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

May 11, 2020

AGENDA

6:00 p.m.

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

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

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:

<https://us02web.zoom.us/j/83109339090>

(253) 215-8782

Meeting ID: 831 0933 9090

Members of City Council and City staff will participate by telephone, they will not be on site at City Hall during the meeting. 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 by Monday, May 11 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 by Monday, May 11 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.

WORK SESSION

III OPEN WORK SESSION

IV AGENDA ADDITIONS OR CORRECTIONS

V DISCUSSION ITEMS
1. City Response to COVID19 PAGES 3-7

VI 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 – March 9, 2020 and April 13, 2020 PAGES 8-25
- 2. OLCC Permit Application Approval PAGES 26-29
 - Hood River Taqueria, Off Premises

IV REGULAR BUSINESS ITEMS

- 1. Third Quarter Financial Performance Report, W. Norris PAGES 30-33

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: May 11, 2020
To: Honorable Mayor and City Council
From: Rachael Fuller, City Manager
Subject: City Responds to COVID 19

Background: This is a place holder to discuss City Operations, Local Economic Recovery Programs (coversheet attached) and City Support for Business Adaptation.

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: May 11, 2020

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager
Haley Ellett, Management Analyst
Jennifer Kaden, Planner

Subject: Local Economic Recovery Program – Discussion

Background:

The rapid outbreak of COVID19 has severely impacted revenues for businesses, individuals, and non-profits that rely on in-person transactions or the resulting economic activity. Some local governments have responded with local relief programs. The typical reasons for a local program are to address gaps in State and Federal programs or to provide funds more quickly with fewer bureaucratic hurdles.

The City of Hood River's 2020-21 Proposed Budget includes \$250,000 for a placeholder local economic relief program. The funds are from a one-time suspension of division of tax from the Heights and Waterfront Urban Renewal Districts. This staff report outlines relief program considerations and staff recommendations based on discussion with local non-profit and business leaders. The intention of this item is to inform and receive input from the City Council on funding priorities with the goal to quickly implement a local relief program if funded in the FY2020-21 Adopted Budget.

Outside of direct financial relief, the City's Permitting Enhancement Program (PEP) Team is also developing regulatory and other non-monetary policy responses to assist businesses during the phased re-opening process.

Discussion:

Below are core policy considerations for a Hood River local economic relief program:

Funding State and Federal Gaps

State and Federal governments have responded with large and rapid economic relief programs. The paycheck protection program, enhanced unemployment benefits, rental and energy assistance programs have substantially blunted the initial economic impact on a largescale. However, significant blind spots exist. Some groups left out of existing programs include migrant or undocumented individuals, businesses without employees (ex. Small lodging operators, property managers, and other sole proprietors), and grants for initial expenses associated with phased re-opening (ex. spatial dividers, personal protective equipment, online ordering systems for curbside pick-up, or other physical modifications to promote healthy distances).

Targeting Sectors

Need exists in the non-profit, individual, and small business sectors. City Council should consider what proportion of funds should be dedicated to each group. For example, \$150,000 for small business, \$50,000 for non-profits, and \$50,000 for individual assistance.

Administrative Feasibility

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

Examples of qualified outside entities include using the United Way to direct funding to non-profits, the Chamber of Commerce to award small business grants, or Mid-Columbia Community Action Council to distribute utility assistance. These outside entities are also in need of assistance and will benefit from any allowed administrative overhead. For example, the Chamber of Commerce could recall a furloughed staff person to administer a small business grant program if the City chose to utilize this organization.

Staff Recommendation:

Ask questions and deliberate on a potential local economic relief program. Provide input to staff on City Council priorities for funding and desired program outcomes.

Alternatives:

Ask for additional information or choose to suspend development of a local relief program.

Fiscal Impact:

\$250,000 is included in the FY2020-21 Proposed Budget. The Urban Renewal Agency may choose to add funds targeted at each respective district as well. All funds are contingent on the FY2020-21 Budget Process.

Attachments:

Overview of Major COVID19 Aid Programs

Description of Potential Local Partner Relief Organizations

Attachment #1: Overview of Major COVID19 Aid Programs

Federal
<p>Enhanced Unemployment The Federal CARES Act supplements existing State Unemployment Benefits with an extra \$600 per week through July.</p>
<p>Payment Protection Loan The Federal CARES Act allocated funding to assist Small Businesses with loans that may be forgiven if borrowers maintain or restore their payroll. Borrowers may request funding up to 2.5X the average monthly payroll costs, not exceeding \$10 million.</p>
<p>SBA Economic Injury Disaster Loan Up to \$2 million loan, to small businesses and private, non-profit organizations. This loan is used to meet financial obligations that could have been met if the disaster had not occurred. There is also an Economic Injury Disaster Loan Advance of up to \$10,000 to provide economic relief to business currently experiencing a temporary loss of revenue.</p>
<p>SBA Express Bridge Loans Enables Small Businesses who currently have a relationship with an SBA Express Lender to access up to \$25,000 quickly. This loan is used to provide economic support to small businesses experiencing a temporary loss of revenue and should be repaid in part or in full by the EIDL Loan</p>
State
<p>Pandemic School Meal Replacement Benefit Department of Human Services & Oregon Department of Education are providing cash benefits to replace meals otherwise received through free or reduced-priced school meal program through June.</p>
<p>Housing Assistance State providing \$8.5 million nonprofit & government housing programs for rent assistance to individuals unemployed due to Covid-19; \$3.5 million for shelters and motel vouchers, some of which will be dedicated to house migrant and seasonal farmworkers.</p>
Local
<p>MCEDD Business Loan Program Existing loan program for projects that create or retain jobs; loan amounts typically range from \$1,000-\$150,000 and are not COVID-19 specific.</p>
<p>Healthy Gorge Initiative/United Way COVID-19 Gorge Community Response Fund New fund for grants to non-profits for operational support, amount limited to what can be effectively spent in the coming weeks and months. Example grant recipients to-date include The Next Door, Double Mountain Foundation (providing direct assistance to unemployed restaurant workers), Gorge Makers Collective (personal protective equipment for vulnerable populations), One Community Health, Columbia Gorge & FISH Food Banks, Hope Clinic (diapers & baby wipes), & Helping Hands Against Violence.</p>

