

AGENDA

REGULAR CITY COUNCIL MEETING

November 26, 2012

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. Canvas the Vote Proclamation (official election results are pending)
 - B. Presentation of Fiscal Year 2011-12 Audit [**Agenda Staff Report #12-077**]
6. RECESS TO URBAN RENEWAL AGENCY MEETING
7. RECONVENE CITY COUNCIL MEETING
8. 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.
9. CITY MANAGER REPORT
10. CITY ATTORNEY REPORT
11. CITY COUNCIL REPORTS

CITY OF THE DALLES

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

12. 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.

- A. Approval of October 22, 2012 Regular City Council Meeting Minutes
- B. Approval to Declare Public Works Department Equipment as Surplus Property

13. PUBLIC HEARINGS

- A. Public Hearing to Consider Remonstrances Regarding the West First Street and Bargeway Road Reconstruction Local Improvement District, Phase 2 [**Agenda Staff Report #12-075**]
 - 1. Resolution No. 12-023 Accepting the Preliminary Report of the City Engineer, Announcing the Formation of a Local Improvement District for West First Street, Terminal Way and Bargeway Road Reconstruction Project, Phase 2
- B. Public Hearing to Consider Testimony Regarding Annexation of Properties Located in the Urban Growth Boundary Pursuant to ORS 222.750 and Land Use Development Ordinance Chapter 14 [**Agenda Staff Report #12-076**]
- C. Public Hearing to Receive Testimony Regarding a Supplemental Budget for the 2012-13 Fiscal Year [**Agenda Staff Report #12-078**]
 - 1. Resolution No. 12-021 Adopting a Supplemental Budget for Fiscal Year 2012-13, Making Appropriations and Authorizing Expenditures From and Within Various Funds
 - 2. Resolution No. 12-022 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2013

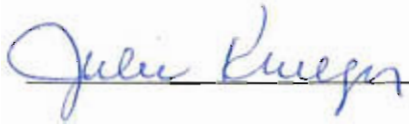
14. DISCUSSION ITEMS

- A. Updated Wastewater Facility Capital Improvement Plan and Associated Funding [**Agenda Staff Report #12-080**]

15. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
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 #
November 26, 2012	Presentations 5, B	12-077

TO: Honorable Mayor and City Council

FROM: Kate Mast, Finance Director

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

DATE: November 14, 2012

ISSUE: Presentation of FY 11/12 Audit by Merina & Company.

BACKGROUND:

This is the second year that Merina & Company has audited our books and I am pleased with the working relationship we have developing. Our Audit Manager is Tonya Moffitt, and she will be presenting the audit to you at the Council Meeting.

The Management Letters are attached to this report. The bottom line is that we have no material weakness findings this year. This does not mean that we did everything perfectly, but that we have improved to the point that we were able to find our own errors and correct them. This is largely due to the assistance and teaching abilities of our new auditors, who worked with us prior to and during the audit so that we better understand the issues that caused problems for us in the past. We had a finding last year regarding our capital assets tracking. Lisa Rowland, our Accounting Clerk III, worked with Tonya on our capital assets over the course of the past year and now has this under control.

The Auditors have recommended that the City adopt a formal fraud policy that details the steps to be taken if fraud is suspected. We will be working on this over the next few months.

BUDGET IMPLICATIONS: None.

ALTERNATIVES:

- A. **Staff Recommendation:** *Move to accept the FY11/12 Audit as presented.*

November 26, 2012

To the Honorable Mayor and City Council
City of The Dalles
The Dalles, Oregon

EXECUTIVE SUMMARY OF THOSE CHARGED WITH GOVERNANCE LETTERS

The purpose of this executive summary is to assist you in fulfilling your responsibilities for oversight of the City's financial reporting. This letter summarizes the results and conclusions of certain matters required to be communicated to those charged with governance. The full communication to those charged with governance as required by U.S. Auditing Standards Section 380 formerly Statement of Auditing Standards 114 was delivered to you in the Council packet.

- We have completed our audit of the financial statements and related disclosures of the City of The Dalles. We issued our report, which contain "clean opinions" on November 5, 2012.
- City:
 - Our opinion on the City's financial statements is limited to the basic financial statements, supplemental information, and audit comments.
 - The introductory and statistical section of the report has not been audited by us and, accordingly, we expressed no opinion on that data.
 - The financial statements were submitted to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting.
 - We also performed a single audit of the federal awards expended by the City. There were no findings.

Required Communications to Those Charged with Governance

- There were no restrictions on our audit scope.
- There were no disagreements with management.
- There were no significant difficulties incurred during the course of the audit.
- There were three new significant accounting policies (GASB 61, 62, and 63) adopted or changed from policies previously adopted.
- Management judgments and accounting estimates were found to be appropriate in the circumstances. Estimates included depreciation, compensated absences payable, allowance for doubtful accounts, and OPEB.

- We did not find any transactions entered into by the City during the year that lack authoritative guidance.
- There were no material misstatements noted for proper presentation of the financial statements.
- In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. There were no such consultations with other accountants.

Report Required by Oregon State Regulation

- The Independent Auditors Report Required by Oregon State Regulation is located on page 107.
- We tested the following in connection with Oregon Minimum Standards:
 - Collateral
 - Indebtedness
 - Budgets
 - Insurance and Fidelity Bonds
 - Programs Funded from Outside Sources
 - Highway Funds
 - Investments
 - Public Contracts and Purchasing

We appreciate the opportunity to have been of service and look forward to working with you in the future. If you have any questions now or in the future please do not hesitate to contact us.



Tonya Moffitt, Partner
Merina & Company, LLP

November 5, 2012

To the Honorable Mayor and City Council
City of The Dalles, Oregon

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of The Dalles, Oregon for the year ended June 30, 2012. Professional standards (for Certified Public Accountants) require that we provide you with the following information about our responsibilities under general accepted auditing standards, *Government Auditing Standards*, and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 15, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of The Dalles, Oregon are described in Note I to the financial statements. As described in Note IV.G to the financial statements, the City of The Dalles, Oregon implemented two new accounting pronouncement, GASB 61, 62, and 63. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the accumulated depreciation is based on historical cost or estimated historical cost if purchased or constructed and donated capital assets are recorded at estimated fair market value at the date of donation.

Management's estimate of the compensated absences payable is based on current wages.

Management's estimate of the allowance for doubtful accounts is based on a percentage of total receivables.

Management's estimate of the Other Post Employment Benefits (OPEB) is based on an actuarial valuation.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Capital Assets in Note III.D to the financial statements summarizes the changes in capital assets for the year ended June 30, 2012.

The disclosure of Long-Term Obligations in Note III.E to the financial statements summarizes the changes in long-term obligations for the year ended June 30, 2012.

The disclosure of Commitments, Contingencies, and Subsequent Events in Note IV.D to the financial statements summarizes the City's Commitments, Contingencies, and Subsequent Events.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were noted during the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 5, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the

consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

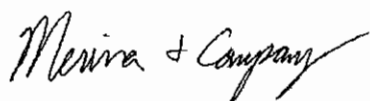
Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Mayor and City Council and management of the City of The Dalles and is not intended to be and should not be used by anyone other than these specified parties.

If you should have any questions or comments, we will be pleased to discuss this report with you at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Merina & Company".

Merina & Company, LLP
Certified Public Accountants and Consultants



AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 26, 2012	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: November 14, 2012

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

A. **ITEM:** Approval of October 22, 2012 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the October 22, 2012 regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the October 22, 2012 regular City Council meeting.

B. **ITEM:** Approval to Declare Public Works Department Equipment as Surplus Property.

BUDGET IMPLICATIONS: Any proceeds from sale of the equipment would be credited to the appropriate Public Works fund.

SYNOPSIS: The Public Works Department has a pump controller that is obsolete for the City's needs. NORCOR has an interest in purchasing the controller for their site and are currently renting the equipment because their unit failed.

Equipment is described as: Multitrode pump controller system, model MT2PC-3, serial number IO24528.

RECOMMENDATION: That City Council declare the equipment as surplus and authorize staff to sell it to NORCOR.

MINUTES

REGULAR COUNCIL MEETING
OF
OCTOBER 22, 2012
5:30 P.M.
THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Jim Wilcox

COUNCIL PRESENT: Bill Dick, Carolyn Wood, Dan Spatz, Brian Ahier, Tim McGlothlin

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Nolan Young, City Clerk Julie Krueger, Police Chief Jay Waterbury, Public Works Director Dave Anderson, Finance Director Kate Mast, Administrative Fellow Garrett Chrostek, Community Development Director Dan Durow, Engineer Dale McCabe, Senior Planner Dick Gassman

CALL TO ORDER

Mayor Wilcox called the meeting to order at 5:33 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; Councilor Dick absent.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

It was moved by Wood and seconded by Spatz to approve the agenda as presented. The motion carried unanimously, Dick absent.

MINUTES (Continued)
Regular Council Meeting
October 22, 2012
Page 2

PRESENTATIONS/PROCLAMATIONS

Certificate of Appreciation to Dan Durow

Mayor Wilcox presented a Certificate of Appreciation. On behalf of the City Council, he thanked Durow for his many years of dedication to the City and service to the community.

Report from School District #21

A student from the high school reported on Homecoming week, saying it had been fun and there had been good participation of students, faculty, and the community.

AUDIENCE PARTICIPATION

None.

CITY MANAGER REPORT

City Manager Young reported the Public Works Director had been successful in securing the City's Columbia River water right to the year 2073.

CITY COUNCIL REPORTS

Mayor Wilcox reported the Municipal Judge continued to work on court issues and would be providing information regarding budget issues in the near future.

Councilor Spatz said the Gorge Gravity Games had been a community success. He thanked the Public Works and Police Departments, Google, and other participating businesses. Spatz said he hoped it would become an annual event in the community.

Councilor McGlothlin reported on the recent Traffic Safety Commission meeting, noting completion of the Brewery Grade and Ninth Street crosswalk, new signage at Second and Hostetler Streets.

Councilor Dick in attendance at 5:40 p.m.

Mayor Wilcox reported he had helped with the Gorge Gravity Games, attended the HAVEN vigil, participated in the breast cancer awareness walk, met with Representative Walden regarding local projects, and spoke with the sixth grade classes at the middle school. He said many projects were nearing completion at the airport.

MINUTES (Continued)
Regular Council Meeting
October 22, 2012
Page 3

Councilor Wood said the next Historic Landmarks Commission would be held in November.

CONSENT AGENDA

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

Items approved by Consent Agenda were: 1) approval of October 8, 2012 regular City Council meeting minutes; 2) approval of October 1, 2012 Council Work Session minutes; 3) authorization to provide sanitary sewer service for six new lots at Foley Lakes Mobile Home Park, outside city limits; and 4) authorization to provide sanitary sewer service outside city limits.

PUBLIC HEARINGS

Public Hearing to Consider Formation of the Main Street Economic Improvement District

Mayor Wilcox declared a conflict of interest because he was a property owner in the proposed district. He retired from the dais and asked Council President Ahier to preside over the hearing.

Councilor Dick said he also owned property in the proposed district but the City Attorney had previously told the City Councilors that if there was no direct financial benefit, they could participate in the discussion.

Councilor Wood said she also owned property in the proposed district and believed she could make an impartial decision.

Mayor pro-tem Ahier reviewed the procedures to be followed for the public hearing.

City Manager Young reviewed the staff report. He noted if the City Council determined the district should be created, there would be a second public hearing to allow property owners the opportunity to object to the proposed assessments. Young said if one-third of the property owners were opposed, the district would not be formed. He reviewed the Main Street Committee's plan and noted no residential or government properties would be assessed.

Young said the City's contribution to the program was to provide office space and equipment and \$30,000 for the first year; \$20,000 in the second year; and \$10,000 in the third year of the program.

Councilor Spatz asked if the one-third opposition was tied to the number of properties or the value of the property assessments. It was noted the one-third figure was tied to the value of the assessments.

Testimony

Marty Hiser, Westwind Frame and Gallery, said she chaired the design sub-committee for the Main Street Program. She said the proposed plan would be good for the downtown. She said she believed many of the downtown business people didn't have enough information and so they opposed the formation of the Economic Improvement District (EID). She said the cost to her business would be only approximately \$10 per month.

Jim Stone, owner of 500 and 506 East Second Street, spoke in support of the EID, saying the assessments would not be large and urged other property owners not to pass the assessment along to their renters.

Luise Langheinrich, Boulder Path Designs, urged the Council to create the EID. She said she had volunteered many hours to the Main Street Program, but all the volunteers also had full time jobs and businesses to run. She said a dedicated employee to work on the projects would make the program more effective.

Tom Wood, 701 East Second Street, spoke in support of the EID and said he served as a member of the steering committee. He said the Main Street Program was very successful all across the country and would help rejuvenate the downtown and create a positive environment to bring business to the downtown. He said the cost for his business would be approximately \$750 per year, which was very inexpensive marketing.

John Nelson spoke in support of the EID, saying funding needed to be secured to implement the programs developed by the Main Street Committee. He said he had recently visited communities who had themed downtown areas and was impressed with the way the group worked together for the good of their downtown areas.

Gretchen Hansen spoke in support of the EID, saying she agreed with the comments made by Tom Wood.

Mary Merrill, steering committee member, said she hoped the EID would be supported, noting the process had been led by property and business owners in the downtown area.

MINUTES (Continued)
Regular Council Meeting
October 22, 2012
Page 5

Mike Nagle spoke in support of the EID, saying the person who owned the property where he had his business, would pass the assessment on to him as a renter, but he supported paying the assessment.

Jim Wilcox, 416 West Seventh Street, spoke in opposition to the EID as it was currently drafted. He said he respected the committee members, but there seemed to be a communication disconnect with the downtown businesses. Wilcox said the method of assessment seemed unfair because property owners who had large parking lots would be paying a much larger assessment if it was based on square footage or frontage. He recommended a flat assessment rate for all.

Bob Fraley said he owned three lots and was opposed because he did not understand the proposal. He said he thought it would be good for the downtown, but would like to have more detailed information.

Darlene France spoke in opposition, saying she would prefer to see a flat fee style of assessment to be more fair to all property owners.

Ron Krol spoke in opposition, saying he owned a large lot and asked for a different method of assessment that was not based on the size of the lot.

Bev Eagy spoke in opposition, saying her proposed assessment would be approximately \$750 per year due to the size of her lot, yet her business was small. Eagy said the Chamber of Commerce should be working hand in hand with the Main Street Committee and noted the new Executive Director had a lot of experience with the Main Street program. She asked for reconsideration of the assessment methodology.

Jim Stroud spoke in opposition, saying he would have to pass the assessment on to his renters who were already struggling. He said urban renewal funds should be used to pay for the Main Street program. Mr. Stroud submitted additional letters in opposition to the EID. He said the downtown property and business owners should have been provided with more information regarding the proposal before it was proposed to the City Council.

City Manager Young noted for the record, additional letters in opposition which had been received by the City Clerk's Office.

Janet Stauffer spoke in opposition, saying she couldn't pass the assessment on to her renters.

Doug Hattenhauer spoke in opposition, saying the benefit of the program would be for the entire community and should not be assessed only to the downtown property owners. He said the City

MINUTES (Continued)
Regular Council Meeting
October 22, 2012
Page 6

should fund the program, noting the unappropriated ending fund balance, a hiring and wage freeze on City employees could help pay for the program.

Chuck Langley spoke in opposition of the EID. He said the proposed assessment for his property would be approximately \$600. Langley said he agreed with comments made by Mr. Stroud and said that property tax limitation laws that had been passed in the 1990's were supposed to keep taxes under control. He said the urban renewal program did not work to increase property values and that what was needed was lower rents on downtown buildings to get people to bring their businesses to the downtown. Langley said marketing the downtown would not make a difference.

Chad Walter, 217 East Third Street said he would like to have more information and see different options for the method of assessments before deciding to support or oppose the EID.

Matt Herriges, Optimist Printers, said he opposed the method of assessment. He suggested a membership drive style of collecting funds to market the downtown. Herriges said the Main Street group should have directly contacted the property and business owners to provide information.

Dave Zimbelman, Salmon Cycle, agreed with comments made by Matt Herriges, saying all affected businesses should have been included in the process. He said downtown businesses did want improvements, but also involvement.

Warren Sawyer suggested the Main Street Committee re-group and develop a new approach for the method of assessment. He said if the goal was to fill empty buildings, marketing may not be the best way to accomplish that goal.

Mary Merrill said the Main Street Committee volunteers had been working very hard on marketing, meeting with representatives of companies such as Trader Joe's, REI, and Olive Garden. She said they had been working to get interest in the Elks Club building, all with volunteer time. Merrill said a staff person was needed to do all that work, but she said she didn't believe the urban renewal program had the ability to pay for staff time for the project.

Hugo Lutz said his business was a service, not really very much sales, so marketing to get tourists to the downtown would not really help his business.

Vince Vann, Jack's Body Shop, said he already did marketing and his business was thriving. He said he did not agree with the proposed methodology of assessment and said he opposed additional taxes to his business.

Hearing no further testimony, the public hearing was closed.

