

AGENDA

REGULAR CITY COUNCIL MEETING

April 27, 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. Sexual Assault Awareness Month Proclamation
 - B. Parkinson's Awareness Month Proclamation
6. 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.
7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS

CITY OF THE DALLES

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

10. 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.

- A. Approval of April 13, 2015 Regular City Council Meeting Minutes
- B. Approval of April 6, 2015 Special City Council Meeting Minutes
- C. Approval to Declare Police Department Vehicles as Surplus Property

11. PUBLIC HEARINGS

- A. Public Hearing to Receive Testimony Regarding Amendments to the Sign Ordinance
[Agenda Staff Report #15-028]

12. CONTRACT REVIEW BOARD ACTIONS

- A. Authorization to Purchase Excavator **[Agenda Staff Report #15-029]**

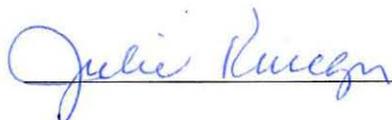
13. ACTION ITEMS

- A. Approval of Amendment to City's Budget Guidelines and Procedures for the Street Fund **[Agenda Staff Report #15-030]**
- B. Consideration of Economic Development Staffing Plan **[Agenda Staff Report #15-031]**

14. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Julie Krueger, MMC
City Clerk

 _____

PROCLAMATION

“SEXUAL ASSAULT AWARENESS MONTH”

WHEREAS, sexual assault affects citizens every day, whether as a victim-survivor or as a family member, friend, neighbor, employer or co-worker of a victim-survivor; and

WHEREAS, it is important to encourage healthy, non-violent interactions and relationships and to increase the effectiveness of sexual violence prevention efforts through partnerships with individuals and organizations; and

WHEREAS, recognizing the compassion and dedication of the individuals and organizations who provide services to the survivors and working in partnership to prevent sexual violence helps make the community a safer place for everyone;

NOW, THEREFORE, I, Stephen E. Lawrence, Mayor of the City of The Dalles, do hereby proclaim the month of April 2015, as

“SEXUAL ASSAULT AWARENESS MONTH”

and encourage the citizens of The Dalles to join in this observance.

APPROVED AND DATED THIS 27TH DAY OF APRIL, 2015

SIGNED: _____

Stephen E. Lawrence, Mayor

ATTEST: _____

Julie Krueger, MMC, City Clerk



PROCLAMATION

“PARKINSON’S AWARENESS MONTH”

WHEREAS, Parkinson’s Disease is a chronic, progressive, neurological disease and is the 14th leading cause of death in the United States, according to the Centers for Disease Control and Prevention; and

WHEREAS, symptoms of Parkinson’s disease can include tremors, slowness of movement, difficulty with balance, swallowing, chewing, and speaking, cognitive impairment, dementia, and mood disorders and there is no cure, therapy or drug to slow the progression of the disease; and

WHEREAS, volunteers, researchers, care givers, and medical professionals are working to improve the quality of life of people living with the disease and increased education and research are needed to find effective treatments, and ultimately a cure for Parkinson’s disease;

NOW, THEREFORE, I, Stephen E. Lawrence, Mayor of the City of The Dalles, do hereby proclaim the month of April 2015, as

“PARKINSON’S AWARENESS MONTH”

and encourage the citizens of The Dalles to join in this observance.

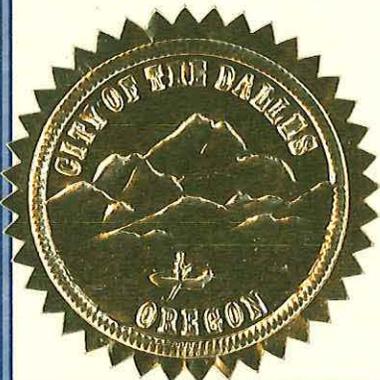
APPROVED AND DATED THIS 27TH DAY OF APRIL, 2015

SIGNED: _____

Stephen E. Lawrence, Mayor

ATTEST: _____

Julie Krueger, MMC, City Clerk





AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 27, 2015	Consent Agenda 10, A - C	N/A

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk 

THRU: Nolan K. Young, City Manager

DATE: April 15, 2015

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

A. **ITEM:** Approval of April 13, 2015 City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the April 13, 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 April 13, 2015 City Council meeting.

B. **ITEM:** Approval of April 6, 2015 Special City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the April 6, 2015 special City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the April 6, 2015 special City Council meeting.

C. **ITEM:** Approval to Declare Police Department Vehicles as Surplus Property.

BUDGET IMPLICATIONS: The vehicles will be used for trade-in purposes on an unmarked vehicle.

SYNOPSIS: One vehicle was used as a patrol car and has been taken out of service with approximately 75,000 miles. It has become a high maintenance problem and has been replaced as scheduled. The second vehicle was used as an administrative and detective vehicle. It has approximately 88,000 miles and is due for replacement.

RECOMMENDATION: That City Council review and approve the vehicles to be surplussed and used for trade-in purposes on an unmarked vehicle.

MINUTES

REGULAR COUNCIL MEETING
OF
APRIL 13, 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: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Administrative Fellow Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Planning Director Dick Gassman, Police Captain Steve Baska, Engineer Dale McCabe

CALL TO ORDER

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

ROLL CALL

Roll call was conducted by City Clerk Krueger; all Councilors present.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

It was moved by Miller and seconded by Elliott to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

Funding Request by Mid Columbia Senior Center

Scott McKay provided a handout and talked about the importance of caring for the ageing population of our community. He spoke about the Center's budget, activities, and programs. McKay reported that the fund raising for the elevator had been very successful, but noted with the small budget, funds would be appreciated to help with capital improvement projects. He noted that replacing a water heater, heat pump, or other item, was an expense the Senior Center did not have funds for. McKay said if the City provided financial support, it would be used to start a capital projects fund raising campaign to address emergency issues that arose. He said the Senior Center and the City had a very long standing relationship and he appreciated all the support of the City over the years.

Councilor Spatz asked how the Meals on Wheels Program fit with the Senior Center. McKay said they were separate, non-profit groups, but had a very collaborative relationship, sharing facilities and utility expenses. He said the Meals on Wheels Program provided over 20,000 meals per year, made home deliveries and also served meals at the Center daily.

Funding Request by Fort Dalles Museum Commission

Museum Executive Director Cal McDermid and Commission President Trish Neal provided an overview of work being done at the Museum, re-arranging exhibits and cleaning the facilities. It was noted the museum was a joint operation of Wasco County and the City of The Dalles. Ms. Neal said the request of \$2,500 from each governing body would assist in maintenance and repairs at the museum.

In response to a question, it was noted that the City owned the property where the Anderson House and Barn were located and the County owned the Garrison grounds and Surgeon's Quarters property.

Mayor Lawrence said he and several of the City Councilors had toured the facilities and it was incredible how much work had been accomplished in the past two months.

Ms. Neal provided an explanation of grant funds received and how they were managed for restoration of the vehicle barn. She said there was a separate endowment fund and donors could select whether they wanted to donate to the endowment fund, the vehicle barn fund, or just a general donation. In response to a question, Neal said the vehicles were mostly privately owned, but on long term loan to the museum.

MINUTES (Continued)
Regular Council Meeting
April 13, 105
Page 3

Funding Request by Veterans Memorial Committee

Les Cochenour, 319 West 20th Street, The Dalles, said he was thankful for the donation to the Veteran's Memorial Committee every year. He said recent expenditures had included on-going costs for the security cameras and cleaning of the monuments. Cochenour said the fund was healthy and the Committee would request only \$500 this year for maintaining the site. Cochenour said they were required to maintain a \$5,000 balance in case they needed to repair any damage.

Mayor Lawrence asked Cochenour for information regarding a proposed Veterans Museum. Cochenour said items were being collected and they hoped to display them in the very near future in a downtown location.

AUDIENCE PARTICIPATION

Co-conveners Dan Ericksen and Michele Spatz, Oregon Solutions Project focusing on Childhood Obesity in Wasco County, addressed the Council regarding their project. Obesity rates were described for children in Wasco County, noting it had the highest rate of child obesity in the State. Spatz provided information on the statistics, the expected medical and emotional costs associated with the problem, and discussed the various agencies involved in the project. She said the group would be presenting a non-binding declaration of cooperation for City Council approval at a future meeting and hoped the City Council would support the work of the group.

Candy Armstrong, School District #21, said the District was a partner in the project. She said there were a lot of activities for the school children, but it was important to reach the children who were not involved in activities and to find out what the barriers were to children who didn't participate in activities.

In response to questions, Armstrong said she hoped activity fees could be reduced or waived and special programs developed for the Hispanic population. Regarding concerns about transportation, she said the District did provide some bus transportation, but it was also important to ensure safe walking and biking routes in school areas.

Dr. Vern Harpole, representing the Health District, urged the City Council to support all programs and initiatives that would help resolve the issued of childhood obesity.

CITY MANAGER REPORT

City Manager Young introduced Jo Kemper, Regulatory Compliance Officer for the City. Young reported that staff was working on the City's website, including an improved home page, a

Request for Proposals (RFP) to update the website, and consideration of a phone application for improved communications between the City and citizens. He said a time frame for the RFP had not yet been established.

