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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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September 14, 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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*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/86916074773>

**(253) 215 8782**

**Meeting ID: 869 1607 4773**

Members of City Council and City staff will participate by Zoom, 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**

**RECESS TO CONSIDER URBAN RENEWAL AGENDA**

**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, September 14, 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, September 14, 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. Fourth Quarter Financial Performant Report, W. Norris

PAGES 3-5

**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 – August 24 and August 31, 2020

PAGES 6-18

**IV REGULAR BUSINESS ITEMS**

1. Award Professional Service Contract for Preliminary Design of the Elevated Sewer Replacement, W. Seaborn  
*Packet materials for this item will be posted by end of day September 11.*

**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:** September 14, 2020

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

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

**Subject:** Fourth Quarter Financial Performance Report

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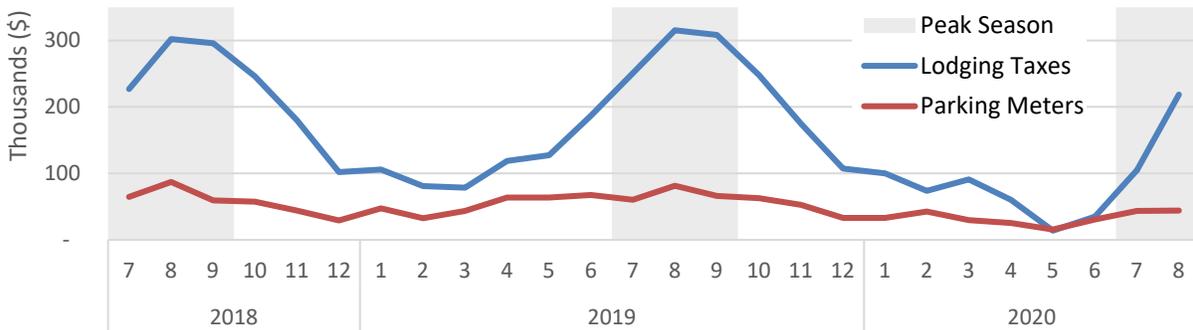
## Background:

The Fourth Quarter (Q4) Financial Report includes a full year of unaudited financial data for Fiscal Year (FY) 2019-20. Final yearend numbers are typically reported in the Q1 Financial report to City Council in late October. The unusual financial conditions caused by COVID-19 pandemic necessitates the need for more frequent financial reporting. These numbers should be regarded as a first draft of FY2019-20 results. Changes to FY2019-20 financial statements are expected as part of the normal annual financial audit process.

## Discussion:

### *General Fund*

Bottomline revenue trends closely followed assumptions of the FY2019-20 Q3 Financial Report provided to City Council on May 11<sup>th</sup> and built into the FY2020-21 Adopted Budget. The Q3 Financial Report expected general revenues at \$8,116,323. The unaudited actual amount is \$8,104,472. Pre-COVID revenue expectations for FY2019-20 were \$8,790,978 or \$686,506 higher. The graph below shows a timeseries of the two most COVID19 impacted City revenues, parking meter receipts and lodging taxes. After steep declines early in the pandemic, both revenue sources started to recover in June but are still far below typical. July lodging receipts collected in August were down 40% as compared to the same month the prior year. Parking meter receipts in July were down 28% from the same month the prior year.

