

**AGENDA**

**REGULAR CITY COUNCIL MEETING**

April 8, 2013

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. Program Update by YouthThink
6. AUDIENCE PARTICIPATION
7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

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.

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

**CITY OF THE DALLES**

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

- A. Approval of March 11, 2013 Regular City Council Meeting Minutes
- B. Resolution No. 13-010 Concurring With the Mayor's Appointments to Various Committees
- C. Approval to Declare Public Works Equipment as Surplus Property

11. ACTION ITEMS

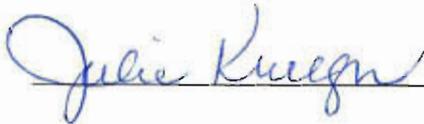
- A. Resolution No. 13-011 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2013 [**Agenda Staff Report #13-023**]
- B. Resolution No. 13-012 Amending the City's Fee Schedule to Include a Fee for Annual Renewal of Permits for Tourist Oriented Signs and Incorporate Previously Approved Sewer Rate Increases [**Agenda Staff Report #13-024**]

12. ADJOURNMENT

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**This meeting conducted in a handicap accessible room.**

Prepared by/  
Julie Krueger, MMC  
City Clerk



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CITY of THE DALLES

313 COURT STREET  
THE DALLES, OR 97058

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

## AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 8, 2013	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:** March 27, 2013

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

A. **ITEM:** Approval of March 11, 2013 Regular City Council Meeting Minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the March 11, 2013 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 March, 2013 regular City Council meeting.

B. **ITEM:** Resolution No. 13-011 Concurring With the Mayor's Appointments to Various Committees.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The Mayor has selected Eric Gleason for re-appointment to the Museum Commission, term to expire April 30, 2016; Mark Poppoff and Dennis Whitehouse to the Planning Commission, terms to expire April 30, 2017; Jim Bishop and John Nelson to the Traffic Safety Commission, terms to expire April 30, 2017; and Frank Pyles to Traffic Safety Commission, term to expire April 30, 2015.

**RECOMMENDATION:** That City Council adopt Resolution No. 13-011 concurring with the Mayor's appointments to various committees.

C. **ITEM:** Approval to Declare Public Works Department Vehicles, Bicycles and Equipment as Surplus Property.

**BUDGET IMPLICATIONS:** Most of the items will be sold at auction. Revenue will be placed in the appropriate funds.

**SYNOPSIS:** The Public Works Department would like to declare six vehicles and three bicycles and some equipment as surplus property (list attached). The computer equipment will be donated to the STRUT Program and the remaining equipment, vehicles and bicycles will be sold either at local auction or advertised for sale.

**RECOMMENDATION:** That the City Council declare the vehicles, bicycles, and equipment as surplus property and direct staff to dispose of the items in an appropriate manner.



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

**MEMORANDUM**

**TO: Julie Krueger, City Clerk**

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

**SUBJECT: Public Works Department surplus**

**DATE: March 13, 2013**

Please place the following items on the next City Council agenda to be declared surplus.

**We plan to sell the following six vehicles and three bicycles locally through Auction Sales Company in The Dalles on April 13, 2013 with the proceeds going into the source fund identified:**

From Water Distribution Division:

1991 GMC Sonoma pickup (Unit #80)	VIN 1GTCS14Z7M8537302
2001 Chev Impala (Unit #95)	VIN 2G1WF55K819263711
1999 Jeep Cherokee (Unit #135)	VIN 1J4FF68S2XL583241

From Street Division:

1992 Dodge ½ ton pickup (Unit #5)	VIN 1B7HE16Y5MS286946
1978 GMC Flatbed pickup (Unit 46)	VIN TCL3382510775

From General Fund:

2000 Chev Impala (Unit #132)	VIN 2G1WF55KXY9258892
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From Water Distribution Division:

Bicycle, Trex 6500, Red, Serial Number WTU6000567R  
Bicycle, Mongoose A4OK, Red, Serial Number HCHL06746  
Bicycle, Specialized Rock Hopper, Green, Serial Number 06606108W

**These items will be advertised on municipal market, with proceeds going into source fund identified:**

From Wastewater Collection Division:

1981 Wire Rodder, Model HS-516	SN L-81722
Pump, 7.5 hp, General Electric	SN EJJ516361
Pump, 7.5 hp, General Electric	SN BKJ221439
Pump, 5 hp, General Electric	SN CLJ326282
Pump, 5 hp, General Electric	SN CLJ326276

Multitrode Units:

Multitrode duplex pump controller, MT 2PC series	(Quantity of 2)
Flygt multitrode, Model MT2PC-3	(Quantity of 2) SN 6037592 and 6037588
Multitrode barrier module, Model MTISB-10	(Quantity of 2)
Electrical cabinets for multitrode controls	(Quantity of 2)