Attachment #2: Description of Potential Local Partner Relief Organizations

<p style="text-align: center;">Hood River Chamber of Commerce</p>
<p>The Hood River Chamber of Commerce is dedicated to promoting the community, creating a strong local economy, leading the business community, and providing opportunities to build business relationships. The Chamber effectively enhances the livability and economy of Hood River. Business can benefit by being a member of the Chamber as the Chamber provides validity and promotion of the business. Small businesses may also be eligible for the Oregon State Chamber of Commerce Endorsed Health Plan Program. The Chamber provides members weekly updates on upcoming opportunities, events, and other important information including information on COVID-19. COVID-19 specific resources for small businesses including updates on SBA Loans and the Payroll Protection Program, informational webinars, local business that are currently open, a general overview of State Resources for businesses and an overview of the Federal CARES Act can be found on the Chamber website.</p>
<p style="text-align: center;">Mid-Columbia Community Action Council</p>
<p>The Mid-Columbia Community Action Council (MCCAC) provides several services to low income families and individuals in Hood River, Wasco and Sherman Counties. These services include verification of the eligibility of low-income families and individuals for the City of Hood River Utility Rate Assistance Program. MCCAC is also the designated organization in the Mid-Columbia region to administer Federal Energy Assistance, Homeless Assistance, Renters Assistance and Veterans Housing financial assistance programs. MCCAC experience with and accounting systems tailored to governmental relief programs at the Federal, State, and Local levels provides transparency advantages over other local entities.</p>
<p style="text-align: center;">Gorge Community Response Fund</p>
<p>The Community Response Fund was developed through a partnership of the Healthy Gorge Initiative and the United Way-Columbia Gorge. The Fund is intended to support nonprofit organizations that have been impacted by Covid-19 in Hood River, Wasco, Sherman, Klickitat and Skamania counties in the Columbia Gorge. Applications are reviewed weekly by a Committee made up of community members and United Way board members.</p>

**City of Hood River
City Council Work Session
March 9, 2020**

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

Staff: City Manager Rachael Fuller, City Attorney Dan Kearns, Finance Director/ACM Will Norris, Planning Director Dustin Nilsen, Fire Chief Leonard Damian, Police Chief Neal Holste, City Recorder Jennifer Gray, Administrative Services Officer, Monica Morris, Public Works Parks Travis Pease, Management Analyst Haley Ellett

Absent:

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

Land Acknowledgement Statement and Pledge of Allegiance

RECESS TO CONSIDER URBAN RENEWAL AGENDA – 6:01p.m. – 6:44 p.m.

II BUSINESS FROM THE AUDIENCE

Betty New, Hood River, OR – she is excited about the purchase of land on Rand Road for housing. She is speaking for herself and for Aging in the Gorge Alliance that is designed to advocate for the needs for the increasing number of older adults and their care givers. She has heard the City's intent on having a mix of housing on the property. Housing is needed in Hood River for many different income levels. She is here to advocate for up to 80% ami group. She was surprised to hear the City might consider a higher percentage. She explained their group has projects that are better designed and will help serve the needs of higher income groups. The Land Trust's intent to begin with was to work at over 120% ami but agreed to go down to 80% ami, if that is possible. New stated the code changes the City is working on to create varied housing, different types of housing and lot sizes, are all very important maneuvers. Same with the creation of developer incentives and disincentives. The under 80% ami group has great need and is not going to be spoken to by the other things that are being worked on. That group really needs special attention.

III PRESENTATIONS

1. Earth Day and Streets Alive Update, Peter Cornelison

Cornelison addressed Council about two events, Columbia Gorge Earth Month and Streets Alive. He stated as of right now they are continuing with the scheduled events but they will continue to reevaluate new information, as it comes available regarding COVID-19 and social gathering regulations. Community, health and safety is their first concern.

Cornelison presented information to Council regarding their planned activities throughout the

month of April for Earth Day. The month-long schedule of activities is included in the Council meeting packet. Cornelison is requesting Council to promote the cause with approval of the drafted proclamation. He asked that Council consider the proclamation under Council Call or at a future meeting.

Cornelison stated it has been decided to hold Streets Alive on Sunday, May 31 from 11am -3pm. He reviewed the draft map of the proposed area and the general plan for this year's event.

The group is working on the permit process through ODOT and the City. Businesses and residents impacted by the route are being contacted. A postcard mailing will be sent out to residents soon, as well as going door to door. Streets Alive has received two grants from ODOT. This shows good support from a wide section of ODOT. They will also be soliciting funds from local businesses and organizations in the next two weeks. It takes roughly \$12,000 to put the event on. The ODOT safety grant has several aspects. They will be purchasing two "Stop for Pedestrians" signs that are designed to go in the middle of the street on a two-way street. Once they are done with the event, they will turn those into the City to use where they see fit. Another aspect of the ODOT safety grant is the production of a fun educational video about crosswalk safety, that will be produced by Megan Ramey and her husband.

Ramey explained Streets Alive is divided into three categories: health, art and music. Streets Alive is requesting the City to consider approving a sharrow; a road marking in a form of two inverted V shapes above a bicycle indicating which part of the road should be used by cyclist when the roadway is shared with motor vehicles, appropriate use is a neighbor way or a bike boulevard, not a busy street. She is not sure how much the cost would be to place the thermoplastic sharrow's. She asked if four permanent sharrow's could be placed on Taylor and Pine for bike month or will the City allow them to place \$200 worth of spray material that will probably wear off in 6 months. Ramey explained Ms. Courtney from the school district will be working with Prime-Time May Street Elementary children to design art-full sharrow's that are also shown on the Council's handout. The students would be working on designs of their own for bike month. It would be great if Council could judge them the day of the event and the children will receive prizes. On the bike map, the branding is the same as the bike map on the public restrooms on State Street. That is intentional because that was Travel Oregon's branding guidelines they issued when she designed it. It is something that people already recognize. She has created a series of biking and walking routes to help people get around town safely by using these low-stress calm routes. The ask is, since there is not a biking and walking map, consider adopting this as an official map and share it. It will be used in the PSA video they received grant money for from ODOT. The title of the PSA is "Let the Kids Lead." The length of the video will be between 2-3 minutes. It will be fun and build empathy and awareness between people walking, biking and driving. The awareness side is what the laws are and what the etiquette is. The video will also be in Spanish. Summary of asks; the sharrow's, the bike/walking map, the PSA and is the City willing to share the PSA.