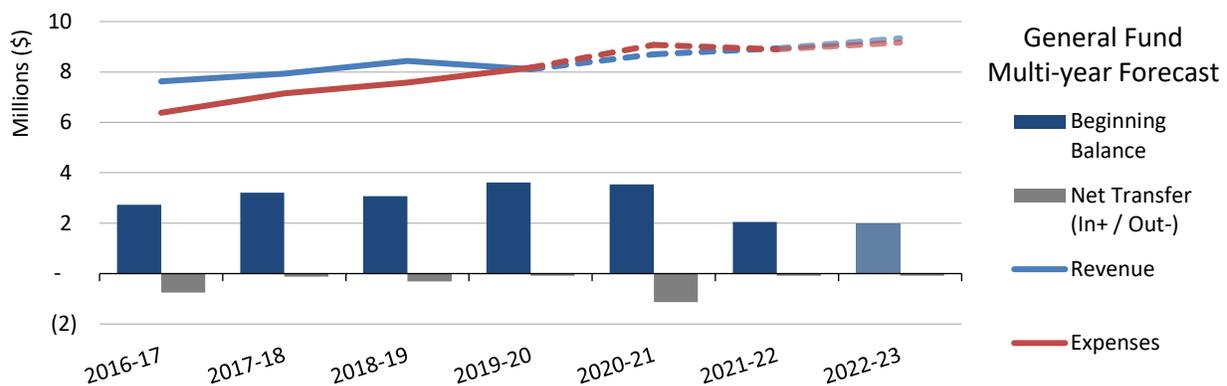


Franchise fees and gas taxes saw a similar but less dramatic declines. Despite anecdotal reports of increased liquor and marijuana sales, those two revenues sources were mostly unchanged from pre-COVID19 expectations.

General Fund expenditures also trended below budget and helped offset soft revenues. Expenses ended the year at \$8,168,689 or \$519,630 below the FY2019-20 Budget. The net result was a \$64,217 decrease in General Fund balance over FY2019-20. This modest Fund Balance decline is relatively positive news in the context of a global pandemic and the City's heavy dependence on tourism related revenues.

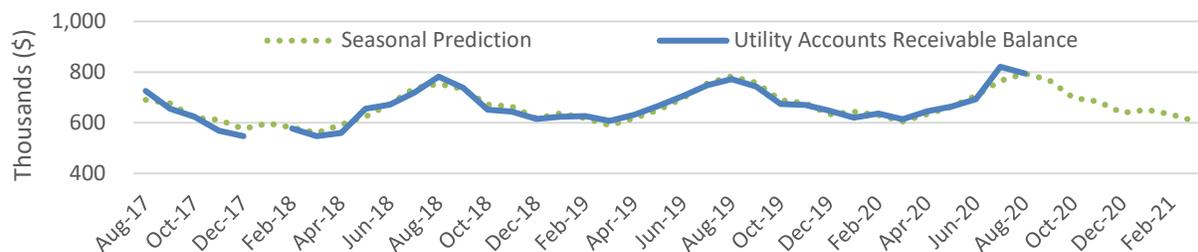
Expenditures were slightly higher than pre-COVID expectations due to pandemic response related activities that have been reimbursed by the Federal government. The Fire/EMS programs ended underbudget due to extended union contract negotiations. Any changes to the budget because of contract negotiations could be accommodated with a mid-year supplemental budget. Engineering came in well above budget due to a spike in May and June spending. Engineering expenses are driven by development activity which surprisingly has not slowed during the pandemic. Engineering expenses are also partially offset by development fees.

Overall, the City's finances are tracking very closely to the COVID19 projections built into FY2020-21 Adopted Budget. Actual carryforward General Fund balance is \$3,544,477 or \$99,933 higher than the \$3,444,544 included in the FY2020-21 Adopted Budget. The FY2020-21 Adopted Budget remains a reliable financial plan, but much depends on how revenues recover over the next several months. The next Q1 Financial report will be ready for City Council in the second regular meeting in October.



### Other Major Revenues

Water revenues experienced significant softening at the end of FY2019-20. This is most likely due to a cooler than normal June. Reduced hotel occupancy may have been a factor as well. A worrisome spike in utility account receivable balances in June did not persist. By July, utility account receivable balances settled back into normal seasonal patterns.



