

AGENDA

REGULAR CITY COUNCIL MEETING

September 25, 2017

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. 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.

6. CITY MANAGER REPORT
 - A. City Project Quarterly Update
7. CITY ATTORNEY REPORT
8. CITY COUNCIL REPORTS
 - A. Cub Scout Recognition
9. 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 September 11, 2017 Regular City Council Meeting Minutes
- B. Declare Ford 4-cylinder motor parts from Public Works as Surplus Property and Authorize Donation of Property

CITY OF THE DALLES

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

10. ACTION ITEMS

- A. Approval of Resolution No. 17- 025 A Resolution Authorizing Transfers of Budgeted Amounts Between Categories of Various Funds of the City of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2018
- B. Submission of Community Development Block Grant (CDBG) Application with Columbia Cascade Housing Corporation to Fund Mid-Columbia Regional Home Repair Program for Wasco and Hood River Counties
- C. Authorization to Provide Sanitary Sewer Service Outside City Limits to 2500 Block of East 18th Street for a New Residential Development

11. DISCUSSION ITEMS

- A. Review of SDC Waivers Granted to Local Governments and Non-Profits and Consideration of Criteria for Future Waiver Requests

12. EXECUTIVE SESSION

- A. Executive Session in Accordance with ORS 192.660(2)(h) to Consult with Legal Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed.
- B. Reconvene to Open Session
- C. Decision if any

13. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Izetta Grossman
City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: City Manager's Report

MEETING DATE: September 25, 2017

TO: Honorable Mayor and City Council

FROM: Julie Krueger, City Manager

ISSUE: Update Regarding Budgeted Projects and Programs.

BACKGROUND: Following completion of the budget process this year, the Council requested periodic updates on items that were approved in the budget. Below are updates provided by various Departments. This is intended as information only.

Public Works Department

Wastewater Treatment Plant Upgrade Project

The Wastewater Treatment Plant Upgrade Project is currently slightly under budget and on schedule to be completed March 31, 2018. A number of underground surprises have come up and been addressed during excavations – encountering unknown pipes, cement duct banks, and a vault – that required some redesign and additional work. The slab and walls for the new digester have been poured and the roof is being formed at this time. The floor and lower walls for the new headworks building have also been poured and the upper slabs and walls are being formed. The old influent pumps have been removed and temporary portable diesel-powered pumps are being used to pump wastewater into the plant; this bypass pumping will be in place for about 3 months. The new 24-inch diameter force main is scheduled to be installed mid-September. City crews removed an obsolete check valve, abandoned service tap, and vault that were on the main water line through the plant. The new influent pumps are on-site, as are the new screens that will be installed in the headworks building.

It has been difficult to get permission from the railroad to construct the planned aesthetic fence since it has to be located in the railroad right-of-way, as is all of 1st Street; we may not get that needed permission. The project team is therefore preparing to revisit the potential for vegetative screening of the plant. If there are proposed changes to the aesthetic plan for the project, City Council will be consulted for authorization prior to implementation.

The \$2 million loan agreement with DEQ to fund the Co-Gen portion of the project has been finalized.

Street Maintenance

This season, the Transportation Division, working with Wasco County, completed the crack sealing and chip sealing of 4.5 miles of streets including the following:

Webber, 6th to 10th
East 10th, Kelly to J Ave
Crates Way, full loop
Klindt Drive, River Road to the end
Steelhead Way, Klindt Drive to Columbia Drive
Columbia Way, Crates Way to the end
Blakely Way, Blakely Drive, W 11th and W 12th loop
East 10th, Dry Hollow to Thompson
Honey Do Street, 8th to 10th
West 10th, Walnut to Chenowith Creek Bridge

East 2nd Street from the Boat Basin Overpass through the roundabout was profiled and paved by a contractor in conjunction with an ODOT project to repave East 2nd Street to Hwy 197. A thin-layer overlay was completed on 3rd Street through the downtown. Ruts were ground out and filled on West 2nd Street. Roadway failures at 21st and Lewis, and on West 11th Streets were dug out, re-rocked, and paved. A small area of surface failure on West 7th Street was ground out and paved.

Crack sealing has been completed on a number of streets that are scheduled for chip sealing in 2018 including 4th, Riverview, West 9th and West 10th Streets. Snipes Street, off of West 2nd Street, was ground and paved.

Over 70 pavement patches were completed for water and wastewater work. Over 30 skin patches and radius/shoulder improvements were completed. Many dozens of potholes were patched.

Painting of crosswalks has been completed around the schools and all markings have been replaced in the roundabout. Long line painting has been completed by Wasco County crews. All railroad crossing markings have been repainted. Crews are currently focused on painting curbs, crosswalks, and parking stalls downtown.

Library

“Destination” Improvements for the New Children’s Addition is a library project budgeted for FY17/18. The improvements will help make the library a destination for young families in the area. Once in the library, staff can expose children to early literacy items, and reading readiness and STEM programming.

Regarding two of the more notable components of this BIP, MindSplash, the company behind the nationally acclaimed original A-Mazing Airways, has been contacted. Recently images and video of the new children’s space with dimensions was sent to the company. They are custom designing an A-Mazing Airways for our library. Robin

Frisch, the Experience Director, stated that it would take 3 to 4 months to design and manufacture the interactive exhibit.

Another piece of the project, EyePlay Floor, has demanded more research before we proceed. The company appears to have rebranded as BEAM by EyeClick. Their business model has also changed as they are leasing their interactive educational equipment instead of making it available for purchase. We are currently studying the pricing options and what each price point can offer, and comparing it with our original intention to outright buy the equipment.

Planning Department

BIP 17-006 Planning Department Minutes Clerk

Retention of a part-time dedicated Minutes Clerk to transcribe meeting minutes and to attend minutes on an as needed basis. Funding in the amount of \$6,000 was approved for this contractual service.

Recruitment for this contractual service has been postponed. Funds budgeted for this service have been reallocated to offset costs associated with the part-time contract planner that is currently being used during the recruitment period for the vacant Associate Planner position. Once the Associate Planner position has been filled, recruitment for the Minutes Clerk will be undertaken.

