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**Hood River City Council**  
211 Second St.  
Hood River, OR 97031  
(541) 386-1488  
[www.cityofhoodriver.gov](http://www.cityofhoodriver.gov)

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April 13, 2020

**AGENDA**

6:00 p.m.

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

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The City of Hood River is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for social distancing, the City of Hood River will hold this meeting by using Zoom Conferencing.

**Please use the following phone number or video link:**

**(669) 900-6833**

**<https://zoom.us/j/456923709>**

**Meeting ID: 456 923 709**

A speaker phone will be set up at City Hall for the members of the public who do not have the ability to view the meeting online or listen by phone. Members of City Council and City staff will participate by telephone, they will not be on site at City Hall during the meeting. The City of Hood River strongly urges the public to view the meeting online or listen by phone to limit public contact. The audio recording of the meeting will be posted shortly after the meeting on the City's website. Please check the City's website for the most current status of planned public meetings. <https://cityofhoodriver.gov/administration/meetings/>

**I CALL TO ORDER**

**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", there are two options to choose from:

1. Submit written comments to the City Recorder at [j.gray@cityofhoodriver.gov](mailto:j.gray@cityofhoodriver.gov) by Monday, April 13 no later than 12 noon in order to distribute to the City Council in one packet for review by 3pm. All comments will be added to the record.
2. To address Council during Business for the Audience, email the request (name of speaker and topic) to [j.gray@cityofhoodriver.gov](mailto:j.gray@cityofhoodriver.gov) by Monday, April 13 no later than 12 noon. Please specify the topic your testimony addresses. Testimony will go in order of requests received. Attendees that have registered will be unmuted by the IT Administrator for 3 minutes to address Council. Public comment will be by audio only. At the Mayors discretion, public comments may be received prior to a specific topic of relevance during the meeting.

**III PRESENTATIONS**

1. Extension of the Local State of Emergency Declared Because of the COVID-19 Pandemic, R. Fuller PAGES 3-6

## **WORK SESSION**

### **IV OPEN WORK SESSION**

### **V AGENDA ADDITIONS OR CORRECTIONS**

### **VI DISCUSSION ITEMS**

1. City Budget Committee Interviews, W. Norris PAGES 7-23
2. Waterfront Stormwater Line Replacement Financing Work Session,  
W. Norris, W. Seaborn, S. Bell PAGES 24-44

### **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 – February 24, March 19 and March 27 PAGES 45-56
2. OLCC Permit Application Approval  
Warin LLC, 212 4<sup>th</sup> Street, Hood River Full-On Premises  
New Establishment PAGES 57-60

### **IV REGULAR BUSINESS ITEMS**

1. City Financial Policy Update, W. Norris PAGES 61-79
2. Award Professional Service Contract for Design of the Waterfront  
Storm Line, W. Seaborn, S. Bell PAGES 80-92
3. Authorize Staff to Sign, Certify, and Submit USDA Loan Application,  
W. Norris PAGES 93

### **V REPORT OF OFFICERS**

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

### **VI MAYOR**

### **VII COUNCIL CALL**

### **VIII ADJOURN REGULAR MEETING**

# CITY COUNCIL AGENDA ITEM COVER SHEET

**Meeting Date:** April 13, 2020

**To:** Honorable Mayor and City Council

**From:** Rachael Fuller, City Manager

**Subject:** Extension of the Local State of Emergency Declared Because of the COVID-19-PANDEMIC

**Background:**

On March 19, 2022 the City Council held a special meeting and ratified the City Managers March 16<sup>th</sup> Emergency Declaration, by adoption of Resolution 2020-04. The City Managers original Emergency Declaration is set to end on April 14, 2020. Due to the on-going threat posed by the Novel Coronavirus and the Governor's Executive Orders prohibiting gatherings and requiring a minimum 6-foot social distancing between all individuals, effective at least through the end of April, extension to the City's Declaration of Emergency to at least April 30, 2020 is warranted.

HRMC 2.48.050 authorizes the City Manager to declare an emergency based on, among other things, a natural or manmade public health hazard, and the authority to do any of the following:

1. Authorize extraordinary measures and the mobilization of City resources;
2. Authorize expedited purchasing and contracting, including bypassing hearings and the competitive bid process;
3. Authorize requests for State and Federal disaster funding;
4. Encourage a County and/or State proclamation of emergency.

**Staff Recommendation:**

**Suggested Motion:**

Does not require Council action, information only.

**Alternatives:**

**Fiscal Impact:**

**Environmental Impact:**

**Attachments:**

1. Extension of the Local State of Emergency

# The City Manager for the City of Hood River, Oregon

## EXTENSION OF THE LOCAL STATE OF EMERGENCY DECLARED BECAUSE OF THE COVID-19 PANDEMIC

The City Manager of the City of Hood River adopts the following findings:

**WHEREAS**, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

**WHEREAS**, on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic; and

**WHEREAS**, on March 12, 2020 Governor Brown issued a second Executive Order (EO No. 20-05) prohibiting public gatherings of 250 or more people state-wide and announcing the closure of Oregon's K-12 schools from March 16, 2020 through March 31, 2020; and

**WHEREAS**, on March 13, 2020, the President of the United States Declared the COVID-19 outbreak to be a national emergency, and according to the Centers for Disease Control and Prevention, COVID-19 presents a "high" potential public health threat, both globally and in the United States; and

**WHEREAS**, on March 16, 2020, the U.S. Department of Human Services imposed its most recent set of protective measures to restrict visitors to long-term care facilities and other residential facilities. The Oregon Health Authority adopted similar measures at the Oregon State Hospital and other behavioral health settings, and limited admissions to the Oregon State Hospital; and

**WHEREAS**, on March 16, 2020 the City Manager issued an Order Declaring an Emergency pursuant to authority in HRMC 2.48.50 and based on the public health hazard created by the COVID-19 pandemic and the related public health, social, economic effects, attached hereto as Exhibit A and incorporated herein by this reference

**WHEREAS**, on March 17, 2020, Governor Brown issued third Executive Order (EO No. 20-07) that places further restrictions on public gatherings by, among other things prohibiting social, spiritual and recreational gatherings of 25 people or more where at least a 3-foot social separation cannot be maintained and includes any community, public, leisure, faith-based and sporting events, concerts, conventions, fundraisers, fairs, festivals and similar events and activities; and

**WHEREAS**, also on March 17, 2020, the Governor issued Executive Order 20-08, which ordered the closure of public schools until April 28, 2020 to prevent the spread of the Novel Coronavirus among school children, their families and other contacts; and

**WHEREAS**, on March 19, 2020 the City Council convened a special meeting and ratified the City Manager's March 16<sup>th</sup> Emergency Declaration by adoption of Resolution No. 2020-04; and

**WHEREAS**, on March 23, 2020 the Governor issued another Executive Order (EO-20-12) prohibiting all non-essential social and recreational gatherings of individuals where a minimum 6-foot

distance between all individual could not be maintained as a primary means of reducing the spread of the Novel Coronavirus, which causes COVID-19; and

**WHEREAS**, the Governor's March 23<sup>rd</sup> Executive Order was explicit that, while outdoor activities and exercise were permissible, a minimum 6-foot distance between all individuals must be maintained; otherwise, failure to comply constituted an imminent threat and immediate danger to public health because of the contagiousness and virulence of the Novel Coronavirus and mortality of the COVID-19 pandemic; and

**WHEREAS**, in the week following the Governor's March 23<sup>rd</sup> Executive Order, large numbers of people from outside Hood River County flocked to the Columbia River Gorge and the City of Hood River and gathered, hiked and recreated in large aggregations in violation of the Governor's March 17<sup>th</sup> and 23<sup>rd</sup> Executive Orders, thereby creating an imminent threat and immediate danger to public health; and

**WHEREAS**, in response, the Mayor issued an Emergency Declaration on March 25, 2020 and ordered the City Manager to do the following:

1. Close all City Parks and recreational sites to public use.
2. Close all transient lodging facilities in the City, including motels, hotels, short-term vacation rentals, hosted home shares, bed and breakfasts, RV parks, and campgrounds. All camping on private property is prohibited, except for those approved by the Police Chief. Transient lodging facilities may remain open to serve only the following designated individuals:
  - a. Current registered guests for a term of longer than 30 consecutive days.
  - b. Essential personnel as defined by federal or state law, where lodging within Hood River County is necessary for work involving the safety of human life or the protection of property or performing other work consistent with the intent of this provision, *e.g.* emergency and public safety responders, truck drivers and supply providers, and construction industry workers.
  - c. Individuals deemed vulnerable by the Hood River County Health Department, which may include, but not be limited to, homeless individuals and individuals who may have been placed in quarantine due to the public health emergency.
  - d. Other individuals as authorized by the Hood River County Health Department.

**WHEREAS**, on March 27, 2020, the City Council convened a special meeting and ratified the Mayor's March 25<sup>th</sup> Declaration by adoption of Resolution No. 2020-05; and

**WHEREAS**, Coronaviruses are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life especially for individuals with underlying health conditions; and

**WHEREAS**, COVID-19 requires a significant level of public resources at the local level to keep the public and community informed and as safe as possible; and

**WHEREAS** aside from the clear public health threat that COVID-19 presents, the cumulative effect of local, state, federal and world-wide measures implemented to stem the spread of the disease will have a significant impact on people's lives, livelihoods and the economy for a long time into the future; and

**WHEREAS**, the unknown duration of the COVID-19 pandemic will have significant social and financial impact to the Hood River community; and


**WHEREAS**, pursuant to ORS 401.309(1), the governing body of a city may declare, by ordinance or resolution, that a state of emergency exists within the city and

**WHEREAS**, the City Manager's original March 16<sup>th</sup> Emergency Declaration is set to end on April 14, 2020, unless extended further because of the on-going threat posed by the Novel Coronavirus; and

**WHEREAS**, it appears that the state-wide state of emergency and the Governor's Executive Orders prohibiting gatherings and requiring a minimum 6-foot social distancing between all individuals will remain in effect at least through the end of April, which warrants an extension to the City's Declaration of Emergency to at least April 30, 2020.

**NOW, THEREFORE**, based upon ORS 401.309, HRMC Ch. 2.48, and the foregoing recitals, which are incorporated herein, in my capacity as the Hood River City Manager, I hereby declare that the Emergency Declaration established by me on March 16, 2020 and subsequently ratified by the City Council and expanded by declaration of the Mayor shall be extended to and remain in effect until April 30, 2020 and may be extended further thereafter depending upon circumstances.

**IT IS SO ORDERED AND EFFECTIVE** this 8<sup>th</sup> day of April 2020.



\_\_\_\_\_  
Rachael Fuller, City Manager

Attest:

Approved as to form:

\_\_\_\_\_  
Jenifer Gray, City Recorder

\_\_\_\_\_  
Daniel Kearns, City Attorney

## CITY COUNCIL AGENDA ITEM COVER SHEET

**Meeting Date:** April 13, 2019  
**To:** Honorable Mayor and Members of the City Council  
**From:** Will Norris, Finance Dir. / Asst. City Manager  
**Subject:** City Budget Committee Interviews

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**Background:** The Budget Committee is a local government's fiscal planning advisory body. The governing body of each local government must establish a budget committee (ORS 294.414) in order to enact a budget. The Budget Committee is composed of the governing body (City Council) and an equal number of electors appointed by the governing body. Appointive members of the budget committee are appointed for three-year terms. An elector is a qualified voter who, for example, has the right to vote for a ballot measure submitted by the local government.

The City of Hood River Budget Committee currently has three vacancies. The City advertised the vacancies in the Hood River News, on the City website, and used social media to inform the public about the need to fill the vacancies.

The City received six applications. All six applicant's eligibility to serve were verified by the Hood River County Elections office. Each candidate's application is attached to this staff report. The City Council will have the ability to interview candidates virtually during the meeting. It is expected that all FY2020-21 Budget Committee meetings will need to be held virtually to maintain compliance with the Oregon Governor's Executive Order 20-12 titled, "Stay Home, Save Lives".

**Staff Recommendation:** Interview the six (6) candidates and then vote on the top three. Successive rounds of voting may be necessary if a tie occurs for any of the vacancies.

**Suggested Motion:** N/A

**Alternatives:** Accept or decline applicants.

**Attachment(s):**

Carolyn Smale Application  
Daniel Kaler Application  
Gary Reed Application  
Rudolf Kellner Application  
Samantha Jeray Application  
Tim Decker Application



**Application  
City of Hood River Budget Committee**

**APPLICATION DEADLINE: April 3, 2020 5:00p.m.  
Interviews will be conducted at the April 13, 2020 City Council meeting**

The Budget Committee is composed of the governing body (City Council) and an equal number of electors (7) appointed by the governing body. An elector is a qualified voter who has the right to vote for the adoption of any measure. If the governing body cannot find a sufficient number of electors willing to serve, those who are willing and the governing body become the budget committee. If no willing electors can be found, the governing body is the budget committee (ORS 294.336(2)). The appointive members of the budget committee cannot be officers, agents, or employees of the local government (ORS 294.336(4)). Appointive members of the budget committee are appointed for three-year terms. The committee meets as often as necessary to complete the budgetary business.

*Any information provided may be disclosed to the public upon request, pursuant to the Oregon Public Records Law.*

Please answer the following questions:

Name: Carolyn R. Smale

Address: Hood River, OR 97031

Phone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Are you an elector in the City of Hood River? Yes  No

Include in your filing a **resume** setting forth your background and provide a **statement** of the reasons why you desire to be considered for an appointment below.

When I looked at the City's budget and I observe all that needs to be accomplished, the City's budget does not appear to be sustainable for the long term. I am good with numbers and budgets, way better than land use issues, so I think my skills would be best used on the budget committee. The city has a lot to pay for: housing; parks; a police station; sink holes; road work ....

I would like to get involved and ensure that the city is able to fully fund all of the projects it undertakes.



Other comments which would assist the City Council in evaluating your application for this position.

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Having practiced consumer and "micro" business bankruptcy law for over 20 years,

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I have a good understanding of budgets and what works and what does not work.

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I am fiscally conservative and in addition to advocating for a yearly budget item

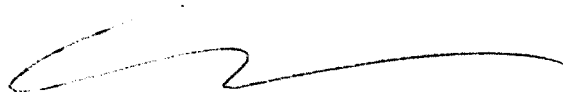
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for replacement of assets I advocate for what I like to call disaster savings. We all have a financial disaster in our life and it is way better to budget for it rather than try to pay for it later. I also like numbers and think budgets are fun.

03/06/2020

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Date



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Signature

# Carolyn R. Smale

80 Hood River, OR 97031

(office)

(mobile)

## Objective

Utilize my unique knowledge of the local economy and financial skills to serve my local community by serving on a public committee or non-profit board of directors.

## Public Service

Current - SMART Reading Volunteer – May Street School, Hood River (took 2019/2020 school year off to battle and beat breast cancer)  
Current – President, Treasurer, and Board Member, Protect Our Parks  
Past – Treasurer, Protect Our Parks Campaign  
Past – Initiated and followed through on the placement of a stop sign at 8<sup>th</sup> & Cascade, alleviating much of the speeding in our neighborhood.  
Past – Big Sister  
Past – Intake with the Volunteer Lawyers Project which included taking the training with the Portland Women's Crisis Line

## Work Experience

August 2000 – Current: Carolyn R. Smale, Attorney at Law  
**Attorney**

Solo attorney focusing on consumer and "micro" business bankruptcy  
Assist clients with all aspects of chapter 7 and chapter 13  
Act as a shield from creditors for clients on a fixed income with minimal assets for a nominal fee

March 2009 – Current: Fishermen's Choice, LLC and RSP  
**Bookkeeper**

Responsible for bookkeeping and tax preparation for my husband's wholesale distribution and photography and video businesses

Jan 1997 – Aug 2000 Field and Associates, Hood River Oregon  
**Associate Attorney**

Practice was 50% bankruptcy focused and 50% general legal services.

1996 – Oregon Law Center, Portland, Oregon

Coordinated the Volunteer Lawyers Project and assisted with other programs that offered free and low cost legal services

## Education

May 1995 - Juris Doctor Degree, Lewis and Clark Law School

January 1991 – B.S. Criminal Justice, St. Joseph's University

## Fun Stuff

Dirt Kart "Racing" – Road, Mountain & Dirt Biking – Snowboarding – Hanging with the Dog – Chillin' at the House



Other comments which would assist the City Council in evaluating your application for this position.

Like many others in the area, Hood River became the home I never knew existed. This town and the community it fosters is unique and unlike any other I have been a part of. I hope to call Hood River home for the foreseeable future and look forward to having the opportunity to help shape its future. I am interested in learning more about the plans for the future of our town, putting the greater good of the entire community as priority.

3/31/2020  
Date

*Daniel Kaler*  
Signature



**Application  
City of Hood River Budget Committee**

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*Any information provided may be disclosed to the public upon request, pursuant to the Oregon Public Records Law.*

Please answer the following questions:

Name: Gary Reed

Address: Hood River, OR 97031

Phone \_\_\_\_\_ e-Mail: \_\_\_\_\_

Are you an elector in the City of Hood River? Yes \_\_\_\_\_ No

Include in your filing a **resume** setting forth your background and provide a **statement** of the reasons why you desire to be considered for an appointment below.

I have lived in the city of Hood River since 1994. I would like to get more involved and learn more about how the city works. I bring an open mind and no agenda in applying for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments which would assist the City Council in evaluating your application for this position.

Unfortunately, I will be on a family vacation during the scheduled interview time so I am including several references.

Fire Chief Leonard Damian - HRFD

Mayor Emeritus - Arthur Babitz

Kevin Liburdy - HR City Planner

March 9, 2020

Date

Gary Reed

Signature



**GR**

**GARY REED**

**HOOD RIVER, OR 97031**

## **OBJECTIVE**

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To obtain a position on The Budget Committee for the City of Hood River.

## **EXPERIENCE**

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### **LIEUTENANT/PARAMEDIC • TUALATIN VALLEY FIRE & RESCUE • 1999 - PRESENT**

- Managing a 4-person crew on emergency scenes, training and various public events.
- Extrication discipline leader. I lead a team that manages the districts' training of over 400 firefighters as well as the asset management of \$600,000 of related equipment.

### **MT. HOOD MEADOWS PRO SKI PATROL • 1994-2010**

### **MANAGER • RIVER CITY SALOON • 1995-1999**

In charge of budgeting, hiring, and scheduling employees and musical entertainment.

## **EDUCATION**

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**BS BUSINESS LOGISTICS • 1992 • PENNSYLVANIA STATE UNIVERSITY**

**PARAMEDIC CERTIFICATION • 1998 • OREGON HEALTH SCIENCES UNIVERSITY**

## **VOLUNTEER EXPERIENCE OR LEADERSHIP**

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Member of the budget review committee for Hood River Parks and Recreation for the last two years.



**Application  
City of Hood River Budget Committee**

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*Any information provided may be disclosed to the public upon request, pursuant to the Oregon Public Records Law.*

Please answer the following questions:

Name: RUDY KELLNER

Address: HOOD RIVER, OR

Phon \_\_\_\_\_ e-Mail: \_\_\_\_\_

Are you an elector in the City of Hood River? Yes  No \_\_\_\_\_

Include in your filing a **resume** setting forth your background and provide a **statement** of the reasons why you desire to be considered for an appointment below.

