

**AGENDA**

**REGULAR CITY COUNCIL MEETING**

**July 27, 2015**

**5:30 p.m.**

**CITY HALL COUNCIL CHAMBER**

**313 COURT STREET**

**THE DALLES, OREGON**

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
  - A. Presentation by District 3 Watermaster Regarding Local Water Resources

6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

**CITY OF THE DALLES**

*"By working together, we will provide services that enhance the vitality of The Dalles"*

- A. Approval of July 13, 2015 Regular City Council Meeting Minutes
- B. Resolution Concurring With the Mayor's Appointment of a Transportation System Plan Public Advisory Committee

11. CONTRACT REVIEW BOARD ACTIONS

- A. Reject Bids for Construction of the Library Expansion [**Agenda Staff Report #15-058**]
- B. Award Contract for 2015-16 Crack Seal Projects [**Agenda Staff Report #15-059**]
- C. Approval to Purchase Materials for Chip Seal Projects [**Agenda Staff Report #15-060**]

12. ACTION ITEMS

- A. Resolution No. 15-030 Accepting the Final Report for the West Seventh Street Local Improvement District [**Agenda Staff Report #15-061**]
- B. General Ordinance No. 15-1340 Amending General Ordinance No. 98-1222, Adopting Amendments to the City's Sign Code [**Agenda Staff Report #15-062**]
- C. Request from Fort Dalles Fourth Committee for Funding Assistance [**Agenda Staff Report #15-063**]
- D. Approval of Lease for Business Incubator Space [**Agenda Staff Report #15-064**]

13. DISCUSSION ITEMS

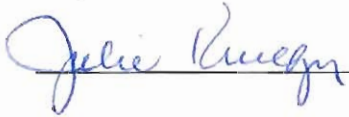
- A. Discussion Regarding Establishing a Policy For Funding Requests [**Agenda Staff Report #15-065**]
- B. Discussion Regarding Thompson Street Improvements [**Agenda Staff Report #15-066**]
- C. Discussion Regarding Implementation of Senate Bill 460 Related to Retail Sale of Marijuana [**Agenda Staff Report #15-067**]

14. ADJOURNMENT

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This meeting conducted in a handicap accessible room.

Prepared by/  
Julie Krueger, MMC  
City Clerk



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## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
July 27, 2015	Consent Agenda 10, A - B	N/A

**TO:** Honorable Mayor and City Council

**FROM:** Julie Krueger, MMC, City Clerk

**THRU:** Nolan K. Young, City Manager

**DATE:** July 15, 2015

**ISSUE:** Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

A. **ITEM:** Approval of July 13, 2015 City Council Meeting Minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the July 13, 2015 City Council meeting have been prepared and are submitted for review and approval.

**RECOMMENDATION:** That City Council review and approve the minutes of the July 13, 2015 City Council meeting.

B. **ITEM:** Approval of a Resolution Concurring With the Mayor's Appointment of a Transportation System Plan Public Advisory Committee.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The Mayor is currently putting together the list of participants, based on the recently approved agreement for funding of the Transportation System Plan update .

The Public Advisory Committee (PAC), which will consist of up to 15 representative community members that will inform the Project from their respective community perspectives. If the names have all been selected by the July 27 Council meeting, a resolution will be presented for approval.

The PAC may include representation from the following:

- Local business community;
- .City Council;
- .City Planning Commission;
- .North Wasco School District No. 21;
- .Columbia Gorge Community College;
- .Mid-Columbia Economic Development District;
- .The Dalles Area Chamber of Commerce;
- .The Dalles Main Street Organization;
- .The Columbia Gorge Regional Airport;
- .Local and statewide freight;
- .Railroads
- .Northern Wasco County Parks and Recreation District;
- .Mid-Columbia Council of Governments - Transit;
- .Wasco County Health Department;
- .Mid-Columbia Medical Center;
- .Columbia Gorge Commission;
- .Oregon Parks and Recreation Department;
- .Active Transportation advocates;
- .Native American Tribes;
- .Representative of the transportation disadvantaged; and
- . Representatives from Title VI communities

**RECOMMENDATION:** Approve a resolution concurring with the Mayor's appointment of the Transportation System Plan Public Advisory Committee.

## **MINUTES**

REGULAR COUNCIL MEETING  
OF  
JULY 13, 2015  
5:30 P.M.

THE DALLES CITY HALL  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Steve Lawrence

**COUNCIL PRESENT:** Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Project Coordinator Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Police Chief Jay Waterbury, Planning Director Dick Gassman, Economic Development Specialist Dan Durow

### **CALL TO ORDER**

Mayor Lawrence called the meeting to order at 5:32 p.m.

### **ROLL CALL**

Roll call was conducted by City Clerk Krueger; all Councilors present.

### **PLEDGE OF ALLEGIANCE**

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Changes were proposed to the agenda as follows: Presentation Item 5, A and Discussion Item 13, A (annexation) were removed from the agenda. Action Item 12, C regarding the agreement with the Fire District was moved to Action Item 12, A

It was moved by Elliott and seconded by Brown to approve the agenda as amended. The motion carried unanimously.

### **AUDIENCE PARTICIPATION**

Chuck Langley, 200 West Fourth Street, The Dalles, expressed concern regarding vehicular and pedestrian safety at the intersection of Fourth and Liberty Streets. He said it was the only downtown intersection that did not have crosswalks and stop bars painted on the street. He said there had been a serious accident at that intersection recently, and noted people were driving well over the speed limit in the area. Langley also expressed concern regarding use of the Lewis and Clark Festival Park for events, saying it was very dangerous for drivers and pedestrians at the railroad crossing.

Councilor Brown offered to take Mr. Langley's concern regarding Fourth and Liberty Streets intersection to the Traffic Safety Committee meeting for discussion.

Yvonne Pepin-Wakefield, 165 Blue Heron Court, The Dalles, said there was a path along the river, near the Water's Edge and Lone Pine development. She said the path already existed, but someone needed to cut down the weeds and tall grass so people could enjoy walking along the path.

### **CITY MANAGER REPORT**

City Manager Young reported the crack seal project contract had come in below budget, so staff would be working to add more work to fit the budget.

Young said the City had received a request from Fort Dalles Fourth Committee for an additional \$5,000 in emergency funding to help offset lost revenues due to extreme weather conditions. It was the consensus of the Council to add the request to the next agenda for consideration.

### **CITY ATTORNEY REPORT**

City Attorney Parker reported on the Legislature's passage of a bill to allow limited retail sales of marijuana at medical marijuana stores. He said the City did have the ability to ban retail sales at medical stores, but an ordinance would be required to be adopted. He said he would be bringing the issue to the Council for consideration at the July 27 meeting.

### **CITY COUNCIL REPORTS**

Councilor Brown reported on his attendance at the Council of Governments meeting, saying they had heard a presentation regarding services provided for the aging community. Brown said he had attended the Traffic Safety Committee meeting.

Councilor Spatz said he had attended the QLife Agency meeting, where the budget had been approved. He said Chris Zukin had accepted a position on the Discovery Center Board and that Board was currently working with Skamania Lodge on a marketing program.

Councilor McGlothlin said he welcomed the Little League tournament players to the community, enjoyed the 4<sup>th</sup> of July events, participated in a seminar put on by the Airport board, and noted the City's web page was being updated. McGlothlin said the Columbia Basin Nursing Home had recently received a five star rating and was now considered one of the best nursing homes in the State.

Councilor Elliott said he also attended the QLife Agency meeting, noting the Board had allocated funds for the scholarship program. Elliott said he also had enjoyed the 4<sup>th</sup> of July events.

Councilor Miller said she had attended a household hazardous waste committee meeting, was invited to have lunch with the Captain of the American Empress, helped serve the 4<sup>th</sup> of July breakfast, and enjoyed all of the 4<sup>th</sup> of July events, especially the fireworks display.

Mayor Lawrence said it was the largest fireworks display in Oregon. Lawrence said he had attended an event at Northwest Aluminum, worked on the first barbecue cook off on the 4<sup>th</sup> of the July, and thanked everyone who served as judges, including four City Councilors, a County Commissioner, and Judge Stauffer. Mayor Lawrence said he had attended the celebration of life of Gary Honald and said it was a very nice event.

### **CONSENT AGENDA**

It was moved by Spatz and seconded by Miller to approve the Consent Agenda as presented. The motion carried unanimously.

Items approved by Consent Agenda were: 1) approval of June 22, 2015 regular City Council meeting minutes; 2) approval of June 15, 2015 Town Hall meeting minutes; 3) approval of June 15, 2015 special City Council meeting minutes; and 4) Resolution No. 15-029 affirming the denial of an application for a transient merchant license submitted by Norman Duncan.



## **PUBLIC HEARINGS**

### **Public Hearing to Receive Testimony Regarding Proposed Amendments to the Land Use Development Ordinance (LUDO)**

Mayor Lawrence reviewed the procedure to be followed for the public hearing.

Planning Director Gassman reviewed the staff report. He said the issue of manufactured homes having the front oriented toward a street, and the issue of a maximum height increase for industrial zoned property were the two issues that the Planning Commission focused on. Gassman said most of the proposed amendments were housekeeping in nature.

Councilor Elliott asked why it was proposed to increase the setback requirement to 15 feet, as proposed in #7.

Planning Director Gassman said it was to align the medium density residential zone to the high and low density, which were both at 15 feet.

Councilor Spatz questioned why it would be set higher when the City was concerned with the ability to provide enough housing. He said it seemed to make more sense to change the other two zones to 10 feet, than to change this one to 15 feet.

Mayor Lawrence said it would be helpful to have a rationale or statement under each proposed amendment that would explain the proposed change. He asked the rationale for #14, regarding height of an accessory building. Planning Director Gassman said the 14 foot language was proposed to be deleted because it was in conflict with the 18 foot height allowance.

Planning Director Gassman spoke about #16 regarding drive approaches, saying the purpose was to clarify that only the portion of a driveway that was required to be concrete, was the portion in the right of way.

Councilor Elliott said he agreed that each proposal should be accompanied with an explanation statement. He said most appeared to be housekeeping in nature, but he did not support increasing the setback to 15 feet, as proposed in #7.

### Testimony

Ryan Rooper, The Dalles, asked the Council to consider whether to approve an increased height for buildings in the industrial zone, saying it could impact the view shed for the community. He said the tallest buildings shouldn't be placed along the river. He expressed concern that the fire department may not have equipment for fire suppression on taller buildings.

Rodger Nichols, 1617 Oregon Street, noted that a 53 foot tall building in Hood River had been removed, greatly improving river views.

John Nelson, 524 West Third Place, The Dalles, and Planning Commission member, said there had been lengthy discussion regarding the height of buildings obstructing views, but in light of the finite amount of property available for development, it made sense to allow taller buildings in that zone.

Hearing no further testimony, the public hearing was closed.

### Council Deliberation

It was moved by Spatz and seconded by Elliott to approve the amendments as recommended by the Planning Commission, with the exception of #7 and #10 and direct staff to prepare an ordinance with appropriate findings of fact, for adoption at a future meeting. The motion carried unanimously.

Staff was directed to reconsider the setback, making all the residential zones 10 feet; and to provide more information for discussion regarding view issues based on a proposed height increase for buildings in the industrial zone.

