarovich inquired as to whether it is anticipated that ODOT will have any concerns with the proposed crossings. C.A. Daykin indicated that they do not anticipate any problems, though he explained that ODOT does want the City to provide a design and budget estimate as soon as possible, and provide that to them so the process of forming a reimbursement agreement with them on that utility can begin. **The motion** passed unanimously.

C.A. Daykin apologized that a copy of the quote from Pacific Int-R-Tek was not provided in the agenda packet. He explained that the quote came in at a little over \$6,000 though the quote is based on a per unit basis. C.A. Daykin explained that the depth and location of the laterals will be provided to ODOT. C.A. Daykin indicated that Staff's understanding is that if the lateral is truly below the four feet limit then no relocation or adjustment of the lateral would be required. He explained that ODOT will put a "protect in place" clause in their contract documents. C.A. Daykin explained that Staff does not believe that there are any sewer laterals above the four-foot mark; if the laterals are too shallow, C.A. Daykin indicated that they will have a discussion with ODOT as relocating sewer lines is a complex process. C.E. Reid provided the Pacific Int-R-Tek quote details to Council. A **motion** was made and seconded to accept the quote from Pacific Int-R-Tek in the amount of \$6,800 for video scoping sewer laterals connecting to the sewer main located in the highway. C. Svicarovich stressed the importance of storing the video scope footage in an easily accessible location because after ODOT's construction is complete the City will want to make sure things have remained completely intact. **The motion** passed unanimously.

C.A. Daykin explained that today the City received some budget cost information from PGE for providing conduits to accommodate future undergrounding of PGE lines, both the primary crossings at four street intersections as well as secondary areas to private services. Copies of the budget costs were provided to Council, and a copy added to the meeting agenda packet. C.A. Daykin discussed that the approximate costs that they put together for installing the conduits in vaults that they have listed is approximately \$150,000 - \$160,000. C.A. Daykin reviewed that the City had anticipated that this would be a good time to get this work done as part of the 2021 construction project and to accommodate the City's future goal of trying to see these lines underground by having conduit and vaults already in place. C.A. Daykin explained that if Council feels this is still a goal, then the next step would be to request PGE to take the next step and prepare an electric plan for this work; this plan would then eventually be incorporated in a civil engineer design which the City would provide ODOT for their bid document. C.A. Daykin explained that he is still waiting to hear back from PGE on the exact process that they would like to see on this, and whether there would be any costs associated with their design. Information was provided tonight with no decision to be made; it will be brought back to the next Council meeting. C.A. Daykin provided clarification that PGE would not be installing the conduit; PGE would need to provide the electric plan which the City would then use as the basis of the civil engineering. If PGE agreed with the final product, then the City would provide this information

to ODOT for their bid documents. Arrangements would then need to be made with ODOT through an Agreement where the City would provide them with a deposit to cover the cost for that work. C.A. Daykin discussed that urban renewal identified the undergrounding of utilities at the primary crossings as a project, though it is up to Council to determine whether this is a priority at this time. At this time only the conduit would be placed; the lines would be put underground as a separate project. C. Svicarovich voiced her concern that though this is PGE's present design (and how electrical coding is done today), it could be an obsolete design in the future. C. Crawford noted the importance of completing the project sooner than later. C.A. Daykin reviewed that forced undergrounding is also an option, which would then mean that the project becomes PGE's, though they would recover those costs through a rate surcharge to all rate payers in the City of Dundee. C.A. Daykin also explained that the City could take out a loan against future revenues of the urban renewal to pay to have that work done sooner than later, which could be discussed in detail at a future meeting. Additional discussion ensued.

#### **Ordinance No. 571-2019, Amendment to DMC 13.20.080A**

A **motion** was made and seconded to adopt Ordinance No. 571-2019, Amendment to DMC 13.20.080A, an ordinance relating to stormwater management and amending the Dundee Municipal Code. **The motion** passed unanimously.

### **New Business**

#### **Water Test Fees Quote**

M. Russ inquired about the frequency of the lab tests to which Simpson briefly reviewed. The price quotes were reviewed by Council. A **motion** was made and seconded to accept the quote from Edge Laboratory for required water sample testing at a cost of \$11,451. **The motion** passed unanimously.

#### **2020 Community Survey**

M. Russ suggested that incorporating some new questions could provide some different feedback. C. Nelson pointed out that one advantage of utilizing the same questions is that the data can be more easily compared (trends can be seen) though he acknowledged the benefit in the addition of some different questions as well. Discussion ensued. C. Svicarovich suggested that adding a question to capture the community view of the lengthy ongoing construction (on the Highway) could be useful, or perhaps would be revealed throughout the survey as it stands now. She also expressed interest in receiving C. Adlong's feedback about Parks related questions and, in particular, with regard to Sander Park. Svicarovich shared that for her the most valuable feedback was provided in the comments section; encouraging public comments is important.

C.A. Daykin explained that the COG is going through a change in their process in terms of assisting communities with goal setting. He informed that Sean O'Day is planning to attend the next Council meeting to provide an update on what these new processes would be. C.A. Daykin discussed that the COG will be hiring facilitators and noted that if Council were interested in going through this new type of process, O'Day would explain how that would work. O'Day has also indicated that the same process that has been done in the past could still be an option if Council so desired, but he is very interested in providing the new information as he thinks it's much more valuable for the City partners.

M. Russ supported that the community survey questions do represent a good coverage of all the things the City needs to know. C. Kelly voiced support that the survey is all encompassing and looks good. The consensus of Council was to move forward with the Community Survey unchanged for 2020.

## **Council Concerns and Committee Reports**

C. Crawford discussed that the Tourism Committee has been working with the City of Newberg to do possible joint marketing, and specifically a joint Newberg-Dundee brand. He discussed that concerns were expressed by the new Executive Director about the amount of contributions from Dundee. C. Crawford explained that after being asked by Newberg for a larger contribution, the consensus of the Tourism Committee was that they are not prepared to give all their marketing tourism dollars to that entity. It was decided that the Dundee Tourism Committee will continue to collaborate with Newberg but do not favor a contract route.

C. Svicarovich reviewed that there was a public comment at a previous City Council meeting concerning amendment to the TSP to remove the connector at Seventh Street and Graystone Place. She inquired about that process and requested follow up information as she has received comments from those in her immediate community. C.A. Daykin discussed that the City has not moved forward quickly on that because it doesn't appear there are any eminent changes to the use of the property at this time regardless. Additionally, he explained that the City will be working with a transportation consultant to develop an SDC. C.A. Daykin discussed that there will be discussion on what projects will be covered with the system development charge, and he felt this might also be a good opportunity to readdress the TSP recommended projects. M. Russ voiced that he feels it important to know how the Sander Park lot will be developed before decisions are made regarding that particular street. C.A. Daykin explained that CPRD postponed a contract for design until they the future of Dundee Elementary School is better understood; this may play into how the Jan Sander property is utilized.

C. Kelly praised the Newberg-Dundee Police for doing a good job patrolling the City on Halloween night. He voiced that their presence was seen and appreciated.

## **Mayor's Report**

M. Russ shared that the Parkway Committee continues to work very hard to try and move things forward to complete the bypass project. He offered detailed discussion about the current favorable conditions with various representatives being key leaders in an assortment of committees at both the State and Federal level. Additional conversation ensued. To make the Transportation Commission fully aware of the impact of the bypass completion, the Parkway Committee has been seeking letters of support from the region and all over the State as well. M. Russ explained that a letter has been provided for the meeting tonight which expresses the Council's support. A copy of the letter was provided to Council members as well as one added to the meeting agenda packet. M. Russ indicated that a letter of support was requested from the Dundee Fire Department as well. The letter was circulated and signed by each Council member present tonight.

C. Svicarovich discussed that it feels as if there have been a significantly higher number of crashes in the stretch of highway south of Dundee since the bypass has opened. M. Russ voiced that the bottle neck area of traffic has now moved to this location as a result of the completed segment of the bypass. C. Svicarovich supported monitoring the crash rates and potentially use that data to assist in supporting the completion of the bypass cause. C. Crawford noted that the Dundee Tourism Committee is providing a letter of support from an economic standpoint, as well as the Dundee Wine Growers Assoc. and some local wineries.

## **City Administrator's Report**

In follow up to C. Crawford's previous comments, C.A. Daykin explained that DNA Studios is the firm contracted with for assistance on social media and website management for local tourism. He noted that this is the same firm that they Tourism Committee has worked with previously obtained special grant to do a video production which is going to be pushed out later

this year. C.A. Daykin explained that if the City were going to be maintaining its own marketing dollars, there are different levels of what services could be provided. He discussed that it's at the point where the City would have to go through a competitive RFP-type process. C.A. Daykin explained that he will be working with the Tourism Committee to solicit proposals and asked if Council is supportive of him moving forward with completion of this body of work and a recommendation being brought back to City Council. He voiced support of the high-quality good work done by DNA Studios and indicated that they have a good grasp on social media and the other types of video that work better with the millennials traveling from Portland, etc. C. Crawford explained that their marketing budget is approximately \$30,000 a year, which would be the approximate cost to increase the services to what is needed moving forward.

C.A. Daykin discussed that he received the property tax levy information recently. He explained that it was substantially higher than he expected; in looking at the details, there was a back payment of approximately \$33,000 itself on the City's share of the taxes received from under reported personal property values which has caught up now. He explained that the City of Dundee itself will receive an approximate \$27,000 increase this year than what was estimated, and for Urban Renewal the amount is approximately \$16,000 more than was estimated.

C.A. Daykin discussed that two trees in the City will be removed. One tree is located on First Street, a leaning fir tree that is starting to uplift the sidewalk; the adjacent property owner is concerned that it will fall. Secondly, there is a dead tree on the Ninth Street walkway path next to bicycle path which will also be removed. At this time, it is not known whether those trees will be replaced; the City will be finding out what utilities are in the immediate areas.

C. Crawford expressed concern that the ditch on Ninth Street (where there the bike trail was eroded, and some work was completed) close to Red Hills Drive still hasn't been cleared of the vines and rocks which were pushed up onto the trail. The debris present narrows the trail and presents a safety issue for those walking on the curve in this area. C.A. Daykin discussed that PW crews did expend some significant effort just doing what has been done up to this point regarding post-storm clean-up. Though there is a limited budget, C.A. Daykin indicated that PW crews could go back again. The area of concern was noted to be approximately a 50-foot section in length. Simpson pointed out that there was also some sluff-off of the asphalt next to the gravel into the ditch as well.

## **Public Comment**

None.

The meeting was adjourned at 8:43 P.M.

