

REGULAR CITY COUNCIL MEETING

November 23, 2015

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Presentation of Fiscal Year 2014-15 City Audit and Single Audit
6. RECESS TO URBAN RENEWAL AGENCY MEETING
7. RECONVENE TO CITY COUNCIL MEETING
8. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

9. CITY MANAGER REPORT
10. CITY ATTORNEY REPORT
11. CITY COUNCIL REPORTS
12. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles"

- A. Approval of November 9, 2015 Regular City Council Meeting Minutes
- B. Resolution No. 15-046 Establishing a Local Grants Policy

13. PUBLIC HEARINGS

- A. Continuation of Public Hearing to Receive Testimony Regarding Proposed Reimbursement Fees for Port of The Dalles Chenowith Business Park Water and Sewer Reimbursement District
 - 1. Resolution No. 15-036 Establishing a Reimbursement Fee for Chenowith Business Park
- B. Public Hearing to Receive Testimony regarding General Ordinance No. 12-1317, Regulating Second Hand Dealers
- C. Public Hearing to Receive Testimony Regarding Declaration of Real Property Located at 600 East 12th Street as Surplus Real Property
 - 1. Resolution No. 15-047 Declaring Real Property Located at 600 East 12th Street as Surplus Property

14. DISCUSSION ITEMS

- A. Discussion Regarding The Dalles Disposal Proposed Rate Increase

15. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Julie Krueger, MMC
City Clerk





AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 23, 2015	Presentations 5, A	

TO: Honorable Mayor and City Council
FROM: Kate Mast, Finance Director
DATE: November 12, 2015

ISSUE: Presentation of FY 14/15 Audit by Merina & Company.

BACKGROUND: This is the fifth year that Merina & Company has audited our books. Our Audit Manager is Tonya Moffitt, a partner in Merina & Company, and she will be presenting the audit to you at the Council Meeting. She will also present the City's Single Audit, which is required whenever an entity receives over \$500,000 in federal funds during a fiscal year. The City's report references the Single Audit when referring to Findings, as those are detailed in the Single Audit report.

The Auditor's letter to the Council (AU-C 260) is attached to this report.

The City's Single Audit contains the details of four (4) significant findings associated with the City's audit this year. These findings are shown on pages 9, 10 and 11 of the Single Audit.

Finding 2015-1: The agreement between the County and the City that addresses the City operating the Library calls for four equal payments of Library Tax monies to be provided to the City Library Fund by certain dates each year. The final payment each year is to be made by May 31st. These payments have been automatically made by the County on time since the agreement took effect. Last spring the County did not make the payment due to staff turnover at the County (new staff was not aware of the agreement) and I did not notice that it had not been made.

I did not fully complete the annual revenue review that would have discovered this issue at year end, so it was not recorded as a receivable at June 30, 2015. The amount was significant, \$269,158, which qualifies this error as a material weakness. We will follow our standard policy of line by line revenue analysis at year end more diligently to avoid such errors in the future.

Findings 2015-2, 2015-3 and 2015-4 are all related to the Airport Funds and processes. I had not been able to reconcile the Airport receivables at the end of FY13/14 and tried to obtain documentation during FY14/15 from the Airport that I could analyze to correct this issue. I did determine that the information that I had received regarding the FAA grant requests for reimbursement was incorrect or incomplete, but was not able to obtain enough information to fix it. At the fiscal year end, I told the auditors that I did not think the information I had was complete or correct and asked them to look carefully at the Airport Funds and the FAA grants and help me resolve these issues. These three findings are the result of their investigations and research.

We have already implemented the changes the Auditors recommended in that all of the Airport invoices are coming to the Finance Department and the Airport Managers are coming in at least once per week to review, authorize and code those invoices for prompt payment. They will also at that time designate which invoices are eligible for reimbursement by FAA or any other funding source. I will then prepare timely requests for reimbursements from the grants, have the Airport management review them, and then I will submit those requests and track the status and payments.

I will also work with the Airport management to prepare the required quarterly and annual reports and will make sure those are submitted timely so that we remain in compliance with all FAA requirements.

Finance will make every effort to improve our processes in the future to avoid such issues.

BUDGET IMPLICATIONS: None.

ALTERNATIVES:

- A. Staff Recommendation: *Move to accept the FY14/15 City Audit and Single Audit as presented.*

November 12, 2015

To the Honorable Mayor and City Council
City of The Dalles, Oregon

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of The Dalles, Oregon (the City) for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 3, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. There was one prior period adjustment that was included in the financial statements:

In 2009 the Urban Renewal Agency, a major fund and component unit of the City of The Dalles, entered into a loan agreement with Discover Development for improvements to be made to the Sunshine Flour Mill Property. These loan payments were erroneously expensed and capitalized on the City's books. In 2013, Urban Renewal Agency entered into a land sale contract with Discover Development to purchase the Sunshine Flour Mill Property. The Sunshine Flour Mill has been considered an Asset Held For Sale on the City's book, the prior period adjustment is to reclassify this as a note receivable.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the accumulated depreciation is based on historical cost or estimated historical cost if purchased or constructed and donated capital assets are recorded at estimated fair market value at the date of donation.

Management's estimate of Other Post Employment Benefits (OPEB) is based on an actuarial valuation.

Management's estimate of the compensated absences payable is based on current wages.

Management's estimate of the allowance for doubtful accounts is based on a percentage of total receivables.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Capital Assets in Note III (D) to the financial statements summarizes the changes in capital assets for the year ended June 30, 2015.

The disclosure of Long-Term Obligations in Note III (E) to the financial statements summarizes the changes in long-term obligations for the year ended June 30, 2015.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached copy of the management representation letter includes a summary of such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 12, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We identified instances of noncompliance and related internal control weaknesses that are reported in the schedule of findings and questioned costs included in the separately issued Single Audit Report dated November 12, 2015, in accordance with *Government Auditing Standards*.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management’s discussion and analysis and the other post employment benefits schedule of funding progress, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit management’s discussion and analysis and the other post employment benefits schedule of funding progress and do not express an opinion or provide any assurance on this information.

We were engaged to report on the other supplemental information, as listed in the table of contents, which accompany the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

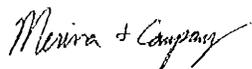
We were not engaged to report on the introductory or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Honorable Mayor and City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

If you should have any questions or comments, we would be pleased to discuss this report with you at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Merina & Company".

Merina & Company, LLP
Certified Public Accountants and Consultants



CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

November 12, 2015

Merina & Company, LLP
5499 Amy Street
West Linn, OR 97068

This representation letter is provided in connection with your audit of the financial statements of the City of The Dalles, OR (the City), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2015 and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by that omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 12, 2015, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in terms of the audit engagement letter dated June 3, 2015, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts. A list of the journal entries is attached to this letter.
9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigations, claims, or assessments.
10. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.

13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the City and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims and assessments whose effects should be considered when preparing the financial statements, if any.
18. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
21. We have a process to track the status of audit findings and recommendations.
22. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
24. The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
27. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
28. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
29. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance other than those already disclosed to you.
30. As part of your audit, you assisted with the preparation of the financial statements, related notes, and schedule of expenditures of federal awards. In regard to the preparation of the financial statements, related notes, and schedule of expenditures of federal awards, we have –
 - a. Assumed all management responsibilities.
 - b. Designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services.
 - c. Evaluated the adequacy and results of the services performed.
 - d. Accepted responsibility for the results of the services.
31. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
32. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
33. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
34. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if applicable.

35. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
36. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
37. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
38. Investments, derivative transactions, and land and other real estate held by endowments are properly valued, if any.
39. Provisions for uncollectible receivables have been properly identified and recorded, if any.
40. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
41. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal, as applicable.
42. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
43. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
44. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
45. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
46. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
47. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you

any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

48. With respect to the other supplementary information:

- a. We acknowledge our responsibility for the other supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the other supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the other supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b. If the other supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

49. With respect to federal award programs:

- a. We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including requirements relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of OMB Circular A-133 §310.b, and we believe the SEFA, including its form and content, is fairly presented in accordance with OMB Circular A-133§310.b. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e. We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in *OMB Circular A-87, Cost Principles for State, Local, and Tribal Governments*, and *OMB's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

- n. We have made available to you all documentation related to the compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the date as of which compliance was audited.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of OMB Circular A-133.
- u. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements and have ensured that subrecipients have taken appropriate and timely corrective action on findings.
- v. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
- w. We have charged costs to federal awards in accordance with applicable cost principles.
- x. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- y. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.

- z. We are responsible for preparing and implementing a corrective account plan for each audit finding.
- aa. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

Signed: Jelie Kueper

Signed: Kate Mast

Title: Interim City Manager

Title: Finance Director

	<u>Debit</u>	<u>Credit</u>
Improvements other than Buildings	21,173.10	
GAAP Transactions		21,173.10
Improvements other than Buildings	17,445.78	
GAAP Transactions		17,445.78
Improvements other than Buildings (Capital Outlay)	21,173.10	
Manual Payables		21,173.10
Project CD TXWY13	17,445.78	
Accounts Payable		17,445.78
Accounts Receivable	17,445.78	
FAA Grants		17,445.78

To record the expense, and capitalize as assets, two airport invoices not provided to the City in a timely manner and to book as a receivable from the FAA the invoices that has not been reimbursed.

Accounts Receivable	121,445.00	
FAA Grants Receivable		121,445.00

To record as a receivable the airport expenses eligible for reimbursement that have not yet been reimbursed.

Accounts Receivable	269,158.00	
Share of Library Taxes		269,158.00

To record 4th quarter payment of Library tax from Wasco County as a receivable at year end.

Accounts Receivable	89,287.30	
FAA Grants Receivable		89,287.30

To record FAA reimbursement request as a receivable at year end.

DR Note receivable - loan	581,727.27	
DR Note receivable - land sale	305,123.69	
CR Deferred inflow - loan		675,933.96
CR Deferred inflow - land sale		210,917.00

To record the prior period adjustment for the note receivable from Discovery Development for the Sunshine Flour Mill property.

DR Note receivable - loan (increase to loan)	18,272.73	
DR Deferred inflow - loan	131,727.27	
CR Note receivable - loan (payment)		150,000.00
DR Note receivable - land sale	4,576.86	
CR Deferred inflow - land sale		4,576.86
DR Interest revenue	4,328.73	
CR Accrued interest receivable - loan		1,700.69
CR Accrued interest receivable - land sale		2,628.04

To record the current year activity for the note receivable from Discovery Development for the Sunshine Flour Mill property.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OR 97058

PH. (541) 296-5481
FAX (541) 296-6906

AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 23, 2015	Consent Agenda 12 A - B	

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk

DATE: November 12, 2015

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

A. **ITEM:** Approval of November 9, 2015 City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the November 9, 2015 City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the November 9, 2015 City Council meeting.

B. **ITEM:** Resolution No. 15-046 Establishing a Local Grants Policy.

BUDGET IMPLICATIONS: None at this time.

SYNOPSIS: The City Council has reviewed and made minor changes to the policy. The application form has been prepared and we are ready to implement the policy for the upcoming budget year.

RECOMMENDATION: That City Council adopt Resolution No. 15-046.

MINUTES

REGULAR COUNCIL MEETING
OF
November 9, 2015
5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Steve Lawrence

COUNCIL PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

COUNCIL ABSENT: None

STAFF PRESENT: Interim City Manager Julie Krueger, Recording Secretary Izzeta Grossman, Project Coordinator Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Police Chief Jay Waterbury, Engineer Dale McCabe, Planning Director Richard Gassman

CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m.

ROLL CALL

Roll call was conducted by Recording Secretary Izzeta Grossman; all Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Lawrence removed presentation from the agenda. It was moved by Elliott and seconded by Spatz to approve the agenda as modified. The motion carried unanimously.

