
Hood River City Council
211 Second St.
Hood River, OR 97031
(541) 386-1488
www.cityofhoodriver.gov

February 10, 2020

AGENDA

6:00 p.m.

Councilors:	Mark Zanmiller (President)	Kate McBride, Mayor	Megan Saunders	Tim Counihan
	Jessica Metta		Erick Haynie	Gladys Rivera

All public meeting locations are accessible. Please let the City Recorder know if you will need any special accommodations to attend any meeting. Call (541) 387-5212 for more information. Oregon Relay Service 1-800-735-2900

I CALL TO ORDER – Cell Phone Reminder

Land Acknowledgement Statement and Pledge of Allegiance

II BUSINESS FROM THE AUDIENCE

The Hood River City Council encourages community members to talk about issues important to them. If you wish to speak during “Business from the Audience”, please sign up in advance of the meeting by printing your name, address, contact information and topic/item on the sheet provided by the City Recorder. At the Mayors discretion, public comments may be received prior to a specific topic of relevance during the meeting. Please observe the time limit of three minutes/person.

III PRESENTATIONS

- | | |
|--|-----------|
| 1. Hood River County Reads Proclamation, Helen James (10 mins.) | PAGES 3-4 |
| 2. Bridge Replacement Project Update, Kevin Greenwood (10 mins.) | |
| 3. Presentation: FY2018-19 Annual Financial Audit, Kyle Janicki (10 mins.) | PAGES 5 |

WORK SESSION

IV OPEN WORK SESSION

V AGENDA ADDITIONS OR CORRECTIONS

VI DISCUSSION ITEMS

- | | |
|--|------------|
| 1. Transportation System Plan Update, D. Nilsen (20 mins.) | PAGES 6-18 |
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VII ADJOURN WORK SESSION

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING

II AGENDA ADDITIONS OR CORRECTIONS

III CONSENT AGENDA

These items are considered routine and/or have been discussed by Council in Work Session. They will be adopted by one motion unless a Councilor or person in the audience requests, before the vote on the motion, to have an item considered at its regular place on the agenda.

1. Council Meeting Minutes – January 13, 2020 PAGES 19-35

IV REGULAR BUSINESS ITEMS

1. Second Quarter Financial Performance Report, W. Norris (10 mins.) PAGES 36-42
2. Q2 Supplemental Budget - Beginning Balance PAGES 43-45
Review, W. Norris (10 mins.)

V REPORT OF OFFICERS

- A. Department Heads
 1. Announcements
 2. Planning Director Update
- B. City Recorder
 1. Reading of Ordinance 2054 (Building Code Changes) for the second time by title only

VI MAYOR

VII COUNCIL CALL

VIII ADJOURN REGULAR MEETING

	<u>CALENDAR</u>	
February 10, 2020	6:00 p.m.	City Council Meeting
February 17, 2020		City Offices Closed (HOLIDAY)
February 17, 2020	4pm/6pm	County Commission Work Session and Regular
February 18, 2020	5:00 p.m.	Port of Hood River
February 18, 2020	5:30 p.m.	Planning Commission Meeting
February 20, 2020	5:30 p.m.	Urban Renewal Advisory Meeting
February 24 ,2020	6:00 p.m.	City Council Meeting
February 24, 2020	8:00 a.m.	KIHR Radio
March 2, 2020	5:30 p.m.	Planning Commission Meeting
March 9, 2020	6:00 p.m.	City Council Meeting
March 9, 2020	6:00 p.m.	Urban Renewal Agency Meeting

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: February 10, 2020

To: Honorable Mayor and City Council Members

From: Helen James

Subject: Proclamation for 2020 Hood River County Reads Program

Background: Helen James from Hood River Reads Program will be requesting Councils approval and support of the 2020 Hood River County Reads program, The Highest Tide by Jim Lynch.

Staff Recommendation: N/A

Suggested Motion: Proclaimed by Mayor

Alternatives: Request additional information.

Fiscal Impact: N/A

Environmental Impact: N/A

Attachments:
2020 Hood River County Reads program, The Highest Tide by Jim Lynch

Proclamation

Proclamation of support for the 2020 Hood River County Reads program, *The Highest Tide* by Jim Lynch

WHEREAS, the Friends of the Hood River County Library have organized the Hood River County Reads program to support reading books and discussing ideas among all members of our community, and;

WHEREAS, Hood River County Reads has been endorsed, supported, and financially-assisted by local schools, businesses, and organizations, as well as the Hood River County Library Foundation, Starseed Foundation, Hood River County Education Foundation, Friends of the Hood River County Library, Hood River Cultural Trust, Gorge Community Foundation, and generous individuals, and;

WHEREAS, the City of Hood River acknowledges the history and richness of our northwestern lands and people, and;

WHEREAS, the selection of *Highest Tide* by author Jim Lynch gives Hood River the opportunity to know some of the history and experiences of those living and working in our magnificent Pacific Northwest, and;

WHEREAS, the author Jim Lynch visits the Hood River community, and;

WHEREAS, over five hundred and fifty copies of *The Highest Tide* will be distributed so that it can be read and discussed at multiple venues throughout the county, and;

Now, therefore be it RESOLVED, that the City of Hood River establishes March 7th to April 19th as “Hood River County Reads”.

Adopted this 10th day of February, 2020.

Kate McBride, Mayor

Jennifer Gray, City Recorder

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: February 10, 2020

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager

Subject: Presentation: FY2018-19 Annual Financial Audit

Discussion:

The FY2018-19 City of Hood River and Hood River Urban Renewal Agency financial audits were completed in December. The audits reports were provided to the governing bodies of both organizations and posted to the City of Hood River's webpage at: cityofhoodriver.gov/administration/finance-reports/.

Kyle Janicki, Auditing Manager with Pauly, Rodgers and Co., will present the City audit at tonight's meeting. Staff will answer any questions.

Staff Recommendation:

Receive audit and presentation. No action necessary

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: February 10th, 2020

To: City Council

From: Dustin Nilsen, Director of Planning

Subject: Transportation System Plan Update

Background:

Management of the local transportation system is a core function of the City, emphasized in its adopted Goal to *“Promote an efficient and safe multi-modal transportation system that alleviates traffic and parking congestion and encourages biking, pedestrian access and public transportation”*.

The primary policy and guidance document used to coordinate transportation plans, projects, and capital improvements investments necessary to maintain and develop a safe and effective transportation system is the City’s Transportation System Plan (TSP). A component of the City’s Comprehensive Plan, the TSP is also used with other plans to guide future growth and infrastructure necessary to support the community.

As part of the Westside Area Concept Plan, a series of Frameworks were developed to help envision how future growth and neighborhoods would be connected through a future street, pedestrian, and trail system. The effort focused on coordinating the city’s transportation system with other components of the City’s Comprehensive plan to address land uses, anticipated growth, infrastructure, housing needs, and future demands on public facilities. As part of the Streets and Pedestrian Frameworks, community and stakeholder agencies spent three years developing several recommended amendments to the City’s current TSP, last updated in 2011.

In order to implement these recommendations, obtain funding, and authorize transportation expenditures, the City’s Transportation System Plan will need to be updated. A focused update based on improvements and recommendations developed through the Westside Area Concept Plan are included as part of the City’s 2020 workplan.

The proposed update and project scope are intentionally narrow but still constitute a significant update to the TSP that relies on the Streets and Pedestrian Framework recommendations project guidance. Specially, the scope involves updating: 1) Bike and pedestrian trail routes, 2) Arterial street alignments, 3) Typical street cross sections, 4) The Mount Adams intersection on Cascade with a possible roundabout, and 5) Infrastructure cost estimates and financially constrained project lists for vehicle, bike, and pedestrian modes.

Status and Next Steps:

Transportation System Plans are periodically updated and processed in coordination with the Oregon Department of Transportation. They typically require a consultant-driven, staff-supported project and legislative process that meets Oregon Administrative Rules and Statutes.

Currently, staff is preparing an anticipated budget and work scope to solicit requests for qualifications and the selection of a lead transportation consulting firm. The outcome of this request and firm evaluation will be forwarded to Council with a request to select a consultant and approve a contract for services.

Staff Request:

The item is informational only no Council action is required.

Attachments:

2020 Workplan Project and Goal Excerpt

The Streets and Pedestrian Framework Recommendation

V. PROJECTS

GOAL: Promote an efficient and safe multi-modal transportation system that alleviates traffic and parking congestion and encourages biking, pedestrian access and public transportation.

STRATEGY: Emphasize updates to the bicycle/pedestrian, greenways and trails policies and projects during the TSP update.

Parking study Implementation. This multi-year project would implement various management and operational recommendations from the 2019 comprehensive parking study to maintain an effective and efficient parking program.

Transportation System Plan Update. This project will incorporate input from the Westside planning process into a major update of the transportation system plan.

Historic Columbia River Highway Urban Connection.

In partnership with ODOT, this project anticipates the completion of the Historic Columbia Highway Trail through Hood River. The project would involve high-level planning and alternatives for the urban connection of the Historic Columbia River Highway including gateway concepts, connections through the City and parking considerations for users of the trail. The project also includes of the transportation facility design, including revisiting the street cross-section.

Safe Routes to School map and route Improvements. The purpose of this project is to build upon and expand on previous efforts from the community to identify and map 'neighborhood to school' bike/ped connections. The project will also evaluate cost effective upgrades and improvements to these routes and create a multi-year funding and implementation plan.



Comprehensive parking plan is completed.





CITY OF HOOD RIVER

PLANNING DEPARTMENT

211 Second Street, Hood River, OR 97031 Phone: 541-387-5210

To: Mayor and City Council

From: Planning Commission

Date: July 1, 2019

Re: Recommendations for WACP Streets, Bicycle & Pedestrian Frameworks (File No. 2018-07)

During public hearings on April 15, May 20, June 3 and June 17, 2019, the Planning Commission sought feedback from the public regarding the Westside Area Concept Plan Report's "Streets & Transit Framework" and "Pedestrian & Bicycle Framework" prior to deliberation.

As part of the Commission's review and deliberation over these Frameworks, a number of policy topics were discussed and refined into recommendations for consideration by the City Council.

The information below summarizes the Commission's recommendations for on the Streets Framework as well as the Bicycle & Pedestrian Framework of the Westside Area Concept Plan.

STREETS FRAMEWORK RECOMMENDATIONS

The City's current Transportation System Plan (TSP) and engineering design standards should be updated to reflect the Streets Framework as a refined by the Commission. The concept plan will be used to update street classifications and alignments, cross sections, as well as project funding. Where applicable the proposed street cross sections included in the Framework should be incorporated throughout the City.

The Planning Commission recognizes that approval of the concepts is the first step in policy and regulatory implementation, and its recommendations do not automatically implement new standards. Future zoning-, subdivision-, and engineering code revisions should be considered following approval of the concepts, and should reflect the design philosophy and the Concept Plan Report's recommendations. The Planning Commission recommends the City act on the following measures to implement and update the City's Transportation System Plan and engineering standards:

- Update the Transportation System project list to include identified projects into a funded status;
- Update the Motor Vehicle System Plan of the TSP to be consistent with the Streets Framework including the addition of intersection design alternatives at Mount Adams Ave. and Cascade Ave.;
- Update the proposed minor arterial cross-sections (specifically Alignment D of the Mt. Adams Extension) to replace the visually separated on street bike lane with a physically separated bike lane as depicted in the Federal Highway Administration's, "Small Town and Rural Multimodal Networks" publication (shown below). However, also consider maintenance requirements for physically separated bike lanes. The section is intended to be accommodating to recreation, novice, or younger users, and provides an additional buffer between vehicular and pedestrian travel modes.

As shown in the design below, the bicycle path returns the users back to the road at intersection locations.