Young said the mega-haul project, moving the large machinery to the Celilo Converter Station, was underway. He said there were concerns regarding traveling through the east gateway section of the downtown, but said if any damages occurred the hauling company would be responsible to make repairs.

Young reminded the City Council that Budget Committee meetings would begin on May 4. He said Budget Issue Papers would continue to be sent out and asked if the City Council wanted to have a tour of the Wastewater Treatment Plant. He said the City Clerk would set up a tour if anyone was interested.

Young said he had prepared a proposal for the City Council's budget to handle the funding requests, but that it could be changed during the Budget Committee meeting to accommodate items at different levels. He noted that he had already included \$2,500 for Ft. Dalles Museum, \$20,000 for 4th of July celebration, \$2,000 for the Veteran's Committee, and \$10,000 for the rodeo.

CITY ATTORNEY REPORT

City Attorney Parker reported he had been working with the Codes Enforcement Office to cite some offenders into Municipal Court and had been working with the Planning Department on cell tower regulations. Parker asked for consensus to allow Andrew Meyers to serve as Municipal Judge pro-tem because both Judge Peachey and Judge Gouge would be unavailable for one day. It was the consensus of the City Council to allow Andrew Meyers to serve as Judge pro-tem.

CITY COUNCIL REPORTS

Councilor Spatz provided an update on QLife activities, including funding proposals for broadband access in south Wasco County and extension of broadband from Arlington, west to The Dalles, to better serve Gilliam, Sherman and east Wasco County. Spatz said he was involved in the Wasco County Childhood Obesity Reduction Plan and said he hoped the City would be very supportive of the initiative.

Councilor Miller reported she had attended the ceremony transferring the Elks Club Building to the new owners and attended City Council training from CCIS, regarding risk management.

MINUTES (Continued)
Regular Council Meeting
April 13, 105
Page 5

Mayor Lawrence said he had the honor of presenting an American flag to a young girl who had sent many gifts to the soldiers in Afghanistan. He said he had introduced Senator Merkley at the recent Town Hall meeting, and attended the Google celebration and Elks Club transfer ceremony.

CONSENT AGENDA

Councilor Spatz asked that the March 23 minutes be corrected, on page 4, to state that he hoped the City would provide a letter of support from the City for the manufacturing initiative, not to just support the initiative.

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

Items approved by Consent Agenda were: 1) approval of March 23, 2015 regular City Council meeting minutes; 2) approval to declare equipment and vehicles at the Airport as surplus property; and 3) Resolution No. 15-018 concurring with the Mayor's appointment of Linda Miller to the Household Hazardous Waste Committee.

CONTRACT REVIEW BOARD ACTIONS

Award 2015 Sanitary Sewer Slipline Contract

Engineer Dale McCabe reviewed the staff report.

There was discussion regarding whether additional lines could be added to the project since the bids came in below budget. It was explained that the City would need to be in compliance with the Contract Review Board Rules, but staff would work on a list of additional lines that could be completed, if it was allowed to increase the amount of work to be done, up to the budgeted amount.

It was moved by Spatz and seconded by McGlothlin to authorize the City Manager to enter into contract with Insituform Technologies in an amount not to exceed \$286,612.20 for the 2015 sanitary slipline project, including additional work, if allowed. The motion carried unanimously.

ACTION ITEMS

Consideration of Fiscal Year 2015-16 Community Marketing Work Plan and Budget for The Dalles Area Chamber of Commerce

City Manager Young reviewed the staff report.

MINUTES (Continued)
Regular Council Meeting
April 13, 105
Page 6

Mayor Lawrence said the Council had received a reply from the Chamber on Friday, to a list of questions, but the answers were vague. He proposed a meeting with City representatives and Chamber representatives to get clearer answers before the Council took action to approve the tourism work plan and budget.

Chamber President Lisa Farquharson expressed concern regarding financial questions, saying the Chamber was a private, non-profit and didn't share budget information.

It was the consensus of the Council to have staff set up a meeting, including City Manager, Mayor and one City Councilor, along with Chamber staff to further discuss the questions.

Resolution No. 15-017 Establishing Public Improvement Guidelines for Residential Streets

Planning Director Gassman reviewed the staff report.

There was discussion regarding the language in item #6 of the proposed guidelines. Councilor Elliott said he thought the Council had agreed to eliminate any requirements for delayed development agreements.

Following discussion regarding when a curb line would be installed by the City, and that it would not be done on a property by property basis, it was agreed to change #6 of the Guidelines to include only the first sentence.

It was moved by Elliott and seconded by Brown to adopt Resolution No. 15-017 establishing public improvement guidelines, as amended, for residential streets. The motion carried unanimously.

Donna Lawrence asked if the City would be providing refunds to property owners who had already paid into the improvement fund. City Manager Young said the City had already received two requests for refunds and said they would be brought to a future Council meeting for consideration. Mrs. Lawrence said the City should identify and provide those refunds without have to be requested by the property owners.

Consideration of Compensation Package for Exempt Employees

City Manager Young reviewed the staff report. He noted one option was to change the employee from 100% paid by the City, to require employees to pay 10% of their premiums.

There was discussion about offering other options, including a plan with a higher deductible. Staff was asked to bring back information on plans, when it was received from the carrier. The

matter was postponed pending additional information.

DISCUSSION ITEMS

Discussion Regarding Thompson Street Project

City Manager Young reviewed the staff report. Public Works Director Anderson provided an overview of what underground utility work would be proposed prior to placing a surface on the street. It was noted the total cost of the project would be approximately \$375,000 and funds were available in the various Public Works Department budgets to complete all the work.

Councilor Brown said re-surfacing the street contradicted the City Council goal to have maintenance only for the next three years. He said it was a worthy project, but would prefer to defer any reconstruction projects for at least one year to see how the new maintenance plan was progressing.

Councilor Spatz said he liked the proposal and saw it as a maintenance project.

There was a discussion regarding possible savings on the Scenic Drive stabilization project and whether unused funds could be used to complete the proposed Thompson Street project. Staff was asked to provide a report to Council in June regarding the status of the Scenic Drive project and any potential savings from that project prior to making a decision on the Thompson Street project.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:17 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

Stephen E. Lawrence, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk

MINUTES

SPECIAL COUNCIL MEETING
OF
APRIL 6, 2015
12:00 P.M.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Steve Lawrence

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

COUNCIL ABSENT: Dan Spatz

STAFF PRESENT: City Manager Nolan Young, City Clerk Julie Krueger

CALL TO ORDER

Mayor Lawrence called the meeting to order at 12:09 p.m.

CCIS ELECTED OFFICIALS VIDEO TRAINING

Mike Lutge of Oregon Trail Insurance provided the video training and said when completed, the City would receive a \$1,000 reduction in their insurance premiums from CCIS.

City Manager Young said CCIS had a new program called hire to retire and offered professional tools to hire properly and to develop employees throughout their careers. He said it was important to have good hiring practices and personnel rules and to provide good interview panels. Young said CCIS also helped cities to develop plans to correct employee issues.

Young commended Oregon Trail Insurance, saying they worked hard to keep insurance rates and claims under control. He said the City's SAIF agent, Mike Courtney was also part of the team that helped the City with insurance issues.

MINUTES (Continued)
Special Council Meeting
April 6, 2015
Page 2

ADJOURNMENT

The meeting adjourned at 12:37 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

Stephen E. Lawrence, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk



DRAFT AGENDA STAFF REPORT

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 27, 2015	Public Hearings 11, A	15-028

TO: Honorable Mayor and City Council
FROM: Richard Gassman, Planning Director
THRU: Nolan Young, City Manager *ny*
DATE: April 27, 2015

ISSUE: Amendments to the Sign Code.

RELATED CITY COUNCIL GOAL: N/A

PREVIOUS AGENDA REPORT NUMBERS: N/A

BACKGROUND: Over a year ago the City Council formed an advisory committee to review the City's Sign Code as found in the Land Use and Development Ordinance (LUDO) Chapter 13. The Advisory Committee met approximately 20 times. They reviewed and discussed a wide variety of ideas. After due deliberation, the Committee proposed a series of amendments and sent those proposals to the Planning Commission. The Commission held a public hearing, reviewed and discussed those proposals, and recommended a series of amendments to the Council.

PROCEDURE: This is a legislative type public hearing. After the hearing, the Council can direct staff to prepare an ordinance containing the amendments, if any, approved by the Council. Staff will bring the ordinance back to the Council at a later date. If Council decides not to make any amendments, this item is concluded.

NOTIFICATION: These proposed code changes require a 35 day notice to the Department of Land Conservation and Development. That notice was sent on October 7, 2014, at least 35 days before the first hearing. A notice was also published in The Dalles Chronicle on April 17, 2015.

COMMENTS: As of the date of the preparation of this report, no comments have been received from the public for this hearing.

BUDGET IMPLICATIONS: Adoption of these recommendations would have no effect on the budget.