AUDIENCE PARTICIPATION

Jim Wilcox, 416 West 7th Street, The Dalles said that process for an RV Park had road blocks created by City Ordinances. He said the topic was on the agenda for the Planning Commission meeting last Thursday, however there was not a quorum for the meeting. Mr. Wilcox asked that the Council make this issue a high priority, and expedite process that could kill the development if it took too long. Mr. Wilcox said he was interested in the issue because he represents both the seller and the buyer. He said he thought it would come before Council in January.

Chip Wood, 415 West 15th Street, The Dalles recited various meetings of the City Council during which Thompson Street was discussed. He noted roadside safety, sidewalks and curbing had been a priority of the community for Thompson Street. He said the Council had placed a 3 year moratorium on street projects, yet the only new street was East 15th. Mr. Wood said East 15th helped Councilor Elliott with his Elk Horn development. He felt that there was an ethics violation and thought that the Oregon State Ethics Commission should be informed.

Mayor Lawrence said he started the conversation regarding Thompson Street over a year ago, because it had been a controversial topic. He said the intent of the Council was no new roads, not to halt paving, and maintenance of existing roads. Mayor Lawrence said Mr. Wood made some points that would be looked into.

Lance Wah, 302 East Scenic, The Dalles requested that the Council make a decision regarding production, processing, and wholesaling marijuana in The Dalles. He said it was a viable business and that OLCC had rules governing the issue in place.

There was discussion regarding deadline for making the decision. City Attorney Parker said the OLCC had just passed regulations, and that it was an 85 page document he would have to review to give Council a recommendation. He said the issue would be on the December 14 agenda. Parker reminded Council that they would not be able to undo the medical marijuana dispensary that had been approved and was operating.

CITY MANAGER REPORT

Interim City Manager Krueger said the Town Hall meeting regarding the Enterprise Zone information had been confirmed for November 30, 2015, 5:30 pm at the Senior Center.

She reported that Gorge.net was working with Google on the Public Wi Fi Grant, identifying upgrade locations.

Krueger said the City Manager recruitment process was on target and the semifinalist list would be to the City the week of December 7. The tentative date of the committee meeting was December 9.

Krueger requested permission to hire Baltazar Gamez to fill the Planning Secretary position at Step 3. She said Gamez had a BA in Economics, heavy experience working with the public and was bilingual. It was the consensus of the Council to authorize the hire.

Krueger asked if Council wanted to cancel the December 28 regular Council meeting. It was the consensus of the Council to cancel the meeting, recognizing that a special meeting could be called if necessary.

CITY ATTORNEY REPORT

City Attorney Parker reported that it was a busy time for Codes Enforcement with 10 properties to abate. He noted that property management companies had been cooperative with addressing nuisances on 6 properties that were in foreclosure.

Parker passed out pictures of the two recent fires, noting that they were attractive nuisances that would most likely need to be demolished. He said they would work with the owners.

In response to a question Parker said that Codes Enforcement had been in contact with the owner of the old Arby's regarding cleanup of the property.

Parker said the Municipal Court Taskforce would have their first meeting on November 12, and he hoped to have a recommendation to the Council in February.

CITY COUNCIL REPORTS

Councilor Brown reported he had attended a Mid-Columbia Council of Governments (MCCOG) meeting.

Councilor Spatz reported that the Sister City visit was a fantastic success. He thanked everyone who helped during the visit. Spatz said the applications for the Student Delegation for the summer of 2016 were being distributed through the School District over Christmas vacation.

Councilor Miller presented the fan that was given to Council by the Sister City Delegation.

Councilor McGlothlin said he also had a great time with the Sister City Delegation. He reported that there had been a denial letter from the FAA in regards to the Veterans Day fireworks. He had worked with Chuck Covert (Airport Manager) to devise a safety plan that was acceptable to

the FAA. He said they received approval and the fireworks would proceed. He noted that having the plan in place covered future fireworks displays as well.

Mayor Lawrence thanked McGlothlin for jumping on the issue and solving the issue quickly.

Councilor Elliott said he also attended the Sister City dinner. He reported that he was on a committee that was working on the Building Codes/MCCOG plan. He said it was discovered that they had been operating without an Intergovernmental Agreement between the City, County and MCCOG and the taskforce was working on needs and desires.

Councilor Miller said she also was involved with the Sister City visit and felt it went very well.

Mayor Lawrence reported he had been invited to visit the Sunshine Mill Vineyard and was very impressed with the operation. He said it was a beautiful vineyard and was well managed. He also attended the Sister City dinner.

Lawrence said he had met with Tyler Stone and the County Planner to learn more about their systems and regulations. He and Councilor Elliott had met with a potential business owner who had interest in opening a sports complex to train athletes.

Lawrence said he attended the Columbia Gorge Fiber Festival and said there were 45 vendors from all over, national speakers and great attendance. He was going to ask the Chamber for actual numbers of hotel rooms for the weekend.

CONSENT AGENDA

It was moved by Miller and seconded by Elliott to approve the Consent Agenda as amended. The motion carried unanimously.

Items approved by Consent Agenda were: 1) Approval of October 26, 2015 Regular Council Meeting Minutes; 2) Approval of October 23, 2015 Special City Council Meeting (Water shed tour) Minutes; 3) Approval of Resolution No. 15-045 Concurring with the Mayor's Appointment of a Committee to Review City Manager Semi-Finalist Applications. 4) Approval of Resolution No. 15-043 Assessing Properties for the Cost of Nuisance Abatement.

PUBLIC HEARING

Resolution No.15-036 Establishing a Reimbursement Fee for Chenowith Business Park

Public Works Director Anderson reviewed the staff report.

Will Norris, Home at Last Board, 200 River Road requested that the Council consider giving Home At Last an exemption.

In response to a question Anderson said if an exemption was granted those funds would be divided among the remaining property owners. Anderson said Home At Last would only be required to pay the \$8457.09 connection if they chose to connect to sanitary sewer and that the connection had to happen within 15 years. He further clarified that these funds were not City revenue; the funds were to reimburse the Port of The Dalles a portion of the cost of installing the infrastructure.

After discussion, it was moved by Spatz and seconded by McGlothlin to continue the Public Hearing at the November 23 City Council meeting in order to hear from the Port. The motion carried unanimously.

CONTRACT REVIEW BOARD ACTIONS

Approval to Purchase Financial Software As A Service

Finance Director Mast reviewed the staff report.

It was moved by Spatz and seconded by Miller to authorize the City Manager to sign Software as a Service (SaaS) agreement with Caselle for implementation, conversion and training on integrated software modules as proposed, pending and contingent upon the City Attorney approving the final insurance language. The motion carried unanimously.

ACTION ITEMS

Special Ordinance No. 15-570 Amending Section 1 of Special Ordinance No. 14-563 to Correct Legal Description and Map attached as Exhibits

City Attorney Parker reviewed the staff report.

Recording Secretary Grossman read the ordinance by title only.

It was moved by McGlothlin and seconded by Miller to adopt Special Ordinance No. 15-570 by title only. The motion carried unanimously.

Consider Options for Washington Street Crossing Project

Interim City Manager Krueger reviewed the staff report.

In response to a question Public Works Director Anderson said the ODOT funds awarded were for a specific project and were not transferable.

It was moved by Miller and seconded by Brown to discontinue the Washington Street Undercrossing project and to release the STIP funds to ODOT.

It was moved by Spatz and seconded by Elliott to amend the motion to postpone the Washington Street project and release the STIP funds. The motion to amend carried unanimously.

The amended motion was voted on and carried unanimously.

DISCUSSION ITEMS

Discussion Regarding Sewer Rates for Restaurants

Project Coordinator Hunter reviewed the staff report, saying that since the Agenda Staff Report was sent he had met with Public Works Director Anderson and Finance Director Mast and had developed another option. He said staff recommendation would be that when audit was done, to assess restaurants that we open less than sixty hours per week half of their unit count. Hunter said that 7 restaurants would qualify for a total \$20,000 reduction in revenue.

Anderson clarified that staff felt the loss of revenue would not be significant enough to warrant a rate increase, 7 restaurants cost would be lowered, the remaining would stay the same.

In response to a question Anderson said everything west of Cousin's was on Chenowith Water and would require those customers to authorize Chenowith Water to release the records to the City and for the City to manually calculate charges.

Tom Wood, owner Rivertap 701 East Second testified that there was significant difference in his costs in The Dalles compared to Hood River. In Hood River the sewer was based on the water usage. As an example he said his bill in Hood River was \$145 to \$200 monthly; in The Dalles it was \$400- \$500 monthly.

Michael Leash, Vault owner said the methodology needed to be fair and equitable. He said his bill had increased from \$400 to \$800 per month in the last 5 years.

Mayor Lawrence read a letter from Jay Kane, owner of the Hi Way House into the record (attached).

After some discussion it was decided to create a survey before proceeding with the next steps.

Anderson asked if the desire of Council was to remain revenue neutral. It was the consensus of the Council to begin with the survey and to remain revenue neutral.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:30 p.m.

Submitted by/
Izetta Grossman
Recording Secretary

SIGNED: _____
Stephen E. Lawrence, Mayor

ATTEST: _____
Izetta Grossman, Recording Secretary

To Whom it May Concern,

While in Hood River we had extremely high water & sewer rates of \$1600.00. So we went to the city of Hood River to discuss water and sewer rates and they explained to us that they assessed the sewer rates by the number of seats. We believed that was not fair by being charged for something that we did not use. Then we looked into other restaurants and the number of seats every had and the number of hours everyone was open for business. Shari's presented the best example of what we were concerned about. They served three times the volume at our restaurant and they were open twice as many hours. After the city looked into the problem, they concluded that it would be served by the water consumption (water meter). They based the sewer rates by the water consumption. Water in, water out, not by the number of seats, because every restaurant is not open the same number of hours or days. That in turn brings the water and sewer rates in line for the amount of business that you have. We are only open 5 days a week and only for dinner. Why should we have to pay the same rates as a restaurant open 7 days a week and 24 hours a day?

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Kane". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Jay Kane
The Hi Way House



Customer/Location Consumption History Inquiry

Customer ID: 17522 HI WAY HOUSE, INC

Location ID: 5943 2434 E 2ND

Cycle/route: 01 31 **Amount due:** 1,244.86
Initiation date : 12/13/02 **Pending:** 710.00-
Termination date: 0/00/00 **Customer/location status:** A

Customer status:

- OK
- Exit
- Cancel
- Print history
- Meter inventory
- Meter service Inf...
- Pending / history...
- Budget trans...
- Change view
- Graph history
- Customer loc...
- Reading activity

Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Estimate Code	Comment Code
WA	REG	10/12/15	31.00	.00	32	61435192		N
WA	REG	9/10/15	82.00	.00	31	61435192		N *
WA	REG	8/10/15	42.00	.00	31	61435192		N *
WA	REG	7/10/15	24.00	.00	30	61435192		N
WA	REG	6/10/15	20.00	.00	33	61435192		N
WA	REG	5/08/15	13.00	.00	29	61435192		N
WA	REG	4/09/15	14.00	.00	31	61435192		N
WA	REG	3/09/15	13.00	.00	28	61435192		N
WA	REG	2/09/15	13.00	.00	31	61435192		N
WA	REG	1/09/15	13.00	.00	31	61435192		N
WA	REG	12/09/14	10.00	.00	32	61435192		N
WA	REG	11/07/14	13.00	.00	29	61435192		N

Good evening Mayor and members of the City Council,

My name is Will Norris and I am here as a Board Member of the Home At Last Humane Society, also known as HAL.

HAL recently took ownership of tax lot 300 in the Industrial Center Reimbursement District. This parcel was previously own by Wasco County, which is the owner listed in your staff report tonight.