CHAPTER 4 | PHYSICALLY SEPARATED FACILITIES

SMALL TOWN AND RURAL MULTIMODAL NETWORKS

Separated Bike Lane

A separated bike lane is a facility for exclusive use by bicyclists that is located within or directly adjacent to the roadway and is physically separated from motor vehicle traffic with a vertical element.

APPLICATION

Speed and Volume
For use on roads with high motor vehicle volumes, and moderate to high-speed motor vehicle traffic.

Motor Vehicle Operating Speed (mi/h)	Motor Vehicle Volume (1000s)	Application
10-20	2-4	Preferred
20-30	4-8	Preferred
30-40	8-12	Possible
40-50	8-12	Possible

Network
Serves primary connections on major roads through and across communities.

Land Use
For use inside built-up areas where a moderate to high volume of bicyclists and pedestrians is expected.

BENEFITS

- Provides a more comfortable experience on high-speed and high-volume roadways than on-road shoulders.
- Separated bike lanes offer bicyclists a similar riding experience to sidepaths but with fewer operational and safety concerns over bidirectional sidepath facilities.
- Offers an increased level of service over sidepaths in areas with high volumes of pedestrians, when paired with sidewalks.
- Can reduce the incidence of sidewalk riding and potential user conflicts.
- Increases the degree of connectivity over a sidepath, when configured as a one-way directional facility on both sides of the street.

CONSIDERATIONS

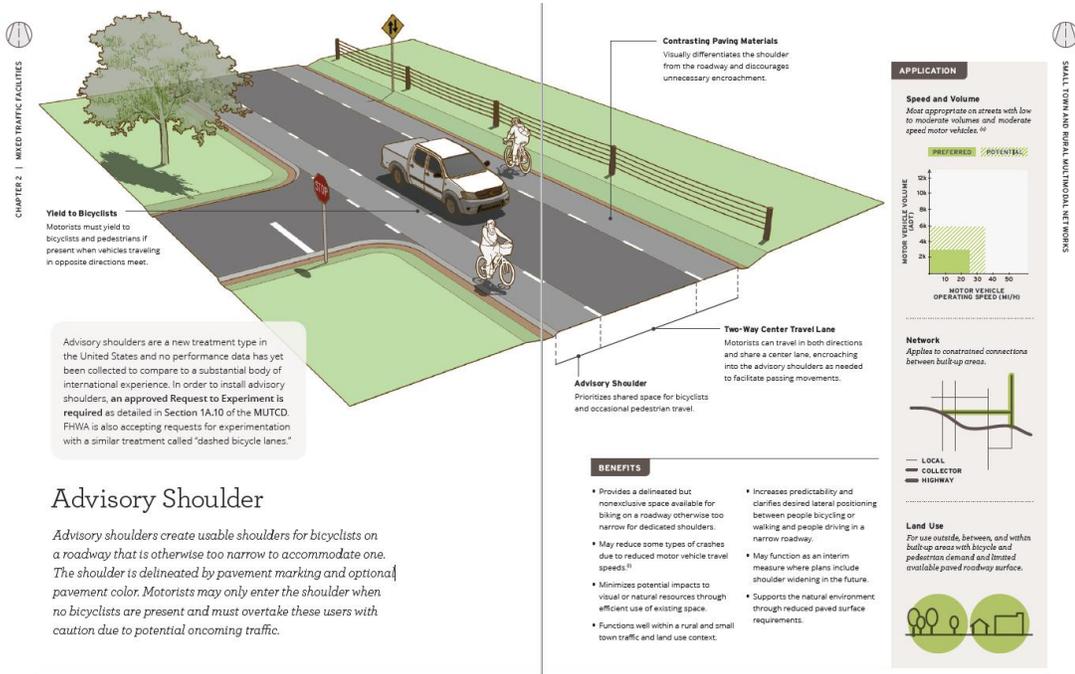
- Reflects a more urban visual atmosphere than a sidepath. Use of a wide landscaped buffer may lessen visual impact concerns.
- Requires a wide roadside environment to provide for separation, sidewalks, and bike lane areas.

4-25
4-26

The Planning Commission supports the relocation of the “Mt. Adams extension” to “Alignment D” and supports, as a preferred alternative and where feasible, the use of roundabouts rather than traffic signals at the intersections of Mt. Adams Ave. and County Club Rd., and Mt. Adams Ave. and May St.

The Westside Area Concept Plan Report includes new cross sections for Minor Arterial, Neighborhood Connectors and Local Streets. The Planning Commission recommends that these new cross sections are applied throughout City subject to the following modifications:

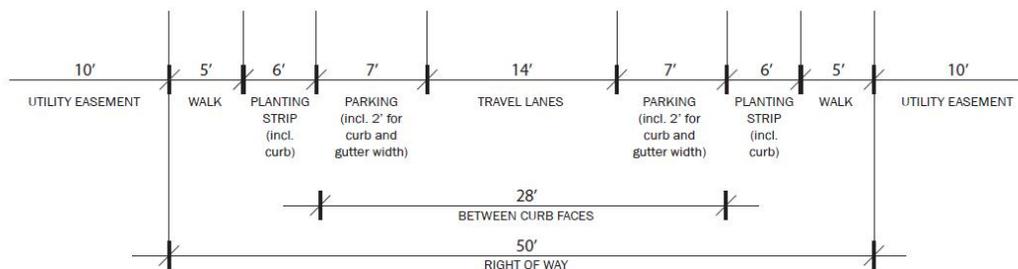
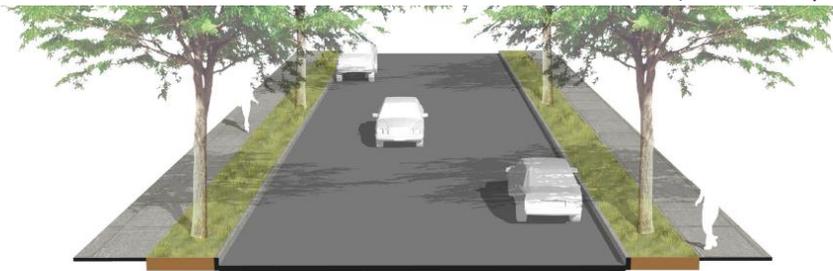
- The Commission recommends redesigning the cross section for Neighborhood Connector streets to function as a “neighborway” that incorporates an “advisory shoulder” where on-street bicycling shares space but is visibly separated from two-way, alternating, vehicle passing movements (see concept below). The cross section should include physically separated sidewalks that area minimum of 6 feet in width wherever possible. The suggested half-street cross section includes a 6-foot-wide sidewalk, 7-foot-wide planter strip, 7-foot-wide on-street parking, 4-foot-wide bike lane, all used in combination with a single 12-foot-wide vehicle travel lane that accommodates two-way traffic.



Advisory Shoulder

Advisory shoulders create usable shoulders for bicyclists on a roadway that is otherwise too narrow to accommodate one. The shoulder is delineated by pavement marking and optional pavement color. Motorists may only enter the shoulder when no bicyclists are present and must overtake these users with caution due to potential oncoming traffic.

- The Commission recommends changing the term “Bicycle Boulevard” in the TSP to “Neighborway.” Neighborways are residential streets designed for low volumes and speeds for auto traffic, where bicycle and pedestrians in the street are given priority over vehicles. According to advocates, painted stencils on the street and painted designs at intersections can create visual markers that make streets safer for children, pedestrians and bikers. Neighborway improvements typically are implemented through neighborhood initiative after new Local Streets are constructed.
- The Commission recommends a modified cross section for Local Streets that separates sidewalks from streets with planter strips and street trees (see cross section below). The cross section includes a minimum 5-foot-wide sidewalk but planning Commission suggests 6-foot-wide sidewalks if pavement width can be narrowed from 28-foot- to 26-foot wide (retain 5.5’ planter strips).



- The Commission supports incorporating traffic calming measures on 30th Street north of May Street to slow and limit cut through-traffic by the use of a narrower cross section and specific design features included in the Framework (see examples below), to be determined by the City Engineer as needed.

Neighborhood Traffic Management Tools

Neighborhood Traffic Management (NTM) describes strategies that can be deployed to slow traffic, and potentially reduce volumes, creating a more inviting environment for pedestrians and bicyclists. NTM strategies are primarily traffic calming techniques for improving neighborhood livability on local streets, though a limited set of strategies can also be applied to collectors and arterials. Mitigation measures for neighborhood traffic impacts must balance the need to manage vehicle speeds and volumes with the need to maintain mobility, circulation, and function for service providers, such as emergency responders.



(www.pedbikeimages.org/Dan Burden)

Chicaines are a series of raised curb extensions on alternating sides of a street forming an S-shaped travel way, reducing vehicle speeds.



(www.pedbikeimages.org/Dan Burden)

A "Choker" is a pinch point placed on either side of the street to narrow the center of the lane such that two drivers have difficulty passing through simultaneously. They are appropriate where travel speeds are already low.



(www.pedbikeimages.org/Cari Sundstrom)

Curb extensions reduce the pedestrian crossing distance and improve motorists' visibility of pedestrians waiting to cross the street. They can also serve as good locations for bike parking, benches, public art, and other streetscape features.

- On 30th St. south of May St. where on-street parking has been allowed to temporarily replace a bike lane, the Planning Commission recommends the bike lane is restored to provide a direct connection to and from the future Post Canyon/Belmont extension.
- The Commission supports use of a roundabout at Mount Adams Ave. and Cascade Ave. (see concept below) as an alternative to a traffic signal for purposes of improving traffic flow, safety, and compatibility with mass evacuation scenarios due to its limited reliance on power. However, signalization is supported if a roundabout would delay construction of traffic control improvements.



- The Commission supports revisiting the Programmatic Agreement between the Oregon Department of Transportation, State Historic Preservation Office, and the City in order to consider the roundabout alternative at Mt. Adams Ave. and Cascade Ave., as well as the cross sections that have been adopted for Cascade Avenue (Historic Columbia River Highway). This agreement should acknowledge and incorporate a multimodal streetscape and urban design package that is sympathetic to the historic nature of the highway and provides a gateway to the city.
- The Commission recommends highlighting “gateway” features that consider urban design, streetscape, land use and the overall building environment in order to promote a strong entry corridor to Hood River along West Cascade Ave.

Additional Planning Commission recommendations from April 15th, May 20th, June 3rd and June 17th, 2019:

- The Commission recommends consideration of an alternative traffic control method to the median barrier shown in the Street Framework at the intersection of Wine Country Ave./Mt. Adams Ave.
- The Commission recommends that the City Engineer should determine the preferred location for a Neighborhood Connector street north of Sherman Ave., either aligning it with Max's Loop or locating it over existing stormwater lines to the east.
- The Commission recommends a 60-foot-wide right-of-way for 30th St. north of Sherman Ave. to Wine Country Ave., with street designed for limited vehicular traffic coupled with improved bike access. A Neighborhood Connector or Urban Collector classification may be appropriate.
- The Commission recommends updating the "financially constrained" project list in the TSP to include the projects recommended in 2011, as well as to add an improvement to the intersection of May St. / Rand Rd. (mini roundabout or traffic signal) if housing capacity is expanded generally consistent with Land Use "Scenario A" per the Westside Area Concept Plan Report’s traffic impact analysis.
- The Commission recommends that May St. west of Rand Rd. does not include on-street parking on both sides of street - either bike lanes only or bike lanes with parking on one side only;
- The Commission recommends establishing a driveway separation standard for Neighborhood Connector streets (same as for Local Streets?).
- The Commission recommends the Framework Map is amended to depict arrows for Neighborhood Connectors into and out of Willow Ponds PUD at Carr Drive and Post Canyon.
- The Commission recommends traffic calming at the intersection of Rand Rd. and Sherman Ave.