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David Russ, Mayor

Attest:

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Rob Daykin, City Administrator/Recorder



CITY OF DUNDEE  
Statement of Activities

From 7/01/2019 Through 10/31/2019

\*\*UNAUDITED\*\*

	General Fund	State										Total						
		Street Fund	Street CIP Fund	Street Reserve Fund	Sharing Fund	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt Water Fund	Water CIP Fund		Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund		
Revenue	39,663	9,969	-	-	-	-	-	34,176	-	-	3,231	-	-	-	-	-	-	87,038
Taxes	18,983	-	9,377	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,360
Franchise Fees	28,627	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,627
Licenses & Permits	30,418	-	-	7,629	-	-	-	-	-	-	-	-	-	-	-	-	-	117,031
Intergovernmental Revenue	74,632	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	904,435
Charges for Services	32,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,423
Fines & Forfeitures	6,282	440	1,801	19	6,405	44	1,004	80,361	154	1,006	3,611	1,546	166	665	-	-	-	108,431
Miscellaneous Revenue	230,988	89,393	11,178	348	7,647	6,405	44	35,180	80,361	293,458	23,129	448,563	29,130	36,729	10,409	-	-	1,306,346
Total Revenue	231,297	16,147	-	-	-	-	-	68,355	-	-	63,321	-	-	9,537	-	-	-	388,657
Expenditures	267,081	44,417	-	1,387	-	777	6,444	18,169	-	77,423	99,217	-	-	8,116	-	-	-	523,030
Personnel	-	-	-	6,308	-	20,964	675	39,262	-	7,183	4,613	-	-	-	-	-	-	282,608
Materials & Services	-	-	186,190	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,413
Capital Outlay	-	-	20,373	-	29,314	-	-	-	-	-	-	-	-	-	-	-	-	85,817
Debt Service	-	-	-	-	29,314	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	498,378	60,564	206,563	7,695	29,314	21,740	7,119	57,431	-	152,961	162,538	-	-	17,653	-	-	-	1,280,112
Excess (deficiency) of Revenue over Expenditures	(267,390)	28,829	(195,386)	(47)	(22,909)	(21,696)	28,061	22,930	3,384	140,497	18,516	286,025	(7,000)	19,076	(7,004)	-	-	26,234
Other Financing Sources (Uses)	35,724	-	-	-	-	-	-	-	-	(13,832)	-	(188,392)	166,500	-	-	-	-	-
Net Changes to Fund Balance	(231,666)	28,829	(195,386)	(47)	(22,909)	(21,696)	28,061	22,930	3,384	126,666	18,516	97,633	159,500	19,076	(7,004)	-	-	26,234
Beginning Fund Balance	609,933	44,770	295,229	44,765	2,051	854,135	8,302	116,093	60,214	61,982	326,245	159,361	514,092	12,700	87,912	-	-	3,215,593
Ending Fund Balance	378,267	73,600	99,843	45,112	2,004	831,226	(13,394)	144,154	83,144	188,647	344,761	256,994	673,592	31,775	80,908	-	-	3,241,827

**City of Dundee**  
Statement of Revenue & Expenditures  
General Fund - 001  
From 10/01/2019 Through 10/31/2019

\*\*UNAUDITED\*\*

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	7,533	39,663	729,500	94.56%	689,838
Franchise Fees	4,327	18,983	149,900	87.34%	130,917
Licenses & Permits	8,094	28,627	73,800	61.21%	45,173
Intergovernmental Revenue	9,437	30,418	181,700	83.26%	151,282
Charges for Services	18,667	74,632	231,800	67.80%	157,168
Fines & Forfeitures	5,298	32,423	56,000	42.10%	23,577
Miscellaneous Revenue	1,294	6,242	17,500	64.33%	11,258
Total REVENUE	<u>54,650</u>	<u>230,988</u>	<u>1,440,200</u>	<u>83.96%</u>	<u>1,209,212</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	44,008	148,365	397,100	62.64%	248,735
02 - Court	1,917	8,824	26,700	66.95%	17,876
03 - Community Development	14,197	43,982	141,600	68.94%	97,618
04 - Police Department	39,446	129,772	519,100	75.00%	389,328
05 - Fire Department	41,235	167,436	519,000	67.74%	351,564
Total EXPENDITURES	<u>140,803</u>	<u>498,378</u>	<u>1,603,500</u>	<u>68.92%</u>	<u>1,105,122</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(86,153)</u>	<u>(267,390)</u>	<u>(163,300)</u>	<u>-63.74%</u>	<u>104,090</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	9,188	35,724	96,600	63.02%	60,876
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	<u>9,188</u>	<u>35,724</u>	<u>(40,000)</u>	<u>189.31%</u>	<u>(75,724)</u>
NET CHANGE IN FUND BALANCE	<u>(76,965)</u>	<u>(231,666)</u>	<u>(203,300)</u>	<u>-13.95%</u>	<u>28,366</u>
BEGINNING FUND BALANCE	455,232	609,933	603,200	1.12%	6,733
ENDING FUND BALANCE	<u><u>378,267</u></u>	<u><u>378,267</u></u>	<u><u>399,900</u></u>	<u><u>-5.41%</u></u>	<u><u>(21,633)</u></u>

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Admin/Finance - 01  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	14,590	57,994	176,800	67.20%	118,806
Personnel Benefits	8,463	34,239	104,000	67.08%	69,761
Total Personnel Services	<u>23,053</u>	<u>92,232</u>	<u>280,800</u>	<u>67.15%</u>	<u>188,568</u>
Materials & Services					
Supplies	117	1,117	4,200	73.40%	3,083
Professional Services	18,744	32,352	58,100	44.32%	25,748
Contractual Services	110	441	1,300	66.10%	859
Travel & Training	97	5,249	11,100	52.71%	5,851
Insurance	0	9,876	9,600	-2.88%	(276)
Regulatory Requirements	659	680	800	15.01%	120
Utilities	431	1,853	6,600	71.92%	4,747
Repairs & Maintenance	638	1,402	9,400	85.09%	7,998
Other Materials & Services	159	3,163	12,400	74.49%	9,237
Total Materials & Services	<u>20,954</u>	<u>56,133</u>	<u>113,500</u>	<u>50.54%</u>	<u>57,367</u>
Capital Outlay	0	0	2,800	100.00%	2,800
<b>Total ADMIN/FINANCE EXPENDITURES</b>	<u><u>44,008</u></u>	<u><u>148,365</u></u>	<u><u>397,100</u></u>	<u><u>62.64%</u></u>	<u><u>248,735</u></u>

**City of Dundee**  
Statement of Revenue & Expenditures  
General Fund - 001 Court - 02  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	783	3,163	10,300	69.29%	7,137
Personnel Benefits	669	2,365	8,800	73.13%	6,435
Total Personnel Services	<u>1,452</u>	<u>5,528</u>	<u>19,100</u>	<u>71.06%</u>	<u>13,572</u>
Materials & Services					
Supplies	3	3	200	98.50%	197
Professional Services	0	1,773	2,300	22.90%	527
Contractual Services	274	1,046	3,300	68.30%	2,254
Travel & Training	188	388	1,100	64.69%	712
Other Materials & Services	0	85	700	87.82%	615
Total Materials & Services	<u>465</u>	<u>3,296</u>	<u>7,600</u>	<u>56.63%</u>	<u>4,304</u>
Capital Outlay	0	0	0		0
<b>Total COURT EXPENDITURES</b>	<u><u>1,917</u></u>	<u><u>8,824</u></u>	<u><u>26,700</u></u>	<u><u>66.95%</u></u>	<u><u>17,876</u></u>

**City of Dundee**  
Statement of Revenue & Expenditures  
General Fund - 001 Community Development - 03  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	925	3,736	12,200	69.37%	8,464
Personnel Benefits	791	3,201	10,400	69.22%	7,199
Total Personnel Services	<u>1,716</u>	<u>6,938</u>	<u>22,600</u>	<u>69.30%</u>	<u>15,662</u>
Materials & Services					
Supplies	0	80	500	84.00%	420
Professional Services	7,539	22,065	61,000	63.83%	38,935
Contractual Services	3,753	13,485	36,000	62.54%	22,515
Travel & Training	0	225	1,400	83.93%	1,175
Other Materials & Services	1,189	1,189	20,100	94.08%	18,911
Total Materials & Services	<u>12,481</u>	<u>37,044</u>	<u>119,000</u>	<u>68.87%</u>	<u>81,956</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u><u>14,197</u></u>	<u><u>43,982</u></u>	<u><u>141,600</u></u>	<u><u>68.94%</u></u>	<u><u>97,618</u></u>

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Police Dept - 04  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	39,446	129,772	519,100	75.00%	389,328
Total Materials & Services	<u>39,446</u>	<u>129,772</u>	<u>519,100</u>	<u>75.00%</u>	<u>389,328</u>
Total POLICE DEPT EXPENDITURES	<u><u>39,446</u></u>	<u><u>129,772</u></u>	<u><u>519,100</u></u>	<u><u>75.00%</u></u>	<u><u>389,328</u></u>

## City of Dundee

Statement of Revenue & Expenditures  
 General Fund - 001 Fire Dept - 05  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>EXPENDITURES</b>					
Personnel Services					
Salaries & Wages	19,430	75,723	236,700	68.01%	160,977
Personnel Benefits	10,682	50,877	155,900	67.37%	105,023
<b>Total Personnel Services</b>	<b>30,112</b>	<b>126,600</b>	<b>392,600</b>	<b>67.75%</b>	<b>266,000</b>
Materials & Services					
Supplies	873	3,243	16,000	79.73%	12,757
Professional Services	0	0	800	100.00%	800
Contractual Services	6,108	12,245	25,400	51.79%	13,155
Travel & Training	59	196	2,100	90.65%	1,904
Insurance	0	16,723	17,400	3.89%	677
Regulatory Requirements	0	310	7,500	95.87%	7,190
Utilities	1,529	3,944	17,900	77.96%	13,956
Repairs & Maintenance	2,538	4,129	13,000	68.24%	8,872
Other Materials & Services	16	46	300	84.83%	254
<b>Total Materials &amp; Services</b>	<b>11,123</b>	<b>40,836</b>	<b>100,400</b>	<b>59.33%</b>	<b>59,564</b>
Capital Outlay	0	0	26,000	100.00%	26,000
<b>Total FIRE DEPT EXPENDITURES</b>	<b>41,235</b>	<b>167,436</b>	<b>519,000</b>	<b>67.74%</b>	<b>351,564</b>

**City of Dundee**  
Statement of Revenue & Expenditures  
Street Fund - 110  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Taxes	2,280	9,969	29,000	65.62%	19,031
Intergovernmental Revenue	20,193	78,984	240,000	67.09%	161,016
Miscellaneous Revenue	139	440	1,500	70.69%	1,060
<b>Total REVENUE</b>	<u>22,612</u>	<u>89,393</u>	<u>270,500</u>	<u>66.95%</u>	<u>181,107</u>
<b>EXPENDITURES</b>					
Personnel Services	2,444	16,147	42,400	61.92%	26,253
Material & Services					
Supplies	299	1,859	4,200	55.74%	2,341
Professional Services	394	5,126	9,000	43.05%	3,874
Travel & Training	0	122	500	75.60%	378
Insurance	0	1,895	1,900	0.26%	5
Regulatory Requirements	0	0	100	100.00%	100
Utilities	2,042	8,233	23,800	65.41%	15,567
Repairs & Maintenance	1,780	11,843	115,900	89.78%	104,057
Interfund Services	1,892	15,333	19,600	21.77%	4,267
Other Materials & Services	0	6	200	97.13%	194
<b>Total Materials &amp; Services</b>	<u>6,407</u>	<u>44,417</u>	<u>175,200</u>	<u>74.65%</u>	<u>130,783</u>
<b>Total EXPENDITURES</b>	<u>8,850</u>	<u>60,564</u>	<u>217,600</u>	<u>72.17%</u>	<u>157,036</u>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<u>13,761</u>	<u>28,829</u>	<u>52,900</u>	<u>45.50%</u>	<u>24,071</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers Out	0	0	(83,300)	100.00%	(83,300)
Other Uses	0	0	(5,000)	100.00%	(5,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>(88,300)</u>	<u>100.00%</u>	<u>(88,300)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>13,761</u>	<u>28,829</u>	<u>(35,400)</u>	<u>181.44%</u>	<u>(64,229)</u>
<b>BEGINNING FUND BALANCE</b>	59,838	44,770	43,500	2.92%	1,270
<b>ENDING FUND BALANCE</b>	<u>73,600</u>	<u>73,600</u>	<u>8,100</u>	<u>808.64%</u>	<u>65,500</u>

**City of Dundee**  
Statement of Revenue & Expenditures  
Street CIP Fund - 111  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	9,377	43,900	78.64%	34,523
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	188	1,801	57,000	96.84%	55,199
Total REVENUE	<u>188</u>	<u>11,178</u>	<u>700,900</u>	<u>98.41%</u>	<u>689,722</u>
EXPENDITURES					
Capital Outlay	181,889	186,190	1,313,000	85.82%	1,126,810
Debt Service	0	20,373	49,600	58.93%	29,227
Total EXPENDITURES	<u>181,889</u>	<u>206,563</u>	<u>1,362,600</u>	<u>84.84%</u>	<u>1,156,037</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(181,701)</u>	<u>(195,386)</u>	<u>(661,700)</u>	<u>70.47%</u>	<u>(466,314)</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	456,000	100.00%	456,000
Transfers In	0	0	70,000	100.00%	70,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>526,000</u>	<u>100.00%</u>	<u>526,000</u>
NET CHANGE IN FUND BALANCE	<u>(181,701)</u>	<u>(195,386)</u>	<u>(135,700)</u>	<u>-43.98%</u>	<u>59,686</u>
BEGINNING FUND BALANCE	281,543	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	<u><u>99,843</u></u>	<u><u>99,843</u></u>	<u><u>113,100</u></u>	<u><u>-11.72%</u></u>	<u><u>(13,257)</u></u>