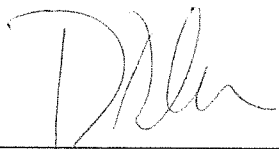
I AM INTERESTED IN HELPING OUR LOCAL GOVERNMENT  
MAKE GOOD DECISIONS WHICH REFLECT THE NEEDS OF  
CITIZENS AND THE BUSINESS COMMUNITY. I AM PASSIONATE  
ABOUT THE FUTURE OF THIS BEAUTIFUL TOWN THAT MY FAMILY  
NOW CALLS HOME, AND I ENJOY RESPONSIBLE FINANCIAL PLANNING,  
AND CRITICAL THINKING, BOTH OF WHICH I HOPE TO EXERCISE IN THIS ROLE.



Other comments which would assist the City Council in evaluating your application for this position.

THANKS FOR YOUR CONSIDERATION. I HOPE I CAN  
ADD VALUE TO CITY LEADERSHIP.

2/17/2020  
Date

  
Signature

# RUDY KELLNER

Hood River, OR 97031

Accomplished senior executive, with extensive international sales, marketing, product development, and general management experience in high technology and consumer product business segments.

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## PROFESSIONAL EXPERIENCE

PFRIEM FAMILY BREWERS, HOOD RIVER, OR  
*Co-Founder & CEO, January 2012 – Present*

- Co-founded company, created brand strategy, curated company culture, and executed responsible financial model
- 6<sup>th</sup> largest independent brewery by volume in Oregon in 2019
- 2018 Great American Beer Festival Mid-Sized Brewery of the Year
- Brewery of the Year 2016, 2018, 2019 – Beer Connoisseur
- Best Brewpub Experience 2015, 2016, 2017, 2018 – Willamette Week Oregon Beer Awards

FEI COMPANY (NOW THERMO FISHER SCIENTIFIC) HILLSBORO, OR  
*Vice President and General Manager Industry Group, January 2013 – February 2017*

- Grew Industry Group revenue from \$390M to more than \$500M
- Managed operating expenses of >\$130M, and ~600 staff in North America, Europe, Asia, and Australia
- Owned electron microscope-based metrology and research business in Semiconductor and Energy segments
- Mentored a number of Senior Director level employees in career development areas
- Served on CEO's staff, and had meaningful company-level strategic input in all functional areas
- Participated in diligence, the \$4.2B sale, and in the integration of FEI Company and Thermo Fisher Scientific

*Vice President and General Manager Semiconductor Business, May 2009 – January 2013*

- Grew Semiconductor product revenue from \$126M to nearly \$300M
- Responsible for directing ~500 sales, service, product marketing, applications, and engineering employees
- Created global semiconductor account structure to manage large multinational customers

*Director Data Storage Business Line, November 2003 – May 2009*

- Professionalized product management organization through voice of customer, and value based selling concepts
- Championed company-level strategic shift from technology to product to market orientation

## EDUCATION

RENSELAER POLYTECHNIC INSTITUTE, TROY, NY  
*M.B.A. – New Product Development, 2001*  
*B.S. – Computer Science, 2000*

THE BRONX HIGH SCHOOL OF SCIENCE, NEW YORK CITY, NY  
*Graduated, 1996*

## ADDITIONAL INFORMATION & INTERESTS

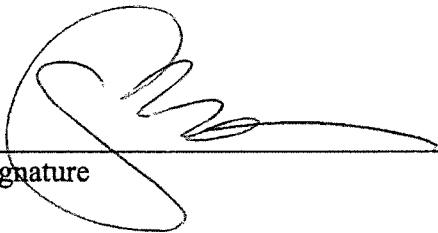
- U.S. Citizen
- Bilingual in Slovak, and Czech
- Significant business experience in Japan, Korea, Taiwan, China, the Netherlands, Czech Republic, France, Australia, Norway, and the US
- Enjoys kiteboarding, mountain biking, skiing, and fishing



Other comments which would assist the City Council in evaluating your application for this position.

My professional experience has largely been in marketing and content development. Underpinning all of my work is a close eye on the bottom line.

4/3/2022  
Date

  
Signature

# Samantha Jeray

::

**Currently Semi-Retired.** I manage the financial component of my family's real estate and investment portfolio.

**Project Manager.** Siltronic Corporation (October 2005 to August 2013) Developed, managed and oversaw marketing and training projects for all state-side activities for German firm. Directed \$600k budget.

**Marketing Communications Consultant and Freelance Writer.** (June 2002 to October 2005) Developed full marketing mix for clients including a women's fitness apparel company, a technology company specializing in VoIP, a healthcare company, Portland Public Schools, Intel, Wells Fargo, Siltronic Corporation. Developed content for publications like Surf Life for Women, Realtor Magazine, Home Business Magazine, Alternative Medicine Digest, Cooking Light, etc.

**Personal Time Off.** (June 2001 to June 2002) Used economic downturn and job scarcity as opportunity to reconnect with family members. Motored around North America in a RV visiting friends and relatives and touring the National Park System.

**World-wide Marketing Program Manager.** Intel Corporation (November 2000 to June 2001) Developed and managed Tier One Distributor communications activities.

**World-wide Marcom Program Manager.** Tektronix, Inc. (December 1997 to October 2000) Developed and managed worldwide marketing communications programs. Managed \$5 million budget.

**Business Operations Assistant.** Tektronic, Inc. (August 1996 to December 1997) Developed and managed internal efficiency programs for channel sales department.

**Owner and Designer.** PillowSource (September 1991 to June 1995) Founded design firm specializing in innovative decorative pillows, bedding and linens for commercial and residential spaces. Revenues of \$350k.

## **Education:**

Bachelor of Arts in Communications, May 1991, University of NC at Greensboro

## **Volunteer Activities:**

Board member of Friends of The Multnomah County Library (2003-2005)

Apprentice member of Mt. Hood Ski Patrol (2004-2005)

Volunteer with Financial Beginnings Oregon (October 2019 to present)

## Jennifer Gray

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**From:** Tim Decke  
**Sent:** Thursday, April 2, 2020 5:24 PM  
**To:** Jennifer Gray  
**Cc:** Megan Saunders  
**Subject:** City budget committee  
**Attachments:** Decker\_Resume\_COHR.pdf

Hi Jennifer

Megan Saunders invited me to consider applying for the Hood River city budget committee -- she passed on your email address. Please consider this my formal application. I've attached my resume and answers to the application form are below:

Name: Tim Decker

Address:

Phone: 5

Email:

Am I an elector in the City of Hood River: Yes

Statement:

I have been a resident of Hood River for roughly nine years. I can't claim to have any municipal government/administrative experience, but in that time I have developed an interest in how our city is run. I am willing to learn about budget administration in general and in particular to Hood River and its history. I would like to participate in the city budget committee as a public service, to develop personal interest, and will hope to have valuable input to the committee.

Thanks

Tim Decker

# TIM DECKER

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## Experience

Sierra-Olympic Technologies, Hood River, OR

June 2017 – Present

### Product Engineering Manager

- Established product and feature requirements for key opportunities
- Managed cross-functional engineering team for on-time product/feature deployment
- Organized production and engineering development process and workflows
- Implemented a production QMS including configuration and document management procedures

Slingshot Sports, Hood River, OR

October 2014 – December 2016

### Production Engineer

- Introduced three new products to market
- Validated design changes with experimental engineering
- Created inspection/manufacture jigs and tooling for compression molding
- Implemented factory-wide preventative maintenance program
- Designed and implemented per-part quality tracking database

Cloud Cap Technology, Hood River, OR

June 2013 – April 2014

*Under contract by IDEX Solutions*

### Test Engineer

- Designed testing regimen to baseline and qualify two product platforms (stabilized imaging and autopilot)
- Planned, executed, and reported environmental tests (e.g. shock/vibration, temperature, fluid ingestion)
- Improved product rugged design (MIL-STD-810G, MIL-STD-461F, IP) through design team collaboration
- Shared project management, high-level design intent, and requirement definition decisions
- Created test fixtures, managed test equipment

Independent Consulting

January 2013 – June 2013

### Design Engineer

- Industrial design, modeling, drafting, prototyping and assembly/configuration management
- Awarded projects with three local manufacturers

Insitu, Inc, Hood River, OR

July 2011 – March 2013

*Under contract by Volt Workforce Solutions*

### Mechanical Engineer, Design/Test

- Developed a two-stroke heavy fuel injected UAV engine to military specification
- Designed complex parts and assemblies using solid/surface modeling
- Owned, supported, and executed prototype design development and testing
- Planned, oversaw, and reported verification and validation testing: environmental operability (MIL-STD-810, MIL-STD-461), static structural testing, risk-based wide-scope material compatibility analysis
- Managed product lifecycle, configuration, and revision control in an AS9100/CMII environment

## Education

*The University of Iowa, Iowa City, IA*

Aug 2008-May 2011

**Degree:** BS, Mechanical Engineering

**Minor:** Mathematics

**Focus:** Computer Aided Engineering, DFM, FEA

## Other

- Vice President, Gorge Ultimate, June 2013-March 2017: a non-profit corporation dedicated to the organization and advancement of Ultimate Frisbee in the Columbia River Gorge

# CITY COUNCIL AGENDA ITEM COVER SHEET

**Meeting Date:** April 13, 2020

**To:** Honorable Mayor and Members of the City Council

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

**Subject:** Waterfront Stormwater Line Replacement Financing Work session

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## Background

A seasonal sinkhole exists over a collapsed section of stormwater pipeline in the waterfront area that must be replaced. The failing corrugated metal pipeline was installed by the Army Corps of Engineers in the early 1960s. Based upon a review Deed Records in conjunction with preliminary title reports, the City initially acquired the waterfront properties from the United States government after the flooding of the Bonneville Dam and from the Oregon Department of Transportation following the construction of Interstate 84. The City retained what is now the wastewater treatment plant property and conveyed the remaining property to the Port of Hood River.

Shortly after the City conveyed what are now Tax Lots 101, 112 and 131 to the Port in 1967, the City and Port entered into an agreement recorded in the Deed Records which provides that the City will take the lead on relocating the line and that such relocation shall be at the sole expense of the Port in a mutually agreed upon location. The 1968 agreement provides that its terms run with the land and burden and benefit subsequent property owners. Compelling the Port of Hood River to assumed financial responsibility for the pipe relocation will require costly and time consuming legal process. However, the city can utilize a Local Improvement District (LID) to achieve approximately the same result by assessing subject properties for the project.

On August 12, 2019, the City Council received a report on the least cost replacement plan among several alternatives and initial information on LID formation. The least cost plan raises and relocates the waterfront stormwater line from underneath several buildings and to the public right-of-way. The least cost solution also diverts stormwater runoff from the south away from the waterfront area via an enhanced wetland that drains to the Waucoma Basin. The City Council authorized the City Engineer to investigate the creation of a LID to equitably allocate, at least a portion of, the anticipated \$4.05 million project to benefitted properties per Hood River Municipal Code (HRMC) 13.16. The City Council also directed staff to seek other outside sources of funding.

Only waterfront area properties that currently, or may in the future, attach to the replacement system are “specially benefitted” for purposes of the LID. This is even though stormwater from the downtown area runs through the existing system. The artificial creation of the waterfront district by the Army Corps of Engineers did not create a new and permanent responsibility for downtown properties to maintain waterfront stormwater infrastructure. This is consistent with Oregon water law that requires properties to accept rainwater that naturally flows downstream from higher properties.

The next step in the LID process is to accept the a report by the City Engineer (HRMC 13.16.030) and then make formal notice to affected property owners, hold a public hearing, and adopt a



preliminary LID Resolution (HRMC 13.16.040). The final LID assessment occurs after project completion.

## **Discussion**

The purpose of this work session is to answer City Council questions on available funding options, receive direction on a preferred funding mix that the City Council may wish to memorialize in the preliminary LID notice, and accept the attached City Engineer's report. Establishing preferred funding proportions are not controlling on the final assessment but they do communicate intentions to affected property owners.

City staff met with property owners identified for assessment in the attached City Engineers Report to solicit input on funding options. Hood River Distillers did not have availability to meet due in part to the COVID-19 outbreak. Additionally, the City was notified in early April that the Hood River Juice property recently changed ownership and there has not been time to meet with the new owners. Staff did meet with the prior Hood River Juice property owner. The City received formal responses on suggested funding mix from the Port of Hood River, but not any other affected property owners.

Below are summaries of funding sources. City staff intends to use the same excel based tool given to property owners to toggle different funding scenarios with the City Council during the work session.

### **State of Oregon Lottery Revenue | Amt: \$1,700,000 | Status: Secured**

Hood River's legislative delegation was successful in obtaining language in House Bill 5030 (2019) that authorizes the State Treasurer "to issue lottery bonds in an amount that produces \$1.7 million in net proceeds [...] to be transferred to the Oregon Business Development Department Distributions Fund [...] for distribution to the City of Hood River for replacement of the Hood River Waterfront storm line."

### **Local Improvement District | Amt. TBD | Status: City Council Determined**

The Hood River Municipal Code authorizes the City Council to apply the costs of public improvements proportionally to benefitted property owners. Assessments are secured by lien. Repayment periods can be up to 30-years. The City of Hood River's wastewater treatment plant is the largest parcel of the benefitted properties, meaning that the City's Sewer Fund will receive the largest assessment if a LID for the waterfront storm line is finalized.

### **Stormwater Utility Revenue | Amt. TBD | Status: City Council Determined**

The waterfront stormwater line replacement may also be funded with stormwater utility rate revenue. The Stormwater Fund does not have sufficient balance to contribute immediately. Instead, future stormwater revenues can be pledged to borrow funds for the project. Because this project was unanticipated, either other projects will have to be delayed or rates increased to accommodate the waterfront stormwater line replacement.

### **Urban Renewal | Amt. Approx. \$2,900,000 | Status: URA Board Determined**

Urban Renewal is a financing mechanism intended to remediate elements of blight that create obstacles to economic development in a defined geographic area. The waterfront urban renewal district was created in 2008 with a maximum indebtedness of \$5.75 million, of which approximately \$2.9 million remains available. The Waterfront Urban Renewal District paid for several odor control projects at the wastewater treatment plant, diagonal

parking on Portway, and the construction of Anchor way. Remaining projects identified in the plan are the reconstruction of riverside drive, administering a business recruitment campaign, additional spending trail connectivity and environmental remediation, most likely in the Nichols basin.

Failing infrastructure is a typical example of blight making the waterfront stormwater line relocation eligible for urban renewal funding. Urban Renewal Funds may also be used to help offset some of the private costs associated with reconnection into the replacement public stormwater line. However, making capital grants to private property owners may require a Waterfront Urban Renewal Plan amendment.

**State of Oregon DEQ Loan | Amt. \$500,000 | Status: Application Submit**

The Oregon DEQ Clean Water Revolving loan program is 50% refundable up to a maximum of \$500,000, for a total loan of \$1,000,000. The City applied for this program on April 10<sup>th</sup> and is awaiting acceptance. The Oregon DEQ helped finance the City's sewer outfall relocation project completed in 2016.

**USDA Rural Utility Service Loan | Amt. TBD | Status: Application in process**

The USDA Rural Utility Service (RUS) provides project assistance and financing to rural utilities. RUS loans are partially forgivable based on need and funding priorities. Initial discussions with the USDA suggest a 15% forgiveness rate for planning purposes, but this is variable. The City is in the process of completing the loan application which requires significant project reviews for compliance with federal rules. The City last used USDA funding for the Indian Creek Pump Station project completed in 2015.

**Timing Considerations**

Creation of a LID does not impact the City's ability to continue to pursue other sources of outside funding. The primary timing consideration is providing benefited properties with ample notice ahead of potential future assessments.

**Staff Recommendation:**

Provide City Council direction on the preferred allocation of funding burden between all available funding sources. Direct staff whether or not to move forward with LID notice, public hearing, and resolution.

**Fiscal Impact**

The waterfront stormwater line replacement project currently estimated at \$4.05 million in public system costs. The project is also anticipated to cost private property owners \$800,000 to rebuild their systems to reconnect to the new stormwater line.

**Suggested Motion:**

To be developed during the meeting. If the City Council chooses to continue in the process to form the LID, a motion to accept the City Engineer's Report attached to this coversheet will be required.

**Alternatives:**

City staff will walk through various funding proportions based on City Council discussions.

**Attachments:**

City Engineers Report

Image of blank excel spreadsheet tool that will be utilized during the work session

Port of Hood River Suggested Funding Distribution

Prior City Council presentation on the waterfront stormwater line project

# City Engineer's LID Report

## City of Hood River Engineer's Report

### For the formation of the Waterfront Stormwater Local Improvement District

#### Authority

On August 12, 2019, the City Council asked the City Engineer to prepare a report outlining the boundary, method of assessment, and potential cost of a Local Improvement District that could be used to fund improvements necessary to reduce stormwater flows to the City's waterfront area and relocate an aging and deteriorating stormwater piping system into public right of ways and public property.

Hood River Municipal Code gives the City council authority under Chapter 13, Section 13.16.010 (A)- Initiation to investigate a local improvement district;

The council may initiate any street, water, sewer, sidewalk, stormwater or other local improvement on its own motion or upon the petition of the owners of at least two-thirds of the property that will benefit specially from the improvement.

Per 13.16.020, the subsequent step in the formation of a Local Improvement District is:

The City Engineer shall make a written report for the proposed local improvement project.

#### Background

In November 2017, a sink hole appeared near and under the south side of Hood River Distiller's (HRD)'s building (Lot 103). Since this time, HRD, the Port of Hood River, and the City have investigated the condition of the Stormwater line under the HRD's facility. Investigations have revealed that the existing pipeline is in poor and failing condition. This pipeline was installed by the Corp of Engineers in conjunction with the expansion of the port waterfront area from Interstate 84 northward into the Columbia River and currently serves Riverside Drive, Anchor Way, and the western portion of the Port of Hood River area including parts of N 8<sup>th</sup> Street and Portway Avenue. The pipeline was constructed circa 1965. The pipe material is corrugated steel. Video images show that the pipeline suffers from deterioration due to corrosion. Furthermore, a portion of the pipeline under HRD's building has collapsed indicating complete structural failure in this portion of the pipeline, which is beyond the end of its design life. The pipeline is located approximately 20 feet below ground and is continually in a surcharged condition because it lays below the water surface elevation of the Columbia River Bonneville pool. This surcharged condition, combined with the pipeline's location under the HRD's building, makes repair and or replacement of the pipe impossible without exposing the structure above to the very real risk of damage either from the process of dewatering the area under the building or through forces that would undoubtedly be exerted on the structure above related to rehabilitation of the line, depending on the method employed. There is no viable access to this portion of the pipeline. The nearest manhole is located under the building and would not be able to be used for the purposes of repairing the pipeline.

This same pipeline crosses under the Hood River Juice Facility (Lot 108), a warehouse facility (Lot 112), and portions of the City's wastewater treatment plant (WWTP). Due to the age of the pipeline and based upon the observed condition of the pipe under portions of the HRD building, it is reasonable to anticipate that additional structural failure along the storm line will also occur in the near future. Therefore, the Hood River Juice facility on Lot 108 and the warehouse on Lot 112 are exposed to the same risks and potential damage that the HRD facility now faces. Similarly, repair of the stormwater line under these facilities would also expose the facilities

above to the risk of structural damage. Failure of the aging pipeline within the area of City's WWTP could place their secondary clarifiers and aeration basins at risk as well as their new ultraviolet disinfection building which are all built near the pipeline. In addition, the means, methods, and equipment owned and operated by the City for stormwater pipeline maintenance and cleaning are rendered ineffectual by the submerged conditions and limited access of the existing pipeline.