BICYCLE AND PEDESTRIAN FRAMEWORK RECOMMENDATIONS

The Bicycle and Pedestrian Framework should be adopted to accompany the Streets Framework as a refinement and update to the City’s 2011 Transportation System Plan, and also to compliment the Park and Open Space Framework where off-street trail connections overlap and capital facilities will be programmed. The Concept Plan will advance the specificity of future street project funding demands, and it will also provide a linkage between open space, recreation, and transportation plans.

Important touch points for the Planning Commission:

- Code Changes will influence sections of 17.20 of the Zoning Code as well as references within the subdivision ordinance.
- Land Dedication and Fee in Lieu Requirements in the Zoning Code.

- Coordination of bike and pedestrian Improvements between TSP and Park and Open Space Framework.
- Verify if there is overlap/redundancy between sidewalks, bike, path and trail facilities and determine where priority should be given for funding.

Planning Commission comments from April 15th, 2019:

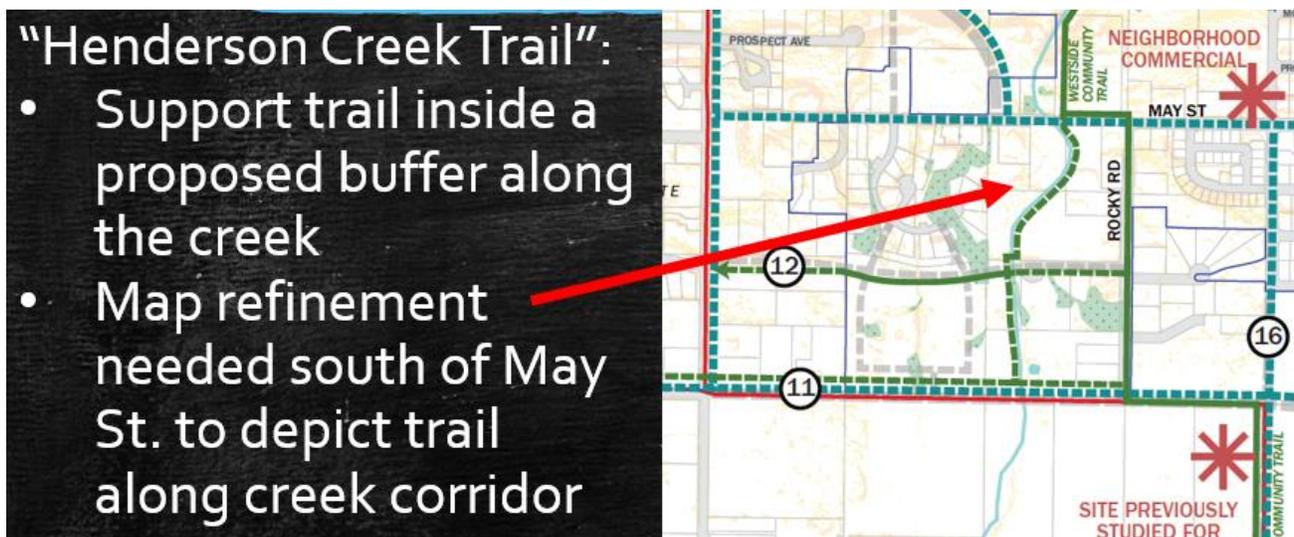
- Concern regarding “bikeability” of steep roads. Henderson Creek alignment may be preferable for for bikes due to gentler grade in most areas, but the Framework currently anticipates use of 6-foot-wide trail by pedestrians only rather than a multi-use path.

Planning Commission deliberation from May 20, 2019 included the following recommendations:

- The Commission recommends updating the Pedestrian System Plan and the Bicycle System Plan of the City’s 2011 Transportation System Plan (TSP) to be consistent with the Westside Area Concept Plan Report’s Pedestrian and Bicycle Framework subject to amendments recommended by the Commission, including adding off-street trails to the TSP.
- The Commission recommends adding bike and pedestrian facilities to the "financially constrained" list in the TSP and/or Park Master Plan in order to qualify for SDC funding.

Planning Commission deliberation from June 17, 2019 included the following recommendations:

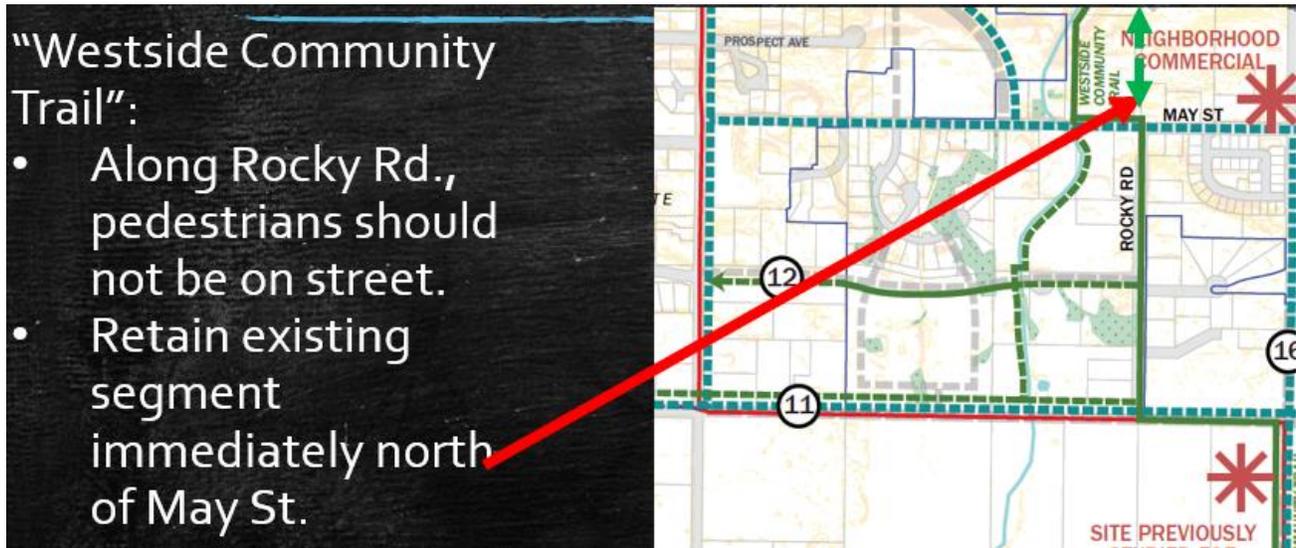
- The Commission recommends establishing a Henderson Creek Trail in a buffer along the creek between the UGB (south end) and Cascade Ave. (north end), including where creek may have been piped.
- The Commission recommends correcting the alignment of the Henderson Creek Trail on the Pedestrian and Bicycle Framework map so that it follows the alignment of the creek.



“Henderson Creek Trail”:

- Support trail inside a proposed buffer along the creek
- Map refinement needed south of May St. to depict trail along creek corridor

- The Commission recommends adding the Westside Community Trail to Pedestrian and Bicycle Framework map immediately north of May St., tying into the Henderson Creek Trail on the school district's property.



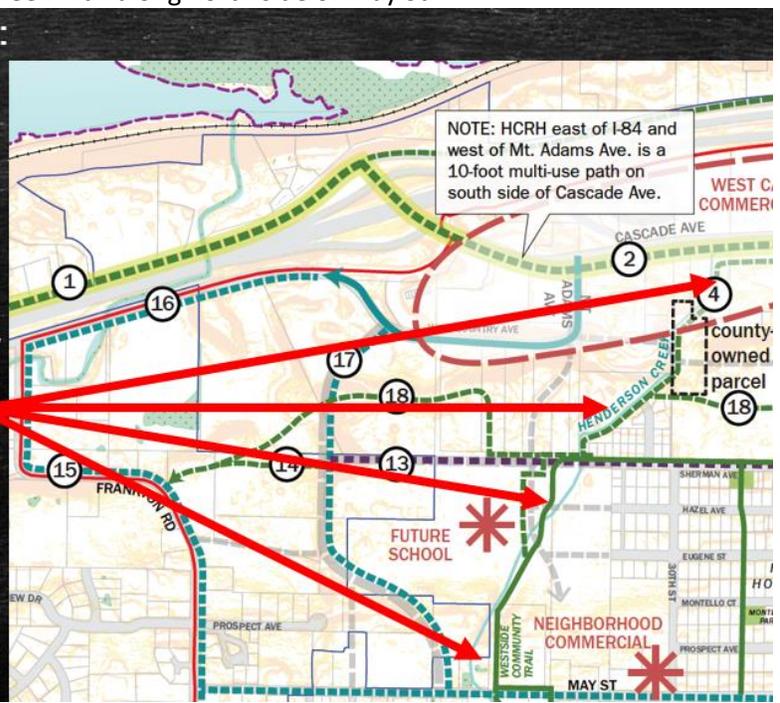
“Westside Community Trail”:

- Along Rocky Rd., pedestrians should not be on street.
- Retain existing segment immediately north of May St.

- The Commission recommends avoiding use of streets/sidewalks for portions of off-road trails (e.g. where Henderson Creek Trail crosses Sherman Ave.) but, if necessary and if constructed as a multi-use path, add seamless protected bike lanes where paralleling street.
- The Commission recommends eliminating an off-street pedestrian connection along a Neighborhood Connector street on school district's property south of Sherman Ave. and west of Henderson Creek Trail.
- The Commission recommends ensuring east/west pedestrian connections on Hazel Ave. and Eugene St. between Fox Hollow subdivision and school district's property.
- The Commission recommends providing a connection between the Mt. Adams extension (i.e. “Alignment D”) and the Henderson Creek Trail along north side of May St.

“Henderson Creek Trail”:

- Minimize segments relying on sidewalks with bikes on streets (avoid if possible).
- Map refinements needed north of May St.



- The Commission recommends establishing a Ridgeline Trail in the alignment depicted on the Bicycle and Pedestrian Framework, including adding an off-street connection over the existing Mt. Adams Ave. “road cut,” and extending the trail east to Rand Rd.

“Ridgeline Trail”:

- Support new trail
- Minimize segments relying on sidewalks with bikes on street (avoid if possible).
- Refinement of location needed near Frankton Rd.

NOTE: HCRH east of I-84 and west of Mt. Adams Ave. is a 10-foot multi-use path on south side of Cascade Ave.

NOTE: Adams St. is a parallel tree walkway.

WEST CASCADE AVE COMMERCIAL DISTRICT

county-owned parcel

FUTURE

- The Commission recommends changing the location of Westside Community Trail east of Frankton Road (portion of Trail 12) to align with Carr Dr. rather than Blackberry Dr. due to nature of existing road easements.

“Westside Community Trail”:

- Trail Segment 12 off of Frankton Rd. should be via Carr Drive rather than Blackberry Dr., through Willow Ponds to Rocky Rd.