**These items will be donated to Students Recycling Used Technology (StRUT):**

Printer, HP LaserJet 6P Model C3980A	(nonfunctional)
Dictaphone, Model 2600	SN 260553626
	City asset #0053

## **MINUTES**

REGULAR COUNCIL MEETING  
OF  
MARCH 11, 2013  
5:30 P.M.  
THE DALLES CITY HALL  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Steve Lawrence

**COUNCIL PRESENT:** Bill Dick, Carolyn Wood, Dan Spatz, Tim McGlothlin, Linda Miller

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Public Works Director Dave Anderson, Administrative Fellow Garrett Chrostek, Police Chief Jay Waterbury, Planning Director Dick Gassman

### **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 Wood and seconded by Spatz to approve the agenda as presented. The motion carried unanimously.

## **PRESENTATIONS/PROCLAMATIONS**

### **Update Regarding Veterans Memorial at Kelly View Point**

Les Cochenour, 319 West 20<sup>th</sup> Street, The Dalles, Vice President of the Mid Columbia Veterans Memorial Committee, introduced Committee president Gary Pratt. Mr. Cochenour provided handouts including a list of goals, a map showing an additional piece of property for possible future use, and a proposal for a new monument at the memorial site.

Cochenour noted the Committee was required to maintain a balance of \$5,000 through an agreement with Parks and Recreation District to have funds available for repairs. He described the proposal for a future monument and talked about the additional piece of property that could be used in the future. It was noted a future monument would not be taller than the existing fence.

Councilor Wood said she supported the monuments being at the View Point, but did not want them to obstruct the view of the City. She said some of the trees also needed to be trimmed to maintain the view.

Gary Pratt presented information regarding the installation of a security system at the View Point. He said there were a couple different options, but both would include a camera that showed the view and that anyone could access. He said there were currently discussions to determine the cost for internet access.

Mayor Lawrence asked what the legal relationship was between the Committee and City was. City Manager Young said it was a non-profit group and the City Council provided financial support to them. Young said he hadn't realized there was a formal agreement between the Committee and the Parks and Recreation District regarding the need for a maintenance fund. He said the City could make a change in the budget to show the \$5,000 as a reserve fund so it didn't get spent on non-maintenance items.

## **AUDIENCE PARTICIPATION**

Randy Cole, 816 East 20<sup>th</sup> Street, The Dalles, said there was a parcel of property in his neighborhood that had been maintained by the neighbors for over 30 years. He said it served as a green space and gardens. He asked the City to consider vacating the property and dividing it among the adjoining properties who have taken care of it over the years.

Staff was asked to investigate the request.

### **CITY MANAGER REPORT**

City Manager Young reported that several City projects had been included on the priority list for the Wasco County Economic Needs and Issues Priorities. He said the highest priorities included the Washington Street Undercrossing, downtown parking structure and industrial fire flow line. Young said the Third Street streetscape project and Sixth Street widening and signalization projects were also listed as high priorities.

Young reminded the Council of the upcoming budget orientation meeting on March 18, at 1:00 p.m.

Young said staff was working on the information regarding infill development and expected to have all the information prepared and a meeting scheduled sometime in May.

### **CITY ATTORNEY REPORT**

City Attorney Parker reported the lease with the Girl Scouts had been completed. He said the demolition at 600 East 12<sup>th</sup> Street would begin this week and was expected to be completed on March 24. He noted the lead paint had been tested and determined not to be hazardous waste, so the cost should be reduced because the waste could be hauled to the landfill instead of shipped to a hazardous waste site.

### **CITY COUNCIL REPORTS**

Councilor Wood said the Historic Landmarks Commission had approved an application for door and window repairs at the Carnegie Library. Wood said she had attended the QLife meeting.

Councilor Dick said he had also attended the QLife meeting.

Councilor Spatz said the Mid Columbia Economic Development District meeting was scheduled for March 21.

Councilor Miller said she had attended the Urban Renewal Advisory Committee meeting and had heard presentations regarding Sunshine Mill and Granada Redevelopment project. She said both subjects were scheduled to be discussed by the Agency following the Council meeting.

Mayor Lawrence said he had traveled to Washington, D.C. with the Community Outreach Team last week, with 10 people representing many local entities and agencies. He said it was a great team and offered special praise for Councilor Spatz and his great presentation skills.

### **CONSENT AGENDA**

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

Items approved by Consent Agenda were: 1) approval of February 25, 2013 regular City Council meeting minutes; 2) approval to declare Police Department vehicle as surplus property; and 3) authorization for City Clerk to endorse OLCC application for Gone Country.

### **PUBLIC HEARINGS**

#### **Public Hearing to Receive Testimony Regarding Proposed Main Street Program Economic Improvement District**

Mayor Lawrence reviewed the procedures to be followed for the hearing.

Administrative Fellow Garrett Chrostek reviewed the staff report.

