

**City of Hood River  
City Council Work Session  
August 24, 2020**

Council: Mayor Kate McBride, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie, Gladys Rivera

Staff: City Manager Rachael Fuller, City Attorney Dan Kearns, Finance Director/ACM Will Norris, Planning Director Dustin Nilsen, Fire Chief Leonard Damian, Police Chief Neal Holste, Interim Public Works Director Wade Seaborn, City Recorder Jennifer Gray, Planner Jennifer Kaden, GIS Analyst Jonathan Skloven-Gill

Absent:

**I CALL TO ORDER** – Cell Phone Reminder – 6:00 p.m.

**II BUSINESS FROM THE AUDIENCE**

Susan Crowley, Hood River, OR – She has tracked the progress on the Parks Master Plan and she wanted to congratulate everyone. She sent Council a link earlier. She asked Council to take time to read the article about the importance of creating greenspace. She hopes the City works closely with developers to ensure there is greenspace.

Josh Sceva, Hood River, OR – he also thanked the City for all the work done on the Parks Master Plan. He wanted to mention that Waucoma Park is not labeled in any of the maps. It's the oldest park dedicated in the early 1900's. He would like the City to consider taking it out of open spaces and making it a neighborhood park. For over the past several years, volunteers have been maintaining the park. The City put in a water system so they could water the park and the endangered trees. It also provides great habitat for birds and animals.

**WORK SESSION**

**V OPEN WORK SESSION** – 6:08 p.m.

**VI AGENDA ADDITIONS OR CORRECTIONS**

**VII DISCUSSION ITEMS**

1. Hood River CARES Act Allocation

This item is distinct from the May 11th City Council discussion of the \$250,000 local economic relief appropriation in the 2020-21 Adopted Budget. The local economic relief monies are from a general property tax bump due to a one-year suspension of Urban Renewal division of tax.

Tonight's item concerns monies from the \$2 Trillion Federal CARES Act (H.R. 748). This legislation was passed in response to COVID19 and included enhanced unemployment benefits, the "Paycheck Protection Program" for small businesses, and targeted assistance for severely COVID19 impacted industries like airlines. The CARES Act includes a \$150 Billion Corona Virus Relief Fund (CRF) to aid State, Local, Tribal and US Territorial governments. Oregon's share of the CRF is \$1.38 Billion of which the State Legislature designated \$400 million for local governments.

The City of Hood River received a \$55,500 "Phase I" CRF reimbursement from Oregon's CRF for actual COVID19 response expenditures between March 1st - May 15th. This included providing Spring Break lunches to area families, purchasing computer equipment for remote work, personal protective equipment, sick leave expenses for employees on precautionary quarantine, and hours for a part-time bilingual employee that worked on proactive community outreach.

Following Phase I reimbursements, the League of Oregon Cities, Association of Oregon Counties, Special Districts Association of Oregon, and Oregon Governor's Office developed a framework to distribute remaining CRF dollars. Cities received notice of their allocation on July 9th. The City of Hood River's allocation is \$244,132. The City has already submitted two additional reimbursement requests for direct City COVID19 expenses of \$41,891 and \$7,507, leaving \$194,734 remaining. It is possible that the Oregon Legislature may designate additional CRF monies to local governments or that monies unspent by other local governments will be redistributed. This means that \$195 thousand is the minimum available.

Ongoing City COVID19 expenditures will be minimal unless employees start to be infected and require extended sick leave. Eligible CRF expenditures are defined by the US Treasury as:

1. Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Beyond these basic requirements there are several pages of additional UR Treasury guidance. However, the above parameters are sufficient for City Council deliberation and staff can provide advice on any whether any specific proposal is an ineligible expense.

The considerations for CRF expenditures are similar to the local economic relief program discussed on May 11th. An important difference is that if CRF monies are unspent by December 30th they will be lost. Key considerations for City Council deliberation include:

#### Targeting Sectors or Certain Needs

City Council should provide guidance if the body wants to target CRF monies. Concepts that have been discussed by City staff and non-profit / small business contacts include:

- Increasing Child Care Availability

Distance schooling and COVID19 safety requirements have exacerbated pre-existing shortages of local childcare resources. Child Care Partners may be able to provide a qualified staff person to act as a “navigator” to assist new providers get licensed or existing providers expand. Child Care Partners can utilize CRF funds to pay for licensing, personal protective gear, supplies to meet health guidelines, and technology to facilitate remote learning. A letter of interest from Child Care Partners is attached to this staff report.

- **Module Shelters for Individuals Experiencing Homelessness**

Hood River Shelter Services cannot use their prior location in the basement of Riverside Church and maintain acceptable physical distancing. The organization is seeking funding to purchase modular shelters. Another alternative that may also help the local hotel industry is purchasing blocks of available rooms for November and December.