Council Deliberation

Councilor Wood clarified that this issue was not proposed by the City Council, but the Main Street Committee. She said the process to form the EID included approval by the City Council. She said the testimony had been very helpful to move forward in a different direction and said the City was the vehicle to help move the process forward.

Mayor pro-tem Ahier said he appreciated the concept of the EID, but said he agreed with testimony regarding developing a different method of assessment and agreed the Chamber of Commerce should be more involved. He said there should be a better effort of outreach to the affected property and business owners. Ahier said he would support returning the issue to the Committee for further development.

Councilor Wood agreed that additional consideration by the Committee should occur before Council approved a district.

Councilor McGlothlin agreed with the comments made by Wood and Ahier and said he hoped common ground could be reached.

Councilor Dick said he appreciated all the testimony and hoped a proposal could be developed that everyone could agree on because it was important to have a vital downtown.

Councilor Spatz said he was a strong supporter of the Main Street Program and believed the proposal was a great economic development opportunity. He said the concept should not have been a surprise to the downtown property and business owners because there had been numerous well attended meetings in establishing the program, sub-committees, participation regarding the purpose, and development of the goals of the program.

Mayor pro-tem Ahier questioned whether the City's financial contribution was adequate for the program and suggested working with other community partners such as the Port of The Dalles and Mid Columbia Economic Development District.

City Manager Young clarified that the Urban Renewal Agency did have programs in place that could be taken advantage of to repair and beautify building facades, but that Urban Renewal could not pay to staff the Main Street Director position.

It was the consensus of the City Council to ask the Main Street Committee to reconsider the EID proposal and bring back for further consideration. Items requested to be reconsidered were the

method of assessment, involvement of downtown property and business owners in the process, seeking additional partners, and providing education to the property and business owners.

Recess

Mayor pro-tem Ahier called a recess at 7:28 p.m.

Reconvene

The meeting reconvened at 7:33 with Mayor Wilcox returning to preside over the meeting.

CONTRACT REVIEW BOARD ACTIONS

Authorization to Purchase Replacement Digital Radios for the Water/Wastewater SCADA System

Public Works Director Anderson reviewed the staff report.

It was moved by Wood and seconded by Ahier to authorize the expenditure of funds to purchase new digital radios and start-up services from Alligator Communications for an amount not to exceed \$62,450. The motion carried unanimously.

ACTION ITEMS

Resolution No. 12-017 Initiating a Street Vacation Procedure for a Portion of the Alley Between East First and East Second Streets and Between Court and Washington Streets for the Granada Block Redevelopment

Community Development Director Durow reviewed the staff report. City Manager Young added that the costs for moving utilities was unknown at this time. Councilor Dick said he hoped some of the utilities could be buried underground. Young said it was not currently being planned but staff would know more about the project in the near future.

It was moved by Spatz and seconded by Wood to adopt Resolution No. 12-017 initiating a street vacation procedure for a portion of the alley between East First and East Second Streets and between Court and Washington Streets for the Granada Block Redevelopment. The motion carried unanimously.

MINUTES (Continued)
Regular Council Meeting
October 22, 2012
Page 9

Resolution No. 12-018 Declaring the Intention of the City Council to Construct Improvements, Establishing a Local Improvement District and Directing Notice and Publication for West First Street and Bargeway Road Reconstruction Project, Phase 2

The staff report was reviewed by Public Works Director Anderson. He noted that two of the affected properties had been identified that already had storm sewer upgrades, so their assessments would be reduced.

It was moved by Ahier and seconded by McGlothlin to adopt Resolution No. 12-018 declaring the intention of the City Council to construct improvements, establishing a local improvement district and directing notice and publication for West First Street and Bargeway Road Reconstruction Project, Phase 2. The motion carried unanimously.

General Ordinance No. 12-1327 Regulating Dogs Within the City of The Dalles; Defining Nuisances; and Providing for Penalties

City Manager Young reviewed the staff report. It was noted the ordinance was largely based on State law and that Home at Last Board had been involved in the drafting of the ordinance.

Home at Last Board Chair Robb Van Cleave thanked the City for their partnership and said the Board was in support of the proposed ordinance. He introduced the new Executive Director of Home at Last, Kris Boler and Operations Manager Gale Simpson.

City Clerk Krueger read General Ordinance No. 12-1327 by title.

It was moved by Wood and seconded by Spatz to adopt General Ordinance No. 12-1327 regulating dogs within the City of The Dalles; defining nuisances; and providing for penalties, by title. The motion carried unanimously.

DISCUSSION ITEMS

Discussion Regarding Vertical Housing Development Zone

Senior Planner Dick Gassman reviewed the staff report. Staff asked Council to provide direction to staff regarding which boundary to use, the entire Central Business Commercial District or the boundary which included the urban renewal area within the central business district. It was the consensus of the Council to select Option #1, the entire Central Business District to benefit the most property. It was estimated there were approximately 25 buildings in the area which had multiple stories that could be impacted by the new zone.

MINUTES (Continued)
Regular Council Meeting
October 22, 2012
Page 10

Following discussion, there was consensus to direct staff to proceed with the process to create the zone, using boundary Option #1, the entire central business commercial district.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:20 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

James L. Wilcox, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk



AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 26, 2012	Public Hearing 13, A	12-075

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

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

DATE: November 13, 2012

ISSUE: Public Hearing to Receive Remonstrances for the West First Street, Terminal Way and Bargeway Road Reconstruction Project Phase 2 Local Improvement District.

CITY COUNCIL GOALS: NA

PREVIOUS AGENDA REPORT NUMBERS : Agenda Staff Reports #02-091, #05-076, #05-082, #05-091, #08-103, #09-005, #09-016, #10-041, #12-066, and #12-073

BACKGROUND: On October 8, 2012 City Council adopted Resolution No. 12-016 directing the City Engineer to prepare a preliminary study and report for the potential formation of the West First Street, Terminal Way and Bargeway Road Phase 2 Local Improvement District [LID]. On October 22, 2012, Council approved the City Engineer's Preliminary Study and Report for the proposed LID and adopted Resolution No. 12-018 declaring its intention to establish a local improvement district for the West First Street, Terminal Way and Bargeway Road Reconstruction Project Phase 2.

Following the discussion with Council on October 22, 2012, the City Engineer's Preliminary Study and Report for the proposed project was amended to identify that 1) credits would be provided for two parcels that had previously constructed stormwater system improvements as required by the City and consistent with City standards in place at the time, 2) an additional driveway approach was added as requested by one property owner, and 3) the width of another

driveway was increased as requested by another property owner. The amended report has been posted and available for public review.

The City Clerk has mailed certified letters and the Notice of Intent to form a local improvement district was advertised in the local newspaper, as directed by Resolution No. 12-018. The deadline for filing written remonstrances was November 9, 2012. As of this writing, one valid remonstrance has been filed by Gerald Risberg representing \$104,010.45 or 9.9% of the dollar amount to be assessed against the properties benefitted. A second letter of remonstrance was submitted by Ed and Jessica Devlaeminck, but it was related to a parcel for which a specific waiver of remonstrance agreement exists. The amount of valid remonstrances received does not meet the two-thirds required to defeat the local improvement district project.

In the remonstrance filed, a copy of which is attached, Mr. Risberg provided information about some of the history regarding the requirements for future storm systems that were conditions of development. He correctly states that one of the conditions required the installation of a catch basin on his property and that a pipe be stubbed out from that catch basin to his property line for future connection to a stormwater main to be constructed in Bargeway Road at some time in the future. The City also has a copy of a letter from Mr. Risberg to The Dalles Planning Commission dated November 30, 1989 confirming that the catch basin had been installed and stubbed out to the property line as required for future connection to a "storm sewer when installed in Bargeway Rd." Mr. Risberg also provided a photograph from a pipeline construction project in 1993 which he believed was the planned stormwater pipeline, and further that he believed that his catch basin was connected to that pipeline at that time. In actuality, the pipeline that was being constructed in 1993, and of which he submitted the picture, was a sanitary sewer main.

City crews, with Mr. Risberg's permission, conducted an extensive investigation of the catch basin and nearby pipelines this fall in an effort to verify its status. First the investigation found that the pipeline from the catch basin on his property was somehow plugged and would not drain water. Crews worked over a period of two days attempting to clean the line so that the catch basin would drain, with the intent of then dyeing water from the catch basin to determine where it drained; they were never able to get it to drain. The length of the cleaning rod which they were able to get into the pipe matched the distance from the catch basin to the property line. City crews then conducted a video inspection of the sanitary sewer line constructed in 1993 to see if the catch basin had been tied into it; they found no evidence of a tap coming into the sanitary sewer main at that location. To the best of the City's knowledge, there is no existing storm line at that location to which the catch basin could be connected. This was the extent of investigation that could be conducted without excavating into the street.

To ultimately resolve this issue, staff proposes to excavate the line from the catch basin during the LID Phase 2 project, when the street is already torn up, and verify the status of the storm system from this property. If it is found that the catch basin is already appropriately connected to an adequate stormwater main, Mr. Risberg will be credited the assessment for stormwater drainage, just as has been done for two other properties in this project.

Although the letter of remonstrance received from Mr. and Mrs. DeVlaiminck is not a valid remonstrance, it raises two questions that warrant explanation. First, even though the property does not have frontage on Bargeway Road, it is accessed by an easement over private property from Bargeway Road and the property and associated business utilize Bargeway Road for all of the transportation needs. Two properties in the proposed LID present this situation. Since all of the access to these properties is from Bargeway Road, these properties contribute to the traffic demands of the transportation system and will benefit from the project. The street improvement assessments for these two properties have been calculated as if they had 50 feet of frontage, which is the minimum frontage length allowed in this zone for new partitions.

The second issue presented questions the appropriateness of being assessed for stormwater system improvements since the property will not be served by the new systems to be constructed. This has been recognized in the proposed LID methodology in that the property will only be assessed for the stormwater drainage from one-half of the street width for the 50 feet of frontage that was previously discussed, not for drainage from the parcel itself which is served by a private system. This approach is consistent and equitable with the assessments proposed for all other property owners within the proposed LID.

BUDGET IMPLICATIONS: If the project is approved, the City will incur costs estimated to be: \$95,059.94 from Fund 13, the Bridge Replacement Fund; \$112,072.18 from Fund 36, the Special Assessments Fund; \$4,100 from Fund 53, the Water Reserve Fund; and \$84,184.87 from Fund 56, the Sewer Reserve Fund. The amount of the project funded from Fund 56 could increase by \$43,703.50 if the catch basin on the property for which the remonstrance was filed is found to be appropriately connected to a stormwater collection system. Budgeted monies are available in all funds listed for the project. Additionally, if approved, property owners would be assessed for a total of \$1,049,725.85 in project costs, consistent with the methodologies utilized for the construction of Phase 1.

RECOMMENDATIONS:

Staff Recommendation: That the City Council conduct a public hearing for the purpose of hearing remonstrances against the proposed assessments. If the Council finds the project has not been defeated by remonstrances and the City Engineer's report is reasonable and just, the City Council may *move to adopt Resolution No. 12-023 Accepting the Preliminary Engineer's Report and Announcing the Formation of a Local Improvement District for West First Street, Terminal Way and Bargeway Road Reconstruction Project Phase 2.*

1. The City Council may ask the City Engineer to modify the Report by changing the methodology of spreading the assessments. Care would have to be taken under this alternative to avoid inconsistencies with assessments for Phase 1.
2. The City Council may choose to discontinue the local improvement district at this time, with the project being paid fully by the City at some future time. This alternative would be inconsistent with the assessments for Phase 1 property owners.

October 31, 2012

City of The Dalles
313 Court St.
The Dalles, OR 97058

RE: WEST FIRST STREET, TERMINAL WAY & BARGEWAY ROAD RECONSTRUCTION PROJECT,
PHASE 2

This letter of remonstrance is being sent for several reasons such as;

In the last 3 years the market value on my 2 acres of land in The Dalles has dropped in value from \$187,660 to 152,659 and with your proposed assessment of \$103,638 this would be a 68% increase in market value or \$256,288 value on the land if the improvements could be justified.

Another problem is that in 1988 or 24 years back when we were granted permits we were advised to install a catch basin when paving and run the outlet to our front property line where it would be hooked up to the proposed storm sewer line that was promised to be installed shortly. In the early 1990's this assumed to be a storm sewer was put in we have assumed our outlet had been hooked up. Now there is a question if this is a sanitary or storm sewer line even though we were given a map where proposed storm line was to be installed. A copy of this map and installation is enclosed.

In the last few years the economy has not been great and three years ago my tenant of 15 years closed their facility in The Dalles and it took 1½ years to secure a new tenant and at below market rate. With the number of vacancies in The Dalles there is a lot of room for improvement in the economy.

If this LID is approved I feel the port and The city of The Dalles should share in the cost as they will benefit as much if not more than the property owners in the LID.

Thank you.

Sincerely,
RIS RENTS, LLC

Gerald Risberg
GERALD RISBERG

cc: Mayor and Council Members
The Dalles, OR

11-2-12



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

September 16, 1988

Cliff Duffy
Duffy Construction Company
P.O. Box 42
The Dalles, OR 97058

RE: SITE PLAN REVIEW #70-88: INTERIOR MOTOR FREIGHT

Dear Mr. Duffy:

At their September 15, 1988 meeting, the City of The Dalles Planning Commission voted to approve your Site Plan Review for Interior Motor Freight, to construct a new building, with the following conditions:

1. An agreement to make future improvements to Bargeway Road shall be signed by the Port of The Dalles and Interior Motor Freight unless the applicant intends to fully improve these streets to City standards.
2. No on-street parking on Bargeway Road shall be allowed.
3. Any outdoor storage shall be screened from Bargeway Road.
4. All utilities, sanitary sewers and catch basins shall be installed prior to surfacing of streets and parking areas.
5. The elevation of the catch basin shall be noted on the site plan and approved by the City Engineer before paving the lot surrounding the building.
6. Applicants will connect with the sanitary sewer according to the Department of Public Works specifications.
7. The catch basin shall be stubbed out to the property line and connected with the proposed storm sewer when installed in Bargeway Road.
8. All utilities shall be installed underground.
9. Six parking spaces will be provided for employees and customers.
10. Parking areas shall be lighted and the lights shall be screened so as not to reflect on adjoining property.

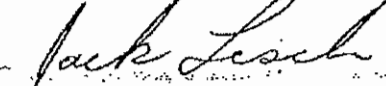
September 16, 1988

11. An irrigation plan and completion schedule for the landscaped areas shall be submitted to and approved by the Community Development Director by October 1, 1988.
12. A paved apron shall be constructed for the driveways between the paved street and property line.

Planning Commission decisions may be appealed within 10 days of final action if a request is made in writing and filed with the City Clerk.

Please call me if you have any questions.

Sincerely,



Jack Lesch
Community Development Director

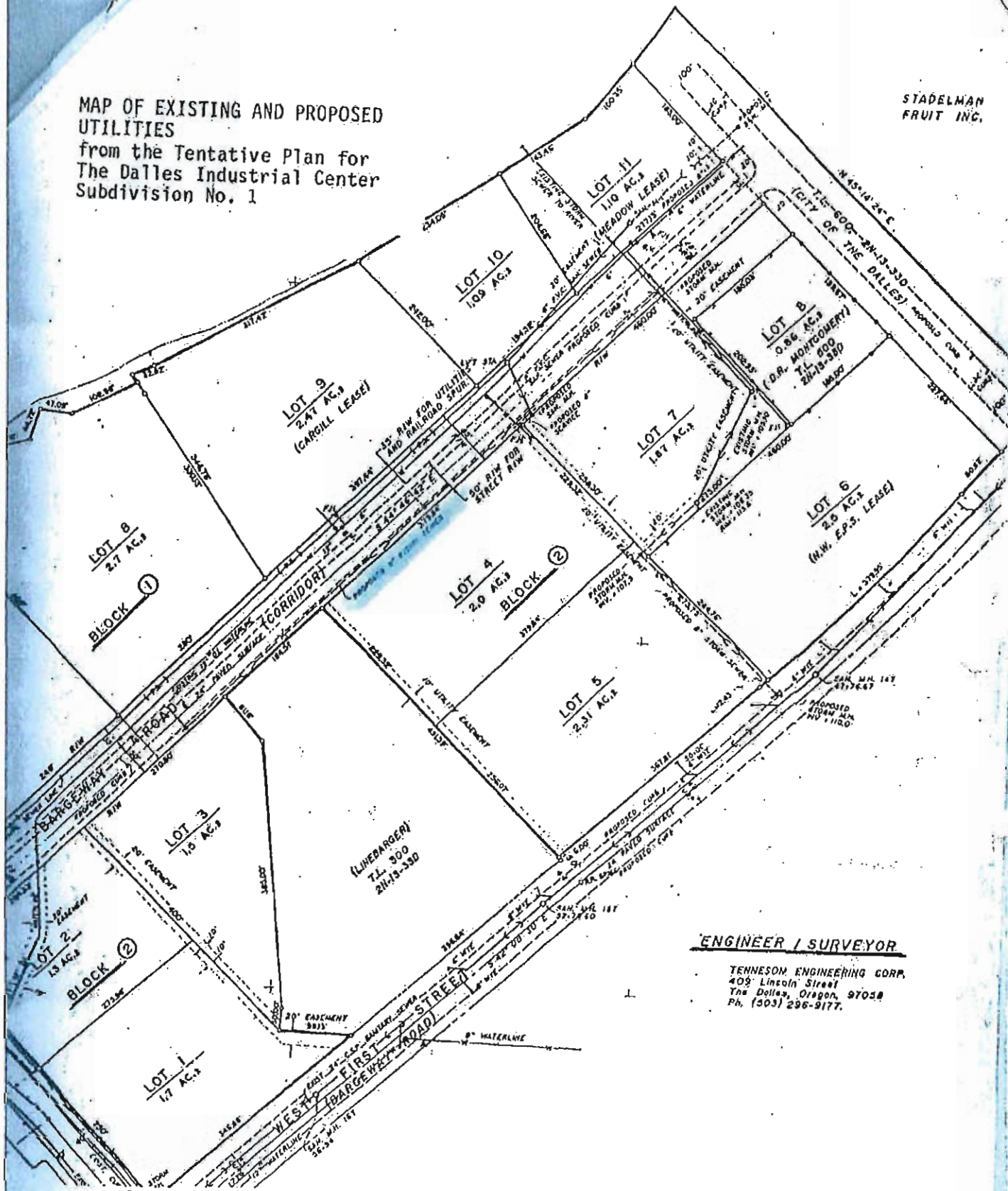
db

cc: Bob Johnson, Building Official
Port of The Dalles
Interior Motor Freight



MAP OF EXISTING AND PROPOSED
UTILITIES
from the Tentative Plan for
The Dalles Industrial Center
Subdivision No. 1

STADELMAN
FRUIT INC.