The City's Engineering Department has evaluated alternative stormwater solutions to remedy these issues. The recommended solution will bypass the stormwater around HRJ's and HRD's facilities westward along Riverside Drive and then northward along North 8<sup>th</sup> Street through a new stormwater outfall into the Columbia River. The project will be broken into phases. The first phase will address the immediate risk to the HRD building by bypassing the existing stormwater pipe around the HRD's facility and connecting it back into the existing stormwater line in North 8<sup>th</sup> Street. The second phase involves rerouting the stormwater that flows from the south under interstate 84 to the west under the I84 Bridges that cross the Union Pacific Railroad. The second phase will allow the pipes in the third and fourth phase to be smaller in diameter and buried at a shallower depth. The third phase will bypass stormwater around the Hood River Juice Facility and rebuild the collection system on Hood River Juice's and Shepherds' property (Lot 120 and 134). The last phase will build the stormwater line northward from the existing stormwater line in 8<sup>th</sup> Street to the intersection of Portway Avenue and then northward along the west side of the Waterfront Park to a relocated outfall in the Columbia River. Thus, the new pipeline solution would re-route all the area's stormwater from under the current buildings and from the City's WWTP facilities and place the pipe in public rights of ways or public property at a shallower depth.

### **Cost of Proposed Improvements**

An alternatives analysis was performed to evaluate various options to repair or mitigate the failing corrugated metal stormwater pipe which has sections under the HRD, HRJ, and the Port owned warehouse serving the properties identified in Figure 3. Various alternatives were evaluated and rated in terms of the alternative's benefits and costs. In addition, phasing options were identified to provide immediate corrective action for the failing pipe under HRJ, while providing additional time to move the rest of the stormwater line out from under other buildings and into the public right of way. The cost of the preferred option identified in the alternatives analysis was broken into four phases. Phase 1 includes building a section of storm line around the HRD building in Riverside Drive and in 8th Street. Phase 2 involves plugging the ODOT culverts under I84 and creating drainage westward to the drainage which passes to the Columbia River under the I84 Bridge. Phase 3 includes building new Stormwater line along the eastern portion of Riverside Drive and Anchor Way along the frontage of HRJ and Sheppard's. The final phase, Phase 4, involves building a new stormwater line from the middle of 8th Street north to a relocated stormwater outfall into the Columbia River between the Waterfront Park and Port property.

The estimated probable cost of the project is \$4.004 million. This estimate of probable cost includes: legal, administrative, permitting, and engineering costs attributable to the projects.

### **Proposed Local Improvement District Boundary and Participants**

The contributing area that flows through the failing pipeline installed by the army corps of engineers (USACE) includes much of the waterfront Port area, ODOT's right of way (ROW) and freeway, Union Pacific Railroad's ROW, and a portion of the City's central business district (CBD). As noted above, failure of the USACE

stormwater line could cause structural damage to the HRJ, HRD, or Port building as well as facilities in the City's WWTP depending on the location of the failure. Furthermore, local flooding caused by a collapsed pipe could cause damage to other structures not directly over the failed pipeline in the waterfront area. In addition to flooding in the waterfront area, if the USACE pipe failed, water would collect in the swale area between the UPRR and Interstate 84 and then flow to the westward into an existing pond area, under the interstate 84 bridge between the UPRR and the waterfront spur track. The stormwater would then flow northward under the railroad spur into the body of water inside the Port's hook area, which is connected to the Columbia River. No flooding would occur in the downtown area, on the railroad, or on the freeway. Therefore, the properties benefited from the removal, replacement, and realignment of the existing USACE stormwater line (Phase 1, 3, and 4) are the properties currently being served by it in the waterfront area. Phase 2, the removal of stormwater that flows into the slough from the downtown area, also benefits the port area properties directly and does not benefit the downtown area or the UPRR or Freeway. The Phase 2 project benefits the properties in the waterfront area by reducing the new stormwater pipe size and by allowing the pipe to be built at a shallower depth in Phase 1, 3, and 4, thereby reducing overall project costs as opposed to continuing to flow water under Interstate 84.

In realigning the USACE pipeline and making the pipe shallower, additional costs will be incurred to connect existing properties to the new stormwater pipeline. These stormwater pipe modifications will occur on private property and are not included in the proposed local improvement district. The methods, means, and timing for improvements on the private properties necessary for the parcels to connect to the new stormwater system will be the owners' responsibility for effecting and paying, absent other sources of eligible funding unrelated to a Local Improvement District.

The City Engineer recommends that the parcels located in the waterfront area connected or planned to be connected to the existing USACE stormwater pipe shall share in the cost of the local improvement district. Figure 1 shows the overall stormwater area that drains into the failed USACE waterfront stormwater pipe. Figure 1 also shows the boundary of the proposed local improvement district. Figure 2 presents the map showing the general nature, location and extent of the proposed improvements. Figure 3 shows the location of the proposed parcels to be assessed in the proposed local improvement district for the payment of the proposed stormwater improvements.

#### **Method of Assessment and Unit Cost Recommendation**

The City Engineer has determined that the most equitable method of assessing cost sharing for the projects is on an area unit basis. The properties within the proposed LID which benefit and should be required to contribute to the cost of the project total 33.35 acres. The unit cost of the project is \$120,074 per acre. A detail cost estimate of the project, broken down by the four phases, is presented in Appendix A.

#### **Description of Land Benefitted by Proposed Improvements**

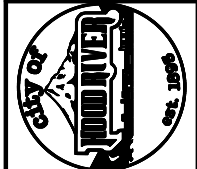
Appendix B presents the description and assessed value of each lot, parcel of land, or portion thereof, to be specially benefited by the improvement, with the names of the record owners.

#### **A Statement of Outstanding Assessments Against the Property to be Assessed**

The City engineer has determined that there are no outstanding assessments against the properties that are proposed to be assessed.

# FIGURES

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**BELL DESIGN COMPANY**  
 CIVIL ENGINEERING LAND SURVEYING  
 900 WEST STEUBEN STREET, P.O.B. 308, HODGSON, WA 97035  
 PHONE: (504) 443-3886 FAX: (504) 443-3885  
 belldesigncompany.com



**AREA OF INFLUENCE**  
 WATERFRONT STORMLINE  
 RELOCATION PROJECT  
 HOOD RIVER OREGON

JOB NO.	18B130 T182
DATE	10/23/19
DRAWN BY	CTB
CHECKED BY	SWB
REVISIONS	DATE
RECORD DRAWINGS	DATE



SHEET NO.  
**34** FIG. 1



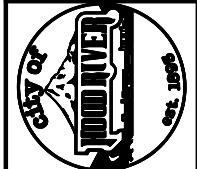
LID BOUNDARY

AREA DRAINING TO  
 OR THROUGH THE  
 EXISTING WATERFRONT  
 STORMLINE

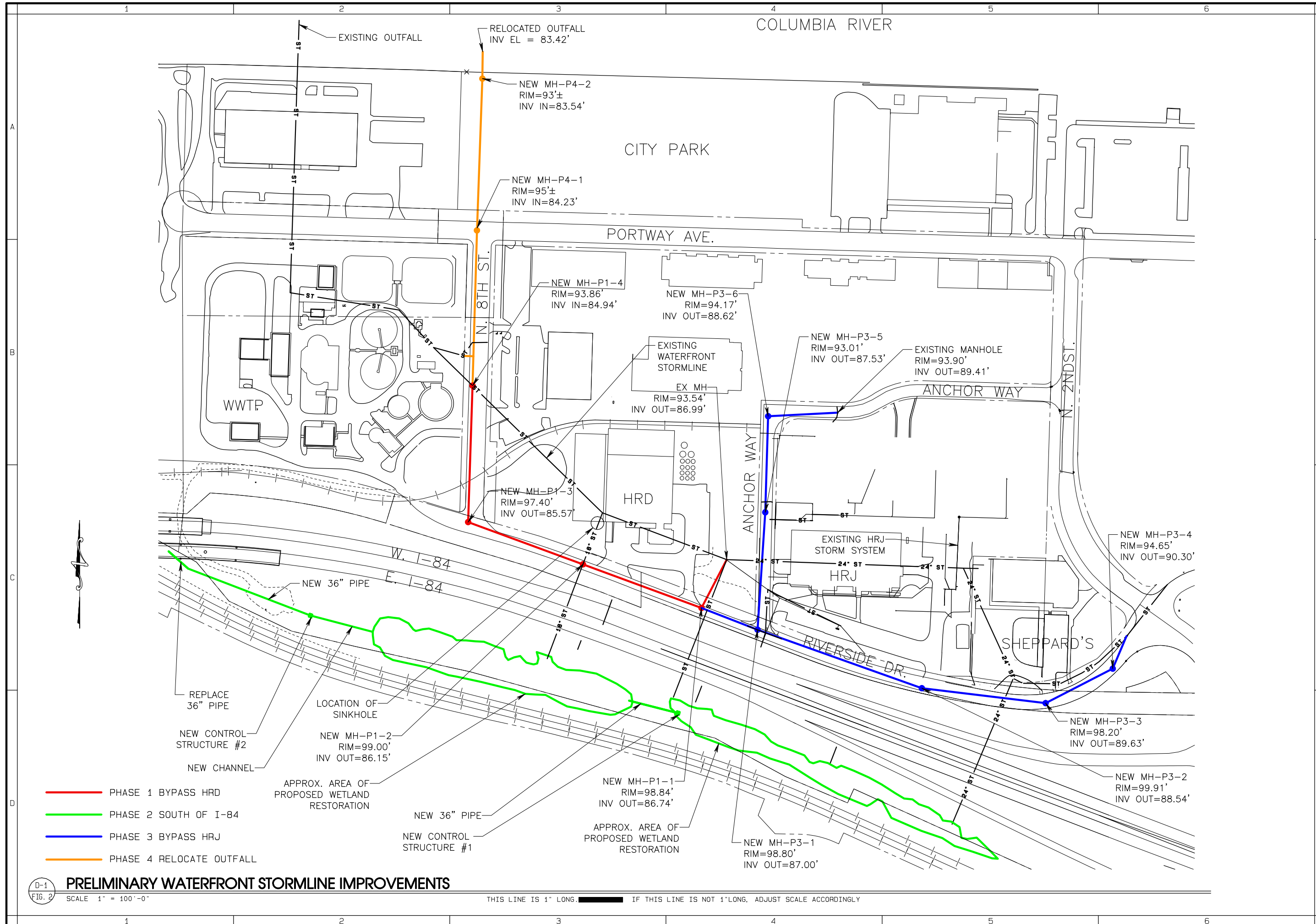
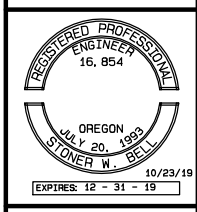
D-1 AREA OF INFLUENCE  
 FIG. 1 NTS

THIS LINE IS 1" LONG. IF THIS LINE IS NOT 1" LONG, ADJUST SCALE ACCORDINGLY



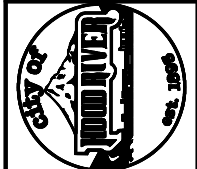


JOB NO.	18B130 T182
DATE	10/23/19
DRAWN BY	CTB
CHECKED BY	SWB
REVISIONS	DATE
RECORD DRAWINGS	DATE



**D-1 PRELIMINARY WATERFRONT STORMLINE IMPROVEMENTS**  
 FIG. 2 SCALE 1" = 100'-0"

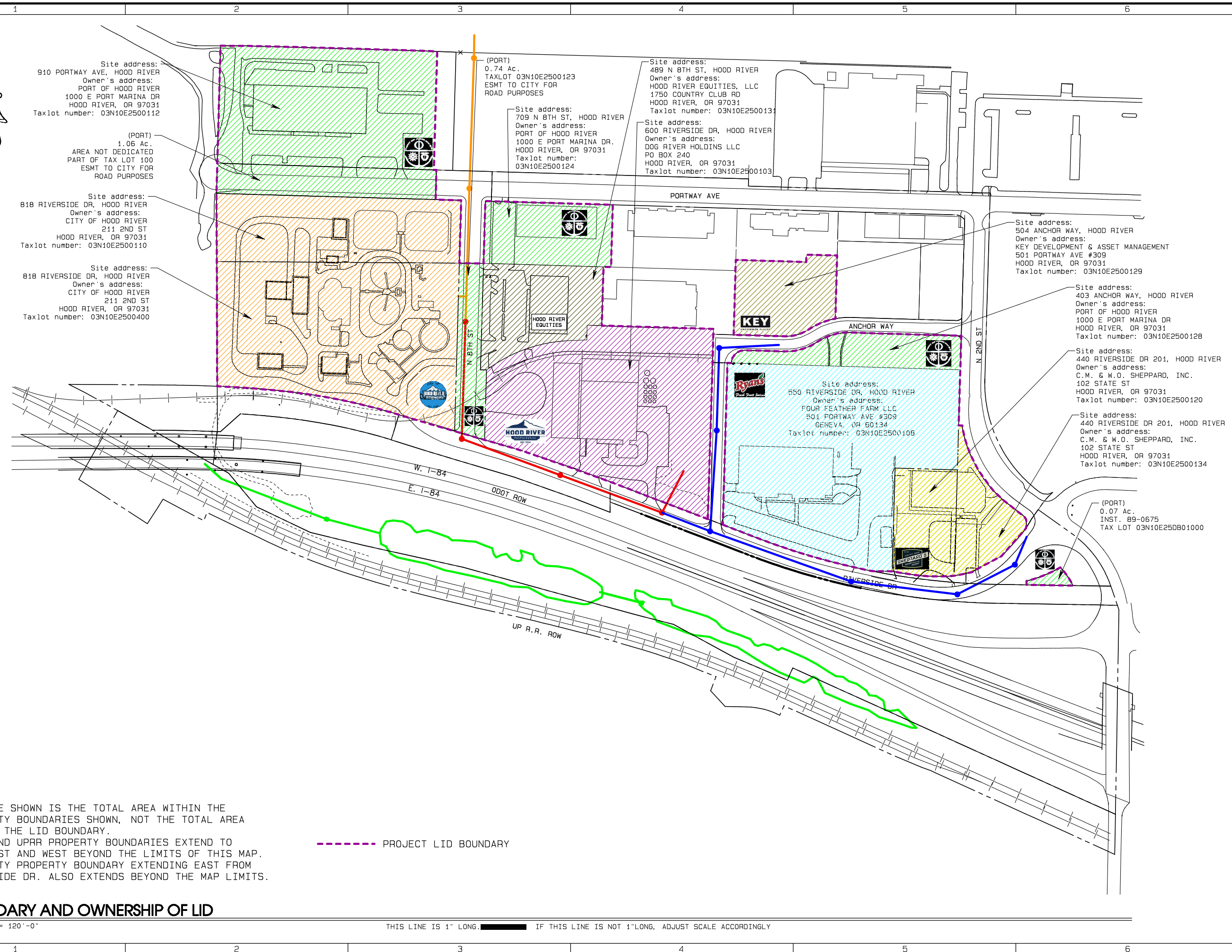
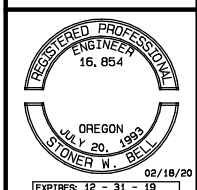
THIS LINE IS 1" LONG. IF THIS LINE IS NOT 1" LONG, ADJUST SCALE ACCORDINGLY



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**BOUNDARY AND OWNERSHIP OF LID**  
**WATERFRONT STORMLINE**  
**RELOCATION PROJECT**  
 HOOD RIVER OREGON

JOB NO.	18B130 T182
DATE	02/18/20
DRAWN BY	CTB
CHECKED BY	SWB
REVISIONS	DATE
RECORD DRAWINGS	DATE



NOTE:  
 -ACREAGE SHOWN IS THE TOTAL AREA WITHIN THE  
 PROPERTY BOUNDARIES SHOWN, NOT THE TOTAL AREA  
 WITHIN THE LID BOUNDARY.  
 -ODOT AND UPRR PROPERTY BOUNDARIES EXTEND TO  
 THE EAST AND WEST BEYOND THE LIMITS OF THIS MAP.  
 THE CITY PROPERTY BOUNDARY EXTENDING EAST FROM  
 RIVERSIDE DR. ALSO EXTENDS BEYOND THE MAP LIMITS.

D-1  
 FIG. 3  
 SCALE 1" = 120'-0"

THIS LINE IS 1" LONG. IF THIS LINE IS NOT 1" LONG, ADJUST SCALE ACCORDINGLY

# APPENDIX A

## DETAILED COST ESTIMATE

**ENGINEER'S ESTIMATE OF COSTS SUMMARY  
CITY OF HOOD RIVER  
WATERFRONT STORMLINE RELOCATION PROJECT**

Phase	Construction	Contingency	Engineering	Admin.	Permitting	Total Project
Do not install temporary bypass system prior to construction of a gravity system to collect flows. Raise HRJ's stormwater collection system so the public system can be installed at a shallower depth.						
Phase 1 - Bypass HRD	\$ 1,091,175.00	\$ 218,235.00	\$ 261,882.00	\$ 65,470.50		\$ 1,636,762.50
Phase 2 - South of I84	\$ 267,675.00	\$ 53,535.00	\$ 64,242.00	\$ 16,060.50	\$ 65,000.00	\$ 466,512.50
Phase 3 - Bypass HRJ	\$ 822,083.33	\$ 164,416.67	\$ 197,300.00	\$ 49,325.00		\$ 1,233,125.00
Phase 4 - Relocate Outfall	\$ 378,725.00	\$ 75,745.00	\$ 90,894.00	\$ 22,723.50	\$ 100,000.00	\$ 668,087.50
				<b>Total Alternative #3b Cost</b>		<b>\$ 4,004,487.50</b>

**ENGINEER'S ESTIMATE OF COSTS**

**CITY OF HOOD RIVER**

**WATERFRONT STORMLINE RELOCATION PROJECT**

**PHASE 1 - BYPASS HRD: INSTALL NEW STORMWATER PIPES FROM HRD EAST MH TO NEW 8TH ST.  
MH (RAISE HRJ STORM SYSTEM IN PHASE 3)**