Council discussed. Fuller confirmed staff can research the costs and report back to Council. Fuller stated creating a walking and biking map is on the Council work plan. Staff would be excited to work and collaborate with the group. Staff would want to align the work that has already been done, with work done by the community groups. She does not see this as being a large hurdle. There was general support by Council on the proposed requests. Council directed staff to report back after looking into the requests further.

WORK SESSION

IV OPEN WORK SESSION – 7:18 p.m.

V AGENDA ADDITIONS OR CORRECTIONS

VI DISCUSSION ITEMS

1. Historic Columbia Highway Urban Connection, D. Nilsen

PowerPoint presentation presented by Nilsen. PowerPoint has been added to the record.

Evaluating the urban connection of the Historic Columbia River Highway (US 30/Cascade Avenue) is a project on the 2020 City Council Work Plan. Cascade Avenue is a primary east to west arterial in Hood River and is also part of the Historic Highway State Trail which, when completed, will run from Portland to The Dalles.

Given its historic significance Historic US 30 is listed on the National Register of Historic Places and is controlled by the Oregon Department of Transportation (ODOT). To aid in the planning, construction, and operation of the Highway the City, County, ODOT, State Historic Preservation Office (SHPO), and Federal Highway Administration entered into a programmatic agreement in 2005.

Since the agreement was completed 15 years ago, several changes necessitate updates to the design and approach of the Highway. The Historic Highway Trail system is nearing the final stages of completion, which will open the corridor to visitors and recreational bicyclists. Significant development interests and growth in vehicle trips continue to put pressure on the highway, intersections, and interchange capacity. Cumulatively these changes warrant a reanalysis of Cascade Avenue and US 30.

Project: In collaboration with ODOT and Portland State University (PSU), the City will provide technical guidance and support the analysis of a Cascade Avenue update between Exit 62 and 13th Street.

Specifically, the project involves updating standards and designs for pedestrian and bicycle facilities, street cross sections, key intersection and gateway treatments (including the Mount Adams intersection), and streetscape elements.

The project may also serve as a catalyst for future conversations about the Historic Highway Urban Connection from 13th Street to the Mark O. Hatfield trailhead, but is not included in the current scope.

Status and Next Steps: Currently, staff is collaborating with ODOT and Portland State University to evaluate the corridor. It is anticipated that the project will involve background research and outreach to key stakeholders, followed by corridor concept design based on input received, and the presentation of the corridor concepts for approval by ODOT, the City and the Historic Highway Committee. Staff anticipates the PSU effort will then be used to inform future and additional consultant driven work, revisions to the programmatic agreement, and possible Transportation System Plan updates. A project map and timeframe will be produced to outline the process.

Staff Request: The item is informational only no Council action is required.

2. Use of Waterfront Park, M. Morris, T. Pease, J. Gray

Background: Hood River Waterfront Park is a popular destination for locals and visitors. Demonstrated below, use of the park increases each year and the types of use has expanded. Including day users (community and visitors), private rentals (birthday parties, family reunions, etc.), water sport events and other public events. The number of days committed to Special Events via permits issued, have more than doubled since 2016. This year, staff received another request for a multi-day event. The event season has steadily increased, events beginning in April - October, with the majority of events June – September.

2016 Special Event permits issued 10 days of events April 1 – October 1

2017 Special Event permits issued 18 days of events April 1 – October 1

2018 Special Event permits issued 19 days of events April 1 – October 1

2019 Special Event permits issued 24 days of events April 1 – October 1

In addition to Special Events, the park is used for private gatherings. During the last couple of years, the private gathering rentals have increased to multiple reservations per day on the weekends during the peak season. These private gathering (reserved and unannounced) such as birthdays, reunions, employee picnics and dinner rehearsals impact park maintenance demands and access for park users.

The Port of Hood River has also seen an increase in requests to reserve the event site for events and gatherings. In 2019, there were 52 rentals for private gatherings; this activity has had an impact on park accessibility and maintenance. Staff is spending additional time picking up trash that has been left behind, power washing the shelters and cleaning up after groups who use the shelters that did not make a reservation. This is also occurring at Jackson Park and the Children's Park.

Staff has had several meetings to discuss event permit processing, scheduling of special events along with the private rentals. Scott Reynier from Columbia River Insurance has also participated in these meetings to give input.

At this point the Port is only allowing two large events during July and August: Kite Boarding for Cancer July 9-12 and ASWA August 10-12. According to the Port, large events can create user conflicts and increase congestion and maintenance on the facility. The Port has been encouraging event people to use the Marina Green and Marina Park, or schedule events in June, September or hold their event in Bingen, Wa. The Port cannot accommodate all the requests they receive for water access. The Port does not allow weddings.

With guidance from the Council, staff can develop processes to manage the use of city parks.

Staff is requesting Council feedback on Waterfront Park, due to its growing demands to guide the establishment of policies and procedures regarding Waterfront Park.

The goal is to create clear guidelines on the usage of City parks that would be implemented over the next few years.

Morris stated staff wants Council to start discussing this for two reasons. One, the park is getting very popular and there is going to be some conflict. Two, right now staff is very reactionary. Going into the budget season, and the health of the park, staff needs guidance on how to plan for that. It's Council's decision on how they vision the public using City parks.

Pease stated the multi-day events have an impact on the park grounds and on the other side, the small groups using the picnic shelters for private gatherings, have the biggest impact on staff time because of the additional works that needs to be done to maintain, clean up and repair. Pease explained the larger events have a trash management plan. Typically, after the larger events, crew pickup some trash but in terms to the groundwork that needs to be done is where the impact comes in.

There was discussion regarding the different types of fees for park rentals; current fees are charged to everyone. Fuller added if the current process is working fine in Council's perspective, that is helpful guidance to staff as well. If Council is wanting to prioritize one user over another, or one type of an event over another, staff can design alternatives for Council to consider; in how we manage the park that would accomplish those goals. Staff pointing out to Council some of the issues being seen and asking the question, is it working.

Council discussed and agreed events held at the park benefit the business and community.