BIP 17-015 Planning Department Studies

Community Vision Action Plan, Implementation of TSP and housing-related studies. Funding in the amount of \$60,000 was approved for these consultant-assisted planning efforts.

Work on the Community Vision Action Plan is scheduled to begin at the mid-year of FY2017/18. The Urban Renewal Agency Board has expressed an interest in undertaking a planning process that would result in a vision plan or statement for downtown. This effort could be incorporated into the community-wide visioning process. Staff has submitted a grant application with the State for technical assistance to amend code sections and the comprehensive plan to help offset costs. An “implementation roadmap” was prepared that provided background information and an implementation strategy used in the preparation of the grant application. Results of the grant submittal should be forthcoming in the near future.

Police Department

Vehicle Replacement: (2) 2017 Ford Explorers (marked vehicles)

We have purchased the two Ford Explorers and anticipate a delivery date in October. Recently we discovered a need to replace the police package equipment scheduled to go into the two new vehicles. The (10 years old) equipment is breaking and outdated. Also, we determined a local vendor doing our vehicle builds has not been meeting standards, requiring us to use another vendor that is more expensive. We believe we are going over our vehicle budget approximately \$4,000 for the two new vehicle builds. (There is a detailed explanation regarding the \$4,000 increased costs)

25 GETAC MDT/Tablets:

The order was placed in early August 2017 and the tablets are currently being built. We are still in negotiations with Havis regarding mobile mounts. I anticipate we'll be ordering the mounts during the month of September 2017. On August 30, 2017 the third quote was completed for the equipment install. During the first week of September we'll be reviewing all the quotes with our IT department to ensure all of our needs are being met, and make a choice of a vendor. I anticipate the tablets being installed sometime in late October, or early November 2017.

Evidence ONQ Data base:

We were forced to replace our Evidence Technician in August 2017 because Oregon State Police (OSP) determined they could not allow OSP employees to work for other law enforcement agencies. Ms. Weaver was a full time Evidence Technician for OSP here in The Dalles, and was a part time Evidence Technician for The Dalles Police Department. Ms. Weaver was a key contributor when we were seeking out an Evidence Data Base and was part of the team that chose Evidence OnQ.

On August 1, 2017 we hired a new part time Evidence Technician. Ms. Kendra Raiser is a retired OSP Trooper who has experience working in evidence, but does not have the knowledge regarding evidence data bases, and was not a part of selecting Evidence OnQ. For the past month Ms. Raiser has been learning our evidence system and will begin familiarizing herself with Evidence OnQ. At this time I am putting off the purchase of the Evidence OnQ until we have our other projects completed, and until Ms. Raiser has had more time to receive training and get familiar with the Evidence OnQ data base.

City Clerk

Codification Update: Codification as it related to municipalities is the process of organizing and arranging all legislation of a general and permanent nature into a code. A codification must be formally adopted in order to establish it as a permanent and practical system of municipal law. The City Council formally adopts all General Ordinances.

We are in the first phase of implementation, legal review. Our current compilation was sent to our service provided in mid-July. The legal review process will take approximately three months to complete. Their legal department reads every word of our compilation noting anything that may be outdated or is contradicted or missing. When this is complete they will provide staff with recommendations. No law can be changed without Council approval. We can, however, make clerical changes to clean up the compilation.

Once this step is complete and updates made they will begin the organization of our ordinances into a code, including the LUDO. We will then have one document. We will receive a printed copy for departments and an online version that will be completely searchable. Not only will this save staff an enormous amount of time, it will also allow the community to easily find information.

The entire process will take between nine months and a year.

Human Resources Department

The Director is working on inputting all the data for NeoGov; Department Managers have received a user ID and password for the training portion. We anticipate going live on September 14. The HR Director received benefit orientation videos from HUB-BCI that will be used on the orientation function of NeoGov.

The TECC service has begun and the HR Director is inputting data as time allows.

Legal Department

The City Attorney is working with IT for replacement of two computers that were budgeted and assisting with development of a homeless policy.

BUDGET IMPLICATIONS: All items included in this report were a part of the adopted 2017-18 budget.

COUNCIL ALTERNATIVES:

Staff recommendation: None. This report is informational only.



AGENDA STAFF REPORT

AGENDA LOCATION: Consent Agenda Item #9 A-B

MEETING DATE: September 25, 2017

TO: Honorable Mayor and City Council

FROM: Izetta Grossman, City Clerk

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

- A. **ITEM:** Approval of the September 11, 2017 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the September 11, 2017 Regular City Council Meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the September 11, 2017 City Council meeting.

- B. **ITEM:** Public Works Ford 4 Cylinder Motor Parts Declared as Surplus

BUDGET IMPLICATIONS: None

SYNOPSIS: Ford 4 cylinder industrial motor in pieces. This was a spare motor for the 1976 Tack truck which came with the truck when it was originally acquired from the City of Goldendale. That truck was replaced in 2015 and has been surplused. Staff proposes to donate the motor to a school mechanics program.

RECOMMENDATION: That the City Council the Ford 4 Cylinder Motor Parts as Surplus and Authorize Donation.

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MINUTES
REGULAR CITY COUNCIL MEETING
OF
September 11, 2017
5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Stephen Lawrence

COUNCIL PRESENT: Russ Brown, Taner Elliott, Linda Miller, Darcy Long-Curtiss, Tim McGlothlin

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Julie Krueger, City Attorney Gene Parker, City Clerk Izetta Grossman, Planning Director Steve Harris, Public Works Director Dave Anderson, Police Chief Patrick Ashmore, Human Resources Director Daniel Hunter, Assistant to the City Manager Matthew Klebes

CALL TO ORDER

The meeting was called to order by Mayor Lawrence at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk Grossman, all Councilors present.

PLEDGE OF ALLEGIANCE

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

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APPROVAL OF AGENDA

Mayor Lawrence added Item #10-E Approval of Memorandum of Understanding with 4H Extension to the consent agenda. It was moved by Elliott and seconded by Miller to approve the agenda as amended. The motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

The Dalles Farmers Market – Power of Produce Program Grant Report

Lynne Erickson, Assistant Market Manager reviewed the report. She said the program was a nationally recognized program designed to empower children to make healthy food choices.