PROSPECT AVE

WESTSIDE COMMUNITY TRAIL

NEIGHBORHOOD COMMERCIAL

MAY ST

ROCKY RD

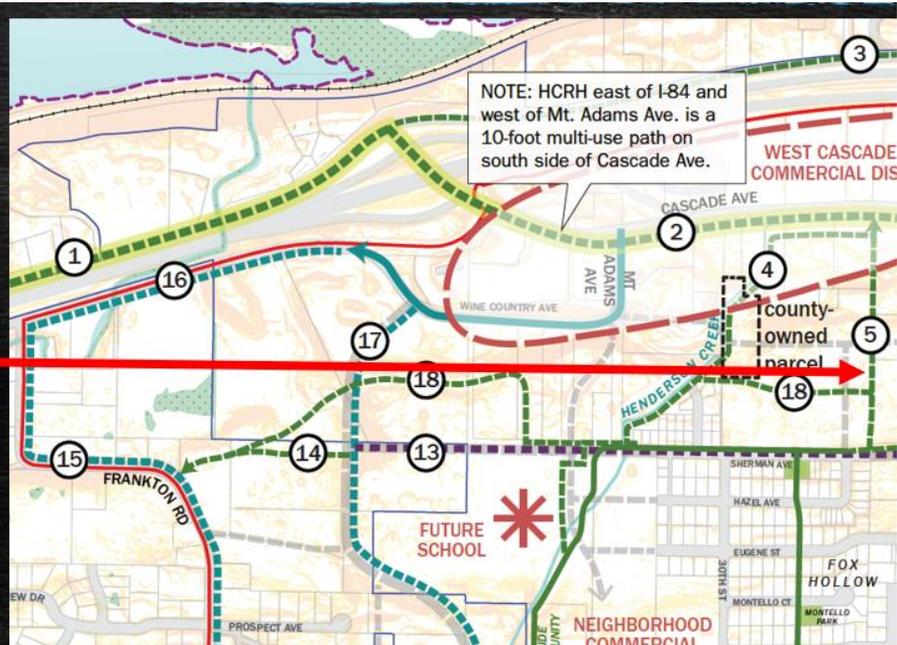
WILLOW PONDS

SITE PREVIOUSLY

- The Commission recommends that the Westside Community Trail north of Sherman Ave. (portion of Trail 5) aligns with future Neighborhood Connector street (City Engineer to determine if future street must align with Max's Loop, or if it should be located over existing stormwater utilities).

**Trail Segment 5
(4' firm and stable surface):**

- May need to include stairs
- Not needed parallel to future Neighborhood Connector street with sidewalks



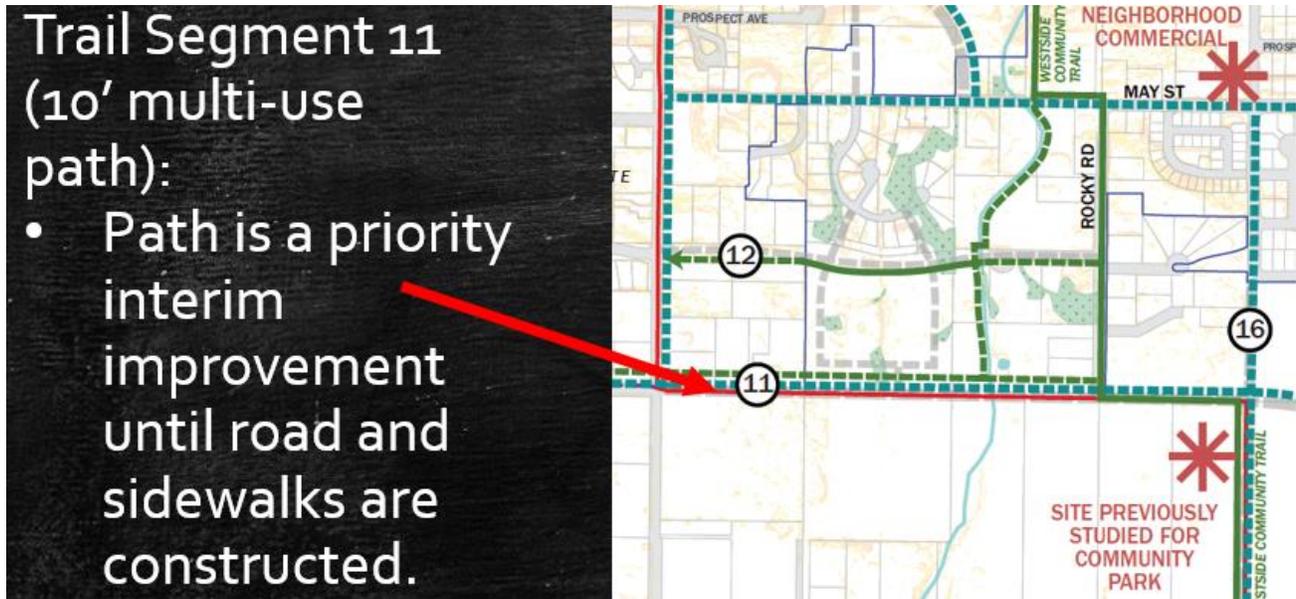
- The Commission recommends a portion of the Upper Terrace Neighborhood path (Path 10) is not constructed adjacent to a future Connector Street between May St. and Post Canyon Dr. (however, retain trail segment between Post Canyon Dr. and Belmont Dr.).

**Trail Segment 10
(10' off-street asphalt or concrete path):**

- Not needed parallel to future Neighborhood Connector street with sidewalks



- The Commission recommends a multi-use path is a priority interim improvement for Post Canyon Dr. between Frankton Rd. and 30th St. unless/until UGB is expanded and additional right-of-way is obtained for southern half of Post Canyon Dr. (to be constructed as a Minor Arterial, recommended to include a physically separated bike path).



The Commission also recommends:

- A Bike Boulevard or Neighborway should be extended west from the intersection of Montello Ave. at Rand Rd. (e.g. Montello Ave. > Rene Pl. > Prospect Ave.) to 30th St.
- Staff should critique the Pedestrian/Bicycle Trail/Path list and provide further recommendations.
- Pedestrian and Bicycle Framework map is conceptual and City will work with developers to finalize locations/alignments of trails and paths.

**City of Hood River
City Council Work Session
January 13, 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, Interim Public Works Director Wade Seaborn, Fire Chief Leonard Damian, Police Chief Neal Holste, City Recorder Jennifer Gray, Building Official Danielle Meyers, Public Works Parks Travis Pease, City Engineer Stoner Bell

Absent:

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

Land Acknowledgement Statement and Pledge of Allegiance

II BUSINESS FROM THE AUDIENCE

Leanne Hogie, CAT – reported to Council on the recent changes and strategies at CAT. There are more frequent routes in the area and to Portland. Evening services are now provided. They are working to incentive riders. Hogie explained they have received grant monies; they are putting forward a new pass program which will make it less expensive. The pass will cost \$30 for the year if you purchase the pass early. It will cover all fixed routes in the County, as well as all of the routes in The Dalles, and into Portland. There is a need for warm/dry and safe shelters for riders to wait for the bus. They will be working with the City for these bus station locations. There will be a survey sent out to the business leaders, to gather information about employees using the buses and needed routes.

III PRESENTATIONS

1. Children’s Park Shelter, Stacie McCarthy

McCarthy presented a request by Hood River Rotary Club to build a covered structure (16.5x14.5) on the southwest corner of the Children’s Park. The purpose of the structure is to get individuals out of the elements and have a committed area for gatherings and birthday parties. She explained the City has plans to install a fence in this area of the park, since it’s near the street and intersection. McCarthy handed out a draft packet of the plan. There are some changes needed before the plan is finalized. It is estimated to have the structure completed in June 2020. Travis Pease from Public Works Parks was in attendance to answer Council questions.

Council discussed and agreed for Rotary and McCarthy to move forward on the project.

IV PUBLIC HEARINGS

1. Adopting Building Codes (Ordinance 2054), D. Meyers

Mayor McBride opened the public hearing at 6:12 p.m. and read the rules regarding public hearing conduct.

Meyers presented the staff report and PowerPoint presentation. The PowerPoint has been added to the record.

The Building Department enforces the building code adopted by the State of Oregon in addition to local municipal codes. The local municipal code enforced by the Building Department is Title 15, Building and Construction. As of January 1, 2020, the State of Oregon is adopting the 2019 Oregon Structural Specialty Code (OSSC). As a result, this code will be adopted by the jurisdictions across the state. The OSSC, at a high level, describes the requirements for structural design, architectural design, fire life safety, energy, existing and historic buildings and Americans with Disabilities Act (ADA) compliance and includes supplemental codes such as residential, mechanical, plumbing and electrical codes. These codes will all be updated at different levels as a result of the adoption of the new 2019 OSSC.

Unlike recent updates to the OSSC, the 2019 OSSC brings about a series of major scope changes within Chapter 1 - Administration. The Building Codes Division (BCD) at the State will focus solely on inhabited structures relying on local jurisdictions to adopt ordinances related to removed items. The BCD supports jurisdictions adopting local ordinances to regulate those items that have been traditionally covered by State Code.

Since the code updates for January 1, 2020 were released for review in October, staff has had the opportunity to meet with other building officials and representatives from the BCD at code update classes, Oregon Building Officials Association (OBOA) monthly meetings and the OBOA Quarterly Business Meeting. It is staff's understanding that most Building Officials across the state (including The Dalles, Wasco County, Hood River County, Troutdale, Gresham, Portland, Lincoln County and Washington County) are recommending that local ordinances be adopted to provide consistency in design and construction across the state and to continue current practice. These items include items related to non-inhabited structures, demolished structures, the right of entry and other fire safety scope, as indicated below. Given Hood River's hazards such as high levels of wind and snow, areas prone to fire and flooding and a protected aesthetic with its historic and geographic elements, staff concurs with these other jurisdictions.

If Council chooses to adopt local ordinances to fill in the gaps, a local appeals process for local permits be created.

Given the number of changes, staff, in collaboration with building officials throughout the state are working through training and education options for the local design and building community. Please note, due to the short timeline of these changes, there will be a gap in permitting between January 1, 2020 and when a new ordinance is adopted. However, construction permit intake is typically slower during this time.

Summary

As a result of the 2019 OSSC focusing on inhabited structures solely, the following is no longer permitted or enforced by the state, but allowed to be adopted under local ordinance and noted in Chapter 1-Administration:

1. Right of Entry (Where it is necessary to make an inspection to enforce adopted codes, or the Building Official has reasonable cause to believe a structure is contrary to or in violation of the codes or that makes the structure or premises unsafe, dangerous or hazardous.)
2. Demolition of structures
3. Fire safety during construction
4. Protection of adjoining property during construction
5. Fences
6. Freestanding signs, including billboard signs.
7. Retaining walls that support a surcharge or are intended to impound liquids.
8. Tanks not otherwise regulated by adopted codes that connect to building systems, support commercial or industrial processes
9. Cellular phone/radio/television and similar towers
10. Flagpoles and exterior light poles
11. Equipment shelters associated with commercial or industrial facilities or supporting communication facilities.

Complete details can be found in the 2019 OSSC, which is available free online at <https://codes.iccsafe.org/content/OSSC2019P1>.

At December 9th, 2019 presentation, Council approved motion to I move to direct staff to include local building and construction ordinances in the 2019 OSSC code update and to bring to Council at the first meeting in January 2020.

Staff's recommendation is for Council to approve the first reading of Ordinance 2054 as written.

Mayor McBride opened the public testimony portion of the hearing. There was no testimony for or against the ordinance. There was no staff rebuttal.

Mayor McBride closed the oral argument and public testimony portion of the public hearing and Council entered into deliberations.

Councilor Metta stated an edit is needed to a date on the first page of the ordinance "effective date January 1, 2020" in the fourth Whereas statement. Meyers will make the correction.

Mayor McBride had a question about language on page 9 of the packet, under Demolition Debris. She asked about the 7-day requirement. It seems very fast to her. Meyers stated it's derived from unsafe buildings and structures. If someone is working on it and it's safe, they can work with them. Meyers stated they can look at some language that gives some flexibility so it's clearer.

Mayor McBride asked a question about securing unsafe structures. Meyer stated they look at all the different means of making a structure that is unsafe, protected by the public. She stated language about protection from the public and the users would be appropriate. Mayor McBride stated more clear language would eliminate questions later; with clear rules there is only one way for it to be interpret.

Fuller stated staff will bring back changes to the ordinance in two weeks for Councils approval; the ordinance would not be adopted tonight, with changes the discussed. Fuller added, the Building Official has quite a bit of discretion to assist.

Mayor McBride noted on Page 10, Section 15.04.085 E. should state City Manager rather than City Council in the last sentence. Meyers will make the correction.

Councilor Metta stated she appreciates making changes to make it clearer, but it would be making it different from the neighboring communities using the same language. She wanted Council to keep that in mind.