**Staff Recommendation:** Receive quarterly financial report  
 Attachments: Quarterly Financial Report

**GENERAL FUND REVENUE SUMMARY**

Resources	Budget	Actual	Actual Over / (Under) Budget	Percent of Budget Received	Prior Year Actual
<b>Taxes</b>					
Current Property Tax	2,428,417	2,399,334	(29,083)	99%	2,315,999
Transient Room Tax	1,659,856	1,225,526	(434,330)	74%	1,557,097
Local Marijuana Tax	107,455	109,606	2,151	102%	87,766
All Other	55,316	82,689	27,373	149%	57,392
<b>Licenses &amp; Permits</b>					
Franchise Fees	803,552	777,172	(26,380)	97%	802,278
Utility Fees	594,832	601,771	6,939	101%	588,237
Parking Meter Receipts	669,165	533,758	(135,407)	80%	661,672
All Other	135,000	121,723	(13,277)	90%	146,682
<b>Fines &amp; Forfeitures</b>					
Parking Fines	190,715	169,597	(21,118)	89%	237,674
Municipal Court Revenue	261,754	227,922	(33,832)	87%	222,909
All Other	36,000	24,844	(11,156)	69%	22,735
<b>Intergovernmental</b>	312,442	428,898	116,456	137%	276,093
<b>Charges for Services</b>					
Ambulance Revenues	777,700	920,080	142,380	118%	858,892
All Other	436,799	272,243	(164,556)	62%	195,568
<b>Interest Earnings</b>	92,933	89,819	(3,114)	97%	98,760
<b>Misc. Revenues</b>	105,069	119,491	14,422	114%	307,392
<i>Sub-total Operating Revenues</i>	<i>8,667,005</i>	<i>8,104,472</i>	<i>(562,533)</i>	<i>94%</i>	<i>8,437,149</i>
<b>Interfund Transfers In</b>	-	-	-		806,101
<b>TOTAL</b>	<b>8,667,005</b>	<b>8,104,472</b>	<b>(562,533)</b>	<b>94%</b>	<b>9,243,250</b>

**GENERAL FUND EXPENDITURE SUMMARY**

Department	Budget	Actual	Over / (Under) Budget	Percent of Budget Expended	Prior Year Actual
<b>Public Safety - Fire</b>	2,706,204	2,525,363	(180,841)	93%	2,373,777
<b>Public Safety - EMS</b>	1,076,775	1,032,651	(44,124)	96%	897,411
<b>Public Safety - Police</b>	2,494,555	2,439,863	(54,692)	98%	2,278,108
<b>Parks</b>	600,490	460,663	(139,827)	77%	525,325
<b>Planning</b>	589,831	531,337	(58,494)	90%	461,404
<b>Parking</b>	506,752	412,820	(93,932)	81%	417,085
<b>Engineering</b>	252,764	345,819	93,055	137%	271,034
<b>Municipal Court</b>	140,537	131,982	(8,555)	94%	134,911
<b>City Council</b>	25,376	9,836	(15,540)	39%	32,159
<i>Sub-total Dept. Expenditures</i>	<i>8,393,284</i>	<i>7,890,335</i>	<i>(502,949)</i>	<i>94%</i>	<i>7,391,214</i>
<b>Non-Departmental</b>					
Personnel	-	1,169	1,169		-
Materials & Services	248,930	277,186	28,256	111%	188,194
Interfund Transfers Out	-	-	-		1,123,743
Contingency	44,936	-	(44,936)		-
<b>TOTAL</b>	<b>8,687,150</b>	<b>8,168,689</b>	<b>(519,630)</b>	<b>94%</b>	<b>8,703,151</b>

FY2019/20 Beginning Bal.	<b>3,608,694</b>
FY2019/20 Change in Fund Bal.	<b>(64,217)</b>
FY2019/20 Ending Bal.	<b>3,544,477</b>

<b>Pooled Cash &amp; Investments</b> <i>(All Funds, Including URA)</i>	
Jun. 2019	23,841,876
Jun. 2020	27,297,700

**OTHER MAJOR REVENUE SOURCES SUMMARY**

Revenue	Budget	Actual	Over / (Under) Budget	Percent of Budget Received	Prior Year Actual
<b>Gas Tax - Local</b>	359,256	345,955	(13,301)	96%	342,356
<b>Gas Tax - State</b>	626,611	609,535	(17,076)	97%	534,032
<b>Utility Charges</b>					
Water	2,869,321	2,775,020	(94,301)	97%	2,804,721
Sewer	4,032,636	4,021,543	(11,093)	100%	3,942,288
Storm	533,439	546,096	12,657	102%	521,050