RECOMMENDATION: At the end of this staff report is a list of recommendations from the Planning Commission. The proposed changes are listed in order by LUDO code number. The Council may approve, delete, or modify these recommendations as they deem appropriate. The *italics* signify existing code language, ~~lined-out~~ signifies a proposed deletion, and **bold** signifies proposed new language. Regular type signifies direction or explanation.

Staff recommends that the City Council adopt the amendments as recommended by the Planning Commission.

SUGGESTED ALTERNATIVE MOTIONS:

1. If the Council decides to approve the recommendations of the Planning Commission, an appropriate motion would be: Move to approve the amendments to the sign code as recommended by the Planning Commission, and direct staff to prepare an ordinance with appropriate findings of fact, and bring the ordinance back to Council at a later date.
2. If the Council decides to amend the recommendations, an appropriate motion would be: Move to amend the recommendations of the Planning Commission, then state the amendment(s) desired. If one or more amendments are approved, then a second motion would be: Move to approve the recommendations of the Planning Commission as amended, and direct staff to prepare an ordinance with appropriate findings of fact, and bring the ordinance back to Council at a later date.
3. If the Council decides not to approve the recommendations, an appropriate motion would be: Move to not approve the amendments, and state the reasons for not approving them.

Below is a list of recommendations from the Planning Commission. The recommended changes are listed in order by LUDO code number.

A. Definitions: 13.010.030

1. 13.010.030. Delete the word “arterial” from the definition of shopping center. *Shopping Center means a building or group of buildings planned and developed as a center on land with two or more retail business occupancies existing or planned. A “shopping center” shall not include a business which fronts on an arterial or collector street and which has a marked segregated parking or use area separate from the shopping center parking.*
2. 13.010.030. Add a definition for mural to read as follows: **“Mural means any depiction, other than a business logo, not using words. A depiction which is a combination of scenes and words can be divided so that the sign area is limited to the area around the words. Mural also means those murals and words showing historic scenes.”**
3. 13.010.030. Add a definition for “ghost sign”: **“Ghost sign is any sign, at least 50 years old, on a wall or other portion of a building which advertises a business, service, or product no longer found at that location”.**
4. 13.010.030. Add a Definition for window sign to read: **“A sign located on the outside of a building, but affixed to the window and within the boundaries of the window frame”.**
5. 13.010.030. Add a definition for framed sign to read: **“A sign placed within a rigid border which prevents the sign from moving. A framed sign may be allowed within the total sign allowance, if possible. If not, then it is treated as a temporary sign and is allowed for up to 90 days.”**

B. Exempt Signs 13.030.010

1. 13.030.010. Add a new provision as follows: **Y. Name Sign. One 20 square foot name sign in the CFO zone.**
2. 13.030.010. Add a new provision as follows: **Z. Window signs.**
3. 13.030.010. I. Change heading from “garage sale signs” to *Garage/Yard Sale Signs.*
4. 13.030.010 L. Rewrite this section to read: **Historic murals and murals not containing words or logos.** ~~*Murals which are mounted or painted upon an existing building or structure and which do not advertise a product or service for sale.*~~
5. 13.030.010 T. Rewrite this section to read as follows: *A temporary “For Sale” sign not exceeding 6 square feet in area with a maximum height of 4 feet, may be erected upon private residential property, provided that it advertises the sale, lease, or rental of the property upon which it is erected. One additional “For Sale” or “Open House” sign limited to the same size.* **On commercial property one “For Sale” sign not exceeding 32 square feet may be erected upon the property for sale.**
6. 13.030.010 V. Delete the last two sentences of this section and add language. Such signs shall not exceed 42 square feet in area. ~~*The sign shall be reduced in size by 6 square feet for each lot less than 7 lots in the subdivision.*~~ **Allow 32 square foot maximum for subdivision signs.**
7. 13.030.010 X. 6: to read as follows: *The number of signs is limited to the minimum necessary to adequately direct visitors,* **“similar to ODOT**

regulations”.

8. **13.030.010 Y. Ghost signs.**

C. Temporary Signs 13.030.020

1. 13.030.020. Add a new provision to read as follows: **D. Temporary Sign. One temporary sign per street frontage is allowed in addition to the regular sign allowance, up to 90 days in duration. A no fee permit is required.**
2. 13.030.020 Add a new provision to read as follows: **E. Balloons. Balloons and other inflatable devices, except during community events, are allowed only for a period of 7 days, and are allowed in addition to any other temporary sign.**

D. Prohibited Signs 13.030.030

1. 13.030.030 A. Delete provisions regarding “indecent” and “obscene” signs. *Bears or contains statements, words or pictures of an ~~obscene, indecent, or~~ immoral character, such as will offend the public morals or decency.*
2. 13.030.030: Amend paragraph C. to read: *The Director determines to be creating confusion with or interfering with the effectiveness of traffic signs or signals, or signs that resemble traffic signs.*
3. 13.030.030 E. Delete “tree or rock”. *Is a private sign place on, painted on, or affixed to any utility pole, ~~tree, or rock.~~*
4. 13.030.030 H. Renumber H to I and add a new paragraph H as follows: **H. Exceeds an average horizontal foot candle of .3 at an adjacent property line of a residentially zoned property.**

E. Others

1. 13.040.020. NC zone. Add a new C as follows: **C. No sign shall be internally lit.**
2. 13.040.050 CBC District. Add a new provision as follows: **C. One maximum 48 square foot sign, either flush mount or freestanding, in the CBC zone. Freestanding sign limited to 8 feet in height.**
3. 13.040.080. Highway District. Change the distance from “~~All land within 100 feet of Right of Way~~” to “**Any parcel within 100 feet of each right of way line of U. S. Highway I-84N from the West Urban Growth Boundary (UGB) to the East UGB, and Oregon State Highway No. 292 (West Second Street) from its intersection with Webber Street, westerly to the UGB.**”
4. 13.040.100. New provision to read as follows: **Historic Districts. Notwithstanding other provisions of this code, signs in historic districts must meet the historic district guidelines for signs, or seek approval from Historic Landmarks Commission.**
5. 13.050.030. Add a new paragraph as follows: **A. Allow each property one Freestanding sign per street frontage, up to a maximum of 100 square feet, in the CBC and CG, and CR zones, separate from other allowances. Renumber existing paragraphs A to E as B to F.**

6. 13.050.040 A. 7. CR zone. Amend maximum from 25% to **50%** of building front in the CR zone.
7. 13.050.040 add a new paragraph C to read as follows: C. **Minimum Area**
Each property in a zone listed in paragraph A is entitled to a minimum allowance of 20 square feet.
8. 13.050.040 B 2. Amend this section to read as follows: ~~Flush signs may be erected on the face of a building, marquee, canopy, or roof overhang in a place parallel to such face and not extending more than 12 inches there from, except that: a. a flush sign may be erected against supporting or ornamental columns located under an overhanging roof in a place generally parallel to the nearest building face. b. A flush sign may be attached to the surface of an awning without further projection there from.~~ **Flush signs, up to the maximum allowed square footage, may be erected on any wall, marquee, canopy, or roof overhang. Each separate flush sign shall require a permit.**
9. 13.050.080. Home Occupation Signs. Add the word Non-illuminated at the beginning of the sentence. **Non-illuminated** *home occupation signs are permitted in the residential district, not to exceed four square feet in area and flush mounted.*

Amendments to sections outside of Chapter 13.

10. Amend 3.050.050 C. Conditional Uses by adding a new section **4. Digital signs in residential zones or overlay zones.**



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 #
April 27, 2015	Contract Review Board 12, A	15-029

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

THRU: Nolan K. Young, City Manager *nyj*

DATE: April 14, 2015

ISSUE: Authorization to purchase a new mid-size excavator

CITY COUNCIL GOALS: NA

BACKGROUND: Last year, the City's 2004 Komatsu mid-size (16,000-lb) excavator was damaged in an accident when a large piece of concrete (1/3 of a Jersey barrier or K-rail weighing an estimated 1000 pounds) was dropped onto the front of the cab. When the unit was sent in for repairs, the insurance company declared the excavator a total loss with repair costs exceeding the value of the machine. The insurance company paid the City \$35,000 as the value of the machine at the time of loss. Those funds have been deposited in Fund 9, the Public Works Reserve Fund, to contribute toward the purchase of a replacement excavator.

The mid-size excavator is heavily used by the Wastewater Collection division as many of their sanitary sewer and storm system mainline projects involve excavations to deeper depths and often involve digging harder ground. To a lesser extent, both the Water Distribution and Street Divisions also use the machine. Without an excavator of this size, much of the digging that needs to be performed is beyond the capabilities of the Department's mini-excavators. Many of the City's underground utilities are located in alleys where space is too limited for use of a large (30,000-lb) machine, hence the need for a mid-size machine. The Department does not currently own a large excavator and, to date, has rented the larger machines when needed.

The accident that damaged the old excavator was analyzed. Procedural errors and improper direction were identified as contributing causes of the accident in the investigations.