Mayor McBride would like to quantify how much money the City is losing and how much more staffing is needed to help take care of the parks during the summer season. She also asked how much less maintenance would be needed if events were only allowed every other week and/or only allowing two large events a summer. Morris stated staff would be happy to look into her questions and report back. Fuller believes the City is at a tipping point with regards to parks. It is likely the City will need to see additional investment in operations crews over the next several years. The parks have a lot of out of town visitors, and a lot of locals use the parks. The City has a lot of great parks thanks to the community efforts and the great work that has been done. There are a few things that can be changed but there could be changes to make it more accessible for some groups over others.

Councilor Counihan stated part of it could be increasing the fees for some users over others. Councilor McBride added a deposit could be applied to help with the cleanup after gatherings at the shelters.

Fuller asked the real question at this time is not the fees. Staff is looking to know if what is happening now is working. Is it the right number of events? Or does Council want to make the shelters more accessible to the residence. Fee changes would come in after direction is given, if needed. It's really the user conflict and maintenance issue that is being brought to Council's attention.

Councilor Metta stated she feels the priority user of the park should be the residence of the community. She also recognizes there were areas designed for events and shelters that could be rented. There are also picnic tables throughout the park that can be used by anyone, no rental required.

Councilor Zanmiller stated the Waterfront Park is doing exactly what they had hoped it would do when it was designed. This is a great thing and the number of events that are being held do not seem bad to him. He seems the increase in events and use is a warning, and they are going to

need resources to step up to it. Maybe there is a threshold of how many is too much, but he does not believe they are there yet. He believes it is doing what it's supposed to do and give park staff the resources they need.

Councilor Saunders stated she does not want to see too many more large events, to allow access to locals.

Mayor McBride stated she goes to the event site and the waterfront park often during the summer months. She does not see conflicts at the park compared to the sandbar area. She understands the maintenance concerns and does not want the park to be damaged by large events. She suggested to have events spaced out with enough time to allow the grounds to recover.

Councilor Haynie agrees with Councilor Zanmiller. He would prioritize keeping the park fees down to allow families to have gatherings at the shelters. He would feel comfortable having the fees adjusted with the type of use, profit versus non-profit.

Fuller stated this has been a helpful conversation and staff can bring something back for Councils consideration.

VII ADJOURN WORK SESSION – 8:18 p.m.

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING – 8:18 p.m.

II AGENDA ADDITIONS OR CORRECTIONS – addition under Regular Items; proclamation thanking Crestline Construction and Crystal Spring Water District.

III CONSENT AGENDA

1. Council Meeting Minutes – February 10, 2020
2. Purchase a New 2020 Crosswind 1 Regenerative Air Street Sweeper with Single Engine
3. Purchase a New 2020 Water Valve Exercising and Vacuum Trailer
4. Purchase a New 2020 F-350 4x4 SD Regular Cab Truck

Motion: To approve the Consent Agenda as amended.

First: Saunders

Second: Metta

Discussion: Gray will make the corrections to the minutes regarding the voting; Zanmiller was absent at that meeting.

Vote: Motion passed (roll called)

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

Nays: None

Abstentions: None

Excused: None

IV REGULAR BUSINESS ITEMS

1. Proclamation for Crestline Construction and Crystal Spring Water District

Council approved the proclamation for Crestline Construction and Crystal Spring Water District.

V REPORT OF OFFICERS

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

VI MAYOR

- 1. Reappointment of Landmarks Review Board Member – Jeff Dellis

Motion: I move to reappoint Jeff Dellis to the Landmark Reviews Board.
First: Zanmiller
Second: Cornelison
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie
Nays: None
Abstentions: None
Excused: None

Mayor McBride asked for Councilors to sign up to attend the monthly Latino advisory meetings.

- April 2 – Councilor Zanmiller
- May 28 – Councilor Saunders
- June 25 – Councilor Haynie
- July 23 – Councilor Metta
- August 6 – Council Counihan
- September – (date to be determined) Councilor Saunders
- October – (date to be determined) Councilor Zanmiller
- November 12 – unassigned
- December 10 – unassigned

VII COUNCIL CALL

VIII ADJOURN – Adjourned by unanimous consent at 9:04 p.m.

Kate McBride, Mayor

Jennifer Gray, City Recorder

Approved by City Council on _____

**City of Hood River
City Council Work Session
April 13, 2020**

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

Staff: City Manager Rachael Fuller, City Attorney Dan Kearns, URA Attorney Deborah Phillips, Finance Director/ACM Will Norris, Planning Director Dustin Nilsen, Fire Chief Leonard Damian, Police Chief Neal Holste, Interim Public Works Director Wade Seaborn, City Engineer Stoner Bell, City Recorder Jennifer Gray, IT Manager Bill Bohn, GIS Analyst Jonathan Skloven-Gill

Absent:

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

Mayor McBride stated there is procedure in place for the public who want to join the Council meeting by audio and there is also a procedure in place for the public who want to give comments in writing. If anyone who is listening to this meeting that has not received all the information, it can be found on the City's website. This meeting will also be recorded and posted on the City's website.

There is a full Council in attendance, this evening.

II BUSINESS FROM THE AUDIENCE

III PRESENTATIONS

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

Fuller stated this is an update only. As City Manager, Fuller has extended the State of Emergency to at least April 30, 2020. The Statewide emergency and the Governors Executive Order does not have a time limit, but it is likely to remain through the end of April. All restrictions that have been put in place through the emergency declaration and otherwise remain in place. This is an update only. No Council action required.

WORK SESSION

IV OPEN WORK SESSION – 6:40 p.m.

V AGENDA ADDITIONS OR CORRECTIONS

VI DISCUSSION ITEMS

1. City Budget Committee Interviews, W. Norris

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 in the meeting packet. 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".

Council interviewed each of the listed candidates below. One applicant withdrew her application after the packet was distributed.

Carolyn Smale
Daniel Kaler
Rudolf Kellner
Samantha Jeray – withdrew her application.
Tim Decker
Gary Reed

Council interviewed the five applicants in order listed below. Each applicant was asked the same three questions. 1. Please tell us a little about yourself and reasons why you want to be on the Budget Committee. 2. Hood River is a close community, friends and family may strongly offer advice on certain subjects and at times it may conflict with the financial direction that the City must go. How do you deal with these circumstances, knowing your decision may be unpopular? 3. Are you able to commit to the time needed to attend Budget Committee meetings and spend time with the Staff to familiarize yourself with the budget and Budget Committee?