Item	Qty	Units	Unit Cost	Total Project Cost
<b>General Project Costs</b>				
Mobilization	1	LS	\$ 52,800.00	\$ 52,800.00
Traffic Control	1	LS	\$ 62,200.00	\$ 62,200.00
Erosion Control	1	LS	\$ 9,600.00	\$ 9,600.00
Pollution Control Plan	1	LS	\$ 500.00	\$ 500.00
Construction Survey Work	1	LS	\$ 9,600.00	\$ 9,600.00
			<b>Total General Project Costs</b>	<b>\$ 134,700.00</b>
<b>Gravity Pipe</b>				
36" Concrete Pipe and Fittings, ACP	880	LF	\$ 670.00	\$ 589,600.00
36" Concrete Pipe and Fittings, Gravel	125	LF	\$ 275.00	\$ 34,375.00
Bore Under Rail Road	1	LS	\$ 100,000.00	\$ 100,000.00
Core and Grout MH	1	LS	\$ 2,000.00	\$ 2,000.00
New 72" Manhole 12-13 ft Deep	3	EA	\$ 15,000.00	\$ 45,000.00
New 72" Manhole 20 ft Deep	1	EA	\$ 40,000.00	\$ 40,000.00
4" ACP, Half Street	264	TON	\$ 250.00	\$ 66,000.00
			<b>Total Gravity Pipe</b>	<b>\$ 876,975.00</b>
<b>Plug Manhole</b>				
Clean MH and Plug 36" Pipe	1	LS	\$ 6,000.00	\$ 6,000.00
Remove & Dispose MH Cone Section	1	LS	\$ 1,500.00	\$ 1,500.00
Replace MH Cone Section	1	LS	\$ 1,500.00	\$ 1,500.00
			<b>Total Plug Manhole</b>	<b>\$ 9,000.00</b>
<b>Seal Manhole at WWTP</b>				
Remove & Dispose MH Cone Section	1	LS	\$ 1,500.00	\$ 1,500.00
Install MH Section & Flat Top	1	LS	\$ 2,000.00	\$ 2,000.00
Install Steel Plate	1	LS	\$ 7,000.00	\$ 7,000.00
CB Pipe Modification	1	LS	\$ 1,000.00	\$ 1,000.00
Initial Pumping of Line	1	LS	\$ 4,000.00	\$ 4,000.00
			<b>Total Seal Manhole at WWTP</b>	<b>\$ 15,500.00</b>
<b>Pipe Abandonment</b>				
Abandon Old Storm System, Fill Pipes	550	LF	\$ 100.00	\$ 55,000.00
			<b>Total Pipe Abandonment</b>	<b>\$ 55,000.00</b>
			<b>Total Construction Cost</b>	<b>\$ 1,091,175.00</b>
			<b>Contingency (20%)</b>	<b>\$ 218,235.00</b>
				<b>\$ 1,309,410.00</b>
			<b>Engineering (20%)</b>	<b>\$ 261,882.00</b>
			<b>Administration and Legal (5%)</b>	<b>\$ 65,470.50</b>
			<b>Total Project Cost</b>	<b>\$ 1,636,762.50</b>

**ENGINEER'S ESTIMATE OF COSTS  
CITY OF HOOD RIVER  
WATERFRONT STORMLINE RELOCATION PROJECT**

**PHASE 2 - SOUTH OF I-84: PLUG THE EXISTING PIPES UNDER I-84 AND REROUTE STORMWATER  
FLOWS TO THE WEST**

Item	Qty	Units	Unit Cost	Total Project Cost
<b>General Project Costs</b>				
Mobilization	1	LS	\$ 16,900.00	\$ 16,900.00
Erosion Control	1	LS	\$ 9,500.00	\$ 9,500.00
Pollution Control Plan	1	LS	\$ 500.00	\$ 500.00
Construction Survey Work	1	LS	\$ 2,400.00	\$ 2,400.00
			<b>Total General Project Costs</b>	<b>\$ 29,300.00</b>
<b>West Outlet</b>				
36" Concrete Pipe and Fittings, Native	305	LF	\$ 275.00	\$ 83,875.00
36" Pipe Replacement	60	LF	\$ 225.00	\$ 13,500.00
Construct Channel, W/Rip Rap	140	LF	\$ 200.00	\$ 28,000.00
Control Structure	1	EA	\$ 40,000.00	\$ 40,000.00
			<b>Total Gravity Pipe</b>	<b>\$ 165,375.00</b>
<b>East Outlet</b>				
36" ADS Pipe and Fittings, Native	120	LF	\$ 275.00	\$ 33,000.00
Control Structure	1	EA	\$ 40,000.00	\$ 40,000.00
			<b>Total Gravity Pipe</b>	<b>\$ 73,000.00</b>
			<b>Total Construction Cost</b>	<b>\$ 267,675.00</b>
			<b>Contingency (20%)</b>	<b>\$ 53,535.00</b>
				<b>\$ 321,210.00</b>
			<b>Engineering (20%)</b>	<b>\$ 64,242.00</b>
			<b>Administration and Legal (5%)</b>	<b>\$ 16,060.50</b>
			<b>Permitting</b>	<b>\$ 65,000.00</b>
			<b>Total Project Cost</b>	<b>\$ 466,512.50</b>

**ENGINEER'S ESTIMATE OF COSTS  
CITY OF HOOD RIVER  
WATERFRONT STORMLINE RELOCATION PROJECT**

**PHASE 3 BYPASS HRJ: INSTALL NEW STORMWATER PIPES ALONG ANCHOR WAY AND RIVERSIDE DR. FROM 2ND ST. TO NEW MANHOLE NEAR HRD. HRJ STORM SYSTEM WILL NEED TO BE RAISED**

Item	Qty	Units	Unit Cost	Total Project Cost
<b>General Project Costs</b>				
Mobilization	1	LS	\$ 41,000.00	\$ 41,000.00
Traffic Control	1	LS	\$ 46,800.00	\$ 46,800.00
Erosion Control	1	LS	\$ 7,200.00	\$ 7,200.00
Pollution Control Plan	1	LS	\$ 500.00	\$ 500.00
Construction Survey Work	1	LS	\$ 7,200.00	\$ 7,200.00
			<b>Total General Project Costs</b>	<b>\$ 102,700.00</b>
<b>Gravity Pipe (ROW only)</b>				
15" 3034 PVC Pipe and Fittings, ACP	455	LF	\$ 170.00	\$ 77,350.00
18" 3034 PVC Pipe and Fittings, ACP	780	LF	\$ 150.00	\$ 117,000.00
18" 3034 PVC Pipe and Fittings, Concrete	315	LF	\$ 145.00	\$ 45,675.00
24" Concrete Pipe and Fittings, ACP	270	LF	\$ 210.00	\$ 56,700.00
30" Concrete Pipe and Fittings, ACP	135	LF	\$ 615.00	\$ 83,025.00
Reconnect Catch Basins	4	EA	\$ 1,000.00	\$ 4,000.00
Core and Grout Existing MH	1	LS	\$ 2,000.00	\$ 2,000.00
New 48" Manhole 6-12 ft Deep	6	EA	\$ 6,000.00	\$ 36,000.00
New 72" Manhole 12 ft Deep	1	EA	\$ 15,000.00	\$ 15,000.00
8" Concrete Removal	210	SY	\$ 80.00	\$ 16,800.00
8" Concrete Replacement	47	CY	\$ 500.00	\$ 23,333.33
4" ACP, 725 lf Half Street, 700 lf Full Street	702	TON	\$ 250.00	\$ 175,500.00
Removal/Decommission Manholes	11	EA	\$ 2,000.00	\$ 22,000.00
			<b>Total Gravity Pipe</b>	<b>\$ 674,383.33</b>
<b>Pipe Abandonment</b>				
Abandon Old Storm System, Fill Pipes	450	LF	\$ 100.00	\$ 45,000.00
			<b>Total Pipe Abandonment</b>	<b>\$ 45,000.00</b>
			<b>Total Construction Cost</b>	<b>\$ 822,083.33</b>
			<b>Contingency (20%)</b>	<b>\$ 164,416.67</b>
				<b>\$ 986,500.00</b>
			<b>Engineering (20%)</b>	<b>\$ 197,300.00</b>
			<b>Administration and Legal (5%)</b>	<b>\$ 49,325.00</b>
			<b>Total Project Cost</b>	<b>\$ 1,233,125.00</b>

**ENGINEER'S ESTIMATE OF COSTS  
CITY OF HOOD RIVER  
WATERFRONT STORMLINE RELOCATION PROJECT**

**PHASE 4 - RELOCATE OUTFALL: INSTALL NEW STORMWATER PIPES ALONG 8TH ST. FROM NEW  
MANHOLE TO COLUMBIA RIVER**

Item	Qty	Units	Unit Cost	Total Project Cost
<b>General Project Costs</b>				
Mobilization	1	LS	\$ 21,400.00	\$ 21,400.00
Traffic Control	1	LS	\$ 21,400.00	\$ 21,400.00
Erosion Control	1	LS	\$ 3,300.00	\$ 3,300.00
Pollution Control Plan	1	LS	\$ 500.00	\$ 500.00
Construction Survey Work	1	LS	\$ 3,300.00	\$ 3,300.00
<b>Total General Project Costs</b>				<b>\$ 49,900.00</b>
<b>Gravity Pipe</b>				
10" 3034 PVC Pipe and Fittings, ACP	20	LF	\$ 60.00	\$ 1,200.00
36" Concrete Pipe and Fittings, ACP	375	LF	\$ 310.00	\$ 116,250.00
36" Concrete Pipe and Fittings, Native	350	LF	\$ 305.00	\$ 106,750.00
Reconnect Catch Basins	1	EA	\$ 1,000.00	\$ 1,000.00
Core and Grout MH and Plug Ex. Outlet	1	LS	\$ 5,000.00	\$ 5,000.00
New 72" Manhole 10 ft Deep	2	EA	\$ 12,000.00	\$ 24,000.00
4" ACP, Half Street	118.5	TON	\$ 250.00	\$ 29,625.00
<b>Total Gravity Pipe</b>				<b>\$ 283,825.00</b>
<b>Near-Water Work</b>				
Turbidity Curtain	1	LS	\$ 5,000.00	\$ 5,000.00
36" ADS Pipe and Fittings, Riprap	40	CF	\$ 1,000.00	\$ 40,000.00
<b>Total Near-Water Work</b>				<b>\$ 45,000.00</b>
<b>Total Construction Cost</b>				<b>\$ 378,725.00</b>
<b>Contingency (20%)</b>				<b>\$ 75,745.00</b>
				<b>\$ 454,470.00</b>
<b>Engineering (20%)</b>				<b>\$ 90,894.00</b>
<b>Administration and Legal (5%)</b>				<b>\$ 22,723.50</b>
<b>Permitting (\$30,000 - \$100,000)</b>				<b>\$ 100,000.00</b>
<b>Total Project Cost</b>				<b>\$ 668,087.50</b>



# APPENDIX B

## ASSESSED VALUE OF EACH LOT

Address	Owner (City, Port, etc.)	Taxlot Number	Size (Acres)	Assessed Value	% of Area	Est. Share (\$)
550 RIVERSIDE DR, HOOD RIVER	Hood River Juice	03N10E2500108	6.17	\$ 12,389,360	18.5	\$ 740,860.21
504 ANCHOR WAY, HOOD RIVER	Key Development	03N10E2500129	1.19	\$ 519,670	3.6	\$ 142,888.76
403 ANCHOR WAY, HOOD RIVER	Port of Hood River	03N10E2500128	0.96	\$ -	2.9	\$ 115,271.60
489 N 8TH ST, HOOD RIVER	Hood River Equities	03N10E2500131	1.58	\$ 2,293,000	4.7	\$ 189,717.85
600 RIVERSIDE, HOOD RIVER	Hood River Distillers	03N10E2500103	5.11	\$ 1,638,790	15.3	\$ 613,581.14
709 N 8TH ST, HOOD RIVER	Port of Hood River	03N10E2500124	1.28	\$ -	3.8	\$ 153,695.47
910 PORTWAY AVE, HOOD RIVER	Port of Hood River	03N10E2500112	4.14	\$ -	12.4	\$ 497,108.79
818 RIVERSIDE DR, HOOD RIVER	City of Hood River	03N10E2500110	2.60	\$ -	7.8	\$ 312,193.93
818 RIVERSIDE DR, HOOD RIVER	City of Hood River	03N10E2500400	6.52	\$ -	19.6	\$ 782,886.31
440 RIVERSIDE DR 201, HOOD RIVER	Sheppard's	03N10E2500134	0.48	\$ 133,400	1.4	\$ 57,635.80
440 RIVERSIDE DR 201, HOOD RIVER	Sheppard's	03N10E2500120	1.45	\$ 2,185,180	4.3	\$ 174,108.15
Portway Ave	Port of Hood River	03N10E2500100	1.06	\$ -	3.2	\$ 127,279.06
N 8th St	Port of Hood River	03N10E2500123	0.74	\$ -	2.2	\$ 88,855.19
Riverside Dr and N 2nd St Intersection	Port of Hood River	03N10E25DB01000	0.07	\$ -	0.2	\$ 8,405.22
<b>Project Totals:</b>			<b>33.35</b>	<b>\$ 19,159,400</b>	<b>100.0</b>	<b>\$ 4,004,487.50</b>

	Maximum Available to Allocate	Project Cost		Available to Allocate
		\$ 4,004,488 Public	\$ 803,461 Private	
DEQ CWSRF	\$ 1,000,000		Not Eligible	\$ 1,000,000
USDA RUS Loan/Grant	4,004,488		Not Eligible	4,004,488
OR Lottery Revenue	1,700,000		-	1,700,000
Local Improvement Dist.	4,004,488		Not Eligible	4,004,488
Urban Renewal	2,900,000			2,900,000
Land Owners	803,461	Not Eligible		803,461
Stormwater Utility	4,004,488	-	Not Eligible	4,004,488
<b>Funding Gap</b>		<b>\$ (4,004,488)</b>	<b>\$ (803,461)</b>	
<b>Funded Status</b>		<b>0%</b>	<b>0%</b>	

	Acres	Financial Impact		Total
		Public	Private	
City of Hood River WWTP	9.12	\$ -	\$ -	\$ -
Hood River Distillers	5.11	-	-	-
Hood River Equities	1.58	-	-	-
Hood River Juice	6.17	-	-	-
Key Development	1.19	-	-	-
Port of Hood River	8.25	-	-	-
Sheppard's	1.93	-	-	-
	<b>33.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

	Maximum Available to Allocate	Project Cost		Available to Allocate
		\$ 4,004,488 Public	\$ 803,461 Private	
DEQ CWSRF	\$ 1,000,000	\$ 1,000,000	Not Eligible	\$ -
USDA RUS Loan/Grant	3,004,488	3,004,488	Not Eligible	-
OR Lottery Revenue	1,700,000	1,700,000	-	-
Local Improvement Dist.	4,004,488	453,815	Not Eligible	3,550,673
Urban Renewal	2,900,000	900,000	-	2,000,000
Land Owners	803,461	Not Eligible	803,461	-
Stormwater Utility	4,004,488		Not Eligible	4,004,488
<b>Funding Gap</b>		<b>\$ 0</b>	<b>\$ -</b>	
<b>Funded Status</b>		<b>100%</b>	<b>100%</b>	

	Acres	Financial Impact		Total
		Public	Private	
City of Hood River WWTP	9.12	\$ 124,102	\$ -	\$ 124,102
Hood River Distillers	5.11	69,535	29,400	98,935
Hood River Equities	1.58	21,500	-	21,500
Hood River Juice	6.17	83,959	599,911	683,870
Key Development	1.19	16,193	-	16,193
Port of Hood River	8.25	112,263	147,450	259,713
Sheppard's	1.93	26,263	26,700	52,963
	<b>33.35</b>	<b>\$ 453,815</b>	<b>\$ 803,461</b>	<b>\$ 1,257,276</b>

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

Council: Mayor Kate McBride, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta (arrived 6:07 p.m.), Erick Haynie

Staff: City Manager Rachael Fuller, City Attorney Dan Kearns, Finance Director/ACM Will Norris, Planning Director Dustin Nilsen, Fire Chief Leonard Damian, Police Chief Neal Holste, City Recorder Jennifer Gray

Absent: Gladys Rivera

**I CALL TO ORDER** – Cell Phone Reminder – 6:02 p.m.

Land Acknowledgement Statement and Pledge of Allegiance

**II BUSINESS FROM THE AUDIENCE**

Heidi Venture, Hood River, OR - She thanked Council for participating in the Orange Couch event at Volcanic Bottle Shoppe. It was a good thing for Council to do. She congratulated Council on the purchase of land on Rand Road. She is happy that Council is taking steps to make affordable housing happen. She lives in a house built by Mike Kitts, if she had not bought her home when she did, she would have had to moved away long ago. She worked with a lot of non-profits in town, helping with fundraising and board development. She has been a part of many difficult meetings regarding housing. It is important to provide housing for people who do good work. She encourages Council to make all of the seven acres into as much housing as they can, for people who work and live in Hood River.

Dan Ball, City Tree Committee – He wanted to give Council an update from the City Tree Committee. The City has been awarded the Tree City USA Award. This is the 8<sup>th</sup> year of receiving this award. One of the requirements to be a Tree City is to hold an Arbor Day Celebration. They are working with the Downtown Business Association and coordinating with the Columbia Gorge Climate Action Network. CGCA is organizing Earth Month for April and the Tree Committee will be working with them on events. The Tree Committee will be giving away trees and educating the public the proper maintenance and planting of trees. A booster grant was received by the Oregon Community Trees Group; that will help facilitate the Arbor Week events.

Mayor McBride confirmed Council will approve the Arbor Day Proclamation during Mayor Call.

**III PRESENTATIONS**

1. City of Hood River 125<sup>th</sup> Anniversary, Arthur Babitz  
Babitz presented a PowerPoint presentation to Council regarding the history of the City of Hood River. The PowerPoint has been added to the record. To listen to the full presentation, the audio is available on the City's meeting/calendar webpage.

## **WORK SESSION**

**IV OPEN WORK SESSION – 6:23 p.m.**

**V AGENDA ADDITIONS OR CORRECTIONS**

**VI DISCUSSION ITEMS**

1. Consolidated Schedule of Fees, Rates, and Charges for FY2020-21  
(Resolution No. 2020-03), W. Norris

Background: Fee supported services typically benefit an individual, business, or group. Because these services provide a discreetly assignable benefit, communities often seek to recover costs through user charges. This allows general revenues to be directed to funding services performed for the community as a whole.

The City of Hood River annually adjusts user fees, rates and charges at this time each year in preparation for the budget process. Each department has reviewed their charges for services on the attached Consolidated Fee Schedule and requested revisions as appropriate for FY2020-21.

Discussion: Proposed changes to FY2020-21 Fees, Rates, and Charges include:

### **Inflation Adjustment**

Consistent with Budget Preparation Resolution 2016-09, except where prohibited fees are increased by inflation based on the Western States Consumer Price Index for Urban Wage Earners (CPI-W) which was 2.8% in 2019. Increases to System Development Charges of 1.8% are based on the Engineering New-Record Construction Cost Index. Incrementally increasing fees in alignment with an appropriate inflation index helps charges remain stable on a real dollar basis overtime and lessens the need for large periodic fee revisions.

### **Transition Monthly Parking Lot Permit Fees to “Market Rate”**

The adopted Downtown Parking Study and Plan includes the guiding principle of targeting 85% occupancy through price signals and new capacity, noting that new capacity can be generated by alternative transportation options. Three (3) of the City’s four (4) permit parking lots (Cascade Lot, State Street Lot, and Front Street Lot) have been continuously sold out for as long as the City has parking permit sale records. In the last two-years, even the City’s largest permit parking lot (Columbia Lot) has started to sell out during the winter months. This indicates that the City is not charging the market clearing rate for permitted parking. It is possible this practice has reduced overall downtown capacity because private lot owners have limited financial incentive to open their lots to monthly parkers when the City charges artificially low rates.

The FY2020-21 Consolidated Fee Schedule increases monthly parking lot fees to the nearest \$5 increment with the intention to increase by \$5 annually until the respective lots are not sold out for more than 75% of the year. This change is anticipated to generate between \$10,000 - \$15,000 annually. The City is in staff-level discussions with Columbia Area Transit to develop options for this additional revenue to provide reduced cost transit options for downtown workers. These options will be presented at a future City Council meeting or as part of the 2020-21 Budget process. *Line Item(s) 175, 185-188*

### Inclusion of Prior Existing Fees

The initiative to create a consolidated city-wide fee schedule started in 2014. Prior this, fees were adjusted on a sporadic and isolated basis. Periodically fees still left out of the city-wide schedule are identified. The FY2020-21 includes the addition of the prior existing Commercial stormwater System Development Charge which is assessed on a per square foot of impervious surface for new developments. Several application “extension” fees referenced in the municipal code, but not listed in the Comprehensive Fee Schedule, are added. Specifically, these are “Minor Partition Extension” (HRMC 16.08.010.C.3), “Property Line Adjustment Extension” (HRMC 16.08.070.E) and “Subdivision Extension” (HRMC 16.08.010.C3). *Line Item(s) 267, 227, 326, & 450*

Councilor Zanmiller asked about the parking fees. He said this seems like a “baby step.” What was discussed at the parking subcommittee was increasing the street fees, if needed to squeeze “the balloon.” He had expected a more “knob turning” on the parking lot fees than what is indicated on the fee schedule. He does not believe this is the time to discuss this. Once they have a policy the fees can be adjusted. He looks forward to that discussion.