#### **Testimony**

Gary Honald, 2505 Wright Drive, The Dalles, said the downtown area had been depressed in the past. He said at that time the Trade Center Association had placed merchandise in empty store windows to make it have a nicer appearance, removed parking meters and hung curtains in upstairs windows. Honald said he believed the downtown would revitalize without the need to hire a person to market it. He said he had four lots, so his assessment would be \$1,000, not \$250. Honald said he believed the downtown would come back in time and that there were ample agencies and groups already in existence that could help with marketing, such as the Chamber of Commerce.

Mary Merrill, 2437 East 10<sup>th</sup> Street, The Dalles, representing the Small Business Development Center, said she had been studying the downtown for years and one thing to note was that much of the retail space was too big. She said if owners would do some remodeling to create smaller spaces, they would be easier to rent. She said another thing that might help was if owners would provide for separate utilities and provide insulation to keep utility costs down. As an example, Merrill pointed out how quickly the Hollywood Video building was occupied once the owner divided it into smaller spaces.

Tom Wood, 701 East Second Street, The Dalles, spoke in support of the economic improvement district. He said the Main Street Program engaged businesses and property owners and was proven to be successful in many communities across the Country. He said it would help revitalize the downtown and said if the participants would think of the \$250 assessment as a marketing cost, it was a very reasonable cost to improve the vitality of the downtown.

Jim Stroud, 806 east Second Street, spoke in opposition to the formation of the district. He said he owned four and one-half tax lots, though most of the property was a parking lot. Stroud said he was opposed to paying someone else to tell him how to run his business, saying opportunities were up to each business owner and that the reason the Hollywood Video building filled up so fast was because of its location near high traffic businesses. He said each business owner had their own vision and said the downtown would return to a healthy vitality without the Main Street program.

Councilor Miller said there was a perception that the downtown was dirty. She said she believed the downtown needed to improve its reputation and needed to be cleaned up.

Mary Linebarger, 309 Court Street, The Dalles, spoke in support of the district formation. She said she had served on the downtown committee since 2004 and also volunteered on the Main Street Steering Committee. She said she needed expert advice in marketing and that the downtown community needed to help one another be successful. She said a vital downtown was important to the community and that \$250 was a small price to pay for that expertise. Linebarger noted that there had been 11 empty spaces downtown three years ago, and now there were 40.

Chuck Langley, 200 West Fourth Street, The Dalles, spoke in opposition to the proposal, saying it was up to individuals to have a vision and to make a successful business. Langley said the new proposal of a \$250 flat rate per lot, intended to reduce the cost, had actually doubled the cost to many property owners. He said while business was weak along Second Street, the rest of the downtown was strong. He said buildings sat empty because the rent was too high. Langley said the urban renewal treatment along Second Street was ugly, with sidewalk seams so big, they collected dirt and cigarette butts and they were dangerous to walk on.

Langley said he had taken a lot of time to talk with downtown businesses about the proposal and most were in opposition. He said the business owners would not have a say in the marketing because it would be run by a small committee. Mr. Langley submitted 44 letters in opposition, representing 75 tax lots. He said this was more than the 33% required to stop the district from forming. Langley said the Chamber of Commerce could assist with marketing with no additional cost to the businesses.

Langley recommended the City convert Second and Third Streets to two-way traffic with would be historically correct and make it easier for people to visit businesses. He noted the biggest problem for downtown businesses were big box stores and internet shopping.

Barbara Bailey, 3325 Dry Hollow Lane, The Dalles, said the downtown was historically rich and it was very important to the entire community to keep it a vital part of the town. She expressed concern regarding signage and said that could be improved. Bailey said she had not raised the rent on the building she owned because it was important to her to keep her tenant. Bailey said she would be happy to pay the assessment proposed in order to keep the downtown alive.

Bev Eagy, 218 West fourth Street, The Dalles, said she owned two lots, so her assessment would be \$500, which was too much money for her small business to afford. Eagy said she believed the Chamber of Commerce could be very helpful to the downtown. She said it would also be helpful if the assessment could be spread over a larger boundary to reduce the cost per property. In response to a question, Eagy said she believed the Chamber and downtown businesses could work together and be successful in promoting the downtown.

Mary Merrill clarified that all her work with the Main Street Program was on a volunteer basis. She said she was so passionate about helping the downtown that she was often sweeping sidewalks in front of empty businesses to help keep the downtown looking nicer.

Dave Griffith, 409 West 16<sup>th</sup> Street, The Dalles, said he owned four of the eight lots he had owned when his business was located downtown. Griffith said he supported the concept of the Main Street Program and said the problem needed to be corrected. He said many people spoke in opposition to forming the district, yet failed to offer other suggestions. Griffith asked the Council to consider placing a cap on the number of tax lots that would be assessed for a single property owner.