ENGINEER / SURVEYOR

TENNESON ENGINEERING CORP.
409 Lincoln Street
The Dalles, Oregon, 97028
Ph. (503) 296-9177.

CCB# 94244

DEVCO
MECHANICAL
INDUSTRIAL • COMMERCIAL • RESIDENTIAL
PLUMBING • HEATING

P.O. Box 966

~~12-12-12~~
The Dalles, OR 97058

(541) 298-8889

Fax (541) 298-8111

November 9, 2012

Re: West First Street Road Reconstruction Project, Phase 2 concerning
1539 Bargeway Road

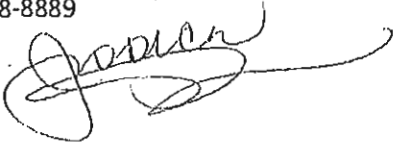
Dear Julie,

We are writing a letter of remonstrance due to the fact that we only own a small parcel, approximately 20' that abuts Bargeway Road. Mlyong Limmeroth owns the property from the easement road to the Intersection of Bargeway and River Road.

Also, we have no impact on the storm sewer as it is stubbed into our property and there is no catch basin.

Please let us know if you need any more information regarding this matter.

Ed and Jessica DeVlaeminck
1539 Bargeway Road
541-298-8889



received
11-9-12

RESOLUTION NO. 12-023

**A RESOLUTION ACCEPTING THE PRELIMINARY REPORT
OF THE CITY ENGINEER, ANNOUNCING THE
FORMATION OF A LOCAL IMPROVEMENT
DISTRICT FOR WEST FIRST STREET, TERMINAL WAY
AND BARGEWAY ROAD RECONSTRUCTION PROJECT PHASE 2**

WHEREAS, the City Council has called for an Engineer's Report, announced its intention to improve, called for remonstrances and held a hearing to consider remonstrances and objections relating to the West First Street, Terminal Way and Bargeway Road Reconstruction Project Phase 2; and

WHEREAS, the City Council held a hearing and considered the Engineer's Report and all remonstrances at its meeting on November 26, 2012;

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

Section 1. Remonstrances. The Council finds that the period for receipt of remonstrances has expired. There was one property owner who filed a valid remonstrance, representing \$104,010.45 of the project or 9.9%. The amount required to defeat the project is two-thirds or a dollar value of \$700,167.14. The City Council further finds there were not sufficient remonstrances filed to defeat the proposed local improvement district.

Section 2. Acceptance of Engineer's Report. The Amended Preliminary Study and Report of the City Engineer, dated October 29, 2012, a copy which is attached to this Resolution, is hereby adopted and approved.

Section 3. Creation of Improvement District. A local improvement district comprised of the properties to be benefitted which are identified in the City Engineer's Report, attached, is hereby created.

Section 4. Intention to Proceed. The City hereby announces its intention to proceed with the West First Street, Terminal Way and Bargeway Road Reconstruction Project – Phase 2.

Section 5. Effective Date. The effective date of this Resolution shall be November 26, 2012.

PASSED AND ADOPTED THIS 26rd DAY OF NOVEMBER, 2012

Voting Yes, Councilors: _____

Voting No, Councilors: _____

Absent, Councilors: _____

Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 26rd DAY OF NOVEMBER, 2012

SIGNED: _____

James L. Wilcox, Mayor

ATTEST: _____

Julie Krueger, MMC, City Clerk

Preliminary Engineer's Study and Report-Amended

WEST FIRST STREET, TERMINAL WAY AND BARGEWAY ROAD RECONSTRUCTION PROJECT – PHASE 2

October 29, 2012

Honorable Mayor and Council Members;

The following is a study and report to provide for the Assessment District, Basis for the Assessments, and Estimated costs for the West First Street, Terminal Way and Bargeway Road Reconstruction Project – Phase 2. The projects encompass West First Street from Webber Road east to the west property line of 2N 13E 33DB Tax Lot 800 and Bargeway Road from River Road east to the west property line of 2N 13E 33D Tax Lot 300, for a total assessable frontage of 4495.8 feet and assessable area of **28.51 acres**.

This study and report addresses matters relating to the proposed construction of the project, including the following seven (7) items:

1. *A map showing the general nature, location, and extent of the proposed project and the lands to be assessed to pay any part of the costs thereof;*

The map of the proposed district is attached as “**Exhibit A**”.

2. *A description of the type of proposed improvement and an estimate as to the length of its useful life;*

West First Street is classified as a Local Industrial Street. The existing pavement width is approximately 22' wide. There are no sidewalks on West First Street from Webber Street east to the end of Phase 1 of this project. The pavement surface is beginning to fail in many areas. With the completion of the Union Street Undercrossing, West First Street is a major connection between the Port area and the Downtown Business District.

Bargeway Road is classified as a Collector. The existing pavement width is approximately 24' wide. There are no sidewalks on Bargeway Road from Webber Street east to the end of Phase 1 of this project. The pavement surface is in generally good condition, but does have several utility trench crossings that are beginning to fail. The drainage along Bargeway Road tends to pond under medium to heavy precipitation.

The proposed project will greatly enhance the appearance and functionality of the project area. The community as a whole will benefit from the increased pedestrian safety and accessibility and from the improved infrastructure. Project elements include:

- *Reconstruction of the street including removal of the surface and base material, re-grading and compaction of the sub-base, ten inches of base rock, and six inches of asphalt. The project would widen Bargeway Road to two 16' lanes. West First Street would be widened to two 14' lanes and a 14' center turn lane.

- *Construction of a 5' wide concrete sidewalk on north side of West First Street from the west boundary of the project to the end of Phase 1 of this project.

- *Construction of a 12' wide asphalt trail along the north side of Bargeway Road from the west boundary of the project to the end of Phase 1 of this project. This asphalt trail would become a segment of the Riverfront Trail.

- *Construction of city standard curb and gutter with concrete drive approaches along both streets.

- *Construction of ADA ramps at all intersections and ADA bypasses at all drive approaches along the sidewalk and trail.

- *Construction of a storm drain collection system to carry storm water from the improved streets and adjacent lots, when developed, through a treatment system before discharge into the Columbia River.

- *Relocating a short length of 12" water main to accommodate up-sized storm drain collection system.

The design life of the street construction is 40 years. The other project elements, such as sidewalks and storm, sanitary, and water system improvements, have a longer useful life.

3. *A description of the location and use of each lot or parcel of land or portion thereof that will be specifically benefited by the improvement, together with the name of the owner thereof;*

See "Table 1" attached to this report.

4. *A description of the boundaries of the district benefited by and to be assessed for the improvements;*

See "Table 1" attached to this report for a listing of the assessable properties, and the attached map that highlights the area to be assessed.

The boundaries of the proposed assessment district include all of the properties that front on West First Street from Webber Road east to the west property line of 2N 13E 33DB Tax Lot 800 and Bargeway Road from River Road east to the west property line of 2N 13E 33D Tax Lot 300. Tax Lot 700 of 2N 13E 33A, Tax Lot 600 of 2N 13E 33A, and Tax Lot 601 of 2N 13E 33A will only be assessed for storm water improvements on half of their frontage right of way because they are served by a private storm drain system and will never discharge into the new system. Tax Lots 200 and 300 2N 13E 33DB both were assessed for storm drain improvements when they constructed a portion and connected to the City storm drain system at the time of their development. They will not be additionally assessed for the storm drain system upgrade as a part of this report. Tax Lot 400 of 2N 13E 33DB pre-paid for this local improvement district in 2008 and therefore will not be assessed again as part of this report.

5. The percentage of the land within the district that is vacant and unused for urban purposes;

The percentage of vacant land, by area, unused for urban purposes is approximately one (1) percent.

6. The assessed valuation of each lot or parcel of land within the district according to the last assessment roll, the amount of the delinquent taxes and assessments, and the amount of taxes and assessments levied but not delinquent for each lot or parcel of land within the district;

See “Table 1” attached to this report.

The total amount of delinquent taxes within the proposed improvement district is \$13,458.74. The total amount of outstanding assessments (not necessarily delinquent) within the proposed district is \$0.00.

The purpose for these numbers is to give the City Council some indication of the amount of risk of non-payment in assessing the involved properties. The City’s Special Improvement Fund will up-front the property owners’ contributions. The City will have to issue a bond to raise the funds to cover those costs.

7. An estimate of the probable costs of the project, including legal, administrative, engineering, and construction costs attributable thereto, and a recommendation as to a fair apportionment of the whole or any portion of the cost of the project to the property specially benefited.

See the Engineer’s Estimate attached to this report for cost estimate details. See “Table 2” attached to this report for an estimated breakdown of costs per assessed property.

Cost

Attached is the current engineer's report of the estimated costs. The estimates break out the cost of street improvements, water improvements, storm drain improvements and Riverfront Trail improvements.

The construction cost of Phase 2 is now estimated to be **\$1,058,811.50**. This would include the reconstruction of the streets, trail construction, and all the required utility work not being assessed to the property owners. The breakdown of estimated total costs is in the following table:

Type Of Work	Estimated Cost
Street System Improvements	\$774,850.50
Water System Improvements	\$4,100.00
Storm Water System Improvements (Ph.2)	\$245,786.00
Riverfront Trail Improvements	\$34,075.00
Total	\$1,058,811.50

In order to provide for a more equable distribution of cost in the overall project that includes Phases 1 and 2, both phases were assessed for the storm water improvements that were installed in Phase 1 since both Phases benefited from these improvements. The portion calculated to be assessed to Phase 2 was \$286,331.34 per the Final Engineer's Report for Phase 1 dated June 2, 2010. At the time, this amount was paid by the City's Special Improvement Fund. This amount will have to be paid to that Fund by the Phase 2 property owners as part of the assessment of Phase 2. The cost of storm water improvements for Phase 2 is estimated to be \$245,786.00. When Phase 1 storm water costs are added to the estimated construction cost of Phase 2, this gives a total estimated cost for Phase 2 of **\$1,345,142.84**.

In an effort to reduce the amount of assessment to the property owners and to recognize prior investments by property owners, the City will contribute to the project from various funds. The following table shows the estimated City contributions:

Project Element	Funding Source	Amount
First Street Center Turn Lane	Fund 13, Street Reserve	\$60,984.94
Water System Improvements	Fund 51, Water Utility	\$4,100.00
Multi-Frontage Relief	Fund 36, Special Assessments	\$51,626.90
Properties That Pre-Paid into LID Fund	Fund 36, Special Assessments	\$60,445.28
Storm Drain System Credits	Fund 56, Sewer Special Reserve	\$77,704.87
Concrete Cap for Existing Storm Drain	Fund 56, Sewer Special Reserve	\$6,480.00
Riverfront Trail Improvements	Fund 13, Street Reserve	\$34,075.00
Total		\$295,416.99

Proposed property owner assessments will fund approximately **\$1,049,725.85** of the total estimated project cost. This amount is equal to the total estimated project cost minus the City contributions listed above. This amount would be split into two separate assessments.

The assessment for street improvements would be based upon frontage length. Multi-frontage relief would also be provided to lots with frontage on more than one of the streets. The estimated cost for street improvements to be funded by the property owner assessments is \$713,865.56. The estimated proposed assessment would then be **\$158.79** per front foot based on an assessable frontage of 4495.80 feet.

The assessment for storm water improvements would be based upon acreage of the assessed lot plus half of the fronted right of way. There would be no multi-frontage relief on this area assessment. The estimated total storm water assessment is \$532,117.34. This amount is greater than the \$480,537.34 that was estimated in the Phase 1 Final Report due to increases in construction costs since that estimate was made. It was understood that this was a risk to phasing the Project. This risk was to be taken by the Phase 2 property owners alone in return for delaying the construction of Phase 2. There is a small portion of the existing storm system that is properly sized for full development of the project area. However, this storm drain main is shallow enough to require a concrete cap to protect it when the street improvements are constructed. The City will pay the estimated \$6,480.00 to construct this cap. Therefore, the estimated total storm water assessment is **\$525,637.34**. The estimated proposed assessment would be **\$18,438.29** per assessed acre based on an assessable total acreage of 28.51 acres.

The money to up-front the cost of the property owners' share will come from the City's Special Improvement Fund.

Payment of the assessment is flexible and property owners can take up to ten years to make full payment with an interest rate of 5%, which is 1% above the City bond rate. The assessment will not be made until the project is totally completed, mid to late 2013.