Staff will make the changes discussed and bring the ordinance back at the next meeting on January 27.

Mayor McBride recessed the hearing at 6:40 p.m. and will continue the public hearing on January 27.

WORK SESSION

V OPEN WORK SESSION – 6:40 p.m.

VI AGENDA ADDITIONS OR CORRECTIONS

VII DISCUSSION ITEMS

1. Downtown Hood River Parking Study – Final, D. Nilsen

Completing the parking study is a 2019 Council Work Plan goal. The purpose of the parking study is to analyze the effectiveness of the downtown parking supply to best meet the needs of the community and to anticipate future constraints on the system.

In December 2018, Council awarded a downtown parking study contract to Rick Williams Consulting. Since the award, the consulting team and project committee have held ten meetings, two open house meetings for the public, and conducted a public survey to guide and review the work completed to date. The majority of the work has focused on the analysis of background conditions, guiding principles of the parking strategy, current parking demand, and forecasted parking demand. These deliverables, outlined in the initial scope approved by Council, were shared as draft policy white papers and are available online. The project documents are accessible at <https://cityofhoodriver.gov/planning/current-planning-department-projects/downtown-parking-study/>

Along with the white paper draft releases and public outreach, the consulting team has drafted a parking strategy outline and final report. The purpose of this item is to share the Final Draft of the Strategy Report and take Council input regarding the proposed strategies and next steps toward implementation.

Staff requests Council feedback, input, or questions from the presentation and approval to begin implementation of the strategy document.

Nilsen presented a PowerPoint to Council. The PowerPoint has been added to the record.

New Capacity Strategy 27-31. Why is new capacity last? It's the most expensive and contentious of the parking issues, is built on the other strategies, has the longest lead time, and it's a project all its own given the financing and harmonization with the City policies and goals such as: 1. Housing Policy, 2. Historic Preservation, 3. Urban Design, 4. Finance Responsibilities, 5. Coordination of Transit and Other Modes.

Strategy 27 Fee In lieu

Reconfigure the current fee-in-lieu program to better reflect and clarify the City's intent and purpose for the program and set expectations for use of such funds.

The fee-in-lieu should be:

- 1). Revised to equalize the fee-in-lieu rate for both residential and commercial development
- 2). Calibrated to account for other funding sources that would ultimately provide a full funding package necessary to feasibly develop parking supply in downtown or in locations adjacent to downtown conveniently linked by transit or shuttle.

Strategy 28 Adjacent Remote Supply

Identify off-street parking locations outside the downtown that could provide for employee use. This might include, commercial areas directly adjacent to the downtown or areas more remote to downtown, linked by transit or shuttles

Identify and eventually procures off-street parking outside the downtown that would provide employee parking linked by shuttle or transit. Serves as a means to mitigate current peak parking constraints.

Strategy 29 Costing New Supply

Finalize cost forecasts for preferred parking supply (remote systems and new garage) and transit/shuttle system options.

Information derived from earlier strategies will provide realistic data on parking and transit/shuttle enhancements. Parking will have been evaluated as to location, size, and format. Transit/shuttles will have been evaluated as to desired format, frequency, and routing.

Strategy 30 Funding New Capacity

Explore and develop funding options for maintaining the existing parking supply and funding future capacity growth.

There are a wide range of potential funding sources and revenue streams that could be used to support implementation of an enhanced parking management plan in the Hood River downtown as well as to plan for and support development of new parking or transit/shuttle capacity in the future.

If new capacity is a City goal, then initiating a process to ensure that funding is available when preferred capacity options are ready for implementation is essential. This strategy would be informed by a new fee-in-lieu policy/code formulated in Strategy 27.

Strategy 31 Building New Capacity

Initiate new capacity expansion (as necessary and feasible).

Successful completion of previous tasks related to site identifications (for remote and new parking supply), partnership and costing with CAT to understand route, frequency, coverage and link implications, and funding sources will inform this strategy and support its ability to strategically respond to new capacity demand.

Requested action: being the implementation of the parking strategy by accepting the guiding principles and the development of future supply strategies 27-31.

Councilor Counihan asked if the document represents consensus. Nilsen believes there was a consensus with the business owners, property owners, CAT, staff, reps from Council and Planning Commission.

Councilor Counihan asked if there was a call for the collection of new and continued collection of data. Would the plan be amended accordingly? Nilsen stated, yes that is the point. This is something that requires more maintenance and they need to be responsive to that. The point of collecting, is to determine if the demand number still right. There is an expectation that it will change. It's a matter of monitoring it.

Mayor McBride stated one of the guiding principles was to adopt the 85% rule; when you are constrained at 85% or more, there is a problem. They need to keep track of where they are and monitor if parking is moving into residential areas.

There was discussion regarding the parking in lieu of fee. Mayor McBride stated the parking in lieu fee is a moratorium, they need to do something about it. They really need to know what the number should be, or if they even have a fee in lieu. She believes they need to get assistance on what that number would be, a number cannot just be selected.

Councilor Metta asked moving forward, will it be the Parking Committee or City Council will be paying more attention?

Nilsen stated it will be Councils decision if they want to take it on, or hand it over to the committee.

Fuller added from a process and project perspective, an option is accept the operational management recommendations and staff can use the ad hoc committee; report and check in with the committee and report back to Council. Staff can do that with existing resources. As they talked about new compacity; they would recommend that be a separate project. It could fall under Urban Renewal. A project manager would be needed. It's a significant multiyear project. That is staff's recommendation on how to proceed, if Council is inclined to accept the report and move forward. Staff has not broken down each of the strategies into what becomes effective now, and what needs further code work. Staff would bring higher level polices issues back to Council for discussion.

Councilor Haynie noted on Strategies 24, it mentions the possibility of eliminating parking Spaces within 20 feet of a crosswalk. He understands that is motivated by a wise concern on safety, but he has not seen an imperial basis to support the conclusion that any parking space within 20 feet of a cross walk should be eliminated. If this is actually implemented, it could quickly serve to reduce parking inventory. He suggested considering adding the phrase "consider eliminating parking" so it does not read they are making a code decision, when they are a few steps removed from that.

Councilor Zanmiller added the crosswalk at Oak and 5th is one area of concern by the ad hoc Committee, a parking spot could possibility be eliminated for pedestrian safety. They left it open language. The intention was not to eliminate parking spots at every intersection.

Councilor Saunders stated if Council and staff takes on the primary management and Council adopts the plan, it seems like a significant more staffing resources and cost will be needed. She

asked Fuller about how much they would be taking away from other things and how does this fit.

Fuller stated that is something staff will need to look at moving forward and discuss it further with Council. Staff has already taken action on certain items. Staff will start with those and continue; more will come. They will take a look at the effect on some of the initial actions. She feels comfortable moving forward with the strategy document for the next year, except for Strategies 27-31. If new capacity is Council's direction, it will take additional staff capacity. A project manager will be needed. It will also need Council's capacity to start to work through those major projects. Urban Renewal would also be involved.

Councilor Saunders stated she would like to have some idea of what Council would be saying yes too. Most of the strategies have costs associated with them.

Fuller stated there will be costs. There is some acceptance of some additional cost with this but Council will have another opportunity to look at it, in the context of the budget and ongoing operations. Staff would be checking in with Council on the larger dollar amount items regardless if Council has given direction to move forward or not, because conditions and situations change within the City.

Councilor Saunders stated she is not completely comfortable with the level of responsibility they are taking for residential parking (Strategies 25 and 26) in the plan. She asked if she should not adopt it, if she's not comfortable?

Councilor Zanmiller explained how this came up with the ad hoc committee. If parking from downtown "squeezes" into residential areas, they need strategies to deal with it, if issues arise.

Councilor Saunders stated at this stage she agrees adding the word "consider" as discussed in the strategy, is a good add but she doesn't want this to be implemented for the next five years without Council never talking about it again. If that is fine, then adopting would be fine.

Fuller stated staff has an obligation to report back on how things are working.

Councilor Saunders stated if adopting this means adopting the Guiding Principles, she read the white paper a couple months ago but has not read it again. She didn't think they were adopting them tonight. She would not feel comfortable adopting it. She asked if it could come back later or have the entire item come back, whichever is best. She would like to be sure she's on board with the Guiding Principles before approving.

Councilor Zanmiller suggesting having a resolution for Strategies 1 and 2, and bring back the report for final approval.

Councilor Zanmiller has some next step suggestions. He would like to keep the ad hoc committee together. This group was business owners, building owners and possibly extend it to nearby residence. He thinks they would appreciate and add value in providing a feedback path for the community and for staff, as they get into implementation. They have been involved for two years, they have developed expertise and it would be valuable.

Mayor McBride agreed. As they begin implementing, they were the conduit for the businesses downtown and they went to meetings and explained what was going on. That communication was extremely helpful to get information to the businesses.

Councilor Zanmiller stated in 2018, Council stated they would look at parking data collection every two years. They should get that started. He would also like to work on making arrangements with private lot owners, which is about 50% of the parking spots. He believes they should do more work on this to see the possibilities of using these parking spots. He would also like to look into the interim in lieu path, to facilitate housing in historic buildings. He questioned if there was interest in bringing this back to Council in the not to distance future. It is one of the vexing things for the ad hoc committee. Pedestrian safety in blind spots, it's part of Strategy 24. He believes they should do an analysis, and have it done sooner or later. He does not see why they can't have a few spots identified and marking changes done before the summer rush. A lot of work was put into this document. He hopes the document produced is real. It's on Council to make it real.

Staff will bring the document back at the next meeting with changes and Nilsen will prepare a resolution for Council's consideration.

VIII ADJOURN WORK SESSION 7:52 p.m.

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING – 8:00 p.m.

II AGENDA ADDITIONS OR CORRECTIONS – Removal of reading of Ordinance 2054 (Building Code Changes) under City Recorder. Fuller noted the Executive Session should be regarding Oregon Revised Statute 192.660 1 (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, instead of Oregon Revised Statute 192.660 1 (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

III CONSENT AGENDA

1. Council Meeting Minutes – November 12, 25 and December 9, 2019
2. Annual Renewal for Taxicab Business Permits, J. Gray

Council Saunders asked to pull the November 12 minutes. She has a question about a motion she made.

Motion: To approve the Consent Agenda as amended.
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. Rand Road Purchase and Sale Agreement, R. Fuller
Public Purpose: Creating opportunities for an inclusive and diverse housing inventory is an

identified goal on the City's 2019 Work Plan. The City recently worked with EcoNW to update housing data for the City. The update concluded that Hood River continues to have a need for housing at all income levels and specifically affordable to those making less than 120% of median family income, or less than \$75,000/year. The City Council identified approximately 7-acres of land located at 780 Rand Road that could be acquired and developed in partnership with the development community to help meet the City's housing needs and other City goals.

Background: 780 Rand Rd. totals approximately seven acres located on the west side of Rand Rd., north of Sherman Ave. and south of Cascade Ave. Most of the property is zoned Urban Low Density Residential (R-1) and a small portion, approximately 0.87 acre, is zoned Urban High Density Residential (R-3). Subject to provision of adequate public facilities, including improvement of a segment of the Westside Community Trail, most of the property appears to be developable for a variety of needed housing types. It is near commercial uses and employers along Cascade Ave. and on Wasco Loop.

The purchase price of \$1.2M was accepted by the seller. The property was listed for sale at \$1.6M.

A purchase and sale agreement was negotiated with the seller and all contingencies have been satisfied. Contingencies included:

- Property inspection, environmental analysis, water rights research and wetlands evaluation.
- Approval of a financing resolution (completed October 28, 2019) authorizing staff to pursue a full faith and credit borrowing.
- Evaluation of the valuation of the property.

Finally, approval of the agreement at an open Council meeting is required.

Should Council authorize the purchase and sale agreement, staff would work with the seller's agent to close on the property.