### ACTION ITEMS

#### Approval of Intergovernmental Agreement With Mid-Columbia Fire and Rescue District for Distribution of Annual Enterprise Zone Fees

City Manager Young reviewed the staff report.

Mayor Lawrence asked when the next ISO evaluation was scheduled. Fire Chief Palmer, said the next evaluation would be in 2018, but it could be called for earlier if they were ready.

It was moved by Miller and seconded by McGlothlin to approve the agreement between the City of The Dalles and Mid-Columbia Fire and Rescue District for distribution and use of annual project fee, paid pursuant to the Enterprise Zone Tax Abatement Agreement executed September 24, 2013 and authorize the Mayor to sign the agreement, pending approval by the Mid-Columbia Fire and Rescue District Board. The motion carried unanimously.

Approval of Agreement With Oregon Department of Transportation for Transportation System Plan Funding

Public Works Director Anderson reviewed the staff report, noting the project needed to be completed by June 2016.

It was moved by McGlothlin and seconded by Spatz to authorize the City Manager to sign the agreement with ODOT for completion of the Transportation System Plan update in an amount not to exceed \$50,000 as match for the project grant funding. The motion carried unanimously.

Recommendation From Riverfront Trail Board for Realignment of Riverfront Trail

The staff report was reviewed by Economic Development Specialist Dan Durow. Durow explained the map, noting the black line was existing path, the red dotted line, the original plan for the trail, and the green, indicating proposed alternatives. He said they were not able to complete any more of the trail on the north side of the freeway, due to opposition by the Tribes.

There was discussion regarding the proposed alternative pro's and con's. It was noted that this was still just a proposal and much more work needed to be done, but that in order to continue use of the grant funds, a proposal needed to be developed.

It was moved by McGlothlin and seconded by Spatz to accept the recommendation from the Riverfront Trail Board for the proposed alternate route and phasing for the trail and to continue with project development for up to one year.

Dave Griffith, 409 West 16<sup>th</sup> Street, The Dalles, spoke in support of the proposal, saying this was a great asset for our community and the grant funds should be secured to see what could be done to complete the trail. It was also noted that if the grant was given up, it was not likely they could ever get another grant.

The Council was in agreement that the Board should use as little as possible for engineering, and save as much as possible of the grant funds for construction of the trail.

MINUTES (Continued)  
Regular Council Meeting  
July 13, 2015  
Page 7

The motion to accept the recommendation from the Riverfront Trail Board for the proposed alternate route and phasing for the trail and to continue with project development for up to one year was voted on and carried unanimously.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 7:45 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

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Stephen E. Lawrence, Mayor

ATTEST:

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Julie Krueger, MMC, City Clerk



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

### AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
July 27, 2015	Contract Review Board 11, A	15-058

**TO:** Mayor and City Council

**FROM:** Daniel Hunter, Project Coordinator

**THRU:** Nolan K. Young, City Manager

**DATE:** July 15, 2015

**ISSUE:** Construction Contract for The Dalles-Wasco County Library Expansion.

**BACKGROUND:** The Dalles-Wasco County Library Foundation has been pursuing a children's wing addition to the Library. As the fiscal agent for the Library the City has been handling all the financial and contractual aspects of the project, as well as providing staff support. The Foundation has concentrated on raising the funds necessary for the project. The Foundation provided the funds for the 30% design and 95% Construction & Bid Documents. The Foundation would like to proceed with the construction.

Construction Pre-Bid Qualifications were received from three general contracts on or before the July 8, 2015 deadline. The bid deadline was July 14, 2015 at 2pm. Griffin Construction was the only bidder.

The bid received from Griffin Construction was for \$950,120 which is 38% higher than the construction cost estimate. Consequently there is a substantial difference between the bid and the budget for construction. Following receipt of the bid, discussions with the Library Foundation and FFA Architecture will take place to discuss option. There are at the time of this report three known options.

The three options for consideration will be: Reject the current bid and re-advertise for bids; accept the bid as is and work with the Library Foundation to secure the funds needed; or work with Griffin Construction and FFA Architecture on a reduced scope of work and modified bid.

At the time of this report, the Library Foundation's preference for which option to take is not known. Further information will be provided at the Contract Review Board (City Council) meeting July 27, 2015.

**BUDGET IMPLICATIONS:** The Library Foundation has secured donations and grants totaling \$854,397 for the entire project. The construction cost estimate we received from FFA is \$694,414. That brings the total estimated costs to \$864,035 including Construction Management. We are budgeting for an addition \$45,362 in contingency. The Library Foundation continues to pursue donations and grants for the project.

**COUNCIL ALTERNATIVES:**

1. Reject the bid submitted by Griffin Construction and re-advertise the request for bids.
2. Direct the City Manager to work with Griffin Construction and FFA Architecture on a reduced scope and modified bid.
3. Accept the bid submitted by Griffin Construction and direct the City Manager to work with the Library Foundation to secure needed funds.



**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

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## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
July 27, 2015	Contract Review Board 11, B	15-059

**TO:** Honorable Mayor and City Council

**FROM:** Dale McCabe, City Engineer

**THRU:** Nolan K. Young, City Manager *ny*

**DATE:** July 15, 2015

**ISSUE:** 2015 Asphalt Crack Sealing Project, Contract No. 2016-002.

**RELATED CITY COUNCIL GOALS:** City Council Work plan for next 18 months (2015-16); FY 2015-16 Prioritized Goals by Vision: A. Infrastructure: 1. During the fiscal year 2015-16 budget process implement a 3-year moratorium on Street construction projects and focus resources on prevention maintenance projects (ie: patching, **CRACK SEALING**, chip sealing).

**BACKGROUND:** The City of The Dalles Public Works Department advertised for bids for the 2015 Asphalt Crack Sealing Project, Contract No. 2016- 002. The scope of work for the project was stated as follows: "The work to be performed shall consist of furnishing all materials, labor, and equipment necessary in the installation of asphalt crack seal on approximately 6 miles of roadway with approximately 62,000 lbs. of material. All work will be conducted in accordance with the contract documents." Crack sealing City streets has been determined to be a valuable treatment that significantly extends the service life of a street by preventing water from penetrating into the pavement surface which contributes to the streets deterioration.

As stated previously in Agenda Staff Report #15-021, for the City Council meeting dated March 23, 2015, under Discussion Item 13A, City Street Preventive Maintenance Program; "The City Council has expressed an interest in using more crack seal and chip seal treatments than have historically occurred." The last time the City initiated and prepared a crack seal contract was 2003. At that period in time, the cost/price to crack seal City streets and have it contractually

performed and applied was \$1.50/lb. The costs of performing the work contractually today was estimated to be \$4.00/lb (prices provided by Action Paving Inc. on 2/11/15). With that information, the City budgeted \$250,000 for fiscal year 2015-2016 to perform approximately 6 to 7 miles of crack sealing contractually on City Streets. The streets that are of the highest priority to be crack sealed contractually were designated as high-traffic streets that are considered to be in Very Good and Good condition, streets that have been identified to be chip sealed later this fiscal year, and then other high-traffic streets that have been deemed as in Fair condition.

The 2015 Asphalt Crack Sealing Contract documents were prepared by the City's Engineering Division and the contract was advertised for bids on June 5, 2015. The bid opening for the contract was held on July 8, 2015 at 2:00 pm for which we received two responsive bids. The bids received were as follows:

1. Pavement Protectors, in the amount of \$164,920.00
3. CR Contracting, in the amount of \$188,480.00

The bids were reviewed by City staff to make sure that the proper material was submitted and the bids were deemed complete. Also, the ODOT office located in The Dalles was contacted as a reference check for each of the companies as each company had performed work in the past for ODOT on their facilities. We did receive a favorable reference check for the low bidder contractor, Pavement Protectors.

**BUDGET ALLOCATION:** As stated previously, a total of \$250,000 is budgeted for this project in the Street Special Reserve Fund 13, Line Code 7510. The low bid for this project falls under the amounts that were budgeted and available for this project. The \$250,000 budgeted amount was based on placing 62,000 lbs of crack seal material at the provided estimate of \$4.00/lb. The low bid of \$164,920.00 calculates to placing 62,000 lbs of crack seal material at a cost of \$2.66/lb. If the City Council would so choose, the contract could be expanded to place approximately 93,985 lbs of crack seal material at a total cost of the budgeted amount of \$250,000 in order to take advantage of the low bid contract price of \$2.66/lb to place the crack seal material. The low bid contractor, Pavement Protectors, has stated that they would be willing to expand the project and honor the bid amount of \$2.66/lb of crack seal material for the entire expanded project up to the budgeted amount of \$250,000.

**ALTERNATIVES:**

- A. **Staff recommendation:** *Move to authorize the City Manager to expand the project and enter into contract with Pavement Protectors, in an amount not to exceed \$250,000.00.*
- B. Authorize the City Manager to leave the project as was originally bid and enter into contract with Pavement Protectors, in an amount not to exceed \$164,920.00.
- C. Request that staff provide additional information in response to questions raised by City Council.
- D. Deny authorization to proceed with the contract.





**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

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## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
July 27, 2015	Contract Review Board 11, C	15-060

**TO:** Honorable Mayor and City Council

**FROM:** Dave Anderson, Public Works Director

**THRU:** Nolan K. Young, City Manager

**DATE:** July 8, 2015

**ISSUE:** Authorization to purchase emulsions (oils) and chip rock for 2015/16 chip seal projects.

**CITY COUNCIL GOALS:** NA.

**BACKGROUND:** The street maintenance program adopted by the City Council for the 2015/16 fiscal year includes 7 chip seal projects on 3.3 miles of City streets; these projects are scheduled to be completed in August 2015. In addition, the recently-authorized *Agreement between City of The Dalles and Wasco County, Oregon for the transfer of roads within the City of The Dalles Urban Growth Boundary* provides that the City will purchase materials (oil and chip rock) necessary to bring County roads inside the City limits to a Good or better pavement condition rating. That Agreement identifies 20 County road segments totaling 6.6 miles that need to be chip sealed or armor sealed (2 layers of chip seal) prior to acceptance and for which the City is responsible to purchase the materials.

Since the City does not have the equipment to perform chip seals, this is one of the types of projects for which we partner with the County to get the work done. For these 2015/16 projects, and in compliance with the Agreement, the City will purchase the rock and emulsion (oil) and the County will provide the necessary labor and equipment at no cost to the City; the City will provide some additional supporting labor such as truck drivers and flaggers.

The required purchases of emulsion and chip rock will each require City Council authorization. The City has received a quote for pricing from Albina Asphalt to purchase the emulsion that is below the state bid as shown below.

State bid	\$510/ton at dock in Portland, shipping extra (\$34.30 to The Dalles)
The Dalles bid	\$490/ton plus \$34.30 shipping to The Dalles, total \$524.30/ton

It is estimated that it will require 82 tons of emulsion to chip seal the travel lanes of the 3.3 miles of City streets. In addition, it is estimated that the 6.6 miles of County Roads will require 193 tons of emulsion to chip seal them full width. The total amount of emulsion required for the chip seals is 275 tons and will cost a total of \$144,182.50.

The City streets will also be fog coated to help lock in the chip rock and increase the life of the street surface. This will require 21 tons of fog seal oil at a total purchase cost of \$6,495.30, also to be purchased from Albina.