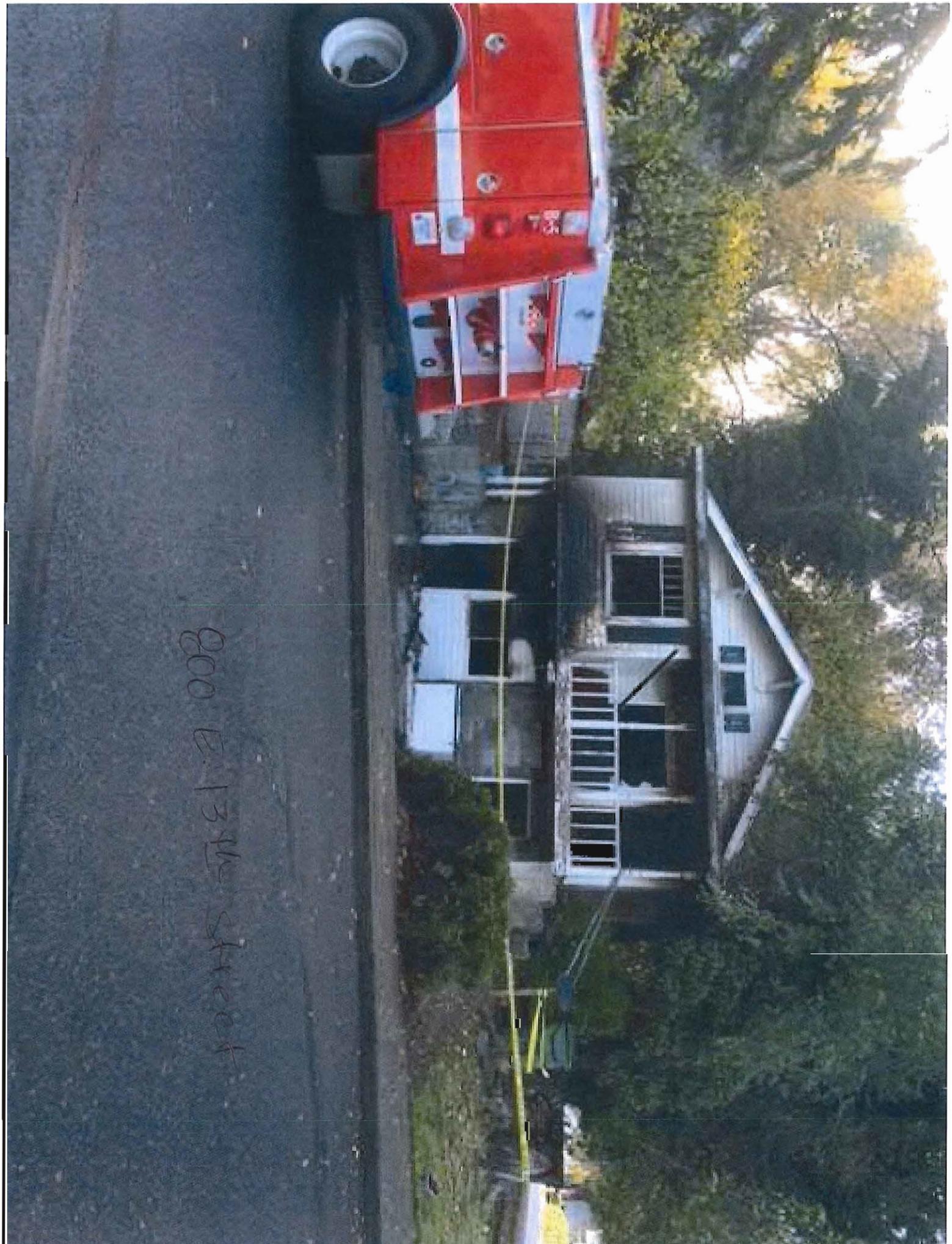
I am here to request that tax lot 300, now owned by HAL, be exempted from inclusion in the Reimbursement Fee.

The cost methodology outlined in Reimbursement Fee staff report assumes that all assessed properties have equal opportunity for future development, relative only to their square footage. This assumption does not hold for the Home At Last Parcel. While the other parcels are privately held and may develop to their highest and most economically beneficial use. HAL's property covenants restricts its use for the non-profit operation of the humane society.

The staff report estimates HAL portion of the sewer improvements at \$8,457.09 of the total district-wide cost of nearly \$1 million. If our parcel was exempted and the District Fee redistributed to the remaining parcels, the costs to those remaining parcel owners would increase less than 1%. If HAL had to pay these fees, payment would be at the expense of our public services because our organization is a not-for-profit.

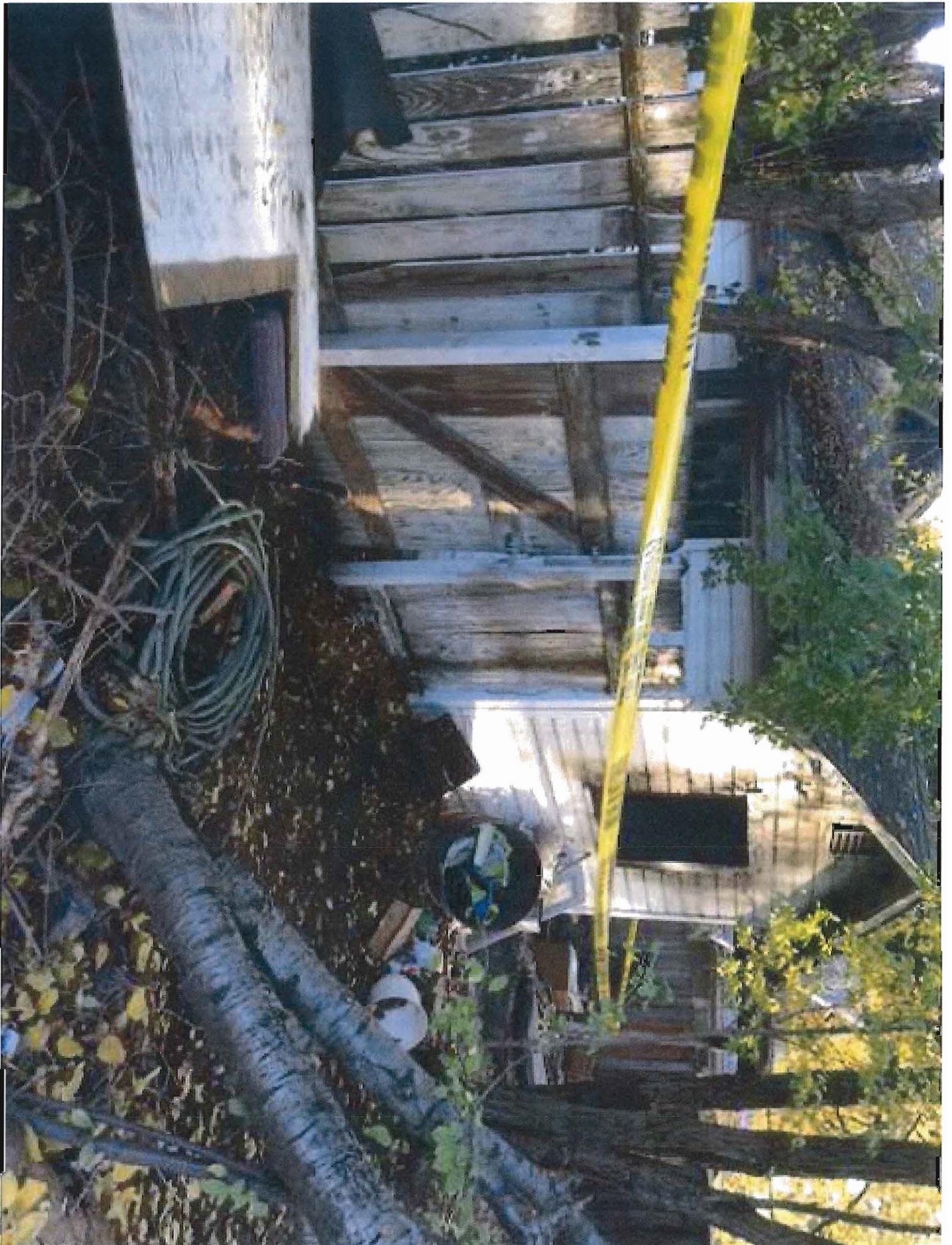
Other properties in the reimbursement district owned for public purposes by the City of The Dalles, the State of Oregon, and Bonneville Power Administration have been exempted from the reimbursement fee already. Using the same logic, I urge the City Council to modify their resolution tonight to exempt tax lot 300, which may only be used to operate a public animal shelter, from inclusion in the Industrial Center Reimbursement Fee.