Bob Fraley, 710 East Second Street, The Dalles, spoke in support of the proposed district. He urged downtown property owners to create smaller spaces, keep rent reasonable and to keep their properties clean, which would all help in the revitalization of the downtown.

Ron Vergeer, 4679 Mill Creek Road, The Dalles, said he had signed one of the letters in opposition that had been submitted by Mr. Langley. He asked that his letter be rescinded so he could gather additional information before making a decision.

Chuck Covert, 3819 Columbia View Drive, The Dalles, spoke in support of the proposal, saying the Main Street Committee had been working on the program for two years. He said there had

been many opportunities for involvement and he hoped more people would become involved in the program. He said the downtown was a weak part of the community and development needed to occur downtown.

Councilor Miller asked if Oregon Main Street had made efforts to assist the local program. Mr. Covert said they provided a lot of guidance and helped with the committees. He said it was now time to fund the program, establish the development district and create a Board of Directors. In response to a question, Covert said it was a simple formula to assess by tax lot as opposed to each business.

Hearing no further testimony, the public hearing was closed.

#### City Council Deliberation

Mayor Lawrence said he had been involved in the Main Street Program development. He said the City had a duty to honor the work of the committee and to allow the process to move forward and if it was stopped by remonstrances, it would be the decision of the businesses. Mayor Lawrence said he did have a concern about assessing parking lots.

Councilors Wood and McGlothlin agreed the process should be allowed to move forward until there was a decision that rested with those affected by the proposed district.

Councilor Dick said he supported the proposal and said it was a great opportunity to pool resources and make sure the community had a vital downtown. Dick said he was a downtown property owner and would not object to paying an assessment on his property.

Councilor Dick said he would support amending the ordinance to assess no more than one lot if a property owner had more than one lot on Fourth Street and to assess no more than three lots per property owner in the rest of the district.

Councilor Spatz said he agreed that the process should move forward, saying it was an opportunity for the downtown businesses to keep the area vibrant.

Councilor Miller said she would support moving the process forward, but feared the Main Street Program may just be one more unsuccessful organization in attempting to revitalize the downtown.

Councilor McGlothlin asked to have Special Ordinance No. 13-554 read in full.

City Clerk Krueger read the ordinance in its entirety.

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Regular Council Meeting  
March 11, 2013  
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It was moved by Dick and seconded by Wood to amend Exhibit "A" of Special Ordinance No. 13-554 to assess no more than one lot per property owner on Fourth Street and no more than three lots per property owner in the rest of the district.

Councilor Spatz questioned what the impact to the program budget would be if the amendment was approved.

Councilor McGlothlin said a change in the method of assessment should be sent back to the Committee for a recommendation.

Councilor Dick said the proposed amendment was addressing concerns raised at the hearing.

The motion to amend Exhibit "A" of Special Ordinance No. 13-554 to assess no more than one lot per property owner on Fourth Street and no more than three lots per property owner in the rest of the district was voted on and carried; McGlothlin voting no.

It was moved by McGlothlin and seconded by Spatz to adopt Special Ordinance No. 13-554, as amended, by title.

City Clerk Krueger read Special Ordinance No. 13-554 by title.

The motion to adopt Special Ordinance No. 13-554 establishing The Dalles Main Street Economic Improvement District and Providing for Notice of Proposed Assessments to Affected Property Owners, as amended, by title was voted on and carried unanimously.

### **ADJOURNMENT**

Being no further business, the meeting adjourned at 8:07 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED: \_\_\_\_\_

Stephen E. Lawrence, Mayor

ATTEST: \_\_\_\_\_

Julie Krueger, MMC, City Clerk

**RESOLUTION NO. 13-010**

**A RESOLUTION CONCURRING WITH THE MAYOR'S  
APPOINTMENTS TO VARIOUS COMMISSIONS**

**WHEREAS**, there are vacancies on several Committees; and

**WHEREAS**, the Mayor has selected Eric Gleason for re-appointment to the Museum  
Commission; and

**WHEREAS**, the Mayor has selected Mark Poppoff and Dennis Whitehouse for re-appointment to  
the Planning Commission; and

**WHEREAS**, the Mayor has selected Jim Bishop, John Nelson and Frank Pyles for re-appointment  
to the Traffic Safety Commission;

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

Section 1. The City Council concurs with the re-appointment of Eric Gleason to the Museum  
Commission, term to expire April 30, 2016.

Section 2. The City Council concurs with the re-appointment of Mark Poppoff and Dennis  
Whitehouse to the Planning Commission, terms to expire April 30, 2017.

Section 3. The City Council concurs with the re-appointment of Jim Bishop and John Nelson,  
terms to expire April 30, 2017 and Frank Pyles, term to expire April 30, 2015, to the Traffic Safety  
Commission.

Section 4. This Resolution shall be effective April 8, 2013.