Prepared By,

Michael H. Bosse, P.E.
Project Engineer



Respectfully submitted,

Dale S. McCabe, P.E.
City Engineer

City of The Dalles
First/Bargeway/Terminal LID
Phase II
EXHIBIT A

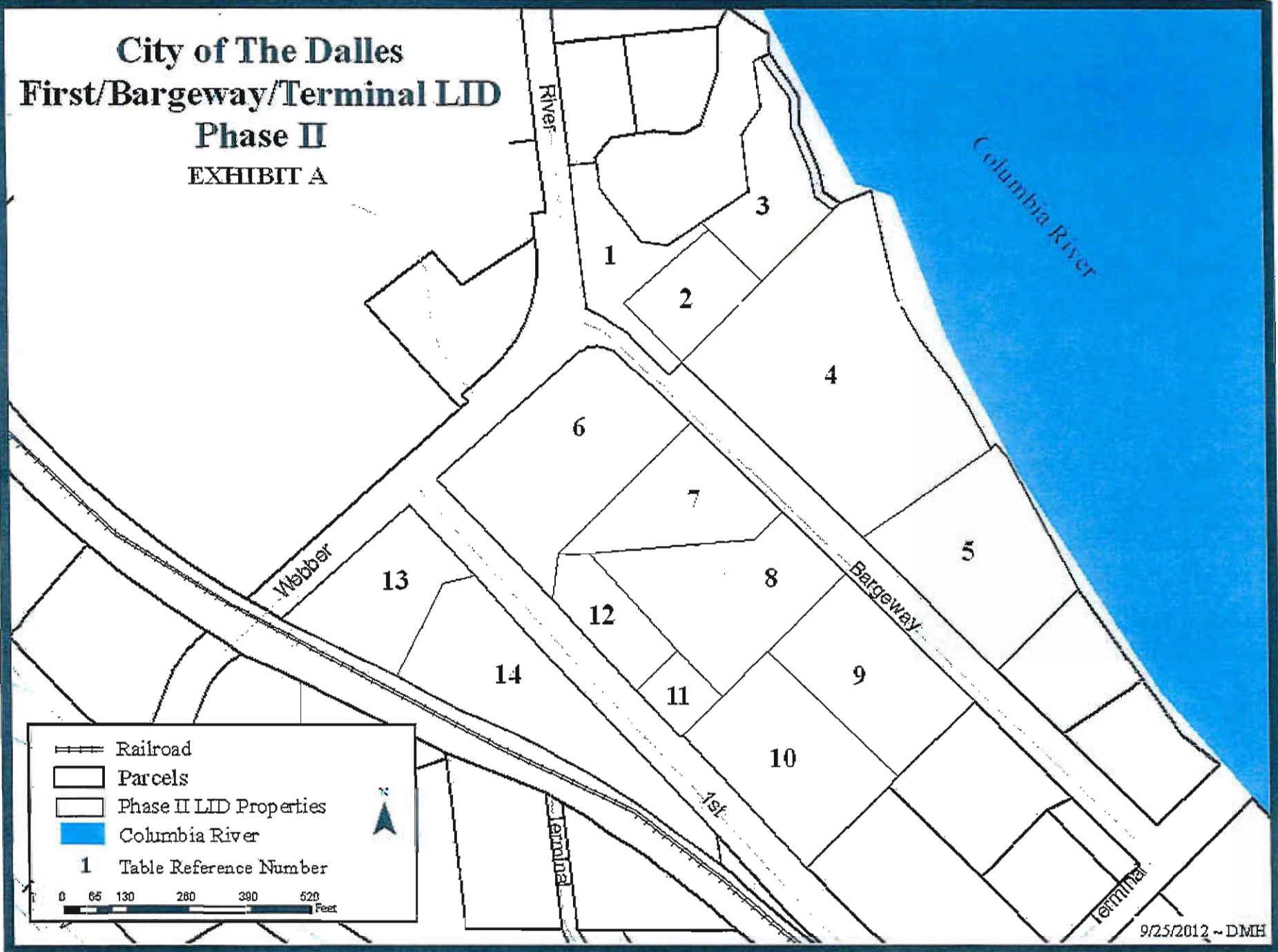


TABLE 1

PROPERTY OWNERSHIP - BARGEWAY/ST/TERMINAL LID PHASE II

Map #	Map A, Tax Lot	County	Site Address	Owner	Mailing Address	Improved/Not Improved	Assessed/Exempt	Legal Acres	Land Market Value	Improvement Market Value	Total Market Value	Assessed Value	PAID 2011 Taxes	Unpaid 2011 Taxes	Unpaid 2010 Taxes	Total Outstanding
1	2N 10E 31 A 601	17445	2211 River Rd	MC Properties, LLC	1402 12th Street Wood River, OR 97091	Improved	230.7	1.02	\$ 8,600.00	\$ 80,000.00	\$ 88,600.00	\$ 40,951	\$ 1,000.07	\$ -	\$ -	\$ -
2	2N 10E 31 A 600	15407	1559 Bargeway Rd	DeLaunhardt, Edward & Lucinda	1539 Bargeway Road The Dalles, OR 97134	Improved	50.0	0.91	\$ 101,450.00	\$ 182,710.00	\$ 284,160.00	\$ 296,021.00	\$ 4,258.00	\$ 87.91	\$ -	\$ 87.91
3	2N 10E 31 A 700	15402	1555 Bargeway Rd	Bergman, Vera	The Dalles, OR 97054	Improved	50.0	1.20	\$ 123,200.00	\$ 756,250.00	\$ 879,450.00	\$ 528,978.00	\$ -	\$ 13,370.83	\$ -	\$ 13,370.83
4	2N 10E 31 A 100	15439	1475 Bargeway Rd	Port of The Dalles c/o Mid Columbia Pipeline, Inc.	PO Box 344 Mesa, OR 97039	Improved	534.6	3.33	\$ 714,400.00	\$ 3,594,190.00	\$ 4,308,590.00	\$ -	\$ -	\$ -	\$ -	\$ -
5	2N 10E 31 A 900 L 1	13903	1440 Bargeway Rd	3602 Columbia Pipeline, Inc.	PO Box 344 Mesa, OR 97039	Improved	230.0	2.40	\$ 236,120.00	\$ 201,000.00	\$ 437,120.00	\$ -	\$ -	\$ -	\$ -	\$ -
6	2N 10E 31 D 100	14809	1515 W 1st Street	ST Property LLC-Prop Tax Dept	PO BOX 24606 Kalamazoo, MI 49001	Improved	653.3	2.08	\$ 236,510.00	\$ 812,200.00	\$ 1,048,710.00	\$ 778,695.00	\$ 16,092.39	\$ -	\$ -	\$ -
7	2N 10E 31 D 200	14810	1424 Bargeway Rd	Schwan's Bulk Enterprises, Inc.	PO Box 33 Mendham, NJ 08854	Improved	270.8	1.51	\$ 116,320.00	\$ 482,100.00	\$ 598,420.00	\$ 452,157.00	\$ 9,345.72	\$ -	\$ -	\$ -
8	2N 10E 31 D 300	15018	1400 Bargeway Rd	Hydrex Operating LP c/o Tom Armstrong	PO Box 6780 Helena, MT 59604	Improved	184.5	2.25	\$ 146,320.00	\$ 192,400.00	\$ 338,720.00	\$ 347,042.00	\$ 6,471.77	\$ -	\$ -	\$ -
9	2N 10E 31 D 300	13405	1298 Bargeway Rd	103 Bond, LLC	806 SW Washington Dr. Portland, OR 97239	Improved	379.8	2.00	\$ 123,650.00	\$ 156,470.00	\$ 280,120.00	\$ 246,481.00	\$ 4,970.54	\$ -	\$ -	\$ -
10	2N 10E 31 D 300	13409	1317 W 1st Street	Bene, Arthur V	1705 Cleveland Dr. The Dalles, OR 97134	Improved	217.8	2.27	\$ 102,890.00	\$ 414,200.00	\$ 517,090.00	\$ 709,250.00	\$ 13,364.32	\$ -	\$ -	\$ -
11	2N 10E 31 D 300	15017	Variant	Bene, Frank	801 W 2nd Street The Dalles, OR 97134	Not Improved	134.6	0.36	\$ 22,800.00	\$ -	\$ 22,800.00	\$ 28,864.00	\$ 566.59	\$ -	\$ -	\$ -
12	2N 10E 31 D 400	6814	1405 W 1st Street	1849 Baring c/o Hills Home W	1592 West 1st Street The Dalles, OR 97134	Improved	206.1	0.82	\$ 71,040.00	\$ 291,000.00	\$ 362,040.00	\$ 297,283.00	\$ 6,144.59	\$ -	\$ -	\$ -
13	2N 10E 31 D 500	6820	210 Walker	CMS 210 Walker LLC c/o DS 210 Walker LLC	6603 University Avenue Hillsdale, NJ 07602	Improved	260.2	1.50	\$ 114,500.00	\$ 332,850.00	\$ 447,350.00	\$ 213,978.00	\$ 6,044.40	\$ -	\$ -	\$ -
14	2N 10E 31 D 100	6831	1520 Bargeway Rd	100 Mike Young	100 Mike Young The Dalles, OR 97134	Improved	797.4	2.83	\$ 199,790.00	\$ 880,250.00	\$ 1,080,040.00	\$ 802,822.00	\$ 16,614.37	\$ -	\$ -	\$ -

Total: 4,403.80

27.62

\$ 2,208,120.00

\$ 8,918,200.00

\$ 11,126,320.00

\$ 5,416,210.00

\$ 114,072.09

\$ 13,448.72

\$ -

\$ 13,448.72

* Property owned by Riverside Grumman, only partially used. Maximum taxable value \$415,401.00, exempt amount is \$145,560.00

** Property owned by Cargill, C-2 Pacific Grain LLC & Mid-Columbia Pipeline, Exempt "In Land" area.

*** Exempt amount of \$28,094.00

Improved area: 27.23 % CUP/Average Improvement: 99%

Not improved area: 0.36 % CUP/Average Nonimprovement: 1%

Improved property's landage: 4,351.20 % of improved property: 97%

Not improved property's landage: 136.60 % of nonimproved property: 3%

TABLE 2
PROPERTY OWNERSHIP - BARGEWAY/1ST/TERMINAL LID PHASE II

Map #	Map & Tax Lot	County Acct #	Site Address	Owner	Mailing Address	Improved/ Non-Improved	Assessed Frontage	Assessed Acres	Street Assessment \$158,700/LF	SD Assessment \$18,438.29/AC	Multi-Frontage Relief	Assessments Pre-paid to City	Total Assessment
1	2N 13E 33 A 601	17445	2321 River Rd	MK Properties, LLC c/o KJ Morgan LLC	1402 12th Street Hood River, OR 97031	Improved	230.7	0.12	\$ 35,044.08	\$ 2,149.80	\$ -		\$ 37,193.89
2	2N 13E 33 A 600	15407	1539 Bargeway Rd	DevLacminck, Edward & Jessica	1539 Bargeway Road The Dalles, OR 97058	Improved	50.0	0.03	\$ 7,939.30	\$ 486.78	\$ -		\$ 8,426.08
3	2N 13E 33 A 700	15406	1535 Bargeway Rd	Bingman, Veta	PO Box 654 The Dalles, OR 97058	Improved	50.0	0.03	\$ 7,939.30	\$ 486.78	\$ -		\$ 8,426.08
4	2N 13E 33D 100 2N 13E 33 A 900 L 1	16439 13803	1475 Bargeway Rd	Port of The Dalles c/o Mid Columbia Producers, Inc.	P.O Box 344, Moro OR 97039	Improved	534.6	5.87	\$ 84,857.02	\$ 105,262.10	\$ -		\$ 193,149.12
5	2N 13E 33 D 103	6809	1449 Bargeway Rd	Mid Columbia Producers, Inc.	P.O Box 344, Moro OR 97039	Improved	393.0	2.88	\$ 62,402.92	\$ 53,165.64	\$ -		\$ 115,568.56
6	2N 13E 33 OB 100	14809	1515 W 1st Street	BT Property LLC-Prop Tax Dept	PO BOX 28606 Atlanta GA 30358-0606	Improved	690.2	3.52	\$ 103,253.80	\$ 64,920.39	\$ 51,626.90		\$ 116,547.80
7	2N 13E 33 DB 200	14810	1424 Bargeway Rd	Schwanz Sales Enterprises, Inc.	PO Box 35 Marshall, MN 56258	Improved	270.8	1.78	\$ 42,999.26	\$ 32,746.59	\$ -	\$ 32,746.59	\$ 42,999.26
8	2N 13E 33 OB 100	15018	1400 Bargeway Rd	Heritage Operating LP c/o Tom Ambrose	PO Box 6789 Helena, MT 59604	Improved	184.5	2.44	\$ 29,296.03	\$ 44,958.28	\$ -	\$ 44,958.28	\$ 29,296.03
9	2N 13E 33 DB 700	13605	1298 Bargeway Rd	RJS Remo LLC	806 SW Westwood Dr. Portland, OR 97239	Improved	379.8	2.37	\$ 60,306.94	\$ 43,703.50	\$ -		\$ 104,010.45
10	2N 13E 33 DB 600	13609	1317 W 1st Street	Braun, Arthur V	1705 Oakwood Dr. The Dalles, OR 97058	Improved	367.8	2.61	\$ 58,401.51	\$ 48,082.29	\$ -		\$ 106,483.80
11	2N 13E 33 DB 500	15017	Vacant	Bruce, Hank	801 W 2nd Street The Dalles, OR 97058	Non-Improved	136.6	0.51	\$ 21,690.17	\$ 9,341.51	\$ -		\$ 31,031.68
12	2N 13E 33 DB 400	6814	1505 W 1st Street	H&N Building c/o Hillis, Hewitt W	1505 West 1st Street The Dalles, OR 97058	Improved	260.1	1.04	\$ 41,300.25	\$ 19,145.03	\$ -	\$ 60,445.28	\$ -
13	2N 13E 33DB 1200	6830	210 Webber	CMS 210 Webber LLC c/o DS 210 Webber LLC	6605 University Avenue Middleton, WI 53562	Improved	200.2	1.69	\$ 31,788.97	\$ 31,216.59	\$ -		\$ 63,005.55
14	2N 13E 33DB 1100	6831	1520 Bargeway Rd	Pepsi Cola Bottling The Dalles c/o Mike Young	PO Box 1547 The Dalles, OR 97058	Improved	797.4	3.63	\$ 126,616.00	\$ 66,971.56	\$ -		\$ 193,587.56
Totals:							4495.8	28.51	\$ 713,563.56	\$ 525,637.34	\$ 51,626.90	\$ 138,150.15	\$ 1,049,725.85

Improved acres:	27.25	% Cal'd Acreage Improved:	99%
Non-Improved acres:	0.35	% Cal'd Acreage Non-improved:	1%

Improved property's frontage:	4,259.17'	% Frontage of Improved property:	97%
Non-improved property's frontage:	136.60	% Frontage Non-improved property:	3%

EXHIBIT D
CITY OF THE DALLES
PUBLIC WORKS DEPARTMENT
FIRST BARGEWAY
RECONSTRUCTION
PHASE II

Street Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Engr. Est.</u>
1	Mobilization	LS	\$ 50,000.00	1	\$ 50,000.00
2	Traffic Control	LS	\$ 25,000.00	1	\$ 25,000.00
3	Erosion Control	LS	\$ 2,500.00	1	\$ 2,500.00
4	Base Excavation/Grading	CY	\$ 20.00	4275	\$ 85,500.00
5	Import Fill	CY	\$ 30.00	10	\$ 300.00
6	Construction Surveying	LS	\$ 8,000.00	1	\$ 8,000.00
7	Asphalt/Concrete Excavation	CY	\$ 30.00	545	\$ 16,350.00
8	Rock Excavation	CY	\$ 110.00	100	\$ 11,000.00
9	Remove Trees	EA	\$ 500.00	4	\$ 2,000.00
10	Const. 24" Curb and Gutter Section	LF	\$ 11.00	4714	\$ 51,854.00
11	Const. 6" Curb	LF	\$ 20.00	22	\$ 440.00
12	Const. ADA Ramps	EA	\$ 1,250.00	4	\$ 5,000.00
13	Remove 6" Curb	LF	\$ 2.00	275	\$ 550.00
14	Remove Catch Basin	EA	\$ 250.00	1	\$ 250.00
15	Construct Catch Basin (G-1)	EA	\$ 1,500.00	5	\$ 7,500.00
16	Construct Catch Basin (CG-3)	EA	\$ 2,000.00	1	\$ 2,000.00
17	Const. Concrete Sidewalk	SY	\$ 36.00	614	\$ 22,104.00
18	3/4" Minus Base Aggregate (Sidewalk)	CY	\$ 42.00	41	\$ 1,722.00
19	Const. Drive Approaches	SY	\$ 50.00	498	\$ 24,900.00
20	Class C Asphalt (Street)	TON	\$ 75.00	4895	\$ 367,125.00
21	1 1/2" Minus Base Aggregate (Street)	CY	\$ 28.00	1935	\$ 54,180.00
22	3/4" Minus Base Aggregate (Street)	CY	\$ 38.00	605	\$ 22,990.00
23	Valve Adjustment	EA	\$ 430.00	11	\$ 4,730.00
24	Manhole Adjustment	EA	\$ 540.00	4	\$ 2,160.00
25	Utility Vault Adjustment	EA	\$ 600.00	1	\$ 600.00
26	Pavement Striping (4")	LF	\$ 0.50	3416	\$ 1,708.00
27	Pavement Striping (6")	LF	\$ 7.50	185	\$ 1,387.50
28	Install Signs	EA	\$ 250.00	12	\$ 3,000.00
Street Work Item Total					\$ 774,850.50

Riverfront Trail Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Engr. Est.</u>
1	Class C Asphalt	TON	\$ 75.00	115	\$ 8,625.00
2	3/4" Minus Base Aggregate	CY	\$ 40.00	125	\$ 5,000.00
3	Grading for Riverfront Trail	CY	\$ 20.00	215	\$ 4,300.00
4	Const. Drive Approaches	SY	\$ 50.00	323	\$ 16,150.00
Riverfront Trail Work Item Total					\$ 34,075.00

Storm Drain Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Engr. Est.</u>
1	Connect To Exst. Storm Drain	EA	\$ 1,250.00	2	\$ 2,500.00
2	Construct Storm Drain Cleanout	EA	\$ 1,200.00	3	\$ 3,600.00
3	Construct Concrete Cap	LF	\$ 20.00	324	\$ 6,480.00
4	Rock Excavation	CY	\$ 110.00	450	\$ 49,500.00
5	8" Storm Drain Pipe	LF	\$ 120.00	30	\$ 3,600.00
6	12" Storm Drain Pipe	LF	\$ 130.00	136	\$ 17,680.00
7	15" Storm Drain Pipe	LF	\$ 133.00	957	\$ 127,281.00
8	18" Storm Drain Pipe	LF	\$ 135.00	127	\$ 17,145.00
9	Construct Storm Drain Manhole	EA	\$ 3,000.00	6	\$ 18,000.00
Storm Drain Work Item Total					\$ 245,786.00

Water Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Engr. Est.</u>
1	Re-Route Existing 12" Main	LS	\$ 3,000.00	1	\$ 3,000.00
2	Rock Excavation	CY	\$ 110.00	10	\$ 1,100.00
Water Work Item Total					\$ 4,100.00

Estimated Project Construction Total **\$1,058,811.50**

**EXHIBIT D
CITY OF THE DALLES
PUBLIC WORKS DEPARTMENT
FIRST BARGEWAY
RECONSTRUCTION
PHASE II**

This estimate was prepared using the following assumptions:

- 1 Because of the changing nature of construction cost, this estimate represents the engineer's opinion of probable construction costs and quantities and in no way implies a guarantee of actual construction costs or quantities.**
- 2 Estimate does not include the cost to address and/or millgate for hazardous material issues.**
- 3 Estimate is subject to change based on final construction plan approval.**
- 4 Estimate reflects costs which are current as of the date of this estimate. No inflation factors are included in these costs.**
- 5 All quantities have in-place measurements.**
- 5 Estimate does not include any amount for contingencies.**



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 #
November 26, 2012	Public Hearings 13, B	12-076

TO: Honorable Mayor and City Council

FROM: Gene E. Parker, City Attorney
Dick Gassman, Planning Director

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

DATE November 26, 2012

ISSUE: Public Hearing to allow for testimony concerning annexation of properties located in the Urban Growth Boundary pursuant to ORS 222.750, and Land Use and Development Ordinance (LUDO) Chapter 14. File No: ANN 73-12.