- **Direct Grants to Hotels to Compensate for Temporary Lodging Ban**

Several other cities have made direct grants to local small businesses to help them survive through the pandemic. One of the most threatened industries in Hood River is hospitality. Providing direct grants to hotels and locally based property managers could help this vital industry persist until a vaccine is developed. Lodging tax is the City's second largest general revenue source to pay for public safety, parks, and planning. A feasible program can be based on number of rooms for hotels with a minimum grant amount for local property managers.

- **United Way Community Response Fund**

The Community Response Fund was developed through a partnership of the Healthy Gorge Initiative and the United Way-Columbia Gorge. The Fund is intended to support nonprofit organizations that have been impacted by Covid-19 in Hood River, Wasco, Sherman, Klickitat and Skamania counties in the Columbia Gorge. Applications are reviewed weekly by a Committee made up of community members and United Way board members. CARES Act dollars contributed to this fund will be allocated by area non-profit professionals that understand the most direct needs and funding gaps.

- **Small Business Aid through the Chamber of Commerce or MCEDD**

The Chamber of Commerce communicated in May that they have several furloughed employees that can assist with a small business grant assistance program provided that administrative overhead is allowed. MCEDD is also already administering a small business assistance program(<https://www.mcedd.org/bizgrants/>). MCEDD has had challenges distributing the dollars within complex guidelines mandated by Business Oregon. The program may benefit from less restricted CARES Act funding.

- **Individual Utility Assistance**

Utility Accounts Receivable (AR) balances follow a predictable seasonal pattern. Balances have remained close to normal patterns throughout the pandemic until July.

Unpaid balances spiked in July indicating that an unusual number of customers are falling behind on payments. Anecdotally this corresponds with the end of enhanced federal unemployment benefits. The City may choose to direct a portion of CARES Act funding to assist residents with past due utility payments. The program will need to include all utilities and not just water and sewer payments to demonstrate that the City's objective is not revenue replacement. Mid-Columbia Community Action Council and the Housing Authority are possible partners to administer this program.

Administrative Feasibility

The City of Hood River is not well suited to administer an economic relief program directly. The City is not a charitable organization and does not operate an economic development department. An example of a feasible City operated program is a first-come, first-served, reimbursement program up to a certain dollar amount (ex. \$3,000) to purchase COVID19 re-opening supplies for businesses within the City limits. A relief program that requires substantial or qualitative evaluation and/or ranking of applicants should be completed by an outside entity with specific expertise.

Degree of Delegated Staff Discretion

The City Council controls municipal appropriations and must approve contracts over \$50,000 under HRMC 2.32.030. The lead time to develop proposals, write staff reports, and receive City Council direction while focusing on ongoing city operations in a pandemic creates administrative obstacles to reacting quickly to developing community needs. It is also challenging to convince outside entities busy working on existing response activities to commit the time necessary develop new program proposals if funding is not reasonable assured. The City Council should consider what amount of discretion the body is willing to delegate the City Manager to fund programs directly within broad City Council guidance.

Mayor McBride asked each Councilor to speak about a couple of options they would like to see the funds to go towards.

After Council discussion, United Way and Hood River homeless shelter services were the top two choices. Utilities and childcare were also high on the list. Mayor McBride stated the top choices should receive more money, and as they go down the list, the other items would get less. Staff will work on how to disperse the funds and contact the County. Staff will ask for further direction from Council, if needed.

**VIII ADJOURN WORK SESSION – 7:08 p.m.**

**REGULAR COUNCIL MEETING**

**I OPEN REGULAR COUNCIL MEETING – 7:08 p.m.**

**II AGENDA ADDITIONS OR CORRECTIONS**

**III CONSENT AGENDA**

- 1. Council Meeting Minutes – August 10, 2020
- 2. Forth Contract – Revised

There was a discussion on the Forth Contract. There were no changes made to the contract.

**Motion:** To approve the Consent Agenda  
**First:** Saunders  
**Second:** Zanmiller  
**Discussion:** None

**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera  
Nays: None  
Abstentions: None  
Excused: None

#### **IV REGULAR BUSINESS ITEMS**

##### **1. Parks Master Plan Approval**

Kaden presented a PowerPoint presentation. It has been added to the record.

The purpose of this agenda item is to accept the Multi-Jurisdictional Parks Master Plan as guidance for City decision-making, management, and planning efforts for parks and trails.