Lastly, the angular chip rock is only available from one local supplier, Munsen Paving. A total of 1,785 tons of rock will be needed to chip seal both the City and County streets identified. The price of the chip rock is \$10.50/ton for a total cost of \$18,742.50.

All together, the total cost to chip seal 3.3 miles of City streets, travel lanes only, and 6.6 miles of County roads inside the City limits, full width, is estimated to be \$169,420.30.

**BUDGET IMPLICATIONS:** Within Fund 13, the Transportation System Reserve Fund, budget line 013-1400-431.75-10, a total of \$262,780 is budgeted for chip seal projects. The estimated cost to chip seal the identified City and County streets, at \$169,420.30, is within the funds budgeted for these projects.

**RECOMMENDATIONS:**

1. **Staff Recommendation:** *Move to authorize the purchase of emulsion for the 2015/16 chip seal projects in an amount not to exceed of \$144,182.50, fog seal oil in an amount not to exceed \$6,495.30, and chip rock in an amount not to exceed \$18,742.50.*
2. Deny authorization to purchase the chip seal project materials and provide additional direction to staff.



## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
July 27, 2013	Action Items 12, A	15-061

**TO:** Honorable Mayor and City Council

**FROM:** Julie Krueger, MMC, City Clerk

**THRU:** Nolan K. Young, City Manager *nky*

**DATE:** July 10, 2013

**ISSUE:** Resolution No. 15-030 Adopting the Final Report of the City Engineer, Proposing an Assessment and Providing for Notices and a Hearing for the West Seventh Street Extension Project.

**BUDGET IMPLICATIONS:** The total project costs are included in the attached Engineer's Report. The total cost of the project is \$358,467.67 with the sum proposed for property owner assessments being \$358,467.67.

**SYNOPSIS:** The City Engineer has prepared the final report for the West Seventh Street Extension Project. The attached report is submitted to City Council for review and approval. Resolution No. 15-030 will direct the City Clerk to schedule a hearing to consider objections to the proposed assessments, provide property owner notification, and public notice. The hearing is tentatively set for the regular Council meeting of September 14, 2015.

**RECOMMENDATION:** That the City Council approve Resolution No. 15-030 Adopting the Final Report of the City Engineer, Proposing an Assessment and Providing for Notices and a Hearing for the West Seventh Street Extension Project.

# FINAL REPORT

## WEST SEVENTH STREET EXTENSION

CONTRACT NO. 2015-006

LOCAL IMPROVEMENT DISTRICT



PREPARED BY:

CITY OF THE DALLES  
DEPARTMENT OF PUBLIC WORKS  
1215 WEST FIRST STREET  
THE DALLES, OREGON 97058

JULY 27, 2015

JULY 27, 2015

Honorable Mayor and Members of City Council

City of The Dalles

313 Court Street

The Dalles, OR 97058

**FINAL REPORT: WEST SEVENTH STREET EXTENSION;  
CONTRACT NO. 2015-006**

**Councilmembers:**

The following is the Final Report for the Assessment District and Basis of Assessment to provide street improvements on West Seventh Street in the City of The Dalles.

**DESCRIPTION OF PROJECT**

Improvements to project area consisted of the following elements:

- Construction of the street including grading and compaction of the sub-base, placement of nine inches of base rock and four inches of asphalt. West Seventh Street was constructed to accommodate two travel lanes with parking and bicycle lanes in the future.
- Construction of a five foot wide sidewalk on west side of West Seventh Street from the north boundary of the Project to the south property line of 2N 13E 29DB tax lot 7500.
- Construction of City standard curb and gutter with concrete drive approaches.
- Construction of ADA ramps at intersection of West Seventh Street and Chenoweth Loop Road and ADA ramps at all drive approaches along the sidewalk.

- Construction of a storm drain collection system, including catch basins and manholes to carry storm water from the new street and adjacent Transit Center to the existing collection systems located in Hostetler Road and Chenowith Loop Road.

These improvements were constructed on West Seventh Street from Hostetler Road north to Chenowith Loop Road.

#### METHOD OF ASSESSMENT

The assessment for improvements is based upon the frontage length along the newly constructed West Seventh Street.

Some improvements were paid using a different funding source. The following table shows the non-property owner financial contributions:

Project Element	Funding Source	Amount
Water System Improvements	Chenowith Water PUD	\$1,500.00
<b>Total</b>		<b>\$1,500.00</b>

#### ENGINEER'S ESTIMATE

The original Engineer's Estimate [July 28, 2014 Engineer's Report] arrived at a project cost of \$311,042.05. The estimated cost to property owners was \$309,382.05. The total frontage to be assessed to property owners was shown as 1413 feet.

The cost for all improvements was \$359,967.67. The cost is itemized in Exhibit B. The water improvements will be paid by Chenowith Water PUD, which gives a total improvement assessment of \$358,467.67. This is equal to the total project cost minus the contribution by Chenowith Water PUD listed above. The proposed assessment for improvements is \$253.70

per front foot based on an actual assessable frontage of 1412.96 feet.

The proposed assessments to property owners for improvements are more than what was estimated in the accepted Preliminary Engineer's Report due to sub-surface conditions that were worse than expected. These conditions required additional excavation depth to remove the saturated native soil, placement of a geo-synthetic fabric, and additional base rock to stabilize the subgrade. This resulted in higher construction costs.

The breakdown and totals for the assessments are listed in attached Table 2. Payment of the assessment is flexible and property owners can take up to ten years to make full payment by entering into a loan agreement with the City. The assessment for property 2N 13E 29DC tax lot 200 will be paid by the City in exchange for a 5' wide right of way dedication from the property required for the completion of the project.

#### **ASSESSMENT DISTRICT AND BOUNDARIES**

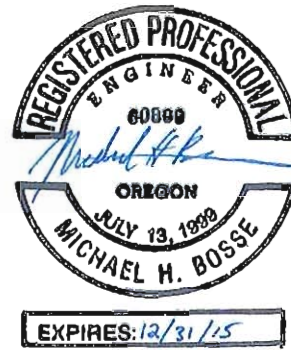
See attached Table 1 for a listing of the properties in the Assessment District and the attached Exhibit A for a map that highlights the Assessment District.

The boundaries of the Assessment District include all of the properties that front the east right of way line of West Seventh Street from Hostetler Road north to the south right of way line of Chenowith Loop Road and all properties that front the west right of way line of West Seventh Street from the south property line of 2N 13E 29DB Tax Lot 7500 north to the south right of way line of Chenowith Loop Road.

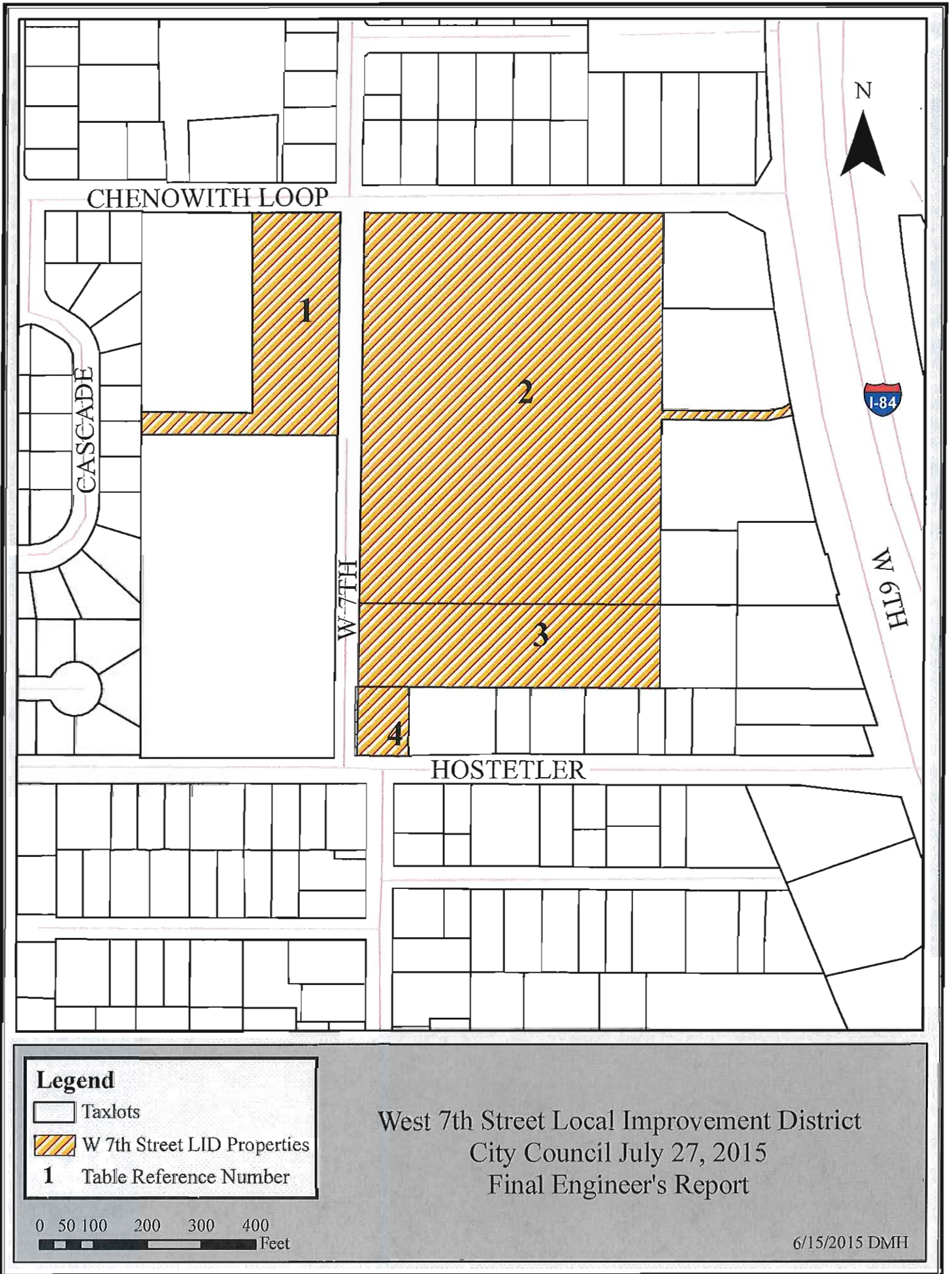
Respectively Submitted,



Michael H. Bosse, Project Engineer  
Department of Public Works  
1215 West First Street  
The Dalles, OR 97058