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None.

BACKGROUND: This public hearing is to allow for testimony concerning the latest annexations.

There are two properties included in this annexation, as shown on the attached maps. One of the lots is a residential lot that has signed a consent to annex as part of a connection to the City's sanitary sewer line. The other property belongs to the Port of The Dalles and actually consists of three adjacent lots, all of which are north of Chenoweth Creek. This also is a consent annexation.

NOTICE: A letter was sent to each of the affected property owners on November 14, 2012 notifying them of this hearing. Notice of the hearing was published in The Dalles Chronicle on November 13, as required by Oregon law and LUDO Sections 14.010.030 and 3.020.060.

PROCESS: This annexation application is being processed under the provisions of LUDO Chapter 14, adopted by the City on June 11, 2007. Per LUDO Section 14.010.030, all applications for annexation shall be processed as legislative actions. Under the provisions for legislative actions in LUDO Section 3.020.060, annexation requests shall be heard by the City Council.

CRITERIA: Per LUDO Section 14.010.040, annexations shall be subject to the following criteria:

- A. The territory is contiguous to the City limits and qualifies as a consent annexation pursuant to ORS 222.125 or as an island annexation pursuant to ORS 222.750, or is a public right-of-way.

FINDING #1: All properties included in this annexation are continuous to the City limits and are consent annexations.

- B. The territory is within the Urban Growth Boundary (UGB).

FINDING #2: All of the properties are within the UGB.

- C. The development of the property is compatible and consistent with the rational and logical extension of utilities and roads to the surrounding area.

FINDING #3: The residential lot is already developed. The Port property is in an area that has not been developed, but utilities can be extended.

- D. The City is capable of providing and maintaining its full range of urban services to the territory without negatively impacting the City's ability to adequately serve all areas within the existing city limits.

FINDING #4: These areas can be served without negatively impacting other areas within the City. The City has been working and planning for the future development of the Port area.

- E. The annexation conforms to the Comprehensive Plan.

FINDING #5: Goal #14, Urbanization, of the City's Comprehensive Plan, is "To provide for an orderly and efficient transition from rural to urban land use". Sub-goal #2 of Goal #14 is "To coordinate with Wasco County in order to manage the urban growth boundary and the conversion of land within the boundary for urban uses". The City has complied with Sub-goal #2 of Goal #14 by entering into an intergovernmental agreement with Wasco County for the joint management of the Urban Growth Area, which includes the land area within the Urban Growth Boundary and outside the city limits of the City of The Dalles. The proposed annexations are consistent with the provisions of Section 8 of the intergovernmental agreement with Wasco County for annexation of properties within the Urban Growth Area. The proposed annexations

have been conducted in accordance with the relevant provisions to annexation set forth in the Oregon Revised Statutes, including ORS 222.125.

Policy #5 listed in Goal #14 of the City's Comprehensive Plan provides as follows:

5. Encourage the orderly annexation of land within the Urban Growth Boundary to the City of The Dalles.
 - A. Adequate public utilities shall be planned or provided for, per local and State statutes, to service an area where annexation is considered. This includes, but is not limited to, storm sewers, sanitary sewer and water service.
 - B. Public facilities such as roads, street lights, parks and fire hydrants may be required for development of the area in question and shall be subject to review prior to annexation.
 - C. Upon annexation an official plat of the parcel(s) in question shall be filed if such document does not exist. Any plat shall be subject to review by the Planning Director, City Planning Commission and the City Council as set forth in the Subdivision Ordinance.

FINDING #6: Sub-goal #3 of Goal #14 of the Comprehensive Plan is "To provide for the orderly and efficient provision of public facilities and services". The proposed annexations comply with the urbanization goal set forth in Goal #14, in that they encourage the orderly annexation of land within the Urban Growth Boundary of the City of The Dalles. The properties to be included in the annexations have been developed, or have been planned for the extension of public facilities and utilities, to ensure the properties will have sufficient services, including but not limited to water and sanitary sewer service, storm sewers, streets, parks, and fire hydrants. Extension of the city limit boundaries to include the properties will allow the City to maintain the facilities and utilities in proper working order to provide services to the residents or future businesses located on these properties, and also provide a basis for the City to continue an orderly process to continue to annex other properties within the Urban Growth Boundary, as the City continues to experience economic growth and development. Inclusion of the properties within the city limits will provide an opportunity for the City to plan and design its public utilities and facilities, including streets, storm system, and water and sanitary sewer system, to ensure the City can provide necessary public services to its citizens in an orderly and efficient manner. The proposed annexations are reasonable, because they are consistent with the provisions of the City's Comprehensive Plan and the intergovernmental agreement with Wasco County for the joint management of property within the Urban Growth Area, for the reasons set forth above. Annexation of the subject properties will allow the City to maintain the public utilities and facilities serving these properties, and to make any necessary improvements to allow the City to continue providing necessary services for the residents of the properties. Inclusion of these properties within the city limits will transfer responsibility for law enforcement activities related to these properties to the City. This will create a more uniform and efficient system of

law enforcement, eliminating confusion over which law enforcement agency is responsible for providing services to the properties.

PROPERTIES TO BE ANNEXED: Maps showing the properties to be annexed are attached. Also attached is a copy of the published notice which lists the properties to be annexed.

EFFECTIVE DATE OF ANNEXATION: The properties will be annexed upon the effective date of the proposed annexations.

BUDGET IMPLICATIONS: Completion of the annexations will result in additional property taxes being paid to the City on private property. If the annexation is completed by March 31, 2013, the City will begin receiving its share of property taxes from the designated parcels in November, 2013. The City will begin receiving additional revenue from the utilities that have franchises that will apply to the newly annexed properties and who will begin collecting franchise fees from these properties upon annexation.

There will be an increased workload for City staff from additional utility accounts and additional areas to provide law enforcement services.

ALTERNATIVES:

- A. Staff Recommendation. *Move to approve the proposed consent annexations for the property at 3821 West 10th and the three adjacent lots owned by the Port of The Dalles north of Chenoweth Creek, and direct staff to prepare an ordinance declaring the properties to be annexed, for adoption at a future Council meeting.*
- B. Move to deny approval of the annexation applications.

Lots and Addresses	Tax Lot	Size	Owner	Zone
1. 3821 West 10 th	2N 13E 29 CA 1600	.94 acres	Sharon L. Hazen	RM
2. No address	2N 13E 21 700	40.93 acres	Port of The Dalles	I
3. 4300 River Trail Way	2N 13E 21 800	42.51 acres	Port of The Dalles	I
4. No address	2N 13E 28 102	.20 acres	Port of The Dalles	I

Right of Way

River Trail Way – entire length.



CITY of THE DALLES

313 COURT STREET
THE DALLES OREGON 97058

(541) 296-5481 ext. 1125
FAX: (541) 298-5490
Planning Department

NOTICE OF PUBLIC LEGISLATIVE HEARING

The City of The Dalles is proposing to annex certain properties. Properties that are proposed to be annexed include public right of way and consent annexations. The geographic areas proposed to be annexed include the right of way described below and consent annexations identified by address or by map and tax lot number. A map of these areas can be obtained from the Community Development Department at the address listed above.

The proposed annexations must first be approved by the City of The Dalles and then by The State of Oregon. On November 26, 2012 at 5:30 pm, in the City Council Chambers, City Hall, 313 Court Street, The Dalles, Oregon, 97058, the City of The Dalles City Council will hold a legislative public hearing regarding the annexation of these properties. In order for a person to preserve any potential appeal rights to the Land Use Board of Appeals, those persons must participate either orally or in writing in this legislative action. Comments may be provided in writing prior to the date of the hearing to the Planning Department at the above address.

The Annexation criteria include: Statewide Goal 14 Urbanization; Oregon Revised Statutes 222.125 and 222.750, and Chapter 14 of the Land Use and Development Ordinance of the City of The Dalles.

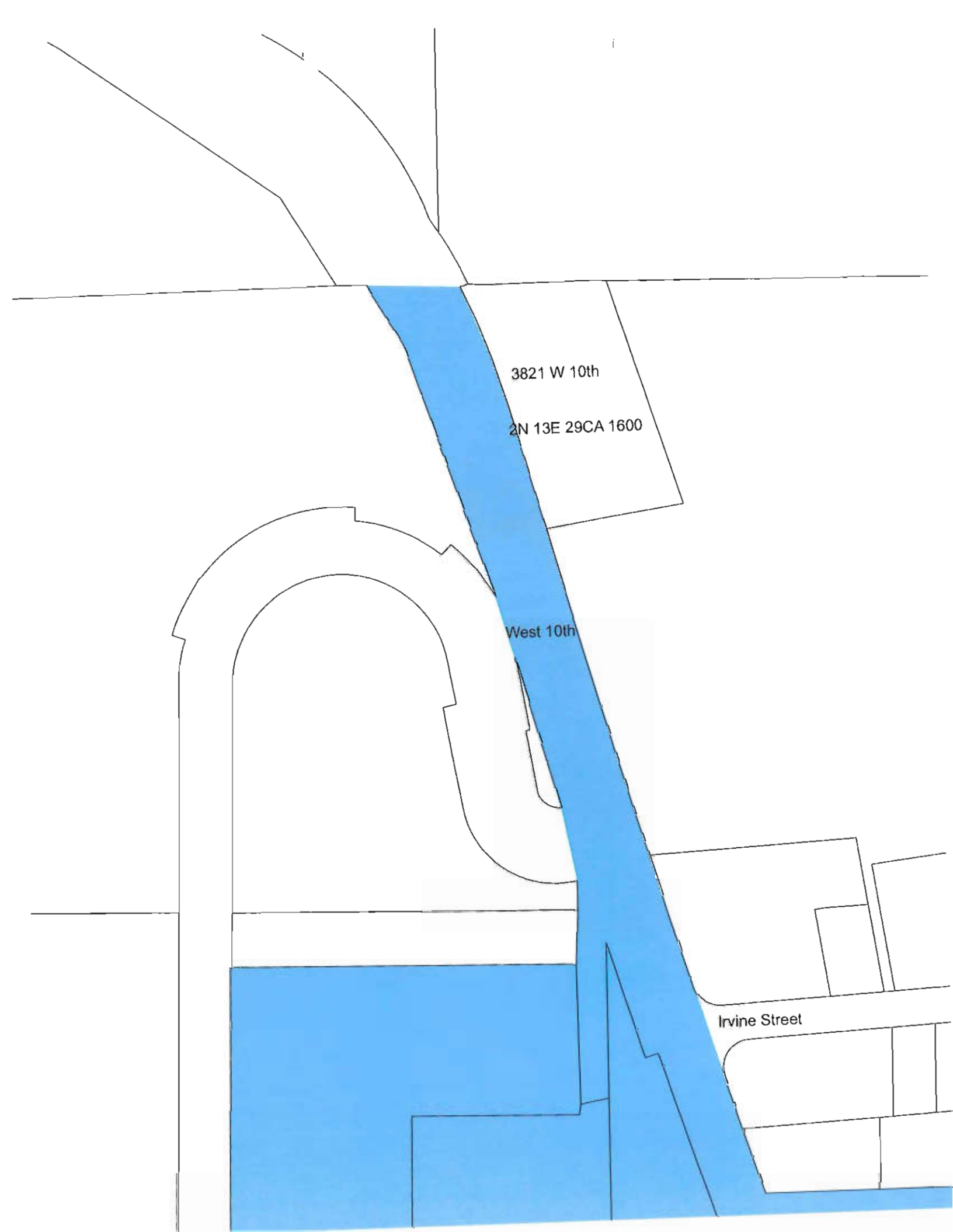
A staff report will be available for inspection at least seven days prior to the hearing at the Planning Department of the City of The Dalles located at the above address. For additional information, call 541-296-5481 ext. 1151. A copy of the material may be purchased at standard charges for copies.

Right of Way:

River Trail Way – all parts not already within the city limits.

Consent Annexations:

<u>Address</u>	<u>Map and Tax Lot</u>
1. 3821 West 10	2N 13E 29 CA 1600
2. No address	2N 13E 21 700
3. No address	2N 13E 21 800
4. No address	2N 13E 28 102

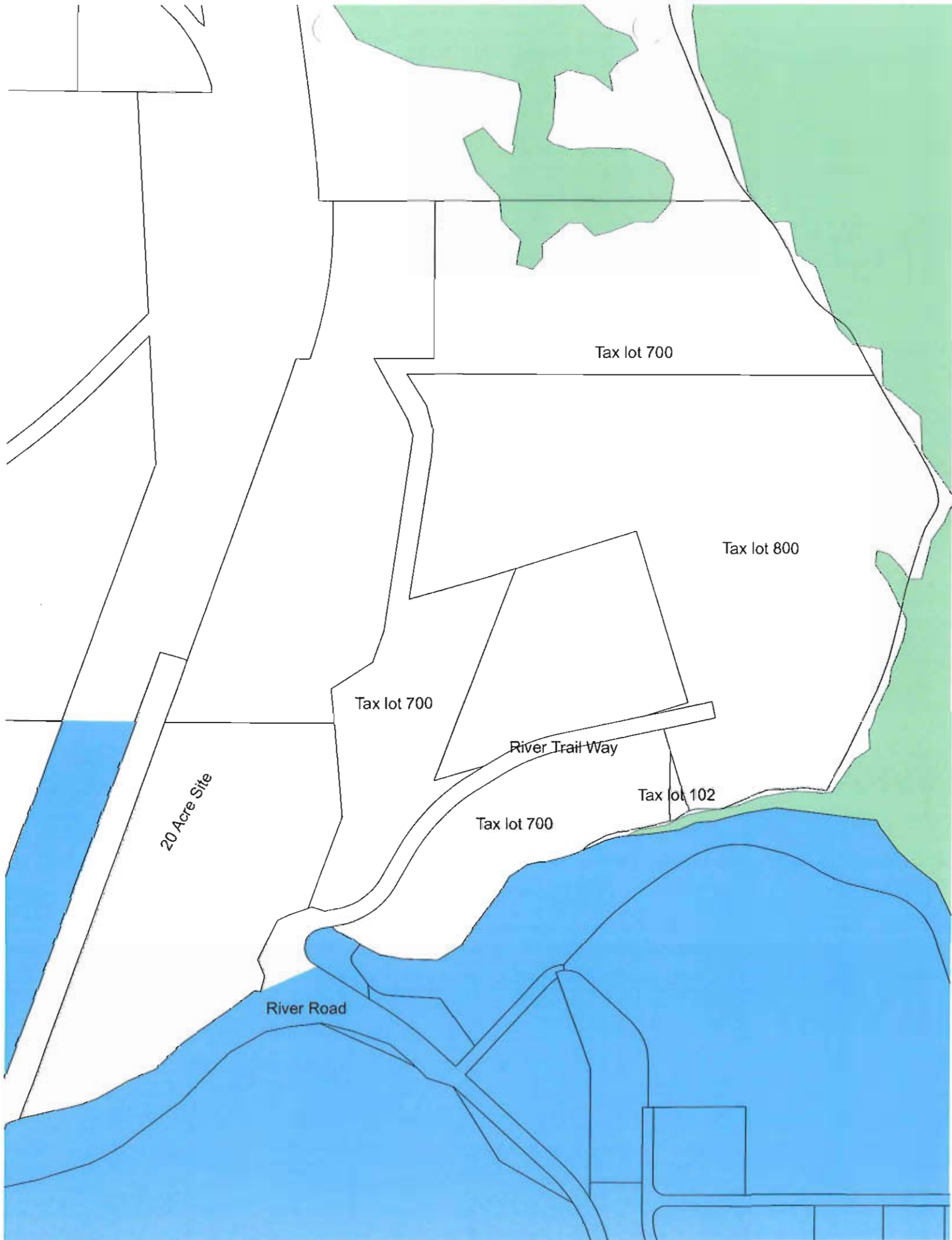


3821 W 10th

2N 13E 29CA 1600

West 10th

Irvine Street



**CITY of THE DALLES**

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
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AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 26, 2012	Public Hearings 13, C	12-078

TO: Honorable Mayor and City Council

FROM: Kate Mast, Finance Director

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

DATE: November 07, 2012

ISSUE: Public Hearing on Fund 018 Supplemental Budget, Supplemental Budget on Various Other Funds, and Resolution No. 12-021 Adopting a Supplemental Budget for Fiscal Year 2012/2013, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget;

AND

Resolution No. 12-022 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2013.

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets are required when allocations are required for new resources that increase or decrease the total amount of the budget. Budget amendments are required when already allocated amounts are moved from one category to another within a fund.

The budget changes being proposed for City Council consideration at the November 26, 2012 meeting require a combination of both processes, and each process requires a separate resolution.

A Public Hearing is required for any supplemental budget that changes a fund by more than 10%. The Special Grants Fund (018) is the only fund involved in these proposed changes that exceeds the

10% limit. The Public Hearing scheduled for this meeting is for this fund only and the required notice will be published in the Sunday, November 18, 2012, issue of The Dalles Chronicle. None of the other funds affected by the proposed budget changes should be discussed during the Public Hearing.