**City of Dundee**  
Statement of Revenue & Expenditures  
Street Reserve Fund - 112  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	85	348	1,100	68.40%	752
Total REVENUE	<u>85</u>	<u>348</u>	<u>1,100</u>	<u>68.40%</u>	<u>752</u>
EXPENDITURES					
Capital Outlay	0	0	45,800	100.00%	45,800
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>45,800</u>	<u>100.00%</u>	<u>45,800</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>85</u>	<u>348</u>	<u>(44,700)</u>	<u>100.78%</u>	<u>(45,048)</u>
NET CHANGE IN FUND BALANCE	<u>85</u>	<u>348</u>	<u>(44,700)</u>	<u>100.78%</u>	<u>(45,048)</u>
BEGINNING FUND BALANCE	45,027	44,765	44,700	0.14%	65
ENDING FUND BALANCE	<u><u>45,112</u></u>	<u><u>45,112</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>45,112</u></u>

**City of Dundee**  
Statement of Revenue & Expenditures  
State Revenue Sharing Fund - 122  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	0	7,629	31,000	75.39%	23,371
Miscellaneous Revenue	4	19	200	90.56%	181
<b>Total REVENUE</b>	<u>4</u>	<u>7,647</u>	<u>31,200</u>	<u>75.49%</u>	<u>23,553</u>
<b>EXPENDITURES</b>					
Material & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual	650	650	11,800	94.49%	11,150
<b>Total Materials &amp; Services</b>	<u>650</u>	<u>1,387</u>	<u>14,300</u>	<u>90.30%</u>	<u>12,913</u>
Capital Outlay	0	6,308	12,700	50.33%	6,392
<b>Total EXPENDITURES</b>	<u>650</u>	<u>7,695</u>	<u>27,000</u>	<u>71.50%</u>	<u>19,305</u>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<u>(646)</u>	<u>(47)</u>	<u>4,200</u>	<u>101.12%</u>	<u>4,247</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers Out	0	0	(5,500)	100.00%	(5,500)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>(5,500)</u>	<u>100.00%</u>	<u>(5,500)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(646)</u>	<u>(47)</u>	<u>(1,300)</u>	<u>96.37%</u>	<u>(1,253)</u>
<b>BEGINNING FUND BALANCE</b>	2,650	2,051	1,700	20.66%	351
<b>ENDING FUND BALANCE</b>	<u>2,004</u>	<u>2,004</u>	<u>400</u>	<u>401.01%</u>	<u>1,604</u>

## City of Dundee

Statement of Revenue & Expenditures  
 Equipment Reserve Fund - 127  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,567	6,405	37,000	82.69%	30,595
Total REVENUE	<u>1,567</u>	<u>6,405</u>	<u>37,000</u>	<u>82.69%</u>	<u>30,595</u>
EXPENDITURES					
Capital Outlay	0	0	915,000	100.00%	915,000
Debt Service	0	29,314	58,700	50.06%	29,386
Total EXPENDITURES	<u>0</u>	<u>29,314</u>	<u>973,700</u>	<u>96.99%</u>	<u>944,386</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,567</u>	<u>(22,909)</u>	<u>(936,700)</u>	<u>97.55%</u>	<u>(913,791)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	83,200	100.00%	83,200
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>83,200</u>	<u>100.00%</u>	<u>83,200</u>
NET CHANGE IN FUND BALANCE	1,567	(22,909)	(853,500)	97.32%	(830,591)
BEGINNING FUND BALANCE	829,659	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	<u>831,226</u>	<u>831,226</u>	<u>0</u>	<u>NA</u>	<u>(831,226)</u>

**City of Dundee**  
Statement of Revenue & Expenditures  
Parks Fund - 131  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Intergovernmental Revenue	0	0	32,800	100.00%	32,800
Miscellaneous Revenue	0	44	2,600	98.32%	2,556
<b>Total REVENUE</b>	<b>0</b>	<b>44</b>	<b>35,400</b>	<b>99.88%</b>	<b>35,356</b>
<b>EXPENDITURES</b>					
Materials & Services					
Professional Services	383	383	4,000	90.42%	3,617
Repairs & Maintenance	0	394	5,200	92.43%	4,806
<b>Total Materials &amp; Services</b>	<b>383</b>	<b>777</b>	<b>9,200</b>	<b>91.56%</b>	<b>8,423</b>
Capital Outlay	19,580	20,964	37,500	44.10%	16,536
<b>Total EXPENDITURES</b>	<b>19,963</b>	<b>21,740</b>	<b>46,700</b>	<b>53.45%</b>	<b>24,960</b>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<b>(19,963)</b>	<b>(21,696)</b>	<b>(11,300)</b>	<b>-92.00%</b>	<b>10,396</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	5,500	100.00%	5,500
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>100.00%</b>	<b>5,500</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(19,963)</b>	<b>(21,696)</b>	<b>(5,800)</b>	<b>-274.08%</b>	<b>15,896</b>
<b>BEGINNING FUND BALANCE</b>	<b>6,569</b>	<b>8,302</b>	<b>6,100</b>	<b>-36.10%</b>	<b>-2,202</b>
<b>ENDING FUND BALANCE</b>	<b>(13,394)</b>	<b>(13,394)</b>	<b>300</b>	<b>4564.74%</b>	<b>13,694</b>

**City of Dundee**  
Statement of Revenue & Expenditures  
Tourism Fund - 151  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	10,112	34,176	75,800	54.91%	41,624
Miscellaneous Revenue	272	1,004	13,000	92.28%	11,996
Total REVENUE	<u>10,383</u>	<u>35,180</u>	<u>88,800</u>	<u>60.38%</u>	<u>53,620</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual Services	1,913	5,707	112,000	94.90%	106,293
Total Materials & Services	<u>1,913</u>	<u>6,444</u>	<u>114,500</u>	<u>94.37%</u>	<u>108,056</u>
Capital Outlay	675	675	80,000	99.16%	79,325
Total EXPENDITURES	<u>2,588</u>	<u>7,119</u>	<u>194,500</u>	<u>96.34%</u>	<u>187,381</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>7,795</u>	<u>28,061</u>	<u>(105,700)</u>	<u>126.55%</u>	<u>(133,761)</u>
NET CHANGE IN FUND BALANCE	<u>7,795</u>	<u>28,061</u>	<u>(105,700)</u>	<u>126.55%</u>	<u>(133,761)</u>
BEGINNING FUND BALANCE	136,359	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	<u>144,154</u>	<u>144,154</u>	<u>5,200</u>	<u>-2672.20%</u>	<u>(138,954)</u>

## City of Dundee

Statement of Revenue & Expenditures  
 Fire Station Construction Fund - 201  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	80,017	80,361	81,300	1.15%	939
Total REVENUE	<u>80,017</u>	<u>80,361</u>	<u>81,300</u>	<u>1.15%</u>	<u>939</u>
EXPENDITURES					
Materials & Services					
Professional Services	6,879	18,169	24,900	27.03%	6,731
Total Materials & Services	<u>6,879</u>	<u>18,169</u>	<u>24,900</u>	<u>27.03%</u>	<u>6,731</u>
Capital Outlay	39,262	39,262	116,600	66.33%	77,338
Total EXPENDITURES	<u>46,141</u>	<u>57,431</u>	<u>141,500</u>	<u>59.41%</u>	<u>84,069</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>33,876</u>	<u>22,930</u>	<u>(60,200)</u>	<u>138.09%</u>	<u>(83,130)</u>
NET CHANGE IN FUND BALANCE	<u>33,876</u>	<u>22,930</u>	<u>(60,200)</u>	<u>138.09%</u>	<u>(83,130)</u>
BEGINNING FUND BALANCE	49,268	60,214	60,200	-0.02%	(14)
ENDING FUND BALANCE	<u><u>83,144</u></u>	<u><u>83,144</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>(83,144)</u></u>

**City of Dundee**  
Statement of Revenue & Expenditures  
Bonded Debt - 310  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	268	3,231	148,000	97.82%	144,769
Miscellaneous Revenue	40	154	1,000	84.63%	846
Total REVENUE	<u>308</u>	<u>3,384</u>	<u>149,000</u>	<u>97.73%</u>	<u>145,616</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>308</u>	<u>3,384</u>	<u>(1,200)</u>	<u>382.03%</u>	<u>(4,584)</u>
NET CHANGE IN FUND BALANCE	<u>308</u>	<u>3,384</u>	<u>(1,200)</u>	<u>382.03%</u>	<u>(4,584)</u>
BEGINNING FUND BALANCE	20,886	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	<u><u>21,194</u></u>	<u><u>21,194</u></u>	<u><u>16,400</u></u>	<u><u>-29.23%</u></u>	<u><u>(4,794)</u></u>

**City of Dundee**  
Statement of Revenue & Expenditures  
Water Fund - 431  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	67,249	292,452	617,400	52.63%	324,948
Miscellaneous Revenue	395	1,006	3,400	70.41%	2,394
<b>Total REVENUE</b>	<u>67,644</u>	<u>293,458</u>	<u>620,800</u>	<u>52.73%</u>	<u>327,342</u>
<b>EXPENDITURES</b>					
Personnel Services	14,865	68,355	217,400	68.56%	149,045
Materials & Services					
Supplies	602	5,601	12,500	55.19%	6,899
Professional Services	1,100	4,641	8,600	46.03%	3,959
Contractual Services	812	2,042	10,000	79.58%	7,958
Travel & Training	0	505	2,300	78.05%	1,795
Insurance	0	6,502	5,700	-14.06%	(802)
Regulatory Requirements	133	791	15,500	94.90%	14,709
Utilities	9,853	22,633	46,100	50.90%	23,467
Repairs & Maintenance	903	9,262	40,800	77.30%	31,538
Interfund Services	7,767	23,300	94,000	75.21%	70,700
Other Materials & Services	0	2,147	9,700	77.87%	7,553
<b>Total Materials &amp; Services</b>	<u>21,170</u>	<u>77,423</u>	<u>245,200</u>	<u>68.42%</u>	<u>167,777</u>
Capital Outlay	304	7,183	36,000	0.00%	28,817
<b>Total EXPENDITURES</b>	<u>36,338</u>	<u>152,961</u>	<u>498,600</u>	<u>69.32%</u>	<u>345,639</u>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<u>31,306</u>	<u>140,497</u>	<u>122,200</u>	<u>-14.97%</u>	<u>(18,297)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers Out	(3,263)	(13,832)	(155,000)	91.08%	(141,168)
Other Uses	0	0	(20,000)	100.00%	(20,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>(3,263)</u>	<u>(13,832)</u>	<u>(175,000)</u>	<u>92.10%</u>	<u>(161,168)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>28,043</u>	<u>126,666</u>	<u>(52,800)</u>	<u>339.90%</u>	<u>(179,466)</u>
<b>BEGINNING FUND BALANCE</b>	160,605	61,982	56,500	9.70%	5,482
<b>ENDING FUND BALANCE</b>	<u>188,647</u>	<u>188,647</u>	<u>3,700</u>	<u>4998.58%</u>	<u>184,947</u>

## City of Dundee

Statement of Revenue & Expenditures  
 Water CIP Fund - 432  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	157	19,518	39,200	50.21%	19,682
Miscellaneous Revenue	909	3,611	6,000	39.82%	2,389
<b>Total REVENUE</b>	<b>1,066</b>	<b>23,129</b>	<b>45,200</b>	<b>48.83%</b>	<b>22,071</b>
<b>EXPENDITURES</b>					
Capital Outlay	2,504	4,613	265,000	98.26%	260,387
Debt Service	0	0	117,300	100.00%	117,300
<b>Total EXPENDITURES</b>	<b>2,504</b>	<b>4,613</b>	<b>382,300</b>	<b>98.79%</b>	<b>377,687</b>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<b>(1,438)</b>	<b>18,516</b>	<b>(337,100)</b>	<b>105.49%</b>	<b>-355,616</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	80,000	100.00%	80,000
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>100.00%</b>	<b>80,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(1,438)</b>	<b>18,516</b>	<b>(257,100)</b>	<b>107.20%</b>	<b>-275,616</b>
<b>BEGINNING FUND BALANCE</b>	<b>346,199</b>	<b>326,245</b>	<b>270,600</b>	<b>-20.56%</b>	<b>-55,645</b>
<b>ENDING FUND BALANCE</b>	<b>344,761</b>	<b>344,761</b>	<b>13,500</b>	<b>-2453.79%</b>	<b>-331,261</b>