After this accident, and associated with a strong desire to improve safety, a Safety Enhancement Program was launched within the Public Works Department. This program, a copy of which is attached, was intended to be consistent with and further promote aspects of the City-wide Safe Work Place Action Plan initiated in 2009 (copy attached). Further emphasis on safety has been implemented through a formal Department directive (copy attached) to continually plan for safe operations on a daily basis with weekly and monthly reviews, and completion of the Safety in Motion program presented by SAIF. To date, the results of these heightened efforts are evident in that there have been no Lost-Time accidents in the Public Works Department since December 2013.

Staff has evaluated options for replacement of the mid-size excavator, looking at both used and new equipment alternatives. Research has been focused on machines in the same general “mid-size” range, but slightly larger than the Komatsu, at about 18,000 pounds. To go larger than that would be a jump to a 30,000-lb unit and result in the machine often being too large to operate in narrow alleys where many of our utilities are located, often near one edge of the right-of-way. In short, we have found the used equipment market to be very tight with the costs of good, used, low-hour machines with no warranty in the size that we want to be very close to, or greater than, the costs of new units with warranties that we can purchase through available public procurement systems. Examples of some of the used excavator prices are shown below.

<u>Unit</u>	<u>Condition</u>	<u>Hours</u>	<u>Location</u>	<u>Price</u>
2013 Cat 308 ECR ST	Used	1153	Salem, OR	\$102,500
2014 Cat 308 E2 (no thumb)	Used	230	Indianapolis, IN	\$124,500
2013 Cat 308 E2 CR SB	Used	913	Salem, VA	\$132,060
2013 Cat 308 E2 CR SB	Used	400	Windsor, CO	\$120,000

Our crews and division managers have had the opportunity to try out new units from two manufacturers – John Deere and Caterpillar. Staff also consulted with Crestline Construction about their experience with mid-size excavators; they recommended that we consider Hitachi. Further research indicated that the John Deere and Hitachi were mechanically identical so, with no public procurement pricing available for the Hitachi, that option wasn’t pursued any further. After the on-site demonstrations, the crew members and division managers have expressed a preference for the Cat 308E2 over the John Deere 85G for the following reasons:

- it has greater lifting capabilities
- it has greater max bucket digging force, 13,534 vs 10,476 pounds
- it handled the weight farther from the machine better
- it was smoother to run; the John Deere tended to “sway” somewhat at the end of its bucket/arm swings while the Cat did not
- the Cat has rubber pads on steel tracks which are expected to wear better than the molded-band track on the John Deere
- the Cat has more power, 65 vs 56.9 horsepower
- the Cat is equipped with an Eco boost mode which saves on fuel but still gives power
- the connection of the boom to the chassis, the pivot, is larger and looks stronger on the Cat
- the set-up of the shielding on the Cat provides more room to work on the hydraulics
- the Cat has dual hydraulic control patterns accessible from the cab
- there is a local parts supplier here in town which will reduce freight costs and downtime.

Both the Cat and John Deere excavators are available through public procurement programs that the City has utilized in the past. The Cat is available through the National Joint Powers Alliance (NJPA) which we utilized to purchase the Cat Skid Steer. The John Deere is available through the Houston-Galveston Area Cooperative (HGAC) purchasing compact that was used to purchase the Asphalt Zipper and street sweeper. Following are the price comparisons between the Cat 308E2 and the John Deere 85G; both units were quoted with two buckets, a thumb and 1-year warranty.

<u>Unit</u>	<u>Retail Price</u>	<u>Public Procurement Program</u>	<u>Discounted Price</u>
Cat 308E2	\$152,435.00	NJPA	\$117,666.00
John Deere 85G	Not listed	HGAC	\$119,776.00

Staff is recommending purchase of the Cat 308 E2 through the National Joint Powers Alliance purchasing agreement. Caterpillar is the only brand for which there is currently a local service provider. A copy of the specifications sheet for the recommended excavator is attached.

BUDGET IMPLICATIONS: Within Fund 9, the Public Works Reserve Fund, monies are available that can be used for this purchase. The \$35,000 from the insurance settlement was deposited into this fund. In addition, monies are being saved in this fund for the eventual replacement of the AquaTech vacuum truck. For reasons unrelated to this purchase, the replacement of the AquaTech has been postponed a couple years. Some of those funds that were being saved for the AquaTech replacement, currently totaling \$215,500, originated as Wastewater funds, just as the funds to replace the mid-size excavator will be. A new Cat 308E2 18,000-lb excavator with two buckets, a thumb and a 1-year warranty can be purchased leaving \$132,834 toward the future replacement of the AquaTech.

RECOMMENDATIONS:

1. Staff Recommendation: Move to authorize the purchase of a new Caterpillar Model 308E2 excavator with two buckets, a thumb and a 1-year warranty through the National Joint Powers Alliance in an amount not to exceed \$117,666.00.
2. Request additional information from staff related to the proposed replacement of a mid-size excavator.

City of The Dalles Public Works Department Safety Enhancement Program

Public Works Department Management and Employees will, as a priority, take every opportunity to clearly promote safety in the performance of all work duties. To that end, the following program elements are to be implemented.

Continue to develop, maintain and reinforce the City's Safe Workplace culture through:

- Daily morning crew meetings for the Water Distribution, Wastewater Collection and Transportation Divisions to discuss safety, traffic control, etc., prior to starting the day's work and to discuss any issues that might have occurred the previous day.
- Weekly Department management meetings at which operational and safety topics will be discussed.
- Monthly Public Works site and Wicks Water Treatment Plant site Safety Committee Meetings
- Attendance of and participation in monthly City-wide Safety Committee meetings.
- Maintaining an open channel for all employees to discuss safety issues with their Division Manager, Department Director, or any Safety Committee member.

Continue to develop Standard Operating Procedures (SOPs) supported by Job Hazard Analyses (JHAs):

- Update and expand the Department's library of SOPs developed for use within each Division with input from affected employees.
- Complete JHAs for all significant routine tasks.
- Conduct detailed safety discussion of any non-routine tasks prior to initiating work.

Continue to investigate all accidents and reported near misses, and implement corrective actions to prevent reoccurrence of similar incidents:

- Continue to require reporting and investigation of accidents and "near misses" consistent with the Department's *Accident Reporting and Analysis Policy*, and provide that information to Safety Committees for analysis monthly.

Add to the safety knowledge base within the Department through outside training:

- Receive training for all employees in the SAIF Safety in Motion program; program to be completed during the winter 2014/15.

- Provide training to all Department managers in SAIF's Supervisors Safety Guide.
- Work with SAIF to evaluate the potential benefits of utilizing SAIF's Consultative Observation program and implement if desired.
- Continue to utilize the services of OSHA's Consultative Inspection program every 5 years.
- Apply lessons learned through the process related to the Wicks Water Treatment Plant's application for the OSHA Safety and Health Achievement and Recognition Program (SHARP) to the other divisions within the Department.

Continue to develop and maintain accurate information on the specific physical requirements of the essential functions for each position.

- Job descriptions were updated to provide this information in 2008.
- Provide updated job descriptions with specific physical requirements to doctors involved in the treatment or evaluation of any employee for light duty.
- Continue to use, and monitor closely, light duty as a transition and incentive to bring the employee back to full duty, as the employee's capabilities allow.

Continue to seek opportunities to improve ergonomics of work tasks; consider aging employee issues and the need to maintain their valuable experience while assisting them to continue to do their jobs as they age:

- Continue to look for opportunities to provide equipment or solutions to assist workers in the safe performance of their duties (i.e. - 2-person lift procedures, lift gates, hoists, manhole lifting tools, traffic message boards).
- Continue to partner with SAIF to purchase equipment, furniture and fixtures that will provide assistance and/or opportunities for injured employees to return to work or light duty, such as the flat files, pallet jack, computers, chairs and workstation recently purchased through SAIF Employer at Injury Program.

City of The Dalles Safe Workplace Action Plan

Section 45 of The City of The Dalles Personnel Policies provides as follows:

Safety is everyone's business. Every precaution should be taken to eliminate unsafe conditions and preclude accidents. All employees are expected to be aware of safety hazards and follow sound safety practices. A City Safety Committee is charged with the responsibility of administering safety regulations and reviewing City safety standards. All employees are urged to report any violations of such standards to the Safety Committee. Knowingly violating approved safety regulations may be cause for severe disciplinary action, including discharge.

City Council and City Management will take every opportunity to more clearly and noticeably promote the City's attitude and culture that the City is a safe place to work and that the safety of its employees is of prime importance. Promotion of an attitude and culture which focuses upon the safety of employees will be accomplished by the following actions:

1. Continue to maintain and reinforce the City's Safe Workplace culture through:
 - Conducting monthly City-wide Safety Committee Meetings. Safety Committee meetings will normally take place in the City Hall Conference Room, except when site visits are part of the agenda. Minutes will be produced in a timely manner following each meeting, to be reviewed by the City Manager and distributed to all Committee members and Department Managers. Any Action Items resulting from a meeting will be reviewed at the next regular Safety Committee meeting and the status of that will be recorded in the minutes to ensure follow up on those items.
 - Conducting weekly division safety meetings to disseminate information and discuss safety topics. Any issues regarding unsafe equipment, work areas or circumstances, or the need for mitigating equipment to make a situation safer will be reported to the Department Manager, who will report it to the City-wide Safety Committee to ensure follow up on these items.
 - Conducting daily morning crew meetings to discuss safety, traffic control, etc., prior to starting the day's work and to discuss any issues that might have occurred the previous day.
 - Maintaining an open channel for all employees to discuss safety issues with any Safety Committee member and/or address their safety concerns to lead workers, supervisors and Department Managers.
 - Continuing City-wide dissemination of wellness information and brown bag lunch meetings on wellness and health topics.