**EXHIBIT B**  
**CITY OF THE DALLES**  
**WEST SEVENTH STREET**  
**CONSTRUCTION COSTS**

**Street Work**

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
1	Mobilization	LS	\$ 15,770.00	1	\$ 15,770.00
2	Traffic Control	LS	\$ 9,800.00	1	\$ 9,800.00
3	Erosion Control	LS	\$ 6,170.00	1	\$ 6,170.00
4	Base Excavation/Grading	CY	\$ 13.00	1774	\$ 23,062.00
5	12" Subgrade Stabilization	SY	\$ 35.00	1290	\$ 45,150.00
6	Construction Surveying	LS	\$ 5,722.00	1	\$ 5,722.00
7	Asphalt/Concrete Excavation	CY	\$ 15.00	36	\$ 540.00
8	Rock Excavation	CY	\$ 95.00	0	\$ -
9	Remove Fence	LF	\$ 2.00	181	\$ 362.00
10	Remove Trees	EA	\$ 250.00	21	\$ 5,250.00
11	Const. 24" Curb and Gutter Section	LF	\$ 13.00	1660	\$ 21,580.00
12	Const. ADA Ramps	EA	\$ 620.00	6	\$ 3,720.00
13	Remove Curb	LF	\$ 7.00	77	\$ 539.00
14	Remove Catch Basin	EA	\$ 392.00	1	\$ 392.00
15	Construct Catch Basin (G-1)	EA	\$ 1,046.00	5	\$ 5,230.00
16	Const. Concrete Sidewalk	SY	\$ 30.00	196	\$ 5,880.00
17	3/4" Minus Base Aggregate (Sidewalk)	CY	\$ 162.00	45	\$ 7,290.00
18	Const. Drive Approaches	SY	\$ 40.00	109	\$ 4,360.00
19	8" Thick Concrete (Street)	SY	\$ 57.00	115	\$ 6,555.00
20	Class C Asphalt (Street)	TON	\$ 90.00	755	\$ 67,941.90
21	1 1/2" Minus Base Aggregate (Street)	CY	\$ 42.00	809	\$ 33,978.00
22	3/4" Minus Base Aggregate (Street)	CY	\$ 55.00	177	\$ 9,735.00
23	Valve Adjustment	EA	\$ 275.00	2	\$ 550.00
24	Paint Curb Yellow	LF	\$ 3.00	255	\$ 765.00
25	Pavement Striping (4")	LF	\$ 1.00	988	\$ 988.00
26	Pavement Striping (12")	LF	\$ 3.00	149	\$ 447.00
27	Install Signs	EA	\$ 475.00	9	\$ 4,275.00
28	Landscaping	SY	\$ 10.00	62	\$ 620.00
29	Re-Set Property Corners	EA	\$ 250.00	2	\$ 500.00
<b>Street Work Item Total</b>					<b>\$ 287,171.90</b>

**Storm Drain Work**

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
1	Connect To Exist. Storm Drain	EA	\$ 900.00	2	\$ 1,800.00
2	Construct Storm Drain Cleanout	EA	\$ 700.00	2	\$ 1,400.00
3	Install 8"X12" Tee	EA	\$ 250.00	2	\$ 500.00
4	Rock Excavation	CY	\$ 95.00	0	\$ -
5	8" Storm Drain Pipe	LF	\$ 52.00	74	\$ 3,848.00
6	12" Storm Drain Pipe	LF	\$ 44.00	800	\$ 35,200.00
7	Construct Storm Drain Manhole	EA	\$ 2,500.00	7	\$ 17,500.00
8	12" Storm Drain Pipe (Class E Backfill)	LF	\$ 70.00	92	\$ 6,440.00
9	Trench Foundation	CY	\$ 75.00	10	\$ 750.00
<b>Storm Drain Work Item Total</b>					<b>\$ 67,438.00</b>

**Water Work (Chenoweth Water PUD)**

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
1	Relocate Water Service	EA	\$ 750.00	2	\$ 1,500.00
<b>Water Work Item Total</b>					<b>\$ 1,500.00</b>

**Additional Construction Costs**

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
1	Manhole Adjustments	LS	\$ 3,317.77	1	\$ 3,317.77
<b>Additional Construction Cost Total</b>					<b>\$ 3,317.77</b>
<b>Construction Cost Total</b>					<b>\$ 359,427.67</b>

**Non-Construction Costs**

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
1	Right of Way Acquisition	LS	\$ 540.00	1	\$ 540.00
<b>Non-Construction Cost Total</b>					<b>\$ 540.00</b>
<b>Project Cost Total</b>					<b>\$ 359,967.67</b>
<b>Construction Items Paid by Chenoweth PUD</b>					<b>\$ 1,500.00</b>
<b>Project Construction Total</b>					<b>\$ 358,467.67</b>

**TABLE 1**  
**PROPERTY OWNERSHIP - WEST 7TH STREET LID**

Map #	Map & Tax Lot	County Acct #	Site Address	Owner	Mailing Address	Improved/ Non-Improved	Assessed Frontage	Legal Acres	2014 Land Market Value	2014 Improvement Market Value	Real Market Value	Assessed Value	PAID 2013 Taxes	PAID 2014 Taxes	Unpaid 2014 Taxes w/interest	Total Outstanding
1	2N 13E 29 DB 7500	2065	802 Chenoweth Loop Rd.	MID COLUMBIA COUNCIL OF GOVERNMENTS	4040 FAIRVIEW INDUSTRIAL DR SE MS#2 Salem, OR 97302-1142	Non-Improved	408.03	1.70	\$ 151,660.00	\$ -	\$ 151,660.00	\$ 122,125	\$ 2,168.01	EXEMPT	\$ -	\$ -
2	2N 13E 29 DA 1400	2018	3600 West 6th Street	HOME DEPOT USA INC	PO BOX 105842, Atlanta, GA 30348-5842	Improved	737.31	9.31	3,101,090.00	5,534,950.00	8,636,040.00	8,636,040.00	159,118.88	138,403.78	-	\$ -
3	2N 13E 29 DD 2000	2159	Not Addressed	HOME DEPOT USA INC	PO BOX 105842, Atlanta, GA 30348-5842	Improved	133.87	1.98	657,590.00	865,550.00	1,523,140.00	1,258,045.00	22,136.59	23,140.00	-	\$ -
4	2N 13E 29 DC 200	2160	777 Hosteler	BARRAGAN, Amador & Maria	1601 Tucker Road, Hood River, OR 97031	Improved	133.75	0.29	59,600.00	22,270.00	81,870.00	60,706.00	1,100.23	1,151.61	-	\$ -

Totals: 1412.96 13.28 \$3,969,940.00 \$ 6,422,770.00 \$10,392,710.00 \$10,076,916.00 \$ 184,523.71 \$ 162,695.39 \$ - \$ -

Improved acres: 11.58                      % Cal'd Acreage Improved: 87.2%  
Non-improved acres: 1.70                      % Cal'd Acreage Non-improved: 12.8%

Improved property's frontage: 1,004.9                      % Frontage of Improved property: 71.1%  
Non-improved property's frontage: 408.0                      Frontage Non-improved property: 28.9%

**TABLE 2**  
**PROPERTY OWNERSHIP - WEST 7TH STREET LID**

<u>Map #</u>	<u>Map &amp; Tax Lot</u>	<u>County Acct #</u>	<u>Site Address</u>	<u>Owner</u>	<u>Mailing Address</u>	<u>Improved/ Non-Improved</u>	<u>Assessed Frontage</u>	<u>Assessed Value</u>	<u>Assessment at \$ 253.70 per l. ft.</u>
1	2N 13E 29 DB 7500	2065	802 Chenoweth Loop Rd.	MID COLUMBIA COUNCIL OF GOVERNMENTS	4040 FAIRVIEW INDUSTRIAL DR SE MS#2 Salem, OR 97302-1142	Non-Improved	408.03	\$ 122,125	\$ 103,517.13
2	2N 13E 29 DA 1400	2018	3600 West 6th Street	HOME DEPOT USA INC	PO BOX 105842, Atlanta, GA 30348-5842	Improved	737.31	8,636,040.00	\$ 187,055.40
3	2N 13E 29 DD 2000	2159	Not Addressed	HOME DEPOT USA INC	PO BOX 105842, Atlanta, GA 30348-5842	Improved	133.87	1,258,045.00	\$ 33,962.79
4	2N 13E 29 DC 200	2160	777 Hosteler	BARRAGAN, Amador & Maria (To be paid by City)	1601 Tucker Road, Hood River, OR 97031	Improved	133.75	60,706.00	\$ 33,932.35

Totals: 1412.96 \$10,076,916.00 \$ 358,467.67

**RESOLUTION NO. 15-030**

**A RESOLUTION ADOPTING THE FINAL REPORT OF  
THE CITY ENGINEER, PROPOSING AN ASSESSMENT AND  
PROVIDING FOR NOTICES AND A HEARING FOR THE WEST  
SEVENTH STREET EXTENSION PROJECT**

**WHEREAS**, the City Council heretofore approved the establishment of a local improvement district for the West Seventh Street Extension Project; and

**WHEREAS**, the City Engineer has prepared a final report giving the cost of the project, a proposed method of assessment and the proposed assessments for each lot of land benefitted by the improvement; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

Section 1. Report Accepted. The proposed final report of the City Engineer, concerning the West Seventh Street Extension Project, is hereby accepted.

Section 2. Notices of Proposed Assessments. The City Engineer shall file with the City Clerk a list of the properties within the district, the proposed assessment for each property, and the name and address of the property owners. The City Clerk shall cause notice of the proposed assessments to be mailed or personally delivered to the owner of each lot or tract of land.

Section 3. Content of Notice. The notice shall state:

- A. The amount of the proposed assessment;
- B. The property upon which the assessment is to be levied;
- C. The date and time by which objections to the assessment shall be filed with the City Clerk;

- D. That objections shall be in writing and shall contain a statement of the grounds for the objection; and
- E. The date, time, and place at which the City Council will consider objections and allow the petitioners to be heard concerning the objections.

Section 4. Hearing Date. A hearing shall be held at 5:30 p.m. on September 14, 2015, in conjunction with the regular City Council meeting. Persons who have filed objections to proposed assessments or the project shall have the right to be present and address the Council. The hearing will be held in the City Hall Council Chamber, 313 Court Street, The Dalles, Oregon. Objections to assessments shall be filed on or before 5:00 p.m., on August 28, 2015.

**PASSED AND ADOPTED THIS 27TH DAY OF JULY, 2015**

Voting Yes, Councilors: \_\_\_\_\_

Voting No, Councilors: \_\_\_\_\_

Absent, Councilors: \_\_\_\_\_

Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 27TH DAY OF JULY, 2015**

SIGNED: \_\_\_\_\_

Stephen E. Lawrence, Mayor

ATTEST: \_\_\_\_\_

Julie Krueger, MMC, City Clerk



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1122  
FAX: (541) 296-6906

# AGENDA STAFF REPORT

## CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
July 27, 2015	Action Items 12, B	15-062

**TO:** Honorable Mayor and City Council

**FROM:** Gene E. Parker, City Attorney

**THRU:** Nolan K. Young, City Manager *ny*

**DATE:** July 10, 2015

**ISSUE:** Adoption of General Ordinance No. 15-1340, amending General Ordinance No. 98-1222, as amended, adopting amendments to the City's Sign Code, and other amendments to the City's Land Use Ordinance.

**RELATED CITY COUNCIL GOAL:** None.

**PREVIOUS AGENDA REPORT NUMBERS:** #15-028.

**BACKGROUND:** The City Council appointed a Citizen's Advisory Committee to review and propose changes to the City's Sign Code, which is part of the City's Land Use and Development Ordinance. On April 2, 2015, the Planning Commission voted to recommend a series of amendments to the Sign Code, based upon recommendations from the Citizen's Advisory Committee. Following a public hearing on April 27, 2015, the City Council voted to approve the amendments to the Sign Code recommended by the Planning Commission, and directed staff to prepare an ordinance setting forth the amendments.

Enclosed with this staff report is General Ordinance No. 15-1340 which includes the amendments approved by the City Council. Notice of adoption of the ordinance has been posted in accordance with the requirements of the City Charter, and the ordinance can be adopted by title only.