She said next year they would expand the educational components of the program.

In response to a question Erickson said the market had an average of 22 vendors; not all of the vendors were food vendors.

Councilor Elliott said the market was a wonderful environment.

They reported that children often saved the vouchers from one week in order to have enough to purchase larger quantities of produce.

AUDIENCE PARTICIPATION

Emily Reed, representing Gorge Happiness Month, said that October was Gorge Happiness Month. She said Gorge Happiness Month was sponsored by One Community Health.

Ms. Reed asked the Mayor and Council to participate by adding a gratitude comment to each Council meeting in October. It was the consensus of the Council to participate.

She asked the Mayor if he would be willing to take on Happiness Month and agree to be interviewed. Ms. Reed said she would contact the Mayor with details.

Blue Zone Community Program Manager Leticia Valle introduced herself to the Council and said for them to contact her anytime.

Chuck Gomez gave an update on the work being done at the Granada. He said the exterior work was substantially complete. He said the removal of the awning would make the café hotter in the summer months. Gomez said it would be worth it, because the removal of the awning revealed wonderful details.

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Mr. Gomez said the Grand Re-Opening would be November 10-12. He said Friday would be a vaudeville act reminiscent of the original opening in 1929; Saturday would be a free concert for Veterans with tribute bands – cost to non veterans would be \$25 each. He said on Sunday there would be a Family Indoor Circus, with a \$25 adult admission and \$10 for children.

He said he would be coming back to Council to request funds to market the weekend, which includes other events downtown.

He said he had many people come to him with historical information. He said the whole downtown was excited about the Granada reopening.

Bayoan Ware introduced himself as the new RARE Planner for the Port of The Dalles.

CITY MANAGER REPORT

City Manager Julie Krueger asked Human Resources Director Daniel Hunter to introduce Safety Officer Morgan Mills.

CITY ATTORNEY REPORT

City Attorney Gene Parker said he would be bringing the CenturyLink Franchise agreement to Council for approval at the October 9 meeting.

He reported that no bids were received for the purchase of the 12th Street property. He asked Council for direction regarding selling the property.

It was the consensus of Council to put a For Sale By Owner sign on the property with the City Attorney as the contact person for one month.

Parker reported that there were no responses to the request for proposals for Real Estate Broker.

CITY COUNCIL REPORTS

Councilor Brown said he had visited the Wastewater Treatment Plant and the project was coming along.

In response to a question Public Works Director Anderson said the fence was still under discussion with the railroad.

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Mayor Lawrence said he had a meeting next week with railroad representatives and he would bring up the issue if the opportunity presented itself.

Councilor Long-Curtiss reported on attending:

- August 13 vigil for Charlotte, Virginia
- Urban Renewal Meeting
- QLife Meeting

She said she would be the City representative on the Community Outreach Team trip to Washington DC September 23-28, and would be attending the League of Oregon Cities Conference.

Long-Curtiss said she had distributed N95 masks at various locations around town. She said the masks were free; however a small donation was appreciated if people were able. She said the masks were available at the City Clerk's office, Chamber office, Community Meals site and the Senior Center.

Councilor Miller reported on attending:

- Airport Board Meeting
- Cruise the Gorge and the Drags
- Sister City Meeting
- Main Street Board meeting

Mayor Lawrence reported on meeting with:

- Japanese Delegation working with the Port of The Dalles on Economic Development opportunities
- Dennis Knox, CEO of Mid Columbia Medical Center
 - Looking at Urgent Care and temporary housing for doctors
- Steelhead Fire Responders
 - Concern that outside companies setting up call centers, response time is too long
- Insitu Tour – launch and recovery of drone

He said he will attend a conference call on Outdoor Gyms later this week

Mayor Lawrence presented the Request for Letter of Support of Diabetes Research.

It was the consensus of Council that it was appropriate for individuals to provide a letter. They said Council didn't typically support political issues as a body.

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CONSENT AGENDA

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

Items approved by Consent Agenda were: 1) Approval of July 17, 2017 Performance Management Work Session Meeting Minutes; 2) Approval of July 19, 2017 Leadership Training Minutes; 3) Approval of July 24, 2017 Regular City Council Meeting Minutes; 4) Approval of Surplus and Donation of Various Items from the Police Department; 5) Approval of First Addendum to Memorandum of Understanding Between Wasco County/City of The Dalles and 4H Extension Service District.

PUBLIC HEARING

Resolution No. 17-023 Establishing a Reimbursement District for Sanitary Sewer Improvements in East Ninth Street, East of Morton Street; and Setting an Effective Date

Mayor Lawrence opened the Public Hearing and asked for the staff report.

Public Works Director Dave Anderson reviewed the staff report.

Hearing no testimony Mayor Lawrence closed the Public Hearing.

Councilor Elliott said he thought in May Council requested this item to come back to Council for approval. He wondered why the work had been done.

Anderson said he was not in attendance at the May meeting, but it was the understanding of the Engineer that Council had agreed by consensus. He said the minutes also indicated approval.

Elliott asked for more clarity in the future.

Mayor Lawrence asked about how interest was charged.

Anderson said the reimbursement district was in effect for 15 years; simple interest accrues annually from the time of formation of the district.

Anderson said he had three inquires on extending the line.

It was moved by Long-Curtiss and seconded by Brown to adopt Resolution No. 17-023 Establishing Reimbursement Fees for the East 9th Street Sanitary Sewer Improvements Reimbursement District as Presented in the Public Works Director's Report.

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The motion carried unanimously.

CONTRACT REVIEW BOARD ACTIONS

Purchase of Used Regenerative-air Street Sweeper

Public Works Director Anderson reviewed the staff report.

Elliott asked if a lease had been considered.

Anderson said it had, however the deal on this sweeper was better than a lease. He said the sweeper was a backup sweeper and the primary machine for catch basin cleanout.

Anderson said there was a possibility the old sweeper could be used as trade in. He said it would be sold at auction if not.

