

**City of Hood River  
Budget Committee Meeting #3  
Fiscal Year 2020-21 Budget**

**Wednesday, May 13, 2020  
City Council Chambers, 211 Second St.  
The meeting will begin no earlier than 7:00pm**

**Present:** Kate McBride, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie, Gladys Rivera, Ross Brown, Dave Bick, Grant Polson, Becky Brun, Tim Decker, Gary Reed, Rudy Kellner

**Staff:** City Manager/Budget Officer Rachael Fuller, Finance Director/CMA Will Norris, Interim Public Works Director Wade Seaborn, Police Chief Neal Holste Planning Director Dustin Nilsen Fire Chief Leonard Damian, City Recorder Jennifer Gray, Administrative Services Monica Morris

**Absent:**

1. CALL TO ORDER – 7:39p.m.

2. APPROVE BUDGET MINUTES – May 6, 2020

McBride made a motion to approve the minutes of May 6, 2020. Zanmiller second the motion. One correction from Brun. She was absent at the May 6, 2020 meeting and she was marked as present. Gray will make the correction to the minutes. – Motion passed.

3. PUBLIC WORKS BUDGETS

Seaborn gave a high-level review on each of the Public Works budgets.

Parks Fund

The Parks Fund provides all maintenance including facilities, scheduling, vehicles and equipment for 15 parks: Skateboard, Children's, Collins Baseball Field, Friendship, Jackson, Mann, Montello, Overlook Memorial, 2nd Street Fountain, Tsuruta, Tsuruta Tennis Courts, Stratton Rose Gardens, Waterfront, Waucoma, Wilson, and 2nd Street planter. There are approximately 36 acres of City Parks. All other park like areas are provided by The Hood River Valley Park and Recreation District, The Port of Hood River, The Hood River School District, Hood River County Library District, and Hood River County.

Park planning in Hood River is a collaboration process with the Hood River Valley Park and Recreation District (HRVPRD). HRVPRD's local system development charges are responsible for development and executing a local parks master plan.

Engineering Fund

The Engineering program consists of a contract services arrangement with the Bell Design Company. They provide the City with registered professional civil engineering and other services, including surveyor capability. Significant technical expertise is provided to support the activities of the City's utilities, including water, wastewater, roads and stormwater management. They also participate as part of the City's development review team for new development applications and provide technical expertise for major projects. Bell's project and construction management service for the City will be reduced do to a

senior project manager being on City staff.

Two registered civil engineers and a land surveyor are available to the City along with support help from the Bell Design Company. The City is currently advertising for an in house engineering position.

### Building Fund

Meyers gave an overview of the building department.

Since 2010 the City has operated with a contracted building program provided by the Clair Company. On March 1, 2019, the City started an internal Building Program hiring on a full time Building Official and Permit Technician. The program provides services for Structural and Mechanical inspection and plan review in addition to supporting Short Term Rental Inspections. Plumbing and Electrical is provided by Hood River County.

The Building Services Program will operate with the two above mentioned full time employees. Significant backup support is currently being researched for overflow services for inspection and plan reviews on large projects as well as permit tech coverage. The Building Department is working on partnering with other jurisdictions and contractors to provide overflow support while excelling in customer support.

### Road Fund

The Road Fund provides all maintenance in the Public Rights-Of-Way (ROW) including streets and alleys (paved and gravel), sidewalks (only adjacent to City owned property), curb & gutters, signs, painting, thermoplastic, stripping, snow plowing, snow removal from City owned sidewalks, tree trimming, tree removal & care, classic lights, banners, holiday lights, State Street Restroom, street benches, landscaping (adjacent to City owned streets), vehicles and equipment. This fund also pays for energy cost on Pacific Power cobra and classic lights as well as City trash and recycle collection costs. Pavement Management software, collection, data, design, inspection, and construction costs are also part of the Road fund. There are approximately 63.0 City single lane miles, approximately 42.0 Oregon Department of Transportation (ODOT) single lane miles, and six ODOT traffic signals.

Road System Development Charges (SDC's) are for transportation related improvement projects that are identified in the Transportation Systems Plan (TSP). The TSP examines existing and future needs and defines necessary improvement costs.

### Water Fund

The Water Fund provides all maintenance and repairs to the City owned water system which includes:

- Mains and public right-of-way laterals inside the City limits
- 5 zones on the old 14 inch main along Dee Hwy/Dee Flat/Lost Lake Road
- 24 inch diameter Transmission main
- 3 point source water springs
- Central Collection Box
- Chlorine Station
- 3 Reservoirs (Riverdale, Wilson, and Coe)
- Cross Connection Program
- 42 Pressure Reducing Valves (PRV)
- Vehicles and equipment

There are approximately 83 miles of water mains and the average gallons per day used is

2.6 Million Gallon per Day (MGD). The main transmission line, newly completed in 2014, is approximately 20 miles long and the City's spring source on the slope of Mt. Hood. The Water System Development Charges (SDC's) program pays for new infrastructure projects that are identified in the Water Capital Facilities Plan (CFP). The water CFP examines existing and future needs and presents recommendations and costs for improvements.