**BUDGET IMPLICATIONS:** None.

**ALTERNATIVES:**

- A.           Staff Recommendation.   *Move to adopt General Ordinance No. 15-1340 by title only.*



**GENERAL ORDINANCE NO. 15-1340**

**AN ORDINANCE AMENDING GENERAL ORDINANCE NO. 98-1222, AS AMENDED, ADOPTING AMENDMENTS TO THE CITY'S SIGN CODE, AND OTHER AMENDMENTS TO THE CITY'S LAND USE ORDINANCE**

**WHEREAS**, the City Council appointed a Citizen's Advisory Committee to review and propose changes to the City's Sign Code; and

**WHEREAS**, the Advisory Committee met regularly on multiple occasions and reviewed and discussed the Sign Code in depth; and

**WHEREAS**, the Advisory Committee recommended a series of changes to the Sign Code to the Planning Commission; and

**WHEREAS**, the Planning Commission held three public hearings, received a staff report, reviewed the recommendations from the Advisory Committee, and heard testimony from the public; and

**WHEREAS**, on April 2, 2015 the Planning Commission closed the public hearing and recommended to the City Council a series of amendments to the City's Sign Code, a part of the City's Land Use and Development Ordinance (LUDO); and

**WHEREAS**, on April 27, 2015, the City Council, after publishing notices as required, held a public hearing in which it reviewed the recommendations of the Planning Commission and a staff report; and

**WHEREAS**, on April 27, 2015, the City Council adopted a series of amendments to the LUDO and directed staff to prepare an Ordinance for adoption by the Council;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF THE DALLES ORDAINS AS FOLLOWS:**

Section 1. All numerical references in this Ordinance refer to sections of the LUDO.

Section 2. Amend section 13.010.030 by deleting the word "arterial" from the definition of shopping center, as follows: *Shopping Center means a building or group of buildings planned and developed as a center on land with two or more retail business occupancies existing or planned. A "shopping center" shall not include a business which fronts on an arterial or collector street and which has a marked segregated parking or use area separate from the shopping center parking.*

Section 3. Amend section 13.010.030 by adding a definition for mural to read as follows: **Mural means any depiction, other than a business logo, not using words. A depiction which is a combination of scenes and words can be divided so that the sign area is limited to the area around the words. Mural also means those murals and words showing historic scenes.**

Section 4. Amend section 13.010.030 by adding a definition for ghost sign as follows: **Ghost sign is any sign, at least 50 years old, on a wall or other portion of a building which advertises a business, service, or product no longer found at that location.**

Section 5. Amend section 13.010.030 by adding a definition for window sign to read as follows: **A sign located on the outside of a building, but affixed to the window and within the boundaries of the window frame.**

Section 6. Amend section 13.010.030 by adding a definition for framed sign to read as follows: **A sign placed within a rigid border which prevents the sign from moving. A framed sign may be allowed within the total sign allowance, if possible. If not, then it is treated as a temporary sign and is allowed for up to 90 days.**

Section 7. Amend section 13.030.010 by adding a new paragraph as follows: **Y. One 20 square foot name sign in the CFO zone.**

Section 8. Amend section 13.030.010 by adding a new provision as follows: **Z. Window signs.**

Section 9. Amend section 13.030.010. I by changing the heading to:  
*Garage/Yard Sale Signs.*

Section 10. Amend section 13.030.010 L by rewriting the section to read:  
**Historic murals and murals not containing words or logos.**

Section 11. Amend section 13.030.010 T by rewriting the section to read as follows: *A temporary "For Sale" sign not exceeding 6 square feet in area with a maximum height of 4 feet, may be erected upon private residential property, provided that it advertises the sale, lease, or rental of the property upon which it is erected. One additional "For Sale" or "Open House" sign limited to the same size. On commercial property one "For Sale" sign not exceeding 32 square feet may be erected upon the property for sale.*

Section 12. Amend section 13.030.010 V by deleting the last two sentences of this section: ~~*Such signs shall not exceed 42 square feet in area. The sign shall be reduced in size by 6 square feet for each lot less than 7 lots in the subdivision*~~ and adding the following: **Allow 32 square foot maximum for subdivision signs.**

Section 13. Amend section 3.030.010 X. 6 by adding the words “**similar to ODOT regulations**” at the end of the sentence.

Section 14. Amend section 13.030.010 by adding a new paragraph as follows: **Y. Ghost signs.**

Section 15. Amend section 13.030.020 by adding a new provision to read as follows: **D. One temporary sign per street frontage is allowed in addition to the regular sign allowance, up to 90 days in duration. A no fee permit is required.**

Section 16. Amend section 13.030.020 by adding a new provision to read as follows: **E. Balloons and other inflatable devices, except during community events, are allowed only for a period of 7 days, and are allowed in addition to any other temporary sign.**

Section 17. Amend section 13.030.030 A by deleting the words “~~indecent~~” or “~~obscene~~” signs.

Section 18. Amend section 13.030.030. C by adding at the end of the sentence the words: **or signs that resemble traffic signs.**

Section 19. Amend section 13.030.030 E by deleting the words: “~~tree or rock~~”.

Section 20. Amend section 13.030.030 H by renumbering H to I and adding a new paragraph H as follows: **A sign that exceeds an average horizontal foot candle of .3 at an adjacent property line of a residentially zoned property.**

Section 21. Amend section 13.040.020 by adding a new paragraph: C. **No sign shall be internally lit.**

Section 22. Amend section 13.040.050 by adding a new paragraph as follows: C. **One maximum 48 square foot sign, either flush mount or freestanding in the CBC zone. Freestanding sign limited to 8 feet in height.**

Section 23. Amend section 13.040.080 by changing the phrase “~~All land within 100 feet of each right of way line~~” to **Any parcel within 100 feet of each right of way line.**

Section 24. Amend section 13.040 by adding a new paragraph as follows: **13.040.100. Historic Districts. Notwithstanding other provisions of this code, signs in historic districts must meet the historic district guidelines for signs, or seek approval from the Historic Landmarks Commission.**

Section 25. Amend section 13.050.030 by adding a new paragraph as follows: **F. Allow each property one free standing sign per street frontage, up to a maximum of 100 square feet, in the CBC, CG, and CR zones, separate from other allowances.**

Section 26. Amend section 13.050.040 A 7 by changing the maximum from 25% to 50% of building front.

Section 27. Amend section 13.050.040 by adding a new paragraph C to read as follows: C. **Minimum Area.** Each property in a zone listed in paragraph A is entitled to a minimum allowance of 20 square feet.

Section 28. Amend section 13.050.040 B 2 to read as follows: ~~Flush signs may be erected on the face of a building, marquee, canopy, or roof overhang in a place parallel to such face and not extending more than 12 inches there from, except that: a. a flush sign may be erected against supporting or ornamental columns located under an overhanging roof in a place generally parallel to the nearest building face. b. A flush sign may be attached to the surface of an awning without further projection there from.~~ **Flush signs, up to the maximum allowed square footage, may be erected on any wall, marquee, canopy, or roof overhang. Each separate flush sign shall require a permit.**

Section 29. Amend section 13.050.080. by adding the word **Non-illuminated** at the beginning of the sentence.

Section 30. Amend section 3.050.050 C. Conditional Uses by adding a new section:  
**4. Digital signs in residential zones or overlay zones.**

**PASSED AND ADOPTED THIS 27<sup>TH</sup> DAY OF JULY, 2015**

Voting Yes, Councilors: \_\_\_\_\_

Voting No, Councilors: \_\_\_\_\_

Absent, Councilors: \_\_\_\_\_

Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 27<sup>TH</sup> DAY OF JULY, 2015**

SIGNED: \_\_\_\_\_

Stephen E. Lawrence, Mayor

ATTEST: \_\_\_\_\_

Julie Krueger, MMC, City Clerk



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

### AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
July 27, 2015	Action Item 12, C	15-063

**TO:** Mayor and City Council

**FROM:** Nolan K. Young, City Manager

**DATE:** July 14, 2015

**ISSUE:** Request from Fort Dalles Fourth Committee for \$5,000 emergency funding

#### **RELATED COUNCIL GOAL:**

**BACKGROUND:** Attached is an email from Doug Kirchhofer of the Fort Dalles Fourth Committee regarding a financial need the committee has after the 2015 celebration. Because of the hot weather they had a deficit in their fundraising efforts. They are specifically asking that the City provide an additional \$5,000 for a total of \$25,000.

The City Council asked that this be placed on the agenda so that members of the committee could be available to answer any questions the Council may have. We have also requested the financial summary of major expenses and revenue sources to assist the Council in considering this request. We will forward this information to the Council when it is received.

**BUDGET IMPLICATIONS:** There are funds beyond the 10% contingency available in the General Fund Contingency that could be used for this purpose through a budget amendment.

#### **COUNCIL ALTERNATIVES:**

1. Staff recommendation: *Direct City Staff to pay Western Display Fireworks \$5,000 and to bring back a budget amendment at the September 14 City Council meeting.*
2. Amend the amount or place other conditions on making these funds available.
3. Deny this request.

## Nolan Young

---

**From:** douglas.kirchhofer@nm.com  
**Sent:** Sunday, July 12, 2015 2:35 PM  
**To:** Nolan Young; Julie Krueger  
**Subject:** Process Advice - FD4 Financial report.

Nolan/Julie,

We have completed our income and expense report for the 2015 event. Full Quickbooks reports available upon request.

We ended up close to even financially, but the temperatures at record highs were devastating to our major fundraisers. These James Otto concert ticket sales and the revenue inside the park on the 4th. People were not showing up for either event until around 8pm, many foregoing entirely, costing hours of food and beverage sales that help raise funds. Our weekend and pyrotechnic costs ended up at \$118,000 leaving our tapped out festival committee, who have already donated 1,000's of hours and their own dollars, facing a roughly \$5,000 deficit looking toward 2016. \$113,000 raised exceeded our goals by \$3,000. Costs incurred were \$8,000 above anticipated.

Our 10 person committee stretched to put the best weekend together while still exercising prudence. With the support we were getting from individuals, businesses and the city partnership continued, we saw an unprecedented Oregon display being a reachable goal and did in fact produce that result. The committee members themselves volunteered to help set up and tear down the festival park to reduce costs. We've done everything in our power to make every dollar received count while also not operating outside our means. A couple hundred more Otto tickets sold or a few more hours of robust vendor activity, either would have met all our obligations. Having both would have put us ahead moving forward. The record heat came with too little warning to cut any costs we were already committed to.

The future is bright. We are inspiring very talented people to come out of the woodwork and join our effort in improving the community experience. We've had three new people raise their hand, with backgrounds chairing the Sisters Rodeo committee, chairing the Sandcastle Competition and Stormy Weather Arts Festival in Cannon Beach and a third person with experience producing Blue Angels events in the Northwest. This is quickly becoming a signature event for our community and we look to continue to improve the significance of this event at a national level. We've received feedback from visitors from Arizona, Illinois and New York this year saying it was the best fireworks show they have ever seen. We'd like to continue spreading this word nationally.