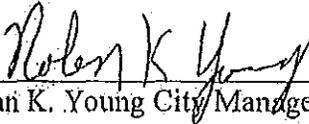
2. Continue to identify primary hazards for each department using historical injury information and employee feedback, and reviewing safe work practices and procedures.

- Work with SAIF Safety Management Consultant to provide reports on injuries within each Department to Department Managers for past three years for analysis, discussion and determination of preventive actions:
 - Most common injuries in the Public Works Departments have been from lifting, slips and falls.
 1. Schedule class on lifting techniques
 2. Schedule OSHA Consultative Inspection
 - Police Department recent injuries most commonly occur during incidents when dealing with persons being detained. Reports concerning accidents over an extended period will be analyzed for other causes of injuries or accidents.
 1. Analyze Injury reports periodically to determine causes
 2. Provide training opportunities
 3. Provide equipment to mitigate situations where injuries occur.
- Continue to require reporting and analysis of “near misses” as well as actual incidents to determine root causes and provide that information to Safety Committee for analysis on a monthly basis.
- Continue to complete Job Safety Analysis reports, engaging affected employees in the process, for those positions that are perceived to have a higher degree of hazard or that have already resulted in an injury/incident. Work with SAIF Management Consultant to guide and assist this process.

3. Develop and maintain accurate information on the specific physical requirements of the essential functions for each position.

- Job descriptions were updated to provide this information in 2008. Continue to review and update job descriptions as changes are made to duties and equipment used by each position.
- Provide written job offers that specify position physical requirements to all potential new hires and attach an updated job description and the Safety statement from the Personnel Policies.
- Provide updated job descriptions with specific physical requirements to doctors involved in the treatment or evaluation of any employee for light duty.
- Continue to use, and monitor closely, light duty as a transition and incentive to bring the employee back to full duty, as the employee’s capabilities allow. Identify opportunities to use benefit programs, such as the SAIF Employer at Injury Program, to allow workers to return to transitional duty, thereby enabling more workers to resume regular work sooner and/or avoid permanent limitations.

4. Continue to consider issues related to an employee's continued physical ability to perform the essential functions of their position:
- Continue to look for opportunities to provide equipment or solutions to assist workers to perform the essential functions of their positions in a safe manner, such as the recently purchased safety lifts.
 - Continue to partner with SAIF to purchase equipment, furniture and fixtures that will provide assistance and/or provide opportunities for injured employees to return to work or light duty, such as the flat files and pallet jack recently purchased through SAIF Employer at Injury Program.
 - Consider requiring "fitness for duty" examinations for any employee that demonstrates a weakness or inability to safely meet the physical requirements for the essential functions of his/her position or who has been injured while performing said essential functions.



Nolan K. Young City Manager

July 21, 2009



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

MEMORANDUM

TO: Public Works Division Managers

DATE: January 7, 2015

**FROM: Dave Anderson, Director
Department Of Public Works**

RE: Promotion of a Culture of Safety in the Workplace

This memorandum is to reinforce and add specificity to the direction that has previously been provided to all division managers within the Public Works Department related to the need to review and plan for safety issues when assigning work on a daily basis. For the Water Distribution, Wastewater Collection and Street Divisions these discussions are to continue to occur at the morning muster meetings when work is being assigned; for Wicks, these safety reviews will be discussed whenever work is assigned. These same concepts are to be applied to Engineering and Administrative Services staff. For larger projects that involve advance planning, safety issues are to be discussed related to the project as part of the advance planning effort. The goal of these efforts is to develop and reinforce a Culture of Safety within our workplace to avoid injury to employees and the public and prevent damage to equipment and property.

At a minimum, when work is being assigned, the division manager is to discuss potential hazards associated with the work to be performed and provide specific information and direction intended to mitigate those hazards with all affected employees. If a Job Hazard Analysis has been performed and/or a Standard Operating Procedure developed for the work to be performed, they should be reviewed with employees to refresh the employees' understanding of the related safety issues, including the required use of appropriate Personal Protective Equipment (PPE). If a task is repetitive, these discussions can be shorter daily "reminders" to employees about the risks and precautions associated with their assigned work. When an employee is assigned to serve Acting-in-Capacity (AIC) and make work assignments in the absence of the manager, before taking leave the manager is to reinforce with the AIC employee that safety is to be discussed and emphasized when work is assigned, including providing direction on methods to be used.

For each work assignment, the safety discussion will also include an opportunity for employees to raise any safety-related issues they can identify associated with the planned work. These issues are to be addressed before the employees are released to perform the work.

It's important to understand that these same issues of safety need to be considered and addressed during emergency operations as well as during planned routine work. This will become easier over time as a Culture of Safety is strengthened within each division and it becomes a more natural part of everyone's thinking and planning.

Division managers are required to support and emphasize the concepts of working safely with the employees they supervise. Employees are to be encouraged to communicate with co-workers, to look out for each other and to provide reminders to other employees when warranted. I also want managers to spot check the work sites within their divisions to confirm that employees are working safely. The first time an employee is found to be working in an unsafe manner contrary to Department policies, procedures or direction, the manager is to counsel the employee and document that such a discussion occurred. For a second instance of an employee being found to be working in a manner that is unsafe and contrary to training or direction they have received, disciplinary action is to be taken.

Division managers have the greatest opportunity, and therefore a higher level of responsibility, to ensure work place safety due to their direct contact with employees and front-line oversight of the work to be performed. In that role, there are also great opportunities to receive and develop ideas for improving workplace safety. Division managers are to continue to work with the employees they supervise to identify potential safety improvements that can be implemented either procedurally or through purchase and use of better equipment. Managers also need to be sure that they are leading by example as they enter work sites in the use of PPE and compliance with safety procedures.

Division Managers are to hold monthly "round-table" discussions with their crews to review and facilitate two-way communications about safety issues/ideas/concerns related to work undertaken in the preceding weeks. These discussions should be opportunities to review what went well and identify potential areas of improvement related to workplace safety. With these discussions, it is anticipated that the issues of safety will continue to remain in the forefront of thinking by both managers and employees, and increase "buy-in" of safety planning at all levels. The results of these discussions will be reviewed at the first Public Works staff meeting each month to provide an opportunity to share ideas across divisions.

Any future accident or near-miss investigations are to look closely at the issue of supervision provided for the job – did the manager discuss how to do the work safely with the employees before the work was undertaken? If not, managers, like employees, will be counseled and/or disciplined accordingly.

The Department is committed to improving safety and striving for an injury-free workplace. Success requires a commitment from all involved and this directive is intended to provide a common set of expectations among the Department's management team toward meeting that goal.

One (1) New CATERPILLAR Model: 308E2 Compact Construction Equipment**STANDARD EQUIPMENT**

POWERTRAIN-CAT C3.3B Diesel Engine with 12-volt-Automatic Two Speed Travel-electrical starting-Fuel and Water Separator-U.S. EPA Tier 4 Final and EU Stage IIIB-ISO 9249/EEC 80/1269-2,5000M (8.200ft) altitud capability-Rated Net Power 4.85kW / 65 hp-Automatic Engine Idle-Straight line travel-Automatic Swing Park Brake

UNDERCARRIAGE-Hydraulic track adjusters

ELECTRICAL-12 volt electrical system-Ignition key stop switch-60 ampere alternator-Light, Cab, Rear, Boom Left and Right-880 CCA maintenance free battery-Warning horn-Circuit breaker

OPERATOR ENVIRONMENT-100% Pilot Control Ergonomic Joysticks-Mirror rear view: Cab Left-12V power socket-Molded footrests-Adjustable wrist rests-Openable front windshield-Air conditioner with defroster-Radio Ready-Coat hook-Rear window emergency exit-COMPASS: Complete Operation, Maintenance,-Removable floor mat-Performance and Security System-Retractable Seat Belt--Multiple Languages-Seat, Fabric, High Back,-Control lever mounted auxiliary controls--Air Suspension, Heated-Cup holder-Skylight-Hydraulic neutral lockout system-Travel control pedals with hand levers-Interior light-Utility space for mobile phone-Literature holder-Windshield wiper and washer

OTHER STANDARD EQUIPMENT-Accumulator, Certification-Load sensing hydraulics-1-way and 2-way (combined function)-Lockable fuel cap-Auxiliary Hydraulic Lines-Rear reflector-Adjustable Auxiliary Hydraulics-Roll Over Protective Structure (ROPS)-Auxiliary Line Quick Disconnects-(ISO 12117-2)-Caterpillar corporate "one key" system-Swing Boom-Continuous Flow-Tie down eyes on track frame-Door Locks-Tool storage area-Dozer blade with float function-Towing eye on base frame-Economy mode-Twin Work Lights-Hydraulic Oil Cooler