**City of Dundee**  
Statement of Revenue & Expenditures  
Sewer Fund - 441  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	118,158	447,017	1,331,400	66.43%	884,383
Miscellaneous Revenue	466	1,546	4,500	65.65%	2,954
<b>Total REVENUE</b>	<u>118,624</u>	<u>448,563</u>	<u>1,335,900</u>	<u>66.42%</u>	<u>887,337</u>
<b>EXPENDITURES</b>					
Personnel Services	14,862	63,321	200,200	68.37%	136,879
<b>Materials &amp; Services</b>					
Supplies	807	4,564	21,500	78.77%	16,936
Professional Services	2,771	5,287	40,700	87.01%	35,413
Contractual Services	94	291	700	58.44%	409
Travel & Training	280	724	2,300	68.52%	1,576
Insurance	0	15,332	16,700	8.19%	1,368
Regulatory Requirements	330	3,444	5,600	38.49%	2,156
Utilities	524	17,316	85,100	79.65%	67,784
Repairs & Maintenance	14,945	22,577	221,300	89.80%	198,723
Interfund Services	6,883	27,533	86,400	68.13%	58,867
Other Materials & Services	0	2,149	9,500	77.38%	7,351
<b>Total Materials &amp; Services</b>	<u>26,634</u>	<u>99,217</u>	<u>489,800</u>	<u>79.74%</u>	<u>390,583</u>
<b>Total EXPENDITURES</b>	<u>41,496</u>	<u>162,538</u>	<u>690,000</u>	<u>76.44%</u>	<u>527,462</u>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<u>77,128</u>	<u>286,025</u>	<u>645,900</u>	<u>55.72%</u>	<u>359,875</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers Out	(61,425)	(188,392)	(745,600)	74.73%	(557,208)
Other Uses	0	0	(20,000)	100.00%	(20,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>(61,425)</u>	<u>(188,392)</u>	<u>(765,600)</u>	<u>75.39%</u>	<u>(577,208)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>15,704</u>	<u>97,633</u>	<u>(119,700)</u>	<u>181.56%</u>	<u>(217,333)</u>
<b>BEGINNING FUND BALANCE</b>	241,290	159,361	143,300	11.21%	16,061
<b>ENDING FUND BALANCE</b>	<u>256,994</u>	<u>256,994</u>	<u>23,600</u>	<u>988.96%</u>	<u>233,394</u>

## City of Dundee

Statement of Revenue & Expenditures  
Sewer CIP Fund - 442  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	6,164	24,508	37,200	34.12%	12,692
Miscellaneous Revenue	1,270	4,622	22,200	79.18%	17,578
<b>Total REVENUE</b>	<b>7,434</b>	<b>29,130</b>	<b>59,400</b>	<b>50.96%</b>	<b>30,270</b>
<b>EXPENDITURES</b>					
Capital Outlay	0	0	0	NA	0
Debt Service	36,130	36,130	689,200	94.76%	653,070
<b>Total EXPENDITURES</b>	<b>36,130</b>	<b>36,130</b>	<b>689,200</b>	<b>94.76%</b>	<b>653,070</b>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<b>(28,696)</b>	<b>(7,000)</b>	<b>(629,800)</b>	<b>98.89%</b>	<b>(622,800)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	55,500	166,500	666,000	75.00%	499,500
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>55,500</b>	<b>166,500</b>	<b>666,000</b>	<b>75.00%</b>	<b>499,500</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>26,804</b>	<b>159,500</b>	<b>36,200</b>	<b>-340.61%</b>	<b>(123,300)</b>
<b>BEGINNING FUND BALANCE</b>	<b>646,788</b>	<b>514,092</b>	<b>497,100</b>	<b>-3.42%</b>	<b>(16,992)</b>
<b>ENDING FUND BALANCE</b>	<b>673,592</b>	<b>673,592</b>	<b>533,300</b>	<b>-26.31%</b>	<b>(140,292)</b>

**City of Dundee**  
Statement of Revenue & Expenditures  
Storm Water Fund - 451  
From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	9,314	36,563	109,800	66.70%	73,237
Miscellaneous Revenue	59	166	1,000	83.44%	834
<b>Total REVENUE</b>	<b>9,373</b>	<b>36,729</b>	<b>110,800</b>	<b>66.85%</b>	<b>74,071</b>
<b>EXPENDITURES</b>					
Personnel Services	1,960	9,537	28,300	66.30%	18,763
Materials & Services					
Supplies	150	1,033	2,300	55.07%	1,267
Professional Services	1,471	1,604	5,600	71.36%	3,996
Travel & Training	0	61	200	69.50%	139
Insurance	0	209	200	-4.26%	(9)
Regulatory Requirements	0	0	100	100.00%	100
Utilities	108	313	1,100	71.54%	787
Repairs & Maintenance	3	359	2,700	86.71%	2,341
Interfund Services	1,133	4,533	12,100	62.53%	7,567
Other Materials & Services	0	3	300	98.92%	297
<b>Total Materials &amp; Services</b>	<b>2,864</b>	<b>8,116</b>	<b>24,600</b>	<b>67.01%</b>	<b>16,484</b>
<b>Total EXPENDITURES</b>	<b>4,824</b>	<b>17,653</b>	<b>52,900</b>	<b>66.63%</b>	<b>35,247</b>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURES</b>	<b>4,549</b>	<b>19,076</b>	<b>57,900</b>	<b>67.05%</b>	<b>38,824</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers Out	0	0	(63,900)	100.00%	(63,900)
Other Uses	0	0	(5,000)	100.00%	(5,000)
<b>Total OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>(68,900)</b>	<b>100.00%</b>	<b>(68,900)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>4,549</b>	<b>19,076</b>	<b>(11,000)</b>	<b>273.42%</b>	<b>(30,076)</b>
<b>BEGINNING FUND BALANCE</b>	<b>27,226</b>	<b>12,700</b>	<b>12,100</b>	<b>4.96%</b>	<b>600</b>
<b>ENDING FUND BALANCE</b>	<b>31,775</b>	<b>31,775</b>	<b>1,100</b>	<b>2788.67%</b>	<b>30,675</b>

## City of Dundee

Statement of Revenue & Expenditures  
 Storm Water CIP Fund - 452  
 From 10/01/2019 Through 10/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
<b>REVENUES</b>					
Charges for Services	2,436	9,744	15,000	35.04%	5,256
Miscellaneous Revenue	153	665	1,300	48.86%	635
<b>Total REVENUE</b>	<u>2,589</u>	<u>10,409</u>	<u>16,300</u>	<u>36.14%</u>	<u>5,891</u>
<b>EXPENDITURES</b>					
Capital Outlay	14,235	17,413	111,000	84.31%	93,587
Debt Service	0	0	23,700	100.00%	23,700
<b>Total EXPENDITURES</b>	<u>14,235</u>	<u>17,413</u>	<u>134,700</u>	<u>87.07%</u>	<u>117,287</u>
<b>EXCESS (deficiency) of REVENUE OVER EXPENDITURE</b>	<u>(11,647)</u>	<u>(7,004)</u>	<u>(118,400)</u>	<u>94.08%</u>	<u>-111,396</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	0	0	52,000	100.00%	52,000
<b>Total OTHER FINANCING SOURCES (USES)</b>	<u>0</u>	<u>0</u>	<u>52,000</u>	<u>0.00%</u>	<u>52,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(11,647)</u>	<u>(7,004)</u>	<u>(66,400)</u>	<u>0.00%</u>	<u>-59,396</u>
<b>BEGINNING FUND BALANCE</b>	92,555	87,912	71,400	0.00%	-16,512
<b>ENDING FUND BALANCE</b>	<u>80,908</u>	<u>80,908</u>	<u>5,000</u>	<u>0.00%</u>	<u>-75,908</u>

## AGENDA REPORT

To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: November 14, 2019  
Re: 2020 Council Goal Setting Process

Since 2010, the City Council conducted a goal setting session at the second regular meeting in January of the even years. The meetings were facilitated by the Mid-Willamette Valley Council of Governments (COG) staff and started at 6:00 pm, generally lasting three hours. The COG provided this service at no cost to the members, however, the process primarily involved review of the prior objectives, followed by updates or their removal, and the introduction of new objectives. From my perspective, the process began very deliberately and then sped up to frantic pace at the end in order to complete the review in one evening. Also, some of the stated objectives end up being more of a routine expectation of ongoing services or completion of projects already underway. Attached are the goals and objectives from the 2018 session.

COG Executive Director Sean O'Day noted that the current process of inhouse facilitation by the COG does not do enough for the members that wish to be fully engaged in a comprehensive strategic approach to goal setting. Sean will present to Council at the November 19 meeting an alternate approach to in-depth facilitated goal setting for establishing the vision, mission, goals, and objective/projects of the City. This alternate process involves the use of a contract facilitator and will require a greater time commitment by councilors and staff during the goal setting process, as well as subsequent reporting. Following Sean's presentation, I will be looking for direction from Council its preference for the 2020 goal setting process.



# GOAL-SETTING WORKSHOP RESULTS

## MISSION STATEMENT

The City of Dundee provides public services which support and improve the livability, safety and economic vitality of the community.

## GOALS

The City of Dundee will:

1. Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation and value to the community.
2. Provide proper planning, zoning and codes to manage growth in the City while improving overall livability, enhancing historical qualities and maintaining Dundee's unique character.
3. Develop and manage an integrated system of parks, paths and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.
4. Encourage a positive and viable economic environment and instill pride of ownership and sense of community shared by businesses and residents.
5. Provide efficient, effective and open government to best serve the community, increase civic involvement and support public safety.

OBJECTIVES

**Goal #1 - Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation and value to the community**

	OBJECTIVE	PRIORITY
*1	Periodically review and update SDC rates to ensure future development contributes fairly to the City's infrastructure. Seek guidance on potential for adoption of new Transportation SDC's.	1
2	Evaluate need for updates to all Facility Master Plans to meet current and future population needs including but not limited to: Water System Master Plan (February 2016) and associated rates, Wastewater Facility Plan (Updated August 2008) and associated rates, Parks and Open Space Plan (July 2008) and potential SDC's, Transportation System Plan (July 2015) and potential SDC's, Storm Drainage System Plan (November 2006) or other applicable Facility Master Plans. Involve the public in discussions of potential use of recycled water for irrigation and other non-potable purposes.	1
*3	On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and a 20% I&I reduction from 2018-2020).	1
4	Evaluate financial alternatives and new financing options for all Facility Plans and associated identified capital improvements including current fund balances/loans to assess potential cost savings, loan refinancing, and/or other sources to fund improvements.	1
5	Effect repairs as needed to the Fire Hall.	1
6	Secure funding to implement a free-flowing traffic pattern at the south Dundee bypass connection to Highway 99W (i.e. "fix the fishhook") and continue to assess and evaluate impacts of bypass and completion of full bypass/all aspects. Engage with ODOT on sound mitigation measures for Dundee bypass.	2
7	Continue to engage ODOT on completion of planned streetscape improvements. Explore and evaluate options for pedestrian safety on and crossing Highway 99W.	2
9	Prioritize and fund several projects in the Transportation System Plan (TSP), including through the use of SDC's or	3

	other city or grant revenue sources to support transportation improvements and needed maintenance.	
10	Pave all streets (no gravel roads).	4
11	Research/plan for accommodating future staff levels needs at / City Hall and/or evaluate partnership opportunities with CPRD and Newberg/Dundee Police Department for shared space.	4
12	Continue implementation of street maintenance plan. Goal of meeting Pavement Condition Index (PCI) of 85% by 2020.	4
13	Promote water conservation (public and private) in the City and water losses via city distribution piping network.	4
14	Encourage reduction of traffic on 99W by evaluating alternative routes and methods in conjunction with ODOT and Yamhill County, including participation in planning efforts.	4