It was moved by McGlothlin and seconded by Long-Curtiss to authorize the purchase of a used 2004 Elgin Crosswind street sweeper with a rear wand installed, document fee, and delivery to The Dalles in an amount not to exceed \$140,765, and to declare the 1992 Elgin Crosswind street sweeper as surplus property. The motion carried unanimously.

ACTION ITEMS

Oregon Veterans Home request for Funding of Weather Camera

City Manager Krueger reviewed the staff report. Mike Allegre and Michael Springston were in attendance to answer any questions.

Krueger said the request was a grant process type of request. She recommended not funding the request to protect the budget.

Brown said he liked the project, but felt the grant process had been established to address this type of request.

Mayor Lawrence asked if the request could wait until January for the grant process.

McGlothlin said that perhaps this would fit the Community Grants from Google. He said he would help them with the application.

Miller said she was concerned about reducing contingency at this time.

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Mayor Lawrence said it was a timing issue. He said the Small Grants Applications are due in January and are funded in July.

Resolution No. 17-021 Adopting Vertical Housing Zone Policies and Appointing Vertical Housing Zone Manager

Assistant to the City Manager Klebes reviewed the staff report.

Long-Curtiss asked about the reduced property taxes.

Klebes said yes, there were reduced property taxes; however, the upper stories were currently untaxed as unusable space, so there would be an increase of tax revenues.

It was moved by Miller and seconded by Brown to approve Resolution No. 17-021 Adopting Vertical Housing Zone Policies and Appointing Vertical Housing Zone Manager for the City of The Dalles. The motion carried unanimously.

Ground Lease with Daniel Englund at the Columbia Gorge Regional Airport

City Attorney Parker reviewed the staff report.

Mayor Lawrence asked if the stop order said no work until the lease was signed.

Parker said it did.

Mayor Lawrence said in the near future the rights and responsibilities of the Airport Managers should be clarified.

Elliott asked if utilities ran through the middle of the building.

Airport Manager Chuck Covert said he didn't think it did, but would confirm.

It was moved by Miller and seconded by McGlothlin to authorize the City Manager, City Clerk, and City Attorney to execute the ground lease agreement with Gary and Jeanne Englund and forward the agreement to Klickitat County for execution by its officials and staff members, subject to the determination of location of utilities. The motion carried, Brown opposed.

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Disposition of Wright Street Properties

City Attorney Parker reviewed the staff report and provided listing examples (attached).

Elliott asked when the test holes were done. He said he was concerned that there would be more water in the winter.

Parker said the City would have to disclose any property defects known to them.

After some discussion City Manager Krueger said that in the future the City could look at having an agent of record for selling real property. She said there would be an Request for Proposals issued.

It was moved by Miller and seconded by Brown to authorize the disposition of the two vacant parcels at the intersection of 23rd and Wright Streets in accordance with Resolution No. 16-028, and establish a minimum sales price for both lots of \$20,000 each. The motion carried unanimously.

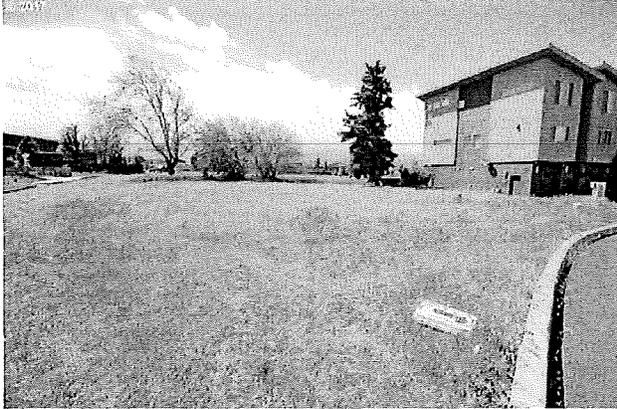
ADJOURNMENT

Being no further business, the meeting adjourned at 7:33 p.m.

Submitted by/
Izetta Grossman
City Clerk

SIGNED: _____
Stephen E. Lawrence, Mayor

ATTEST: _____
Izetta Grossman, City Clerk



Listing Courtesy of: **RMLS** / COPPER WEST
PROPERTIES-THE DALLES

The Dalles Area Land

195 Eagle Crest Dr
The Dalles, OR 97058

Active
\$30,000

Cumulative Days on Market: 117

MLS #: **17082163**

Taxes: **\$802**

Lot Size: **3049 sq ft**

Type: **Land**

Year Built:

Style:

Views: **City, Mountain**

School District:

County: **Wasco County**

Community:



195 Eagle Crest Dr The Dalles, OR

97058

MLS #: 17082163 | Active \$30,000

Comments

Lone Pine Village development on the banks of the Columbia River is under new ownership and will be following the original vision of mixed use Commercial and Residential. New homes plans with a traditional and contemporary design are available or buy a lot and have your own plan approved. This one of a kind development in The Gorge has direct Columbia Riverfront lots and many more with River views. Seller is a licensed OR Real Estate Broker.

School Information

- Elementary School: Dry Hollow
- High School: The Dalles-Waht

Subdivision

- Lone Pine Village



Listing Courtesy of: **RMLS** / JOHN L. SCOTT
COLUMBIA GORGE

The Dalles Area Land

E 21st PI
The Dalles, OR 97058

Active
\$39,900

Cumulative Days on Market: 170

MLS #: **17308955**

Taxes: **\$461**

Lot Size: **9148 sq ft**

Type: **Land**

Year Built:

Style:

Views: **Territorial**

School District:

County: **Wasco Co.**

Community:



E 21st Pl The Dalles, OR 97058

MLS #: 17308955 | Active \$39,900

Comments

Large .21 Acre Lot on E. 21st Place established light traffic neighborhood. Perfect for daylight basement home. Convenient location near community college, hospital and high school. Buyer to verify utilities, hookups costs. Sidewalk improvement required. By intersection of Fairview/E.20th. Ready to build your dream home or for placement of manufactured home. Lot Dimensions 119x68x117x89. Only parcel available in this quiet subdivision!