Council voted for their top three candidates. The voting spreadsheet was added to the record.

Motion: I move to appoint Rudy Kellner and Gary Reed to the Budget Committee with terms ending June 30,2022 and Tim Decker to the Budget Committee for a term ending June 30, 2020 to the consent agenda.

First: Metta

Second: Counihan

Discussion: None

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

2. Waterfront Stormwater Line Replacement Financing Work Session, W. Norris, W. Seaborn, S. Bell

Norris stated Seaborn and Bell are in attendance tonight, as well as Urban Renewal Agency Attorney Deborah Phillips who has been working on this issue. This item is mostly about funding mix and Seaborn will take the lead on design contract award.

The last time this was before Council was on August 12, 2019 where City Council received a briefing presentation on the stormwater line collapse in at least one section of the Waterfront District. There was discussion about creating a Local Improvement District to fund a portion of what is expected to be a \$4.5 million project. At that time, City Council approved moving forward with an investigation of a LID, per Hood River Municipal Code 13.60 and also directed City staff to try to locate as many sources of outside funding as possible.

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 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.

Norris reviewed the other funding sources. The PowerPoint presentation was added to the record.

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 10th 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.

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.

Norris explained if the City is successful in getting the financing, they will potentially not need any money from a LID. One of the options is to abandon the LID process if Council chooses. There is a wide array of options to choose from. That is the reason Norris wanted to work with Council in real time, to show them what some of the scenarios look like.

Council questions and discussion.

Mayor McBride stated there was some information in the meeting packet about the history of the whole issue and how the property of the Port was not historically there. The entire property is artificial. In her mind, she knows the sewer treatment plant is there and the City should be assessed like everyone else, but it would mean the burden would go on the entire City, even though it was land that was added later. This situation is specific to the Port District area. The LID needs to be equitable and she might agree that some of it might need to be paid in a LID. That large amount being added to the water/sewer bills for the entire City feels a little unfair.

Phillips stated it is completely up to the Council on how they want to assess the properties. The code requires the City Engineer make a recommendation. As you go through the LID ordinance, it uses language like "specially benefited." At the end of the day, it is going to be up to the Council to decide how each property is going to be assessed. One idea is commercial

appraisals of the value of the property with or without the dysfunctional waterline. Because of the way the code is written, it talks about all the other funds that will reduce the large amount. That is a starting point, if Council chooses to move forward with a LID.

Mayor McBride asked how staff came up with the amounts for each of the properties.

Bell stated it is the benefit, the need for the stormwater system is based off rainfall. They are assuming the rainfall falls evenly on all the properties. It is proportioned by just the area of the parcels. There is also a "all in or all out" methodology that is used. For the most part, a parcel as far as using the system goes one way. They are either using it or they are going in a different direction. The assessment was based off square footage for each parcel.

Phillips stated the Port property Tax Lot 112, continues to be owned by the Port and it is leased. From her understanding, the Port could pass the cost of the LID and as well as the cost under already apportioned to them under prior hold harmless agreement from 1975, to the property owners. In her view, it does seem like that could be negotiated. There are only two properties that are covered by these agreements. The other one is the Hood River Distillers property. The cost of the relocation that was initially for the Port, is passed on to Hood River Distillers. She believes those are two strong agreements that allocate costs. It would be up to Council to what extent they want to pursue that. There have been some definitive yes and no's, but the public bodies have not addressed those issues. She believes it is important to mention these agreements, have Council consider them and how they want to move forward. The Port and Hood River Distiller properties are the only ones affected by this agreement.

Norris reviewed the allocations for Council to review and discuss. He reviewed the key policy questions: 1. Does Council want to use a LID? If the answer is yes, does Council want to modify the notice to express any type sort of policy intent. If that answer to that is yes, does Council want to count the financing that has not been obtained yet. From whatever is left, what is Council's preference on LID, versus Urban Renewal, versus rate payers. That could be one order to take the questions.

Councilor Saunders does not want the property owners to pay the entire amount, minus the lottery money, but she does not want it to be too much. She believes some proportion from LID is going to be needed or in the sharing of cost. She is not sure what the amount would be, but her estimate is around \$1 to \$1.5 million.

Councilor Zannmiller suggested the LID is a part of the solution, but Council should put all of the Urban Renewal first. That would be the \$2.9 million, the \$1.7 million and zero for rate payers. The size of the LID would be determined by how much funding they will get from the outside sources.

Norris stated at the current preliminary engineer estimates, even without any State or Federal funding, apart from the lottery revenue that is secured, Urban Renewal would be enough to finish the project without doing a LID. There would be left over to take a large portion of the private costs.

Councilor Coughlin stated he agrees with using as much Urban Renewal money that is needed to take care of this situation.

Councilor Metta stated she had been in support of doing some type of LID but does not know

what the amount would be. She had hoped to use the Urban Renewal money to do something more exciting.

Councilor Rivera stated it would helpful to know the amount of money that would be received to make a decision.

Norris stated he is confident in both funding sources. The City has successfully obtained both finance sources multiple times in the past for projects. For the DEQ loan specifically, any expenses since they have applied once approved will be financed. The meter started running on April 10, when the application was submitted. They will be able to retroactively get financing for any the costs, once approved. He stated it would be unlikely they would be unsuccessful. Norris confirmed that money that is needed to be paid back, can be paid with Urban Renewal funds. If the City is successful in obtaining all the funding possible, they could cover the rest with Urban Renewal and still have three quarters of a million dollars remaining.

Mayor McBride stated this issue needs to be addressed. They were lucky to have had a mild winter this year, and no issues came up. She does not feel putting this off for another year is a good idea. She believes applying for the money is a good idea but if they have to backstop the whole thing with Urban Renewal, they need to move forward. If the money is received, a portion of it can be paid back with Urban Renewal. The cost is not put on the rate payers or the businesses who are both currently hurting due to COVID-19. This is what Urban Renewal money is for. She understands it is disappointing to not have money or as much money to do Lot 1 but the circumstances with COVID-19 and the need to get this line repaired seem imminent.

Councilor Haynie agrees with the discussion and shares the perspective that Councilor Zanniller and Councilor Counihan have. It feels like this is a community problem. He understands as part of the fix, the general flow of the City storm water is going to be diverted. In his mind this is not just a Port problem, it is a community problem. He is not opposed to the rate payer only because that is a high population and lower cost to all; spread the cost less painfully. The way the discussion has gone, putting the LID as the least favor option would be his preference.