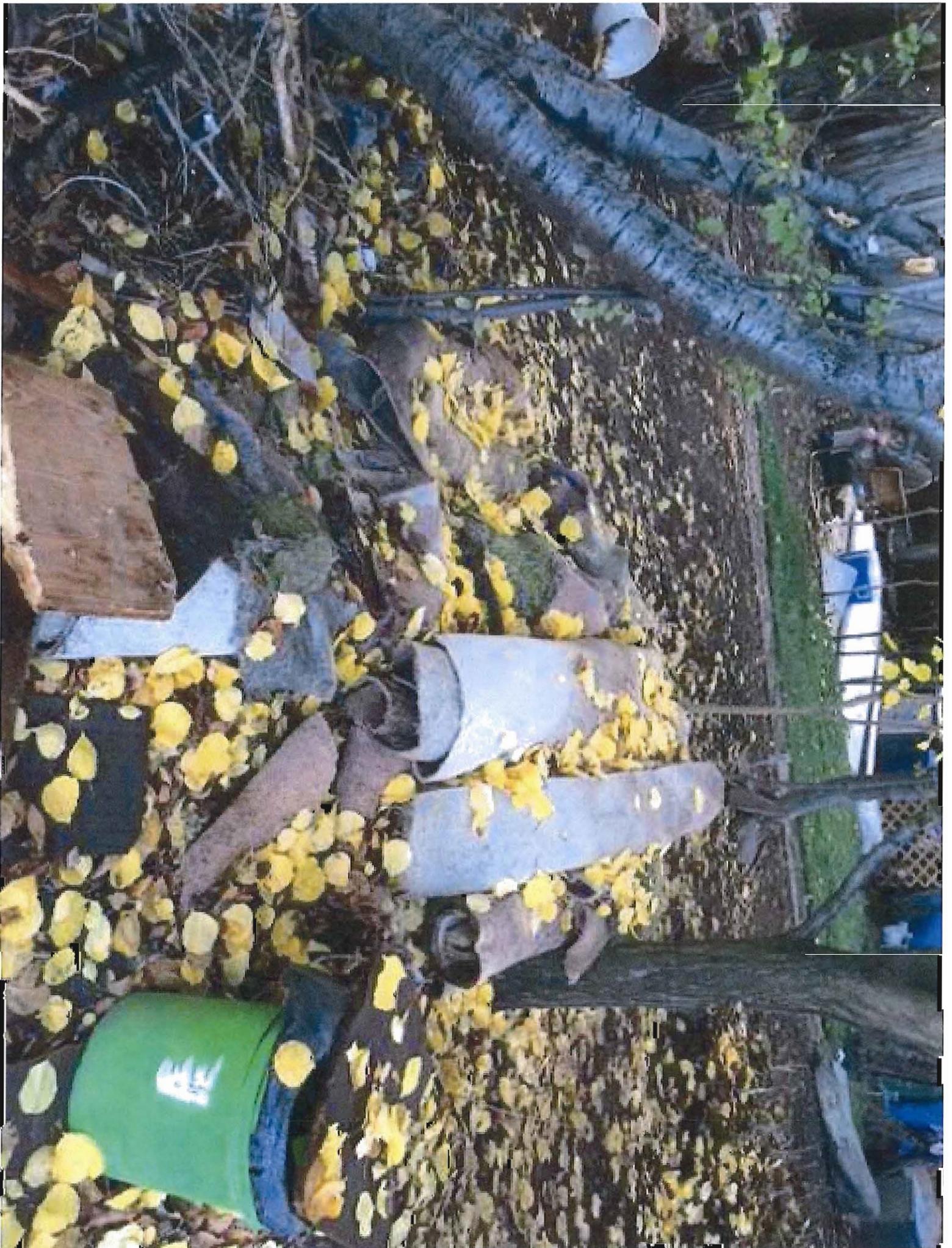
Thank you for your consideration

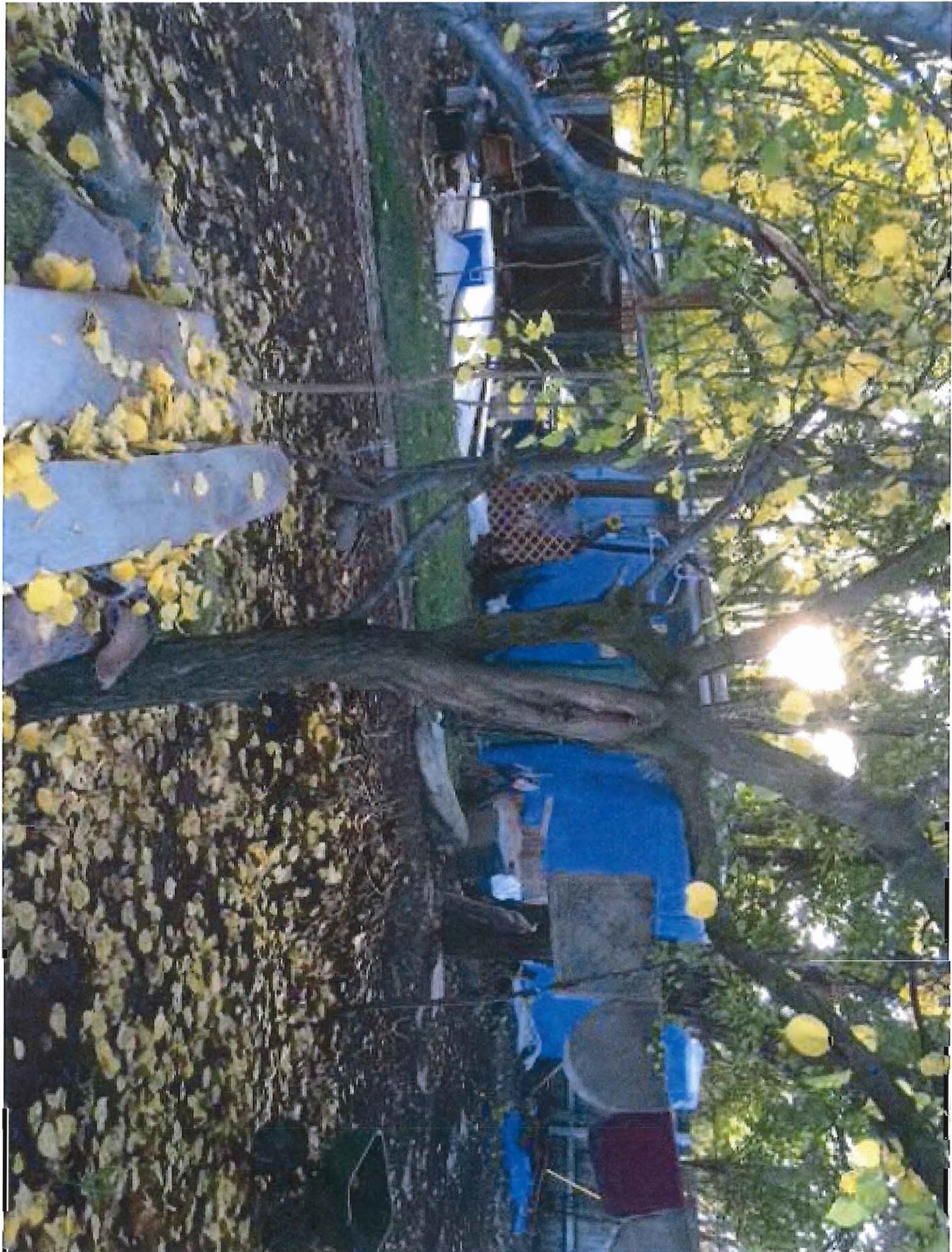


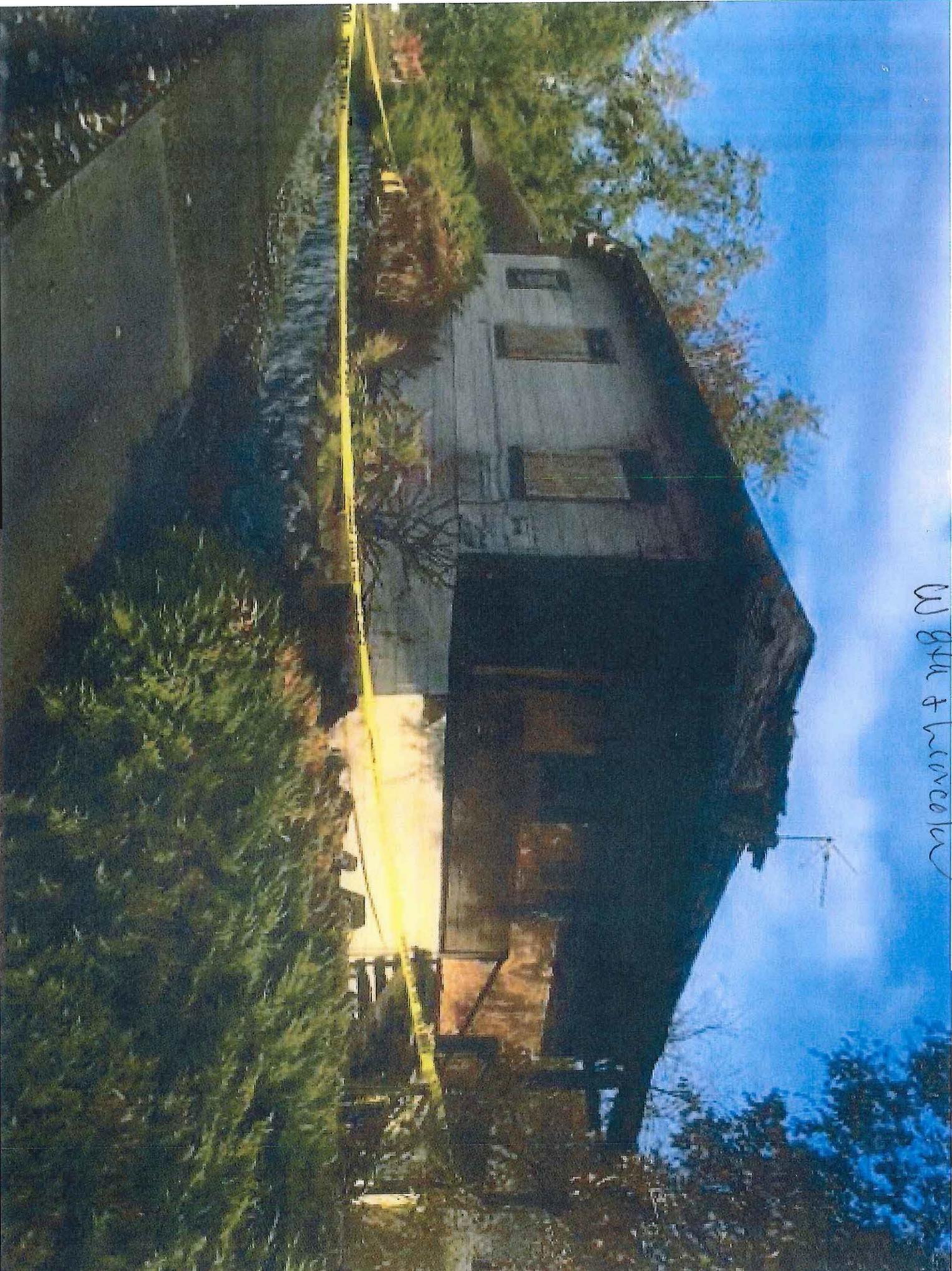
800 E. 13th Street











W. 8th + Herschel



Caselle® Hosted Software & Services Proposal

City of The Dalles, OR

October 29, 2015

(Valid for two years from above date)

Proposal Summary

License Type	Hosted
Total Training at Caselle	\$0
Total Setup	8,500
Total Conversion	2,040
Total Investment	\$10,540

Payment of Training, Setup and Conversion for each module selected is required with order.
Hosted Maintenance & Support will increase based on the module(s) selected.

I have read and agree to all terms & conditions proposed herein. I understand if the City of The Dalles is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Proposal Detail

Caselle Application Software	License Fees	Training at Caselle	Setup	Conversion	Total
Payroll/Direct Deposit	Hosted	\$2,250	\$1,750	\$2,040	\$6,040
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	750	500	-	1,250
Human Resources	Hosted	375	-	-	375
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Check on Demand	Hosted	Included	250	-	250
Court Management	Hosted	2,250	1,500	-	3,750
Court Citation Import	Hosted	Included	-	-	-
Additional General Ledger Database	Hosted	-	500	-	500
Additional Accounts Payable Database	Hosted	-	500	-	500
Additional Accounts Receivable Database	Hosted	-	500	-	500
Sub Total	Hosted	\$5,625	\$8,500	\$2,040	\$16,165
Training at Caselle Discount	-	<5,625>	-	-	<5,625>
Grand Total	Hosted	\$0	\$8,500	\$2,040	\$10,540

Notes:

1. The training quoted will take place at Caselle's Education Center, located in Provo, Utah. Any on-site training requested by the City of The Dalles will be quoted using the "Training at Caselle" pricing structure. Actual travel costs will be invoiced when training is complete. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
2. Online Paystubs & W2's includes 120 employees paid monthly.
3. Any record conversion for the additional databases quoted above would be on a per bid basis.

Hosted Maintenance & Support Breakdown per Month	
Payroll/Direct Deposit	\$306.00
Electronic W2/1099	25.00
Timekeeping	90.00
Human Resources	150.00
Online Pay Stubs/W2's	82.00
Check on Demand	73.00
Court Management	216.00
Court Citation Import	53.00
Total	\$995.00

Interfaces

Data Flow	Source Application	Target Application	Included	Comments
Export Payroll Direct Deposit data	Payroll module	Bank of the West	Yes	No modifications are anticipated.
Export W-2 State of Oregon & Federal Tax data	Payroll module	State of Oregon and Federal online sites	Yes	No modifications are anticipated.
Export Quarterly State of Oregon report data	Payroll module	State of Oregon	Yes	No modifications are anticipated.
Export Retirement data	Payroll module	Standard Retirement	Yes	No modifications are anticipated.
Import ticket data from Police Department		Court Case Management	Yes	With Court Citation Import module.

Onsite Training

Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of \$40.00. These are not included in the total proposal price.

Onsite Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the onsite training be conducted in an organized, professional and uninterrupted manner. To insure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done. Caselle will be in contact with the customer prior to scheduling the training to insure the above conditions can be met. If delays result from the above conditions not being met during onsite training, additional training fees may apply.

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout (***See Attachment A***) for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. *(See Attachment A)* It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher.

Additional Options (available at Caselle's current hourly rate):

- Format additional forms, such as timesheets.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

120 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts with beginning dates, ending dates, and default hours.