As the city is a benefactor of our efforts, it would be very meaningful to our committee, a 10 person all-volunteer/no staff collection of business owners, if the city would help underwrite a small amount of risk when extreme circumstances damage our effort to sustain an event in it's infancy. We do this to benefit the city in financially measurable ways and to improve the life experience for our community and visitors. We do not take income and in fact have all spent our own money contributing to the success of this endeavor. We are a low cost, highly productive group accomplishing great things but it's a delicate thing to keep asking for so much from them when the return is only a volunteer job well done. Asking the committee to all "chip in" more financially before we start from scratch again would be highly discouraging to the group to the point we might not be the same group with the same results for the city or the community. Having City Council have our back in this situation would be a tremendous shot in the arm to a physically and mentally drained committee.

I'd like to request, either quietly or publicly but definitely appropriately and due to extreme circumstances, \$5,000 emergency funding from the TRT to meet our obligations with all vendors. This money could be sent directly to Western Display Fireworks. We as a committee need not receive it. The \$25,000 in total would in fact represent a 50% partnership of the fireworks display, with our committee picking up the other half plus hotels for Western Display and all surrounding festival activities funded on our end.

Please advise on steps to take.



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

### AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
July 27, 2015	Action Item 12, D	15-064

**TO:** Mayor and City Council

**FROM:** Nolan K. Young, City Manager *ny*

**DATE:** July 17, 2015

**ISSUE:** Approval of Lease for Business Incubator Center Project Site

**BACKGROUND:** Business Development Director Gary Rains has been working in partnership with the Main Street Program, Mid-Columbia Medical Center (MCMC), and QLife for the development of a business incubator center at the corner of First and Union Street (the former location of Urness Motors and Norco Medical Supply). We have signed a letter of intent with MCMC (the owner of this 8,500 square foot building) that includes a reduced monthly rent of \$1000 per month for the first year, \$2000 for the second year, and \$3000 for years three through five. The lease will include a 120 day termination clause should the City discontinue the incubator center.

The business plan is being presented to QLife Board on July 23. It includes a project overview narrative from Business Development Director Gary Rains, a three year projected budget, and history of the investment portfolio for the Gorge Angel Network Program in Hood River, which Gary Rains helped start, to illustrate potential success of the Business Incubator Center.

In addition to meeting with the QLife Board we are also scheduled to make a request for assistance from the Port of The Dalles on August 12. We will also be approaching the Chamber of Commerce and asking for their support in September.

**REQUESTED ACTION:** At this time we are requesting that the City Council authorize the City Manager to sign a lease for the property, contingent upon identification of funds for at least the first year debt.

The reason we are looking specifically at this site, is because MCMC has agreed to lower the rent and subsidize the project. This space could realistically rent for well over \$5,000 per month. To help this space be available our Business Development Director has also helped put together a renovation and lease of the Craig's Office building downtown for MCMC can utilize that space instead of having to use the space at First and Union.

**BUDGET IMPLICATION:** The first year lease calls for the City to provide insurance and miscellaneous up to \$600 per month. We are not specifically asking for these funds at this time. We will come back later when we have a better idea of what the need is and what source of funding we are proposing for this purpose. In addition, we anticipate our Business Development Director will spend on the average 10 hours of his time on this project once it gets up and running at a cost of about \$500 per month.

**COUNCIL ALTERNATIVES:**

1. Direct the City Manager to sign a lease with MCMC for the building on the corner of Union and East First Street, contingent upon obtaining a source of funds for the first years lease payment.
2. Postpone action on this item until September to allow for further specific research requested by the City Council.



# **THE DALLES MAIN STREET BUSINESS INCUBATOR**

## **OVERVIEW**

The number of businesses started in the U.S. has more than doubled during the past decade, with well over 610,000 new businesses during the first nine months of 2010 alone. But the percentage of those that survive has remained the same or declined. Either way, business start-ups are facing tough odds nationwide. According to the SBA, 80 percent of all new small firms started will fail within 5 years because of lack of money, support or energy.

Is there any way for entrepreneurs to combat these statistics? One increasingly popular economic support tool is the business incubator which, as the name implies, is a place designed to foster the growth of small companies.

Business incubation programs have become essential economic development tools for communities that are trying to improve their economies. The programs which house very-early stage companies and provide them with a full array of business, planning, and financial services yield excellent returns. According to research, 84% of the companies that "graduate" from incubation programs remain in their community.

## **DOWNTOWN BUSINESS INCUBATOR**

A business incubator located in Downtown The Dalles is needed and will be the ideal project to stimulate and promote community partnerships, along with economic growth. It can accomplish this by providing the opportunity for job placement, on-the-job training, entrepreneurial training, business development, technical assistance, career counseling, small business financing, and physical space. This incubator could also satisfy the one-stop-shop needs of budding entrepreneurs in the community.

## **PURPOSE**

An Incubator's main purpose would be to catalyze the process of starting and growing new and emerging businesses. A proven model, this incubation program will diversify the economy, create jobs, and develop new tenants for Downtown properties. It will also help to insulate new businesses from the harsh environment they face during the crucial first two years of existence.

## **THE DALLES MODEL**

The Dalles is in the enviable position of having multiple organizations with an interest in this type of development:

- Columbia Gorge Community College
- Small Business Development Center (SBDC)
- Mid-Columbia Economic Development District (MCEDD)
- Gorge Technology Alliance (GTA)
- Washington Investment Board
- Oregon Investment Board
- Oregon Economic Development
- Mid-Columbia Council of Governments (MCCOG)
- Mid-Columbia Housing (HUD)
- City of The Dalles
- Port of The Dalles
- Gorge OEN and the Oregon Entrepreneurs Network (OEN)

We propose to bring all of these groups together to assist in the growth of this venture by utilizing their areas of expertise – ranging from education and work source training, to development of funding resources needed to grow new and emerging companies.

Our model includes offering deeply discounted space and support services in exchange for a promise that the company would employ people and grow their business here in The Dalles.

### **IN CAN HAPPEN HERE**

I have been the managing member of the Gorge Angel Investor Network (GAIN) for the past seven years. During that time GAIN reviewed 47 companies. We funded four directly with \$765,000; another twelve have benefited from the support and expertise provided by many of the GAIN members for a total known investment of \$2.3 million. Eleven found other funding as a result of their exposure.

Two successful examples are right here in The Dalles: Integrated 3D was a graduate of the 2013 Gorge OEN Boot Camp. They make complex metal products in aerospace, clean energy and automotive industries. The company received \$1.7 million in New Market Tax Credit funding in 2014. NuCulture was a graduate of the most recent Boot Camp. With the help of the Port of The Dalles they started manufacturing right here, where they make delicious vegan nut cheese spreads.

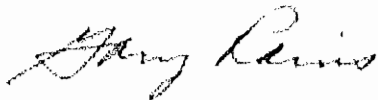
### **WE NEED Q-LIFE'S PARTNERSHIP**

The Main Street Program and City of The Dalles are "all in". They have both pledged their support of this program. I'm confident the partners listed above will provide much of the resources and support needed to make these companies successful.

What we need from Q-Life is time. By providing the first year of rent and utilities, you are giving the business incubator the ability to grow with the businesses that it supports. This \$24,000 commitment will allow us to make use of the DME Building. This two-story building is ideal. It offers a great location, access to downtown, and sufficient parking for the varied needs of this type of venture. Part of our model would include requiring the companies to "outgrow" their space and move within two years into space that better meets their future development needs. We're hopeful this would mean new businesses in Downtown vacancies as well as growth of flex space in The Port's industrial park.

We hope you see this as a great opportunity. Without your help this won't be possible.

Respectfully submitted by,



Gary Rains

Business Development Director, City of The Dalles  
Founder and Board Member – Gorge Innoventure Business Accelerator  
Moderator – Gorge OEN Business Boot Camp3  
Past Board Member – Oregon Investment Board (MCEDD)  
Founding Partner – Gorge Technology Alliance (GTA)  
Managing Member – Gorge Angel Investor Network (GAIN)  
Member – Oregon Entrepreneur's Network (OEN)

## **THE DALLES COMMUNITY ENHANCEMENT PROGRAM**

### **Business Incubator**

**Project Name:**

The Dalles New Business Incubator

**Location of Project:**

Downtown The Dalles, Oregon

**Vision and Community Benefit:**

Business incubators speed the growth and success of startup and early stage companies. They offer mentoring, advice and a good path to capital from angel investors, economic development agencies and other investors.

For The Dalles a Business Incubator will create space in the Downtown area where assistance and collaboration can take place. This project will attract a wide variety of companies – information technology, data mining, specialized consumer products and internet-based businesses, especially with the continued development of Google as a major local employer.

This Incubator will attract businesses to fill vacant downtown building spaces, and revitalize the City core. It will generate revenue by cost sharing, educational services and classes of all types. We will work collaboratively with Columbia Gorge Community College, Mid-Columbia Economic Development District, the Small Business Development Center and other regional agencies.

Programs will include:

- Stimulating environment for collaboration and growth
- Business planning, networking, research and product development
- Networking with financial resource providers
- Mentoring and coaching to insure success
- Connections with industry leaders, such as Insitu and Google

But to get started, we will need business office equipment, high-speed fiber, and a contract project manager, with sufficient funding to make the project stable for a minimum of two years. The City and Port are committed to matching any project funding with in-kind services. QLife has committed to providing large bandwidth internet connections.

Depending upon success, we plan to create a private local angel investment group and we have identified local lending organizations willing to lend working capital and equipment funding for new businesses growing because of the Incubator. It is anticipated The Dalles Business Incubator will be home to 8-10 businesses at a time, and be founded as a non-profit, 501c3.

**Project Budget:**

Total: \$90,000

Possible funding provided by: City, Port, OIB & QLife

**Project Status and Support:**

The City has identified the DME Building owned by Mid-Columbia Medical Center as the right space for developing the business plan and operational structure.

**Recommendation :**

City of The Dalles recommends this project to organizations and agencies for future funding.

**Project Partners:**

City of The Dalles, Port of The Dalles and Main Street Program.

**Lead Sponsor:**

Organization Name  
Contact Name / Title  
Address / State / ZIP  
Phone / FAX / email

City of The Dalles, Oregon  
Nolan Young, City Manager  
313 Court Street The Dalles, OR 97058  
541-296-5481 x 1118; [nyoung@ci.the-dalles.or.us](mailto:nyoung@ci.the-dalles.or.us)

**Business Incubator  
Development - Year One**

Assumptions:	9,000 s.f. Leased Space	20	Parking Spaces
	<u>0</u> Other space	2.22	Cars/1,000 g.s.f.
	9,000 Total		

Item	Unit	Cost	Total	Monthly Cost	Notes
DEVELOPMENT					
Hard Costs					
Space Improvements		\$	3,400		Adams Design
Furniture		\$	500		Bus OR/Others
Communications Equipment		\$	12,600		Qlife
Signage		\$	200		Donation
Etc.		\$	1,000	\$ 1,000	
	Subtotal		\$ 17,700		
Contingency		\$	1,000	\$ 1,000	
Total		\$	18,700	\$ 2.08	
Soft Costs					
Design		\$	1,000	\$ 1,000	Seder Architect
Permits		\$	1,000		City
Legal		\$	1,000		City
Etc.		\$	500	\$ 300	
	Subtotal	\$	3,500	\$ 0.39 /s.f.	
Total Development Cost		\$	22,200	\$ 2.47 /s.f.	