Council direction is to not continue the LID path for right now.

VII ADJOURN WORK SESSION – 8:00 p.m.

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING – 8:04 p.m.

II AGENDA ADDITIONS OR CORRECTIONS – Addition to Consent Agenda; Budget Committee appointments.

III CONSENT AGENDA

1. Council Meeting Minutes – February 24, March 19 and March 27
2. OLCC Permit Application Approval
Warin LLC, 212 4th Street, Hood River Full-On Premises New Establishment
3. Budget Committee Appointments

Councilor Saunders stated minutes on page 55, motion stated “I move to adopt Resolution 2020-06 with the modifications Councilor Saunders noted. It does not state what the modifications were. Fuller stated the minutes will be reviewed and clarified.

Motion: To approve the Consent Agenda as amended.
First: Saunders
Second: Metta
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie
Nays: None
Abstentions: None
Excused: None

IV REGULAR BUSINESS ITEMS

1. City Financial Policy Update, W. Norris

Norris explained this was on a staff workplan attached to the Council Goals for this year; to update the financial policies. The last time the policies were updated was in 2016. Norris and Fuller reviewed the policies and worked to get them more aligned with typical best practices from other cities that are financial leaders. When he was looking into the legislative history on this, he found it fascinating to see how it reflected the financial condition of the City at any given time. See coversheet in meeting packet for full detail. The policies were tailored to address a temporary situation. Norris and Fuller tried to create policies that can stand the test of time. They are not reactionary to a point and time situation. Staff is interested in Council discussion and taking input on different directions. Even with the COVID-19 outbreak, Norris is pleased that the drafted policies hold up in changing circumstances. The policies were written and researched before COVID-19. He believes these are good policies to set in place even though circumstances have changed dramatically. He believes sending out a policy that gives everyone firm traction to continue a certain path, if that is the path Council wishes to take.

Attached to the 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

Councilor Zanmiller suggested removing “To the extent feasible” under Policy No.8. Operating Funds will be Charged to Offset Accrued Liabilities, b).

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.

It was agreed to strike out “To the extent feasible.” It will make it a stronger sounding statement.

Councilor Counihan asked about Policy No. 3. The Budget Process Is Based on an Annual Cycle with Minimal Mid-Cycle Adjustments c).

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.

Councilor Counihan suggested modified language for Police No 3. (c) “The creation of non-routine mid-year new programs or projects, higher service levels, or other expenditures during mid-budget cycle 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.”

There was consensus amount Council to approve the changes suggested by Councilor Counihan.

Councilor Saunders stated in past financial policies, Council would review the policies annually and make any needed changes. She believes it is important to address and put eyes on it every year before going into the budget process. What is written in the draft policies is good but as Councilors change over time, they should be reviewing it and make changes as needed. She suggested having language added, to express this.

Norris stated it is not uncommon to have a clause for something like that. The reason he took it out was because the City was not changing policies very often. A lot of the time the policies were tailored to specific situations for that moment. The goal of these policies was to make it adaptable to be permanent. That is why he did not carry it over, but he does not have a strong recommendation one way or the other.

Councilor Zanmiller believes it would be a good reminder to Council this is a very important document, reminds them about their responsibilities and it will be what sets the attitude going into the budget meetings.

Council agreed to have it added back into the policies.

Motion: I move to adopt resolution 2020-07, removing the sentence that Councilor Counihan suggested in Policy 3, removing the language “to the extent feasible” in Policy 8 and creating a Policy 16 stating the City Council will review these policies annually.
First: Counihan
Second: Rivera

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

2. Award Professional Service Contract for Design of the Waterfront Storm Line, W. Seaborn, S. Bell

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.

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.

Motion: I move that we authorize the City Manager to sign a professional services for \$614,458 contract with Tetra Tech for final design and permitting assistance for the Waterfront Storm Line relocation project.
First: Saunders
Second: Rivera
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zammiller, Saunders, Counihan, Metta, Haynie
Nays: None
Abstentions: None
Excused: None

3. Authorize Staff to Sign, Certify, and Submit USDA Loan Application, W. Norris
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 4th, 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).

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.

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.

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

V REPORT OF OFFICERS

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

VI MAYOR

VII COUNCIL CALL

Councilor Saunders asked in regards to City communication on Stay Home, Stay Alive, is there something the City should communicate to people who are returning to Hood River from winter homes or second homes; should they self-quarantine for 14-days before immediately going to public places like the grocery stores.

Councilor Zanmiller really likes how all the entities are sending out the same message. If it fit into a consolidated message, that would be a good thing to do and maybe worth talking to the Chamber and local entities.

Councilor Haynie commended City staff for the high-quality communications coming out in all different directions. He believes people have been looking to the City for information and what to

do. Good communication in difficult times is one of the keys to success, as a community. He commended staff for finding a path and options for public comment during Council meetings. The public messaging was clear; that is important.

Councilor Haynie stated he is warm to the idea suggested by Councilor Saunders. It needs to be toned right.

Councilor Coughlin agrees everyone's comments regarding Councilor Saunders question. Being respectful to the community is a good message.

Mayor McBride agrees there needs to be a unified message when things get reopened. There are a lot of people locally who are eager to get back outside and be active. She is also warm to the idea of a message to people returning to the community. There are pros and cons, she is not 100% in support of it.

Councilor Rivera believes it would best if the message came from the Health Department or a health official, as opposed to the City.

VIII ADJOURN – Adjourned by unanimous consent at 9:17 p.m.

Kate McBride, Mayor

Jennifer Gray, City Recorder

Approved by City Council on _____



LIQUOR LICENSE APPLICATION

PRINT
RESET FORM

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 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	Date application received:	
<input type="checkbox"/> Full On-Premises, Other Public Location	4/16/20	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	By: _____	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	SR	
<input type="checkbox"/> Grower Sales Privilege 1st Location	License Action(s):	
<input type="checkbox"/> Grower Sales Privilege 2nd Location	A/PRIV	
<input type="checkbox"/> Grower Sales Privilege 3rd Location		
<input type="checkbox"/> Limited On-Premises		
<input checked="" 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): Hood River Taqueria & Mexican Restaurant Inc.