Check on Demand Setup

- Format the check form.

Court Management Setup

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a Checklist to document daily, monthly, and year-end procedures.

Additional Options (available at Caselle's current hourly rate):

- Format additional Follow-up letters.

ATTACHMENT A – Payroll Conversion Layout

The following tables detail the required format for your data migration to Caselle Payroll. All exported data should be delivered in a CSV format, Access or SQL database, or an additional format previously approved by a Caselle migration specialist.

Please review the following tables, and notice that each required field is marked with an ‘R’ for required, while optional fields are marked ‘O’ for optional.

Employee Table – Stores all employee information for Payroll.

Field	Req/Opt	Format	Other Info
Employee Number	R	Numeric	Employee number
Name	R	Text, 40 char	Employee name
Address 1	R	Text, 40 char	Employee address – line 1
Address 2	O	Text, 40 char	Employee address – line 2
City	R	Text, 30 char	Employee city
State	R	Text, 30 char	Employee state
Zip	R	Text, 10 char	Employee zip code
Phone 1	O	Text, 18 char	Employee phone 1
Phone 2	O	Text, 18 char	Employee phone 2
Fax	O	Text, 18 char	Employee fax
Email	O	Text, 250 char	Employee email
Social Security No	R	Numeric	Social security number without formatting
Hourly Rate	R	Numeric	Hourly rate of pay
Annual Wage	R	Numeric	Annual salary amount
Birth date	R	Date	Date of birth
Driver License	O	Text, 20 char	Driver License number
Annual Hours	R	Numeric	Estimated annual hours; default is 2080
Gender	O	Text, 7 char	Employee gender
Department	O	Text, 30 char	Department this employee works in
Hire Date	R	Date	Date of hire
Job Class	O	Text, 20 char	
Job Position	O	Text, 60 char	
Pay Frequency	R	Text, 12 char	Biweekly, semimonthly, monthly, etc.
Payroll Type	R	Text, 10 char	Salary, hourly, etc.
Status	R	Text, 10 char	Full time, part time, seasonal, etc.
Termination Date	O	Date	Date employee was terminated
Workers Comp class	R	Text, 10 char	Workers Compensation class code
Pay Schedule	O	Text, 30 char	Only use if pay is based on salary schedule
Pay Grade	O	Text, 30 char	Only use if pay is based on salary schedule
Pay Step	O	Text, 30 char	Only use if pay is based on salary schedule
Notes	O	Text	Notes about this employee

Disbursement Table – Stores all information for the Direct Deposit Information for employees.

Field	Req/Opt	Format	Comments
Employee Number	R	Numeric	Employee number
Sequence Number	R	Numeric	Sequence of employee disbursements
Bank Name	O	Text, 50 char	Name of bank
Routing Number	R	Numeric	Bank routing number
Account Number	R	Text, 30 char	Bank account number
Type	R	Text, 30 char	Amount or Percent
Transaction Type	R	Text, 30 char	Checking or Savings
Amount	R	Numeric	Zero for remainder

Employee Allocation Table – Stores information where the employee wages are charged. More than one allocation for an employee can exist as long as total allocations equal 100%.

Field	Req/Opt	Format	Comments
Employee Number	R	Numeric	Employee number
GL Account	R	Text, 30 char	GL Account for employee's salary expense
Allocation Percent	R	Numeric	Percent of salary to allocate to GL Account
Workers Comp class	R	Text, 10 char	Workers compensation class code
GL Activity Number	O	Numeric	Only needed if Activity Reporting is set up in GL
Job Number	O	Text, 20 char	Only needed if Project Management is used

Employee Transaction Table – All Payroll transactions for Employees are stored in this table.

Field	Req/Opt	Format	Comments
Employee Number	R	Numeric	Employee number
Check Issue Date	R	Date	Actual check issue date MM/DD/YYYY
Check Number	R	Numeric	Physical check number/ voucher for Direct Deposit
Pay code	R	Text	Earning, deduction or tax code
Hours	R	Numeric	Number of hours for calculation
Rate	O	Numeric	Rate of Pay
Amount	R	Numeric	####.##
Workers Comp Code	O	Text	Workers compensation class code
GL Account	O	Text	

Employer Transaction Table – All Benefit Transactions for the Employer are stored in this table.

Field	Req/Opt	Format	Comments
Employee Number	R	Numeric	Employee number
Check Issue Date	R	Date	Actual check issue date MM/DD/YYYY
Pay code	R	Text	Benefit code
Hours	R	Numeric	Number of hours for calculation
Rate	O	Numeric	Rate of Pay
Amount	R	Numeric	####.##
Workers Comp Code	O	Text	Workers compensation class code
GL Account	O	Text	

Leave Transaction Table – All employee transactions for any type of leave (Vacation, Sick, Personal Time off, etc.) are stored in this table.

Field	Req/Opt	Format	Comments
Employee Number	R	Numeric	Employee number
Check Issue Date	R	Date	Check issue date MM/DD/YYYY
Pay code	R	Text	Leave code – sick, vacation, comp time, etc.
Leave Hours	R	Numeric	Number of hours accrued
Leave Rate Level	O	Text	Employee leave rate level

Employee Code Table – Paycode information for individual employees is stored in this table.

Field	Req/Opt	Format	Comments
Employee Number	R	Numeric	Employee number
Pay code	R	Text	Earning, deduction, tax or benefit code
Pay code type	R	Text	Earning, deduction, tax, benefit
Amt/Rate/Percent	R	Numeric	Employee amount, rate or percent
ARP Code	R	Text	Amount in previous field is amount, rate or percent

RESOLUTION NO. 15-046

A RESOLUTION ESTABLISHING A LOCAL GRANTS POLICY

WHEREAS, the City Council desires to establish a method for non-profit groups to apply for funding assistance for projects that will promote economic development, tourism, or social benefit to the community; and

WHEREAS, a policy has been drafted, including a process and criteria for applying;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. Policy Approved. The City Council hereby adopts the Local Grants Policy and application, attached to this Resolution as Exhibit "A".

Section 2. Effective Date. This Resolution shall be effective November 23, 2015.

PASSED AND ADOPTED THIS 23RD DAY OF NOVEMBER, 2015

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 23RD DAY OF NOVEMBER, 2015

SIGNED: _____
Stephen E. Lawrence, Mayor

ATTEST: _____
Julie Krueger, MMC, City Clerk



CITY of THE DALLES

313 COURT STREET
THE DALLES, OR 97058

PH. (541) 296-5481
FAX (541) 296-6906

CITY OF THE DALLES LOCAL GRANTS POLICY

The City of The Dalles will fund grants for projects and programs, as funds are available, to not for profit organizations within the City of The Dalles, who are able to demonstrate how they would stimulate economic development or tourism or provide social benefit in the community.

Annually, through the City's budget process, applications may be submitted for consideration.

Process

Applications will be accepted between January 1 and 31 each year.

Qualifying applications will be reviewed by the City Manager or designee, who will make recommendations to the City Council.

The City Council will make the final decision on which applications are approved for funding. Those applications will be included in the annual budget process for final approval.

Grant funds will be available after July 1.

Application Criteria

Applicant is a non-profit or not for profit organization.

Description of how the project or program will be an economic, tourism, or social benefit to the City of The Dalles.

Provide detailed budget.

If a grant is awarded, provide report, including proof that funds were spent as indicated.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OR 97058

PH. (541) 296-5481
FAX (541) 296-6906

**CITY OF THE DALLES
LOCAL GRANTS APPLICATION**

The City of The Dalles will fund grants for projects and programs, as funds are available, to non-profit organizations within the City of The Dalles, who are able to demonstrate how they would stimulate economic development or tourism in the community, or provide social benefit for the community.

Applications are available at the City Clerk's Office, 313 Court Street, The Dalles, between January 1 and January 31 each year. Applications will be reviewed by the City Manager or designee, who will make recommendations to the City Council. Approved applications will be submitted for funding through the annual budget process, with funds being awarded after July 1.

Criteria

Applicant is a non-profit organization.

Detailed budget to be submitted with application.

Follow up for approved grants, including a report and proof funds were spent as indicated.

Organization: _____

Mailing Address: _____

Telephone Number: _____ Email address: _____

Contact Person: _____

Project/Use of Funds: _____

Amount Requested: _____

On a separate page, please describe how the funds will be used, including an explanation as to how your proposal will stimulate economic development or tourism in the community, or how it will provide social benefit for the community.

Return completed applications by January 31 to:

City Clerk
313 Court Street
The Dalles OR 97058
jkrueger@ci.the-dalles.or.us



CITY OF THE DALLES
Department of Public Works
1215 West First Street
The Dalles, Oregon 97058

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 23, 2015	Public Hearings 13, A	

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

DATE: November 10, 2015

ISSUE: Continuation of Public Hearing Regarding Establishment of Reimbursement Fees for Columbia Gorge Industrial Center Water and Sanitary Sewer System Reimbursement District.

RELATED CITY COUNCIL GOALS: Not Applicable.

BACKGROUND: City Council continued the informational public hearing on November 9, 2015 related to the establishment of reimbursement fees for the Columbia Gorge Industrial Center (previously called the Chenoweth Business Park) reimbursement district to November 23rd. A copy of the staff report from the November 9th meeting summarizing the reimbursement district issues is attached. The hearing was continued to allow an opportunity for Port of The Dalles representatives to comment on the request from Home at Last animal shelter to be exempt from the proposed reimbursement fees for sanitary sewer.

Following conclusion of the informational hearing, if Council so desires, the attached Resolution No. 15-036 can be adopted which finalizes the process of forming the reimbursement district for the Port of The Dalles by establishing the reimbursement fee. Because no new information has been presented since the reimbursement district was formed in March 2015 that would justify a change in either the methodology or amount of the proposed reimbursement fee, no changes are proposed from the information presented in the original Public Works Director's report dated February 12, 2015 (copy attached).

BUDGET ALLOCATION: The Port has paid the \$1000 application fee. If the reimbursement fee is approved by City Council, the formation of the reimbursement district is finalized. The Port would then be required to pay to the City an administrative fee of \$50 per qualifying lot, a total of \$200, at the time

of signing the reimbursement agreement. Simple interest will accrue on the unpaid reimbursement fee at the rate of 3.25% annually which shall not compound.

ALTERNATIVES:

- A. **Staff Recommendation:** *Move to adopt Resolution No. 15-036 establishing reimbursement fees for the Port of The Dalles Chenoweth Business Park (Columbia Gorge Industrial Center) as presented in the Public Works Director's Report.*
- B. Following the public hearing, move to adopt Resolution No. 15-036 establishing reimbursement fees for the Port of The Dalles Chenoweth Business Park (Columbia Gorge Industrial Center) as amended to exempt Tax Lot 300 from any reimbursement fees, and without reallocating those costs to other tax lots.
- C. Following the public hearing, move to direct staff to bring to Council at a future meeting an amended Resolution No. 15-036 establishing reimbursement fees for the Port of The Dalles Chenoweth Business Park (Columbia Gorge Industrial Center), exempting Tax Lot 300 from any reimbursement fees, and reallocating those costs to other tax lots.
- D. Deny establishment of the reimbursement fees for the Chenoweth Business Park (Columbia Gorge Industrial Center) Water and Sanitary Sewer Improvements reimbursement district and provide additional direction to staff.