Water Reserve Debt requirements are for United States Department of Agriculture (USDA) debt service and short lived assets for supporting the water transmission main funding.

#### Sewer/WWTP Fund

This Fund has two related, but distinct, operating domains.

The Sewer Fund provides all maintenance and repairs to the City owned sewer system (mains and manholes) including alongside the City limits, areas in the Urban Growth Area (UGA) and including the High School/Windmaster corner/Airport. There are approximately 60 miles of sewer mains.

The Waste Water Treatment Plant (WWTP) is contracted out to Jacobs and provides all maintenance, operations, and repairs to the plant. This fund also provides maintenance and repairs to all WWTP vehicles, support equipment, and Six (6) sewer pump stations (Indian Creek, Frankton, Country Club, Westcliff, East Port Marina, and Sieverkropp/3rd Street). Average Daily flow into the WWTP is 1.2 Million Gallons per Day (MGD)

The WWTP also receives in approximately 1.1 million gallons of aerobic sludge per year from Cascade Locks, Stevenson, Parkdale, and Mosier. This sludge does not go into the plant process instead it goes to the digester where it is held until it can be applied to one or more of the 60 field application sites in the Hood River Valley.

The Sewer System Development Charges (SDC's) program pays for new and necessary infrastructure projects that are identified in the Sewer Capital Facilities Plan (CFP). The Sewer CFP examines existing and future needs and presents recommendations and costs for improvements.

Sewer Reserve Debt requirements are for United States Department of Agriculture (USDA) debt service and short lived assets for the Indian Creek Sewer Pump Station and WWTP Outfall for Department Environmental Quality (DEQ).

#### Stormwater Fund

The Storm Water Fund provides all maintenance and repairs to the City owned storm system inside the City limits (mains, manhole, bio-swales, ditches, catch basins and catch basin laterals). There are 63 single lane miles of streets that need sweeping which is preventative maintenance on the Storm Water collection system and approximately 55 miles of storm mains and catch basin laterals.

This fund is anticipating significant review and development of an updated comprehensive Storm Water Management Plan (SWMP) and Storm Water Capital Facilities Plan (SWCFP).

- A SWMP identifies how stormwater will be managed both publicly and privately
- A SWCFP analyzes the current system and land use conditions to identify areas of the system that does not have adequate capacity to convey storm water

The Storm Water System Development Charges (SDC's) program pays for new infrastructure projects that are identified in the SWCFP. The SWCFP examines existing and future needs and presents recommendations

#### 4. PUBLIC HEARINGS

## STATE SHARED REVENUE

Hold Public Hearing

Polson opened the public hearing. There were no public comments received for State Shared Revenue.

Suggested Motion: "I move that state revenue sharing money be used for the purposes shown in the proposed FY 2020-21 Budget."

**Motion:** I move that state revenue sharing money be used for the purposes shown in the proposed FY 2020-21 Budget.

**First:** McBride

**Second:** Brown

**Discussion:** None

**Vote:** Motion passed unanimously

## PROPOSED BUDGET

Hold Public Hearing

Polson opened the public hearing. There were no public comments received for the proposed City budget.

### 5. FINAL DELIBERATIONS

### 6. APPROVE FY 2020-21 BUDGET

Suggested Motion: "I move to approve the proposed FY 2020-21 budget as submitted by the Budget Officer with the adjustments as discussed."

Councilor Metta made a statement with the help from the Oregon Ethics Commission. There is a small part of the City budget money that goes to her employee, Mid-Columbia Economic Development Department. Because the City Budget Committee is an advisory role and it does not make final decisions on the budget, she can announce that it is a potential conflict. She can participate in the discussion and recommendations but once it goes to the City Council for approval, she cannot vote. If there are no issues by anyone, she can participate in the vote today. There was no concerns or objections.

**Motion:** I move to approve Fiscal Year 20-21 budget as submitted by the budget officer with the adjustments as discussed.

**First:** Saunders

**Second:** Counihan

**Discussion:** None

**Vote:** Motion passed unanimously

### 7. APPROVE PROPERTY TAX LEVIES.



Suggested Motion: "I move to approve taxes for the FY 2020-21 fiscal year, at the rate of \$2.8112 per \$1,000 of assess value for operating purposes in the General Fund, and \$737,300 for the Fire General Obligation bond levy for payment of principal and interest."

**Motion:** I move to approve taxes for the FY 2020-21 fiscal year, at the

rate of \$2.8112 per \$1,000 of assess value for operating purposes in the General Fund, and \$737,300 for the Fire General Obligation bond levy for payment of principal and interest.

**First:** Saunders  
**Second:** Bick  
**Discussion:** None  
**Vote:** Motion passed unanimously

8. ADJORN - 8:49 p.m.

  
Grant Polson, Chair  
Jennifer Gray, City Recorder

*Approved by Budget Committee on April 28 2021*