**PASSED AND ADOPTED THIS 8th DAY OF APRIL, 2013**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8th DAY OF APRIL, 2013**

SIGNED:

ATTEST:

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk



**AGENDA STAFF REPORT**  
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 8, 2013	Action Items 11, A	13-023

**TO:** Honorable Mayor and City Council

**FROM:** Kate Mast, Finance Director

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

**DATE:** March 20, 2013

**ISSUE:** Resolution No. 13-011 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2013.

**BACKGROUND:** Oregon Budget Law recognizes that annual budgets are estimates of revenues and expenses, and that certain events and circumstances during the fiscal year may cause funds to experience costs above approved category limits. Therefore, Oregon Budget Law allows for transferring of budgeted funds between approved category limits within the same fund to prevent any category from being over-expended at the end of the fiscal year. Categories that are over-expended at the end of the fiscal year are a violation of Oregon Budget Law.

The complete demolition of a nuisance house will cost the City approximately \$39,000, which was not anticipated in the current budget. Moving \$40,000 from the Capital Outlay category to the Materials & Services category of the Special Assessments Fund (036) will cover this expenditure.

Retirement benefits for the Legal Secretary were incorrectly calculated in the current budget, so \$3,000 is proposed to be moved from the Overtime line item in the Finance Department.

**BUDGET IMPLICATIONS:** These budget amendments reduce one category or department and increase another category or department in the same fund by an equal amount, so there is no impact on any fund's total budget amount.

**ALTERNATIVES:**

- A. Staff Recommendation: *Move to adopt Resolution No. 13-011 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year ending June 30, 2013.*
- B. Reject the proposed changes which would result in an over-expenditure of categories.

**RESOLUTION NO. 13-011**

**A RESOLUTION AUTHORIZING TRANSFERS OF FUNDS BETWEEN CATEGORIES OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

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; and

WHEREAS, some reallocation of resources within the Special Assessments Fund (036) is necessary to provide for the cost of a large unexpected nuisance abatement; and

WHEREAS, some reallocation of resources within the General Fund (001) is necessary to provide for retirement benefits that were underestimated in the Legal/Judicial Department;

**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 departments and/or categories:

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<b><u>SPECIAL ASSESSMENTS FUND (036)</u></b>			
from Capital Outlay	\$ 41,491	\$ 1,491	- \$ 40,000
to Materials & Services	\$ 22,000	\$ 62,000	+\$ 40,000
<b><u>GENERAL FUND (001)</u></b>			
from Finance/Utility Billing Dept	\$ 513,435	\$ 510,435	- \$ 3,000
to Legal/Judicial Dept	\$ 452,637	\$ 452,637	+\$ 3,000

**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 FY12/13 audit report.

**PASSED AND ADOPTED THIS 8<sup>th</sup> DAY OF APRIL, 2013**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8th DAY OF APRIL, 2013**

SIGNED:

ATTEST:

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk



## CITY OF THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

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

# AGENDA STAFF REPORT

## CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
April 8, 2013	Action Items 11, B	13--024

**TO:** Honorable Mayor and City Council

**FROM:** Gene E. Parker, City Attorney

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

**DATE:** March 27, 2013

**ISSUE:** Resolution No. 13-012, amending the City fee schedule to establish a fee for annual renewal of permits for tourist oriented signs, and incorporate recently approved fee increase for sanitary sewer service.

**RELATED CITY COUNCIL GOAL:** None.

**PREVIOUS AGENDA REPORT NUMBERS:** #13-013.

**BACKGROUND:** The City's fee schedule includes a variety of fees for the issuance of permits for different categories of signs. The City Planning Department recently learned the fee schedule does not include a fee for the annual renewal of a tourist oriented sign. This type of sign directs motorists to tourist-related activities, such as a winery. The Planning Department has recommended that a fee of \$25 be established for the annual renewal of a permit for a tourist oriented sign. Oregon law provides that before the City Council can make a decision concerning a proposed fee, the Council has to allow the public an opportunity to comment upon the proposed new fee.

On January 28, 2013, the Council adopted Resolution No. 13-003 approving increases in the fees charged for sanitary sewer service, which became effective March 1, 2013. Staff is

recommending that these fee increases be incorporated into a revised fee schedule. Since these fees have already been approved, there is no requirement to allow for any additional public comment upon these fee increases.

**BUDGET IMPLICATIONS:** The general fund will see a slight increase in revenue from the proposed new fee for tourist oriented signs. The budget implications of the sanitary sewer charges were discussed in Agenda Staff Report #13-013.