RESOLUTION NO. 15-036

A RESOLUTION ESTABLISHING REIMBURSEMENT FEES FOR THE PORT OF THE DALLES CHENOWETH BUSINESS PARK (COLUMBIA GORGE INDUSTRIAL CENTER)

WHEREAS, the City Council adopted General Ordinance No. 06-1275 on December 11, 2006, authorizing the creation of reimbursement districts for the purpose of making water system and sanitary sewer system public improvements; and

WHEREAS, the Port of The Dalles, acting as the Developer under the provisions of General Ordinance No. 06-1275, has submitted a request for the formation of a reimbursement district for a project involving the construction of an 18-inch diameter water main, 8-inch and 10-inch gravity sanitary sewer mains, a sanitary sewer lift station, and two 6-inch pressure sanitary sewer mains in support of the Chenoweth Business Park development; and

WHEREAS, the improvements can benefit properties other than those owned by Port of the Dalles when they develop in the future; and

WHEREAS, the Public Works Director has reviewed and evaluated the application submitted by the Developer and has submitted a written report to the City Council; and

WHEREAS, the City mailed notice of the proposed reimbursement district to the Developer and all owners of property within the proposed district; and

WHEREAS, the City Council conducted an informational public hearing on March 9, 2015, to consider the Public Works Director's report dated February 12, 2015, and to allow any interested person an opportunity to comment on formation of the proposed reimbursement district; and

WHEREAS, the City Council adopted Resolution No. 15-013 on March 23, 2015, establishing the Chenoweth Business Park reimbursement district; and

WHEREAS, Resolution No. 15-013 provided that the reimbursement fee for the reimbursement district would be established by adoption of a future resolution; and

WHEREAS, the City Council conducted a second informational public hearing on November 9 and November 23, 2015, to consider the reimbursement fees for the reimbursement district, and to allow any interested person an opportunity to comment on the proposed reimbursement fees;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF THE DALLES
RESOLVES AS FOLLOWS:**

Section 1. Reimbursement Fees. Payment of the applicable reimbursement fee of \$9,550.78 per acre for tax lots 2N 13E 21 600, 2N 13E 28 701 and 2N 13E 28 702 and \$8,996.90 per acre for tax lot 2N 13E 28B 300 as specified in the Public Works Director's report is a precondition of receiving City permits applicable to the development of parcels located within the reimbursement district pursuant to General Ordinance No. 06-1275.

Section 2. Effective Date. This Resolution shall be considered effective as of November 23, 2015.

PASSED AND ADOPTED THIS 23rd DAY OF NOVEMBER, 2015

Voting Yes, Councilor: _____
Voting No, Councilor: _____
Absent, Councilor: _____
Abstaining, Councilor: _____

AND APPROVED BY THE MAYOR THIS 23rd DAY OF NOVEMBER, 2015

Stephen E. Lawrence, Mayor

Attest:

Julie Krueger, MMC, City Clerk

PUBLIC WORKS DIRECTOR'S REPORT

February 12, 2015

In Response to Application by Port Of The Dalles (Port) for Establishment of a Reimbursement District for Chenoweth Business Park Water and Sanitary Sewer Improvements in the Proposed Amount of \$1,046,001.04.

SECTION 1: CONTENT OF PUBLIC WORKS DIRECTOR'S REPORT

This report follows the criteria established in General Ordinance 06-1275 which was approved by City Council on December 11, 2006. This written report considers and makes a recommendation concerning each of the following factors:

- A. The project for which an application has been made for formation of a reimbursement district, the reasons for the cost distribution proposal, and an evaluation of the public interest served by the project.
- B. The actual or contracted cost of the public improvement serving the area of the proposed reimbursement district and the portion of the public improvement cost that is reimbursable.
- C. The boundary and size of the reimbursement district.
- D. A methodology for spreading the cost among the properties within the reimbursement district and, where appropriate, defining a "unit" for applying the reimbursement fee to property which may, with City approval, be partitioned, subdivided, altered or modified at some future date.
- E. The amount to be charged by the City for an administration fee for the reimbursement agreement. The administration fee shall be fixed by the City Council and will be included in the resolution approving and forming the reimbursement district. The administration fee is due and payable to the City at the time the agreement is signed.
- F. Whether the public improvements will or have met City standards.

SECTION 2: APPLICATION FOR ESTABLISHMENT OF REIMBURSEMENT DISTRICT

The Port has made application for the establishment of a reimbursement district for a public improvement as outlined in Section 2 of City of The Dalles General Ordinance 06-1275. The project is:

- o The construction of an 18-inch diameter water main, 8-inch and 10-inch diameter gravity sanitary sewer mains, a sanitary sewer lift station and two 6-inch diameter pressure sanitary sewer mains to serve industrial and commercially zoned properties on both sides of Chenoweth Creek and east of Interstate 84, in support of the Chenoweth Business Park development. The application was made in accordance with the requirements of Section 2 of General Ordinance 06-1275. The applicant has paid the required application fee.

I have read the project description in the application, reviewed project plans, and reviewed the project with technical staff which indicated that the Chenoweth Business Park water and sanitary sewer

improvements have been designed and constructed to comply with city standards and provide safe and effective water and sanitary sewer service to the affected area. The project is scheduled for completion and acceptance by the City by May 31, 2015.

The concept of financing this type of project utilizing a Reimbursement District has been acceptable to the City Council, as indicated by the adoption of General Ordinance 06-1275. This improvement has been determined to be important and beneficial to the identified properties in the area if they develop or connect to the City water and sanitary sewer systems and, therefore, cost sharing conditions are proposed on those properties prior to their development or connection, if the District is approved by Council. The properties which have not, at this time, made application for any development but which will benefit from the improvements, when developed, are included in the reimbursement district.

SECTION 3: FINANCING FOR THE CHENOWETH BUSINESS PARK WATER AND SANITARY SEWER SYSTEMS REIMBURSEMENT DISTRICT

The Port has financed all of the costs associated with the Chenoweth Business Park water and sanitary sewer improvements, and the services provided by these public improvements are available to properties other than those owned by the Port. The construction-related contracted costs anticipated to be paid by the Port were included in the application.

SECTION 4: COST OF THE PUBLIC IMPROVEMENT SERVING THE PROPOSED REIMBURSEMENT DISTRICT

The total cost to the Port that was not provided by grants to construct the water and sanitary sewer systems to serve the Chenoweth Business Park and neighboring properties is projected to be \$1,833,897. Of that total cost, \$105,862 was related to construction of the water system improvements while \$1,728,035 was related to construction of the sanitary sewer systems. Port-owned properties make up approximately 42.5% of the area that can be served by the improvements and would not be included in the proposed District.

The application received from the Port indicated a total requested reimbursable cost of \$1,054,611.10. However, the application contained an error in the size of one of the tax lots. Therefore, it is recommended that the corrected reimbursable costs related to the benefited properties which are not owned by the Port, subject to future changes resulting from actual construction costs, be established at \$1,046,001.04 (\$60,660.32 for water and \$985,340.72 for sewer improvements) for all properties within the District except Tax Lot 300 which is already connected to the City water system and does not benefit from the water system improvements. It is further recommended that the reimbursable costs, subject to future changes resulting from actual construction costs, be established at \$8,457.09 for sewer improvements for Tax Lot 300.

SECTION 5: BOUNDARY AND SIZE OF THE REIMBURSEMENT DISTRICT

In accordance with General Ordinance 06-1275, the reimbursement district provides a mechanism whereby both previously conditioned properties and future developable properties will share in the costs of the public improvements that have been constructed by the Port. Properties owned by or dedicated to the City, the State of Oregon, or the Bonneville Power Administration (U.S. Government) are excluded from the reimbursement district.

There are certain other undeveloped properties and properties not currently connected to the City water and/or sanitary sewer systems both north and south of Chenoweth Creek and east of I-84 that will benefit from the improvements when they are developed or connected in the future.

The following reimbursement district properties are to be considered as part of the reimbursement agreement for the Chenoweth Business Park water and sanitary sewer system improvements:

1. Tax Lot 2N 13E 21 600 (map 2N 13 21 revised 3-19-2013) owned by Northwest Aluminum
2. Tax Lot 2N 13E 28 701 (map 2N 13 28 revised 3-19-2013) owned by Northwest Aluminum
3. Tax Lot 2N 13E 28 B 300 (map 2N 13 28B revised 6-16-2009) owned by Wasco County
4. Tax Lot 2N 13E 28 702 (map 2N 13 28 revised 3-19-2013) owned by WM3 Inc

These properties are outlined in the map included as Attachment "A".

SECTION 6: METHODOLOGY FOR REIMBURSEMENT FEE ALLOCATION TO REIMBURSEMENT DISTRICT

The reimbursement district for the Chenoweth Business Park water and sanitary sewer system improvements includes property that is all commercially or industrially zoned. All of the reimbursement properties are located within the Urban Growth Boundary, north or south of Chenoweth Creek and east of I-84.

There are a number of methods that could be used for apportionment of costs for a reimbursement agreement for water or sanitary sewer improvements: linear frontage, lot size or area, or number of lots. The lots proposed for this reimbursement district are of irregular size and shape. It is impossible to accurately predict how they may be developed in the future. Some of the lots could be partitioned into smaller lots, or consolidated into larger ones. Also, the linear frontage of these lots does not realistically reflect the relative value of the improvement to each lot.

The size of each lot most closely represents the potential value each may receive from the improvements, with larger lots potentially supporting larger developments with greater utility demands. Therefore, the method proposed for apportionment of costs for this reimbursement district is area (measured in acres). Each acre of area in the proposed district has equal opportunity to receive water and sanitary sewer services from the Chenoweth Business Park water and sanitary sewer improvements. Since the value of the improvement to all property in the proposed district is equal, area-based assessments are recommended.

One parcel in the area is owned by the Bonneville Power Administration (BPA) and, as a federal entity, is exempt from local government special assessments. Since it is unlikely that this parcel would ever be developed in a way that would utilize City water or sanitary sewer services, it has been excluded from the proposed district.

Utilizing the methodology outlined above, a district with a total area of 110.46 acres is proposed. For Tax Lots 600, 701 and 702 a total reimbursement fee of \$9,550.78 per acre is proposed, of which \$553.87 per acre would be for water system improvements while \$8,996.90 would be for sanitary sewer improvements. For Tax Lot 300 a total reimbursement fee of \$8,996.90 per acre is proposed for the sanitary sewer improvements.

SECTION 7: ADMINISTRATIVE FEE AND INTEREST RATE TO BE APPLIED TO REIMBURSEMENT DISTRICT

- A. It is recommended that the administration fee as outlined in Section 3 of General Ordinance 06-1275 shall be as follows:
\$50 per qualifying lot, for a total of \$200, payable to the City by the applicant at the time the reimbursement agreement is signed.
- B. It is recommended that the interest rate to be applied to the unpaid reimbursement fee be fixed at three and one-quarter percent (3.25%), the federal prime interest rate on February 12, 2015. It is proposed that interest accrual on the reimbursement fee start 30 days after the effective date of the formation of the reimbursement district. The approved General Ordinance defines that the interest rate shall be fixed and computed against the reimbursement fee as simple interest and will not compound.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1122
FAX: (541) 296-6906

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
November 23, 2015	Public Hearings 13, B	

TO: Honorable Mayor and City Council

FROM: Gene E. Parker, City Attorney

THRU: Julie Krueger, Interim City Manager

DATE: November 12, 2015

ISSUE: Public hearing for public comment and testimony concerning General Ordinance No. 12-1317 which regulates secondhand dealers.

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: #12-058.

BACKGROUND: On September 10, 2012, the City Council adopted General Ordinance No. 12-1317, which revised the regulations concerning secondhand dealers who operate within the City. The ordinance revised the type of acceptable identification which dealers are required to obtain from customers before selling used property; clarified the type of used property which is subject to regulation; revised the type of information which an applicant for a new license is required to provide to the City; established a weekly process for reports from the dealers as to merchandise which is acquired; created a holding period of seven days before property can be sold by a secondhand dealer; and established a new provision requiring the secondhand dealers to affix tags to the used merchandise to facilitate identification of items to be sold.