Staff would retain a development consultant using proceeds from the full faith and credit borrowing to bring development options to Council. Public input would be sought during the conceptual development phase.

Staff Recommendation: Should Council wish to proceed with the property acquisition, staff recommends that Council authorize the Mayor to execute the purchase and sale agreement on behalf of the City of Hood River. Council's authorization has the legal effect of (1) waiving or accepting the buyer's contingences and (2) the legal commitment by the city to purchase the property on the agreed to terms.

Councilor Haynie thanked staff for all of its hard work on this issue. He did not personally jump to the conclusion that this would be a good idea, but he is now in favor of this. He wanted to state for the public record, especially to Councilor Rivera who had not heard him address this project before, why this is such an important and good decision. As everyone knows, affordable housing has been a top goal for Council for some time now. Councilor Haynie heard and agrees with a comment from Councilor Counihan at goal setting that he (Councilor Haynie) took to mean that Council needs to be of the mind to not just plan and analyze, but to take action now. Councilor Haynie believes it's time to act on this issue and this is a way to act now. From Councilor Haynie's perspective, there are several important items to note with this project. First,

the City is here leveraging sources of money that are not just City resources. That is important to communicate with friends, families and members of the community. By taking this action, the City is being a good steward of public dollars because the City is leveraging other monies for the greater good. The City has access to pots of money here that otherwise would not be available or used. The City is in a unique position to be stewards of these other funds, which funds can be brought together to move forward for the community. Second, Councilor Haynie does not see the City getting into construction business through this project. Councilor Haynie would have concerns with the City getting into the construction business, as that is not our business, we would face the prevailing wage, and likely it just would not work. But the City is not getting into the construction business with this project. Rather, it is just doing what it can as a facilitator to increase the local inventory of affordable housing. Third, Councilor Haynie sees this as a positive, constructive alternative to the Morrison Park divide, which in Councilor Haynie's view pitted good elements of the community against one another. Councilor Haynie sees this as an opportunity to provide progress and healing with respect to that divide. The people that opposed Morrison Park can and should support this. Councilor Haynie joked that "no parkland was injured in connection with this project." In fact, this acquisition presents an opportunity to actually expand the City's greenspace footprint. Finally, some might think because of the way he voted in the past, that might mean he would vote "no" on this. This is a "yes" vote for him, and he commends staff for identifying this as a possibility and for leveraging precious resources in a creative way.

Motion: I move to authorize the Mayor to execute the purchase and sale agreement for 780 Rand Road on behalf of the City of Hood River and further authorize the City Manager to finalize and close the transaction on the terms outlined in the purchase and sale agreement.

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

2. IGA Business Oregon – Amendment for Property Acquisition, R. Fuller

Public Purpose: Creating opportunities for an inclusive and diverse housing inventory is an identified goal on the City's 2019 Work Plan. If approved, the attached contract amendment would permit the City to apply \$410,000 in state regional infrastructure funds to the purchase of 780 Rand Road for affordable and attainable housing.

Background: In 2017, the City of Hood River was awarded \$410,000 through the regional solutions program to be used for affordable and attainable housing. The funds were initially allocated to the project at Morrison Park. The City proposed, and Business Oregon agreed, to allocate the funds to the purchase of the Rand Road property. The City Council identified approximately 7-acres of land located at 780 Rand Road that could be acquired and developed to help meet the City's housing needs and other City goals.

Per the terms of the agreement, the City would acquire the property on Rand Road and develop at least 50 units of affordable and attainable housing for households earning at or below 120%

area median income. The intergovernmental agreement requires a deed restriction on at least one third of the property, per the terms above. The deed restriction must be placed on the property prior to disbursement of funds.

Staff Recommendation: Should Council agree to the terms of the contract amendment, staff recommends that Council authorize the City Manager to sign the contract amendment on behalf of the City of Hood River.

Motion: I move to authorize the City Manager to execute the contract amendment with the Oregon Business Development Department and apply the \$410,000 in state regional infrastructure funds to the acquisition of 780 Rand Road for attainable and affordable housing.

First: Metta

Second: Saunders

Discussion: None

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

3. Hydro-electric Feasibility Study, W. Norris

Hood River is fortunate to have a pristine water source from several springs located in the foothills of Mt. Hood. This water flows through a 24-inch waterline over 20 miles and drops 2,000 feet before reaching the City. In the process, the water builds enormous pressures that must be dissipated with a series of pressure reducing valves (PRVs). Hydroelectric turbines work in tandem with PRVs, converting water pressure and flow into renewable energy.

On January 28, 2019, the Hood River City Council authorized a feasibility study to examine the hydro-electric potential of the City's waterline. The feasibility study was completed by City Engineering Firm, Bell Design, with support from sub-contractor NLine Energy. Since 2013, N-Line Energy has worked on 91% of small hydro development projects in California and 38% of small hydro development projects in the United States. NLine recently located a regional office in Hood River and is also working with Crystal Springs Water District and East Fork Irrigation District on similar projects.

The feasibility study concluded last December and includes two power generation sites at existing PRV locations with proximity to electrical infrastructure and easy access for construction. One site is located at Dee Bridge and the other site is on the south side of Belmont Ave.

Andrew Benjamin, Project Manager at Civil Engineer with NLine Energy explained they specialize in developing small hydro in Conduent type projects; typically adjacent to existing pressure reducing valves within excising portable water, infrastructure and irrigation district infrastructure. Benjamin presented a PowerPoint presentation to City Council. He explained they reviewed a number of pressure reduction valves. It came down to two potential sites they believe has the most hydroelectric potential: Dee Bridge and Belmont. PowerPoint has been added to the record.

There was discussion and questions between Council and Benjamin.

Norris stated staff plans to bring back the findings from the preliminary analysis but also use this as a check-in point in the project before taking some of the next steps, which are a little more substantive. For instance, contacting land owners to get initial understanding of interested easements, getting Public Works Operation Crew to view other installations and learn the technology. Some of this will have a fiscal impact, as well as continued use of Bell Design to be the City's representative when they speak with Energy Trust about obtaining the grants. For tonight, staff is here to answer Council's questions, listen to any concerns and get general feedback on Council's support for continuing the project further. They don't expect to spend significant money or bid the project before bringing it back to Council for approval. Norris hopes to bring this back in two months.

Stoner Bell explained the system would only be using the water that is already being used. There are no changes to the operation of the system, or taking more water than what is used already for consumption. He reviewed the different options and obstacles of getting water certificated.

Councilor Saunders noted she is very excited about this.

Councilor Counihan asked if the inline turbine would need to use the full water rights, can it run with the current water that's being used. Bell answered yes. It might specify a slightly different unit, than what it specified now but that would be an option.

Councilor Saunders stated all of the flow rates being discussed are well within the actual water right, which goes up to 25CFS. It is all within the amount of water they are currently using. They have not fully perfected a portion of the water that is currently being used, through the water rights process. Her preference is they go for larger ILT option, which require a permit getting certificated.

The City has a permit for significantly more than what is currently being used.

Mayor McBride stated they shouldn't get a system that is too small, if the City is going to grow in the next 20 years. If they need more water and more water is coming through, they want to be able to use that water to produce more hydro if they can.

Councilor Saunders preference is they go for the ILT option, what is based on currently being used and for the future. They can do the bypass, even if they are producing the smaller amount and bypassing even more through the PRV. Ideally if they can figure out the water rights and other things, the obvious choice is going for the larger one that produces more energy and has a better return.

Councilor Counihan had concerns about more water being taken from the stream.

Councilor Saunders stated it is not taking more water from the stream. No matter which one they choose, they would be taking the same amount of water from the stream. More water would go through the one turbine, than the other. They are not using the maximum water rights which is around 25 CFS. The City is currently using somewhere between 4-6 CFS, at the most.

Norris added the water in the pipe only comes out of the other end in household fixtures and

businesses. It does not overflow into a river; they do not have that exit. The water that goes through, has to be used by a consumer.

Staff will schedule a waterline tour for Councilor Counihan and Counselor Rivera this spring, when the snow has melted.

Staff will also schedule a wastewater treatment plant tour for Councilors who are interested.

Norris stated given the size of the project, he believes it would be prudent to spend a little more money on the next few steps. The water rights are opaque, and they are in a very uncertain status. The answer you get when you are asking a question of a bureaucratic agency and hypothetical, is not necessarily the answer you might get, when you actually have a project ready to go and funded. They necessarily have to take this a little bit further, in order to really flush out it's potential.

Motion: Accept the preliminary feasibility findings and direct staff to continue to pursue grant funds and continue development of the hydro-electric project.
First: Saunders
Second: Counihan
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera
Nays: None
Abstentions: None
Excused: None

4. Forth Mobility Electric Carshare Pilot Contract, W. Norris/R. Fuller

Background

The Hood River City Council passed Resolution 2018-02 on February 12th, 2018, making an organizational commitment to the Hood River County Energy Plan's blueprint to reduce emissions from burning fossil fuels. This included replacing 30%, 50%, 80% of the power generated from fossil fuels with clean, renewable energy in buildings, water systems, and transportation by 2030, 2040 and 2050 respectively. The City Council underscored its commitment to combating climate change with the passage of Resolution 2019-16 on November 12th, 2019 which set a specific goal of net zero greenhouse gas emissions from municipal operations by 2035.

Discussion

The non-profit electric vehicle (EV) promotional organization Forth (forthmobility.org) approached the City of Hood River last summer about a potential EV carshare pilot project. Carsharing is a rapidly growing vehicle rental model where the public can checkout automobiles for short periods of time, typically by the hour. Forth is headquartered in Portland, Oregon. The non-profit promotes the adoption of EVs through demonstration projects, public information campaigns, and legislative advocacy. Examples of their programs include providing EV test drives, hosting an annual EV conference, and providing an online EV matching tool that recommends suitable EVs based on an individual's specific transportation needs.

Forth applied for and subsequently received a Federal Department of Energy (DOE) grant to provide an EV carsharing program in Hood River. The purpose of the grant is to test the economic viability of EV carsharing in rural environments. Carshare programs are typically only available in large metropolitan areas. DOE funding for the proposed pilot program will last three

years and will pay for installation of charging infrastructure. Honda America has donated Five 2017 model year EV Claritys for the pilot. Forth has also partnered with Envoy (envoythere.com) to provide the mobile device portal for vehicle rentals. The rental interface will be provided in both English and Spanish. Columbia Cascade Housing Corporation residents will also receive discounted pricing.

Local partners are being asked to commit locations for the project. Forth is requesting the City of Hood River, Port of Hood River, and Columbia Cascade Housing Corporation allow carshare EVs to be located on their properties. The full contract for the City Council's consideration is attached to the coversheet. Important program points negotiated by City staff include:

- Up to three (3) locations provided by the City of Hood River

It is anticipated that the City will only need to provide two (2) locations. One location is confirmed at the City Hall parking lot and another in a downtown parking lot. The exact parking lot location will be determined after evaluation by an electrician. Forth's intention is to locate the other EVs at a Columbia Cascade Housing Corporation apartment complex and on Port of Hood River property near where the Columbia Gorge Express drops visitors. It is possible a third City site will be needed if one of the other local partners chooses not to participate.

- Transfer of charging infrastructure at the conclusion of the pilot program

The contract states an intention to transfer ownership of the charging infrastructure installed on City property to the City of Hood River upon conclusion of the pilot program. However, if an agreement cannot be reached for infrastructure transfer, Forth is responsible for removing the EV equipment and returning the City's property to its prior condition.

- Early reservations for official City business

Replacement of the City's 2004 Ford Explorer administration vehicle is due and budgeted in the current fiscal year. The City was already intending to replace the aging SUV with an EV consistent with City Council climate goals. The Forth contract replaces the need for a dedicated City vehicle by providing City employees with advanced capability to reserve the EV located at City Hall ahead of the general public.