**ALTERNATIVES:**

A. Staff Recommendation. *Move to adopt Resolution No. 13-012.*

**RESOLUTION NO. 13-012**

**A RESOLUTION AMENDING THE CITY FEE SCHEDULE  
TO INCLUDE A FEE FOR ANNUAL RENEWAL OF PERMITS  
FOR TOURIST ORIENTED SIGNS AND INCORPORATE  
PREVIOUSLY APPROVED SEWER RATE INCREASES**

**WHEREAS**, the City Council adopted Resolution No. 01-030 on November 26, 2001, establishing a city fee schedule; and

**WHEREAS**, on January 28, 2013, the City Council adopted Resolution No. 13-003, which provided that effective March 1, 2013, monthly fees charged to users of domestic sanitary treatment facilities would be increased; and

**WHEREAS**, staff has recently learned the City's fee schedule does not include a fee for the renewal of permits for tourist oriented signs which require an annual renewal; and

**WHEREAS**, staff is recommending that a fee of \$25.00 be established for the annual renewal of a permit for a tourist oriented sign; and

**WHEREAS**, the Council concurs with the staff's recommendation that a fee of \$25.00 be established for the annual renewal of a permit for a tourist oriented sign; and

**WHEREAS**, the Council desires to incorporate the fee increases approved by Resolution No. 13-003 into the City's fee schedule; and

**WHEREAS**, pursuant to ORS 294.160 the City Council provided an opportunity on April 8, 2013 to allow for public comment upon the establishment of the new fee for renewal of a permit for a tourist oriented sign; and

**WHEREAS**, the City Council believes it is in the best interest of the City to adopt a revised fee schedule which establishes a fee for the annual renewal of tourist oriented signs, and which incorporates previously approved fee increases for sanitary sewer service;

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

Section 1. Amended Fee Schedule. The City Council approves the amended fee schedule, a copy of which is attached hereto as Exhibit "A".

Section 2. Effective Date. This resolution shall be considered effective as of April 8, 2013.

**PASSED AND ADOPTED THIS 8TH DAY OF APRIL, 2013**

Voting Yes, Councilors: \_\_\_\_\_

Voting No, Councilors: \_\_\_\_\_

Absent, Councilors: \_\_\_\_\_

Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8TH DAY OF APRIL, 2013**

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk

**CITY OF THE DALLES****CITY FEE SCHEDULE****Effective April 8, 2013**

<b><u>POLICE DEPARTMENT</u></b>	
Report Search & copy	\$ 5.00
Request for Fingerprints	\$ 10.00
Police Officer Written Exam	\$ 15.00
Administrative Fee for Towing Vehicles - Traffic Offenses	\$ 100.00
Burglary Alarm Permit (annual fee)	\$ 8.00
Robbery Alarm Permit (annual fee)	\$ 8.00
<b><u>LIBRARY</u></b>	
Overdue materials fee - juvenile, per day	\$ 0.05
Overdue materials fee - juvenile, maximum	\$ 0.50
Overdue materials fee - adult, per day	\$ 0.10
Overdue materials fee - adult, maximum	\$ 1.00
Interlibrary Loan	\$ 1.00
Non-resident borrowing privilege (annual fee)* *Residents of Fort Vancouver Library District	\$ 25.00
Non-resident borrowing privilege (annual fee)** **Non-residents of Special Library District (the Wasco County Library Service District) or the Sage Library System	\$ 75.00
<b><u>FINANCE DEPARTMENT</u></b>	
Transaction fee (when account is set up)	\$ 20.00
Delinquency Processing Fee (door hanger)	\$ 20.00
After hours call out fee (for overtime)	\$ 20.00
Non-sufficient funds check fee	\$ 25.00
Animal License Fee	\$ 25.00
Peddler's License Fees:	
Investigation Fee	\$ 10.00

<b><u>FINANCE DEPARTMENT</u></b> , Continued	
Monthly license	\$ 25.00
Yearly license	\$ 50.00
Commercial Resale License (annual fee)	\$ 25.00
Investigation Fee	\$ 10.00
<b><u>UTILITIES</u></b>	
<b>Industrial Pretreatment Fees:</b>	
Initial permit application fee	\$ 1,000.00
Renewal of permit	\$ 500.00
Annual permit fee:	
SIU (Significant Industrial User)	\$ 500.00
Non-SIU	\$ 335.00
Annual monitoring fee	Actual Lab & Shipping Costs
<b>Monthly fees for Industrial User (IU) under Pretreatment Program:</b>	
Volume charge: one sewer unit per 10,000 gallons of discharge.	
Strength surcharges:	
BOD greater than 200 mg/L, per pound BOD	\$ 0.50
TSS greater than 200 mg/L, per pound TSS	\$ 0.25
<b>Discharge fees for batch discharges by permit under Pretreatment Program:</b>	
One time discharger (per gallon/minimum \$250.00)	\$ 0.05
Batch basis discharger (per gallon)	\$ 0.05
<b>Residential Water Rates (Monthly Fixed Charge):</b>	
Meter size 0.75" (volume \$1.45 per 1,000 gallons over 10,000 gallons per month)	\$ 47.88
Meter size 1" (volume \$1.45 per 1,000 gallons over 10,000 gallons per month)	\$ 47.88
Meter size 1.5" (volume \$1.45 per 1,000 gallons over 10,000 gallons per month)	\$ 57.45
Meter size 2" (volume \$1.45 per 1,000 gallons over 10,000 gallons per month)	\$ 72.78
Meter size 3" (volume \$1.45 per 1,000 gallons over 10,000 gallons per month)	\$ 105.35