Norris added the goal is to not have City parking lots permanently sold out all year long; raise the price up to meet its value. Revenues can be used with the City’s partners. There could be some options to create some enhanced public transit downtown with the money accrued with the increased fees. This is not a revenue generating tactic, it is truly a supply and demand balancing strategy.

There was discussion regarding parking ticket fees. Fuller stated they need to think about what they are trying to accomplish with the fees. If the City does not have something right, that is what they need to hear. It can be discussed now or when staff brings the operations and management issues back for a status update, where things are headed. As better data is collected, changes can be made to the numbers or metrics so the City can achieve what they are trying to accomplish.

Fuller stated there have been significant and important financial decisions made by previous Councils. It is important they do not fall behind on the rate structure. Give the decisions that have been made, she and Norris feel confident they are in a good place to start tackling some of those issues.

Councilor Coughlin asked about the 5000-gallon usage on the utility bill. He believes it would be useful to know what the distribution of water usage is for residents. He would like to see if the 5000-gallon limit is reasonable.

Norris stated the rates do match the cost structure. The City’s water comes out of the ground drinkable and flows down pipes to get to the City. All the costs are fixed. The cost is really building up the fixed system to be sufficient to handle the number of units in the City, not really the amount of water each of them uses. It is really the privilege to hook into the water system that is being paid for.

Mayor McBride suggested Council can have a larger discussion when the rate study is completed, on conservation of water and infrastructure needs. She asked that be added to the list, for later discussion.

Fuller stated Council can make changes to any of the fees this evening. Staff will be testing some of the fees to see where the market is and collecting data. It will take some time, but staff will report back.

Mayor McBride stated she would like more data on fees for different types of parking citations, before Council makes any decision on changes.

**Motion:** I move that, on tonight's consent agenda, the City Council adopt Resolution 2020-03, Adopting the Consolidated Schedule of Fees, Rates, and Charges for FY 2020-21.  
**First:** Counihan  
**Second:** Metta  
**Discussion:** None  
**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie  
Nays: None  
Abstentions: None  
Excused: Rivera

**VII ADJOURN WORK SESSION – 7:14 p.m.**

**REGULAR COUNCIL MEETING**

**I OPEN REGULAR COUNCIL MEETING – 7:14 p.m.**

**II AGENDA ADDITIONS OR CORRECTIONS**

Addition to the Consent Agenda; approval of Consolidated Schedule of Fees, Rates, and Changes for FY2020-21, Resolution 2020-03. Addition to Mayors Call, Arbor Day Proclamation.

**III CONSENT AGENDA**

1. Council Meeting Minutes – January 27, 2020
2. Permitting Process Improvement Phase 2 – Contract Award
3. Consolidated Schedule of Fees, Rates, and Charges for FY2020-21 (Resolution No. 2020-03)

**Motion:** To approve the Consent Agenda as amended.  
**First:** Metta  
**Second:** Saunders  
**Discussion:** Gray will make the correction to the meeting minutes on Page 23.  
**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie  
Nays: None  
Abstentions: None  
Excused: Rivera

**IV REGULAR BUSINESS ITEMS**

**V REPORT OF OFFICERS**



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

**VI REPORT OF COMMITTEES**

- 1. Visitor Advisory Committee – Metta and Saunders

**VII MAYOR**

- 1. Oregon Medal of Honor Highway Proclamation
- 2. Arbor Day Proclamation

**VIII COUNCIL CALL**

Mayor McBride will sit on the Bridge Replacement Committee and Council Metta will participated when needed.

The Latino Advisory Committee will begin holding meetings once again. The first meeting will be March 5, at 5:30pm. Councilor Rivera and Councilor Counihan will be joining the Mayor. Council agreed to have a different Councilor attend each month.

**IX EXECUTIVE SESSION - 7:55p.m. – 8:30p.m.**

Oregon Revised Statute 192.660 1 (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**X ADJOURN – Adjourned by unanimous consent at 8:30 p.m.**

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Kate McBride, Mayor

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Jennifer Gray, City Recorder

*Approved by City Council on* \_\_\_\_\_

**City of Hood River  
City Council – Special Meeting  
March 19, 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, Sr. Planner Kevin Liburdy, Fire Chief Leonard Damian, Police Chief Neal Holste, City Recorder Jennifer Gray

Absent:

**I OPEN SPECIAL COUNCIL MEETING**

Mayor McBride called the meeting to order at 10:00 a.m.

Fuller stated this meeting is being held remotely to support social distancing. The public was notified about the special meeting and a speaker phone is set up at City Hall, per open meeting laws. There is no one in the audience but there are a number of people dialed into the meeting, including City staff.

**II ROLL CALL**

**III DECLARATION OF A LOCAL STATE OF EMERGENCY, R. FULLER**

Fuller stated the purpose of this item is to ratify the emergency declaration that was signed effective March 17, 2020. The emergency declaration is preempt of action that allows the City to respond to the emergency and to the extraordinary circumstances caused by COVID-19. Specific steps that the City is taking at this time includes suspending utility shut offs, suspending late fees for payments and makes it clear the City's ability to request State and Federal funds in response to this. On the operations side, the City is maintaining essential services, utility operations, police, fire, and EMS. In order to do so, the City has put in safety protocols that include abiding by social distancing guidelines, PPE for first responders, contingency plans for staff and for those first and essential responders. The City has also closed facilities to the public, except for the Police Department. City services that are legally required and otherwise are being maintained. The City is changing the way it works; working virtually, remotely and limited staff at City Hall. The City is collaborating with community partners on this response, via the Emergency Operation Center at the County and the Joint Information Center at the County. The [getreadygorge.com](http://getreadygorge.com) is a website that was put into place by the County and the EOC to share information with the community. These are scary times and unprecedented. How the City responds is important. The City is following guidelines from Public Health, including washing hands, cover coughs, and stay home except for essential activities like grocery shopping. Fuller added everyone needs to show up for others. Communicate with those who are impacted financially and the vulnerable populations. Also, including health care workers, first responders and all of those providing essential services at this time. Hood River has a very strong community and strong community partnerships. Nonprofits are stepping up, schools, County, Chamber and Mid-Columbia Economic Development District all taking extraordinary measures to respond to the community at this time.

Mayor McBride thanked staff for being proactive on creating the resolution this week. Everything has been changing very rapidly and she believes this was an appropriate thing to do in light of everything that is going on.

Mayor McBride stated she would like Council to have some discussion before a motion is made.

Councilor Haynie thanked City staff. He received a specific question regarding this declaration; is this a shelter in place order? He believes the answer is no but he wanted to ask.

Fuller stated this is not a shelter in place order. This allows the City to change some of the services that is provided, such as suspending utility shut offs and suspend late fees.

Councilor Saunders supports the resolution.

Councilor Rivera also support the resolution. She has one suggestion. On the suggested motion and on the document, she would like it to state COVID-19 rather than Novel Corona Pandemic. She agrees with Councilor Saunders, she believes there are other actions the City could be looking into.

Fuller asked Council if they hear about needs in the community that are not being met, please forward them to her, so the City can be mentioned at the coordinating calls she and the Mayor participate in. The City's role is to share the community wide information and to participate in the community response, in addition to maintaining essential services.

Councilor Zanmiller stated he knows the school has volunteers helping with food. If the City can be a clearing house for information about where there are other volunteer opportunities or requirements. This would help prevent people from rushing out and accidentally creating a crowd that is not necessary.

Mayor McBride stated volunteers was discussed on Monday in a meeting with Barbara Ayers. With the joint information that is getting set up, volunteer sign up was something that was discussed. They will be working on a process on where volunteers can sign up and be placed.

Councilor Counihan stated the City should do whatever it can do make sure the community comes out of this as whole as possible.

Councilor Metta stated in terms of small business support, MCEDD is using [MCEDD.org/ready](https://www.mcedd.org/ready) as a site for information for businesses and employers.

Mayor McBride thanked staff for weathering this so well, for being calm and methodical about everything that is being done and decisions being made. She thanked Council for attending today's meeting. She feels the date of April 14 in the declaration seems a little too early and that should be extended out further but this will be revisited at a future meeting.

Fuller stated there is a provision to extend the emergency declaration, should it be necessary.

**Motion:** I move to approve Resolution 2020-04 ratifying the City Manager's declaration of emergency pursuant to HRMC 2.48.050 and ORD 401.309,

Authorizing the City Manager to respond as appropriate to the Public Health hazard conditions associated with the Novel Coronavirus pandemic and with the one edit suggested by Councilor Rivera adding COVID-19 to the resolution.

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

Mayor McBride noted there are 64 participants in the meeting. She thanked the public for listening to the meeting.

**IV ADJOURN** – Adjourned by unanimous consent at 10:28 p.m.

\_\_\_\_\_  
Kate McBride, Mayor

\_\_\_\_\_  
Jennifer Gray, City Recorder

*Approved by City Council on* \_\_\_\_\_

**City of Hood River  
City Council – Special Meeting  
March 27, 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, Fire Chief Leonard Damian, Police Chief Neal Holste

Absent:

**I OPEN SPECIAL COUNCIL MEETING**

Mayor McBride called the meeting to order at 10:00 a.m.

**II ROLL CALL**

**III OPENING STATEMENTS**

Councilor Rivera – Insert statement

Quiero tomar un momento para para y agradecer todo el trabajo de nuestra comunidad. Gracias a Rachael, y empleados de la ciudad. Gracias a los que están trabajando en nuestros hospital en nuestras clínicas, los que están trabajando en nuestras tiendas. Los dueños y trabajadores de negocios chicos, y especialmente a los trabajadores en nuestros campos.

Para más información sobre el Coronavirus mejor reconocido como COVID-19 visite el Citio de internet de la ciudad:

Cityofhoodriver.gov

O getreadygorge.com sobre recursos disponibles en nuestra área.

**IV RESOLUTION PLACING RESTRICTIONS TRANSIENT LODGING FACILITES, R. FULLER**

Councilor McBride’s statement:

“The recent ban on hotel stays in the City of Hood River are designed to assist all of us in clamping down on recreational tourism and associated overnight stays as we work together to manage the containment and mitigation of COVID-19 in our community. We understand through communication with many local operators during the past 24-hours and with the Oregon Restaurant & Lodging Association (ORLA) that lodging operators will play an important role in the weeks ahead. The ban is intended specifically for leisure travel, which is inappropriate at this time. We stand by our partners in making sure appropriate shelter is made available for essential workers still in the field, emergency situations, sheltering of vulnerable populations and sheltering of those quarantined because of COVID-19 exposure, and other accommodation needs which will result from our collective work in fighting COVID-19. We ask that you train your front-line staff to identify legitimate reasons for an overnight stay and also to be diligent about

identifying and turning away anyone wishing to stay due to leisure activities. The City will designate an employee to answer questions from lodgers related to this order.”

Mayor McBride stated this is a statement to set the tone for what this restriction is about. It is about leisure travel; it is not about other types of travel that people need to do to help fight COVID-19. Mayor McBride would like to outline how the City wants to implement the order that is already in place, without having to rewrite it. Talk about implementation and what it means.

Fuller stated again the purpose of this item is to ratify the order of the Mayor and to provide clarity to staff and the community regarding Council's intent, so the policy can be effectively and efficiently implemented. At Mayor McBride's direction, the leisure travel ban was put into place under the City's Emergency Declaration; authority to ensure the health and safety of the community.

Councilor Zanmiller would like it to be more of a partnership with the lodging facilities, rather than having it be an order. .

Mayor McBride asked Fuller and Kearns to respond to Councilor Zanmiller's comment.

Fuller stated if the statement read by the Mayor encompasses the intent of the order, the City would simply would send it to the lodging partners and work with them on implementation. She has had several discussion with lodgers over the past few days. She believes with some clarity from the City Council, they remain strong partners in all of the efforts to combat COVID-19.

Kearns stated the way the declaration is worded it is mandatory and sets the basic requirements; that is the way you draft code. Council has the authority to do this under State law and emergency operations ordinance. It is a clear statement and it has all of the hotel and motel operators' attention; they will start to figure out how to implement it. He is not looking for any police citations for violations, nor does he anticipate having any, but it sets the ground rules for what has to happen. These are the basic requirements of what Council wants to happen at the end of the day. When you write regulations such as this, they have to be in mandatory terms. How it's implemented can be softer than how it appears in the declaration. These are rules that most communities have adopted. The cause of this response throughout the State was due to the massive numbers of recreational users. That is what the City is trying to stop.

Council discussed.

Fuller added in regards to Providence and the homeless shelter, the City is actively engaged in both of those efforts through the EOC in coordination with public health. The City is very much aware of the collaborative efforts that are happening between the nonprofit community, community health, hospitals and the lodgers that have proactively stepped up to meet those needs during this time.

Mayor McBride stated Council does not take doing this lightly. Any of the restrictions put on for any business in the City and closure of public areas are very hard decisions to make. They are trying to keep as many people safe as they can.

Fuller stated City staff will send Mayor McBride's opening statement to the lodging community which summarizes what Council has discussed. Staff will assign an employee to answer questions regarding the restrictions.

Councilor Saunders asked that the language in the statement be revised. Instead of using “leisurely” change it to “nonessential travel.” Council agreed to use both “leisurely and none essential travel.”

**Motion:** I move to adopt the Resolution 2020-05 in respect to the declaration directing the City Manager to close public parks, recreation sights, transient lodging facilities and campgrounds to prevent aggregation of people and reduce the spread of the Corona virus and further that and direct the City Manager to circulate the Mayors statement to the lodging facilities.

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

#### **V. RESOLUTION EXPLICITLY AUTHORIZING USE OF AFFORDABLE HOUSING CONSTRUCTION EXCISE TAX FUNDS FOR LAND ACQUISITION AND RELATED DEBT SERVICE**

Norris stated this a housekeeping item, that is time sensitive. It is important to get this interpretation memorialized as they build the FY2020/21 proposed budget. This specifically notes that the Construction Excise Tax can be used for the debt service incurred for the purchase of Rand Road. The City Council adopted a 1% CET in 2017 by ordinance to fund affordable housing development. The ordinance set apportionment formulas for the CET revenue for three purposes, local affordable housing programs, developer incentives, and required remittances to the State of Oregon Housing and Community Services Department.

Staff is looking to memorialize a self-interpretation of the ordinance to say CET can be used for land acquisition and for related debt service. This is so the City will have the option to pay back a portion of the debt service for Rand Road, that was financed using an accumulated CET dollars. Resolution 2020-06 was crafted making that explicit interpretation.

**Motion:** I move to adopt Resolution 2020-06 with the modifications Councilor Saunders noted.

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

#### **VI. ADJOURN – Adjourned by unanimous consent at 10:50 p.m.**

\_\_\_\_\_  
Kate McBride, Mayor

\_\_\_\_\_  
Jennifer Gray, City Recorder

*Approved by City Council on* \_\_\_\_\_





OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date application received: <u>2-19-2020</u>
<input type="checkbox"/> Full On-Premises, For Profit Private Club	By: <u>[Signature]</u>
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	License Action(s): <u>CID G/PMV CTN</u>
<input type="checkbox"/> Grower Sales Privilege 1st Location	
<input type="checkbox"/> Grower Sales Privilege 2nd Location	
<input type="checkbox"/> Grower Sales Privilege 3rd Location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1st Location	
<input type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Warin LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See) Warin		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 212 4th ST		
City Hood River	County Hood River	Zip Code 97031



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See)			
Warin			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail)			
12317 SE Cedar CT			
City	State	Zip Code	
Happy Valley	Oregon	97086	
9. Phone Number of the Business Location		10. Email Contact for this Application	
11. Contact Person for this Application			Phone Number
Michael Phillips			
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

**Applicant Signature(s)**

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

\_\_\_\_\_  
(Applicant#1)

\_\_\_\_\_  
(Applicant#2)

\_\_\_\_\_  
(Applicant#3)

\_\_\_\_\_  
(Applicant#4)

OREGON LIQUOR CONTROL COMMISSION  
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: Warin LLC Year Filed: 2020

Trade Name (dba): Warin

Business Location Address: 212 4th St

City: Hood River ZIP Code: 97031

List Members of LLC:

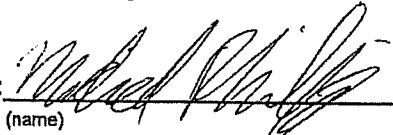
Percentage of Membership Interest:

- |   |           |
|---|-----------|
| 1. <u>Panuwat Prasertyotin</u><br>(managing member) | <u>75</u> |
| 2. <u>Michael Phillips</u><br>(members)             | <u>25</u> |
| 3. _____  | _____     |
| 4. _____  | _____     |
| 5. _____  | _____     |
| 6. _____  | _____     |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Panuwat Prasertyotin DOB: 09/21/1988

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature:  Member 2/26/2020  
(name) (title) Date: 2/26/2020



OREGON LIQUOR CONTROL COMMISSION  
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Warin LLC Phone: 503 438 5841

Trade Name (dba): Warin

Business Location Address: 212 4th St

City: Hood River ZIP Code: 97031

**DAYS AND HOURS OF OPERATION**

Business Hours:

Sunday	<u>11 AM</u> to <u>9 PM</u>
Monday	<u>11 AM</u> to <u>9 PM</u>
Tuesday	<u>11 AM</u> to <u>9 PM</u>
Wednesday	<u>11 AM</u> to <u>9 PM</u>
Thursday	<u>11 AM</u> to <u>9 PM</u>
Friday	<u>11 AM</u> to <u>9 PM</u>
Saturday	<u>11 AM</u> to <u>9 PM</u>

Outdoor Area Hours: same

Sunday	_____ to _____
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

The outdoor area is used for:

Food service Hours: 11 AM to 9 PM  
 Alcohol service Hours: 11 AM to 9 PM  
 Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

**ENTERTAINMENT**

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music        | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music    | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music          | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing           | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> Other: _____           |

**DAYS & HOURS OF LIVE OR DJ MUSIC**

Sunday	_____ to _____
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

**SEATING COUNT**

Restaurant: 33 Outdoor: 12  
 Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
 Banquet: \_\_\_\_\_ Total Seating: 45

OLCC USE ONLY	
Investigator Verified Seating: _____(Y) _____(N)	
Investigator Initials: _____	
Date: _____	

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Michael Phelan Date: 2/6/2020

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

# CITY COUNCIL AGENDA ITEM COVER SHEET

**Meeting Date:** April 13, 2020  
**To:** Honorable Mayor and City Council  
**From:** Will Norris, Finance Dir. / Asst. City Manager  
**Subject:** Discussion on City Financial Policies

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## **Background:**

Adherence to robust financial policies are critically important to maintaining core municipal services over the long-term. The City's revenue and expenditure contexts are constantly changing. Regularly evaluation and updating of financial policies helps the City set a deliberate fiscal course. The City of Hood River has maintained financial policies since at least the early 1990s. Below is a summary of prior policies changes:

*Resolution 1993-14:* Following a budget policy work session, the City established twelve policies. These included common requirements, such as limiting current year appropriations to current year anticipated revenues. There were also more unique items, like encouraging co-production of services with citizens, businesses, and other local entities. A policy from this original document that substantially remains today is the annual review of fees & charges with an automatic increase for inflation. The policy also requires consideration of future equipment & vehicle replacement but did not set specific funding requirements.