Section 15 of General Ordinance No. 12-1317 provided for a review of the ordinance upon two years following the adoption of the ordinance. The purpose of this public hearing is to satisfy the provision in the ordinance allowing for public comment and testimony concerning the ordinance,

and for the Council to determine whether any provisions of the ordinance should be amended, or whether the ordinance should be repealed in its entirety. City staff is not aware of any specific concerns regarding the implementation of the ordinance.

BUDGET IMPLICATIONS: None are anticipated.

ALTERNATIVES:

A. Staff Recommendation. The purpose of the public hearing is to allow for public comment and testimony related to the implementation of the ordinance regulating secondhand dealers. If the Council determines that any provision of the ordinance needs to be amended, or that the ordinance should be repealed in its entirety, staff will prepare an appropriate ordinance for adoption at a future Council meeting.



CITY of THE DALLES

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AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
November 23, 2015	Public Hearings 13, C	

TO: Honorable Mayor and City Council

FROM: Gene E. Parker, City Attorney

THRU: Julie Krueger, Interim City Manager

DATE: November 12, 2015

ISSUE: Public Hearing to consider declaration of real property located at 600 East 12th Street, as surplus real property, and approving Resolution No. 15-047 declaring the property to be surplus property.

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None.

BACKGROUND: On December 10, 2012, the City Council adopted Resolution No. 12-019 confirming that the structure located at 600 East 12th Street in The Dalles, Oregon, constituted a public nuisance as a dangerous building, and that demolition of the structure was an appropriate remedy. Resolution No. 12-019 provided that the property owner would have 30 days from the effective date of the Resolution to secure the necessary permits to perform the demolition work. David Campbell, the owner of the property, did not obtain the required permits, and the City proceeded to hire a contractor to demolish the structure located at 600 East 12th Street. On April 22, 2013, the City Council adopted Resolution No. 13-013 confirming the accounting report for the costs incurred by the City in demolition of the structure, and assessed the costs of the nuisance abatement as a personal obligation of the property owner, and as a lien upon the real property.

When the owner failed to pay the assessment imposed upon the property, the City instituted proceedings to foreclose upon the lien. At a foreclosure sale conducted on October 3, 2014, the property located at 600 East 12th Street was sold to the City for the sum of \$49,425.95. The one year statutory redemption period expired on October 3, 2015, and the City acquired title to the property by a Bargain and Sale Deed recorded on October 16, 2015 in the Wasco County Deed Records as Microfilm No. 2015-004131. In order to acquire clear title to the property, the City had to pay the sum of \$5,443.73 in past due property taxes.

ORS 271.310 provides that a political subdivision may sell, exchange, convey or lease for any period not exceeding 99 years all or any part of its interest in real property when that property is not needed for public use, or whenever the transfer of the property may further the public interest. Declaration of the property as surplus property will allow the City to use the process for sale of vacant developable lots set forth in Resolution No. 98-013. Under this process, City staff will request a preliminary title report for the parcel, and establish a market value for the parcel. The steps used to establish the market value could include a formal appraisal or a market analysis conducted with assistance from local real estate agents. Public notice will be provided of the time and place when the City will accept sealed written bids for the purchase of the property. The City Council will meet in executive session to consider action on the bids. Following deliberations in executive session, the Council will return to regular session and vote to accept the highest bid, reject all bids or postpone action for a maximum of 45 days. If the Council decides to accept the highest bid, the City would proceed with preparation of necessary documents to complete the transaction.

BUDGET IMPLICATIONS: The City acquired the property by bidding the sum of \$49,259.95 at the foreclosure sale, and paying past due real property taxes in the amount of \$5,443.73. The City's goal will be to recover these costs through the sale of the property by written sealed bids.

ALTERNATIVES:

- A. Staff Recommendation. *Move to adopt Resolution No. 15-047 declaring the property at 600 East 12th Street as surplus real property.*

RESOLUTION NO. 15-047

**A RESOLUTION DECLARING REAL PROPERTY DESCRIBED AS ASSESSOR'S
MAP NO. 1N 13E 3CD, TAX LOT 10200, AS SURPLUS PROPERTY**

WHEREAS, on December 10, 2012, the City Council adopted Resolution No. 12-019 confirming that the structure located at 600 East 12th Street in The Dalles, Oregon, constituted a public nuisance as a dangerous building, and that demolition of the structure was an appropriate remedy ; and

WHEREAS, Resolution No. 12-019 provided that the property owner would have 30 days from the effective date of the Resolution to secure the necessary permits to perform the demolition work; and

WHEREAS, David Campbell, the owner of the property, did not obtain the required permits, and the City proceeded to hire a contractor to demolish the structure located at 600 East 12th Street; and

WHEREAS, on April 22, 2013, the City Council adopted Resolution No. 13-013 confirming the accounting report for the costs incurred by the City in demolition of the structure, and assessed the costs of the nuisance abatement as a personal obligation of the property owner, and as a lien upon the real property; and

WHEREAS, when the owner failed to pay the assessment imposed upon the property, the City instituted proceedings to foreclose upon the lien; and

WHEREAS, at a foreclosure sale conducted on October 3, 2014, the property located at 600 East 12th Street was sold to the City for the sum of \$49,425.95; and

WHEREAS, the one year statutory redemption period expired on October 3, 2015, and the City acquired title to the property by a Bargain and Sale Deed recorded on October 16, 2015

in the Wasco County Deed Records as Microfilm No. 2015-004131; and

WHEREAS, ORS 271.310 provides that a political subdivision may sell, exchange, convey or lease for any period not exceeding 99 years all or any part of its interest in real property, when that property is not needed for public use, or whenever the transfer of the property may further the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. Property Declared Surplus. The parcel of land located at 600 East 12th Street in The Dalles, which is described as Assessor's Map No. 1N 13E 3CD, Tax Lot 10200, which is also described as follows:

The North 81 feet of Lots 1 and 2, Block 47, BIGELOW'S BLUFF ADDITION TO DALLES CITY, in the City of The Dalles, Wasco County, and State of Oregon

is hereby declared to be surplus property not needed for public use, and making the property available to be sold by the submission of written bids will further the public interest for the following reasons:

A. The property is a vacant lot located at the corner of 12th and Jefferson Streets. It is capable of being developed for residential purposes, which use is the highest and best use for the property.

B. Declaration of the property as surplus property will allow the City to use the process for sale of vacant developable lots set forth in Resolution No. 98-013. Under this process, City staff will request a preliminary title report for the parcel, and establish a market value for the parcel. The steps used to establish the market value could include a formal appraisal or a market analysis conducted with assistance from local real estate agents. Public notice will be provided of the time and place when the City will accept sealed written bids for the

purchase of the property. The City Council will meet in executive session to consider action on the bids. Following deliberations in executive session, the Council will return to regular session and vote to accept the highest bid, reject all bids or postpone action for a maximum of 45 days. If the Council decides to accept the highest bid, the City would proceed with preparation of necessary documents to complete the transaction.

Section 2. Officers to Act. The Interim City Manager and other City staff members are authorized to execute the necessary documents to facilitate the process for receipt of written sealed bids for the purchase of the property .

Section 3. Effective Date. This resolution shall be considered to be effective as of November 23, 2015.

PASSED AND ADOPTED THIS 23RD DAY OF NOVEMBER, 2015

Voting Yes, Councilor: _____
Voting No, Councilor: _____
Absent, Councilor: _____
Abstaining, Councilor: _____

AND APPROVED BY THE MAYOR THIS 23RD DAY OF NOVEMBER, 2015

Stephen E. Lawrence, Mayor

Attest:

Julie Krueger, MMC, City Clerk



CITY OF THE DALLES

313 COURT STREETS
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1122
FAX (541) 296-6906

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 23, 2015	Discussion Items 14, A	

TO: Honorable Mayor and City Council

FROM: Gene E. Parker, City Attorney

THRU: Julie Krueger, Interim City Manager

DATE: November 12, 2015

ISSUE: Discussion of a requested rate increase resulting from increased landfill disposal costs and operational costs incurred by The Dalles Disposal Service, Inc., effective January 1, 2016.

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None.

BACKGROUND: Enclosed with this staff report is a letter dated October 29, 2015 from Erwin Swetnam, District Manager for The Dalles Disposal, submitting a request to the City to consider granting an increase averaging approximately .76% in the rates charged by the company for solid waste and recycling services, to be effective January 1, 2016. The increase is being requested due to increased operational costs and disposal fees. The operational costs include such items as health care and fleet maintenance. Mr. Swetnam notes that the Wasco County Landfill anticipates increasing both its gate rate and the pass-through Household Hazardous Waste tax by a total amount of .76% effective January 1, 2016. A schedule showing the proposed rates which would be effective January 1, 2016 is included with this staff report. General Ordinance No. 92-1155, which contains provisions regulating franchisees that collect solid waste, requires the City Council to review rates charged by franchisees to determine if the rates are reasonable and just and adequate to provide collection service. The ordinance also

provides that the rates established by the City Council shall allow the person who has a franchise to collect solid waste material, to recover any additional costs of education, promotion, and providing notice of the opportunity to recycle at the minimum level required by the State of Oregon or at a higher level of recycling required by or permitted by the City. Oregon law requires that the City Council provide an opportunity for public comment upon any proposed increase in fees, including rates to be charged by City franchisees.

The 2015 legislative session included two bills which may have an impact upon the fees which a licensed solid waste franchisee may charge. These bills are effective as of January 1, 2016. Senate Bill 245 restores funding levels for the Oregon Department of Environmental Quality's materials management program through increases to tipping fees and anticipated increases by the Oregon Environmental Quality Commission to landfill permit fees. Senate Bill 263 provides that for cities with a population of more than 10,000 but not more than 50,000 which are located 150 miles or less from the City of Portland (which would include The Dalles), that the city has to implement a program with the following recycling elements:

- A. Provision of at least one durable recycling container to each residential service customer.
- B. On-route collection at least once each week of source separated recyclable material from residential collection service customers, provided on the same day that solid waste is collected from each customer.
- C. An expanded education and promotion program as described in the legislation; or
- D. The City's program must select at least 6 of the recycling elements, from the 13 recycling elements which are listed in the legislation.

During a recent meeting of the Solid Waste Advisory Committee, City staff learned of the potential for an increased charge of 65 cents per ton, which may be imposed by the Department of Environmental Quality in 2016, possibly in two phases. The Council may desire to ask representatives from The Dalles Disposal whether the proposed rate increase reflects any increased costs that may be associated with implementation of the requirements of the two Senate bills.

BUDGET IMPLICATIONS: If the Council does decide to approve any increase in the rates charged by The Dalles Disposal, the City will probably receive a modest increase in the amount of the franchise fee collected from The Dalles Disposal, as the franchise fee is calculated on the amount of gross revenue received by The Dalles Disposal.

ALTERNATIVES:

- A. As this is a discussion item, staff will be seeking direction from the Council as to whether to approve the proposed rate increase, or a different amount for any approved rate increase. If the Council reaches a consensus to approve an increase in the rates, staff will prepare a resolution for the Council to review at the December 14, 2015 meeting.



THE DALLES DISPOSAL
1317 W 1ST STREET-THE DALLES, OR 97058
541-298-5149

October 29, 2015

The Dalles City Hall
313 Court St
The Dalles, OR 97058

Attention:
Mayor Stephen Lawrence
Council Members

Dear Mayor Lawrence and Council Members,

The Dalles Disposal would like to respectfully request a rate adjustment averaging approximately .76% to help offset rising operational costs and disposal fees. We request this adjustment to be effective January 1, 2016. Some examples of these increases include but are not limited to, health care costs and fleet maintenance.