<u>UTILITIES</u> , Continued	
<b>Commercial Water Rates (Monthly Fixed Charge):</b>	
Meter size 0.75" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 38.58
Meter size 1" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 43.54
Meter size 1.5" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 53.30
Meter size 2" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 68.35
Meter size 2.5" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 88.18
Meter size 3" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 103.02
Meter size 4" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 157.51
Meter size 6" (volume \$3.12 per 1,000 gallons over 5,000 gallons per month)	\$ 281.43
<b>Outside city limits WATER RATES ONLY</b> (residential and commercial) are charged 1.5 times the applicable rates, in lieu of debt service property taxes collected inside the City for bonded water system improvements	
<b>Sewer Fees:</b>	
Inside city limits (per unit, per month)	\$ 43.29
Outside city limits (per unit, per month)	\$ 73.59
<b>Systems Development Fees (water):</b>	
Application (per unit)	\$ 2,317.00
<u>Water Unit Calculations</u>	
.75" service or meter = 1 unit	
1" service or meter = 2 units	
1.5" service or meter = 4 units	
2" service or meter = 7 units	
3" service or meter = 14 units	
4" service or meter = 25 units	
6" service or meter = 50 units	
8" service or meter = 80 units	
<b>Systems Development Fees (sewer):</b>	
Application fee (per unit)	\$ 1,789.00

<u>UTILITIES</u> , Continued	
<u>Sanitary Sewer Unit Calculations</u>	
Residential Dwelling = 1 unit	
Multiple Family Dwelling = 1 unit per residential dwelling	
Motor Courts, Motels, Hotels = 1 unit per 2 rental rooms	
Recreational Camping Parks = 1 unit per 2 spaces	
<b>Schools:</b>	
High & Middle Schools = 1 unit per 15 students	
Elementary Schools = 1 unit per 20 students	
Restaurants, Cafes, Coffee Shops = 1 unit per 10 seats	
Banquet rooms, Taverns, Lounges = 1 unit per 10 seat capacity	
<b>Hospitals:</b>	
With Laundry Facilities = 1 unit per bed	
Without Laundry Facilities = 1 unit per 2 beds	
Rest Homes = 1 unit per 2 beds	
Commercial = 1 unit per 9 or less employees	
Laundromats = 1 unit per machine	
Theaters = 1 unit per 100 seat capacity	
Churches = 1 unit per 100 seat capacity	
Auto Service Stations = 1 unit per 9 employees	
Commercial car washes = 1 unit per 10,000 gallons per month	
Medical, Veterinary = 1 unit per 10,000 gallons per month or 1 unit per 2 exam rooms	
Prison, Jails = 0.5 unit per bed	
Industrial, Domestic Strength = 1 unit per 10,000 gallons per month	
<b>System Development Fees:</b> (storm water) (Rate multiplied by the number of Equivalent Residential Units)	\$ 342.00
<b>Storm Water Fee:</b> (Monthly rate per Equivalent Residential Unit)	\$ 2.00
<u>Storm Water Equivalent Residential Unit Calculations</u>	

<b><u>UTILITIES</u>, Continued</b>	
Single family residential unit = 1 ERU	
Property other than a single family residential unit = 1 ERU per 3,000 feet of impervious surface	
Mobile Home Park = 1 ERU per space	
Multiple family building or facility = 1 ERU per multiple family unit on property	
<b>Contractor Water - From Hydrant Meter:</b>	
Hydrant meter placement/removal	\$60.00
Hydrant meter with backflow device - Placement/testing/removal	\$85.00
Hydrant meter with backflow device - Move and retest	\$85.00
Hydrant meter fee: (Not prorated; provide 24 hours notice for removal)	
3" meter on 2½" hydrant port: Up to two days	\$35.00
Weekly rate	\$75.00
¾" meter on 2½" hydrant port: Up to two days	\$25.00
Weekly rate	\$55.00
Water Usage - At commercial volume rate per 1000 gallons (No gallonage included)	\$3.12
Loss or damage	Full Repair or Replacement cost
<b>Contractor Water - From Public Works Department fill station:</b>	
Fill Station Access Fee - At 2" commercial meter rate per calendar month	\$62.13
Water Usage - At commercial volume rate per 1000 gallons (No gallonage included)	\$3.12
Loss or damage	Full Repair or Replacement cost
<b><u>PUBLIC WORKS</u></b>	
Application Fee for Reimbursement District (actual fee calculated at 5% of project value with no minimum fee)	\$10,000.00 Maximum