School Information

- Elementary School: Dry Hollow
- Middle School: The Dalles
- High School: The Dalles-Waht

Subdivision

- By College,Hospital



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #10-A

MEETING DATE: September 25, 2017

TO: Honorable Mayor and City Council

FROM: Angie Wilson, Finance Director

ISSUE: Resolution No. 17-025 Authorizing Transfers of Budgeted Amounts Between Categories of Various Funds of the City Of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2018

RELATED COUNCIL GOAL: Balanced Budget

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets add funds to existing budgets, while budget amendments move already budgeted funds between categories of the same fund without adding to the fund's total budget.

The proposed resolutions contain the following items:

Resolution No. 17-025 transfers \$91,902 from the Contingency line item to cover three items:

- 1) A \$58,965 transfer to the Human Resources Department is needed to cover Personnel Services and Material Services. The new Safety Officer position was approved at the City Council meeting on May 8, 2017. This will be a shared cost with Public Works and the Library. Due to the Develop Inspector position being moved to Public Works, there will be no additional transfers in this current budget year.
- 2) \$1,333 is needed to compensate the raise that was authorized for the City Attorney in the Legal Department after the fiscal year 2017/18 budget was already adopted.
- 3) A 10% increase for the Wasco County Communications 911 in the Police Department was approved by the budget committee. This increase was inadvertently left out in the amount of \$31,604. To comply with what we agreed on with Wasco County, we will

need to add the additional funds to the Police Department, General Fund.

Resolution No. 17-025 also authorizes a transfer of budget in the amount for \$620 from the Library Fund Contingency line item to the transfer out line item to cover the cost of the Safety Officer Position.

BUDGET IMPLICATIONS: Resolution No. 17-025 transfers currently budgeted amounts, and does not have any impact on the total budget of the General Fund.

COUNCIL ALTERNATIVES:

1. Staff recommendation: *Move to adopt Resolution No. 17-025 Authorizing Transfers of Funds between Departments of the General Fund of the City of The Dalles Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2018.*
2. Direct staff to make changes to the proposed resolutions and bring the resolutions back to a future Council meeting for consideration.
3. Decline to take action.

RESOLUTION NO. 17-025

A RESOLUTION AUTHORIZING TRANSFERS OF BUDGETED AMOUNTS BETWEEN CATEGORIES OF VARIOUS FUNDS OF THE CITY OF THE DALLES ADOPTED BUDGET, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

WHEREAS, during the budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits within and between funds; and

WHEREAS, \$58,965 is needed from the Contingency Fund to the Human Resources Department to cover the Personnel Services and Material and Services for the new Safety Officer position that was approved by City Council on May 8, 2017. Although this position is supported by the Public Works and Library Fund, we will only be requesting a transfer from the Library Department, because the money will offset the change of the Inspector Position that has been moved out of the Planning Department into Public Works; and

WHEREAS, \$1,333 is needed from the General Fund Contingency to compensate the raise that was authorized for the City Attorney in the Legal Department, and;

WHEREAS, \$31,604 needs to be moved from the General Fund Contingency to cover the 10% increase as approved for Wasco County Communications 911 to the Police Department; and

WHEREAS, \$620 is requested from the Library Fund Contingency to Transfer Out to the General Fund, to help support the new safety officer position;

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

Section 1. Authorizing Budget Transfers. The City Council hereby authorizes the following transfers of funds between budgeted categories and funds:

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<u>GENERAL FUND (001)</u>			
from General Fund Contingency	\$ 685,065	\$ 593,783	- \$ 91,902
to City Attorney	\$ 221,533	\$ 222,866	+ \$ 1,333
to Police Department	\$ 3,895,962	\$ 3,927,566	+ \$ 31,604
to Human Resource Department	\$ 147,881	\$ 206,846	+ \$ 58,965

LIBRARY FUND (004)

from Contingency	\$ 184,982	\$ 184,362	- \$ 620
to Transfers Out	\$ 84,999	\$ 85,619	+ \$ 620

Section 2. Effective Date. This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY17/18 audit report.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 2017.

Voting Yes, Councilors: _____

Voting No, Councilors: _____

Absent, Councilors: _____

Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 25th DAY OF SEPTEMBER, 2017.

SIGNED:

ATTEST:

Stephen E. Lawrence, Mayor

Izetta Grossman, City Clerk



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

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

AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #10-B

MEETING DATE: September 25, 2017

TO: Honorable Mayor and City Council

FROM: Steven Harris, AICP
Planning Director

ISSUE: Submission of Community Development Block Grant (CDBG) Application with Columbia Cascade Housing Corporation to Fund Mid-Columbia Regional Home Repair Program for Wasco and Hood River Counties

RELATED COUNCIL GOAL: B-3 – Support Regional Solutions Team, Mid-Columbia Housing Authority, and Mid-Columbia Economic Development District to support and promote an attainable housing program.

BACKGROUND: Oregon Housing and Community Services provides grants (available through a competitive process) to local government applicants (cities or counties) that will provide funds to, for the purpose of creating or maintaining Home Repair Programs. Participation in these programs is limited to low and moderate income homeowners. Eligible households are defined as those with a maximum annual income of \$34,150 for a two person household and \$42,650 for a four person household in Wasco County. For Hood River County the maximum annual household incomes are \$42,650 and \$52,650 respectively.

Since 2007, Columbia Cascade Housing Corporation (CCHC), acting as a Sub-grantee, and various other cities and counties, acting as the applicant and Grantee, has received five CDBG funds to develop and continue Home Repair Programs for Hood River, Wasco and Sherman Counties. The City, in coordination with CCHC, has been a past recipient of these funds.

The current application is due by December 31, 2017. An applicant for this program is needed for CCHC and the Housing Resource Center to proceed with the application process.

- CCHC is now accepting pre-applications to assess the need for a regional Home Repair Program in Wasco and Hood River Counties.
- Under this program, low and moderate-income homeowners may be granted up to \$15,000 for repairs and upgrades to their homes using local contractors.
- Unlike most of our previous programs, homeowners in mobile home parks will be potentially eligible for the program.
- Per CDBG guidelines, other municipalities must sign an Intergovernmental Agreement if they wish to have any residents in their jurisdiction be eligible to participate in the program.

As noted above the request furthers City Council Goal B-3:

- Support Regional Solutions Team, Mid-Columbia Housing Authority, and Mid-Columbia Economic Development District to support and promote an attainable housing program.