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

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

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

Absent:

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

**II BUSINESS FROM THE AUDIENCE**

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

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

**WORK SESSION**

**V OPEN WORK SESSION** – 6:08 p.m.

**VI AGENDA ADDITIONS OR CORRECTIONS**

**VII DISCUSSION ITEMS**

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

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

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

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

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

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

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

#### Targeting Sectors or Certain Needs

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

- Increasing Child Care Availability

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

- **Module Shelters for Individuals Experiencing Homelessness**

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

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

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

- **United Way Community Response Fund**

The Community Response Fund was developed through a partnership of the Healthy Gorge Initiative and the United Way-Columbia Gorge. The Fund is intended to support nonprofit organizations that have been impacted by Covid-19 in Hood River, Wasco, Sherman, Klickitat and Skamania counties in the Columbia Gorge.

Applications are reviewed weekly by a Committee made up of community members and United Way board members. CARES Act dollars contributed to this fund will be allocated by area non-profit professionals that understand the most direct needs and funding gaps.

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

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

- **Individual Utility Assistance**

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

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

Administrative Feasibility

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

Degree of Delegated Staff Discretion

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

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

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

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

**REGULAR COUNCIL MEETING**

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

**II AGENDA ADDITIONS OR CORRECTIONS**

**III CONSENT AGENDA**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Break – 8:01p.m. – 8:06p.m.**

## 2. Police Facility Site Analysis

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

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

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

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

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

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

#### Timing Considerations

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

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

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

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

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

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

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

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

## **V REPORT OF OFFICERS**

### **A. Department Heads**

#### **1. Announcements**

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

### **B. City Recorder**

#### **1. Reading – Ordinance**

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

**First:** Metta

**Second:** Saunders

**Discussion:** None

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

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

Nays: None

Abstentions: Haynie

Excused: None

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

## **VI REPORT OF COMMITTEES**

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

Councilor Metta spoke about the recent changes at the Chamber.

## **VII MAYOR**

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

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

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

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

She is waiting on a response.

**VIII COUNCIL CALL**

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

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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 Work Session  
August 31, 2020**

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

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

Absent: Mark Zanmiller

**I CALL TO ORDER** – Cell Phone Reminder – 5:00 p.m.

**I CALL TO ORDER**

**II BUSINESS FROM THE AUDIENCE**

MariRuth Petzing, Hood River, OR – addressed Council regarding her frustrations the discussion Council had last week regarding the site option for a new police building. The resources and creativity dedicated to a new police building contrasts with the approach to meeting basic needs. She heard a willingness to put forward a dedicated levy, to use creative solutions to combine funds from urban renewal, a desire to explore combining projects with parking and the Sheriff. She was excited to hear discussion about combining resources to meet multiple and complex needs. At the same time, she hasn't heard that same willingness to look at possibilities when it comes to housing or other basic human needs. She knows members of the Council were frustrated that the attempt to build housing on Morrison Park land was blocked, and she shares that frustration. Yet, she was disheartened to see that there was no leadership to come together and find an alternative location for critically needed housing. If there's the possibility of redeveloping multiple large lots for the police, and Sheriff, and court, and district attorney, and parking, what about for housing? She understands the City cannot do everything at once, but she would like to ask Council to seriously consider what resources you are willing to put towards which projects and needs. Petzing's full statement has been added into the record.

**II REGULAR BUSINESS ITEMS**

1. Rotary Peace Pole Request

The purpose of this item is to request Council consideration of a request from Rotary Club of Hood River for a Peace Pole installation at the Hood River Waterfront Park. Parks staff reviewed the request in collaboration with Rotary and has no concerns with the proposed location.

Council discussed and agreed with the placement of the peace pole.

**Motion:** I move to approve the request from Hood River Rotary Club to install a Peace Pole at the Hood River Waterfront Park with the exact location to be approved by City staff.

**First:** Metta

**Second:** Haynie

**Discussion:** None

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

## 2. Award Construction Contract for Phase 1 of the Waterfront Storm Line

Seaborn presented the staff report and reviewed the maps showing the area of the project.