Banner Permit	\$ 25.00
<b>Document Fees:</b>	
Aerial copies (11"x17", per page)	\$ 25.00
Blue line/large format copies (per square foot)	\$ 0.50
Development standards, hardcopy	\$ 25.00
Development standards, electronic copy	\$ 15.00
Large maps/drawings (per square foot)	\$ 0.50
<b>Wicks Treatment Plant Lab Fees:</b>	
Turbidity	\$ 16.00
pH (certified)	\$ 20.00
Alkalinity	\$ 20.00
Aluminum	\$ 24.00
Calcium	\$ 16.00
Copper	\$ 16.00
Fluoride	\$ 32.00
Hardness	\$ 24.00
Iron	\$ 16.00
Lead	\$ 16.00
Manganese	\$ 24.00
Phosphate - Ortho	\$ 24.00
Phosphate - Total	\$ 36.00
Silica	\$ 32.00
Sulfate	\$ 32.00
<b>Certified Bio-Lab Tests</b>	
Total Coliform/ <i>E. coli</i> by CF Method	\$ 30.00
Total Coliform/ <i>E. coli</i> by CF-Quanti-Tray Method	\$ 50.00
Nitrate	\$ 30.00
Adjustment - Administrative	\$ 60.00
Adjustment - Quasi	\$ 235.00

<u><b>PLANNING DEPARTMENT</b></u>	
Annexation	\$ 65.00
Appeal	\$ 380.00
Ballot Measure 37 Claim Application Fee	\$ 300.00
Building Permit - Major	\$ 105.00
Building Permit - Minor	\$ 30.00
Comprehensive Plan Amendment	\$ 450.00
Comprehensive Plan/Zone Change	\$ 775.00
Conditional Use	\$ 420.00
Historical Review	\$ 25.00
Home Occupation	\$ 65.00
Major Partition	\$ 380.00
Minor Partition	\$ 250.00
Mobile Home Park	\$ 450.00
Non-conforming Use - Administrative	\$ 60.00
Non-conforming Use - Quasi	\$ 235.00
Physical Constraints	\$ 25.00
Planned Unit Development	\$ 480.00
<b>System Development Charges: (transportation)</b> Calculated using Discounted Transportation SDC per Unit of Development, as shown in Table 10 attached as Exhibit "A"	
Property Line Adjustment	\$ 65.00
Sidewalk/Approach Permit	\$ 15.00
Sign - Sidewalk Signboard Permit (one time fee)	\$ 15.00
Sidewalk Signboard Impound Redemption fee (1 <sup>st</sup> violation)	\$ 10.00
Sidewalk Signboard Impound Redemption fee (2 <sup>nd</sup> violation)	\$ 50.00
Sidewalk Signboard Impound Redemption fee (3 <sup>rd</sup> & subsequent violations)	\$ 100.00
Sign - Flush Mount	\$ 30.00
Sign - Freestanding under 8'	\$ 65.00
Sign - Freestanding over 8'	\$ 90.00

<b><u>PLANNING DEPARTMENT, Continued</u></b>	
Sign - over 250 square feet	\$ 155.00
Sign – Tourist Oriented – Annual Renewal	\$ 25.00
Site Plan Review	\$ 335.00
Subdivision	\$ 480.00
Utility Verification	\$ 10.00
Vacation (Street)	\$ 380.00
Variance	\$ 380.00
Zone Change	\$ 450.00
<b>Document Fees:</b>	
Comprehensive Plan	\$ 10.00
Comprehensive Plan Map	\$ 5.00
Geologic Hazard Study	\$ 20.00
Zoning Ordinance (LUDO)	\$ 10.00
Zoning Map	\$ 5.00
<b><u>ADMINISTRATIVE FEES</u></b>	
<b>Parking Permit Fees (City lots):</b>	
Monthly	\$ 15.00
Annually	\$ 150.00
Reserved space/annual - first year	\$ 325.00
Reserved space/annual - subsequent years	\$ 300.00
<b>Photocopy Fees:</b>	
Per page (less than 50 pages)	\$ 0.25
Document (between 50 and 100 pages)	\$ 15.00
Document (over 100 pages)	\$ 25.00
Ordinances, maps, odd size documents, filling public records requests that do not fit in another category, including research time, supervision, etc.	
<b>Liquor Licenses (OLCC):</b>	\$ 25.00 per hour

<u>ADMINISTRATIVE FEES</u> , Continued	
New Outlet	
Change in Ownership/Privilege	\$ 100.00
Annual Renewals	\$ 75.00
Tape recording of a proceeding or meeting	\$ 35.00
<b>Lewis &amp; Clark Festival Park:</b>	<b>\$ 10.00</b>
User Fee	
Security Deposit (refundable)	\$ 50.00
	\$ 100.00