**Goal #2 – Provide proper planning, zoning and codes to manage growth in the City while improving overall livability, enhancing historical qualities and maintaining Dundee’s unique character.**

	OBJECTIVE	PRIORITY
1	Look for partnership opportunities for yearly spring clean-up events (ex: SOLV event, local Rotary or Boy Scouts). Support CPRD in their weed eradication efforts.	1
*2	Update development codes, focusing on park land dedication and on-site storm water management for new developments.	1
*3	Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan. Complete Riverside Zone changes and Design Standards.	1
4	Improve the visual appearance of downtown through education, code enforcement and public property beautification and maintenance.	1
5	Develop public parking plan.	2
6	Integrate unique identity elements within Improvement Design Standards.	2
7	Develop plan for Dundee Visitor Information Center with public restrooms.	2
8	Council to meet jointly with Planning Commission as needed to outline and coordinate activities, objectives and priorities. Conduct annual joint Planning Commission and City Council work sessions, especially upon completion of bi-annual Goal Setting update and community surveys.	4
9	Encourage and provide Planning Commissioners with on-	4

	going training opportunities, seminars or on-line videos.	
--	---	--

**Goal #3 – Develop and manage an integrated system of parks, paths and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.**

	OBJECTIVE	PRIORITY
1	Initiate civic core visioning process to secure permanence of both Dundee-Billick Park and Sander Estate Park. Conduct outreach to school district and Chehalem Parks and Recreation Department (CPRD) for updates and potential partnerships.	1
2	Restore public access to riverfront.	2
3	Develop short and long-term strategies for the conversion of existing wastewater treatment facility lands toward future park, paths and open space use in order to promote wildlife and wetland habitat restoration at former wastewater treatment lagoons.	3
4	Interconnect Harvey Creek (Trail), Harvey Creek Springs and Viewmont (Greenway Park) properties via trails.	3
5	Improve non-motorized connectivity between the hills, the river and neighboring communities through coordinated trail system.	3
6	Pursue potential purchase of 20 acres adjacent to Harvey Creek Trail property for expansion of trail system.	3
7	Continue to implement the Parks and Open Space Plan (July 2008).	4
8	Maintain effective communication with Chehalem Park and Recreation District (CPRD) via quarterly updates from CPRD and attendance of City representative at key CPRD Board meetings.	4

**Goal #4 – Encourage a positive and viable economic environment and instill pride of ownership and sense of community shared by businesses and residents.**

	OBJECTIVE	PRIORITY
1	Conduct program outreach and marketing efforts to promote interest in façade improvement program.	1
2	Construct Welcome to Dundee sign for the south end of the City.	1
3	Underground utilities on Highway 99W.	3
4	Encourage development/re-development of downtown businesses.	4

5	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4
6	Feature yard maintenance/innovations/ backyard options and activities in City newsletter as information items (i.e. xeriscaping, yard waste reminders, composting suggestions and other informational items).	4

**Goal #5 - Provide efficient, effective and open government to best serve the community, increase civic involvement, and support public safety.**

	OBJECTIVE	PRIORITY
1	Upgrade and enhance the City's website.	1
2	Continue newsletter and explore other effective mediums for communication with the community.	1
3	Develop reliable documentation (i.e. log books) for public works activities, including additional administrative staff and resources.	1
4	Evaluate installation options of speed radar reader board at alternate locations depending upon needs/concerns (i.e. SW 1 <sup>st</sup> Street, by the Elementary School, etc.).	1
5	Assist Fire Department in the recruitment and retention of volunteer fire personnel and in addressing other public safety needs and funding options.	1
6	Maintain and periodically review employee handbook for compliance.	4
7	On-going communication with Yamhill County and City of Newberg by encouraging attendance of City elected officials and staff at relevant meetings and participation on relevant studies, taskforces and committees.	4
8	Publicly recognize community volunteers (such as parks, planning, fire, budget committees). Schedule joint Planning Commission and City Council work session for acknowledgement or add to other potential events for recognition and awards.	4
9	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy.	4
10	Provide a positive work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities.	4
11	Conduct annual staff and City Council social events and opportunities.	4
12	Develop and implement a request for customer feedback for	4

	City services related to development/redevelopment with objective to improve City services. To be completed bi-annually with bi-annual Goal Setting (Council to review survey results and report as part of and to help inform Goal Setting).	
13	Ensure an ethic of customer service for City government.	4

**\*Top four objectives selected by the City Council:**

- Goal 1 Objective 1                      Periodically review and update SDC rates to ensure future development contributes fairly to the City’s infrastructure. Seek guidance on potential for adoption of new Transportation SDC’s.
- Goal 1 Objective 3                      On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and a 20% I&I reduction from 2018-2020).
- Goal 2 Objective 2                      Update development codes, focusing on park land dedication and on-site storm water management for new developments.
- Goal 2 Objective 3                      Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan. Complete Riverside Zone changes and Design Standards

<p><b>KEY TO PRIORITY RATINGS</b></p> <ul style="list-style-type: none"> <li>• 1 – Do now – budget in the forth-coming budget year</li> <li>• 2 – Look at accomplishing 2-3 years in the future</li> <li>• 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future</li> <li>• 4 – Routine – on-going from year to year</li> </ul>
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**Glossary**

- CPRD:                      Chehalem Parks and Recreation Department  
I&I:                              Inflow & Infiltration  
ODOT:                        Oregon Department of Transportation  
PCI:                            Pavement Condition Index  
TSP:                            Transportation System Plan  
SDC’s:                        System Development Charges

# AGENDA REPORT

To: Mayor Russ and City Council  
 From: Rob Daykin, City Administrator  
 Date: November 14, 2019  
 Re: PERS Side Account Incentive Program

As reported at the August 20 council meeting, the State legislature authorized \$100 million this year to fund the Employer Incentive Fund (EIF). The EIF is managed by PERS and is the source of a 25% match to an employer's lump sum payment to a side account. Payment into a PERS side account is credited with investment earnings (or losses) as are all other assets in the PERS pension portfolio and the side account balance is amortized over a 20-year period to provide an adjustment to that specific employer's PERS contribution rates.<sup>1</sup> Agencies with an Unfunded Actuarial Liability (UAL) greater than 200% of total annual payroll could make application to the EIF on September 3. Applications to the EIF are approved in the order they are received, until all funds have been committed. As of November 1, about \$15.4 million of the \$100 million have been allocated. The next round of applications for agencies with an UAL less than or equal to 200% of payroll starts December 2.

If an agency is successful in obtaining an EIF match, the lump-sum payment may be made any time until August 31, 2020. If the agency is unable to make the scheduled lump-sum payment, then the unused EIF is offered to the next agency on a waiting list. PERS also anticipates at least one additional EIF application cycle in 2021 from other revenue provided by the State legislature. As part of the online application process, an agency must submit proof of using the PERS Employer Rate Projection Tool. Based on the specific payroll information found in the agency's 2017 actuarial report, the agency's specific contribution rates and the side account deposit proposed (including the EIF match), the tool will provide an estimated side account rate offset and the 20-year cumulative reduction amount.<sup>2</sup> The following table shows the results for the City of Dundee at various amounts:

City Pymt	EIF Added	Rate Offset	Cumulative Reduction
\$200,000	\$250,000	2.76%	\$432,523
\$250,000	\$312,500	3.45%	\$540,654
\$300,000	\$375,000	4.14%	\$648,785
\$350,000	\$437,500	4.82%	\$756,916
\$400,000	\$500,000	5.51%	\$865,047

<sup>1</sup> A \$1,500 administrative fee is deducted from the side account in the first year and each year thereafter, the administrative fee is reduced to \$500.

<sup>2</sup> The Rate Projection Tool assumes annual earnings of 7.02% and a 3.5% growth rate in payroll. In actuality, the side account offset will be re-calculated, along with the PERS contribution rates, following the end of the odd-numbered years and based on the City's Actuarial Valuation Report.

To what extent the City may be interested in participating in the EIF program will be based on two factors: 1) the tolerance of risk that the City is willing to accept that the actual performance of the side account reflects PERS Employer Rate Projection Tool forecast, and 2) the availability of funds that are otherwise needed for current programs and projects.<sup>3</sup> I have estimated the General Fund beginning balance at the start of the next fiscal year, July 1, 2020, to be \$520,000. The minimum starting balance required in the General Fund in order to maintain cash flow until the collection of that year's tax levy in November is about \$220,000. Also, it may be prudent to retain additional funds for emergency use or unplanned expenditure. The other operating funds with personnel cost are the Street Fund, Water Fund, Sewer Fund and the Stormwater Fund. These other funds do not carry large reserves and are fully committed to their respective programs. While it will be a policy decision of the Council whether to use these funds, it should be based on a clear understanding of the immediate effect it will have to current services. Also, it should be noted that the City will have another opportunity in 2021 for an EIF side account application. I recommend making application in the December 2 round to the EIF program using only the General Fund reserves in an amount not exceeding \$300,000.

Assuming payment to the side account is made to PERS prior to September 1, 2020, the rate offset including the EIF match will be calculated based on the 2021 Actuarial Valuation Report and will go into effect July 1, 2022. If the City wishes to have the rate offset factor go into effect on the date of the City's payment, then the City has the option to pay for an interim Actuarial Valuation Report at a cost of \$1,000. In our case, the payment would be August 1, 2020.

A PERS representative, MaryMichelle Sosne, will attend the November 19 meeting to address questions from Council regarding the EIF program and application process.

Recommendation: Council motion authorizing the city administrator to make application to the PERS Employer Incentive Fund program in the amount of \$ \_\_\_\_\_ from the General Fund and to request preparation of an actuarial report based on the side account payment date of August 1, 2020.

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<sup>3</sup> Payment to the side account with the EIF match must be made from current cash resources and not from borrowed funds.

## AGENDA REPORT

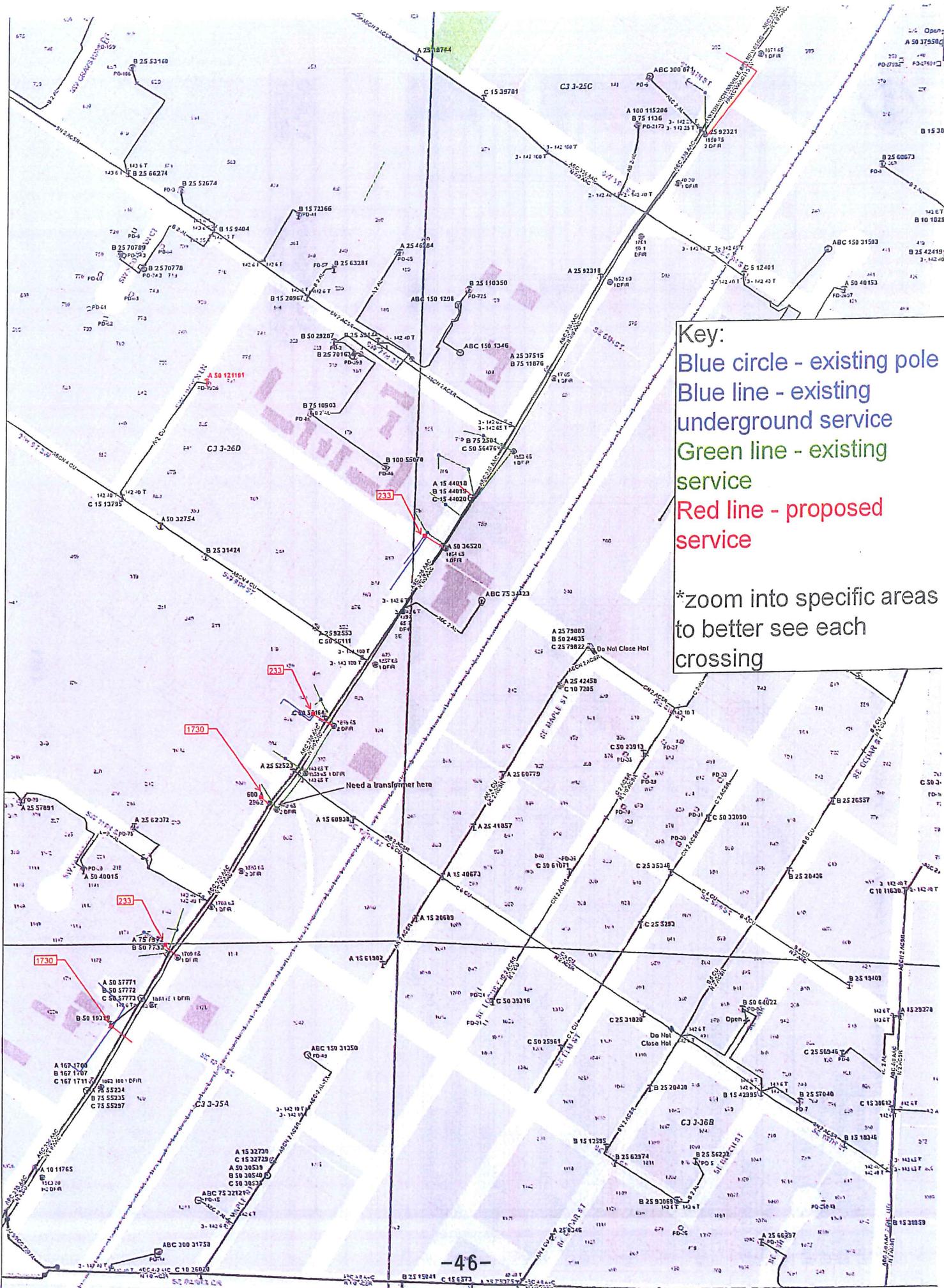
To: Mayor Russ and City Council  
From: Rob Daykin, City Administrator  
Date: November 14, 2019  
Re: PGE Undergrounding Design