MACHINE SPECIFICATIONS

Description	Reference No	List Amount
308E2 HYD EXCAVATOR MA2	418-3302	\$128,530.00
PLUGS, MIRROR MOUNT	382-1602	
308E2 HYDRAULIC EXCAVATOR	397-7005	
LINES, STICK	397-7065	
LINES, BOOM	397-7088	
CONTROL PATTERN CHANGER	397-7130	
ALARM, TRAVEL	398-6354	
COOLING, HIGH AMBIENT	415-4380	
BELT, SEAT, 76MM RETRACTABLE	415-5033	
RADIO, AM/FM	415-5040	
STICK PKG, LONG W/2ND AUX and LKG	415-5084	\$4,445.00
LINES, 2ND AUX, LONG STICK	377-6618	
CONTROL AR-AUX (2ND AUX)	397-7031	
STICK AR-HOE (LNG) (W/ THUMB)	397-7068	
LINKAGE, BUCKET, W/LIFTING EYE	423-6760	
TRACK, 450MM TG W/RUBBER PAD	415-5183	\$2,905.00
COUNTERWEIGHT, EXTRA	367-0947	\$1,010.00
DRAIN, ECOLOGY	382-8757	\$80.00
TANK, FUEL	380-1983	
BLADE, 97"	382-8822	\$1,515.00
HYDRAULICS, AUX, QC, (LONG-STK)	415-5100	\$2,100.00
HEATER, JACKET WATER	415-2556	\$216.00
GUARD, TRACK GUIDING, CENTER	276-0978	\$720.00
GUARD, SWIVEL	321-6598	\$510.00
BUCKET-HD, 24" 0.30 YD3	295-5952	\$2,118.00
BUCKET-DC, 48"	306-5664	\$2,782.00
COUPLER, PG, HYD, DUAL LOCK	361-1099	\$5,504.00

Sell Price	\$152,435.00
NJPA MEMBER DISCOUNT AT 28% OF CAT CONTENT	(\$44,312.00)
NJPA FREIGHT AT ZONE 8	\$1,917.00
ADD OPTION: PSM LINK STYLE THUMB INSTALLED	\$7,626.00
After Tax Balance	\$117,666.00

WARRANTY

Standard Warranty: 12 Month, Unlimited Hours

F.O.B/TERMS

The Dalles

ADDITIONAL CONSIDERATIONS

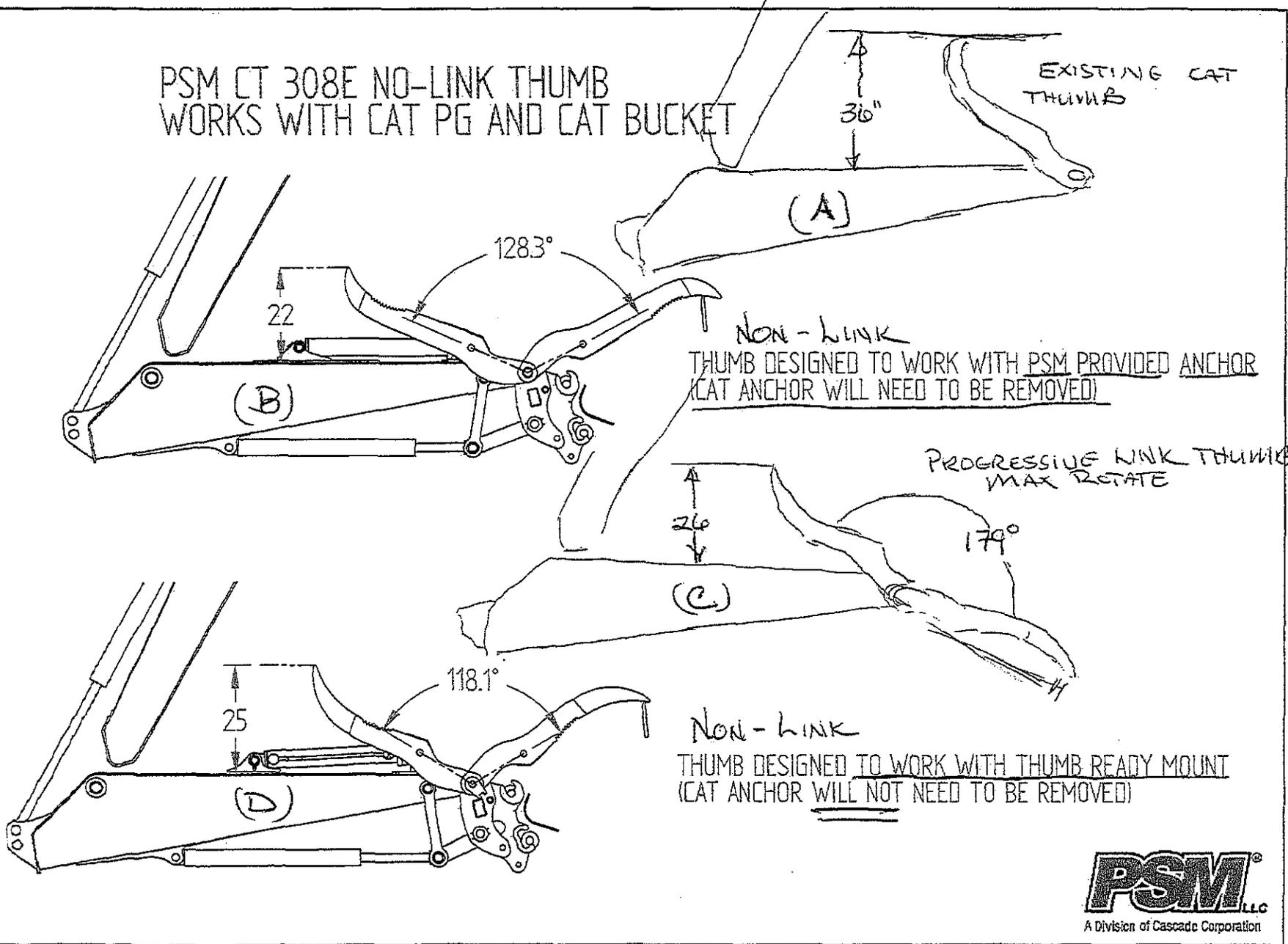
- * This machine was quoted as per NJPA contract# 060311-CAT
- * Estimated delivery is 4-5 weeks, subject to availability at time of order

Accepted by _____ on _____

Signature

CAT 308E WITH CAT PIN GRABBER 9.C.

PSM CT 308E NO-LINK THUMB
WORKS WITH CAT PG AND CAT BUCKET



PSM[®]
A Division of Cascade Corporation



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

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

AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 27, 2015	Action Item 13, A	15-030

TO: Mayor and City Council
FROM: Nolan K. Young, City Manager *nyj*
DATE: April 10, 2015
ISSUE: Additional Street Maintenance Funding

RELATED COUNCIL GOAL: D: Balance budget 1: During the fiscal year 2015-16 budget process revisit policies on how we fund the Street Division, including General Fund support.

RELATED LINE ITEM: Street Fund 05-000-391-01-00 transfer from General Fund

BACKGROUND: Attached is Budget Issue Paper (BIP) 15-018. It talks about how this goal was handled in the proposed fiscal year 2015-16 proposed budget. The BIP also identifies alternative methods of providing General Fund resources for maintenance of City streets.

Additional issue: This funding is to be used for Goal A-1 the preventative maintenance program described in BIP #15-001. That plan includes asphalt inlays on 15th Street in front of the Fort Dalles Museum and portions of Monroe Street in downtown. A member of the Council expressed concern that the two projects did not meet Goal A-1. The Council could ask us to propose a budget amendment at the May 4 Budget Committee meeting to place the \$24,620 for these two projects into additional crack sealing.

COUNCIL ALTERNATIVES:

Staff Recommendation: Amend the City's Budget Guidelines and Procedures for the Street Fund to read as follows:

The Street Department funding will include:

- a) Revenues restricted by state law to the operation, maintenance and construction of City streets,*
- b) Fees from underground utilities in right of way (water, sewer, natural gas), and*
- c) Additional funds transferred from the General Fund as identified through a thorough review of revenue opportunities and potential savings in General Fund activities.*

Alternatives:

1. The Street Department funding will include:
 - a) Revenues restricted by state law to the operation, maintenance and construction of City streets,
 - b) Fees from underground utilities in right of way (water, sewer, natural gas), and
 - c) Franchise fees from Solid Waste Collections.
2. The Street Department funding will include:
 - a) Revenues restricted by state law to the operation, maintenance and construction of City streets,
 - b) Fees from underground utilities in right of way (water, sewer, natural gas), and
 - c) The costs of street and traffic lighting will be moved to the General Fund.
3. The Street Department funding will include:
 - a) Revenues restricted by state law to the operation, maintenance and construction of City streets,
 - b) Fees from underground utilities in right of way (water, sewer, natural gas), and
 - c) 2.1% of the General Funds new revenue.
4. The Street Department funding will include:
 - a) Revenues restricted by state law to the operation, maintenance and construction of City streets,
 - b) Fees from underground utilities in right of way (water, sewer, natural gas), and
 - c) 12.1% of the funds the City receives in the General Fund from franchise fees to the Street Department.
5. Amend the City's Budget Guidelines and Procedures for the Street Fund to include some combination of the staff recommendations and alternatives.