Socorro Quezada (Applicant #1) Carlos Quezada (Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)
Hood River Taqueria, Mexican Rest.

4. Business Address (Number and Street Address of the Location that will have the liquor license)
1210 13th St.

City <u>Hood River</u>	County <u>HR</u>	Zip Code <u>97031</u>
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OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Hood River Taqueria & Mex Rest Inc. Phone: 541 387-3300

Trade Name (dba): Hood River Taqueria & Mexican Restaurant

Business Location Address: 1210 13th St.

City: Hood River OR ZIP Code: 97031

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 9:30 AM to 9:00 PM
Monday 9:30 to 9:00 "
Tuesday 9:30 to 9:00 "
Wednesday 9:30 to 9:00 "
Thursday 9:30 to 9:00 "
Friday 9:30 to 9:00 "
Saturday 9:30 to 9:00

Outdoor Area Hours:

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

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Summer w/ Longer day light will stay open a little later

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- 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: 50 Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY
Investigator Verified Seating: (Y) X (N)
Investigator Initials: DT
Date: 04/25/2020

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



OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

● See section 2 of Guide for help with this form

Please Print or Type

Corporation Name: Hood River Taqueria; Mex Rest Inc Year Incorporated: 2001

Trade Name (dba): Hood River Taqueria; Mex Rest.

Business Location Address: 1210 13th st.

City: Hood River OR ZIP Code: 97031

List Corporate Officers:

Socorro Quezada (name) Pres/Sec (title)

Carlos Quezada (name) Vice Pres (title) General manager / chef (title)

List Board of Directors:

Socorro Quezada (name)

Carlos Quezada (name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:	Number of Stock Shares:
<u>Socorro Quezada</u>	<u>50%</u> 2500	Issued: <u>5,000</u> Unissued: <u>5,000</u> Total Shares Authorized to Issue: <u>10,000</u>
<u>Carlos Quezada</u>	<u>50%</u> 2500	
_____	_____	
_____	_____	

Server Education Designee: Carlos Quezada N/A DOB: 11/01/07
(See Liquor License Application Guide for more information)

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

Officer's Signature: Socorro Quezada (name) Pres/Sec (title) Date: 4/15/2020

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: May 11, 2020

To: Honorable Mayor and Members of the City Council

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

Subject: Third Quarter Financial Performance Report

Background:

The Third Quarter (Q3) Financial Report includes nine months of financial data through seventy-five percent of the 2019-20 Fiscal Year (FY). The attached report includes full-year estimates-to-close based on historical spending patterns and staff knowledge of upcoming expenditures. The attached projections are based on actual financial data through March 31st with expectations of COVID19 impacts. The Q3 revenue and expenditure projections are the basis for the FY2020-21 General Fund beginning balance.

Discussion:

General Fund Revenues

Financial data through March 31st only hinted of COVID19 impacts to select revenues. Parking was the first and most pronounced revenue source to show early signs of decline amid the pandemic. Meter receipts were down 32% in March as compared to the same month in 2019. Meter receipts can vary month-to-month due to coin emptying schedules. Parking fine revenue was down 70% year over year, but this also coincides with staff turnover in the parking enforcement officer position.

Transient Room Tax (TRT) collected in March for February stays was up slightly from the same time the prior year. Preliminary collections numbers in April for March stays shows a 50% decline in TRT from the same time period last year. Projections anticipate an 80% TRT decrease for April, May, and June stays.

Ambulance revenues were particularly strong in March, exceeding \$100,000 in a single month. The projections are for lower receipts over the next several months due to recent decreases transfers observed during the COVID19 pandemic, down approximately 20% from the same period in 2019. Despite the reduced transfers, ambulance revenues are still expected to exceed budget due to a strong first three quarters of the year. In addition, new GEMT revenue noted in the Q2 financial report and a Federal CARES act reimbursement of 19,537.57 further offsets any revenue softening. It is also important to note that payments trail transports, meaning that the revenue impacts of fewer ambulance trips may not be observed in billing receipts for several months.

General Fund Expenditures

Anticipated General Fund expenditures are generally unchanged from the prior quarterly financial report. Operating department projections changed by \$15,113 or one tenth of

one percent from December’s financial report. Fire/EMS expenditures continued to trend approximately \$90,000 over budget as noted in the prior financial report. This overage is due largely to ambulance transport overtime. A yearend supplemental budget will address this overage by recognizing higher than anticipated ambulance revenues and appropriating additional Fire/EMS overtime.

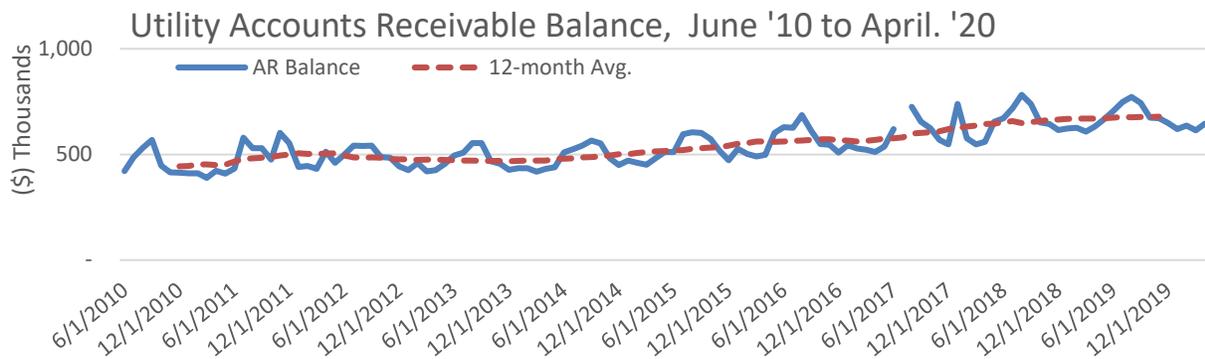
The largest change from the Q2 financial report is in non-departmental expenditures for direct COVID19 response. This includes increased public communications expenditures, one-week of lunches for area families in need over Spring Break, and additional other smaller response expenditures.

Overall, the projected yearend General Fund financial position decreased by roughly \$640,000 as compared to the Q2 financial report provided to City Council in January. The yearend estimate now predicts a \$164,150 (2%) deficit where pre-COVID19 forecasts estimated a surplus. This change is almost entirely attributable to revised revenue expectations associated from COVID19 impacts.