Earlier this month PGE provided budget estimates to the City for the installation of conduits and vaults in the highway to accommodate future undergrounding of the existing service connections to structures located next to the highway and the primary lines crossing the highway at Third Street, Fifth Street, Seventh Street, and Ninth Street. The total estimated cost of \$155,703 for the two projects assumes the work would be completed as part of the ODOT 2021 Highway 99W Improvements Project. The undergrounding is not required due to relocation to accommodate the ODOT project, and as such, the cost will have to be covered by the City. Undergrounding of the overhead PGE wires crossing the highway is both a City goal and an Urban Renewal goal, and completion of this phase of the work will facilitate future undergrounding at a much lesser cost than waiting until after completion of the highway improvements. If Council agrees with the installation of the conduits and vaults as part of the ODOT 2021 Highway 99W Improvements Project, then the next step is to complete the electric facility design by PGE that would be ultimately provided to ODOT through the City Engineer. ODOT will prepare an agreement with the City for this work and require a deposit to cover its construction from the City prior to the advertisement of bids for the greater project in 2020. Because this work will be completed as part of the highway improvements project, PGE will not charge the City for the electrical design but will require Council authorization to proceed with the work.

Recommendation: Council motion to direct the city engineer to initiate a work order with PGE for the installation of conduits and vaults to accommodate future undergrounding of PGE primary and secondary crossings of the highway.







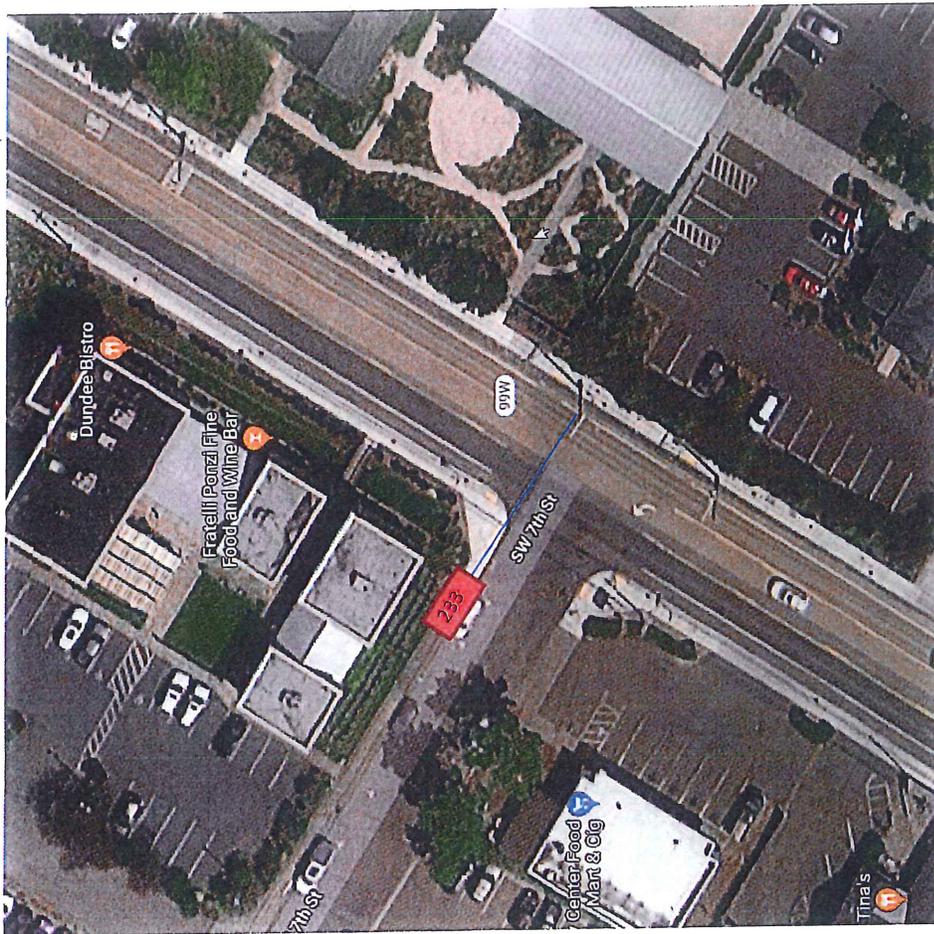
**Key:**  
 Blue circle - existing pole  
 Blue line - existing underground service  
 Green line - existing service  
 Red line - proposed service

\*zoom into specific areas to better see each crossing















The following additional pages were addendum items from the November 19, 2019 City Council Meeting.

# Strategic Level Leadership: A Primer for Local Government Officials

Sean E. O'Day

Executive Director

Mid-Willamette Valley Council of Governments

# About Me



20 + years in  
public service



State & Local  
Government

Legal and Non-legal  
Senior positions



Military Officer



Government  
Ethics  
Commissioner



Training /  
Facilitation

# Governing Basics:

Two pillars  
of public  
service



## Transparency

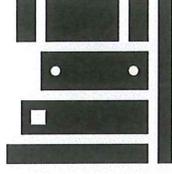
Public Records  
Public Meetings  
Local  
Government  
Budget Law



## Accountability

Ethics  
Elections

# Local Government Elected Official Library



- ▶ Attorney General's Public Records and Meetings Manual
- ▶ Oregon Government Ethics Commission Guide to Public Officials
- ▶ Local Government Budgeting
- ▶ Restrictions on Campaigning