The request is also consistent with the following recommendation from the recently completed Housing Strategies Report:

- The City should continue to participate in and support local and regional efforts to meet current and future housing needs, particularly those targeted to affordable and special needs housing.

BUDGET IMPLICATIONS: This is a 2-year grant with a maximum total of \$400,000. \$320,000 of this funding would go directly into home repairs in Wasco and Hood River Counties with the remaining funds covering administration and program costs for the Housing Resource Center. The City is not allowed to receive funding for their administrative costs, which should be minimal. If the grant is approved, the funds will pass through the City budget so the revenue will equal the expenditure. At no time would the City release funds without prior funding from the State of Oregon.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Approve Columbia Cascade Housing Center to move forward with public notices and to schedule a public hearing for the October 23, 2017 City Council meeting.*
2. Decline to approve of the City of The Dalles submission of a CDBG application in coordination with Columbia Cascade Housing Center.

MID COLUMBIA HOUSING RESOURCE CENTER

- Current program assisted 13 homes for a total of \$220,000 in repairs in Wasco and Hood River Counties. Hood River County was the applicant for the current funding source.
- When the City of The Dalles was the applicant on 2013, 22 homes in five cities in Hood River and Wasco Counties were assisted.
- The program will allow up to \$15,000 in repairs per approved applicant. The primary work done in the past has been windows or doors, new roofs, heating cooling systems, electrical upgrades, and plumbing upgrades were also done. We also increased accessibility in many homes and siding replacement with painting was also completed.
- For the next program, we plan on serving Hood River and Wasco Counties again and funds will be granted to those homeowners. This will allow mobile homes in mobile home parks to be assisted as well as other owner-occupied homes.
- The application will be submitted in December of 2017, and we have started to collect names for a wait list. I can supply applications if you wish to help get the word out.
- Unfortunately, we cannot do improvements to non-owner occupied homes.
- The program is limited to families earning less than 80% of the AMI. For a family of four that amount is \$42,650 in Wasco county and \$52,650 in Hood River County.
- Below is an actual home in The Dalles that has received funding from one of programs for improvements





AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #10-C

MEETING DATE: September 25, 2017

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

ISSUE: Authorization to provide sanitary sewer service outside City Limits on East 18th Street

BACKGROUND: The City has received a request from the developer of property on East 18th Street to extend a sanitary sewer main and connect to the City sanitary sewer system in support of the ultimate development of six residential lots. The property in question does not yet have an address but is located between Thompson and Morton Streets. The property is located outside the City Limits and inside the Urban Growth Area. The developer would need to extend the sanitary sewer main about 916 feet eastward from its current terminus in East 18th Street which is located near 2418 East 18th Street.

The City's normal requirement for developers is to extend services to the far end of a property so that they are ready for the next property to connect and extend from there on. The proposed project would extend the existing 8-inch sewer main 920 feet eastward from its current terminus to the eastern boundary of the property to be served by this request. The developer would provide for the construction and pay all of the costs associated with the extension of the main, and it would be built to City standards. The attached map shows the City Limits (tan shaded area), the Urban Growth Boundary (blue line), the proposed sewer main to be extended (red line), and the property requesting the service (highlighted and hashed). If extended as proposed, the sanitary sewer main could also serve other properties along East 18th Street if they desired to connect to the City system in the future.

The City's sewer ordinance, Ordinance No. 97-1213, requires Council authorization to provide sanitary sewer service to properties outside the City Limits (Article V, Section 10). The Ordinance also provides that Council may require the property owner to sign a consent to annexation agreement as a condition of receiving City sewer service. This property is not currently contiguous with the existing City Limits, but the City limits

boundary takes an unusual jog to the north in this block. The City recently accepted jurisdiction over this section of East 18th Street from Wasco County, and the property is adjacent to East 18th Street. The practice has been to require consents to annex as a condition of providing water and sewer services to properties outside the City limits and inside the Urban Growth Area, thereby allowing for the option of annexation in the future if desired.

Lastly, General Ordinance 06-1275 allows for the formation of reimbursement districts when developers install water or sewer improvements with additional capacity that could be utilized by future users. A district, if approved by City Council, identifies the properties that could be potentially benefited by the improvement and allocates a cost to those properties that would be paid when they connect to the improvement. Once formed, a district will remain in effect for a period of 15 years. Improvements must be constructed to City standards to qualify. Since this sewer main extension could serve other properties in the future without an additional extension, the developer has indicated that he intends to apply for formation of a reimbursement district. The potential formation of a reimbursement district will be brought before Council for consideration after the developer makes application. By ordinance, he can submit that application either before or after construction. Formation of the district would follow all the associated processes including completion of a Public Works Director's Report and public hearings.

BUDGET ALLOCATION: There are no costs to the City with this issue. If approved, the property owner would pay \$10,734 in Sewer SDCs (at current SDC rates) for service to six lots. Once these lots are occupied, they would pay for monthly sewer service at out-of-City sewer rates which are currently 1.7 times in-City rates.

ALTERNATIVES:

Staff Recommendation: None.

Alternatives:

1. Move to authorize the provision of sanitary sewer service outside the City Limits to the property located on East 18th Street, currently identified as tax lot 1N 13E 11 AA 3202.
2. Move to deny the provision of sanitary sewer service outside the City Limits to the property located at tax lot 1N 13E 11 AA 3202.
3. Provide additional direction to staff.