The proposed budget changes are as follows:

General Fund (001): A transfer to the General Fund from the Special Grants Fund of \$24,074 is proposed to cover the costs of the operating expenses of The Dalles Dam Shuttle operations during FY12/13. These expenses will be allocated in the City Manager's Department, with the Personnel Services Category absorbing the costs of the shuttle drivers, while the other costs will be allocated to the Materials & Services category. These changes are reflected in the proposed Supplemental Budget Resolution No. 12-021.

All of the rest of the changes in the General Fund are amendments and are reflected in the proposed Resolution No. 12-022. When the budget was prepared, employees that received E-Days each year were allowed to have up to half of their E-Day hour allotment per year cashed out to a VEBA account if they didn't use those hours. Council approved changes to the Personnel Handbook that, as of July 1, 2012, allowed the full allotment of E-Day hours to be cashed to the employee's VEBA account if they did not use those hours during the fiscal year. This caused the total amount of potential VEBA expense in the various General Fund departments to exceed the budgeted amount by \$12,830.

In addition, due to an over run of \$4,814 in the WiFi Project, it is proposed that the General Fund transfer that amount to the Special Grants Fund to replace those funds. Finally, due to the retirement of Dan Durow, the reorganization of the Community Development Department, and the extension of the Administrative Fellow position, a budget transfer of \$30,000 is proposed from the Community Development Department to the City Manager Department.

Library Fund (004): The proposed change is to recognize \$2,525 of the additional Beginning Balance that was realized over the estimated amount and allocate that to the additional VEBA costs for the Library Fund. This is reflected in the proposed Supplemental Budget Resolution No. 12-021.

Street Fund (005): The first change is to recognize \$1,800 of the additional Beginning Balance that was realized over the estimated amount and allocate that to the additional VEBA costs for the Street Fund. The second change is to recognize the reimbursement from Design LLC of the overtime costs incurred by the City's participation in the recent Gravity Games, and to allocate that amount to the overtime expense line item to replace those costs that were paid out to employees. Both these changes are reflected in the proposed Supplemental Budget Resolution No. 12-021.

Water Utility Fund (051): The proposed changes start with recognizing \$54,523 of the additional Beginning Balance that was realized over the estimated amount and allocate those funds to the following:

- \$ 2,493 to the additional VEBA costs in the Water Treatment Department
- \$ 4,305 to the additional VEBA costs in the Water Distribution Department
- \$12,725 for additional costs of the Water Fund portion of the SCADA radio replacement

- \$35,000 for the emergency repair of Marks Well

These changes are reflected in the proposed Supplemental Budget Resolution No. 12-021.

Wastewater Utility Fund (055): The proposed change is to recognize \$12,725 of the additional Beginning Balance that was realized over the estimated amount and allocate those funds to the additional costs of the Wastewater portion of the SCADA radio replacement project. This is reflected in the proposed Supplemental Budget Resolution No. 12-021.

Sewer Plant Construction Fund (057): The first change is to recognize \$67,690 of the additional Beginning Balance that was realized over the estimated amount and allocate that to the Contractual Services line item to finish the Wastewater Master Plan that was started last fiscal year. The cost of the project remains the same, but not as much was completed in FY11/12 as had been expected. This is reflected in the proposed Supplemental Budget Resolution No. 12-021.

The second change to this Fund is to reduce the Capital Project line item by \$42,250 and increase the Engineering by the same amount. This is to allow for the DEQ required Mixing Zone Study that the City was not notified of until after the budget had been prepared. This is reflected in the proposed Budget Amendment Resolution No. 12-022.

Special Grant Fund (018): The changes include a reduction of the Beginning Balance budget by \$87,462 to reflect the actual amount that will be realized. The following recently estimated changes in revenues will be recognized:

- \$ 194,544 in Federal Grants due to grant funds for the Dam Shuttle Tours that were expected in FY11/12 not being received until FY12/13.
- \$ 50,000 from Design LLC for the WiFi project expansion into the parks.
- \$ 52,000 from QLife for the WiFi project expansion.
- \$ 902,874 from Urban Renewal for the Granada Block Project and Downtown Parking Structure Project.
- \$ 2,060,000 from the developers share of contributions towards construction of the Downtown Parking Structure Project – this is a new line item called Private Participation Parking.
- \$ 1,206,036 from bond or loan proceeds to fund the Granada Block Project, the Downtown Parking Structure Project and the Washington Street Tunnel Project. See attachment II for more detail on this issue.
- \$ 4,814 to replace funds used by an over expenditure in the WiFi Project in the prior year

These additional revenues will be allocated to the following Departments:

- \$ 227 to the SHPO Materials & Services category
- \$ 11,978 to the LCDC/UGB Materials & Services category
- \$ 403,446 to the Marine Terminal Capital Outlay category (This department was used for both the Marine Terminal and Festival Area costs and was not budgeted for this year as it was anticipated that both projects would be completed in FY11/12. However, the Festival

Area was not completed and incurred costs in FY12/13 and will continue to pay landscaping maintenance costs per the construction contract for one year)

- \$ 5,000 added to The Dalles Dam Tour vehicles line item
- \$ -140,155 reduced from the Dam Tours Capital Project line item for work done in FY11/12.
- \$ 3,173,736 added to the Downtown Parking Structure Capital Outlay line item to reflect current estimates, including the developer contributions. Attachment I to this report covers these changes in more detail.
- \$ 712,500 for the new Granada Block Project Capital Outlay line item
- \$ 102,000 for the WiFi project expansion
- \$ 24,074 for additional transfers to the General Fund for the Dam Tours Shuttle operations which will be paid from the City Manager Department of the General Fund

BUDGET IMPLICATIONS: The proposed changes would result in an increase in the total City Budget of \$4,551,584, with the following changes in the affected Funds:

• General Fund	\$ 24,074
• Library Fund	2,525
• Street Fund	3,686
• Water Utility Fund	54,523
• Wastewater Utility Fund	16,280
• Sewer Plant Construction Fund	67,690
• Special Grants Fund	4,382,806

ALTERNATIVES:

A. Staff Recommendation:

1. *Move to adopt Resolution No. 12-021 Adopting a Supplemental Budget for Fiscal Year 2012/2013, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget;*

AND

2. *Move to adopt Resolution No. 12-022 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2013.*

- B. Council could chose to not adopt these budget changes, which would result in the delay of some projects. Over expenditures of some departments and categories may occur, which would result in violations of Oregon Budget Law.

Attachment I: Granada Block and Parking Structure Project Costs

This document is presented as support for the Special Grants Fund Budget Amendment proposed for the November 26, 2012 meeting. Previously the Urban Renewal Agency has approved a Memorandum of Understanding (MOU) with the developer for the Granada Block. It is anticipated that the Urban Renewal Agency will be considering the final Development and Disposition Agreement (DDA) at their meeting on November 26.

Table I identifies the costs associated with the items that were identified in the MOU. The private utility relocations associated with the alley vacation are an estimate. We are still working on the final numbers. The \$200,000 improvements to the Granada are included in the Urban Renewal Budget, the other \$712,500 are included in a new line item in the Special Grants Fund.

Table I. Granada Block

Granada Improvements	\$ 200,000
Redesign	\$ 7,500
Recreation Demolition	\$ 100,000
Relocation of tenants	\$ 30,000
Environmental Study	\$ 5,000
Archaeological Study	\$ 50,000
50% of delinquent taxes	\$ 10,000
Alley sanitary sewer relocation	\$ 200,000
Alley private utilities relocation	<u>\$ 310,000</u>
TOTAL	\$ 912,500

Table II identifies the costs for the parking structure. The estimate is based on a conceptual design for a three level parking structure with a commercial shell. Attached is the site plan. Eventually we will be sending our proposals for a design/build on the structure. The parking structure includes participation from the City and the developer.

Table II. Parking Structure

Parking Structure (about 3 levels)	\$4,200,000
Restroom included	-
Commercial Shell (2181 sq ft)	\$ 220,000
Waterline relocation	<u>\$ 200,000</u>
TOTAL	\$4,620,000
 A City Costs	 \$2,560,000
 B Private Developer Parking Structure	 \$2,060,000

Project Grand Total**\$4,620,000**

The allocation of the costs for the parking structure is based on the anticipated number of spaces that each party needs. The developer will need 175. The final number will be developed after we receive their final design that will include the amount of rooms and other commercial space in the structure. It currently is anticipated that they will be able to build about 50 of those spaces, primarily for employees, below the hotel which leaves about 125 spaces needed in the parking structure. The MOU and the DDA calls for the developer to pay for a portion of the costs based on the number of spaces they will need.

Table III Parking Elements**a. 3 levels with total 267 spaces**

1st level	77 spaces
2nd level	95 spaces
3rd level	95 spaces

b. Costs

Total * includes utility relocate	\$4,400,000
Developer (46.8%)	\$2,060,000
Urban Renewal (53.2%)	\$2,340,000
Plus commercial space	\$2,540,000

Attachment II: Full Faith and Credit Bond

In order to finance the City's \$2,540,000 share of the parking structure, we anticipate that we will need to let a bond of approximately \$2.22 million. The bond will probably not be let until late spring or early summer of 2013. The bond payment will be from two sources:

1. Urban Renewal currently has a capacity of taking on an additional \$820,000 in debt. That portion of the debt will be paid off by the Urban Renewal Agency.
2. Because Urban Renewal has some limited debt capacities we intend to use some of the revenue generated by the Granada Block redevelopment and the parking structure itself to help pay the remaining \$1.4 million in debt. The source of revenue will be transient room tax from the new hotel. We anticipate that
3. 50% occupancy of the new facility will generate \$150,000 in transient room tax revenue each year. In addition there will be a 2200 square foot commercial space that will be rented. We anticipate net revenue of about \$25,000 per year to help with the retirement of the debt.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of The Dalles, Wasco County, State of Oregon, for the fiscal year July 1, 2012 to June 30, 2013, will be held at The Dalles City Hall Council Chambers, 313 Court Street, The Dalles, Oregon, on November 26, 2012, during the City Council meeting that begins at 5:30 PM. The purpose of this hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtained on or after November 15, 2012, at The Dalles City Hall at the address above, between the hours of 9:00 AM and 4:30 PM.

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Special Grants Fund (018)	Reduction in estimated Beginning Balance	-87,462	Materials & Services Category	12,205
	Additional Federal Grant Funds	194,544	Capital Outlay Category	4,346,527
	Additional Development Contributions	3,064,874		
	Additional Transfers In from General Fund	4,814	Interfund Transfers Category	24,074
	Anticipated Loan Proceeds	1,206,036		
	Total New Resources	4,382,806	Total New Requirements	4,382,806
	New Total Materials & Services Category			152,205
	New Total Capital Outlay Category			13,167,991
	New Total Interfund Transfers Category			27,574
	New Total All Fund 018 Resources	13,347,770	New Total All Fund 018 Expenditures	13,347,770

RESOLUTION NO. 12-021

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2012/2013, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM AND WITHIN VARIOUS FUNDS OF THE CITY OF THE DALLES ADOPTED BUDGET

WHEREAS, the City's General Fund (001) will receive an additional \$24,074 as an interfund transfer from the Special Grants Fund and wishes to allocate those additional funds to the Dam Shuttle operations costs in the City Manager Department; and

WHEREAS, the City's Library Fund (004) will realize a Beginning Fund Balance that exceeds the budget estimate and wishes to allocate \$2,525 of those additional funds; and

WHEREAS, the City's Street Fund (005) will realize a Beginning Fund Balance that exceeds the budget estimate and wishes to allocate \$1,800 of those additional funds; and

WHEREAS, the City's Street Fund (005) will realize a reimbursement from Design LLC for the overtime costs incurred due to the Gravity Games and wishes to allocate that \$1,886 to the overtime line item; and

WHEREAS, the City's Water Utility Fund (051) will realize a Beginning Fund Balance that exceeds the budget estimate and wishes to allocate \$54,523 of those additional funds; and

WHEREAS, the City's Wastewater Utility Fund (055) will realize a Beginning Fund Balance that exceeds the budget estimate and wishes to allocate \$16,280 of those additional funds; and

WHEREAS, the City's Sewer Plant Construction Fund will also realize a Beginning Fund Balance that exceeds the budget estimate and wishes to allocate \$67,690 of those additional funds; and

WHEREAS, the City's Special Grants Fund realized \$87,462 less than estimated in Beginning Fund Balance, but anticipates receiving additional funds from the Urban Renewal Agency, Design LLC, QLife, developer contributions, a transfer from the General Fund, and loan proceeds to fund the Downtown Parking Structure construction, as well as grant funds for the Dam Shuttle Tours project that were expected in FY11/12, but not received until FY12/13; and

WHEREAS, a supplemental budget is required in order for the City to allocate and expend those funds in FY12/13; and

WHEREAS, a public hearing is required by Oregon Budget Law only for those funds which propose expenditure increases that exceed ten percent (10%) of the receiving funds. The only fund that requires a public hearing in this resolution is the Special Grants Fund (018); and

WHEREAS, the required public notice was published on Sunday, November 18, 2012, and the required public hearing was held before the City Council on Monday, November 26, 2012 for the Special Grants Fund as the proposed expenditure increases exceeded ten percent (10%);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The City Council hereby adopts the following Supplemental Budget for FY12/13, increasing revenues and makes appropriations as shown below.

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
General Fund (001)	Additional Interfund Transfer In from Special Grants Fund 018	24,074	City Manager Department	24,074
	Total New Resources	24,074	Total New Requirements	24,074
	New Total City Manager Department			320,450
	New Total All Fund 001 Resources	8,148,396	New Total All Fund 001 Expenditures	8,148,396

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Library Fund (004)	Additional Beginning Fund Balance	2,525	Personnel Services Category	2,525
	Total New Resources	2,525	Total New Requirements	2,525
	New Total Personnel Services Category			625,311
	New Total All Fund 004 Resources	1,793,144	New Total All Fund 004 Expenditures	1,793,144

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Street Fund (005)	Additional Beginning Fund Balance	1,800	Personnel Services Category	3,686
	Reimbursement from Design LLC	1,886		
	Total New Resources	3,686	Total New Requirements	3,686
	New Total Personnel Services Category			684,539
	New Total All Fund 005 Resources	1,936,936	New Total All Fund 005 Expenditures	1,936,936

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Water Utility Fund (051)	Additional Beginning Fund Balance	54,523	Personnel Services Category - WT	2,493
			Personnel Services Category - WD	4,305
			Capital Outlay Category	47,725
	Total New Resources	54,523	Total New Requirements	54,523
	New Total Water Treatment Personnel Services Category			776,577
	New Total Water Distribution Personnel Services Category			1,135,961
	New Total Water Distribution Capital Outlay Category			243,225
	New Total All Fund 051 Resources	4,827,345	New Total All Fund 051 Expenditures	4,827,345

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Wastewater Utility Fund (055)	Additional Beginning Fund Balance	16,280	Personnel Services Category	3,555
			Capital Outlay Category	12,725
	Total New Resources	16,280	Total New Requirements	16,280
	New Total Personnel Services Category			1,107,051
	New Total Capital Outlay Category			139,995
	New Total All Fund 055 Resources	5,102,696	New Total All Fund 055 Expenditures	5,102,696

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Sewer Plant Construction Fund (057)	Additional Beginning Fund Balance	67,690	Materials & Services Category	67,690
	Total New Resources	67,690	Total New Requirements	67,690
	New Total Materials & Services Category			174,690
	New Total All Fund 057 Resources	4,693,077	New Total All Fund 057 Expenditures	4,693,077

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Special Grants Fund (018)	Reduction in estimated Beginning Balance	-87,462	Materials & Services Category	12,205
	Additional Federal Grant Funds	194,544	Capital Outlay Category	4,346,527
	Additional Development Contributions	3,064,874		
	Additional Transfers In from General Fund	4,814	Interfund Transfers Category	24,074
	Anticipated Loan Proceeds	1,206,036		
	Total New Resources	4,382,806	Total New Requirements	4,382,806
	New Total Materials & Services Category			152,205
	New Total Capital Outlay Category			13,167,991
	New Total Interfund Transfers Category			27,574
	New Total All Fund 018 Resources	13,347,770	New Total All Fund 018 Expenditures	13,347,770

Section 2. This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY12/13 audit report.