# City Government Structure In Oregon

Home Rule

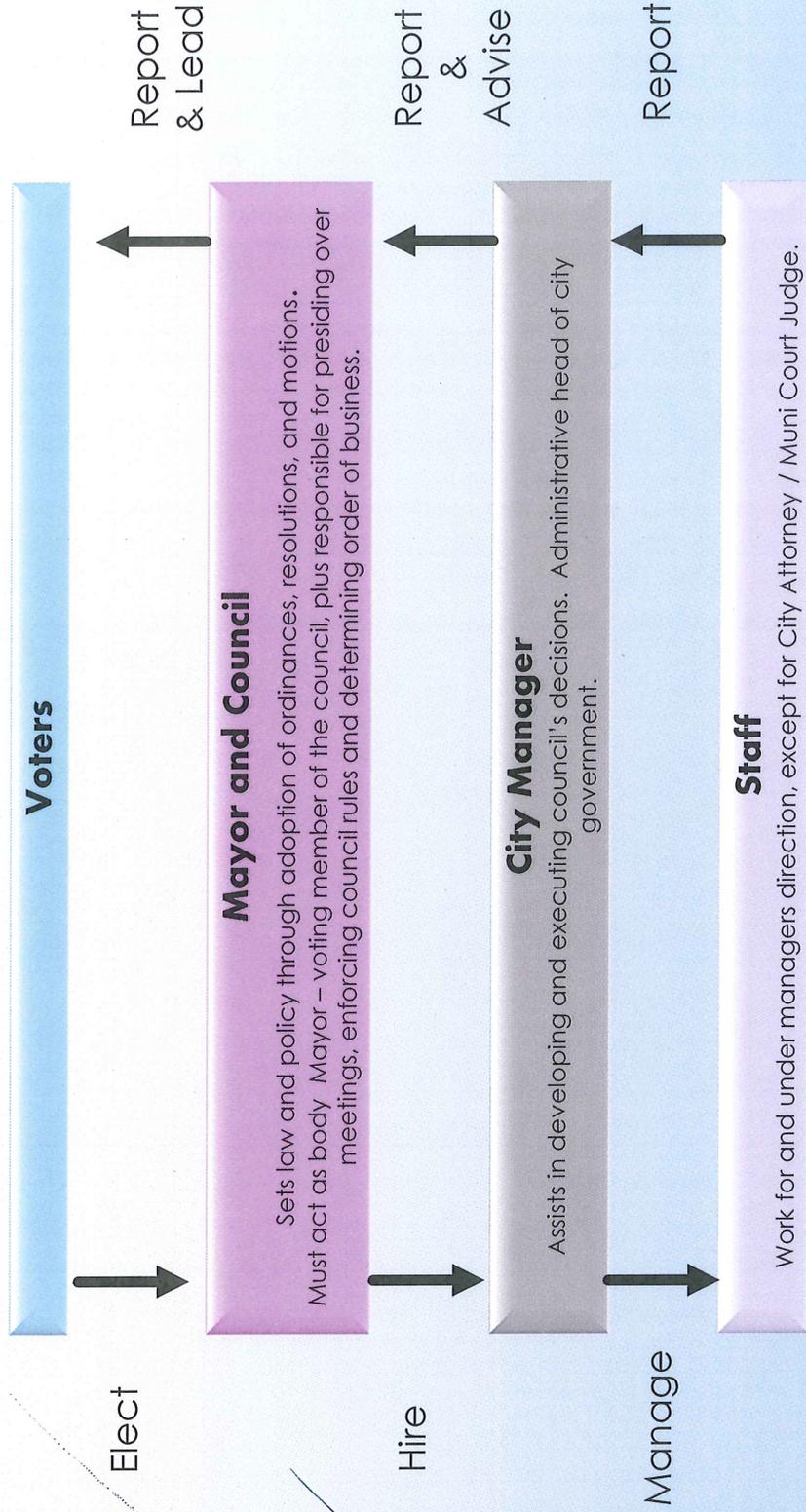
Mayor-Council

Council - Manager

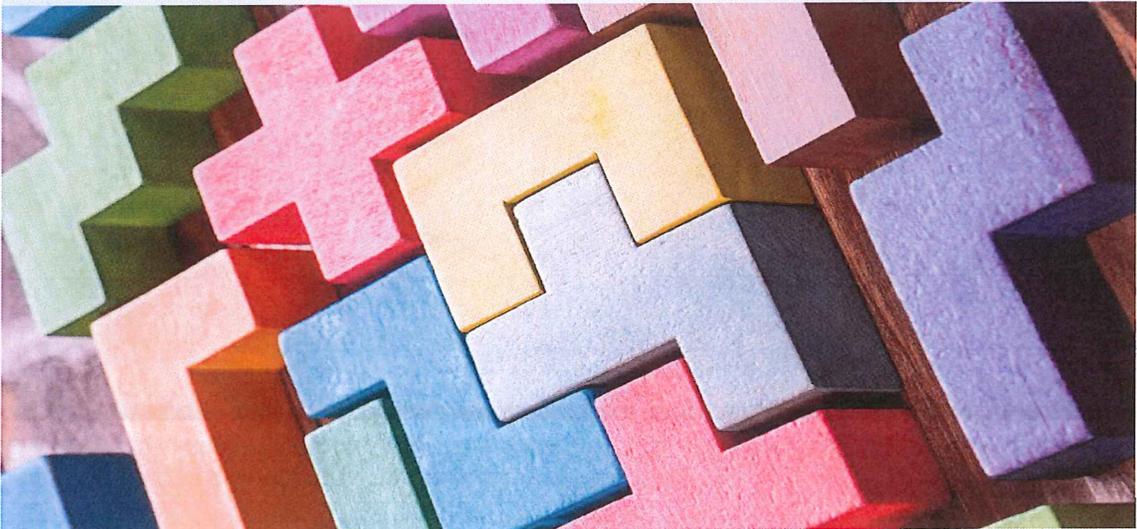
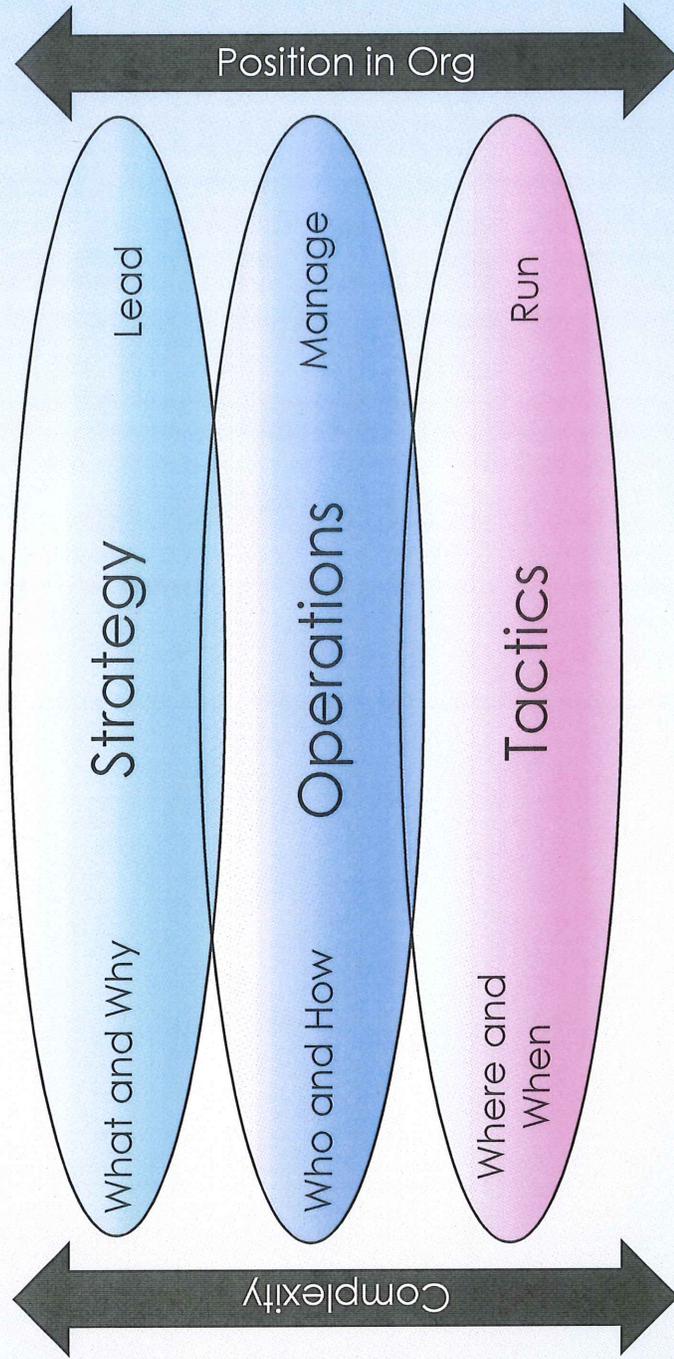
Strong Mayor

Commission

# Roles



# A Strategic Mindset

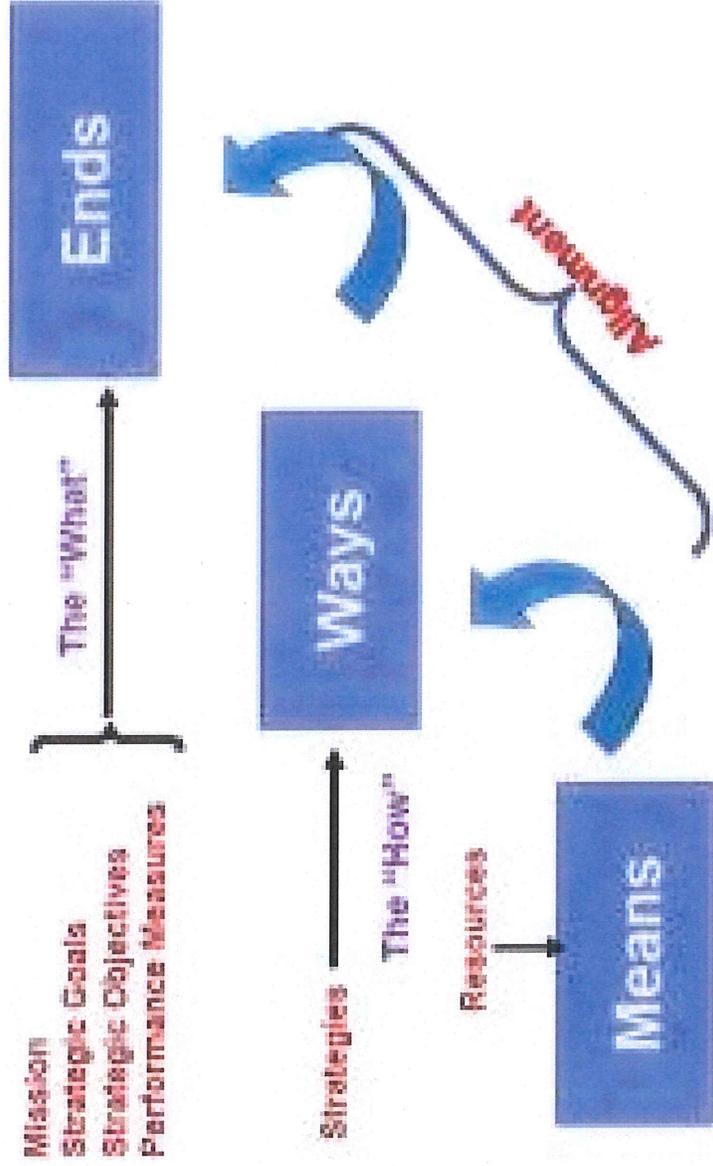


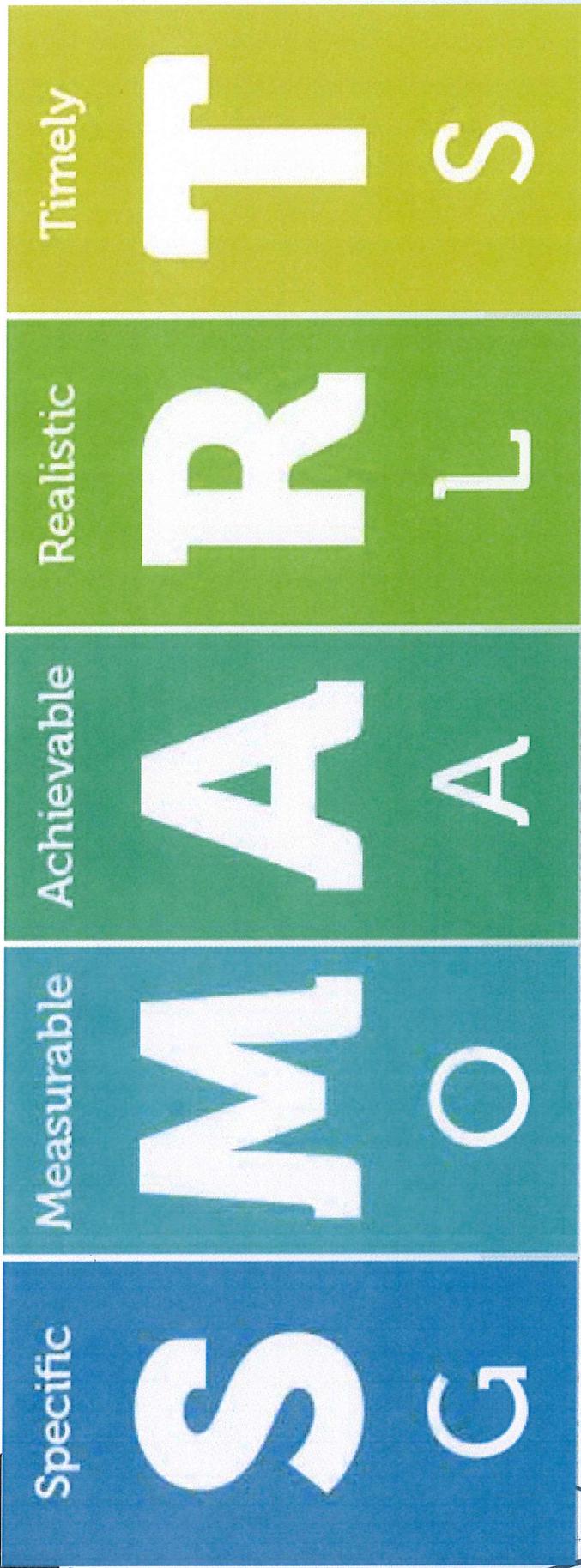
# Strategic Leadership Defined

Strategic leadership is the process of **aligning people, systems, and resources** to **achieve a vision** for the enterprise while **enabling an adaptive and innovative culture** necessary to maximize internal strengths, overcome internal weakness, exploit external opportunities, and eliminate external threats.

- ▀ Conceptual: Critical Thinking Skills
- ▀ Technical: Understanding of Governance Principles, Politics, Local Economy and Community Culture and Demographics
- ▀ Interpersonal: Consensus Building, Negotiation and Communication

# Strategic Planning Framework





Specific

**S**  
**G**

What do you want to do?

Measurable

**M**  
**O**

How will you know when you've reached it?

Achievable

**A**  
**A**

Is it in your power to accomplish it?

Realistic

**R**  
**L**

Can you realistically achieve it?

Timely

**T**  
**S**

When exactly do you want to accomplish it?

	PERS Reduction Based on Rate Offset to FY 2020-21 Payroll					
	Payroll FY 2019-20	Payroll FY 2020-21*				
GENERAL FUND:						
Admin	176,800	183,900				
Court	10,300	10,700				
Com Dev	12,200	12,700				
Fire	218,700	234,000				
Total General Fund	<u>418,000</u>	<u>441,300</u>				
OTHER FUNDS:						
Street	25,300	26,800				
Water	129,700	137,500				
Sewer	117,500	124,600				
Storm	16,700	17,700				
Total Other Funds	<u>289,200</u>	<u>306,600</u>				
Total All Funds	<u>707,200</u>	<u>747,900</u>				
	200,000	250,000	300,000	350,000	400,000	City Deposit
	250,000	312,500	375,000	437,500	500,000	w/EIFMatch
	2.76%	3.45%	4.14%	4.82%	5.51%	Rate Offset
	5,076	6,345	7,613	8,864	10,133	
	295	369	443	516	590	
	351	438	526	612	700	
	6,458	8,073	9,688	11,279	12,893	
	<u>12,180</u>	<u>15,225</u>	<u>18,270</u>	<u>21,271</u>	<u>24,316</u>	
	740	925	1,110	1,292	1,477	
	3,795	4,744	5,693	6,628	7,576	
	3,439	4,299	5,158	6,006	6,865	
	489	611	733	853	975	
	<u>8,462</u>	<u>10,578</u>	<u>12,693</u>	<u>14,778</u>	<u>16,894</u>	
	20,642	25,803	30,963	36,049	41,209	

\*Assumes 4% growth to Admin, 7% to Fire and 6% to PW over FY 2019-20 budgeted payroll.

Additional deposit added to \$300,000 from General Fund	
	Current Significant Uses
DISTRIBUTION BY FUND:	
Street	50,000
Water	100,000
Sewer	4,371
Storm	22,423
	20,320
	2,886
	8,741
	44,847
	40,639
	5,773
	2.8
	5.3
	Estimated years PERS reduction breaks event with additional deposit

### 3.12.020 Personal service contracts.

A. "Personal service contract" means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. The city administrator has discretion to determine whether a particular contract or service falls within this definition. For the purposes of this section, personal services contracts do not include such contracts for architectural, engineering and land surveying services. The procedures for those contracts are found in the Model Rules, OAR 137-048.