CITY of THE DALLES

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BUDGET ISSUE PAPER
CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2015-16	Public Works - Street	15-018

TO: Budget Committee

FROM: Nolan K. Young, City Manager *ny*

DATE: April 6, 2015

ISSUE: Additional Street Maintenance Funding

RELATED COUNCIL GOAL: #D: Balanced budget 1: During the fiscal year 2015-16 budget process revisit policies on how we fund the Street Division, including General Fund support.

RELATED LINE ITEM: Street Fund 05-0000-391.01-00 transfer from General Fund

BACKGROUND: During the development of the City Council 18 month work plan (2015-16), the Council identified the maintenance of City streets as a top priority. Part of that discussion included a concern that in the past as budgets were prepared the approach seemed to be to determine what the funding would be for other General Fund departments and if any additional revenue was provided to the Street fund it was only what was left over after other department priorities were met.

In the past the established budget guidelines and procedures for the City of The Dalles included: "Street Department funded through funds restricted by state law for operation, maintenance and construction of City streets and also a fee from underground utilities in the right of way (water, sewer, natural gas)". The natural gas portion of that practice was added in fiscal year 2011-15 at the request of the City Council and budget committee. This practice was intended to be long term and is included in the proposed budget for fiscal year 2015-16 in the amount of \$81,402.

New Budget Guideline: We are proposing that the following new budget guideline be

established for preparation of the City's budget:

The Street Department funding will include:

- a) **Revenues restricted by state law to the operation, maintenance and construction of City streets,**
- b) **Fees from underground utilities in Right of Way (water, sewer, natural gas), and**
- c) **Additional funds transferred from the General Fund as identified through review of revenue opportunities and potential savings in operation of General Fund activities.**

This new guideline will be referred to the City Council for consideration at their April 27, 2015 City Council meeting. The proposed 2015/16 Street Fund, Fund 5, budget has been prepared to include a contribution of \$150,000 from General Fund sources to provide supplemental funding for street maintenance activities. A summary of the proposed street maintenance program, which includes this additional funding, is presented in BIP 15-001. Without the additional \$150,000, staff would have to reduce the amount of street inlays by about 1.2 miles, reducing the project list from 2.3 miles of inlays to 1.1 miles to be completed. The amount of crack sealing and chip sealing could remain the same as proposed.

We recommend that because we are shifting to a preventative maintenance program this year we budget the above approach, which has provided an additional \$150,000 to the Street Department. We feel that after we have a year's experience with the new preventative maintenance program, we will have a better handle on the amount of additional funds we might be able to accommodate each year in our new approach to both providing preventative maintenance as well as working on our backlog of deteriorated streets, and could use one of the alternatives below.

If the Council chooses one of the alternatives below at their meeting, we will present proposed amendments to the proposed budget at the Budget Committee meeting on May 4.

Alternative Approaches: Following are options to the guideline above. Following the Budget Implications section is a listing of how each alternative would read.

1. Move The Dalles Disposal Franchise fee to the Street Department It is estimated that The Dalles Disposal will pay a franchise fee of \$88,803 to the General Fund in fiscal year 2015-16. Because the operation of this business does rely on use of City streets, it could be considered a street user fee.
2. Street lights: "Transfer the costs of paying for street and traffic lighting to the General Fund." The proposed budget for fiscal year 15-16 for street and traffic lightings is \$95,448. The intent of this approach would be that this is the first of several years we would place this line item into the General Fund. By doing this we establish the practice of at least the cost of the street and traffic lighting costs being funded by the General Fund along with other general fund activities and departments.

3. Set amount of all General Fund Revenues: The Council could set a specific dollar amount for use in the Street Fund. This would establish a guideline requirement to be considered along with everything else as the General Fund budget is prepared each year by staff. The Budget Committee could consider adjusting it each year, same as with other budget guidelines. For example:

“A percent of the General Fund new revenues will be considered each year for transfer to the Street Fund for maintenance needs.” If we had done that this fiscal year, each 1% would equal \$67,595. For comparison, the \$150,000 we are putting in the budget equals 2.1% of the General Fund new revenues.

4. Set amount of all Franchise fees in General Fund: Each year we could consider sending a set percentage of the funds the City receives from franchise fees to the Street Department. An argument could be made that since franchise fees are derived in part from the privilege of using public right of ways (ROW), that all or a portion should be utilized by the Street Fund. Currently, 17.5% of our General Fund new revenues are from franchise fees. (\$1,235,768). \$150,000 would be 12.1% of the franchise fees.

BUDGET IMPLICATIONS: The proposed budget document already includes the \$150,000 we are proposing to transfer from the General Fund to the Street Fund; this is budgeted in the other department under 001-950-490-81-05 Transfer to Street Department. The revenue is identified in the Street Fund under 05-0000-391.01-00 transfer from General Fund.

COUNCIL CONSIDERATION: The following amendments to the City’s Budget Guidelines and Procedures will be considered by the City Council on April 27 and by the Budget Committee on May 4.

Staff Recommendation: Amend the City’s Budget Guidelines and Procedures for the Street Fund to read as follows:

The Street Department funding will include:

- a) *Revenues restricted by state law to the operation, maintenance and construction of City streets,*
- b) *Fees from underground utilities in right of way (water, sewer, natural gas), and*
- c) *Additional funds transferred from the General Fund as identified through a review of revenue opportunities and restriction of potential savings General Fund activities.*

Alternatives:

Amend the City’s Budget Guidelines and Procedures for the Street Fund to read as follows:

1. *The Street Department funding will include:*

- a) *Revenues restricted by state law to the operation, maintenance and construction of City streets,*
- b) *Fees from underground utilities in right of way (water, sewer, natural gas), and*
- c) *Franchise fees from Solid Waste Collections.*

2. *The Street Department funding will include:*
 - a) *Revenues restricted by state law to the operation, maintenance and construction of City streets,*
 - b) *Fees from underground utilities in right of way (water, sewer, natural gas), and*
 - c) *The costs of street and traffic lighting will be moved to the General Fund.*

3. *The Street Department funding will include:*
 - a) *Revenues restricted by state law to the operation, maintenance and construction of City streets,*
 - b) *Fees from underground utilities in right of way (water, sewer, natural gas), and*
 - c) *2.1% of the General Funds new revenue.*

4. *The Street Department funding will include:*
 - a) *Revenues restricted by state law to the operation, maintenance and construction of City streets,*
 - b) *Fees from underground utilities in right of way (water, sewer, natural gas), and*
 - c) *12.1% of the funds the City receives in the General Fund from franchise fees to the Street Department.*

5. Amend the City's Budget Guidelines and Procedures for the Street Fund to include some combination of the staff recommendations and alternatives.



AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 27, 2015	Action Items 13, B	15-031

TO: Mayor and City Council

FROM: Nolan K. Young, City Manager *ny*

DATE: April 14, 2015

ISSUE: Economic Development Personnel for Fiscal Year 2015-16.

RELATED COUNCIL GOAL: D: Economic Development 2: During fiscal year 2015-16 budget process consider level and type of resources to make available to economic development with emphasis on manufacturing jobs and revitalization of downtown, and then implement that plan.

BACKGROUND: Attached is Budget Issue Paper (BIP) #15-015 which talks about how this goal was handled in the proposed fiscal year 2015-16 budget, and identifies the resources to be made available for economic development. A new position of Project Coordinator is being created (see attached job description). The creation of any new City position needs to be approved by the City Council.

BUDGET IMPLICATIONS: The proposed revision to our Economic Development staff (not including the RARE position) is an increase of \$23,920. The RARE position which is further discussed in BIP #15-030 is an additional \$22,000. The Project Coordinator position is being placed in range M (\$52,998 to \$66,070 annually), it is budgeted at the base step of an eight step plan.

COUNCIL ALTERNATIVES:

1. ***Staff Recommendation: Approve the proposed Economic Development staffing plan as identified in BIP#15-015, including the creation of a new full time Project Coordinator position to be placed in range M of the Exempt Employee pay plan, contingent upon approval of funds in the fiscal year 2015-16 budget.***
2. Amend and then approve a personnel and resource plan for economic development for fiscal year 2015-16.



CITY of THE DALLES

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BUDGET ISSUE PAPER
CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 15-16	Economic Development	15-015

TO: City of The Dalles Budget Committee

FROM: Nolan K. Young, City Manager *nyj*

DATE: April 1, 2015

ISSUE: Economic Development Personnel for Fiscal Year 2015-16

Related Council Goal: D-2: During fiscal year 2015-16 budget process consider level and type of resources to make available to economic development with emphasis on manufacturing jobs and revitalization of downtown, and then implement that plan.

BACKGROUND: Since the retirement of long time Community Development Director Dan Durow in 2012 the City has run its economic development activities through the City Manager’s office. The Mayor has been very involved in economic development and has worked with the City Manager on many of these projects. We have also developed a number of partnerships that includes the Community Outreach Team, Urban Renewal Advisory Committee, Enterprise Zone partnership with Wasco County, and a Core Economic Development Team that supports our contractual Business Development Director.