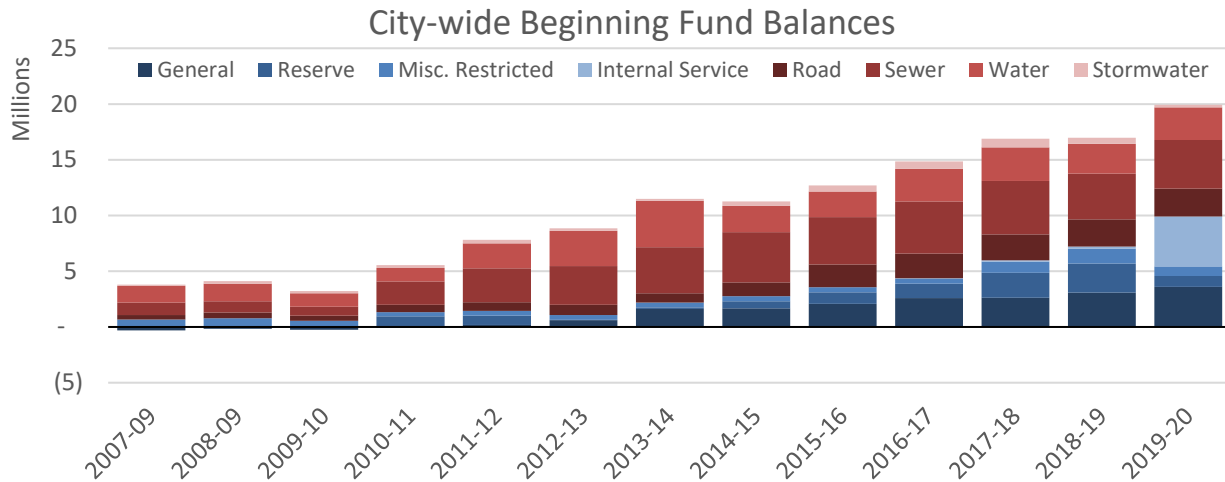
*Resolution 1994-10:* The policy was updated to make minor technical and phrasing changes

*Resolution 2007-20:* The City's financial policies were next updated thirteen-years later and clearly were meant to address a serious financial situation. Instead of a balanced budget definition, the policy outlined a goal to reduce an existing operating deficit by a minimum of \$250,000 per year and to maintain an ending balance of at least \$0 in all funds by 2009, with a target of 10% of fund requirements by 2011. New policies from this iteration that exist today include, presenting a three-year forecast to the budget committee, maintaining a replacement schedule for fixed assets, and a prohibition on special revenue funds except where resources must be segregated for statutory requirements, ordinances, or contractual commitments.

*Resolution 2012-22:* The next iteration of Financial Polices set the goal of a \$250,000 General Fund surplus, as opposed to annual \$250,000 deficit reduction in the prior policy. General Fund ending balances goals were also increased to 17% of regular operating revenues. The new policy set the first guidelines for equipment replacement funding, requiring that, "as General Fund debt service is retired (regardless of whether internally or externally financed), the amount previously budgeted to repay the loan will be added to the annual amount transferred to the equipment replacement fund". The policy also set the existing policy for funding a compensated absence reserve and required City Council review of actual to budgeted beginning fund balances at the conclusion of the annual financial audit.

*Resolution 2016-09:* This is the City's governing financial policy. The required operating surplus and General Fund end balance requirements were relaxed to \$100,000 annually and 15% of regular General Fund operating revenues respectively. Otherwise most other policies remained substantially the same as the prior 2012 resolution.

The City's shifting financial condition from 2007 to today is evident in its fund balances. Going into the Great Recession, the City held less than \$4 million across all funds and consistently maintained a negative General Fund balance. This implicitly meant that dollars in other City funds, such as water, sewer, and storm, were being spent on General Fund services. The financial situation was clearly unsustainable. In 2009, the City government reduced its size considerably. Budgeted positions were reduced from 67.1 Full-time Equivalents (FTE) to 54.1 FTE, a reduction of 19% in one year. It was only in this most recent Fiscal Year that the City has returned to its pre-recession total staffing levels at a current 69.4 FTE. This is despite the overall city population growing by 22% over that same time period.



Today the City holds strong fund balances, its equipment replacement program is fully funded, and it stands ready to weather any reasonably likely financial challenges in the near term without risking essential services. However, the City's financial history demonstrates the value of not only setting strong financial policies, but also ensuring that existing policies are regularly revisited and rigorously followed.

**Discussion:**

Attached to this staff report is a proposed financial policy update. The proposed policy is combination of professional best practices as well as elements from several cities that the City Manager and I know have particularly strong financial management policies. These include the City of Bend, Lake Oswego, and Long Beach, CA. The proposed changes to the financial policies are intended to achieve the following objectives:

- Tailor reserve policies to the City of Hood River revenue context
- Continue to remove arbitrary dollar amounts or percentages
- Delineate amounts safely spendable on discretionary objectives
- Articulate the circumstances when reserves may be spent
- Implement general best practices not already included in City policy

**Staff Recommendation:**

Review financial policies and discuss various components of the proposed financial policy update. Adopt Resolution 2020-07 if the City Council is ready to enact the proposed policies.

**Attachments:**

- Proposed Financial Policy Update, Resolution 2020-07
- Financial Policy Resolutions from 1993 to 2016

## RESOLUTION 2020-07

### (A resolution establishing financial policies for the City of Hood River, replacing Resolution 2016-19)

WHEREAS the State of Oregon requires all cities to maintain balanced budgets;

WHEREAS the City Council wishes to promote maximum transparency in the budgeting process;

WHEREAS the City Council desires to ensure the City uses the most sustainable, fiscally responsible budgeting processes practicable;

WHEREAS the City's financial health will benefit from an increased planning horizon;

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that:

#### 1. The Budget will be Structurally Balanced

*Background* – A budget is structurally balanced if it does not spend more on ongoing services than it receives in ongoing revenues. A structurally balanced budget is a necessary component of good financial management and financial discipline and will help sustain the consistent delivery of services to residents. An unbalanced budget (spending more than is received) undermines the City's ability to deal with financial problems. It may lead to reduced services in the future and inhibit the City's ability to take advantage of opportunities that will periodically occur.

*Policy* - The budget for the General Fund will be structurally balanced for the fiscal Year or will include an explanation and describe the expected approach and time frame for achieving structural balance within the context of official revenue and expenditure projections. It is not a violation of this policy to have a planned use of funds available to fund one-time items, including capital, equipment, land or transitional costs for operations (starting up or termination of a service element). It is also not a violation of this policy to use funds previously set aside to mitigate temporarily higher costs or lower revenues.

#### 2. One-Time Resources will be Used Only for One-Time Purposes

*Background* - One-time resources are revenues that only occur once, for a very limited time, or are too unpredictable or unstable to fund operations. One-time revenues may include the variable portion of some revenue sources that have highly variable components. One-time revenues are not suited to fund ongoing operations because they are not available in the future or cannot be relied on from year-to-year to pay the ongoing costs of operations.

*Policy* - One-time resources will not be used to fund ongoing operations. They will be used for one-time uses, including capital and other one-time expenditures, transitional funding of

operations (for a limited time-period with a planned ending date), increasing reserves, or paying down unfunded liabilities.

### 3. The Budget Process Is Based on an Annual Cycle with Minimal Mid-Cycle Adjustments

*Background* - Budgeting on an annual basis provides time to review all revenue sources, develop solutions to previously identified problems, and to discuss and decide on policies and priorities. An annual budget process also provides time for management to plan and implement changes incorporated into the budget more efficiently and effectively. Shortening or interrupting the process with significant mid-cycle changes can lead to poor decision making due to incomplete information and to inefficient and ineffective operations or expenditures.

*Policy* -

- a) The annual budget process will be the general method used by the City to develop its annual service priorities and the level and type of resources to fund those services.
- b) Changes to the budget and to service levels during the fiscal year will be minimized. "Routine" changes during the fiscal year will generally be limited to technical adjustments, time sensitive opportunities or issues, or new grants or awards that are intended to be spent during the year.
- c) The creation of non-routine mid-year new programs or projects, higher service levels, or other expenditures during mid-budget cycle is discouraged and, if proposed, before adoption is considered, should be evaluated for programmatic feasibility and impact and for fiscal impact, preferably by the responsible operational department and by the Finance Department. If an adopted mid-year program or project is in conflict in terms of resource use or other aspects, the midyear program or project will have a lower priority (compared to preexisting budgeted programs and projects) unless otherwise specified by City Council.
- d) Unexpected revenue shortfalls or other significant issues that may create a budget shortfall during the fiscal year are to be reported to the City Council with recommendations by the City Manager as to whether a mid-year budget adjustment should be made.

### 4. General Fund Emergency and Operating Reserves

*Background* - Maintaining adequate emergency and operating reserves is a basic component of a financially strong City. Adequate reserves help sustain City operations when adverse or unexpected circumstances impact the City. Reserve levels should be set in the context of the City's specific revenue environment and operating conditions.

*Policy* –

- a) The City will maintain a General Fund ending balance equal to three months of operating expenditures.
- b) An Operating Reserve equaling one year of unrestricted Transient Room Tax collection will be accumulated by the end of FY2024-25.
- c) Essential services will receive priority for reserve funding.
- d) Spending emergency or operating reserves is allowed under the following circumstances:



- Severe economic downturn
  - One-time loss or impairment of a significant revenue source
  - Natural disaster or state of emergency
  - When paying down liabilities is a financial benefit to the City
- e) If emergency or operating reserves are drawn down below the minimums, a plan will be developed and implemented to replenish them, generally, from future surpluses. Replenishing reserves will be a priority use of one-time resources.

## 5. Vehicles, Apparatus, and Other Large Equipment Purchases

*Background* – Municipal operations require the daily use of expensive equipment and vehicles that must be replaced periodically. Without long-term financial planning, cities can be left with essential equipment in need of replacement without a defined funding source.

*Policy* – The City will maintain a fleet replacement program that will charge a reasonably calculated fee to operating funds for the planned replacement of assigned vehicles, apparatus, and large equipment at the end of their useful life. Interest earnings on the accumulated balance within the fleet replacement program will be used to proportionately offset annual operating fund charges.

## 6. Facilities, Utility Infrastructure, and other Long-lived Asset Investments

*Background* – Buildings and capital projects typically have lifespans of over thirty-years and are built to accommodate future growth. Borrowing promotes intergenerational equity by spreading the cost of new or upgraded City infrastructure over time so that future generations benefitting from such infrastructure contribute to its costs.

*Policy* – Debt is a preferred method to fund facilities, utility infrastructure, and other long-lived City assets with a useful life of thirty or more years. The City will strive to maintain a high bond rating to minimize interest expenses.

## 7. Employee Compensation

*Background* – The employment of people is the City's largest ongoing expense. This is because the City's business is providing public services instead of a product. The City must closely control drivers' personnel expenditures while also maintaining a competitive compensation structure to attract and retain high-quality employees.

*Policy* –

- a) The City Council shall approve all collective bargaining agreements.
- b) Cost of living increases for general service pay scales will be tied to an appropriate inflationary index.
- c) Pay scales for all employees will be published as an appendix to the annual budget document.

## 8. Operating Funds will be Charged to Offset Accrued Liabilities

Background – Business operations routinely involve the creation of future liabilities. The most common example is retirement benefits attached to earned service hours. The true cost of these obligations can be easily overlooked because the expenses will not occur for many years in the future. This can lead to unsustainable operating levels followed by rapidly increasing future costs.

Policy – To the extent feasible, the City will charge operations for the present value of long-term liabilities created by current activities. At minimum this will include:

- a) Administer an operational charge to operational funds that is reasonably calculated to equal the cost of accrued compensated absences. Revenue from these charges will be set aside in an Internal Service Fund to pay for future compensated absence payouts.
- b) When the City's Public Employee Retirement System (PERS) account maintains an unfunded actuarial liability, the City will deposit up to the amount necessary to bring the City to 100% funded status into a PERS Side Account. To the extent feasible, this deposit will be proportionally distributed across operating funds based on their payroll liability.

## 9. Annual Audit Review

*Background* – Budgets are critical planning tools but are necessarily forward looking, based on forecasting assumptions. Periodically uniting budgeted figures to actual spending amounts is necessary to provide the most accurate and current view of the City's financial condition.

*Policy* - 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.

## 10. Budgeted Contingency

*Background* – Budgeted contingency is a routine line-item needed to accommodate natural variation in expenditures from budgeted figures. Contingency appropriations are not a substitute for estimating known expenditures or to facilitate loose budgeting practices. Contingency should be estimated to reasonably equal expenditure variation and not as a "savings account" in which to sequester excess revenues.

*Policy* – Budgeted Contingency must be reasonable, based on experience, and consistent with the purpose of the particular fund.

## 11. Limited Use of Special Revenue Funds

*Background* – Fund accounting is required in the governmental context in order to separate funds by legal use. For instance, System Development Charges cannot be used for general system maintenance. Further segregation of dollars beyond legally restricted uses can obscure the City's financial condition by overly complicating its budget.

*Policy* – Special Revenue Funds shall be created only as needed to segregate funds due to statutory requirements, ordinances or contractual commitments.

## 12. Use of Multi-Year Financial Projections

*Background* – The City’s financial situation and projected future status are important factors in the financial and economic decisions the City Council may make. To support the City’s budgetary planning and financial decision-making process, the City needs to analyze its financial situation and the key factors impacting its economic and financial status.

*Policy* - At a minimum, the proposed annual budget will include a three-year General Fund projection (the fiscal year plus two additional years). Major assumptions should be identified. It is desirable that the budget should include similar projections of key funds and potentially all funds.

## 13. Required Elements of the Budget Message

*Background* – The annual budget message is the primary explanation of the City’s financial plans for the coming fiscal year. It gives the budget committee and the public information that will help them understand the proposed budget.

*Policy* – The Budget Message will describe the changes from the prior year budget in sufficient detail to provide transparency and assist the public and Budget Committee to understand the proposed budget.

## 14. User Fees and Charges will be Set at the Cost of the Service

*Background* - Fee supported services typically benefit an individual, business, or group. Because these services provide a discreetly assignable benefit, communities often seek to recover costs through user charges. This allows general revenues to be directed to funding services performed for the community as a whole. Incrementally increasing fees in alignment with an appropriate inflation index helps charges remain stable on a real dollar basis over time and lessens the need for large periodic fee revisions.

*Policy* - The City shall annually review its fees or charges for services. Annual automatic increases should be tied to an appropriate inflationary index. Fees will be set to fully recover costs, except where there is a greater public benefit through use of a lower fee, such as where full recovery may adversely impact overall revenue or may discourage participation in programs where the participation benefits the overall community

## 15. Capital Improvement Plans

*Background* – Capital investments in public infrastructure is the City’s largest asset. Capital improvement plants should be reviewed annually, and the state of infrastructure continuously monitored.

*Policy* - The City will maintain a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate

maintenance and orderly replacement of capital assets from current revenues where possible. A five-year capital improvement plan will be included in the annual budget document.

Adopted this 13 day of April, 2020, and effective for the FY 2021-22 budgeting process.

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Kate McBride, Mayor

ATTEST:

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Jennifer Gray, City Recorder

RESOLUTION 93-14

(BUDGET POLICY FOR OPERATING FUNDS)

WHEREAS, the budget policy for operating funds has been recommended by City Council work session.

WHEREAS, the budget policy for operating funds has been approved by the City of Hood River Budget Committee.

NOW, THEREFORE, BE IT RESOLVED that the following twelve points shall constitute the budget policy for operating funds:

1. In all its future negotiations, the City's ability to pay will be a primary consideration in its decision-making process.
2. The current year appropriations should not exceed the current year anticipated revenues.
3. The City shall maintain a minimum level of cash reserve in each of its operating funds at the end of the fiscal year.
4. The largest revenue source should be able to cover the largest appropriation in the operating fund. For example, Personnel costs should increase in a given fiscal year by no more than the percentage increase in the total budget revenues over the previous year or the total percentage increase in property taxes, whichever is less.
5. Payment of health care premiums and pension benefits (for prospective employees) must be a shared responsibility between the Staff and the City.
6. The City should encourage investments that will promote operational efficiency. For each new investment, a payback schedule must be established and periodically monitored.
7. A City-wide incentive program may be instituted that would encourage employees to bring forward innovative ideas to reduce operational costs and/or enhance revenues.
8. The City should explore the possibilities of co-production of services with citizens, businesses, and other local entities.

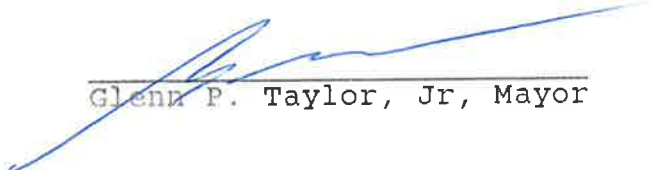
9. The City should annually review its fees/charges structure for the services provided to the citizens. Annual automatic increases should be indexed to an acceptable factor.

10. For Enterprise Funds, the rate structure should include direct, indirect, allowance for replacement and betterment, and cost of capital.

11. Capital improvements, including equipment, may be financed with issuance of bonds or notes.

12. The City should consider appropriating funds for replacement of equipment and vehicles.

Adopted this 14th day of June, 1993

  
\_\_\_\_\_  
Glenn P. Taylor, Jr, Mayor

Attest:

  
\_\_\_\_\_  
Jay Reynolds, City Recorder

RESOLUTION 94-10  
(BUDGET POLICY FOR OPERATING FUNDS)  
(AMENDING RESOLUTION 93-14)

1. In all its future negotiations, the City's ability to pay will be a primary consideration in its decision-making process.
2. The current year requirements should not exceed the current year anticipated resources.
3. The City shall provide a minimum level of contingency in each of its operating funds at the beginning of the fiscal year.
4. The largest revenue source should be able to cover the largest appropriation in the operating fund.
5. Payment of health care premiums and pension benefits (for prospective employees) must be a shared responsibility between the Staff and the City.
6. The City should encourage investments that will promote operational efficiency. For each new investment, a payback schedule must be established and periodically monitored.
7. A City-wide incentive program may be instituted that would encourage employees to bring forward innovative ideas to reduce operational costs and/or enhance revenues.
8. The City should explore the possibilities of co-production of services with citizens, businesses, and other local entities.
9. The City should annually review its fees/charges structure for the services provided to the citizens. Annual automatic increases should be indexed to an acceptable factor.
10. For Enterprise Funds, the rate structure should include direct, indirect, allowance for replacement and betterment, and cost of capital.
11. Capital improvements, including equipment, may be financed with issuance of bonds or notes.
12. The City should consider appropriating funds for replacement of equipment and vehicles.