With support from the City of Hood River, the Hood River Valley Parks & Recreation District initiated a grant-funded process in 2018 to develop a Multi-Jurisdictional Parks, Recreation & Open Space Plan for the Hood River Valley. The City Council and staff participated in the planning process to develop a coordinated plan to guide recreation planning in the Hood River area. The planning effort included extensive community engagement to identify residents' needs and priorities for parks, trails, recreation facilities, and recreation programs. Staff participated on a Technical Advisory Group and Councilors Zanmiller, Saunders, and Haynie participated on a Multi-Agency Joint Parks Plan Subcommittee to provide input and direction on drafts of the plan.

Community engagement efforts included a bi-lingual community survey, community meeting, stakeholder and focus group discussions, information tables at community events, and social media outreach in both English and Spanish. The City Council held two public work sessions and two public briefings to provide input on plan drafts regarding the vision, goals and policies master plan, agency roles, level of service goals for parks and trails, the city's role in acquisition, development and maintenance of parks and trails, recommended projects, and implementation strategies.

The final document is a reflection of the community's interests and needs for parks, recreational facilities, and trails and responds to the City Council's input and recommendations. It is the community's first multi-agency plan that provides a framework for improved coordination between the City, Parks District, County, Port of Hood River, and Hood River Valley School District to plan, develop and operate an interconnected system of parks, trails and open spaces. To accomplish this vision, the plan:

- Sets forth a collective vision for providing recreational opportunities for residents and visitors;
- Establishes goals, policies, and strategies for achieving that vision;
- Clarifies the roles of each entity for the strategies;
- Recommends a level of service standard to meet the needs of a growing community;
- Identifies areas underserved by parks and corresponding target acquisition areas to develop additional parks;
- Recognizes gaps in the bicycle and pedestrian network and recommends routes to improve connectivity for bicyclists and pedestrians;
- Identifies strategic projects to achieve the desired Level of Service;
- Encourages opportunities for shared resources and partnerships to develop and maintain parks and trails; and
- Recommends funding strategies to sustain a system of parks, trails, and recreation

services to meet the recreation needs and goals of the community.

For the City, the plan identifies three target acquisition areas for neighborhood parks and identifies significant potential new trail corridors such as along Henderson Creek. The plan aligns with park acquisition and trail planning recommendations included in the Westside Area Concept Plan report and will be an important resource for amending the City's Transportation System Plan, creating a capital improvement plan for parks and trails, and potentially updating an inventory of parks in the Comprehensive Plan.

Kaden stated this plan was a terrific opportunity for great communication with partnering agencies. Strong relations have been gained with park provider agencies. She believes the final document is a great reflection of community interests and need for parks recreational facilities and trails. It responds to Councils input and recommendations, and it captures community input that was given during this process and provides a framework for collaboration for moving forward. It provides a framework for guidance for future works such as the transportation system plan. It will likely include identify additional bicycle and pedestrian facilities. It can be used as guidance for the creation of capital improvement plan for parks. It can also be used for guidance for future updates to the City's comprehensive plan. City Council is the first entity to be looking at this for acceptance. The Parks District has it on their agenda in September.

Council recognized and thanked Kaden and everyone who worked on this project.

Mayor McBride pointed out on one of the second whereas on the Resolution, it does not name Hood River County along with Hood River Valley Parks and Rec., Port of Hood River and Hood River Valley School District. Kaden will revise the Resolution.

**Motion:** I move that the City Council approve Resolution 2020-14 to accept the August 2020 draft of the Multi-jurisdictional Parks, Recreation & Open Space "Parks Plan for All" as guidance for City planning efforts for parks and trails and that Hood River County be added in the second whereas.  
**First:** Rivera  
**Second:** Saunders  
**Discussion:** None  
**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera  
Nays: None  
Abstentions: None  
Excused: None

**Break – 8:01p.m. – 8:06p.m.**

## 2. Police Facility Site Analysis

This item is following an initial Police Facility Site Analysis City Council Discussion Item at the May 25th Regular Meeting. This staff reports adds the analysis of a 7th possible site and a new project alternative to include preliminary design of a parking garage.

The City of Hood River has no record of its Police Department ever occupying a purpose-built

facility. Department operations have periodically shuffled between sharing space at various governmental and privately leased office space. Operations are currently located in the daylight basement of City Hall. This space cannot accommodate growth and lacks basic functionalities necessary for modern policing, such as ventilated evidence processing, back-up power, training space, sally port, and secure interview rooms.

The City Council prioritized a Police Department Space Needs Analysis at its 2018 goal setting session. Mackenzie Architecture (Mackenzie) was selected by competitive solicitation to perform the work. A standard police space needs analysis includes the six steps; Programing Workshop, Facility Tours, Site Evaluation, Design Refinement Cost Estimates and Final Report.