PASSED AND ADOPTED THIS 26th DAY OF NOVEMBER, 2012

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 26th DAY OF NOVEMBER, 2012

SIGNED:

ATTEST:

James L. Wilcox, Mayor

Julie Krueger, MMC, City Clerk

RESOLUTION NO. 12-022

**A RESOLUTION AUTHORIZING TRANSFERS OF FUNDS BETWEEN CATEGORIES
OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING
EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

WHEREAS, during the budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits; and

WHEREAS, for various reasons the following funds and the budgeted limits within various departments and/or categories have or will be exceeded during the Fiscal Year ending June 30, 2013; and

WHEREAS, some reallocation of resources is necessary to correct the FY12/13 Budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. Authorizing Budget Transfers. The City Council hereby authorizes the following transfers of funds between budgeted departments and/or categories:

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<u>GENERAL FUND (001)</u>			
from Contingency	\$ 626,541	\$ 608,897	- \$ 17,644
to City Clerk Dept	\$ 139,183	\$ 141,458	+\$ 2,275
to City Manager Dept	\$ 320,450	\$ 355,090	+\$ 34,640
to Legal/Judicial Department	\$ 450,612	\$ 452,637	+\$ 2,025
to Finance/Utility Billing Department	\$ 512,325	\$ 513,435	+\$ 1,110
from Community Development Dept	\$ 556,398	\$ 526,828	- \$ 29,570
to Police Department	\$ 3,270,980	\$3,273,330	+\$ 2,350
to Interfund Transfers Category	\$ 157,525	\$ 162,339	+\$ 4,814
<u>SEWER PLANT CONSTRUCTION FUND (057)</u>			
from Capital Outlay	\$ 3,964,282	\$3,922,032	- \$ 42,250
to Materials & Services	\$ 174,690	\$ 216,940	+\$ 42,250

Section 2. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 26th DAY OF NOVEMBER, 2012.

Voting Yes, Councilors: _____

Voting No, Councilors: _____

Absent, Councilors: _____

Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 26th DAY OF NOVEMBER, 2012.

SIGNED:

ATTEST:

James L. Wilcox, Mayor

Julie Krueger, MMC, City Clerk



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

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 26, 2012	Discussion Item 14, A	12-080

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

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

DATE: November 7, 2012

ISSUE: Consideration of draft updated Wastewater Facility Capital Improvement Plan.

CITY COUNCIL GOALS: NA

BACKGROUND: Over the course of the last year, City staff has been working with Carollo Engineers to update the City's Wastewater Facility Master Plan. Staff had proposed to update the Master Plan in advance of initiating the design work on the next phase of the Wastewater Treatment Plant improvements to validate the need for the proposed improvements and to evaluate options to add electrical power generation (cogeneration or "cogen") to the plant utilizing the methane gas produced. This waste-to-energy issue had not been identified in any previous Master Plans and needed to be conceptually designed and accounted for, if it was economically feasible, so that we didn't inadvertently "build past" the opportunity.

Another task in the development of an updated Master Plan was to further develop the hydraulic model used to determine the adequacy of existing sanitary sewer collection systems and update the associated Capital Improvement Plan (CIP) of projects needed to meet current and future demands. The updated Master Plan was also to address two other community issues associated with the Wastewater Treatment Plant – adverse odors and improving visual aesthetics. Lastly, the Plan would provide an updated CIP for both the collection and treatment systems, and evaluate alternative funding scenarios for consideration by Council.

Under the contract with Carollo Engineers, a tremendous amount of work has been completed to develop a hydraulic model that accurately represents the vast majority of the City's sanitary sewer

collection system. With the greater accuracy of the new model, a total of 10 collection system capital projects identified in the 2002 Master Plan have been eliminated; the total cost of those previously proposed projects was about \$2.3 million. Three new collection system improvements have been identified in the updated Plan based up the latest development-driven needs of the system. In addition, a more detailed analysis of the systems at the Wastewater Treatment Plant confirmed the need for two improvements previously identified in the 2002 Plan, added an improvement to address issues that have arisen since the completion of the Phase 1 Plant Expansion, and eliminated a previously identified improvement that was estimated to cost \$2.5M.

Attached to this report is a draft Executive Summary from the updated Master Plan that outlines the planning effort and recommendations thus far. Staff from Carollo Engineers and their financial sub-consultants will be presenting information to Council at the meeting summarizing an updated CIP for the City's Wastewater Facilities and seeking guidance from the Council to assist in the development of a financial plan adequate to fund needed improvements over the next 10 and 20 years. A financial plan will be presented to Council for consideration on December 10, 2012.

BUDGET IMPLICATIONS: None at this time.

RECOMMENDATIONS:

1. **Staff Recommendation:** None -- Discussion Item only.



CITY OF THE DALLES
WASTEWATER FACILITY MASTER PLAN UPDATE

EXECUTIVE SUMMARY

DRAFT

November 2012



CITY OF THE DALLES
WASTEWATER FACILITY MASTER PLAN UPDATE
EXECUTIVE SUMMARY

TABLE OF CONTENTS

ES.1	Project Objectives.....	1
ES.2	Basis of Planning.....	1
ES.3	Collection System Analysis	5
ES.4	Recommended Collection System Improvements.....	6
ES.5	Existing Treatment Facility	7
ES.6	Recommended Treatment Facility Improvements.....	13
ES.7	Capital Improvement Plan	13
ES.8	Financial Plan	14

LIST OF TABLES

Table ES.1	Flow and Loads Projections.....	3
Table ES.2	Proposed Collection System Capital Improvements	9
Table ES.3	WWTF Unit Process Capacity Summary	10
Table ES.4	Recommended CIP.....	15

LIST OF FIGURES

Figure ES.1	Existing Wastewater Collection System Service Area	2
Figure ES.2	Historical and Projected Population	4
Figure ES.3	Recommended Collection System Improvements	8
Figure ES.4	Proposed Treatment Facility Site Layout for Capital Improvements	12

EXECUTIVE SUMMARY

ES.1 PROJECT OBJECTIVES

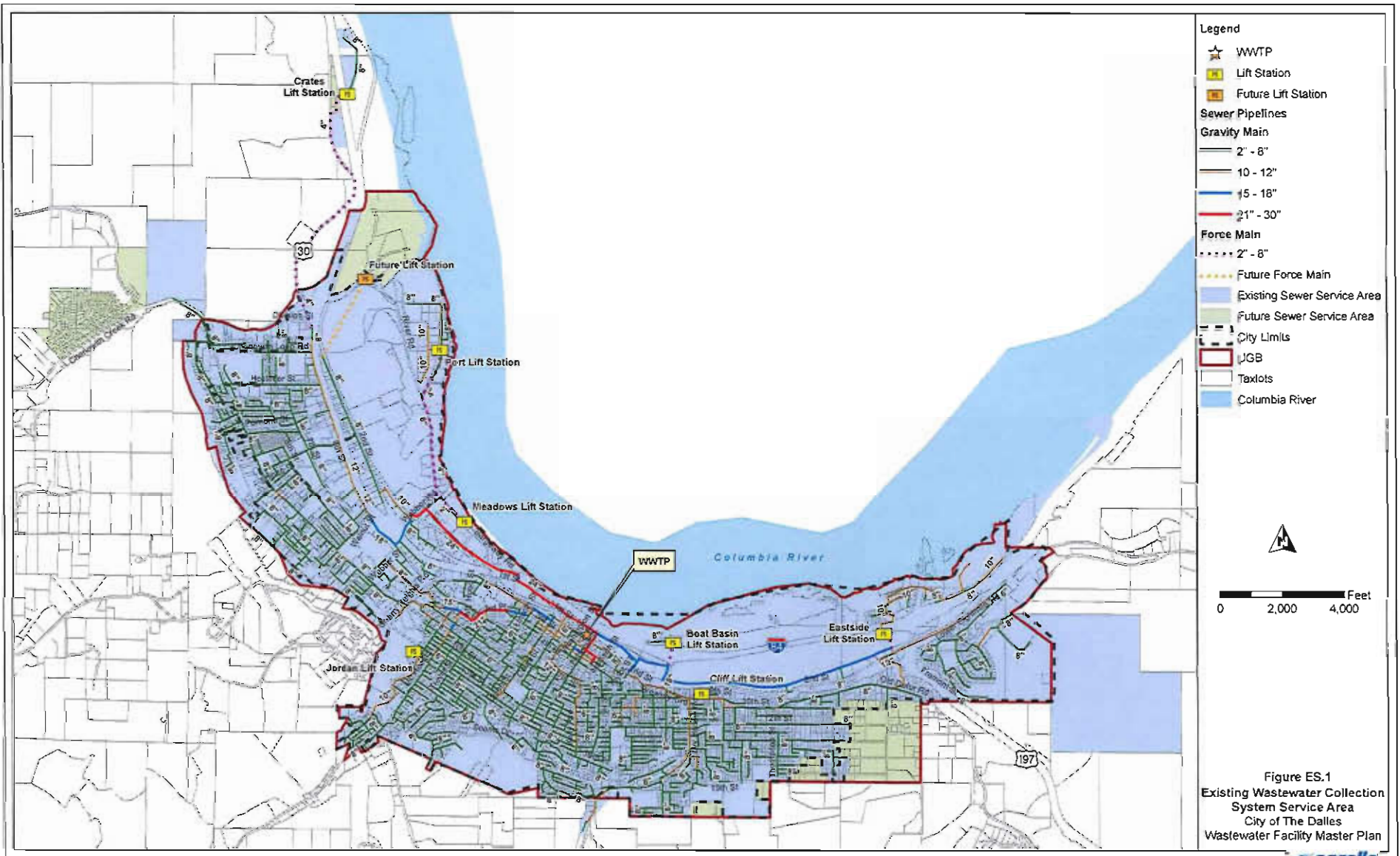
The Master Plan Update was prepared to identify a logical path forward for The Dalles wastewater collection system and treatment facilities for the next twenty years. Collection system and treatment facility improvements needed to accommodate projected growth in the wastewater service area, maintain assets, and accommodate anticipated future regulatory requirements were identified and scheduled through a 20 year Capital Improvement Program. Key elements addressed in the Master Plan Update include:

- Evaluation and updating wastewater flow and load projections,
- Preparing a hydraulic model of the collection system, establishing the design storm conditions, and modeling system performance from current conditions through the planning period and at service area build out,
- Update and develop potential short-term and long-term improvements to accommodate growth in the collection system,
- Development of a plan for wastewater treatment that provides flexibility to adapt to a variety of potential regulatory scenarios, including changes to the current permit requirements that pertain to nitrification, nutrient limits, and Class A biosolids, and;
- Identification of current operational issues and developing a plan to address them.

ES.2 BASIS OF PLANNING

Figure ES.1 presents a map of the City's current and future wastewater collection system service area and location of the wastewater treatment facility (WWTF). The City manages the sewer collection system and maintains sanitary sewer lines, ranging from 4-inch to 30-inch in diameter, and 8 lift stations. In addition to the services within the Urban Growth Boundary (UGB), the City currently serves three areas outside the UGB. These are the Columbia Gorge Discovery Center, Foley Lakes, and Bonneville Power Administration area as shown on Figure ES.1.

The City operates the WWTF located between the main business district of the City and the Columbia River Highway (Interstate 84). The planning area for the current and future service area is 5,118 acres, or approximately 8.0 square miles, and is consistent with the City's Comprehensive Plan. For this Master Plan Update, it is assumed that the City will increase its density and annex within the UGB when required to accommodate growth.



Population, Flow, and Load Projections

Population projections for the City were completed in 2006 by ECONorthwest as part of reviewing the UGB. To project future population, for this Master Plan Update, the growth rate developed as part of that study was applied to the most recent population estimates. Figure ES.2 presents the historical and projected population for short-term and planning year 2030 based on this approach. ECONorthwest projections are also shown in the Figure. A summary of the current and projected flows and loads based on the projected growth is provided in Table ES.1.

Table ES.1 Flow and Loads Projections			
Description	Current	2022	2030
Population	16,712	20,479	23,203
Developed Acres	1,893	2,625	3,358
Flows:			
Base Wastewater Flow (BWF), mgd	2.0	3.0	3.5
Average Annual Flow (AAF), mgd	2.3	3.5	4.0
Average Dry Weather Flow (ADWF), mgd	2.0	3.1	3.6
Average Wet Weather Flow (AWWF), mgd	2.6	3.9	4.5
Maximum Month Dry Weather Flow (MMDWF), mgd	2.5	3.7	4.3
Maximum Month Wet Weather Flow (MMWWF), mgd	3.4	5.0	5.7
Peak Daily Average Flow (PDAF), mgd	6.1	8.5	9.3
Peak Instantaneous Flow (PIF), mgd	7.7	10.8	11.9
Loads:			
<u>BOD₅</u>			
Annual Average	4,150	5,100	5,800
Maximum Month	5,700	7,000	8,000
Maximum Week	8,500	10,400	11,900
Peak Day	10,600	13,000	14,800
<u>TSS</u>			
Annual Average	3,200	3,900	4,400
Maximum Month	4,300	5,200	5,900
Maximum Week	6,200	7,600	8,500
Peak Day	6,700	8,200	9,200



HISTORICAL AND PROJECTED POPULATION

FIGURE ES.2

CITY OF THE DALLES
WASTEWATER FACILITY MASTER PLAN



Regulatory Considerations

Water quality standards and regulations continue to evolve and there are a number of new regulatory initiatives being discussed and/or implemented at the state and federal levels that could significantly impact the design and operation of The Dalles collections and WWTF. Based on a review of the potential regulatory issues, the following are considered the most likely to impact The Dalles during the planning period:

- **Minimize/eliminate SSOs:** This planning scenario would require that peak flows from less than a five-year 24-hour winter storm, and from a less than ten-year 24-hour summer storm receive secondary treatment, or its equivalent, prior to discharge.
- **Nitrification and Nutrient Reduction:** The nature of treatment requirements for the City's WWTF in the coming years will be dependant on future regulatory decisions for both ammonia and phosphorus. For ammonia, partial nitrification will be required if Oregon adopts USEPA's freshwater mussels criteria and/or technology based limits. In addition to ammonia reduction requirements, future phosphorus and total nitrogen removal options will be considered in the alternative analysis. Both these requirements are premised on the concept that the initial requirement will be a technology based limit.
- **Exceptional Quality/Class A Biosolids:** Future acceptance of the existing land application program may be more restricted due to increased public scrutiny. Therefore, a long-term plan for modifying existing facilities to produce exceptional quality/Class A biosolids will be evaluated.

Alternatives to address these potential regulatory issues were evaluated in collection system and treatment facility analysis presented in this Master Plan Update.

ES.3 COLLECTION SYSTEM ANALYSIS

In order to determine existing capacity and future deficiencies as flows increase over time, the City's collection system analysis was conducted using a H₂OMAP SWMM hydraulic model that was constructed utilizing data from a previous model, flow monitoring data collected in 2012, and applying service area growth, design criteria, and design storm conditions through the planning period.

Flow Monitoring

To assist in calibration of the H₂OMAP SWMM hydraulic model flow monitoring was conducted by SFE Global, Inc. for approximately 12 weeks from January 4, 2012 to March 20, 2012. Six temporary flow meters were installed at locations selected that represented flows from sub-areas within the collection system. Flow monitoring data was used in the development of design flow criteria, and to correlate actual sewer system flows to the hydraulic model predicted flows. Flow monitoring data was also used to calibrate the wastewater collection system hydraulic model for dry weather and wet weather flows.

Design Criteria and Design Storm

The capacity of the City's sanitary sewer collection system was evaluated based on the design criteria for gravity sewers and lift stations:

- **Gravity Sewers.** A pipeline was considered capacity deficient when the hydraulic grade line (HGL) of an upstream manhole exceeded a depth of 8-feet below the manhole rim, or 1-foot above the pipe crown for "shallow" manholes. Shallow manholes are defined as pipelines with a depth of less than 9-feet from the manhole rim to the pipe crown.
- **Lift Stations.** A lift station was considered capacity deficient if the peak flow into the lift station under the design storm flow conditions is greater than the pump station's firm capacity. Firm capacity is defined as the capacity of the pump station with the largest pump out of service.

Design storms are rainfall events used to analyze the performance of a collection system during wet weather events. Design storms are characterized by their recurrence interval, rainfall duration, and magnitude of rainfall intensity. The recurrence interval is based on the probability that a given rainfall event will occur or be exceeded in any given year. For the City, a recurrence interval of 5 years and a duration of 24-hours were used for the design storm event (i.e., 5-year, 24-hour event). Based on data from the National Oceanic and Atmospheric Association (NOAA) a 5-year, 24-hour event corresponds to a rainfall volume of 1.80-inches.

Hydraulic Model Calibration

Model calibration is a crucial component of the hydraulic modeling effort. Calibrating the model to match data collected during the flow monitoring program, and from the WWTF provided model results that simulated conditions experienced in the field. The dry weather calibration process consisted of dividing the system into areas tributary to each flow meter, defining flow volumes within each area, and creating diurnal pattern to match the temporal distribution of flow.

The wet weather calibration process consists of identifying calibration rainfall events, selecting a particular calibration storm or group of storms is based on a review of the flow and rainfall data, defining rainfall induced inflow and infiltration (RDII) tributary areas, and create inflow and infiltration (I/I) parameter database and modify to match field measured flows.

ES.4 RECOMMENDED COLLECTION SYSTEM IMPROVEMENTS

Following the dry and wet weather flow calibration, a capacity analysis of the collection system was performed for the design storm condition. The capacity analysis entailed identifying areas in the sewer system where flow restrictions occur or where pipe capacity is insufficient to convey design flows.

The pipeline capacity evaluation was conducted by routing the design flow through the hydraulic model. In accordance with the established flow depth criteria for existing sewers,

manholes where the hydraulic grade line (HGL) encroached eight feet below the manhole rim or one foot above the pipe crown for shallow manholes, were identified.