The City has undertaken a multi-year project to replace a deteriorating storm line in the Waterfront District by constructing a new storm line in public right-of-way. The existing storm line is located on mostly private property and lies beneath three industrial buildings and the City-owned wastewater treatment plant. The project is broken into four phases. Phase 1 stretches approximately 600 feet east and 300 feet north of the intersection of Riverside Drive and North 8th Street. It lies almost entirely within those roads. Phase 1 is considered the most urgent of the phases, because it will bypass a recurring sinkhole.

Beginning August 3, 2020 the construction contract for phase 1 of the Waterfront Storm Line relocation project 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, DJC Project Center, DJC Seattle, Builders Exchange of WA, Eugene Builders Exchange, CDC News, and the Hood River News.

A pre-bid video conference was held on August 12, 2020. The conference included a virtual site tour. The bid opening was on August 27, 2020.

Landis & Landis Construction was the sole bidder. Their bid of \$984,352 is \$116,264 below the Engineer's Estimate of \$1,100,616.

The City has received very positive recommendations from references.

**Motion:** I move that we award the construction contract for Phase 1 of the Waterfront Storm Line to Landis & Landis Construction in the amount of \$984,352.

**First:** Saunders

**Second:** Rivera

**Discussion:** None

**Vote:** Motion passed (roll called)  
Ayes: McBride, Saunders, Counihan, Metta, Haynie

Nays: None  
Abstentions: None  
Excused: Zanmiller

### 3. CARES Act Allocation, Resolution, W. Norris

Fuller noted because Council was having this special meeting, Norris and Fuller thought it was important to memorialize what they heard from Council last week and give Council one more chance to review the resolution, that distributes a significant amount of funds and investments.

On August 24th, the City Council received a staff report on available CARES Act funding for community COVID-19 relief programs. City Council members deliberated on community needs at the meeting and each City Council member provided a ranking of available COVID-19 relief programs.

City staff translated City Council member's rankings into dollar amounts. First place rankings received 5 points, 2nd place rankings received 4 points, 3rd place rankings received 3 points, and so forth. The available CARES Act funding was then distributed proportionally based on point distributions. The distribution is memorialized in Resolution 2020-15.

Norris explained Council received a letter from the Chamber today, requesting funds to help them get through this difficult time.

Norris added the team that will be doing the selection processes for United Way meet 4pm on Tuesdays. He is going to attend the meetings to answer any questions, but he will not be voting.

Council discussed the disbursement of funds and the request from the Chamber.

Mayor McBride suggested taking \$5,000 each from City of Hood River Costs and Untied Way, to give the Chamber \$10,000. Council discussed and some thought it was a good compromise, others did not like the idea of taking funds from United Way. After further discussion motions were made.

**Motion:** I move to adopt Resolution 2020-15, directing the allocation of City of Hood River controlled CARES Act Funds with the amendment of allocating \$10,000 to Hood River Chamber by reducing the City allocation to \$10,000 and the United Way allocation to \$65,000.

**First:** Metta

**Second:** Haynie

**Discussion:** None

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

Ayes: McBride, Metta, Haynie

Nays: Rivers, Counihan, Saunders

Abstentions: None

Excused: Zanmiller

**Motion:** I move to adopt Resolution 2020-15, directing the allocation of City of Hood River controlled CARES Act Funds, with the amendment of \$10,000 to Hood River Chamber, \$5,000 for Continued City of Hood River costs and all other funds stay as is; \$70,000 to United Way, \$45,000 to Hood River Shelter Services, \$40,000 to Individual Utility Assistance and \$25,000 to increasing childcare resources.

**First:** Rivera

**Second:** Saunders

**Discussion:** None

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

Ayes: McBride, Saunders, Counihan, Metta, Haynie

Nays: None

Abstentions: None

Excused: Zanmiller

**III ADJOURN** – Adjourned by unanimous consent at 5:49 p.m.

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Kate McBride, Mayor

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Jennifer Gray, City Recorder

Approved by City Council on