Other Major Revenues

The biggest financial risk outside of the General Fund is the temporary moratorium on utility late fees, interest, and shut-offs enacted under the COVID19 State of Emergency. The impact of unpaid bills will not be apparent in topline revenue because charges are still accruing with or without payment. Instead, staff is monitoring monthly accounts receivable (AR) balances. AR balances are the sum of all unpaid bills. These figures will spike upward if a large proportion of customers choose to defer utility payments.

The graph below shows monthly water, sewer, and stormwater AR balances going back to June, 2010. Balances increase seasonally during the summer with increased water usage. Balances have also increased slowly over time as the number of utility customers grow and rates increase incrementally. April’s AR balance showed no discernable spike, suggesting that customers are remaining current on their utility bills for the time being.



Gas taxes received through April are not yet showing signs of weakening. However, improved air quality reports and dropping gas prices indicate fuels sales are down. Over the middle-term, lower gas prices may increase receipts because gas tax rates are a flat number of cents per gallon and not a percentage of sales price.

Staff Recommendation: Receive and file quarterly financial report

Attachments

Quarterly Financial Report

GENERAL FUND REVENUE SUMMARY, Through March (75% of Fiscal Year)

Resources	Budget	Actual Through Mar. 2020	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget Received thru Mar. 2020	Fiscal Year 2018-19	
						Revenue thru Mar. 2019	Year-End Actual
Taxes							
Current Property Tax	2,428,417	2,311,072	2,420,909	(7,508)	95%	2,234,764	2,315,999
Transient Room Tax	1,659,856	1,064,413	1,172,671	(487,185)	64%	1,043,932	1,557,097
Local Marijuana Tax	107,455	90,233	104,868	(2,587)	84%	75,518	87,766
All Other	55,316	70,963	81,214	25,898	128%	40,260	57,392
Licenses & Permits							
Franchise Fees	803,552	494,358	759,835	(43,717)	62%	510,717	802,278
Utility Fees	594,832	454,958	623,804	28,972	76%	440,250	588,237
Parking Meter Receipts	669,165	455,210	547,892	(121,273)	68%	466,708	661,672
All Other	135,000	105,633	144,493	9,493	78%	102,100	146,682
Fines & Forfeitures							
Parking Fines	190,715	151,023	163,467	(27,248)	79%	182,536	237,674
Municipal Court Revenue	261,754	246,424	259,027	(2,727)	94%	206,686	222,909
All Other	36,000	21,055	28,269	(7,731)	58%	16,993	22,735
Intergovernmental	312,442	220,610	330,321	17,879	71%	200,267	276,093
Charges for Services							
Ambulance Revenues	777,700	740,616	959,004	181,304	95%	616,238	858,892
All Other	183,063	249,512	293,762	110,699	136%	146,265	195,568
Interest Earnings	92,933	74,263	109,657	16,724	80%	71,724	98,760
Misc. Revenues	105,069	107,044	117,131	12,062	102%	295,951	307,392
<i>Sub-total Operating Revenues</i>	<i>8,413,269</i>	<i>6,857,390</i>	<i>8,116,323</i>	<i>(296,946)</i>	<i>82%</i>	<i>6,650,912</i>	<i>8,437,149</i>
Interfund Transfers In	-	-	-	-	-	806,101	806,101
TOTAL	8,413,269	6,857,390	8,116,323	(296,946)	82%	7,457,013	9,243,250

GENERAL FUND EXPENDITURE SUMMARY, through March (75% of Fiscal Year)

Department	Budget	Actual Through Mar. 2020	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget Expended thru Mar. 2020	Fiscal Year 2018-19	
						Expenses thru Mar. 2019	Year-End Actual
Public Safety - Fire	2,591,204	1,971,780	2,706,093	114,889	76%	1,774,040	2,373,777
Public Safety - EMS	963,039	758,276	1,073,167	110,128	79%	783,061	897,411
Public Safety - Police	2,494,555	1,853,598	2,430,280	(64,275)	74%	1,709,704	2,278,108
Parks	600,490	338,737	473,405	(127,085)	56%	381,319	525,325
Planning	589,831	392,829	524,040	(65,791)	67%	326,730	461,404
Parking	506,752	312,781	436,468	(70,284)	62%	283,073	417,085
Engineering	227,764	195,700	240,963	13,199	86%	78,892	271,034
Municipal Court	133,037	97,434	135,519	2,482	73%	95,302	134,911
City Council	25,376	8,037	11,773	(13,603)	32%	25,745	32,159
<i>Sub-total Dept. Expenditures</i>	<i>8,132,048</i>	<i>5,929,171</i>	<i>8,031,708</i>	<i>(100,340)</i>	<i>73%</i>	<i>5,457,866</i>	<i>7,391,214</i>
Non-Departmental							
Materials & Services	183,765	187,612	223,765	40,000	102%	124,140	188,194
Interfund Transfers Out	-	-	-	-	-	1,123,743	1,123,743
Contingency	117,601	-	25,000	(92,601)	-	-	-
TOTAL	8,433,414	6,116,783	8,280,473	(152,941)	73%	6,705,749	8,703,151

FY2019/20 Beginning Bal.	3,608,694
Proj. FY2019/20 Change in Fund Bal.	(164,150)
Proj. FY2019/20 Ending Bal.	3,444,544

Pooled Cash & Investments (All Funds, Including URA)	
Mar. 2019	24,436,546
Mar. 2020	28,121,710

OTHER MAJOR REVENUE SOURCES SUMMARY, through March (75% of Fiscal Year)

Revenue	Budget	Actual Through Mar. 2020	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget Received thru Mar. 2020	Fiscal Year 2018-19	
						Revenues thru Mar. 2019	Year-End Actual
Gas Tax - Local	359,256	251,658	367,510	8,254	70%	237,355	342,356
Gas Tax - State	626,611	444,445	643,926	17,315	71%	402,170	534,032
Utility Charges							
Water	2,869,321	2,121,990	2,814,850	(54,471)	74%	2,106,254	2,804,721
Sewer	4,032,636	3,049,650	4,088,855	56,219	76%	2,938,970	3,942,288
Storm	533,439	410,777	547,987	14,548	77%	390,414	521,050