We use The Consumer Price Index (CPI) for the Standard Metropolitan Statistical Area (West-C) to benchmark our changes in operational costs. The most recent July to July comparison increased .76% and we believe this is a good indicator of our overall experience. The Wasco County Landfill anticipates increasing both its gate rate and the pass-through Household Hazardous Waste tax by .76% effective January 1st. We have incorporated these increases into the attached proposed rate schedule.

We would like to be scheduled on the council agenda at your earliest convenience to discuss our proposal. We appreciate the continued opportunity to provide The Dalles with high quality solid waste services.

Sincerely,

Erwin Swetnam
District Manager

Enclosure: Proposed Rate Sheets

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%	0.76%	3.00%	TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
RESIDENTIAL						
CANS/ROLLCARTS						
Weekly						
- (1) 20 gal can	\$11.40	\$0.02	\$0.07	\$0.00	\$0.09	\$11.49
- (1) 32 gal can	\$16.46	\$0.03	\$0.10	\$0.00	\$0.13	\$16.59
- 90 gal rollcart	\$24.09	\$0.07	\$0.12	\$0.01	\$0.20	\$24.29
- 105 gal cart (Phase Out)	\$25.90	\$0.09	\$0.12	\$0.01	\$0.22	\$26.12
- each add'l can	\$16.46	\$0.03	\$0.10	\$0.00	\$0.13	\$16.59
EOW						
- (1) 32 gal can	\$13.42	\$0.02	\$0.09	\$0.00	\$0.11	\$13.53
Call In						
- (1) 32 gal can	\$11.72	\$0.01	\$0.08	\$0.00	\$0.09	\$11.81
- 90 gal rollcart	\$17.55	\$0.02	\$0.11	\$0.00	\$0.14	\$17.69
YARD DEBRIS						
* 12 month min sign-up period						
* \$18 restart fee if service cancelled and restarted within year						
* 60 gal yard debris cart						
Weekly	\$7.94	\$0.02	\$0.02	\$0.00	\$0.04	\$7.98
EOW	\$5.46	\$0.01	\$0.02	\$0.00	\$0.03	\$5.49
SPECIAL CHARGES						
* The following additional charges are assessed to customers whose cans, rollcarts or containers pose a potential safety risk to our employees due to the difficult and unsafe location of their service containers.						

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%	0.76%	3.00%	TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
Additional Charge:						
- Sunken Can	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Excess distance	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Steps/stairs	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Through gate	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
-extra can/bag/box	\$6.50	\$0.00	\$0.05	\$0.00	\$0.05	\$6.55
- loose yardage per yd (over-the-top extra around conts-cans-rollcarts or on the ground)	\$27.60	\$0.06	\$0.16	\$0.01	\$0.22	\$27.82
- bulk items (*Bring to transfer station)						
- return trip can	\$7.19	\$0.00	\$0.05	\$0.00	\$0.06	\$7.25
- return trip rollcart	\$9.55	\$0.00	\$0.07	\$0.00	\$0.07	\$9.62
- rollcart redelivery	\$9.91	\$0.00	\$0.07	\$0.00	\$0.08	\$9.99
- Off day PU	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Delinquent fee (Acct delinquent after 30 days from billing)	\$12.45	\$0.00	\$0.09	\$0.00	\$0.09	\$12.54
- NSF/unhonored check fee	\$29.42	\$0.00	\$0.22	\$0.01	\$0.22	\$29.64
- New Acct set up fee	\$5.69	\$0.00	\$0.04	\$0.00	\$0.04	\$5.73
- Change in service (name/address/service)	\$5.69	\$0.00	\$0.04	\$0.00	\$0.04	\$5.73

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%	0.76%	3.00%	TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
COMMERCIAL						
Weekly						
- (1) 32 gal can	\$19.67	\$0.03	\$0.12	\$0.01	\$0.16	\$19.83
- 90 gal rollcart	\$29.66	\$0.07	\$0.16	\$0.01	\$0.24	\$29.90
- 105 gal cart (Phase Out)	\$30.23	\$0.09	\$0.15	\$0.01	\$0.25	\$30.48
- each add'l can	\$19.67	\$0.03	\$0.12	\$0.01	\$0.16	\$19.83
EOW						
- (1) 32 gal can	\$16.42	\$0.02	\$0.11	\$0.00	\$0.13	\$16.55
Call in						
- (1) 32 gal can	\$12.92	\$0.01	\$0.09	\$0.00	\$0.10	\$13.02
- 90 gal rollcart	\$19.40	\$0.02	\$0.13	\$0.00	\$0.15	\$19.55
SPECIAL CHARGES						
* The following additional charges are assessed to customers whose cans, rollcarts or containers pose a potential safety risk to our employees due to the difficult and unsafe location of their service containers.						
Additional Charge:						
- Sunken Can	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Excess distance	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Steps/stairs	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
- Through gate	\$7.10	\$0.00	\$0.05	\$0.00	\$0.05	\$7.15
-extra can/bag/box	\$6.50	\$0.00	\$0.05	\$0.00	\$0.05	\$6.55
- loose yardage per yd (*extra garbage ontop or around cans and rollcarts which must be manually handled & placed in truck)	\$27.62	\$0.06	\$0.16	\$0.01	\$0.22	\$27.84
- bulk items (*Bring to transfer station)						
- return trip can	\$7.19	\$0.00	\$0.05	\$0.00	\$0.06	\$7.25
- return trip rollcart	\$9.58	\$0.01	\$0.06	\$0.00	\$0.07	\$9.65

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%			TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
- rollcart redelivery	\$9.91	\$0.00	\$0.07	\$0.00	\$0.08	\$9.99
- Off day PU	\$7.20	\$0.00	\$0.05	\$0.00	\$0.05	\$7.25
- Delinquent fee (Acct delinquent after 30 days from billing)	\$12.45	\$0.00	\$0.09	\$0.00	\$0.09	\$12.54
- NSF/unhonored check fee	\$29.42	\$0.00	\$0.22	\$0.01	\$0.22	\$29.64
- New Acct set up fee	\$5.69	\$0.00	\$0.04	\$0.00	\$0.04	\$5.73
- Change in service (name/address/service)	\$5.69	\$0.00	\$0.04	\$0.00	\$0.04	\$5.73

CONTAINERS

1 1/2 Yd Containers

- Call In	\$29.99	\$0.05	\$0.18	\$0.01	\$0.24	\$30.23
- EOW	\$43.86	\$0.10	\$0.24	\$0.01	\$0.35	\$44.21
- 1XPW	\$87.79	\$0.20	\$0.49	\$0.02	\$0.71	\$88.50
- Additional day rate = # days x 1 x wk rate						

2 Yd Containers

- Call In	\$42.24	\$0.06	\$0.26	\$0.01	\$0.33	\$42.57
- EOW	\$58.67	\$0.13	\$0.33	\$0.02	\$0.47	\$59.14
- 1XPW	\$117.29	\$0.26	\$0.65	\$0.03	\$0.95	\$118.24
- Additional day rate = # days x 1 x wk rate						

3 Yd Containers

- Call In	\$59.99	\$0.09	\$0.37	\$0.02	\$0.48	\$60.47
- EOW	\$87.74	\$0.20	\$0.49	\$0.02	\$0.71	\$88.45
- 1XPW	\$175.59	\$0.40	\$0.98	\$0.05	\$1.42	\$177.01
- Additional day rate = # days x 1 x wk rate						

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%			TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
SPECIAL CHARGES						
- Delivery	\$32.04	\$0.00	\$0.24	\$0.01	\$0.24	\$32.28
- Rent	\$31.24	\$0.00	\$0.23	\$0.01	\$0.24	\$31.48
- Rent-a-bin	\$70.32	\$0.00	\$0.52	\$0.02	\$0.53	\$70.85
- Loose yardage	\$27.62	\$0.06	\$0.16	\$0.01	\$0.22	\$27.84
Containers with difficult access (per cont chg)						
- Not on solid surface	\$7.83	\$0.00	\$0.06	\$0.00	\$0.06	\$7.89
- Stuck in the mud	\$7.83	\$0.00	\$0.06	\$0.00	\$0.06	\$7.89
- Lodged in loose gravel	\$7.83	\$0.00	\$0.06	\$0.00	\$0.06	\$7.89
- Overweight	\$7.83	\$0.00	\$0.06	\$0.00	\$0.06	\$7.89
- Excess distance	\$7.83	\$0.00	\$0.06	\$0.00	\$0.06	\$7.89
- Rolloff curb	\$7.83	\$0.00	\$0.06	\$0.00	\$0.06	\$7.89
COMPACTORS						
* 50,000 max gross weight						
- Per compacted yard	\$30.48	\$0.15	\$0.10	\$0.01	\$0.27	\$30.75
- over 2 tons for 10 yds						
- over 4 tons for 20 yds						
- over 6 tons for 30 yds						
- over 50,000 GW x Fee (*Per each 2,000 lb excess)	\$346.99	\$0.00	\$2.55	\$0.08	\$2.63	\$349.62
DROP BOXES						
- 10 yd min fee empty	\$190.81	\$0.56	\$0.96	\$0.05	\$1.57	\$192.38
- 15 yd min fee empty	\$293.96	\$0.84	\$1.49	\$0.08	\$2.42	\$296.38
- 20 yd min fee empty	\$381.62	\$1.12	\$1.92	\$0.11	\$3.15	\$384.77
- 30 yd min fee empty	\$572.44	\$1.69	\$2.87	\$0.16	\$4.72	\$577.16
- Delivery	\$66.72	\$0.00	\$0.49	\$0.02	\$0.51	\$67.23
- Demurrage per day after 5 days	\$14.20	\$0.00	\$0.10	\$0.00	\$0.11	\$14.31

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%	0.76%	3.00%	TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
- LS ydg	\$19.09	\$0.06	\$0.10	\$0.01	\$0.16	\$19.25
- over 2 tons for 10 yds						
- over 4 tons for 20 yds						
- over 6 tons for 30 yds						
- over 50,000 GW x Fee (*Per each 2,000 lb excess)	\$346.99	\$0.00	\$2.55	\$0.08	\$2.63	\$349.62

THE DALLES CITY GARBAGE RATES

Proposed Increase January 1, 2016

SERVICE	1/1/15 CURRENT RATE	0.76%	0.76%	3.00%	TOTAL INCREASE	NEW RATE
		Total LF Increase	Business Increase	Franchise Fee		
TRANSFER STATION						
Minimum Charge:						
Household Garbage						
* 1 can or 1 bag	\$7.20	\$0.00	\$0.05	\$0.00	\$0.06	\$7.26
- Per Yard (After Minimum)	\$13.44	\$0.03	\$0.08	\$0.00	\$0.11	\$13.55
- MINIMUM YARD CHARGE (3 Yards)	\$26.88			\$0.00	\$0.22	\$27.10
Bulk Items:						
- Mattress/box springs						
- Recliners/large chairs						
- Couches/furn/tv's (minimum fee plus)	\$8.53	\$0.00	\$0.06	\$0.00	\$0.06	\$8.59
Appliances:						
- each	\$11.37	\$0.00	\$0.08	\$0.00	\$0.09	\$11.46
- Refrigerators	\$31.71	\$0.00	\$0.23	\$0.01	\$0.24	\$31.95
- Tires (each)	\$12.78	\$0.00	\$0.09	\$0.00	\$0.10	\$12.88
- Tires with rims to 16" (each)	\$25.57	\$0.00	\$0.19	\$0.01	\$0.19	\$25.76
Brush and Wood:						
(Must be clean/no garbage/ for recycling)						
- Per Yard (After Minimum)	\$6.61	\$0.03	\$0.03	\$0.00	\$0.06	\$6.67
- MINIMUM YARD CHARGE (3 Yards)	\$19.83			\$0.00	\$0.18	\$20.01
Yardage calculation: multiply width x length x height divide by 27 = total yards						