**Business Incubator  
Operations - Year One**

**INCOME**

Net Area

**Tenant Office Lease**

4,500 sq. ft. gross - Including common areas (.62)

Non-profit #1	806 s.f @	\$ 0.50 /s.f.	500 s.f.	\$ 403	
Non-profit #2	806 s.f @	\$ 0.50 /s.f.	500 s.f.	\$ 403	
Space #1	322 s.f @	\$ 0.60 /s.f.	200 s.f.	\$ 193	
Space #2	322 s.f @	\$ 0.60 /s.f.	200 s.f.	\$ 193	
Space #3	322 s.f @	\$ 0.60 /s.f.	200 s.f.	\$ 193	
Space #4	322 s.f @	\$ 0.60 /s.f.	200 s.f.	\$ 193	
			<u>1,800 s.f.</u>	\$ 1,579	/mo.

**Tenant Storage and Lease**

4,500 sq. ft. gross

Non-profit #1	322 s.f @	\$ 0.30 /s.f.	200 s.f.	\$ 97	
Non-profit #2	1,612 s.f @	\$ 0.30 /s.f.	1,000 s.f.	\$ 484	
Space #1	322 s.f @	\$ 0.30 /s.f.	200 s.f.	\$ 97	
Space #2	806 s.f @	\$ 0.30 /s.f.	500 s.f.	\$ 242	
Space #3	1,612 s.f @	\$ 0.30 /s.f.	1,000 s.f.	\$ 484	
			<u>2,900 s.f.</u>	\$ 1,402	/mo.

**Tenant Reimbursable**

Taxes	\$ - /\$1,000	\$ -	\$ -	/mo.	
Utilities	\$ 0.85 /s.f.	\$ 7,650	\$ 638	"	
			<u>\$ 638</u>	/mo.	

**Total Income \$ 3,619 /mo.**

**Expenses**

Rent	9,000 s.f @	\$ 0.11 /s.f.	\$ 1,000	Q-Life	
Taxes		\$ - /\$1,000	\$ -		
Utilities		\$ 0.85 /s.f.	\$ 7,650	Q-Life	
Insurance		\$ 0.05 /s.f.	\$ 450	City	
Maintenance		\$ 0.03 /s.f.	\$ 270	City	
			<u>\$ 1,000</u>	/mo.	

**Net Monthly Cash Flow \$ 2,619 /mo.**

# **Business Incubator Operations - Year Two**

## **INCOME**

Net Area

### **Tenant Office Lease**

4,500 sq. ft. gross - Including common areas (.62)

Non-profit #1	806 s.f @	\$ 0.60 /s.f.	500 s.f.	\$ 484	
Non-profit #2	806 s.f @	\$ 0.60 /s.f.	500 s.f.	\$ 484	
Space #1	322 s.f @	\$ 0.70 /s.f.	200 s.f.	\$ 225	
Space #2	322 s.f @	\$ 0.70 /s.f.	200 s.f.	\$ 225	
Space #3	322 s.f @	\$ 0.70 /s.f.	200 s.f.	\$ 225	
Space #4	322 s.f @	\$ 0.70 /s.f.	200 s.f.	\$ 225	
Space #5	322 s.f @	\$ 0.70 /s.f.	200 s.f.	\$ 225	
Space #6	322 s.f @	\$ 0.70 /s.f.	200 s.f.	\$ 225	
			<u>2,200 s.f.</u>	<u>\$ 2,320</u>	/mo.

### **Storefront Display Lease**

1,000 sq. ft. gross - Including common areas (.62)

Non-profit #1	806 s.f @	\$ 0.80 /s.f.	500 s.f.	\$ 645	
Non-profit #2	806 s.f @	\$ 0.80 /s.f.	500 s.f.	\$ 645	
			<u>1,000 s.f.</u>	<u>\$ 1,290</u>	/mo.

### **Tenant Storage and Lease**

4,500 sq. ft. gross

Non-profit #1	322 s.f @	\$ 0.40 /s.f.	200 s.f.	\$ 129	
Non-profit #2	1,612 s.f @	\$ 0.40 /s.f.	1,000 s.f.	\$ 645	
Space #1	322 s.f @	\$ 0.50 /s.f.	200 s.f.	\$ 161	
Space #2	806 s.f @	\$ 0.50 /s.f.	500 s.f.	\$ 403	
Space #3	1,612 s.f @	\$ 0.50 /s.f.	1,000 s.f.	\$ 806	
Space #4	1,612 s.f @	\$ 0.50 /s.f.	1,000 s.f.	\$ 806	
			<u>3,900 s.f.</u>	<u>\$ 2,950</u>	/mo.

### **Tenant Reimbursable**

Taxes	\$ - /\$1,000	\$ -	\$ -	\$ -	/mo.
Utilities	\$ 1.15 /s.f.	\$ 10,350	\$ 863	\$ 863	"
				<u>\$ 863</u>	/mo.

**Total Income      \$      7,421 /mo.**

## **Expenses**

Rent	9,000 s.f @	\$ 0.21 /s.f.		\$ 2,000	Port of TD
Coordinator		3 days per mo.		\$ 2,000	OIB
Clerical Assistant		5 days - 25 hrs. total/wk		\$ 1,000	OIB
Taxes		\$ - /\$1,000	\$ -		
Utilities		\$ 1.15 /s.f.	\$ 10,350	\$ 863	
Insurance		\$ 0.15 /s.f.	\$ 1,350	\$ 113	
Maintenance		\$ 0.20 /s.f.	\$ 1,800	\$ 150	
				<u>\$ 6,125</u>	/mo.

**Net Monthly Cash Flow      \$      1,296 /mo.**

**Business Incubator  
Operations - Year Three**

**INCOME**

Net Area

**Tenant Office Lease**

4,500 sq. ft. gross - Including common areas (.62)

Non-profit #1	806 s.f @	\$ 0.70 /s.f.	500 s.f.	\$ 564
Non-profit #2	806 s.f @	\$ 0.70 /s.f.	500 s.f.	\$ 564
Space #1	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #2	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #3	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #4	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #5	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #6	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #7	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
Space #8	322 s.f @	\$ 0.80 /s.f.	200 s.f.	\$ 258
			<u>2,600 s.f.</u>	<u>\$ 3,189 /mo.</u>

**Storefront Display Lease**

1,000 sq. ft. gross - Including common areas (.62)

Non-profit #1	806 s.f @	\$ 1.00 /s.f.	500 s.f.	\$ 806
Non-profit #1	806 s.f @	\$ 1.00 /s.f.	500 s.f.	\$ 806
Non-profit #2	806 s.f @	\$ 1.00 /s.f.	500 s.f.	\$ 806
			<u>1,500 s.f.</u>	<u>\$ 2,418 /mo.</u>

**Tenant Storage and Lease**

4,500 sq. ft. gross

Non-profit #1	322 s.f @	\$ 0.50 /s.f.	200 s.f.	\$ 161
Non-profit #2	1,612 s.f @	\$ 0.50 /s.f.	1,000 s.f.	\$ 806
Space #1	322 s.f @	\$ 0.60 /s.f.	200 s.f.	\$ 193
Space #2	806 s.f @	\$ 0.60 /s.f.	500 s.f.	\$ 484
Space #3	1,612 s.f @	\$ 0.60 /s.f.	1,000 s.f.	\$ 967
Space #4	2,418 s.f @	\$ 0.60 /s.f.	1,500 s.f.	\$ 1,451
			<u>4,400 s.f.</u>	<u>\$ 4,062 /mo.</u>

**Tenant Reimbursable**

Taxes	\$ - /\$1,000	\$ -	\$ - /mo.
Utilities	\$ 1.50 /s.f.	\$ 13,500	\$ 1,125 "
			<u>\$ 1,125 /mo.</u>

**Total Income \$ 10,794 /mo.**

**Expenses**

Rent	9,000 s.f @	\$ 0.33 /s.f.	\$ 3,000
Director			\$ 3,000
Clerical Assistant		5 days - 40 hrs. total/wk	\$ 2,000
Assistant		5 days - 20 hrs. total/wk	\$ 1,000
Equipment for mfg/dist		\$ 25,000 10-year payout	\$ 416
Taxes		\$ - /\$1,000	\$ -
Utilities		\$ 1.50 /s.f.	\$ 13,500
Insurance		\$ 0.15 /s.f.	\$ 1,350
Maintenance		\$ 0.20 /s.f.	\$ 1,800
			<u>\$ 10,804 /mo.</u>

**Net Monthly Cash Flow \$ (10) /mo.**

## **Business Incubator Resources**

### **Public Support - Year One**

City of The Dalles	Insur. & misc.	@	\$ 600 /mo.	\$ 7,200 ✓
Q-Life	First year rent	@	\$ 1,000 /mo.	\$ 12,000
Q-Life	Utilities	@	\$ 1,000 /mo.	\$ 12,000
Wasco County	TBD			
Mid-Col Econ Dev	Educ, finance			
Business Oregon	Furniture			\$ 1,000
City - Bus Development	10	hour/mo.	\$ 500 /mo.	\$ 6,000 ✓
Main Street Program	20	hour/mo.	\$ 600 /mo.	\$ 7,200 ✓
SBDC - CGCC	20	hour/mo.	\$ 500 /mo.	\$ 6,000 ✓
Q-Life Fiber & Tech Sup	Development			\$ 12,600 ✓
Total				\$ 64,000

### **Private Support**

Mid-Columbia Medical	Market Savings		\$ 4,400	\$ 52,800 ✓
Downtown Developer				\$ 20,000
Oregon Entre Network	Educ, mentor			\$ 10,000 ✓
				\$ 82,800

Total Year One

\$ 146,800

### **Public Support - Year Two**

City of The Dalles	Year two	@	\$ 200 /mo.	\$ 2,400 ✓
Port of The Dalles	Year two	@	\$ 2,000 /mo.	\$ 24,000
Wasco County	TBD			\$ 10,000
Mid-Col Econ Dev	Educ, finance			
Main Street Program	40	hour/mo.	\$ 2,000 /mo.	\$ 24,000 ✓
SBDC - CGCC	30	hour/mo.	\$ 1,000 /mo.	\$ 12,000 ✓
Q-Life Fiber & Tech Sup			\$ 650 /mo.	\$ 7,800
Total				\$ 80,200

### **Private Support**

Mid-Columbia Medical	Market Savings		\$ 3,400	\$ 40,800 ✓
Downtown Developer				\$ 20,000
Oregon Entre Network	Educ, mentor			\$ 10,000 ✓
				\$ 70,800

Total Year Two

\$ 151,000

### **Public Support - Year Three**

City of The Dalles	Year two	@	\$ 200 /mo.	\$ 2,400 ✓
Wasco County	TBD			\$ 10,000
Mid-Col Econ Dev	Educ, finance			
Main Street Program	40	hour/mo.	\$ 2,000 /mo.	\$ 24,000 ✓
SBDC - CGCC	30	hour/mo.	\$ 1,000 /mo.	\$ 12,000 ✓
Q-Life Fiber & Tech Sup			\$ 650 /mo.	\$ 7,800
Total				\$ 56,200

### **Private Support**

Mid-Columbia Medical	Market Savings		\$ 2,400	\$ 28,800 ✓
Downtown Developer				\$ 20,000
Oregon Entre Network	Educ, mentor			\$ 10,000 ✓
				\$ 58,800