Timing Considerations: Commitments from local partners are necessary before the pilot program can begin. Forth is hopeful the vehicles can be ready for rental by the public ahead of the 2020 tourism season.

Staff Recommendation: Authorize the City Manager to enter into the attached agreement with Forth for a 3-year pilot EV carsharing program.

Councilor Saunders asked how this would be promoted and if there are different marketing strategies for residents versus tourist.

Kelly Yearick, appearing by telephone, stated they would be working with several community organizations. There will be different strategies involved. They will also be working with Columbia Area Transit to communicate with their riders. They will also provide information in Spanish and work with Radio Tierra.

Councilor Saunders suggested they work with the Chamber of Commerce to connect with the hotels in the area.

Kelly stated rates have not been set yet. On average at other properties and operations, the cost ranges anywhere from \$.15/minute to \$.30/minute. They will work on this more to figure out what the best-case scenarios are. There will be discounts for residences of the housing corporation.

Kelly explained how they will be measuring success of the program. The goal is to have the car used 5 hours a day/per car. They will see how they can make changes to the program to make this goal, costs and outreach.

Councilor Rivera suggested that Kelly reach out to Pacific Source, they might be able to cover the cost of passes for other qualifying residence.

Councilor Rivera would like to see the translation in “plain Spanish” to make it easy to understand. She suggested working with Next Door for translation.

Motion: Authorize the City Manager to execute a contract with Forth for provision of a 3-year rural EV carsharing pilot program.

First: Metta

Second: Saunders

Discussion: Councilor Haynie stated he has some concerns about this project. He is struggling to get to a “yes” vote. He feels like there is a bright shiny object in the room and he is just not able to take the bait. He is not sure of the problem the City is attempting to solve. There is no plan for the rate structure, which is an unknown. He doesn’t understand why we would be putting these in an affordable housing area, when we don’t know the price point. He questions utilization prospects in that it this feels like a situation where we may be placing cars and saying “Here’s something you cannot afford.” The City would also be giving up parking resources that we’ve just confirmed in this very meeting are scarce, when the program has not been proven. Adding 3 to 5 electric cars will also provide only a de minimis contribution toward the County’s energy plan and carbon reduction goals. Councilor Haynie also raises a question as to the non-profit organization’s claimed altruism, referencing the CEO’s apparent \$180,000 salary identified in Forth’s public 990 filing, which Councilor Haynie obtained. Also, Councilor Haynie referenced the proposed contract in the packet which contains a confidentiality clause. Councilor Haynie is unsure that clause can be enforceable against a municipality. Councilor Haynie also expressed concern about other language in the contract in that it could be construed to provide that it is the City’s responsibility to take care of things that go wrong. In that regard, Councilor Haynie referenced Section 2.3, which Councilor Haynie said may present risk to the City. Councilor Haynie also said that he knows Mr. Norris has put a lot of work into this, which carries credibility and appreciation with Councilor Haynie, such that Councilor Haynie has some reservations about raising concerns. He is just personally struggling to get to a “yes”. Kearns explained the City is covered and he does not see a downside to this because the confidentiality clause contains an exception if the City is required to provide information as required by law or ordered by a Court. Councilor Haynie disagreed on the ground that that confidentiality clauses in a private contract with a municipality is anathema to the way government should work.

Vote: Motion passed (roll called)

Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Rivera
Nays: Haynie
Abstentions: None
Excused: None

V REPORT OF OFFICERS

- A. Department Heads
 - 1. Announcements
 - 2. Planning Director Update

B. City Recorder

- 1. Reading of Ordinance 2053 (Expedited Land Divisions and Lot Coverage) for the second time by title only

Motion: To read Ordinance 2053 (Expedited Land Divisions and Lot Coverage) for the second time by title only
First: Metta
Second: Saunders
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera
Nays: None
Abstentions: None
Excused: None

Gray read the ordinance by title only. The Mayor announced that Ordinance 2053 had passed its second reading and would become law in 30 days.

VI MAYOR

Mayor McBride thanked everyone for a great Work Plan Session last Saturday.

VII COUNCIL CALL

Councilor Metta stated she was enjoying the Children’s Park with her family and noticed there is a new piece of play equipment and added decorative items to the structure. It looks great.

Councilor Zanmiller will be absent for the first City Council meeting in February.

Councilor Saunders did a ride along with the Police Department last week.

Councilor Rivera will be absent the first City Council meeting in February.

VIII EXECUTIVE SESSION – 9:41 pm – 10:15pm

Oregon Revised Statute 192.660 1 (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

IX ADJOURN – Adjourned by unanimous consent at 10:15 p.m.

Kate McBride, Mayor

Jennifer Gray, City Recorder

Approved by City Council on _____

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: February 10, 2020

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager

Subject: Q2 Supplemental Budget - Beginning Balance Review

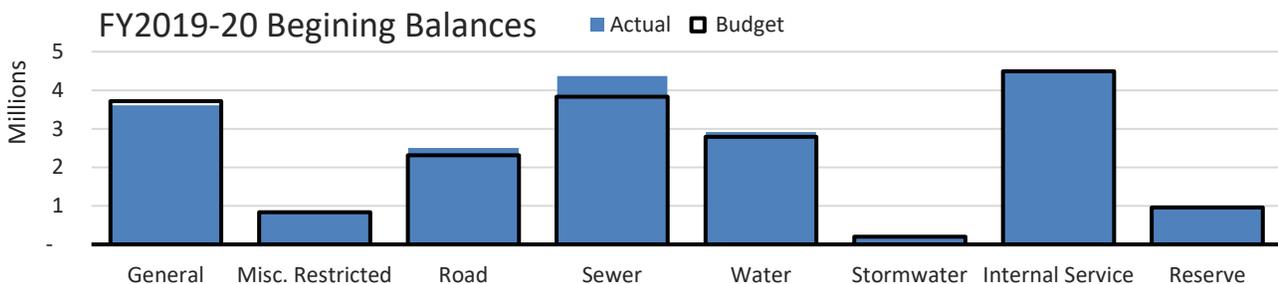
Background

The City of Hood River's Budget Preparation Resolution 2016-19 requires that, "Each year, the City Council shall review the actual beginning fund balances shown in the external audit. If the General Fund amount is in excess of the budgeted amount, the City Council shall determine the disposition of the excess".

Beginning Fund Balances represent a point in time snapshot of the City's cash, investments, and short-term receivables net of short-term liabilities attributable to each of the City's eight (8) Funds. Fiscal year beginning fund balances are calculated after all outstanding invoices and revenues are received for the prior fiscal year and the transactions are reviewed by an external auditor. Actual Beginning Fund Balances differ from Budgeted Beginning Fund Balances because budgets are set prospectively based on forecasting assumptions. The difference in timing is why it is useful to routinely compare Actual against Budgeted Fund Balances as the City's Budget Preparation Resolution (Res. 2016-19) requires.

Discussion

The Second Quarter (Q2) Supplemental Budget adjusts budgeted beginning balances to audited amounts. The graph below summarizes the differences between budgeted and final audited Beginning Fund Balances for the City's eight (8) funds for Fiscal Year 2019-20. All Public Works related funds began the year with higher than budgeted beginning balances. This is largely due to capital project delays associated with staff turnover. Adjustments to project timing do not alter the City's long-term financial plans as the project expenditures will still occur.



The General Fund and Internal Service Fund were the only two funds to start FY2019-20 with less than their Budgeted Beginning Fund Balances. The Internal Service Fund was within 0.4% of Budget and simply reflects minor forecasting variation. The General Fund was under budget by \$108,632. The lower General Fund Balance was due primarily to an unusually large amount of

Engineering Dept. invoices that were not received until the final two months of the fiscal year or later making precise yearend forecasting challenging. This onetime delay in processing invoices can be attributed to Public Works staff turnover and is not expected to reoccur in FY2019-20.

Timing Considerations

Actual FY2019-20 Beginning Fund Balances have been incorporated into current financial projections and will be integrated into the FY2020-21 Budget Process.

Staff Recommendation:

Adopt Resolution 2020-02 modifying the City of Hood River’s Adopted Budget for FY2019-20.

Fiscal Impact

The attached Resolution allows higher than anticipated beginning balances to become higher ending fund balances. Lower than anticipated beginning balances in the General Fund and Internal Service Fund are offset by reductions to budgeted contingency.

Suggested Motion:

“I move that City Council approve Resolution 2020-02, to make appropriations and adjust the Adopted Budget for Fiscal Year 2019-20.”

Alternatives:

Direct staff to take alternative actions, either applying higher than expected beginning fund balances to alternative uses or offsetting lower than expected beginning fund balances with alternative budget reductions.

RESOLUTION 2020-02

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2019-20 FOR THE CITY OF HOOD RIVER

WHEREAS, ORS 294.471(1)(a) allows the governing body of a municipal corporation to make one or more supplemental budgets if an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period requires a change in financial planning;

NOW, THEREFORE, BE IT RESOLVED, by and through the City of Hood River meeting in regular session, City of Hood River City Council hereby adopts the following supplemental budget, makes appropriations, and adjusts the fiscal year 2019-20 Budget as Follows:

FY 2019-20 Budget Category	Current Budget	Increase / (Decrease)	Revised Budget
GENERAL FUND			
Beginning Balance	3,717,326	-108,632	3,608,694
Revenues	8,413,269		8,413,269
Transfers-In	0		0
Total Resources	12,130,595		12,021,963
Police	2,484,038		2,484,038
Fire	2,540,518		2,540,518
Emergency Medical Services	945,230		945,230
Parks	599,363		599,363
Planning	587,645		587,645
City Council	25,376		25,376
Engineering	227,764		227,764
Municipal Court	133,037		133,037
Parking	505,908		505,908
Non-Department	183,765		183,765
Debt Service	0		0
Transfers	83,169		83,169
Contingency	226,233	108,632	334,865
<i>Total Appropriations</i>	8,542,046		8,650,678
Unappropriated/Reserved Balance	3,588,549		3,371,285
Total Requirements	12,130,595		12,021,963

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Lower than anticipated beginning fund balance is offset by a reduction to budgeted contingency

ROAD FUND			
Beginning Balance	2,309,259	195,921	2,505,180
Revenues	1,531,799		1,531,799
Transfers-In	0		0
Total Resources	3,841,058		4,036,979

Operations	1,808,389		1,808,389
System Development Charges	1,175,000		1,175,000
Road Reserve - Equipment Replacement	0		0
Debt Service	0		0
Transfers	0		0
Contingency	188,826		188,826
<i>Total Appropriations</i>	<u>3,172,215</u>		<u>3,172,215</u>
Unappropriated/Reserved Balance	668,843	195,921	864,764
Total Requirements	3,841,058		4,036,979

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Higher than anticipated balance is left unappropriated.

WATER FUND

Beginning Balance	2,791,261	127,262	2,918,523
Revenues	3,165,624		3,165,624
Transfers-In	0		0
Total Resources	5,956,885		6,084,147
Operations	1,958,733		1,958,733
System Development Charges	638,000		638,000
USDA Waterline Debt Reserve	0		0
Water Reserve - Equip. Replacement	0		0
Debt Service	892,341		892,341
Transfers	0		0
Contingency	122,774		122,774
<i>Total Appropriations</i>	<u>3,611,848</u>		<u>3,611,848</u>
Unappropriated/Reserved Balance	2,345,037	127,262	2,472,299
Total Requirements	5,956,885		6,084,147

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Higher than anticipated balance is left unappropriated.

