



NOTICE OF DUNDEE CITY COUNCIL GOAL SETTING WORKSHOP

NOTICE IS HEREBY GIVEN that the Dundee City Council will hold a Goal Setting Workshop on Wednesday, March 16, 2022 at 6:00 P.M. Although the meeting is open to the public, there will be no opportunity for public comment. The workshop will be held at the Dundee Fire Station community room and also available via Zoom Video Communications as follows:

Join Zoom Meeting: <https://us02web.zoom.us/j/84178667914>

One tap mobile: +1 669 900 6833

Meeting ID: 841 7866 7914

2020 GOAL-SETTING SUMMARY

CITY OF DUNDEE, OREGON

City Council Goal-Setting

February 6, 2020

4pm – 8pm

Dundee Community Room

City Council Members In Attendance: Ted Crawford, Patrick Kelly, Storr Nelson, Kristen Svicarovich, David Russ (Mayor), and Tim Weaver.

Staff in Attendance: Rob Daykin, City Administrator; Melissa Lemen, Administrative Assistant

Others in Attendance: Sue Dicile, facilitator.

SWOT Assessment

Based on information from pre-session interviews with Council members and in-session discussion the following SWOT Assessment was established.

<p>Strengths</p> <ul style="list-style-type: none">➤ A small town that is a great place to live. A close knit community. Sense of safety and belonging. A good place for families.➤ Location in the Willamette Valley, Name recognition as the gateway to wine country, Beauty of the river and the area.➤ Excellent city staff. Resources are well managed "to make good things happen in the city."	<p>Weaknesses</p> <ul style="list-style-type: none">➤ A bedroom community, lessens engagement, communication, people out of the loop and therefore disappointed.➤ Scale. A small city, with a small tax base, under the stress of growth.➤ Projects and aspirations overlooked due to dependence on "partner" entities, e.g. bypass built without a walking path, or contract services in planning and building inspection that are not sufficiently responsive to the city's needs..➤ Citizen perspective insufficiently sought.
<p>Opportunities</p> <ul style="list-style-type: none">➤ To work with ODOT toward the second part of the bypass, repaving of Hwy 99, and road and sidewalk construction.➤ To activate our plan for riverfront development, including trails/connectivity as soon as we obtain the property.➤ To open up a new piece of real estate if the school bond passes – potential uses include preservation of parkland, and/or a new city hall.	<p>Risks/Threats</p> <ul style="list-style-type: none">➤ Risk of loss of sense of community and small town feeling from Riverside expansion, light and noise from bypass, and growth in general.➤ Willamette River as a future source of water could be expensive, or be the cause of a moratorium imposed by the state or developers, or could be compromised due to climate change.

Issues of Strategic Importance to the City of Dundee in 2020

Based on existing assessment documents, results of a community visioning project in early 2020, results of pre-session interviews with Council members, and in-session discussion the following short-list of strategic issues was identified.

- Planning to anticipate the upcoming retirement of Dundee's longtime city administrator.
- Growth management to determine the right amount and type of growth for Dundee.
- Partnerships that need strengthening, as the City of Dundee's plans and aspirations are in many cases dependent upon the actions or initiatives of other entities.
- Water Master Planning to determine methods and potential partners.
- Density zoning and infill strategy to get the right mix of low/mid/higher income housing and of residential and commercial growth.
- River District Master Planning to support future development.

2020 Priorities

Council members considered the issues listed about and collateral issues confronting the city through the dual lenses of 1) urgency/timeliness and 2) potential impact. Using these lenses Council identified the following strategic priorities for 2020.

- **Recruiting and selecting a new City Administrator**
- **Identifying and analyzing options for Fire and EMS services.**
- **Nurturing and developing critical partnerships.**
- **Riverfront property acquisition for public access.**
- **Management of opportunities for the relocation of Dundee Elementary.**
- **A long term strategy for water resources.**
- **A long-term strategy for transportation.**
- **City mechanisms for communicating with the public.**

Other Topics Addressed

- Dundee Master Plans: Council directed staff to integrate annual updates on the status of all City of Dundee master plans on a periodic basis.
- Vision and strategy for growth, including density and infill strategies: Council noted that elements central to growth in Dundee are among the priorities established for 2020, but recommended that focus and action in these areas should begin in earnest with the incoming City Administrator.

Goals and Milestones for 2020 - 2021

The following pages illustrate Council intentions and timeline for 2020 priorities. These timelines and milestones will be reviewed by city staff and may change based on staff insight.

Goals & Major Milestones

GOALS	MAJOR MILESTONES							
	1 st QTR 2020	2 nd QTR 2020	3 rd QTR 2020	4 th QT% 2020	1 st QTR 2021	2 nd QTR 2021	3 rd QTR 2021	4 th QTR 2021
A new City Administrator on board		Consultant fee budgeted			Consultant selected	Recruitment conducted	Selection made	New City Administrator on board 1/1/22
Options for Fire & EMS service clear & understood		Consolidation study disseminated	Explore opportunities for shared services	Council decide consolidation or IGA for shared services		Special election?	<i>New study funded if required</i>	
Critical partnerships nurtured & developed		Partner liaisons established	Liaison reporting protocol in place		Periodic joint meetings established			
Riverfront property for public access acquired		<i>If property not available to purchase goal placed on hold</i>	<i>If "go": Financing options understood</i>	Decision of standalone city SDC or CPRD negotiated	<i>If buying:</i> Appraisal obtained & best option identified			
School relocation opportunities identified & managed				Bond outcome known <i>If bond passes:</i> Liaison established		Preferred location identified	Planning effort initiated	
Long term strategy for water established		Report received on siting of water treatment plant	Review possible collaboration of a regional system	Negotiate IGA Or Start process for City facility	Negotiate IGA Or Amend water right point of diversion	Approve IGA Or Secure financing	Partner in regional system – design intertie Or Acquire property	Partner in regional system – construct Or Issue RFP for design engineering

GOALS	MAJOR MILESTONES							
	1 st QTR 2020	2 nd QTR 2020	3 rd QTR 2020	4 th QTR 2020	1 st QTR 2021	2 nd QTR 2021	3 rd QTR 2021	4 th QTR 2021
Long-term strategy for transportation ⁱ developed			Adopt Street SDC			Funding strategy for non-capacity increasing improvements established		
City info & communications mechanisms ⁱⁱ established		Website funded	Needs and topics identified	Website update done				

ⁱ Transportation strategy exclusive of general maintenance.

ⁱⁱ Communication mechanisms may include newsletter, website, social media, other web-based approaches.



GOAL-SETTING WORKSHOP RESULTS

February 20, 2018

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