City of The Dalles
Public Works Department
1215 West 1st Street
The Dalles, OR 97058

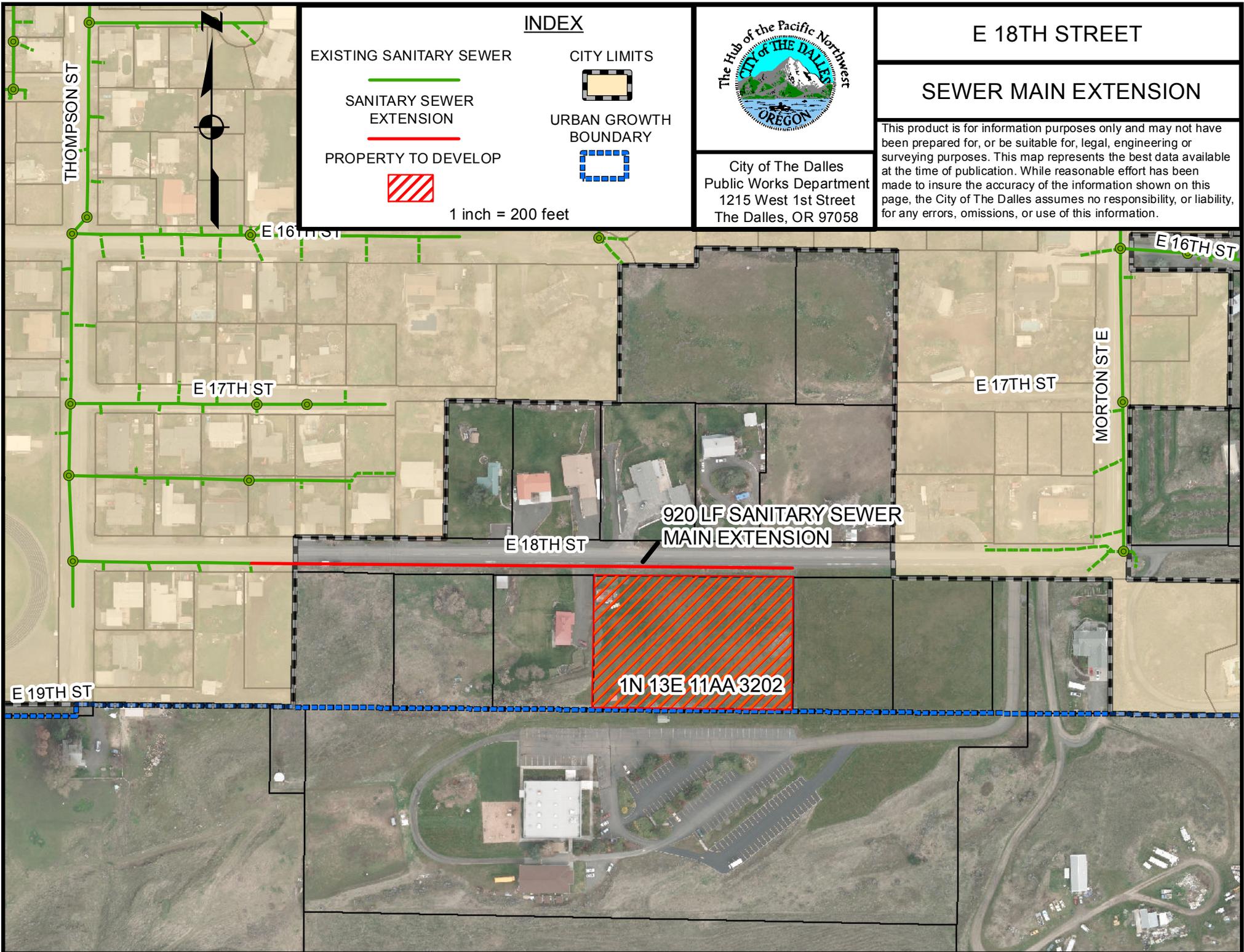
E 18TH STREET

SEWER MAIN EXTENSION

This product is for information purposes only and may not have been prepared for, or be suitable for, legal, engineering or surveying purposes. This map represents the best data available at the time of publication. While reasonable effort has been made to insure the accuracy of the information shown on this page, the City of The Dalles assumes no responsibility, or liability, for any errors, omissions, or use of this information.

INDEX

- EXISTING SANITARY SEWER (solid green line)
 - SANITARY SEWER EXTENSION (dashed green line)
 - PROPERTY TO DEVELOP (red hatched area)
 - CITY LIMITS (black dashed line)
 - URBAN GROWTH BOUNDARY (blue dashed line)
- 1 inch = 200 feet



THOMPSON ST

E 16TH ST

E 17TH ST

E 18TH ST

E 19TH ST

1N 13E 11AA3202

920 LF SANITARY SEWER
MAIN EXTENSION

E 17TH ST

MORTON ST

E 16TH ST



AGENDA STAFF REPORT

AGENDA LOCATION: Discussion Item #11-A

MEETING DATE: September 25, 2017

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

ISSUE: Review of SDC Waivers Granted to Local Governments and Non-Profits, and Consideration of Criteria for Future Waiver Requests

BACKGROUND: The City collects System Development Charges (SDCs) from developers when they undertake projects that connect to or increase demand on City infrastructure systems. The City assesses SDCs for water, sewer, transportation and storm water systems; the funds collected can only be spent on projects that increase capacity of the specified systems. There are a number of opportunities for some entities to obtain credits or waivers relative to SDCs, some of which are discretionary at the City Council level. The City Council directed staff to identify potential criteria that could be formalized related to the issuance of credits or waivers and bring them before Council for consideration.

There are a number of City ordinances that relate to the assessment of SDCs. General Ordinance No. 06-1266 is the City's general SDC ordinance and establishes the authority for the assessment and utilization of water, sewer, storm water, transportation, and parks SDCs; the SDC rates for parks are set by and funds are forwarded to Northern Wasco County Parks and Recreation District, therefore these SDCs will not be discussed further in this report. In addition to providing the normal SDC credits for existing uses and construction of infrastructure with excess capacity or on contiguous property, this ordinance creates credits as follows:

- 1% credit on all SDCs for each new, permanent full-time job created by non-residential development inside the City with compensation equal to or greater than the average wage paid in Wasco County, up to 25% of the applicable SDC; this credit is applied by staff at the time of project approval and is applied to all applicable City SDCs.
- At the discretion of City Council, a credit up to 50% of the applicable SDC for any project located within the City limits submitted by a nonprofit corporation or

- any agency or subdivision of the federal, state or local government; this credit can be applied to all City SDCs.
- These credits are not cumulative; the developer selects a single credit that is most advantageous for the development from those below:
 - The job creation credit;
 - The credit resulting from participation in an approved Enterprise Zone;
 - The credit for non-profit organizations or government entities if approved by City Council.