The enclosed table identifies the current resources for economic development showing the fiscal year 2014-15 level and the proposed budget for fiscal year 2015-16. We have also included a list of various economic development activities and identified who has the primary responsibility now, and in the next fiscal year. A brief summary of each position and proposed changes are described below.

1. Administrative Fellow/Intern: We are proposing that we transition from a one year Fellowship to a four month Intern. This is similar to what we did prior to the reorganization of the Community Development/Planning Department in 2012. The Intern, who would be a student in a Masters of Public Administration program or a recent

graduate, would work with the City Manager and the proposed new position of Program Coordinator. The intern would work on City Council goals or other projects as assigned.

2. Business Development Director: We would continue the current program we have with Gary Rains to lead our business development activity.
3. Economic Development Specialist: The three year contract we have with Dan Durow expires in November 2015. After talking with Dan, our intent would be to begin the transition of phasing this position out for everything except the Riverfront Trail project. During July the Economic Development Specialist would train the new Program Coordinator to serve as the Enterprise Zone manager and other economic development activities that the Economic Development Specialist has handled. The Program Coordinator would then work with the Economic Specialist for as long as is needed through the remainder of the fiscal year on the Riverfront Trail project.
4. RARE Position: We have applied for a RARE AmeriCorp volunteer to begin in September 2015. If our application is successful, this individual will work on the Community Curation Project, and assist the Main Street Manager with branding and other projects.
5. Main Street Executive Director: Although this position is through a non-profit organization, the City has budgeted \$25,000 toward the support of this position. The City will work closely with the Main Street Director on Economic Development activities in the downtown.
6. Project Coordinator: A key element of the proposed 2015-16 economic development team includes the transition of the current Administrative Fellow into a new full time position of Program Coordinator. This position would work directly under the City Manager. Attached is a position description for this proposed position.

In addition to economic development we intend to involve the Project Coordinator position in facilitating some City Council Goals from the 18 month work plan during fiscal year 2015-16. Although this would be a permanent full time position, the intent would be to evaluate the results of the current City Council's work plan to determine the specific focus of the Program Coordinator position each year. For example the results of Goal D-6 human resources and safety and/or Goal F-1 communication tools, may result in this position shifting into more responsibility in these areas.

Some Council Goals that might be reviewed by the Project Coordinator this year include:

A: Infrastructure:

- #9: Update Bicycle Master Plan in coordination with Transportation System Plan update.
- #10: Consider implementation of maintenance and operating plan for the Lewis and Clark Rock Fort site for potential transfer of ownership from County to City.

C: Economic Development: Project Coordinator will assist in many of the economic development goals as opportunities and needs arise.

D: Balance Budget:

#3: Analyze financial viability of continuing current municipal court system or moving toward a traffic court style.

#6: Prepare a report for the Council on Human Resources and safety program options prior to the fiscal year 2016-17 budget process.

F: Transparent Efficient Government:

#1: Modernize our communication tools including website and social media.

In some of these activities the Program Coordinator will be assisted by the Administrative Intern.

BUDGET IMPLICATIONS: The proposed revision to our Economic Development staff (not including the RARE position) is an increase of \$23,920. The RARE position which is further discussed in BIP #15-030 is an additional \$22,000.



CITY of THE DALLES

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POSITION DESCRIPTION

TITLE: Project Coordinator

DEPARTMENTS: City Manager's Office

REPORTS TO: City Manager

SUPERVISES: Administrative Interns, Fellows, Shuttle Drivers and others as assigned.

DEFINITION: Assist the City Manager with Economic Development activities and Special Projects as assigned.

SUPERVISION RECEIVED: Work is done under the general supervision of the City Manager. Serves as a member of the City's Senior Management Team.

ESSENTIAL JOB FUNCTIONS:

1. Manages The City of The Dalles/Wasco County Enterprise Zone.
2. Serves as the City's ex-officio member to The Dalles Main Street Board and as such coordinates the City's Downtown activities with The Dalles Main Street Executive Director.
3. Manage the Urban Renewal Districts Property Rehabilitation Loan and Grant program.
4. Work with Riverfront Trail Inc and other constituents on current Riverfront Trail project.
5. Manage City's partnership with The Dalles Area Chamber of Commerce and U.S. Corps. Of Engineers in providing Shuttles with Drivers for tours at The Dalles Dam site. Includes seeing that shuttles are maintained in operating condition and those drivers are secured and properly trained and supervised.
6. Complete additional administrative, economic development and Urban Renewal projects as assigned.
7. Provide technical and professional support to implement City Council Goals as assigned.
8. Reports project and program progress and outcomes to internal and external stakeholders.
9. Develop work plans, timelines and resource allocation for assigned projects.
10. Write grant applications and manage awarded grants
11. Meet individually or in groups with City elected and appointed officials and employees as need to complete various assignments.

12. Assists other departments with special projects as assigned.
13. Provide written and oral reports to City Council and other Agencies
14. Attend the City's Senior Management meetings and other City meetings as assigned.

OTHER JOB FUNCTIONS: Other duties as may be assigned.

WORKING CONDITIONS: Duties are performed primarily in an office setting but include outside activity for travel to meetings and visits to project worksites. Duties will include some evening and early morning meeting attendance.

ABILITY TO:

1. Perform the essential job functions.
2. Ability to work independently.
3. Work with Computers, other office equipment and appropriate software program to research topics and complete reports and accomplish other work assignments.
4. Effective verbal and written communication skills using both technical and non-technical language.
5. Strong interpersonal and dispute resolution skills, including the ability to confront challenging issues and help others work through complex issues.
6. Ability to promote and maintain effective working relationships with coworkers, other government agencies, stakeholders and general public.
7. Ability to maintain confidentiality and exercise discretion and judgment with sensitive and confidential information
8. Attend meetings outside normal work hours.

DESIRED QUALIFICATIONS: Any equivalent combination of education and experience which proved the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

Education: Master in Public Administration or related field

Experience: Experience in local government administration including economic development, urban renewal, and project research and management

OTHER LICENSES OR CERTIFICATES:

Valid Driver's License

Economic Development
City Manager Overall Oversight in Consultation with Core Team

Resources for Economic Development Budget in Fiscal Year 2015-16

	2014-15	2015-16
1 Administrative Fellow/Intern	\$ 47,323	\$ 15,278
2 Business Development Director (Gary Rains) *	\$ 60,000	\$ 60,000
3 Economic Development Specialist (Dan Durow)- 5 mon	\$ 29,797	\$ 12,923
4 RARE Position	\$ 22,000	\$ 22,000
5 Main Street Excecutive Director (Matthew Klebes)	\$ 25,000	\$ 25,000
6 Program Manager (in CM Office) (Daniel)	\$ -	\$ 72,839
TOTAL	\$ 184,120	\$ 208,040

*BDD \$48,000 Contract; \$4000 Expenses; \$8,000 Programs/Activities

Activity	Who - Now	Who - 7/1/15
1 Serve on County Economic Development Committee	Dan Durow	Council
2 Completion of Riverfront Trail	Dan Durow	Durow/Prg Cor
3 Enterprise Zone Management	Dan Durow	Prg Cor
4 Enterprise Zone Agreements	CM/Mayor	CM/Mayor
5 Urban Renewal		
A UR Budget & Financial/General Administration	CM/Admin/Fellow	CM/Prg Cor
B Granada Block		
1 Overall oversight	CM/CA	CM/CA
2 Archeological & Environmental Reviews	Dan Durow/CM	Prg Cor
3 Demo of Recreation/Blue Building	Dan Durow/ Development Inspector	Prg Cor/Dev Insp
4 Alley Utility Relocate	Admin. Fellow/CM	Dev Insp
C DT Parking Structure		
1 RFP	CM	CM
2 Archeological & Environmental Reviews	CM/Dan Durow	Prg Cor
D Washington Street Undercrossing	City Attorney/CM	CM/CA/Prg Cor
E Washington Street Undercrossing - Construction	PW Engineer/ Admin Fellow	PW Eng/Prg Cor
F Property owner rehab	MCEDD/Main Street	MCEDD/Main St
G Interest buy down program	Dan Durow	Prg Cor
H Civic	CM/Fellow/Mayor	Prg Cor
I Elks Building Redevelopment	BDD	BDD
6 New Economic Development Projects	CM/Admin Fellow	CM/Prg Cor
7 Main Street	Admin Fellow/BDD/RARE	BDD/PrgCor/RARE
8 Downtown Business Incubator	BDD/RARE/Main Street/Fellow	BDD/RARE/Main Street/Fellow
9 Community Curation	Fellow/Mayor/RARE	PrgCor/Mayor/RARE
10 Downtown Vacancies Redevelopment	BDD/RARE/Main Street/Fellow	BDD/RARE/Main Street/Fellow
11 Tourism Coordinator	CM/Fellow	CM/Prg Cor
12 Bike HUB	Fellow/Mayor	CM/Prg Cor
13 Chamber Economic Development Committee	CM	CM