Adopted this 25th day of April, 1994

Attest:

  
Jay C. Reynolds, City Recorder

  
Steven T. Gates, Mayor

## **RESOLUTION 2007-20**

**(A resolution establishing policy for preparing the Hood River Municipal Budget, replacing Resolutions 93-14 and 94-10)**

WHEREAS the State of Oregon requires all cities to maintain balanced budgets;

WHEREAS the City Council adopted a deficit reduction plan on February 13, 2006;

WHEREAS the City Council wishes to promote maximum transparency in the budgeting process;

WHEREAS the City Council desires to ensure the City uses the most sustainable, fiscally responsible budgeting processes practicable;

WHEREAS the City's financial health will benefit from an increased planning horizon;

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that:

1. The budget will conform to the goal of a 0 or positive unreserved ending fund balance in all funds by June 30, 2009.
2. The budget will contain a deficit reduction of at least \$250,000 per year in the General Fund until the General Fund achieves a positive unreserved ending fund balance.
3. The General Fund should reach a target unreserved ending fund balance of at least 10% of fund requirements by June 30, 2011.
4. After June 30, 2011 the General Fund shall maintain an unreserved ending fund balance of at least 10% of fund requirements except for extraordinary circumstances.
5. All operating funds shall have a budgeted contingency reasonable to the purpose of the particular fund.
6. Fund accounting and expense allocation shall reasonably reflect actual intended resource use as established by City Council resolution, goal setting, and City management policies.
7. Special revenue funds shall be created only as needed to segregate funds due to statutory requirements, ordinances or contractual commitments.
8. Except for extraordinary circumstances, current City services shall be funded by current resources. Under normal circumstances, cash carryover from previous years shall be used only after the 10% unreserved ending fund balance requirement is met.



9. The City Budget Officer shall annually present to the Budget Committee a three-year forecast of revenues and personnel service expenses.
10. The City Council shall, as part of annual goal setting, prepare a resolution with any specific guidance for the following fiscal year's budget preparation.
11. The City Council shall approve all collective bargaining agreements.
12. The City shall have a replacement schedule for all fixed assets except land.
13. The City shall annually review its fees or charges for services provided and consider the extent to which cost of services is recovered. Annual automatic increases should be indexed to an acceptable factor.
14. Capital facilities improvement plans shall be reviewed annually for progress and compliance.

Adopted this 9<sup>th</sup> day of July, 2007.

  
Linda Streich, Mayor

ATTEST:

  
Jill Rommel, City Recorder

## RESOLUTION 2012-22

### **(A resolution establishing policy for preparing the Hood River Municipal Budget, replacing Resolution 2007-20)**

WHEREAS the State of Oregon requires all cities to maintain balanced budgets;

WHEREAS the City Council wishes to promote maximum transparency in the budgeting process;

WHEREAS the City Council desires to ensure the City uses the most sustainable, fiscally responsible budgeting processes practicable;

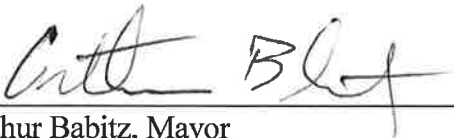
WHEREAS the City's financial health will benefit from an increased planning horizon;

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that:

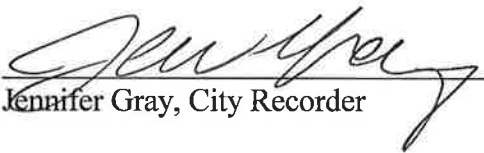
1. The budget will show an operating surplus of at least \$250,000 per year in the General Fund until reserves are funded. The \$250,000 will be indexed for inflation annually.
2. The priority of funding reserves in the General Fund is first unrestricted (contingency plus unappropriated), then equipment replacement, then accrued compensated absences.
3. The targeted unrestricted balance for the General Fund is 17% of regular operating revenues.
- 2 After reaching this target, the General Fund shall maintain an unrestricted ending fund balance of at least 17% of regular General Fund operating revenues except for extraordinary circumstances. The opportunity to internally finance capital acquisitions will also be considered when establishing the unrestricted reserve amount.
5. As General Fund debt service is retired (regardless of whether internally or externally financed), the amount previously budgeted to repay the loan will be added to the annual amount transferred to the equipment replacement fund. This methodology will continue until the requirements for equipment replacement are funded. These requirements will be considered funded when the backlog amount is budgeted and the transfer to equipment replacement equals the annual amount from the equipment replacement schedule.
6. The accrued compensated absences liability will be calculated annually and presented to the Budget Committee. This reserve will be considered to be funded when 100% of the liability for all employees who are PERS age-eligible is funded and the liability for all other employees is 25% funded. After funding this reserve, the annual amount of change in the accrued compensated absences liability calculation will be funded each year.

7. 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.
8. All operating funds shall have a budgeted contingency reasonable to the purpose of the particular fund.
9. Fund accounting and expense allocation shall reasonably reflect actual intended resource use as established by City Council resolution, goal setting, and City management policies.
10. Special revenue funds shall be created only as needed to segregate funds due to statutory requirements, ordinances or contractual commitments.
11. Except for extraordinary circumstances, current City services shall be funded by current resources. Under normal circumstances, cash carryover from previous years shall be used only after reserves are funded.
12. The City Budget Officer shall annually present to the Budget Committee a three-year forecast of revenues and personnel service expenses. Forecasts will be based on a reasonable indexing of the current year and the Budget Officer will also note significant changes in revenue expectations. Forecasts will not be included in the annual Budget Message.
13. The City Council shall, as part of annual goal setting, prepare a resolution with any specific guidance for the following fiscal year's budget preparation.
14. The Budget Message, as prepared by the Budget Officer, will present a clear description of the financial policies for the coming fiscal year as outlined by the City Council at Goal Setting. The Budget Message will also describe the changes from the prior year budget in sufficient detail to provide transparency and assist the public and Budget Committee to understand the proposed budget.
15. The City Council shall approve all collective bargaining agreements.
16. The City shall have a replacement plan for all motorized equipment used in ongoing operations.
17. The City shall annually review its fees or charges for services provided and consider the extent to which cost of services is recovered. Annual automatic increases should be indexed to an acceptable factor.
18. Capital facilities improvement plans shall be reviewed annually for progress and compliance.

Adopted this 29 day of May, 2012

  
\_\_\_\_\_  
Arthur Babitz, Mayor

ATTEST:

  
\_\_\_\_\_  
Jennifer Gray, City Recorder

## RESOLUTION 2016-09

**(A resolution establishing policy for preparing the Hood River Municipal Budget, replacing Resolution 2012-22)**

WHEREAS the State of Oregon requires all cities to maintain balanced budgets;

WHEREAS the City Council wishes to promote maximum transparency in the budgeting process;

WHEREAS the City Council desires to ensure the City uses the most sustainable, fiscally responsible budgeting processes practicable;

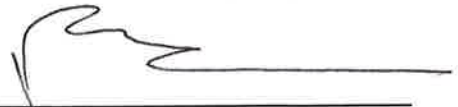
WHEREAS the City's financial health will benefit from an increased planning horizon;

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that:

1. The budget will show an operating surplus of at least \$100,000 per year in the General Fund. The \$100,000 will be indexed for inflation annually.
2. The priority of funding reserves in the General Fund is first unrestricted ending balance (contingency plus unappropriated ending fund balance), then equipment replacement, then accrued compensated absences.
3. The General Fund shall maintain an unrestricted ending fund balance of at least 15% of regular General Fund operating revenues except for extraordinary circumstances. The opportunity to internally-finance capital acquisitions will also be considered when establishing the unrestricted reserve amount.
4. As General Fund debt service is retired (regardless of whether internally or externally financed), the amount previously budgeted to repay the loan will be added to the annual amount transferred to the equipment replacement fund. This methodology will continue until the requirements for equipment replacement are funded.
5. Equipment Replacement Reserves will be considered funded when the backlog amount is budgeted and the transfer to equipment replacement equals the annual amount from the equipment replacement schedule.
6. The accrued compensated absences liability will be calculated annually and presented to the Budget Committee. This reserve will be considered to be funded when 100% of the liability for all employees who are PERS age-eligible is funded and the liability for all other employees is 25% funded. After funding this reserve, the annual amount of change in the accrued compensated absences liability calculation will be funded each year.

7. 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.
8. All operating funds shall have a budgeted contingency reasonable to the purpose of the particular fund.
9. Fund accounting and expense allocation shall reasonably reflect actual intended resource use as established by City Council resolution, goal setting, and City management policies.
10. Special revenue funds shall be created only as needed to segregate funds due to statutory requirements, ordinances or contractual commitments.
11. Except for extraordinary circumstances, current City services shall be funded by current resources. Under normal circumstances, cash carryover from previous years shall be used only after reserves are funded.
12. The City Budget Officer shall annually present to the Budget Committee a three-year forecast of revenues and personnel service expenses. Forecasts will be based on a reasonable indexing of the current year and the Budget Officer will also note significant changes in revenue expectations. Forecasts will not be included in the annual Budget Message.
13. The City Council shall, as part of annual goal setting, prepare a resolution with any specific guidance for the following fiscal year's budget preparation.
14. The Budget Message, as prepared by the Budget Officer, will present a clear description of the financial policies for the coming fiscal year as outlined by the City Council at Goal Setting. The Budget Message will also describe the changes from the prior year budget in sufficient detail to provide transparency and assist the public and Budget Committee to understand the proposed budget.
15. The City Council shall approve all collective bargaining agreements.
16. The City shall have a replacement plan for all motorized equipment used in ongoing operations.
17. The City shall annually review its fees or charges for services provided and consider the extent to which cost of services is recovered. Annual automatic increases should be indexed to an acceptable factor.
18. Capital facilities improvement plans shall be reviewed annually for progress and compliance.


Adopted this 22 day of February, 2016, and effective for the FY 2016-17 budgeting process.

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Paul Blackburn, Mayor

ATTEST:

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Jennifer Gray, City Recorder

## CITY COUNCIL AGENDA ITEM COVER SHEET

**Meeting Date:** April 13, 2020

**To:** Honorable Mayor and Members of the City Council

**From:** Wade Seaborn, Interim Director of Public Works

**Subject:** Award Professional Service Contract for Design of the Waterfront Storm Line

**Background:**

After failing to reach an agreement with the consultant team initially chosen for design of the Waterfront Storm Line, the City of Hood River re-advertised the Request for Proposals (RFP) for professional services for the evaluation and design of the Waterfront Storm Line.

On November 4, 2019, this RFP was advertised in the Oregon Contractor Plan Center, Daily Journal of Commerce, Tri City Construction Council, Premier Builders Exchange, Salem Contractor Exchange, SW Washington Contractors 7017, Hermiston Plan Center, Central Oregon Builders Association, McGraw-Hill Construction Dodge, Construct Connect and the Hood River News.

A pre-proposal meeting was held on November 14, 2019, at City Public Works, including a site tour. Seven engineering firms attended. Two firms submitted proposals on December 11, 2019. The two proposals were evaluated by using a 'Content and Evaluation Criteria' set in the RFP. Please see the content and evaluation results below.

Content and Evaluation Criteria	TetraTech	HHPR
Introductory Letter	X	X
Insurance Coverage	X	X
Computer Equipment	X	X
Consultant firm qualifications	72	63
Key Personnel qualifications	106	95
Quality of client service	55	56
Scope of services & schedule	100	106
Supporting information	19	19
<b>TOTAL POINTS</b>	<b>352</b>	<b>339</b>



City staff entered scope and fee negotiations with the highest ranked firm, Tetra Tech. Negotiations resulted in the attached scope and fee totaling \$614,458 for final design and permitting assistance for the Waterfront Storm Line relocation project.

**Staff Recommendation:** Authorize the City Manager to sign a professional services contract with Tetra Tech for final design and permitting assistance for the Waterfront Storm Line relocation project.

**Suggested Motion:** I move that we authorize the City Manager to sign a professional services contract with Tetra Tech for final design and permitting assistance for the Waterfront Storm Line relocation project.

**Alternatives:** Do not authorize the signing of the professional service contract and provide other direction to staff.

**Fiscal Impact:**

The fiscal impact was presented to Council tonight under a separate agenda item.

**Attachments:**     Scope of Work  
                              Fee Schedule

## Hood River Storm Line Relocation Project

### Scope of Work

#### **Task 1: Project Management**

Project Management tasks include the following:

- 1.1 Invoicing and Project Controls:** Prepare project status reports with monthly invoices. Perform document filing and sharing, budget, and schedule tracking.
- 1.2 Kick-off meeting and site visit:** Attend the kick-off meeting and perform a site visit with City staff.
- 1.3 Design Coordination Meetings:** Perform regular meetings between design team discipline leads.
- 1.4 Stakeholder Outreach and Coordination:** Develop outreach plan and coordinate with project stakeholders affected by or contributing to the project. Includes early outreach during the preliminary design phase.
- 1.5 Quality Assurance and Quality Control:** Perform QA/QC reviews of the plans, specifications, and construction cost estimates at the 50% and 90% design submittal stages of each phase. Complete comment response logs.

#### Task 1 Deliverables

- Monthly invoices and status reports
- Kick-off meeting minutes
- Design coordination meeting minutes
- Project schedule updates
- QA/QC response logs for the 50% and 90% submittal packages.

#### Task 1 Assumptions

- The kick-off meeting and site visit will occur on the same day and involve three Tetra Tech and three ESA staff members.
- Coordination meetings will be by teleconference and involve the project manager, project engineer, and discipline leads as required. Assumes a maximum of 40 hours each for the project manager and project engineer for all phases of the project.
- The project will occur over a 48-month period.
- Stakeholder outreach and coordination assumes a maximum of 12 hours.

- City will provide one set of redlines and consolidated review comments for each submittal.
- QA/QC meetings will be held at the City offices and attended by the consultant team QA/QC manager. The project manager will attend by teleconference.

## **Task 2: Field Investigations**

Field investigations include the following tasks.

- 2.1 Review Existing Data and Site Survey:** Includes topographic survey and hydraulic model completed for the conceptual design, final wetland delineation report, and other publicly available records.
- 2.2 Private Utility Coordination:** Meet with private utility owners and obtain utility maps. Corroborate utility information with City provided topographic survey. Coordinate with utility owners prior to construction of each phase.
- 2.3 Geotechnical Field Investigations:** Review available site information. Conduct four borings up to a depth of 20 feet below ground surface. Prepare draft and final Geotechnical Design Reports with recommendations for pipe bedding, backfill, excavation, dewatering, and shoring.
- 2.4 Level 1 Site Assessment:** Includes a database search, site reconnaissance, interviews with past and present occupants, and preparation of a Phase 1 site assessment report.

### Task 2 Deliverables

- Utility coordination meeting notes.
- Draft Geotechnical Design Report for City review.
- Final Geotechnical Design Report for City review.
- Draft Phase 1 Site Assessment Report
- Final Phase 1 Site Assessment Report

### Task 2 Assumptions

- City will provide topographic survey CAD files and a computer hydraulic model used for the conceptual design.
- Phase 1 site assessment report will be completed in accordance with ASTM E1527-13.

## **Task 3: Permitting**

This task includes assisting the City in acquiring permits necessary to construct all phases of the project. Permits that will be required include land use approval, right-of-way construction permits, natural resources permits (inc. JPA, CWM, SWMP, 1200-C, BE), and cultural resources Section 106 permit.

The following permits may be required, or may be acquired by others:

- City of Hood Land-Use Approval
- Hood River County Land-Use Approval
- National Scenic Area Permit

In the event these permits are not needed, or are acquired by others, then they will be removed from this scope of work. These permits are described in Task 3.1

### **3.1 Land Use Permitting (if required)**

Coordinate and participate in a pre-application conference with Hood River County and City of Hood River Planning Department to discuss land use permitting process, timelines, and potential issues or concerns. Prepare and submit complete land use application forms, materials and other relevant filing documents and provide supporting services to acquire all required land use permits for the Project. Prepare and submit a National Scenic Area (NSA) permit if required.

#### Task 3.1 Deliverables

- Pre-Application meeting notes
- Land-Use Applications
- NSA Permit Application

### **3.2 Right-of-Way Permitting**

Coordinate and obtain necessary permits from Oregon Department of Transportation Union Pacific Railroad (UPRR) for work in the ODOT and UPRR right-of-way (ROW).

#### Task 3.2 Deliverables

- ODOT and UPRR ROW permits.

### **3.3 Natural Resources Permitting**

#### ***3.3.1 Joint Permit Application for USACE Section 404 Permit, DSL Removal-Fill Permit, and DEQ 401 Water Quality Certification***

Prepare a Joint Permit Application (JPA) for submittal to the USACE, DSL, and DEQ for the Section 404 Permit, Removal-Fill Permit, and 401 Water Quality Certification. The application package will include a completed JPA form, site location and orientation figures (e.g., tax maps, USGS topographic map, and aerial photograph), permit drawings, and site photographs to facilitate agency review of the project for permit decisions.

#### Task 3.3.1 Deliverables:

- Draft JPA for City review with the preliminary (50%) design submittal for City review
- Final JPA for submittal to USACE, DSL, and DEQ incorporating City comments

#### Task 3.3.1 Assumptions/Exclusions:

- The project can be permitted by USACE under a Nationwide permit(s), according to a schedule typical for Nationwide permit verifications. A USACE public review/comment process (required for Individual Permits) will not be required.
- Agency permit review fees charged by DSL and DEQ will be paid by the City.
- Preparation of a Compensatory Wetland Mitigation Plan is expected to be required for the USACE and DSL permits and is included in Task 3.3.2 of this scope.
- Preparation of a Stormwater Management Plan is expected to be required for the DEQ 401 Water Quality Certification and NMFS Endangered Species Act reviews and is included in Task 3.3.3 of this scope.
- The project will satisfy USACE Endangered Species Act consultation requirements through coverage under the programmatic Biological Opinion known as the Standard Local Operating Procedures for Stormwater, Transportation, and Utility Actions (SLOPES V).

### **3.3.2 Compensatory Wetland Mitigation (CWM) Plan**

Prepare a Compensatory Wetland Mitigation (CWM) plan for submittal with the JPA according to USACE/DSL guidelines. This scope anticipates that wetland creation at a ratio of 1.5:1 can be implemented within the ODOT ROW on-site. Up to two mitigation concepts will be prepared for project team review as part of mitigation planning. This subtask includes up to one site meeting with USACE, DSL, and ODOT staff to facilitate input on the mitigation plan. Conduct an on-site functions and values assessment of wetlands and waterways using ORWAP and SFAM to quantify existing conditions and to justify the mitigation concept. The CWM plan will provide an overview including mitigation goals, objectives and concept; a description of existing site conditions and how the CWM addresses the principal objectives; site constraints; a summary of expected gains and losses; grading plan; planting list and rationale; and construction schedule. Develop a planting list related to the planting rationale for future construction documents described elsewhere. The CWM plan will also include a monitoring plan, a long-term maintenance schedule, and will describe the long-term protection of the site.

#### Task 3.3.2 Deliverables:

- Two mitigation concepts in plan view (pdf) for client review/approval.
- Draft Compensatory Wetland Mitigation Plan for client review
- Final Compensatory Wetland Mitigation Plan for submittal with the JPA

#### Task 3.3.2 Assumptions/Exclusions:

- Compensatory wetland mitigation can be implemented on-site as wetland creation in the ODOT ROW.
- No additional wetland delineations are required.
- Wetland and waterway functional assessments can be completed on-site in one day.
- Two mitigation concepts will be presented as plan view graphics for client approval.

- The CWM includes a planting plan but not a stamped landscape plan which will be developed with construction documents described elsewhere in this scope.
- Agency coordination may include an on-site visit to review the mitigation area.