General Ordinance Nos. 07-1286 and 07-1287 establish SDCs specifically for transportation and storm water systems respectively. These two ordinances reinforce the credits allowed for non-profit and governmental entities at the discretion of City Council.

General Ordinance No. 10-1305, adopted in July 2010 in an attempt to reduce perceived barriers to development during the economic recession, amends General Ordinance No. 07-1286 and provides additional credits relative to Transportation SDCs only. The ordinance was adopted based upon the recommendations of a public Transportation SDC Work Group. These additional credits are applied to all qualifying projects at the time of project approval by staff after other available credits have been applied; these credits are additive to any other credits that may be applied. The credits available under this ordinance are:

- New Development involving the re-use or redevelopment of an existing building in the Downtown Commercial District, that expands the building by 50% or less and 5000 square feet or less, receives a 100% credit against Transportation SDCs.
- New Development involving the re-use or redevelopment of an existing building outside the Downtown Commercial District, that expands the building by 50% or less and 5000 square feet or less, receives a 75% credit against Transportation SDCs.
- New Development involving the expansion of an existing business through new construction on the current site of the business receives a 50% credit against Transportation SDCs. To qualify, the business has to have been operational for at least 2 years.
- New Development involving the relocation of an existing business in the City to a new site with construction of new facilities receives a 50% credit against Transportation SDCs. To qualify, the business has to have been operational for at least 2 years.
- New Development involving construction of a facility that creates employment for 10 persons or less, and involves construction of a new facility that is 5000 square feet or less receives a 75% credit against Transportation SDCs. This credit was developed as an incentive for small businesses.
- New Development involving construction of a facility that creates employment for 20 persons or less, and involves construction of a new facility that is 10,000 square feet or less receives a 50% credit against Transportation SDCs. This credit was developed as an incentive for slightly larger small businesses.

This “temporary” ordinance was to be remain in effect for a least one year, and thereafter until revoked or amended by City Council. The Council receives an annual report

summarizing the utilization of credits under this program.

The following information is a summary of the utilization of the various SDC credits from July 2010 to current.

Credit type	Number utilized	Total value of credits
Job creation	5	\$57,165.30
Gov't/Non-profit (Council discretion)	6	\$241,305.49
Downtown redevelopment – 100%	1	\$7,033.02
Non-Downtown redevelopment – 75%	0	
On-site expansion – 50%	15	\$107,087.00
Relocation – 50%	10	\$207,330.74
Small business <11 employees – 75%	1	\$2,964.60
Small business 11-20 employees – 50%	0	
Total value of credits authorized		\$722,887.05

Potential Criteria for Discretionary Credits

As outlined above, all of the credits available related to the assessment of SDCs are defined by ordinance and occur “automatically” through the project permitting process by staff except the discretionary credit for governmental and non-profit entities which may only be authorized by City Council. From July 2010 through August 2015, two requests for these credits were received and both were authorized by Council at the full 50% level – one for Northern Wasco County Parks and Recreation District for the new Aquatic Center (\$153,293.90), and another for Mid-Columbia Council of Governments for the new Transportation Center (\$26,407.00). Since August 2015, the City Council has received four more requests, which is twice as many requests in two years as were received in the preceding five years. All of these requests were also authorized at the full 50% level for credits totaling \$61,604.59. This recent increase in the number of requests for SDC reductions from governmental and non-profit entities led the Council to consider criteria for authorizing SDC credits.

The following options have been developed as potential ways to consider future requests from governmental and non-profit entities for discretionary SDC reductions.

Option 1: One alternative would be to retain the current language in the SDC ordinances that allows the Council the option of reducing SDCs by any amount up to 50% for governmental and non-profit entities, but does not specify criteria other than their status as a governmental entity or non-profit corporation.

Option 2: Another alternative would be to eliminate the discretion and make reductions automatic at some level (50%, 25%, 10%?) for governmental and non-profit entities. This credit could be an option, as it is now, such that governmental and non-profit entities would select the credit that is most advantageous to them considering available job creation and Enterprise Zone credits.

Option 3: A third option could be to consider such criteria as it may relate to the request. Possible criteria might include:

- Value of the new development to the community – will it provide needed or valued new services or an improved quality of life for residents; will it attract people to The Dalles to live, work or play.

- Value of the new development to the City –will it save the City money or increase efficiency of City services; does the City contribute financially toward the operation of the developing entity
- Are there any existing or planned partnerships between the City and the developing entity
- Whether the developing entity grants reciprocal fee/cost reductions to the City when the opportunities arise

The Council could discuss the merits of a new development given the selected criteria and authorize credits at a level within a prescribed range, such as 0 – 50%. The only difference between this option and Option 1 is that the criteria that Council could consider could be prescribed. Implementation of this option could require more discussion and deliberation, and therefore more time, at Council meetings to consider a request.

Option 4: Lastly, the Council could choose to eliminate the discretionary SDC credits that are available to governmental and non-profit entities.

General Ordinance No. 10-1305, supplemental Transportation SDC credits

As mentioned previously, General Ordinance No. 10-1305 was adopted in 2010 as an effort to reduce perceived barriers to development during the most recent economic recession. In the table above, all of the SDC credits that have been authorized since 2010, except those for job creation and City Council discretionary, have been provided under this general ordinance. The total amount of Transportation SDC credits provided under this ordinance to date is \$324,416.26. New development that does not fall into one of the six categories identified in the ordinance pay Transportation SDCs at the full rate, less any job creation or City Council discretionary credits that may be authorized. These Transportation SDC credits are funds that, if collected, would be used to help fund projects that increase the capacity of the transportation systems in the City.

If desired, City Council could consider repealing or amending this ordinance due to improved economic conditions.

BUDGET ALLOCATION: None at this time.

ALTERNATIVES:

Staff Recommendation: None - Discussion Item only.

Questions to be answered:

- Does the Council want to implement one of the options identified related to the processing of City Council discretionary SDC credits?
- Does the Council want to retain, amend or repeal General Ordinance No. 10-1305 which provides supplemental Transportation SDC credits for certain types of developments?