Total Year Three

\$ 115,000



**INVESTMENT PORTFOLIO**  
**GORGE INNOVENTURE GORGE ANGEL INVESTOR NETWORK**  
 Prepared for Oregon Community Foundation  
 May 2015

	Company	New Name	Investment	Other (est)	State	Current Sales (Est)	Emp	Other
GAIN 1	Alpzite							
	Bambinos			\$250,000	OR		11	Sold 2013
	Bike Buddy							
	Che Vere (Copa Da Vino)				OR	\$17,000,000	75	Sunshine Mill The Dalles
	Denena				-	-	-	Closed
	Gorge Analytical				OR	\$1,300,000	6	
	Pacific NW Clean Tech							
	Pistil		\$150,000	\$250,000	OR	\$7,000,000	15	Repurchased stock 2014
	T.Ching				-	-	-	Closed
GAIN 2	Common Energy				OR	\$800,000	7	
	Outside Baby				WA	\$500,000	6	
	E Produce		\$250,000	\$300,000	OR	-	-	Closed
	Hood River Coffee				OR	\$500,000	5	
	Hydrasi				OR	80,000	2	Started Columbia Cidery
	Greenshipping				OR	-	-	Started Pfriem Brewing
	Bunnyjuice				OR	\$900,000	5	
	Oregon Growers & Shippers			\$250,000	OR	\$700,000	6	
	True North Productions							
	BioSolids				-	-	-	Closed
GAIN 3	4-Tell		\$125,000	\$200,000	WA	\$1,100,000	15	
	J. Hammock & Sons				WA	\$200,000	2	
	J&K Growers				WA	\$250,000	8	
	Lyle Hotel				WA			Sold 2014
	P2Flow				OR	\$50,000	1	
	Senkai Motor Works							
	Simply Brilliant	Shockles						Davis Instruments
	Terra Spatial Technologies			\$100,000	OR	\$700,000	12	
	Green Ventures							
	Blissful Brownies			\$100,000	IL	\$3,000,000	30	
GAIN 5	Feuerflex				OR			
	AR Interactive				OR			

**INVESTMENT PORTFOLIO**  
**GORGE INNOVENTURE GORGE ANGEL INVESTOR NETWORK**  
 Prepared for Oregon Community Foundation  
 May 2015

	EdCaliber	\$150,000	CA	\$700,000	8	
	Food Trekker					
	Illinois Clean Fleet		IL			
	Mad Mikes		OR			
	Orchard Pro	\$30,000	OR			Sold
	Pivot Planet	\$75,000	OR			
	Sapling Saver	\$20,000	OR			Sold
	Sports Journal	WODBook	OR			
GORGE Angel Conference 2013	Blueshift		OR			
	Columbia Cochon		OR	\$300,000	4	
	Greentop Tables		OR	\$200,000	4	
	MTM Care	\$250,000	OR	\$2,000,000	22	
	Pocket Fuel		OR	\$600,000	8	
	Small Planet					
	Rapid Made	Integrated 3D	\$1,700,000	OR	\$2,000,000	15 The Dalles
	River Horse					
	Stronghold Climbing Gym	Crossfit	OR			
	Delcarpine Automotive		OR	\$1,200,000	11	
Gorge OEN/OCF Boot Camp #3	Mekos International		WA	\$900,000	5	
	NuCulture		OR	\$300,000	4	The Dalles
	Black Fox Nut Company		OR	\$250,000	2	
	Talkoot		OR	-	5	In development
	Columbia Gorge Softworks		OR	-	3	In development
Gorge Innoventure	Cnify.com		OR			
	Mousseworks		OR			
	Gorge Logic		OR	\$250,000	4	The Dalles
	On Demand Analysis		OR	\$1,100,000	5	
	Eco Auger		FL	-		Seeking testing
	Gorge Boost		OR			
	Seeq		WA	\$6,000,000	20	
	Jurevicious Studios					

**INVESTMENT PORTFOLIO**  
 GORGE INNOVENTURE GORGE ANGEL INVESTOR NETWORK  
 Prepared for Oregon Community Foundation  
 May 2015

	Avalon Business Services	OR		
	Wickwire Tool Company	OR	\$160,000	2
Total	<hr/>		\$675,000 \$3,525,000	\$50,040,000 328



## AGENDA STAFF REPORT

### CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
July 27, 2015	Discussion Items 14, A	15-065

**TO:** Honorable Mayor and City Council

**FROM:** Julie Krueger, MMC, City Clerk

**THROUGH:** Nolan Young, City Manager *ny*

**DATE:** June 3, 2015

**ISSUE:** Discussion Regarding Establishing a Policy to Address Funding Requests.

**BACKGROUND:** Included in the City Council Department budget is the contractual services line item which includes various types or categories of funding, as outlined below:

Agency Partners. Includes Wasco County (Fort Dalles Museum, Juvenile Work Crew, Emergency Operations Center) and Mid-Columbia Council of Governments (LINK transportation funding). The amount funded for 2015-16 is \$47,650.

Non-Profits. Includes The Dalles Sister City Association, Veteran's War memorial, Six Rivers Mediation Service, YouthThink, Main Street Program, and Senior Center funded at \$51,500 for the 15-16 fiscal year.

Special Events. Includes Fort Dalles Fourth and Fort Dalles Rodeo, funded at \$30,000.

### **Key Discussion Points**

- ✓ The Pioneer Cemetery maintenance is on-going program and Council directed that this program be more appropriately placed within other departmental budgets. This item will no longer be included in the Council's contractual services line item of the budget.

- ✓ Consider categories for funding requests. Categories currently identified are Agency partners, non-profits, and special events.
- ✓ Discuss whether the Council wants to set specific dollar limits available for distribution, in total, and/or by category.
- ✓ Discuss whether time limits should be considered for some or all categories identified.

Based on Council discussion, staff will work toward development of a policy, including identification of categories, criteria, process for accepting and processing requests, and an annual review procedure.

**BUDGET IMPLICATIONS:** None at this time; discussion only.

**ALTERNATIVES:**

- A. Staff Recommendation: **Provide direction to staff regarding development of a policy.**



**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

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## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
July 27, 2015	Discussion Item 14, B	15-066

**TO:** Honorable Mayor and City Council

**FROM:** Dave Anderson, Public Works Director

**THRU:** Nolan K. Young, City Manager

**DATE:** July 13, 2015

**ISSUE:** Discussion Regarding Thompson Street Improvements.

**RELATED CITY COUNCIL GOALS:** NA.

**PREVIOUS AGENDA REPORT NUMBERS:** BIP 15-028.

**BACKGROUND:** The City Council directed staff to bring back the issue of potentially performing a maintenance project on Thompson Street, from 10<sup>th</sup> to 19<sup>th</sup> Streets, after the costs of the Scenic Drive Stabilization Phase 1 Project were finalized. Council may recall that the bids for the street portion of the Scenic Drive project originally came in less than budgeted which raised the possibility of using some of those savings on Thompson Street. Now that it is completed, the street portion of the Scenic Drive project came in even less than the contracted amount so those savings are still available.

As indicated in Budget Issue Paper 15-028, the street portion of the Thompson Street project could include lowering the utility manholes, grinding up the existing pavement using the City's Asphalt Zipper machine, grading and rolling the ground material with 2 pounds per square foot of dry cement added to strengthen the base, paving with 3 inches of asphalt, and raising the utility manholes. The cost to the Street Fund of materials for the project is estimated to be \$86,540. In the 2015/16 Budget those funds were "reserved" in the Street Fund (Fund 5) Contingency budget line; completion of this project would reduce the Street Fund Contingency from \$102,853 to

\$16,313. Contingency funds can only be expended with the authorization of Council through adoption of a resolution.

It is estimated that the street portion of the project will require a total of about 1200 person-hours of labor over about 4 weeks (from the time work begins to lower utilities until they are raised again after paving and the street is striped); the estimated value of this labor including benefits is \$47,232.

If this project is approved, there would also be some utility work to be completed in Thompson Street prior to the street resurfacing project. It's proposed that a new storm line be contractually constructed from 10<sup>th</sup> Street to 19<sup>th</sup> Street as identified in the Storm Water Master Plan rather than committing to delay the storm line project for another 15 years (the expected life of the street improvements). Construction of the storm line would benefit the area by providing a storm water collection system that does not currently exist, the lack of which has posed challenges for new developments. The storm line, with an estimated cost of about \$270,000, could be funded with monies budgeted in the Sewer Reserve Fund (Fund 56) for future storm water and sewer projects. In addition, water services and sanitary sewer manholes should be upgraded by City crews ahead of paving. And lastly, there may be some other utility upgrades (gas, telephone, power) that should be completed before a new street surface is constructed. Given the amount of needed underground work and the busy street maintenance schedule for the current season, the street improvements for Thompson Street could be completed in spring 2016.

**BUDGET ALLOCATION:** None at this time – Discussion Item only.

**ALTERNATIVES:** Provide direction to staff regarding the Council's desires related to constructing street improvements on Thompson Street in the 2015/16 fiscal year. If Council desires to proceed with a project to improve Thompson Street, staff would bring forth a resolution authorizing transfer of Contingency funds to an expenditure budget line for Council's consideration at a future meeting.



## CITY of THE DALLES

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# AGENDA STAFF REPORT

## CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
July 27, 2015	Discussion Items 14, C	15-067

**TO:** Honorable Mayor and City Council

**FROM:** Gene E. Parker, City Attorney

**THRU:** Nolan K. Young, City Manager

**DATE:** July 14, 2015

**ISSUE:** Discussion concerning potential ordinance restricting the limited retail sale of marijuana products by medical marijuana dispensaries.

**RELATED CITY COUNCIL GOAL:** None.

**PREVIOUS AGENDA REPORT NUMBERS:** None.

**BACKGROUND:** The Oregon Legislature recently passed several bills related to the regulation of medical and recreational marijuana. One of these bills was Senate Bill 460. Under this legislation, beginning on October 1, 2015, medical marijuana dispensaries licensed by the State of Oregon will be able to sell marijuana seeds, dried leaves and flowers of marijuana, and marijuana plants which are not flowering. These products can only be sold to persons 21 or over, and there are restrictions on the quantity of the products that can be sold to an individual on a daily basis. The intent of the legislation is to encourage customers seeking a source of marijuana to begin to use the state licensed resources and discourage illegal sales of marijuana.

The legislation provides that cities and counties have the ability to adopt an ordinance which would prohibit the sale of the limited marijuana products by the medical marijuana dispensaries. In order for such an ordinance to be effective, it would have to be adopted prior to October 1<sup>st</sup>. If the Council were to consider wanting to adopt such an ordinance, it would likely need to be



scheduled for the first meeting in September, and the ordinance would include an emergency clause to ensure the ordinance went into effect prior to October 1<sup>st</sup>.

The City has an applicant who has obtained land use approval for a medical marijuana dispensary and they have applied for the required license from the Oregon Health Authority. The business owner has indicated he desires to engage in the retail sale of marijuana products if such activity is allowed by the State of Oregon and the City.

**BUDGET IMPLICATIONS:** None.

**ALTERNATIVES:**

- A. Staff Recommendation. Staff is requesting that the Council provide direction as to whether the Council wants to consider adoption of an ordinance restricting the limited retail sale of marijuana products by medical marijuana dispensaries.