B. The following formal selection procedure will be used when the estimated payment to the contractor exceeds \$25,000:

1. Announcement. The city will give notice of its intent to procure personal services through the League of Oregon Cities, and any other means the city deems appropriate, including contacting prospective contractors directly. Announcements will include:

- a. A description of the proposed project;
- b. The scope of the services required;
- c. The project completion dates;
- d. A description of special requirements;
- e. When and where the application may be obtained and to whom it must be returned;
- f. The closing date; and
- g. Other necessary information.

2. Application. Applications will include a statement that describes the prospective contractor's credentials, performance data, examples of previous work product or other information sufficient to establish contractor's qualification for the project, references, and other information identified by the city as necessary to make its selection.

3. Initial Screening. The city administrator will evaluate the qualifications of all applicants and select a prospective contractor or prospective contractors whose application demonstrates that the contractor is best qualified to meet the city's needs.

4. Final Selection.

a. The city administrator will interview the finalists selected from the initial screening. At the city administrator's discretion, the interviews may be conducted before the board.

b. After the interview process concludes, the city administrator will make the final selection. If the interviews are conducted before the board, the board will make the final selection.

c. The final selection will be based upon applicant capability, experience, project approach, compensation requirements, references and any other criteria identified by the city as necessary for the city to select a contractor.

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# Tourism Website & Social Media Services



**DUNDEE**  
*Oregon*

THE CITY OF DUNDEE  
REQUEST FOR PROPOSALS

DECEMBER 4, 2019

# City of Dundee, Oregon

## Request for Proposals Tourism Website & Social Media Services

December 4, 2019

### Sections:

1. The City of Dundee
2. General Scope of Services Description
3. Proposal Requirements
4. Proposal Submittal
5. Evaluation of Qualifications

Attachment - Personal Services Contract

# 1. THE CITY OF DUNDEE

The City of Dundee, with a population of 3,230 is a semi-rural town located 30 minutes southwest of Portland in the Yamhill County wine country. Dundee residents enjoy an abundance of highly rated restaurants, award winning wineries, unparalleled vistas, and excellent quality of life. Dundee was incorporated in 1895 and is a home rule city operating under a city charter adopted in 1998. The City is governed by a City Council comprised of six Councilors and the Mayor. The City Administrator is the administrative head of city government and is appointed by the City Council.

# 2. GENERAL SCOPE OF SERVICES DESCRIPTION

The City is seeking assistance from an experienced social media and marketing firm to effectively promote the Dundee brand. An effective destination marketing program will result in increased visitor spending in Dundee, and increased occupancy/revenue per available room in Dundee-based commercial lodging facilities.

The City imposes a 10 percent local transient room tax (TRT) of which 70% of the collected TRT tax revenue is dedicated to the promotion of tourism and support of tourism-related facilities in Dundee. The nine members of the Dundee Tourism Committee are appointed by the City Council and are responsible for development of a long-range strategic plan aimed at promoting tourism in the City. The Dundee Tourism Committee meets once a month and assigns specific projects to sub-committees that meet as needed. The prospective firm will coordinate its efforts through the Dundee Tourism Committee.

The objective of the City is to award a            - year contract. The City may opt to extend the contract under the same or new terms. The City may also decide to initiate a new RFP process at the close of any contract period or upon termination for any reason.

Specifically, the prospective firm will conduct the following:

- Manage and maintain the City's tourism website at [TravelDundeeOregon.com](http://TravelDundeeOregon.com)
- Maintain and update social media platforms with new content promoting Dundee
- Engage local merchants, developing and implementing in-person and electronic contacts
- Create resource content for tourism businesses
- Create and lead a marketing strategy
- Prepare press releases as needed
- Assist with grant writing to leverage Dundee's TRT with other partners
- Prepare a monthly activity report to be presented to the Dundee Tourism Committee
- Prepare minutes of the Dundee Tourism Committee regular monthly meetings
- Maintain working relationships with other Destination Marketing Organizations



and the format was readable by the City. If the submittal is hand delivered, it must be delivered to and stamped by personnel at the City of Dundee's City Hall, at the address above.

Questions, inquiries, or comments regarding this Request for Proposals should be directed to Rob Daykin, phone (503) 538-3922; email Rob.Daykin@dundeecity.org.

## 5. EVALUATION OF SUBMITTALS

The City intends to select the firm that provides the services requested by the City and exhibits the strongest ability to provide the desired services most effectively for the least cost. The selection review team shall be comprised of the **City Administrator and** \_\_\_\_\_ . The City retains sole discretion in this decision. The City reserves the right to reject any or all submittals and to negotiate or hold interviews with any one or more of the respondents. The target date for final selection is \_\_\_\_\_ , 2020.

## ATTACHMENT – PERSONAL SERVICES CONTRACT

The attached contract form has been approved in concept by the Dundee City Attorney. Changes in the language and construction of the document must be raised and resolved in the RFP process. All participants are requested to delineate methods of compensation to be included in the final contract. In addition, participants are requested to cite and define any other proposed changes, additions, deletions or modifications to the final contract.

**CITY OF DUNDEE, OREGON**  
**WEBSITE AND SOCIAL MEDIA MANAGEMENT AGREEMENT**

This Website and Social Media Management Agreement (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 (“Effective Date”) by and between the City of Dundee, a municipal corporation of the State of Oregon, hereinafter called (“Owner”), and \_\_\_\_\_, hereinafter called (“Consultant”).

**RECITALS**

WHEREAS, the Owner budget provides for services related to website and social media management for Travel Dundee Oregon; and

WHEREAS, Owner has need for the services of a company with a particular training, ability, knowledge, and experience possessed by Consultant, and

WHEREAS, Owner has determined that Consultant is qualified and capable of performing the professional services Owner requires, pursuant to the terms of this Agreement.

**AGREEMENT**

THEREFORE, the parties agree as follows:

1. **SERVICES TO BE PROVIDED.** Consultant shall initiate services immediately upon receipt of Owner’s notice to proceed together with an executed copy of this Agreement. Consultant agrees to complete work that is described in Exhibit A and by this reference made a part hereof (the “services”). The parties may modify the services by including desired changes in a written “change order” that explains the changes and the adjustment to the payment for the services that will result from such changes.

2. **EFFECTIVE DATE AND DURATION.** This Agreement shall become effective upon the date of execution, and shall expire, unless otherwise terminated or extended in writing, on March 31, \_\_\_\_\_.

3. **COMPENSATION.** The Owner agrees to pay Consultant \$\_\_\_\_\_ per month for performance of those services described in Exhibit A. For special projects, outside the scope of Exhibit A, Owner shall pay Consultant \$\_\_\_\_\_ per hour. Owner must preauthorize all special projects. Any and all payments made to the Consultant shall be based upon the following applicable terms:

A. Consultant’s expenses are not reimbursable unless they are specifically identified as reimbursable in this Agreement.

B. Payment will be made in installments based on Consultant’s invoice, subject to the approval of the Owner.

C. The Owner certifies that sufficient funds are available and authorized for expenditure to finance costs of this Agreement during the current fiscal year. Funding during future fiscal years shall be subject to budget approval by Dundee’s City Council.

4. **OWNERSHIP OF WORK PRODUCT.** Owner shall be the owner of and shall be entitled to possession of any and all work products of Consultant which result from this Agreement, including any computations, plans, correspondence or pertinent data and information gathered by or computed by Consultant prior to termination of this Agreement or upon completion of the work pursuant to this Agreement.

5. **ASSIGNMENT/DELEGATION.** Neither party shall assign or transfer any interest in or duty under this Agreement without the written consent of the other and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented.

6. **STATUS OF CONSULTANT AS INDEPENDENT CONSULTANT.**  
Consultant certifies that:

A. Consultant acknowledges that for all purposes related to this Agreement, Consultant is and shall be deemed to be an independent Consultant as defined by ORS 670.600 and not an employee of Owner, shall not be entitled to benefits of any kind to which an employee of Owner is entitled and shall be solely responsible for all payments and taxes required by law. Furthermore, in the event that Consultant is found by a court of law or any administrative agency to be an employee of Owner for any purpose, Owner shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Consultant under the terms of this Agreement, to the full extent of any benefits or other remuneration Consultant receives (from Owner or third party) as a result of said finding and to the full extent of any payments that Owner is required to make (to Consultant or to a third party) as a result of said finding.

B. Consultant is not an officer, employee, or agent of the Owner as those terms are used in ORS 30.265.

7. **INDEMNIFICATION.**

A. Consultant represents that all of its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of a Consultant's work or payment to Consultant by Owner shall not operate as a waiver or release.

B. Consultant agrees to indemnify and defend the Owner, its officers, employees, agents and representatives and hold them harmless from any and all liability, causes of action, claims, losses, damages, judgments or other costs or expenses including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place including any hearing before federal or state administrative agencies) that may be asserted by any person or entity which in any way arise from, during or in connection with the performance of the services described in this Agreement, except liability arising out of the sole negligence of the Owner and its employees.

8. **INSURANCE.** While this Agreement is in effect, Consultant shall maintain insurance coverage in the following minimum amounts:

Automobile Liability: \$100,000 per occurrence

Worker's Compensation: As required by law

Consultant shall provide the City with an endorsement naming the City, its officers, employees, and agents, as an additional insured.

**9. METHOD & PLACE OF SUBMITTING NOTICE, BILLS AND PAYMENTS.** All notices, bills and payments shall be made in writing and may be given by personal delivery, mail or email. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

CITY OF DUNDEE	
Attn: Rob Daykin	Attn:
Address: PO Box 220 Dundee OR 97115	Address:
Phone: (503) -538-3922	Phone:
Email: Rob.Daykin@dundeeOwner.org	Email:

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to who notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

**10. MERGER.** This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

**11. TERMINATION.** At any time and without cause, either party may terminate this Agreement at any time by providing 30 days advance written notice. In the event of such termination, the Owner shall be obligated to pay only for actual services provided by Consultant.

**12. ACCESS TO RECORDS.** Owner shall have access to such books, documents, papers and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

**13. FORCE MAJEURE.** Neither Owner nor Consultant shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or unusually severe weather, or delay of supplies due to such cause; provided that the parties so disabled shall within ten (10) days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

**14. NON-WAIVER.** The failure of Owner to insist upon or enforce strict performance by Consultant of any of the terms of this Agreement or to exercise any rights hereunder should not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or

rights on any future occasion.

**15. ERRORS.** Consultant shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost.

**16. ATTORNEY'S FEES.** In case suit or action is instituted to enforce the provisions of this contract, the parties agree that the losing party shall pay such sum as the court may adjudge reasonable attorney fees and court costs, including attorney's fees and court costs on appeal.

**17. GOVERNING LAW.** The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Venue shall be in the Yamhill County Circuit Court.

**18. COMPLIANCE WITH STATE AND FEDERAL LAWS/RULES; NON-DISCRIMINATION.**

**A.** Consultant shall comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, the requirements concerning working hours, overtime, medical care, workers compensation insurance, health care payments, payments to employees and subcontractors and income tax withholding contained in ORS Chapters 279A, 279B and 279C, the provisions of which are hereby made a part of this agreement.

**B.** Consultant agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Consultant also shall comply with the Americans with Disabilities Act of 1990, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

**19. CONFLICT BETWEEN TERMS.** It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the contract, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

**20. AUDIT.** Consultant shall maintain records to assure conformance with the terms and conditions of this Agreement, and to assure adequate performance and accurate expenditures within the contract period. Consultant agrees to permit Owner, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this Agreement to assure the accurate expenditure of funds.

**21. SEVERABILITY.** In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the agreement.

**22. WAIVER; MODIFICATION.** No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Consultant, by the signature of its authorized representative, hereby acknowledges that he/she has read this Agreement,

understands it and agrees to be bound by its terms and conditions.

**IN WITNESS WHEREOF**, Owner and Consultant have executed this Agreement on the Effective Date.

**City of Dundee:**

\_\_\_\_\_  
Rob Daykin, City Administrator

**(Name of Consultant):**

\_\_\_\_\_  
Signature Name/Title

**EXHIBIT A**  
**Description of Services/Fees**