### **3.3.3 Stormwater Management Plan**

This task includes preparation of a Stormwater Management Plan (SWMP) for submittal to DEQ and NMFS using guidance documented in DEQ's *Post-Construction Stormwater Management Plan Submission Guidelines (March 2018)*. The SWMP will address relevant design criteria and describe how stormwater from contributing impervious areas will be managed, including rationale for selected treatment BMPs and long-term O&M plans. The SWMP will include figures showing contributing impervious areas, flow patterns, and stormwater structural controls and other BMPs.

#### Task 3.3.3 Deliverables:

- Draft SWMP for City Review
- Final SWMP for submittal to DEQ and NMFS

#### Task 3.3.3 Assumptions:

- The City will provide documentation of stormwater management approaches for areas outside of the area between the railroad and I-84.

### **3.3.4 NPDES 1200-C Permit Application**

This task includes preparing applications for NPDES 1200-C Permit coverage for construction stormwater discharges for each phase (up to four) of the project which is expected to disturb greater than one acre. The application packages will include a completed permit application form, a Land Use Compatibility Statement signed by the City of Hood River's planning department, and a set of Erosion and Sediment Control Plans meeting DEQ requirements. It is assumed that the City will obtain NPDES 1200-C Permit coverage and then turn the issued permits over to the construction contractors.

#### Assumptions:

- Design linework for the project will be provided in AutoCAD format to support the development of erosion and sediment control plans.
- We assume that separate permit applications will be required for each phase of the project that will disturb more than one acre.

#### Deliverables:

- NPDES 1200-C Permit Application including Erosion and Sediment Control Plans for each phase of construction that disturbs greater than one acre (up to four).
- One (1) round of revisions responding to DEQ review.

### **3.4 Cultural Resources**

An SOI qualified archaeologist will complete the NHPA Section 106 archaeological survey and reporting required for the permitting in this task. Includes a SHPO records search, consultation with affiliated tribes for the purposes of cultural resources identification pursuant to 36CFR800, conduct a field inventory of the estimated 3.0-acre Area of Potential Effect (APE), and submit a draft and final technical report to USACE for use in satisfying NHPA Section 106 requirements for the project per USACE policies (Attachment C) for Section 106 review and compliance.

#### Deliverables:

- Draft Section 106 reports for NHPA compliance on USACE permitting.
- Final Section 106 reports incorporating USACE comments

#### Assumptions:

- Assumes an APE for NHPA review of 3.0 acres for the area covered under USACE permit. If the final APE is larger than 3.0 acres, an adjustment for field time may be necessary.
- Assumes only archeological survey is required. No Historic Property Inventories (HPI) or Built Environment resources are included.
- Assumes up to 40 subsurface shovel test probes will be required by SHPO.
- Assumes no Oregon Archaeological Permit will be required to conduct survey.
- Assumes no cultural resources will be identified or require recording.
- Assumes Phase 1: Identification level only, does not include Determinations of Eligibility or test excavations, or Historic Property Inventories.

### **3.5 SERP Documentation and Biological Evaluation**

This task includes evaluating existing conditions at the project site, identify potential impacts from project improvements, and preparing the required federal cross-cutter documentation for a State Environmental Review Process (SERP) submittal to DEQ and includes a Biological Evaluation (BE) as part of the SERP package. The following resource categories will be addressed in the SERP package, in accordance with DEQ's Applicant Guide to the SERP (2018):

- Historic/Cultural Resources
- Wetlands
- Floodplains
- Farmland
- Coastal Zone Resources
- Wild & Scenic Rivers
- Threatened and Endangered Species and Essential Fish Habitat (EFH)
- Air Quality

- Safe Drinking Water

The BE will include a description of the proposed project including the proposed outfall, its location, and environmental setting; a discussion of listed species and habitat with the potential to occur in the action area; an analysis of potential impacts to species and habitat; and a determination of effect for each species. The effect determinations will document whether the proposal will: have no effect on the species or habitat; may affect, but is not likely to affect the species or habitat; or may affect and is likely to adversely affect the listed species or habitat.

#### Deliverables:

- Draft BE for City review
- Final BE to EPA
- Draft SERP submittal for City review
- Final SERP submittal to DEQ

#### Assumptions:

- The SERP submittal will incorporate wetlands and cultural resources documentation and consultations completed as part of Tasks 3.3 and 3.4.

## **Task 4: Preliminary Design**

### **4.1 Conceptual Design Review**

Provide a general review of the conceptual design prepared by Bell Design Company. Includes a general review of the conceptual design following completion of the field investigations conducted in Task 2. Recommended modifications, if any, will be presented to the City in a technical memorandum.

#### Task 4.1 Deliverables

- Technical memorandum presented describing proposed modifications.

#### Task 4.1 Assumptions

- Recommended modifications will be minor unless the findings of the field investigations warrant more significant changes.

### **4.2 Stormwater Treatment Alternatives Analysis**

Provide support for an alternatives analysis for stormwater quality treatment of the drainage basin that enters the site from south of I-84. Evaluate the stormwater treatment alternatives that may include a vegetated stormwater facility in the vicinity of the wetland, stormwater treatment vaults, or a combination of the two. The treatment alternatives will be selected to meet City of Hood River stormwater treatment goals and NMFS requirements. Include a summary of wetland impacts and permitting implications associated with each alternative. Include an analysis of stormwater conveyance alternatives in conjunction with the stormwater



treatment alternatives. Provide concept level cost estimates for the treatment facilities, concept level figures, and a summary of opportunities and constraints associated with each alternative.

Task 4.1 Deliverables:

- Draft alternatives analysis technical memorandum including concept level cost estimates and figures for stormwater treatment submitted to the City.
- Final alternatives analysis technical memorandum including concept level cost estimates and figures for stormwater treatment incorporating City comments.

Task 4.2 Assumptions:

- Includes a maximum of three conveyance and three stormwater treatment alternatives.
- City will provide design parameters for the alternatives analysis including design storm flow and volumes from the contributing catchment areas.

**4.3 Preliminary Design**

Includes completion of preliminary (50%) drawings for the entire project, technical specifications, and a preliminary (Level 3) construction cost estimate. Drawings shall include conveyance piping plan and profiles, grading and water quality details for the Phase 2 area, preliminary design of the relocated outfall, and existing pipe abandonment details. The drawings will show sufficient detail for early outreach to stakeholders and permitting agencies. Submit 50% plans, specifications and construction cost estimate (P,S,&E) package to City for review and comment.

Task 4.3 Deliverables

- Preliminary (50%) P,S,&E package
- Preliminary pipe abandonment technical memorandum
- Preliminary Water Quality Treatment technical memorandum

Task 4.3 Assumptions

- Plans will be prepared in accordance with City of Hood River Engineering Standards (HRES) and ODOT design standards where applicable.
- Technical specifications will be developed as Special Provisions (SPs) to the APWA/ODOT Standard Specifications (latest edition) with City of Hood River and ODOT amendments.
- City will provide any City of Hood River amendments to the SPs.

**Task 5: Final Design**

Incorporate City comments on the preliminary design submittal to provide final design packages for each phase. Final design package delivery will be timed in conjunction with the

projected construction schedules of each phase. The final design of subsequent phases will be adjusted to match the “as-constructed” conditions of the proceeding phases. Each final design phase will include preparation of a pre-final (90%), and final stamped (100%) P,S,&E packages. Each design package will include the following elements.

- General (G) Series including cover sheet, drawing index, construction notes, staging areas, and easements.
- Demolition (D) Series including demolition and abandonment of the existing storm lines.
- Civil (C) Series including storm line plan and profiles, rail road crossing, relocated outfall, wetland enhancements, water quality facilities, temporary erosion control, and civil details.
- Landscaping (L) Series including planting plans for wetland enhancements and storm water quality facilities, as required.

#### Task 5 Deliverables

- Pre-Final (90%) P,S, & E packages for each project phase
- Final (100%) P,S, & E packages for each project phase

#### Task 5 Assumptions

- Landscaping design assumes wetland restoration and vegetated water quality facility design in Phase 2.
- Pre-Final drawings will be submitted as 34x22 (D-sized) PDFs
- Final drawings will be submitted as 34x22 (D-sized) hard copy and PDFs.
- Pre-Final and Final Specifications will be submitted as 8.5x11 PDFs.
- City will provide front-end (Part 00100) specifications and contracting documents for inclusion in the bidding documents.

### **Task 6: Services During Construction**

Services During Construction (SDCs) will include the following.

#### ***Bidding Assistance:***

1. Facilitating a mandatory pre-bid meeting for each phase of the project
2. Preparing necessary bid addenda for each phase of the project.

#### ***Construction Assistance:***

1. Attend and facilitate a pre-construction meeting for each phase of the project.
2. Outreach to property owners and private utility owners prior to the pre-construction meeting for each phase.
3. Attend and facilitate weekly construction meetings for each phase of the project.
4. Provide part-time site inspection for Phase 1, Phase 3, and Phase 4.

5. Provide full-time site inspection for Phase 2.
6. Review contractor submittals for conformance with the plans and specifications
7. Review contractor proposed deviations from the design for each phase of the project and provide recommendations for changes to the design.
8. Review and respond to contractor-initiated requests for information and requests for clarification (RFIs/RFCs) to the plans and specifications for each phase of the project.
9. Conduct a substantial completion inspection and issue punch list items for each phase of the project
10. Conduct a final completion inspection for each phase of the project.
11. Prepare record drawings using the contractor provided redlines for each phase of the project.

#### Task 6 Assumptions

- Pre-bid meetings will be held at the City of Hood River.
- Bid addenda will require no more than 4 hours for a civil engineer and 4 hours for a CADD technician for each phase of the project.
- Pre-construction meetings will be held at the City of Hood River.
- Phase 1 and Phase 4 assume one part time inspector at 8 hours per week for a six (6) week duration of construction for each phase.
- Phase 2 assumes one full time inspector at 40 hours per week for a six (6) week duration of construction.
- Phase 3 assumes one part time inspector at 8 hours per week for an eight (8) week duration of construction for each phase.
- Weekly construction meetings assume 4 hours per week including travel time.  
Construction duration is assumed to be six (6) weeks for Phases 1, 2, and 4, and eight (8) weeks for Phase 3.

# Price Proposal

Revision Date:  
Apr 08, 2020

## Hood River Storm Line Relocation

Construct 3,500 LF of new 24" storm line, outfall, and wetland enhancements. Abandon 2,000 LF of existing storm line.

Submitted to: City of Hood River (Attn: Wade Seaborne)

Contract Type: T&M

Project Phases / Tasks	Schedule			Work Days Off	Work Days	Total Labor Hrs
	From	Thru	Months			

Labor Plan						
7 Resource						
PM	Pipeline Design	Civil Engineering	Civil Engineering	CADD	Admin	Land-Use Permitting
Project Manager (Matt Huxley)	Project Engineer (Joe Clare)	Project Engineer (Erik Nordholm)	Civil Engineer (Hunter Bennett-Daggett)	CADD (CADD)	Admin (Becky Connelly)	Permit Specialist (Anneke Solsby)

Price Summary / Totals	
Task Pricing Totals	614,458
Specify Add'l Fees on Setup	0
Technology Use Fee	
<b>Total Price</b>	<b>614,458</b>

### Pricing by Resource

Project Phases / Tasks	Schedule			Work Days Off	Work Days	Total Labor Hrs	Resource							Task Pricing									
	From	Thru	Months				Project Manager (Matt Huxley)	Project Engineer (Joe Clare)	Project Engineer (Erik Nordholm)	Civil Engineer (Hunter Bennett-Daggett)	CADD (CADD)	Admin (Becky Connelly)	Permit Specialist (Anneke Solsby)	Labor Rate Esc.	Labor	Subs	Travel	Mat'l's & Equip	ODCs	Task Pricing Totals			
<b>Task 1: Project Management</b>	04/15/20	10/31/24	53.5	119	1067	134	58	16	44	-	-	16	-	-	-	-	-	24,114	42,453	-	-	-	66,567
1.1 - Invoicing and project controls						22	6					16						3,230	5,400				8,630
1.2 - Kick-off Meeting & Site Visit						12	4	4	4									2,284	1,890				4,174
1.3 - Coordination Meetings						88	40	8	40									16,120	3,150				19,270
1.4 - Stakeholder Outreach and Coordination						-													3,201				3,201
1.5 - Quality Assurance and Quality Control						12	8	4										2,480	28,811				31,291
<b>Task 2: Field Investigations</b>						21	3	-	10	8	-	-	-	-	-	-	-	3,287	28,937	-	-	-	32,224
2.1 - Review Site Data and Survey						13	1		4	8								1,941	2,520				4,461
2.2 - Private Utility Coordination						5	1		4									829	3,201				4,030
2.3 - Geotechnical Field Investigations						2			2									312	18,375				18,687
2.4 - Level 1 Site Investigation						1	1											205	4,841				5,046
<b>Task 3: Permitting</b>						258	12	-	-	-	-	-	246	-	-	-	-	36,900	121,769	-	-	-	158,669
<b>3.1 - Land-Use Permitting</b>						168	2	-	-	-	-	-	166	-	-	-	-	23,650	-	-	-	-	23,650
3.1.1 - CHR and HRC Land Use Permit (if required)						47	1						46					6,645					6,645
3.1.2 - NSA Permit (if required)						121	1						120					17,005					17,005
<b>3.2 - Right Of Way Permitting</b>						82	2						80					11,610					11,610
<b>3.3 - Natural Resources Permitting</b>						6	6	-	-	-	-	-	-	-	-	-	-	1,230	77,081	-	-	-	78,311
3.3.1 - Joint Permit Application						2	2											410	20,265				20,675
3.3.2 - CWM Plan						2	2											410	30,933				31,343
3.3.3 - SWMP						1	1											205	11,162				11,367
3.3.4 - 1200-C Permit						1	1											205	14,721				14,926
<b>3.4 - Cultural Resources</b>						1	1											205	21,672				21,877
<b>3.5 - SERP &amp; BE</b>						1	1											205	23,016				23,221
<b>Task 4: Preliminary Design</b>						326	20	10	56	120	120	-	-	-	-	-	-	46,616	39,230	-	-	-	85,846
4.1 - Conceptual Design Review						12	2	2	8									2,078	3,780				5,858
4.2 - Stormwater Treatment Alternatives Analysis						50	2		8	40								7,218	12,621				19,839
4.3 - Preliminary (50%) Design - All Phases						264	16	8	40	80	120							37,320	22,829				60,149
<b>Task 5.1: Phase 1 Final Design</b>						155	8	3	24	60	60	-	-	-	-	-	-	21,854	-	-	-	-	21,854
5.1.1 - Phase 1 Pre-Final (90%) Design						102	4	2	16	40	40							14,296					14,296
5.1.2 - Phase 1 Final (100%) Design						53	4	1	8	20	20							7,558					7,558
<b>Task 5.2: Phase 2 Final Design</b>						152	8	-	24	60	60	-	-	-	-	-	-	21,224	16,716	-	-	-	37,940
5.2.1 - Phase 2 Pre-Final (90%) Design						100	4		16	40	40							13,876	11,351				25,227
5.2.2 - Phase 2 Final (100%) Design						52	4		8	20	20							7,348	5,366				12,714
<b>Task 5.3: Phase 3 Final Design</b>						271	8	3	60	120	80	-	-	-	-	-	-	38,310	-	-	-	-	38,310
5.3.1 - Phase 3 Pre-Final (90%) Design						186	4	2	40	80	60							26,100					26,100
5.3.2 - Phase 3 Final (100%) Design						85	4	1	20	40	20							12,210					12,210
<b>Task 5.4: Phase 4 Final Design</b>						152	8	-	24	60	60	-	-	-	-	-	-	21,224	16,716	-	-	-	37,940
5.4.1 - Phase 4 Pre-Final (90%) Design						100	4		16	40	40							13,876	11,351				25,227
5.4.2 - Phase 4 Final (100%) Design						52	4		8	20	20							7,348	5,366				12,714
<b>Task 6.1: Phase 1 Services During Construction</b>						76	6	2	28	28	12	-	-	-	-	-	-	11,410	4,366	-	-	-	15,776
6.1.1 - Phase 1 Bidding Assistance						14	2		4	4	4							2,090					2,090
6.1.2 - Phase 1 Construction Assistance						62	4	2	24	24	8							9,320	4,366				13,686
<b>Task 6.2: Phase 2 Services During Construction</b>						74	6	-	28	28	12	-	-	-	-	-	-	10,990	23,726	-	-	-	34,716
6.2.1 - Phase 2 Bidding Assistance						14	2		4	4	4							2,090	630				2,720
6.2.2 - Phase 2 Construction Assistance						60	4		24	24	8							8,900	23,096				31,996
<b>Task 6.3: Phase 3 Services During Construction</b>						92	6	2	36	36	12	-	-	-	-	-	-	13,770	5,821	-	-	-	19,591
6.3.1 - Phase 3 Bidding Assistance						14	2		4	4	4							2,090					2,090
6.3.2 - Phase 3 Construction Assistance						78	4	2	32	32	8							11,680	5,821				17,501
<b>Task 6.4: Phase 4 Services During Construction</b>						76	6	2	28	28	12	-	-	-	-	-	-	11,410	7,321	-	-	-	18,731
6.4.1 - Phase 4 Bidding Assistance						14	2		4	4	4							2,090	630				2,720
6.4.2 - Phase 4 Construction Assistance						62	4	2	24	24	8							9,320	6,691				16,011
<b>Direct Expenses</b>						-														2,000	200	500	2,700
<b>Optional Services</b>						-																	
Landscaping Design and Construction Support						-																	43,595
						-																	43,595
<b>Totals</b>	04/15/20	10/31/24	53.5			1,787	149	38	362	548	428	16	246	0.00%	261,109	350,649	2,000	200	500				614,458

# CITY COUNCIL AGENDA ITEM COVER SHEET

**Meeting Date:** April 13, 2020

**To:** Honorable Mayor and Members of the City Council

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

**Subject:** Authorized staff to Sign, Certify, and Submit USDA Loan Application

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## Background

City staff are continually working to identify as many outside sources of funding possible to offset the unanticipated cost of relocating a failing stormwater line in the waterfront area. On September 4<sup>th</sup>, 2019, the City hosted a “one stop” financing meeting with representatives from Business Oregon, State of Oregon Department of Environmental Quality, the United States Department of Agriculture (USDA) to determine what State and Federal funding sources are available. One of the recommended funding sources from this meeting is a partially forgivable loan from the USDA Rural Utility Service (RUS).

## Discussion

The USDA RUS loan program requires documentation authorizing a City staff person to “Sign, Certify, and Submit” prior to gaining access to their application system. City Council minutes are the most common form of documentation. The suggested motion below will document that the City Finance Director has been duly authorized to submit a USDA RUS loan application on behalf of the City.

## Timing Considerations

The USDA RUS loan program has a rolling application deadline. However, it is helpful to start the loan application process prior to project design work. This is because the loan requirements might influence or inform the project.

## Staff Recommendation:

Authorized the City Finance Director, William Norris, to sign, certify, and submit

## Fiscal Impact

The forgivable portion of the USDA RUS loan is variable based on the USDA’s evaluation of need and the other projects competing for the same funding. During the “One Stop” meeting, an assumed 15% forgiveness was assumed for planning purposes.

## Suggested Motion:

I move to designate the City Finance Director, William Norris, as an authorized agent of the City of Hood River to Sign, Certify, and Submit a loan application for the USDA RUS loan program.

**Alternatives:** Choose not to apply for USDA RUS partially forgivable loans