Mackenzie performed a programming workshop in early 2019. This included conducting interviews with police department staff and observing department operations over the course of a typical day. This work resulted in an initial space program of 16,124 sq. ft. This size was tailored to meet the projected Hood River police force size in 2040, with the expectation the building will be in use until at least 2060. After receiving the preliminary space program, the project team, including Command staff, City Management, Mayor McBride & Councilor Saunders toured example police facilities in Canby, Gresham, and Sandy. The goal of the tours is to get a firsthand understanding of spatial dimensions and building functionality. After the tours, the project team reduced the preliminary building size to 13,178. This final space program was accepted by the City Council on August 12, 2019 leading to the next step of site evaluations.

Seven sites were evaluated and ranked based on the International Association of Chiefs of Police (IACP) guidelines. Example IACP criteria include, public access by multiple modes, size/shape of site, cost of site (both acquisition & development), proximity to geographic city center and to other government offices, security, land use compatibility, and response times. Each criterion is given a point value and weighting. The table on Page 30 of the Council meeting packet summarizes the potential 7 sites; Public Works Yard, City Hall, State Street Lot, 3450 Cascade Avenue, Cascade Lot, Pool and the Columbia Lot.

#### Timing Considerations

The Hood River Police department will benefit from a purpose-built facility as soon as one is available. The upcoming expiration of the Fire Station General Obligation Bonds in 2022 creates a natural opportunity to forward a construction levy to voters that will not result in a net tax increase.

It is advisable to run a bond election before 2022 so that if it is initially unsuccessful the City can reconfigure the project and run a revised bond election before the Fire Station levy expires.

**Staff Recommendation:** Select the City Council's preferred site and continue to preliminary design and cost estimation. If the Columbia Lot is chosen, staff recommends ending the current contract with Mackenzie early and reissuing an RFP for preliminary design and cost estimation for a project that includes a parking garage.

Norris noted an additional option of collaborating with the County on a law enforcement facility.

Council discussed the possibilities of collaborating with the County. Council agreed to they wanted to have further discussion with County Board of Commissioners before selecting a possible site. Fuller stated staff will continue to communicate with County staff. Mayor McBride

asked Councilors to reach out to Commissioner to see what their thoughts are on working together on a facility. If there is an interest, a joint meeting can be scheduled.

Norris stated if the County is interested, a possible next step would be a new contract with an architect. The County has an existing space program fully flushed out like the City. He believes the architects would combine them into one and do a site fit test for a joint facility.

Mayor McBride asked Councilors to have their individual discussions with County Commissioners before the next Council meeting.

## **V REPORT OF OFFICERS**

### **A. Department Heads**

#### **1. Announcements**

Wade asked to hold a special City Council meeting on August 31 at 5:00pm to award construction contract for phase 1 of the waterfront storm line. Council agreed.

### **B. City Recorder**

#### **1. Reading – Ordinance**

**Motion:** To read Ordinance 2055 (Transient Lodging Tax) for the second time by title only.

**First:** Metta

**Second:** Saunders

**Discussion:** None

**Vote:** Motion passed (roll called)

Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Rivera

Nays: None

Abstentions: Haynie

Excused: None

Gray read the ordinance by title only. The Mayor announced that Ordinance 2055 had passed its second reading and would become law in 30 days.

## **VI REPORT OF COMMITTEES**

### **1. Visitor Advisory Committee – Metta and Saunders**

Councilor Metta spoke about the recent changes at the Chamber.

## **VII MAYOR**

### **1. Letter of Support – Warming Shelter Grant**

Council agreed to have the Mayor sign the letter of support.

Mayor McBride stated City Council is invited to have a joint meeting with Hood River County on September 8, to receive information from the Health Department Director regarding COVID-19. The group will have an opportunity to ask questions and receive information. Council agreed to attend.

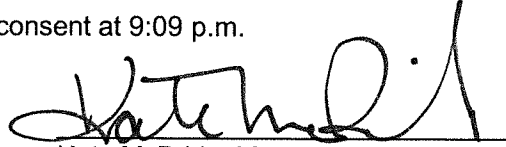
Mayor McBride asked Chair Oats if the City could receive five bullet points each week from the Health Department; updates where the County is at with COVID-19.

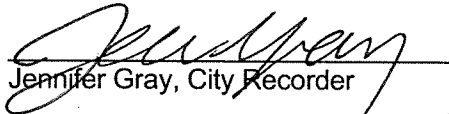


She is waiting on a response.

**VIII COUNCIL CALL**

**IX ADJOURN** – Adjourned by unanimous consent at 9:09 p.m.

  
Kate McBride, Mayor

  
Jennifer Gray, City Recorder

Approved by City Council on 9/14/2020