SEWER FUND

Beginning Balance	3,834,119	533,190	4,367,309
Revenues	4,586,063		4,586,063
Transfers-In	548,218		548,218
Total Resources	8,968,400		9,501,590
Operations	0		0
Distribution	1,927,090		1,927,090
Waste Water Treatment Plant	3,313,269		3,313,269
Systems Development Charges	867,500		867,500
USDA SLARRA	582,421		582,421
USDA Indian Creek Debt Reserve	0		0
Sewer Reserve - Equip. Replacement	0		0

Debt Service	431,716		431,716
Transfers	548,218		548,218
Contingency	179,074		179,074
<i>Total Appropriations</i>	<u>7,849,288</u>		<u>7,849,288</u>
Unappropriated/Reserved Balance	1,119,112	533,190	1,652,302
Total Requirements	8,968,400		9,501,590

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Higher than anticipated balance is left unappropriated.

STORMWATER FUND

Beginning Balance	198,054	31,106	229,160
Revenues	586,391		586,391
Transfers-In	0		0
Total Resources	784,445		815,551
Operations	518,641		518,641
Systems Development Charges	0		0
Stormwater Reserve - Equip. Replacement	0		0
Debt Service	28,869		28,869
Transfers	0		0
Contingency	69,537		69,537
<i>Total Appropriations</i>	<u>617,047</u>		<u>617,047</u>
Unappropriated/Reserved Balance	167,398	31,106	198,504
Total Requirements	784,445		815,551

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Higher than anticipated balance is left unappropriated.

RESTRICTED REVENUE FUND

Beginning Balance	836,160	26,506	862,666
Revenues	2,650,478		2,650,478
Transfers-In	0		0
Total Resources	3,486,638		3,513,144
Building Program	604,235		604,235
LID Assessments	50,568		50,568
Small Grants	13,518		13,518
Fire General Obligation Bonds	0		0
Assistance to Firefighters Grant - Air Packs	617,232		617,232
Tourist Promotion Fund	553,285		553,285
CET - Local Program	0		0
CET - Development Incentives	0		0
CET - State OHCS Distribution	27,000		27,000
Debt Service	709,988		709,988
Transfers	0		0
Contingency	455,236		455,236
<i>Total Appropriations</i>	<u>3,031,062</u>		<u>3,031,062</u>

Unappropriated/Reserved Balance	455,576	26,506	482,082
Total Requirements	3,486,638		3,513,144

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Higher than anticipated balance is left unappropriated.

INTERNAL SERVICE FUND

Beginning Balance	4,490,772	-19,879	4,470,893
Revenues	2,057,047		2,057,047
Transfers-In	0		0
Total Resources	6,547,819		6,527,940

Equipment Maintenance	207,816		207,816
Equipment Replacement	554,436		554,436
Administration	1,253,387		1,253,387
Debt Service	0		0
Transfers	3,026		3,026
Contingency	65,100		65,100
<i>Total Appropriations</i>	2,083,765		2,083,765

Unappropriated/Reserved Balance	4,464,054		4,444,175
Total Requirements	6,547,819		6,527,940

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Lower than anticipated beginning fund balance is offset by a reduction to budgeted contingency

RESERVES FUND

Beginning Balance	956,277	13,920	970,197
Revenues	1,623,908		1,623,908
Transfers-In	86,195		86,195
Total Resources	2,666,380		2,680,300

Parking in Lieu	11,014		11,014
Affordable Housing	1,600,000		1,600,000
Compensated Absences	240,450		240,450
Parks Facilities Replacement	0		0
Debt Service	0		0
Transfers	0		0
Contingency	233,300		233,300
	2,084,764		2,084,764

Unappropriated/Reserved Balance	581,616	13,920	595,536
Total Requirements	2,666,380		2,680,300

Summary: Adjusts budgeted beginning fund balance to the actual audited amount. Higher than anticipated balance is left unappropriated.

Approved by the City of Hood River City Council on this 10th day of February 2020, to take effect immediately.

Kate McBride, Mayor

ATTEST:

Jennifer Gray, City Recorder

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: February 10, 2020
To: Honorable Mayor and Members of the City Council
From: Will Norris, Finance Dir. / Asst. City Manager
Subject: Second Quarter Financial Performance Report

Background:

The Second Quarter (Q2) Financial Report includes six months of financial data through one half of the 2019-20 Fiscal Year (FY). The attached report includes full-year estimates-to-close based on historical spending patterns and staff knowledge of upcoming expenditures. The attached projections should be interpreted as staff's best estimate given financial data through December 31, 2019. The Q2 revenue and expenditure projections become the basis for constructing FY2020-21 budget build.

Discussion:

Both yearend General Fund revenues and expenditure projections increased from the prior Q1 Financial Report with minimal net impact to expected FY2019-20 ending fund balance. The most recent three-year financial forecast published in the FY2019-20 Adopted Budget anticipated a General Fund ending balance of \$3.84 million. The current projections are higher but tracking closely at \$4.08 million.

Below are specific and notable changes from the Q1 Financial Report the City Council received in November:

General Fund Revenues

Yearend revenue estimates increased \$179 thousand or 2.1% to \$8.79 million. \$103 thousand of the upward revision is due to the inclusion of Ground Emergency Medical Transport (GEMT) reimbursements. GEMT is a federal program that helps close the funding gap between what medical transports cost and the amount Medicare and Medicaid reimburse. The program requires state participation. Oregon joined the program two-years ago. Due to delays in program set up, this fiscal year will include two years of GEMT reimbursement payments for transports provided in Fiscal Years 2018-19 and 2019-20. Future budgets will only include a single year of GEMT reimbursements on an ongoing basis.

Revenue estimates were also increased to a lesser extent due to increases in local marijuana taxes. The prior quarterly financial report did not have enough collection data to make a reasonable projection of this relatively new revenue source. With two quarterly payments received in FY2019-20, the City is now projecting total

receipts to be \$125 thousand which is a significant increase from the prior year. However, this still represents only 1.4% of total General Fund revenues.

General Fund Expenditures

FY2019-20 General Fund expenditure estimates also increased from the prior quarter, up \$64,000 or 0.8%. Increases were led by the Fire/EMS Department personnel expenditure which were partially due to increases in medical transports as well as higher than usual sick leave use that required backfill overtime.

Increases in the Fire/EMS expenditure estimates were partially mitigated by a decrease in projected Engineering Dept. expenditures. Engineering expenses have varied widely in the last two years as staff turnover has altered how the City uses consulting services in the development review process and for special projects such as updating the City's Engineering Standards. With half of the fiscal year complete, allowances in the yearend projections for this uncertainty can be reduced. Even though Engineering expenditures are up 97% compared to this same time last year, the yearend estimates anticipate final expenses to be roughly similar to FY2018-19. This is because there are no additional major engineering special projects expected in the next six months.

Other Major Revenues

The City's other major revenues outside of the General Fund are gas taxes and utility charges. Yearend projections for these revenues are up slightly but essentially unchanged with the inclusion of three additional months of financial data.

Staff Recommendation:

Receive and file quarterly financial report for the period ending December 31, 2019.

Attachments

Quarterly Financial Report for the period ending December 31, 2019

GENERAL FUND REVENUE SUMMARY, Through December (50% of Fiscal Year)

Resources	Budget	Actual Through Dec. 2019	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget Received thru Dec. 2019	Fiscal Year 2018-19	
						Revenue thru Dec. 2018	Year-End Actual
Taxes							
Current Property Tax	2,428,417	2,184,249	2,412,803	(15,614)	90%	2,128,501	2,315,999
Transient Room Tax	1,659,856	865,771	1,612,143	(47,713)	52%	844,958	1,557,097
Local Marijuana Tax	107,455	37,022	126,217	18,762	34%	20,884	87,766
All Other	55,316	60,755	79,078	23,762	110%	36,394	57,392
Licenses & Permits							
Franchise Fees	803,552	274,025	817,175	13,623	34%	279,735	802,278
Utility Fees	594,832	315,288	609,069	14,237	53%	304,603	588,237
Parking Meter Receipts	669,165	356,691	673,621	4,456	53%	343,030	661,672
All Other	135,000	76,457	143,812	8,812	57%	73,909	146,682
Fines & Forfeitures							
Parking Fines	190,715	126,777	196,065	5,350	66%	136,862	237,674
Municipal Court Revenue	261,754	172,919	297,618	35,864	66%	143,668	222,909
All Other	36,000	12,032	23,272	(12,728)	33%	11,269	22,735
Intergovernmental	312,442	122,545	289,424	(23,018)	39%	116,658	276,093
Charges for Services							
Ambulance Revenues	777,700	493,149	940,932	163,232	63%	374,548	858,892
All Other	183,063	197,078	352,779	169,716	108%	85,149	195,568
Interest Earnings	92,933	48,721	97,441	4,508	52%	47,015	98,760
Misc. Revenues	105,069	94,286	119,526	14,457	90%	272,240	307,392
<i>Sub-total Operating Revenues</i>	<i>8,413,269</i>	<i>5,437,764</i>	<i>8,790,978</i>	<i>377,709</i>	<i>65%</i>	<i>5,219,421</i>	<i>8,437,149</i>
Interfund Transfers In	-	-	-	-		806,101	806,101
TOTAL	8,413,269	5,437,764	8,790,978	377,709	65%	6,025,522	9,243,250

GENERAL FUND EXPENDITURE SUMMARY, through December (50% of Fiscal Year)

Department	Budget	Actual Through Dec. 2019	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget Expended thru Dec. 2019	Fiscal Year 2018-19	
						Expenses thru Dec. 2018	Year-End Actual
Public Safety - Fire	2,591,204	1,354,483	2,638,071	46,867	52%	1,193,869	2,373,777
Public Safety - EMS	963,039	501,580	1,003,315	40,276	52%	566,979	897,411
Public Safety - Police	2,494,555	1,284,280	2,475,416	(19,139)	51%	1,120,303	2,278,108
Parks	600,490	243,339	476,586	(123,904)	41%	266,974	525,325
Planning	589,831	256,428	556,358	(33,473)	43%	217,401	461,404
Parking	506,752	214,903	450,800	(55,952)	42%	190,269	417,085
Engineering	227,764	119,976	289,689	61,925	53%	60,745	271,034
Municipal Court	133,037	66,114	142,680	9,643	50%	54,664	327,237
City Council	25,376	5,261	13,906	(11,470)	21%	12,288	32,159
<i>Sub-total Dept. Expenditures</i>	<i>8,132,048</i>	<i>4,046,365</i>	<i>8,046,821</i>	<i>(85,227)</i>	<i>50%</i>	<i>3,683,493</i>	<i>7,583,540</i>
Non-Departmental							
Materials & Services	183,765	136,485	183,765	-	74%	105,935	188,194
Interfund Transfers Out	-	-	-	-		988,743	1,123,743
Contingency	226,233	-	85,000	(141,233)		-	-
TOTAL	8,542,046	4,182,850	8,315,586	(226,460)	49%	4,778,171	8,895,477

FY2019/20 Beginning Bal.	3,608,694
Proj. FY2019/20 Change in Fund Bal.	475,391
Proj. FY2019/20 Ending Bal.	4,084,085

Pooled Cash & Investments <i>(All Funds, Including URA)</i>	
Dec. 2018	24,334,674
Dec. 2019	29,190,337

OTHER MAJOR REVENUE SOURCES SUMMARY, through December (50% of Fiscal Year)

Revenue	Budget	Actual Through Sept. 2019	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget Received thru Sept. 2019	Fiscal Year 2018-19	
						Revenues thru Dec. 2018	Year-End Actual
Gas Tax - Local	359,256	171,075	364,472	5,216	48%	158,803	342,356
Gas Tax - State	626,611	295,527	637,440	10,829	47%	254,438	534,032
Utility Charges							
Water	2,869,321	1,530,245	2,816,312	(53,009)	53%	1,514,120	2,804,721
Sewer	4,032,636	2,070,926	4,111,269	78,633	51%	1,980,478	3,942,288
Storm	533,439	274,423	546,761	13,322	51%	259,990	521,050