Figure ES.3 illustrates the improvements recommended to mitigate capacity deficiencies in the collection system as identified by the hydraulic analysis. The improvements needed in the collection system throughout the 20 year planning period are summarized in Table ES.2.

ES.5 EXISTING TREATMENT FACILITY

The Dalles WWTF's liquid stream processes include influent pumping, grit removal screening, secondary activated sludge process, and ultraviolet (UV) disinfection. Solids from the secondary process are processed via Waste Activated Sludge (WAS) thickening using Gravity Belt Thickeners (GBTs) prior to being sent to the anaerobic digester. A second floating cover digester is used for storage and biosolids are hauled off-site for land application.

An evaluation of the unit processes of the WWTF was conducted to form the basis for a long-term plant upgrade strategy. Analysis of historical plant operation was used to identify on-going performance deficiencies, design capacity of each unit process was compared to the projections of future flows and loads to identify requirements for growth and potential future effluent standards, and existing facilities information was reviewed to determine how new facilities could be integrated into the facility to achieve long-term capacity and treatment objectives.

The capacity of each unit process is summarized in Table ES.3, which was estimated based on the design criteria summarized in Chapter 2 – Basis of Planning and the current condition of the major treatment processes. Carollo's Biotran plant process simulator was calibrated based on 2011 plant data and used to estimate performance of unit processes and capacities. The Biotran model used mass balances and biological and physical models to simulate interactions between the different processes at the WWTF. Model results, in conjunction with wastewater characteristics and design criteria, were used to establish treatment capacities for the different unit processes.

Hydraulic analysis of WWTF processes was performed using Carollo Engineer's Hydraulix® software. The analysis was used to determine the hydraulic capacity of the plant as well as hydraulically isolated portions of the unit process.



Figure ES.3
Recommended Collection
System Improvements
City of The Dalles
Wastewater Facility Master Plan



Table ES.2 Proposed Collection System Capital Improvements							
ID	Type of Improvement	Street	Limits	Existing Size (in.)	Proposed Size (in.)	Replace/Parallel	Length (ft)
P-1	Gravity	6th Street	From Walnut Street to Myrtle Street	12	18	Replace	1,460
P-2	Gravity	Laughlin Street	From Laughlin to the WWTF	24	12	Parallel	200
P-3	Gravity	First Street	From Laughlin Street to Taylor Street	18	24	Replace	1,550
P-4	Gravity	Union Street/ 2nd Street	From 1st Street to Lincoln Street	15	18	Replace	890
P-5	Gravity	6th Avenue	From Myrtle Street to Hostetler Street	12	15	Replace	3,170
P-6	Gravity	2nd Street	From Webber Road to Snipes Street	8	12	Replace	3,480
P-7	Gravity	Snipes Street	From 6th Street to 7th Street	8	10	Replace	650
P-8	Gravity	Chenoweth Loop Road/ Irvine/ 10th Street	From 4th Avenue to 1st Avenue	8	12	Replace	4,570
P-9	Gravity	Septic Area Sewer	To serve septic area	-	8	New	1,320
LS-1	LS	Cliff LS	Replacement of the Cliff Lift Station	-	-	Replace	-
LS-2	LS	Boat Basin LS	Replacement of the Boat Basin Lift Station	-	-	Replace	-

Table ES.3 WWTF Unit Process Capacity Summary		
Unit Process	Criteria	Current Rated Capacity
Influent Pump Station	PIF with largest unit out of service	7.4 mgd
Grit Removal	PIF (hydraulic)	11.5 mgd
Screening	PIF all units in service with bypass	12.5 mgd – no bypass
Secondary Treatment	MMWW: Aeration Basin – 3 days SRT Secondary Clarifier HLR – 1,500 gpd/sf	10.5 mgd
UV Disinfection	Dose 20-25 mJ/cm ² with one log of safety at PIF conditions	12.5 mgd
Effluent Pump Station	PIF with largest unit out of service	16.7 mgd
WAS Thickening	Max Month Hydraulic Load	250 gpm – no redundancy
Anaerobic Digestion	Max month SRT of 20 days	11,395 gpd
Biosolids Storage	MM Solids Production	4 days

Biosolids

The City currently has an effective program to apply liquid biosolids on agricultural land. An evaluation of future biosolids programs was conducted under the The Master Plan Update, which considered conversion to a dewatered handling and application program and production of a Class A biosolids product.

With the success of the City's current program, and projections for its continued success, capital improvements were not recommended during the planning period to convert to a dewatered biosolids product or to produce a Class A product. Capital improvements were identified to resolve liquid biosolids storage deficiencies. In addition, space was allocated on the WWTF site to accommodate facilities to allow future Class A dewatered biosolids production if needed.

Odor Control and Plant Aesthetic Improvements

The WWTF is located in the core downtown area, which is undergoing significant redevelopment. A new park was constructed adjacent to the north boundary of the WWTF with improvements planned to accommodate guests into downtown from river cruises, and a future convention center. The Master Plan Update addressed issue important to enfold the WWTF into the redevelopment plans. These included abating nuisance odors, aesthetic appearance along the plant boundaries, and location and layout of future facilities to accommodate views from the Columbia River Highway into downtown.

A 3-D model of the plant facilities, including future facilities was prepared to analyze facility locations, landscaping, and boundary features needed to enfold the WWTF into redevelopment plans. Results of the 3-D modeling were used to develop alternatives to

improve aesthetics of the plant with new fencing and landscaping and strategic location of future facilities. The recommended site layout and landscape areas are shown on Figure ES.4.

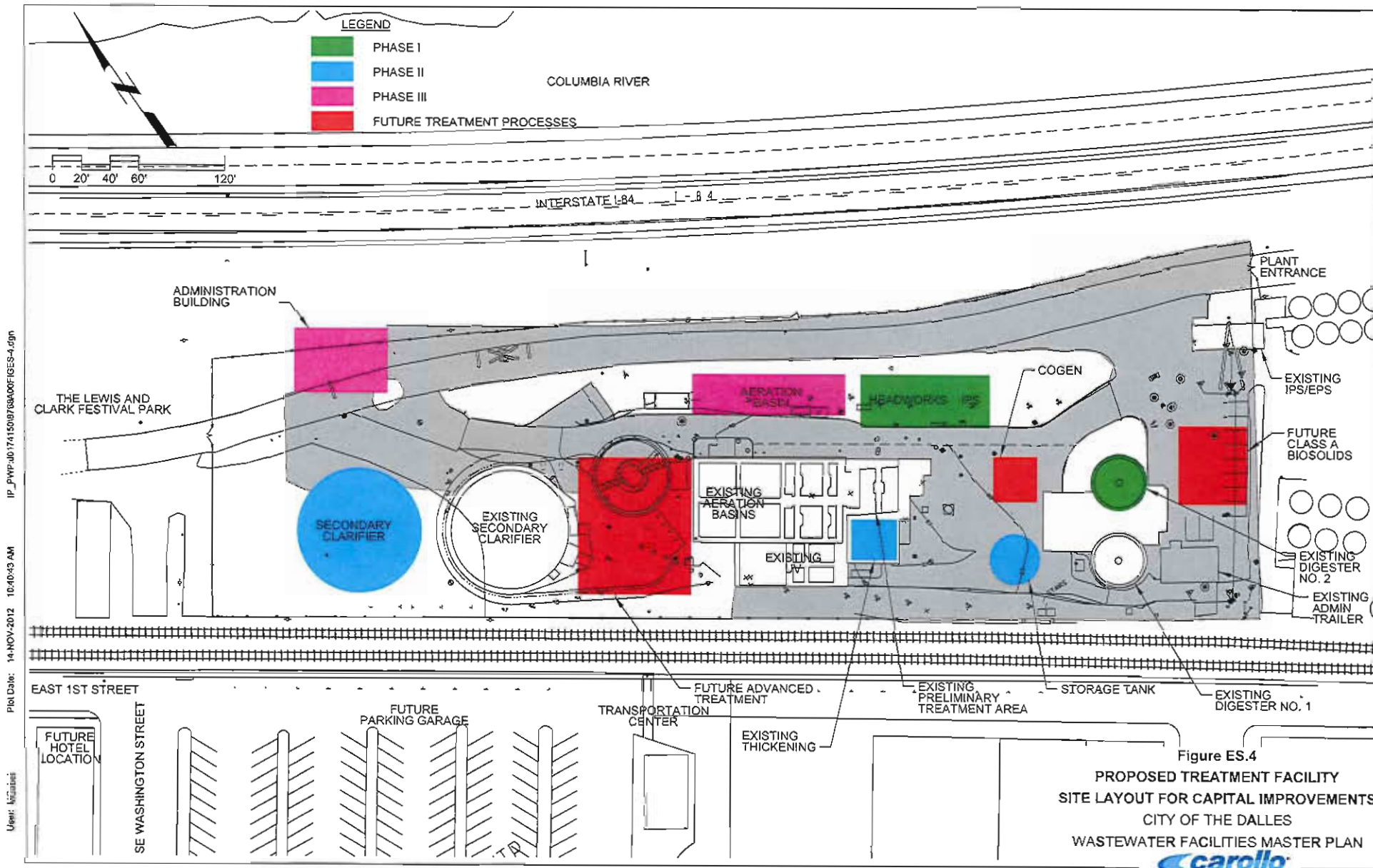
The WWTF has an active odor control system serving the screenings and grit removal area that has operated effectively. However, odorous air released from an existing liquid biosolids storage tank can at times be severe. To abate these odors and to provide improved odor control for screenings and grit removal areas, odor control provisions were included in the recommended capital improvement projects. Abatement of odors from the existing liquid biosolids project is addressed through a project to convert the storage vessel into an anaerobic digester, which includes replacing the existing floating cover with a fixed cover, followed by addition of a new liquid biosolids tank with an odor control system.

In addition, a newer more efficient odor control system is recommended as part of a new influent pump station, screening, and headworks facility that is recommended to address capacity requirements.

Alternatives to Address Regulatory Scenarios

A number of future regulatory scenarios and their impact of WWTF processes were evaluated. Alternative facility requirements to address potential future regulatory scenarios were identified and space allocated for these facilities on the WWTF site. Potential future regulatory scenarios that are most likely to impact the WWTF are summarized below:

- **Ammonia:** Ammonia toxicity requirements for the Columbia River may trigger the need to reduce ammonia concentrations in the vicinity of the WWTF outfall to approximately 15 mg/L at the zone of initial dilution based on 55:1 mixing. Currently, the WWTF typically operates in a non-nitrifying mode and produces an effluent with an average ammonia concentration of 13.5 mg/L. As this is lower than the anticipated ammonia limits, it is recommended that the City monitor influent and effluent ammonia closely for the next permit cycle. If the ammonia loading from the collection system increases, ammonia reduction processes such as an Integrated Fixed-Film Activated Sludge (IFAS) process is applicable for the City prior to switching to an advanced technology such as the membrane bioreactors due to space constraints.
- **Nutrient removal:** Additional aeration basins and secondary clarifiers beyond will be needed if nutrient removal is required. The number and timing of the additional secondary processes is dependent on the degree of nutrient removal required. If full nitrification is required, alternative processes including membrane bioreactors, and ballasted bioreactors should be evaluated. Based on the most conservative assumption of technology based limits, the area north west of the existing aeration basins where the interim clarifier is located should be reserved for secondary process expansion.
- **Class A Biosolids:** Changes to the solids processing will be needed if the city is required or desires production of a Class A quality biosolids. Three Class A technologies were identified for potential implementation to produce Class A biosolids: Class A screw press, air drying in solar greenhouse dryer, and mechanical heat drying (Therma-Flite Bio-Scru). None of these processes require changes to the baseline solids processing plan, but approximately 300 square feet of land near the existing digesters is reserved for installation of Class A screw press.



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ES.6 RECOMMENDED TREATMENT FACILITY IMPROVEMENTS

Improvements required for projected growth in the service area, address existing capacity limitations, maintain assets, and address potential permitting scenarios were identified through evaluation of unit process alternatives and integration of overall plant facilities. Recommended unit process improvements were reviewed with City staff and grouped into a program of three capital improvement phases. The recommended capital improvements at the WWTF are identified on Table ES.4 and shown on Figure ES.4.

The first phase of capital improvement projects address deficiencies in the influent pump station and digestion facilities, mitigate odors, and provide screening and grit removal to accommodate growth. The first capital improvement projects include construction of a new influent pump station, new headworks facility which includes odor control and a parts storage and shop area, and conversion of Digester 2 from liquid biosolids storage to an anaerobic digester.

The second phase of capital improvement projects address deficiency in liquid biosolids storage and provide secondary treatment facilities needed to accommodate growth and maintain assets. The projects include a new liquid biosolids storage tank, secondary treatment expansion, and replacement of an aged dissolved air flotation unit with a gravity belt thickener for waste activated sludge thickening.

The third phase of capital improvement projects include upgrades and expansion of the aeration basin processes to accommodate growth and a new administration building to replace the existing aged administration, laboratory, and control facility.

ES.7 CAPITAL IMPROVEMENT PLAN

Table ES.4 summarizes the estimated total project costs in 2012 dollars for the improvements recommended in this CIP. All cost estimates prepared as part of the planning effort are order-of-magnitude estimates. Costs will be prepared based on a 20 Cities *Engineering News-Record* (ENR) Construction Cost Index average of 9351 (August 2012).

Preliminary cost estimates are presented for various wastewater conveyance and treatment facilities. Construction costs are costs without contingency. Estimated construction costs include the work items described for each, plus the following indirect costs:

- Contractor overhead and profit -15 percent.
- Contingencies - 40 percent.

The preliminary construction cost estimates do not include the following:

- Potential cost increases due to unknown historical or cultural impacts to construction.
- Potential costs associated with identification and mitigation of hazardous waste.
- Easement or land acquisition costs.

Total project costs were calculated by multiplying the sum of the estimated construction costs (with contractor overhead and profit, and contingencies) by a factor to account for

engineering, legal and administration costs, and any change orders during construction as follows:

- Engineering, legal and administration - 30 percent
- Owner's reserve for change orders – 5 percent.

The engineering, legal and administrative cost factor will be applied to the construction cost following the application of the contingencies factor.

ES.8 FINANCIAL PLAN

To be completed following City's review on the financial plan.

Table ES.4		Recommended CIP																	
Description		FY 2013/ 2014	FY 2014/ 2015	FY 2015/ 2016	FY 2016/ 2017	FY 2017/ 2018	FY 2018/ 2019	FY 2019/ 2020	FY 2020/ 2021	FY 2021/ 2022	FY 2022/ 2023	FY 2023/ 2024	FY 2024/ 2025	FY 2025/ 2026	FY 2026/ 2027	FY 2027/ 2028	FY 2028/ 2029	FY 2029/ 2030	FY 2030/ 2031
Collection System ^{1,2}																			
P-1	6th Street	\$290,000																	
P-2	Laughlin Street								\$240,000										
P-3	Near 1st Street															\$195,000	\$195,000		
P-4	Union Street/ 2nd Street														\$180,000				
P-5	6th Street	\$305,000	\$305,000																
P-6	2nd Street		\$650,000																
P-7	Snipes Street										\$120,000								
P-8	Chenoweth Loop Road/Invine Street/10th Street									\$425,000	\$425,000								
P-9	8" Sewer to serve Septic Area								\$250,000										
LS-1	8th Street Lift Station Replacement ³			\$340,000															
LS-2	Cliff Lift Station Replacement ³				\$340,000														
Total		\$600,000	\$960,000	\$340,000	\$340,000	\$-	\$-	\$-	\$240,000	\$680,000	\$550,000	\$-	\$-	\$-	\$180,000	\$200,000	\$200,000	\$-	\$-
Treatment Plant																			
T-1	Administration Building ⁴							\$300,000	\$600,000	\$300,000									
T-2	IPS	\$415,000	\$830,000	\$415,000															
T-3	Headworks	\$580,000	\$1,160,000	\$580,000															
T-4	Aeration Basin							\$883,000	\$1,765,000	\$883,000									
T-5	Secondary Clarifier				\$448,000	\$895,000	\$448,000												
T-6	GBT Addition				\$167,500	\$502,500													
T-7	Digester 2 Conversion	\$345,000	\$345,000																
T-8	Storage Tank				\$230,000	\$480,000	\$230,000												
T-9	Aesthetic Improvements ⁵	\$52,500	\$157,500																
Total		\$1,390,000	\$2,490,000	\$1,000,000	\$850,000	\$1,860,000	\$680,000	\$1,180,000	\$2,370,000	\$1,180,000	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

Notes:

¹ Collection system improvements P-1 through P-10 include 15% for engineering, legal, and administration costs.² Collection system improvements LS-1, LS-2, and treatment plant improvements T-1 through T-9 include 25% for engineering, legal, and administration costs.³ Planned improvements in current CIP.⁴ Cost included in CIP is for a 6' standard masonry block/brick building with nominal aesthetic features. For a stone faced building similar to the neighboring Festival Park area, allow an additional \$100,000.⁵ Cost included in CIP is for a 6' tall security fence with stone-faced pilasters and precast concrete caps. For a 6' tall louvered security fence with stone-faced pilasters and precast concrete caps, allow additional \$40,000.